

**TAUPŌ DISTRICT COUNCIL
MINUTES OF THE TAUPŌ AIRPORT AUTHORITY COMMITTEE MEETING
HELD AT THE TAUPŌ AIRPORT, ANZAC MEMORIAL DRIVE, TAUPŌ
ON MONDAY, 19 FEBRUARY 2018 AT 10.30AM**

PRESENT: Mr Chris Johnston (in the Chair), Mrs Kathy Guy, Mr John Funnell, Cr Rosanne Jollands, Cr Christine Rankin

IN ATTENDANCE: Group Manager: Business & Technology, General Manager Taupō Airport, Airport Operations Manager, Democracy & Community Engagement Manager, Financial Accountant, Democratic Support Services Officer

MEDIA AND PUBLIC: Nil

Note: Mrs Kathy Guy left the meeting at 11.15am and was not present for resolutions TAA201802/06 and TAA201802/C07.

1 APOLOGIES

TAA201802/01 RESOLUTION

Moved: Mr Chris Johnston
Seconded: Cr Christine Rankin

That apologies from Mayor David Trewavas be received and accepted.

CARRIED

2 CONFLICTS OF INTEREST

Nil

3 CONFIRMATION OF MINUTES

3.1 TAUPŌ AIRPORT AUTHORITY COMMITTEE MEETING - 27 NOVEMBER 2017

TAA201802/02 RESOLUTION

Moved: Mr Chris Johnston
Seconded: Cr Christine Rankin

That the public and confidential portion of minutes of the Taupō Airport Authority Committee meeting held on Monday 27 November 2017 be confirmed as a true and correct record.

CARRIED

4 REPORTS

4.1 FINANCIAL REPORT: SIX MONTHLY REPORT TO DECEMBER 2017 & DRAFT STATEMENT OF INTENT 2019

The Financial Accountant made the following comments in relation to the six monthly report and Draft Statement of Intent (SOI):

- Landing fees were up by \$10k on the July-December 2016 figures
- Expenditure costs were attributed primarily maintenance and capital works.
- In response to auditor comments, airport assets were now on Council books and would also be valued cyclically at the same time as Council. To further align with those changes, going forward Council auditors would be used instead of Becca.
- The draft SOI financials had been produced in collaboration with the Group Manager: Business & Technology and the Airport General Manager.
- KPIs – which were complex to sort out -were in line with similar sized joint venture airports. In reply, a member noted that KPIs were never achieved due to being such a small airport. Another member suggested aligning individual tasks with the Committee's desired outcomes which would be more meaningful.

TAA201802/03 RESOLUTION

Moved: Mr Chris Johnston

Seconded: Cr Christine Rankin

That the Taupō Airport Authority Committee receives the financial report.

CARRIED

4.2 GENERAL MANAGER'S OPERATIONS REPORT

The General Manager spoke to his report highlighting that activities had been quiet which was typical of the Christmas period and movement tallies were down due to inclement weather.

The following was noted during questions, answers and related discussion:

- Lack of accommodation influenced flight activities.
- Something needed to be done about the excessive cancellation of Auckland to Taupō flights which numbered three in January alone. The regular Sunday 5pm Auckland to Taupō flight seemed to have a higher rate of cancellations than others. Not only was displacement for affected passengers frustrating but high cancellations also failed Taupō as a great destination if people could not even get there in the first instance.

Note: The General Manager undertook to follow up with Air NZ on statistics for cancelled flights from Auckland to Taupō and vice versa.

- Sounds Air were now offering three one-way (Taupō to Wellington fare classes) on their website: low - \$179; mid - \$219; and high \$239-259.
- Statistics were provided from a camera installed in the airport which counted people coming in / out.
- Recapping on the two reported power outages, the General Manager reiterated that it was crucial that the generator was installed as soon as possible to at least power the terminal initially. The Group Manager: Corporate, Risk and Community was also looking into the matter.
- The Group Manager had met with MBIE and MoT representatives in the previous week. It was noted that funding assistance for designing of plans for terminal improvements would be provided.
- LTP funding of \$2.5m had been budgeted for Taupō airport however, confirmation of the funding would not be known until the end of the consultation process.

TAA201802/04 RESOLUTION

Moved: Cr Rosanne Jollands

Seconded: Mr John Funnell

That the Taupō Airport Authority Committee receives the General Manger's Operations report as presented on 19 February 2018.

CARRIED

4.3 SAFETY MANAGEMENT SYSTEM (SMS) UPDATE

The General Manager noted that a comprehensive review of the Implementation Plan and Gap Analysis was completed in December 2017 and was now ready to forward to CAA. The Gap Analysis identified that although procedures and systems were operative, they were not documented. WIBIH would coordinate this, which would also be required for recertification purposes.

The Group Manager noted that the Plan would also need to be reviewed by the Audit & Risk Committee.

TAA201802/05 RESOLUTION

Moved: Cr Christine Rankin

Seconded: Mrs Kathy Guy

That the Taupō Airport Authority Committee receives the update on the Safety Management System.

CARRIED

4.4 HEALTH AND SAFETY UPDATE

The General Manager advised that the power outages were the only incidents to report. In reply to a member question about what had been done to prevent vehicles entering onto the apron, he further advised that a key pad had been installed and, the entrance gate was kept locked at all times. Fencing off an area near Mr Orr's lease site was also being investigated as this had been also been used as an unauthorised access point.

TAA201802/06 RESOLUTION

Moved: Cr Rosanne Jollands

Seconded: Cr Christine Rankin

That the Taupō Airport Authority Committee receives the information relating to health and safety.

CARRIED

5 CONFIDENTIAL BUSINESS

TAA201802/07 RESOLUTION

Moved: Cr Rosanne Jollands

Seconded: Cr Christine Rankin

RESOLUTION TO EXCLUDE THE PUBLIC

I move that the public be excluded from the following parts of the proceedings of this meeting.

The general subject of each matter to be considered while the public is excluded, the reason for passing this resolution in relation to each matter, and the specific grounds under section 48[1] of the local government official information and meetings act 1987 for the passing of this resolution are as follows:

General subject of each matter to be considered	Reason for passing this resolution in relation to each matter	Ground(s) under Section 48(1) for the passing of this resolution
Agenda Item No: 5.1 Receipt of Unconfirmed Minutes: Taupō Airport Operational & Safety Committee - 18 December 2017	Section 7(2)(d) - the withholding of the information is necessary to avoid prejudice to measures protecting the health or safety of	Section 48(1)(a)(i)- the public conduct of the relevant part of the proceedings of the meeting would be likely to result in the disclosure

	members of the public	of information for which good reason for withholding would exist under section 7
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I also move that *[name of person or persons]* be permitted to remain at this meeting, after the public has been excluded, because of their knowledge of *[specify]*. This knowledge, which will be of assistance in relation to the matter to be discussed, is relevant to that matter because *[specify]*.

CARRIED

The Meeting closed at 11.50am.

The minutes of this meeting were confirmed at the Taupō Airport Authority Committee Meeting held on 11 June 2018.

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CHAIRPERSON