

**TAUPŌ DISTRICT COUNCIL  
MINUTES OF THE TAUPŌ AIRPORT AUTHORITY COMMITTEE MEETING  
HELD AT THE TAUPŌ AIRPORT, ANZAC MEMORIAL DRIVE, TAUPŌ  
ON MONDAY, 11 JUNE 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:** Head of Economic Development & Business Transformation, Head of Democracy, Governance & Venues, Operations Manager, Financial Accountant and Economic Relationships Manager

**MEDIA AND PUBLIC:** Nil

**1 APOLOGIES**

**TAA201806/01 RESOLUTION**

Moved: Cr Rosanne Jollands  
Seconded: Cr Christine Rankin

That the apology received 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 - 19 FEBRUARY 2018**

**TAA201806/02 RESOLUTION**

Moved: Mr John Funnell  
Seconded: Cr Rosanne Jollands

That the minutes of the Taupō Airport Authority Committee meeting held on Monday 19 February 2018 be confirmed as a true and correct record.

**CARRIED**

**4 REPORTS**

**4.1 FINANCIAL REPORT - APRIL 2018**

The Financial Accountant made the following comments in relation to the financial report.

- The additional amount spent on ground maintenance versus budget was mostly due to the tidying up on Anzac Memorial Drive and additional mowing over summer.
- The Auditors had completed their pre-audit with no issues noted.

**TAA201806/03 RESOLUTION**

Moved: Cr Rosanne Jollands

Seconded: Mrs Kathy Guy

That the Taupō Airport Authority Committee receives the financial reports for April 2018.

**CARRIED**

**4.2 STATEMENT OF INTENT 2019-2021**

There had been no changes requested from Council or the Crown to the draft SOI.

**TAA201806/04 RESOLUTION**

Moved: Mr Chris Johnston

Seconded: Cr Christine Rankin

That the Taupō Airport Authority Committee approves the Statement of Intent for 2019/2021.

**CARRIED**

**4.3 AIRBIZ PROPOSAL - MASTER PLANNING**

The Economic Relationship Manager made the following comments in relation to the Airbiz proposal:

- Ministry of Transport had approved in principle their 50% share.
- This was a critical project identified in the Bay Of Plenty Economic Strategy.
- The Minister had indicated his support of the project.

**TAA201806/05 RESOLUTION**

Moved: Mr Chris Johnston

Seconded: Cr Christine Rankin

That the Taupō Airport Authority Committee

1. Receives the information in relation to the master planning proposal from AirBiz.
2. Recommends to Council that unbudgeted expenditure of \$84,000.00 (excl. GST) to complete the work be approved.

**CARRIED**

**4.4 GENERAL MANAGER'S OPERATIONS REPORT**

The Operations Manager made the following comments regarding the report.

- Airport personnel had supported the police in a full emergency exercise.
- Significant work had been completed on the water pump station, including the installation of a generator plug and alterations to the reservoir feed point. This would ensure that the water supply to the airport was available in the case of a power outage. A permanent generator will be installed shortly for the purpose of servicing the terminal, management office and fuel points in the event of a power failure.
- GRG Consulting had completed an internal audit. Some minor tidying up to do.
- Passenger numbers were up by 12% from the previous year.

**TAA201806/06 RESOLUTION**

Moved: Cr Rosanne Jollands

Seconded: Mrs Kathy Guy

That the Taupō Airport Authority Committee receives the General Manager's Operations report as presented on 11 June 2018.

**CARRIED**

**4.5 HEALTH AND SAFETY UPDATE**

The Operations Manager made the following comments regarding the report.

- A Safety Manager (Steve Pederson) had recently been contracted by the Taupō Airport Authority as part of the Safety Management System. The Operations Manager to provide details on cost implications.
- Drones were still causing problems. Staff were working with Heli Adventures at Huka Falls and some working groups had been set up.
- The pilot of an Air NZ flight reported a laser strike to Airways. It appears that this came from the Richmond Heights area.

**TAA201806/07 RESOLUTION**

Moved: Mr Chris Johnston

Seconded: Cr Rosanne Jollands

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

**CARRIED**

**4.6 SAFETY MANAGEMENT SYSTEM (SMS) UPDATE**

The Operations Manager made the following comments in relation to the report:

- The SMS implementation plan had been accepted by the Civil Aviation Authority and the audit was scheduled for March 2019.
- There was still work to do on the SMS operations manual prior to the audit.
- Additional support from the Safety Manager might be required to meet the deadline.

The Head of Economic Development & Business Transformation noted that succession planning and a review of the governance model had been identified as part of the review.

**TAA201806/08 RESOLUTION**

Moved: Cr Christine Rankin

Seconded: Mrs Kathy Guy

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

**CARRIED**

**5 CONFIDENTIAL BUSINESS****TAA201806/09 RESOLUTION**

Moved: Cr Rosanne Jollands

Seconded: Mr Chris Johnston

**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:

<b>General subject of each matter to be considered</b>	<b>Reason for passing this resolution in relation to each matter</b>	<b>Ground(s) under Section 48(1) for the passing of this resolution</b>
<b>Agenda Item No: 5.1</b> Confirmation of Confidential Portion of Taupō Airport Authority Committee Minutes - 19 February 2018	Section 7(2)(d) - the withholding of the information is necessary to avoid prejudice to measures protecting the health or safety of members of the public	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 of information for which good reason for withholding would exist under section 6
<b>Agenda Item No: 5.2</b> Receipt of Unconfirmed Minutes: Taupō Airport & Operational Safety Committee - 9 April 2018	Section 7(2)(d) - the withholding of the information is necessary to avoid prejudice to measures protecting the health or safety of members of the public	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 of information for which good reason for withholding would exist under section 7

**CARRIED**

The meeting closed at 11.18am.

The minutes of this meeting were confirmed at the Taupō Airport Authority Committee meeting held on 24 July 2018.

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**CHAIRPERSON**