



**I give notice that  
a Taupō Airport Authority Committee Meeting will be held on:**

<b>Date:</b>	<b>Tuesday, 24 July 2018</b>
<b>Time:</b>	<b>10.30am</b>
<b>Location:</b>	<b>Taupō Airport ANZAC Memorial Drive Taupō</b>

# **AGENDA**

## **MEMBERSHIP**

**Chairperson** Mr Chris Johnston

**Deputy Chairperson** Mrs Kathy Guy

**Members** Mr John Funnell  
Cr Rosanne Jollands  
Cr Christine Rankin  
Mayor David Trewavas

**Quorum** 3

**Gareth Green**  
**Chief Executive Officer**

## Order Of Business

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**3.1 TAUPŌ AIRPORT AUTHORITY COMMITTEE MEETING - 11 JUNE 2018**

**Author:** Tina Jakes, Head of Democracy, Governance and Venues

**Authorised by:** Gareth Green, Chief Executive Officer

**RECOMMENDATION(S)**

That the minutes of the Taupō Airport Authority Committee meeting held on Monday 11 June 2018 be confirmed as a true and correct record.

**ATTACHMENTS**

1. Taupō Airport Authority Committee Meeting Minutes - 11 June 2018 [⇒](#)

**4.1 KIWI CAMP PROPOSAL**

**Author:** John Ridd, Head of Economic Development and Business Transformation

**Authorised by:** Gareth Green, Chief Executive Officer

**PURPOSE**

The purpose of this report is to outline a proposal for the change of use of the site licenced currently allocated to Action World for the use as a Kiwi Camp franchised operation.

**EXECUTIVE SUMMARY**

The current licence holders of the site operating as Action World Taupo Limited have ceased operation and wish to change the use of the site to a Kiwi Camp operation. This in effect is a self-serve campground that operates via a phone application and access to the site via a physical barrier.

Although numerous consenting and compliance issues are raised, these are over to the applicant to ensure they comply with or mitigate. This item is intended to highlight those issues and to provide information but are out of the Taupō Airport Authority committees (TAA) control. The major concern for the TAA is safety, particularly airside, and if this is an activity they want within the airport boundary. It should be noted that although the demographics are different there is a similar operation adjacent to the one proposed.

The preferred option is to approve the activity as long as all the consenting issues are addressed.

**RECOMMENDATION(S)**

That the Taupō Airport Authority Committee supports the establishment of a Kiwi Camp operation on Taupō Airport land, subject to Action World obtaining all the necessary consents.

**BACKGROUND**

The proposal has not been formally presented previously.

The current licence holders of the site operating as Action World Taupo Limited have ceased operation and wish to change the use of the site to a Kiwi Camp operation. This in effect is a self-serve campground that operates via a phone application and access to the site via a physical barrier.

The Taupō Airport Authority [TAA] have been informed of this proposal and in the absence of detailed information, were supportive of the proposal. Lease decisions are formally delegated to the Airport CEO but in this instance it is appropriate that the TAA be aware of the more detailed information and have a view on the proposed use of the site. As the TAA were initially supportive, the leaseholders have commenced a consenting process to make this change.

**DISCUSSION**

The current leaseholders have commenced the process for a formal consent for the site to be used for a Kiwi Camp self-serve campground. A summary of the proposed activity is:

- The camping system is a cashless payment system where campers purchase a 'Kiwicash' card to access the site and use the facilities.
- Staff will be onsite a couple of times a day during peak periods and once daily during off-peak times. All other times the site will be unstaffed.
- A store will be onsite and open for 2 hours a day.
- Toilets, cold water, rubbish and recycling is free.
- The minimum number of toilets, showers, sufficient lighting, cooking facilities will not fully meet the requirement of the camping regulations for the maximum numbers (could be addressed with temporary facilities at peak times). Also, there are questions around the wastewater being managed within the existing septic tank and nitrogen cap on the airport.
- Payment will be required for showers, hot water for dishes, washing and drying machines, dryer, BBQ's and charge points.
- The camp will provide space for 75 vehicles or sites, with a maximum number of 150 persons.

The formal consents required are as follows:

- Resource and building consent - Taupō District Council
- Resource Consent - Waikato Regional Council
- Camp ground regulation compliance

#### Safety Committee Response

Being an active airfield, it was considered prudent to seek the Airport Safety Committee view on the proposal, particularly the potential risk implications associated with this activity and how the applicant may mitigate such risks. The committee's primary concern was the potential risk of park users accessing airside and / or private property on the airport. It should be noted that this is a current risk even without a camp ground; the adjacent lease holders (NZMCA) have been present for a number of years without this issue arising. This will however be raised with the applicant so they may demonstrate how this risk would be mitigated.

#### Taupō District Council Response

The applicant has applied for an exemption to the camping ground regulations which the consents team is not supportive of given the proposed number of campers. It is also their view that the campground should meet all the requirements for toilets, showers etc. in the absence of any reticulated wastewater and a nitrogen cap imposed.

The adjacent land is leased to the NZMCA and their situation is different in terms of complying with campground regulations. They have an exemption from having to provide toilets and showers (as these facilities are all on board their self-contained vans), but they still have to comply with waste disposal and the like.

By way of information, officers have agreed with the potential developers adjacent to the airport to size sewerage reticulation to service the airport. As such, waste (etc.) may not be an issue in the medium term. As previously noted, the applicant will again have to ensure they mitigate these concerns.

Based on this information it is considered that there are two options.

### **OPTIONS**

#### Analysis of Options

Option 1: Do not support the request for the lease operation to allow for a campground

Advantages	Disadvantages
<ul style="list-style-type: none"> <li>• The concerns raised around safety and compliance with regulations are naturally addressed.</li> </ul>	<ul style="list-style-type: none"> <li>• Loss of opportunity of a good use of the area and added activity.</li> </ul>

Option 2: Support the change in lease site use to a campground

Advantages	Disadvantages
<ul style="list-style-type: none"> <li>• Adds additional activity and potential support to business in the airport.</li> </ul>	<ul style="list-style-type: none"> <li>• The applicant will be required to determine how the highlighted risks will be mitigated.</li> </ul>

#### Analysis Conclusion:

On analysis it is officer's perspective that the duty to comply with regulations, consenting requirements and safety issues is for the applicant to determine how they will be addressed. This report is seeking agreement in principle to the change of use with the consenting process governing whether it will progress.

### **CONSIDERATIONS**

#### **Financial Considerations**

The lease amount will be determined at such time that the proposal has been fully consented.

## Legal Considerations

### Local Government Act 2002

The matter comes within scope of the Council's lawful powers, including satisfying the purpose statement of Section 10 of the Local Government Act 2002. The matter will enable the Council to meet the current and future needs of communities for good quality local public services. (i.e. efficient, effective and appropriate to present and anticipated future circumstances).

The proposal has been evaluated with regards to a range of legislation. The key legislation applicable to the proposal has been reviewed and the relevant matters for consideration are as follows:

The following authorisations are required for the proposal:

- |   |   |  |
|---|---|--|
| <input type="checkbox"/> Resource Consent | <input checked="" type="checkbox"/> Building Consent  | <input checked="" type="checkbox"/> Environmental Health |
| <input type="checkbox"/> Liquor Licencing | <input checked="" type="checkbox"/> Licence to occupy |  |

Authorisations are required from the regional council

## Policy Implications

There are no known policy implications.

## Risks

There are airside safety concerns and also should the business not succeed the TAA may be left with assets for which they may be liable.

## SIGNIFICANCE OF THE DECISION OR PROPOSAL

Council's Significance and Engagement policy identifies the following matters that are to be taken into account when assessing the degree of significance of proposals and decisions:

- a. The level of financial consequences of the proposal or decision;
- b. Whether the proposal or decision will affect a large portion of the community or community of interest;
- c. The likely impact on present and future interests of the community, recognising Maori cultural values and their relationship to land and water;
- d. Whether the proposal affects the level of service of an activity identified in the Long Term Plan;
- e. Whether community interest is high; and
- f. The capacity of Council to perform its role and the financial and other costs of doing so.

Officers have undertaken a rounded assessment of the matters in clause 11 of the Significance and Engagement Policy (2016), and are of the opinion that the proposal under consideration is of low importance.

## ENGAGEMENT

Taking into consideration the above assessment, that the decision is of a low degree of significance, officers are of the opinion that no further engagement is required prior to TAA making a decision.

## COMMUNICATION/MEDIA

No communication/media is required.

## CONCLUSION

Although numerous consenting and compliance issues are raised, these are over to the applicant to ensure they comply with or mitigate. This item is intended to highlight those issues and to provide information that is out of the TAA's control. The major concern for the TAA is safety particularly airside and if this is an activity they want within the airport boundary. It should be noted that although the demographics are different there is a similar operation adjacent to the one proposed.

## ATTACHMENTS

Nil

**4.2 DRAFT FINANCIAL REPORT - JUNE 2018**

**Author:** Fiona Birkbeck, Financial Accountant

**Authorised by:** Alan Menhennet, Head of Finance and Strategy

**PURPOSE**

To receive the Taupō Airport Authority's draft financial report to June 2018.

**RECOMMENDATION(S)**

That the Taupō Airport Authority Committee receives the draft financial report to June 2018.

**ATTACHMENTS**

Nil

**4.3 STRATA TITLE PROCESS FOR PART OF ANZAC MEMORIAL DRIVE**

**Author:** Gemma Mitchell, Strategic Advisor Property & Infrastructure

**Authorised by:** Alan Menhennet, Head of Finance and Strategy

**PURPOSE**

To provide an update on the strata title process for part of the road contained within Aerodrome Reserve.

**DISCUSSION**

Currently Anzac Memorial Drive is a private road within the Aerodrome Reserve title, albeit utilised by the general public and a number of lessees within the immediate area. There is an opportunity to change the status of this land to be legal road via a strata title process pursuant to the Public Works Act. This would enable public access to continue in an appropriately formalised manner and allow Council to maintain this portion of the road within the overall roading network of the district.

Enabling the change will facilitate potential future growth of the airport and surrounding area, including potential additional development of land to the north of the airport within the area for future airport expansion activities (helicopters).

The change in status to legal road for the initial stretch of the road prior to the security gates will facilitate better provision of infrastructure over time for the airport and land users, which are currently limited by the level of infrastructure upgrades that are necessary to allow for any further expansion.

We have recently received agreements in principle from the Ministry of Transport for the change in classification proposed, and also Te Kotahitanga o Ngāti Tūwharetoa who have a first right of refusal for the land. They have provided their support on the basis of a reversionary first right of refusal process.

Procedural advice is being sought from The Property Group to ensure that the mechanisms for legalising the road are correctly undertaken. It is envisaged that this process will include a requirement for formal consent certifications under the public works act. The details of this are likely to be known in the coming weeks, with the process likely to take up to 3-4 months to complete depending on the legislative requirements.

**CONCLUSION**

The process of road legalisation for part of Anzac Memorial Drive will provide growth opportunities and infrastructure for the area going forward. It is therefore proposed that the information be received.

**RECOMMENDATION(S)**

That the Taupō Airport Authority Committee receives the report.

**ATTACHMENTS**

Nil



**4.4 GENERAL MANAGER'S OPERATIONS REPORT**

**Author:** Michael Groome, General Manager Taupo Airport

**Authorised by:** John Ridd, Head of Economic Development and Business Transformation

**PURPOSE**

To provide the Taupō Airport Authority Committee an overview of the Taupō Airport's operations year to date.

**RECOMMENDATION(S)**

That the Taupō Airport Authority Committee receives the General Manager's Operations report as submitted on 12 July 2018.

**ATTACHMENTS**

1. General Manager's Operations Report (A2266733) [⇒](#)

**4.5 HEALTH AND SAFETY UPDATE**

**Author:** Tina Jakes, Democracy & Community Engagement Manager

**Authorised by:** Gareth Green, Chief Executive Officer

**PURPOSE**

This item allows for discussion on matters relating to health and safety.

**RECOMMENDATION(S)**

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

**ATTACHMENTS**

Nil

## 5 CONFIDENTIAL BUSINESS

### 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 matter 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
<b>Agenda Item No: 5.1</b> Confirmation of Confidential Portion of Taupō Airport Authority Committee Minutes - 11 June 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 - 11 June 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

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]*.