

ATTACHMENTS

Taupō Airport Authority Committee Meeting

24 July 2018

Table of Contents

| | | |
|-----|---|---|
| 3.1 | Taupō Airport Authority Committee Meeting - 11 June 2018 | |
| | Attachment 1 Taupō Airport Authority Committee Meeting Minutes - 11 June 2018 | 3 |
| 4.4 | General Manager's Operations Report | |
| | Attachment 1 General Manager's Operations Report (A2266733)..... | 7 |

Taupō Airport Authority Committee Meeting Minutes

11 June 2018

**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.

Page 1

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:

| 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 |
|--|--|--|
| <p>Agenda Item No: 5.1 Confirmation of Confidential Portion of Taupō Airport Authority Committee Minutes - 19 February 2018</p> | <p>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</p> | <p>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</p> |
| <p>Agenda Item No: 5.2 Receipt of Unconfirmed Minutes: Taupō Airport & Operational Safety Committee - 9 April 2018</p> | <p>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</p> | <p>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</p> |

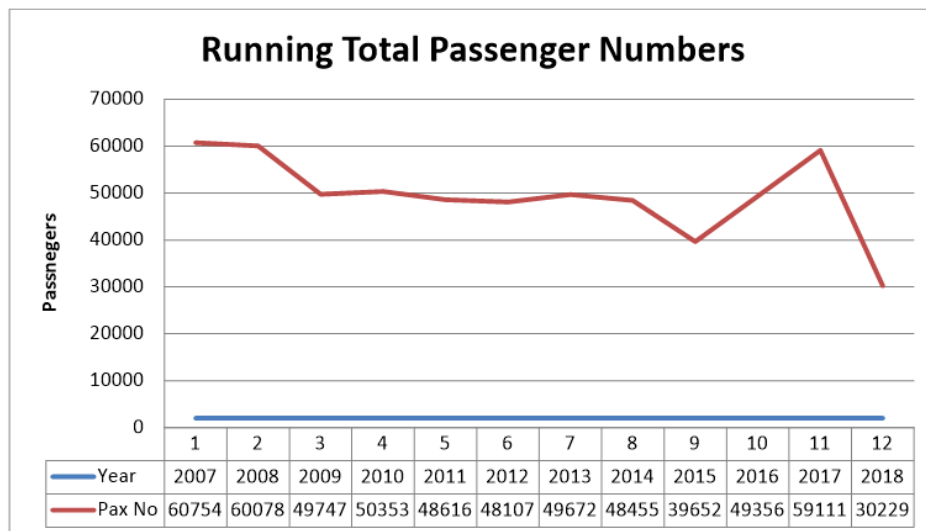
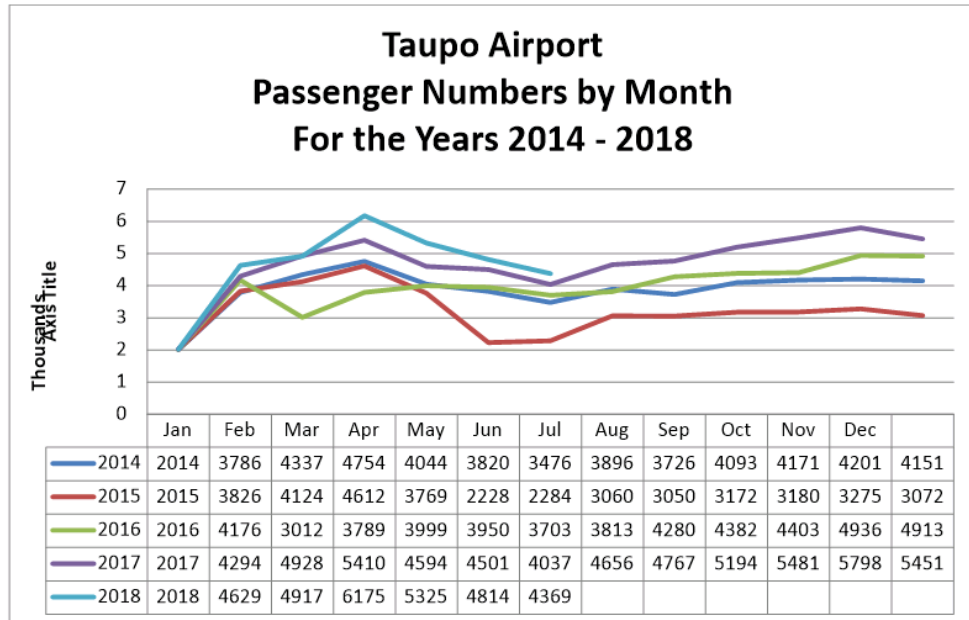
CARRIED

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.

.....
CHAIRPERSON

General Manager Operations Report - 24 July 2018



Aeronautical Study

Taupō Airport Authority (TAA) has commissioned Total Aviation Quality Ltd to prepare a Risk Assessment with which TAA will present a safety case to the Director of Civil Aviation to have the wording in the NZAIP amended. The purpose of the risk assessment was to demonstrate risks arising from potential misinterpretation or confusion on the part of pilots preparing to join the circuit at Taupō. The report will be submitted to CAA and if accepted the AIP NZAP plate will be amended to prevent overhead joins in Taupō.

Security Cameras

We are currently upgrading our security cameras. The terminal coverage is good, however the camera on Anzac Memorial Drive adjacent to the security gate will need replacing as does the Airside camera on the Hertz building. The two new cameras will be able to identify vehicle registrations and will aid with unauthorised airside access.

Trees on the North Eastern Approach

Tree felling works has commenced on the north eastern approach. There had been a delay due to Waikato Regional Council not allowing the processing in the gully, which has resulted in an increase in costs. As the clump of trees are within our OLS this has raised issues with larger aircraft.

Trees adjacent to NZMCA Site:

Three trees have been identified by NZMCA Ground Manager as potentially dangerous. Through storm damage and age branches have come down narrowly missing a camper vehicle. Area has been marked off and TAA have commissioned the removal of the trees.

Taxiway Signage:

Under CAA Rule we are required to install ICAO holding point and taxiway signage. This will be replicated for all tier 3 certificated airports in NZ. The installation is in progress and the existing taxiway signage has been removed. The new Bravo hold point sign which replaces the Alfa taxiway will be illuminated.

Safety Management System (SMS) Update:

The Taupō Airport Authority Management team continues to hold weekly SMS meetings. We are underway with the implementation timeline and scheduled CAA audit programmed for March 2019. Aerodrome community engagement meetings have been an essential part of SMS.

Mike Groome
General Manager – Taupō Airport Authority