

**TAUPŌ DISTRICT COUNCIL
MINUTES OF THE TAUPŌ AIRPORT AUTHORITY COMMITTEE MEETING
HELD AT THE TAUPŌ AIRPORT, ANZAC MEMORIAL DRIVE, TAUPŌ
ON TUESDAY, 24 JULY 2018 AT 10.30AM**

PRESENT: Mr Chris Johnston (in the Chair), Mrs Kathy Guy, Mr John Funnell, Cr Rosanne Jollands, Cr Christine Rankin (until 11.44am)

IN ATTENDANCE: Head of Economic Development & Business Transformation, Head of Democracy, Governance & Venues, Airport Manager, Operations Manager, Financial Accountant, Strategic Advisor – Property & Infrastructure, Democratic Services Support Officer

MEDIA AND PUBLIC: Two members of the public

Notes:

- (i) *Agenda items were heard in the following order: 3.1, 4.2-4.3, 4.1, 4.4-5.2*
- (ii) *The Chair advised that part of the discussion in relation to Kiwi Camp Proposal would be held in confidence due to commercial / financial sensitivities.*
- (iii) *Cr Rankin left the meeting at 11.44am during item 4.4 and was not present for resolutions TAA201807/06-07 and the confidential section of the meeting.*

1 APOLOGIES

TAA201807/01 RESOLUTION

Moved: Cr Rosanne Jollands

Seconded: Mrs Kathy Guy

That the apology received from Mayor David Trewavas be accepted.

CARRIED

2 CONFLICTS OF INTEREST

Nil

3 CONFIRMATION OF MINUTES

3.1 TAUPŌ AIRPORT AUTHORITY COMMITTEE MEETING - 11 JUNE 2018

Minutes of a meeting of the Taupō Airport Authority Committee held on Monday, 11 June 2018 had been circulated (A2256907).

TAA201807/02 RESOLUTION

Moved: Mr John Funnell

Seconded: Cr Christine Rankin

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

CARRIED

4 REPORTS

4.1 KIWICAMP PROPOSAL

The Chair welcomed Ms Beverly Roberts who was in attendance to discuss a proposal for a KiwiCamp site.

Key points noted were:

- KiwiCamp (KC) was operated via a cashless electronic payment and entry system. The park could not be accessed without a registered key tag and EFTPOS card. Personal information including phone number, email, vehicle registration, and identification eg driver licence or passport had to be provided when completing the registration process. That information was then fed back live to Ms Roberts as the owner/operator.
- The key tag system tracked and recorded user movements and use of facilities within the site such as time of entry and departure; showering; gas barbeque and washing machine / dryer use, etc.
- The site would be monitored by live cameras. Staff would be onsite a couple of times a day during peak periods, and once daily during off-peak times.
- Guests could download an App onto their device which provided direct contact to Ms Roberts if there was any issues eg reporting noisy guests. If necessary, an onsite visit to investigate the complaint would be undertaken. Further noted that a site located in Blenheim which had been operating for 18 months under the KC system had only had two incidences where an onsite visit for these reasons was required.
- Were considering employing an onsite manager during the summer / holiday period with this being the projected busiest time.
- The lodged consent application included a request for either up to 75 vehicles or 150 people capacity on site, with the cap being whichever (of the two) was reached first, and an exemption to camping ground regulations.

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

- Ruapehu and the Tongariro Crossing were also being looked at for potential KC sites.
- Ongoing discussions with Council's consents team (who were not supportive of the requested exemption given the proposed number of campers) had identified the following actions as a solution for the request to be reconsidered
 - Mark site spaces
 - Additional lighting (current plans were to use solar lighting for pathway to the ablutions block with sensor lights also in that area)
 - Install additional toilet to meet the capacity requested.
- Ms Roberts background included nitrogen management. Read aloud an email received from WRC officer Brent Fletcher who was encouraged by her proposed remedies to address nitrogen issues (separating grey water from black) and thought it would be useful for other similar applicants seeking a solution.
- WRC felt the current septic tank was not big enough for the KC site requirements. KiwiCamp had requested a 'holiday' to continue to use that system until they could link into a mains system once installed.

TAA201807/03 RESOLUTION

Moved: Mr Chris Johnston
Seconded: Cr Christine Rankin

That the Taupō Airport Authority Committee does not support the establishment of a Kiwi Camp operation on Taupō Airport land.

CARRIED

4.2 DRAFT FINANCIAL REPORT - JUNE 2018

The Financial Accountant presented the draft financial report for year ending 30 June 2018, with the following points noted during discussion:

- TAA revaluation of assets had been brought in line with Council's - September 2018. However, stormwater assets were last revalued in 2017 and would therefore be revalued again in 2019.
- The Head of Economic Development & Business Transformation agreed that the increased consultant fees should have been brought back to TAA committee for approval beforehand, and that would now happen going forward.
- A member requested that TAA members be notified when new staff had been appointed (eg safety manager) so members could respond to any potential questions from others in a more informed way.
- The \$32,564 expenditure was primarily operational grounds maintenance costs.

TAA201807/04 RESOLUTION

Moved: Cr Christine Rankin

Seconded: Mr John Funnell

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

CARRIED

4.3 STRATA TITLE PROCESS FOR PART OF ANZAC MEMORIAL DRIVE

The Strategic Advisor – Property & Infrastructure pointed out the route of the strata trail on a map noting that once completed, it would be a legal council road and therefore included in council's maintenance programme.

Additional points noted were that the strata trail work could be incorporated within the Airbiz masterplan; future terminal upgrades / developments included as part of the consents process; the District Plan Review provided another opportunity for discussions; it was possible to change the airport land status from industrial to special reserve airport; and other issues such as land status and Ngāti Tuwharetoa interest under its settlement, etc, were still to be thoroughly investigated.

TAA201807/05 RESOLUTION

Moved: Cr Christine Rankin

Seconded: Mrs Kathy Guy

That the Taupō Airport Authority Committee receives the report.

CARRIED

4.4 GENERAL MANAGER'S OPERATIONS REPORT

The General Manager tabled copies of aircraft movements statistics (A2305233) and went through his report noting the following:

- Passenger numbers were ahead by 300 and aircraft movements and sky diving were below in comparison to the same time last year.
- Three cancelled Air NZ flights in July.
- Security cameras had been upgraded.
- Trees on the north-eastern approach were being removed.
- Taxiway signage was now compliant.
- SMS meetings were being held weekly.

TAA201807/06 RESOLUTION

Moved: Cr Rosanne Jollands

Seconded: Mr John Funnell

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

CARRIED

4.5 HEALTH AND SAFETY UPDATE

Currently looking at a different system to capture incidents which were previously going to the Safety Committee only but will now also be brought to TAA .

TAA201807/07 RESOLUTION

Moved: Cr Rosanne Jollands

Seconded: Mr Chris Johnston

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

CARRIED

5 CONFIDENTIAL BUSINESS**TAA201807/08 RESOLUTION**

Moved: Cr Rosanne Jollands

Seconded: Mrs Kathy Guy

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 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
Agenda Item No: 5.2 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]*.

CARRIED

The Meeting closed at 11.57am.

The minutes of this meeting were confirmed at the Taupō Airport Authority Committee Meeting held on 17 September 2018.

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CHAIRPERSON