

**TAUPŌ DISTRICT COUNCIL  
MINUTES OF THE TAUPŌ AIRPORT AUTHORITY COMMITTEE MEETING  
HELD AT THE TAUPŌ AIRPORT, ANZAC MEMORIAL DRIVE, TAUPŌ  
ON MONDAY, 17 SEPTEMBER 2018 AT 10.30AM**

**PRESENT:** Mr Chris Johnston (in the Chair), Mr John Funnell, Cr Christine Rankin  
**IN ATTENDANCE:** Head of Economic Development & Business Transformation, General Manager – Taupō Airport, Airport Operations Manager, Democratic Services Support Officer  
**MEDIA AND PUBLIC:** Nil

**1 APOLOGIES**

**TAA201809/01 RESOLUTION**

Moved: Mr Chris Johnston  
Seconded: Mr John Funnell

That the apologies received from Mayor David Trewavas and Cr Rosanne Jollands be accepted.

**CARRIED**

**2 CONFLICTS OF INTEREST**

Nil

**3 CONFIRMATION OF MINUTES**

**3.1 TAUPŌ AIRPORT AUTHORITY COMMITTEE MEETING - 24 JULY 2018**

Minutes of a meeting of the Taupō Airport Authority Committee held on Tuesday, 24 July 2018 had been circulated (A2327260).

**TAA201809/02 RESOLUTION**

Moved: Mr John Funnell  
Seconded: Mr Chris Johnston

That the minutes of the Taupō Airport Authority Committee meeting held on Tuesday 24 July 2018 be confirmed as a true and correct record.

**CARRIED**

**4 REPORTS**

**4.1 2017-2018 TAUPŌ AIRPORT AUTHORITY AUDITED ANNUAL FINANCIAL REPORT**

The Financial Accountant went through the annual financial report, noting that:

- Auditors had queried the ground maintenance and consultancy fees.
- The loss amount was because the assets had not yet been revalued.
- Decrease of \$183k (refer pg. 11 Statement of Cashflows) was due to capital works.
- Safety Management Systems (SMS) was a statutory requirement.

**TAA201809/03 RESOLUTION**

Moved: Mr John Funnell  
Seconded: Mr Chris Johnston

That the Taupō Airport Authority Committee receives the audited 2017-2018 Annual Financial Report.

**CARRIED**

**4.2 PROGRESS UPDATE ON AIRBIZ MASTER PLANNING**

The Airport General Manager advised that Ministry of Transport had agreed to the Airbiz proposal. The timeframe was strict with the preliminary plan needing to be completed within 14 weeks.

**TAA201809/04 RESOLUTION**

Moved: Cr Christine Rankin  
Seconded: Mr Chris Johnston

That the Taupō Airport Authority Committee receives the update.

**CARRIED**

**4.3 GENERAL MANAGER'S OPERATIONS REPORT**

The General Manager tabled a report showing statistics for aircraft movements, passenger numbers and Air NZ cancelled flights (A2328483). He then went through the GM's report, highlighting that:

- Sky dive numbers were down, mostly due to weather.
- Foot traffic would increase with the summer season approaching.
- Daily vehicle count undertaken at 7am of cars parked in carpark averaged around 110 cars (for only 30 parks).
- Looking at positioning the generator on the southern side of the terminal.
- Staff were reducing the ERP which was based on the CIMS (Coordinated Incident Management System) plan. In the event of an emergency, the general manager and staff were in charge until emergency services arrived.

**TAA201809/05 RESOLUTION**

Moved: Mr John Funnell  
Seconded: Mr Chris Johnston

That the Taupō Airport Authority Committee receives the General Manager's Operations report as presented on 17 September 2018.

**CARRIED**

**4.4 HEALTH AND SAFETY UPDATE**

No new incidents to report.

**TAA201809/06 RESOLUTION**

Moved: Mr Chris Johnston  
Seconded: Cr Christine Rankin

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

**CARRIED**

**5 CONFIDENTIAL BUSINESS****TAA201809/07 RESOLUTION**

Moved: Mr Chris Johnston  
 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:

| <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><br>Confirmation of Confidential Portion of Taupō Airport Authority Committee Minutes - 24 July 2018 | Section 6(a) - the making available of the information would be likely to prejudice the maintenance of the law, including the prevention, investigation, and detection of offences, and the right to a fair trial  | 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><br>Receipt of Unconfirmed Minutes: Taupō Airport & Operational Safety Committee - 26 July 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 |
| <b>Agenda Item No: 5.3</b><br>Request for Reduction of Debt Owed by Action World   | Section 7(2)(b)(ii) - the withholding of the information is necessary to protect information where the making available of the information would be likely unreasonably to prejudice the commercial position of the person who supplied or who is the subject of the information | 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 11.00am.

The minutes of this meeting were confirmed at the Taupō Airport Authority Committee Meeting held on 5 November 2018.

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 CHAIRPERSON