

**TAUPŌ DISTRICT COUNCIL  
MINUTES OF THE TAUPŌ AIRPORT AUTHORITY COMMITTEE MEETING  
HELD AT THE TAUPŌ AIRPORT, ANZAC MEMORIAL DRIVE , TAUPŌ  
ON MONDAY, 5 NOVEMBER 2018 AT 10.30AM**

**PRESENT:** Mr Chris Johnston (in the Chair), Cr Rosanne Jollands, Cr Christine Rankin

**IN ATTENDANCE:** Head of Democracy, Governance & Venues, General Manager – Taupō Airport, Airport Operations Manager, Economic Relationship Manager, Democratic Services Support Officer

**MEDIA AND PUBLIC:** Nil

## 1 APOLOGIES

### TAA201811/01 RESOLUTION

Moved: Cr Rosanne Jollands

Seconded: Mr Chris Johnston

That the apologies received from Mayor David Trewavas and Mr John Funnell be accepted

**CARRIED**

## 2 CONFLICTS OF INTEREST

Nil

## 3 CONFIRMATION OF MINUTES

### 3.1 TAUPŌ AIRPORT AUTHORITY COMMITTEE MEETING - 17 SEPTEMBER 2018

Minutes of a meeting of the Taupō Airport Authority Committee held on Monday, 17 September 2018, had been circulated (A2365457).

### TAA201811/02 RESOLUTION

Moved: Cr Christine Rankin

Seconded: Mr Chris Johnston

That the minutes of the Taupō Airport Authority Committee meeting held on Monday 17 September 2018 be confirmed as a true and correct record.

**CARRIED**

## 4 REPORTS

### 4.1 GENERAL MANAGER'S OPERATIONS REPORT

The General Manager took the report as read and highlighted key points:

- Would relocate 'no entry' signs to be more visible following the car park safety incident.
- Safety Management Systems (SMS) would be an emphasis of March 2019 audit. No requirement to flag extra costs for safety manager.
- Received draft Airbiz report (this morning). Airbiz had looked at existing land available to the airport

and provided some options

- Terminal – based on foot traffic, terminal building including office needed to be increased from 520m<sup>2</sup> to 800m<sup>2</sup>
- Toilets – were not big enough for current level of patronage
- Apron area - an option was to increase grass area which would allow more aircraft to enter safely
- Runway – any planned work needed to ensure that adequate clearance was available for parked aircraft

The Economic Relationship Manager advised that ideally the Airbiz proposal would go to Council before Christmas however in the interim, Ministry of Transport (MoT) quantum conversations still needed to be had. Also recently met with Nigel Bickel, Head of the Provincial Development Unit and overseer of the Provincial Growth Fund (PGF); upon the agreement being confirmed, the proposal would be expedited.

#### **TAA201811/03 RESOLUTION**

Moved: Cr Rosanne Jollands

Seconded: Cr Christine Rankin

That the Taupō Airport Authority Committee receives the General Manager's Operations report as presented on 5 November 2018.

**CARRIED**

#### **4.2 SAFETY MANAGEMENT SYSTEM (SMS) UPDATE**

Nothing new to report.

#### **TAA201811/04 RESOLUTION**

Moved: Cr Rosanne Jollands

Seconded: Mr Chris Johnston

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

**CARRIED**

#### **4.3 HEALTH AND SAFETY UPDATE**

The General Manager advised that mitigation measures were being investigated following the carpark incident.

Discussions ensued regarding reporting of health and safety incidents in the public section of the meeting which were currently covered off in the confidential section. The Head of Democracy, Governance & Venues clarified that there was strict criteria for use of confidential reasons for meeting items. Members' noted that further discussions were required.

#### **TAA201811/05 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****TAA201811/06 RESOLUTION**

Moved: Cr Christine Rankin  
 Seconded: Cr Rosanne Jollands

**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 - 17 September 2018		
<b>Agenda Item No: 5.2</b> Receipt of Unconfirmed Minutes: Taupō Airport & Operational Safety Committee - 11 September 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 10.59am.**

**The minutes of this meeting were confirmed at the Taupō Airport Authority Committee Meeting held on 18 February 2019.**

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**CHAIRPERSON**