

**TAUPŌ DISTRICT COUNCIL
MINUTES OF THE TAUPŌ AIRPORT AUTHORITY COMMITTEE MEETING
HELD AT THE TAUPŌ AIRPORT, ANZAC MEMORIAL DRIVE, TAUPŌ
ON MONDAY, 18 FEBRUARY 2019 AT 10.30AM**

- PRESENT:** Mr Chris Johnston (in the Chair), Mr John Funnell, Cr Rosanne Jollands (from 10.32am), Cr Christine Rankin
- IN ATTENDANCE:** Head of Economic Development & Business Transformation, Head of Democracy, Governance & Venues, General Manager – Taupō Airport, Airport Operations Manager, Airport Safety Manager, Financial Accountant, Democratic Services Officer
- MEDIA AND PUBLIC:** Mr Mark Funnell, Chief Pilot Taupō Tandem Skydiving, CEO Helicopter Services (BOP) Ltd, Helimaintenance
Mr Hamish Funnell, CEO / Director, Helimaintenance
Mr Roy Clements, CEO Skydive Taupō
Mr Brent McClellan, AVIS

- Notes:* (i) Cr Rosanne Jollands entered the meeting at 10.32am. She was not present for resolutions TAA201902/01-02.
(ii) Items were considered in the following order: 3.1, 4.1-4.2, 4.4, 4.3, 4.5-4.6, 5.1-5.2.

1 APOLOGIES

TAA201902/01 RESOLUTION

Moved: Mr John Funnell
Seconded: Cr Christine Rankin

That the apologies received from His Worship the Mayor, David Trewavas (for absence) and Cr Rosanne Jollands (for lateness) be accepted.

CARRIED

2 CONFLICTS OF INTEREST

Nil

3 CONFIRMATION OF MINUTES

3.1 TAUPŌ AIRPORT AUTHORITY COMMITTEE MEETING - 5 NOVEMBER 2018

Cr Rosanne Jollands entered the meeting at this point (10.32am), just after the resolution to confirm the minutes was passed, but before 'matters arising' from the minutes.

In answer to a question arising from the minutes, the General Manager – Taupō Airport advised that the 'no entry' signs had been relocated and no further issues had been reported in relation to car park safety.

In answer to another question, the Head of Economic Development & Business Transformation advised that there would be a joint Taupō Airport Authority Committee / Council workshop in March to discuss the Airbiz report, including the cost:benefit analysis; and to seek direction on a preferred approach. Taupō Airport Authority Committee would then make a recommendation to Council.

TAA201902/02 RESOLUTION

Moved: Cr Christine Rankin

Seconded: Mr Chris Johnston

That the minutes of the Taupō Airport Authority Committee meeting held on Monday 5 November 2018 be confirmed as a true and correct record.

CARRIED

4 REPORTS**4.1 TAUPŌ AIRPORT AUTHORITY MONTHLY AND SIX-MONTHLY FINANCIAL REPORTS**

The General Manager – Taupō Airport and the Financial Accountant answered questions and the following points were noted:

- Airport streetlight costs were no longer being paid by Airways and responsibility for payment had been transferred to the Airport. There were approximately 27 lights on site.
- Airbiz fees to date were currently operational expenditure. Should approval for a new terminal be approved, those costs could be capitalized.

TAA201902/03 RESOLUTION

Moved: Cr Rosanne Jollands

Seconded: Cr Christine Rankin

That the Taupō Airport Authority Committee receives the monthly financial report for December 2018, and the six-monthly financial performance report to 31 December 2018.

CARRIED

4.2 DRAFT TAUPŌ AIRPORT AUTHORITY STATEMENT OF INTENT 2020-2022

The Chairperson, Mr Chris Johnston and the Financial Accountant summarized the draft Statement of Intent 2020-2022 and answered questions of clarification.

Members decided to adopt the draft Statement of Intent, subject to inclusion of words in the 'strategic focus & major projects' section around the importance of future-proofing the growth of the airport.

TAA201902/04 RESOLUTION

Moved: Cr Christine Rankin

Seconded: Mr Chris Johnston

That the Taupō Airport Authority Committee adopts the Draft Taupō Airport Authority Statement of Intent 2020-2022, subject to inclusion of words in the 'Strategic Focus & Major Projects' section signalling the importance of future-proofing the growth of Taupō Airport.

CARRIED

4.3 STRATEGIC PLAN REFRESH: 'THE BEST LITTLE AIRPORT IN NZ'

Members asked the Head of Economic Development & Business Transformation to schedule a workshop to progress the Strategic Plan refresh. An action plan would be formulated at the workshop, with key priorities identified and responsibilities allocated.

TAA201902/05 RESOLUTION

Moved: Cr Rosanne Jollands

Seconded: Cr Christine Rankin

That the Taupō Airport Authority Committee receives the information.

CARRIED

4.4 GENERAL MANAGER'S OPERATIONS REPORT

The General Manager answered questions and highlighted the following points from the operations report:

- Although December 2018 had been quiet in terms of aircraft movements and passenger numbers, January passenger numbers had improved dramatically, with an increase of approximately 900 in January 2019 (total 5,546 passengers) compared to January 2018.
- Passenger numbers were in-line with projections provided to Airbiz.
- There had been only two disrupted flights in December 2018 (engineering faults). January 2019 cancellation numbers would be included in the next report to the Committee.
- The Civil Aviation Part 139 Surveillance Audit was complete and had been useful preparation for the upcoming Safety Management Systems (SMS) audit. Taupō Airport would be the first uncontrolled airport in the country to be audited for SMS certification.
- As part of the development off ANZAC Memorial drive to the north, the road would be widened, brought up to standard and a sewer pipe would run underneath it. Building would not happen on the site for 12-18 months. The Taupō Airport Authority Committee would be kept informed as the development progresses.

In answer to a question, Mr Clements from Skydive Taupō confirmed that three out of the four people who broke in to Skydive Taupō had been caught.

- The Airport Operations Manager had been working with Council staff in relation to drones and signage. She was also updating the drones 'app' and website.
- Charters – New Zealand owned jets were using Taupō Airport, but international charters were tending to use Auckland or Queenstown airports as a base and hiring local operators to move around while in New Zealand.

Memorandum of Understanding

The General Manager advised that Air New Zealand, Sounds Air and the Taupō Airport Operational & Safety Committee had signed the proposed Memorandum of Understanding (MoU), but other parties had not.

Messrs Mark and Hamish Funnell addressed the Committee. They advised that the version of the MoU signed by Air New Zealand and Sounds Air was different to the version they would like to see signed. The safety of their friends, families and staff was paramount. In answer to a question, they confirmed that they would be happy to attend a meeting organized by the Chairperson, Mr Chris Johnston, to clarify concerns and discuss points in contention.

The Airport Safety Manager advised that there were a lot of common areas between the two different versions of the MoU.

Mr Clements added that he too was frustrated with the process to date. The CAA considered Skydive Taupō to be industry leaders and his organization had done a lot to enhance safety. The intention was not to be obstructive, but to agree on a MoU that works for all parties.

Members noted that the Chairperson, Mr Chris Johnston would convene an urgent meeting to clarify concerns and discuss points in contention, with a view to reaching agreement on the wording of the MoU. The Chairperson would report back to members if the issue was not resolved at that meeting.

TAA201902/06 RESOLUTION

Moved: Cr Christine Rankin
 Seconded: Cr Rosanne Jollands

That the Taupō Airport Authority Committee receives the General Manager's Operations report as presented on February 18, 2019.

CARRIED**4.5 SAFETY MANAGEMENT SYSTEM (SMS) UPDATE**

In answer to a question, the General Manager advised that the CAA had indicated their support of the Airport's SMS, however the SMS audit would hopefully provide confirmation of that. Auditors would speak with operators and Committee members may also be contacted.

TAA201902/07 RESOLUTION

Moved: Mr John Funnell
 Seconded: Cr Christine Rankin

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

CARRIED**4.6 HEALTH AND SAFETY UPDATE**

The General Manager advised that there were no new health and safety issues to report.

TAA201902/08 RESOLUTION

Moved: Cr Christine Rankin
 Seconded: Cr Rosanne Jollands

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

CARRIED**5 CONFIDENTIAL BUSINESS****TAA201902/09 RESOLUTION**

Moved: Cr Rosanne Jollands
 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:

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 - 5 November	Section 7(2)(d) - the withholding of the information is necessary to avoid prejudice to measures protecting the health or safety of	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

2018	members of the public	of information for which good reason for withholding would exist under section 7
Agenda Item No: 5.2 Receipt of Unconfirmed Minutes: Taupō Airport & Operational Safety Committee - December 18, 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 *Mr Steve Petersen, Airport Safety Manager* be permitted to remain at this meeting, after the public has been excluded, because of his knowledge of *health and safety matters pertaining to Taupō Airport*.

CARRIED

The meeting closed at 11.44am.

The minutes of this meeting were confirmed at the Taupō Airport Authority Committee meeting held on 1 April 2019.

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CHAIRPERSON