



**I give notice that
a Taupō Airport Authority Committee Meeting will be held on:**

Date:	Monday, 1 April 2019
Time:	10.30am
Location:	Taupō Airport Anzac Memorial Drive Taupō

AGENDA

MEMBERSHIP

Chairperson Mr Chris Johnston

Deputy Chairperson

Members Mr John Funnell
Cr Rosanne Jollands
Cr Christine Rankin
Mayor David Trewavas

Quorum 3

Gareth Green
Chief Executive Officer

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3.1 TAUPŌ AIRPORT AUTHORITY COMMITTEE MEETING - 18 FEBRUARY 2019

Author: Shainey James, Democratic Services Officer

Authorised by: John Ridd, Head of Economic Development and Business Transformation

RECOMMENDATION(S)

That the minutes of the Taupō Airport Authority Committee meeting held on Monday 18 February 2019 be confirmed as a true and correct record.

ATTACHMENTS

1. Taupō Airport Authority Committee Meeting Minutes - 18 February 2019 [⇒](#)

4.1 TAUPŌ AIRPORT AUTHORITY MONTHLY FINANCIAL REPORT - FEBRUARY 2019

Author: Fiona Birkbeck, Financial Accountant

Authorised by: Alan Menhennet, Head of Finance and Strategy

PURPOSE

To receive the Taupō Airport Authority's monthly financial report for February 2019.

RECOMMENDATION(S)

That the Taupō Airport Authority Committee receives the February 2019 monthly financial report.

ATTACHMENTS

1. TAA Monthly Financial Report - February 2019 (A2425285) [⇒](#)

4.2 CIVIL AVIATION AUTHORITY SAFETY MANAGEMENT SYSTEM CERTIFICATION AUDIT

Author: Michael Groome, General Manager - Taupo Airport

Authorised by: John Ridd, Head of Economic Development and Business Transformation

PURPOSE

This item is for the General Manager to provide a brief verbal update on the recent Civil Aviation Authority (CAA) Safety Management System (SMS) certification audit.

First draft of CAA / Taupō Airport staff meeting notes are attached for information.

RECOMMENDATION(S)

That the Taupō Airport Authority Committee receives the information on the CAA SMS audit.

ATTACHMENTS

1. First Draft of Meeting Notes - CAA SMS Certification Audit (A2425286) [⇒](#)

4.3 GENERAL MANAGER'S OPERATIONS REPORT

Author: Michael Groome, General Manager Taupo Airport

Authorised by: John Ridd, Head of Economic Development and Business Transformation

PURPOSE

To provide the Taupō Airport Authority Committee an overview of the Taupō Airport's operations in recent months (to date).

RECOMMENDATION(S)

That the Taupō Airport Authority Committee receives the General Manager's Operations report as presented on April 01, 2019.

ATTACHMENTS

1. General Manager's Report - 01 April 2019 (A2425284) [⇒](#)

4.4 SAFETY MANAGEMENT SYSTEM (SMS) UPDATE

Author: Michael Groome, General Manager Taupo Airport

Authorised by: John Ridd, Head of Economic Development and Business Transformation

PURPOSE

This item is for the General Manager to provide an update on the Safety Management Systems (SMS) plan. The SMS plan is a requirement of the Civil Aviation Authority (CAA).

RECOMMENDATION(S)

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

ATTACHMENTS

Nil

4.5 HEALTH AND SAFETY UPDATE

Author: Michael Groome, General Manager - Taupo Airport

Authorised by: John Ridd, Head of Economic Development and Business Transformation

PURPOSE

This item allows for discussion on matters relating to health and safety.

RECOMMENDATION(S)

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

ATTACHMENTS

Nil

5 CONFIDENTIAL BUSINESS

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 matter 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 - 18 February 2019	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
Agenda Item No: 5.2 Receipt of Unconfirmed Minutes: Taupō Airport & Operational Safety Committee - January 29, 2019	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]*.