

**TAUPŌ DISTRICT COUNCIL
MINUTES OF THE TAUPŌ AIRPORT AUTHORITY COMMITTEE MEETING
HELD AT THE TAUPŌ AIRPORT, ANZAC MEMORIAL DRIVE, TAUPŌ
ON MONDAY, 13 MAY 2019 AT 10.30AM**

- PRESENT:** Mr Chris Johnston (in the Chair), Mr John Funnell, Cr Rosanne Jollands, Cr Christine Rankin
- IN ATTENDANCE:** Head of Economic Development & Business Transformation, General Manager - Taupō Airport, Airport Operations Manager, Airport Safety Manager, Economic Relationship Manager, Democratic Services Support Officer
- MEDIA AND PUBLIC:** 3 members of the public

Note:

At the conclusion of item 4.4, chairman Chris Johnston acknowledged Mr Groome who was attending his last TAA meeting before retirement. He thanked Mr Groome for his significant contribution and efforts to the airport operations, in particular his successful management of the organisation through the many changes, developments and adversities during his tenure.

Members and staff followed suit with personal tributes to Mr Groome at various points during the meeting.

In turn, Mr Groome reminisced about how there was a lot of work to be done when he started as general manager in Easter 2007 (initially for a one-year period). Twelve years later, it was pleasing to end his career on a proud note with the airport in good stead. He thanked the members for their support which was always appreciated, and made a special acknowledgment to the Airport Operations Manager Kim Gard, whom he attributed as being the mainstay of the organisation.

1 APOLOGIES

TAA201905/01 RESOLUTION

Moved: Cr Rosanne Jollands
Seconded: Cr Christine Rankin

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 - 1 APRIL 2019

In reply to a question relevant to the minutes, the General Manager – Taupō Airport advised that although the change from a Tier 2 airport to Tier 3 would not happen anytime soon, it was advisable to keep the topic, which was also a standing item of the Safety Committee, at the forefront.

TAA201905/02 RESOLUTION

Moved: Mr Chris Johnston
Seconded: Cr Rosanne Jollands

That the minutes of the Taupō Airport Authority Committee meeting held on Monday 1 April 2019 be confirmed as a true and correct record.

CARRIED

4 REPORTS

4.1 TAUPŌ AIRPORT AUTHORITY MONTHLY FINANCIAL REPORT - MARCH 2019

It was noted that the only line items that had increased were for Airbiz consultant fees work on the Statement of Intent (SOI), which was anticipated.

In answer to a further question, the General Manager – Taupō Airport advised that Airbiz fees were within budget, with only one invoice outstanding.

TAA201905/03 RESOLUTION

Moved: Cr Rosanne Jollands

Seconded: Cr Christine Rankin

That the Taupō Airport Authority Committee receives the monthly financial report for month ending 31 March, 2019.

CARRIED

4.2 STATEMENT OF INTENT 2019-2022

The Chair advised that for clarification, line items were more detailed than previous SOIs which was preferred by the Ministry of Transport. Outcomes from a workshop undertaken a few years ago on the vision for the airport had also been integrated into the final document.

In answer to a question, the Economic Relationship Manager advised that SOI formatting by default did not include organisation visions hence the reason it was not featured in the document.

A member congratulated those people involved in putting together the SOI, which was very clear.

TAA201905/04 RESOLUTION

Moved: Mr Chris Johnston

Seconded: Cr Rosanne Jollands

That the Taupō Airport Authority Committee approves the Draft Statement of Intent for 2019/2022.

CARRIED

4.3 UPDATE ON COMMUNICATIONS WITH AIR NEW ZEALAND

The Economic Relationship Manager advised that she had recently met with Air New Zealand (Air NZ) representatives in Auckland along with chair Chris Johnston and finance manager Neil Ward, to discuss airport developments including financial modelling and quantum of investment into the terminal and apron development. Air NZ had been provided with Beca reports to review; upcoming discussions would focus on detailed design of the terminal and Air NZs requirements.

The Head of Economic Development & Business Transformation advised that there were some accounting complexities regarding government funding, and a potential joint application to the Provincial Growth Fund (PGF) between TAA and the Ministry of Transport (MoT) was being tested with the PDU. Ensuing discussions included members commending those people involved with advancing the relationship with MoT to the current point whereby MoT saw merit in entering into a joint venture with TAA, which was a significant achievement.

The Economic Relationship Manager also advised that:

- Conversations with Ministry of Business, Innovation and Employment (MBIE) continued to be positive.
- Meeting with Under Secretary for regional development Fletcher Tabuteau (tomorrow).
- Planned visit from Hon. Kelvin Davis on May 16 – interested in looking at Taupō Airport operations.

- AirBiz were very experienced in design and modelling efficiencies.

TAA201905/05 RESOLUTION

Moved: Cr Rosanne Jollands

Seconded: Cr Christine Rankin

That the Taupō Airport Authority Committee receives the Economic Relationship Manager's update.

CARRIED

4.4 GENERAL MANAGER'S OPERATIONS REPORT

The General Manager – Taupō Airport presented his (final) operations report, and highlighted key points as follows:

- Continual high load factors were ahead by a decent margin, which contradicted current trends for Air New Zealand.
- Aircraft and skydiver movements had slowed up with changing weather conditions.
- Taupō was one of the first small regional airports to receive full SMS certification from CAA. Recertification would need to be applied for again in July 2019.
- The concrete pad for the generator had been installed. However, due to installation costs being substantially under-estimated, the installation was put on hold whilst Council sought the required \$41k funding through its annual plan. The generator would have a switching system that separated the terminal and fuel pump.
- Wild pigs were an ongoing problem.
- Airways had re-surveyed the runway, and advised of rubber removal that needed to be done. That work had been pushed out due to budget constraints, but would be attended to in the near future.

The Airport Safety Manager advised that a meeting had been held with Sounds Air earlier today to discuss the current MOU and that the clause relating to the intent of the MOU was currently being reworded. There was also discussion around commencing regular six-monthly catch-ups between both parties.

TAA201905/06 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 May 13, 2019.

CARRIED

4.5 SAFETY MANAGEMENT SYSTEM (SMS) UPDATE

Noted that letter of SMS approval (A2471868) from the Civil Aviation Authority had been pre-circulated to members via email.

TAA201905/07 RESOLUTION

Moved: Cr Rosanne Jollands

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

There were no new incidents to report.

TAA201905/08 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**TAA201905/09 RESOLUTION**

Moved: Mr Chris Johnston

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:

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 - 1 April 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 - March 12, 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]*.

CARRIED

The Meeting closed at 11.26.

The minutes of this meeting were confirmed at the Taupō Airport Authority Committee Meeting held on 24 June 2019.

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CHAIRPERSON