

**TAUPŌ DISTRICT COUNCIL
MINUTES OF THE TAUPŌ AIRPORT AUTHORITY COMMITTEE MEETING
HELD AT THE TAUPŌ AIRPORT, ANZAC MEMORIAL DRIVE, TAUPŌ
ON MONDAY, 24 JUNE 2019 AT 10.30AM**

PRESENT: Mr Chris Johnston (in the Chair), Mr John Funnell, Mayor David Trewavas

IN ATTENDANCE: Head of Economic Development & Business Transformation, Head of Democracy, Governance & Venues, Acting General Manager -Taupō Airport, Airport Safety Manager, Economic Relationship Manager, Financial Accountants - F Birkbeck and R Hancock, Democratic Services Support Officer

MEDIA AND PUBLIC: Nil

1 APOLOGIES

TAA201906/01 RESOLUTION

Moved: Mr Chris Johnston
Seconded: Mayor David Trewavas

That the apologies received from Crs Rosanne Jollands and Christine Rankin be accepted.

CARRIED

2 CONFLICTS OF INTEREST

During item 4.3, discussions ensued regarding the Memorandum of Understanding (MOU) agreements. Upon it becoming apparent that MOUs were the topic being discussed, Mr John Funnell interjected and declared a conflict of interest noting that he would abstain from those discussions.

3 CONFIRMATION OF MINUTES

3.1 TAUPŌ AIRPORT AUTHORITY COMMITTEE MEETING - 13 MAY 2019

Minutes of a meeting of the Taupō Airport Authority Committee held on Monday, 13 May 2019 had been circulated (A2501523).

TAA201906/02 RESOLUTION

Moved: Mr John Funnell
Seconded: Mr Chris Johnston

That the minutes of the Taupō Airport Authority Committee meeting held on Monday 13 May 2019 be confirmed as a true and correct record.

CARRIED

4 REPORTS

4.1 TAUPŌ AIRPORT AUTHORITY MONTHLY FINANCIAL REPORT - APRIL 2019

Financial accountant Fiona Birkbeck introduced fellow colleague Mrs Rachel Hancock to the committee. Mrs Hancock was also a financial accountant for Taupō District Council, and would assume Ms Birkbeck's duties with respect to the TAA while she was on leave.

She then highlighted key points of the report:

- The consultant's fees of \$103K (comprising \$98K Airbiz fees and \$5K for seismic testing work) was substantially more than what was set aside in the Statement of Intent (SOI) however, the committee was fully aware of this.
- The negative cashflow amount of \$16K year-to-date (YTD) was the first cash operating deficit in a long time however, the business was fully solvent.
- The maintenance overspend was mostly attributed to streetlighting.
- The airport road was a private road and therefore did not qualify for Council funding.

TAA201906/03 RESOLUTION

Moved: Mr John Funnell

Seconded: Mr Chris Johnston

That the Taupō Airport Authority Committee receives the monthly financial report for month ending 30 April, 2019.

CARRIED

4.2 UPDATE ON TAUPŌ AIRPORT DEVELOPMENT

The Economic Relationship Manager provided an update regarding a meeting with Air New Zealand (Air NZ) to discuss proposed airport developments and the feedback received was largely positive.

The following comments were noted during questions, answers, and related discussion:

- Air NZ had agreed there was need for investment.
- Finance manager Neil Ward was working with the consultants and Air NZ around adjusting the initial quantum of investment scope.
- An update from Airbiz was expected today. Once that information was received, the Provincial Growth Fund (PGF) application would be expedited to the Ministry of Transport (MoT).
- Feedback from a conversation with Fletcher Tabuteau, Under Secretary for regional development was very positive.
- The Chair noted that Hon. Kelvin Davis, Minister for tourism relations, had taken time out of his busy schedule when in Taupō recently to call into the airport. Mr Davis had asked some really good questions. He also waited for an incoming flight from Auckland while there so he could observe congestion points first-hand.
- Expected an increase in domestic air travel with the introduction of electric aeroplanes.
- In addition to expanding the terminal size and apron, the PGF application would also include budget for some initial minor modifications to the carpark. A complete overhaul would be done at such time further funding was secured.
- The Economic Relationship Manager and Head of Economic Development & Business Transformation would meet with Air NZ and Ministry of Business, Innovation and Employment (MBIE) in Wellington on July 4, and also Sounds Air managing director Andrew Crawford.

TAA201906/04 RESOLUTION

Moved: Mayor David Trewavas

Seconded: Mr Chris Johnston

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

CARRIED

4.3 GENERAL MANAGER'S OPERATIONS REPORT

The Acting General Manager – Taupō Airport went through the operations report and highlighted key points and answered member questions.

- The Part 139 recertification audit was completed on June 17 and no findings were noted. The auditors were satisfied with overall standard of working procedures and practices, operating manuals etc.
- General discussions ensued in relation to the Memorandum of Understanding (MOU) agreement. The Safety Manager would attend an MOU training day in early July to expand understanding on how other parties operate. Following that, he would finalise the MOUs and put out to the group of lessees for signing. If the parties did not sign, this could place the Taupō Airport Authority in a significant risk position in which case other conditions may need to be imposed.
- The Safety Manager commented that there had been some conflicts with training aircraft carrying out an early right hand turn through the parachute drop zones (PDZs) which created conflict with parachute operations. This was later resolved with the training organisation to ensure there would not be a repeat of this occurrence.
- Landing charges review was due this year. Wanted SLAs to form part of leases going forward which would put more responsibility on the lessee. The Head of Economic Development & Business Transformation noted that he would also discuss with MoT when in Wellington next month.

TAA201906/05 RESOLUTION

Moved: Mr Chris Johnston
Seconded: Mayor David Trewavas

That the Taupō Airport Authority Committee receives the General Manager's Operations Report as presented on June 24, 2019.

CARRIED

4.4 SAFETY MANAGEMENT SYSTEM (SMS) UPDATE

The Airport Safety Manager noted there was nothing new to report and gave a brief update on the wild pigs. Traps were used initially but were ineffective. Subsequently a local contractor – who also had a good understanding of aviation practices - had been engaged to shoot the pigs. A total of 21 pigs had been shot recently with no further sightings close to the runway since.

TAA201906/06 RESOLUTION

Moved: Mr John Funnell
Seconded: Mr Chris Johnston

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

CARRIED

4.5 HEALTH AND SAFETY UPDATE

There were no further reports in addition to those matters already discussed previously.

TAA201906/07 RESOLUTION

Moved: Mr Chris Johnston
Seconded: Mr John Funnell

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

CARRIED

5 CONFIDENTIAL BUSINESS**TAA201906/08 RESOLUTION**

Moved: Mayor David Trewavas

Seconded: Mr Chris Johnston

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 - 13 May 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 - May 7, 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 10.52am.

The minutes of this meeting were confirmed at the Taupō Airport Authority Committee Meeting held on 5 August 2019.

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CHAIRPERSON