



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

Date:	Monday, 5 August 2019
Time:	10.30am
Location:	Taupō Airport Anzac Memorial Drive Taupō

AGENDA

MEMBERSHIP

Chairperson

Mr Chris Johnston

Members

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

Quorum

3

Gareth Green
Chief Executive Officer

Order Of Business

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3.1 TAUPŌ AIRPORT AUTHORITY COMMITTEE MEETING - 24 JUNE 2019

Author: Raeleen Rihari, Democratic Services Support Officer

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

RECOMMENDATION(S)

That the public and confidential portion of minutes of the Taupō Airport Authority Committee meeting held on Monday 24 June 2019 be confirmed as a true and correct record.

ATTACHMENTS

1. Taupō Airport Authority Committee Meeting Minutes - 24 June 2019
2. Taupō Airport Authority Committee Confidential Meeting Minutes - 24 June 2019

4.1 TAUPŌ AIRPORT AUTHORITY MONTHLY FINANCIAL REPORT - MAY 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 May 2019.

RECOMMENDATION(S)

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

ATTACHMENTS

1. Balance Sheet - May 2019 (A2521261)
2. Cashflow Statement - May 2019 (A2521262)
3. Profit & Loss Statement - May 2019 (A2521264)

4.2 UPDATE ON PROVINCIAL GROWTH FUND APPLICATION

Author: Jessica Simpson, Economic Relationship Manager

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

PURPOSE

This item is for the Economic Relationship Manager to provide an update on the Taupō Airport Authority and Ministry of Transport joint application to the Provincial Growth Fund (PGF).

RECOMMENDATION(S)

That the Taupō Airport Authority Committee receives the Economic Relationship Manager's update on the Provincial Growth Fund application.

ATTACHMENTS

Nil

4.3 REVIEW OF TAUPŌ AIRPORT AUTHORITY GOVERNANCE STRUCTURE

Author: John Ridd, Head of Economic Development and Business Transformation
Authorised by: Gareth Green, Chief Executive Officer

PURPOSE

This item permits the members to discuss the current governance structure of the Taupō Airport Authority.

DISCUSSION

As the end of the 2016-2019 triennium approaches, it is timely to reflect on the past three years and undertake an informal review of the Taupō Airport Authority governance structure, what has worked well (or not), and note any suggested improvements going forward.

Topics for discussion may include

1. New member induction – information package, induction session
2. Membership – current composition, fitness of membership eg skill, experience to deal with the committee's business
3. Agendas and reports – relevance, structure, timeliness of information, well-organised
4. Minutes – accurate, clear, less / more information
5. Meetings – efficiently chaired, member participation is fair, time spent on items is appropriate to significance, atmosphere eg conducive to open and productive debate
6. Code of conduct – behaviour

RECOMMENDATION(S)

That the Taupō Airport Authority Committee notes the information as discussed.

ATTACHMENTS

Nil

4.4 GENERAL MANAGER'S OPERATIONS REPORT

Author: Kim Gard, Acting General Manager - Taupō 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 August 5, 2019.

ATTACHMENTS

1. TAA General Manager's Report - July 2019 (A251982)

4.5 SAFETY MANAGEMENT SYSTEM (SMS) UPDATE

Author: Kim Gard, Acting General Manager - Taupō Airport

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

PURPOSE

This item is for the Acting General Manager – Taupō Airport 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

4.6 HEALTH AND SAFETY UPDATE

Author: Kim Gard, Acting General Manager - Taupō 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 Receipt of Unconfirmed Minutes: Taupō Airport & Operational Safety Committee - June 18, 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]*.