

ATTACHMENTS

**Taupō Airport Authority Committee
Meeting**

16 September 2019

Table of Contents

3.1	Taupō Airport Authority Committee Meeting - 5 August 2019	
	Attachment 1 Taupō Airport Authority Committee Meeting Minutes - 5 August 2019.....	3
4.2	General Manager's Operations Report	
	Attachment 1 General Manager's Report	7

Taupō Airport Authority Committee Meeting Minutes

5 August 2019

**TAUPŌ DISTRICT COUNCIL
MINUTES OF THE TAUPŌ AIRPORT AUTHORITY COMMITTEE MEETING
HELD AT THE TAUPŌ AIRPORT, ANZAC MEMORIAL DRIVE, TAUPŌ
ON MONDAY, 5 AUGUST 2019 AT 10.30AM**

PRESENT: Mr Chris Johnston (in the Chair), Cr Rosanne Jollands, Cr Christine Rankin
IN ATTENDANCE: Head of Economic Development and Business Transformation, Acting General Manager – Taupō Airport, Airport Safety Manager, Economic Relationship Manager, Democratic Services Officer
MEDIA AND PUBLIC: Nil

1 APOLOGIES

TAA201908/01 RESOLUTION

Moved: Mr Chris Johnston
Seconded: Cr Rosanne Jollands

That the apologies received from His Worship the Mayor, David Trewavas and Mr John Funnell be accepted.

CARRIED

2 CONFLICTS OF INTEREST

Nil

URGENT LATE ITEM

The Chairperson, Mr Chris Johnston advised that there was one confidential urgent late item for consideration at the meeting, being Memorandum of Understanding with Operators. He sought approval to add this item to the agenda to be dealt with at the meeting.

TAA201908/02 RESOLUTION

Moved: Cr Rosanne Jollands
Seconded: Cr Christine Rankin

That, pursuant to section 46A(7) of the Local Government Official Information and Meetings Act 1987, the following item be added to the agenda and dealt with at the meeting as it was not available at the time the agenda was circulated, and consideration of the item is a matter of urgency, requiring a decision without delay:

Memorandum of Understanding with Operators

CARRIED

Taupō Airport Authority Committee Meeting Minutes

5 August 2019

3 CONFIRMATION OF MINUTES

3.1 TAUPŌ AIRPORT AUTHORITY COMMITTEE MEETING - 24 JUNE 2019

TAA201908/03 RESOLUTION

Moved: Mr Chris Johnston
Seconded: Cr Rosanne Jollands

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

CARRIED

4 REPORTS

4.1 TAUPŌ AIRPORT AUTHORITY MONTHLY FINANCIAL REPORT - MAY 2019

TAA201908/04 RESOLUTION

Moved: Cr Rosanne Jollands
Seconded: Mr Chris Johnston

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

CARRIED

4.2 UPDATE ON PROVINCIAL GROWTH FUND APPLICATION

The Chairperson thanked the Head of Economic Development and Business Transformation, the Economic Relationships Manager and the Finance Manager for keeping up the momentum on the Provincial Growth Fund (PGF) application; and for ensuring members were well informed.

The Economic Relationships Manager confirmed that the PGF application had been lodged the previous week. She outlined the next steps in the process and advised that a response was not expected until at least mid-September 2019. She added that there was a package of tourism projects being driven by Ruapehu District Council, including projects in Turangi and the Tongariro region, and that the Taupō Airport project may be incorporated into that package.

TAA201908/05 RESOLUTION

Moved: Mr Chris Johnston
Seconded: Cr Christine Rankin

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

CARRIED

4.3 REVIEW OF TAUPŌ AIRPORT AUTHORITY GOVERNANCE STRUCTURE

Members discussed options for the future governance of the Taupō Airport. The following points were noted:

- The current focus was safety.
- If the Airport land was extended to the north in future, a new focus on development opportunities would be appropriate. What would Council's role in supporting that new focus be?

Page 2

Taupō Airport Authority Committee Meeting Minutes

5 August 2019

- The current committee often only received reports at meetings. It did not have “teeth” but members did have the ability to influence. Was this the appropriate level of engagement?
- It was important to have advocates representing the Airport’s best interests and ensuring it was economically sustainable for the community.
- A new terminal would mean the Airport was not so dependent on revenue from its lease sites.

In answer to a question, the Head of Economic Development and Business Transformation advised that the brief provided to the external consultant had been to provide advice on whether the status quo or a more commercial model would be appropriate for the Taupō Airport in future. The Economic Relationship Manager added that the Airport’s business plan would be a relevant consideration if a commercial model was favoured.

- The current structure was workable, but dependent on individuals’ goodwill and attitudes.
- Further discussion would be had at the next Taupō Airport Authority Committee meeting on 16 September 2019, once the consultant’s report had been received.

TAA201908/06 RESOLUTION

Moved: Mr Chris Johnston
Seconded: Cr Christine Rankin

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

CARRIED

4.4 GENERAL MANAGER’S OPERATIONS REPORT

The Acting General Manager – Taupō Airport, Kim Gard summarised her operations report for the month of July 2019, with additional points and answers to questions noted below.

- The recently completed 139 recertification audit was the third audit conducted this year.
- Blue passenger walkway lines had been painted on the apron for guidance following a request from Sounds Air.
- The ‘table top’ exercise on 25 July 2019 had been worthwhile and had included discussions on security screening at provincial airports. Local Police were involved in the exercise. The Acting General Manager and the Airport Safety Manager would be attending a meeting later in August with Ministry of Transport representatives to discuss security.
- Air New Zealand staff had had to deal with abusive customers following the new 30 minute prior check-in time.
- Airspace risk management – it was important that Taupō Airport Authority could manage its own airspace risks. An aeronautical study had been requested by and provided to the CAA. The Acting General Manager – Taupō Airport and the Airport Safety Manager would continue to progress the matter.

TAA201908/07 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 August 5, 2019.

CARRIED

4.5 SAFETY MANAGEMENT SYSTEM (SMS) UPDATE

This item was **withdrawn**, as it was no longer required. SMS updates could be incorporated into the Operations Report in future.

Page 3

Taupō Airport Authority Committee Meeting Minutes

5 August 2019

4.6 HEALTH AND SAFETY UPDATE**TAA201908/08 RESOLUTION**

Moved: Cr Rosanne Jollands

Seconded: Cr Christine Rankin

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

CARRIED**5 CONFIDENTIAL BUSINESS****TAA201908/09 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 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
Agenda Item No: 5.2 Memorandum of Understanding with Operators	Section 7(2)(i) - the withholding of the information is necessary to enable [the Council] to carry on, without prejudice or disadvantage, negotiations (including commercial and industrial negotiations)	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

CARRIED

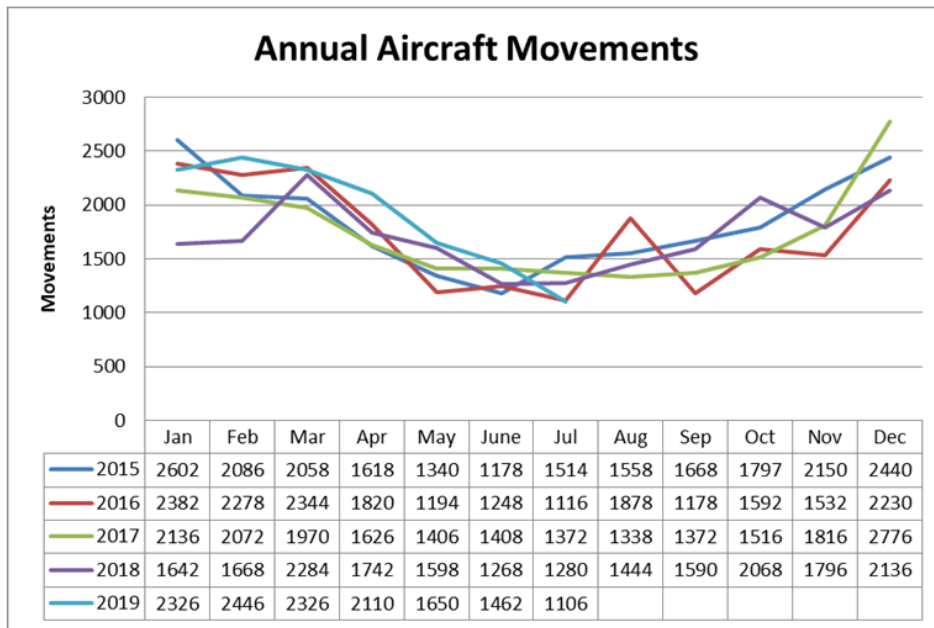
The meeting closed at 11.24am.

The minutes of this meeting were confirmed at the Taupō Airport Authority Committee meeting held on 16 September 2019.

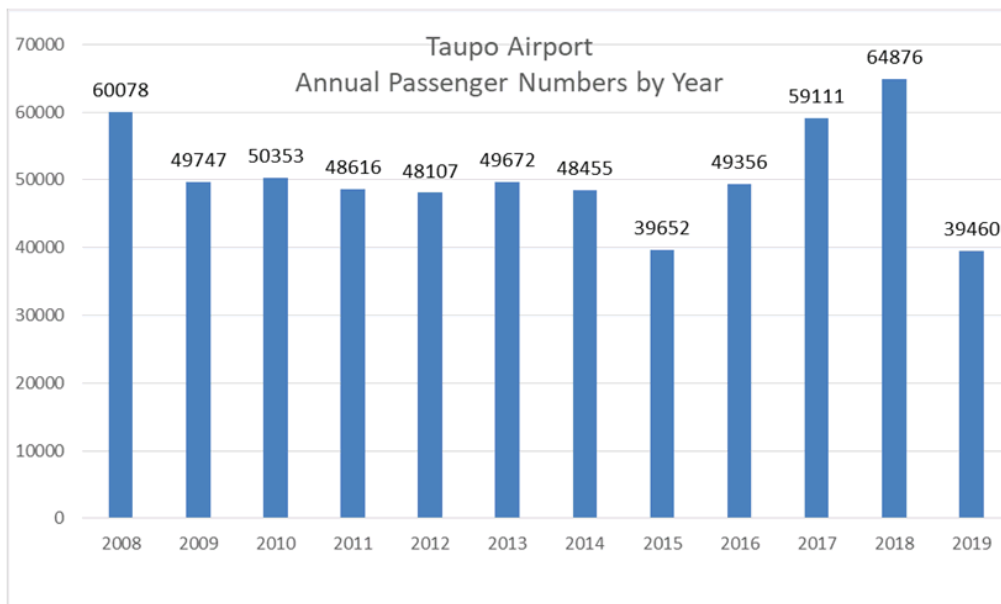
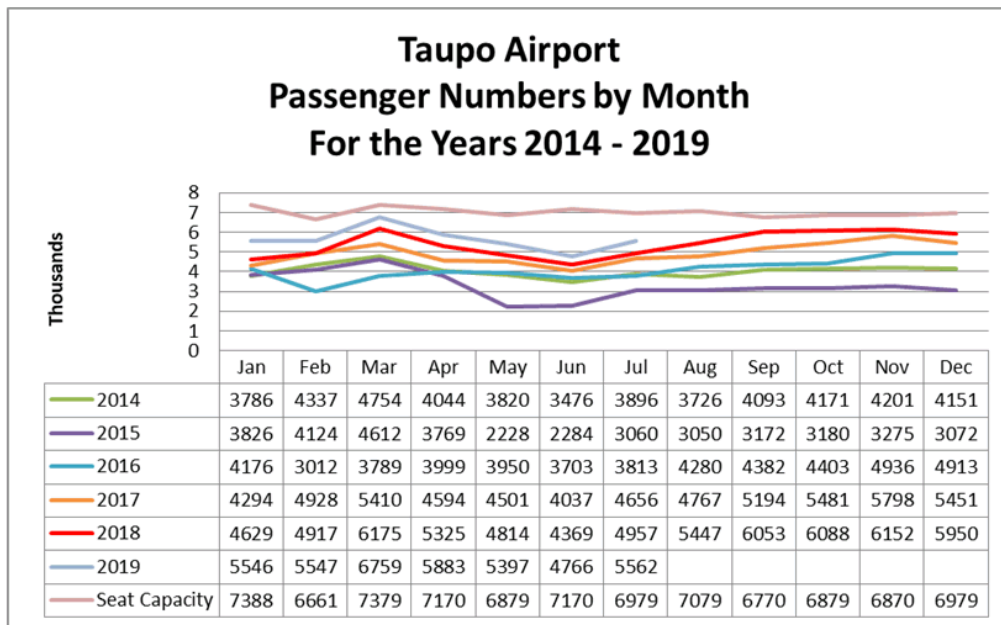
.....
CHAIRPERSON

Page 4

Operations Statistics for Taupō Airport (as submitted on 28 August 2019)



Landing Activity	Jul-19	Cumulative year 2019	Jul-18	Cumulative year 2018
Scheduled flights	252	1694	266	1706
Charters	2	36	0	38
General Aviation				
Helicopters	268	3218	306	2852
Parachute	330	4580	362	3628
Private	518	3884	344	3238
Military	2	14	2	20
Total Movements	1106	13426	1280	11482



General Manager's Report (as submitted 28 August 2019)**Airways New Zealand**

Taupō Airport Authority (TAA) have been advised that after a strategic review by Airways NZ they are considering whether they should stay in the business of providing airfield power and lighting services. This is still in the early stages and will be investigated by Airways. Airports will be closely involved before any final decision is reached by the Airways board. Discussion at a recent Airports meeting highlighted the costs associated with acquiring and maintaining Airways NZ infrastructure.

Terminal Café

The current owner of Feast café in the terminal building is in the process of selling the business. The local operator who wishes to take over the café has indicated business will remain status quo including current staff for the first three months. The operator then has plans to market and grow the business which will be pertinent for future terminal development plans.

Anzac Memorial Drive

Works on Anzac Memorial Drive has seen a much-improved road to the corner of the airport intersection. Yet to be completed is tidy up earth works, street lamps installation, road markings and unison reticulation which are underway. Landscaping will follow providing aesthetics. Proposal received from the developer regarding entrance signage including Taupō Airport and cost sharing.

Apron Markings

Air NZ Regional has requested improved horizontal separation for parking their aircraft on stand 2. We have engaged with our contractor to mark a new nose block 2 meters from the existing marking. Should an apron extension go ahead we would look at remarking the stands to improve parking radius turns and adequate separation.

Non-Conformance Circuits

Civil Aviation Authority (CAA) has issued a safety notice highlighting the risks associated with non-standard circuit procedures. This has been raised with the Operational and Safety Committee and amendments will be promulgated into the next AIP amendment cycle.

Leases

TAA are investigating outsourcing leases as proposed by Taupō District Council legal. The current leases require updating and require legal input.

Kim Gard
Acting Airport Manager – Taupō Airport Authority