

**TAUPŌ DISTRICT COUNCIL  
MINUTES OF THE TAUPŌ AIRPORT AUTHORITY COMMITTEE MEETING  
HELD AT THE TAUPŌ AIRPORT, ANZAC MEMORIAL DRIVE, TAUPŌ  
ON MONDAY, 17 FEBRUARY 2020 AT 10.30AM**

**PRESENT:** Mr Chris Johnston (Chair), Cr Kathy Guy, Cr Christine Rankin, Mayor David Trewavas

**IN ATTENDANCE:** Head of Economic Development & Business Transformation, Head of Democracy, Governance & Venues, General Manager – Taupō Airport, Airport Safety Manager, Financial Accountant, Economic Relationships Manager

**MEDIA AND PUBLIC:** Nil

**1 APOLOGIES**

Nil

**2 CONFLICTS OF INTEREST**

Nil

**3 CONFIRMATION OF MINUTES**

Nil

**4 REPORTS**

**4.1 ELECTION OF CHAIRPERSON**

The Head of Democracy, Governance and Venues briefly outlined (the two) available voting processes for the election of the chairperson and recommended that members use System B, which was the simplest option.

**Mr Chris Johnston**

**Nominated by Councillor Rankin  
Seconded by Councillor Guy**

**TAA202002/01 RESOLUTION**

Moved: Mayor David Trewavas

Seconded: Cr Kathy Guy

That the Taupō Airport Authority Committee confirms that System B be used to determine the election process for the Chairperson.

**CARRIED**

**TAA202002/02 RESOLUTION**

Moved: Cr Christine Rankin

Seconded: Cr Kathy Guy

That the Taupō Airport Authority Committee elects Mr Chris Johnston as the Chairperson of the Taupō Airport Authority Committee for the 2019-2022 Triennium.

**CARRIED**

## 4.2 ELECTION OF DEPUTY CHAIRPERSON

The Head of Democracy, Governance and Venues briefly outlined (the two) available voting processes for the election of the deputy chairperson and recommended that members use System B, which was the simplest option.

**Councillor Kathy Guy**

**Nominated by Mr Chris Johnston**

**Seconded by Councillor Rankin**

### TAA202002/03 RESOLUTION

Moved: Mayor David Trewavas

Seconded: Cr Kathy Guy

That the Taupō Airport Authority Committee confirms that System B be used to determine the election process for the Deputy Chairperson.

**CARRIED**

### TAA202002/04 RESOLUTION

Moved: Cr Chris Johnston

Seconded: Cr Christine Rankin

That the Taupō Airport Authority Committee elects Cr Kathy Guy as the Deputy Chairperson of the Taupō Airport Authority Committee for the 2019-2022 Triennium.

**CARRIED**

## 4.3 FINANCIAL PERFORMANCE REPORT - HALF YEARLY 2019

The Financial Accountant made the following comments in relation to the six-monthly financial report:

- revenue was slightly down on budget due to reduced income from landing fees during the summer months.
- in relation to contractor payments of \$66k against budget \$12k on page 20, this was as a result of the Airport Manager vacancy and was offset by a reduction in personal costs.
- professional services and legal fees were higher than budgeted as a result of costs associated with the renewal of leases which had been outsourced, and legal fees incurred in relation to the MOU with the skydive operators.
- the costs associated with the airport redevelopment can be capitalised when the project proceeds
- approval by the joint venture partner had been obtained for the purchase of a vehicle for the airport; this was in addition to the operational vehicle which had to remain on site.

### TAA202002/05 RESOLUTION

Moved: Cr Christine Rankin

Seconded: Cr Kathy Guy

That the Taupō Airport Authority Committee receives the 2019 Half Yearly Financial Performance report.

**CARRIED**

## 4.4 RECEIPT OF DRAFT STATEMENT OF INTENT 2019/20

The Financial Accountant advised that the final Statement of Intent (SOI) needed to be submitted to Council by 30 June 2020.

The draft SOI did not factor any increases in income and expenditure resulting from the proposed airport

redevelopment. This additional information could be added to the draft SOI prior to final submission to Council in June 2020.

The Economic Relationships Manager advised that documentation relating to the airport redevelopment had been returned by the Ministry of Business, Innovation and Employment post assessment by the Ministry of Transport legal team.

Council's finance team were working with Pricewaterhouse Coopers regarding the tax implication for the airport on receipt of the loan from MBIE.

#### **TAA202002/06 RESOLUTION**

Moved: Cr Chris Johnston

Seconded: Cr Kathy Guy

That the Taupō Airport Authority Committee adopts the draft Statement of Intent of the Taupo Airport Authority for the 2019-2020 financial year.

**CARRIED**

#### **4.5 GENERAL MANAGER'S OPERATIONS REPORT**

The General Manager – Taupō Airport indicated that in future his reports would be kept at a higher level and less focussed on operational matters.

The following items of interest were noted:

- the Civil Aviation Bill currently under review would have implications on the ability of airports nationwide to set their own landing fees. The Airport Association were working collaboratively to ensure that smaller airports like Taupō were represented as part of this review.
- Airways Corporation - who provided air traffic control, lighting and navigation - had indicated that they wanted to sell these assets to the airports. The issue for airports would be around maintenance and renewal costs of these assets. The projected spend for Taupō Airport for these assets over a few years was approximately \$8m. Airways would still maintain air traffic control. There were also a few operational issues that would need to be worked through, for example who would turn on the landing lights. The Airports Association would be progressing this as well.
- apron marking to be repainted.
- the General Manager – Taupō Airport would discuss potential changes to the structure with the Airport User group, which would be in line with how other Airport user groups operated. In essence, TAA needed to retain governance by chairing the group.
- the Safety Committee needed to remain self-chairing and be independent from TAA. Membership should however comprise sectors from fixed wing private, commercial, and rotary commercial.

The Safety Manager provided an update on discussions with the parachute operators around the MOU and advised that there was now a rule in place which was overseen by the Civil Aviation Authority (CAA). The new rule put the onus on the parachute pilot to now control the risk.

#### **TAA202002/07 RESOLUTION**

Moved: Cr Christine Rankin

Seconded: Cr Chris Johnston

That the Taupō Airport Authority Committee receives the Acting General Manager's Operations report as presented on February 17, 2020.

**CARRIED**

**4.6 HEALTH AND SAFETY**

The Airport Safety Manager advised that there was nothing to report.

**TAA202002/08 RESOLUTION**

Moved: Cr Christine Rankin  
 Seconded: Mayor David Trewavas

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

**CARRIED**

**5 CONFIDENTIAL BUSINESS****COMMITTEE RECOMMENDATION**

Moved: Mayor David Trewavas  
 Seconded: Cr Christine Rankin

**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:

<b>General subject of each matter to be considered</b>	<b>Reason for passing this resolution in relation to each matter</b>	<b>Ground(s) under Section 48(1) for the passing of this resolution</b>
<b>Agenda Item No: 5.1</b> Receipt of Unconfirmed Minutes of the Taupo Airport Operational & Safety Committee - January 21, 2020	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

**5.1 RECEIPT OF UNCONFIRMED MINUTES OF THE TAUPŌ AIRPORT OPERATIONAL & SAFETY COMMITTEE - JANUARY 21, 2020****TAA202002/C09 RESOLUTION**

Moved: Cr Kathy Guy  
 Seconded: Cr Christine Rankin

That the Taupō Airport Authority Committee receives the unconfirmed Taupō Airport Operational and Safety Committee minutes of a meeting held on January 21, 2020.

**CARRIED**

**The meeting closed at 11.12 am.**

**The minutes of this meeting were confirmed at the Taupō Airport Authority Committee Meeting held on 6 April 2020.**

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**CHAIRPERSON**