

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

Date:	Monday, 9 May 2022
Time:	10.30am
Location:	Council Chamber 107 Heuheu Street Taupō

AGENDA

MEMBERSHIP

Chairperson	Mr Chris Johnston
Deputy Chairperson	Cr Kathy Guy
Members	Mr Andrew Hintz Cr Christine Rankin Mayor David Trewavas
Quorum	3

Gareth Green
Chief Executive Officer

Order Of Business

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3.1 EXTRAORDINARY TAUPŌ AIRPORT AUTHORITY COMMITTEE MEETING - 4 APRIL 2022

Author: Nicole Turnbull, Executive Assistant

Authorised by: Nigel McAdie, Legal, Risk and Governance Manager

RECOMMENDATION(S)

1. That the minutes of the Taupō Airport Authority Committee meeting held on Monday 4 April 2022 be confirmed as a true and correct record.

ATTACHMENTS

1. Taupō Airport Authority Committee Meeting Minutes - 4 April 2022 [↓](#)

Extraordinary Taupō Airport Authority Committee Meeting Minutes

4 April 2022

**TAUPŌ DISTRICT COUNCIL
MINUTES OF THE EXTRAORDINARY TAUPŌ AIRPORT AUTHORITY COMMITTEE MEETING
HELD ONLINE VIA 'ZOOM' AND LIVESTREAMED TO WWW.TAUPO.GOV.NZ
ON MONDAY, 4 APRIL 2022 AT 10:30AM**

PRESENT: Mr Chris Johnston (in the chair), Cr Kathy Guy, Mr Andrew Hintz, Cr Christine Rankin

IN ATTENDANCE: General Manager Operations and Delivery, General Manager Taupō Airport, Airport Operations Manager, Finance Business Partner, Finance Manager, Governance Quality Manager, Executive Assistant

MEDIA AND PUBLIC: Nil

The Chairperson welcomed everyone to the meeting and advised that agenda item 4.3 – Cashflow Forecast Update would be considered in confidence on the Local Government Official Information and Meetings Act 1987 ground “commercial activities

1 APOLOGIES

TAA202204/01 RESOLUTION

Moved: Cr Kathy Guy

Seconded: Cr Christine Rankin

That the apology received from His Worship the Mayor, David Trewavas be accepted.

CARRIED

2 CONFLICTS OF INTEREST

Nil

3 CONFIRMATION OF MINUTES

3.1 TAUPŌ AIRPORT AUTHORITY COMMITTEE MEETING - 14 FEBRUARY 2022

TAA202204/02 RESOLUTION

Moved: Mr Chris Johnston

Seconded: Cr Kathy Guy

That the minutes of the Taupō Airport Authority Committee meeting held on Monday 14 February 2022 be confirmed as a true and correct record.

CARRIED

4 REPORTS

4.1 GENERAL MANAGERS REPORT

The General Manger Taupō Airport shared his screen to provide the committee with an update on the Joint Venture Discussion. The following key points were noted:

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4 April 2022

- The Ministry of Transport (MoT) and Taupō Airport Authority Joint Venture Deed was last reviewed in the 1970s, which means there is now an opportunity for the deed to be updated as it is outdated.
- Taupō Airport Authority and MoT plan to discuss the deed together and produce a draft review, which will be presented to the committee for feedback once completed.
- In the current deed, there are a number of clauses that can be amalgamated into one title which would come under the operator which Taupō District Council and their ability to maintain the 139 certification requirements.
- In answer to a members question around whether there is a timeline in place for this deed review process, the General Manager mentioned that there has been no official timeline set by MoT, and this will be raised in the upcoming discussion to clarify a timeline.
- In answer to a members suggestion on holding a workshop once the draft review has been produced by Taupō District Council with MoT, the General Manager noted that a workshop date will be arranged, to allow members to provide their feedback on the draft review.

The Airport Operations Manager provided an operations update to the committee, the following key points were noted:

- Passenger numbers are looking to increase over the coming months as Covid-19 restrictions are lifted and public holidays occur.
- The airport continues to see a steady number of private jets operating in and out of Taupō.
- The southern taxiway markings have recently been refreshed, although the airport meets regulatory requirements, their aim is to exceed these requirements.
- Work is being done with the project development team on areas such as the relocation of the apron equipment in conjunction with the new terminal build.
- For Taupō airport tenants relocating into the new terminal, work will begin with the legal team on the preparation of licences to occupy and deeds of lease for tenants.
- Temporary lighting has been set up in the new carparking area, due to the planned street lights still being in transit from the supplier.
- The grass runway that had surface improvements last year has improved further with recent rainfall which has resulted in a smoother strip for aircraft operations.
- Contingency planning around Covid-19 and Omicron has continued, procedures such as separating essential staff with different work stations have been put in place and is working well.
- With security being the Airports highest risk, a tabletop exercise was recently carried out with Taupō Police which included a security breach scenario which is a requirement of Taupō Airports Part 139 certification.

TAA202204/03 RESOLUTION

Moved: Cr Christine Rankin

Seconded: Cr Kathy Guy

That the Taupō Airport Authority Committee receives the General Managers Report.

CARRIED

4.2 TAUPŌ AIRPORT AUTHORITY FINANCIAL REPORTS - FEBRUARY 2022

The Finance Business Partner shared the financial reports on screen and provided an update on the financial reports to the committee, the following key points were noted:

- Landing charges in December 2021 were \$4k below the Statement of Intent (SOI), whilst January was \$2k above SOI, and February was inline.
- Passenger terminal chargers over the three months between December 2021 and February 2022 were in line with the SOI.
- Annual leave was further favourable due to leave taken.
- One of the key favourable variances was the contractors, and this being that the budget for the

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safety manager is a lot higher than what we are seeing for the actuals, which is about \$2.5k in the SOI per month, and the accruals are about \$800 per month.

- Maintenance expenses are about \$12k unfavourable, with the majority of that being grass runway maintenance and signage.
- There has been a significant increase than expected in the established cost for cropping.
- The Finance Business Partner suggested for future updates that the balance sheet be presented in the current format, but additional items expanded for more in depth updates, which the committee agreed with.
- They key item in the Project Budget Update is the contingency, we have spent about 65% now, and there is still some left.
- Project spend to date is \$3.8m up to February 2022.

TAA202204/04 RESOLUTION

Moved: Cr Christine Rankin

Seconded: Mr Chris Johnston

That the Taupō Airport Authority Committee receives the financial reports as circulated.

CARRIED

5 CONFIDENTIAL BUSINESS

TAA202204/05 RESOLUTION

Moved: Cr Kathy Guy

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:

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
<p>Agenda Item No: 4.3 Cashflow Forecast Update</p>	<p>Section 7(2)(h) - the withholding of the information is necessary to enable [the Council] to carry out, without prejudice or disadvantage, commercial activities</p>	<p>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</p>

The meeting closed at 11.35am.

Extraordinary Taupō Airport Authority Committee Meeting Minutes

4 April 2022

The minutes of this meeting were confirmed at the Extraordinary Taupō Airport Authority Committee Meeting held on 9 May 2022.

.....
CHAIRPERSON

4.1 GENERAL MANAGER'S REPORT

Author: Rhys Frearson, General Manager - Taupō Airport

Authorised by: Kevin Strongman, General Manager Operations and Delivery

PURPOSE

This item is for the General Manager Taupō Airport to provide a verbal update to the Committee on governance related matters for the Taupō Airport.

RECOMMENDATION(S)

That the Taupō Airport Authority Committee receives the General Manager's report.

ATTACHMENTS

Nil

4.2 TAUPŌ AIRPORT AUTHORITY FINANCIAL UPDATE

Author: Danielle Klue, Finance Business Partner

Authorised by: Jeanette Paenga, Finance Manager

PURPOSE

The Finance Business Partner will provide a financial update to the Committee on the Taupō Airport Authority.

RECOMMENDATION(S)

That the Taupō Airport Authority Committee receives the information.

ATTACHMENTS

Nil

5 CONFIDENTIAL BUSINESS

RESOLUTION TO EXCLUDE THE PUBLIC

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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 Confirmation of Confidential Portion of Extraordinary Taupō Airport Authority Committee Minutes - 4 April 2022		