

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

Date:	Monday, 27 February 2023
Time:	10.30am
Location:	Taupō Airport Anzac Memorial Drive Taupō

AGENDA

MEMBERSHIP

Chairperson

Deputy Chairperson

Members

Cr Chris Johnston
Mayor David Trewavas
Cr Duncan Campbell
Cr Yvonne Westerman
Cr Chris Grace

Quorum

3

Gareth Green
Chief Executive Officer

Order Of Business

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2	Whakapāha Apologies	
3	Ngā Whakapānga Tukituki Conflicts of Interest	
4	Whakamanatanga O Ngā Meneti Confirmation of Minutes	
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5.1 ACTIONS FROM PREVIOUS COMMITTEE MEETINGS 2022

Author: Wayne Wootton, General Manager Taupō Airport

Authorised by: Julie Gardyne, Deputy Chief Executive Officer

PURPOSE

For the Taupō Airport General Manager to provide the Taupō Airport Authority Committee with an update on actions from previous committee meetings.

NGĀ KŌRERORERO | DISCUSSION

<p>1. Car park pricing strategy</p> <p>June 2022</p>	GM to draft a car park pricing strategy and report back to the TAA Committee with a view to implement charges from when the new terminal is fully operational.	GM	Draft strategy included on the agenda for the August TAA Committee meeting. Workshop organised after the August TAA Committee meeting at which there was an update on the analysis and direction provided for a car parking strategy. The Committee was in favour of introducing charges with management to report back to the September TAA meeting with a recommendation to proceed. Management will also present an update to Council on 25 August. New charging regime has been approved and will be implemented 13 February 2023.	<p>December 2022</p> <p>Completed</p>
<p>2. Landing charges review</p> <p>June 2022</p>	GM to work with aviation consultant Peter Seed on the proposed consultation procedures for changes to aeronautical charges from January 2023.	GM	GM in consultation with Peter Seed and a quote for the work from Peter Seed will be submitted for review and approval prior to commencement of the work. Peter Seed has been engaged and preliminary work has commenced. Consulted with airlines on initial pricing proposal following which a revised pricing proposal was compiled and airline comments required by early February.	<p>December 2022</p> <p>April 2023</p>
<p>3. Air New Zealand</p> <p>June 2022</p>	GM to liaise with representatives from Air NZ to assess the potential for a direct air link between Taupo and Christchurch.	GM	Work in progress. GM met with Air NZ to discuss options for additional flights. Air NZ to investigate pax numbers from TUO to CHC through AKL.	Mid-2023
<p>4. Sounds Air</p> <p>June 2022</p>	OM to check contract with Sounds Air	OM	The contract between TDC and Sounds Air expired in 2021. GM and OM to arrange meeting with Sounds Air to discuss extending the contract in accordance with Clause 2.2 (should have been arranged prior to the end of the Term), future schedules and route development. Work in progress.	<p>September 2022</p> <p>November 2022</p> <p>Mid-2023</p>

RECOMMENDATION(S)

That the Taupō Airport Authority Committee receives the update.

ATTACHMENTS

Nil

5.2 SAFETY MANAGEMENT

Author: Wayne Wootton, General Manager Taupō Airport

Authorised by: Julie Gardyne, Deputy Chief Executive Officer

TE PŪTEAKE | PURPOSE

For the Taupō Airport General Manager to provide the Taupō Airport Authority (TAA) Committee with a Health and Safety update.

NGĀ KŌREROERO | DISCUSSION**Safety Management System Software**

TAA utilises a software platform called IRIS to maintain its Safety Management System (SMS) and, having done so for a period, it is becoming apparent that the software package does have some issues and does not meet all the airport operational requirements of the TAA.

Management is proposing to investigate a new software platform which will better meet the needs of the Airport's Safety Risk Management programme and be more cost effective. This will be investigated further during the first half of 2023 through visiting other similar sized regional airports in the North Island to see what software systems are in use, including establishing best fit for TAA's specific needs

Airport Safety Group

There was an Airport Safety Group meeting held on 16 November 2022 which was attended by airport users and TAA management. The minutes from this meeting and any reported accident / incidents will be communicated through the confidential section of TAA Committee meeting together with an update from the next Airport Safety Group meeting scheduled for 14 February 2023.

Training

As part of the airport's SMS there is a requirement to carrying out regular security training which was originally scheduled for late 2022. However, with priorities being focussed on the closing stages of the airport redevelopment, the training was postponed and will now be carried out during March / April 2023.

The SMS training is requirement under the Civil Aviation Authority (CAA) Rule Part 100 and will be facilitated by the Airport Safety Manager.

Wildlife management

Wildlife continues to be monitored though the Taupo Airport Authority Wildlife Management Plan. The CAA reporting system indicates the incident rate is low and trending constant. These reports are communicated quarterly.

Management has been liaising with operational staff at other regional airports on wildlife control and investigating alternative methods of managing wildlife, in particular the control of birds in the operational areas of the aerodrome. An alternative that is being trialled at one of the regional airports is the use of a drone to scare birds away rather than shooting. At this stage it is proving to be a successful alternative and a more humane method of wildlife control.

Management is proposing to investigate the use of a drone further over the coming months.

NGĀ KŌRERORERO | RECOMMENDATION(S)

That the Taupō Airport Authority Committee receives the update.

ATTACHMENTS

Nil

5.3 OPERATIONS

Author: Wayne Wootton, General Manager Taupō Airport

Authorised by: Julie Gardyne, Deputy Chief Executive Officer

TE PŪTEAKE | PURPOSE

For the Taupō Airport General Manager to provide the Taupō Airport Authority Committee with an operations update.

NGĀ KŌREROERO | DISCUSSION**Airside and landside maintenance**

Due to significant rainfall over the summer months, grass mowing has been increased to maintain a constant grass height and mitigate wildlife. Back Paddock Silage (the cropping contractor) has carried out two harvests to date this season and has another two scheduled prior to the winter months.

The main security gate on Anzac Memorial Drive has been retrofitted with wireless sensors to allow ease of traffic movement from inside the gated area to the outside.

Airfield and pavement inspections

Lichen removal was carried out on the runway, taxiways and apron in October 2022 and further remedial work is scheduled in the coming weeks. As a part of the pavement maintenance plan this will be scheduled every 1-2 years.

Seal banding to surface cracks and joints will be required on the sealed runway centre line and the apron this year to ensure the pavement integrity is maintained and to prevent further deterioration.

The road adjacent Anzac Memorial Drive leading to the Airside operational area in the vicinity of the fuel pumps will soon require maintenance due to constant pot holing. With growth in development of this area, management are seeing an increase in vehicle usage and is proposing that, in conjunction with the Council's Anzac Memorial Drive Road widening project, engagement with the contractor will be sought to quote on improving the road surface.

Turangi Airfield

An inspection of the Turangi Airfield was carried out in late 2022 by TAA management – these inspections are carried out quarterly based on TAA staff availability. The airfield was in good working condition and continues to facilitate general aviation.

Similar to the situation at Taupo Airport, the wet summer months has meant that there has had to be an increase in mowing.

There was a reported incident of wildlife on the airfield at Turangi in late January when someone was riding a horse on the site. The police were called out and the situation was quickly resolved.

Runway surface condition survey

Following approval to engage AECOM for the runway surface condition survey, the work was carried out in November and, in advance of the formal report being released, an executive summary has been presented to Management.

The survey found that overall the airside pavement bituminous surfacing was in a sound condition, however, the surfacing is aging and is at a stage in its life cycle where preservation type treatments would be highly beneficial.

The main runway 17–35 was resurfaced in 2010 with a 50mm asphaltic overlay. In general runway asphaltic surfaces last between 15 to 20 years. However, a longer service life can be achieved with the appropriate use of a bitumen surface treatment, which could well extend the surface life up to 30 years.

The consultant has recommended that a treatment plan needs to be instigated within the next two years for the main sealed runway, taxiways and a portion of the apron. Preparation works include cleaning the shoulders of the

runway and lichen removal prior to the surface treatment which will have to be undertaken by a specialist contractor.

Whilst yet to be quoted and confirmed, the surface treatment is estimated to cost in the region of \$600k (present day value) but this could well extend the life of the runway by up to 15 years, at an estimated 10% of the cost of a full overlay similar to the 2010 project.

Public Car Parking

Following the completion of the new terminal and stage 2 of the car park, paid parking is to be introduced during February.

Management is concerned that members of the public may try and park outside of the car park to avoid paying the charges, therefore, as far as is reasonably practicable, areas outside of the main car park will be barriered off through bunding, fixed objects (posts and rocks) and signage.

This will encourage the general public to only utilise the new facility, however, the situation will be monitored to see if any non-conforming issues arise.

CAA audit June 2022

At the last Committee meeting, members accepted the quote from Zorigin Projects Limited to install a new post and wire fence to the north-western boundary. This work was required following a minor finding by the Civil Aviation Authority (CAA) during their audit of the airport in June 2022.

The work has been completed to a high standard and has been accepted by the CAA and the finding closed.

The fence installation project was submitted to the JV co-owner, the Ministry of Transport, as an application for funding and was successful in achieving a 50% contribution of the full cost which was finalised at \$26,500.

A further recommendation from the CAA audit has also been closed. This was ascertaining the shoulder strengths of the Bravo taxiway leading onto the main sealed runway 17-35 which was confirmed by AECOM during the runway condition survey as meeting compliance.

A third recommendation of including turning pad markings at each end of the main sealed runway is currently being investigated.

Obstacle Limitation Survey 2020

The Obstacle Limitation Survey was carried out by Cheal Consultants in December 2020 which is a requirement of the CAA Rule Part 139 certification and is conducted every five years. The survey identified four parcels of land with trees encroaching or nearing the flight approach paths.

Originally management was waiting on the Lands Information LiDAR capture to better understand which trees were infringing and what could be done to remedy the situation. However, despite numerous requests, Lands Information has still not released the LiDAR data and, due to the fact that the original survey was undertaken over two years ago, management has had to engage Cheal Consultants again to carry out a further survey.

The areas concerned are owned by the Department of Conservation, Land Corp Farming Limited, Wharewaka East Limited and Taupo District Council. Once Cheal Consultants have carried out the second survey, management will work with the four land owners on a plan to either fell or top the trees that are either protruding through or close to the flight approach paths.

Management believes that there needs to be cost sharing approach to this issue between TAA and the land owners and, as the work progresses and cost become more apparent, this will be communicated to the TAA Committee.

Navigational Aids

Management has been approached by Airways New Zealand who are investigating a proposal to install a new navigational aid at Taupo Airport called a DVOR. This is a ground-based radio navigational aid that provides bearing information to aircraft to define flight routes and instrument approach/departure procedures. The infrastructure will supersede the existing DME/ NDM which eventually will be decommissioned.

Management has met with Airways on site and a suitable location has been put forward for further investigation by the authority.

Airport Contracts

Over the past few months management has been drafting two new contracts to assist with the efficiency of Airport operations.

1. Grounds and General Maintenance

Previously grounds and general maintenance to airside and landside was carried out by four contractors and this has now been reduced to two. TDC Parks team has retained the large bulk mowing of airside and a contract for the smaller airside areas together with all landside grounds maintenance has been awarded to Harrison Contracting.

The landside grounds maintenance has increased considerably due to the extensive soft landscaping around the new car park and the contract now includes general maintenance of fences, gates and minor work to drainage and surfaces.

2. Airport operations

With the construction of the much larger new terminal there was a need to review the old terminal outdated cleaning contract which was carried out by the Air New Zealand and Sounds Air ground handling company. Further the introduction of paid parking to the new car park areas and the need for someone on site during the full Airport operating hours, gave the opportunity to look at a totally new operating methodology.

Jeffs Airport Services has the airline contract for ground handling and previously carried out the cleaning services of the old terminal for TAA. The contractor is a specialist in airport operations, and it made sense to negotiate direct with the incumbent rather than go out to tender.

The new contract also gained efficiencies in Airport operational costs as, in order to carry out some of the tasks, TAA would have had to employ additional staff to cover the full operating hours of the Airport, whereas, Jeffs Airports Services already has staff on site for the airline scheduled services.

The scope of the new contract includes:

- Terminal cleaning and minor maintenance
- Car park management
- Security
- Airport operational assistance

RECOMMENDATION(S)

That the Taupō Airport Authority Committee receives the update.

ATTACHMENTS

Nil

5.4 TERMINAL REDEVELOPMENT PROJECT

Author: Wayne Wootton, General Manager Taupō Airport

Authorised by: Julie Gardyne, Deputy Chief Executive Officer

TE PŪTEAKE | PURPOSE

For the Taupō Airport General Manager to provide the Taupō Airport Authority Committee with an update on the Terminal Redevelopment Project.

NGĀ KŌREROERO | DISCUSSION

Delivery of the Taupō Airport Redevelopment has largely been completed within a budget of \$9.24M and this is a testament to all involved in the project. Unprecedented rises in the costs of materials, disruptions to supply chains, and labour shortages have all combined to create an extremely challenging environment, but this has been surmounted and the new terminal and carpark is already a huge asset to our district as a whole; it will not only serve as a transport hub for locals and visitors alike, but will be the heart of a growing aviation industry centred around our airport that includes a well-established sky diving destination, a growing aviation engineering industry, the rescue helicopter, and a strong agricultural and forestry aviation sector. The new terminal and carpark will complement these industries while acting as a calling card for the increasing numbers of New Zealand and overseas visitors we can expect as tourism returns.

Work on the new terminal and surrounding infrastructure has progressed exceptionally well during the summer months and the terminal opened with a soft launch on Tuesday 7 February, a month behind the initial contract completion target of late December / early January.

There has been some minor setbacks and it is expected that teething issues will occur over the coming weeks, however, the resulting building is something that the region can be proud of and will, hopefully, become a destination in its own right.

The car park and landscaping has also been completed and charges for parking, using vehicle registration plate technology, were due to commence during week beginning 13 February but were delayed slightly as a result of Cyclone Gabrielle

Following a number of late work items which were either not considered at the design stage or due to additional scope creep, an additional project budget of circa \$480k was approved by the Council in February 2023.

NGĀ KŌRERORERO | RECOMMENDATION(S)

That the Taupō Airport Authority Committee receives the update.

ATTACHMENTS

Nil

5.5 TENANTS AND LEASES

Author: Wayne Wootton, General Manager Taupō Airport

Authorised by: Julie Gardyne, Deputy Chief Executive Officer

PURPOSE

For the General Manager Taupō Airport and the Taupō Airport Operations Manager to provide an update to the Committee on the tenants and leases

DISCUSSION**New Zealand Motor Caravan Association (NZMCA)**

Management can advise that following the NZMCA leaving the Airport site in December 2022 after the land lease was terminated, the area is now available for further development.

The high-level Airport Master Plan, developed in late 2020, earmarked this area for light industrial growth to boost commercial revenue for the Airport with less reliance on aviation related activities.

To date management has received three expressions of interest and are working with the interested parties. An access road into the area already exists but, with regards services, there is only a water supply of limited pressure. To fully develop the area, management believes that full services, including an upgrade to the existing water supply, power, storm water and sewerage will need to be installed, the costs of which will be recovered through tenant leases.

Management engaged a consultant early in the New Year to carry out a topographical drone survey of the parcel of land and is currently waiting for a market valuation from Telfer Young. This market valuation will divide the site into various lot sizes and will give two market valuations – one based on the present services and one with all services installed.

Prospective airport tenant

Management has been approached by a prospective tenant who has expressed an interest in leasing land at the airport to relocate a business. The area is at the end of an existing airport access road which is future proofed for expansion in the Airport Master Plan.

Management and representatives from TDC met with the prospective tenant to ascertain their needs as a commercial aviation operator, ensuring this aligned with the Airport Master Plan. Management has engaged Telfer Young to carry out a valuation of the intended location, which is located within an area of the Airport Master Plan designated for helicopter operations.

As the airport is zoned industrial any new leases will need to meet the appropriate consenting rules.

Terminal leases

Rent reviews for tenants in the terminal are long overdue and, following the move to the new terminal and with the buildings much-upgraded facilities, has given management the opportunity to work with valuers Telfer Young to set more realistic rents based on current market rates at other regional airports.

Over the past few months management has had meetings with the terminal tenants and has been working with Council's legal department to draw up new leases / licences to occupy. Documentation is being finalised and the intention is to implement from 1 April 2023, with lease end dates timed to tie in with TAA's financial year ending June.

Lease default

A land lease tenant at the Airport has been in default of the lease conditions due to not having paid any rent for a period of 12 months, despite repeated requests to settle the account. At the end of 2022 the lessee was given the opportunity to pay the outstanding debt by instalments but has still failed to comply.

Therefore, the matter has now been taken up by Council's legal team who, pursuant to the lease conditions, will take action to terminate the lease and recover all outstanding amounts due.

Further information will be available in the public exclusion section of the Committee report.

RECOMMENDATION(S)

That the Taupō Airport Authority Committee receives the update.

ATTACHMENTS

Nil

5.6 PASSENGERS AND AIRCRAFT MOVEMENTS

Author: Kim Gard, Airport Operations Manager
Authorised by: Julie Gardyne, Deputy Chief Executive Officer

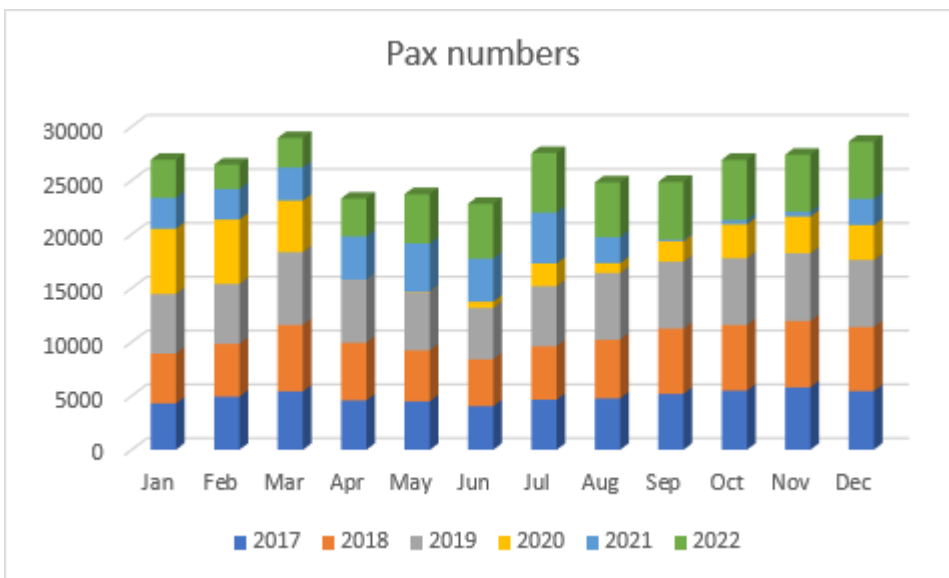
TE PŪTEAKE | PURPOSE

For the General Manager Taupō Airport and the Taupō Airport Operations Manager to provide an update to the Committee on the passenger and aircraft movements.

NGĀ KŌREROERO | DISCUSSION

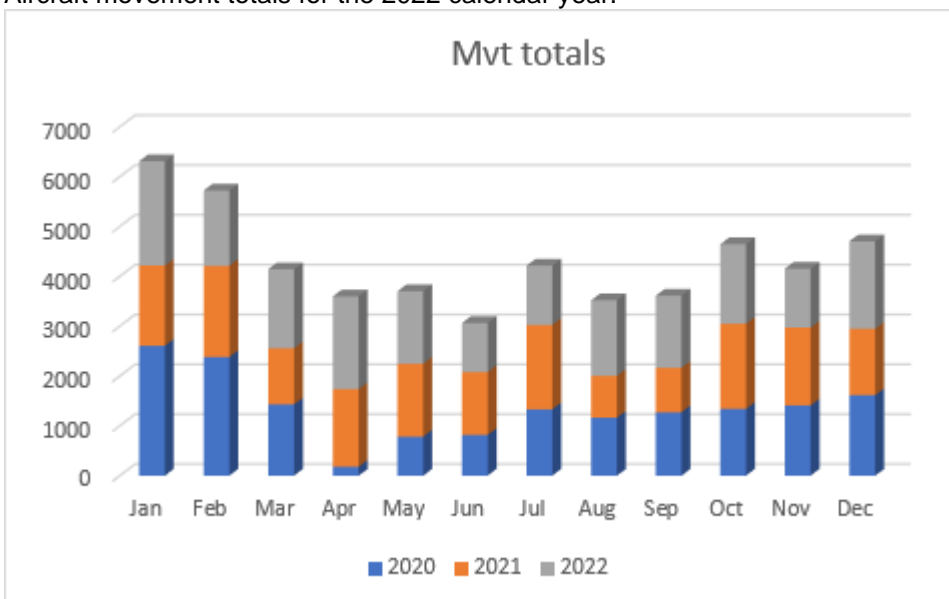
The post COVID-19 recovery is continuing with passenger numbers currently at 90% pre-pandemic levels.

Passenger numbers for the 2022 calendar year



Based on the results for the first six months of FY2024, it is anticipated that the total number of passengers for the whole of the current financial year will be 65,000.

Aircraft movement totals for the 2022 calendar year.



General aviation numbers are gradually improving, especially with the high increase in jet charter numbers in recent months and the recovery of the local operator’s sky diving and parachuting business.

NGĀ KŌRERORERO | RECOMMENDATION(S)

That the Taupō Airport Authority Committee receives the update.

ATTACHMENTS

Nil

5.7 CAR PARK CHARGES**Author:** Wayne Wootton, General Manager Taupō Airport**Authorised by:** Julie Gardyne, Deputy Chief Executive Officer**PURPOSE**

For the Airport General Manager to provide an update to the Committee on the Car parking charges.

DISCUSSION

Following approval to implement car parking charges for the use of the newly constructed car park at the airport, the tariff was introduced during week commencing 13 February.

The charges have been introduced pursuant to the Taupo District Council Traffic Bylaw 2014 and, as such, did not require the approval of the JV partner, the Ministry of Transport.

To recap, the proposed charges as shown below have initially been set lower than current market rates at other regional airports and it is planned to carry out a review after 12 months' usage to determine if the charges are realistic and whether any changes are necessary.

A 2.5% surcharge will apply to all credit card transactions.

Parking period	Tariff
Up to 30 minutes	Free
Up to 60 minutes	\$2.00
Per hour thereafter	\$2.00
Daily maximum (Days 1 to 3)	\$14.00 / day
Daily maximum (Days 4 to 7)	\$10.00 / day
Day 8 onwards	\$10.00 / day

RECOMMENDATION(S)

That the Taupō Airport Authority Committee receives the update.

ATTACHMENTS

Nil

5.8 LANDING CHARGE REVIEW 2022

Author: Wayne Wootton, General Manager Taupō Airport

Authorised by: Julie Gardyne, Deputy Chief Executive Officer

TE PŪTEAKE | PURPOSE

For the Taupō Airport General Manager to provide the Taupō Airport Authority (TAA) Committee with a Health and Safety update.

NGĀ KŌREROERO | DISCUSSION

Over the past months management has been working with aviation consultant, Peter Seed, to review the regular passenger transport (RPT) charges.

It is noted that the total aeronautical charges are based on the two components of regular passenger transport charges and general aviation landing fees. The Ministry of Transport has previously indicated with reviews at other Joint Venture airports, that a review of general aviation landing fees will also be required in conjunction with the regular passenger transport charge review. Therefore, management is also currently reviewing landing fees for the general aviation community in the evaluation of overall aeronautical charges.

The current method of charging for regular passenger transport at Taupo Airport is based on two elements:

A fixed fee for the aircraft to land based on the total number of aircraft seats

A terminal charge per passenger

The new pricing proposal combines these two charges into a single fee per passenger movement – a passenger movement is a landing or take off. This method is adopted at most regional airports and offers a fairer approach for both airport and airline.

An initial pricing proposal was presented to TAA's substantial customers (Air New Zealand and Sounds Air) in September, however, comments received from the airlines by the deadline of the end of October showed concerns of higher-than-expected increases and a request for TAA to re-evaluate the proposal.

After further financial analysis, a revised pricing proposal was put forward which basically spread aeronautical costs over a five year rather than three year period and included a small discount in the initial stages. This was submitted to the airlines in December with comments due back by early February.

Air New Zealand has already verbally shown and agreement to the revised pricing proposal but TAA are still awaiting written confirmation and comments from Sounds Air.

Management is proposing to set the new charges as from 1 April 2023 and will keep Committee members up to date with progress.

NGĀ KŌRERORERO | RECOMMENDATION(S)

That the Taupō Airport Authority Committee receives the update.

ATTACHMENTS

Nil

5.9 APPROVAL AND ADOPTION OF THE FY22 ANNUAL FINANCIAL STATEMENTS TO 30 JUNE 2022

Author: Nick Frankish, Finance Business Partner

Authorised by: Jeanette Paenga, Finance Manager

TE PŪTAKE | PURPOSE

To approve and adopt the FY22 Annual Financial Statements to 30 June 2022.

NGĀ TŪTOHUNGA | RECOMMENDATION(S)

That the Taupō Airport Authority Committee approve and adopt the FY22 Annual Financial Statements to 30 June 2022.

NGĀ TĀPIRIHANGA | ATTACHMENTS

1. Taupō Airport Authority June 2022 Annual Report pre Chairman Audit Report [↗](#)

5.10 APPROVAL AND ADOPTION OF THE INTERIM 6 MONTH FINANCIAL STATEMENTS TO 31 DECEMBER 2022

Author: Nick Frankish, Finance Business Partner

Authorised by: Jeanette Paenga, Finance Manager

TE PŪTAKE | PURPOSE

To approve and adopt the interim 6 Month Financial Statements to 31 December 2022

NGĀ TŪTOHUNGA | RECOMMENDATION(S)

That the Taupō Airport Authority Committee approves and adopts Interim 6 Month Financial Statements to 31 December 2022.

NGĀ TĀPIRIHANGA | ATTACHMENTS

1. Taupō Airport Authority Interim Report December 2022 [⇒](#)

5.11 CIVIL AVIATION AUTHORITY RULE PART 139 CERTIFICATION

Author: Wayne Wootton, General Manager Taupō Airport

Authorised by: Julie Gardyne, Deputy Chief Executive Officer

TE PŪTEAKE | PURPOSE

For the Taupō Airport General Manager to provide the Taupō Airport Authority (TAA) Committee with an update on the Civil Aviation Authority Rule Part 139 Certification.

NGĀ KŌREROERO | DISCUSSION

As holder of the Aerodrome Operator Certificate (AOC), TAA is responsible for meeting all aviation operations and health and safety obligations under CAA Rule Part 139 and Part 100, including the ongoing management of an Airport Safety Management System (SMS).

TAA's General Manager is designated on the AOC as the Aerodrome Chief Executive, having direct accountability to the CAA and, together with the Operations Manager and Safety Manager, are all classed as Senior Persons in line with the Rule.

The current AOC is due to expire on the 28 July 2023 and TAA management will submit an application to the CAA for a five-year renewal of the certificate in April. This will entail a complete review of the Aerodrome Exposition consisting of the following manuals to ensure CAR Part 139 / 100 processes are applied, working and effective. This will be followed by a comprehensive audit to be undertaken by the CAA:

- Operations
- Safety Management System
- Emergency Response

As part of the recertification all three Senior Persons will be required to submit applications for renewal of the designation.

NGĀ KŌRERORERO | RECOMMENDATION(S)

That the Taupō Airport Authority Committee receives the update.

ATTACHMENTS

Nil

5.12 TAUPŌ AIRPORT AUTHORITY WEBSITE DEVELOPMENT AND FIBRE PROVISION

Author: Wayne Wootton, General Manager Taupō Airport

Authorised by: Julie Gardyne, Deputy Chief Executive Officer

TE PŪTEAKE | PURPOSE

For the Taupō Airport General Manager to provide the Taupō Airport Authority (TAA) Committee with an update on TAA website development, and Fibre Provision.

NGĀ KŌREROERO | DISCUSSION**TAA website development**

Following the low scale rebrand for the airport redevelopment project, the TAA website is next in line for a refresh having not been updated for some time. Management will be working with TDC communications over the month or so to upgrade the website and give it a more modern and appealing look.

The site will also consider critical information that needs to be communicated to the wider public and will also include a calculator for the new car park charging regime together with the parking terms and conditions.

Fibre Provision

After carrying out an analysis of the potential demand at Taupo Airport, Chorus New Zealand has agreed to install fibre broadband, allowing tenants to be able to connect through their chosen service provider.

Initially Chorus were seeking an \$80,000 contribution from TAA for the installation work they have decided that this is no longer required will be programming the installation over the coming months.

Office 365

Management has previously reported that a new updated data management system was being investigated for the Airport due to the current filing of electronic data being over different platforms.

With the move to the new terminal building, TAA has transferred all computer services over to TDC and this will be managed by the Council's IT team under a proposed Service Level Agreement. This includes utilising Microsoft Office SharePoint for data management and, following assistance from the team, all TAA data has now been migrated to new system.

NGĀ KŌRERORERO | RECOMMENDATION(S)

That the Taupō Airport Authority Committee receives the update.

ATTACHMENTS

Nil

5.13 SECURITY FENCING

Author: Wayne Wootton, General Manager Taupō Airport

Authorised by: Julie Gardyne, Deputy Chief Executive Officer

TE PŪTEAKE | PURPOSE

For the Taupō Airport General Manager to provide the Taupō Airport Authority (TAA) Committee with a Health and Safety update.

NGĀ KŌREROERO | DISCUSSION

Now that the new terminal is fully operational, the old building is in the process of being demolished which will leave an area fronting the apron exposed to a potential airside breach due to only being protected by a 1.2m high metal tube and mesh fence.

Management is concerned with the security of the apron and, in particular, the easy access to the higher number of jet charters which have been visiting Taupo over recent months.

At the Committee meeting in August, management raised the topic of security fencing along the apron frontage to meet future CAA requirements. At this stage Taupo Airport is not security designated, however, if Aviation Security were to bring Taupo in line with other Tier 2 regional airports (i.e. New Plymouth, Palmerston North) the TAA would have to install a 2.44m high security fence for 300m either side of the new terminal, together with at least one security access gate.

Whilst the requirement for Tier 2 security may not be required for some time, management is proposing to install a length of security fence to cover the area to the north of the new terminal once the old building is demolished. The fencing will be fully compliant at 2.44m high complete with secure pedestrian and vehicular access gates. The total length is 68m and has been estimated at \$33,000.

Management has approached the MoT, as the JV partner, for co-funding of this project and the Ministry has agreed a 50% contribution.

NGĀ KŌRERORERO | RECOMMENDATION(S)

That the Taupō Airport Authority Committee receives the update.

ATTACHMENTS

Nil

5.14 MOT JOINT VENTURE

Author: Wayne Wootton, General Manager Taupō Airport

Authorised by: Julie Gardyne, Deputy Chief Executive Officer

TE PŪTEAKE | PURPOSE

For the General Manager Taupō Airport to provide an update to the Committee regarding the Ministry of Transport (MoT) Joint Venture.

NGĀ KŌREROERO | DISCUSSION

Members will be aware that Taupo Airport is administered by Taupo District Council, trading as Taupo Airport Authority, pursuant to a Joint Venture Deed between TDC and the MoT (representing the Crown). This Deed is dated 13 August 1973 and requires an overall to bring it up to date.

There are currently five Joint Venture airports which all have a similar Deed agreements but with varying Terms and the MoT now wish to standardise and update the agreement with the five airports:

- Taupo
- Westport
- Whakatane
- Whanganui
- Whangarei

In early 2022 the MoT approached the JV airports with the proposal to draw up a new Deed and included an updated Term Sheet for discussion. The JV airports jointly engaged a lawyer to review the Terms Sheet and, following discussions between the JV airports, a combined response was submitted back to the MoT.

NGĀ KŌRERORERO | RECOMMENDATION(S)

That the Taupō Airport Authority Committee receives the update.

ATTACHMENTS

Nil

5.15 SILKS AUDIT CHARTERED ACCOUNTANTS LIMITED - REPRESENTATION LETTER FOR THE YEAR ENDED 30 JUNE 2023

Author: Nick Frankish, Finance Business Partner

Authorised by: Jeanette Paenga, Finance Manager

TE PŪTAKE | PURPOSE

This item is for the Committee to receive the letter from Silks Audit Chartered Accounts Limited.

NGĀ TŪTOHUNGA | RECOMMENDATION(S)

That the Taupō Airport Authority Committee receives the letter from Silks Audit Chartered Accounts Limited.

NGĀ TĀPIRIHANGA | ATTACHMENTS

1. Letter of representation - Silks Audit Chartered Accountants Limited [↔](#)

5.16 ELECTION OF A CHAIRPERSON**Author:** Nicole Turnbull, Executive Assistant**Authorised by:** Nigel McAdie, Legal, Risk and Governance Manager**TE PŪTAKE | PURPOSE**

To enable the election of a chairperson for the Taupō Airport Authority Committee.

NGĀ TŪTOHUNGA | RECOMMENDATION(S)

That the Taupō Airport Authority Committee:

1. Confirms that System ___ be used to determine the election process for the Chairperson; and
2. Elects _____ as the Chairperson of the Taupō Airport Authority Committee.

NGĀ KŌRERORERO | DISCUSSION

Clause 25 of Schedule 7 of the Local Government Act 2002 sets out the voting systems that is to be used for certain appointments including the election or appointment of the chairperson as follows:

25. Voting systems for certain appointments

This clause applies to—

- (a) *the election or appointment of the chairperson and deputy chairperson of a regional council; and*
- (b) *the election or appointment of the deputy mayor; and*
- (c) *the election or appointment of the chairperson and deputy chairperson of a committee; and*
- (d) *the election or appointment of a representative of a local authority.*

[(2) If this clause applies, a local authority or a committee (if the local authority has so directed) must determine by resolution that a person be elected or appointed by using one of the following systems of voting: —

- (a) *the voting system in subclause (3) ("system A");*
- (b) *the voting system in subclause (4) ("system B").]*

[(3) System A —

- (a) *requires that a person is elected or appointed if he or she receives the votes of a majority of the members of the local authority or committee present and voting; and*
- (b) *has the following characteristics: —*
 - (i) *there is a first round of voting for all candidates; and*
 - (ii) *if no candidate is successful in that round there is a second round of voting from which the candidate with the fewest votes in the first round is excluded; and*
 - (iii) *if no candidate is successful in the second round there is a third, and if necessary subsequent, round of voting from which, each time, the candidate with the fewest votes in the previous round is excluded; and*
 - (iv) *in any round of voting, if 2 or more candidates tie for the lowest number of votes, the person excluded from the next round is resolved by lot.]*

- (4) *System B—*
- (a) *requires that a person is elected or appointed if he or she receives more votes than any other candidate; and*
- (b) *has the following characteristics:*
- (i) there is only 1 round of voting; and
 - (ii) if 2 or more candidates tie for the most votes, the tie is resolved by lot.]

A 'lot' means that the committee can either toss a coin, put the two names in a hat, draw straws or whatever other method the committee determines in order to select the candidates in the event of an equality of votes.

The committee must firstly determine whether System A or System B is to be used for the election process for the deputy chairperson. Once decided, the committee must then proceed to call for nominations. Once nominations have closed, voting will take place using the option that the committee has chosen.

In accordance with the requirements of the process, Resolutions 1 and 2 must be taken separately.

NGĀ TĀPIRIHANGA | ATTACHMENTS

Nil

5.17 ELECTION OF A DEPUTY CHAIRPERSON**Author:** Nicole Turnbull, Executive Assistant**Authorised by:** Nigel McAdie, Legal, Risk and Governance Manager**TE PŪTAKE | PURPOSE**

To enable the election of a deputy chairperson of the Taupō Airport Authority Committee.

NGĀ TŪTOHUNGA | RECOMMENDATION(S)

That the Taupō Airport Authority Committee:

1. Confirms that System ___ be used to determine the election process for the Deputy Chairperson; and
2. Elects _____ as the Deputy Chairperson of the Taupō Airport Authority Committee for the 2022-2025

NGĀ KŌRERORERO | DISCUSSION

Clause 25 of Schedule 7 of the Local Government Act 2002 sets out the voting systems that is to be used for certain appointments including the election or appointment of the chairperson as follows:

25. Voting systems for certain appointments

This clause applies to—

- (a) *the election or appointment of the chairperson and deputy chairperson of a regional council; and*
- (b) *the election or appointment of the deputy mayor; and*
- (c) *the election or appointment of the chairperson and deputy chairperson of a committee; and*
- (d) *the election or appointment of a representative of a local authority.*

[(2) If this clause applies, a local authority or a committee (if the local authority has so directed) must determine by resolution that a person be elected or appointed by using one of the following systems of voting: —

- (a) *the voting system in subclause (3) ("system A");*
- (b) *the voting system in subclause (4) ("system B").]*

[(3) System A —

- (a) *requires that a person is elected or appointed if he or she receives the votes of a majority of the members of the local authority or committee present and voting; and*
- (b) *has the following characteristics: —*
 - (i) *there is a first round of voting for all candidates; and*
 - (ii) *if no candidate is successful in that round there is a second round of voting from which the candidate with the fewest votes in the first round is excluded; and*
 - (iii) *if no candidate is successful in the second round there is a third, and if necessary subsequent, round of voting from which, each time, the candidate with the fewest votes in the previous round is excluded; and*

- (iv) in any round of voting, if 2 or more candidates tie for the lowest number of votes, the person excluded from the next round is resolved by lot.]
- (4) *System B—*
 - (a) *requires that a person is elected or appointed if he or she receives more votes than any other candidate; and*
 - (b) *has the following characteristics:*
 - (i) there is only 1 round of voting; and
 - (ii) if 2 or more candidates tie for the most votes, the tie is resolved by lot.]

A 'lot' means that the committee can either toss a coin, put the two names in a hat, draw straws or whatever other method the committee determines in order to select the candidates in the event of an equality of votes.

The committee must firstly determine whether System A or System B is to be used for the election process for the deputy chairperson. Once decided, the committee must then proceed to call for nominations. Once nominations have closed, voting will take place using the option that the committee has chosen.

In accordance with the requirements of the process, Resolutions 1 and 2 must be taken separately.

NGĀ TĀPIRIHANGA | ATTACHMENTS

Nil

6 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: 6.1 Airport Safety Group Meeting Minutes - November 2022	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]*.