

ATTACHMENTS

Taupō Airport Authority Committee Meeting

17 April 2023

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Taupō Airport Authority Committee Meeting Minutes

27 February 2023

**TAUPŌ DISTRICT COUNCIL
MINUTES OF THE TAUPŌ AIRPORT AUTHORITY COMMITTEE MEETING
HELD IN THE CONFERENCE ROOM, TAUPŌ AIRPORT, ANZAC MEMORIAL DRIVE, TAUPŌ
ON MONDAY, 27 FEBRUARY 2023 AT 10.30AM**

PRESENT: Mr Chris Johnston (in the Chair), Cr Duncan Campbell, Cr Yvonne Westerman, Mr Chris Grace (via Teams link)

IN ATTENDANCE: Chief Executive, Deputy Chief Executive, General Manager Operations and Delivery (via Teams link), Airport Operations Manager, Finance Business Partner, Governance Quality Manager, Executive Manager to the Mayor, Executive Assistant

MEDIA AND PUBLIC: Nil

- Notes:
- (i) *The Deputy Chief Executive was in the Chair for items 1-4 and 5.15, until the Chairperson was elected.*
 - (ii) *Mr Chris Johnston was elected Chairperson for the Triennium. He was in the Chair for items 5.1-5.14, 5.16 and confidential item 6.1.*
 - (iii) *Items were dealt with in the following order: 1-4; 5.16, 5.17, 5.1-5.15.*

1 KARAKIA

The Deputy Chief Executive opened the meeting with Council's karakia and welcomed everyone.

2 WHAKAPĀHA | APOLOGIES

TAA202302/01 RESOLUTION

Moved: Cr Duncan Campbell

Seconded: Mr Chris Johnston

APOLOGY

That the apology received from Mayor David Trewavas be accepted.

CARRIED

3 NGĀ WHAKAPĀNGA TUKITUKI | CONFLICTS OF INTEREST

Nil

4 WHAKAMANATANGA O NGĀ MENETI | CONFIRMATION OF MINUTES

Nil

5 NGĀ RIPOATA | REPORTS

5.1 ACTIONS FROM PREVIOUS COMMITTEE MEETINGS 2022

The actions from previous Committee meetings were taken as read and in response to a question the Airport Operations Manager advised that due to problems with the cyclone and windcave, the paid carpark had not been activated. This was intended to go live within the next two weeks.

In answer to another question, the Deputy Chief Executive confirmed that the Sounds Air funding agreement with Council had expired.

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TAA202302/02 RESOLUTION

Moved: Mr Chris Johnston
Seconded: Cr Yvonne Westerman

That the Taupō Airport Authority Committee receives the update on actions from the previous Committee meetings 2022.

CARRIED

5.2 SAFETY MANAGEMENT

The Airport Operations Manager answered questions of clarification and highlighted the following points from the report:

- The TAA operates under CAR100 with the management team tasked to mitigate risk. This includes utilising safety management tools to record and analysis risk. Currently IRIS which is a web based platform is being utilised by TAA. Newer systems are being explored to find a best fit for the airport's needs progressing forward.
- Confidential Airport Safety Group minutes from the meeting held earlier in the month would be included on a subsequent meeting agenda for receipt.
- In the wildlife management space a low and constant incident rate was communicated by CAA.
- The Taupō Airport Authority has a wildlife management plan in place which includes culling, sweeps and bird scaring.
- In response to a question from a member the Airport Operations Manager advised that the Botanical Gardens volunteer group should not be receiving the confidential safety minutes.

TAA202302/03 RESOLUTION

Moved: Cr Duncan Campbell
Seconded: Cr Yvonne Westerman

That the Taupō Airport Authority Committee receives the safety management update.

CARRIED

5.3 OPERATIONS

The Airport Operations Manager highlighted the following points from her report.

- Recent rainfall had created significant growth around the airport. There had been three harvests to date with one more scheduled.
- The wind from the cyclone caused some damage to airside signage but mostly unharmed.
- Lichen removal had taken place with a second application scheduled in the coming weeks.
- Pavement crack sealing is required to maintain the pavement surface and is carried out periodically.
- The road adjacent to Anzac Memorial Drive requires maintenance due to heavy usage. Obtaining a quote from Downer on road repair costs.
- Looking to widen Anzac Memorial Drive. The first part of the road is to a legal standard but narrows as you get closer to the airport. This area is zoned industrial and needs to be upgraded to meet industrial standards. Suitable roading will enable future development.
- Airfield in Tūrangi is in good order. Underway with a new lease.
- Taupō Airport surface condition report came in a few weeks ago. The Bitumen surface is in good condition but aging and will require maintenance. Looking at approximately \$600,000 for a surface treatment, this will extend runway life for five to ten years. As opposed to a complete resurface which would cost approximately \$6 million. A full resurface was done in 2010.
- Public car parking will go live in the coming weeks. Putting in measures to reduce the chance of public parking outside of the paid area. Tow-away signs have been installed. The parking system works on number plate recognition and is paid for either at the Kiosk outside the airport terminal, app or pay wave at the exit. It will be monitored for the first month by the supplier and then Taupō Airport Authority will take over the monitoring.
- The CAA PART 139 renewal audit is due in June, a preliminary audit was done last June, and one of the findings was that the north western fence was to be reinstated. This was completed in October 2023 and finding closed.

- The recent OLS survey has highlighted four parcels of land, Wharewaka East, Landcorp, the Department of Conservation, and Taupō District Council with trees encroaching flight paths. The TAA has engaged with land owners with regards to maintenance or removal of trees. Looking to put a height restriction into the District Plan. Wharewaka East has covenants in place around tree heights.
- DVOR ground-based navigational aid is to be installed on the South East side of the airport on Taupō District Council land. Old technology will be disestablished in time.
- In response to a question the Airport Operations Manager confirmed that the grass runway was an active runway that facilitates the skydiving aircraft and general aviation.
- It was important to keep this runway to facilitate aviation.
- A support role for the Airport Operations manager had been established. Jeffs Airport Services will provide support for airside / landside activities including management of the car park.

TAA202302/04 RESOLUTION

Moved: Mr Chris Johnston

Seconded: Cr Yvonne Westerman

That the Taupō Airport Authority Committee receives the update on Operations.

CARRIED**5.4 TERMINAL REDEVELOPMENT PROJECT**

The Airport Operations Manager noted that she had received a lot of positive feedback about the new terminal.

TAA202302/05 RESOLUTION

Moved: Mr Chris Johnston

Seconded: Cr Yvonne Westerman

That the Taupō Airport Authority Committee receives the update on the terminal redevelopment project.

CARRIED**5.5 TENANTS AND LEASES**

The Airport Operations Manager highlighted the following points from her report:

- NZ Motorhome Association had relocated from its site. Looking to develop this land for commercial use. Surveys have been completed, work will need to be done which could be included at the same time as the work on widening Anzac Memorial Drive. Taupō Airport Authority would facilitate the ground lease but building costs would be with lessees.
- The next step was looking at property management in the context of the master plan.
- Working with terminal leases and tenants who have now transitioned to implementation from 1 April 2023. Ready to present a lease or license to occupy to tenants who are currently five rental car companies, Air NZ, Sounds Air, and the Café.
- Chorus has agreed on provision for fibre to be installed and facilitated on the airfield. Lessees can connect with a service provider.
- In response to questions from members the Chief Executive advised that zoning (and therefore permitted activities) on and around the airport could be considered as part of the master-planning exercise.

TAA202302/06 RESOLUTION

Moved: Cr Yvonne Westerman

Seconded: Cr Duncan Campbell

That the Taupō Airport Authority Committee receives the update on Tenants and Leases.

CARRIED

5.6 PASSENGERS AND AIRCRAFT MOVEMENTS

The Airport Operations Manager advised that an estimated 65,000 passengers will travel through the airport by the end of 2023. This is 90 percent of pre covid levels. Local operators are recovering. Seeing an increase in jet charters.

TAA202302/07 RESOLUTION

Moved: Mr Chris Johnston

Seconded: Cr Yvonne Westerman

That the Taupō Airport Authority Committee receives the update on Passengers and Aircraft Movements.

CARRIED

5.7 CAR PARK CHARGES

In response to a question the Airport Operations Manager advised that CCTV cameras were operational in the carpark and terminal now. There was still budget and capacity for some exterior CCTV around the airfield.

TAA202302/08 RESOLUTION

Moved: Mr Chris Johnston

Seconded: Cr Yvonne Westerman

That the Taupō Airport Authority Committee receives the update on Car Park Charges.

CARRIED

5.8 LANDING CHARGES REVIEW 2022

The Deputy Chief Executive provided an update on the landing charges review. Sounds Air and Air New Zealand had indicated general acceptance informally. The Ministry of Transport would be kept informed as the work progresses. The Airport Operations Manager advised that the last review was undertaken in 2014. The review cycle was generally five years, but Covid and other challenges had resulted in delay. Members requested a workshop to discuss the landing charges review. It was noted that it would be important for the Committee to explain the rationale behind the proposed changes, once those changes were known.

TAA202302/09 RESOLUTION

Moved: Cr Yvonne Westerman

Seconded: Cr Duncan Campbell

That the Taupō Airport Authority Committee receives the update on Landing Charge Review 2022.

CARRIED

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

The Finance Business Partner summarised the report, observing that the final result was relatively close to budget and the Statement of Intent for the year. The Chairperson thanked the Airport Operations Manager and staff for their work during trying times.

TAA202302/10 RESOLUTION

Moved: Cr Yvonne Westerman
Seconded: Mr Chris Johnston

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

CARRIED

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

The Finance Business Partner provided an overview of the report. He advised that the financials were tracking a little better than last year but \$20,000 worse than the Statement of Intent after 6 months. The reviewed landing fees were originally due to come into effect on 1 January, now expected to be 1 April, so this had had an impact on the numbers. It was estimated that the financials would come in at \$80k unfavourable at year end.

TAA202302/11 RESOLUTION

Moved: Cr Yvonne Westerman
Seconded: Mr Chris Johnston

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

CARRIED

5.11 CIVIL AVIATION AUTHORITY RULE PART 139 CERTIFICATION

The Airport Operations Manager advised that the current AOC was due to expire in July 2023. This was a five yearly occurrence and is audited by the CAA. It requires three senior staff to submit applications for renewal of designation. She answered questions of clarification.

TAA202302/12 RESOLUTION

Moved: Cr Yvonne Westerman
Seconded: Cr Duncan Campbell

That the Taupō Airport Authority Committee receives the update on the Civil Aviation Authority Rule Part 139 Certification.

CARRIED

5.12 TAUPŌ AIRPORT AUTHORITY WEBSITE DEVELOPMENT AND FIBRE PROVISION

The Airport Operations Manager made the following points relating to the report:

- The website would be updated to align with the new terminal branding.
- The airport conference room would be able to be rented out from 1 April to external parties with charges applied. Chief Executive suggested that Taupō District Council be charged a one-off annual fee to use the room for Taupō Airport Authority Committee meetings.

TAA202302/13 RESOLUTION

Moved: Mr Chris Johnston
Seconded: Cr Yvonne Westerman

That the Taupō Airport Authority Committee receives the update on the Taupō Airport Authority Website Development and Fibre Provision.

CARRIED

5.13 SECURITY FENCING

The Airport Operations Manager provided an update on the security fencing proposal. The following points were noted:

- Looking to raise the apron fencing from the current 1.2m height to 2.44m which is tier 2 status.
- The fencing is estimated to cost \$33,000 and the Ministry of Transport has approved a 50% contribution and the contract is still to be awarded.
- The contract has been awarded after two quotes came back at very similar costs, it came down to the timing of the installation.
- Fencing could start within the next month when the old building is demolished.

TAA202302/14 RESOLUTION

Moved: Cr Duncan Campbell
Seconded: Cr Yvonne Westerman

That the Taupō Airport Authority Committee receives the update on Security Fencing.

CARRIED

5.14 MINISTRY OF TRANSPORT JOINT VENTURE

The Deputy Chief Executive made the following points:

- The Ministry of Transport (MOT) joint venture is one of five joint ventures across New Zealand.
- Currently have a very old MOT deed, it is active but needs to be updated.
- Due to meet on Friday, but still in the early stages of review.

TAA202302/15 RESOLUTION

Moved: Mr Chris Johnston
Seconded: Cr Yvonne Westerman

That the Taupō Airport Authority Committee receives the update on the Ministry of Transport Joint Venture.

CARRIED

5.15 SILKS AUDIT CHARTERED ACCOUNTANTS LIMITED - REPRESENTATION LETTER FOR THE YEAR ENDED 30 JUNE 2023**TAA202302/16 RESOLUTION**

Moved: Mr Chris Johnston
Seconded: Cr Yvonne Westerman

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

CARRIED

5.16 ELECTION OF A CHAIRPERSON**TAA202302/17 RESOLUTION**

Moved: Cr Yvonne Westerman
Seconded: Mr Chris Johnston

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

CARRIED

TAA202302/18 RESOLUTION

Moved: Cr Yvonne Westerman
 Seconded: Cr Duncan Campbell

That the Taupō Airport Authority Committee elects Mr Chris Johnston as the Chairperson of the Taupō Airport Authority Committee for the 2022–2025 Triennium.

CARRIED**5.17 ELECTION OF A DEPUTY CHAIRPERSON****TAA202302/19 RESOLUTION**

Moved: Mr Chris Johnston
 Seconded: Cr Duncan Campbell

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

CARRIED**TAA202302/20 RESOLUTION**

Moved: Mr Chris Johnston
 Seconded: Cr Duncan Campbell

That the Taupō Airport Authority Committee elects Cr Yvonne Westerman as the Deputy Chairperson of the Taupō Airport Authority Committee for the 2022-2025 Triennium.

CARRIED**6 NGĀ KŌRERO TŪMATAITI | CONFIDENTIAL BUSINESS****TAA202302/21 RESOLUTION**

Moved: Mr Chris Johnston
 Seconded: Cr Yvonne Westerman

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: 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

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CARRIED

The meeting closed at 12.26pm.

The minutes of this meeting were confirmed at the Taupō Airport Authority Committee Meeting held on 17 April 2023.

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CHAIRPERSON

