

# **ATTACHMENTS**

**Taupō Airport Authority Committee  
Meeting**

**26 June 2023**

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Taupō Airport Authority Committee Meeting Minutes

17 April 2023

**TAUPŌ DISTRICT COUNCIL  
MINUTES OF THE TAUPŌ AIRPORT AUTHORITY COMMITTEE MEETING  
HELD AT THE TAUPŌ AIRPORT, ANZAC MEMORIAL DRIVE, TAUPŌ  
ON MONDAY, 17 APRIL 2023 AT 10.30 AM**

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

**IN ATTENDANCE:** Acting Chief Executive, Airport General Manager, Airport Operations Manager, Finance Manager, Communications Specialist, Governance Quality Manager, Senior Committee Advisor, Executive Assistant

**MEDIA AND PUBLIC:** Nil

**1 KARAKIA**

**2 WHAKAPĀHA | APOLOGIES**

**TAA202304/01 RESOLUTION**

Moved: Mr Chris Grace

Seconded: Mr Chris Johnston

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**

**4.1 TAUPŌ AIRPORT AUTHORITY COMMITTEE MEETING - 27 FEBRUARY 2023**

**TAA202304/02 RESOLUTION**

Moved: Cr Yvonne Westerman

Seconded: Mr Chris Johnston

That the minutes of the Taupō Airport Authority Committee meeting held on Monday 27 February 2023 be confirmed as a true and correct record.

**CARRIED**

**5 NGĀ RIPOATA | REPORTS****5.1 FINANCE REPORT - FEBRUARY 2023**

The Finance Manager summarised the report and answered questions of clarification from the committee. The Taupō Airport Authority (TAA) was waiting on the Ministry of Transport (MoT) to approve the Landing Charges.

There were unbudgeted expenses in the report, such as the airport café, and Air New Zealand charges. The Airport General Manager mentioned that he would work with the Council's finance team to have those types of expenses included in the budget going forward.

**TAA202304/03 RESOLUTION**

Moved: Mr Chris Johnston

Seconded: Cr Yvonne Westerman

That the Taupō Airport Authority Committee receives the report.

**CARRIED****5.2 SAFETY MANAGEMENT**

The Airport Operations Manager updated the committee on the following Safety Management items:

- The TAA were still in the process of upgrading their Safety Management Software (SMS). The TAA would update the committee once a decision was made on which system they identified as most fit for purpose.
- In answer to a members question, the Airport Operations Manager noted that the new system that the TAA were looking at would have a lower cost than the current system.

The TAA were investigating using a drone to help with the management of birds around the aerodrome. The Airport Operations Manager advised that a trial drone would be tested at the Taupō Airport, and a business case put forward for the purchase of a new drone if the trial was successful.

**TAA202304/04 RESOLUTION**

Moved: Mr Chris Johnston

Seconded: Cr Yvonne Westerman

That the Taupō Airport Authority Committee receives the update.

**CARRIED**

### 5.3 OPERATIONS

The Airport Operations Manager summarised the report and answered questions of clarification, the following points were noted:

- The runway required re-painting which would incur an unbudgeted cost of around \$12k.
- The TAA had communication with all landowners of trees that were currently protruding into the flight path zone. The TAA were still awaiting cost figures, and were looking to engage with a surveying company which would be an unbudgeted expense.

TAA would get clarification from Council's property team around Tūrangi Airfield leasing arrangements, and if it was possible to negotiate and look at potentially extending the lease when it expired in two years' time.

#### TAA202304/05 RESOLUTION

Moved: Cr Duncan Campbell  
Seconded: Cr Yvonne Westerman

That the Taupō Airport Authority Committee receives the update.

**CARRIED**

### 5.4 TERMINAL REDEVELOPMENT PROJECT

The Taupō Airport General Manager provided an update to the committee on the Terminal Redevelopment Project, he explained that the project had been positive so far and the TAA were waiting for project notes to be received. A contribution for the overspend would be sought from MoT (Ministry of Transport). An update would be provided at the next meeting.

#### TAA202304/06 RESOLUTION

Moved: Mr Chris Johnston  
Seconded: Mr Chris Grace

That the Taupō Airport Authority Committee receives the update.

**CARRIED**

**5.5 TENANTS AND LEASES**

The Airport General Manager provided an update to the committee on a prospective Airport tenant, he explained that the tenant would put in their own underground services, and this was still with Council's property team for assessment.

In answer to a member's question, the Airport General Manager explained that a non-aviation tenant was ideal, and part of the master plan was to include a tenant plan, as the matter was a crucial part of the long term plan of the Airport.

**TAA202304/07 RESOLUTION**

Moved: Mr Chris Grace

Seconded: Cr Yvonne Westerman

That the Taupō Airport Authority Committee receives the update.

**CARRIED****5.6 PASSENGERS AND AIRCRAFT MOVEMENTS**

The Airport General Manager summarised the report, noting that general aviation numbers were still increasing. He answered questions of clarification from the committee regarding potential increase of jet charters, explaining that the TAA could only hold two jets at a time outside of normal flight times as the grass was not a suitable surface to hold jets.

**TAA202304/08 RESOLUTION**

Moved: Cr Yvonne Westerman

Seconded: Mr Chris Grace

That the Taupō Airport Authority Committee receives the item.

**CARRIED****5.7 PUBLIC CAR PARKING**

The Airport General Manager summarised the report. He noted that due to the initial carparking issues mentioned in the report, the Airport was losing some revenue while this was being resolved and was not a cause for concern.

**TAA202304/09 RESOLUTION**

Moved: Cr Yvonne Westerman

Seconded: Mr Chris Johnston

That the Taupō Airport Authority Committee receives the update.

**CARRIED**

**5.8 AERONAUTICAL CHARGE REVIEW 2022**

The Airport General Manager summarised the report and answered questions of clarification from the committee.

**TAA202304/10 RESOLUTION**

Moved: Mr Chris Grace  
Seconded: Mr Chris Johnston

That the Taupō Airport Authority Committee receives the update.

**CARRIED****5.9 CIVIL AVIATION AUTHORITY RULE PART 139 CERTIFICATION**

The Airport General Manager summarised the report. He noted that he would explain the Civil Aviation Authority Rule Part 139 Certification to new members at an induction session in May.

**TAA202304/11 RESOLUTION**

Moved: Mr Chris Grace  
Seconded: Cr Yvonne Westerman

That the Taupō Airport Authority Committee receives the update.

**CARRIED****5.10 TAUPŌ AIRPORT AUTHORITY WEBSITE DEVELOPMENT**

The Airport General Manager provided an update to the committee on the Taupō Airport Authority Website, he explained that the communications team at Council were working to upgrade and make the website more interactive. There would be a car parking calculator on the website and other useful features added to assist customers.

**TAA202304/12 RESOLUTION**

Moved: Cr Yvonne Westerman  
Seconded: Mr Chris Johnston

That the Taupō Airport Authority Committee receives the update.

**CARRIED**

**5.11 NEW CIVIL AVIATION BILL**

The Airport General Manager summarised the report, and explained to the committee that the new Civil Aviation Bill would be positive for the Taupō Airport and further updates would be provided at the following meeting.

**TAA202304/13 RESOLUTION**

Moved: Mr Chris Johnston  
Seconded: Cr Duncan Campbell

That the Taupō Airport Authority Committee receives the update.

**CARRIED****5.12 NZ AIRPORTS STAKEHOLDER SESSION**

The Airport General Manager and Airport Operations Manager provided an update to the committee on their experience at the NZ Airports Stakeholder Session. They both found the session beneficial.

**TAA202304/14 RESOLUTION**

Moved: Mr Chris Johnston  
Seconded: Mr Chris Grace

That the Taupō Airport Authority Committee receives the update.

**CARRIED****5.13 MOT JOINT VENTURE**

The Airport General Manager summarised the report and explained the purpose of the Joint Venture Deed to the committee and answered questions of clarification.

**TAA202304/15 RESOLUTION**

Moved: Cr Yvonne Westerman  
Seconded: Cr Duncan Campbell

That the Taupō Airport Authority Committee receives the update.

**CARRIED****5.14 SECURITY FENCING**

The Airport General Manager provided an update to the committee on the Airport Security Fencing and answered questions of clarification from the committee.

**TAA202304/16 RESOLUTION**

Moved: Mr Chris Grace  
Seconded: Cr Yvonne Westerman

That the Taupō Airport Authority Committee receives the update.

**CARRIED**



**5.15 AIRPORT SAFETY GROUP MEETING MINUTES - FEBRUARY 2023**

The Airport Operations Manager provided an update to the committee from the Airport Safety Group (ASG) Meeting in February. In answer to a member's question, the Airport Operations Manager noted that the TAA had not made a final decision in regard to a request from a tenant to take off and land their helicopter at their hangar.

**TAA202304/17 RESOLUTION**

Moved: Mr Chris Grace

Seconded: Cr Duncan Campbell

That the Taupō Airport Authority Committee receives the update.

**CARRIED**

**6 NGĀ KŌRERO TŪMATAITI | CONFIDENTIAL BUSINESS**

Nil

The meeting closed at 11.51am.

The minutes of this meeting were confirmed at the Taupō Airport Authority Committee Meeting held on 26 June 2023.

.....  
CHAIRPERSON



**FINANCE REPORT – APRIL 2023**

































































































































