

# **ATTACHMENTS**

## **Taupō Airport Authority Committee Meeting**

**6 November 2017**

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Taupo Airport Authority Committee Meeting Minutes

14 September 2017

**TAUPŌ DISTRICT COUNCIL  
MINUTES OF THE TAUPŌ AIRPORT AUTHORITY COMMITTEE MEETING  
HELD AT THE TAUPŌ AIRPORT, ANZAC MEMORIAL DRIVE, TAUPŌ  
ON THURSDAY, 14 SEPTEMBER 2017 AT 11.00AM**

**PRESENT:** Mr Chris Johnston (in the Chair), Mr John Funnell, Ms Kathy Guy, Cr Rosanne Jollands, Cr Christine Rankin

**IN ATTENDANCE:** Financial Accountant, Democracy & Community Engagement Manager, Democratic Services Support Officer

**MEDIA AND PUBLIC:** Nil

Note: Councillor Christine Rankin left the meeting at 11.51am however, she was present for all resolutions made.

**1 APOLOGIES**

**TAA201709/09 RESOLUTION**

Moved: Mr Chris Johnston  
Seconded: Cr Christine Rankin

That apologies from Mayor David Trewavas be received and accepted.

**CARRIED**

**2 CONFLICTS OF INTEREST**

Councillor Roseanne Jollands recorded a conflict in relation to

**3 CONFIRMATION OF MINUTES**

**3.1 TAUPŌ AIRPORT AUTHORITY COMMITTEE MEETING - 31 JULY 2017**

M Airport Authority Committee held on 31 July 2017 had been circulated.

**TAA201709/10 RESOLUTION**

Moved: Cr Rosanne Jollands  
Seconded: Ms Kathy Guy

That the minutes of the Airport Authority Committee meeting held on Monday 31 July 2017 be confirmed as a true and correct record.

**CARRIED**

**4 REPORTS**

**4.1 2016-2017 AUDITED ANNUAL FINANCIAL REPORT**

The Financial Accountant advised that the final step of the audit process was for the Committee to approve and sign off the report which would then be returned to the auditors.

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Improvement costs had influenced the final cashflow result however, the bank balance as at 30 June 2017 was circa \$450k.

As required  
which all

**TAA201709/11 RESOLUTION**

Moved: Cr Christine Rankin  
Seconded: Cr Rosanne Jollands

That the Taupo Airport Authority Committee adopts the audited 2016-2017 Annual Financial Report.

**CARRIED****4.2 GENERAL MANAGER'S OPERATIONS REPORT**

The General Manager tabled his report (A2046550) and noted the following:

- Air craft movements were tracking lower than last year
- Based on 2016 figures, passenger numbers had increased by 20%
- The carpark had become a major issue with people disregarding parking boundaries and double/triple parking. The GM Business & Technology suggested that to substantiate the information, any further contraventions be logged and/or recorded
- Currently there was five other airports system
- instant notification of who was on site at all times
- Management of birds using scaring devices and regular culling was ongoing. The warm surface of the runway often attracted many birds so a few runway sweeps had also been completed

**TAA201709/12 RESOLUTION**

Moved: Cr Rosanne Jollands  
Seconded: Ms Kathy Guy

That the Taupo Airport Authority Committee  
on 14 September 2017,

report as presented

**CARRIED****4.3 HEALTH AND SAFETY UPDATE**

The Civil Aviation Authority (CAA) safety management system compliance deadline was June 2018 however, the General Manager advised that this would be completed well ahead of time in October 2017. The for its approval and recommendations.

The GM Business & Technology requested a report also be prepared for the next Audit & Risk Committee meeting on 30 October 2017.

**TAA201709/13 RESOLUTION**

Moved: Cr Christine Rankin  
Seconded: Mr John Funnell

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

**CARRIED**

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**4.4 REQUEST FROM CONTACT ENERGY TO INSTALL AN EV CHARGING STATION****TAA201709/14 RESOLUTION**

Moved: Mr John Funnell  
Seconded: Mr Chris Johnston

That the Taupo Airport Authority Committee:

1. receives the information on the proposal from Contact Energy Ltd; and,
2. supports the request from Contact Energy Ltd to install an EV charging station at Taupo Airport with location to be determined by the Airport Manager.

**CARRIED**

**4.5 MINISTRY OF TRANSPORT JOINT VENTURE PARTNER ARRANGEMENT**

The GM Business & Technology was keen to strengthen the relationship with the Ministry of Transport (MoT) which to date had been quite disconnected.

Feedback was provided to MoT officers that MoT timelines did not align with Council timelines eg Long-Term Plan (LTP).

**TAA201709/15 RESOLUTION**

Moved: Mr John Funnell  
Seconded: Cr Christine Rankin

That the Taupo Airport Authority Committee notes the information attached in relation to joint venture partnership arrangements.

**CARRIED**

**4.6 TERMINAL PROJECT UPDATE**

The Group Manager: Business & Technology gave a verbal update on the terminal project.

**TAA201709/16 RESOLUTION**

Moved: Ms Kathy Guy  
Seconded: Cr Rosanne Jollands

That the Taupo Airport Authority Committee receives the update on the terminal project.

**CARRIED**

**5 CONFIDENTIAL BUSINESS****TAA201709/17 RESOLUTION**

Moved: Mr John Funnell  
Seconded: Mr Chris Johnston

Taupo Airport Authority Committee Meeting Minutes

14 September 2017

**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
<b>Agenda Item No: 5.1</b> Receipt of Unconfirmed Minutes: Taupo Airport Operational & Safety Committee - 21 August 2017	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]*.

**CARRIED**

The Meeting closed at 11.53am.

The minutes of this meeting were confirmed at the Taupō Airport Authority Committee Meeting held on 6 November 2017.

\*\*\*\*\*  
CHAIRPERSON

Statement of Financial Performance  
for the period ending 30 September 2017

## Taupo Airport Authority

	YTD Actual 30/09/17 \$	YTD Budget 30/09/17 \$	YTD Variance \$	Full Year Budget (as per SOI) 30/06/18 \$	Full Year Forecast 30/06/17
<b>Income</b>					
Landing charges - Bulk	1,188	1,050	138	4,200	5,000
Landing charges - General Aviation	64,741	59,550	5,191	244,300	245,000
Landing charges - Charters	-	-	-	500	500
Aircraft Parking	-	-	-	1,300	1,300
Leases	47,449	48,420	(971)	193,683	193,000
Terminal Rent	6,614	6,751	(137)	27,808	27,000
Advertising	-	-	-	-	-
Fuel Commission	1,189	1,000	189	4,000	4,000
Kay Sales	-	-	-	2,000	2,000
Other income	454	636	(182)	3,996	3,000
<b>Interest</b>	85	800	(415)	2,000	1,000
<b>Total operating revenue</b>	<b>121,720</b>	<b>117,957</b>	<b>3,813</b>	<b>482,985</b>	<b>481,800</b>
<b>Expenditure</b>					
<b>Employee Expenses</b>					
Employee expenses	40,132	42,000	1,868	168,000	138,000
ACC levies	662	90	(572)	360	1,000
Training & associated costs	1,194	2,800	896	3,000	3,000
	<b>41,988</b>	<b>44,890</b>	<b>2,102</b>	<b>171,360</b>	<b>142,000</b>
<b>Management and Administration Expenses</b>					
Accountancy & Business Services - Taupo District Council	3,125	3,126	1	12,504	12,500
Audit fees - Audit NZ	4,852	3,475	(1,377)	13,900	12,672
CAA Audit fees	-	-	-	-	-
Taxation / Revaluation Fees	10,715	8,000	(2,715)	8,000	11,000
Directors fees and expenses	-	500	500	2,000	2,000
Bad and doubtful debts	-	-	-	-	-
Administration	797	985	278	3,978	4,000
	<b>19,399</b>	<b>16,086</b>	<b>(3,313)</b>	<b>40,382</b>	<b>42,172</b>
<b>Other Operating Expenditure</b>					
Cleaning	4,106	4,107	1	17,428	17,500
Advertising	-	-	-	-	-
Catering	170	100	(70)	400	500
Entertainment	-	-	-	-	-
Telecommunications	579	489	(90)	1,956	2,000
WiFi costs	543	510	(33)	2,040	2,500
Travel	208	2,000	1,792	6,000	5,000
Contractors	788	1,125	337	4,500	4,000
Consultants fees	8,990	-	(8,990)	3,000	10,000
Electricity	5,465	5,358	(107)	12,407	12,500
Equipment hire	7,018	4,254	(2,764)	17,017	17,000
Ground maintenance - Airside	432	1,050	618	4,000	3,500
Ground maintenance - Other	10,817	1,900	(8,917)	10,000	20,000
Runway maintenance	2,975	1,249	(1,726)	5,000	7,500
Building maintenance	1,495	1,251	(244)	8,000	5,000
Software maintenance	1,241	125	(1,116)	800	1,500
Vehicle Maintenance	-	501	501	2,000	1,500
Roading maintenance	737	999	262	4,000	4,000
Other maintenance	32	249	217	1,600	1,500
Software Licences	3,115	3,153	38	12,812	12,600
Aerodrome Inspections & Bird Control	2,400	2,545	95	10,180	10,000
Rates	2,972	3,050	78	12,910	12,900
Stationery and supplies	2,356	2,099	(257)	8,400	8,500
Subscriptions	934	750	(184)	3,000	5,000
Insurance	1,923	1,905	(18)	7,620	8,000
Rubbish Disposal	728	570	(158)	2,280	2,500
Security	-	-	-	-	-
Vehicle running costs	136	465	329	1,415	1,000
Loss on disposal of intangible assets	-	-	-	-	-
<b>Total operating expenditure</b>	<b>98,210</b>	<b>99,804</b>	<b>(18,406)</b>	<b>155,263</b>	<b>176,000</b>
<b>Operating surplus/(deficit) before depreciation &amp; taxation</b>	<b>2,123</b>	<b>17,927</b>	<b>(15,804)</b>	<b>115,978</b>	<b>121,628</b>
<b>Depreciation &amp; Amortisation</b>					
Depreciation	69,597	57,264	(12,333)	229,056	266,000
	<b>69,597</b>	<b>57,264</b>	<b>(12,333)</b>	<b>229,056</b>	<b>266,000</b>
<b>Operating surplus/(deficit) before taxation</b>	<b>(67,474)</b>	<b>(39,337)</b>	<b>(28,137)</b>	<b>(113,078)</b>	<b>(144,372)</b>

Items Capitalised in this period

Items Capitalised this financial year

Statement of Financial Performance  
for the period ending 30 September 2017

	July Actual \$	August Actual \$	September Actual \$	YTD Actual \$
<b>Income</b>				
Landing charges	21,866	21,816	22,147	65,829
Leases	15,816	15,816	15,816	47,449
Terminal Rent	3,288	2,121	2,205	5,614
Other income	171	142	141	453
Interest	28	29	28	85
<b>Total operating revenue</b>	<b>40,169</b>	<b>40,624</b>	<b>41,526</b>	<b>121,719</b>
<b>Expenditure</b>				
<b>Employee Expenses</b>				
Employee expenses	12,640	14,085	14,083	40,794
Training & associated costs	-	1,194	-	1,194
	<b>12,640</b>	<b>15,279</b>	<b>14,083</b>	<b>41,998</b>
<b>Management and Administration Expenses</b>				
Accountancy & Business Services - Taupo District Council	1,042	1,042	1,042	3,125
Audit fees - Audit NZ	1,617	1,617	1,617	4,852
CAA Audit fees	-	-	-	-
Taxation / Revaluation Fees	-	7,565	3,150	10,715
Directors fees and expenses	-	-	-	-
Bad and doubtful debts	-	-	-	-
Administration	90	22	594	707
	<b>2,749</b>	<b>10,246</b>	<b>6,403</b>	<b>19,399</b>
<b>Other Operating Expenditure</b>				
Cleaning	1,368	1,369	1,369	4,105
Telecommunications	259	174	146	579
WiFi costs	181	181	181	543
Travel	-	-	208	208
Contractors	280	289	219	788
Consultants fees	-	6,990	-	6,990
Electricity	2,300	1,542	1,624	5,465
Equipment hire	2,984	1,616	2,419	7,018
Ground maintenance - Other	3,056	3,595	4,165	10,817
Building maintenance	297	65	1,133	1,495
Other maintenance	-	-	769	769
Software Licences	1,032	1,045	1,038	3,115
Aerodrome Inspections & Bird Control	600	620	1,230	2,450
Rates	2,972	-	-	2,972
Stationery and supplies	512	877	1,167	2,556
Subscriptions	314	314	306	934
Insurance	655	634	634	1,923
Security	-	-	-	-
Vehicle running costs	26	-	110	136
<b>Total operating expenditure</b>	<b>16,945</b>	<b>23,123</b>	<b>18,145</b>	<b>58,208</b>
<b>Operating surplus/(deficit) before depreciation &amp; taxation</b>	<b>7,829</b>	<b>(8,624)</b>	<b>2,915</b>	<b>2,123</b>
<b>Depreciation &amp; Amortisation</b>				
Depreciation	25,492	22,203	21,903	69,597
	<b>25,492</b>	<b>22,203</b>	<b>21,903</b>	<b>69,597</b>
<b>Operating surplus/(deficit) before taxation</b>	<b>(17,663)</b>	<b>(30,827)</b>	<b>(18,988)</b>	<b>(67,474)</b>



**Balance Sheet****as at 30 September 2017**

	<b>Full Yr</b>	
	<b>30/09/2017</b>	<b>30/06/2015</b>
<b>Equity</b>	\$	\$
Equity Interest of Joint Venture Partners	4,071,587	4,071,587
Appropriation Accounts	2,129,761	2,325,910
Asset Revaluation Reserves	4,432,168	3,971,980
<b>Total Equity</b>	<b>10,633,516</b>	<b>10,369,477</b>
<b>Assets</b>		
<b>Current Assets</b>		
Cash & Cash Equivalents	300,318	472,067
Other Financial Assets	-	-
Trade & Other Receivables	69,048	54,632
Provision for income tax	-	-
<b>Total current assets</b>	<b>369,366</b>	<b>526,699</b>
<b>Non-Current Assets</b>		
Intangible Assets	3,724	2,670
Property, Plant and Equipment	11,503,608	10,914,530
<b>Total non-current assets</b>	<b>11,507,332</b>	<b>10,917,200</b>
<b>Total Assets</b>	<b>11,876,698</b>	<b>11,443,899</b>
<b>Liabilities</b>		
<b>Current Liabilities</b>		
Trade & Other Payables	71,474	61,228
Income in Advance	50,047	25,937
Employee Entitlements	35,125	34,135
<b>Total current liabilities</b>	<b>156,646</b>	<b>121,300</b>
<b>Non-Current Liabilities</b>		
Borrowings	-	-
Employee Entitlements	5,379	942
Deferred Tax Liability	1,081,157	952,180
<b>Total non-current liabilities</b>	<b>1,086,536</b>	<b>953,122</b>
<b>Total Liabilities</b>	<b>1,243,182</b>	<b>1,074,422</b>
<b>Net Assets</b>	<b>10,633,516</b>	<b>10,369,477</b>

Hi Mike,

Further to our conversation the other day, I would like to confirm that I would like to lease the site next to my existing site.

I would intend to build a hanger to approximately 16m x 14 m. I would use the hanger to house mainly helicopters and possibly one fixed wing aircraft.

The fixed wing would **NOT** be taxied under its own power, but would be towed from hanger to tarmac return with a little tractor.

I have spoken to Mark Funnel and he is very happy to remove the small fence that comes out from the N/W side of this hanger (marked in red) and remove all the equipment that sits around that end of the hanger and to keep the area free from equipment. (marked in blue)

This would create a more than safe enough area to tow and A/C through with a wing span of 11m. Between the concrete pad in front of the bulk Jet tank and the concrete pad at the end of Marks hanger there is already 13m gap.

I would be happy to do all the earthworks required at the hanger end and there would be no need for any work done at this stage between the hanger and the tarmac as it is will only being towed.

I would envisage that the use of the fixed-wing (the need to tow it backwards and forwards) would be very minimal as it would only be for private use only.

There would be no need for power or water as I already have those services at my existing hanger.

I would be more than happy to meet with the airport committee or council to discuss my proposal.

Please see attached photo for references.

Look forward to hearing from you soon.

Regards

**Tony Orr**  
CEO/Chief Pilot/Director  
Mobile 0274 543916  
Email: [tony@helisika.co.nz](mailto:tony@helisika.co.nz)

**Helisika Limited**  
07 3842816  
Email: [info@helisika.co.nz](mailto:info@helisika.co.nz)  
Website: [www.helisika.co.nz](http://www.helisika.co.nz)





## The Best Little Airport in NZ!

### *The Taupō Airport will be:*

A destination  
in its own  
right

A vibrant hub  
for  
commercial  
business

An experience  
that is  
authentic &  
efficient

A service  
delivered for  
the  
community

### *How will we get there?*

#### **We have identified five key strategies to achieve our vision**

1. Infrastructure development
  - Terminal
  - Parking
  - Airport hub environment (look & feel)
2. Commercial land development
  - Airside
  - Landside
3. Growth of tourism product
4. Increase in commercial passenger number
5. Relationship Management

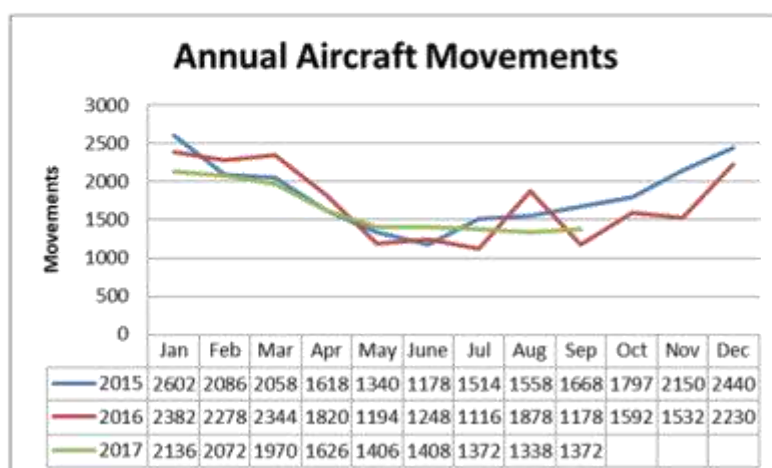
TO: TAUPŌ AIRPORT AUTHORITY COMMITTEE

FROM: Taupō Airport Manager

SUBJECT: General Manager's Report – October 2017

### Operational

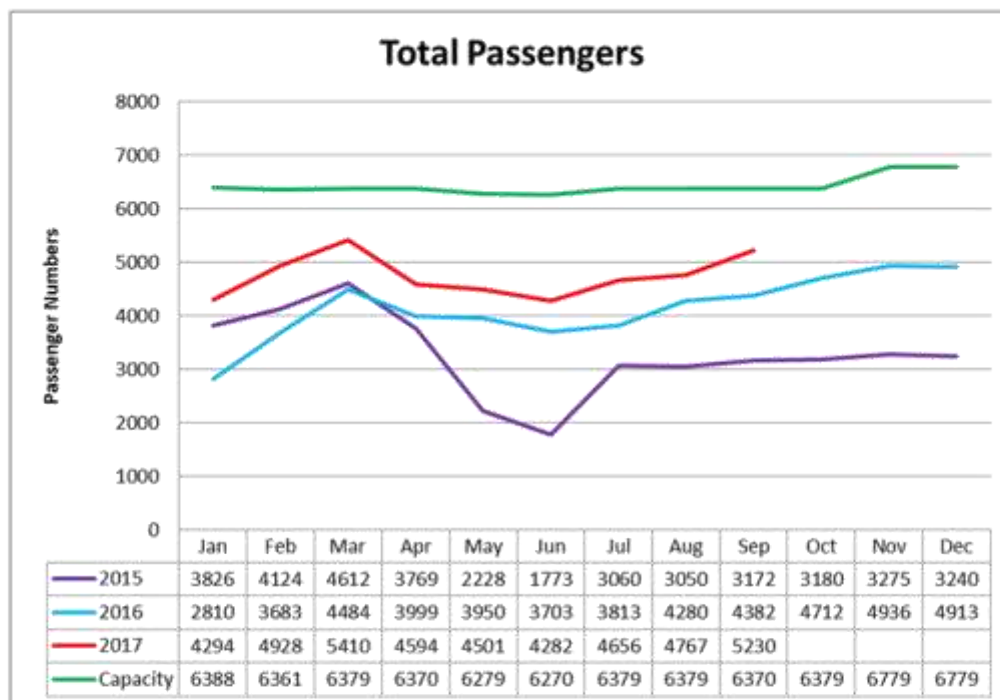
Landing activity	Monthly operated Sep 2017	Monthly operated Sep 2016	Cumulative Year 2017	Cumulative Year 2016
Scheduled flights	266	240	2250	2144
Non-scheduled charters	0	0	28	50
General Aviation	444	348	3792	3570
- Helicopter				
- Parachute	334	286	4994	5960
- Private	772	683	7404	7368
- Military	0	0	24	14
Total movements	1372	1178	14700	15438
Note: Helicopter movements are included in General Aviation movements.				



Aircraft movements for the month of September tracked slightly ahead of last year. The poorer flying weather which was experienced during the winter has lessened, and there have been a few finer days for the VFR traffic to come through the airport.

The Catalina Club held their AGM here at recently and used the lake to get their crews current on water operations. It is great to see this wonderful old aircraft still active on the water and using the Taupō Airport as their base while doing this.

Passenger Activity	Month Sep 2017	Monthly Load Factor	Month Sep 2016	Cumulative Year 2017	Cumulative Load Factor 2017	Cumulative Year 2016
Scheduled flights	250		222	1724		1668
Air New Zealand	4494	59%	3015	36320	63%	28898
Sounds Air	736	60%	767	5989	60%	6206
Total passengers	5230		3782	42309		35104



Passenger numbers are well ahead of the same period last year and cumulatively for the year are nearly 7500 ahead. Air New Zealand is performing well but Sounds Air was static with a slight decrease in September.

**Operations Report (as at 26 October 2017)****RPAS**

Taupo District Council has recently put out a media release titled 'Drone App a useful tool in aircraft safety' on various social media sites. This will help to ensure public are aware of the rules pertaining to operating a drone under CAA Rule 101. Taupo Airport Authority (TAA) has been working closely with Taupo District Council and the Department of Conservation (DOC) as drone operators are required to seek permission from the land owner. DOC has installed signs at the Huka Falls prohibiting drone activity. Approval request to operate within 4km of Taupo Airport can now be filled out online via the Taupo Airport website.

**Self- Claim Baggage Area**

Building works is now complete and operational. Public can now retrieve their baggage safely in the enclosed structure without spilling onto the road as was the case previously. The space allows the golf cart and up to four baggage trolleys to manoeuvre easily inside the building. Some tidy up work is still in progress including apron fencing.

**Check In Counters**

Air New Zealand has been in consultation with TAA about removing the existing check- in counters in the terminal building and replacing them with individual counters. The current design is not practical and the proposal will allow for three set of scales which will improve passenger traffic flow. The new check in counters have a more modern feel and will enhance the visitor experience.

**Ground Maintenance**

With the onset of spring, we are busy with contractors mowing grass areas landside and airside. The oat crop adjacent to runway 17/35 has been cut and baled. The Lucerne crop on the western side of the airfield is about to be baled. TAA receive commission based on the number of bales each crop produces.

**Charter Aircraft**

We are starting to see an increase in the charter market with a number of small jets operating to and from Taupo. The Catalina is expected the weekend of the 28 October and will be doing several lake landings to keep current. Over the summer season we expect an influx with ground handling requests as both local and international visitors enjoy the greater Taupo region. Taupo continues to be a port of departure to overseas ports, facilitated by Customs NZ and TAA.

**ANZAC Memorial Drive**

Considerable time and effort has gone to tidying up Anzac Memorial Drive. It certainly looks a lot better with much of the undergrowth and debris now removed and the RSA signs being cleaned and freshly painted.

Mike Groome  
General Manager – Taupo Airport Authority



Column1	Column2	Column3	Column4	Column5	Column6	Column7	Column8	Column9	Column10	Column11	Column12	Column13	Column14	Column15
	Component	Exposition Reference	Assigned to	Status	Completion Date	Completion Date	Completion Date	Completion Date	Completion Date	Completion Date	Completion Date	Completion Date	Implementation Date	Comments
<b>Element 1</b>	<b>Safety Policy and Accountability</b>				Nov-17	Dec-17	Jan-18	Feb-18	Mar-18	Apr-18	May-18	Jun-18		
1.1	The SMS Policy is incorporated into the SMS and Airport Expositions	also member Sect 3 TAA Exposition needs update	CEO	Not yet Complete										
	Signed Safety Policy by CEO		CEO	Not yet Completed										
1.2	Show family tree of accountabilities and responsibilities in the Exposition	SMS Manual Sect 3	CEO	Complete										
	Staff and contractors have been trained in SMS		Operations Manager	Not yet Completed										
1.3	Those who are accountable for SMS have been identified		CEO	Complete										
1.4	SMS Exposition and Airport Exposition have been updated to reflect the SMS		CEO	Not yet Completed										
<b>Element 2</b>	<b>Co-Ordinated Emergency Response Planning</b>													
2.1	Check Emergency Response Plan is appropriate and current		Operations Manager	Not yet Completed										
<b>Element 3</b>	<b>Development, Control and Maintenance of Safety Management Documentation</b>													
3.1	Gap Analysis completed		CEO	Not yet Completed										
	SMS Implementation Plan		CEO	Not yet Completed										
	Implementation Plan submitted to CAA for approval		CEO	Not yet Completed										



3.2 - 3.4	Incorporate any new documentation and IRIS reporting System		CEO	Not yet Completed															
3.5	Develop separate SMS manual		SMS Management Team	Not yet Completed															
<b>Element 4</b>	<b>Hazard Identification</b>																		
4.1 - 4.5	Review current IRIS reporting System		SMS Management Team	Complete															
4.4	Train Staff in IRIS reporting		Operations Manager	Complete															
	Extensive use of IRIS to be promoted		SMS Management Team	Complete															
<b>Element 5</b>	<b>Risk Management</b>																		
5.1, 5.2	Check existing processes with regards to assessing risk. Are they acceptable?		SMS Management Team	Not yet Completed															
<b>Element 6</b>	<b>Safety Investigation</b>																		
6.1	Use CAA Part 12 and AC 12-2		Safety Manager																
6.2	Check Investigators competency's		Safety Manager	Not yet Completed															
<b>Element 7</b>	<b>Monitoring and Measuring Performance</b>																		
7.1 - 7.4	Need to establish reasonable and achievable objectives and goals.		SMS Management Team	Not yet Completed															
<b>Element 8</b>	<b>Management of Change</b>																		
8.1 - 8.6	Need to clarify the process in the SMS Manual		CEO	Not yet Completed															
8.7	Need to have validation process in the SMS Manual		CEO	Not yet Completed															
<b>Element 9</b>	<b>Continuous Improvement of the SMS</b>																		
9.1 - 9.7	Make sure the review process is incorporated into the SMS Manual		CEO	Not yet Completed															
9.11	Develop Contractor requirements		Operations Manager	Not yet Completed															

<b>Element 10</b>	<b>Internal Audit Programme</b>													
10.1	Make sure the Audit programme covers all areas of the organisation		CEO	Not yet Completed										
10.3	Policy on competency of auditors required		CEO	Not yet Completed										
10.7	Policy on External Auditor required		CEO	Not yet Completed										
<b>Element 11</b>	<b>Management Review</b>													
11.1	Policy to be developed on Management reviews and what they are to cover		SMS Management Team	Not yet Completed										
<b>Element 12</b>	<b>Safety Training and Competency</b>													
12.1	More work required around Training and Competency with regards to Initial and Currency		Operations Manager	Not yet Completed										
12.2	Training Syllabus needs to be developed		Operations Manager	Not yet Completed										
<b>Element 13</b>	<b>Communication of Safety Critical Information</b>													
13.1 -13.6	Develop the communication policy		SMS Management Team	Not yet Completed										
	the SMS Management Team consists of the following:													
	CEO		Mike Groome											
	Operations Manager		Kim Gard											
	Safety Manager		Steve Pederson											
	Chair, Taupo Airport Operational Safety Committee		John Funnell											

# **TAUPO AIRPORT AUTHORITY**

## **Safety Management System Manual**

Revision 2.0

Issued [Date of Issue]

Conforms to Civil Aviation Rules Part 100 Safety Management



***"An injury and illness free workplace"***

TAUPO AIRPORT AUTHORITY  
Safety Management System Manual  
Revision 2.0 - [Date of Issue]

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## 1.0 Revision History and Approval

Rev.	Nature of changes	Approval	Date
1.0	Original release		
2.0	Re-written to comply with AC100-1 Feb 2016		

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## 2.0 Welcome to Taupo Airport Authority (Taupo Airport)

### 2.1. About Taupo Airport

Taupo Airport is operated as a Joint Venture between the Taupo District Council and the Crown, and is known as the Taupo Airport Authority (TAA). The TAA is a Council-Controlled Trading Organisation for the purposes of the Local Government Act 2002.

The TAA is governed by a four-member special committee reporting to full council called the 'Taupo Airport Advisory Group Sub-Committee' (here and after referred to as the "TAA Advisory Group Sub-Committee"). The TAA Advisory Group Sub-Committee is comprised of one Taupo District Councillor, two members representing local businesses with no business connection to Taupo Airport and one representative from the Taupo Airport Users Group Inc.

Taupo Airport (Māori: *Te Papa Waka Rererangi o Taupō*, (IATA: TUO, ICAO: NZAP)) is a small airport 8 km to the south of [Taupo](#) township on the eastern shores of Lake Taupo, New Zealand.

Scheduled flights are operated by Air New Zealand Link, using Bombardier DHC-8-Q300 from Auckland, Sounds Air also operate from Wellington using Pilatus PC-12. Due to Taupo's proximity to world-renowned trout fishing, golf, hunting, skiing and luxury resorts, the Airport is becoming an increasingly popular destination for private jets.

Several small charter and training operations are also based at Taupo along with maintenance providers and a large search and rescue facility. In addition, there are two commercial tandem skydiving operators making Taupo Airport the busiest drop zone in New Zealand.

Taupo Airport is located within a *Mandatory Broadcast Zone* (MBZ) in uncontrolled (G) airspace with type C airspace starting at 6500 ft AMSL and controlled by Christchurch Control. Taupo Airport is the second-busiest non-towered airport in New Zealand.

Because movements of non-turbojet airplanes with a seating capacity of more than 30 passengers engaged in regular air transport operations do not exceed the trigger level of 700 movements in the busiest three consecutive months of the year, the Taupo Airport does not require a rescue and fire-fighting capability.

Taupo Airport provides safeguards at the airport to deter the entry of unauthorised persons or vehicles to the operational area and prevent the inadvertent entry of animals to the movement area.

Taupo Airport provides all the data and information necessary to enable aircraft operators and pilots to assess the suitability and condition of the airport for their aircraft operations published in the AIPNZ or via NOTAM.

Taupo Airport maintains a Safety, Training and Employee Management System (STEMS) data base for the management of employees, training, hazard identification, incident reporting and audits.

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## 2.2. TAA People

TAA employs a CEO, General Manager and an Airport Operations Manager. All other personnel are contractors who have various roles including aerodrome maintenance, inspections, baggage handling, refuelling etcetera.



## 2.3. TAA Contact Details

**Taupo Airport Authority Chief Executive:**  
**Mr. Mike Groome**  
 Ph: (07) 378 7771  
 Mob: 027 493 4701

**Taupo Airport Authority Operations Manager:**  
**Ms Kim Gard**  
 Ph: (07) 378 7771  
 Mob: 0274 760 057

**Taupo Airport Authority**  
 ANZAC Memorial Drive,  
 TAUPU, 3378  
 New Zealand

Phone: +64 7 378 7771  
 Fax: +64 7 378 7776

Web: <http://taupoairport.co.nz/>  
 Email: [admin@taupoairport.co.nz](mailto:admin@taupoairport.co.nz)

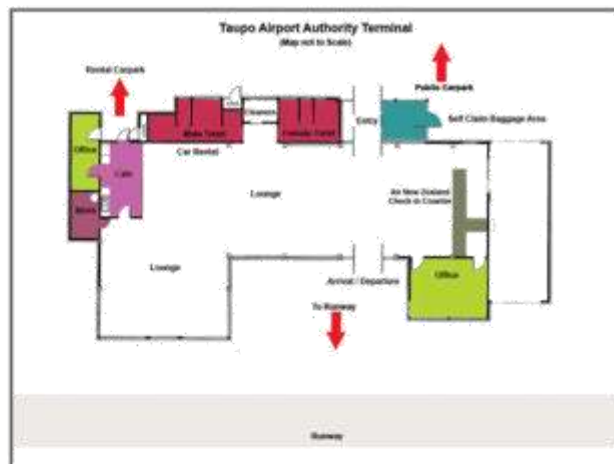
**Postal Address:**  
 Taupo Airport, RD2  
 TAUPU

**Airport Management Office:**  
 Airport Management Office,  
 ANZAC Memorial Drive, RD 2  
 TAUPU

#### 2.4. Operational information

- Airfield elevation 1335 ft AMSL
- Runway 17/35, 1386 x 30 meters sealed
- Runway 11/29, 731 x 60 meters grass
- Runway lighting is available

#### 2.5. Airside Access



## **2.6. Remotely Piloted Aircraft Systems (RPAS)**

Anyone wanting to operate a remotely piloted aircraft systems commonly known as a drone in the Taupo Area, is required to request approval from the Aerodrome Operator(s). It is the responsibility of the Operator of RPAS to ensure they fully comply with CAA Rule Part 101 or 102.

Completing an airshare.co.nz flight plan does not provide an approval in the Taupo Area as Taupo Airspace up to 6500ft is uncontrolled.

### 3.0 About the Taupo Airport Safety Management System Manual

This manual is prepared to define the TAA's interpretations of the CAA AC-100 Safety Management System requirements, as well as to demonstrate how the company complies with the Advisory Circular.

The manual most importantly however, outlines how TAA implements and maintains a SMS with the goal of "an injury and illness free workplace".

Where subordinate or supporting documentation is reference in this manual, these are indicated by ***bold italics***.

#### 3.1. Relationship between SMS and other management systems

TAA recognises the importance of integrating business management systems under an Enterprise Risk Management Framework. The benefits of this integration of systems includes a reduction in the duplication of resources, a significant improvement in the collation and analysis of data, a reduction in potentially conflicting objectives, and recognition of safety and quality as key objectives in all systems.

It is TAA's integration of QMS principles into the SMS, and establishing a structured approach to monitoring and improving the processes of managing risks, that will assist TAA in managing safety risks to a point considered 'as low as reasonably practicable'.

Figure 1 below, demonstrates the relationship between the TAA Enterprise Risk Management Framework and the Safety Management System Manual.

Figure 1 - Taupo Airport Authority Enterprise Risk Management Framework



## 4.0 Terms and Definitions

Taupo Airport adopts the following terms and definitions within its Safety Management System. Where no definition is provided, the company typically adopts the definitions provided in **ISO 31000: Risk Management – Principles and Guidelines**. In some cases, specific procedures or documentation may provide a different definition to be used in the context of that document; in such cases, the definition will supersede those provided for in this Quality Manual or ISO 9000.

### General Terminology

**Taupo Airport** – TAUPO AIRPORT AUTHORITY

**Document** – written information used to describe how an activity is done.

**Record** – captured evidence of an activity having been done.

### Risk-Based Thinking Terminology

**Risk** – Negative effect of uncertainty

**Opportunity** – Positive effect of uncertainty

**Uncertainty** - A deficiency of information related to understanding or knowledge of an event, its consequence, or likelihood. (Not to be confused with measurement uncertainty.)

### Nonconforming Product Terminology

**Rework**: Efforts to bring nonconforming product into conformance through additional operations that *do not* alter the original design of the product.

**Repair**: Efforts to bring nonconforming product into conformance through additional operations that alter the original design of the product; this may be through the addition of material not specified in the original design, or through altering pre-existing design features.

**Scrap**: The discard of nonconforming product in lieu of rework or repair.

## 5.0 Context of the Organization

### 5.1. Understanding the Organisation and its Context

Taupo Airport has reviewed and analysed key aspects of itself and its stakeholders to determine the strategic direction of the company. This requires understanding internal and external issues that are of concern to Taupo Airport and its interested parties (per 4.2 below); the interested parties are identified per the document **[Context of the Org Proc. Title]**.

Such issues are monitored and updated as appropriate, and discussed as part of management reviews.

### 5.2. Understanding the Needs and Expectations of Interested Parties

The issues determined per 4.1 above are identified through an analysis of risks facing Taupo Airport and its interested parties. "Interested parties" are those stakeholders who receive our [Products or Services Plur.], or who may be impacted by them, or those parties who may otherwise have a significant interest in our company. These parties are identified per the document **[Context of the Org Proc. Title]**.

This information is then used by senior management to determine the company's strategic direction. This is defined in records of management review, and periodically updated as conditions and situations change.

### **5.3. Determining the Scope of the Safety Management System**

Based on an analysis of the above issues of concern, interests of stakeholders, and in consideration of its products and services, Taupo Airport has determined the scope of the management system as follows:

**Add scope statement here. The scope statement must include a description of your products and/or services. This is what will appear on any resulting ISO 9001 certificate; you may consult with your certification body for assistance.**

The quality system applies to all processes, activities and employees within the company. The facility is located at:

### **5.4. Exclusions**

The company claims no exclusions from the CAA Rule Part 100.

## **6.0 Safety Policy and Accountability**

### **6.1. Safety Policy**

### **6.2. Management commitment and responsibility**

The SMS manual may be formatted in the following manner: a) section heading;

- b) objective;
- c) criteria;
- d) cross-reference documents.

### **6.3. Safety accountabilities**

### **6.4. Appointment of key safety personnel**

### **6.5. Acceptable means of compliance**

### **6.6. Further information**

## **7.0 Coordinated Emergency Response Planning (ERP)**

### **7.1. Acceptable means of compliance**

### **7.2. Further information**

## **8.0 Development, Control and Maintenance of Safety Management Documentation**

### **8.1. Development of SMS documentation**

### **8.2. Control and maintenance of SMS documentation**

### **8.3. Acceptable means of compliance**

### **8.4. Further information**



## **9.0 Hazard Identification**

- 9.1. Hazard identification in practice
- 9.2. Selecting the hazard identification technique
- 9.3. Features of a successful hazard identification process
- 9.4. Developing a hazard system identification process
- 9.5. Acceptable means of compliance
- 9.6. Further information

## **10.0 Risk Management**

- 10.1. Reactive, proactive and predictive risk management
- 10.2. Risk assessment techniques
- 10.3. Risk management process
- 10.4. Acceptable means of compliance
- 10.5. Further information

## **11.0 Safety Investigation**

- 11.1. Internal safety investigations
- 11.2. Responsibility for conducting safety investigations
- 11.3. Defining the scope of an investigation
- 11.4. Steps of an effective safety investigation
- 11.5. Selecting and training safety investigators
- 11.6. Acceptable means of compliance
- 11.7. Further information

## **12.0 Monitoring and Measuring Safety Performance**

- 12.1. Safety goals
- 12.2. Safety objectives
- 12.3. Safety performance targets
- 12.4. Safety performance indicators
- 12.5. Supporting systems and processes
- 12.6. Acceptable means of compliance
- 12.7. Further information

## **13.0 Management of Change**

- 13.1. General considerations
- 13.2. Acceptable means of compliance
- 13.3. Further information

## **14.0 Continuous Improvement of the SMS**

- 14.1. Acceptable means of compliance
- 14.2. Further information

## **15.0 Internal Audit Programme**

- 15.1. Developing a safety audit programme
- 15.2. Conducting safety audits and monitoring outcomes
- 15.3. Selecting and training auditors
- 15.4. Acceptable means of compliance
- 15.5. Further information

## **16.0 Management Review**

- 16.1. Achieving safety oversight
- 16.2. The management review process
- 16.3. Frequency of management reviews
- 16.4. Acceptable means of compliance
- 16.5. Further information

## **17.0 Safety Training and Competency**

- 17.1. Developing the content of the safety training programme
- 17.2. Training programme and qualification documentation
- 17.3. Who needs to undertake safety training
- 17.4. Acceptable means of compliance
- 17.5. Further information

## **18.0 Communication of Safety-Critical Information**

- 18.1. What to communicate throughout the organisation
- 18.2. What to communicate outside of the organisation
- 18.3. Methods of communication
- 18.4. Safety promotion
- 18.5. How to promote safety effectively
- 18.6. Acceptable means of compliance
- 18.7. Further information