

# **ATTACHMENTS**

## **Taupō Airport Authority Committee Meeting**

**27 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:** Group Manager: Business & Technology, General Manager Taupō Airport, 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**

**TAA201709/01 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 Item 4.4 'Request from Contact Energy to Install an EV Charging Station'

**3 CONFIRMATION OF MINUTES**

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

Minutes of a meeting of the Taupō Airport Authority Committee held on 31 July 2017 had been circulated.

**TAA201709/02 RESOLUTION**

Moved: Cr Rosanne Jollands  
Seconded: Ms Kathy Guy

That the minutes of the Taupō 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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## Taupo Airport Authority Committee Meeting Minutes

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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 by the auditors, members were then asked the question 'Are any of you aware of any fraud?' to which all unanimously replied 'no'.

**TAA201709/03 RESOLUTION**

Moved: Cr Christine Rankin  
Seconded: Cr Rosanne Jollands

That the Taupō 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 trialing the IRIS programme which was a great 'close loop' system
- WOL (Who's on Location) was another great tool that provided 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

**TAA201709/04 RESOLUTION**

Moved: Cr Rosanne Jollands  
Seconded: Ms Kathy Guy

That the Taupō Airport Authority Committee receives the General Manager's Operations report as presented on 14 September 2017.

**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 documentation would be circulated to members' prior to submission to CAA 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.

**TAA201709/05 RESOLUTION**

Moved: Cr Christine Rankin  
Seconded: Mr John Funnell

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

**CARRIED**

**4.4 REQUEST FROM CONTACT ENERGY TO INSTALL AN EV CHARGING STATION****TAA201709/06 RESOLUTION**

Moved: Mr John Funnell  
Seconded: Mr Chris Johnston

That the Taupō 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 Taupō 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).

**TAA201709/07 RESOLUTION**

Moved: Mr John Funnell  
Seconded: Cr Christine Rankin

That the Taupō 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.

**TAA201709/08 RESOLUTION**

Moved: Ms Kathy Guy  
Seconded: Cr Rosanne Jollands

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

**CARRIED**

**5 CONFIDENTIAL BUSINESS****TAA201709/09 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 27 November 2017.

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**CHAIRPERSON**

Taupō Airport Authority Committee Meeting Minutes

6 November 2017

**TAUPŌ DISTRICT COUNCIL  
MINUTES OF THE TAUPŌ AIRPORT AUTHORITY COMMITTEE MEETING  
HELD AT THE TAUPŌ AIRPORT , ANZAC MEMORIAL DRIVE, TAUPŌ  
ON MONDAY, 6 NOVEMBER 2017 AT 10.30AM**

**PRESENT:** Mr Chris Johnston (in the Chair), Mr John Funnell  
**IN ATTENDANCE:** Group Manager: Business & Technology, Democratic Services Support Officer  
**MEDIA AND PUBLIC:** Nil

The Chair declared the meeting cancelled due to a lack of quorum. The present members agreed that the next meeting would be held on Monday, 27 November 2017. All current agenda items would be addressed then.

The minutes of this meeting were confirmed at the Taupō Airport Authority Committee Meeting held on 27 November 2017.

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**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>195,263</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	2,356
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>2,324</b>	<b>(2,499)</b>	<b>2,381</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>(17,863)</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>

Statement of Financial Performance  
for the period ending 31 October 2017

## Taupo Airport Authority

	YTD Actual 31/10/17 \$	YTD Budget 31/10/17 \$	YTD Variance \$	Full Year Budget (as per SOI) 30/06/18 \$	Full Year Forecast 30/06/18
<b>Income</b>					
Landing charges - Bulk	1,838	1,400	438	4,200	5,000
Landing charges - General Aviation	88,359	80,250	8,109	244,300	250,000
Landing charges - Charters	-	50	(50)	500	500
Aircraft Parking	-	100	(100)	1,300	1,000
Leases	63,265	64,561	(1,296)	193,683	193,000
Terminal Rent	6,618	9,002	(184)	27,006	27,000
Advertising	330	-	330	-	1,000
Fuel Commission	1,189	1,000	189	4,000	4,000
Hay Sales	-	-	-	2,000	2,000
Other income	608	962	(374)	3,996	3,000
<b>Interest</b>	111	667	(556)	2,000	1,000
<b>Total operating revenue</b>	<b>164,518</b>	<b>158,012</b>	<b>6,506</b>	<b>482,385</b>	<b>487,500</b>
<b>Expenditure</b>					
<b>Employee Expenses</b>					
Employee expenses	52,828	56,000	3,172	168,000	168,000
ACC levies	662	120	(542)	360	1,000
Training & associated costs	1,194	2,000	806	3,000	3,000
	<b>54,684</b>	<b>58,120</b>	<b>3,436</b>	<b>171,360</b>	<b>172,000</b>
<b>Management and Administration Expenses</b>					
Accountancy & Business Services - Taupo District Council	4,167	4,168	1	12,504	12,500
Audit fees - Audit NZ	5,145	4,633	(512)	13,900	12,672
CAA Audit fees	-	-	-	-	-
Taxation / Revaluation Fees	10,715	8,000	(2,715)	8,000	11,000
Directors fees and expenses	-	667	667	2,000	2,000
Bad and doubtful debts	-	-	-	-	-
Administration	746	1,174	428	3,978	4,000
	<b>20,773</b>	<b>18,642</b>	<b>(2,131)</b>	<b>40,382</b>	<b>42,172</b>
<b>Other Operating Expenditure</b>					
Cleaning	5,475	5,476	1	17,428	17,500
Advertising	-	-	-	-	-
Catering	170	100	(70)	400	500
Entertainment	-	-	-	-	-
Telecommunications	726	652	(74)	1,956	2,000
WiFi costs	723	680	(43)	2,040	2,500
Travel	208	2,500	2,292	6,000	5,000
Contractors	988	1,500	512	4,500	4,000
Consultants fees	9,848	-	(9,848)	3,000	10,000
Electricity	6,244	6,100	(144)	12,407	12,500
Equipment hire	8,480	5,872	(2,608)	17,017	17,000
Ground maintenance - Airside	3,812	1,400	(2,412)	4,000	5,000
Ground maintenance - Other	11,029	2,800	(8,229)	10,000	20,000
Runway maintenance	2,975	1,666	(1,309)	5,000	7,500
Building maintenance	2,392	1,667	(725)	5,000	5,000
Software maintenance	1,241	167	(1,074)	500	1,500
Vehicle Maintenance	-	667	667	2,000	1,500
Roadway maintenance	737	1,332	595	4,000	4,000
Other maintenance	32	332	300	1,600	1,500
Software Licences	4,159	4,204	45	12,612	12,600
Aerodrome Inspections & Bird Control	3,373	3,393	20	10,180	10,000
Rates	6,601	6,810	209	12,910	12,900
Stationery and supplies	3,355	2,832	(423)	8,400	8,500
Subscriptions	2,434	1,000	(1,434)	3,000	5,000
Insurance	2,578	2,540	(38)	7,620	8,000
Rubbish Disposal	993	760	(233)	2,280	2,500
Security	97	-	(97)	-	500
Vehicle running costs	294	545	251	1,415	1,000
Loss on disposal of intangible assets	-	-	-	-	-
<b>Total operating expenditure</b>	<b>78,964</b>	<b>84,895</b>	<b>(24,931)</b>	<b>155,285</b>	<b>178,000</b>
<b>Operating surplus/(deficit) before depreciation &amp; taxation</b>	<b>10,897</b>	<b>26,355</b>	<b>(16,258)</b>	<b>115,978</b>	<b>95,328</b>
<b>Depreciation &amp; Amortisation</b>					
Depreciation	92,018	76,352	(15,666)	229,056	266,000
	<b>92,018</b>	<b>76,352</b>	<b>(15,666)</b>	<b>229,056</b>	<b>266,000</b>
<b>Operating surplus/(deficit) before taxation</b>	<b>(81,921)</b>	<b>(49,997)</b>	<b>(31,924)</b>	<b>(113,078)</b>	<b>(170,672)</b>

Items Capitalised in this period

Items Capitalised this financial year

Statement of Financial Performance  
for the period ending 31 October 2017

	July Actual \$	August Actual \$	September Actual \$	October Actual \$	YTD Actual \$
<b>Income</b>					
Landing charges	21,866	21,916	22,147	24,268	90,197
Leases	15,816	15,816	15,816	15,816	63,265
Terminal Rent	2,288	2,121	2,205	2,205	8,818
Advertising	-	-	-	330	330
Fuel Commission	-	-	1,189	-	1,189
Hay Sales	-	-	-	-	-
Other income	171	142	141	154	607
Interest	28	29	28	25	111
<b>Total operating revenue</b>	<b>40,169</b>	<b>40,024</b>	<b>41,526</b>	<b>42,798</b>	<b>164,517</b>
<b>Expenditure</b>					
<b>Employee Expenses</b>					
Employee expenses	12,646	14,085	14,063	12,696	53,491
Training & associated costs	-	1,194	-	-	1,194
	<b>12,646</b>	<b>15,279</b>	<b>14,063</b>	<b>12,696</b>	<b>54,685</b>
<b>Management and Administration Expenses</b>					
Accountancy & Business Services - Taupo District Council	1,042	1,042	1,042	1,042	4,167
Audit fees - Audit NZ	1,715	1,715	1,715	293	5,145
CAA Audit fees	-	-	-	-	-
Taxation / Revaluation Fees	-	7,565	3,150	-	10,715
Directors fees and expenses	-	-	-	-	-
Bad and doubtful debts	-	-	-	-	-
Administration	90	22	594	39	746
	<b>2,847</b>	<b>10,344</b>	<b>6,501</b>	<b>1,374</b>	<b>20,773</b>
<b>Other Operating Expenditure</b>					
Cleaning	1,368	1,369	1,369	1,368	5,473
Telecommunications	259	174	146	146	725
WIFI costs	181	181	181	181	723
Travel	-	-	208	-	208
Contractors	280	289	219	200	988
Consultants fees	-	6,990	-	2,868	9,848
Electricity	2,300	1,542	1,624	778	6,244
Equipment hire	2,984	1,616	2,419	1,462	8,480
Ground maintenance - Other	3,058	3,595	4,165	212	11,029
Building maintenance	297	65	1,133	897	2,392
Other maintenance	-	-	769	-	769
Software Licences	1,032	1,045	1,038	1,045	4,159
Aerodrome Inspections & Bird Control	600	620	1,230	923	3,373
Rates	2,972	-	-	3,628	6,601
Stationery and supplies	512	677	1,167	1,000	3,355
Subscriptions	314	314	1,096	709	2,434
Insurance	655	634	634	655	2,578
Security	-	-	-	97	97
Vehicle running costs	26	-	110	168	294
<b>Total operating expenditure</b>	<b>16,945</b>	<b>23,123</b>	<b>18,335</b>	<b>19,963</b>	<b>78,962</b>
<b>Operating surplus/(deficit) before depreciation &amp; taxation</b>	<b>7,731</b>	<b>(6,722)</b>	<b>2,027</b>	<b>8,785</b>	<b>10,697</b>
<b>Depreciation &amp; Amortisation</b>					
Depreciation	25,492	22,203	21,903	22,421	92,018
	<b>25,492</b>	<b>22,203</b>	<b>21,903</b>	<b>22,421</b>	<b>92,018</b>
<b>Operating surplus/(deficit) before taxation</b>	<b>(17,761)</b>	<b>(30,925)</b>	<b>(19,876)</b>	<b>(13,636)</b>	<b>(81,921)</b>

**Balance Sheet****as at 31 October 2017**

	<b>31/10/2017</b>	<b>Full Yr 30/06/2017</b>
<b>Equity</b>	\$	\$
Equity Interest of Joint Venture Partners	4,071,587	4,071,587
Appropriation Accounts	2,115,314	2,197,240
Asset Revaluation Reserves	4,432,168	4,432,167
<b>Total Equity</b>	<b>10,619,069</b>	<b>10,700,994</b>
<b>Assets</b>		
<b>Current Assets</b>		
Cash & Cash Equivalents	288,321	449,477
Other Financial Assets	-	-
Trade Debtors	48,445	53,382
Other Receivables	1,872	6,417
Provision for income tax	-	-
<b>Total current assets</b>	<b>338,638</b>	<b>509,276</b>
<b>Non-Current Assets</b>		
Intangible Assets	3,633	3,990
Property, Plant and Equipment	11,487,128	11,520,546
<b>Total non-current assets</b>	<b>11,490,761</b>	<b>11,524,536</b>
<b>Total Assets</b>	<b>11,829,399</b>	<b>12,033,812</b>
<b>Liabilities</b>		
<b>Current Liabilities</b>		
Trade Payables	21,228	147,861
Other Payables	31,723	16,299
Income in Advance	35,717	49,121
Employee Entitlements	35,126	33,001
<b>Total current liabilities</b>	<b>123,794</b>	<b>246,282</b>
<b>Non-Current Liabilities</b>		
Borrowings	-	-
Employee Entitlements	5,379	5,379
Deferred Tax Liability	1,081,157	1,081,157
<b>Total non-current liabilities</b>	<b>1,086,536</b>	<b>1,086,536</b>
<b>Total Liabilities</b>	<b>1,210,330</b>	<b>1,332,818</b>
<b>Net Assets</b>	<b>10,619,069</b>	<b>10,700,994</b>

**Cashflow Statement**  
**for the period ended 31 October 2017**

	<b>YTD Actual 31/10/17 \$</b>	<b>Actual 30/06/17 \$</b>
<b>Cashflows from operating activities</b>		
Cash was provided from:		
Receipts from customers	168,943	472,920
Interest received	111	1,773
Other income		
Payments to suppliers	(204,340)	(55,835)
Interest paid	-	-
Payments to employees	(52,559)	(165,838)
Net GST refunded / (paid)	(15,064)	(11,740)
<b>Net Cashflows from Operating Activities</b>	<b>(102,909)</b>	<b>241,280</b>
<b>Cashflows from Investing Activities</b>		
Proceeds from sale of property, plant & equipment	-	-
Purchase of property, plant & equipment	(58,243)	(263,868)
<b>Net Cashflows from Investing Activities</b>	<b>(58,243)</b>	<b>(263,868)</b>
Net Increase (decrease) in cash held	(161,152)	(22,589)
Add Cash at start of year	449,478	472,067
<b>Cash &amp; cash equivalents at end of period</b>	<b>288,326</b>	<b>449,478</b>
Consisting of:		
Cash and bank	2,339	2,606
Call deposits	285,987	446,872
<b>Cash at end of period</b>	<b>288,326</b>	<b>449,478</b>
<b>Reconciliation of Net Surplus to Net cash Inflow from Operating Activities</b>		
Net surplus(deficit)	(81,921)	(165,890)
<i>Adjustments for non-cash items</i>		
Bad/Doubtful Debts	-	33
Gain on sale of fixed assets	-	-
Loss on sale of fixed assets	-	2,670
Depreciation	92,018	280,102
<i>Changes in Working Capital</i>		
(Increase) decrease in accounts receivable & other receival	9,482	(17,921)
Increase (decrease) in accounts payable & accruals	(111,209)	162,168
Increase (decrease) in income in advance	(13,404)	(23,184)
Increase (decrease) in employee entitlements	2,125	3,302
	(20,988)	407,170
<i>Non-operating changes in working capital</i>		
Increase (decrease) in Capital Creditors	-	-
<b>Per statement of cashflows</b>	<b>(102,909)</b>	<b>241,280</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

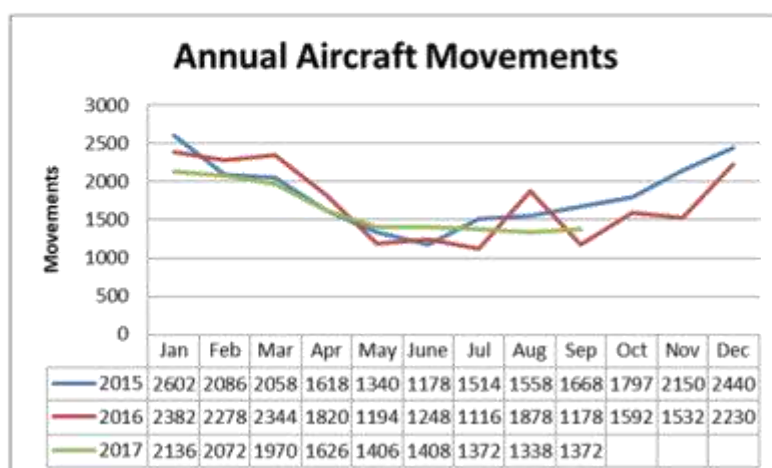
TO: TAUPŌ AIRPORT AUTHORITY COMMITTEE

FROM: Taupō Airport Manager

SUBJECT: General Manager's Report – October 2017

### Operational

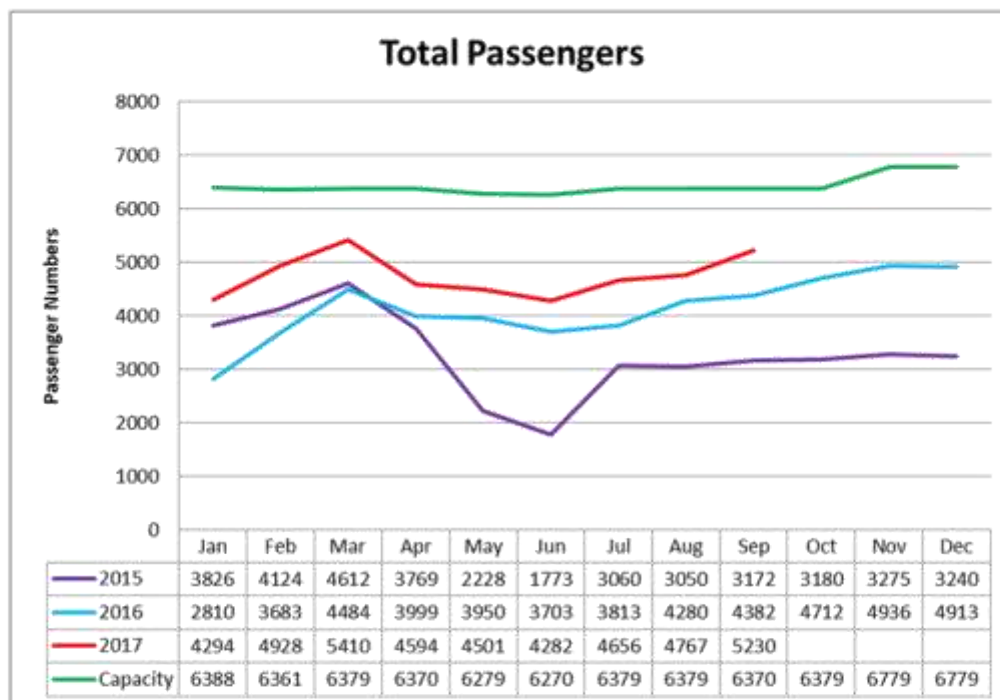
Landing activity	Monthly operated Sep 2017	Monthly operated Sep 2016	Cumulative Year 2017	Cumulative Year 2016
Scheduled flights	266	240	2250	2144
Non-scheduled charters	0	0	28	50
General Aviation	444	348	3792	3570
- Helicopter				
- Parachute	334	286	4994	5960
- Private	772	683	7404	7368
- Military	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**

Taupō 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. Taupō Airport Authority (TAA) has been working closely with Taupō 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 Taupō Airport can now be filled out online via the Taupō 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 Taupō. 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 Taupō region. Taupō 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 – Taupō 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 under 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											

