

# **ATTACHMENTS**

**Taupō Airport Authority Committee  
Meeting**

**17 September 2018**

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Taupō Airport Authority Committee Meeting Minutes

24 July 2018

**TAUPŌ DISTRICT COUNCIL  
MINUTES OF THE TAUPŌ AIRPORT AUTHORITY COMMITTEE MEETING  
HELD AT THE TAUPŌ AIRPORT, ANZAC MEMORIAL DRIVE, TAUPŌ  
ON TUESDAY, 24 JULY 2018 AT 10.30AM**

**PRESENT:** Mr Chris Johnston (in the Chair), Mrs Kathy Guy, Mr John Funnell, Cr Rosanne Jollands, Cr Christine Rankin (until 11.44am)

**IN ATTENDANCE:** Head of Economic Development & Business Transformation, Head of Democracy, Governance & Venues, Airport Manager, Operations Manager, Financial Accountant, Strategic Advisor – Property & Infrastructure, Democratic Services Support Officer

**MEDIA AND PUBLIC:** Two members of the public

Notes:

- (i) *Agenda items were heard in the following order: 3.1, 4.2-4.3, 4.1, 4.4-5.2*
- (ii) *The Chair advised that part of the discussion in relation to Kiwi Camp Proposal would be held in confidence due to commercial / financial sensitivities.*
- (iii) *Cr Rankin left the meeting at 11.44am during item 4.4 and was not present for resolutions TAA201807/06-07 and the confidential section of the meeting.*

**1 APOLOGIES**

**TAA201807/01 RESOLUTION**

Moved: Cr Rosanne Jollands

Seconded: Mrs Kathy Guy

That the apology received from Mayor David Trewavas be accepted.

**CARRIED**

**2 CONFLICTS OF INTEREST**

Nil

**3 CONFIRMATION OF MINUTES**

**3.1 TAUPŌ AIRPORT AUTHORITY COMMITTEE MEETING - 11 JUNE 2018**

Minutes of a meeting of the Taupō Airport Authority Committee held on Monday, 11 June 2018 had been circulated (A2256907).

**TAA201807/02 RESOLUTION**

Moved: Mr John Funnell

Seconded: Cr Christine Rankin

That the minutes of the Taupō Airport Authority Committee meeting held on Monday 11 June 2018 be confirmed as a true and correct record.

**CARRIED**

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## 4 REPORTS

### 4.1 KIWICAMP PROPOSAL

The Chair welcomed Ms Beverly Roberts who was in attendance to discuss a proposal for a KiwiCamp site.

Key points noted were:

- KiwiCamp (KC) was operated via a cashless electronic payment and entry system. The park could not be accessed without a registered key tag and EFTPOS card. Personal information including phone number, email, vehicle registration, and identification eg driver licence or passport had to be provided when completing the registration process. That information was then fed back live to Ms Roberts as the owner/operator.
- The key tag system tracked and recorded user movements and use of facilities within the site such as time of entry and departure; showering; gas barbeque and washing machine / dryer use, etc.
- The site would be monitored by live cameras. Staff would be onsite a couple of times a day during peak periods, and once daily during off-peak times.
- Guests could download an App onto their device which provided direct contact to Ms Roberts if there was any issues eg reporting noisy guests. If necessary, an onsite visit to investigate the complaint would be undertaken. Further noted that a site located in Blenheim which had been operating for 18 months under the KC system had only had two incidences where an onsite visit for these reasons was required.
- Were considering employing an onsite manager during the summer / holiday period with this being the projected busiest time.
- The lodged consent application included a request for either up to 75 vehicles or 150 people capacity on site, with the cap being whichever (of the two) was reached first, and an exemption to camping ground regulations.

The following was noted during questions, answers, and related discussion:

- Ruapehu and the Tongariro Crossing were also being looked at for potential KC sites.
- Ongoing discussions with Council's consents team (who were not supportive of the requested exemption given the proposed number of campers) had identified the following actions as a solution for the request to be reconsidered
  - Mark site spaces
  - Additional lighting (current plans were to use solar lighting for pathway to the ablutions block with sensor lights also in that area)
  - Install additional toilet to meet the capacity requested.
- Ms Roberts background included nitrogen management. Read aloud an email received from WRC officer Brent Fletcher who was encouraged by her proposed remedies to address nitrogen issues (separating grey water from black) and thought it would be useful for other similar applicants seeking a solution.
- WRC felt the current septic tank was not big enough for the KC site requirements. KiwiCamp had requested a 'holiday' to continue to use that system until they could link into a mains system once installed.

### TAA201807/03 RESOLUTION

Moved: Mr Chris Johnston

Seconded: Cr Christine Rankin

That the Taupō Airport Authority Committee does not support the establishment of a Kiwi Camp operation on Taupō Airport land.

**CARRIED**

**4.2 DRAFT FINANCIAL REPORT - JUNE 2018**

The Financial Accountant presented the draft financial report for year ending 30 June 2018, with the following points noted during discussion:

- TAA revaluation of assets had been brought in line with Council's - September 2018. However, stormwater assets were last revalued in 2017 and would therefore be revalued again in 2019.
- The Head of Economic Development & Business Transformation agreed that the increased consultant fees should have been brought back to TAA committee for approval beforehand, and that would now happen going forward.
- A member requested that TAA members be notified when new staff had been appointed (eg safety manager) so members could respond to any potential questions from others in a more informed way.
- The \$32,564 expenditure was primarily operational grounds maintenance costs.

**TAA201807/04 RESOLUTION**

Moved: Cr Christine Rankin

Seconded: Mr John Funnell

That the Taupō Airport Authority Committee receives the draft financial report to June 2018.

**CARRIED**

**4.3 STRATA TITLE PROCESS FOR PART OF ANZAC MEMORIAL DRIVE**

The Strategic Advisor – Property & Infrastructure pointed out the route of the strata trail on a map noting that once completed, it would be a legal council road and therefore included in council's maintenance programme.

Additional points noted were that the strata trail work could be incorporated within the Airbiz masterplan; future terminal upgrades / developments included as part of the consents process; the District Plan Review provided another opportunity for discussions; it was possible to change the airport land status from industrial to special reserve airport; and other issues such as land status and Ngāti Tuwharetoa interest under its settlement, etc, were still to be thoroughly investigated.

**TAA201807/05 RESOLUTION**

Moved: Cr Christine Rankin

Seconded: Mrs Kathy Guy

That the Taupō Airport Authority Committee receives the report.

**CARRIED**

**4.4 GENERAL MANAGER'S OPERATIONS REPORT**

The General Manager tabled copies of aircraft movements statistics (A2305233) and went through his report noting the following:

- Passenger numbers were ahead by 300 and aircraft movements and sky diving were below in comparison to the same time last year.
- Three cancelled Air NZ flights in July.
- Security cameras had been upgraded.
- Trees on the north-eastern approach were being removed.
- Taxiway signage was now compliant.
- SMS meetings were being held weekly.

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**TAA201807/06 RESOLUTION**

Moved: Cr Rosanne Jollands  
 Seconded: Mr John Funnell

That the Taupō Airport Authority Committee receives the General Manager's Operations report as submitted on 12 July 2018.

**CARRIED****4.5 HEALTH AND SAFETY UPDATE**

Currently looking at a different system to capture incidents which were previously going to the Safety Committee only but will now also be brought to TAA.

**TAA201807/07 RESOLUTION**

Moved: Cr Rosanne Jollands  
 Seconded: Mr Chris Johnston

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

**CARRIED****5 CONFIDENTIAL BUSINESS****TAA201807/08 RESOLUTION**

Moved: Cr Rosanne Jollands  
 Seconded: Mrs Kathy Guy

**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> Confirmation of Confidential Portion of Taupō Airport Authority Committee Minutes - 11 June 2018	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 6
<b>Agenda Item No: 5.2</b> Receipt of Unconfirmed Minutes: Taupō Airport & Operational Safety Committee - 11 June 2018	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

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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**

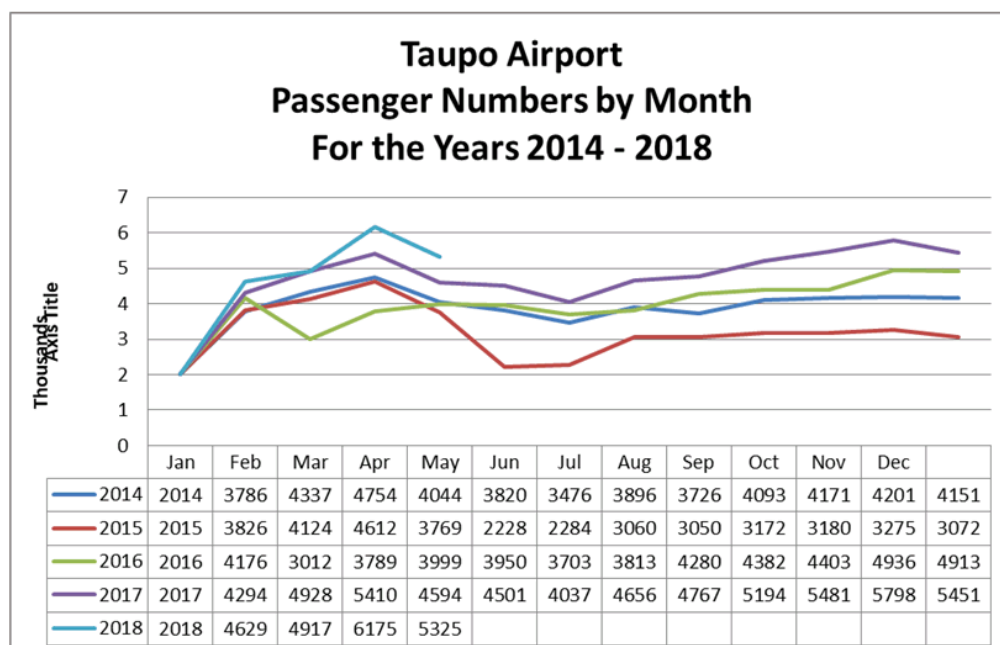
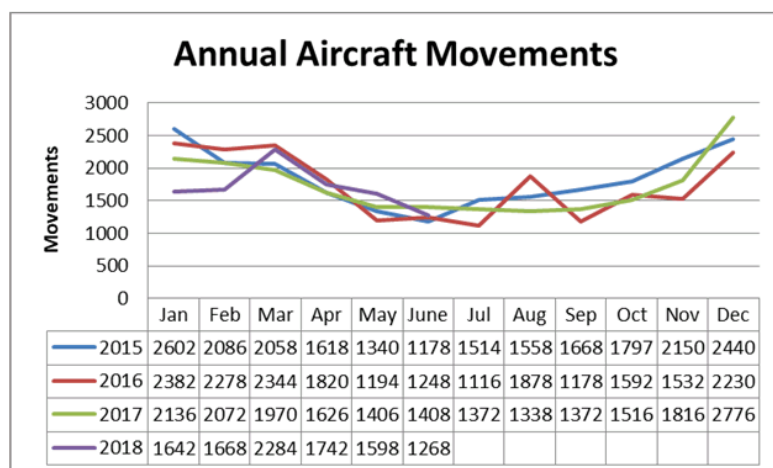
**The Meeting closed at 11.57am.**

**The minutes of this meeting were confirmed at the Taupō Airport Authority Committee Meeting held on 17 September 2018.**

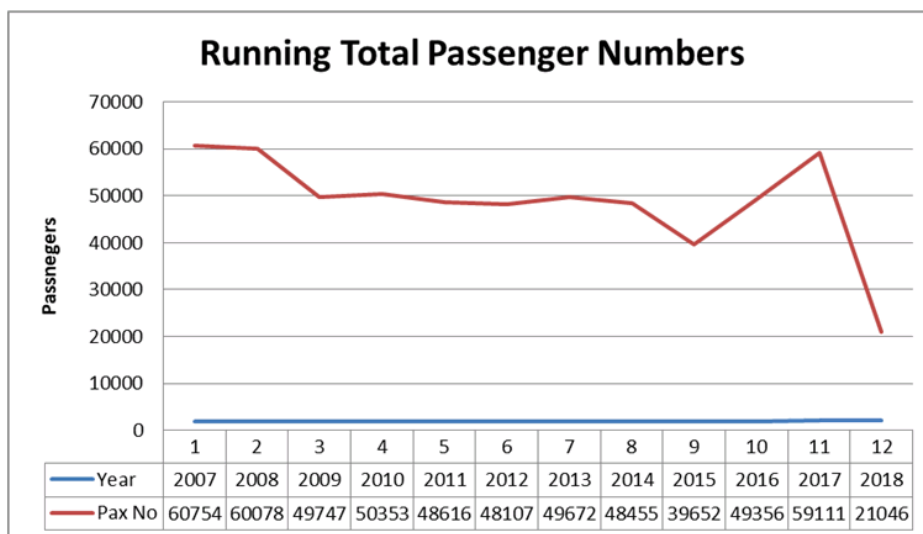
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**CHAIRPERSON**

**General Managers Operations Report – 17 September 2018**

Landing Activity	Jun-18	Cumulative year 2018	June-17	Cumulative year 2017
Scheduled flights	234	1440	250	1474
Charters	2	38	2	24
General Aviation				
Helicopters	294	2546	390	2628
Parachute	340	3266	480	3952
Private	692	5440	680	5146
Military	0	18	6	22
Total Movements	1268	10202	1408	10618







Air New Zealand Cancelled Flights 2017														
	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	Total	
Flights	51	60	65	58	61	57	66	62	68	68	69	67	752	
Cancelled	1	4	6	6	5	7	5	7	1	2	3	3	50	6.6%

Air New Zealand Cancelled Flights 2018														
	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	Total	
Flights	55	57	68	66	61	66	65	65					503	
Cancelled	4	8	2	3	2	5	3	5					32	6.3%
Cause						E 1	E 2	E1						
W- Weather						W 4	W 1	B1						
E- Engineering								W3						
C- Crew														
B- Bird Strike														

#### General comment on passenger numbers

Unfortunately the August movement and passenger numbers were not available at the time this report was submitted, so these will be tabled at the TAA meeting.

However, passenger numbers have been very steady with some very good loadings, considering the winter months, when it generally is a little quieter.

Air New Zealand return to their summer schedule on October 1 which means the midday Monday flights will recommence.

Foot traffic through the terminal is increasing at a rate of around 3% each month. Nearly a year ago we installed a foot traffic counter at the door to the terminal and this is giving use very useful data, which we can use in our planning.

There were five cancelled flights for August, three due to fog in Auckland, one due to an engineering issue whereby the aircraft never left Auckland, and the last was a bird strike suffered here at Taupō. The aircraft was grounded for about four hours while Air New Zealand engineers checked the aircraft.

**Master Plan**

The Ministry of Transport have signed off on the Airbiz proposal for conducting a master plan around the terminal development. This study is due to start very soon and is hoped will be completed by the beginning of December.

**Cafe**

The terminal Café is about to go through a rebranding exercise and will now be known as “Feast”. The cafe appears to be going well, and gets very complimentary comments from patrons.

**Exercise**

The New Zealand Defence Force is planning on a seven day exercise based at Taupō Airport during the month of November. Up to thirty personnel will camp on the land adjacent to Action World for the duration of the exercise. The NH90's will operate in conjunction with the exercise, landing and departing from the airport and carrying out flights in the Central Plateau area.

**Generator**

A generator for the airport has been approved by the Taupō District Council for the purpose of providing business continuity during a power outage. In such an event, the generator will power the terminal, the management office and surrounding fuel pumps. The generator will be installed on the southern side of the terminal as close to the current power supply as possible.

**School Groups**

The Taupō Airport Authority has frequent requests to organise school and pre-school groups for airport visits. We recently had 180 children from Taupō Primary over a 3 day period watch the landing / departing Air NZ Q300. Also included in the visit is meeting with the rescue helicopter pilot and viewing the helicopter. The feedback from teachers and parents has always been positive.

**Emergency Response Plan**

We are currently rewriting the Emergency Response Plan. This involves meeting with emergency service agencies and establishing each agency's role in an emergency event. The document is based on the CIMS structure which all staff have received relevant training. After the draft copy has been circulated amongst the members, the document will be sent to CAA for approval. This is a part of our Safety Management Systems and keeping information up to date.

Mike Groome  
General Manager – Taupō Airport Authority