



**I give notice that
a Taupō Airport Authority Committee Meeting will be held on:**

Date:	Monday, 18 February 2019
Time:	10.30am
Location:	Taupō Airport Anzac Memorial Drive Taupō

AGENDA

MEMBERSHIP

Chairperson

Mr Chris Johnston

Members

Mr John Funnell

Cr Rosanne Jollands

Cr Christine Rankin

Mayor David Trewavas

Vacancy (DGLT Representative)

Quorum

3

Gareth Green
Chief Executive Officer

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3.1 TAUPŌ AIRPORT AUTHORITY COMMITTEE MEETING - 5 NOVEMBER 2018

Author: Raeleen Rihari, Democratic Services Support Officer

Authorised by: John Ridd, Head of Economic Development and Business Transformation

RECOMMENDATION(S)

That the minutes of the Taupō Airport Authority Committee meeting held on Monday 5 November 2018 be confirmed as a true and correct record.

ATTACHMENTS

1. Taupō Airport Authority Committee Meeting Minutes - 5 November 2018 [↗](#)

4.1 TAUPŌ AIRPORT AUTHORITY MONTHLY AND SIX-MONTHLY FINANCIAL REPORTS

Author: Fiona Birkbeck, Financial Accountant

Authorised by: Alan Menhennet, Head of Finance and Strategy

PURPOSE

To receive the Taupō Airport Authority's monthly financial report for December 2018 and, the statutory six-monthly financial performance report to 31 December 2018.

RECOMMENDATION(S)

That the Taupō Airport Authority Committee receives the monthly financial report for December 2018, and the six-monthly financial performance report to 31 December 2018.

ATTACHMENTS

1. TAA Monthly Financial Report - December 2018 (A2395806) [⇨](#)
2. TAA Six-monthly Financial Report to 31 December 2018 (A2395805) [⇨](#)

4.2 DRAFT TAUPŌ AIRPORT AUTHORITY STATEMENT OF INTENT 2020-2022

Author: Fiona Birkbeck, Financial Accountant

Authorised by: John Ridd, Head of Economic Development and Business Transformation

PURPOSE

This item is for the Committee to adopt the Draft Taupō Airport Authority Statement of Intent (SOI) 2020-2022.

A copy of the Draft SOI is attached (refer Attachment 1).

RECOMMENDATION(S)

That the Taupō Airport Authority Committee adopts the Draft Taupō Airport Authority Statement of Intent 2020-2022.

ATTACHMENTS

1. TAA Statement of Intent 2020-2022 (A2403502) [⇒](#)

4.3 STRATEGIC PLAN REFRESH: 'THE BEST LITTLE AIRPORT IN NZ'

Author: John Ridd, Head of Economic Development and Business Transformation

Authorised by: Gareth Green, Chief Executive Officer

PURPOSE

This item permits members to recommence discussions on the strategic plan for Taupō Airport.

A copy of 'The Best Little Airport in NZ' is attached for reference.

RECOMMENDATION(S)

That the Taupō Airport Authority Committee receives the information.

ATTACHMENTS

1. Draft Summary of 'The Best Little Airport in NZ' (A2070010) [↗](#)

4.4 GENERAL MANAGER'S OPERATIONS REPORT

Author: Michael Groome, General Manager Taupo Airport

Authorised by: John Ridd, Head of Economic Development and Business Transformation

PURPOSE

This item is to provide the Taupō Airport Authority Committee an overview of the Taupō Airport's operations in recent months (to date).

RECOMMENDATION(S)

That the Taupō Airport Authority Committee receives the General Manager's Operations report as presented on February 18, 2019.

ATTACHMENTS

1. General Manager's Operations Report - February 2019 (A2397499) [⇒](#)

4.5 SAFETY MANAGEMENT SYSTEM (SMS) UPDATE

Author: Michael Groome, General Manager Taupo Airport

Authorised by: John Ridd, Head of Economic Development and Business Transformation

PURPOSE

This item is for the General Manager to provide an update on the Safety Management Systems (SMS) plan. The SMS plan is a requirement of the Civil Aviation Authority (CAA).

RECOMMENDATION(S)

That the Taupō Airport Authority Committee receives the update on the Safety Management System.

ATTACHMENTS

Nil

4.6 HEALTH AND SAFETY UPDATE

Author: Michael Groome, General Manager - Taupo Airport

Authorised by: John Ridd, Head of Economic Development and Business Transformation

PURPOSE

This item allows for discussion on matters relating to health and safety.

RECOMMENDATION(S)

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

ATTACHMENTS

Nil

5 CONFIDENTIAL BUSINESS

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 matter of each matter to be considered while the public is excluded, the reason for passing this resolution in relation to each matter, and the specific grounds under section 48(1) of the local government official information and meetings act 1987 for the passing of this resolution are as follows:

General subject of each matter to be considered	Reason for passing this resolution in relation to each matter	Ground(s) under Section 48(1) for the passing of this resolution
Agenda Item No: 5.1 Confirmation of Confidential Portion of Taupō Airport Authority Committee Minutes - 5 November 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
Agenda Item No: 5.2 Receipt of Unconfirmed Minutes: Taupō Airport & Operational Safety Committee - December 18, 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 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]*.