

**TAUPŌ DISTRICT COUNCIL
MINUTES OF THE TAUPŌ AIRPORT AUTHORITY COMMITTEE MEETING
HELD AT THE TAUPŌ AIRPORT, ANZAC MEMORIAL DRIVE, TAUPŌ
ON MONDAY, 1 APRIL 2019 AT 10.30AM**

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

IN ATTENDANCE: Head of Economic Development & Business Transformation, Head of Democracy, Governance & Venues, General Manager-Taupō Airport, Airport Operations Manager, Airport Safety Manager, Financial Accountant, Democratic Services Officer

MEDIA AND PUBLIC: Mr Mark Funnell, Chief Pilot Taupō Tandem Skydiving, CEO Helicopter Services (BOP) Ltd, Helimaintenance

Mr Hamish Funnell, CEO / Director, Helimaintenance

Mr Roy Clements, CEO Skydive Taupō

1 APOLOGIES

TAA201904/01 RESOLUTION

Moved: Cr Christine Rankin

Seconded: Mr Chris Johnston

That the apology received from His Worship the Mayor, David Trewavas be accepted.

CARRIED

2 CONFLICTS OF INTEREST

Nil

3 CONFIRMATION OF MINUTES

3.1 TAUPŌ AIRPORT AUTHORITY COMMITTEE MEETING - 18 FEBRUARY 2019

It was noted that the workshop to discuss the Strategic Plan refresh would be scheduled some time after the Airbiz workshop had been held.

TAA201904/02 RESOLUTION

Moved: Mr John Funnell

Seconded: Mr Chris Johnston

That the minutes of the Taupō Airport Authority Committee meeting held on Monday 18 February 2019 be confirmed as a true and correct record.

CARRIED

4 REPORTS

4.1 TAUPŌ AIRPORT AUTHORITY MONTHLY FINANCIAL REPORT - FEBRUARY 2019

The Financial Accountant provided a brief update and answered questions. The following points were noted:

- There was still another \$2k on the EPO for Airbiz consultancy fees.

- Audit New Zealand representatives would be starting this year's audit on 8 April 2019.
- The Taupō Airport Authority's draft Statement of Intent had been received by Council.
- The Ministry of Transport would be kept informed of timeframes and progress of the provincial growth fund application.

TAA201904/03 RESOLUTION

Moved: Cr Rosanne Jollands

Seconded: Cr Christine Rankin

That the Taupō Airport Authority Committee receives the February 2019 monthly financial report.

CARRIED

4.2 CIVIL AVIATION AUTHORITY SAFETY MANAGEMENT SYSTEM CERTIFICATION AUDIT

The General Manager-Taupō Airport provided an update on the recent Safety Management System certification audit. The following points were noted:

- The audit had gone well.
- One minor finding/observation had been identified. This related to documentation. The same finding/observation had been raised as a result of all five other airport audits.
- Taupō Airport would receive its certification on 14 April 2019.
- A formal report would be issued in due course and this would be presented to the Council's Audit & Risk Committee.
- Only the country's major international airports; New Plymouth; Invercargill; and Taupō airports had gone through this particular audit process to date.

The Chairperson of the Committee, Mr Chris Johnston, thanked the General Manager and everyone else involved in the audit process.

TAA201904/04 RESOLUTION

Moved: Mr John Funnell

Seconded: Cr Rosanne Jollands

That the Taupō Airport Authority Committee receives the information on the CAA SMS audit.

CARRIED

4.3 GENERAL MANAGER'S OPERATIONS REPORT

The General Manager-Taupō Airport summarised his report and answered questions. The following additional points were noted:

- Delays in the lead-up to the Ironman event had always been a challenge, but this year had been particularly difficult. Council's District Events Manager, Mr Steve Giles would be discussing with Ironman representatives ahead of next year's world championships in Taupō.
- In terms of security designation, Taupō Airport was currently 'tier 3', but it was only a matter of time before security requirements would be increased. 'Tier 2' designated airports had to have security fencing 300m either side of the terminal. Screening machines may be required in the future.
- The apron area would require rejuvenation in five to eight years' time – the asset management plan would be updated accordingly.

Members asked for the Council-Taupō Airport Authority workshop with Airbiz to be changed to the morning of Friday 12 April 2019. It was noted that Taupō Airport Authority's joint venture with the Ministry of Transport; and the airport governance structure were topics for further discussion. It was particularly important to have the latter conversation prior to the local government elections on 12 October 2019.

In relation to the Memorandum of Understanding (MoU), the Airport Safety Manager advised that he had sent version 3 of the MoU document to Civil Aviation Authority's aeronautical department for peer review. Their feedback was expected within the next two weeks, after which time another catch up between parties would be scheduled. Cr Rosanne Jollands would attend the meeting.

TAA201904/05 RESOLUTION

Moved: Cr Rosanne Jollands
Seconded: Mr Chris Johnston

That the Taupō Airport Authority Committee receives the General Manager's Operations report as presented on April 01, 2019.

CARRIED

4.4 SAFETY MANAGEMENT SYSTEM (SMS) UPDATE

It was noted that the SMS update had been received earlier in the meeting.

TAA201904/06 RESOLUTION

Moved: Mr Chris Johnston
Seconded: Cr Rosanne Jollands

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

CARRIED

4.5 HEALTH AND SAFETY UPDATE

TAA201904/07 RESOLUTION

Moved: Mr Chris Johnston
Seconded: Cr Rosanne Jollands

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

CARRIED

5 CONFIDENTIAL BUSINESS

TAA201904/08 RESOLUTION

Moved: Mr Chris Johnston
Seconded: Cr Christine Rankin

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
Agenda Item No: 5.1 Confirmation of Confidential Portion of Taupō Airport Authority Committee Minutes - 18 February 2019	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 - January 29, 2019	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

CARRIED

The meeting closed at 11.15am.

The minutes of this meeting were confirmed at the Taupō Airport Authority Committee meeting held on 13 May 2019.

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CHAIRPERSON