

ATTACHMENTS

**Taupō Airport Authority Committee
Meeting**

12 February 2024

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Taupō Airport Authority Committee Meeting Minutes

30 October 2023

**TAUPŌ DISTRICT COUNCIL
MINUTES OF THE TAUPŌ AIRPORT AUTHORITY COMMITTEE MEETING
HELD AT THE CONFERENCE ROOM, TAUPŌ AIRPORT, ANZAC MEMORIAL DRIVE, TAUPŌ
ON MONDAY, 30 OCTOBER 2023 AT 10.30AM**

PRESENT: Mr Chris Johnston (in the Chair), Cr Duncan Campbell, Mr Chris Grace, Cr Yvonne Westerman

IN ATTENDANCE: Chief Executive (J Gardyne), General Manager Airport (W Wootton), Airport Operations Manager (K Gard), Finance Business Partner (N Frankish), Governance Quality Manager (S James), Senior Committee Advisor (K Watts)

MEDIA AND PUBLIC: No members of the public

Notes: (i) The General Manager Operations and Delivery had submitted his apology for the meeting.

(ii) The Senior Committee Advisor opened and closed the meeting with a karakia.

1 KARAKIA

2 WHAKAPĀHA | APOLOGIES

TAA202310/01 RESOLUTION

Moved: Mr Chris Johnston

Seconded: Cr Yvonne Westerman

That the apology received from Mayor David Trewavas be accepted.

CARRIED

Note: All members present at the meeting voted in favour of resolution TAA202310/01 above.

3 NGĀ WHAKAPĀNGA TUKITUKI | CONFLICTS OF INTEREST

Nil

4 WHAKAMANATANGA O NGĀ MENETI | CONFIRMATION OF MINUTES

4.1 TAUPŌ AIRPORT AUTHORITY COMMITTEE MEETING - 11 SEPTEMBER 2023

TAA202310/02 RESOLUTION

Moved: Cr Yvonne Westerman

Seconded: Mr Chris Grace

That the minutes of the Taupō Airport Authority Committee meeting held on Monday 11 September 2023 be confirmed as a true and correct record.

CARRIED

Note: All members present at the meeting voted in favour of resolution TAA202310/02 above.

5 NGĀ RIPOATA | REPORTS

5.1 OPERATIONAL UPDATE

The General Manager Taupō Airport and the Airport Operations Manager talked through the report and added the following points:

- They would meet with key Auckland airport staff the following week to explore options for

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connections from Auckland to Taupō. It was hoped that the China market would improve the following year.

- The 2023 NZ Airport Association conference had provided a great opportunity for networking and had included good panel sessions. A lot of the talk was about next generation aircraft, and international business coming back into New Zealand. The event was usually held annually alternating between North and South Island locations. In 2024 it would be held in the North Island in October, and Taupō would compete to host it.
- Plovers caused the most nuisance for aircraft and they were culled and scared off. The long grass next to the runway was to deter the plovers. Hawks were not culled, they were considered to be a wildlife control measure.
- Engagement with the landowners was in progress to renew the NZL460 (low level flying operations) to the east of Taupō Airport. It would be made clear that the intention was for operating and flying over the land rather than landing on it.
- The runway condition reporting requirement from the Civil Aviation Authority lacked full instructions and could be delayed to 2024.
- The Greenlea Rescue Helicopter open day had occurred the day prior to the meeting and was a well-planned successful day.
- Public meetings were now being held in the Conference room which had a minimum half day charge of \$200, \$350 for a full day.

TAA202310/03 RESOLUTION

Moved: Mr Chris Johnston

Seconded: Mr Chris Grace

That the Taupō Airport Authority Committee receives the operational update report.

CARRIED

Note: All members present at the meeting voted in favour of resolution TAA202310/03 above.

5.2 FINANCE UPDATE

The Finance Business Partner summarised the report noting that there were some variances due to the timing of the report.

This financial year was tracking close to budget and looked good overall.

Electricity was still tracking quite high. The Finance Business Partner was checking the possibility of connecting to the previous provider Meridian to hopefully make a cost saving in consumption charges.

Insurance costs were also over budget. The Statement of Intent had been completed before the final assessment of insurance was completed for the terminal which had resulted in a higher cost that was not budgeted for.

TAA202310/04 RESOLUTION

Moved: Mr Chris Johnston

Seconded: Cr Duncan Campbell

That the Taupō Airport Authority Committee receives the summary finance report for the period ended 30 August 2023.

CARRIED

Note: All members present at the meeting voted in favour of resolution TAA202310/04 above.

5.3 ADOPTION OF THE 2023 TAUPŌ AIRPORT AUTHORITY ANNUAL REPORT

The Annual Report was presented to members (A3470996) and the Finance Business Partner talked through some of the detail. He advised that there had been challenges with the timing of the audit this year. The annual report included the chairman's report, and the summary of direction of the organisation. The Auditor report would be inserted once it was approved by the Committee. The format was unchanged from the previous year and the final report would be published once the auditor report was inserted.

The Chief Executive noted that there was nothing in the opinion from the auditor to be mindful or concerned about.

TAA202310/05 RESOLUTION

Moved: Cr Yvonne Westerman

Seconded: Mr Chris Grace

That the Taupō Airport Authority Committee adopts the 2023 Taupō Airport Authority Annual Report.

CARRIED

Note: All members present at the meeting voted in favour of resolution TAA202310/05 above.

5.4 CIVIL AVIATION AUTHORITY UPDATE

2023 Emergency exercise

The General Manager Taupō Airport clarified that airport staff were trained in basic first aid, and in an emergency, their focus would be supporting emergency services and facilitating by closing the air field. The emergency exercise was useful for maintaining the relationship between the Taupō Airport Authority and the emergency services.

Vector magazine article

It was a privilege to partake in the article which was due for publication shortly. It was a reflection of how Taupō airport was a well-run airport, and it strengthened relationships and culture.

Obstacle Limitation Surface (OLS) survey

The General Manager Taupō Airport advised that an arborist had inspected trees the previous Friday and would report if they could be trimmed. The Airport Operations Manager added that the focus was to be proactive and try to protect the trees while being compliant. An aviation consultant had helped with recommendations. It was noted that the whole landscape would look different in the coming years.

TAA202310/06 RESOLUTION

Moved: Mr Chris Johnston

Seconded: Cr Yvonne Westerman

That the Taupō Airport Authority Committee receives the Civil Aviation Authority update.

CARRIED

Note: All members present at the meeting voted in favour of resolution TAA202310/06 above.

5.5 MASTER PLANNING UPDATE

Air New Zealand – next generation aircraft project

The General Manager Taupō Airport advised that should Taupō Airport Authority's bid for this project be successful, there may be some cost challenges with larger aircraft but it was not envisioned that power would be an issue. Currently sustainable aviation fuel was very expensive.

TAA strategy session

This was postponed to 8 November 2023. It would look at how the airport would be governed in the future over a timeline of 30 years.

Solar power generation

The General Manager Taupō Airport explained that solar panels would be on the ground rather than the terminal roof and a lease option for the panels would be considered should it go ahead.

TAA202310/07 RESOLUTION

Moved: Mr Chris Johnston
Seconded: Cr Duncan Campbell

That the Taupō Airport Authority Committee receives the master planning update.

CARRIED

Note: All members present at the meeting voted in favour of resolution TAA202310/07 above.

5.6 CAPITAL PROJECTS UPDATE**Baggage make-up extension**

The Airport General Manager advised that progress was being made with the baggage make-up extension. The architect was dealing with the fire regulation requirements and it was hoped to have all of this work completed before the 2024 V8 Supercars event in April.

Apron extension

The extension would allow for future proofing and would provide more space for another plane.

TAA202310/08 RESOLUTION

Moved: Mr Chris Johnston
Seconded: Cr Duncan Campbell

That the Taupō Airport Authority Committee receives the capital projects update.

CARRIED

Note: All members present at the meeting voted in favour of resolution TAA202310/08 above.

5.7 TENANTS AND LEASES**Landside Leases**

Members agreed that a master plan was needed to make any landside leases meaningful for the operation of the airport in the future. Hertz had relocated to where the motor homes were.

Terminal leases

The General Manager Taupō Airport confirmed that the Air New Zealand terminal lease invoice would be backdated.

Project Quantum

There were some organisation risks and time risks associated with this. Members noted that the future direction made sense.

TAA202310/09 RESOLUTION

Moved: Mr Chris Johnston
 Seconded: Mr Chris Grace

That the Taupō Airport Authority Committee receives the update on tenants and leases.

CARRIED

Note: All members present at the meeting voted in favour of resolution TAA202310/09 above.

5.8 AERONAUTICAL CHARGES REVIEW 2022 UPDATE

The General Manager Taupō Airport advised that he had sent more information to the Ministry of Transport the previous week and that as soon as a Minister of Transport was appointed, this would go before the new Minister.

The new rates were expected to start from 1 January 2024 and Ministry of Transport had indicated they were comfortable with the suggestion put forward, it just needed the official sign off.

TAA202310/10 RESOLUTION

Moved: Mr Chris Johnston
 Seconded: Mr Chris Grace

That the Taupō Airport Authority Committee receives the update on the Aeronautical Charges Review 2022.

CARRIED

Note: All members present at the meeting voted in favour of resolution TAA202310/10 above.

6 NGĀ KŌRERO TŪMATAITI | CONFIDENTIAL BUSINESS

TAA202310/11 RESOLUTION

Moved: Mr Chris Johnston
 Seconded: Cr Yvonne Westerman

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
<p>Agenda Item No: 6.1 Confirmation of Confidential Portion of Taupō Airport Authority Committee Minutes - 11 September 2023</p>	<p>Section 7(2)(a) - the withholding of the information is necessary to protect the privacy of natural persons, including that of deceased natural persons</p> <p>Section 7(2)(h) - the withholding of the information is necessary to enable [the Council] to carry out, without prejudice or disadvantage,</p>	<p>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</p>

	<p>commercial activities</p> <p>Section 7(2)(i) - the withholding of the information is necessary to enable [the Council] to carry on, without prejudice or disadvantage, negotiations (including commercial and industrial negotiations)</p>	
<p>Agenda Item No: 6.2 Finance Update - Confidential</p>	<p>Section 7(2)(a) - the withholding of the information is necessary to protect the privacy of natural persons, including that of deceased natural persons</p> <p>Section 7(2)(h) - the withholding of the information is necessary to enable [the Council] to carry out, without prejudice or disadvantage, commercial activities</p> <p>Section 7(2)(i) - the withholding of the information is necessary to enable [the Council] to carry on, without prejudice or disadvantage, negotiations (including commercial and industrial negotiations)</p>	<p>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</p>
<p>Agenda Item No: 6.3 Tenants and Leases</p>	<p>Section 7(2)(h) - the withholding of the information is necessary to enable [the Council] to carry out, without prejudice or disadvantage, commercial activities</p> <p>Section 7(2)(i) - the withholding of the information is necessary to enable [the Council] to carry on, without prejudice or disadvantage, negotiations (including commercial and industrial negotiations)</p>	<p>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</p>

CARRIED

Note: All members present at the meeting voted in favour of resolution TAA202310/11 above.

The meeting closed at 12.42pm with a karakia from the Senior Committee Advisor.

The minutes of this meeting were confirmed at the Taupō Airport Authority Committee Meeting held on 12 February 2024.

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CHAIRPERSON



Taupo Airport Authority (TAA) – Airport Safety Group (ASG) meeting

Date	Wednesday 15 November 2023
Time	1300 hrs.
Attendees	Steve Petersen (TAA), Wayne Wootton (TAA), Hamish Funnell (TTS), Mark Funnell (HSBOP), Carl Thurston (Chopper Worx), Hugh deLautour (Gliding Club), Chris Blyth (Pilot)
Via video link	Josh Haslemore (Air NZ), Peter Gordon (CAA), John Winter (Sounds Air), Stacy Cunningham (Air NZ), Mark Bond (Rescue Helicopter)
Apologies	Neil Kemp (TFL), John Funnell (Pilot), Kevin Parker (Pilot)
Previous minutes	Accepted as a true and correct record
Matter arising	None
Ongoing items	<ul style="list-style-type: none"> • Joining overhead (March 2012) No change, subject to Civil Aviation Authority (CAA) and aeronautical study. Item: Open • Transponder mandatory airspace (2016) No change, subject to CAA and aeronautical study. Item: Open • Taupo circuit procedures including aeronautical review (December 2020) No change, subject to CAA and aeronautical review. TAA has started implementing some of the recommendations from this review. Item: Open • Grass runway usage and NZAIP Item: Closed • Helicopter Western FATO (August 2023) The Safety Manager reported the Western FATO is still a possibility which has been discussed at a meeting with the Helicopter Operators to determine whether to go ahead with a FATO or have a SOP for this

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Taupo 3378 New Zealand
Web: www.taupoairport.co.nz



operational area. Outcome was for TAA to publish a helicopter parking area north of the fence adjacent to the old TAA offices, in the AIP. Dust issues to be monitored as well as ingress/egress from the hangar area. TAA management to progress discussions with Taupo District Council (TDC) regarding the land and fence towards the west of this area – land currently under the control of TDC. Helicopter operators to monitor usage of area, itinerant parking and to raise any issues with TAA as required.

Item: Open

New items

- L460 Change in user agency
User agencies for L460 and 468 are out of date. CAA has issued a NOTAM to close both L460 and L468 until new user agencies and landowner permission can be achieved. TAA will be the L460 User Agency and a local aviation instructor wishes to be involved with L468. TAA to progress the reinstatement of these low fly zones
Item: Open 15 November 2023
- MoU – TAA Taupo Harbour Master and Taupo Parasail
A MoU has been drawn up covering the parasail operations on the lake, which is under new management.
This MoU to be included on the Taupo Airport Website, allowing all users to have visibility of the MoU.
Item: Closed
- CAA Vector magazine article regarding Operations at Unattended Airfields
The CAA has a new initiative, being currently rolled out, titled "*Working Together to Stay Apart.*"
TAA has been involved in this initiative both for the Vector magazine article and audio segment. This is designed to raise safety awareness of operations at uncontrolled aerodromes for all users. Air New Zealand requested CAA to instigate relevant visual reporting points that coincide with their predictive tracks, allowing for more accurate points to communicate to local traffic especially around the Huka Falls area.
Item: Closed

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