

# **ATTACHMENTS**

**Taupō Airport Authority Committee  
Meeting**

**27 May 2024**

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Taupō Airport Authority Committee Meeting Minutes

12 February 2024

**TAUPŌ DISTRICT COUNCIL  
MINUTES OF THE TAUPŌ AIRPORT AUTHORITY COMMITTEE MEETING  
HELD AT THE TAUPŌ AIRPORT, ANZAC MEMORIAL DRIVE, TAUPŌ  
ON MONDAY, 12 FEBRUARY 2024 AT 10.30AM**

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

**IN ATTENDANCE:** General Manager Operations and Delivery (A Moraes), General Manager Strategy and Environment (W Zander), General Manager – Airport (W Wootton), Finance Business Partner (N Frankish), Airport Operations Manager (K Gard), Communications Specialist (A Taylor), Senior Committee Advisor (K Watts)

**MEDIA AND PUBLIC:** Nil

Notes: (i) General Manager Operations and Delivery A Moraes opened and closed the meeting with a karakia.

(ii) Items were considered in the following order 1, 2, 3, 4, 5.1, 5.2, 5.3, 6.2 (Confidential), 5.4-5.9

(iii) Chair Chris Johnston acknowledged the support and shared vision of the General Manager Operations and Delivery Andrew Moraes and wished him well in his new role on behalf of the Committee.

**1 KARAKIA**

**2 WHAKAPĀHA | APOLOGIES**

**TAA202402/01 RESOLUTION**

Moved: Cr Yvonne Westerman  
Seconded: Mr Chris Johnston

That the apologies received from Mr Chris Grace and Mayor David Trewavas be accepted.

**CARRIED**

Note: All members present at the Taupō Airport Authority Committee meeting voted in favour of resolution TAA202402/021 above.

**3 NGĀ WHAKAPĀNGA TUKITUKI | CONFLICTS OF INTEREST**

Nil

**4 WHAKAMANATANGA O NGĀ MENETI | CONFIRMATION OF MINUTES**

**4.1 TAUPŌ AIRPORT AUTHORITY COMMITTEE MEETING - 30 OCTOBER 2023**

**TAA202402/02 RESOLUTION**

Moved: Mr Chris Johnston  
Seconded: Cr Yvonne Westerman

That the minutes of the Taupō Airport Authority Committee meeting held on Monday 30 October 2023 be approved and adopted as a true and correct record.

**CARRIED**

Note: All members present at the Taupō Airport Authority Committee meeting voted in favour of resolution TAA202402/02 above.

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## 5 NGĀ RIPOATA | REPORTS

### 5.1 OPERATIONAL UPDATE

The Airport Operations Manager and Airport General Manager summarised the report and the following points were noted:

- Comprehensive weekly training was taking place for the new safety management software platform OneReg. It was digitised and ran in a cloud based environment. It was also Part 139 compliant and was used by other major airports.
- TAA management had been working with Taupō District Council's Civil Defence team to input into the volcanic response plan. In response to a question from a member, the Airport General Manager advised he would check the terminal's building Importance Level – this has been confirmed as Importance Level 3.
- The recovery of passenger and aircraft movement numbers at Taupō Airport was slower than other larger regional airports, such as Napier and Palmerston North, which were almost back to pre COVID-19 levels.
- Taupō Airport's role was to educate drone operators regarding the Civil Aviation Authority's rules and make the process as easy as possible.
- A meeting had taken place the previous week regarding a new navigational aid which was programmed to be installed by Airways, and leasing arrangements had been discussed. These would be worked through alongside Taupō District Council. It could mean that even on low cloud, or misty days, aircraft would still be able to fly.
- A meeting was scheduled for later that day to discuss and resolve the terminal automatic doors which did not always open and close correctly.
- Following a meeting held at Auckland airport, it had been identified that the transportation and storage of bicycles for the Ironman World championships at the end of 2024 would require careful planning and security because most international competitors would travel through Auckland airport en route to Taupō.

### TAA202402/03 RESOLUTION

Moved: Cr Duncan Campbell  
Seconded: Cr Yvonne Westerman

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

**CARRIED**

*Note: All members present at the Taupō Airport Authority Committee meeting voted in favour of resolution TAA202402/03 above.*

### 5.2 FINANCE UPDATE

The Finance Business Partner advised that finances were tracking better than budget on all fronts and that the overall position was better than forecasted.

**TAA202402/04 RESOLUTION**

Moved: Mr Chris Johnston  
 Seconded: Cr Duncan Campbell

That the Taupō Airport Authority Committee receives the summary finance report for the period ended 31 December 2023.

**CARRIED**

*Note: All members present at the Taupō Airport Authority Committee meeting voted in favour of resolution TAA202402/04 above.*

**5.3 TAUPŌ AIRPORT AUTHORITY DRAFT STATEMENT OF INTENT 2025 - 2027**

The Airport General Manager explained that if approved, the draft Statement of Intent 2025-2027 would be provided to Taupō District Council and the Ministry of Transport for comment before the final was produced. The final Statement of Intent 2025-2027 would be presented to Council in June 2024.

He advised that costs and assumptions had been carefully considered and that it was as accurate as possible.

**TAA202402/05 RESOLUTION**

Moved: Mr Chris Johnston  
 Seconded: Cr Yvonne Westerman

That the Taupō Airport Authority Committee excludes the public to consider item 6.2 Finance Update – Confidential which includes detailed information about the draft Summary of Intent 2025-2027. The reasons are set out below:

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
<p><b>Agenda Item No: 6.2</b>                      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>

**CARRIED**

*Note: All members present at the Taupō Airport Authority Committee meeting voted in favour of resolution TAA202402/05 above.*

#### **ITEM 6.2 FINANCE UPDATE – CONFIDENTIAL – IN CONFIDENCE**

##### **TAA202402/06 RESOLUTION**

Moved: Mr Chris Johnston  
Seconded: Cr Duncan Campbell

That the Taupō Airport Authority Committee approves the Taupō Airport Authority Draft Statement of Intent 2025 – 2027 with minor changes noted at the meeting.

**CARRIED**

*Note: All members present at the Taupō Airport Authority Committee meeting voted in favour of resolution TAA202402/06 above.*

#### **5.4 CIVIL AVIATION AUTHORITY UPDATE**

The Airport Operations Manager and Airport General Manager summarised the report and explained that due to the changes anticipated in the future regarding the Obstacle Limitation Surface parameters, no further action was required until the next survey was due in 2025.

##### **TAA202402/07 RESOLUTION**

Moved: Mr Chris Johnston  
Seconded: Cr Duncan Campbell

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

**CARRIED**

*Note: All members present at the Taupō Airport Authority Committee meeting voted in favour of resolution TAA202402/087 above.*

#### **5.5 MASTER PLANNING UPDATE**

The Airport General Manager clarified that the two consultancy companies assisting with the review of the Taupō airport designation were complementary – one looked at noise contours and the other at the planning.

A proposal had been received for solar panels installation that would generate sufficient electricity during daylight hours to power the airport terminal. No capital expenditure would be required by TAA apart from the installation of security fencing to protect the panels which would be at ground level. The panels would be leased from the company by paying a usage charge per kilowatt hour which would cost less than what was currently being paid for the power. The Airport General Manager was meeting with the solar power panel company the following week to work out timeframes and to firm up the proposal.

##### **TAA202402/09 RESOLUTION**

Moved: Cr Yvonne Westerman  
Seconded: Cr Duncan Campbell

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

**CARRIED**

*Note: All members present at the Taupō Airport Authority Committee meeting voted in favour of resolution TAA202402/09 above.*

## 5.6 CAPITAL PROJECTS UPDATE

The Airport General Manager confirmed that the baggage make-up extension to be used by Air New Zealand would be contained in a separate lease and that they planned to move in by 1 April 2024. Once this was completed, the security fencing could be put up.

The Airport General Manager confirmed that he had been in contact with the Ministry of Transport with regards to a funding contribution to the apron extension.

A project had been included in Council's draft Long-term Plan for FY2026 to surface treat the sealed runway. The Airport General Manager would engage with New Plymouth airport staff regarding the treatment as New Plymouth airport had resurfaced its runway in 2020 due to prior similar surface treatment failing. Further investigation was required to find the right treatment that would be fit for purpose in Taupō.

### TAA202402/10 RESOLUTION

Moved: Mr Chris Johnston  
Seconded: Cr Yvonne Westerman

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

**CARRIED**

*Note: All members present at the Taupō Airport Authority Committee meeting voted in favour of resolution TAA202402/10 above.*

## 5.7 TENANTS AND LEASES

The Airport General Manager summarised the report and advised that Air New Zealand had been in contact regarding its terminal lease. This was now with Council's legal team to finalise.

### TAA202402/11 RESOLUTION

Moved: Mr Chris Johnston  
Seconded: Cr Duncan Campbell

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

**CARRIED**

*Note: All members present at the Taupō Airport Authority Committee meeting voted in favour of resolution TAA202402/11 above.*

## 5.8 AERONAUTICAL CHARGES REVIEW 2022 UPDATE

The Airport General Manager confirmed that the Ministry of Transport was following up on the aeronautical charges.

### TAA202402/12 RESOLUTION

Moved: Mr Chris Johnston  
Seconded: Cr Yvonne Westerman

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

**CARRIED**

*Note: All members present at the Taupō Airport Authority Committee meeting voted in favour of resolution TAA202402/12 above.*

**5.9 AIRPORT JOINT VENTURE**

The Airport General Manager advised that a monthly recurring meeting had been scheduled with the Ministry of Transport and that he would also look at meeting with other Joint Venture airports.

**TAA202402/13 RESOLUTION**

Moved: Mr Chris Johnston  
 Seconded: Cr Duncan Campbell

That the Taupō Airport Authority Committee receives the update regarding the Ministry of Transport Joint Venture.

**CARRIED**

*Note: All members present at the Taupō Airport Authority Committee meeting voted in favour of resolution TAA202402/13 above.*

**6 NGĀ KŌRERO TŪMATAITI | CONFIDENTIAL BUSINESS**

**TAA202402/14 RESOLUTION**

Moved: Cr Yvonne Westerman  
 Seconded: Mr Chris Johnston

**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><b>Agenda Item No: 6.1</b>                      Confirmation of Confidential Portion of Taupō Airport Authority Committee Minutes - 30 October 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, 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>





































































