

ATTACHMENTS

Taupō Airport Authority Committee Meeting

12 August 2024

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Taupō Airport Authority Committee Meeting Minutes

27 May 2024

**TAUPŌ DISTRICT COUNCIL
MINUTES OF THE TAUPŌ AIRPORT AUTHORITY COMMITTEE MEETING
HELD AT THE TAUPŌ AIRPORT, ANZAC MEMORIAL DRIVE, TAUPŌ
ON MONDAY, 27 MAY 2024 AT 10.30AM**

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

IN ATTENDANCE: General Manager Strategy and Environment (W Zander), Acting General Manager Operations and Delivery (T Hale), General Manager Taupō Airport (W Wootton), Senior Solicitor (K Hollman), Airport Operations Manager (K Gard), Finance Business Partner (D Klue, via MS Teams), Senior Committee Advisor (K Watts), Committee Advisor (N Turnbull)

MEDIA AND PUBLIC: Nil

1 KARAKIA

The acting General Manager Operations and Delivery opened and closed the meeting with a Karakia.

2 WHAKAPĀHA | APOLOGIES

TAA202405/01 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 Taupō Airport Authority Committee meeting voted in favour of resolution TAA202405/01 above.

3 NGĀ WHAKAPĀNGA TUKITUKI | CONFLICTS OF INTEREST

Nil

4 WHAKAMANATANGA O NGĀ MENETI | CONFIRMATION OF MINUTES

4.1 TAUPŌ AIRPORT AUTHORITY COMMITTEE MEETING - 12 FEBRUARY 2024

TAA202405/02 RESOLUTION

Moved: Cr Duncan Campbell

Seconded: Mr Chris Johnston

That the minutes of the Taupō Airport Authority Committee meeting held on Monday 12 February 2024 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 TAA202405/02 above.

5 NGĀ RIPOATA | REPORTS**5.1 OPERATIONAL UPDATE**

The Airport Operations Manager summarised the report and answered questions of clarification from the committee. The following key points were noted:

- There were staff at the airport who were trained and equipped to deal with a potential increase in roaming dogs, as the surrounding residential areas were expanding in closer proximity to the airport runway.
- As the residential areas were expanding closer to the airport, it was noted that potential noise complaints would increase, the Airport Operations Manager had met with groups such as the Summerset Retirement Village to provide information and answer questions around noise and flight schedules.
- An automatic security gate had been implemented successfully and was working well.
- Members discussed the possibility of the TAA (Taupō Airport Authority) working with council's infrastructure team to develop waste management strategies for the Airport.

TAA202405/03 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 TAA202405/03 above.

5.2 FINANCE UPDATE

The Finance Business Partner and the Airport General Manager summarised the report and answered questions of clarification from the committee.

TAA202405/04 RESOLUTION

Moved: Cr Yvonne Westerman
Seconded: Cr Duncan Campbell

That the Taupō Airport Authority Committee receives the summary finance report for the period ended 31 March 2024.

CARRIED

Note: All members present at the Taupō Airport Authority Committee meeting voted in favour of resolution TAA202405/04 above.

5.3 STATEMENT OF INTENT (SOI)

The Airport General Manager summarised the report and answered questions of clarification from the committee.

TAA202405/05 RESOLUTION

Moved: Mr Chris Johnston
Seconded: Cr Duncan Campbell

That the Taupō Airport Authority Committee receives the final Statement of Intent for the period 1 July 2024 to 30 June 2027.

CARRIED

Note: All members present at the Taupō Airport Authority Committee meeting voted in favour of resolution TAA202405/05 above.

5.4 CIVIL AVIATION AUTHORITY UPDATE

The Airport General Manager summarised the report and explained to the committee that he was confident the TAA was operating in full compliance with the CAA Rule Parts 100 (safety management) and 139 (airport operation and use).

TAA202405/06 RESOLUTION

Moved: Cr Yvonne Westerman
Seconded: Mr Chris Johnston

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 TAA202405/06 above.

5.5 MASTER PLANNING UPDATE

The Airport General Manager summarised the report and answered questions of clarification from the committee. He advised that the airport management team and council were working towards an appropriate solution for the concerns raised regarding the Taupō District Plan relating to the airport.

TAA202405/07 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 TAA202405/07 above.

5.6 CAPITAL PROJECTS UPDATE

The Airport General Manager summarised the report and answered questions of clarification from the committee. He noted that an update on the apron extension project would be provided at the next meeting.

TAA202405/08 RESOLUTION

Moved: Mr Chris Johnston

Seconded: Mr Chris Grace

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 TAA202405/08 above.

5.7 TENANTS AND LEASES

The Airport General Manager summarised the report and answered questions of clarification from the committee.

TAA202405/09 RESOLUTION

Moved: Cr Duncan Campbell

Seconded: Cr Yvonne Westerman

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 TAA202405/09 above.

5.8 AIRPORT JOINT VENTURE UPDATE

The Airport General Manager summarised the report and answered questions of clarification from the committee. The Airport General Manager advised the committee that he was meeting with the Ministry of Transport regularly to provide updates on airport operations and matters of interest.

TAA202405/10 RESOLUTION

Moved: Cr Duncan Campbell

Seconded: Mr Chris Johnston

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 TAA202405/10 above.

5.9 AERONAUTICAL CHARGES REVIEW 2023 UPDATE

The Airport General Manager advised that the Taupō Airport general aviation charges had been signed off by the Minister of Transport, Hon. Simeon Brown and would be implemented from 1 June 2024 until 31 December 2027.

TAA202405/11 RESOLUTION

Moved: Cr Duncan Campbell

Seconded: Mr Chris Johnston

That the Taupō Airport Authority Committee receives the update on the Aeronautical Charges Review 2023.

CARRIED

Note: All members present at the Taupō Airport Authority Committee meeting voted in favour of resolution TAA202405/11 above.

5.10 LAND SURROUNDING THE AIRPORT - UPDATE ON LAND MANAGEMENT SWAP

The Airport General Manager explained that there were no immediate plans for the TAA to potentially purchase the land to the north of Anzac Memorial Drive as illustrated in the report, and there would likely be a standard condition on the covenant for purchasers relating to the proximity to the airport.

TAA202405/12 RESOLUTION

Moved: Cr Yvonne Westerman

Seconded: Cr Duncan Campbell

That the Taupō Airport Authority Committee receives the update on the land surrounding the airport.

CARRIED

Note: All members present at the Taupō Airport Authority Committee meeting voted in favour of resolution TAA202405/12 above.

5.11 INCORPORATING THE TAUPŌ AIRPORT AUTHORITY

The Airport General Manager explained that the proposal to incorporate Taupō Airport Authority as a legal entity and make changes to the government structure was in the beginning stages. He planned to hold a workshop with council's elected members later in the year to further explain and outline the proposal.

TAA202405/13 RESOLUTION

Moved: Mr Chris Johnston

Seconded: Cr Duncan Campbell

That the Taupō Airport Authority Committee receives the report on the future incorporation of Taupō Airport Authority as a company to operate the Taupō Airport.

CARRIED

Note: All members present at the Taupō Airport Authority Committee meeting voted in favour of resolution TAA202405/13 above.

6 NGĀ KŌRERO TŪMATAITI | 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 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	Plain English reason for passing this resolution in relation to each matter
Agenda Item No: 6.1 Confirmation of Confidential Portion of Taupō Airport Authority Committee Minutes - 12 February 2024	Section 7(2)(a) - the withholding of the information is necessary to protect the privacy of natural persons, including that of deceased natural persons Section 7(2)(h) - the withholding of the information is necessary to enable [the Council] to carry out, without prejudice or disadvantage, commercial activities 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)	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	The confidential minutes contain personal and commercially sensitive business information about the Taupō Airport cafe tenants. The information is not of wider interest to the public, but should be kept in confidence to protect the cafe operators.

Agenda Item No: 6.2 Finance update for period ended 31 March 2024	Section 7(2)(a) - the withholding of the information is necessary to protect the privacy of natural persons, including that of deceased natural persons Section 7(2)(b)(ii) - the withholding of the information is necessary to protect information where the making available of the information would be likely unreasonably to prejudice the commercial position of the person who supplied or who is the subject of the information	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	The financial information is presented at a granular level and includes employee costs, so there is a need to keep the figures confidential to protect the personal privacy of individuals and protect commercial interests.
Agenda Item No: 6.3 Financial Year 2025 Budget	Section 7(2)(a) - the withholding of the information is necessary to protect the privacy of natural persons, including that of deceased natural persons Section 7(2)(b)(ii) - the withholding of the information is necessary to protect information where the making available of the information would be likely unreasonably to prejudice the commercial position of the person who supplied or who is the subject of the information	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	The financial information is presented at a granular level and includes employee costs, so there is a need to keep the figures confidential to protect the personal privacy of individuals protect commercial interests
Agenda Item No: 6.4 Taupō Airport Terminal Café	Section 7(2)(a) - the withholding of the information is necessary to protect the privacy of natural persons, including that of deceased natural persons Section 7(2)(b)(ii) - the withholding of the information is necessary to protect information where the making available of the information would be likely unreasonably to prejudice the commercial position of the person who supplied or who is the subject of the	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	The report includes personal and commercially sensitive business information about the Taupō Airport cafe tenants. The information is not of wider interest to the public, but should be kept in confidence to protect the cafe operators.

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27 May 2024

	information		
Agenda Item No: 6.5 Apron Extension Project	Section 7(2)(a) - the withholding of the information is necessary to protect the privacy of natural persons, including that of deceased natural persons	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	The financial information is presented at a granular level and includes employee costs, so there is a need to keep the figures confidential to protect the personal privacy of individuals and protect commercial interests.

The meeting closed at 12.33pm with a karakia from the acting General Manager Operations and Delivery.

The minutes of this meeting were confirmed at the Taupō Airport Authority Committee Meeting held on 29 July 2024.

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CHAIRPERSON

TAUPŌ AIRPORT
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TE TAUNGA WAKA
RERERANGI O TAUPŌ

Airport Safety Group (ASG) Minutes 15 May 2024

Location: Terminal Meeting Room

Date: Wednesday 15 May 2024

Time: 1400hrs

Facilitator: TAA Safety Manager (Mob: 0274 383891, E-mail steve@taupoairport.co.nz)

Agenda Items:

1. **Attendees** – Steve Petersen (TAA) Mark Funnell, Hamish Funnell, (HSBOP / TTS) Jason Kirkland (Rescue Helicopter) John Funnell, Chris Blyth, Kevin Parker, Jeff Hamilton (Air NZ)
 2. **Via Teams link** – Kim Gard (TAA) Stacey Cunningham (Air NZ) Peter Gordon (CAA) John Winter (Sounds Air)
 3. **Apologies** - Wayne Wootton (TAA), Brendon Todd (Air NZ) Hugh de Lautour (Gliding Club)
 4. **Previous Minutes** – Accepted as a true and correct record.
 5. **Matters arising** - None
 6. **Open items from previous Taupo Airport Safety Group minutes.**
 - Joining Overhead (Initial 12/03/12 Mtg Ref 9.6) No change.
Item: Open
 - Transponder Mandatory Airspace. No change
Item: Open
 - Taupo Circuit procedures including Aeronautical Review. No change.
Item: Open
 - Helicopter Western FATO update on meeting outcomes – It was agreed no further action is required. TAA General Manager progressing land swap with Taupo District Council, boundary fence to be relocated to remove risk for helicopter movements.
Item: Open
 - L460 Change to User Agency – Land owner permissions were not successful therefore L460 has been revoked by CAA. Rescue heli training ops requires low-level flying areas for helicopter training, other land parcels were discussed. CAA Rep emphasized CAA's rule enforcing land owner permission and also noted CAA will retain the 500ft rule in terms of the safety buffer.
Item: Closed
 - OLS – Aeronautical Study by Mike Haines (Botanic Gardens and Landcorp Trees) – TAA is aware of trees encroaching on the OLS to the north of the airfield. Discussions with the landowner have prompted recommendations which will be tabled at the next TAA Committee meeting.
Item: Open
- New items**
- DVOR Works Programme – Site assessment works will commence in late May before the construction phase. Access will be via the F taxiway and eastern boundary fence access gate.
Item: Open
 - Proposed apron extension 2024 – Currently in the procurement phase with funding secured providing the project is completed this calendar year 2024. Significant cracking is present on the northern apron. TAA engaged with an aviation consultant for advice on the pavement. Core

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drilling has commenced to ascertain the status of asphalt. These findings will be presented at the next TAA Committee meeting including a surface treatment plan and associated costs.

The project works to be communicated with Air NZ / Sounds Air.

Item: Open

- Wildlife Control – Wild pigs have been sighted to the north of the runway. The wildlife plan was implemented and control measures are in place to eradicate the pigs.

Item: Open

- Apron Taxi Speed – Observed aircraft apron speeds must be reduced from a safety perspective. TAA to monitor.

Item: Open

7. Correspondence

Inward: CAA email 03 May Permanent withdrawal of L460

Outward: Email to CAA re progress on Aeronautical Review items from TAA

Active Hazards & Incidents – Risk register updated to capture procedures in the event of a volcanic eruption and overall ESCC and TAA around response and readiness. Also included in the Risk Register was seismic activity and events, which is well covered in the TAA's exposition and the flow on effects of natural weather phenomenon, as was experienced during cyclone Gabrielle in 2023.

8. NZAIP

9. **General Business** - A questioned was raised re the no rotorcraft operations on the grass runway 10/28.

Members of the ASG explained why the local rule was in place to prevent conflict with canopies.

The ASG discussed the continued use of L468 to the south of the aerodrome by local operators, post deregistration of L460 by the CAA. AirNZ raised the inclusion of taxiway C added to the AIP in terms of light aircraft not using these taxiways when runway 17/35 is in use. Safety Manager to follow up as the AIP already includes this point. Ops Manager mentioned noise complaints were on the increase with housing intensification moving closer to the extended centre line of R17/35. Protection around the airport is to be included in the Taupo District Council district plan in terms of noise and the OLS. A member initiated discussion on the western helicopter lane, which may not be viable in the future due to extensive housing developments. The group agreed it was preferable to utilise the main runway as a viable alternative.

10. Next meeting

- **Date:** 14 Aug 2024
- **Time:** 1300
- **Venue:** Terminal Meeting Room

11. Meeting Closed at 1515 (Time)

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ASG Meeting - Incidents / Risks 15 February - 07 May 2024

NEW INCIDENTS

00000148	Runway incursion by light aircraft reported	Airside	Nil event all aircraft were communicating with each other
00000149	2 dogs observed, moved down the grass runway, the towards 5ml bay area	Airside	Unable to track down dogs.
00000150	Disabled toilet lock issue	Terminal	Lock replaced
00000151	HVAC water bladder burst flooding terminal back of house	Terminal	Remedial work carried out. TAA working with contractors.
00000152	Unplanned power outage	Landside	Emergency generator activated. Required remedial works.
00000153	Pigs observed crossing grass area north of R35	Airside	Culling programme in place.

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New Risks

Number	Date	Site	Risk Statement	Residual risk level	Risk treatment plan
Filter By Nu...	Filter By Date	Filter By Site	Filter By Risk Statement	Filter By Residual ri...	Filter By Risk treatment plan
00000033	19/03/2024	Taupo Airport	Volcanic activity or eruption affect on ability to maintain operations	High (7)	Nil TAA actions availalbe to lower eruption risk Work with Civil Defense, CAA and Airways
00000034	19/03/2024	Taupo Airport	Seimic activity affect on ability to maintain operations	High (7)	TAA can only affect minor treatments post event Assessw damage to airport infrastructure NOTAM
00000035	19/03/2024	Taupo Airport	Significant weather events impact on Taupo Airports facilities	Medium (6)	Nil prior event treatment always available. If possible secure loose items and advise aerodrome community Post event treatment dependant on possible damage

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TAUPŌ AIRPORT



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SUMMARY FINANCE REPORT

SUMMARY FINANCE REPORT –PERIOD ENDING 30 June 2024**Statement of Financial Performance**
For 12 months ending 30 June 2024

	YTD Actual 30/06/24	YTD Budget (SOD) 30/06/24	YTD Var to Budget	YTD Actual Last Yr	YTD Var to Last Yr
\$ 000					
Total Operating Revenue	1,275	1,191	84	596	679
Employee Expenses	275	276	1	266	(10)
Total operating expenditure	766	718	(48)	484	(282)
Operating surplus/(deficit) before depreciation & taxation	234	197	37	(153)	387
Depreciation, Amortisation & Impairment	499	493	(6)	344	(155)
Operating surplus/(deficit) before taxation	(265)	(296)	31	(498)	233
Income tax credit	-	83	(83)	147	(147)
Operating surplus/(deficit) after taxation	(265)	(213)	(52)	(351)	85

Statement of Financial Position
as at 30 June 2024

	As At 30/06/24	Last Yr 30/06/23
\$ 000		
Total Equity	21,590	21,049
Total current assets	374	377
Total non-current assets	23,271	23,462
Total Assets	23,646	23,839
Total current liabilities	552	1,283
Total non-current liabilities	1,504	1,507
Total Liabilities	2,056	2,790
Net Assets	21,590	21,049

Statement of Cashflows
Statement of Financial Performance

	YTD Actual 30/06/24	YTD Actual Last Yr
\$ 000		
Cashflows from Operations	25	(277)
Cashflows from Investing	(937)	(3,589)
Cashflows from Financing	806	834
Net Increase (decrease) in cash held	(106)	(3,033)
Add Cash at start of year	293	3,326
Cash & cash equivalents at end of period	187	293

Finance Business Partner

5 August 2024