



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

Date:	Monday, 24 February 2025
Time:	1.30pm
Location:	Taupō Airport ANZAC Memorial Drive Taupō

AGENDA

MEMBERSHIP

Chairperson	Mr Chris Johnston
Deputy Chairperson	Cr Yvonne Westerman
Members	Cr Duncan Campbell Mr Chris Grace Mayor David Trewavas
Quorum	3

**Julie Gardyne
Chief Executive**

Order Of Business

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4.1 TAUPŌ AIRPORT AUTHORITY COMMITTEE MEETING - 2 DECEMBER 2024

Author: Shainey James, Governance Quality Manager

Authorised by: Nigel McAdie, Legal and Governance Manager

NGĀ TŪTOHUNGA | RECOMMENDATION(S)

That the minutes of the Taupō Airport Authority Committee meeting held on Monday 2 December 2024 be approved and adopted as a true and correct record.

NGĀ TĀPIRIHANGA | ATTACHMENTS

1. Taupō Airport Authority Committee Meeting Minutes - 2 December 2024

5.1 OPERATIONS UPDATE

Author: Wayne Wootton, General Manager Taupō Airport

Authorised by: Warrick Zander, General Manager Strategy and Environment

TE PŪTAKE | PURPOSE

For the Taupō Airport General Manager to provide the Taupō Airport Authority (TAA) Committee with an operational update.

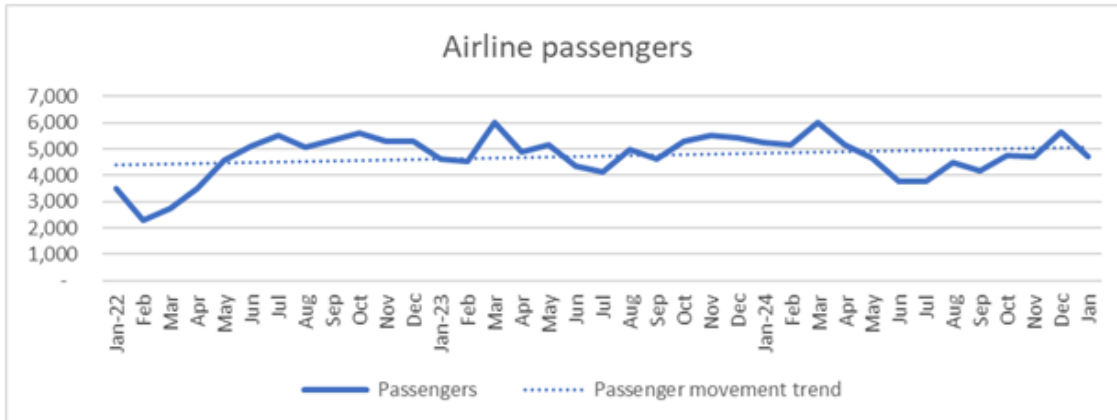
NGĀ KŌRERORERO | DISCUSSION**Operations update**

There will be a verbal briefing given to members at the meeting to include the following:

- The new water mains project, facilitated by Taupō District Council, is in the final stages of the completion phase. Prior to the new mains coming into service, two shutdowns will be required. These will be after business hours and will be communicated with those affected on the aerodrome.
- Originair's inaugural flight between Wellington and Taupō was scheduled for 17 February 2025. Planning is in progress around operational facilitation, staff training for ground handling and marketing strategies.
- UAV (drone) applications – Taupō Airport Authority (TAA) continues to work closely with AirShare to streamline processes and currently two months into the trial phase.
- Airport Safety Group meeting was due to be held on 12 February 2025 – minutes of the meeting will be available for distribution at the Committee meeting.
- Following approval by the TAA Committee at the December 2024 meeting, parking charges at the airport were revised as Management's recommendations, with the increase effective from 6 January 2025.
- Removal of three gum trees to landside has been carried out with the timber being distributed to the aerodrome community.
- The annual Airport User Group meeting was held on 9 December 2024 in the Aeroclub rooms at the airport.
- An inspection at Tūrangi aerodrome was completed by Management on 30 January 2025. This will be the final inspection undertaken by TAA prior to the Council land lease expiring on 27 February 2025.

Passengers and aircraft movements

Passenger numbers per month (January 2022 to December 2024)



December was a good month for travellers through the terminal as a result of the Ironman World Championships. Air New Zealand added extra flights and carried almost an additional 1,000 passengers compared with November.

Members will be aware Sounds Air Travel and Tourism withdrew their air service from Taupō to Wellington at the end of 2024 due to declining passenger numbers and having to consolidate their operations.

Management has been working hard to secure another airline to operate the service and has been successful in working with Nelson-based Originair for an alternative link to the capital. The return service is scheduled to commence on Monday 17 February and will initially operate three days per week on Monday, Wednesday and Friday utilising the airline’s 18 seater British Aerospace Jetstream aircraft.

The service is timed to link into their Wellington to Nelson flight creating an ability to fly from Taupō to Nelson and return on the same aircraft.

The new service is for a trial period of six months and, if the demand is sufficient, the service could be extended to operate six days per week.

WHAKAKAPINGA | CONCLUSION

It is recommended that the Committee receives the Airport Operations Update.

NGĀ TŪTOHUNGA | RECOMMENDATION(S)

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

NGĀ TĀPIRIHANGA | ATTACHMENTS

Nil

5.2 FINANCE REPORT FOR THE PERIOD ENDED 31 DECEMBER 2024

Author: Wayne Wootton, General Manager Taupō Airport

Authorised by: Warrick Zander, General Manager Strategy and Environment

TE PŪTAKE | PURPOSE

To receive the summary finance report for the period ended 31 December 2024.

WHAKAKAPINGA | CONCLUSION

It is recommended that the Committee receives the finance report from the General Manager.

NGĀ TŪTOHUNGA | RECOMMENDATION(S)

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

NGĀ TĀPIRIHANGA | ATTACHMENTS

1. Finance Report for the Period Ended 31 December 2024

5.3 APPROVAL AND ADOPTION OF THE INTERIM 6 MONTH FINANCIAL STATEMENTS TO 31 DECEMBER 2024

Author: Danielle Klue, Finance Business Partner

Authorised by: Jeanette Paenga, Finance Manager

TE PŪTAKE | PURPOSE

To approve and adopt the interim 6-month Financial Statements to 31 December 2024.

NGĀ KŌRERORERO | DISCUSSION

The 6-monthly report is an accountability document required under section 66 of the Local Government Act 2002. The report must be delivered to shareholders within two months after the end of the half-year and must contain information required by the Taupō Airport Authority (TAA)'s Statement of Intent.

Council will publish the half yearly report on their website.

WHAKAKAPINGA | CONCLUSION

The Committee is asked to approve and adopt the 6-month Financial Statements to 31 December 2024.

NGĀ TŪTOHUNGA | RECOMMENDATION(S)

That the Taupō Airport Authority Committee approves and adopts the Interim 6-month Financial Statements to 31 December 2024.

NGĀ TĀPIRIHANGA | ATTACHMENTS

1. Introduction to the Taupō Airport Authority 6 month financial statements to 31 December 2024
2. Taupō Airport Authority 6 month financial statements to 31 December 2024

5.4 TAUPŌ AIRPORT AUTHORITY DRAFT STATEMENT OF INTENT 2025 - 2028

Author: Wayne Wootton, General Manager Taupō Airport

Authorised by: Warrick Zander, General Manager Strategy and Environment

TE PŪTAKE | PURPOSE

This item is for the Committee to receive and approve the draft Statement of Intent for the period 1 July 2025 to the 30 June 2028.

NGĀ KŌRERORERO | DISCUSSION

The Draft Statement of Intent 1 July 2025 to 30 June 2028 is attached.

WHAKAKAPINGA | CONCLUSION

It is recommended that the Committee approves the Taupō Airport Authority Draft Statement of Intent 1 July 2025 to 30 June 2028.

NGĀ TŪTOHUNGA | RECOMMENDATION(S)

That the Taupō Airport Authority Committee receives and approves the Draft Statement of Intent 1 July 2025 to 30 June 2028.

NGĀ TĀPIRIHANGA | ATTACHMENTS

1. TAA Draft Statement of Intent 2025-2028

5.5 TAUPŌ AIRPORT AUTHORITY CAPITAL PROJECTS UPDATE

Author: Wayne Wootton, General Manager Taupō Airport

Authorised by: Warrick Zander, General Manager Strategy and Environment

TE PŪTAKE | PURPOSE

For the General Manager Taupō Airport to provide a capital projects update to the committee.

NGĀ KŌRERORERO | DISCUSSION**Apron extension**

The apron extension project consists of the construction of a 3,100 square metre extension with asphalt surfacing to the existing apron, complete with ground lighting and revised aircraft guidance markings to the new and existing apron areas.

Upgraded and additional floodlighting has previously been installed during the terminal redevelopment.

The contract was awarded to Fulton Hogan Ltd and also included some minor reconstruction on the main apron, surfacing to the fuelling area and some upgraded drainage works. Substantially completion was made by mid-January 2025 and the final costs will be within the budget of \$1.6m.

The following is to be noted:

- While initial asphalt testing proved to be unsatisfactory due to bitumen content, further tests in early January by the contractor were satisfactory and AECOM gave the go-ahead for the surfacing.
- The asphalt was laid over two days utilising Fulton Hogan's Hamilton asphalt plant. This did have some logistical problems as the trucks could only carry out one return journey on each day – 17 trucks were used during the surfacing and Fulton Hogan doubled up on plant at the airport in case of breakdown.
- Airways above ground lighting (AGL) has been installed, although three lights are yet to arrive from Australia and these will be fitted by mid-February 2025. In the meantime, the installed lights meet Airways safety requirements.
- The coring for the AGL light fixtures has been used as part of the core sample testing for the final construction.
- Timber sleeper barriers that were used around the construction site during the works have been repurposed to delineate the new general aviation parking on the grassed area to the south of the new section of apron.
- Whilst the hydroseeding process was effective for dust mitigation, the grass seed did not strike due to the dry summer. Taupō Airport Authority will prepare and reseed in the autumn when conditions are more favourable.
- The site used as a borrow pit has been levelled and grass seeded.
- Line markings have been completed on the new section of apron and the gate number will be added when the remaining apron markings are completed post the apron surface treatment.
- Updated Global Positioning System (GPS) coordinates of all the gates will be provided to Aero Path for publication.
- The apron extension is open for use and all Notices to Airmen (NOTAMs) have been cancelled.

The apron extension project was deemed as Stage 3 of the airport redevelopment with the construction of the terminal building and car park as Stages 1 and 2.

To enable Taupō District Council to claim the final tranche of Government funding through the provincial growth fund, the project had to be completed by the end of January 2025. Council is now in consultation with the Ministry of Business, Innovation and Employment (MBIE) regarding the completion of the overall airport redevelopment works and release of the full funding amount.

Apron surface treatment

Members have previously been advised that there is a project in the current financial year to surface treat the northern apron due to surface cracking, in particular around the vicinity of the commercial aircraft turning areas. Cracking also exists on the southern apron but not to the same extent.

Management has been working on a solution to apply a proprietary surface treatment following localised sealing of the more extensively cracked areas. The surface treatment would extend the apron life by between five and eight years and consists of a coating to the surface with a flexible membrane which seals the surface and creates a waterproof layer.

Following advice from the Ministry of Transport that their funding for the northern apron could be extended to also part-fund the southern apron, management has decided to let the surface treatment to the whole of the apron area (16,000 square metres) out to tender as one contract and has received three quotes for the works. Discussions are ongoing with the preferred contractor and it is anticipated that a contract will be signed and the works programmed for March 2025 before the onset of the winter period.

Committee members will be updated in due course.

Boundary fencing

A project has been established to commence a rolling programme for the airport boundary fence replacement and installation of upgraded security gates. The works are being co-funded with the Ministry of Transport in accordance with the terms of the Joint Venture Deed.

The first phase will be fencing works to the southern boundary and the installation of a new automatic vehicular gate to give access from landside to airside via the southern apron. This has now commenced with ground preparations in progress and is due to be completed by April 2025.

WHAKAKAPINGA | CONCLUSION

It is recommended that the Taupō Airport Authority Committee receives the capital projects update.

NGĀ TŪTOHUNGA | RECOMMENDATION(S)

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

NGĀ TĀPIRIHANGA | ATTACHMENTS

Nil

5.6 DISTRICT PLAN NOTICE OF REQUIREMENT

Author: Wayne Wootton, General Manager Taupō Airport

Authorised by: Warrick Zander, General Manager Strategy and Environment

TE PŪTAKE | PURPOSE

To receive an update on District Plan requirements as they relate to Taupō Airport.

NGĀ KŌRERORERO | DISCUSSION

Members will be aware from previous discussions that the operative Taupō District Plan does not explicitly recognise the Airport which could potentially have an impact as future operations, activities and effects of the Airport may not be adequately considered and provided for under the existing provisions.

In particular there is an omission in relation to the safety requirements for preventing the penetration of the associated obstacle limitation surfaces in connection with aircraft arrivals and departures.

Following extensive work with planning and aviation specialists to review the airport noise contours (with a forecast 30-year horizon) and confirming the obstacle limitation surfaces, a notice of requirement and private plan change is to be lodged with Council to the District Plan during February 2025.

The purpose is to set in place an appropriate and efficient planning method within the Taupō District Plan. This will provide for the ongoing use and development of the Airport land and infrastructure whilst seeking to provide recognition and controls in the Plan in a way that appropriately recognises the specific development and operational needs of a regional Airport.

This includes:

- Monitoring requirements on aircraft noise and allowing the Airport to make changes without asking the Council for permission
- The imposition of Obstacle Limitation surfaces controls on all surrounding land uses
- Imposes the necessity for insulation and noise reduction requirements to residential dwellings within the outer control noise boundary
- Prevents reverse sensitivity issues

Members will be updated on progress.

WHAKAKAPINGA | CONCLUSION

It is recommended that the Committee receives the update.

NGĀ TŪTOHUNGA | RECOMMENDATION(S)

That the Taupō Airport Authority Committee receives the District Plan notice of requirement update.

NGĀ TĀPIRIHANGA | ATTACHMENTS

Nil

5.7 REGIONAL INFRASTRUCTURE FUND

Author: Wayne Wootton, General Manager Taupō Airport

Authorised by: Warrick Zander, General Manager Strategy and Environment

TE PŪTAKE | PURPOSE

To receive an update on the regional infrastructure fund.

NGĀ KŌRERORERO | DISCUSSION

Members will be aware that discussions have taken place with the Ministry of Business, Innovation and Employment (MBIE)'s Kānoa team regarding proposals for consideration under the Government's regional infrastructure funding scheme.

These proposals do not have to necessarily be fully developed but there is a need to know who might be seeking support and a rough order project cost.

To date there has not been much response, however, management has been informed that projects are still being considered.

Members will be updated on progress.

WHAKAKAPINGA | CONCLUSION

It is recommended that the Committee receives the update.

NGĀ TŪTOHUNGA | RECOMMENDATION(S)

That the Taupō Airport Authority Committee receives the regional infrastructure fund information.

NGĀ TĀPIRIHANGA | ATTACHMENTS

Nil

5.8 PROPOSED LAND SUBDIVISION AT TAUPŌ AIRPORT

Author: Wayne Wootton, General Manager Taupō Airport

Authorised by: Warrick Zander, General Manager Strategy and Environment

TE PŪTAKE | PURPOSE

To receive an update about proposed land subdivision at the Taupō airport.

NGĀ KŌRERORERO | DISCUSSION

There is an area of land at the airport, known as Lot 16 and shown on the attached plan, which has been earmarked for light industrial development by the Taupō District Council property team as part of a region-wide Council project. Capital works were carried out mid-2023 with stormwater retention improvements and the intention is that Council will subdivide the land and sell for development within the next three years.

Currently there are three leased sites within Lot 16 (situated on the eastern side of the stub access off ANZAC Memorial Drive and denoted as sites 50, 51 and 52) that are managed by the property team. However, it would make sense that, as these tenants are aviation related (helicopter operations), Taupō Airport Authority would be best suited to adopt their management.

Members will recall from the strategy session held in November 2023 that this area of land is also critical for airport development and that the draft 2020 Airport Master Plan outlined the area as suitable for heliport expansion – see attached extract.

Management has been working with the Council's property and legal teams over the past 12 months and an agreement has been reached, whereby, the land will be subdivided into Lots 1 and 2 with Council retaining Lot 1 for future development and Lot 2 coming under Taupō Airport Authority's jurisdiction, with the existing tenants being transferred to and managed by the airport – see attached layout of the subdivision of Lot 16.

Note there is also a Lot 3 which relates to vesting on deposit for road in Taupō District Council.

The agreement for subdivision and management has been drafted by Council's legal team and is waiting to be signed by both parties (Council and the Taupō Airport Authority).

A copy of the airport lease sites is also attached for reference.

WHAKAKAPINGA | CONCLUSION

It is recommended that the Committee receives the information.

NGĀ TŪTOHUNGA | RECOMMENDATION(S)

It is recommended that the Taupō Airport Authority Committee receives the land subdivision information.

NGĀ TĀPIRIHANGA | ATTACHMENTS

1. Taupō Airport Lot 16
2. Extract from 2020 Airport Master Plan
3. Subdivision of Lot 16 into Lots 1 and 2
4. Taupō Airport Lease Sites

5.9 TAUPŌ AIRPORT AUTHORITY CORPORATISATION

Author: Wayne Wootton, General Manager Taupō Airport

Authorised by: Warrick Zander, General Manager Strategy and Environment

TE PŪTAKE | PURPOSE

To receive an update from the General Manager about progress investigating corporatisation of the Taupō airport.

NGĀ KŌRERORERO | DISCUSSION

Members will recall the strategy session held in November 2023 and the 30-year horizon roadmap that was drafted for the airport.

The roadmap listed 10 opportunities that were prioritised as follows:

NOW

- Airport land management
- Airport designation
- Joint Venture Deed
- Airport Master Plan

NEXT

- Legal entity
- Business development
- Premium charter airport

LATER

- Taupō as a major tourist destination
- Future connectivity
- Crown buy out

As can be seen from the list, the airport as a legal entity was prioritised as an opportunity but not necessarily an urgent subject.

However, to keep the idea moving, a workshop was held at the end of October 2024 for the purpose of presenting to elected members the idea to change the Taupō Airport Authority from a standing Committee of Council to a legal entity that would manage the full operations of the airport.

It was understood that no decision would be made at the time, instead the purpose was to provide Council with an overview of current conditions and future aspirations.

Following the workshop and as an initial stage, management was asked to seek legal advice on corporatisation to ascertain what sort of entity would be most suitable and the process that would be involved in establishing the entity.

Therefore, management has been working with lawyers Ford Sumner who have been engaged to offer legal advice. Ford Sumner are experienced in both aviation and Local Government and represent the New Zealand Airports Authority on various matters.

The first stage of the engagement is purely advisory, with the lawyers advising on the various entities, recommending the best fit and how that entity may be comprised and governed. Stage two would involve forming the new entity and engaging with the relevant stakeholders to consult/obtain all required consents.

Management will update members at the meeting following the stage 1 advice which is due mid-February.

WHAKAKAPINGA | CONCLUSION

It is recommended that the Committee receives the update.

NGĀ TŪTOHUNGA | RECOMMENDATION(S)

That the Taupō Airport Authority Committee receives the Taupō Airport Authority corporatisation update.

NGĀ TĀPIRIHANGA | ATTACHMENTS

Nil

5.10 TŪRANGI AERODROME

Author: Wayne Wootton, General Manager Taupō Airport

Authorised by: Warrick Zander, General Manager Strategy and Environment

TE PŪTAKE | PURPOSE

To receive an update about the Tūrangi aerodrome.

NGĀ KŌRERORERO | DISCUSSION

Members will recall that questions have previously been raised regarding the leasing arrangements of the Tūrangi aerodrome. Taupō District Council leases the land from Te Kotahitanga o Ngāti Tūwharetoa (TKNT) with the Tūrangi Aero Club sub-licencing part of the land from the Council – the head lease has a final expiry date of 28 February 2025.

It had been assumed that Taupō Airport Authority (TAA) only had an involvement to undertake quarterly inspections to ensure that the airfield is safe from an operational perspective and that the airfield is maintained by Council who carries out scheduled regular grass mowing.

However, it has recently been established that TAA is also the named operator of the non-certificated aerodrome. This means that TAA and management have wider responsibilities and are answerable to the Civil Aviation Authority for any issues that contravene aerodrome operational compliance.

As an urgent matter during December 2024, a workshop was held with elected members at which both airport management and the Council Property team presented.

It was evident that councillors were unaware of the responsibility and liability from a CAA compliance perspective that comes from operating a remote aerodrome with no visibility or jurisdiction over the day-to-day management.

The situation has arisen through no fault of the Council and elected members expressed the view that it would not be appropriate to try and extend the lease past its final expiry date of 28 February 2025. It was generally believed that Council should remove itself from the situation and allow the owners to do whatever their aspirations were with the land.

Having been made aware of the situation, elected members felt that they could not ask Council officers and TAA management to carry any risks that they were not comfortable with and had a strong desire to cease involvement as soon as possible.

Management is currently working with the Civil Aviation Authority and has given the required notice to deactivate the aerodrome as from 27 February 2025.

WHAKAKAPINGA | CONCLUSION

It is recommended that the Committee receives the update.

NGĀ TŪTOHUNGA | RECOMMENDATION(S)

That the Taupō Airport Authority Committee receives the update about the Tūrangi aerodrome.

NGĀ TĀPIRIHANGA | ATTACHMENTS

Nil

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 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	Plain English reason for passing this resolution in relation to each matter
<p>Agenda Item No: 6.1 Confirmation of Confidential Portion of Taupō Airport Authority Committee Minutes - 2 December 2024</p>	<p>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 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)</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>The confidential portion of the minutes of the Taupō Airport Authority Committee meeting held on 2 December 2024 contain summaries of discussions about the Ministry of Transport Joint Venture and potential commercial activities and negotiations relating to regional connectivity. The minutes are retained in confidence because discussions about these matters are ongoing.</p>

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]*.