



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

Date:	Monday, 28 April 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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2	Whakapāha Apologies	
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4.1 TAUPŌ AIRPORT AUTHORITY COMMITTEE MEETING - 24 FEBRUARY 2025

Author: Shainey James, Governance Quality Manager

Authorised by: Nigel McAdie, Legal and Governance Manager

NGĀ TŪTOHUNGA | RECOMMENDATION(S)

That the public and confidential portions of the minutes of the Taupō Airport Authority Committee meeting held on Monday 24 February 2025 be approved and adopted as true and correct records.

NGĀ TĀPIRIHANGA | ATTACHMENTS

1. Taupō Airport Authority Committee Meeting Minutes - 24 February 2025
2. Taupō Airport Authority Committee Meeting Minutes - 24 February 2025 - confidential

5.1 PUBLIC FORUM

Author: Wayne Wootton, General Manager Taupō Airport

Authorised by: Warrick Zander, General Manager Strategy and Environment

TE PŪTAKE | PURPOSE

To receive comments from members of the public on matters specified on this agenda or, if time permits, on other Committee matters.

NGĀ KŌRERORERO | DISCUSSION

Standing Orders provide for a period of up to 30 minutes to be made available at the start of meetings for members of the public to bring matters to the attention of the Taupō Airport Authority Committee. Any issue, idea or matter raised in public forum must fall within the Group's terms of reference.

Speakers can speak for up to 5 minutes. Where the number of speakers presenting in the public forum exceeds 6 in total, the chairperson has discretion to restrict the speaking time permitted for all presenters. Members of the public wishing to address the Group during public forum should register at least one clear day before the meeting by emailing publicforum@taupo.govt.nz.

No debate or decisions will be made at the meeting on issues raised during the forum unless related to items already on the agenda. Items not on the agenda may only be discussed if the matter is minor in nature and the procedures set out in Standing Order 9.13 are followed. A meeting may deal with (i.e. make a resolution in respect of) an item of business not on the agenda only if the procedures set out in Standing Order 9.12 are followed.

The relevant extracts from Standing Orders are **attached**.

WHAKAKAPINGA | CONCLUSION

It is recommended that the Taupō Airport Authority committee receives comments from members of the public.

NGĀ TŪTOHUNGA | RECOMMENDATION(S)

That the Taupō Airport Authority Committee receives comments from members of the public.

NGĀ TĀPIRIHANGA | ATTACHMENTS

1. Extracts from Standing Orders 2022-2025

5.2 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.

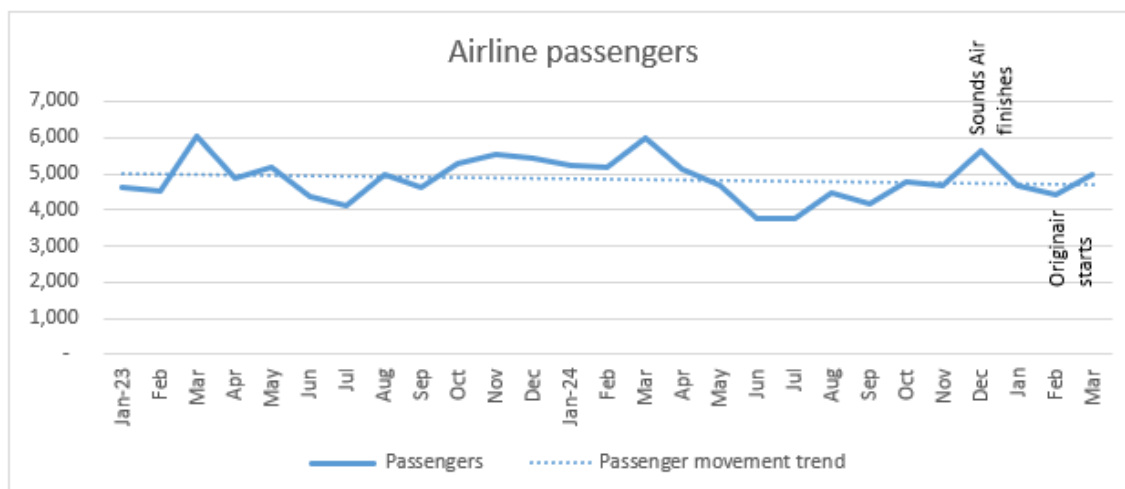
NGĀ KŌRERORERO | DISCUSSION**Operations update**

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

- Council's water mains project which consisted of the rerouting of the existing Airport service has been completed including tidy-up works and grassing of areas affected.
- The terminal automated door near the check-in counters has had an issue with the sliding doors making a grinding noise when opening and closing. The carriage wheel has been replaced which has alleviated the issue.
- As per the Airport Management Action Plan and in compliance with the Airport's Aerodrome Operating Certificate, an Obstacle Limitation Survey is due during 2025 and has been budgeted for in the forthcoming financial year.
- TAA management has been advised of a wasp nest by a tenant on a landside area adjacent to the fence line. A local pest control company has been contacted, and the nest has been removed.
- The power amperage for one of the terminal electricity circuits has been increased as the hand dryers in the toilet block kept tripping the power when in use. This has cured the issue.
- TAA management is working with the Council's risk advisor on the Taupō Airport's business continuity plan. This exercise is capturing all of the business units across the Council.
- The quarterly aerodrome inspection was completed on 10 March 2025. It was noted that the pilot gate at the aeroclub was not latching correctly, and this has been raised with the aeroclub for action. Further items that were raised during the inspection are dealt with as part of other reports in the agenda.
- The Emergency Services Coordinated Committee meeting was held on 18 March 2025 and was attended by TAA management.
- The annual TAA management review was conducted on 2 April.
- The Airport's operating exposition suite has been fully reviewed by TAA management and all three manuals will be reissued in conjunction with the review. Digital copies will be forwarded to recipients according to the distribution lists.

Passengers and aircraft movements

Passenger numbers per month (January 2023 to March 2025)



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.

Following successful discussions between management and Nelson-based airline Originair, a new six-month trial service between Taupō and Wellington commenced on Monday 17 February. The new service is currently operating 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 the airline's flights from Wellington to Nelson and Westport creating two links into the South Island. The service into Nelson is on the same aircraft with a 30 minute transit time in Wellington.

Management recently met with Originair's Chief Financial Officer and was informed that the service is going as expected with loadings looking good for a new start-up operation and that the opportunity to expand the service to more than three days per week with a possible change in timings is being explored.

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

5.3 FINANCE REPORT FOR THE PERIOD ENDED 28 FEBRUARY 2025

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 28 February 2025.

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 28 February 2025.

NGĀ TĀPIRIHANGA | ATTACHMENTS

1. Finance Report for the period ended 28 February 2025
2. Statement of Financial Performance for the period ended 28 February 2025

5.4 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 project to construct a 3,100m² extension with asphalt surfacing to the existing apron, complete with ground lighting and revised aircraft guidance markings, has been completed within budget and more or less on time. The work was carried out by Fulton Hogan Limited with Airways New Zealand installing new electric cabling and apron edge lighting.

The new aircraft parking area (Gate 5) is being utilised by the larger jet charter traffic with Gate 4 now being reserved for smaller aircraft.

There is still some tidy-up required to the grassed areas surrounding the extension which will be carried out by the Airport's ground maintenance contractor in due course.

Apron surface treatment

Another major project was also completed in mid-March – the surface treatment to the northern and southern apron areas along with taxiway Delta.

The project was carried out by HEB Construction and consisted of crack sealing to the existing surface followed by a two-coat surface treatment with a proprietary product called SteelGuard XL to an area of approximately 16,000m². The treatment coats the area with a flexible membrane, sealing the surface and creating a waterproof layer – the surface treatment should extend the life of the apron by between five and eight years.

The project was completed on budget but ran over on time due to mechanical breakdown of the contractor's plant and equipment.

Following this work, the whole apron was remarked with a new design for aircraft guidance, parking and to improve clearances. There are now five aircraft stands with Gates 1 and 2 for commercial traffic, Gate 3 for smaller itinerant aircraft and Gates 4 and 5 for the jet charters.

The Ministry of Transport has agreed to fund 50% of the works as it is deemed to be essential for compliance with the Airport's Aerodrome Operator Certificate.

Reconstruction of the Jet A1 refuelling area

A third apron project has also been completed during the apron extension works – the reconstruction of the aircraft parking area to the northern Jet A1 fuelling area.

This was completed at this time to take advantage of the contract rates for the apron extension and, with the contractor already established on site, realised an approximate 30% saving on a standalone project.

The Ministry of Transport has agreed to fund 50% of the works as it is deemed to be essential for compliance with the Airport's Aerodrome Operator Certificate.

All three projects have been rolled into one larger project called the Taupō Airport Apron Redevelopment Works and will be submitted to the 2025 New Zealand Airports Association airport awards later in the year.

Boundary fencing

The first stage of a three-year rolling programme to renew the Airport boundary fence and installation of upgraded security gates has been completed. This stage was to replace the southern boundary fence and also install a new automatic vehicular gate to give controlled access from landside to airside onto the southern apron.

The southern boundary fence is a shared boundary, being jointly owned by TAA and Taupō District Council (TDC), and an agreement was reached with each owner paying an equal share for the works.

Due to the contractor encountering rock when excavating fence post holes the initial quote increased, however, both TAA and TDC accepted the additional costs.

The Ministry of Transport has agreed to fund 50% of the TAA's costs as it is deemed to be essential for compliance with the Airport's Aerodrome Operator Certificate.

Even though Taupō Airport is not designated as a Tier 2 airport under Civil Aviation Authority rules, with the new security gate being installed and the fencing and controlled access work previously carried out when the new terminal was constructed, the Airport is working towards Tier 2 security status in the vicinity of the terminal. A Tier 2 airport is one with enhanced security and Aviation Security introduced measures a few years ago to improve security in the vicinity of the terminal including passenger screening. The idea was that aircraft with 30 seats or more would require the passengers to be screened prior to boarding, however, as Taupō at the time only had 19-seater aircraft, the airport was not included and was classed as a Tier 3 airport.

If screening was to be introduced in the future and with Taupō having 50-seater aircraft, we would need to introduce the addition security measures. The new terminal had been designed with screening being a possibility, so it made sense to also upgrade the fencing to Tier 2 standards as well. We also considered this to be essential to control and prevent unauthorised access to the apron now that we have a larger number of private jet charters at the airport.

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

5.5 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.

A notice of requirement and private plan change has now been lodged with Council to the District Plan to cover forecasted aviation growth over the next 30 years.

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.

The lodgement was submitted on 25 February 2025 and will be subject to public consultation.

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

5.6 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

Members will recall from the February 2025 Committee meeting that management has been working with the Taupō District Council (TDC) Property and Legal teams over the past 12 months to reach an agreement to subdivide an area of land at the Airport.

The TDC Property team currently administers existing aviation tenants who will be transferred to and be managed as part of the Airport's portfolio.

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

Members will be updated on progress.

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

Nil

5.7 MINISTRY OF TRANSPORT JOINT VENTURE

Author: Wayne Wootton, General Manager Taupō Airport

Authorised by: Warrick Zander, General Manager Strategy and Environment

TE PŪTAKE | PURPOSE

To receive information about the Joint Venture.

NGĀ KŌRERORERO | DISCUSSION

Taupō Airport Authority (TAA) is the name given to the Joint Venture (JV) relationship between Taupō District Council (TDC) and the Ministry of Transport (MoT), representing the New Zealand Government, under a Deed drafted in 1973. Each partner has a 50% share in the JV and TAA is entrusted to manage the Airport operations on behalf of the JV partners.

There are five JV airports:

- Taupō
- Westport
- Whakatāne
- Whanganui
- Whangārei

The Ministry had signalled that the agreements with all of the five JV airports require to be updated to bring them more in line with modern aviation practices, however, the process has stalled and at this stage no further work is planned by the MoT.

According to the 1973 Deed, there is a clause which relates to all new airport leases/licences that have to be reviewed and agreed by the Ministry. This clause has been disputed in the past by the five JV airports and, consequently, this has not been strictly adhered to when new leases/licences have commenced.

However, now that JV airports are included in the portfolio of the associate Minister of Transport, Honourable James Meager, management has been notified that there will be a requirement to forward all new leases/licences to the Ministry for review and approval.

Management has suggested that a monetary threshold be applied before the MoT need to be involved and whether consideration is also given as to whether the lease/licence is required for operational needs in compliance with Civil Aviation Authority Part 139.

In the meantime, a current draft lease agreement that management is dealing with has been forwarded to the Ministry for review.

Members will be updated on progress.

WHAKAKAPINGA | CONCLUSION

It is recommended that the Taupō Airport Authority Committee receives the Ministry of Transport joint venture information.

NGĀ TŪTOHUNGA | RECOMMENDATION(S)

That the Taupō Airport Authority Committee receives the Ministry of Transport joint venture update.

NGĀ TĀPIRIHANGA | ATTACHMENTS

Nil

5.8 MARKETING UPDATE

Author: Wayne Wootton, General Manager Taupō Airport

Authorised by: Warrick Zander, General Manager Strategy and Environment

TE PŪTAKE | PURPOSE

To receive information about marketing at Taupō Airport.

NGĀ KŌRERORERO | DISCUSSION**2025 Taupō Business awards**

Management, working in conjunction with Originair, has signed an agreement with the Taupō Business Chamber to jointly host the launch event for the 2025 Unison Great Lake Taupo Business Awards.

The evening event, scheduled for 1 May, will be hosted outside of scheduled flight times by Taupō Airport Authority (TAA) in the terminal building and will commence shortly after the last departure of the day. The expected numbers will be in the region of 100 and catering will be provided by the terminal café.

The event will give the opportunity to showcase the collaboration between TAA and Originair and promote the important air service link to the capital.

V8 Supercars event

Following the success of the 2024 V8 Supercars event in Taupō, the 2025 event is scheduled for mid-April and, similar to last year, the Airport will play its part with Supercar branding, Taupō District Council (TDC) will provide event ambassadors based in the terminal during the weekend.

Air New Zealand has added additional services to specifically cater for the anticipated increase in passenger numbers for the event.

Members will be updated regarding the success of this years' event at the meeting.

WHAKAKAPINGA | CONCLUSION

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

NGĀ TŪTOHUNGA | RECOMMENDATION(S)

That the Taupō Airport Authority Committee receives the Marketing update.

NGĀ TĀPIRIHANGA | ATTACHMENTS

Nil

5.9 NEW ZEALAND AIRPORTS ASSOCIATION - AIRPORTS DAY

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 update on the New Zealand Airports Association.

NGĀ KŌRERORERO | DISCUSSION

The NZ Airports Association are holding a NZ Airports Day on the 13 May 2025 in Wellington which will feature an airport's forum in the morning, a stakeholder session in the afternoon and an evening Parliamentary reception at the Beehive.

The morning's forum will involve airport staff discussing day-to-day operations and topics of interest. Chief Executives and operational staff from most of the airports around the country will attend and, despite the range of airport sizes from Auckland to Hokitika, it is surprising how similar issues are but just on a different scale.

The afternoon session will be dedicated to airport stakeholders with airport governance and owner representation alongside management staff. Current topics of interest to the wider group will be discussed and speakers lined up to date include the Hon James Meager (Associate Minister of Transport) and the Tourism Minister, Hon Louise Upston.

The Associate Minister of Transport also has the five Joint Venture airports in his portfolio and management is currently working with NZ Airports and executives from the Ministry of Transport on the possibility of organising a separate discussion between the five airports and Minister Meager on the day.

WHAKAKAPINGA | CONCLUSION

It is recommended that the Taupō Airport Authority Committee receives the New Zealand Airports information.

NGĀ TŪTOHUNGA | RECOMMENDATION(S)

That the Taupō Airport Authority Committee receives the update on the New Zealand Airports Association.

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
Agenda Item No: 6.1 Taupō Airport Authority Draft Operational Budget - Financial Year 2026	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: 6.2 Taupō Airport Authority Corporatisation	Section 7(2)(g) - the withholding of the information is necessary to maintain legal professional privilege	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	This contains legal advice that should remain confidential between the Council and its legal advisors.
Agenda Item No: 6.3 Taupō Airport Authority Safety Manager	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	This considers an employment matter at Taupō Airport and deals with personal information so needs to remain confidential.
Agenda Item No: 6.4 Ground Leases	Section 7(2)(i) - the withholding of the information is necessary	Section 48(1)(a)(i)- the public conduct of the relevant part of the	It is necessary to consider this item with the public excluded to

	to enable [the Council] to carry on, without prejudice or disadvantage, negotiations (including commercial and industrial negotiations)	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	enable the Committee to consider potential commercial negotiations in relation to ground leases.
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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]*.