



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

Date:	Monday, 23 June 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 - 28 APRIL 2025

Author: Karen Watts, Senior Committee Advisor

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 28 April 2025 be approved and adopted as a true and correct record.

NGĀ TĀPIRIHANGA | ATTACHMENTS

1. Taupō Airport Authority Committee Meeting Minutes - 28 April 2025

5.1 OPERATIONS UPDATE

Author: Wayne Wootton, General Manager Taupō Airport

Authorised by: Warrick Zander, General Manager Strategy and Environment

TE PŪTAKE | PURPOSE

For members to receive an operations update from the General Manager Taupō Airport.

NGĀ KŌRERORERO | DISCUSSION**Operations update**Community and educational engagement

- On 8 May 2025 Taupō Airport Authority (TAA) management gave a presentation at an unmanned aerial vehicle (UAV) seminar on the effectiveness of Airway's AirShare system for drone applications and criteria for operating within uncontrolled airspace and the Airport's mandatory broadcast zone.
- TAA is collaborating with further education colleges on career pathways and on 22 April 2025 the Airport hosted a student from Taupō-nui-a-Tia College who is interested in aviation management.
- In support of strengthening ties with local community groups, the Airport has waived parking charges to allow groups to visit the terminal café at lunchtime.
- Management is currently collaborating with Whakatāne and Southland District councils offering advice on the management of their airports at Whakatāne and Te Anau. Several Teams meetings have been held and a delegation from Southland District Council are due to visit Taupō Airport on 9 June to gain an insight into how the Airport operates.

Conferences and forums

- An online small airports forum, organised by NZ Airports, was held during May with topics including regional connectivity, infrastructure funding, tourism promotion and the Emergency Management Act 2025.
- NZ Airports Day held at the Parliament buildings in Wellington – further details are provided as a separate item in the report.

Operations and infrastructure

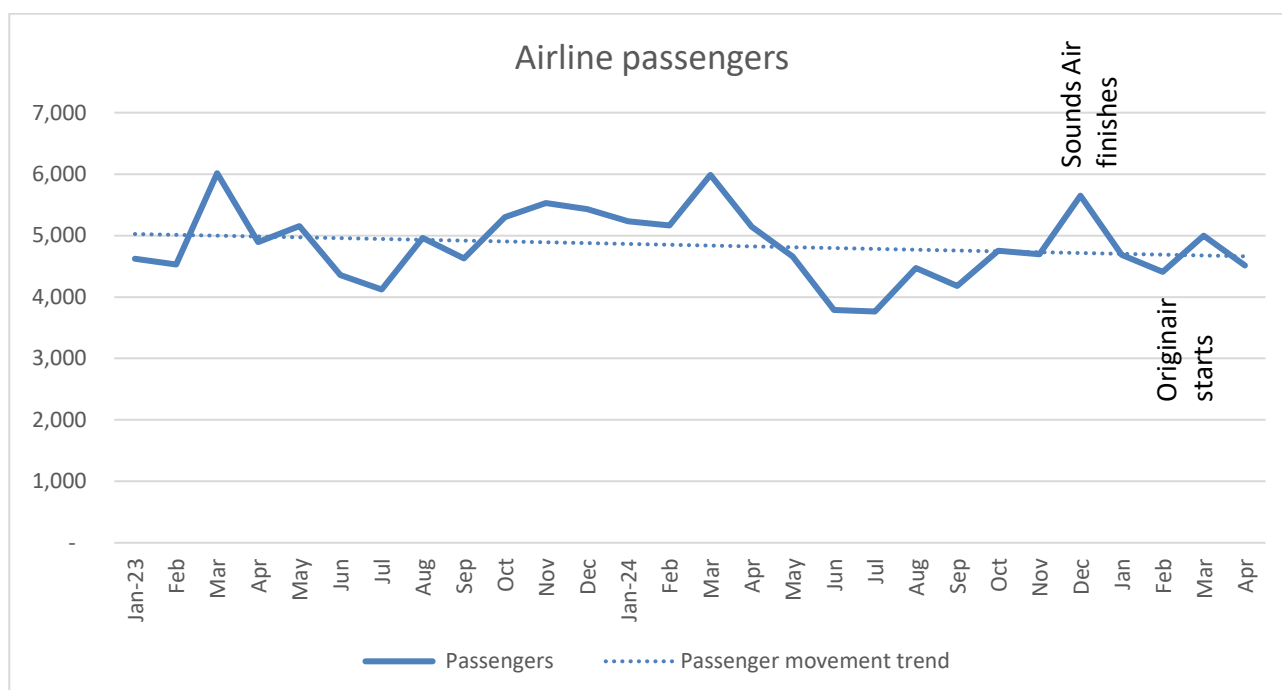
- There was a planned power outage by Unison on 15 May 2025 which lasted over nine hours. Airport operations continued more or less uninterrupted using the Airport main generator and mobile units, however, one issue that did occur was a disruption to the mains water supply.
- The six-month agreement for Airways AirShare trial will expire in June 2025. TAA has been informed that at the end of the free trial, a monthly charge for the service to continue will be implemented. TAA is currently in discussions with Airways.
- Originair gave notice that their trial service between Taupō and Wellington would cease with the last flight being on 26 May 2025. This is very disappointing but, with passenger demand being much lower than expected, it was not financially viable for the airline to maintain the service.

Safety and security

- A drug and alcohol management plan (DAMP) is being drafted in accordance with the recently introduced Civil Aviation Act 2023.
- Engagement with Airport stakeholders is ongoing in relation to an airspace safety survey.
- Wildlife control is being maintained with larger bird life being actively managed and also a focus on small bird flocks due to a recent increase in reported bird strikes.
- All TAA staff have recently undergone security awareness training.
- The NZ Airports national runway safety group meeting was held in April and focussed on parameters to ensure runway safety to aircraft in relation to vehicles, wildlife and weather.
- Following a potential for the general public to park within tenanted areas adjacent the terminal whilst waiting for passengers, a trial of rocks being strategically placed to prevent vehicles parking will be undertaken.

Passengers

Passenger numbers per month (January 2023 to April 2025)



Despite a recovery of passenger numbers to some extent when Originair commenced the trial of a Taupō to Wellington service in February, passenger demand on this sector has fallen to a level which is unsustainable for the airline. Fortunately, recent loadings with Air New Zealand between Taupō and Auckland have been good and passenger demand is being maintained on this sector.

WHAKAKAPINGA | CONCLUSION

It is recommended that the Committee receives the update.

NGĀ TŪTOHUNGA | RECOMMENDATION(S)

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

NGĀ TĀPIRIHANGA | ATTACHMENTS

Nil

5.2 FINANCE REPORT FOR THE PERIOD ENDED 30 APRIL 2025

Author: Danielle Klue, Finance Business Partner

Authorised by: Jeanette Paenga, Finance Manager

TE PŪTAKE | PURPOSE

To receive the summary finance report for the period ended 30 April 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 30 April 2025.

NGĀ TĀPIRIHANGA | ATTACHMENTS

1. Taupō Airport Authority Finance Report 30 April 2025
2. Taupō Airport Authority Detailed Finance Report 30 April 2025

5.3 TAUPŌ AIRPORT AUTHORITY STATEMENT OF INTENT 1 JULY 2025 TO 30 JUNE 2028

Author: Wayne Wootton, General Manager Taupō Airport

Authorised by: Warrick Zander, General Manager Strategy and Environment

TE PŪTAKE | PURPOSE

To receive and approve the Statement of Intent for the period 1 July 2025 to 30 June 2028.

NGĀ KŌRERORERO | DISCUSSION

The draft Statement of Intent for the period 1 July 2025 to 30 June 2028 was approved by members at the meeting of the Taupō Airport Authority (TAA) Committee on 24 February 2025 for release to Council and the Ministry of Transport (as joint venture owners) for comment.

Comments were received from both of the joint venture owners:

Taupō District Council (TDC)

Generally satisfied with performance measures, scope and nature of activities and had no concerns with disclosures under the Local Government Act 2002, noting that the draft SOI was received within the legislative timeframes.

TDC noted an intention to improve Anzac Memorial Drive and that TAA will approach TDC to seek funding (\$1million) for the three year programme of works. The SOI also indicates how the funding will be allocated which is inconsistent with TDC's Annual Plan 2025/26. TDC cannot agree to the SOI without an accepted business case and budgeted funding for this work.

TDC recommends this proposal is removed from the financial section of the SOI and reworded to indicate an intention to plan for this project in the 2025/26 financial year and if agreed with TDC, aligning funding for 2026/27 onwards.

Ministry of Transport

Happy with the content.

Management has reviewed the draft Statement of Intent and made updates as recommended by Taupō District Council for the final version.

WHAKAKAPINGA | CONCLUSION

It is recommended that the Committee receives and approves the Statement of Intent.

NGĀ TŪTOHUNGA | RECOMMENDATION(S)

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

NGĀ TĀPIRIHANGA | ATTACHMENTS

1. Taupō Airport Authority Statement of Intent 1 July 2025 to 30 June 2028

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

To receive an update from the General Manager Taupō Airport in relation to airport capital projects.

NGĀ KŌRERORERO | DISCUSSION**Apron redevelopment**

Following the completion of the apron extension, the reconstruction of the Jet A1 refuelling area and the apron surface treatment works, the final stage of the apron redevelopment is underway.

This includes landscaping (grassing) around the apron extension, minor asphalt works to an access onto the southern apron and drainage remedials consisting of repairs to a number of existing sumps. The work will be completed by the end of June 2025.

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

The apron redevelopment project will be submitted to the 2025 New Zealand Airports Association airport awards later in the year.

Boundary fencing

The final works to the first stage of a three-year rolling programme to renew the Airport boundary fence and installation of upgraded security gates has been completed with the installation of a new automatic security gate giving access from landside to airside at the southern apron area.

The Ministry of Transport has agreed to fund 50% of the Taupō Airport Authority'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 having now been installed to the southern apron area and with 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.

WHAKAKAPINGA | CONCLUSION

It is recommended that the Committee receives the 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 AND PRIVATE PLAN CHANGE

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 District Plan notice of requirement.

NGĀ KŌRERORERO | DISCUSSION

Members will be aware from previous discussions that the operative Taupō District Plan does not explicitly recognise the Airport which could well have an impact as the operations, activities and effects of the Airport are not 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.

Despite the lodgement being submitted in February 2025, there have been some delays and Council has requested clarification which is currently being resolved by Taupō Airport Authority's consultants.

Taupō Airport Authority's consultant planner, who is well known and has a good working relationship with Council, has been advised that Council's elected members would like to know more about the notice of requirement and private plan change and have suggested a workshop to run through the detail.

The consultant planner, who is based in Christchurch, has offered to attend the workshop to give a presentation.

The notice of requirement and private plan change will be subject to public consultation along with all the other submissions to the District Plan, however, Council policy is such that prior consultation with Te Kotahitanga o Ngāti Tūwharetoa (TKNT) is required. Several approaches to TKNT have been made but to date there has been no response.

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 LAND SUBDIVISION

Author: Wayne Wootton, General Manager Taupō Airport

Authorised by: Warrick Zander, General Manager Strategy and Environment

TE PŪTAKE | PURPOSE

To receive an update about subdivision of land at Taupō Airport.

NGĀ KŌRERORERO | DISCUSSION

Members will recall from previous Committee meetings that management has been working with Taupō District Council's property and legal teams for over a year to reach an agreement to subdivide an area of land at the Airport.

Council's 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 now been agreed by both parties and following finalisation of the draft by Council's legal team, will be signed by Council's property team and the Taupō Airport Authority.

The subdivision and the agreement for Taupō Airport Authority to manage the aviation tenants will commence 1 July 2025.

A drawing showing Taupō Airport lease sites as from 1 July 2025 is **attached**.

WHAKAKAPINGA | CONCLUSION

It is recommended that the Committee receives the update.

NGĀ TŪTOHUNGA | RECOMMENDATION(S)

That the Taupō Airport Authority Committee receives the land subdivision information.

NGĀ TĀPIRIHANGA | ATTACHMENTS

1. Taupō Airport Lease Sites 1 July 2025

5.7 NEW ZEALAND AIRPORTS DAY REPORT

Author: Wayne Wootton, General Manager Taupō Airport

Authorised by: Warrick Zander, General Manager Strategy and Environment

TE PŪTAKE | PURPOSE

For the Committee to receive a report about the New Zealand Airports Day held in Wellington recently.

NGĀ KŌRERORERO | DISCUSSION

The NZ Airports Association held an NZ Airports Day on 13 May 2025 in Wellington followed by an evening Parliamentary reception at the Beehive. The event was attended by airport management and council staff from around New Zealand as well as aviation consultants, airlines and members of Parliament.

A synopsis of the days' sessions is given below:

NZ Airports

Billie Moore, NZ Airports Chief Executive, started the day by launching the NZ Airports updated strategy and discussions that followed, reinforced just how aligned NZ Airports are in the purpose of an all of New Zealand approach. Across every session one theme rang clear – the need to take strategic action to address domestic capacity reductions and protect the air connectivity that underpins regional New Zealand.

Consultants WSP

Consultants WSP took the opportunity to launch their report that was commissioned by NZ Airports and the New Zealand Trade and Enterprise. This presented a platform to start reimagining the investment landscape for both airports and regional airlines. What would it take to think creatively and act collectively to ensure a sustainable, connected network across the country and why the need for a shared sense of direction is paramount.

Minister Meager

The Associate Minister for Transport, the Hon James Meager, presented and reinforced that the NZ Airports message is getting through. He acknowledged the government's active focus on flight pricing and availability and his openness to investing where the right interventions can be identified. Importantly, he underscored aviation's central role in New Zealand's economic growth strategy and a desire to avoid regulation that could increase costs in an already constrained network.

Minister Patterson

The Associate Minister for Regional Development, the Hon Mark Patterson, presented and reiterated his support for shifting from ad hoc to strategic investment and urged airports to bring forward cohesive, collaborative proposals. He talked about the fact that New Zealand's prosperity depends on thriving provincial centres – which in turn need well-functioning regional airports and connectivity.

Minister Upston

Minister for Tourism and Hospitality, the Hon Louise Upston, presented with a look ahead to the government's forthcoming *Tourism Growth Roadmap*. She reinforced that accessibility should be part of the conversation and highlighted the opportunity for airports to lead in this space.

Mayor Jamie Cleine

Buller Mayor Jamie Cleine captured the emotional and economic reality of regional air connectivity in his powerful account of Westport's experience as he stressed that air links are about far more than convenience – they are a catalyst for economic impact and community wellbeing.

Carrie Hurihanganui

Auckland Airport's Chief Executive, Carrie Hurihanganui, reminded the delegation of the power and responsibility airports carry as long-term infrastructure planners. Her address illustrated the scale and complexity of airport investment and the role regulatory certainty plays in enabling it.

Mayor Tania Tapsell

Rotorua Mayor Tania Tapsell underscored the need for strategically-driven marketing, reliable air services and aligned incentive schemes to attract capacity.

Panel sessions

The day also included panel sessions to discuss the realities of frequency reductions and the risk of smaller user bases carrying infrastructure costs, regulation changes with the Resource Management reforms and outdated legislation affecting electricity generation, which is particularly relevant as more airports are contemplating the development of solar energy projects.

Summary

The conversations at the NZ Airports Day showed how strong relationships have become between airports, Ministers and agencies, but it also was clear, more than once, that talk needs to turn into action.

One of the themes that came through clearly is how often the biggest opportunities and challenges such as regional air connectivity, infrastructure investment and sustainability, cut across traditional policy lanes. The system does not always make it easy to solve problems and this is exactly what needs to happen for the sector to operate.

WHAKAKAPINGA | CONCLUSION

It is recommended that the Committee receives the report.

NGĀ TŪTOHUNGA | RECOMMENDATION(S)

That the Taupō Airport Authority Committee receives the New Zealand Airports Day report.

NGĀ TĀPIRIHANGA | ATTACHMENTS

Nil

5.8 JOINT VENTURE AIRPORTS

Author: Wayne Wootton, General Manager Taupō Airport

Authorised by: Warrick Zander, General Manager Strategy and Environment

TE PŪTAKE | PURPOSE

To receive an update on Joint Venture airports.

NGĀ KŌRERORERO | DISCUSSION

During the NZ Airports Day as referenced in the previous item, Taupō Airport Authority management was privileged to be able to have a discussion with Minister Meager on the current Joint Venture airports for which the Minister is responsible within his Ministerial portfolio.

In particular, the plight of second tier airlines maintaining regional services was a major topic and the difficulty in keeping financial stability for the airlines with increasing operational costs, yet running small demand sectors. This was very relevant as the news had just been announced that Originair was to terminate the Taupō to Wellington route due to unsustainable losses.

There was an agreement that regional connectivity must be a key focus, not only for growth but also for the wellbeing of the regions and the Minister requested that management write to him to explain in more detail the current situation with the Joint Venture airports, all of which utilise second tier airlines.

Members will be updated on progress.

WHAKAKAPINGA | CONCLUSION

It is recommended that the Committee receives the information.

NGĀ TŪTOHUNGA | RECOMMENDATION(S)

That the Taupō Airport Authority Committee receives the Joint Venture airport information.

NGĀ TĀPIRIHANGA | ATTACHMENTS

Nil

5.9 TAUPŌ AIRPORT SAFETY MANAGER

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 Taupō Airport Safety Manager role.

NGĀ KŌRERORERO | DISCUSSION

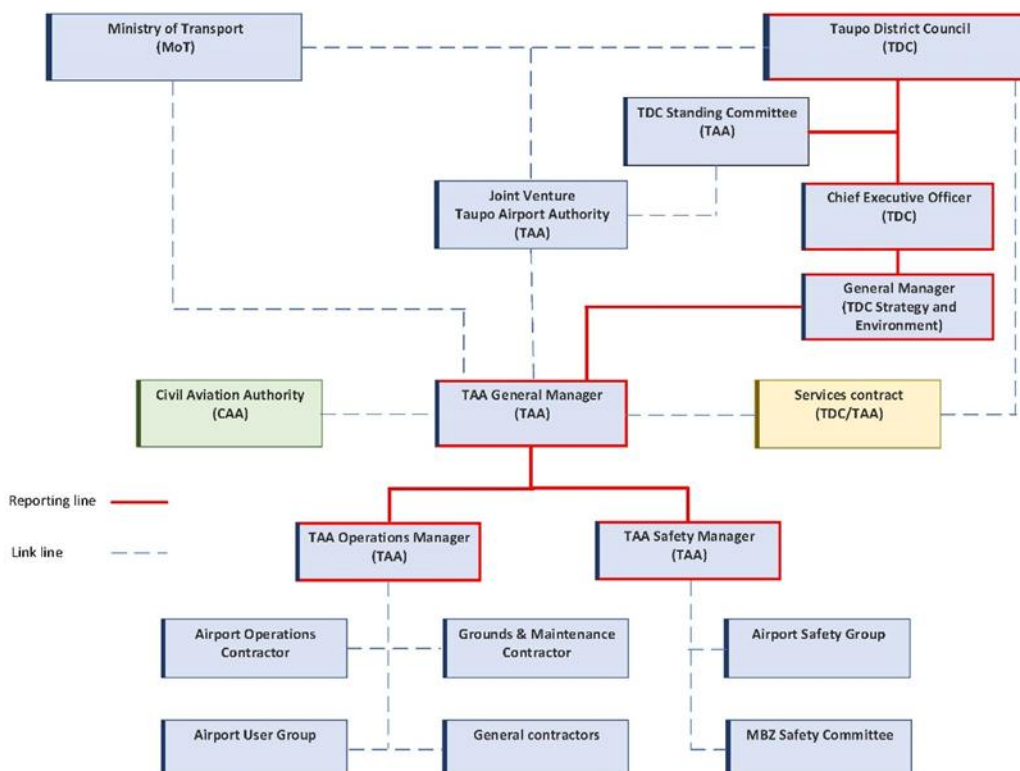
Members will recall that at the April Taupō Airport Authority Committee meeting there was an agreement to change the Safety Manager role at Taupō Airport from contract to permanent part-time.

We are pleased to announce that Stephen Petersen has accepted the role and will commence as an employee of Taupō District Council in the role of Safety Manager at the Airport as from 1 July 2025.

Steve has gained a lot of experience and airport knowledge during his many years being a commercial pilot and aviation safety professional and is well known not only in Taupō but widely within the industry.

We welcome Steve to the team.

An updated Taupō Airport organisation/link chart is show below. Even though the team is small, there are a lot of interconnections with Taupō District Council, the Ministry of Transport and the Civil Aviation Authority as well as contractors and Airport safety groups.



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 Safety Manager update.

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 Confirmation of Confidential Portion of Taupō Airport Authority Committee Minutes - 28 April 2025			
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	It is necessary to exclude the public for consideration of this item, as the report contains details of legal advice received in relation to the proposal to corporatise the Taupō Airport Authority
Agenda Item No: 6.3 Taupō Airport Ground Leases	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 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	It is necessary to exclude the public to enable the Committee to receive information relating to Taupō Airport ground leases, including rental costs.
Agenda Item No: 6.4 Sounds Air Travel and Tourism Ltd	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 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	It is necessary to exclude the public to enable the Committee to undertake commercial activities in confidence
Agenda Item No: 6.5 Business Development Airside	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 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	It is necessary to exclude the public for consideration of this item, as the report contains commercially sensitive information provided by businesses

		withholding would exist under section 7	considering development opportunities at Taupō Airport
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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]*.