

# **ATTACHMENTS**

## **Taupō Airport Authority Committee Meeting**

**1 April 2019**

## Table of Contents

---

3.1	Taupō Airport Authority Committee Meeting - 18 February 2019	
	Attachment 1 Taupō Airport Authority Committee Meeting Minutes - 18 February 2019.....	3
4.1	Taupō Airport Authority Monthly Financial Report - February 2019	
	Attachment 1 TAA Monthly Financial Report - February 2019 (A2425285) .....	8
4.2	Civil Aviation Authority Safety Management System Certification Audit	
	Attachment 1 First Draft of Meeting Notes - CAA SMS Certification Audit (A2425286) .....	12
4.3	General Manager's Operations Report	
	Attachment 1 General Manager's Report - 01 April 2019 (A2425284) .....	15

Taupō Airport Authority Committee Meeting Minutes

18 February 2019

**TAUPŌ DISTRICT COUNCIL  
MINUTES OF THE TAUPŌ AIRPORT AUTHORITY COMMITTEE MEETING  
HELD AT THE TAUPŌ AIRPORT, ANZAC MEMORIAL DRIVE, TAUPŌ  
ON MONDAY, 18 FEBRUARY 2019 AT 10.30AM**

**PRESENT:** Mr Chris Johnston (in the Chair), Mr John Funnell, Cr Rosanne Jollands (from 10.32am), Cr Christine Rankin

**IN ATTENDANCE:** Head of Economic Development & Business Transformation, Head of Democracy, Governance & Venues, General Manager – Taupō Airport, Airport Operations Manager, Airport Safety Manager, Financial Accountant, Democratic Services Officer

**MEDIA AND PUBLIC:** Mr Mark Funnell, Chief Pilot Taupō Tandem Skydiving, CEO Helicopter Services (BOP) Ltd, Helimaintenance  
Mr Hamish Funnell, CEO / Director, Helimaintenance  
Mr Roy Clements, CEO Skydive Taupō  
Mr Brent McClellan, AVIS

Notes: (i) *Cr Rosanne Jollands entered the meeting at 10.32am. She was not present for resolutions TAA201902/01-02.*

(ii) *Items were considered in the following order: 3.1, 4.1-4.2, 4.4, 4.3, 4.5-4.6, 5.1-5.2.*

## **1 APOLOGIES**

### **TAA201902/01 RESOLUTION**

Moved: Mr John Funnell  
Seconded: Cr Christine Rankin

That the apologies received from His Worship the Mayor, David Trewavas (for absence) and Cr Rosanne Jollands (for lateness) be accepted.

**CARRIED**

## **2 CONFLICTS OF INTEREST**

Nil

## **3 CONFIRMATION OF MINUTES**

### **3.1 TAUPŌ AIRPORT AUTHORITY COMMITTEE MEETING - 5 NOVEMBER 2018**

*Cr Rosanne Jollands entered the meeting at this point (10.32am), just after the resolution to confirm the minutes was passed, but before 'matters arising' from the minutes.*

In answer to a question arising from the minutes, the General Manager – Taupō Airport advised that the 'no entry' signs had been relocated and no further issues had been reported in relation to car park safety.

In answer to another question, the Head of Economic Development & Business Transformation advised that there would be a joint Taupō Airport Authority Committee / Council workshop in March to discuss the Airbiz report, including the cost:benefit analysis; and to seek direction on a preferred approach. Taupō Airport Authority Committee would then make a recommendation to Council.

Page 1

Taupō Airport Authority Committee Meeting Minutes

18 February 2019

**TAA201902/02 RESOLUTION**

Moved: Cr Christine Rankin  
Seconded: Mr Chris Johnston

That the minutes of the Taupō Airport Authority Committee meeting held on Monday 5 November 2018 be confirmed as a true and correct record.

**CARRIED****4 REPORTS****4.1 TAUPŌ AIRPORT AUTHORITY MONTHLY AND SIX-MONTHLY FINANCIAL REPORTS**

The General Manager – Taupō Airport and the Financial Accountant answered questions and the following points were noted:

- Airport streetlight costs were no longer being paid by Airways and responsibility for payment had been transferred to the Airport. There were approximately 27 lights on site.
- Airbiz fees to date were currently operational expenditure. Should approval for a new terminal be approved, those costs could be capitalized.

**TAA201902/03 RESOLUTION**

Moved: Cr Rosanne Jollands  
Seconded: Cr Christine Rankin

That the Taupō Airport Authority Committee receives the monthly financial report for December 2018, and the six-monthly financial performance report to 31 December 2018.

**CARRIED****4.2 DRAFT TAUPŌ AIRPORT AUTHORITY STATEMENT OF INTENT 2020-2022**

The Chairperson, Mr Chris Johnston and the Financial Accountant summarized the draft Statement of Intent 2020-2022 and answered questions of clarification.

Members decided to adopt the draft Statement of Intent, subject to inclusion of words in the 'strategic focus & major projects' section around the importance of future-proofing the growth of the airport.

**TAA201902/04 RESOLUTION**

Moved: Cr Christine Rankin  
Seconded: Mr Chris Johnston

That the Taupō Airport Authority Committee adopts the Draft Taupō Airport Authority Statement of Intent 2020-2022, subject to inclusion of words in the 'Strategic Focus & Major Projects' section signalling the importance of future-proofing the growth of Taupō Airport.

**CARRIED****4.3 STRATEGIC PLAN REFRESH: 'THE BEST LITTLE AIRPORT IN NZ'**

Members asked the Head of Economic Development & Business Transformation to schedule a workshop to progress the Strategic Plan refresh. An action plan would be formulated at the workshop, with key priorities identified and responsibilities allocated.

Page 2

Taupō Airport Authority Committee Meeting Minutes

18 February 2019

**TAA201902/05 RESOLUTION**

Moved: Cr Rosanne Jollands

Seconded: Cr Christine Rankin

That the Taupō Airport Authority Committee receives the information.

**CARRIED****4.4 GENERAL MANAGER'S OPERATIONS REPORT**

The General Manager answered questions and highlighted the following points from the operations report:

- Although December 2018 had been quiet in terms of aircraft movements and passenger numbers, January passenger numbers had improved dramatically, with an increase of approximately 900 in January 2019 (total 5,546 passengers) compared to January 2018.
- Passenger numbers were in-line with projections provided to Airbiz.
- There had been only two disrupted flights in December 2018 (engineering faults). January 2019 cancellation numbers would be included in the next report to the Committee.
- The Civil Aviation Part 139 Surveillance Audit was complete and had been useful preparation for the upcoming Safety Management Systems (SMS) audit. Taupō Airport would be the first uncontrolled airport in the country to be audited for SMS certification.
- As part of the development off ANZAC Memorial drive to the north, the road would be widened, brought up to standard and a sewer pipe would run underneath it. Building would not happen on the site for 12-18 months. The Taupō Airport Authority Committee would be kept informed as the development progresses.

In answer to a question, Mr Clements from Skydive Taupō confirmed that three out of the four people who broke in to Skydive Taupō had been caught.

- The Airport Operations Manager had been working with Council staff in relation to drones and signage. She was also updating the drones 'app' and website.
- Charters – New Zealand owned jets were using Taupō Airport, but international charters were tending to use Auckland or Queenstown airports as a base and hiring local operators to move around while in New Zealand.

Memorandum of Understanding

The General Manager advised that Air New Zealand, Sounds Air and the Taupō Airport Operational & Safety Committee had signed the proposed Memorandum of Understanding (MoU), but other parties had not.

Messrs Mark and Hamish Funnell addressed the Committee. They advised that the version of the MoU signed by Air New Zealand and Sounds Air was different to the version they would like to see signed. The safety of their friends, families and staff was paramount. In answer to a question, they confirmed that they would be happy to attend a meeting organized by the Chairperson, Mr Chris Johnston, to clarify concerns and discuss points in contention.

The Airport Safety Manager advised that there were a lot of common areas between the two different versions of the MoU.

Mr Clements added that he too was frustrated with the process to date. The CAA considered Skydive Taupō to be industry leaders and his organization had done a lot to enhance safety. The intention was not to be obstructive, but to agree on a MoU that works for all parties.

Members noted that the Chairperson, Mr Chris Johnston would convene an urgent meeting to clarify concerns and discuss points in contention, with a view to reaching agreement on the wording of the MoU. The Chairperson would report back to members if the issue was not resolved at that meeting.

Taupō Airport Authority Committee Meeting Minutes

18 February 2019

**TAA201902/06 RESOLUTION**

Moved: Cr Christine Rankin  
 Seconded: Cr Rosanne Jollands

That the Taupō Airport Authority Committee receives the General Manager's Operations report as presented on February 18, 2019.

**CARRIED****4.5 SAFETY MANAGEMENT SYSTEM (SMS) UPDATE**

In answer to a question, the General Manager advised that the CAA had indicated their support of the Airport's SMS, however the SMS audit would hopefully provide confirmation of that. Auditors would speak with operators and Committee members may also be contacted.

**TAA201902/07 RESOLUTION**

Moved: Mr John Funnell  
 Seconded: Cr Christine Rankin

That the Taupō Airport Authority Committee receives the update on the Safety Management System.

**CARRIED****4.6 HEALTH AND SAFETY UPDATE**

The General Manager advised that there were no new health and safety issues to report.

**TAA201902/08 RESOLUTION**

Moved: Cr Christine Rankin  
 Seconded: Cr Rosanne Jollands

That the Taupō Airport Authority Committee receives the information relating to health and safety.

**CARRIED****5 CONFIDENTIAL BUSINESS****TAA201902/09 RESOLUTION**

Moved: Cr Rosanne Jollands  
 Seconded: Cr Christine Rankin

**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
<b>Agenda Item No: 5.1</b> Confirmation of Confidential Portion of Taupō Airport Authority Committee Minutes - 5 November	Section 7(2)(d) - the withholding of the information is necessary to avoid prejudice to measures protecting the health or safety of	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

Page 4

Taupō Airport Authority Committee Meeting Minutes

18 February 2019

2018	members of the public	of information for which good reason for withholding would exist under section 7
<b>Agenda Item No: 5.2</b> Receipt of Unconfirmed Minutes: Taupō Airport & Operational Safety Committee - December 18, 2018	Section 7(2)(d) - the withholding of the information is necessary to avoid prejudice to measures protecting the health or safety of members of the public	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

I also move that *Mr Steve Petersen, Airport Safety Manager* be permitted to remain at this meeting, after the public has been excluded, because of his knowledge of *health and safety matters pertaining to Taupō Airport*.

**CARRIED**

The meeting closed at 11.44am.

The minutes of this meeting were confirmed at the Taupō Airport Authority Committee meeting held on 1 April 2019.

.....  
CHAIRPERSON

Statement of Financial Performance  
for the period ending 28 February 2019

Taupo Airport Authority

	YTD Actual 28/02/19 \$	YTD Budget 28/02/19 \$	YTD Variance \$	Full Year Budget (as per SOI) 30/06/19 \$
<b>Income</b>				
Landing charges - Bulk	3,254	3,155	99	4,730
Landing charges - General Aviation	193,095	191,252	1,843	286,878
Landing charges - Charters	167	450	(283)	500
Aircraft Parking	1,330	1,400	(70)	1,500
Leases	125,513	129,327	(3,814)	193,990
Terminal Rent	17,570	18,037	(467)	27,057
Advertising	677	250	427	511
Fuel Commission	2,739	2,042	697	4,084
Hay Sales	960	2,042	(1,082)	2,042
Other income	1,241	1,283	(42)	2,000
Interest	171	272	(101)	408
<b>Total operating revenue</b>	<b>346,716</b>	<b>349,510</b>	<b>(2,793)</b>	<b>523,700</b>
<b>Expenditure</b>				
<b>Employee Expenses</b>				
Employee expenses	110,718	112,000	1,282	168,000
ACC levies	-	240	240	360
Training & associated costs	1,424	2,500	1,076	3,000
	<b>112,142</b>	<b>114,740</b>	<b>2,598</b>	<b>171,360</b>
<b>Management and Administration Expenses</b>				
Accountancy & Business Services - Taupo District Council	8,333	8,336	3	12,504
Audit fees - Audit NZ	9,534	9,266	(268)	13,900
CAA Audit fees	-	-	-	-
Taxation / Revaluation Fees	825	8,000	7,175	8,000
Directors fees and expenses	-	1,334	1,334	2,000
Bad and doubtful debts	-	-	-	-
Administration	1,077	2,347	1,270	3,978
	<b>19,769</b>	<b>29,283</b>	<b>9,514</b>	<b>40,382</b>
<b>Other Operating Expenditure</b>				
Cleaning	12,566	11,452	(1,114)	17,428
Advertising	-	-	-	-
Catering	187	200	13	400
Entertainment	-	-	-	-
Telecommunications	1,687	1,304	(383)	1,956
WiFi costs	1,430	1,360	(70)	2,040
Travel	2,605	4,000	1,395	6,000
Contractors	13,365	23,000	9,635	34,500
Consultants fees	97,663	1,500	(96,163)	3,000
Electricity	8,928	8,413	(515)	12,468
Equipment hire	13,517	11,344	(2,173)	17,017
Ground maintenance - Airside	2,877	2,700	(177)	4,000
Ground maintenance - Other	10,121	6,800	(3,321)	10,000
Runway maintenance	1,436	3,334	1,898	5,000
Building maintenance	2,166	3,333	1,167	5,000
Software maintenance	805	334	(471)	500
Vehicle Maintenance	533	1,333	800	2,000
Roading maintenance	939	2,666	1,727	4,000
Other maintenance	13,419	966	(12,453)	1,600
Software Licences	7,002	8,408	1,406	12,612
Aerodrome Inspections & Bird Control	9,659	6,786	(2,873)	10,180
Rates	11,900	9,860	(2,040)	12,910
Stationery and supplies	7,274	5,666	(1,608)	8,400
Subscriptions	7,514	2,000	(5,514)	3,000
Insurance	5,424	5,080	(344)	7,620
Rubbish Disposal	2,060	1,520	(540)	2,280
Security	2,844	-	(2,844)	-
Vehicle running costs	1,610	995	(615)	1,415
Loss on disposal of intangible assets	16	-	(16)	-
<b>Total operating expenditure</b>	<b>239,547</b>	<b>124,354</b>	<b>(115,193)</b>	<b>185,326</b>
<b>Operating surplus/(deficit) before depreciation &amp; taxation</b>	<b>(24,742)</b>	<b>81,133</b>	<b>(105,874)</b>	<b>126,632</b>
<b>Depreciation &amp; Amortisation</b>				
Depreciation	156,214	152,704	(3,510)	226,764
	<b>156,214</b>	<b>152,704</b>	<b>(3,510)</b>	<b>226,764</b>
<b>Operating surplus/(deficit) before taxation</b>	<b>(180,956)</b>	<b>(71,571)</b>	<b>(109,384)</b>	<b>(100,132)</b>



Statement of Financial Performance  
for the period ending 28 February 2019

	December Actual \$	January Actual	February Actual	YTD Actual \$
<b>Income</b>				
Landing charges	27,006	26,148	26,102	196,349
Leases	15,689	15,689	15,689	125,513
Terminal Rent	2,196	2,196	2,196	17,570
Advertising	-	339	-	677
Fuel Commission	1,537	-	-	2,739
Hay Sales	-	-	-	960
Other Income	142	142	142	1,241
Interest	21	16	17	171
<b>Total operating revenue</b>	<b>46,711</b>	<b>45,280</b>	<b>44,146</b>	<b>346,716</b>
<b>Expenditure</b>				
<b>Employee Expenses</b>				
Employee expenses	13,261	9,743	13,890	110,719
Training & associated costs	-	-	-	1,424
	<b>13,261</b>	<b>9,743</b>	<b>13,890</b>	<b>112,143</b>
<b>Management and Administration Expenses</b>				
Accountancy & Business Services - Taupo District Council	1,042	1,042	1,042	8,333
Audit fees - Audit NZ	1,070	1,070	1,070	9,534
CAA Audit fees	-	-	-	-
Taxation / Revaluation Fees	-	-	625	825
Directors fees and expenses	-	-	-	-
Bad and doubtful debts	-	-	-	-
Administration	48	241	87	1,077
	<b>2,160</b>	<b>2,353</b>	<b>2,824</b>	<b>19,769</b>
<b>Other Operating Expenditure</b>				
Cleaning	1,382	1,382	1,390	12,564
Telecommunications	136	134	146	1,687
WIFI costs	181	181	163	1,430
Travel	486	-	-	2,605
Contractors	908	2,027	2,213	13,365
Consultants fees	5,569	19,947	3,318	97,663
Electricity	640	644	560	8,928
Equipment hire	588	1,588	1,588	13,517
Ground maintenance - Other	883	1,097	1,656	10,121
Building maintenance	249	353	643	2,166
Other maintenance	1,127	1,984	-	14,358
Software Licences	1,015	383	300	7,002
Aerodrome Inspections & Bird Control	1,840	1,562	1,704	9,659
Rates	-	-	3,700	11,900
Stationery and supplies	986	100	847	7,274
Subscriptions	886	1,409	359	7,514
Insurance	673	836	659	5,424
Security	-	449	85	2,844
Vehicle running costs	42	699	100	1,610
<b>Total operating expenditure</b>	<b>19,487</b>	<b>35,924</b>	<b>19,727</b>	<b>239,545</b>
<b>Operating surplus/(deficit) before depreciation &amp; taxation</b>	<b>11,803</b>	<b>(2,770)</b>	<b>7,705</b>	<b>(24,741)</b>
<b>Depreciation &amp; Amortisation</b>				
Depreciation	19,526	19,551	19,551	156,215
	<b>19,526</b>	<b>19,551</b>	<b>19,551</b>	<b>156,215</b>
<b>Operating surplus/(deficit) before taxation</b>	<b>(7,723)</b>	<b>(22,321)</b>	<b>(11,846)</b>	<b>(180,956)</b>

**Balance Sheet**  
**as at 28 February 2019**

	<b>28/02/2019</b>	<b>Full Yr 30/06/2018</b>
<b>Equity</b>	\$	\$
Equity Interest of Joint Venture Partners	4,071,587	4,071,587
Appropriation Accounts	1,876,682	2,057,630
Asset Revaluation Reserves	4,432,170	4,432,170
<b>Total Equity</b>	<b>10,380,439</b>	<b>10,561,387</b>
<b>Assets</b>		
<b>Current Assets</b>		
Cash & Cash Equivalents	224,440	266,432
Other Financial Assets	-	-
Trade Debtors	45,402	64,441
Other Receivables	9,178	4,974
Provision for income tax	-	-
<b>Total current assets</b>	<b>279,020</b>	<b>335,847</b>
<b>Non-Current Assets</b>		
Intangible Assets	2,250	2,946
Property, Plant and Equipment	11,248,109	11,394,500
<b>Total non-current assets</b>	<b>11,250,359</b>	<b>11,397,446</b>
<b>Total Assets</b>	<b>11,529,379</b>	<b>11,733,293</b>
<b>Liabilities</b>		
<b>Current Liabilities</b>		
Trade Payables	46,618	33,981
Other Payables	11,491	23,912
Income in Advance	25,969	46,591
Employee Entitlements	39,297	41,857
<b>Total current liabilities</b>	<b>123,375</b>	<b>146,341</b>
<b>Non-Current Liabilities</b>		
Borrowings	-	-
Employee Entitlements	1,484	1,484
Deferred Tax Liability	1,024,081	1,024,081
<b>Total non-current liabilities</b>	<b>1,025,565</b>	<b>1,025,565</b>
<b>Total Liabilities</b>	<b>1,148,940</b>	<b>1,171,906</b>
<b>Net Assets</b>	<b>10,380,439</b>	<b>10,561,387</b>

**Cashflow Statement**  
**for the period ended 28 February 2019**

	<b>YTD Actual 28/02/19</b>	<b>Actual 30/06/18</b>
	<b>\$</b>	<b>\$</b>
<b>Cashflows from operating activities</b>		
Cash was provided from:		
Receipts from customers	365,584	503,203
Interest received	171	289
Other income		
Payments to suppliers	(283,092)	(276,928)
Interest paid	-	-
Payments to employees	(114,702)	(166,634)
Net GST refunded / (paid)	(818)	12,721
<b>Net Cashflows from Operating Activities</b>	<b>(32,857)</b>	<b>72,651</b>
<b>Cashflows from Investing Activities</b>		
Proceeds from sale of property, plant & equipment	-	-
Purchase of property, plant & equipment	(9,143)	(255,700)
<b>Net Cashflows from Investing Activities</b>	<b>(9,143)</b>	<b>(121,318)</b>
Net Increase (decrease) in cash held	(42,000)	(183,049)
Add Cash at start of year	266,429	449,478
<b>Cash &amp; cash equivalents at end of period</b>	<b>224,429</b>	<b>266,429</b>
Consisting of:		
Cash and bank	2,461	3,620
Call deposits	221,968	262,809
<b>Cash at end of period</b>	<b>224,429</b>	<b>266,429</b>
<b>Reconciliation of Net Surplus to Net cash Inflow from Operating Activities</b>		
Net surplus(deficit)	(180,956)	(139,605)
<i>Adjustments for non-cash items</i>		
Bad/Doubtful Debts	-	-
Gain on sale of fixed assets	-	-
Loss on sale of fixed assets	16	4
Depreciation	156,214	248,404
<i>Changes in Working Capital</i>		
(Increase) decrease in accounts receivable & other receival	14,835	3,106
Increase (decrease) in accounts payable & accruals	216	(41,689)
Increase (decrease) in income in advance	(20,622)	(2,530)
Increase (decrease) in employee entitlements	(2,560)	4,961
	148,099	212,256
<i>Non-operating changes in working capital</i>		
Increase (decrease) in Capital Creditors	-	-
<b>Per statement of cashflows</b>	<b>(32,857)</b>	<b>72,651</b>

**Taupo Airport Authority (TAA) SMS Certification Exit meeting ROUGH notes 6<sup>th</sup> March 2019****Start – 1635hrs**

Present, Nick J, Mark P, Mike G, Kim G, Steve P and Mike H (observer)

**Nick to discuss****Firstly – Big Thank you to the TAA Team organising this 2 day activity and the great hospitality shown to us and to Mark Gibb from Rotorua airport.**

Delegation /Warrant AVSEC ID Card is on the desk

Clarification of the Chargeable Activity associated with the SMS Certification of TAA

- Nick J – a maximum of 5.0 hours per day when on site.
- Mark P – for the 2 day activity a total not exceeding 4 hours
- Mike H- NO CHARGE
- There is additional cost attached to the desk top activity for the write up and the processing (peer review and Manager sign off) of the TAA SMS application.

What have we seen - 3 experienced aviation operators working collectively towards the goal of safety across all its operations.

PLUS point –TAA have identified the resource requirements and challenges that having an effective SMS will present and solved it by recruiting early and including the new Safety Manager into a clearly evident Positive Safety Culture.

The current safety behaviours exhibited by TAA management team are more effective and more mature than those referenced in the current TAA SMS Manual . The CAA experiences so far tell us that It is always difficult for a participant to express in words what they do instinctively on a day to day basis .

The PLUS point here is that the TAA team have had a go yourself , you have put the manual together collectively, with a little outside support. PLUS point - the TAA team have owned the manual and you are invested in getting right and are proud in what you have produced. You have been able to articulate its content and have understood the intent well enough to challenge the CAA when necessary and to provide the reasons to replace or remove some of the manual content. The practical application of safety measures &amp; safety practices are engrained at TAA.

Purpose of the CAA visit on site - The Director is looking for a SMS maturity level of Present and Suitable for all 13 elements as required and stated in the SMS Evaluation Tool that supports SMS Certification . CAA are raising a Minor Finding against CAR139.75 which then refers the reader to CAR100. The Finding will read as follows ....Participant did not demonstrate a maturity level of present and suitable for SMS Element 3 Documentation. The reasons WHY will be explained by Mark.

**Mark to discuss****Taupo Airport SMS Certification W/R 19/139/36– Finding****Overview****1. Element 3 Documentation**

Rationalise the manual suite, considering what is in the Safety Manual and the Exposition – e.g. Responsibilities and Quality Assurance.

More of the how, (process / procedure) with use of supporting forms and integration with use of IRIS for process

E5 Risk Management - Risk Assessment methodology and application of SFARP for determination of residual risk.

Third Parties – documentation & register

E6 Safety Investigation- Triage process around depth of investigation

E7 Safety Performance- Clearer explanation of the Goal(s) and related indicators and measures / targets

E13 Communication - Flow of Safety Critical Information

**Nick To discuss**

The Director is proposing 3 Options to CLOSE the Finding . They are as follows :

Option 1. Amend the TAA SMS Manual and have the new version accepted by the Director prior to April 14<sup>TH</sup>

Option 2.TAA to submit an acceptable Action Plan to the Director prior to April 7<sup>th</sup> – this gives Mark and myself a week to determine if the TAA Action Plan is acceptable. The Action Plan should detail the manual amendments that will take place and the time it will take to complete the amendments. Please note that the Action Plan, once accepted by the Director, can have a completion date beyond the 14<sup>th</sup> April.

Option 3 – suggested by the TAA management team.

On acceptance of either Option 1, 2 or 3 the TAA Part 139 Operations Spec will be updated to include the privilege of having a certified system for the management of safety. It will state ACCEPTED .

**Third Party Interaction and feedback**

Geoff – GROUND OPERATIONS has access to IRIS and can raise reports into IRIS or pick up the phone and talks directly to Kim and Mike. Geoff can also access Koru Safe. Geoff does not attend User Group meetings – TAA to address . Geoff did not know who Steve was.

Shona ROTOR & WING – picks up the phone to raise occurrences. Has appreciated the support of Kim and Mike during the TAA SMS introduction and the pointers supplied by TAA on her own SMS. Shona husband attends the user group regularly and really enjoys the structure of the meeting and the setting of the meeting in the aeroclub. Shona did not know who Steve was.

Ben Clarke INFLITE– deals with Kim, emails alerts are received . Calls in to speak with Kim. Alignment of thinking of critical risk around Drone activity .

Skydive companies on site – its clear that comms are happening between all parties, and furthermore that comms are at a very detailed level. It's also clear they wish to operate in a safe environment at NZAP. The MOU situation does not overshadow the SMS Certification of TAA and we can discuss further outside of the Exit meeting.

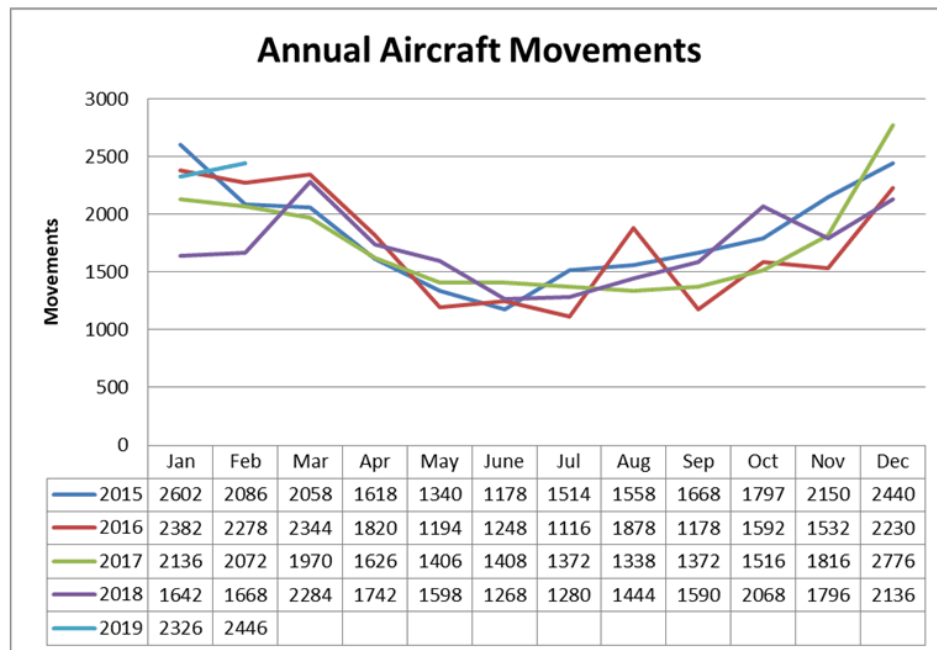
I hope the manner in which we have conducted ourselves as met your expectations. If not please contact [Sean.rogers@caa.govt.nz](mailto:Sean.rogers@caa.govt.nz) to discuss further

**Open floor to TAA staff for Q&A.....**

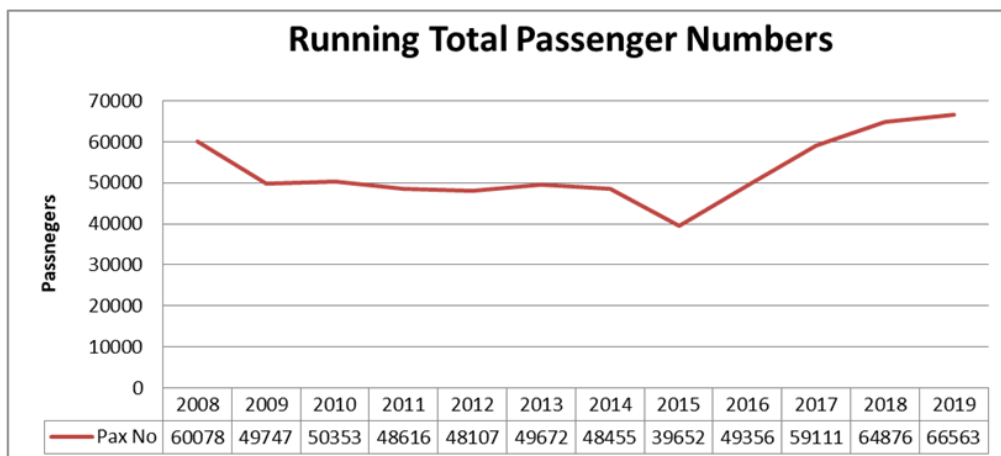
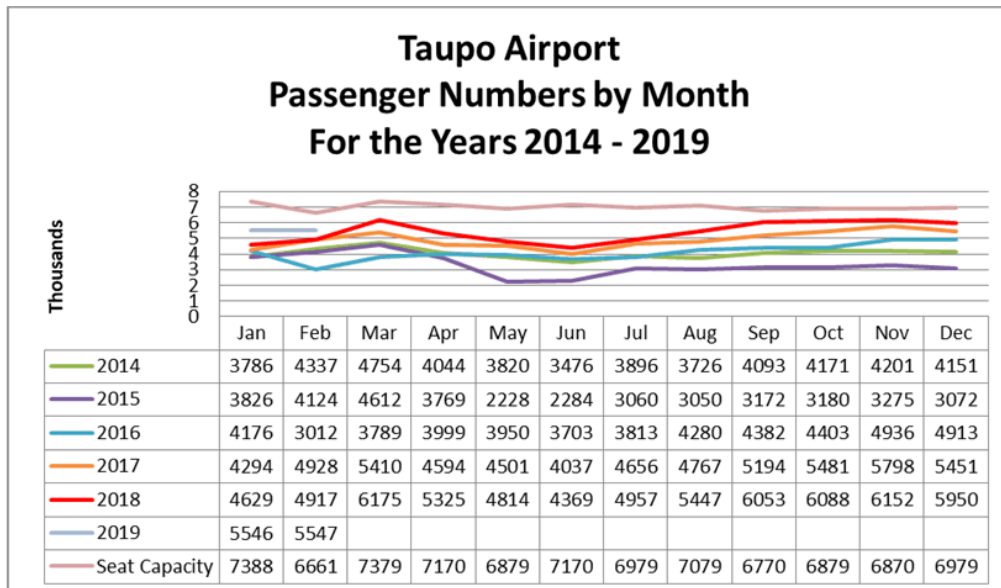
Mike Groom - Great experience going down the SMS journey. TAA have been proactive , early adopter of SMS. Integral part of TAA mantra. Mike wishes to set the Bench mark higher. Early recruitment of SM, lots of experience on site. CAA agree with comments.

**Next Steps** – email to Nick J to signal which Option TAA have chosen to CLOSE the Minor Finding.

**Exit Meeting CLOSED at 5.01pm**

**General Manager's Report (as at April 01, 2019)**

Landing Activity	Feb-19	Cumulative Year 2019	Feb-18	Cumulative Year 2018
Scheduled flights	248	472	220	424
Charters	4	12	16	28
General Aviation				
<i>Helicopters</i>	554	1034	384	770
<i>Parachute</i>	852	1930	612	1236
<i>Private</i>	1340	2354	818	1620
<i>Military</i>	2	4	2	2
Total Movements	2446	4772	1668	3310



Air New Zealand Cancelled Flights 2017													
	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	Total
Flights	51	60	65	58	61	57	66	62	68	68	69	67	752
Cancelled	1	4	6	6	5	7	5	7	1	2	3	3	50
Air New Zealand Cancelled Flights 2018													
	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	Total
Flights	55	57	68	66	61	66	65	65	68	68	67	69	775
Cancelled	4	8	2	3	2	5	3	5	0	1	3	2	38
Cause						E 1	E 2	E 1		E 1	E 3	E 2	
W- Weather						W 4	W 1	B 1					
E- Engineering								W 3					
C- Crew													
B- Bird Strike													



## **General Comments**

### **Passenger Numbers**

Passenger numbers are still very strong with a good start to the year, being 1567 passengers - 16% ahead of the same January / February period last year. The average loadings were 82.5%.

There was considerable timetable disruption over the days leading up to and immediately following the IronMan event. The delays were due to weight and space restriction on the aircraft. The amount of space taken up by competitor bicycles was the main issue, along with the many competitors travelling either one or two days out from the event and expecting to bring all their equipment with them at the same time. Much of this freight needed to be sent by road.

We will be arranging a meeting in the near future with Air New Zealand and Council's events team in order to be better prepared for next year's world championship.

### **Aircraft Movements**

Aircraft movements have followed the same trend as passengers, with a steady increase. Wonderful summer weather has assisted this, with all areas being well ahead of last year.

### **Airbiz and Terminal Development.**

Airbiz have completed the cost benefit analysis with regard to the terminal development proposal. This is to be presented to a Council workshop on 10<sup>th</sup> April.

### **Civil Aviation Part 100 Safety Management System Certification Audit.**

Over two days (in the week Monday 4-8 March), the Civil Aviation Authority (CAA) carried out the Safety Management System Certification Audit of the Taupō Airport Authority. This was a very thorough and in-depth look at all our procedures and documentation. I am pleased to report that we will be certificated under the Safety Management System rule on 11<sup>th</sup> April, which is also the date that we set in our implementation plan.

There was one minor finding with in relation to documentation control and maintenance; this is in the process of being rectified.

Of the eight airports within New Zealand that have already been audited, the Taupō Airport was the first uncontrolled airport to be audited and therefore had its own set of challenges for the CAA.

### **Memorandum of Understanding**

This document is still in the process of being reviewed.

### **Generator**

The generator is being installed this month and will provide power to the terminal, TAA office and apron including fuel pumps behind the Airways power centre. This will be vital equipment for business continuity during power outages.

### **Security**

We are in the process of investigating a security camera for the apron which records real time. While we currently have a webcam for this operational area, it only records still shots every 10 minutes.

We hope to organise a security awareness seminar with the CAA. This will involve all interested parties on the airport.

### **Wildlife**

A family of pigs have been observed on the north western grass and at times close to the threshold of runway 17.

Our Wildlife contractor has tracked and dealt with the majority of them, however we will continue to monitor.

### **Runway Paint Markings**

In preparation for the repainting of the centre line and other runway markings, Airways NZ recently completed a survey of the runways to confirm that the new markings are positioned correctly.

Under our contract with Airways NZ, they are responsible for the markings on the runway as markings are deemed to be a navigational aid.

### **Runway Inspection**

As part of our asset management plan, contractors Fulton Hogan recently completed an inspection of the runway and apron area. The runway was resurfaced in 2008 and has a life expectancy of 20 years.

The formal report from Fulton Hogan is yet to be received, however it was noted that the runway condition is very good and should go well beyond the 20 year life. The apron however may require rejuvenating before the runway due to the heavier and more frequent loads which pass over it.

Mike Groome  
General Manager – Taupō Airport Authority