

PUBLIC AGENDA

Motueka Aerodrome Advisory Group 11 October 2023 12.30– 2.30 pm

Motueka Aero Club

1. Opening, Welcome
2. Apologies

That the apologies be received by the Motueka Aerodrome Advisory Group.

Move:

Second:

3. That the minutes of the Motueka Aerodrome Advisory Group meeting held on Wednesday, 12 July 2023, be confirmed as a true and correct record of the meeting.

Mover:

Second:

Carried

4. Action items from the minutes of the previous meeting

	Action	Status	Assigned to:
1.	Sealing the parking area outside Aero Club and drainage issues.	Discussions have progressed with roading, budget seems to be available. Scope of job and budgets are being discussed.	Christina Ewing
2.	Updates to AIP, white lines and runway numbers painted on marker boards.	Mr Batt will take a draft AIP to the next operations and MAAG meeting. Mr Mark Woodhouse offered to assist Mr Batt.	Stephen Batt
3.	Review of the dump/waste station on its operation and security.	Mr Batt spoke to Mr Cuthbertson. Though it may seem that the waste system blocks often. The contractors are maintaining the system and cleaning filters to avoid blockages.	Stephen Batt
4.	Continue getting quotes for connection of power to the western boundary.		Stephen Batt
5.	Look at developing an easy-to-use information pack for new builds on the aerodrome. Mr Batt would meet with Mr Richards to discuss.		Stephen Batt & John Richards
6.	Updating the AIP		Stephen Batt & Mr Mark Woodhouse

5. Managers' Report and Health & Safety

That the Motueka Aerodrome Advisory Group receives the Motueka Aerodrome Advisory Group Report.

Move:

Seconder:

6. Motueka Aerodrome Financials YTD 2023

7. College Street Road Conceptual Plans

8. Proposed future hangar design by Totalspan

9. Procedural motion to exclude the public:

Move:

Second:

That the public be excluded from the following part(s) 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 follows.

This resolution is made in reliance on section 48(1)(a) of the Local Government Official Information and Meetings Act 1987 and the particular interest or interests protected by section 6 or section 7 of that Act which would be prejudiced by the holding of the whole or relevant part of the proceedings of the meeting in public, as follows:

8.1 AIMM Reports July, August & Sept 2023

Reason for passing this resolution in relation to each matter	Particular interest(s) protected (where applicable)	Ground(s) under section 48(1) for the passing of this resolution
<p>The public conduct of the part of the meeting would be likely to result in the disclosure of information for which good reason for withholding exists under section 7.</p>	<p>(s7(2)(a)) (s7(2)(h)) - The withholding of the information is necessary to protect the privacy of natural persons, including that of a deceased person; AND The withholding of the information is necessary to enable the local authority to carry out, without prejudice or disadvantage, commercial activities.</p> <p>s7(2)(i) - The withholding of the information is necessary to enable the local authority to carry on, without prejudice or disadvantage, negotiations (including commercial and industrial negotiations).</p>	<p>s48(1)(a)</p> <p>The public conduct of the part of the meeting would be likely to result in the disclosure of information for which good reason for withholding exists under section 7.</p>

CARRIED

Motueka Aerodrome Advisory Group

Tasman District Council

Date and Time:	12 July 2023 @ 12.30 pm
Venue:	Motueka Aeroclub
Present:	Cr Barry Dowler (Chair) Cr Trindi Walker, Gregory Woods, Mark Lasenby, Ian Palmer, David Armstrong, and Stuart Bean.
In attendance:	Stephen Batt (Snr Enterprise Portfolio Officer) and Christina Ewing (Enterprise Officer and Scribe).
Apology	Mark Stagg (Argus Aviation Ltd)

Meeting opened at 12.30pm

1. Welcome

Stephen Batt opened the meeting with a karakia.

The Chair welcomed everyone to the meeting and introduced Mr Palmer and Mr Armstrong to their first meeting. Mr Palmer is the newly appointed independent member and Mr Armstrong is the Motueka Community Board representative.

2. Apologies

Mark Stagg

Moved: Barry Dowler **Seconded:** Stuart Bean

It was noted that Nick Chin (Enterprise and Property Services Manager) would not be attending the meeting and Mr Batt would speak on his behalf.

CARRIED

3. Minutes of the last meeting

That the minutes of the Motueka Aerodrome Advisory meeting held on Friday, 14 March 2023, be confirmed as a true and correct record of the meeting.

Move: Greg Wood

Second: Stuart Bean

CARRIED

4. Call for declaration of Interest/conflict of Interest

None

5. **Reappointment of Independent Member**

The Motueka Aerodrome Advisory Group reappoints Mr Mark Lasenby as independent member of the group.

Moved: Stuart Bean

Seconded: Greg Wood

CARRIED

6. **Action items from 14 March 2023**

Mr Batt updated the Committee on the action items. (attached at end of minutes).

7. **Motueka Aerodrome Managers' Report and Financials**

Mr Batt took the reports as read and was available to answer questions. He outlined the aerodrome is slightly above breaking even. Landing fees and review of the aerodrome financials will be done, the new Fees and Charges will be initiated for invoicing on the 1 July 2023. Separate to this work the Enterprise team would like to do further analysis of services provided to the aerodrome and the best way to charge these services moving forward.

The cost of building on the aerodrome was discussed and what could be done to encourage new builds. Ms Ewing pointed out that development contributions need to be paid, however, this is balanced with a 50% discount on land lease rates for a period of three years on new hangar build.

8. **Operations and Health & Safety Issues**

An article was placed in the Council's Newline publication titled:

'Keep safe at Aerodromes'. It was designed to inform the public that aerodromes were operational areas and not to enter without permission.

Fencing had been secured around the aerodrome, it was mentioned in the operations meeting, some outstanding fencing needed to be looked at over on the reserve area.

Mr Batt outlined that users were happy with the mowing contractor; however, grass did get too long last spring. Mr Batt would relook at the mowing schedule for that month.

Mr Campbell from the CAA had updated the operations group in the morning that the CAA was launching a new safety campaign, named 'Work together, Stay Apart'. This is to reduce the likelihood of mid-air accidents and the number of near collision and air proximity events within the circuit of unattended aerodromes. It will be a 1.5 to 2-year campaign, it will include video resources available regarding unattended airfields and training.

Fences had also been repaired around the aerodrome and gates are closed and /or locked where appropriate.

Emergency Procedures

Mr Batt highlighted that the Aerodrome Operator has voluntarily adopted the procedures for a Certificated Aerodrome that were more onerous than those required for an unattended aerodrome. However, following higher standards provided for best practice to be adopted.

Mr Batt outlined that there were two options for ensuring that emergency simulated exercise was current.

1. A full Simulated crash scenario every two years; or

2. Regular onsite engagement over a three-year cycle with Emergency agencies such as FENZ, St Johns and Police involved. On the third year a full crash scenario can be replicated.

It was also agreed in the operations meeting this morning, the second approach was better as it kept emergency services up to date and communication more regular. Both the users and the aerodrome operator needed to be better engaged when actively designing and managing the simulation exercise.

Obstacle Limitation Surfaces

The survey of the varying Obstacle Limitation Surfaces has been completed (as attached to the agenda). The three different surfaces have been surveyed for both sealed and grass runways – being 1:20 (CAA), 1:40 (Night and IFR) and 1:50 (TRMP). The 1:20 had one power pole intruding into the surface of the sealed runway on the College Street end of the airfield. The grass runway had both a power pole and a tree. Council has contacted the owner of the tree and removed it, at Council's cost. The power poles create a more expensive challenge. Delta provided a cost in the range of \$350K-\$400K to underground these services. This is without the required changes to easements. Network Tasman has been alerted to the risk and asked to work with Council for proposed future changes to share costs at remedying this risk.

Designation of the Aerodrome

Mr Batt mentioned that it would be good to be able to rezone both aerodromes to an airport zone, as this would help facilitate developments. It was asked this morning from the operations meeting, if the aerodrome could be identified as a strategic asset for the district, especially in terms of emergency.

Resource Consent for adjacent property

The Resource Consent for the land user adjacent to Motueka Aerodrome has closed. There have been many submissions both for and against the consent, 208 in total. A public hearing is to be scheduled with submitters provided the opportunity to speak to their submissions.

54 Green Lane and the newly erected structure. The CAA has initiated an investigation regarding the structure. Compliance staff have been around to inspect the premises, including land use and if a building consent was acquired. Iwi consultation also seems to be missed by Ruru homes, judging by the submission from Whakatu Incorporated, which is concerning. All submissions are available on the Tasman District Council website.

Power to the Western Boundary

Power to the western end of the aerodrome was discussed. Mr Batt would gather more quotes and bring them back to the Committee. A discussion would then need to be had with existing and potential new interested parties as to their contribution.

Hangar Development

Mr Batt updated the Committee that the process for obtaining information from Council, regarding new hangar builds was difficult. It was outlined by the operations meeting this morning that an information pack, should be developed clearly outlining the process and costs. Mr Batt and John Richards will meet and discuss this.

Noise Complaints

A complaint to Council had been received, regarding the noise coming from the aerodrome from the operations of inflite. Mr Bean had replied at the operations

meeting, that the parachute climb and descent area for inflite is over a radius of Mt Campbell. This is where the complainant is located, and the company has permission to do this. He stated that he has offered to meet with the complainant, he has also offered flights and tried varying the flight path as much as he can. It was asked if it would be possible to ascertain a noise plan boundary from the Council planners. Mr Batt would follow this up.

As Aerodrome Operators, Mr Batt explained, we monitor aircraft noise complaints and follow these complaints up with the users. We have updated our registry of complaints, so it is more functional. Mr Batt has also asked the users to notify Council directly if they receive a complaint. These need to be discussed as they arise, and as mentioned in the aerodromes MOU, 'Fly Neighbourly' rules, should continue to be implemented.

Memorandum of Understanding (MOU)

Mr Batt explained the MOU had been updated and circulated to users previously. The Users had no objections to the MOU and were ready to sign. As some people needing to sign had not attended the operations meeting in the morning. Ms Ewing would get the final version, with a separate signing sheet out to the named users in the document.

Mr Batt will also be working with Mr Woodhouse regarding updating the AIP for the aerodrome.

The Motueka Aerodrome Advisory Group 'Terms of Reference' had been included in the agenda for the benefit to new members and as a refresh to existing members.

That the Committee receives the Financials, and the Managers' Motueka Aerodrome Advisory Group Report.

Moved: Mark Lasenby

Seconded: Ian Palmer

CARRIED

9. Procedural motion to exclude the public:

Move: Stuart Bean

Second: Greg Wood

Reason for passing this resolution in relation to each matter	Particular interest(s) protected (where applicable)	Ground(s) under section 48(1) for the passing of this resolution
The public conduct of the part of the meeting would be likely to result in the disclosure of information for which good reason for withholding exists under section 7.	(s7(2)(a)) (s7(2)(h)) - The withholding of the information is necessary to protect the privacy of natural persons, including that of a deceased person; AND The withholding of the information is necessary to enable the local authority to carry out, without prejudice or disadvantage, commercial activities. s7(2)(i) - The withholding of the information is necessary to enable the local authority to carry on, without prejudice or disadvantage, negotiations (including commercial and industrial negotiations).	s48(1)(a) The public conduct of the part of the meeting would be likely to result in the disclosure of information for which good reason for withholding exists under section 7.

- 5.1 AIMM Reports April & May 2023
- 5.2 Letter of Expectation

CARRIED

10. Action items from 12 July 2023

	Action	Status	Assigned to:
1.	Sealing the parking area outside Aero Club and drainage issues.	Discussions have progressed with roading, budget seems to be available. Scope of job and budgets are being discussed.	Christina Ewing
2.	Updates to AIP, white lines and runway numbers painted on marker boards.	Mr Batt will take a draft AIP to the next operations and MAAG meeting. Mr Mark Woodhouse offered to assist Mr Batt.	Stephen Batt

3.	Review of the dump/waste station on its operation and security.	Mr Batt spoke to Mr Cuthbertson. Though it may seem that the waste system blocks often. The contractors are maintaining the system and cleaning filters to avoid blockages.	Stephen Batt
4.	Continue getting quotes for connection of power to the western boundary.		Stephen Batt
5.	Look at developing an easy-to-use information pack for new builds on the aerodrome. Mr Batt would meet with Mr Richards to discuss.		Stephen Batt & John Richards
6.	Updating the AIP		Stephen Batt & Mr Mark Woodhouse

The meeting ended at 2.03 pm
Mr Batt closed the meeting with a karakia

Managers' Report Motueka Aerodrome Advisory Group – October 2023

- 1.1 The New Zealand Meteorological Society have been approached and a meeting held over the future of their lightning monitor at Motueka Aerodrome. We have proposed three potential locations and these will be tested in the next two months with specialist equipment from the United States around site interference.
- 1.2 The AIP requires urgent updating. Mark Woodhouse and Stephen Batt having been working jointly on this. A tabled plan of changes were shared with the Motueka Operations and Safety meeting this morning. Once confirmed then the AIP will be update to reflect survey and additional changes.
- 1.3 Staff are looking at developement of the aerodrome, and maximising the areas for functionality and fit. With this an information pack will be developed, making the enquiry process easier. Also the need to look at fees and charges.
- 1.4 The MOU has been circulated to users and some have signed, but still pending all signed agreements. This has been asked to be given priority.
- 1.5 NDRA has a meeting on the 11 November 2023. Jim Macquire has agreed to train Mark Woodhouse to provide some succession planning and additional resource.
- 1.6 There have been no new noise complaints that the Enterprise team are aware of.

Aerodrome Developments

- 1.7 Bruce Broady has been offered a site for his large 25 x 21 metre hangar. It will be located at the far end of the western side of the runway. The site area will comprise 31 metres wide and 30 metres deep. The front will be aligned with the recent Deltag hangar and will extend to the rear, however, room for access and carparking remains. Rental will be set via a Registered Valuation on an unpowered site basis. This will set a reference point for ground rentals.
- 1.8 College Street Carpark – Council has decided to improve the potholes and water pooling issue alongside College Street. Plans and a draft concept design have been tabled. It was also mentioned that trucks use this area for parking before heading into the township. With the new design and vertical lines painted, it should deter them.

Health & Safety

- 1.9 Gate on the western access road was damaged through a vehicle. The gate has been straightened and rehung.
- 1.10 Monthly inspection reports have been received by Jackie Day. Staff are engaging with contractor to go ahead with repairs. (Fence work and general maintenance)
- 1.11 Fence between the Broady hanger and Aeroclub is being left open. If you use this fence please ensure you close and lock it afterwards.

Motueka Aerodrome financials YTD Sept 2023

Revenue

1. YTD revenue is \$11k ahead of budget.

Costs

2. Costs are over budget YTD by \$7K.
3. Legal fees and consultant charges are \$20K over budget. This is primarily concerning the OLS dispute and Green Lane resource consent issues has caused the aerodrome though up on revenue to fall behind towards budget.

EBIDTA and Net

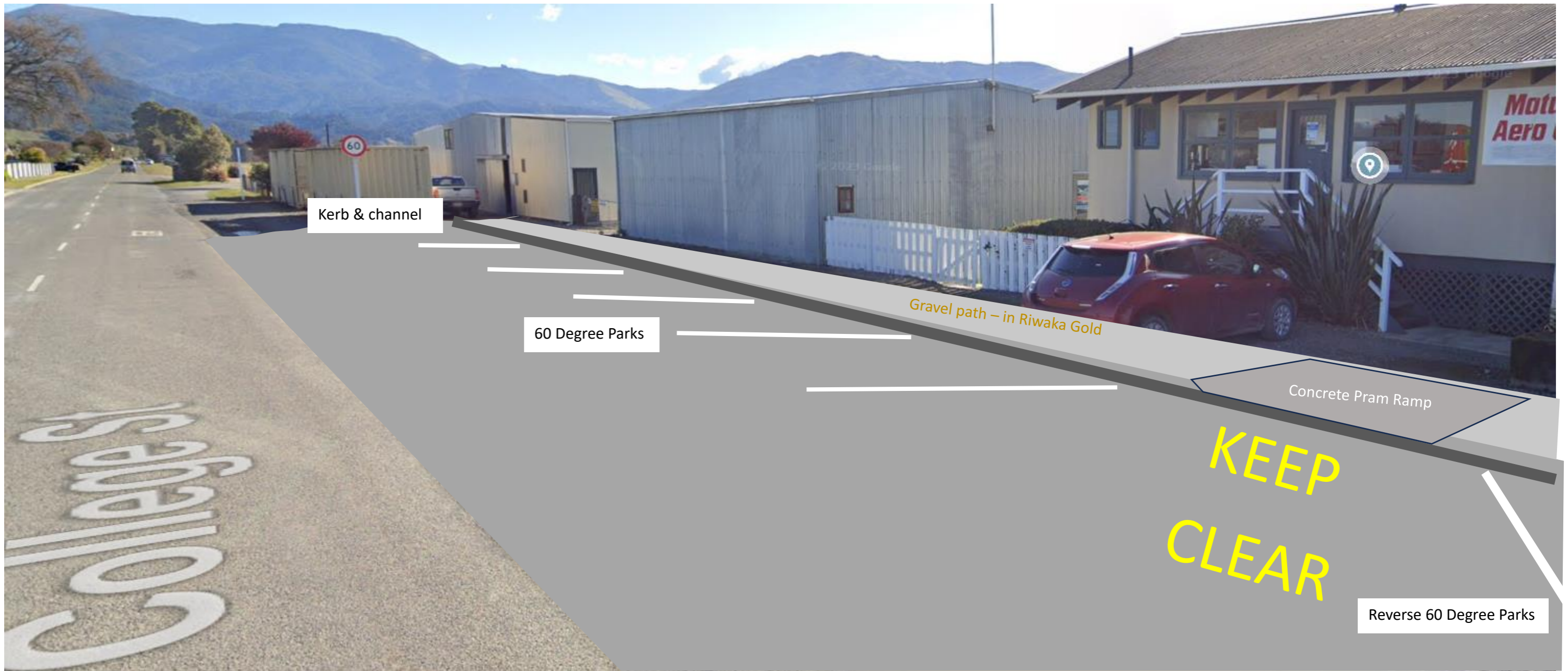
4. Due to legal costs, the YTD September EBIDTA is (\$54K-\$64K) **-\$10K**.
5. The net result including loan payments and depreciation is \$8K, or \$16K under budget.

September 2023 Financials - Motueka Aerodrome						
Account Detail	YTD Actuals	YTD Budget	YTD Variance	YTD Percentage Variance	Total Budget	Total AP 2023/24
Grand Total	479,590	574,087	94,497	14%	457,998	458,000
Sources of Operating Funding						
1001 - Sales	-54,300	-42,930	11,370	26%	-164,158	-164,158
Total Sources of Operating Funding	-54,300	-42,930	11,370	26%	-164,158	-164,158
Applications of Operating Funding						
2021 - Job Wage Allocation	2,039	789	-1,250	-158%	3,151	3,151
2022 - Job Overhead Allocation	2,039	789	-1,250	-158%	3,151	3,151
2202 - Legal Fees	1,260	0	-1,260	-100%	0	0
2203 - Consultants	21,852	1,290	-20,562	-1594%	6,472	6,472
2401 - General Maintenance	2,488	9,030	6,542	72%	36,120	36,120
2506 - Insurance	7,403	14,228	6,825	48%	14,228	14,228
2508 - Rates & Water	19,661	19,673	12	0%	19,673	19,673
2512 - Publicity	0	973	973	100%	1,946	1,946
2522 - Overhead Allocations	7,454	7,452	-2	0%	29,815	29,815
2541 - Bad Debts	0	0	0	0%	0	0
2561 - Doubtful Debts	0	0	0	0%	0	0
2605 - Operations - Monitoring	0	1,497	1,497	100%	5,246	5,246
5501 - Loan Interest	-497	1,530	2,027	132%	6,128	6,128
5502 - Closed Account Interest	-217	-363	-146	-40%	-1,451	-1,451
Total Applications of Operating Funding	63,482	56,888	-6,594	-12%	124,479	124,480
Depreciation Funding						
5998 - Depreciation	9,467	10,116	649	6%	40,463	40,462
6700 - Loan Principal Paid	-417	2,142	2,559	119%	8,570	8,570
7000 - Loan Raised	0	7,974	7,974	100%	31,892	31,892
7901 - Depreciation not funded	-10,043	-10,116	-73	-1%	-40,462	-40,462
Total Depreciation Funding	-994	10,116	11,110	110%	40,463	40,462
Operating Surplus / Deficit	8,187	24,074	15,887	125	784	785

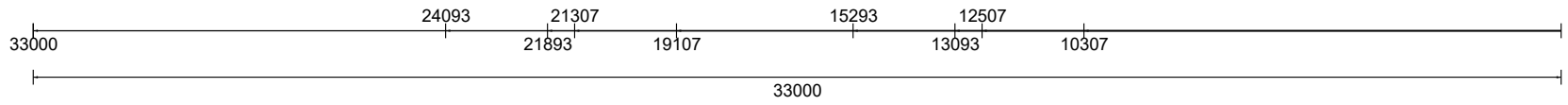
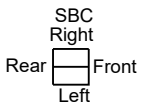
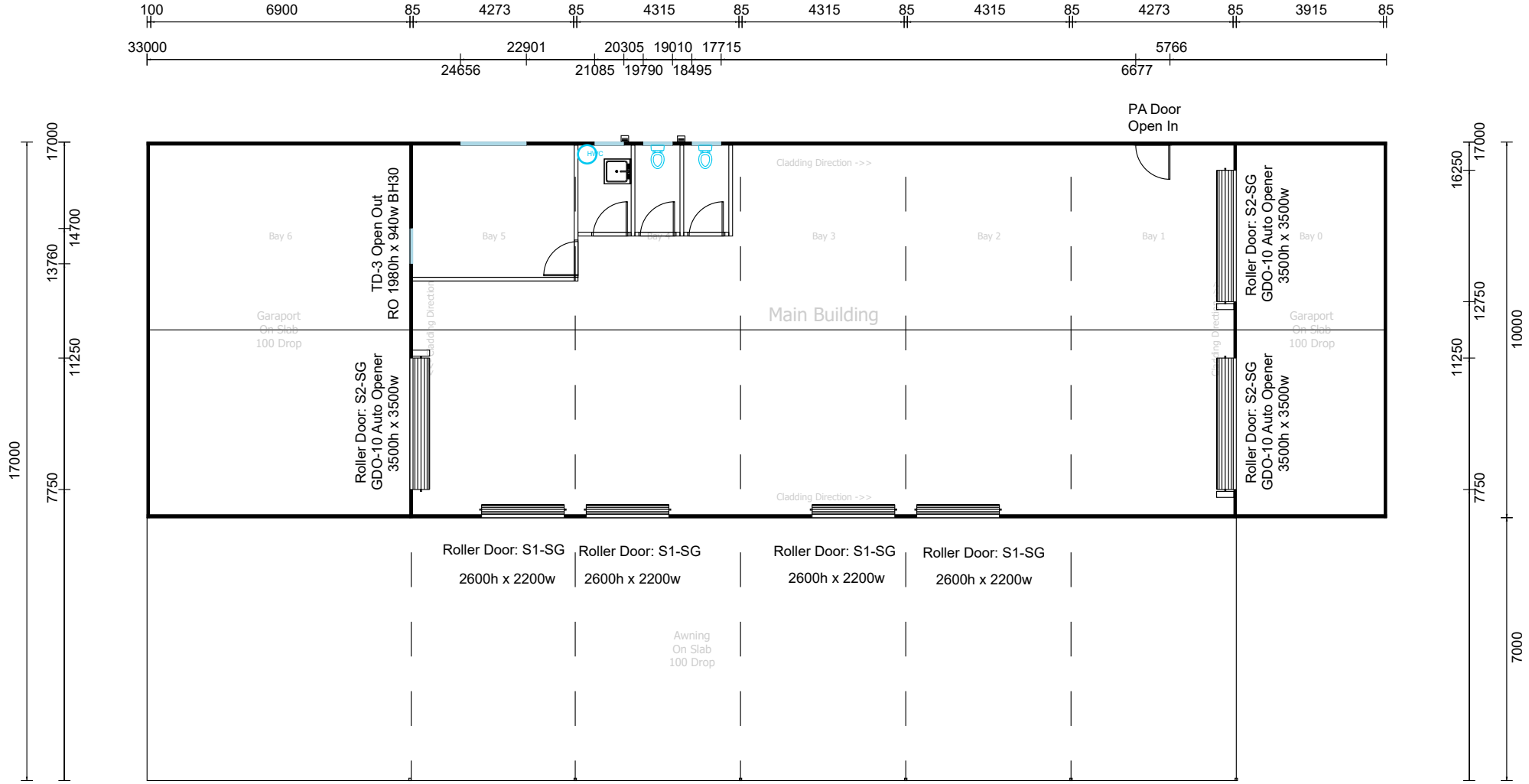


Scale 1:250

College St Carpark - Motueka Aero Club



Concept drawing looking westward.



Project No.: 2798117



Totalspan Nelson
23 Stratford Street
Richmond
7020
03 541 0607
nelson@totalspan.co.nz

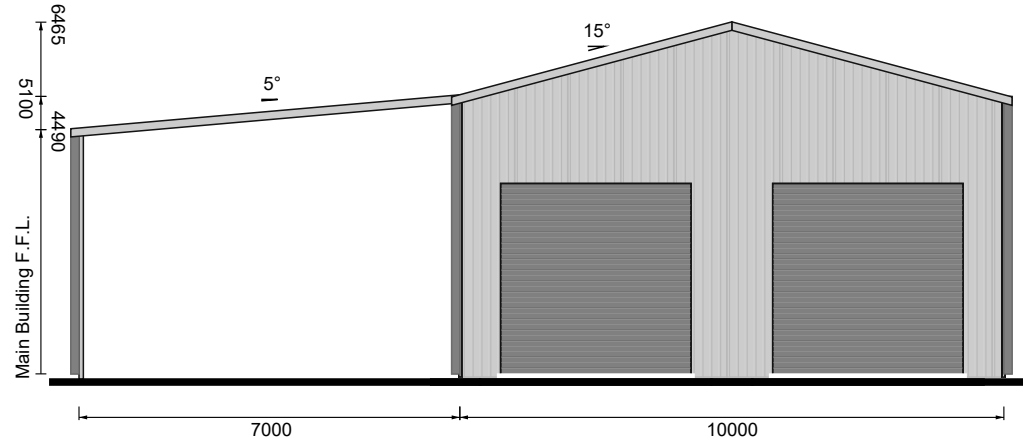
For: NZ Post, Attn: James Clayton
23 Tudor Street
Motueka
7120

Scale: 1:154

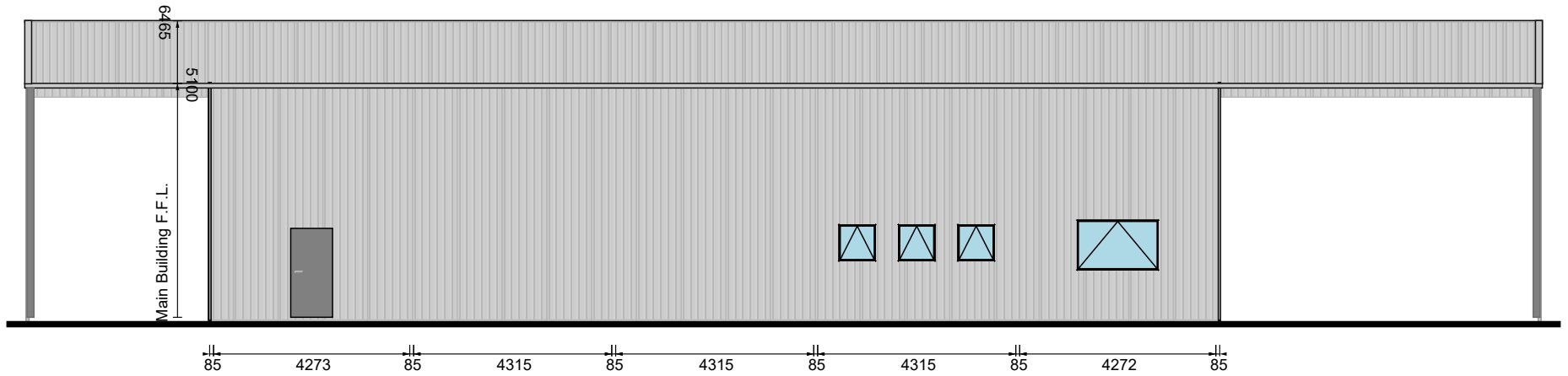
ARCHITECTURAL DETAILS FLOOR PLAN

COPYRIGHT SPANBILD NEW ZEALAND LIMITED • DIMENSIONS IN MM UNLESS OTHERWISE STATED
CONTRACTOR TO CONFIRM ALL DIMENSIONS ON SITE AT TIME OF CONSTRUCTION

VIEW 1



VIEW 2



Project No.: 2798117



Totalspan Nelson
 23 Stratford Street
 Richmond
 7020
 03 541 0607
 nelson@totalspan.co.nz

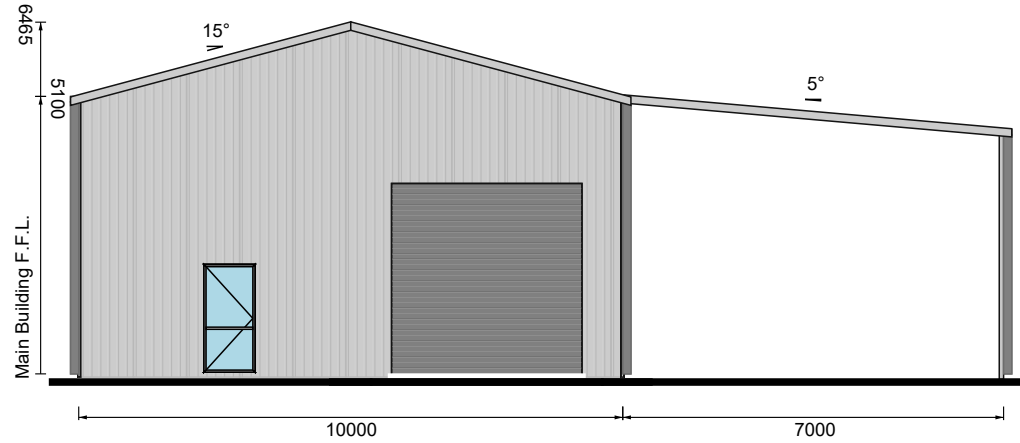
For: NZ Post, Attn: James Clayton
 23 Tudor Street
 Motueka
 7120

Scale: 1:139

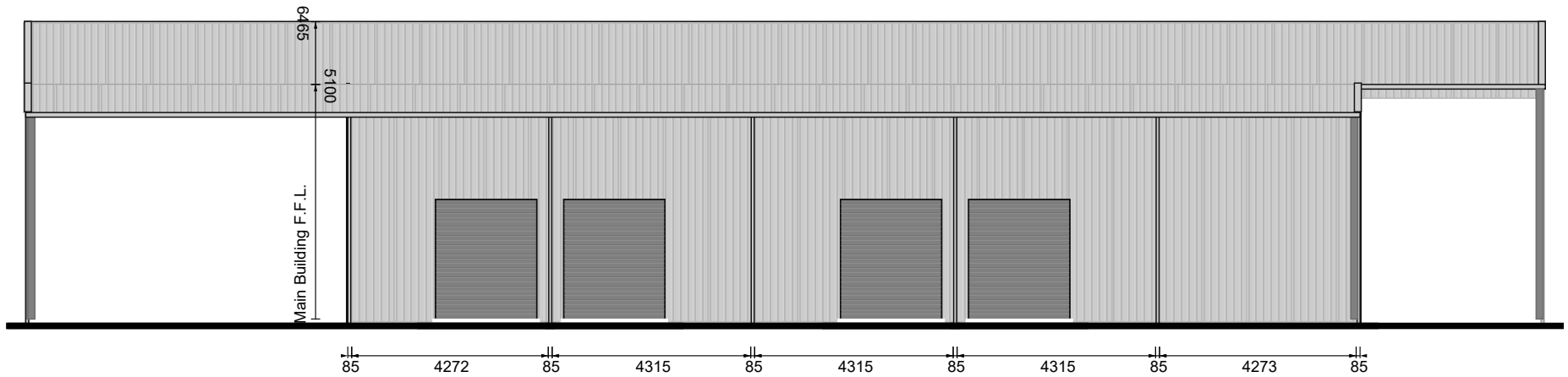
**ARCHITECTURAL DETAILS
 ELEVATIONS**

COPYRIGHT SPANBILD NEW ZEALAND LIMITED • DIMENSIONS IN MM UNLESS OTHERWISE STATED
 CONTRACTOR TO CONFIRM ALL DIMENSIONS ON SITE AT TIME OF CONSTRUCTION

VIEW 3



VIEW 4



Project No.: 2798117



Totalspan Nelson
23 Stratford Street
Richmond
7020
03 541 0607
nelson@totalspan.co.nz

For: NZ Post, Attn: James Clayton
23 Tudor Street
Motueka
7120

Scale: 1:139

**ARCHITECTURAL DETAILS
ELEVATIONS**

COPYRIGHT SPANBILD NEW ZEALAND LIMITED • DIMENSIONS IN MM UNLESS OTHERWISE STATED
CONTRACTOR TO CONFIRM ALL DIMENSIONS ON SITE AT TIME OF CONSTRUCTION