AGENDA

Takaka Aerodrome User Group

05 December 2023, 3 pm – 4.30 pm
Aero Club, Takaka Aerodrome

1. Welcome by the Chair
2. Opening Karakia
3. Apologies
4. Minutes of the previous meeting – The 05 July 2023
5. Action items from the minutes of the previous meeting
6. Takaka Aerodrome Report
7. Takaka Aerodrome Financials
8. Proposed Fees and Charges
9. Operations and Safety Issues –
    - Takaka Driver Safety Guide and Breifing sign off form.
    - Takaka Aerodrome Memorandum of Understanding
10. General business
11. Next meeting date: TBC 2024
12. Closing Karakia

Takaka Aerodrome User Group

Tasman District Council

Date and Time: **5 July 2023 at 3 pm**

Venue: **Takaka Aerodrome Aero Club**

Present*:* Ian Orange (Chair)
Richard Molloy, Murray Bensemann, Luke Jacobson, Ryley Fleming, Shane Fleming

In attendance: Stephen Batt (Senior Enterprise Portfolio Officer), Christina Ewing (Enterprise Portfolio Officer) and Cr Grant Knowles (Golden Bay Community Board).

Apologies: Cr Chris Hill

Meeting opened at 3 pm

1. Welcome

The Chair welcomed everyone to the meeting.

2. Apologies

That apologies be received from Cr Chris Hill

Moved: Murray Bensemann **Seconded:** Ian Orange
CARRIED

3. Minutes of last meeting – 3 March 2023

That the minutes from the 3 March 2023 meeting be accepted as a true and correct record.

Moved: Murray Bensemann **Seconded:** Richard Molloy
CARRIED

4. Reappointment of the Chair

The Takaka Aerodrome User Group reappoints Mr Ian Orange as the Chair.
Move: Luke Jacobson **Second:** Richard Molloy
CARRIED

5. Action items from the previous meeting

The action items were updated, and the following items discussed:

Action	Status	Assigned to:
Straighten the fences when the weather is drier	It was advised to TDC that many of the fences are in bad shape and needed to be assessed and a maintenance plan in place.	Luke Jacobson and Council to work together.

6. Takaka Aerodrome Report & Financials

Revenue is slightly above budget - $104,761 versus $102,355 (YTD May 2023). As a result, EBIDTA is $45,623 behind budget. The EOY result is likely to be worse as we are awaiting the final invoice for resealing work. Costs are over budget by $48,029 due to increased maintenance costs, consultant costs for the OLS survey, and more accurate assignment of staff time reflecting management tasks and reporting.

Ryley Fleming has occupied the residential house onsite. Ryley will also take on the regular monthly airfield inspections.

Runway sealing has proceeded on the south-eastern end of the cross runway. The repairs have concluded with Sollys rolling the edge of the sealed runway and remedying the corners at the intersection of the two runways. This has been corrected with FXG and rolled. The feedback from the users has been positive on the works.

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.

The May 2023 financials were missed from the July Agenda, therefore the Enterprise Portfolio Officer would send them out to the users separately for their review.

Emergency Procedures

Mr Batt outlined that there were two options for ensuring that emergency procedures were current, and services were informed.

1) A full Simulated crash scenario; 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.

Mr Batt advised he thought that the second option was more helpful to operators and emergency services as it meant regular communication with each other. Mr Batt had organised the first meeting to happen

after this meeting. He had invited Emergency Services to the airfield to outline 'what to do in an aircraft incident' to familiarise them with the aerodrome and define the roles and actions to take. Unfortunately, the St John's representative was unable to attend, but representatives from FENZ and Police had accepted the meeting.

First steps were discussed, which in the first instance was to contact emergency services and then the CAA. A NOTAM would be issued as soon as possible closing the aerodrome. Any wreckage on any of the runways could not be moved until CAA approved.

Ms Ewing would email an outline of the aerodrome to the services, highlighting the runways and how they are identified.

Memorandum of Understanding (MOU)

It was mentioned that Council needed to draft a MOU with the regular users of the airfield. Staff would draft a document and circulate it to the parties.

It was also mentioned that it would be good to be able to rezone both aerodromes to an airport zone, as this would help facilitate developments.

Landing fees

It has been noted that some users are not paying their landing fees, now with the AIMM's motoring the Council has visibility of this. Landing fees will be going out for the new financial year.

Health & Safety

Users pointed out that contractors were intruding the sealed runway when they were doing the recent works. They believe this is through contractors not understanding how to manoeuvre on the aerodrome. Staff would supply all contractors with a drive safety guide.

Staff would investigate getting a canvas white cross made up that could be put out, when the runways were closed.

It was discussed it could be advantageous to put contractors through and induction process, whether Council staff or a User delivered this to new contractors.

General Business

It was mentioned there was concern with the land adjacent the aerodrome, that there could be potential subdivision going ahead. It was asked that staff keep an eye on this, and ensure any construction would not impede the flightpath.

It was brought up that Fulton Hogan needed to repaint the lines once the fog coat was finished on the northern end of the runway.

Luke brought up how the fences were a bigger issue than just straightening the posts. He thought the fences needed to be assessed and a plan put in place to repair on a cycle. Staff were happy to look at this, however adjoining fences would have to be meet under the Fencing Act at a 50/50 cost with the landowner.

The users were happy with the spraying of the aerodrome. Staff would follow up with Delta for a regular maintenance plan. It was thought a contract was sent to them.

There was a discussion regarding the existing FENZ weather station, it was thought craft pressure sensors could be detected. Mr Molley would investigate.

Nelson Airport were not renewing hangar leases, this decision has caused interest in applications for hangar owners wanting to relocate their hangars to Motueka Aerodrome, it could also have an effect on Takaka.

Meeting closed at 4.30 pm.

Next meeting 8 November 2023

Action Log – 5 July 2023

Action	Status	Assigned to:
Straighten the fences when the weather is drier	It was advised to TDC that many of the fences are in bad shape and needed to be assessed and a maintenance plan put in place.	Luke and Stephen
Organise Emergency Services walkthrough with users	Completed. Emergency Services met the aerodrome operator and users on 5 July 2023.	Stephen Batt
Send aerial view of aerodrome to emergency services outlining the runways and how they are named.	Ongoing	Christina Ewing
Send driver safety guide to contractors	Ongoing	Christina Ewing

The emergency walkthrough commenced with emergency staff.

Takaka Aerodrome – Managers Report June 2023

1.1 Revenue is slightly above budget.

1.2 Costs are over budget. Again, due to increased maintenance costs, consultant costs, runway testing, repairs and surveying for the OLS survey, and more accurate assignment of staff time reflecting management tasks and reporting.

1.3 As a result, EBIDTA is $18,500 behind budget.

1.4 The residential house at the aerodrome is available. Council would prefer long term tenants.

1.5 Runway sealing and repairs has concluded.

1.6 The Resource Consent for the land user adjacent to Motueka Aerodrome has closed. There has yet to be a public hearing scheduled.

1.7 The OLS surveying has been completed at both aerodromes and more recently the Falling Weight Deflection testing has been initiated, we are waiting on results. This information will help update the AIP.

1.8 Part 157 will be addressed for the aerodrome; a letter will go to the CAA regarding any changes or consents in retrospect.

1.9 Audit - Management had asked for both aerodromes to be audited for Health and Safety. The information was collated, and Council has yet to find out the result.

1.10 Proposed fees and charges are being reviewed by Councillors. The Enterprise team would like to do a more in-depth financial analysis of both aerodromes.

1.11 Delta has been awarded the spraying contract.

1.12 The monitoring equipment is giving some good insights into the movements of the aerodrome.

1.13 Summary of Reporting May 2023

NZTK - 431 Movements in Aug 2023

NZTK – 182 Movements in Sept 2023

NZTK – 234 Movements in Oct 2023

Takaka Aerodrome

For the year to October 2023

Profit and Loss	Year to Date					Year End				YTD % Total Budget
	Actual Oct 2023	Budget Oct 2023	Variance $	Variance %	Actual Oct 2022	Forecast Jun 2024	Budget Jun 2024	Variance $	Actual Jun 2023	
REVENUE										
General rates	297	296	1	0%	26,361	297	890	(593)	79,084	33%
Lease income	9,045	6,107	2,938	48%	6,005	9,045	27,905	(18,860)	27,551	32%
Landing fees	3,248	2,421	827	34%	1,517	3,248	6,805	(3,557)	4,844	48%
Other income	260	351	(91)	-26%	239	260	1,361	(1,101)	1,276	19%
Interest received	0	0	0	0%	0	0	0	0	0	0%
Share of council investment income	0	0	0	0%	0	0	0	0	0	0%
Total revenue	**12,850**	**9,175**	**3,675**	**40%**	**34,122**	**12,850**	**36,961**	**(24,111)**	**112,754**	**35%**
EXPENSE										
Personnel costs	288	288	0	0%	1,994	288	860	572	6,592	33%
Maintenance	7,910	1,577	(6,333)	-402%	3,574	7,910	16,610	8,700	16,149	48%
General operating costs	20,907	13,112	(7,795)	-59%	3,987	20,907	13,647	(7,260)	11,962	153%
Professional fees	0	360	360	100%	0	0	1,081	1,081	0	0%
Overheads	2,245	2,248	3	0%	4,796	2,245	6,732	4,487	15,081	33%
Total expense	**31,350**	**17,585**	**(13,765)**	**-78%**	**14,349**	**31,350**	**38,930**	**7,580**	**49,783**	**81%**
EBITDA	**(18,500)**	**(8,410)**	**(10,090)**	**120%**	**19,773**	**(18,500)**	**(1,969)**	**(16,531)**	**62,971**	**940%**
Depreciation	(18,558)	(25,112)	6,554	26%	(17,181)	(18,558)	(75,337)	56,779	(55,673)	25%
Interest expense	(3,392)	(4,168)	776	19%	(47)	(3,392)	(12,500)	9,108	(4,344)	27%
Surplus/(deficit)	**(40,450)**	**(37,690)**	**(2,760)**	**7%**	**2,546**	**(40,450)**	**(89,806)**	**49,356**	**2,954**	**45%**
OTHER COMPREHENSIVE REVENUE AND EXPENSE										
Asset revaluations	0	0	0	0%	0	0	0	0	0	0%
Total comprehensive revenue and expense	**(40,450)**	**(37,690)**	**(2,760)**	**7%**	**2,546**	**(40,450)**	**(89,806)**	**49,356**	**2,954**	**45%**

TAKAKA AERODROME

DRIVER SAFETY GUIDE

JULY 2023

DRIVER SAFETY GUIDE

Airside Drivers

Airside drivers play an important role in runway safety at Takaka aerodrome. There are many cases of vehicles being involved in serious runway incursions around the world; therefore, drivers need to take steps to ensure they are prepared to operate safely around runways.

The Driver Safety Guide describes how to:

- Avoid an airside incident or runway incursion
- Improve airside driver safety
- Communicate with aircraft when necessary and understand aircraft patterns
- Maintain situational awareness

INTRODUCTION

As an airside driver, you are expected to understand how to safely operate your vehicle on or near a runway. Add all the various combinations of weather, time of day, aircraft movements and language skill to the mix, and the risk of an error increases.

Of particular concern to all operators on an aerodrome is the risk of a runway incursion which may have catastrophic consequences.

This airside driver safety guide was created to complement guidance provided by the Tasman District Council. It is not intended to cover everything there is to know about safely operating on an aerodrome. Rather, the guide focuses on four areas that are important in surface operations at Takaka Aerodrome.

Each section identifies safety measures you can take to help reduce errors that lead to runway incursions. Runway incursions are a serious safety concern.

OPERATING AT TAKAKA AERODROME

TAKAKA AERODROME OPERATIONS and PROCEDURES

Following good operating procedures increases the safety of operations on the aerodrome. This section focuses on some of the common tasks that you should incorporate into your driving habits.

Prior to carrying out a mower or construction operation, a **NOTAM** must be issued to ensure airmen intending to use the aerodrome can be made aware that you will be operating onsite. Please contact enterprise.portolio@tasman.govt.nz or the Enterprise Portfolio Officer (03 543 8400).

Thorough knowledge of Takaka aerodrome is essential for safe driving. Take time to think about where you need to go and how you are going to get there.

- Review current aerodrome information for any taxiway or runway closures, construction activity or other surface risks.
- Always be aware of where you are and what is around your vehicle—especially when operating close to the runways.
- Minimise time spent on runways and taxiways.
- Commence mowing or construction works on/near runways as early in the day as possible.

Takaka has two runways. One is sealed and the other, a cross runway which is gravel. Their designators are **ELEVEN -TWENTYNINE (one one – two nine)** for the gravel runway and **EIGHTEEN- THIRTYSIX (one eight – three six)** for the sealed runway.

The circuit pattern

All contractors need to be aware of what is happening above you. Please make yourself familiar with the circuit pattern before work commences.

LOOK AT THE WINDSOCK - Aircraft will most likely land into the wind.

LOOK TO EAST for Runway 18/36
LOOK TO WEST for Runway 11/29

OPERATING AT TAKAKA AERODROME

WHILE DRIVING ON THE AERODROME

- Use vehicle lights to convey location—ensure rotating beacon is on when driving on aprons, taxiways and runways.
- Use extra caution when entering or crossing a runway, especially during reduced visibility conditions.
- Make sure you comply with any 'hold position' requests when approaching a runway.
- Carry a mobile phone with the Tasman District Council contact details as a backup (03 543 8400)
- Carry a handheld radio tuned to **119.1**
- Prior to entering or crossing any runway - Scan the full length of the runway and the approaches for possible landing aircraft - Clear left, ahead, above, and right.

SITUATIONAL AWARENESS

When operating on the aerodrome, you need to be aware of your location, how that location relates to your intended route and to aircraft that may be operating on the aerodrome. This is commonly referred to as 'situational awareness'.

1. Monitor aircraft radio calls to help you build up a picture of what is happening around you. (E.g. If an aircraft calls downwind, they will be landing in approximately 3 minutes.)
2. Have knowledge of a current aerodrome chart or diagram.
3. Monitor the radio and use the aerodrome chart to assist you in locating other aircraft (including helicopters) and vehicles that may be on the aerodrome.
4. Maintain a 'sterile' environment in your vehicle—you must be able to focus on your duties without being distracted by non-operational matters like engaging in conversation with a passenger, or on a mobile phone.
5. Minimise 'heads down' activities while the vehicle is moving.

OPERATING AT TAKAKA AERODROME

Holding positions are not marked at Takaka aerodrome. Vehicles should hold short of the runway strip edge. (See the red circle on the diagram below and marked by white paint on the holding threshold).

This also applies to works vehicles, such as mowers and work trucks, when operating on areas adjacent to runways where there are no taxiways.

CONTRACTOR'S OPERATIONS

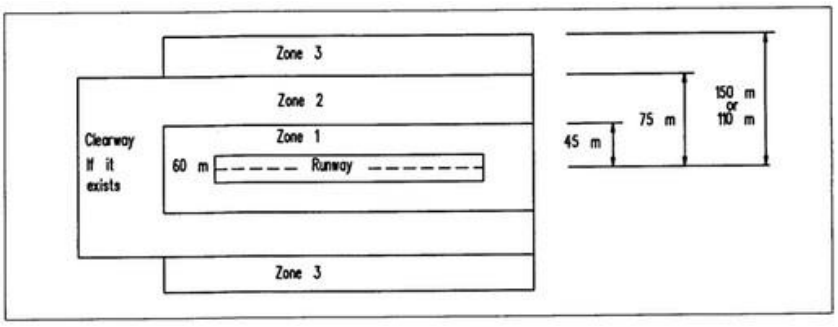
Work Zones

The following work zones are established around runways when use of the runway is permitted to continue whilst works are carried out. Outside the zones no restrictions need to be applied other than maintaining the normally required obstacle free surfaces.

Zone 1. This zone is rectangular. It symmetrically surrounds the runway. Its sides are 45m from the runway centreline and its ends 60m beyond the runway ends.

Zone 2. The ends coincide with the ends of Zone 1, except that where there is a clearway the end is extended to include it. The sides are 75 m from the runway centreline.

Zone 3. This zone is only required at aerodromes having a runway strip wider than 150m. It extends to the edge of the runway strip, either 110m or 150 m from the runway centreline where appropriate.



As a contractor if you are on runway areas within Zone 1 and notice an incoming plane, you should move off the runway outside of Zone 1. If it is safe, head to the runway opposite to the wind, indicated on windsock.

Grass Mowing on Runway Strip

Mowing should be done in the upwind half of the runway strip. When the swaths nearest the runway are being cut, the mowing circuit should be towards the aircraft landing or taking off so that the driver can see the moving aircraft.

Zone 1. Mowing should not take place in Zone 1 when the runway is in use.

Zone 2. Mowing may be carried out during the operation aeroplanes provided that the crosswind component does not exceed 10 kts and the runway is dry.

The mower should move to the outer edge or clear of the zone for movements by larger aircraft, when the crosswind is greater than 10 kts, or the runway is wet.

Mowing in the area beyond the approach end of the runway should not be permitted during aircraft landings.

Mowing in the area beyond the take-off end of the runway should not be permitted during aircraft take-offs.

Works Information

Works information should include—

(a) an outline of the full scope of the works; and

(b) which facilities are affected; and

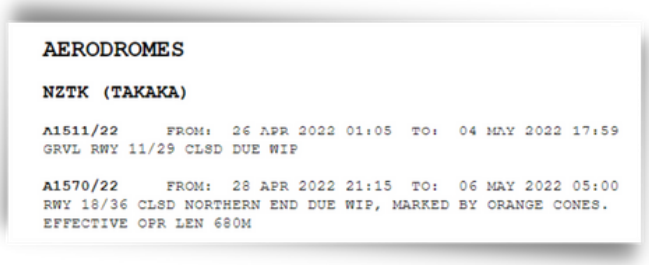
(c) the planned date and time of commencement; and

(d) the duration of each stage; and

(e) the date and time of completion; and

(f) the following statement:

"The actual date and time of commencement will be advised by NOTAM, to be issued no less than 48 hours before the work commences."



Control of Personnel, Equipment, and Vehicles

a. Protective equipment including high visibility clothing must be worn by all personnel.

b. All drivers and works personnel should be briefed on their responsibilities, and the procedures that must be followed.

c. Vehicles carrying gravel should not be permitted on runways or taxiways without prior permission, and anything dropped should be immediately swept up.

d. Vehicles should be suitably marked or lit.

Situational Awareness – Do a visual scan of the aerodrome, Clear left, ahead, above, and right!

COMMUNICATION

RADIO COMMUNICATIONS

Guidelines for clear and accurate radio communications:

Listen out before transmitting to avoid over transmitting an aircraft or other vehicle.

Use standard phraseology to ensure clear and concise communication.

Your initial transmission should contain these elements:
– who you are calling.
– your call-sign **(mower, truck or digger)**
– where you are located
– a concise description of what you want to do.

Takaka is a non-controlled aerodrome.

When operating at a non-controlled aerodrome, the principles of 'alerted' see-and-avoid are critical to safety. Monitor the Takaka frequency **(119.1)** and broadcast your intentions to maintain both your situational awareness and that of other pilots and drivers. Although standard radio calls are detailed in AIP, you should also make any additional broadcasts you feel are necessary to minimise the risk of collision.
At non-controlled aerodromes, a 'radio check' is used to confirm that you are on the correct frequency and that your radio is working and set up correctly.

Good Radio Technique

Your transmission should be thought out. Before using the microphone, know what you want to say and check to make sure you are on the Takaka frequency (119.1) and will not be interrupting another transmission.

GLOSSARY OF PHRASEOLOGY

This section contains a glossary of phraseology commonly used in aerodrome surface operations.

ACKNOWLEDGE – let me know that you have received my message.

AFFIRM – yes.

BREAK – I hereby indicate the separation between portions of the message. (To be used when there is no clear distinction between the text and other portions of the message).

CANCEL – annul the previously transmitted clearance.

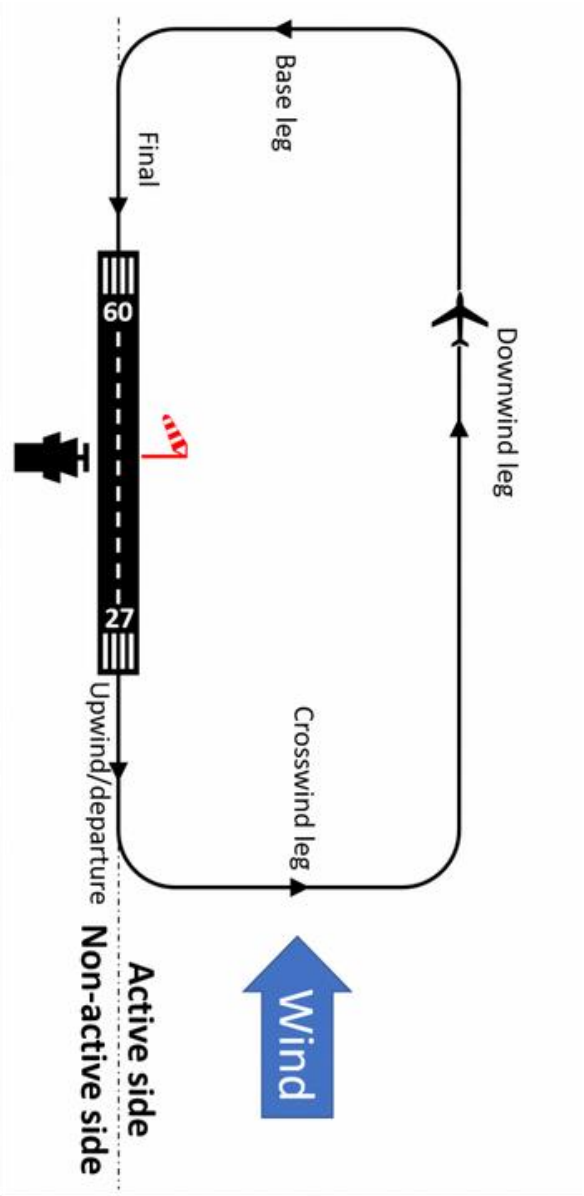
CONFIRM – have I correctly received the following…? Or did you correctly receive this message?

CORRECTION – an error has been made in this transmission (or message indicated) the correct version is…

FINAL – commonly used to mean that an aircraft is on the final approach course or is aligned with a landing area.

HOLD POSITION – stay in place, where you are currently located.

DOWNWIND - A position in the circuit which gives approximately 3 minutes before an aircraft will be landing.



HAZARDS

Any potential hazard should be brought to the attention of the Tasman District Council for immediate rectification. Where appropriate, aircraft operators should be notified of the hazard by making a call over the radio or contacting Ian Orange (027 417 9568) or the Golden Bay Flying Club (0274 179 568).

FOD

The presence of FOD is a concern at our aerodrome. FOD creates a safety hazard and can ultimately impact safe operations by damaging aircraft. FOD can:

Shred fan blades when sucked into a turbojet
Blow out tires at high speeds
Damage delicate components when trapped inside of an equipment housing
Lock control mechanisms when lodged next to levers and handles.

So, what is FOD?

In simple terms, FOD is foreign object debris found in an inappropriate location that - as a result of being in that location - poses a significant risk. FOD is estimated to cost the aviation industry around $4 billion a year, with something as simple as a nut, coin, or coffee cup through to larger items such as pavement fragments or an aircraft part able to cause substantial damage if ingested or run over by an aircraft. It also poses a significant hazard to people working on the airfield, as it can be thrown at force by the slip stream or rotor wash of an aircraft.

FOD Prevention
If you see any FOD please pick it up when safe to do so.
Please ensure your equipment has no loose parts.
Please ensure to take all equipment off field with you.

AERODROME OPERATOR HAZARDS

A number of regular users Operate from Takaka aerodrome.

- Golden Bay Air
- Golden Bay Flying Club
- Recreational Users
- Helicoptors

Golden Bay Air

Regular schedules flights occur up to twice daily during summer and daily flights at other times of the year.

Golden Bay Air is a commercial passenger provider.

Helicopters

Helicopters can use a non-standard circuit altitude of 800 ft AMSL and can approach or depart from any direction. These won't necessarily conform to a standard pattern.
If helicopters are using the heli-pad, ensure they are aware of you before driving past.

Golden Bay Flying Club

This is a social club where new pilots can train, and seasoned pilots can socialize with other pilots who share similar interests. Sometimes the club holds flying events.

Recreational Users

There are several recreational users that use the aerodrome.

RUNWAY INCURSIONS

"Any occurrence at an aerodrome involving the incorrect presence of an aircraft, vehicle or person on the protected area of a surface designated for the landing and take off of aircraft."

Runway incursions are a serious safety concern. Globally, runway collisions have involved combinations of regular public transport aircraft, commuter aircraft, general aviation, and ground vehicles. Many have resulted in fatalities.

It does not take much—be it either single or multiple, intentional, or unintentional factors—you could be involved in a runway incursion.

TIPS TO AVOID A RUNWAY INCURSION

- Minimise 'heads-down' activities while the aircraft is moving
- Listen carefully to avoid responding to an instruction/clearance intended for someone else Use
- standard phraseology
- Always consider all runways active at all times
- Before entering a runway, always look out for other aircraft or vehicles on, or approaching the runway
- Stop well clear of taxiway intersections
- Stay alert until after engine shutdown

APPENDIX A – REFERENCE INFORMATION

ICAO Annex 14 - Part 1 - Aerodrome Design and Operations
Doc 9137 - Airport Services Manual - Part 8 - Airport Operational Services

Civil Aviation Rule Part 139 - Aerodromes - Certification, Operation and Use Civil Aviation Advisory Circular
AC139-5 - Operational safety during works on aerodromes
AC139-6 - Aerodrome Design Requirements:
All Aeroplanes Conducting Air Transport Operations
All Aeroplanes Above 5700 kg MCTOW
AC139-7 - Aerodrome Standards and Requirements - Aeroplanes at or Below 5700 kg MCTOW Non-Air Transport Operations
AC139-10 - Control of Obstacles

Worksafe New Zealand https://www.worksafe.govt.nz/

https://www.airservicesaustralia.com/wp-content/uploads/16-138BKT_Airside-drivers-guide-runway-safety_WEB.pdf

https://www.airservicesaustralia.com/wp-content/uploads/Runway-Safety-Checklist-Airport.pdf

DRIVER SAFETY GUIDE

Briefing Sign-off

This page is to be signed-off by the contractor and TDC representative. The contractor understands the Driver Safety Guide. The form will then be held on file by Tasman District Council as the Operator of Motueka / Takaka Aerodrome.

(highlight associated aerodrome)

Company & Contractor Name:

_____

Signed: _____

Tasman District Council Representative:

_____

Signed: _____

Briefing Date: _____

Aerodrome Driver Safety Guide Issued?

Y / N