

Minutes

Motueka Aerodrome Advisory Group

- Date and Time:** Wednesday 12 December 2018, 2.30 pm
- Venue:** Tasman District Council Service Centre, Hickmott Place, Motueka
- Present:**
- Cr Peter Canton – Chair
 - Barry Dowler – Community Board Member
 - Mark Stagg – Argus Aviation
 - Stuart Bean – Skydive Abel Tasman
- In attendance:**
- Andrew Ellis – Commercial Portfolio Manager, Tasman District Council
 - Michelle Fraei – Executive Support Officer, Tasman District Council
(Minutes)
 - Jane Park – Administration Officer - Property Services, Tasman District Council

Meeting opened at 2.30 pm

1. Welcome

Cr Canton welcomed everyone to the meeting and introduced Jane Park as the Administration Officer – Property Services at the Council.

2. Apologies

Jim Maguire – Recreational User Representative

Mark Johannsen – Property Services Manager, Tasman District Council

Moved Barry Dowler / Stuart Bean

That apologies be received from Jim Maguire and Mark Johannsen – **Carried.**

3. Minutes of last meeting

Moved Mark Stagg / Barry Dowler

That the minutes from 19 September 2018 meeting be accepted as a true and correct record
– **Carried.**

4. Action items from the previous meeting

- **Information on voluntary heights for Aero Club newsletter** – Jim Maguire has done this.
- **Grid around fuelling station** – Andrew checked on this when doing the runway inspection. There did not appear to be a prominent lip where the grass met the platform, but it is more of an issue in winter when it is wet.

The proposed grid will go around the concrete on three sides and will be 1.5m wide.
Z Energy will contribute 50% of the \$5k cost if the grid went ahead.
The Advisory Group recommended that the installation of the grid should proceed.
- **Discount for stormwater development contributions** – The Engineering Department said no to a blanket discount. Andrew raised the issue with the Commercial Committee and the outcome of the meeting was that a strategic plan for the aerodrome needs to be developed.

There was a discussion at the Operations and Safety meeting regarding planning activities and buildings and how they impact on the aerodrome – e.g. the cool store. There had been no consultation with the aerodrome users. Any planning changes around the airport will have an impact on the airport.
The scale of activity at the airport is much bigger than first thought and this is noted through the AIMM reports.
The Group thought it important to create an impression with Council that the airport is a community asset and it needs to be considered with decision making.
- **Process for building a new hangar** – There is a process to build a new hangar at the back of the management plan on the website but this will need to be reviewed.
Action: Andrew Ellis and Mark Johannsen to review this process.
- **Trimming of shelterbelt trees** – This is ongoing. Some shelterbelts have been trimmed but not down to the level where it should be.
- **Review landing fees** – This year's landing fees have been approved by the Council. The process for recommendation on next year's fees is starting now.
Action: Andrew Ellis will draft a report on the schedule of charges prior to Christmas and email it to the Group for feedback. At the next meeting Andrew will present the feedback to the Group and agree on a direction.

- **Licence to Operate for NDRA** – Andrew confirmed the NDRA had a six year licence to operate. In the previous licence it was \$1,000 per meet = \$4,000 a year with a voluntary increase to \$1,100 in a six year term.

Going forward if the licence is to be renewed, we need to agree on the term and fee structure.

The Association has put through a letter to the Council for a non-notified or partial notified consent. At this stage they will complete the season and then decide on their future.

5. Health and Safety update

Barry Dowler mentioned that he has seen ducks nesting in the long grass, and also evidence of rabbits when doing the walk through at the Drag Racing meetings.

Action: Stuart Bean will enquire about this.

- **Motueka Aerodrome Emergency Exercise Report – November 2018**

A simulated emergency exercise was conducted at the Motueka Aero Club on 15 November 2018. The purpose of the exercise was to test and maintain the preparedness and adequacy of the AEP, to test the adequacy of the response of all people involved, the emergency plan and procedures, emergency equipment and communications.

A report from Jim Frater has been circulated. There were a few recommendations from this report that may be implemented into the emergency plan going forward

- **Motueka Aerodrome Encroachment Plans – September 2018**

Andrew circulated the updated encroachment plans. The new plans are clearer and have a table of obstacle limitations. This is a tool to be aware of growing obstacles and fixed obstacles. It is more of a Council tool than for airport users. Property owners will need to lower their shelterbelts.

At the Operations and Safety meeting the issue of power poles was raised as a safety issue. Andrew will discuss this with Network Tasman.

Action: Andrew to discuss with Network Tasman moving power poles.

6. Aerodrome operations update

It has been four months since the AIMM software has been in place. There have been 2500 movements every month. The main users are roughly the same with the Aviation College being the primary user with 70% of movements.

Movements are higher than originally thought which means there are a lot of radio calls that need to be transcribed. This costs approximately \$1,000 a month.

This system enables data to be submitted to CAA if necessary. The data is also beneficial for setting the fees.

At full year end Andrew will have a recommendation on whether it is viable to continue with this software.

No others issues were raised.

7. Financial update

The Motueka Aerodrome Financial Report for the year to October was circulated.

Year to October 2018 income is tracking close to forecast. Work has been done on updating expired leases, which has increased rental income. However, the general rates funding has reduced, offsetting the increased rental income.

Overall costs are tracking below forecast. Staff costs are up a bit, as the team have allocated a lot of time to aerodrome matters recently, which impacts both overheads and employment costs. Other costs are either in line with or below forecast.

Overall the aerodrome is close to breaking even for the year to date which is \$13k better than forecast.

Andrew has raised the issue of overhead levels from the Council with the Commercial Committee. The biggest cost to date for the aerodrome is the Council overheads. The Commercial Committee have agreed to look at how overheads are allocated over the next year or so.

Barry Dowler raised the issue about the lack of a public good element due to the low general rates funding, and it was suggested that this is a policy issue for the Council.

Cr Canton acknowledged that Andrew is doing a great job with the finances.

8. General Business

- Barry Dowler enquired how the lift off festival went. Stuart Bean said it ran smoothly and was well received by the public.
- Cr Canton asked about the issue of people walking through the aerodrome with glass bottles. This matter was addressed through inspections and it was not a big enough issue to warrant doing anything about.
- Mark Stagg has seen freedom campers down Marchwood Park Road. The gate is locked at this entrance so the campers have to turn around at the end of the road. Mark

suggested there needs to be a sign that the gate is locked and to use the College Street entrance.

Action: Andrew Ellis and Jane Park will contact the A&P showgrounds regarding a sign.

- Cr Canton acknowledged that it was good that the Aviation College were involved in the Santa Parade and promoting the airport.

Meeting closed at 3.50 pm

Action Log – 12 December 2018

Action	Assigned to:
Review process to build a new hangar	Andrew Ellis / Mark Johannsen
Draft report on schedule of charges and email it to the Group	Andrew Ellis
Enquire about ducks nesting in the long grass	Stuart Bean
Discuss moving power poles	Andrew Ellis
Sign for entrance to Marchwood Park	Andrew Ellis / Jane Park