

Minutes

Motueka Aerodrome Advisory Group

Date: Wednesday 1 March 2017 2.30pm
Venue: Tasman District Council Service Centre, Hickmott Street, Motueka

Present: Cr Peter Canton
John Richards (Recreational Users Representative) (Chair)
Jeremy Anderson (Commercial Users Representative)
Richard Horrell (Motueka Community Board)
Stuart Bean (Commercial Users Representative)
John Goudie (Drag Racing Association)

In attendance: Lindsay McKenzie (Chief Executive, Tasman District Council)
Jim Frater (Project Manager, Property Services)
Mike Drummond (Corporate Services Manager, Tasman District Council)
Petrina Francis (Executive Assistant, Tasman District Council)
Sandra Downs (Property Services Officer)
Cr Ogilvie
Peter Wilson, The Property Group (Interim Property Manager)

1. Welcome

The Chair welcomed all to the meeting.

2. Apologies

MOVED Stuart Bean/Jeremy Anderson
That apologies be received from Cr Paul Hawkes. – **Carried.**

3. Minutes of previous meeting – 23 November 2016

MOVED Jeremy Anderson/Cr Canton
That the minutes of the meeting of the Motueka Aerodrome Advisory Group held on 23 November 2016 be confirmed. – **Carried.**

Due to time constraints, Item 5 “General Matters” was moved forward on the agenda to Item 4.

4. General Matters – Lindsay McKenzie, CEO Tasman District Council

Lindsay explained he was attending the meeting for a general discussion on the strategic way forward with the Aerodrome, and introduced Peter Wilson from The Property Group, who will be assisting Council with Property Management in the interim, until a new Property Manager is appointed.

Lindsay explained that Council is aware it has struggled to adequately support the Motueka Aerodrome activity and the Advisory Committee over the last year. There have been a number of personnel and resourcing challenges over this period. The Senior Management Team of Council have reflected on the approach to property services generally, and acknowledge that it has been under-resourced and undervalued. A change management proposal is in train to address the resourcing issue. This can't be shared further due to the need to consult with staff first.

Peter Wilson from The Property Group is assisting with management of the Property Services team during this transition period.

Lindsay explained that when reflecting on the challenges of the past, it was time for a fresh view and tabled for discussion, three options for future service delivery:

1. Maintain status quo in terms of structure – with the Advisory Committee having the same relationship with staff within the property team to deliver services as currently.
2. Delegated model – the Advisory Committee have a greater hands on day to day role in operational activity as well as being a legal entity with which Council can contract. This provides a degree more formality and accountability. This could be either an enhanced status quo or the other end of the scale is that it is fully managed to an external party.
3. Outsourced contract option – an entity like Nelson Airport Ltd having an operating contract with Council to manage the aerodrome. The contract would need to specify the scope of involvement and deliverables. There are potentially other outsourcing arrangements which could involve part or all of the airport activity.

The group discussed the options. It was agreed the status quo is not effective. There was preference around the table for a delegated model, with the Committee working with Council, and with delegated authority to manage work on the ground.

There was further discussion around whether an airport operator (such as Nelson Airport Ltd) would bring value. The group felt that there would not be added value due to the Aerodrome not being a licenced airport.

The Committee felt that governance issues need to be sorted first and that once this was in place, other matters could be addressed. The new governance structure would be included in the review Jim Frater is currently doing of the Management Plan (including the Emergency Plan). In terms of safety and emergency response, the Aerodrome Operator (currently Mike Drummond) is responsible 24/7, however the group would like to have authority to delegate some responsibility to a person 'on the ground' at the Aerodrome who communicates appropriately with Council. The Committee also felt they should be more involved in the process for new hangar applications and new leases.

In summary:

The Committee would like a proposal developed that provides for a degree more delegation for aerodrome operational matters (yet to be defined), which allows the Advisory Committee to have effective input into the management of the aerodrome within a governance model, and that allows some authority to be delegated to operators or staff in the event of a crisis or event, or day to day decisions that need to be made.

The Committee felt they should have better ability and accountability to Council for operational issues. They suggested one point of contact for all matters (operational and safety) by one member of the Committee (possibly the Chair of the Safety and Operations Committee) for communication with the Council representative.

Action: Lindsay suggested that the three operational representatives on the Committee (Stuart Bean, John Richards and Jeremy Anderson) work with himself, Peter Wilson, Jim Frater and Sandra Downs to develop a 'strawman' model - to cover off governance and principles (operational matters; what level authority should sit at; parameters and constraints for delegated powers) and the relationship between the Committee and Council.

Action: Lindsay will share some initial thoughts on the preferred 'delegated model' with the Advisory Group.

The governance model to be completed and finalised by end of June to be included in the Management Plan.

5. Action Items from Minutes 23 November 2016

Stormwater charges – Action: Mike Drummond offered to confirm with Council's Regulatory team Mr Urquhart's situation and what response had been given to him.

College St access work – Action: Jim Frater to talk to Peter Wilson.

Grassmowing contract – Sandra has taken over this piece of work, since Paul Farrar left. This contract is part of the wider Council contract for parks and reserves and is able to be varied. However to prepare the variation, Sandra needs to understand what needs to be varied in the contract. Members advised that details had previously been given to Gene Cooper.

Actions: Sandra and Jeremy to liaise on variations.

Sandra to investigate if Gene has done any previous work on this which he can pass on, and will check when the contract is due to go out to tender again and advise.

Hay cutting – Sandra had organised for a new Contractor to do this work but they can't start until next week. However, she had a call today from the previous contractor who can do it tomorrow. The Group agreed this needs to be done before the Drag Racing on the weekend, so asked for Sandra to arrange. However due to the short timeframe the hay will need to be stored on the aerodrome against the fence line and southwest corner. In the circumstance, the Group agreed with this arrangement for a short period.

Landing fees – Mike Drummond explained that these will be considered as part of the consultation on the fees and charges schedule being done with the Annual Plan. A proposal has been prepared, and this requires a submission to be prepared as part of the consultation on the fees and charges.

Action: Mike will turn the request into a submission and come back to the group.

Electricity supply – Committee keen for this to be kept on the action log for consideration in future income discussions. Mike explained this is a capital item and needs to be included for consideration in the 2018-2028 10 year plan development.

Complaints – The Committee have not seen a complaints report for some time.

Action: Sandra to talk to Graham Caradus in Environment and Planning to see if the Aerodrome Operations and Safety Committee can have a report on a quarterly basis.

Reappointment of members - The Management Plan says that reappointment will be made in conjunction with the election cycle. This didn't happen at the last election, and still needs to happen. Council also needs to appoint the community representative.

It could be an option that the Chair of the Safety and Operations Committee is an automatic representative on this group.

Action: Mike Drummond will send a letter out that appointments need to be reconfirmed, and note when the term will run to.

6. Financials – Mike Drummond

Mike Drummond spoke to the financial report included with the agenda. There were a number of queries which Mike agreed to come back to the group on:

- General rates – why is there a negative for general rates as this is a closed account
- Deficits in income – provide a further breakdown. What is the share of the investment income
- Maintenance budget – look at the Activity Management Plan to see what type of expenses are budgeted
- What type of expenses are budgeted into professional fees
- Depreciation – provide a depreciation schedule to group
- General operating costs – this includes rates and insurance charges. Provide a breakdown.
- More detail on the employment related expenses
- Commentary on debtors action being taken on overdue accounts.

Action: Mike will provide a response on the above to all by email.

MOVED Stuart Bean/Richard Horrell

That the financial reports be received. – **Carried.**

7. Update on review of Management Plans – Jim Frater

Jim Frater has started the review of the Management Plan. His first task has been to look at the Emergency Plan and he thanked all for the feedback he has received on this. This plan is Council's, but the intention is that it is owned by the aerodrome operators, with sign off by the Aerodrome Manager.

8. Motueka Aerodrome Operations and Safety Committee Terms of Reference – Jim Frater

The Terms of Reference for the Operations and Safety Committee have been reviewed by Council's Legal Advisor, and Jim will shortly send out to this Committee for feedback. The changes made broaden the scope of the Committee for responsibility for the MOU and Emergency Plan, and suggest that the Drag Racing representative reports to the Operations and Safety Committee instead of the Advisory Committee.

9. Other Business at Chair's discretion

Lucerne Proposal

An update was requested on the lucerne lease proposal. This went out to tender and when presented to the Commercial Committee there was clear direction that it was not acceptable. Mike Drummond explained the decision has been made that the lucerne planting will not happen this year. Due to long grass being a safety issue, it was agreed that if there is no lucerne activity, this area must be mown and maintained.

Mike suggested the proposal could go back to Council as part of the Activity Management Plan (AMP), which is part of the 10 year plan. The AMP is reviewed every three years and currently part of the work Jim Frater is doing to review all the aerodrome plans.

It was also suggested that vegetation management be included in the Terms of Reference for the Advisory Committee, so they can decide how to progress this going forward.

Action: Mike will find out the timeline for presenting this proposal again and advise.

Grass runway - Sandra confirmed the runway has been sprayed, and the next step in the process is to finalise the tender document. This will be circulated and the group agreed that John Richards can be the point of contact on behalf of them all, for this.

Action: Sandra to circulate and liaise with John Richards.

The meeting closed 4.34pm

Action	Who	When
Share some initial thoughts on the preferred 'delegated model' with the Advisory Group.	Lindsay McKenzie	
Group to develop a 'strawman' model - to cover off governance and principles	Stuart Bean, John Richards, Jeremy Anderson, Lindsay McKenzie, Peter Wilson, Jim Frater Sandra Downs	
Inconsistencies in stormwater charges (Don Urquhart's property) – confirm what response the Regulatory team has made to Mr Urquhart	Mike Drummond (assigned to Adrian Humphries – Regulatory Services Manager)	ASAP
College Street access work – Follow up which area of Council will fund future/further work. Find easement document.	Jim Frater/Peter Wilson	Next meeting
Grass mowing - Liaise on contract variations. Investigate if any previous work done by Gene Cooper and check when contract due to go out to tender again and advise.	Sandra/Jeremy Sandra	
Landing fees – Suggestions contained in the May 2016 Motueka Aerodrome Advisory Group minutes to be put forward to Council as a submission on the Annual Plan review of fees.	Mike Drummond (Assigned to Russell Holden, Finance Manager)	
Complaints – See if a quarterly report can come from Environment and Planning for the Operations and Safety Committee	Sandra	Next meeting
Electricity Supply – keep on action log as requested by Committee – for future income discussions		For future discussion
Reappointment of members – send letter out that appointments to be reconfirmed, and note when the term will run to.	Mike Drummond (Assigned to Petrina, EA)	
Financials – provide response to queries by email	Mike Drummond (Assigned to Russell Holden, Finance Manager)	Via email
Lucerne Proposal – find out timeline for re-presenting this proposal as part of the 2018-2028 AMP.	Mike Drummond	
Grass runway – finalise tender document, circulate and liaise with Committee	Sandra/John Richards/Peter Wilson	