

Meeting Notes

Motueka Aerodrome Advisory Group

Date: Wednesday 21 September 2016 at 2.00 pm

Venue: Tasman District Council Service Centre, Hickmott Street, Motueka

Present: Cr Barry Dowler (Chair)
John Richards (Recreational Users Representative)
Jeremy Anderson (Commercial Users Representative)
John Gourdie (Drag Racing Association)
Stuart Bean (Commercial Users representative)

In attendance: Gene Cooper (Commercial Manager, Tasman District Council)
Petrina Francis (Executive Assistant, Tasman District Council)

1. Welcome and Introductions

Councillor Barry Dowler, Chair, welcomed everyone to the meeting.

2. Apologies

MOVED Jeremy Anderson/Stuart Bean
That apologies for Richard Horrell and Bill Coppins be accepted.

Carried

3. Minutes – 25 May 2016

There was one amendment to the last minutes. It was noted that the 'high-use' monthly fee referred to in Item 12. Landing Fees, is a yearly fee not a monthly fee.

MOVED Stuart Bean/Jeremy Anderson
That the minutes of the meeting of the Motueka Aerodrome Advisory Group held on 25 May 2016 be confirmed.

Carried

4. Action items from Minutes

- An update to the action items was provided with the agenda.
- **Signoff of Rural Fire Brigade Building** - this is done and the lease is in place. A discussion followed about inconsistencies in stormwater charges with Don Urquhart's property. Gene offered to investigate. Information on whether these apply may need to be included in the process for hangar applications.

- **Management Plan** – Gene confirmed that this work is planned for January/February 2017 with a draft planned to be available March 2017 (subject to resourcing). There will be a full consultation process with the Advisory Group. The Emergency Plan needs to be updated every two years, and is now overdue. Gene will also check if the Aerodrome Management Plan is to be incorporated into the Motueka Reserves Management plan. In response to a question around zoning, Gene offered to check with Steve Markam from Council's Environment and Planning team, to see if this is in his work programme (Rural 1 zoning versus aerodrome zoning).

A number of other issues were discussed including the size of hangars, design and footprint, and meterage around hangars. All of these will be reviewed as part of the work on the Management Plan.

- **Draft terms of reference** – these will not proceed further until after the new Council is in place.
- **College Street access work** - ground work and sealing has been done. Aerodrome activity should not be responsible for funding this work as in their view it has benefit for users of the A&P showgrounds. A decision needs to be made on who pays for future/further work.

MOVED John Richards/Stuart Bean

That no costs be paid by the Aerodrome and the Advisory Group support the Commercial Manager following up payment with other areas of Council.

Carried

- **Crop Development Plan and revisit methodology for costing and profit sharing of crop** Gene is revisiting this with Trevor in the next two weeks.
- **Landing fee charging regime** – Gene explained that the only opportunity to review landing fee charges and methodology is through the Annual Plan process. This is timed for January/February next year and the process includes public consultation. He undertook to share any fee changes with the Advisory Group.
- **List of people who are believed to not be paying any landing fees** – Robust discussion (as tabled at previous meetings) around the difficulties of monitoring this, without having a person there to constantly police it. The group discussed further ways to capture this information including the possibility of random/spot audits and the Advisory Group, as a deterrent, 'putting the word out' that they are now monitoring it. Gene advised this issue should be reviewed in detail as part of the Management Plan work in the New Year. The Customer Service team at Council try to reconcile payments for landing fees monthly – however it is difficult and this information does not filter through to Commercial. In the short term, the group agreed to make their own notes when possible. It was noted that on occasion the envelopes have also gone missing. The option of cameras on site was discussed and it was agreed that this should be considered in the discussions in the New Year. Some time ago, Safe and Sound gave a presentation to the Advisory Group on camera technology available, and a similar presentation could be arranged for the Operations & Safety Committee.

5. **Aerodrome Management Plan**

Discussed earlier in the agenda.

6. **Financials (budget and year-to-date results)**

These were attached to the agenda. There were a number of questions in relation to how the rates for the aerodrome were calculated, and the variations from the 2014/15 year to the 2015/16 year. Gene undertook to investigate the queries raised and provide a summary explanation to the group.

In response to a question around strategic allocation costs, Gene explained that all the allocation costs listed on the financials represent a share of Council's costs in relation to various areas.

Overall, the aerodrome made a net profit for 2015/16 of \$12,788. However, this does not take into account depreciation (of approximately \$10K).

In response to a question, Gene confirmed that funds to grass the runway would be funded by a loan from within the activity.

The group agreed that it is helpful to have financial information particularly on rates and debt. Full financial information will be available early November, however Gene asked the group to note when it is provided, that the balance sheet incorporates Takaka aerodrome as well.

There was general discussion around communication in-between meetings on issues and queries. Consensus that informal discussions via phone or email can often resolve these without the need for a formal meeting. An example of this is the issue of wind damage to trees – which was discussed by email and resolved.

7. **Governance Review Update**

Already covered in the agenda. This will need to wait until the new Council is appointed.

8. **Other business at Chair's discretion**

- **Tasman District Council website** - Contact details have now been updated on the site. The group asked for confirmation that the Memorandum of Understanding (MOU) was available on the website – in the past it had been difficult to find.
(Note: subsequent to the meeting, the website was checked. The MOU and the Motueka Aerodrome Management Plan are available on the following page:
<http://www.tasman.govt.nz/transport/aerodromes/motueka-aerodrome/>)
- **Drag Racing Association** - John Gourdie explained that the Drag Racing Association is organising a working bee for the northern end of the runway. A Notice to Airmen (NOTAM) will be sent out, and John is liaising with Rhonda Marshall, Commercial Assistant at Council. The racing dates have been brought forward to March.

- **Grass mowing** – an aerial map will be sent out as discussed at the Operations & Safety Committee meeting earlier. Discussion around the frequency of lawn mowing and agreement that Jeremy Anderson can liaise directly with the contractors on this. The area with long grass can be a fire risk if left too long and will need to be cut. Gene to talk to Jim Frater to find out who did this work in the past.

The Chair thanked the group for their work over the last three years.

The meeting closed at 3.41pm

Actions:

What	Who	When
Investigate inconsistencies in stormwater charges (Don Urquhart's property)	Gene Cooper	ASAP
Follow up with Environment & Planning Department re zoning	Gene Cooper	Next meeting
College Street access work – Follow up which area of Council will fund future/further work	Gene Cooper	Next meeting
Crop Development Plan and revisiting methodology for costing and profit sharing of crop	Gene/Trevor	Within two weeks
Website - Identify where the MOU is on the website	Petrina	Completed (noted in minutes)
Grass mowing - Send out aerial map - find out from Jim Frater who has cut the long grass for hay in the past	Rhonda/Gene Gene	Next meeting Next meeting