

# Motueka Aerodrome Management Plan

## REVIEW SCHEDULE

Issue #	Date Approved	Comments
		Initial version March 2012
<b>1</b>	<b>March 2014</b>	Amendment incorporates a new MOU for Appendix C and minor wording changes to the Management Plan
<b>2</b>	<b>April 2018</b>	Full review
<b>3</b>	<b>June 2021</b>	Review and update

June 2021

## 1. Role of the Management Plan

The Management Plan enables Tasman District Council (Council) to coordinate Motueka Aerodrome's use, operations, maintenance and development safely, efficiently and cooperatively with the aerodrome's users.

The plan provides general objectives, standard conditions of use and allowable uses for the aerodrome and shall be used in association with the:

- Operations CAA AIP (Appendix B) (*NOTE: The AIP is subject to change. Please refer to Airways NZ website for the most up to date version.*)
- Motueka Aerodrome Memorandum Of Understanding containing best practice for aviators operating from the aerodrome (Appendix C)
- Emergency Plan (Appendix D)
- Development Plan (Appendix E)

## 2. General Description

Motueka Aerodrome was established in 1934 and occupies 27.5 hectares. It is bounded on the south by College Street, on the east by Queen Victoria Street and on the north-west by Marchwood Park and Marchwood Park Road. Reference the Aerodrome Layout Aerial Map, Appendix A.

Council owns the aerodrome land in two freehold titles, CFR NN12C/337, being Lot 1 DP18903, of 5159m<sup>2</sup> which contains the Nelson Aviation College and CFR NN12C/338 being Lot 2, DP18903.

The aerodrome status is "Private Aerodrome Available for General Use" and is not Civil Aviation Authority (CAA) certified. Reference CAA AIP, Appendix B.

Under the Tasman Resource Management Plan (TRMP), the site is designated for aerodrome purposes with an underlying zone of Rural 1 with an Aerodrome designation (D209) for public works.

## 3. Governance

Motueka Aerodrome is Council owned and through the Motueka Aerodrome Advisory Group (MAAG) reports to the Commercial Committee. The Council also consults with the Motueka Community Board as required.

Users of the aerodrome are represented by the MAAG, which comprises the following:

- |   |                                     |
|---|-------------------------------------|
| 1x Tasman District Council Ward Councillor                                      | 1x Motueka Community Board member   |
| 1x Recreational users' representative   | 2x Commercial users' representative |
| 2x Independent members of the public – appointed by the Motueka Community Board |                                     |

Membership of the Advisory Group will be reviewed by Council following council elections. The Aerodrome Operator will facilitate the nomination and or election of the Commercial and Recreational representatives.

The Motueka Aerodrome Advisory Group terms of reference are shown in Appendix L.

#### 4. Management Structure

The day to day operational activities at the aerodrome are managed by Council's Enterprise Portfolio Manager, who is responsible for coordinating the aerodrome business directly with persons using the aerodrome and lessees occupying land at the aerodrome.

The Enterprise Portfolio Manager reports regularly to the Commercial Committee. The Committee reviews the requirements for Motueka Aerodrome on an annual basis and sets the consequential budget.

The Enterprise Portfolio Manager, under Part 139.3(1) of the Civil Aviation rules, is the Aerodrome Operator, and represents Council as the registered proprietor of the land.

The Motueka Aerodrome Operator is:

Nicholas Chin

Contact: TDC 03 543 8400

DD 03 543 8633

Mobile 022 500-2446

Email: [nick.chin@tasman.govt.nz](mailto:nick.chin@tasman.govt.nz)

**Note:** The Aerodrome Operator may, for the purposes of investigation and expediency, authorise named persons to act on his behalf for specific occurrences or incidents. In any instance where this occurs, the Aerodrome Operator is to be fully informed of any actions taken.

The Operations and Safety Committee is an advisory group comprising all users and lessees of the aerodrome along with Council representatives. The Committee has an important role during emergencies because Council does not have a management presence on site. The Operations and Safety Committee meets quarterly, or on an as required basis. The terms of reference for the Operations and Safety Committee are shown in Appendix M.

#### 5. Management Objectives

The primary objective of this Management Plan is to enable the Motueka Aerodrome to be used for aviation related activities in a manner that minimises conflict with the local community whilst servicing the aviation needs of the district in Motueka.

Specific objectives are:

- To maintain the aerodrome to a standard similar to CAA certification as a quality assurance system.

- To manage the aerodrome assets so that the aerodrome will eventually achieve financial sustainability and not require a subsidy from general rates.
- To allow provision of facilities and activities for and by aerodrome users which do not compromise the long term use and development of the runway.
- To encourage growth in aviation and related activities while maintaining a safe operating environment and in consideration of any potential effects on the Motueka community.

## 6. Financial Management

An annual budget is produced each year on a self-supporting and transparent basis for the aerodrome. The draft budget is subject to a submission process.

This annual budget is within the Council Enterprises Activity Management Plan (AMP) that includes a 10 year financial plan. The AMP provides depreciation, maintenance and capital development expenditure costs, to which the management fees, general operating costs and loan interest are added.

The landing fee revenue is subject to the Schedule of Prices. The current schedule (1 July 2021 to 30 June 2022) is available on the Tasman District Council website ([www.tasman.govt.nz](http://www.tasman.govt.nz)). Other revenue includes income from leases, general rates and sundry income.

## 7. Standard Conditions of Use

### 7.1. General

Motueka Aerodrome is Council owned and operated and provides the aerodrome facilities at the discretion of Council.

#### **Permission is generally available.**

These conditions apply to all persons using the aerodrome, lessees and visitors or contractors entering the property and/or utilising any of the aerodrome facilities or services under the operation or control of Council, subject to such limitations of liability as are specifically prescribed by New Zealand law.

The terms and conditions of use are available on the Tasman District Council website and are posted at the refuelling stations at the aerodrome.

### 7.2. Using Aerodrome Facilities

Facilities available at Motueka Aerodrome include sealed and grass runways, taxiways, tie-down areas, refuelling facilities and honesty boxes for paying landing fees. Any person using Motueka Aerodrome or its facilities, must comply with:

- All relevant legislation including the Health and Safety at Work Act 2015 and associated regulations.
- All directions from any authorised person.
- The Motueka Aerodrome Management Plan.
- Any directions from the Aerodrome Operator regarding restrictions of use of the aerodrome.
- Other conditions, instructions, orders, procedures and directions issued by any person authorised to do so by the Aerodrome Operator which may be necessary for the safe or efficient operation of activities at the aerodrome.

Take-offs and landings may occur only during daylight unless specific prior approval has been given by Council.

### **7.3 Conditions of Use**

Persons using Motueka Aerodrome accept that:

- They will not obstruct or cause interference to equipment owned or operated by other users of the aerodrome.
- Council has the sole right to prioritise the use of the aerodrome or, subject to any other agreement between Council and any person or entity, any parts of the aerodrome.
- Council is not responsible for the security of any aircraft or any other property.
- Aircraft must not taxi close to helipads when helicopters are taking off or landing.
- Aircraft must not taxi through the parachute landing area when parachuting is in progress.
- Helicopters must not start after refuelling until they determine that the parachute landing area is inactive.
- Taxiing aircraft must give way to aircraft vacating the runway.
- Taxiways are to be kept clear at all times.
- All apron areas and access ways to hangars and fuel installations are to be kept clear at all times.
- No aircraft may park in the parachute landing area.
- The fuel supplier's instructions as per the signage at the fuel facility must be observed when refuelling.

### **7.4 Complaints process**

Perceived transgressions of the conditions of use of the aerodrome, its facilities or the Memorandum of Understanding may be reported to the Aerodrome Operator and due investigation will occur if necessary.

Person or aircraft identification will be required before any investigation may occur. The Aerodrome Operator will report to the Operations and Safety Committee on complaints received and actions taken.

For repeat offenders, the Aerodrome Operator after consulting with the Council's Chief Executive, may issue a trespass notice to any person prohibiting them from using the aerodrome or its facilities.

Note: Any breach of CAA rules by a pilot or aircraft operator at any stage will be reported to CAA in accordance with CAR part 12. It is the responsibility of the pilot in command to report such occurrences to CAA via CAA005 form.

## **7.5 Commercial Operators**

A commercial operation at the aerodrome is classified as an activity that involves the buying and selling of goods and services. Any person or entity wishing to undertake a commercial activity at the aerodrome must have the written approval of the Aerodrome Operator prior to any commercial activity commencing. In considering whether to approve a commercial operation, the Aerodrome Operator will consult with the MAAG and consider whether any additional conditions of use should be imposed including:

- a) Hours/days of operation.
- b) Regulations of flight paths.
- c) Restrictions on the use of noisy aircraft.
- d) Location of the activity within the aerodrome.
- e) Consideration of environmental concerns.
- f) Health and safety.
- g) Effect on existing aerodrome operations.

Prior to considering any approval of a commercial activity, the following information must be provided to Council:

1. Name, address and contact details
2. Details of the commercial activity to be undertaken, number of staff, days and hours of operation, aerodrome space requirements.
3. Reasonable evidence of compliance with any Health and Safety requirements that will arise from the commercial activity.
4. An emergency plan.
5. Arrangements for the removal of disabled aircraft.
6. Evidence of insurance policies held for public liability and aircraft or equipment cover and, confirmation that they will remain current at all times while operating at the aerodrome.
7. Names and contact details of key personnel Council can contact about emergencies, security, operational or financial matters at the aerodrome.
8. Details of the type, registration and MCTOW of each aircraft intended to be used at the aerodrome.
9. An agreement to pay the Council fees and charges for use of the aerodrome, under the Council's standard terms and conditions.
10. Agreement to abide by the Memorandum of Understanding

Following the implementation of this plan, commercial operators at the aerodrome will be required to comply with the information requirements of this section to the satisfaction of the Aerodrome Operator.

## **7.6 Non Commercial Operators**

Any person wishing to operate a non-commercial activity at the aerodrome must have the prior approval of the Aerodrome Operator. This includes recreational or non-commercial aircraft using the aerodrome as a base, but does not include itinerant aircraft. In considering whether to approve any non-commercial operation the Aerodrome Operator will consult with the MAAG and consider what conditions of use should be imposed.

When requesting approval from the Aerodrome Operator, applicants are to provide:

- Names and contact details.
- Details of the type, registration and MCTOW of any aircraft.
- An agreement to pay the council fees and charges for use of the aerodrome under the Council's standard terms and conditions.
- Evidence of insurance policies for public liability, aircraft or equipment cover or third party liability.
- Agreement to abide with the Memorandum of Understanding.

Following the implementation of this plan, non-commercial operators at the aerodrome will be required to comply with the information requirements of this section to the satisfaction of the Aerodrome Operator.

## **7.7 Allowable Uses**

Subject to prior approval from the Aerodrome Operator, the following uses of the aerodrome may be allowed:

- 1 Fixed wing aircraft operations.
- 2 Helicopter landings and departures and helicopter pilot training.
- 3 Microlight aircraft.
- 4 Hangars for aircraft storage and maintenance.
- 5 Passenger terminals.
- 6 Air freight depots, including cool storage facilities for perishable cargo and facilities for storage of fertilisers and sprays used by topdressing aircraft using the aerodrome.
- 7 Aero Club clubrooms.
- 8 Facilities for pilot training.
- 9 Rental car depots and car parks associated with aerodrome facilities.
- 10 Emergency services facilities.
- 11 Accommodation units accessory to the aviation school.
- 12 Navigation and air traffic control facilities.
- 13 Grass mowing and weed spraying.
- 14 Infrastructure services.



- 15 Meteorological facilities.
- 16 Storage and dispensing facilities for aviation fuels.
- 17 Aviation museum.
- 18 Parachuting.
- 19 Drag Racing.
- 20 Model Aircraft, drones, unmanned aerial vehicles (UAV's) or remotely piloted aircraft systems (RPAS)\*.
- 21 Hang-gliding.
- 22 Aerodrome based displays and events.
- 23 Gliding operations.
- 24 Gyrocopters and similar aircraft.
- 25 Hot air ballooning.
- 26 Grey and black water facility for disposal for Camper vans (north west corner).

\*Rules for operating model aircraft, drones, UAV's or RPAS within a 4 kilometre radius of Motueka Aerodrome have been adopted by Council and can be found in Appendix N. This information is also available on the Council website

[www.tasman.govt.nz](http://www.tasman.govt.nz)

General rules on the operation of drones is available from the Civil Aviation Authority website: <http://www.caa.govt.nz/rpas/>

Before approving any additional uses of the aerodrome, the Aerodrome Operator will consult with the MAAG, and will consider the impact that any new use may have on the aerodrome environment and the Motueka community.

## 7.7 Charges and Payments

Subject to any specific agreement to the contrary, the charges for the use of Motueka Aerodrome are as set out in the Schedule of Fees and Charges (<https://www.tasman.govt.nz/my-council/fees-and-charges/>).

Council shall be entitled to prohibit any visiting aircraft from leaving the aerodrome until payment of all charges is made in accordance with the terms of payment. Unless otherwise agreed in writing prior to provision of the services requested, the terms of payment will be via internet banking or cash paid in full to the honesty box prior to departure. The honesty box is located at the aircraft refuelling site and at the fence adjacent to the Aero Club.

Commercial Operators will maintain a monthly record of aircraft landings and registration details, and supply them to Council by the fifth working day of the following month. Commercial Operators that pay their landing charges at the time they submit their record of landings will not incur an administration charge.

## 7.8 Health and safety

Whilst within the aerodrome area all persons shall take all reasonable care and safety precautions including, but not limited to, those listed in this section of these conditions.

All persons while in the aerodrome area shall comply with the requirements of the Health and Safety at Work Act 2015 and any amendments and have appropriate health and safety policies and procedures in place. All Commercial Operators shall make such policies and procedures, which relate to their activities in the aerodrome area, available to Council upon request and will comply with any further reasonable demands Council may impose in regard to health and safety.

Bird strike is a potential threat to aircraft and is monitored by the Operations and Safety Committee. A bird scarer is located at the aerodrome and used as required.

The Motueka Aerodrome Operations and Safety Committee monitor the Memorandum of Understanding which provides best practice to operators using the aerodrome (Appendix C).

A daily safety inspection of operational areas and in particular the cleanliness of the runways prior to the days use by aircraft operators is encouraged. Aerodrome inspections by the Aerodrome Operator are completed on a monthly basis and an inspection report completed (Appendix F). An occurrence report for any non-compliant items also needs to be completed (Appendix G).

A licence agreement is in place with the Nelson Drag Racing Association which allows them use of the aerodrome four times per year. Pre and post event inspection sheets are required to be completed by the Association for each event and are shown in Appendices H and I.

## **7.9 Environment**

Noise and propeller wash are the main environmental concerns. Specific requirements associated with updating facilities and new activities are identified within the Development Plan.

### **7.9.1 Noise**

The combined activity noise generated by the activity on the aerodrome when measured at or within the notional boundary must be maintained within the following criteria:

Day – Leq 55 dBA;

Night – Leq 40 dBA and Lmax 70 dBA.

Noise generated by aircraft approaching or departing the aerodrome is currently also governed by the local planning levels on residential and rural land sites. The Motueka Aerodrome Memorandum of Understanding clause 2.3 Noise Abatement Courtesy, has operational advice to minimise the effect of aircraft noise away from the aerodrome.

A noise monitoring programme may be established, if Council considers there is need for such a study, to determine the noise of approaching and departing

aircraft, to test compliance and to determine whether aerodrome noise contours need to be established and whether consideration should be given to adopting NZS 6805:1992.

### **7.9.2 Heights in Vicinity of Aerodrome**

Clause 16.11 'Airport Protection' of Tasman District Council's Resource Management Plan restricts heights to protect flight paths in the vicinity of the aerodrome. See Appendix J for details. Obstacle limitation surfaces are surveyed every three years to ensure compliance, and landowners will be requested to maintain any obstacles within prescribed thresholds.

### **7.9.3 Sewerage and Waste Disposal**

Sewerage and liquid waste shall be prevented from entering the groundwater table by the use of holding tanks or discharge piping systems to ensure the waste is disposed of appropriately.

## **8. Leases**

Land leases and licences are situated around the boundary areas of the Aerodrome, most situated along College and Queen Victoria Street frontages with new leases established on the western boundary and off Marchwood Park Road. The leases are commercial ground leases with Council with the buildings owned by the lessee.

The current list of leases and licences is shown in Appendix K.

## **9. Review**

This Management Plan and the plans within the appendices will be reviewed five yearly, or earlier if circumstances require. Notwithstanding, there will be policy decisions made by Council during this period which may affect the aerodrome. These will be added to the Plan from time to time.

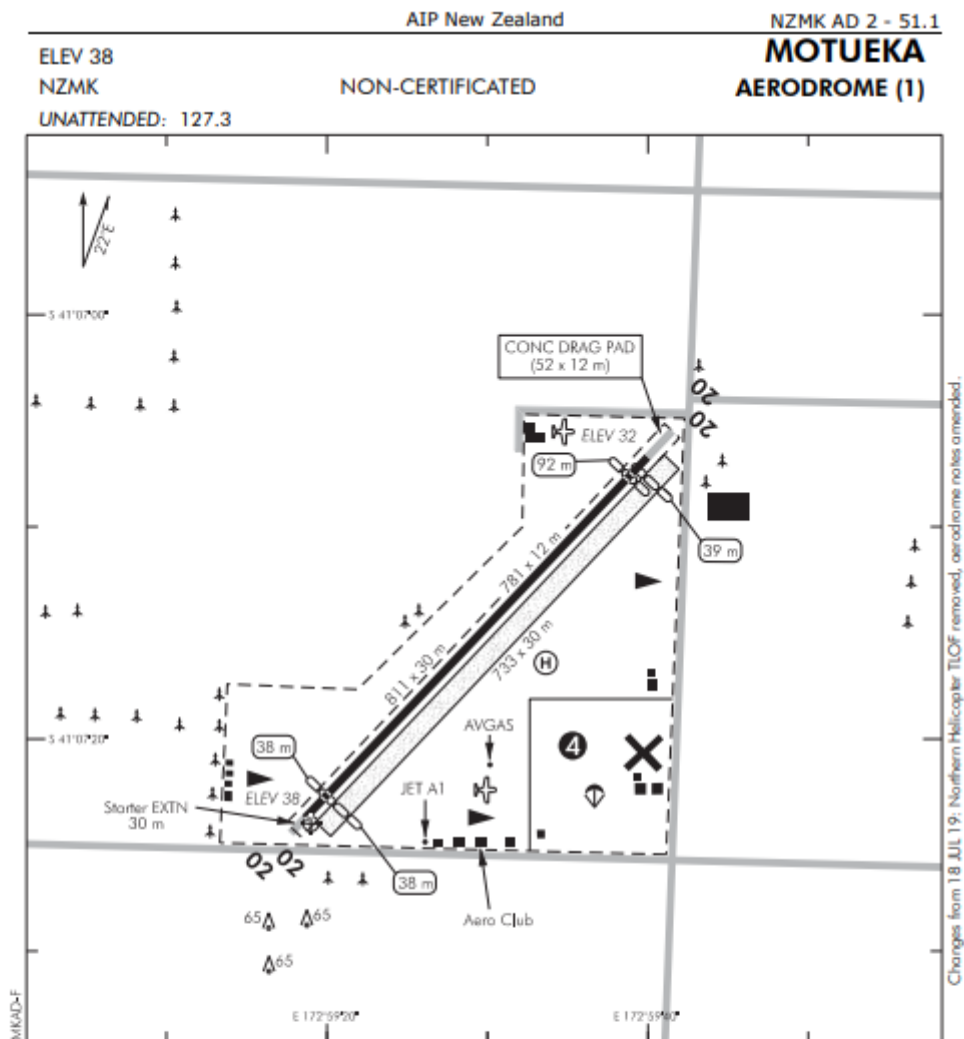
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**APPENDIX A: Aerodrome layout aerial map**



# APPENDIX B Operations CAA AIP



1. Arrivals are to be in accordance with standard joining procedures; however, pilots should avoid using the overhead join procedure while parachuting is in operation. Joining traffic must remain clear of the overhead until all canopies have landed or join via another procedure.
2. Extensive aircraft training occurs at the airfield and in the surrounding airspace.
3. Simultaneous operations on parallel paved and grass runways prohibited.
4. Parachute landing area. Parachute operations daily.
5. Aerodrome closed periodically to all aircraft, other than approved operators due to drag racing — Refer NOTAM.
6. **CAUTION:** High trees on northern end of runway on approach to RWY 20.  
 Mowing of runways and operational areas may take place at any time.  
 Large buildings NE of boundary may cause turbulence.  
 High trees and power poles on southern end of runway on approach to RWY 02.

(continued)

S 41 07 24 E 172 59 19

**Effective: 22 APR 21**

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**MOTUEKA  
AERODROME (1)**

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**MOTUEKA  
AERODROME (2)**

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7. Local Airspace: local operators have a Memorandum of Understanding for the use of the Motueka aerodrome and surrounding airspace. A copy of the MOU may be obtained from the Tasman District Council website at [www.tasman.govt.nz](http://www.tasman.govt.nz).

All charted routes outside of controlled airspace are aligned with the local operators' MOU for preferred routing to avoid conflicts.

**Effective: 22 APR 21**

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**MOTUEKA  
AERODROME (2)**

Non-Certificated Aerodrome 1 NM SW of Motueka

NZMK

**MOTUEKA  
OPERATIONAL DATA****RWY**

RWY	SFC	Strength	Gp	Slope	ASDA	Take-off distance			LDG DIST
						1:20	1:30	1:40	
02 <sup>1</sup> 20	B	ESWL 1020	5	0.22D 0.22U	811 781	719 743			743 689
02 20	Gr	TBA	5	0.22D 0.22U	733	694 695			695 694

<sup>1</sup> RWY 02 ASDA/TODA figures include 30 m starter extension.**LIGHTING**

Nil

**FACILITIES**

Fuel: Z Energy Jet A1, Avgas 100, access via Z card opposite Aero Club

Permanent tie-downs available.

**SUPPLEMENTARY**Operator: Tasman District Council, Private Bag 4, Richmond 7020  
Tel (03) 543 8400 Fax (03) 543 9524

Available for general use.

Landing fees payable online or via honesty boxes located next to Motueka aero club and next to AVGAS fuel facility.

An automatic recording system for monitoring landings is installed.

Aircraft visitor parking between AVGAS fuel facility and Aero Club.

Helicopter visitor parking between northern boundary and runway.

Please do not land helicopters close to hangars and other aircraft.

**Effective: 18 JUL 19**

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**MOTUEKA  
OPERATIONAL DATA**



**APPENDIX C: Memorandum of Understanding**

Revised April 2018

**Motueka Aerodrome  
Memorandum of Understanding**

## Introduction

This memorandum of Understanding (MOU) has been approved by the Motueka Aerodrome Operations Committee on behalf of the Tasman District Council, the owner of Motueka Aerodrome, and is intended as a best practice guide to pilots and aircraft operators who use Motueka Aerodrome. It brings together information and practices that have evolved over the years or appeared in a variety of publications, and is the result of extensive consultation with local operators.

The high traffic density for an uncontrolled aerodrome (Motueka) often catches pilots by surprise, so this manual provides procedures which enable a safe, orderly and expeditious flow of traffic.

This document is made freely available to any person requiring access to the information and is available on the Tasman District Council website [www.tasman.govt.nz](http://www.tasman.govt.nz).

**Please note: Time references throughout this document are in local time not UTC.**

*Disclaimer: While every effort has been made to ensure the accuracy of all information in this document, the changing nature of aviation requirements could result in sections of this publication becoming outdated. In the event of conflict, NZ Civil Aviation rules and the AIPNZ take precedence.*

For further information, or to advise in writing of any alterations, revisions or inclusions considered appropriate, please contact:

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## General

### Motueka Aerodrome

#### Tasman District Council

Tasman District Council (Council) owns and operates Motueka Aerodrome. Council is a network utility operator within the definition of that term in Section 166 of the Resource Management Act 1991 and has gazetted approval as a Requiring Authority under this Act.

Tasman District Council is able to:

- Establish and carry on, maintain or manage the Motueka Aerodrome activities;
- Improve, add to, alter or reconstruct the Aerodrome or any part thereof;
- Operate and manage the Aerodrome as a commercial undertaking;
- Make bylaws effective within the Aerodrome boundaries;
- Change and/or set such fees, charges and dues, after consultation with the defined users of the Aerodrome, for the use and operation of the Aerodrome, its services or associated facilities;
- Withdraw permission to operate at Motueka Aerodrome at any time.

#### Use of Operational Areas

Council, in accordance with Civil Aviation Rule 91.127 may prescribe limitations and operational conditions on the use of the Motueka Aerodrome. These conditions and limitations will be published in the Aeronautical Information Publication New Zealand (AIPNZ).

### Motueka Aerodrome Memorandum of Understanding (MOU)

#### Aim

The aim of the MOU is to promote safe flight activities and a harmonious relationship between aviation activities and the aerodrome's neighbours.

#### Purpose

The purpose of the MOU is to maintain high safety standards and to minimise the impact of flying activities on the community and neighbours living in the vicinity of Motueka Aerodrome and the Motueka area as much as possible, while enabling the normal airport commercial activities to take place.

It has been formulated with the assistance of Motueka flying organisations, the Civil Aviation Authority, Tasman District Council, and representatives of the local community.

#### Signatories to this MOU

All persons operating aircraft at Motueka Aerodrome on a regular basis or who use Motueka Aerodrome as their base for operations are required to be "signatories" to this MOU.

## Code of Conduct

Motueka Aerodrome is a busy, unattended aerodrome, which is often underestimated by visiting pilots. Many people flying at Motueka are student pilots who do not hold full pilot licences as they are under training. In such an environment it is inevitable there may be delays, frustration or financial penalties. The contribution of all will assist in achieving maximum safety and efficiency, but requires all parties to exhibit tolerance, a co-operative attitude and the highest standards of airmanship.

Those using Motueka Aerodrome are asked to adhere to the following ethics:

- Show patience and tolerance towards other operators and pilots;
- Clearly explain intentions and clarify, if requested;
- Be considerate to all other users and local residents by exhibiting a professional attitude and a high level of airmanship;
- Listen out before transmitting;
- Do not direct insults or unkind words to other operators or pilots, at any time;
- Be considerate of local residents and display good airmanship;
- Be familiar with practices, procedures and all other information regarding the use of Motueka in the AIPNZ and comply with these requirements.

## Flying Neighbourly

"Flying Neighbourly" is a method of operating an aircraft in such a manner that recognises the issues of operating that aircraft in and around noise-sensitive areas. It contains both short and long term strategies, in recognition of the amenity values that almost all councils hold as particularly important community values to be managed. The challenge for aviators who legally operate above noise-sensitive areas or at low level (i.e. not below 500 AGL) or undertake repetitive manoeuvres, such as steep turns or aerobatics, is to plan and manage their operations so that the amenity values of people on the ground are respected. By taking a proactive approach to aircraft operations and by managing both the types of, and repetitive nature of, aircraft noise, in working with the wider community, the aviation community has an opportunity to circumvent the possibility of legislation being forced upon the industry.

Aircraft noise is generated in the low frequency band, where noise annoyance levels are at their highest. To that end, this MOU recognises the amenity values surrounding noise, particularly in noise-sensitive areas, and the signatories to this document undertake (when possible) to plan, manage and mitigate the noise generated by the aircraft that they operate. The way aircraft are operated will influence reactions.

Techniques which will help operators to manage noise likely to increase and contribute to annoyance include:

- If it is necessary to fly near or over noise-sensitive areas, maintain an altitude as high as possible, in line with the operations required to be flown. Fly normal cruising speed or slower and observe low-noise speed

and descent recommendations, avoid sharp manoeuvres, use steep

take-off and descent profiles (helicopters only) and vary the route, since repetition contributes to annoyance.

- When operating in noise-sensitive areas, pilots of fixed-wing aircraft should operate their propellers at the low end of the propeller recommended RPM operating range, where appropriate.
- When carrying out low level operations pilots shall give consideration to things they can do to manage their noise footprint. Some examples are: operating RPM, repetitive track placement (e.g. keeping high ground or shelter belts between their tracks and any nearby residence when this is possible), hours of operation and timing of operation.

The guidance above does not apply where it would conflict with Civil Aviation Regulations, air traffic control clearances or instructions, or where a lower altitude is considered necessary by a pilot to operate safely, or to complete a specific task.

Types of operations which are not considered to align with the "Fly Neighbourly" ethos are:

- Manoeuvres requiring repetitive applications of power over the same geographic location for extended periods
- Lengthy aerobatic sessions over the same geographic location
- Constant and repetitive flight envelope over the same geographic location for extended periods
- Flying at, or directly towards, places of residence or work, at low level.

The adoption of these recommendations and use of noise abatement provide the basis for lowering the noise generated in day-to-day operations of aircraft in noise sensitive areas, such as Upper Moutere. If the recommendations are followed, public acceptance will be improved and the aviation community will be able to flourish and grow, without being restricted by the burden of new noise regulations and operational restrictions.

Further reading can be found in the NZ Aviation Industry Association Environmental Code of Practice and the Helicopter Association International (HAI) "Fly Neighbourly Guide".

### Civil Aviation Rule (CAR) 91.127 Use of Aerodromes

CAR 91.127 states *"no person may operate an aircraft at an aerodrome unless - (1) that person complies with any limitations and operational conditions on the use of the aerodrome notified by the Aerodrome Operator.*

*Note: Any breach of CAA rules by a pilot or aircraft operator at any stage will be reported to CAA in accordance with CAR part 12. It is the responsibility of the pilot in command to report such occurrences to CAA via CAA005 form."*

## Specific Operational Considerations

Motueka Aerodrome currently has several different types of operation which affect the way it operates. It has a mix of commercial operators and flight training which utilise differing types of helicopters, microlights, hang gliders, parachutes and aeroplanes.

### Commercial Activity

This encompasses:

- Parachute operations with the parachute aircraft dropping parachutists to circuit and land on the eastern side of the runway. The parachute aircraft may join from a high downwind, base leg or straight in.
- Commercial aerobatic activity occurs above 3,000ft AGL in the training areas and the aircraft tends to join the circuit in a similar manner to the parachute aircraft.
- Normal charter flying activities.
- Microlight activity occurs off the field with motorised microlights doing scenic flights around the area – particularly in the Abel Tasman area. Hang gliders are regularly towed into the air by motorised microlight which gains height above the airfield and descends steeply overhead or on the non-traffic side after tow release. The hang glider circuits on a very close left hand circuit to land on the western side of the runway. All microlights and hang gliders have radios. Note that some of these aircraft operate in the circuit at slow speeds.
- Commercial helicopters operate from the aerodrome.

### Training Activity

Motueka Aerodrome has high levels of training traffic involving helicopters, microlights and aeroplanes which use both grass and sealed runways, plus both the eastern and western helipads. The normal circuit is at 1000ft AMSL but training helicopters tend to use an 800ft AMSL circuit which is slightly closer in. Helicopters often practice auto-rotations from varying altitudes.

### Fixed Wing Aircraft

Where possible, pilots are to observe the following:

- Houses and farm buildings must not be deliberately targeted.
- Keep the flight path away from buildings when simulating forced landings, glide approaches and engine failure after take-off manoeuvres.
- Power settings and flight profiles should be in accordance with the **manufacturer's specifications for minimum noise levels consistent with safety.**
- Aircraft with noisy characteristics should start at the runway threshold for take-off to minimise noise as much as possible.
- Night cross-country flight routes, particularly over Motueka, shall, where possible, be varied and kept seaward of Motueka after 9.00pm. Note: Motueka Aerodrome is only available for use during the hours of daylight.

## Helicopters

Where possible, pilots are to observe the following:

- Houses and farm buildings must not be deliberately targeted.
- Power settings and flight profiles should be in accordance with the **manufacturer's specifications for minimum noise levels consistent with safety.**
- Hover training is only permitted in those areas designated for that purpose.
- Sling load training is to be contained within the confines of the Aerodrome boundary or LFZ (Low Flying Zone) L664 and in those areas designated for that purpose.
- No night circuit training at Motueka. After night flying in Nelson, helicopters are to carry out a landing to the floodlit hangar in a way which will minimise noise on return to Motueka. Landings are to be no later than 10.30pm except in the case of an emergency.
- Please avoid Marchwood Park during equestrian events.

## Complaints

Perceived transgressions of the "Flying Neighbourly" procedures set out herein may be reported to the Tasman District Council Aerodrome Operator and due investigation will occur to encourage pilots to comply.

In the event of an accident/incident at Motueka Aerodrome, all media requests for information or comment should be referred to the affected organisation, the Aerodrome Operator or the CAA, without further comment.

## 2.0 Operations

The following airspace applies:

### 2.1 NZC 687 Motueka CFZ, Nelson Bays

Boundaries are as outlined in the New Zealand Air Navigation Register.

### 2.2 NZB 682 Motueka MBZ, Nelson Bays

Boundaries are as outlined in the New Zealand Air Navigation Register.

### 2.3 Noise Abatement Courtesy

#### 2.3.1 Departing Aircraft

- All aircraft not departing from any runway at Motueka (including overshoot or touch and go manoeuvres) should track runway heading until at or above 500ft AMSL prior to commencing a left turn.  
*Note: The purpose of the 500ft rule is to avoid making turns over the residential areas. However, deviation from the runway heading may be undertaken as an aid to proximity to forced landing areas.*
- Aircraft not departing via the circuit should maintain runway heading until outside the circuit (2 nautical miles) prior to turning right.



### 2.3.2 Circuits

- A Circuit plan for Motueka Aerodrome is attached as Appendix 2.
- Circuits below 1000ft AMSL should only be carried out in the 02 circuit, therefore avoiding the Motueka township.
- Where possible, aircraft are asked to avoid orbiting within the aerodrome circuit except in an emergency.

## 2.4 Equipment Requirements

Motueka is a mandatory broadcast zone and all procedures are to be carried out as prescribed in Civil Aviation Rule 91.135 and detailed in the AIPNZ.

## 2.5 Taxiing

- Aircraft with low propeller clearance are advised to exercise extreme caution when taxiing on Motueka Aerodrome.
- Aircraft should not taxi close to helipads when helicopters are taking off or landing. Check approach path for landing helicopters before passing helipads.
- Helicopters undertaking hover taxiing exercises and/or 180 auto-rotations should notify taxiing and landing aircraft before this is carried out and at all times remain clear of aircraft doing run-ups.
- Aircraft must not taxi through the parachute landing area (PLA) when parachuting is in progress (the PLA is active).
- Parachuting is considered to be in progress when the pilot of the parachute aircraft has advised that parachute dropping is in progress. The PLA becomes inactive after the last canopy has landed.
- Helicopters must not start after refuelling at the pumps until they determine that the PLA is inactive.
- Taxiing aircraft are to give way to aircraft vacating the runway.

## 2.6 Circuit and Runway Operations

- Each pilot in command shall ascertain the runway in use prior to entering any runway.
- Fixed wing and helicopter circuits should conform to the same runway direction.
- The standard circuit altitude is 1000ft AMSL. Helicopters may circuit at 800ft AMSL slightly closer in to the runway.
- Low level circuits of 600ft AMSL may take place in the 02 circuit only at times when there will be no conflict caused with standard circuit traffic.
- If a pilot wishes to change position in the circuit it must only be done when deemed safe and only after establishing contact and advising other traffic.
- Aircraft, where possible, are asked to avoid orbiting within the aerodrome circuit except in an emergency. This would mean that aircraft may choose to slow down or extend that circuit leg where necessary to accommodate the emergency situation.

## 2.7 Go Around Procedures

### 2.7.1 Go Around Actions

On go around from a balked landing, track runway heading to the minimum height needed. If not directly continuing in the circuit climb runway heading until clear of the circuit and carry out the appropriate re-joining procedure. The positions of other aircraft and in particular the positions of parachutes and microlights must be taken into account when going around.

## 2.8 Wake Turbulence

Pilots should be aware of wake turbulence from all larger aircraft and downwash from helicopters.

## 2.9 Runway Changes

Any pilot can initiate a runway change when required by wind changes or sun strike. Pilots must advise their intention to change runway direction with other circuit traffic before initiating the change.

## 2.10 Parachute Landing Area NZP 617

NZP 617 Parachute Drop Zone is situated South 41 07 23.8 E172 59 18.5

## 2.11 Low Flying over Coastal Motueka

Pilots are requested to be mindful of the wildlife on the Motueka Sand spit and not fly below 1000ft AMSL over the entire length of the Sand Spit. They are also requested to remain seaward of the Sand Spit when transitioning to the LFZ unless necessary for safety purposes.

## 3.0 Arrivals

Arrivals are in accordance with standard joining procedures except when the Parachute Landing Area is active, in which case overhead re-joins are **not** to be carried out. Joining traffic must remain clear until all canopies have landed or join via another procedure.

## 4.0 Departures

Aircraft turning right after departing the circuit from 02 should maintain runway centre line until clear of the coast or above 1000ft AMSL.

## 5.0 Training Operations

### 5.1 Training Areas

The standard training areas used in the Motueka area are – Kaiteriteri, Tasman, Mapua, Upper Moutere, Lower Moutere, Ngatimoti, Riwaka and the Motueka, Tasman Bays LFZ 664. Helicopters also use Fern Flat and Canaan Downs areas (see Appendix 1).

Where possible, aircraft should fly at a different altitude than an aircraft operating in an adjacent area in order to increase separation. Pilots should vary their training areas to achieve an even use of all areas, in order to reduce the noise footprint for individual training areas.

Due to the presence of livestock in the rural areas, pilots need to be mindful of the effect of flight training activities and exercise caution where and when appropriate, e.g. especially in spring during lambing and calving, and in the proximity of horses and riders.

In the Upper Moutere area, local aircraft are asked to remain above a minimum altitude of 500ft AGL. This height is required for aircraft flying in the Upper Moutere training area due to the close proximity of houses in the area. **This altitude is designed to achieve adequate clearance from the overlapping “no-fly” cylinders** in compliance with Rule Part 91. However aircraft may carry out an approach and/or landing to any of the agriculture strips in the area for the purposes of commercial work (e.g. top dressing), and the Rosedale, Ngatimoti or old Baigent strips for training purposes. Circuits for training on these strips should not be below 500ft AGL until on approach.

## 5.2 LFZ 664

The Motueka, Nelson Bays Low Flying Zone is operated by Nelson Aviation College (NAC). Anybody wishing to use this area must have prior permission from NAC. Use of this area must be IAW Civil Aviation Rule Part 91 especially rule 91.131. Nelson Aviation College has also imposed a lower limit of 200ft AMSL to ensure the safety of pilots and the protection of birdlife. The only exception to this rule is that helicopters conducting training are permitted to land in this area.

Boundaries are as outlined in the New Zealand Air Navigation Register.

## 6.0 Communications

### 6.1 Transmissions

#### 6.1.1 Listening for Transmissions

All pilots must listen out before transmitting – not just for a gap in transmissions, but also to understand the nature of the previous transmission to achieve and enhance situational awareness.

#### 6.1.2 Accuracy of Position Reports

Position reports need to be accurate, giving position relative to a visual reporting point or prominent mark on the Visual Navigation Chart.

#### 6.1.3 “Motueka Traffic” Transmission

Transmit “Motueka Traffic” **only** at the beginning of the transmission. Broadcasting the aerodrome designation twice applies to unattended aerodromes using the 119.1MHz frequency.

## 7.0 Miscellaneous Operations

### 7.1 Conditions of Use

The Motueka Aerodrome Management Plan sets out the conditions of use for Motueka Aerodrome, which are to be observed by all pilots and aircraft operators.

### 7.2 Aircraft Parking

- Overnight parking with tie-down facility is available for itinerant aircraft in the area designated in the AIP Motueka Aerodrome chart.
- No parking in the Parachute Landing Area.
- Taxiways are to be kept clear at all times – no parking permitted.
- All apron areas and access ways to hangars and fuel installations are to be kept clear at all times.

### 7.3 Aviation Events and Displays

#### 7.3.1 Aviation Event/Display Approval

Aviation Events and displays, as defined in Civil Aviation Rule Part 1, are subject to the approval of the Motueka Aerodrome Operator, and must be in accordance with Civil Aviation Rule Part 91.703.

#### 7.3.2 Event Co-ordination

Any event on the aerodrome is to be co-ordinated with all airport tenants.

## 8.0 Bird Hazards

### 8.1 Bird Types

The presence of birds, especially Spur-Winged Plovers on the runways at Motueka is a constant problem, particularly at certain times of the year. Pilots must exercise extreme caution.

## 9.0 Aerodrome Emergency Procedures

### 9.1 Emergency Procedures

Detailed Motueka Aerodrome emergency procedures are contained in the Motueka Aerodrome Emergency Plan document which is available from the Tasman District Council website, [www.tasman.govt.nz](http://www.tasman.govt.nz).

**Note:** Accidents must be reported to the CAA (0508-ACCIDENT or 0508-222433).

### 9.2 Aircraft Undercarriage Emergencies

#### 9.2.1 Landing Procedure

Motueka Aerodrome does not have an on-airfield Rescue Fire Service, therefore the Aerodrome Operator recommends that the pilot of an aircraft with an unsafe undercarriage indication should either divert to Nelson aerodrome for a landing or delay landing until Emergency Services are in position on the airfield; except that conditions of low fuel endurance,

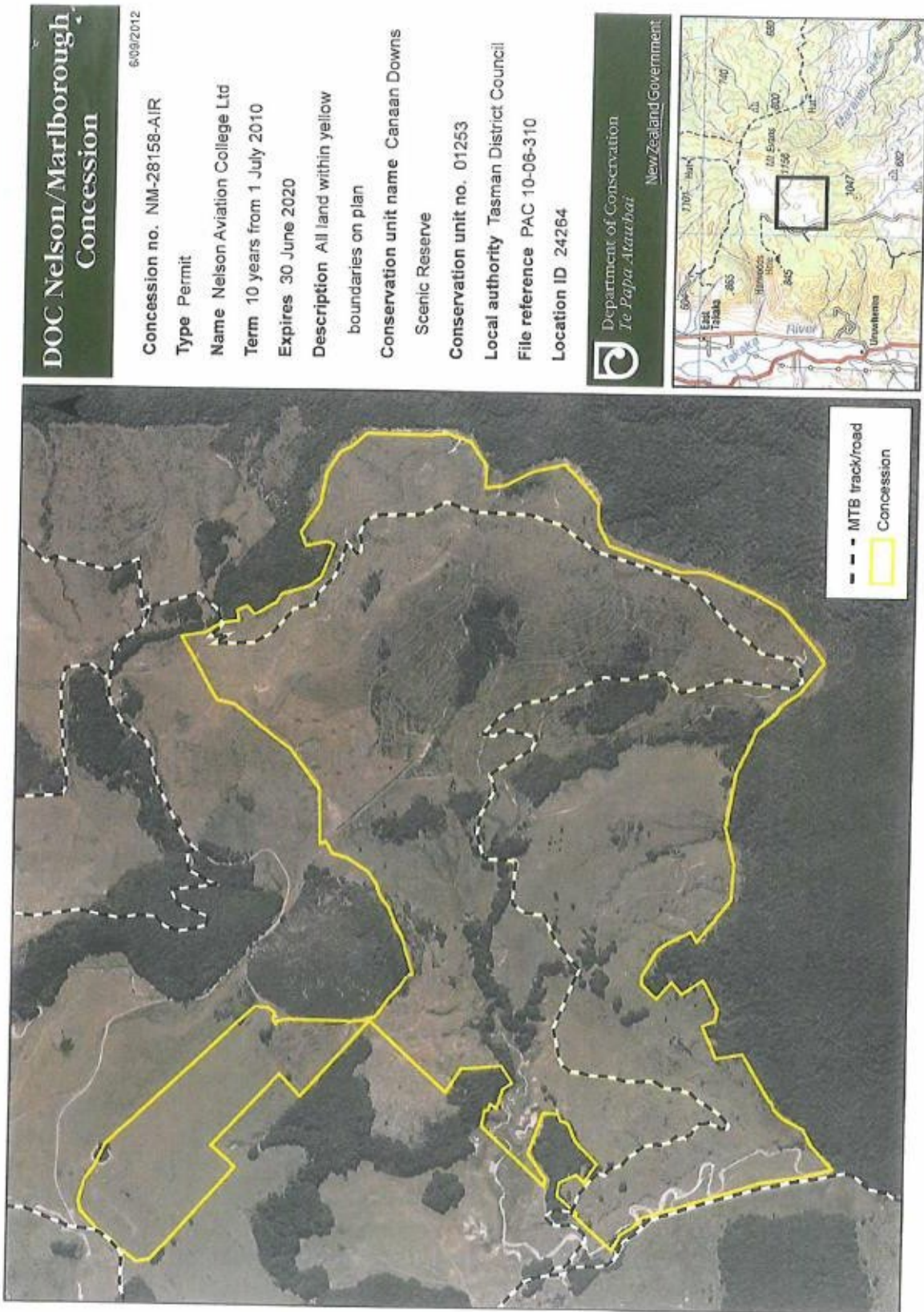
deteriorating weather or other factors, may force the pilot to land without delay.

### **9.2.2 Emergency Communications**

The pilot should advise NELSON ATC on 127.4 Mhz of the nature of the problem and their intentions. If the pilot wishes to land at Motueka, a Full Emergency phase must be declared. The pilot is encouraged to hold overhead the airfield until the Fire Service gives the go ahead to land.

Appendices

Appendix 1 Training Areas



## Appendix 2 Circuit Map



The circuit is an orderly pattern used to position the aeroplane for landing and minimise the risk of collision with other aircraft. Airfields attract aircraft, therefore rules and procedures are required to maintain an orderly sequence or flow of traffic. All aircraft should be following these published procedures making it easier to identify which runway should be used, where other aircraft are or expected to be, and who has the right of way in the sequence to takeoff or land.



# Motueka Aerodrome

## Emergency Plan

### REVIEW SCHEDULE

Issue #	Date Approved	Comments
1		
2		
3		
4		
5		
6		
7		

June 2021



## 1 Introduction

The Motueka Aerodrome Emergency Plan (AEP) has been prepared to guide the response to any aerodrome or aerodrome related emergency. The plan is an operational document and has been prepared from the guidance material on aerodrome emergency planning provided by the Civil Aviation Authority (CAA) in Advisory Circular AC139-14 and CAA rule 139.09.

The AEP is the process of preparing the aerodrome to cope with an emergency at or near the aerodrome. As the aerodrome does not have on-site or 24 hour management staff, the coordination will be a team effort, initially by aerodrome operators combined with local emergency services. This plan aims to minimise confusion of roles in the event of an incident.

## 2 Objective

The objective of the AEP is to minimise the extent of personal injury and property damage resulting from an incident. There are three key objectives:

- a. Minimise loss of life
- b. Return the aerodrome to normal operations as soon as possible
- c. Gradually stand down emergency services.

## 3 Types of Emergencies and Responsibilities

This AEP relates to incidents that have the potential to affect the aerodrome operations and use and are therefore outside of the incidents that only require individual company emergency procedures. The types of emergency and responsibilities are categorised as follows:

Type of Emergency	Responsibilities
a. Aircraft <ol style="list-style-type: none"> <li>i. Local standby</li> <li>ii. Full emergency</li> <li>iii. Aircraft accident</li> <li>iv. On ground fire/collision</li> <li>v. Immobilised aircraft</li> </ol>	<ol style="list-style-type: none"> <li>i. Emergency plan /airline/ organisation plan*</li> <li>ii. Emergency plan /airline/ organisation plan*</li> <li>iii. Emergency plan /airline/ organisation plan*</li> <li>iv. Emergency plan/airline/ organisation plan*</li> <li>v. Emergency plan /airline/ organisation plan*</li> </ol>
b. Natural <ol style="list-style-type: none"> <li>i. Earthquakes</li> <li>ii. Storms</li> </ol>	<ol style="list-style-type: none"> <li>i. Individual company and Civil Defence.</li> <li>ii. Individual company and Civil Defence</li> </ol>
c. Other <ol style="list-style-type: none"> <li>i. Facility fire</li> <li>ii. Vehicle accident and fuel spillage</li> <li>iii. Hazardous substances – re-fueling</li> </ol>	<ol style="list-style-type: none"> <li>i. Individual company</li> <li>ii. Emergency plan/Individual company*</li> <li>iii. Emergency plan/Individual company*</li> </ol>

\* The plan used depends on whether the incident solely affects the individual airline/organisation or company or whether the incident affects other users.

## **4 Procedures**

### **(a) Category of Response**

The Aerodrome Emergency Plan has five categories for response:

- Local Standby
- Full Emergency
- On Aerodrome Emergency
- Near Aerodrome Emergency
- Other categories: collision, immobilised aircraft, vehicle accident, spillage.

Emergencies or accidents involving aircraft over 1.5 kilometres from the Motueka Aerodrome are outside the scope of this emergency plan and depending on the incident are dealt with by the airline/organisation and such organisations as Search and Rescue. See Appendix 6 for a map of the scope of the AEP.

Signs are to be affixed to the refueling stations and the fence in front of the Aero Club indicating who to contact in an emergency and the aerodrome's physical location.

The duty person referred to in this document will be the observer of the emergency and in most cases will be a person associated with the aircraft involved.

### **(b) Local Standby**

A local standby phase is declared when an aircraft approaching the aerodrome is known to have, or is suspected to have, developed some defect, but the trouble is not such as would normally prevent it carrying out a safe landing.

The preferred option is to divert the aircraft to Nelson Airport where there are onsite emergency services, if this can be achieved safely.

If the aircraft is to land at Motueka Aerodrome a LOCAL STANDBY PHASE will bring all emergency services to a state of emergency while remaining at their posts until further notice.

Refer to Appendix 1 for the procedural chart.

### **(c) Full Emergency**

A full emergency phase is declared when an aircraft approaching the aerodrome is, or is expected to be, in such trouble that there is danger of an accident.

The aircraft should be diverted to Nelson Airport where there are onsite emergency services, if this can be achieved safely.

If the aircraft is to land at Motueka Aerodrome a FULL EMERGENCY PHASE will bring all emergency services to the airport meeting point (see Appendix 4).

Refer to the first part of Appendix 2 for the procedural chart "On Airport Emergency (Full Emergency)". The procedure will be followed as though an accident will occur until the aircraft has landed safely.

**(d) On Aerodrome Emergency**

The process is activated when an aircraft accident or crash has occurred at the aerodrome.

Refer to Appendix 2 for the procedure chart showing the role of all services, including fire, police, ambulance, aircraft companies and CAA.

The important part for this emergency plan is the activation of the first response systems until the emergency services arrive and take control, and the affected airline/organisation/company, along with CAA, become responsible for the incident. The following flip charts are therefore specific to the aerodrome user's response.

Chart 1.  
In case of an emergency.

# DIAL 111 FIRE SERVICE

**DETAILS:**

- Incident description
- Location.

**Equipment:**

- Land line phone, or
- Cell phone.

Chart 2.

# TAKE CONTROL of AERODROME

**DETAILS:**

- Clear aircraft to land
- Recommend diversion to Nelson Airport
- Alert aircraft users by general transmission on aerodrome frequency channel.

**Equipment:**

- Cell phone
- VHF radio
- Note book – record event with timeline.

Chart 3

# FIRST RESPONSE

**Details**

- Respond to emergency
- Assist with regard to personal safety and prevention of further incidents.

**Equipment:**

- Fire extinguisher
- Medical kit.

Chart 4

# MEETING with EMERGENCY SERVICES

**Details**

- ☐ Meeting with Emergency Services at designated location or by cell phone
- ☐ Clear access for Emergency Services
- ☐ Hand over CONTROL of emergency.

**Equipment:**

- Cell phone
- VHF radio.

Chart 5

# After HANDOVER of CONTROL

Details:

- Phone  
airline/organisation  
Involved
- Phone TDC Aerodrome  
Operator
- NOTAM advice if  
required
- Coordinate Aerodrome  
interests.

### **(e) Near Aerodrome Emergency**

The process is activated when an aircraft accident or crash has occurred near the aerodrome (within 1.5 km).

The procedures associated with this emergency category are those of the individual airline or local organisation rather than that of the aerodrome and, depending on location, may include and be controlled by other organisations such as Search and Rescue, fire, ambulance or police. The local duty person(s) that may receive a call of a Near Aerodrome Emergency shall be the local company with responsibility for the aircraft in the first instance. If it is a private aircraft refer to the procedures in 5 (a) below.

In all cases the local airline/organisation involved shall inform the Tasman District Council Aerodrome Operator at the earliest opportunity.

Refer to Appendix 3 for the procedure chart.

### **(f) Other Emergencies**

The procedures for all other emergencies such as ground collision of aircraft, immobilised aircraft, vehicle accident, bomb threat, sabotage, unattended or suspicious articles and fuel spillage, will depend upon the severity and location of the incident. All incidents that occur on the runways shall be either a stand-by or full emergency.

In all cases, each emergency no matter how small, shall be fully reported in writing by the airline or organisation involved to the Aerodrome Operations and Safety Committee and the Aerodrome Operator who shall review the effectiveness of the AEP procedures.

## **5 Initial Control and Response**

### **(a) Initial Incident Control**

The realisation of a potential or actual incident will mostly be with the airline/organisation associated with the aircraft. In this case, the “observer of the emergency” is the duty person for that company and will be responsible for activating the procedures by dialing 111. Either the police, fire and ambulance service (or all of these) may be required to respond.

If the Emergency Service communications centre require a person to remain on the line, and the duty person does not have a second person to take this role (while they initiate the initial emergency response and arrange to meet the emergency services at the meeting point), the duty person shall make the emergency call from a cellphone, or transfer the call to a cellphone so they are free to undertake these other duties.

### **(b) Initial Incident Response**

The Emergency Layout Plan, refer Appendix 4, shows the location of fire extinguishers, medical first aid kits and the services meeting point. A schedule of inspection of the equipment shall be compiled and managed by

the Aerodrome Operations and Safety Committee, and forms part of this plan (Appendix 5).

**(c) Preserving Evidence**

After an aircraft accident, an investigation into the cause of the accident will need to be undertaken before the removal of any aircraft wreckage, contents or other object involved in the accident. It is vital that all evidence is preserved on-site for the investigative authorities, and that the accident site is disturbed as little as possible during the emergency response phase.

The aircraft operator is responsible for removing the aircraft in consultation with the aerodrome operator.

The Transport Accident Investigation Commission, Civil Aviation Authority or NZ Police may investigate and authorise removal of wreckage.

**(d) Light aircraft accidents**

For light aircraft accidents with no fatalities or serious injuries, CAA authorisation is still required before any wreckage may be removed.

CAA advisory circular AC139-14 states:

Removal of wreckage and return to normal operations can be expedited, if the aerodrome operator is prepared to initiate the investigations process before the CAA inspectors arrive (or in lieu of CAA inspectors needing to arrive). To do this the aerodrome operator must seek on each occasion the CAA's agreement and instructions, to undertake initial investigative actions on the CAA's behalf.

Depending on the severity of the accident and circumstances, such agreement may not be available unless there has been prior agreement with CAA that –

- Staff are available who have undertaken basic accident investigation training; and
- Procedures are in place for the collection of evidence, such as site photography, location marking of impact marks, site sketches, descriptive notes and other such actions as the CAA requires.

**(e) Recovery of Operations**

Depending on the circumstances of the emergency, recovery may occur in a staged manner, before a full recovery with unrestricted operations. The Aerodrome Operator must ensure that areas of the aerodrome affected by the emergency are inspected and cleared for use before unrestricted operations may commence. This may require that restricted operations are in place for some time.



## 6 Review and Simulated Exercise

### (a) Emergency Plan Review

The AEP will be reviewed by the Operations and Safety Committee on an annual basis and after the annual exercise. The Aerodrome Operator will amend the plan as required and submit it to the Operations and Safety Committee. The responsibility for implementing the plan is that of the Aerodrome Operator in conjunction with the Operations and Safety Committee.

### (b) Simulated Emergency Exercise

Civil Aviation rule 139-09 requires that *“the Aerodrome Operator must have procedures for maintaining the effectiveness of the emergency plan. They must include:*

- (i) Ensuring that personnel having duties and emergency responsibilities under the AEP are familiar with their assignments and are properly trained.*
- (ii) Testing the AEP conducting either:
  - a. A full scale aerodrome emergency exercise is held at least once every two years with special exercises between the full scale exercises to ensure that any deficiencies found during the full-scale exercises have been corrected.*
  - b. A series of modular tests to be done every three years commencing in the first year and including a full scale aerodrome emergency exercise no more than three years after commencement.**
- (iii) Reviewing the AEP after each exercise or after an actual emergency to correct any deficiency found.*
- (iv) Coordinating the AEP with all organisations and persons who have responsibilities in the plan, including where appropriate, law enforcement agencies, security providers, rescue and firefighting agencies, medical personnel and organisations, and principal tenants of the aerodrome.*

The staging of a full scale emergency exercise is essential to maintain the preparedness and adequacy of the AEP. A special desktop exercise should be undertaken every other year to test adjustments made to the plan.

The purpose of the emergency exercise is to test the adequacy of the:

- Response of all personnel involved
- Emergency plans and procedures, and
- Emergency equipment and communications.

The Aerodrome Operations and Safety Committee will appoint an overall exercise controller to manage the running of the exercise and to determine the outcomes. The Committee would scope the exercise to test a likely scenario.

The exercises shall be undertaken with a representative invited from each of the emergency services and the Operations and Safety Committee.

The outcomes will be prepared as minutes to the exercise.

## Organisation Contacts

### (a) Tasman District Council:

Aerodrome  
Operator  
Primary Contact: Nick Chin TDC - 03 543 8400  
DD 03 543 8633  
Mobile 022 500-2446  
Email: [nick.chin@tasman.govt.nz](mailto:nick.chin@tasman.govt.nz)  
Alternate Contact: Andrea Meldrum  
Mobile: 021 594-959  
E mail: [andrea.meldrum@tasman.govt.nz](mailto:andrea.meldrum@tasman.govt.nz)

### (b) Commercial Operators:

- **Nelson Aviation College**  
Giles Witney  
Contact: 03 528 8382  
Mobile: 021 2777 152  
Email: [giles@nelson-aviation.co.nz](mailto:giles@nelson-aviation.co.nz)
- **Inflite**  
James Meldrum  
Contact: 027 655-8167  
Email: [james.meldrum@inflite.nz](mailto:james.meldrum@inflite.nz)
- **Argus Aviation**  
Mark Stagg  
Contact: 021 102 5167  
Email: [mark@argusaviation.co.nz](mailto:mark@argusaviation.co.nz)

- (c) **Motueka Aeroclub**  
Kevin Foster  
Contact: 027 482 2889  
Email: [motueka.aeroclub@gmail.com](mailto:motueka.aeroclub@gmail.com)

- (d) **Civil Aviation Authority**  
Contact: 04 560 9400  
Email: [info@caa.govt.nz](mailto:info@caa.govt.nz)

**APPENDIX 1**  
**LOCAL STANDBY PHASE**

ROLE:	ACTION	DETAILS
<b>Aircraft advises Defect</b>	Options (depending on defect) <ul style="list-style-type: none"> <li>- Divert to Nelson Airport</li> <li>- Land at Motueka</li> </ul>	<b>Duties:</b> <ul style="list-style-type: none"> <li>- Communications with aircraft</li> <li>- Communicate with Nelson Airport if diverted</li> </ul>
	<b>Landing at Motueka</b> ↓	
<b>Aerodrome Duty Person:</b> Airline Company / Organisation Duty Person (Aerodrome Duty Person if visiting Aircraft)	<b>DIAL 111 FIRE SERVICE Advise Standby</b> ↓	<b>Provide details as Advised:</b> <ul style="list-style-type: none"> <li>- Provide details.</li> <li>- Stay on phone.</li> </ul>
<b>Fire Service Communications:</b>	<ul style="list-style-type: none"> <li>- Fire Tender Standby</li> <li>- Call Police <del>600000</del> – Standby</li> <li>- Call Ambulance <del>600000</del> – Standby</li> <li>- Call TDC Aerodrome Manager</li> </ul>	<b>Duties include:</b> <ul style="list-style-type: none"> <li>- Read back emergency message.</li> <li>- Relay Details.</li> <li>- Keep Communications Log.</li> <li>- Contact details - page 2</li> </ul>
	↓	
<b>Airline Company / Organisation Duty Person</b> First Response Incident Controller	<ul style="list-style-type: none"> <li>- Secure Site for landing.</li> <li>- Call Airline Company/Organisation Involved.</li> <li>- Prepare First Response</li> </ul>	<b>Priority given to:</b> <ul style="list-style-type: none"> <li>- Clear Runway for priority landing.</li> <li>- Prepare for first response <ul style="list-style-type: none"> <li>- Fire Extinguishers</li> <li>- Medical First Aid</li> </ul> </li> </ul>
	↓ <b>ACCIDENT on LANDING</b> <b>Revert to Emergency</b> <b>Appendix 2 Chart</b>	
<b>Airline Company / Organisation Duty Person</b>	<b>Successful Landing.</b> <ul style="list-style-type: none"> <li>- Stand down Services</li> <li>- Clear and open runway</li> <li>- Report on Incident</li> </ul>	<b>Duties Include:</b> <ul style="list-style-type: none"> <li>- Advise with Fire Service <del>600000</del> of landing and ask that service to be stood down.</li> <li>- Clear and open runway</li> <li>- Report Incident to Operational and Safety Committee and Aerodrome Operator.</li> </ul>
	↓	
	<b>*END OF RESPONSE*</b>	

APPENDIX 2  
ON AIRPORT ACCIDENT PHASE (& FULL EMERGENCY PHASE)



ROLE	ACTION	DETAILS
<b>Observer of emergency,<sup>i</sup> and Aerodrome Duty Person:</b>	<b>DIAL 111 FIRE SERVICE</b>	<b>Provide details as Observed:</b> <ul style="list-style-type: none"> <li>- Location</li> <li>- Incident Description</li> <li>- Meeting Point</li> <li>- Stay on phone.<sup>i</sup></li> </ul>
	↓	
<b>Fire Service Communications:</b>	<ul style="list-style-type: none"> <li>- Dispatch Fire Tender</li> <li>- Call Police <del>COMMO</del></li> <li>- Call Ambulance <del>COMMO</del></li> <li>- Call Aerodrome Duty Person (if not Observer)</li> <li>- Call TDC Aerodrome Operator.</li> </ul>	<b>Duties Include:</b> <ul style="list-style-type: none"> <li>- Read back emergency message.</li> <li>- Relay details</li> <li>- Keep communications log</li> <li>- Contact Details - Page 2</li> </ul>
	↓	
<b>Aerodrome Duty Person: First Response Incident Controller</b>  Contact CAA	<ul style="list-style-type: none"> <li>- First Response.</li> <li>- Meeting with Services.</li> <li>- Provide safe access route for Services.</li> <li>- Secure Site.</li> <li>- Call Airline/Organisation Involved.</li> <li>- Call TDC Aerodrome Operator.</li> <li>- NOTAM advice – if needed.</li> <li>- VHF alert on aerodrome frequency.</li> </ul>	<b>Priority Given to:</b> <ul style="list-style-type: none"> <li>- Liaise with clearing route for Fire/Ambulance.</li> <li>- Control first response               <ul style="list-style-type: none"> <li>- Fire Extinguishers</li> <li>- Medical First Aid</li> </ul> </li> <li>- Any assistance necessary with regard to personal safety and prevention of further incidents.</li> <li>- Handover Aircraft responsibilities to airline ASAP. Refer page 2</li> <li>- Coordinate response until Aerodrome Operator arrives. Refer Page 2.</li> </ul>
	↓	
<b>Fire Service Tender:</b> Take over as Incident Controller on arrival until Police arrive.	<ul style="list-style-type: none"> <li>- Meeting point on site and attend Emergency.</li> <li>- Assess and treat emergency.</li> </ul>	<b>Attend to Incident:</b> <ul style="list-style-type: none"> <li>- Action emergency</li> <li>- Or Stand-down if aircraft lands safely.</li> </ul>
	↓	
<b>Police:</b> Take over as Incident Controller on arrival	Assume responsibility as Incident Controller on arrival from: <ol style="list-style-type: none"> <li>1. Aerodrome Duty Person</li> <li>2. Fire Service</li> </ol>	<b>Incident Controller:</b> <ul style="list-style-type: none"> <li>- Establish Emergency Operations Centre/Area.</li> <li>- Secure Site</li> <li>- Or Stand-down if aircraft lands safely.</li> </ul>
	↓	
<b>Ambulance:</b>	<ul style="list-style-type: none"> <li>- Meeting point on site and attend emergency.</li> <li>- Assess and treat emergency</li> </ul>	<b>Attend to Incident :</b> <ul style="list-style-type: none"> <li>- Action emergency</li> <li>- Or stand-down if air craft lands safely/</li> </ul>
	↓	
	<b>*END OF INITIAL RESPONSE*</b>	

APPENDIX 2

ON AIRPORT EMERGENCY

Continued – page 2

ROLE	ACTION	DETAILS
Airline/Organisation - during emergency	<ul style="list-style-type: none"> <li>- Activate Company Emergency Response.</li> <li>- Responsible for Aircraft.</li> <li>- Passenger/Cargo Data</li> <li>- Notify CAA (who notify TAIC if required)</li> <li>- NOTAM updates</li> </ul>	<ul style="list-style-type: none"> <li>- Confirm passage and cargo details to Police.</li> <li>- Companies Emergency Plan in use.</li> <li>- Requirements of CAA to follow.</li> <li>- Media Liaison – Incident Aspects.</li> </ul>
	↓	
Airline/Organisation - Post emergency.	<ul style="list-style-type: none"> <li>- Take Control from Police.</li> <li>- NOTAM cancel.</li> <li>- Remove aircraft from scene once approved by CAA.</li> </ul>	<ul style="list-style-type: none"> <li>- CAA procedures.</li> <li>- Company Procedures</li> </ul>
ROLE	ACTION	DETAILS
TDC – Aerodrome Owner - Aerodrome Manager	<ul style="list-style-type: none"> <li>- Overall coordination as owner, handed over from Duty Person on arrival.</li> <li>- Liaise with emergency services and airline.</li> <li>- Media Liaison – Aerodrome aspects</li> </ul>	<ul style="list-style-type: none"> <li>- Notified Fire Service and Aerodrome Duty Person.</li> <li>- Advise Mayor and CEO.</li> <li>- Attend Incident.</li> <li>- Media Liaison for Aerodrome aspects only (see Airline Media liaison above)</li> </ul>
	<p><b>CONTACT DETAILS:</b></p> <p>1. Aerodrome Duty Persons:</p> <ul style="list-style-type: none"> <li>- NAC – Giles Witney 03 528 8382 021 2777 152</li> <li>- Sky Dive - Stuart Bean 03 528 4091 027 4397 112</li> </ul> <p>2. TDC Aerodrome Operator:</p> <ul style="list-style-type: none"> <li>- Mark Johannsen 03 543 8445 027 579 3799</li> </ul> <p>3. CAA:</p> <ul style="list-style-type: none"> <li>- 0508 222 433</li> </ul>	

FOOTNOTES:

<sup>i</sup> The initial response may be a member of the public. As soon as the emergency is reported to the Duty Company (person) that person shall also Dial 111, identifying themselves and become the INITIAL RESPONSE CONTROLLER until the services arrive.

<sup>ii</sup> Issue – Duty Person may be required to stay on the phone. A second phone or radio may be required to also undertake the first response role.

**APPENDIX 3  
OFF AERODROME  
EMERGENCY PHASE**

*This chart is in lieu of Local Organisation's own response only.  
Example – visiting aircraft*

ROLE	ACTION	DETAILS
<b>Emergency with 1.5km Reported to one Duty Person</b>	<b>DIAL 111 FIRE SERVICE</b>	<b>Provide Details as Observed:</b> - Location - Incident Description
	↓	
<b>Fire Service Communications:</b>	<ul style="list-style-type: none"> <li>- Dispatch Fire Tender</li> <li>- Call Police Comms.</li> <li>- Call Ambulance Comms.</li> <li>- Call Aerodrome Duty Person</li> <li>- Call TDC Aerodrome Operator.</li> </ul>	<b>Duties Include:</b> - Read back emergency message - Relay details - Keep Communications log. - Coordinate initial response prior to appropriate services that may be Search and Rescue.
	↓	
<b>Aerodrome Duty Person:</b>	<ul style="list-style-type: none"> <li>- Dispatch vehicle to location</li> <li>- Take handheld radio</li> <li>- Dispatch local aircraft on advise of emergency Services</li> <li>- Retain one staff at Motueka to relay radio messages.</li> <li>- Advise Airline Company or Aircraft owner</li> </ul>	<b>Priority given to:</b> - Assisting Emergency Services - Relay any messages
	↓	
<b>Airline Company/ Aircraft Owner</b>	<ul style="list-style-type: none"> <li>- Takes Control of incident.</li> </ul>	
	<b>*END OF MOTUEKA AERODROME RESPONSE*</b>	

# APPENDIX 4

## LOCATION OF FIRE EXTINGUISHERS, MEDICAL FIRST AID KITS AND THE SERVICES MEETING POINT

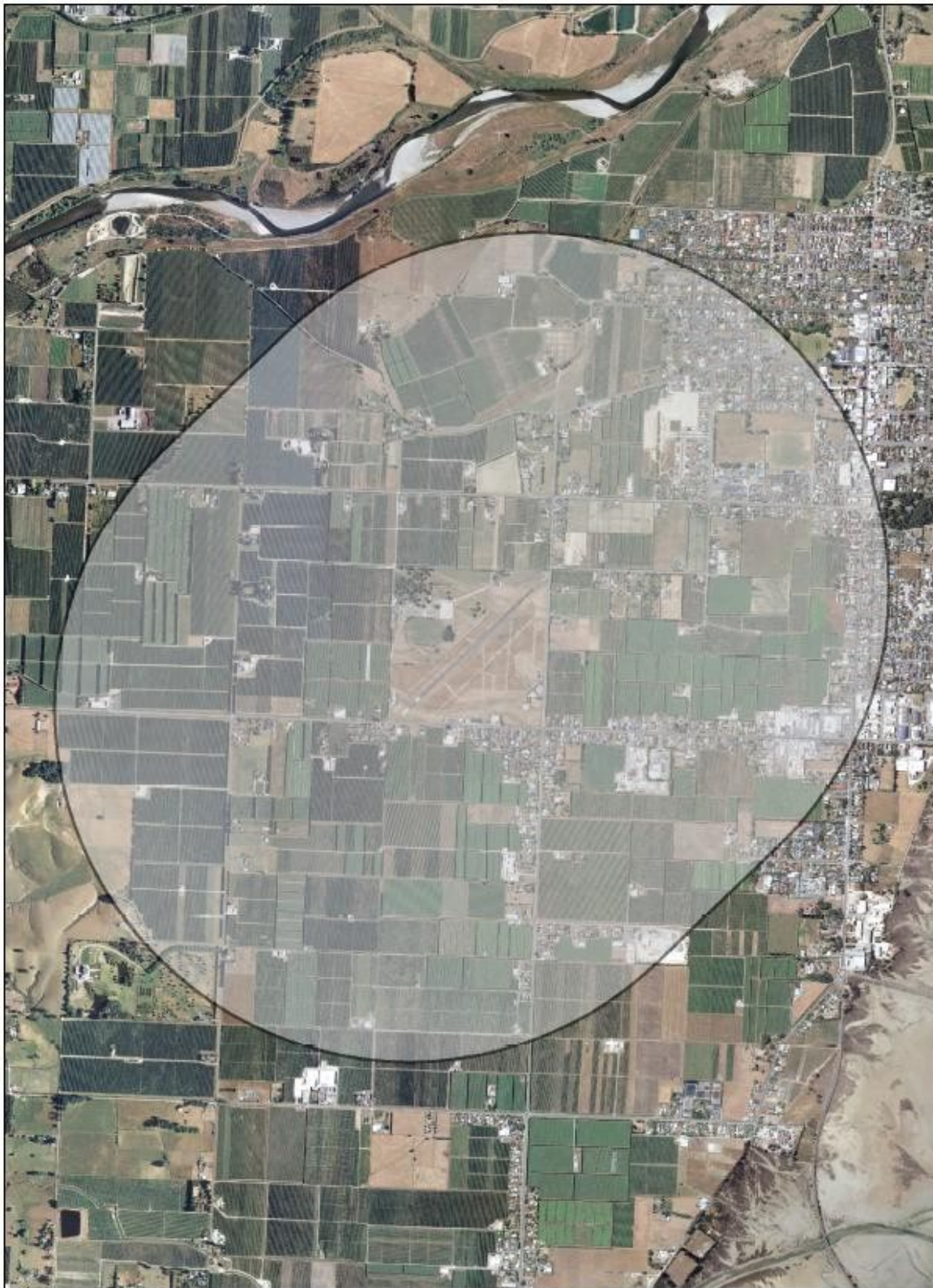


First Aid Kit and Fire Extinguisher Check List - Motueka Aerodrome									
	Argus Aviation		Nelson A College		Abel Tas Sky Dive		Blue Sky Microlight		Comments
	1st Aid	Fire	1st Aid	Fire	1st Aid	Fire	1st Aid	Fire	
Sep-17									
Mar-18									
Sep-18									
Mar-19									



## APPENDIX 6

### SCOPE OF AEP



**Appendix 6 - Scope of AEP**





# Motueka Aerodrome

## Development Plan

### REVIEW SCHEDULE

Issue #	Date Approved	Comments
1		
2		
3		
4		
5		
6		
7		

June 2021

## **1 Role of Development Plan**

The Development Plan enables Tasman District Council (Council) to manage Motueka Aerodrome's growth and development while maintaining a safe operational environment.

## **2 Introduction**

The Development Plan sets the parameters of acceptable growth at Motueka Aerodrome in an endeavour to minimise planning requirements and consequential costs such as resource consent requirements.

Operational issues at the aerodrome are covered in the Motueka Aerodrome Management Plan and the Aerodrome's Activity Management Plan deals with maintenance of the infrastructure. These may be viewed on the Council website and hard copies are included in the Motueka Aerodrome Operations Manual.

The need to ensure that any future developments do not affect the safety of aerodrome users and that conflict with airport operations and the community is mitigated or minimised has been a factor in the preparation of this plan.

This Development Plan sets in place a strategy that proposes rezoning of the aerodrome to provide more certainty for future users. A change to the Tasman Resource Management Plan will be necessary to achieve this.

## **3 Existing Aerodrome Layout**

Motueka Aerodrome occupies 27.5 hectares and is bounded on the south by College Street, on the east by Queen Victoria Street and on the north-west by Marchwood Park and Marchwood Park Road. The existing aerodrome layout is shown in Appendix A.

## **4 Land Status**

### **4.1 General**

An "Airport Zone" existed until the Tasman District Plan was developed in 1996. This zone was replaced with an "Aerodrome Designation" covering public works and Rural 1 zoning for private works, placing greater planning requirements on the site developments.

### **4.2 Aerodrome Designation**

The aerodrome designation enables Council to apply to itself to carry out a public work, project or work on the designated land via an outline plan rather than by resource consent, where the normal Rural 1 planning rules do not apply. A template outline plan is attached in Appendix D.

The designation is listed in the Council's Resource Management Plan, (D209, Map No AM52, 118, 30.39ha, no fixed duration).

### 4.3 Zoning

Section 17.5 Rural 1 Zone rules apply when development is for private use. The key requirements of this zone include:

- Permitted Activities– approval of the Aerodrome Operator is required for the use of the aerodrome and commercial operators must satisfy the requirements of section 7.4 of the Management Plan.
- Noise – “generated by the activity when measured at or within the notional boundary...” is Day – Leq 55 dBA; Night – Leq 40 dBA and Lmax 70 dBA.
- Height – max. 7.5m except for poles and antenna.
- Building coverage – 5% of net area not greater than 2,000 m<sup>2</sup>.

Note that the building coverage is already exceeded for the site and hence, all new developments will require resource consent or an application via an outline plan under the present Council requirements.

## 5 Proposed Areas for Development

### 5.1 General

The areas set aside for future development are shown on the development plan, Appendix A and includes the following areas:

- |                             |                    |
|-----------------------------|--------------------|
| • Fixed Wing                | Development Area 1 |
| • Helicopters               | Development Area 2 |
| • Hangars and Accommodation | Development Area 3 |
| • Commercial                | Development Area 4 |
| • Recreational Corner       | Development Area 5 |
| • Commercial and Hangars    | Developed Area 6   |

Buildings and hangars are positioned to provide vehicular access from the streets between the buildings and the boundaries. This will enable security fencing to separate the public and general users from entering the restricted aerodrome area.

In addition to the Rural 1 requirements on buildings, developers of hangars will be required to ensure that the hangar doors do not protrude beyond the limits of the sides of their building or extend beyond the apron. All future hangar buildings will be joined in one continuous line requiring the appropriate firewall protection. Design parameters for future buildings are included in Appendix C.

Comments on each area follow.

### 5.2 Fixed Wing - Development Area 1

This north-west corner area has been designated for the growth in fixed wing aircraft facilities. The sites are accessed via a shared access off College Street. Future building will be orderly, commencing beside the most recent structure and according to the design parameters for buildings and leases shown in Appendix C of this document.

Developers requiring sewage disposal, shall provide holding tanks for sewerage in the first instance and be responsible for disposal from time to time. Septic tanks are not an

acceptable option and all existing septic tanks shall be replaced with holding tanks within two years of this Plan.

The Meteorological Service lightning sensor does not provide any useful service to the aerodrome operators and is located within the fixed wing aircraft manoeuvring area. The Meteorological Service should be instructed to remove or relocate this facility when the lease expires.

### **5.3 Helicopters – Development Area 2**

This north-east corner area has been designated for the growth in helicopter facilities. The sites are accessed off Marchwood Park Road.

Developers requiring sewage disposal shall provide holding tanks for sewerage in the first instance and be responsible for disposal from time to time. Septic tanks are not an acceptable option and all existing septic tanks shall be replaced with holding tanks within two years of this Plan.

### **5.4 Hangars and Accommodation – Development Area 3**

The third development area shall provide for hangars with accommodation situated on a second level. The accommodation use shall only be in association with aerodrome related activities. Existing buildings in this area may be modified in accordance with these parameters.

### **5.5 Commercial – Development Area 4**

Site 4 provides an opportunity for supporting commercial and tourist services to the aerodrome such as a café or a restaurant.

### **5.6 Recreational Corner – Development Area 5**

The College Street – Queen Victoria Street corner site is a popular recreational area for the community. The development of this site involves forming a suitable shape and landscaping the inner boundaries.

There is a need for an aerodrome information and interpretation sign to be located on the site suitably positioned for safe viewing by visitors.

### **5.7 College Street – Developed Area 6**

No further development will occur along the College Street boundary unless any adverse effects can be dealt with to the satisfaction of Council. Access and parking options to existing leased areas will be reviewed for safety and adequacy of the current use.

The interface between College Street and the aerodrome needs to be addressed, probably as a joint project with the Council's Engineering Department. Stormwater from the road is distributed onto the aerodrome land and there is no adequate stormwater disposal system to collect this run off. Vehicle parking along part of this frontage is at right angles to College Street. Access to and from the street is uncontrolled and the parking areas are unsealed.

## **6 Services**

The present services are shown on the Existing Services Plan, Appendix B, including a water well that several users are connected to.

Jet and Avgas storage and refuelling facilities are provided at the aerodrome by an independent contractor pursuant to a lease from Council. This is also shown on Appendix B.

The Lower Moutere water main is laid along the boundary of the aerodrome adjacent to Marchwood Park as shown on the Existing Services Plan (Appendix B). Council is entitled to connect into this water supply for the purposes of supplying water to the aerodrome. Two hydrants exist for firefighting purposes. Any development of the aerodrome must provide for the continued protection of this water main.

The Council plans to install a reticulated sewage system in the future to Areas 1 and 2 that holding tanks may pump the sewerage into. The sewage line is likely to be located alongside the Lower Moutere water main. The sewage system and power on Queen Victoria Street and College Street are shown on the Existing Services Plan, Appendix B that may be extended when development occurs at the third area.

Reticulation for power and data (telephone and computer media) is also proposed for the future.

Further details are shown within Appendix C, Design Parameters for Buildings and Leases.

An infrastructure plan is to be developed to show how the development areas should be serviced. This will also include car parking and access to the aerodrome.

Council charges for stormwater may apply for any developments. These charges can be found on the Council website ([www.tasman.govt.nz](http://www.tasman.govt.nz)).

## **7 Planning Strategy**

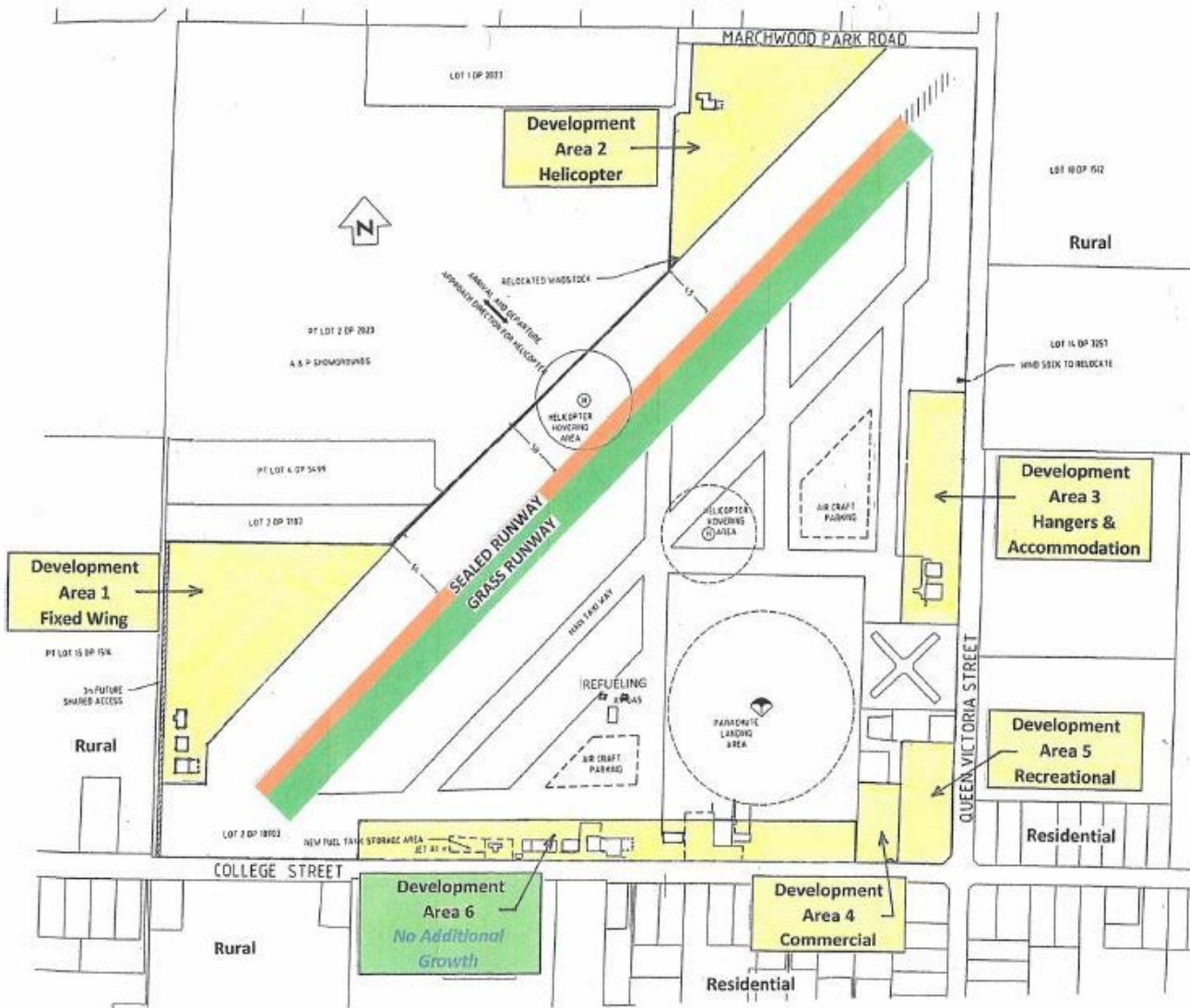
Aerodrome improvements that will have public use, such as improvements to the runway, may be applied for by Council within an outline plan and are not governed by the Rural 1 rules.

All new private developments require resource consent or alternatively an outline plan due to the building coverage at the aerodrome being exceeded. The Development Plan provides an outline for acceptable growth that provides more certainty for future users. To allow future developments to occur, an airport zoning could be established over the aerodrome land with the development areas being identified as approved uses. This would enable sensible development to occur without undue delay or expense.

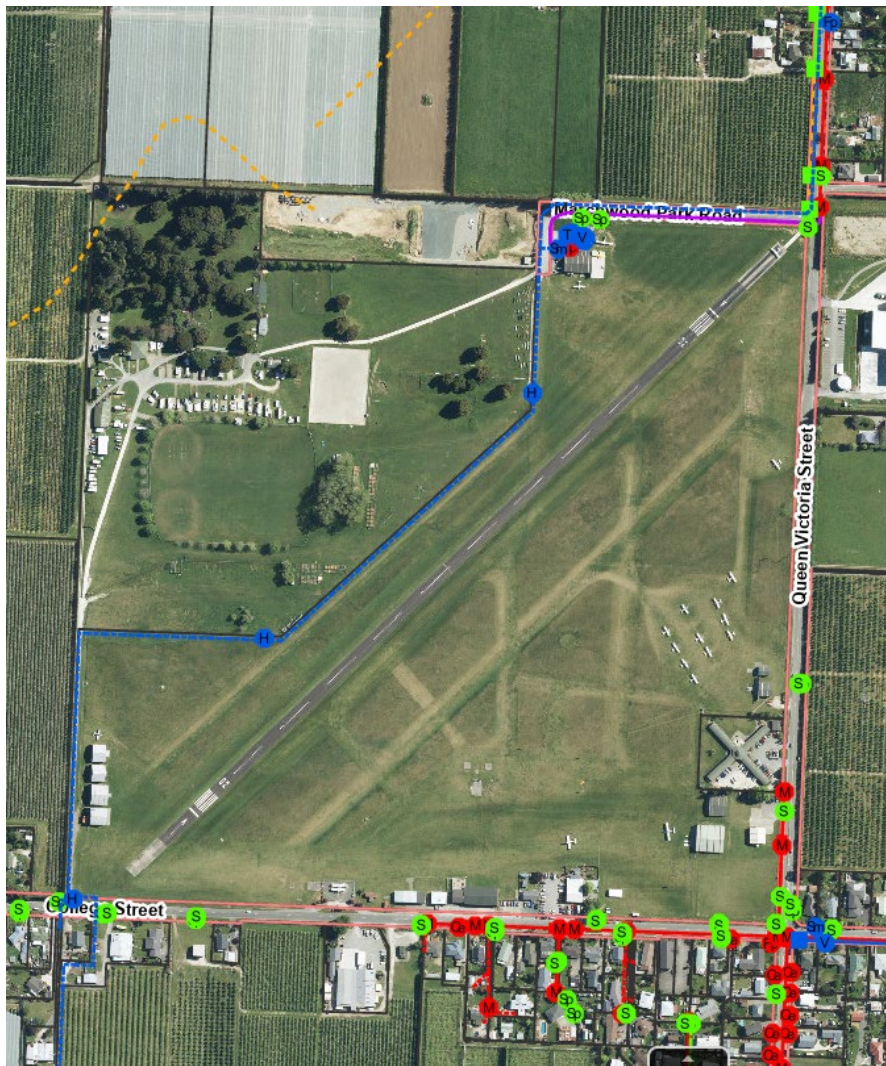
## **8 Development Plan Review**

This Development Plan will be reviewed five yearly, or earlier if circumstances require. Notwithstanding this, there will be policy decisions made by Council during this period which may affect the aerodrome. These will be added to the Plan from time to time.

# Appendix A: Development Plan on existing layout



## Appendix B: Existing Services Plan



### Legend

Stormwater – Green line	Water reticulation – blue line	Sewer – Red line
Sp – Soak pit	M – manhole	H - Hydrant
S – Sump	T - Tap	V - Valve



## Appendix C: Design Parameters for Future Buildings

### Development Areas 1 and 2

At least two separate blocks of hangars in one continuous line have been set for both Development Areas 1 (fixed wing aircraft) and 2 (helicopters). Each block of hangars is to be of a similar construction type, with the same height and depth, and shall meet the following conditions: Single storey (internal mezzanine floor allowed up to 25% of ground floor area). The development shall commence with the end hangar and each subsequent hangar will be adjacent to until the block is full.

Design of each hangar in the block:

- The first hangar in the block will be located at the end of the block designated on the Plan and will be of either tilt slab or steel construction.
- Each subsequent hangar in the block shall be designed to fit aesthetically with the other hangars in the block.
- Depth shall be the same for each block but may vary between 12 and 18 metres.
- Width may vary between 12 and 15 metres.
- Height shall be the same for each block up to a maximum 7.5 metres, exclusive of radio masts and similar that will have a maximum height of 11m.
- Roof drainage should be to the rear of the hangar.
- Concrete slab foundations are to be constructed 200mm above existing ground level. The ground adjacent to the apron is to be reshaped to provide ramped access. Aprons are to be provided as part of any hangar and will be part of the leased area. Aprons shall be at least 6 metres in depth and take up the full width of the hangar.
- Hangar doors are not to protrude beyond the building envelope and are not to open outwards.
- Noiseproof access door and windows maybe included in the front and rear of each hangar.

Signs advertising the name of a hangar or the business conducted therein may be erected on the front and rear of hangars provided that they do not protrude above or beyond the hangar. Signs shall comply with the Council planning requirements for signs. Under the existing zoning any sign requires a resource consent.

The design, colour and dimensions shall be approved by the Aerodrome Operator who has the discretion to approve minor changes outside of these rules dependent on the operational needs of the future user.

**Electricity reticulation has been proposed in the Long Term Plan.** Until that occurs lessees are responsible for providing their own electricity generation. The extension of the electricity reticulation may require a capital contribution to be paid by lessees. Acceptable methods of electricity are solar, wind generation or the use of motorised generators. Any generating device placed outside or above the building envelope will require prior approval of the Aerodrome Operator.

The Lower Moutere Water Scheme runs around the northern and southern boundary of the aerodrome. The Council is able to connect into this water supply and may make a water supply available to lessees on a user pays basis. There may be a capital cost requirement to connect into the network.

**A sewage disposal system is proposed in the Long Term Plan.** This will require sewerage to be placed into holding tanks and pumped under pressure into the Council reticulation. There may be a capital cost

requirement to connect into the network. In the meantime sewerage is to be pumped into holding tanks and emptied by suction trucks at the expense of the lessee.

Stormwater is to be directed into soak pits at the rear of hangars unless a satisfactory alternative system is available and approved by the Aerodrome Operator.

**Telephone and computer media is not available but is allowed for in the Long term Plan.** There may be a capital cost requirement to lessees if the Council agrees to proceed with this.

Car parking is to be provided at the rear of individual leased areas. Where an activity requires more parking than is available at the rear of a hangar, the Aerodrome Operator will attempt to satisfy that requirement by leasing an additional area of land to the lessee. Parking areas should be formed and sealed in accordance with Council engineering standards although the use of compacted basecourse will be considered on a case by case basis.

Hangars may be fitted out with a flush toilet, wash hand basin, kitchenette and office space to meet the needs of the activity being undertaken. Prior approval of the Aerodrome Operator is required for the erection of any aerial, transmitting or receiving device to the building.

Any use of hangars other than for the storage of aircraft requires prior approval of the Aerodrome Operator. Other acceptable uses include; light industry associated with the aviation industry, aircraft construction and maintenance, aircraft charters, commercial and recreational activities associated with the aviation industry and emergency services facilities.

Buildings will be set back 10 metres from the aerodrome property boundary. Areas within the setback not used for parking may be landscaped provided a landscape plan has been approved by the Aerodrome Operator. Landscaping is not to protrude above hangars and should be of low maintenance varieties.

### **Development Area 3**

Development Area 3 has been determined for hangar and aerodrome associated accommodation. The standard of construction within this area will generally be the same as that which applies to Areas 1 and 2 with variations to provide for a second level residential occupation and fitout. These are as follows:

- Two storey buildings in a single line, probably of tilt slab construction.
- First floor areas must not occupy the full envelope of the ground floor. This will enable architectural features to be incorporated into the building design.
- The first floor areas are to be fitted with noise proof windows.

Electricity reticulation has been provided to the boundary of the Nelson Aviation College leased area. The extension of the electricity reticulation may require a capital contribution to be paid by lessees.

Sewage reticulation is provided to the boundary of the Nelson Aviation College leased area. The extension of the sewage reticulation may require a capital contribution to be paid by lessees.

There is currently no supply of water to Development Area 3 and none is proposed. Development of this area may require prior agreement on a suitable water supply.

All residential accommodation areas are to be within the first floor area only. No fires are permitted. Residential use of ground floor areas is restricted to vehicle or cycle garaging. Vehicles and a rack for the storage of cycles may be placed at the rear of hangars.

No clothes lines are permitted. Storage of any waste or other material is to occur within the building. Residential accommodation must be for itinerant casual use only. No occupier shall utilise the upper storey accommodation facility on a permanent basis.

#### **Development Area 4**

This area is identified as providing supporting services to the aerodrome and those who use it. A commercial or tourist services area which provides the opportunity for a small number of businesses to become established. Access would be via the carpark off Queen Victoria Street which would also provide car parking for this development area. Foot access only would be provided from College Street.

Design parameters for this area are a single storey low impact development that blends in with the surrounding buildings using similar materials or design focussing on the aerodrome rather than the surrounding areas.

Electricity, sewage, telephone and computer media are available at the boundary. The provision of a water supply has to be addressed before any development commenced.

Hours of operation should be in keeping with aerodrome operational hours which are daylight to dusk.

#### **Development Area 5**

This area is identified as potentially providing recreational opportunities for aerodrome users and the local community, subject to meeting safety constraints. An information sign board highlighting the activities and businesses at the aerodrome may be located at a suitable location on the boundary of this site. The size, shape and location will depend upon aesthetics and safety and shall be approved by the Aerodrome Operator.-

#### **Development Area 6**

This area is closed to any future development unless any adverse effects can be mitigated to Council's satisfaction. Only maintenance of existing structures should occur. When leases expire, lessees may, at the Council's discretion, be required to upgrade their leased premises to comply with other development area standards. The refuelling facility is in this area and modifications of that facility to comply with approved standards is permitted.

Improvements to car parking surfaces and layout are an acceptable use within this area as is improvements to perimeter fencing.

# Outline Plan of Works to Tasman District Council

Nick Chin  
Enterprise Portfolio  
Manager  
Tasman District Council  
Private Bag 4  
Richmond

[Click here to enter text.](#)  
VERSION 1

This report has been prepared for the benefit of the Tasman District Council. No liability is accepted by this company or any employee or sub-consultant of this company with respect to its use by any other person. This disclaimer shall apply notwithstanding that the report may be made available to other persons for an application for permission or approval or to fulfil a legal requirement.

#### Quality Assurance Statement

Project Manager:  
Prepared by:  
Reviewed by:  
Approved for issue by:

## OUTLINE PLAN OF WORKS UNDER S.176A OF THE RESOURCE MANAGEMENT ACT 1991 (RMA)

To: Tasman District Council  
7 Hickmott Place  
Motueka 7120

From: Tasman District Council  
189 Queen Street  
Richmond 7050

Pursuant to section 176A of the Resource Management Act 1991, the Tasman District Council as a Requiring Authority, provides an outline plan of the work to be constructed pursuant to designation D209 at Motueka Aerodrome.

A description of the proposed works is:

- 

Attached is the information required to be included with an Outline Plan of Works by the Resource Management Act 1991.

Signed by:

Nick Chin  
Enterprise Portfolio  
Manager  
Tasman District  
Council

Pursuant to authority delegated by the Tasman District Council  
2017

### 1. Tasman District Council

#### Council Role and Responsibilities

The Tasman District Council is a public benefit entity whose primary objective is to provide goods and services for community or social benefit.

Councils is required to make decisions and set directions for promoting the social, cultural, environmental and economic wellbeing of their communities. They also have a responsibility to lead, provide for and contribute to the good governance of their communities.

In meeting the described requirements Council must:

- Provide directly or on behalf of central government, adequate, equitable and appropriate services and facilities for the community
- Ensure that the services provided are managed efficiently and effectively exercise community leadership
- Exercise its functions in a manner that is consistent with and actively promotes the principle of cultural diversity
- Manage, protect, develop, restore, enhance and conserve the environment
- Account for and manage assets for which it is responsible
- Facilitate involvement of councillors, members of the public, users of facilities and services and council staff in the development, improvement and co-ordination of local government
- Raise funds for local purposes by way of rates, charges and fees and investments, loans and grants
- Keep the local community informed about its activities
- Ensure that in the exercise of its regulatory functions it acts without bias
- Act as a responsible employer.

## **2. Description of works**

The works are located at the Motueka aerodrome, see below:  
The designation for Motueka Aerodrome is included in the TDC TRMP as D209.

## **3. Background**

## **4. Resource Management Act 1991**

This Outline Plan is submitted to Council as per Section 176A of the Resource Management Act (RMA) 1991. This section specifies that a requiring authority must submit to a territorial authority, *“an outline plan of the public work, project or work to be constructed on designated land...”* before construction is commenced. According to the Act Council may request the TDC to make changes to the outline plan, within 20 working days of receiving this Outline Plan, as provided for in Section 176A(4) of the Act.

TDC requests confirmation from TDC that the Outline Plan requires no changes, within the timeframe specified under the Act.

- 4.1 The height, shape, and bulk of the project**
- 4.2 The location of the project**
- 4.3 Vehicular access, circulation and the provision for parking**
- 4.4 Other matters**
- 4.5 Effects on Infrastructure**
- 4.6 Community cohesion**
- 4.7 Road Closures/Traffic Management**

## **5. Alignment with designation conditions**

The works will comply with D209 designation conditions as follows:

The Motueka aerodrome is the responsibility of Tasman District Council. The designation provides for the Tasman District Council either itself or through its agents to control, manage and approve planning, design, research, construction and maintenance relating to all land within the designation. Designation of the aerodrome is considered the most appropriate mechanism of protecting Tasman District Council's interest with regard to the safe and efficient functioning of the aerodromes.

## **6. Consultation**

## **7. Conclusion**

## REQUEST FOR HANGAR

<b>Name</b>	
<b>Company Name</b>	<b>Phone</b>
<b>Address</b>	
<b>Email</b>	
<b>Purpose of Hangar</b>	
<b>Requested location</b>	
<b>Requested size (m2)</b>	

<b>Water connection required</b>	<input type="checkbox"/>
<b>Power connection required</b>	<input type="checkbox"/>

<b>Possible construction start date</b>	Click or tap to enter a date.
<b>Planned completion date</b>	Click or tap to enter a date.
<b>Request received date</b>	Click or tap to enter a date.



## APPENDIX F: Monthly safety inspection charts

### Motueka Aerodrome Safety Inspection Report

Conducted by \_\_\_\_\_ Date: \_\_\_\_\_

#### Paved Areas

- Edges for drainage.
- Surface cracking (new)
- Holes
- Presence of scaling, spalling, bumps, low spots, debris
- Vegetation along runway edges

#### Unpaved areas

- Hazardous ruts, humps, depressions, unusual surfaces
- Holes
- Debris, foreign objects
- Condition and length of grass
- Vegetation growth affecting drainage
- Grass less than 75mm height

#### Markings and signs

- Check markings for clarity
- Current colour coding
- Blasting, chipping, fading or obscurity due to rubber build up
- Markers in correct position and in good condition
- Signs present and in good order

#### Obstructions

- Check any new or unreported obstructions (cranes, masts, balloons etc.) that may infringe obstacle free surfaces

#### Public Protection

- No unauthorised persons or vehicles airside
- Accessways clear and operational
- Fences secure and in good order
- Gates present and secure

#### Wildlife Hazards

- Check for presence of dead birds
- Report potential wildlife or bird threats

#### Visual Navigation Aids (Windsocks)

- Check windsocks serviceable
- Area clear and visible
- Masts upright, swings freely

#### NOTE:

- Report deficiencies
- Remove or arrange removal of debris as required
- Complete deficiency report if necessary
- Sign off monthly Inspection Report

## COMMENTS

Signature: \_\_\_\_\_

G:\Property\Motueka aerodrome\Safety Inspections\Motueka Aerodrome Safety Inspection Report template.docx

## Inspection Process

- Airside inspections (within the operational areas of the aerodrome) should be undertaken with a minimum of two people for safety purposes.
- High visibility jackets must be worn. One person should act as a lookout for aircraft while the other carries out the inspection.
- Before entering the aerodrome undertake a hazard assessment and record any new hazards or existing hazards which have changed.
- Helicopters can arrive from any part of the aerodrome while aircraft normally take off and land into the wind and may use either runway.
- Where aircraft are operating, maintain a safe distance of at least 50 metres until they have passed. Avoid backwash from propellers and rotors. When aircraft are landing or taking off, stay at least 50 metres clear of the runway.
- Keep a watch for parachutists and hanggliders.
- Fences gates and windsocks may generally be inspected from the aerodrome perimeter by a single person. A high visibility vest must be worn.
- Lease inspections which require time airside or within a leased area should be carried out with either the Lessee or another person for safety and to avoid liability or lease compliance issues.
- An engineering inspection of sealed surfaces should occur on an annual basis. This is check the condition of the seal and any painted surfaces from a technical viewpoint.
- Nelmac will provide advice on turf management as required.

## Hazard Identification

Hazard identification at aerodromes requires situational awareness of potential hazards. The following may be experienced:

- Fixed wing aircraft taking off, landing or taxiing. – stay at least 50 metres from operational aircraft at all times. Ensure one person acts as a lookout.
- Helicopters taking off, hovering or landing - stay at least 50 metres from operational aircraft at all times. Ensure one person acts as a lookout.
- Parachutists, and hanggliders - stay away from authorised landing areas while either or both is in the air and keep watch in the sky for potential stray landings. Ensure one person acts as a lookout.
- Fuel dispensers and fuel tanks – keep away from fuel dispensers and tanks while they are being used.
- Inability to be seen by aviators – wear high visibility vests at all times when airside, ensure one person acts as a lookout.
- Unauthorised persons or vehicles airside.

## **Inspection Reporting**

- Complete the inspection form and ensure each area has been inspected or note why not.
- Report any new hazards and record in Vault.
- Follow up on outstanding items which remain unactioned.
- Arrange for technical advice or inspections if required.
- Report deficiencies and arrange for corrective actions.
- Sign off report and file.
- Inform users or issue NOTAMs for any actions which may affect the AIP or aerodrome safety and activity.

**APPENDIX G: Occurrence Report**

**Motueka Aerodrome Safety Inspection Occurrence Report**

Date: \_\_\_\_\_ Inspector: \_\_\_\_\_

Item or Event: \_\_\_\_\_

Description of non-compliance:

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

**Action**

A. Remedial action take – describe

B. Undertaken by: \_\_\_\_\_

C. Completed: \_\_\_\_\_

D. Inspected by: \_\_\_\_\_

Clearance for return to service:

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Motueka Aerodrome Management Plan

**APPENDIX H**

**Motueka Aerodrome  
Pre Event CheckList**

Date: \_\_\_\_\_ Time: \_\_\_\_\_ Event: \_\_\_\_\_

Inspected by: \_\_\_\_\_ Signature: \_\_\_\_\_ Inspected by: \_\_\_\_\_ Signature: \_\_\_\_\_

	<b>Okay</b> Y – Acceptable N – Not Acceptable NA – Not Applicable	<b>Comments</b>
Sealed runway		
Grass runway		
Taxi ways		
Manoeuvring areas		
Aprons		
Other areas		
Windsocks		
Fences		
Gates		
Other		

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**APPENDIX I**

**Motueka Aerodrome  
Post Event CheckList**

Date: \_\_\_\_\_ Time: \_\_\_\_\_ Event: \_\_\_\_\_

Inspected by: \_\_\_\_\_ Signature: \_\_\_\_\_ Inspected by: \_\_\_\_\_ Signature: \_\_\_\_\_

**Y – Acceptable**  
**N – Not Acceptable**  
**NA – Not applicable**

	Markings	Rubber	Debris	Litter	Sealed surfaces	Turf	Mounts and cover plates	Chattels	Gates	Fences and barriers	Action
Sealed runway											
Grass runway											
Taxi ways											
Aprons											
Other areas											
Fences											
Gates											
Windssocks											
Markers											

Note:1 If "Not Acceptable" is recorded for any item, there must be a follow up action which may require the issue of a NOTAM.

Note 2 The completed forms are to be forwarded to the Property Services Division, Tasman District Council, Private Bag 4 within 48 hours of inspection.G:\Property\Motueka aerodrome\Drag Racing\Motueka Aerodrome Post Event check list 30 Sep 10.docx

## APPENDIX J: Obstacle Limitations

### 16.11 AIRPORT PROTECTION

*Refer to Rule sections 16.3, 17.1, 17.2, 17.5, 17.6, 17.8.*

#### 16.11.1 Scope of Section

This section provides specific rules relating to height of objects in the vicinity of the District's two airports. Resource consent applications must be accompanied by information stated in Chapter 19, as relevant, particularly 19.2.4.

#### 16.11.2 All Zones

##### 16.11.2.1 Permitted Activities (All Zones)

Any structure or vegetation which is within an area shown on Schedule 16.11A or 16.11B as subject to Airport Height Control, is a permitted activity that may be undertaken without a resource consent, if it complies with the following conditions:

*[Condition (a) deleted]*

C19 5/10 Op 8/12 |

- (b) The activity does not exceed the height limits shown on Schedule 16.11A or 16.11B.

**Note:** The height limits are referenced to zero metres at each end of the runway. The topography of the site will thus affect the interpretation of the height limits shown.

##### 16.11.2.2 Restricted Discretionary Activities (All Zones)

Any structure or vegetation which is within an area shown on Schedule 16.11A or 16.11B as subject to Airport Height Control and which does not comply with the conditions of rule 16.11.2.1, is a restricted discretionary activity.

A resource consent is required. Consent may be refused, or conditions imposed, only in respect of the following matters to which the Council has restricted its discretion:

- (1) The effects on the safe and efficient operation of the airport and airport users.
- (2) Any physical and visual impact of the structure or vegetation on the matters stated in (1).
- (3) The duration of the consent.
- (4) The timing of reviews of conditions and purpose of reviews (Section 128 of the Act).
- (5) Financial contributions, bonds and covenants in respect of the performance of conditions, and administrative charges (Section 108).

**Note:** The height limits are referenced to zero metres at each end of the runway. The topography of the site will thus affect the interpretation of the height limits shown. An applicant will be required to demonstrate the extent to which the proposal exceeds the height provisions, as noted in 16.11.2.1.

#### 16.11.20 Principal Reasons for Rules

##### Control of Height in Vicinity of Airports

The rule provides for the long-term protection of the existing physical resources of the two airports in the District. The rules are based on Civil Aviation Authority Circulars.



**SCHEDULES****Schedule 16.11A: Areas to which Height Control Provisions Apply – Motueka Airport**

Original size A4 – Do not scale

**Notes:**

1. Obstacle limitation surface continues out to 15 km horizontally from the end of the runway strip. Illustrated is the first 1.5 km. Inclination 1:50. Sides splay out at 1:6.6.
2. The limitation on height is based on each end of the runway being at reference level 0. Topographic variations above and below this reference level must be taken into account in applying the relevant rules.
3. Transitional side surface continues out to 315 metres from the edge of the runway strip. Illustrated is the first 210 metres. Inclination 1:7.

## APPENDIX K: List of Lessees

Appendix K List of Lessees

Lease No	Lessee	Contact	Expiry
Lease 1	Skydive Abel Tasman	Stuart Bean	Dec 2034
Lease 1a	Skydive Abel Tasman carpark	Stuart Bean	Dec 2034
Lease 1b	Skydive Abel Tasman Parachute Landing Licence	Stuart Bean	Dec 2034
Lease 2	Nelson Aviation College	Giles Whitney	Sept 2031
Lease 3	Quest Holdings	Alistair Hart	Expired
Lease 4	V. F Brabant	Vern Brabant	Dec 2034
Lease 5	R D & Y M Troughton	Ross Troughton	Sep 2022
Lease 6	Motueka Aero Club	Jason Deer	Expired
Lease 8	Boeing Home Company	Bruce and Pauline Broady	Dec 2018
Lease 9	NAC Holdings Ltd	Giles Whitney	June 2019
Lease 10	NZ Meteorological service	Jeremy Lumley	May 2020
Lease 12	Skydive Abel Tasman	Stuart Bean	Sep 2023
Lease 13	Marcia Hane	M L Hane	Apr 2022
Lease 14	Z Energy	Rod Meehan	April 2029
Lease 16	Blue Sky Microlight 2006 Ltd	Trevor Leighton	Sep 2026
Lease 18	Nelson Tasman Air	Ben Wallace	Sep 2038
Lease 19	Argus Trust Ltd	Mark Stagg	Dec 2046
Lease 20	F Frost	Frank Frost	Aug 2046
Lease 21	Tahoe Farm Family Trust	John Richards	Oct 2046
Lease 22	Nelson Drag Racing Association Licence	John Gourdie	May 2019
Lease 24	D Urquhart	Don Urquhart	June 2037
Lease 25	Tasman Rural Fire Force	FENZ	
	Lower Moutere Water Scheme pipe line licence		

## APPENDIX L: Terms of Reference Motueka Aerodrome Advisory Group (MAAG)

### Motueka Aerodrome Advisory Group

#### 2017 Terms of Reference

#### 1 Background

The Council set up the Motueka Aerodrome Advisory Group (MAAG) to help the Council ensure better involvement by the community and stakeholders in developing the aerodrome and in the management of its operations. The scope of the MAAG does not include matters covered by the Terms of Reference for the Motueka Aerodrome Operations and Safety Committee.

The MAAG is not a decision making group, but a community and stakeholder group that provides feedback and makes recommendations to the Council on Motueka Aerodrome related matters.

#### 2 Purpose

- The function of the MAAG is a feedback and advocacy role. Council are seeking input from the wider Community and all Aerodrome users, in a structured and positive environment, while recognising the challenges Council has in ensuring the Aerodrome is financially sustainable.
- The MAAG will be the conduit for users to provide advice, recommendations and feedback on the Aerodrome to Council, which has a vested interest in direct feedback from various stakeholder groups.
- At all times Council retains the right to autonomous strategic and operational management of the aerodrome. It will however take into consideration, but will not be bound by any Advisory Group process outcome, feedback or recommendation.

#### 3 Objectives

- To review and provide opinion on development applications or requests at Motueka Aerodrome.
- To review the Motueka Aerodrome Development plan and recommend any changes to Council.
- To be consulted prior to any changes to aerodrome landing or parking charges.
- To receive quarterly aerodrome financial reports.
- To be consulted prior to the Motueka Aerodrome component of the Long Term Plan being recommended for adoption by Council.
- To provide feedback on any requests to change the permitted or discretionary uses at Motueka Aerodrome.
- To review issues relating to noise at Motueka Aerodrome and recommend appropriate actions.
- To receive condition reports on the aerodrome infrastructure and provide a link between users and the Aerodrome Operator.

#### 4 Operating Principles

- Meetings will be on a quarterly basis with special meetings called as required, and will aim to be no more than 90 minutes in duration.
- The members of the group will meet their own expenses.
- Written reports are to go out with the agenda wherever possible, but verbal agenda items may be accepted at the Chair's discretion. Agendas are to be circulated at least five working days prior to the meeting.

- All communications will be in electronic form.
- Any advice, feedback or recommendations to Council will require a majority decision by members.
- The group members will at all times operate in a respectful, collaborative and cooperative manner, using their best endeavours to reach solutions that consider the interests of the aerodrome and the community as a whole.
- The Aerodrome Operator or their delegate is the Council advisory representative for the Group.

## 5 Membership

- One appointed Tasman District Council Motueka Ward Councillor (Chair)
- One appointed Motueka Community Board member.
- One Motueka Aerodrome recreational user representative.
- Two Motueka Aerodrome commercial user representatives.
- Two independent member of the public – to be appointed by the Motueka Community Board.
- Invited guests at the Chair’s discretion.

## 6 Membership Expectations

- Members are expected to take an active part in meetings.
- Members are expected to report on relevant issues from their respective organisations/ interests.
- Communication channels will be nurtured to ensure exchange of information between Council, users and the community.

## 7 Chairperson

- The Chair of the MAAG will be the Motueka Ward Councillor who is appointed by Council to the Group.
- The Chairperson will liaise with the Aerodrome Operator to consider and set agendas.
- The Chairperson will ensure the meeting runs to time and keeps to the agenda.

## 8 Quorum

Four members present will comprise a quorum.

## 9 Administration

The Council will provide support that includes:

- Sending out meeting invitations and agendas
- Collating attendance and apology lists
- Providing minuted records to the MAAG and the Commercial Committee of Council.
- Undertaking other administrative duties as deemed appropriate

## 10 Agenda

Agendas will include some or all of the following items:

- Confirmation of minutes.
- Matters arising.
- Reports for discussion and action (including feedback from the Commercial Committee).

- Financial reports
- Permitted and discretionary uses.
- Noise issues.
- Development requests.
- Development plan review.
- Charges review.
- Long Term Planning.
- Infrastructure condition reports.
- Next meeting date
- Complaints.

## 11 Communications

Any media communications will be undertaken by the Aerodrome Operator or by authorised Council staff.

## 12 Review

This Terms of Reference will be reviewed by Council each three years following the Local Government elections.

## APPENDIX M: Terms of Reference MAOSC

### Motueka Aerodrome Operations and Safety Committee Terms of Reference

#### 1 Background

The Motueka Operations and Safety Committee was established at the request of the Civil Aviation Authority (CAA) to address operational and safety issues at and in the vicinity of Motueka Aerodrome. The aerodrome is owned and operated by Tasman District Council. It is not a certificated aerodrome but the Tasman District Council intention is that the aerodrome be maintained to a similar standard as Civil Aviation Authority certification, as a quality assurance system. CAA advisory circular AC139-17 entitled “Aerodrome User Groups” contains guidelines which are applicable for this committee.

#### 2 Purpose

The Motueka Aerodrome Operations and Safety Committee membership comprises aerodrome users and aerodrome management whose purpose is to facilitate the development, implementation, monitoring, review and coordination of procedures for the safe use of the aerodrome and associated airspace.

#### 3 Objectives

- To encourage best practice for the health and safety of all users of Motueka Aerodrome and associated airspace.
- To act as forum for aerodrome users to discuss any operational or safety issues at Motueka Aerodrome, and suggest ways to address/resolve/improve or mitigate

#### 4 Specific Tasks

Specific tasks include:

- To review and recommend to the Aerodrome Manager, any changes for the shared use of the aerodrome with the Nelson Drag Racing Association events at Motueka Aerodrome, and to conduct the annual debrief with the Nelson Drag Racing Association.
- Administer, test and review the **Motueka Aerodrome Emergency Plan**, in conjunction with the Aerodrome Manager who has responsibility for its implementation.
- Administer and review the **Motueka Aerodrome Memorandum of Understanding** which covers best practice for aircraft use at and in the vicinity of Motueka Aerodrome.
- Conduct the annual debrief after the Nelson Drag Racing Association calendar of events has been completed

#### 5 Operating Principles

- Meetings will be on a quarterly basis and will aim to be no more than one hour in duration. Special meetings will be called as required including for the following:
  1. Following an incident or accident or where a serious issue is raised
  2. When a new operator or new type of operation is proposed for the aerodrome
  3. When major works are proposed to the aerodrome.
- The members of the Committee will meet their own expenses.

- Written reports are to go out with the agenda wherever possible, but verbal agenda items will be accepted. Agendas are to be circulated at least five working days prior to the meeting.
- All communications will generally be in electronic form.
- Any advice or recommendations or feedback to Council will require a majority decision by members. The Chair shall have a casting vote.
- The Committee members will at all times operate in a collaborative and cooperative manner, using their best endeavours to reach solutions that consider the interests of the aerodrome and the community as a whole

## 6 Membership

- Aerodrome Operator or their delegate
- Nelson Drag Racing Association representative
- Commercial aerodrome user
- Recreational aerodrome user
- Council's aerodrome maintenance contractor(s)
- Unmanned Aerial Vehicle operators which are registered with Motueka Aerodrome
- Persons occupying or leasing property at Motueka Aerodrome
- Invited guests and representatives of CAA when required

## 7 Membership Expectations

- Members are expected to take an active part in meetings.
- Members are expected to report on relevant issues from their respective organisations/interests.
- Communication channels will be nurtured to ensure the timely exchange of information between Council, users and the community. Communications on behalf of the group will be issued by the Aerodrome Operator or Council staff.
- Where there is concern over the implications of any follow up action the Aerodrome Operator should consult with CAA before carrying out the proposed action.

## 8 Chair

The Committee shall elect the meeting Chair from its membership. The term of office will be no greater than two years. Should the Chair be absent from any meeting, the Aerodrome Operator will deputise as Chair for that meeting.

The Chair will liaise with the Aerodrome Operator prior to the setting of the agenda.

The Chair will provide good meeting practice and lead the committee to obtain consensus and meet the committee's objectives.

## 9 Quorum

Four members present will comprise a quorum.

## 10 Administration

The Council will provide support that includes:

- Sending out meeting invitations and agendas
- Collate attendance and apology lists
- Provide minuted records
- Undertake other administrative duties as deemed appropriate

## 11 Agenda

Agendas will include some or all of the following items:

- Confirmation of minutes
- Actions from previous meeting
- Matters arising
- Reports for discussion and action
- Airport operational issues
- Airspace issues
- Review of any safety incidents or accidents
- Aerodrome security and safety issues
- Proposed amendments to aerodrome layout or proposed works on the aerodrome
- Review of published aerodrome data and operational procedures contained in the AIPNZ
- Review and coordinate feedback on any airspace amendment proposals
- Requirements for any rules to accommodate an organisation with special needs such as helicopters and helicopter training etc
- Any type of activity commencing on or off the aerodrome which may have an impact on aerodrome operations
- An activity which previously had special procedures developed for it and is no longer operating
- Nelson Drag Racing Association event report or debrief
- Memorandum of Understanding review
- Emergency Plan test or review
- Next meeting date

## 12 Communications

Any media communications will be undertaken by the Aerodrome Operator or by authorised Council staff.

## 13 Review

This Terms of Reference will be reviewed by Council at least every three years following the Local Government elections.



## APPENDIX N: UAV Rules

### **Risk Based Flight Restriction Zones for Remote Piloted Aircraft Systems (RPAS) and Unmanned Aerial Vehicle (UAV) Flights within a 4km radius of Motueka Aerodrome:**

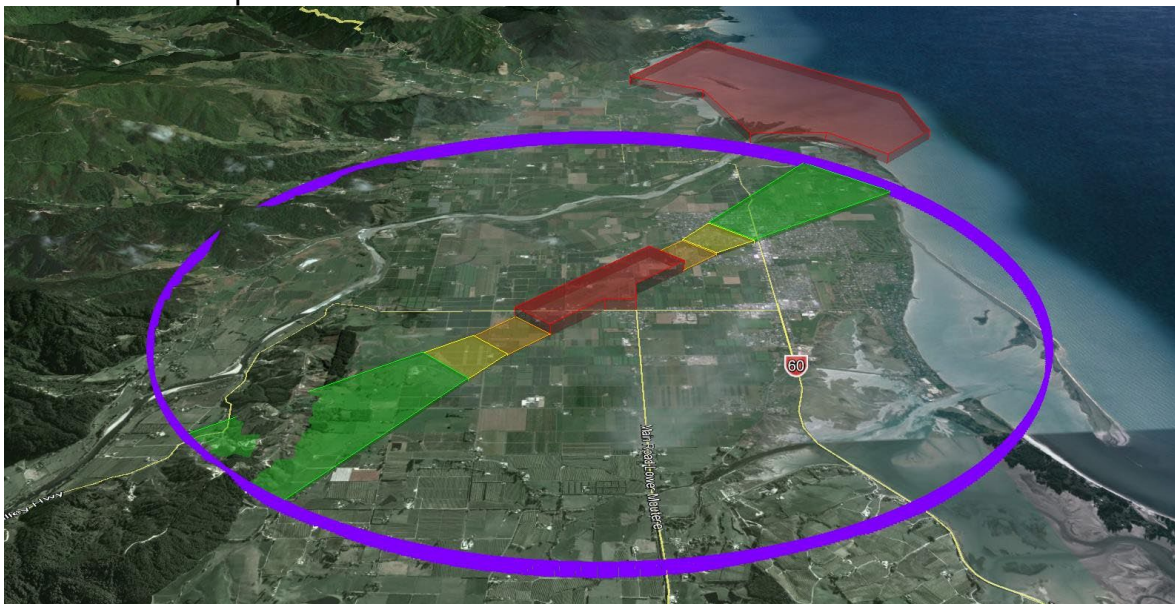
*The risk based flight restriction zones in this document were developed and submitted by Tony Nikkel of Nikkel Surveying Ltd for approval to operate as a RPAS/UAV operator within 4km of the Motueka Aerodrome. Nikkel Surveying Ltd is a CAA approved Part 102 RPAS operator.*

*These restrictions were recommended for approval by the Motueka Aerodrome Advisory Group on 26 August 2015 and have been approved by the Motueka Aerodrome Operator.*

*The Tasman District Council and Motueka Aerodrome Advisory Group gratefully acknowledge the efforts of Tony Nikkel as the source of this document. All images and wording in this document are subject to copyright: © 2015 Anthony Paul Nikkel.*

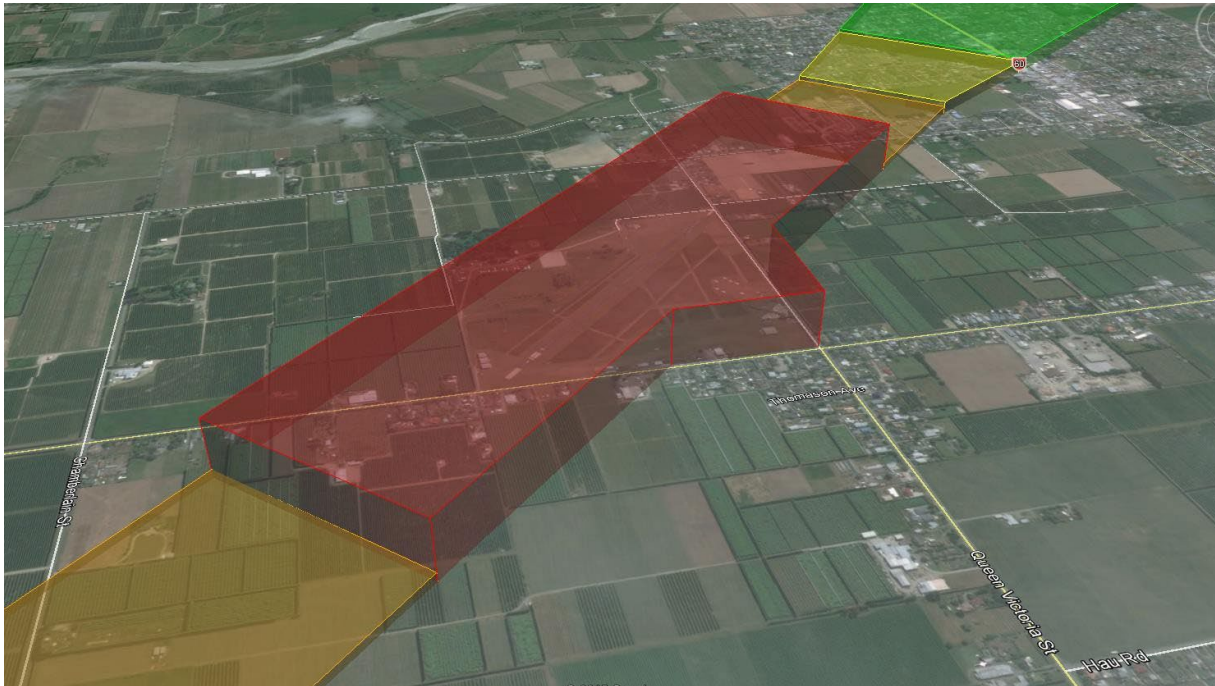
#### **4KM Purple Zone**

Maximum Flight Altitude 300 feet (90 metres) amsl (above mean sea level). See attachment for specific restrictions



## Red Airport Zone

No Fly Zone. See attachment for specific restrictions



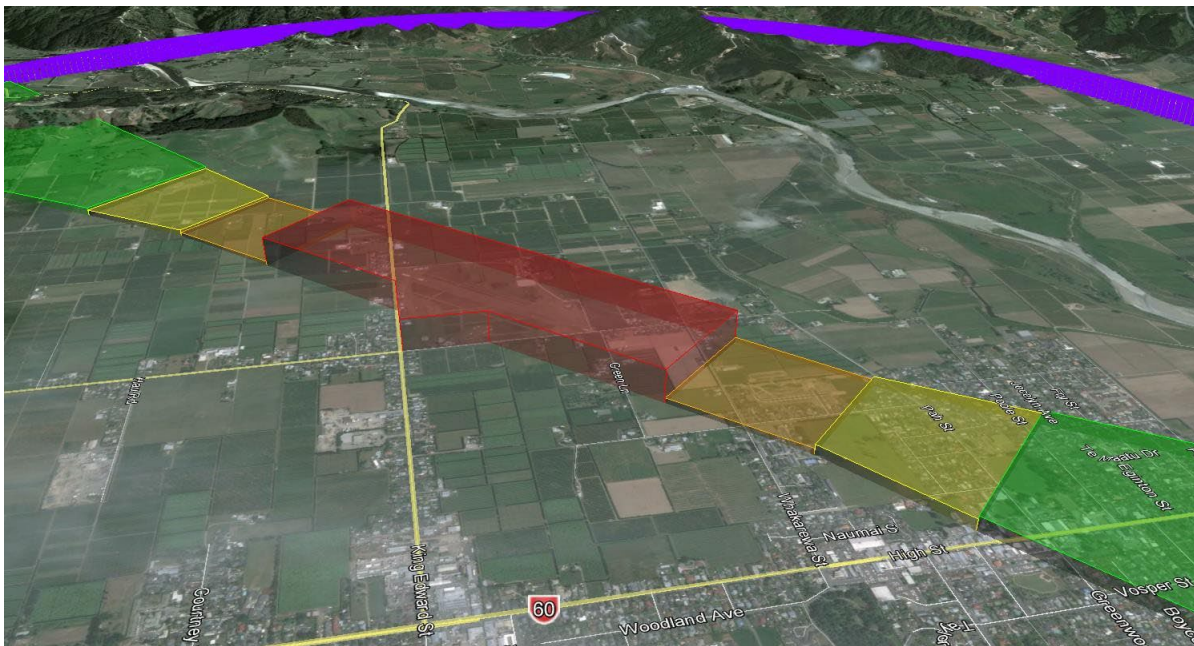
## Orange Zones - North and South

Maximum Flight Altitude 50 feet (15 metres) amsl See attachment for specific restrictions



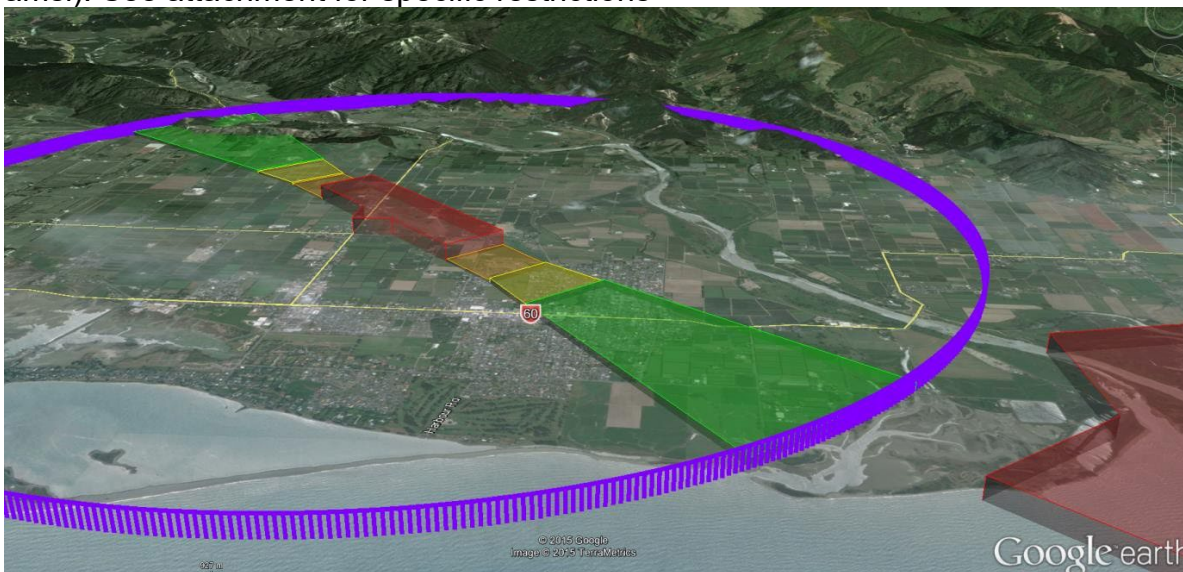
### Yellow Zones - North and South

Maximum Flight Altitude 80 feet (25 metres) amsl See attachment for specific restrictions



### Green Zones - North and South

Maximum Flight Altitude 150 feet (45 metres) amsl (Mytton Heights 300 ft (90 metres) amsl). See attachment for specific restrictions



**Tapu Bay Low Flying Area**  
No Fly Zone. See attachment for specific restrictions



### Summary Table of Motueka Aerodrome - Risk Based UAV Restriction Zones

Zone	Risk Description	Restriction (Note all other Part 101 and 102 CAA requirements are to be met)	Specific Approval Required
Red Zone	<ul style="list-style-type: none"> <li>• Active Runways</li> <li>• Minimum Safe Glide Path to 10m level as per TRMP</li> <li>• Airfield boundary extents including the parachute operations area, Aviation College and all aircraft manoeuvring areas</li> </ul>	<ul style="list-style-type: none"> <li>• No Fly Zone unless specific CAA and Aerodrome Operator approval is granted and a NOTAM is lodged.</li> <li>• Operators must obtain discretionary approval to operate in Motueka Aerodrome airspace.</li> </ul>	Yes Civil Aviation Authority (CAA)  Aerodrome Operator (AO)  Motueka Aerodrome Advisory Group (MAAG)
Zone	Risk Description	Restriction (Note all other Part 101 and 102 CAA requirements are to be met)	Specific Approval Required
Orange Zones	<ul style="list-style-type: none"> <li>• Minimum Safe Glide Path from 10m to 20m level as per TRMP</li> </ul>	<ul style="list-style-type: none"> <li>• Maximum Permitted altitude is 15m (50ft) amsl</li> <li>• No flying in this zone when aircraft are joining overhead, in the circuit, approaching to land or taking off.</li> <li>• RPAS to have G2A Comms</li> <li>• Operators must obtain discretionary approval to operate in Motueka Aerodrome airspace.</li> </ul>	No Provided RPAS has discretionary approval to operate in Motueka Aerodrome airspace, Comms & gives position reports
Yellow Zones	<ul style="list-style-type: none"> <li>• Minimum safe Glide Path from 20m to 30m level as per TRMP</li> </ul>	<ul style="list-style-type: none"> <li>• Maximum Permitted altitude is 25m (80ft) amsl</li> <li>• No flying in this zone when aircraft are joining overhead, in the circuit, approaching to land or taking off.</li> <li>• RPAS to have G2A Comms</li> <li>• Operators must obtain discretionary approval to operate in Motueka Aerodrome airspace.</li> </ul>	No Provided RPAS has discretionary approval to operate in Motueka Aerodrome airspace, Comms & gives position reports
Green Zone	<ul style="list-style-type: none"> <li>• Extension of Runway 02/20 Glide Path corridor from 30m level as per TRMP out to 4km Aerodrome limit.</li> </ul>	<ul style="list-style-type: none"> <li>• Maximum Permitted altitude is 45m (150ft) amsl</li> <li>• With the exception that UAV flights over Mytton Heights are permitted to a Maximum altitude of 90m (300 ft) amsl</li> </ul>	No Provided RPAS has discretionary approval to operate in Motueka Aerodrome

		<ul style="list-style-type: none"> <li>• No flying in this zone when aircraft are joining overhead, in the circuit, approaching to land or taking off.</li> <li>• RPAS to have G2A Comms</li> <li>• Operators must obtain discretionary approval to operate in Motueka Aerodrome airspace.</li> </ul>	airspace, Comms & gives position reports
Purple Zone	Within 4km of Motueka Aerodrome	<ul style="list-style-type: none"> <li>• Maximum permitted altitude is 90 metres (300 feet) amsl.</li> <li>• Operator is not to place the aerodrome or any of the other restriction zones between the UAV and themselves.</li> </ul>	<p>No, provided RPAS has discretionary approval to operate in Motueka Aerodrome airspace, Comms and gives regular position reports.</p> <p>RPAS may Operate below 20 metres without Aerodrome Operator approval.</p>