

Meeting Notes

Motueka Aerodrome – Operations and Safety Committee

21 September 2016 – 11am, Motueka Aero Club

Present: Gene Cooper, Jeremy Anderson, Giles Witney, John Richards, Trevor Leighton, Stuart Bean (from 11.43am)

Giles Witney chaired the meeting.

Guest: Stuart Allan from OpticsNZ Ltd

1. **Apologies:** Penny Mackay, Don Grant

2. **Minutes from last meeting**

The minutes of the last meeting held 25 May 2016 were approved.

Moved Jeremy Anderson/Gene Cooper - **CARRIED**

3. **Actions from previous meeting:**

The actions as tabled in the agenda were reviewed.

- Emergency Plan – this is planned work for January/February 2017.
- Nelmac Contract – copy attached to the agenda. Gene is intending to go out to the market for tenders for this work. As members of this group are on site frequently, he asked for feedback on whether they think the activities outlined by Nelmac are being done currently. Gene will provide information on when Nelmac have done the lawns. Rhonda Marshall (Commercial Administration Assistant) will provide the group with a copy of the aerial map.
- Grass runway – repairs – delayed until Autumn 2017. This will be discussed at the Advisory Group meeting later today. With regard to timing – request for further discussion on agenda at next Operations & Safety Committee meeting 23 November.
- Hangar applications – Gene tabled (in hardcopy) a Promapp process for Hangar requests, and summarised how the process would work. He explained that as part of the process, (refer to 2.0 (c)), the application would be taken to the Aerodrome Advisory Group. The group discussed the size of hangars and joining hangars, and that these are the sort of details that would need to be provided in the plans. It was noted that this is a first draft of the process document, and Gene is happy to receive feedback on it.

4. Presentation from Stuart Allan, OpticsNZ Ltd, re Balloons over Motueka

Stuart Allan from OpticsNZ Ltd, gave a verbal presentation to the group on the concept of an annual hot air balloon festival event based in Motueka. He was seeking feedback from the group on the concept and support for it. A viability study is currently underway to identify likely uptake from locals, Council, stakeholders. They are looking to hold the event, if it goes ahead, in March 2018, over a Thursday – Sunday period and would be free to the public. They would also like it to be an accredited Civil Aviation Authority event. The group discussed the best time of the year for this event – in relation to weather, sea breezes, and predominant winds. There are more stable airflows in June and July. The group suggested the organisers look at the full year and best timing for weather/winds. There was further discussion around holding a concert or event in the aerodrome grounds.

All agreed the following feedback:

In principle, the Motueka Aerodrome Safety & Operations committee is supportive of the event. Giles raised that there would be some concerns around safety and security that would need to be addressed, otherwise he would be fully supportive.

The group supported a concert type event off the aerodrome, as there are other options available for this. Balloons as night glow on the aerodrome would be fine.

The group had no concerns with it being an accredited CAA event.

The group also agreed to a further update from Stuart Allan at the next meeting on 23 November. Petrina to send details to Stuart.

Stuart Allan left the meeting at 12.25pm

5. Application for Combat Pyrotechnics fireworks display 23 September 2017. John Ivan

Stuart Bean gave an update. This is going ahead at 8pm on Friday night for five minutes. It has been approved through the appropriate process; a safety briefing has been done and everyone around the airport has been notified.

6. Tony Nikkel, Surveyor request for regular access to Operations and Safety meeting

Tony Nikkel has requested to attend or have regular access to this meeting. Group were in full agreement (and at some stage had previously approved this). Petrina to add Tony to the meeting distribution list. Jeremy to send Petrina email details.

7. Exercise Barrel Roll – recap

This is a full emergency exercise. Jeremy agreed to arrange either an evening or weekend in October and will liaise with all.

8. Nelmac contract discussion

Covered earlier in agenda.

9. Safety issues

- **Weather sock repairs, order # issued.**

The weather sock has been repaired (replaced ring). At the same time some extra work was done on the pole. The next piece of work needed is to replace the socks themselves. Agreed a minimum of two to be replaced. Jeremy to look at organising replacements. Gene agreed to cover the cost.

10. General Business

- Trevor raised the issue of the wattles on the dirt pile that have tripled in size and asked if anyone had objections to them being cut down. No objections.
- John Richards mentioned that someone had removed several truckloads of soil. No-one on the group knew who had done this.

11. Date of next meeting

23 November 2016 – 11am. Petrina to send out invitation.

Action Items from this meeting

Action	Who
Nelmac Contract <ul style="list-style-type: none">• Provide feedback to Gene on whether activities on aerodrome site, outlined by Nelmac, are currently being done.• Gene to provide group with information on when the lawns have been done• Rhonda Marshall to provide the group with copy of the aerial map	All Gene Rhonda/Gene
Grass runway <ul style="list-style-type: none">• For agenda next meeting for further discussion	Petrina to note
Hangar applications <ul style="list-style-type: none">• Provide Gene with feedback on the draft process for Hangar applications	All
Hot Air Balloon Event <ul style="list-style-type: none">• Stuart Allan to be invited to next meeting for further update	Petrina to arrange
Tony Nikkel, Surveyor <ul style="list-style-type: none">• To be invited onto group. Add to distribution list. Jeremy to provide email contact details	Petrina/Jeremy
Exercise Barrel Roll <ul style="list-style-type: none">• Arrange date in October and liaise with all.	Jeremy
Safety issues – Weather Sock repairs <ul style="list-style-type: none">• Organise minimum of two replacement socks	Jeremy