

## Minutes

### Motueka Aerodrome Operations & Safety Committee

**Date:** Wednesday 24 May 2017, 1.00pm

**Venue:** Motueka Aero Club Rooms

**Present:** Stuart Bean (Chair)  
Giles Witney (Nelson Aviation College)  
Jeremy Anderson (Nelson Aviation College)  
John Richards (recreational user)  
Bob Wagner - (recreational user)  
Glennie Johnston (recreational user)  
Ian Taylor – (neighbour)

**In attendance:** Jim Frater (Project Manager, Property Services)  
Terry-Louise Rosser (Tasman District Council)  
Gene Cooper (Commercial Manager- Tasman District Council)  
Peter Wilson (Interim Property Services Manager - The Property Group)

**1. Apologies**

No apologies received.

**2. Minutes of previous meeting – 1 March 2017**

Moved: John Richards/Stuart Bean

That the minutes of the last meeting held on 1 March 2017 be confirmed – carried.

**3. Actions from previous meetings**

Stuart noted that he had not yet sent an email to operators regarding radio calls.

Mike Drummond has been in contact with the CAA.

Work on the Emergency Plan is ongoing and due to be discussed at this meeting.

No further work has been done on the issue of UAVs at this stage.

#### **4. Safety issues**

No incidents to report. Two white crosses have been painted on the runaway as requested by users.

#### **5. Emergency plan**

Jim Frater noted that no feedback had been received on the changes to the emergency plan documentation. The main change was to allow the option of scheduled on field emergency exercises. The plan should be ready to send out next week.

Stuart commented that he hoped the plan had the balance right between compliance and practicality.

There was some discussion about how best to deal with the duty controller position. Stuart understood Mike Drummond was looking into this and asked if it had been resolved. Jim's understanding was that the role could be delegated to one of the commercial aerodrome users during the week but that Mike would still like someone to delegate to on weekends. It was agreed that the delegation model needs to be clear so people know who to contact. The emergency plan only refers to the aerodrome operator but will need to clarify where to find the delegation information.

The issue of the removal of an aircraft and the reopening of the airfield after an incident was also discussed as there was some confusion about who could authorised this. Jeremy Anderson believed that if an accident happened the pilot needed CAA authority to move a wreck but not the approval of the aerodrome operator. However, the aerodrome operator's approval is required for the airport to be reopened. Jim highlighted to the group that the CAA have two brochures covering this area which will be included in the new operations manual. Stuart requested these be circulated to the group. Jim would also review the wording regarding this in the emergency plan.

#### **6. Obstacle limitation thresholds**

Jim has asked Tony Nikkel to survey obstacle limitations thresholds to assist in proving compliance.

#### **7. General business**

Stuart read an email received from Barry Eaton. Some clarification was given regarding points made in the email. Peter agreed to provide an update on the re-grassing work for the runway.

Local resident, Ian Taylor, raised concerns about the low level of some planes over neighbouring properties. He had previously spoken to Stuart about his concerns and the situation had improved since then, although this may be due to the reduced flight volumes heading into winter.

Jeremy explained that there is a standard circuit pattern for every airport so certain houses will be more affected by aircraft than others. When wind conditions permit they do try and take-off to the south to avoid town. Stuart acknowledged Ian's concerns and said they do what they can to mitigate any issue. He encouraged Ian to contact the aerodrome if he was having a bad day with aircraft.

John Richards asked for clarification regarding a letter he had received about health and safety breaches. Gene offered to follow the matter up and get back to the group.

Giles raised the issues of perimeter fencing for the aerodrome to stop unauthorised access and the potential for damage. Stuart said he would take the issue of security to the Advisory Board.

<b>Action</b>	<b>Who</b>
Respond to John Richards on what health and safety breaches were being referred to in Lindsay's letter.	Mike Drummond

8. Next meeting – 23 August 2017

The meeting closed 1. 46pm