

Terms of Reference for Takaka Aerodrome User Group

Takaka Aerodrome User Group

1.0 Overview

The Takaka Aerodrome is vested into the Tasman District Council (Council). It is not a certificated aerodrome. Council's intention is that the aerodrome is maintained to a standard which satisfies aerodrome users and Civil Aviation Authority (CAA) requirements and functions with a minimum of ratepayer subsidy. CAA Advisory Circular AC139-17 entitled "Aerodrome User Groups" sets out the guidelines for the establishment of such groups and has been used as the basis for this terms of reference. Prior to the establishment of this User Group, the aerodrome has been managed by a local Management Committee which has had responsibility for aerodrome maintenance, collection of fees and rentals, plus financial management. The formation of this User Group effective from 1 July 2017 will transfer those functions to Council.

2.0 Membership and Quorum

2.1 The User Group will consist of the following:

- 2.1.1 Golden Bay Ward Councillors
- 2.1.2 Golden Bay Community Board member
- 2.1.3 Aerodrome Operator or their delegate
- 2.1.4 "Golden Bay Air" representative
- 2.1.5 Commercial aerodrome users
- 2.1.6 Recreational aerodrome users
- 2.1.7 Aerodrome maintenance contractor(s)
- 2.1.8 Unmanned Aerial Vehicle operators which are registered with Takaka Aerodrome
- 2.1.9 Persons occupying or leasing property at Takaka Aerodrome
- 2.1.10 Adjoining land owners
- 2.1.11 Invited guests and representatives of CAA when required
- 2.1.12 Invited guests at the Chair's discretion

2.4 Four members must be in attendance for quorum

3.0 Purpose and Objectives

3.1 The purpose of the Takaka Aerodrome User Group (TAUG) is to facilitate the development and coordination of procedures for the safe use of the aerodrome and associated airspace, and to provide advice and support to the Aerodrome Manager on issues pertaining to Takaka Aerodrome

3.2 The objectives include:

- 3.2.1 To encourage best practice for the health and safety of all users of Takaka Aerodrome and the associated airspace
- 3.2.2 To act as a forum for aerodrome users to discuss any operational or safety issues at Takaka Aerodrome, or to the type of operations conducted at the aerodrome and suggest ways to address / resolve / improve
- 3.2.3 To review and provide opinion on development applications or requests at Takaka Aerodrome

- 3.2.4 To be consulted prior to any changes to aerodrome landing or parking charges
 - 3.2.5 To receive quarterly aerodrome financial reports
 - 3.2.6 To be consulted prior to the Takaka Aerodrome Long Term Plan being recommended for adoption
 - 3.2.7 To consider any requests to change the permitted or discretionary uses at Takaka Aerodrome
 - 3.2.8 To review issues relating to noise at Takaka Aerodrome and recommend appropriate actions
 - 3.2.9 To receive condition reports on the aerodrome infrastructure and provide a link between users and the Aerodrome Manager
- 3.3 Specific tasks include:
- 3.3.1 Administer tests and review the Takaka Aerodrome Emergency Plan
 - 3.3.2 Establish, administer and review a Takaka Aerodrome Memorandum of Understanding
- 4.0 Meetings**
- 4.1 Meetings will be on a quarterly basis with special meetings called as required, and will aim to be no more than one hour in duration
 - 4.2 The members of the Committee will meet their own expenses
 - 4.3 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 seven days prior to the meeting
 - 4.4 All communications will generally be in electronic form
 - 4.5 Any advice or recommendations to Council will require a majority decision by members. The facilitator shall have a casting vote
 - 4.6 If there is concern over the implications of any follow up action, the Aerodrome Manager should consult with CAA before carrying out the proposed action
 - 4.7 Members are expected to take an active part in meetings and to report on relevant issues from their respective organisations/ interests
 - 4.8 Where there is concern over the implications of any follow up action the Aerodrome Manager should consult with CAA before carrying out the proposed action
- 5.0 Chairperson and Agenda**
- 5.1 The Chair will be elected by the members of the TUAG
 - 5.2 The term of office will coincide with the Local Government election cycle
 - 5.3 Should the Chairperson be absent from any meeting, either a Councillor or the Golden Bay Community Board representative will deputise as Chairperson for that meeting
 - 5.4 The Chair will liaise with the Aerodrome Manager prior to setting the agenda
 - 5.5 The Chair will provide good meeting practice and lead the Group to obtain consensus and meet the Group's objectives
 - 5.6 Agenda will include some or all of the following items:
 - 5.6.1 Confirmation of minutes
 - 5.6.2 Actions from previous meeting
 - 5.6.3 Matters arising
 - 5.6.4 Reports for discussion and action
 - 5.6.5 Airport Operational issues
 - 5.6.6 Airspace issues

- 5.6.7 Review of any safety incidents or accidents
- 5.6.8 Aerodrome security and safety issues
- 5.6.9 Proposed amendments to aerodrome layout or proposed works on the aerodrome
- 5.6.10 Review of published aerodrome data and operational procedures contained in the AIPNZ
- 5.6.11 Review and coordinate feedback on any airspace amendment proposals
- 5.6.12 Requirements for any rules to accommodate an organisation with special needs such as helicopters and helicopter training etc
- 5.6.13 Any type of activity commencing on or off the aerodrome which may have an impact on aerodrome operations
- 5.6.14 An activity which previously had special procedures developed for it and is no longer operating
- 5.6.15 Financial reports
- 5.6.16 Infrastructure condition
- 5.6.17 Charges review
- 5.6.18 Noise issues
- 5.6.19 Long Term planning
- 5.6.20 Development requests
- 5.6.21 Permitted and discretionary uses
- 5.6.22 Memorandum of understanding review
- 5.6.23 Emergency plan test or review
- 5.6.24 Next meeting date

6.0 Administration and Media

- 6.1 The Council will provide support that includes:
 - 6.1.1 Sending out meeting invitations and agendas
 - 6.1.2 Collate attendance and apology lists
 - 6.1.3 Provide minuted records
 - 6.1.4 Undertake other administrative duties as deemed appropriate
- 6.2 Communication channels will be nurtured to ensure exchange of information between Council, users and the community. Communication on behalf of the group will be made by the Aerodrome Manager or Council staff.
- 6.3 Any media communication will be undertaken by the Aerodrome Manager or by authorised Council staff.

7.0 Review

- 7.1 The Terms of Reference will be reviewed in alignment with the Local Government election cycle.