

# Motueka Aerodrome Advisory Group

## Tasman District Council

- Date and Time:** 14 March 2023 @ 12.30 pm
- Venue:** Motueka Library
- Present:** Cr Barry Dowler (Chair)  
Cr Trindi Walker, Gregory Woods, Mark Stagg, and Stuart Bean.
- In attendance:** Stephen Batt (Snr Enterprise Portfolio Officer) and Christina Ewing (Enterprise Officer and Scribe).
- Apology** Mark Lasenby

Meeting opened at 12.30 pm

### 1. Welcome

The Chair welcomed everyone to the meeting and Stephen Batt opened the meeting with a karakia.

### 2. Apologies

Mark Lasenby

**Moved:** Mark Stagg **Seconded:** Stuart Bean

It was noted that Nick Chin (Enterprise and Property Officer) would not be attending the meeting.

**Carried**

### 3. Minutes of the last meeting

That the minutes of the Motueka Aerodrome Advisory meeting held on Friday, 1 December 2023, be confirmed as a true and correct record of the meeting.

**Move:** Stuart Bean

**Second:** Mark Stagg

**Carried**

### 4. Call for declaration of Interest/conflict of Interest

None

### 5. Procedural motion to exclude the public:

**Move:** Stuart Bean

**Second:** Mark Stagg

Reason for passing this resolution in relation to each matter	Particular interest(s) protected (where applicable)	Ground(s) under section 48(1) for the passing of this resolution
The public conduct of the part of the meeting would be likely to result in the disclosure of information for which good reason for withholding exists under section 7.	(s7(2)(a)) (s7(2)(h)) - The withholding of the information is necessary to protect the privacy of natural persons, including that of a deceased person; AND The withholding of the information is necessary to enable the local authority to carry out, without prejudice or disadvantage, commercial activities.  s7(2)(i) - The withholding of the information is necessary to enable the local authority to carry on, without prejudice or disadvantage, negotiations (including commercial and industrial negotiations).	s48(1)(a)  The public conduct of the part of the meeting would be likely to result in the disclosure of information for which good reason for withholding exists under section 7.

- 5.1 Verbal presentation Nelson Aviation College
- 5.2 Confidential Action List
- 5.3 Managers' Motueka Aerodrome Advisory Group Confidential Report
- 5.3 Financials Motueka Aerodrome
- 5.4 AIMM Reports January & February 2023

## CARRIED

The meeting resumed in open, and the Committee discussed.

## 6. Action items from the previous meeting

	Action	Status	Assigned to:
1.	Sealing the parking area outside Aero Club and drainage issues.	Raised at the June meeting (Budget needs to be allocated from Roding).	Christina Ewing
2.	Updates to AIP, white lines and runway numbers painted on marker boards.	Raised at the September meeting (in progress)	Stephen Batt

## 7. Managers' MAAG (Motueka Aerodrome Advisory Group) Report

Mr Batt would be updating the Memorandum of Understanding (MOU). He would start with identifying the stakeholders, as this had changed from the last document and engaging with them for feedback.

The Committee discussed the dump station on the aerodrome. There were security and operational concerns as contractors seem to be there often replacing the pump.

After discussion, the advisory group passed the following resolution:

The Motueka Aerodrome Advisory Group requests a review of the security and operation of the dump/waste station at Motueka Aerodrome.

**Move:** Stuart Bean

**Second:** Gregory Wood

## 8. Operations and Health & Safety Issues

### Health and Safety

Mr Batt took the Motueka Aerodrome Managers' Report as read. He spoke to an incident that occurred on the aerodrome regarding an autistic child that walked onto the grass area of the aerodrome's operational area. The advice from the Motueka Operations and Safety meeting was that it was a one-off incident that was unlikely to happen again. Mr Batt has engaged with a contractor to get all existing fencing repaired and will look at putting up more 'Operational Area Signs' up. The Operations and Safety Committee that morning had also agreed that some communications in the Council's Newsline may also help to create awareness. The outcome of the discussion was:

- More signage;
- Communication in Newsline; and
- Fix existing fencing.

### NOTAMS

Mr Batt referred to the work done by the BP contractors and noted that the NOTAM (Notice to Airmen) for the works could have been handled better. The scope of works was not well understood and in hindsight this was a learning to obtain clearer information before allowing contractors onsite.

### Birds

It was noted that the bird problem had diminished due to the grass being kept cut short. Also, continuing using the bird scarer at peak times meant operators were happy.

**That the Committee receives the Managers' Motueka Aerodrome Advisory Group Report.**

**Moved:** Mark Stagg **Seconded:** Stuart Bryant

**CARRIED**

**9. Recruitment Process to replace Independent Member**

Ms Ewing explained the recruitment process to the advisory group. The Motueka Community Board (MCB) has the delegation to decide who the members of the Motueka Aerodrome Advisory Group would be. Firstly, staff would write a paper to the Board outlining any recommendations or candidates and the Board would appoint. In response to a question regarding the Terms of Reference (ToR), Ms Ewing replied that she would check the ToR's and send an email to the group clarifying the formation of the advisory group.

Some proposed recommendations for the position were:

Kathryn Taylor  
 Richard Horrell  
 David Ogilvie  
 Adam McMillian

It was outlined that this was a volunteer position, so it may make the position harder to fill and that the position would be advertised in Newsline.

**10. General Business**

No further business was discussed, and the Committee moved to the Confidential part of the agenda.

**Action Log – March 2023**

	Action	Status	Assigned to:
1.	Sealing the parking area outside Aero Club and drainage issues.	Raised at the June meeting. (Budget needs to be allocated from Rooding).	Christina Ewing
2.	Review of the dump/waste station on its operation and security.	Ongoing	Jeff Cuthbertson
3.	Updates to AIP, white lines and runway numbers painted on marker boards for the grass runway.	Raised at the September meeting (in progress)	Stephen Batt

## Addendum to the Public Minutes

The Tasman District Council Governance team had confirmed with Ms. Ewing that the financials may be presented in the public meeting as they did not specifically address specific users but rather the financials of the aerodrome as a whole. Below were the tabled financials for January 2023.

### Motueka Aerodrome

For the year to January 2023

Profit and Loss	Year to Date				Year End				YTD % Total Budget	
	Actual Jan 2023	Budget Jan 2023	Variance \$	Variance %	Actual Jan 2022	Forecast Jun 2023	Budget Jun 2023	Variance \$		Actual Jun 2022
<b>REVENUE</b>										
General rates	0	0	0	0%	0	0	0	0	0%	
Lease income	60,567	64,953	(4,386)	-7%	64,069	0	111,345	(111,345)	104,506	54%
Landing fees	9,043	12,607	(3,564)	-28%	11,912	0	21,614	(21,614)	16,572	42%
Other income	11,841	16,254	(4,413)	-27%	12,973	0	27,862	(27,862)	25,767	42%
Interest received	1,096	448	648	145%	239	0	771	(771)	1,024	142%
Share of council investment income	0	0	0	0%	0	0	0	0	0	0%
<b>Total revenue</b>	<b>82,546</b>	<b>94,262</b>	<b>(11,716)</b>	<b>-12%</b>	<b>89,192</b>	<b>0</b>	<b>161,592</b>	<b>(161,592)</b>	<b>147,869</b>	<b>51%</b>
<b>EXPENSE</b>										
Personnel costs	7,984	4,403	(3,581)	-81%	6,177	0	7,552	7,552	8,870	106%
Maintenance	23,287	14,665	(8,622)	-59%	15,799	0	25,141	25,141	33,453	93%
General operating costs	13,551	21,812	8,261	38%	20,605	0	37,376	37,376	27,965	36%
Professional fees	9,879	2,597	(7,282)	-280%	595	0	4,448	4,448	13,098	222%
Overheads	27,452	23,877	(3,575)	-15%	16,430	0	40,925	40,925	26,763	67%
<b>Total expense</b>	<b>82,153</b>	<b>67,354</b>	<b>(14,799)</b>	<b>-22%</b>	<b>59,606</b>	<b>0</b>	<b>115,442</b>	<b>115,442</b>	<b>110,150</b>	<b>71%</b>
<b>EBITDA</b>	<b>393</b>	<b>26,908</b>	<b>(26,515)</b>	<b>-99%</b>	<b>29,585</b>	<b>0</b>	<b>46,150</b>	<b>(46,150)</b>	<b>37,719</b>	<b>1%</b>
Depreciation	(19,399)	(18,235)	(1,164)	-6%	(15,393)	0	(31,249)	31,249	(29,615)	62%
Interest expense	0	84	(84)	100%	569	0	150	(150)	975	0%
<b>Surplus/(deficit)</b>	<b>(19,005)</b>	<b>8,757</b>	<b>(27,762)</b>	<b>-317%</b>	<b>14,761</b>	<b>0</b>	<b>15,051</b>	<b>(15,051)</b>	<b>9,078</b>	<b>-126%</b>
<b>OTHER COMPREHENSIVE REVENUE AND EXPENSE</b>										
Asset revaluations	0	0	0	0%	0	0	0	0	0	0%
<b>Total comprehensive revenue and expense</b>	<b>(19,005)</b>	<b>8,757</b>	<b>(27,762)</b>	<b>-317%</b>	<b>14,761</b>	<b>0</b>	<b>15,051</b>	<b>(15,051)</b>	<b>9,078</b>	<b>-126%</b>