

MINUTES

Motueka Aerodrome Advisory Group

Wednesday 13 March 2024 – 12:30pm – 2:30pm

Motueka Library

1. Opening, Welcome

Present: Councillor Dowler (Chair), Councilor Walker
Gregory Wood, Stuart Bean, Mark Stagg, Ian Palmer, David Armstrong

In Attendance: Stephen Batt (Senior Enterprise Portfolio Officer), Kathy Ktori (Property Assets Officer)

Apologies: Mark Lasenby, Nicolas Chin (Tasman District Council Aerodrome Operator)
That the apologies be received by the Motueka Aerodrome Advisory Group.

Moved: Ian Palmer **Second:** Mark Stagg

2. That the minutes of the Motueka Aerodrome Advisory Group meeting held on Wednesday 11 October 2023, be confirmed as a true and correct record of the meeting.

Moved: Stuart Bean **Second:** Greg Wood

3. Action items from the minutes of the previous meeting

N/A

4. Managers' Report and Health & Safety and Financials

4.1 Managers Update

Questions and discussion included:

- What will be the size of the new NZ post building? Stephen responded that it was going to be approx. 500sqm and that there will be a boundary fence between the reserve side and Inflight hanger and that the premises will be fenced.

4.2 Health & Safety

- Stephen mentioned the need for all parties at the airport, being the PCBU, to have shared levels of reporting. An incident on the aerodrome needs to be communicated to all users because of potential risk.

4.3 Noise

Questions and discussion included:

- Increase in the number of noise complaints.
- Cr Dowler and Stephen Batt to visit the Cliftons. There was discussion on the location of their home being in the flightpath therefore increasing their aircraft noise levels.

- To meet with Inflight directors this Friday 14th March to discuss options for introducing quieter aircraft.

4.4 Financials

- Stephen informed the committee we are above budget for both revenue and costs.

5. AIMM's Reports

That the Motueka Aerodrome Advisory Group receives the Motueka Aerodrome Advisory Group Manager's Report, Financials and AIMMs Reports.

Moved: Ian Palmer **Second:** Mark Stagg

Motueka Aerodrome Assessment Report

Cr Dowler (Chair) mentioned that Mark Woodhouse has proposed some changes to the AIP.

AIMM's Report

Questions and discussion included:

- AIMMS to provide the billing details to The Council going forward and it was questioned how will we make the decision if AIMMS will do the billing or provide council with the information to do it? It will be a cost benefit analysis at choosing the most effective solution.
- Annual fees are going to be transferred to being a per landing basis before putting the cost to the users of the airfield.
- It was questioned if it was reasonable to charge the airport operators and users the costs that are out of their control? Cr Dowler discussed the need for the member to provide a submission on this topic. The committee members questioned if they would receive notification of when they were able to make the submission. Stephen confirmed that he would inform them once submissions were open.
- The proposed pricing scheme will attempt to align cost more to use. It is acknowledged this will be a stepped approach introduced over time.

6. General Business

Questions and discussion included:

- The runway bearing strength report. The data will be updated in the AIP.
- Downer inspected the runway yesterday and will create a future maintenance program.
- Drag race being responsible for the cleaning of the runway after race days.
- Re-seal would just be the tar seal runway and it would be on a renewal program advised by Downer.
- The Committee discussed an update on Kohatu provided by John Gourdie. It appears the facility is dealing with an abatement notice regarding resource consent.
- Stephen mentioned that future hanger applications will be changed \$5,000 due to the cost and resources to perform this process. This expense will be credited back against their rent once the hanger has been built.

8. Procedural motion to exclude the public to discuss recent correspondence to the council.

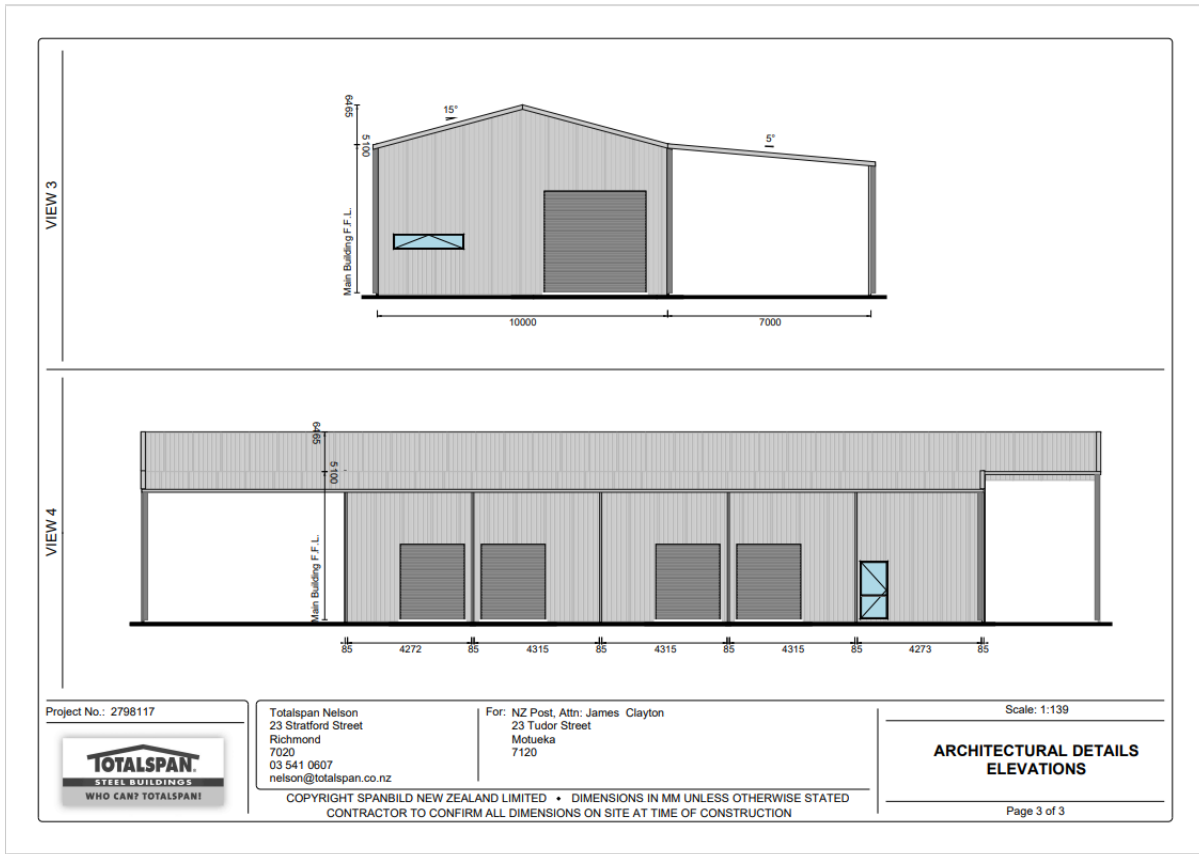
Reason for passing this resolution in relation to each matter	Particular interest(s) protected (where applicable)	Ground(s) under section 48(1) for the passing of this resolution
<p>The public conduct of the part of the meeting would be likely to result in the disclosure of information for which good reason for withholding exists under section 7.</p>	<p>(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.</p> <p>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).</p>	<p>s48(1)(a)</p> <p>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.</p>

Moved: Mark Stagg

Second: Stuart Bean

7. Closing Karakia

Meeting closed at 1:25pm



- 5.1.4 Green Lane – Complaints continue to be received and issues raised are being processed through Council staff.
- 5.1.5 Fees and Charges – Council members changed the proposed increases to retain a single bulk annual licence for recreational flyers. The annual bulk recreational licence fee is \$375 per aircraft. Anybody without agreed terms will be charged \$15 per landing.
- 5.1.6 An NAC aircraft, ZK-NAI, was struck by the mowing contractors' tractor at the aerodrome on 31/5/2024 at 0920. After initially denying the damage, video evidence was provided, and the young operator admitted the accident. Both NAC and the mowing contractor have made claims through their insurers. NAC are pursuing significant lost revenue through their insurance company. Tasman District Council have notified their insurers in case there is any charge raised against the aerodrome operator.



5.2 Health & Safety

- 5.2.1 All signage and fencing issues have been remedied.
- 5.2.2 Downer have completed both bandaging and remarking the northern end of the runway. The transition surfaces between the two concrete pads will need to be excavated and resealed. This is planned for next financial year and once the weather warms up for the sealing. An estimate from Downer is that a complete reseal of the runway would be in the vicinity of \$350,000 and need doing within 2-3 years.

5.3 Noise

- 5.3.1 Staff have ensured that we are compliant with maintaining a noise complaints register and discussing noise at regular meetings. However, it is noted that noise complaints regarding the sky diving plane are increasing and have elected members are aware of these. Enterprise has provided a written reply to the Motueka Community Board and subsequently appeared in person to speak to them.
- 5.3.2 Inflight are completing the heavy maintenance on their modified aircraft for reintroduction to Motueka. An update of planned timeframe is anticipated in July.

5.4 Financials

- 5.4.1 Please see financial results as at January 2024 in the table below.

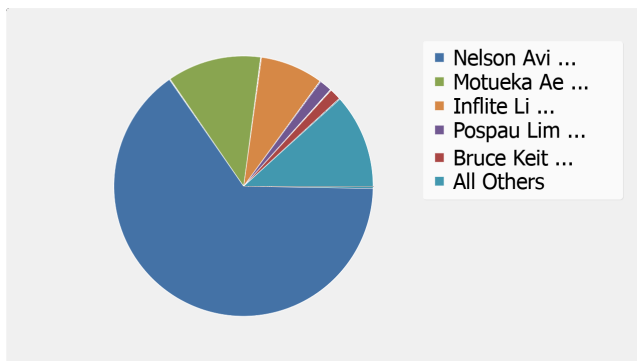
Motueka Aerodrome					
Jan 2024	Actual	Budget	Variance	Variance %	YTD % Budget
Revenue	\$129,751	\$125,908	\$3,843	3%	78%
Costs	\$182,343	\$100,196	(\$82,147)	-82%	-115%

Dashboard... Management Summary for the month of May 2024

AIRPORT MOVEMENTS. Most Active 10 aircraft

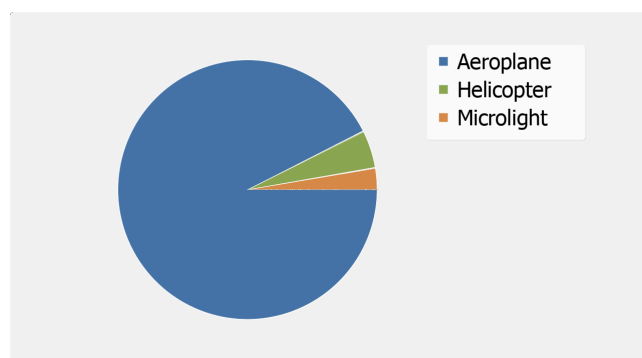
Movements	Aircraft	Operator
314	ZK-NAI Cessna 152	Nelson Aviation College Ltd
304	ZK-NAG Cessna A152	Nelson Aviation College Ltd
263	ZK-NAK Cessna 152	Nelson Aviation College Ltd
240	ZK-NAL Cessna 152	Nelson Aviation College Ltd
164	ZK-MCK Pilatus PC-6/B2-H4	Inflite Limited
156	ZK-VBM Piper PA-38-112	Motueka Aero Club (Inc)
96	ZK-NAX Cessna 172S	Nelson Aviation College Ltd
83	ZK-NAQ Cessna 152	Nelson Aviation College Ltd
56	ZK-EFF Cessna 172N	Motueka Aero Club (Inc)
51	ZK-NAR Cessna 172S	Nelson Aviation College Ltd

Most Active 5 Operators



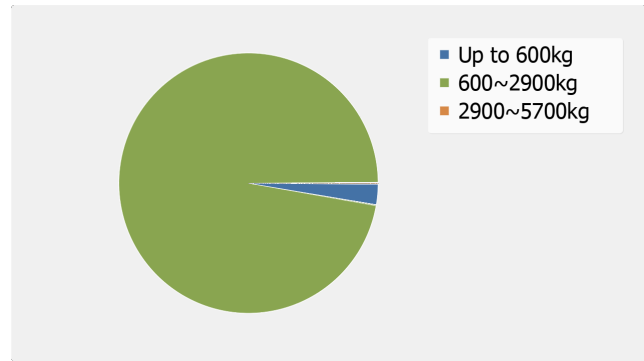
Aircraft Type Summary

Type	Movements
Aeroplane	1919
Helicopter	97
Microlight	56



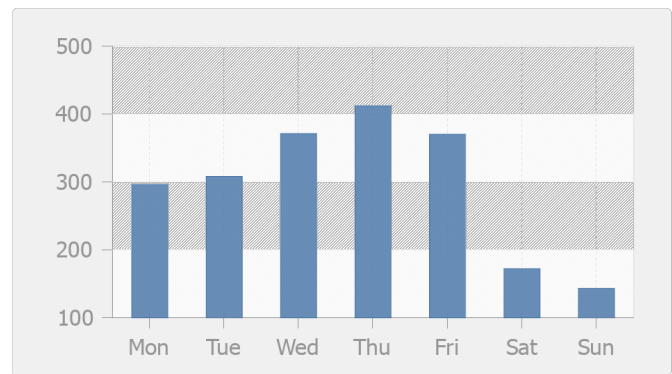
Aircraft Weight Summary

Weight	Movements
Up to 600kg	56
600~2900kg	2013
2900~5700kg	3

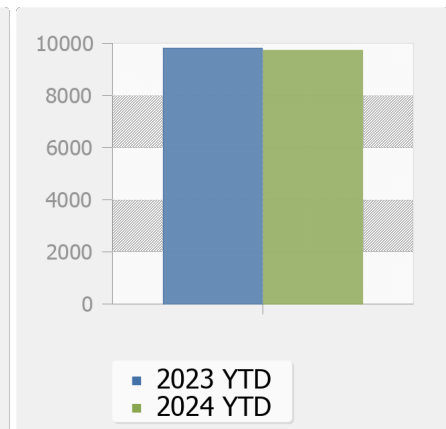
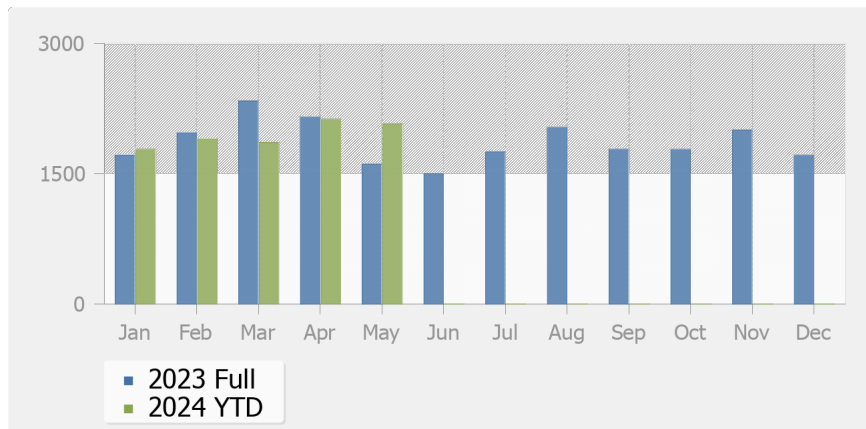


Movements: Days of Week

Weekday	Movements
Mon	296
Tue	308
Wed	371
Thu	412
Fri	370
Sat	172
Sun	143

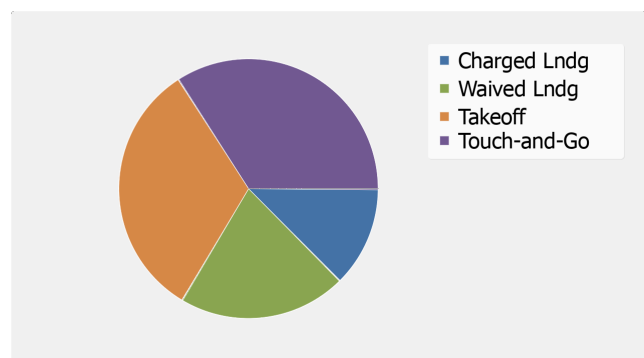


Movements: Months of Year



Charge Summary

Status	Movements
Charged Lndg	261
Waived Lndg	432
Takeoffs	669
Touch-and-Go	710



Charged Landings: Includes chargeable Touch-and-Go movements. Fees for these movements were included in the file of invoices that has been sent to the Airport Billing Dept to be imported into the Airport's Billing system.

Waived Landings: Landings where the fee was waived for Exempt, Annual Bulk Charge, and Public Service aircraft (Rescue, Police, Military etc if they identify as such rather than by aircraft registration.)

Takeoffs: Takeoffs are no charge.

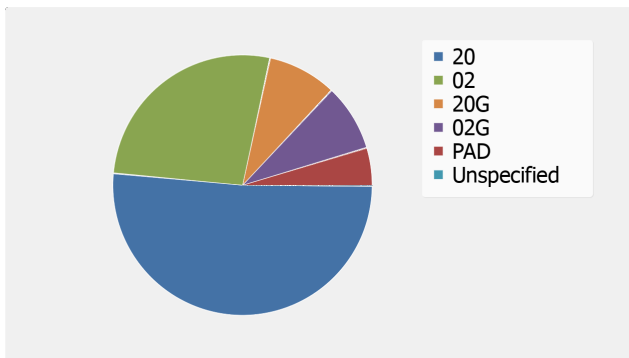
The number of Takeoffs and Landings are usually different due to chargeable Touch-and-Go being included as Landings, visiting aircraft that Landed but did not stop, abandoned Takeoffs, and similar situations.

Touch-and-Go: One x Touch-and-Go or Go-Around movement per aircraft flight session is recorded and charged as a 'Landing'. Other such movements in the same continuous series are recorded as 'Touch-and-Go' at no charge, unless Aimm is instructed otherwise.

(Continued below...)

Runway Usage Summary

Runway	Movements
20	1065
02	558
20G	178
02G	172
PAD	97
Unspecified	2



ACTIVITY LEVEL: During May 2024, the airport had 2,072 movements**, an increase of 27% from 1,630 for the same month last year.

For the last 12 months, there were 22,453 movements, a decrease of 7% from 24,044 for the same period in the previous year..

If specified, a Billing File with invoicing details will have been sent to your billing dept for invoicing of aircraft operators. A spreadsheet showing all movements for any period is available on the 'movements / archives' page for deeper analysis.

*** The movement counts on some reports may correctly be different from each other... Touch-and-Go movements may be counted as either one movement or two (a Landing followed by an immediate Takeoff), depending on the Aviation Authority and Safety rules that apply, and the Airport's Certificated/non-Certificated status. (Ref B: 0)*

COMPLIANCE REPORTING

Noise Footprint: The Acoustic LDN counts at NZMK during May 2024 were:

2072 during the 'Day', which is set to start at 0700.

0 during the 'Night', set to start at 2200.

Civil Aviation: CAA Rule 139.505 requires Non-Certificated Aerodromes such as Motueka (NZMK) to report Movement Data each year. At the required time, Aimm will send an email with links to CAA Form 24139 / 06 and provide the relevant figures for you to submit to CAA so that NZMK remains in compliance.

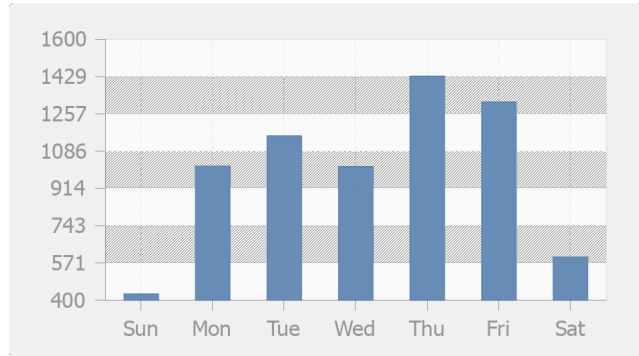
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LOCAL AIRSPACE Analysis for May (Aircraft using airspace, not necessarily landing.)

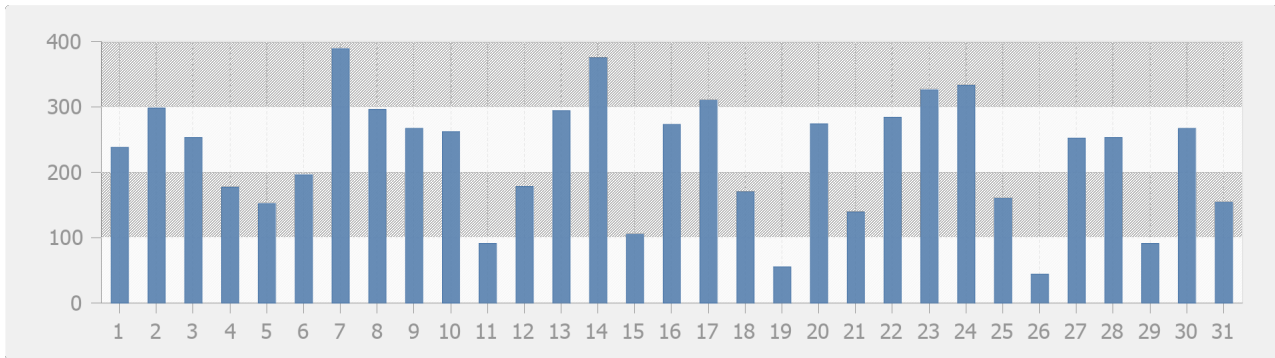
Summary

6956 radio calls received for the month.
 44 calls, on the quietest day, 26-May
 389 calls, on the busiest day, 7-May
 224 calls, daily average for May
 Thursday is the busiest day of the week.

Days of Week

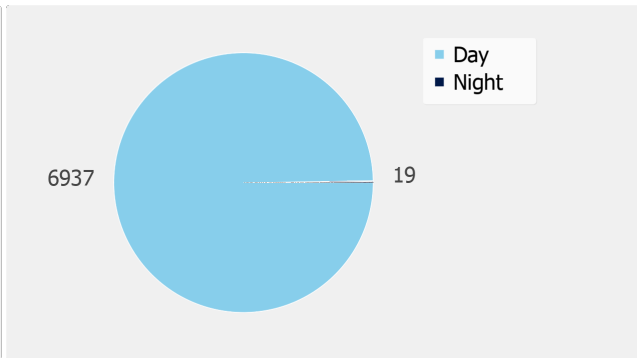
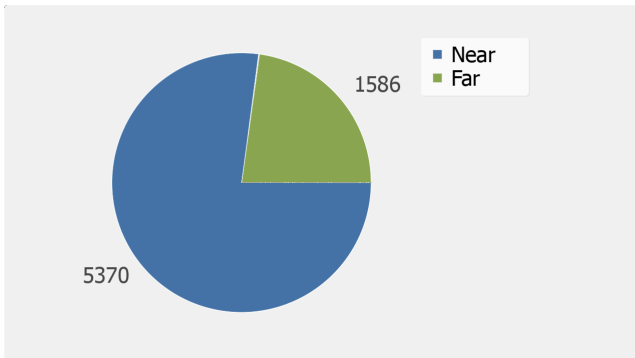


AIRSPACE activity, Days of Month

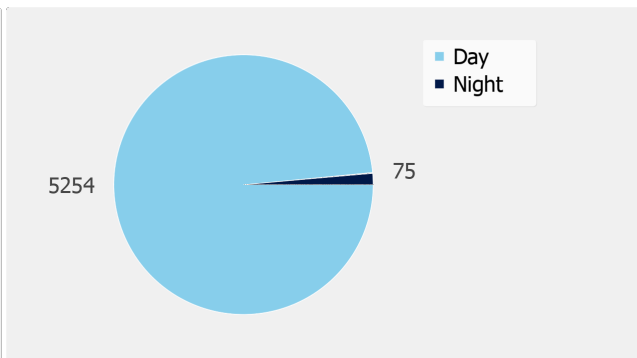
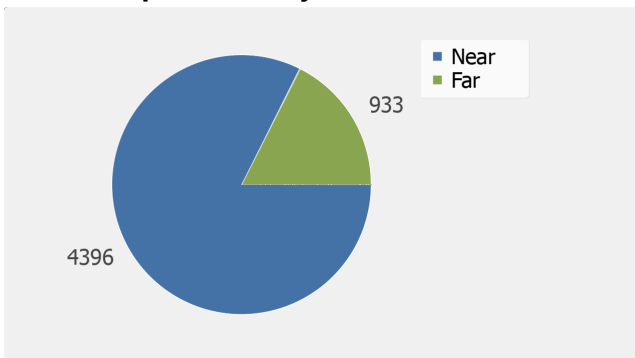


Classification of Local Airspace activity

During May 2024 there was 30% more airspace activity compared to the same month last year.
 'Near' are aircraft close enough to the airport that their radio calls are relevant to the airport operations.
 'Far' are those on the same radio frequency but far enough away to be not relevant.
 'Day' / 'Night' refer to Morning / Evening Civil Twilight calculated each day at the Lat/Long of the airport.



Local Airspace activity in Same Month Last Year



Help with Interpretation of information: Go to 'www.aimm.aero' and 'Webinars', to book a place in the next 'Management Insights' webinar for tips on how to extract maximum benefit from the information above. There are also 'Basic Airport Supervision' webinars for new Airport Supervisors.

Terms of Reference for
Motueka Aerodrome Advisory Group
(MAAG)

Motueka Aerodrome Advisory Group

1.0 Overview

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.

2.0 Membership and Quorum

2.1 The Committee will consist of the following Representatives:

2.1.1 One appointed Tasman District Council Motueka Ward Councillor (Chair)

2.1.2 One appointed Motueka Community Board member

2.1.3 One Motueka Aerodrome recreational user representative

2.1.4 Two Motueka Aerodrome commercial user representatives

2.1.5 Two independent members of the public – to be appointed by the Motueka Community Board

2.1.6 Invited guests at the Chair's discretion

2.2 Four members must be in attendance for quorum

3.0 Purpose and Objectives

3.1 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.

3.2 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.

3.3 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.

3.4 The objects are to:

3.4.1 To review and provide opinion on development applications or requests at Motueka Aerodrome

3.4.2 To review the Motueka Aerodrome Development plan and recommend any changes to Council

3.4.3 To be consulted prior to any changes to aerodrome landing or parking charges

3.4.4 To receive quarterly aerodrome financial reports

3.4.5 To be consulted prior to the Motueka Aerodrome component of the Long Term Plan being recommended for adoption by Council

3.4.6 To provide feedback on any requests to change the permitted or discretionary uses at Motueka Aerodrome

- 3.4.7 To review issues relating to noise at Motueka Aerodrome and recommend appropriate actions
- 3.4.8 To receive condition reports on the aerodrome infrastructure and provide a link between users and the Aerodrome Operator.

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 90 minutes in duration
- 4.2 The members of the group will meet their own costs
- 4.3 Written reports are to go out with the agenda wherever possible, but verbal agenda items will be accepted. All Agendas are to be circulated at least 5 working days prior to meetings
- 4.4 All communications will generally be in electronic form
- 4.5 Any advice, recommendations or feedback to Council will require a majority decision by members
- 4.6 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
- 4.7 The Aerodrome Operator or their delegate is the Council advisory representative for the Group
- 4.8 Members are expected to take an active part in meetings and to report on relevant issues from their respective organisations/interests

5.0 Chair and Agenda

- 5.1 The Chair of the MAAG will be the Motueka Ward Councillor who is appointed by the Council to the Group. The term of office will coincide with the Local Government election cycle
- 5.2 The Chair will liaise with the Aerodrome Operator to consider and set agendas
- 5.3 The Chair will ensure the meeting runs to time and keeps to the agenda
- 5.4 Agenda will include some of the following items:
 - 5.4.1 Confirmation of minutes
 - 5.4.2 Matters arising
 - 5.4.3 Reports for discussion and action (including feedback from the Commercial Committee)
 - 5.4.4 Financial reports
 - 5.4.5 Permitted and discretionary uses
 - 5.4.6 Noise issues
 - 5.4.7 Development requests
 - 5.4.8 Development plan review
 - 5.4.9 Charges review
 - 5.4.10 Long term planning
 - 5.4.11 Infrastructure condition reports
 - 5.4.12 Next meeting date
 - 5.4.13 Complaints

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 to the MAAG and the Commercial Committee of Council
 - 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
- 6.3 Any media communications will be undertaken by the Aerodrome Operator or by authorised Council staff

7.0 Review

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