

# Minutes

## Motueka Aerodrome Advisory Group

**Date and Time:** Wednesday 20 November 2019, 2.35 pm  
**Venue:** Tasman District Council Service Centre, Hickmott Place, Motueka

**Present:** Cr Claire Hutt – Tasman District Council (Chair)  
Stuart Bean – Inflight  
Kevin York – Independent Member  
Mark Lasenby – Independent Member  
Cr D Ogilvie - Tasman District Council

**In attendance:** Andrew Ellis – Commercial Portfolio Manager, Tasman District Council  
Jane Park – Administration Officer - Property Services, Tasman District Council  
Linda Atkins – Executive Support Officer, Tasman District Council, (Minute Taker)  
Don Grant – Recreational User, at 3.08 pm  
Glennie Johnson - Recreational User at 3.08 pm

Meeting opened at 2.35 pm

**1. Welcome**

The Chair welcomed everyone to the meeting.

**2. Apologies**

Mark Stagg – Argus Aviation  
Jim Maguire – Recreational User Representative  
Mark Johannsen – Property Services Manager, Tasman District Council  
Richard Horrell – Community Board Member

**Moved: Stuart Bean / Kevin York**

**That apologies be received from Richard Horrell, Mark Stagg, Mark Johannsen and Jim Maguire.**

**Carried**

**3. Minutes of last meeting – 25 September 2019**

**Moved: Kevin York / Stuart Bean.**

**That the minutes from the 25 September 2019 meeting be accepted as a true and correct record.**

**Carried**

#### **4. Action items from the previous meeting**

The action items were updated and the following items discussed:

##### **Stormwater development contribution (DC)**

Andrew Ellis explained the draft policy to subsidise the DC that tenants are required to pay when constructing a building on the aerodrome. The policy is for a maximum of 50% of the DC cost to be discounted off the annual lease rent over a three year period, with the annual discount capped at 50% of the annual lease rent. Three years was agreed to be appropriate and in line with lease rent reviews. If tenants installed a P100 soak pit, they would also get an additional 50% discount off the initial cost of the DC, as per the DC policy.

Mark Lasenby made a recommendation:

**That the draft policy as itemised be pursued with inclusion of the ability to increase the cap limit for specific developments, at the discretion of the Advisory Group.**

This was supported by all five Advisory Group members present.

**Action:** Andrew Ellis is to finalise the DC policy, check with Mark Johannsen and circulate it to this Advisory Group.

##### **Obstacle Limitation Surfaces Map (OLS)**

Andrew has spoken to planning staff regarding the Tasman Resource Management Plan (TRMP) omnibus. The changes have already been finalised so they cannot make additional changes now. Andrew will wait for the new OLS map and prepare any proposed alterations for the next review.

**Action:** Andrew to bring OLS map to the next meeting.

##### **Hangar houses**

Don Grant and Glennie Johnson have spoken to the Council about building hangar houses in development area three. There were reservations from this Group at the last meeting but as the members of the Advisory Group and Commercial Committee have changed, Andrew has brought this issue back to be discussed by the new members of the Advisory Group.

Noted the Tasman District Council 10 Year Plan does not include improvements in the vicinity of the aerodrome. The Group discussed Queen Victoria Street and noted NZTA currently have no restrictive power as it is a local road not a transit road, although this may change in the future. There was discussion about plans and positioning of the hangar houses. Stuart Bean noted he is still against this idea as he believes it is not good for the aerodrome and may create operational issues.

Don Grant and Glennie Johnson entered the meeting at 3.08 pm and spoke about their proposed hangar houses and responded to MAAG members' concerns.

Concerns raised included the vicinity to operational areas of potential tenants with children and pets, possible noise complaints, and mechanical turbulence. It was noted the aerodrome is predominantly a commercial aerodrome but as prices increase at Nelson Airport there will be more demand for recreational use at Motueka Aerodrome.

Don Grant responded to concerns and asserted that the potential issues could be mitigated through restrictive clauses in the lease.

The Chair asked if the Council can set a limit on the number of houses. Andrew noted the current size of development area three would limit the number of hangar houses, but this could also be expanded in the future, subject to consultation.

It was also noted that the Management Plan and Development Plan require “accommodation to be in association with aerodrome related activity” and subletting is not allowed.

Positive aspects were noted that the hangar houses are an opportunity to develop the airport, would increase the income base and would provide security with people living on site.

Don and Glennie left meeting at 3.35 pm.

Stuart Bean again noted he is totally opposed to this plan as it could create problem in the future, but suggested that the impact of the hangar houses could be lessened if they were built further away from the operational area.

Group members discussed the pros and cons of the plan again noting it would bring income for the airport and as the land is leasehold, Council controls the assignment of leases and can enforce the no subletting rule and increase controls.

The Chair asked for legal advice to be sought with regards to the lease agreements.

**Actions:** Andrew is to obtain legal advice on lease constraint clauses

- To provide a report on hangar houses for the Group.

## 5. Health and Safety update

Stuart Bean updated the Group on issues raised at the Operations and Safety meeting. There were no major safety issues, but the group discussed obstacles and potential changes to radio calls. They agreed to trial extra radio calls for three months.

**Actions:** BMS to send Operations and Safety (MAOS) meeting minutes to the Chair.

- To add the Chair and Mark Lasenby to the MAOS meeting email list.

## 6. Aerodrome operations update

### 6.1 Aircraft movements dashboard – October 2019

Andrew reiterated Motueka is one of busiest aerodromes in New Zealand with a high volume of aircraft movements due to the aviation school and skydiving activities.

Figures reached an all-time high in October 2019.

The current report is not as detailed as the previous one but is cheaper and can be transcribed if required. It is still useful for CAA reporting.

## 7. Financial update – October 2019

Andrew explained that the aerodrome EBITDA for the year to date (YTD) is \$40k, which is \$23k above budget. The aerodrome is likely to lose rates funding from next year, as it is now supporting itself financially.

Discussed the \$85k capital expenditure to provide power to development area two and the dump station. The aerodrome is receiving a commercial return on the investment, from the dump station rent. The \$85k was a contribution towards the overall cost of the project, which was significantly higher.

There is a \$38k activity balance surplus which will ideally build in order to fund future expenses. The Long Term Plan includes circa \$200k for resealing the runway in 2022, to be funded from a combination of loans and any available surplus.

**Moved: Mark Lasenby / Stuart Bean**

**That the October 2019 finance report be accepted.**

**Carried**

## 8. General Business

Barry Dowler had contacted Tasman District Council regarding drag racing this weekend as there are planes in the way on the grassed area. Planes are to be towed out of the way.

**Action:** Jane is to get back to Barry regarding removing planes from the licence area.

Fees and charges review is coming up, they are set annually from July to June. Andrew makes his recommendation in December, which is then subject to Council review and consultation. Fees went up significantly for the current year, so he will recommend leaving fees as they are.

There was a resolution to thank Barry Dowler.

**Moved: Kevin York /Mark Lasenby**

**That the Motueka Aerodrome Advisory Group writes a letter of thanks to Barry Dowler for his contribution to the Group.**

**Action:** Andrew is to write the letter of thanks to Barry Dowler.

Raised the Advisory Group's Terms of Reference (TOR) which are due to be reviewed after the election, so this process will start.

**Action:** BMS to send TOR to meeting for feedback.

- Agenda item for the next meeting in 2020.

The Chair asked if the start time for this meeting can be moved to 12.30 pm and finish at 2.30 pm.

**Action:** BMS is to check if the meeting time can be moved to 12.30 pm start and the Operations and Safety meeting before this one (move to 10 am start).

- BMS to send 2020 dates to the Group.

Meeting closed at 4.30 pm

Next meeting 2020 - dates tbc

Confirmed

### Action Log – 20 November 2019

Action	Assigned to:
<b>Review process to build a new hangar</b> To look at this over time.	Andrew Ellis In Process
<b>Discuss moving power poles</b> Subject to potential review or OLS map – see H&S update.	Andrew Ellis WIP
<b>Runway markings</b> To be repaired and painted over two weekends - date is now 8 December 2019.	Jane Park WIP
<b>Development Contributions</b> To finalise the DC policy, check with Mark Johannsen and circulate it to this Advisory Group.	Andrew Ellis
<b>Obstacle Limitation Surfaces Map</b> To bring OLS map to the next meeting.	Andrew Ellis
<b>Development Area 3 – hangar houses</b> To obtain get legal advice on lease constraint clauses. To provide a report on hangar houses for the Group.	Andrew Ellis
<b>Minutes</b> <ul style="list-style-type: none"> <li>• To send Motueka Aerodrome Operations and Safety (MAOS) meeting minutes to the Chair.</li> <li>• To add the Chair and Mark Lasenby to the MAOS meeting email list.</li> </ul>	Linda (BMS)
<b>NDRA</b> To get back to Barry regarding removing planes from the NDRA licence area.	Jane Park
<b>Letter to Barry Dowler</b> Andrew is to write letter of thanks to Barry Dowler for his contribution to the Group.	Andrew Ellis
<b>Group Terms of Reference</b> <ul style="list-style-type: none"> <li>• To send TOR to meeting for feedback.</li> <li>• Agenda item for the next meeting in 2020.</li> </ul>	BMS – Linda
<b>Meeting times and dates</b> <ul style="list-style-type: none"> <li>• To check if the meeting time can be moved to 12.30 pm start and the Operations and Safety meeting (move to 10 am start).</li> <li>• To send 2020 dates to the Group.</li> </ul>	BMS – Linda