

Minutes

Motueka Aerodrome Advisory Group

- Date:** Wednesday 24 May 2017 2.30 pm
- Venue:** Tasman District Council Service Centre, Hickmott Street, Motueka
- Present:** Cr Peter Canton
Jeremy Anderson (Nelson Aviation College- commercial user rep)
Stuart Bean (Skydive Abel Tasman – commercial user rep)
- In attendance:** Barry Dowler (Motueka Community Board representative)
Cr David Ogilvie
Jim Frater (Project Manager, Property Services)
Terry-Louise Rosser (Tasman District Council)
Gene Cooper (Commercial Manager- Tasman District Council)
Peter Wilson, The Property Group (Interim Property Services Manager)
- Apologies:** John Gourdie (Drag Racing Association)
Cr Paul Hawkes

1. **Welcome**

All were welcomed to the meeting.

2. **Apologies**

Moved: Cr Canton/Stuart Bean

That apologies be received from John Goudie and Cr Hawkes – **carried.**

3. **Appointment of Chair**

Moved: Jeremy Anderson/Stuart Bean

That Cr Canton be nominated as Chair - **carried.**

Cr Canton, as Chair, invited Barry Dowler to the table as representing the Motueka Community Board in the absence of member Richard Horrell.

4. Minutes of previous meeting – 1 March 2017

Moved: Stuart Bean /Jeremy Anderson

That the minutes of the meeting of the Motueka Aerodrome Advisory Group held on 1 March 2017 be confirmed. – **Carried.**

5. Action items from minutes 1 March 2017

The following updates were given on the action items for the last meeting:

- The strawman model still needs input from members of the Advisory Group.
- Mike Drummond has met with Adrian Humphries regarding the stormwater charges query. Adrian is now liaising with Don Urquhart.
- Jim confirmed that no further work is proposed for the College St access.
- Peter Wilson confirmed that the grass mowing for the aerodrome is incorporated in the main Nelmac contract. Further discussion was held as to the requirements of the aerodrome for grass mowing and it was agreed it should be on an as needs basis (up to a total of 11 per year) rather than at fixed intervals. Jeremy was happy to monitor this and contact Nelmac when mowing required.
- Finance Manager, Russell Holden, has provided a submission regarding landing fees to the Annual Plan review of fees. This submission will be put before the Mayor and Councillors for consideration and possible inclusion in the Draft Long Term Plan (2018 – 2028).
- There is no update on the request for a complaints report from Environment and Planning. Barry commented that he had received a written complaint about the aerodrome that was addressed to the Motueka Community Board. Cr Canton read the complaint to the Group and it was noted the complainant had been advised the matter had been forward to the Mayor's office. A general discussion was held about the correct process for dealing with complaints but the issue was not resolved.
- Electricity supply – Jeremy commented that he felt the Motueka aerodrome had a real opportunity to increase business as Nelson airport charges are increasing to an unsustainable level for some users. To make the most of this, the issue of improved electricity supply needs to be addressed sooner rather than later. Gene said Council is trying to build up a business case.
- Reappointment of members – Jim reminded the group that current members need to be reappointed as some terms have expired. Jeremy agreed to add an item on the agenda

for the next Aero Club AGM on 10 June 2017. He would then email Petrina with the nominees.

Jim proposed moving the Drag Racing Association representative from the Advisory Group to the Operations and Safety Committee as he feels it would be a more appropriate forum for them. This suggestion was supported by the Advisory Group members.

- Gene provided copies of the financial report and highlighted the key points. Clarification was requested for some aspects of the report.

Moved: Stuart Bean/Barry Dowler

That the financial report was received and discussed – **carried**.

- The proposal to lease land for Lucerne is currently on hold.

Moved: Barry Dowler/Stuart Bean

That the action sheet be received – **carried**.

6. **Terms of Reference**

Draft terms of reference (TOR) for the Advisory Group and Operations and Safety Committee were handed out and Jim explained that Council would like to adopt standard TORs, as used elsewhere, for these groups.

Advisory Group TOR

Jim noted that he would add handling of noise issues and complaints to the TORs.

Stuart asked how any resolution made by the Advisory Group gets passed through to Council as it is not clear in the TORs. Jim will add information that clarifies the minutes from the meeting go to the Council's commercial committee.

Stuart asked that the TORs state the Group's role is to make recommendations to Council and the Group also needs transparency to know what has happened to a recommendation.

Action – Jim will make suggested changes and send out an updated copy.

Moved: Jeremy Anderson/Barry Dowler

That the terms of reference for the Motueka Aerodrome Advisory Committee be accepted with changes – **carried**.

Operations and Safety Committee TOR

Jeremy asked what the reason was for having a rotating Chair. Jim explained it was simply a gentleman's agreement. Stuart commented that two years is enough and that it was good to spread the responsibility around the membership.

Stuart also felt that six people might be too many for a quorum and asked for it to be changed to four.

It was also decided to change the reference to 'facilitator' back to 'Chair'.

Moved: Stuart Bean/Jeremy Anderson

That the terms of reference for the Motueka Aerodrome Operations and Safety Committee be accepted with changes – **carried**.

7. Update on review of Management Plan

Jim has received feedback on the Management Plan which should be ready to be presented at the next meeting. He will circulate this prior to the meeting so everyone has had a good chance to familiarise themselves with it before it is adopted.

8. NDRA debrief

Deferred. Change to next operations and safety meeting.

9. Other business

- Jim commented that the Council is currently reviewing the timing for resealing the runway.
- The issue of security around the aerodrome was raised as requested at the Operations and Safety Committee meeting. Stuart commented that in the long term the aerodrome would need proper fencing and planning for this should begin now to make sure it happens.

Whether or not to lock existing gates was also discussed. Cr Canton asked if it was feasible to lock all the gates. It was agreed this would be possible but the most practical way would be for all the locks to have the same key which would then be supplied to users. The fire department would also need a key. Cr Canton agreed to investigate appropriate locks and report back at the next meeting.

Cr Canton asked if there was security signage around the airport. There is signage but this needs to be reviewed.

- Cr Ogilvie asked if there was anything in the Long Term Plan for the aerodrome but this was unable to be answered by the Group.

10. Next meeting – 23 August 2017