

# Meeting Notes

## Motueka Aerodrome Advisory Group

- Date:** Wednesday 23 November 2016 at 2.30 pm
- Venue:** Tasman District Council Service Centre, Hickmott Street, Motueka
- Present:** Cr Peter Canton  
John Richards (Recreational Users Representative)  
Jeremy Anderson (Commercial Users Representative)  
Richard Horrell (Motueka Community Board)
- In attendance:** Jim Frater (Project Manager, Property Services)  
Paul Farrar (Property Services Manager, Tasman District Council for Mike Drummond, Corporate Services Manager)  
Petrina Francis (Executive Assistant, Tasman District Council)  
Mr Barry Dowler

### 1. Welcome and Introductions

Paul Farrar, Property Services Manager attended for Mike Drummond, who is presently the Aerodrome Operator, but unable to come to the meeting due to a family bereavement. Paul welcomed all to the first meeting of the new triennium and the new Council. Jim Frater has been contracted by Council to work on a review of the Aerodrome plans.

### 2. Election of Chair

Paul Farrar asked for nominations for Chair of the Advisory Group, for this triennium.

John Richards was nominated by Jeremy Anderson.

No other nominations were received.

MOVED Jeremy Anderson/Richard Horrell

That John Richards be appointed as Chair - **Carried**.

John Richards as the new Chair, continued with the meeting.

### 3. Apologies

MOVED Peter Canton/Jeremy Anderson

That apologies be received for Stuart Bean and Paul Hawkes – **Carried.**

### 4. Minutes – 21 September 2016

MOVED Richard Horrell/Jeremy Anderson

That the minutes of the meeting of the Motueka Aerodrome Advisory Group held on 21 September 2016 be confirmed - **Carried**

### 5. Action items from Minutes 21 September 2016

Paul Farrar apologised for the fact that most actions have not been completed. He explained that Gene Cooper is no longer looking after the Aerodrome work due to resourcing issues, and that in the interim Mike Drummond, Corporate Services Manager has stepped in as Aerodrome Operator. However, Mike could not be at this meeting due to a family bereavement. Paul further explained that it is likely the Aerodrome work will be incorporated into his role next year, however there will be a period of transition while both he and his staff are trained in the work currently undertaken by Gene and his Assistant, Rhonda.

#### **Update on actions from last meeting:**

**Investigate inconsistencies in stormwater charges (Don Urquhart's property)** - Paul to follow up on the storm water contribution.

**Follow up with Environment & Planning Department re zoning** – currently Rural 1 zoning with designation as an Aerodrome. Jim has been engaged to review and update the management plan, and the zoning could be reviewed in conjunction with this work. Jim explained there would need to be some consultation, depending on how major/minor the update was.

**College Street access work – Follow up which area of Council will fund future/further work** - There is an easement between Council and A&P. Paul and Jim to liaise and find the document which will set out where the responsibilities lie.

**Crop Development Plan and revisiting methodology for costing and profit sharing of crop** - Not aware that any work has been done on this at all. Paul will investigate and Jim will provide a specification which was previously used. Urgency needed due to seasonal issues.

#### **Grass mowing**

**- Send out aerial map**

**- find out who has cut the long grass for hay in the past**

John Richards explained that Gene was redoing the map so a plan could be made to cut less area – and allow for more area for growing and income. Discussion followed around areas currently being cut. The aerial map hasn't been sent out yet. Paul will follow up with Gene and Rhonda. If needed, Council may be able to produce a map through the GIS system, that could be used to plot areas for cropping.

## 6. Other business at Chair's discretion

### 6.1 Landing Fees

John Richards asked when the landing fees will be confirmed. As explained in the 21 September 2016 meeting minutes, these will be reviewed as part of the review of fees and schedules through the Annual Plan process. This is timed for January/February next year and the process includes public consultation.

The Chair explained the issues around the honesty system as tabled in the discussion from previous meetings and the issues around people not paying the landing fee.

Options for charging were discussed including alternatives for frequent users who currently pay a monthly fee, and an annual fee (for example 100 landings) for those who are less busy. It was suggested that the group put together a proposal for landing fees and charges to be fed into the Annual Plan work. This would need to be reviewed and agreed by all before it went to Council. Paul to discuss with Mike Drummond the best timing for this piece of work.

There were some suggestions in the May 2016 Motueka Aerodrome Advisory Group minutes that could be used.

MOVED Richard Horrell/Jeremy Anderson

That the suggestions contained in the May 2016 Motueka Aerodrome Advisory Group minutes for landing fees and charges be put forward to Council as a recommendation as part of the Annual Plan review of fees, as a way of ensuring all users pay a fair price - **Carried**

Cr Canton suggested that the Motueka Community Board could ratify this at their next meeting.

The group discussed the delay now until the first meeting in the New Year and that with the timing of the Annual Plan review, discussion and decisions on this proposal would need to be confirmed by email. All agreed.

Definitions of aircraft (helicopters and fixed wing) and the charges that apply need to be considered in the proposal.

### 6.2 Financials

Gene Cooper undertook at the last meeting to investigate the queries raised in the financials and provide a summary explanation to the group. Mike Drummond to attend the next meeting to provide some clarity around the financial figures.

### 6.3 Electricity Supply

It is felt that the lack of power options might be distracting some potential new users. Mr Dowler in his time as Councillor on the group did some work on financial figures for initial power connection costs (for a 'loop' system). Paul Farrar to check with Jeff Cuthbertson, Senior Engineer at Council to see if the information on the proposed sewer line is still available. If this issue is to be revisited, a business plan needs to be built to address the power supply and sewage disposal issues in conjunction with a review of costs and how the money will be paid back (as the Aerodrome operates as a closed account). The business plan would need to be presented to the Commercial Committee.

Jim Frater explained that a review of the costs can be done as part of the Activity Management Plan review. Agreed to keep this on the action list as a long term project.

#### **6.4 Grass Mowing Contract**

The review of the grass mowing contract has not been done. Paul Farrar will pick this work up.

**6.5 Grass Runway** – this contract needs to be let and the work done. Paul to discuss with Gene if he has previously obtained a specification for a grass runway. A contractor needs to price the work and then the Group needs to see if funds are available to have the work done.

#### **6.6 Tasman District Council contact**

Paul clarified that the Group need to keep contacting Rhonda for the moment, until the staff situation is clarified, and while Paul's team has training.

#### **6.7 Update of Aerodrome Plans**

Jim Frater explained that he has been engaged to review the Aerodrome plans (emergency, management, development and activity management plan). The first priority will be the emergency plan. He will also look at the Memorandum of Understanding and any improvements that can be suggested to this, as well as developing Terms of Reference for the Aerodrome Operations and Safety Group, and what further is needed for UAVs. Initial work will involve talking to the aerodrome users and he asked the Group what sort of questions/information should we get feedback on from the users for his review of the plans? Suggestions to Petrina who will pass on to Jim.

#### **6.8 Complaints**

Jeremy queried the process for complaints as there has been very little feedback from Council in recent times. Cr Canton explained that many complaints are out of Council's jurisdiction and need to be addressed by the CAA. This is explained to the complainants. All noise complaints are logged by Council, and are dealt with by the Regulatory part of Council (not the Aerodrome Operator). The Group requested a summary of aerodrome complaints for each meeting. Paul Farrar to discuss with Graham Caradus, Co-ordinator Environmental Health.

#### **6.9 Reappointment of members of the Advisory Group**

Jim Frater to check the Management Plan process for reappointment of members.

#### **6.10 Meeting dates 2017**

These will be confirmed in January at the latest.

The meeting closed 3.53pm.

Action	Who	When
Investigate inconsistencies in stormwater charges (Don Urquhart's property) – follow up stormwater contribution	Paul Farrar	ASAP
Follow up with Environment & Planning Department re zoning	Jim Frater	(as part of management plan review)
College Street access work – Follow up which area of Council will fund future/further work. Find easement document.	Paul Farrar/Jim Frater	Next meeting
Crop Development Plan and revisiting methodology for costing and profit sharing of crop	Paul Farrar	Urgent due to seasonal issues
Grass mowing - Send out aerial map	Paul Farrar	ASAP
Landing fees – Suggestions contained in the May 2016 Motueka Aerodrome Advisory Group minutes to be put forward to Council as a recommendation as part of the Annual Plan review of fees	John Richards	Group to discuss and decide on proposal via email. The Annual Plan process is taking place January/February 2017
Financials – Mike Drummond, Corporate Services Manager to attend next meeting to provide clarity around financials	Mike Drummond	Next meeting
Electricity Supply – find out if financial figures for initial power connection costs are still available	Paul Farrar	Next meeting
Electricity Supply – review of costs	Jim Frater	(as part of the Activity Management Plan review)
Grass mowing contract – review	Paul Farrar	Next meeting
Grass runway – check if specification available	Paul Farrar	Next meeting
Feedback on what questions/information needed from aerodrome users in order to update the plans	All	Feedback to Petrina to pass on to Jim
Complaints – provide a summary of Aerodrome complaints to next meeting	Paul Farrar	Next meeting
Check process for reappointment of members	Jim Frater	Next meeting
Meeting dates 2017	Petrina Francis	Advise Group in January