

Meeting Notes

Motueka Aerodrome Advisory Group

- Date:** Wednesday 25 May 2016 at 2.30 pm
- Venue:** Tasman District Council, Motueka
- Present:** Cr Barry Dowler (Chair)
Stuart Bean (Commercial Users representative)
John Richards
Jeremy Anderson
- In attendance:** Gene Cooper (Commercial Manager, Tasman District Council)
Robyn Scherer (Executive Assistant, Tasman District Council)

1. Welcome and Introductions

Barry Dowler welcomed everyone to the meeting and introduced Robyn Scherer who is providing administrative assistance while a full-time replacement for Valerie Gribble is found.

2. Meeting Dates for 2016

It was agreed to resend the invitations for these meetings for the remainder of 2016. The group also agreed that this meeting and the Health and Safety subcommittee meeting should be held on the same day.

Mrs Scherer to action.

3. Minutes – 25 November 2015

It was agreed that the minutes of the 24 February 2016 meeting need to be corrected to note that the new rural fire shed will not be located on the sealed car park.

In following discussion, Cr Dowler advised that the rural fire brigade is paying 30% of the total cost of the rural fire building with some of the budget coming from local fundraising. He noted that Total Span had won the tender for the building and that the building consent has been approved by the Council. He also noted that the building was sited incorrectly with the door recesses being drawn on the wrong side of the concrete slab.

CJ Industries staff are helping with the foundations which were poured three weeks ago. In response to a question about who is signing off on the construction, Gene Cooper and Cr Dowler agreed that they would follow up with the Council's Regulatory Manager, Adrian Humphries.

MOVED Stuart Bean/Jeremy Anderson

That the minutes of the meeting of the Motueka Aerodrome Advisory Group held on 24 February 2016 be confirmed.

Carried

4. Action items from Minutes

- Rural Fire Shed – Gene will provide further information at the next meeting.
- Resource consent – it is not a resource consent, it's called an outline plan, consent is not required. Gene explained the process and noted the situation was similar to the rural fire building.

5. Lease methodology

Gene noted that a valuation of the Motueka Aerodrome had been completed in 2015.

It was agreed that there is some disconnect between commercial/recreational users in trying to get one set rate per user and then dealing with each party by using discount levels. Duke & Cook set a per square metre rate and then staff calculated and adjusted the rent rates to provide a 6.3% return to the landowner. Discounts were then applied.

Gene agreed to circulate the lease policy to the group.

In response to a question, Gene noted that all new lease agreements have been standardised.

6. NIWA lightning strike indicator

It was agreed that the NIWA lightning strike indicator may need to be shifted if any new hangars are built. Gene noted that the NIWA lease expires in 2020 and the current arrangement will need to be reconsidered then.

7. Motueka Aerodrome Management Plan

A website link to the Motueka Aerodrome Management Plan was previously circulated.

The meeting agreed that the plan needs to be updated with input from specialist staff in the Council focusing on operational aspects.

Gene asked the committee members to look at the management plan and identify any issues/problems and provide some advice on how they can be managed.

The meeting discussed the terms of reference for this group in relation to providing advice and making recommendations to the Council. Gene noted that in terms of governance, the new delegations for the incoming council should be clear on the terms of reference. Similarly, a terms of reference should also be developed for the Operations and Health & Safety group.

Gene agreed to circulate a draft of terms of reference for the advisory committee's consideration including the mechanism for appointing people to the committee.

The meeting also agreed that a regular status update on operational matters should be provided. There is also a need for a written and agreed review process for the aerodrome management plan including the timing of regular reviews.

It was agreed that any review of operations should be finalised after the forthcoming local government elections.

8. College Street access

Gene notified the meeting that he has stopped work on the College Street accessway. He noted that the work provides no benefit to the aerodrome and it is seen as a legacy issue. He advised the meeting that he would discuss the issue with Reserves & Facilities staff regarding who will pay for the work.

He noted that Engineering staff are keen to get the work done by the end of June but his advice is that the aerodrome activity should not be responsible for funding it. It was agreed that the benefit of the road is for users of the A&P ground, not the aerodrome.

9. Grass runway

Gene advised the committee that the Operations and H&S group had agreed with the proposed work on the grass runway. However, this work will be weather-dependent.

10. Specifications for crop to be developed

Gene will circulate the crop development plan once it is available. It was agreed that it is too late to sow any crops this year but we need to plan now to ensure we are ready next autumn.

Gene said he will revisit the methodology for costing and profit sharing for the crop.

11. Financials

Gene advised the meeting that the financial result was not available today as the result needs to be presented to the Commercial subcommittee first. However, he noted that the financials are tracking to budget.

12. Landing Fees

Discussion focused on landing fees and the belief that a lot of users, particularly recreational users, are not paying their share or any fees at all. It was suggested that the itinerant landing fee should be set at \$10 per landing. It was also suggested that a high-use monthly fee could be used with \$500 for 100 landings, or 50 landings at \$7.00 per landing – payable in advance at the start of the financial year.

Gene agreed that he would discuss the suggestion with the Chief Executive, Lindsay McKenzie.

If the proposal is agreed, Gene will draft a letter and copy it to this group before sending it to all the users.

It was noted that this option would be a good process to increase revenue for the aerodrome.

In the meantime, Gene will look at the current landing fee income and analyse and summarise the outcome for this group.

The advisory group members agreed to collate a list of people they believe are not paying any landing fees.

Actions:

What	Who	When
Resend meeting invitations for these meetings – Health & Safety committee to meet on same day	Robyn Scherer	Done
Follow up with Adrian Humphries regarding sign off of rural fire brigade building	Gene	Done, lease in place and occupation planned from
Circulated lease policy to advisory group members	Gene	Draft attached
Identify any issues/problems with management plan and advise Gene	All	Work planned for January/ February dependent on resource.
Circulate draft terms of reference	Gene	Instructions not to proceed until new Council in place.
Discuss College Street access work – who pays	Gene	ASAP
Circulate crop development plan	Gene	When available – Trevor/ Gene
Revisit methodology for costing and profit sharing of crop	Gene	When available – Trevor/ Gene
Look at landing fee charging regime – discuss with CEO. If agreed to change regime, ensure all users are advised by letter	Gene	Work set for January/ February timed with Annual Plan charges revision and Management plan.
Analyse current landing fee income and summarise for advisory group	Gene	Done/ shared.
Compile list of people who are believed to not be paying any landing fees	All	Input from everyone due.