

Meeting Notes

Motueka Aerodrome Operations & Safety Committee

Date: Wednesday 20 June 2018, 1.00pm

Venue: Motueka Aero Club Rooms

Present: Stuart Bean (Chair) (Commercial User Rep)
Brad Keay (Nelson Aviation College)
John Richards (recreational user) (part attendance)
Andy Gaul (Nelmac)
John Gourdie (NDRA rep)
Mark Johannsen (Property Services Manager - Tasman District Council)

In attendance: Jim Frater (Project Manager, Property Services)
Petrina Francis (Executive Assistant - Tasman District Council)
Andrew Ellis (Commercial Portfolio Manager – Tasman District Council)

The meeting opened at 1.10pm

1. Apologies

Mark Stagg (Argus Helicopters)
Jim Maguire (Recreational User Rep)
Don Grant (Motueka Aero Club)
Giles Whitney (Nelson Aviation College)
Jason Deer (President, Aero Club)

2. Minutes of previous meeting – 14 March 2018

Moved: Mark Johannsen/Stuart Bean

That the minutes of the last meeting held on 14 March 2018 be confirmed. **Carried.**

3. Actions from previous meetings

- Windsock – western side of runway. The issue has been with visibility of the windsock. Agreed to raise it by 2 metres (but not to exceed 7 metres in total), to allow better visibility above the hedgerow. Nelmac to attend to this. (Action: AG)
- Grass runway – has been flat rolled. Andrew Ellis to liaise with Nelmac on grass seeding (to be done late September), and to talk to Glenn Thorn (Council) regarding the status of remediation work on the grass runway, before a commitment is made to do further work. (Action: AE)
- Mow height for grass on taxi ways – the Committee prefer the grass height to be at, or close to, 50mm, as the higher height protects the ground from drying out in summer and turning to mud in winter. Nelmac have been cutting it lower, largely due to the time consumed adjusting the blade deck on their machines. Following discussion today, Andy understands

the rationale for the higher height request and will discuss with his crew, with plan in place by end of August to ensure this is done. (Action: AG)

The Committee also discussed the frequency of mowing different areas.

John Richards joined the meeting at 1.26pm.

- The action relating to drones has been completed.
- The updated MOU has been circulated.

There was discussion about landing fees and charges. Stuart Bean will raise this at the Advisory Group meeting.

4. Debrief of Nelson Drag Racing Association season

- John Gourdie gave an update on behalf of the NDRA on their season. Everything went well from the NDRA perspective, with four meetings proceeding smoothly with no issues. He expressed a special thanks to Jim Maguire for interfacing between the NDRA and commercial and recreational operators at the events.
- John explained that there is an issue with the timing of events and the grass mowing, which seems to be out of sync. The NDRA prefer the grass to be long for their meetings, as fresh mowing creates large clumps of grass which need to be raked up, and cuttings dispersed. Andy from Nelmac thanked John for the feedback and agreement was made for the grass not to be mown within 10 days of a NDRA meeting. (Action: AG)
- Clean up and inspections of the area and runway before and after events is working well.
- Dates for events next year are being set at the moment, and will go to Council within the next month. Once confirmed by Council, they will advise all necessary parties.
- Consent expires next May 2019. NDRA would like to look at a consent extension, as they would still like to operate at the aerodrome while things continue to develop at Kohatu Park. NDRA need to talk to Mark Johannsen and Andrew Ellis re licence changes. (Action: JG,MJ,AE)
- The Committee was fully supportive of an application by the NDRA for consent to use the aerodrome.

5. Update on final changes made to MOU

- Jim Frater confirmed that the MOU is updated and now available on the Council website. It no longer needs to be signed by everyone as it applies to all regular users of the aerodrome.

6. Review proposed changes to AIP

- Andrew Ellis explained that the Compliance Manager from Nelson Airport conducted a safety review of the aerodrome. He was impressed with the overall state of the aerodrome. However he did provide some feedback on the AIP (copy was attached to the agenda papers for discussion).
- The main changes/feedback on the AIP were:
 - It needs to identify the Aero Club for visitors – agreed.
 - Identify visitor parking areas – agreed.
 - Include buildings that are missing, windsocks, roads – agreed.

- Proposed helicopter parking - the committee did not agree with the area proposed for helicopter parking. This area needs to be clear as it is in the runway line up area. Following discussion, it was agreed that the best location is by Argus and that another box for landing fees, and a sign, should be installed in that area. Andrew to arrange. (Action: AE).
- Narrative changes – agreed. Include description of landing fees boxes location.
- Windsock to remain in current location as already agreed.
- Remove reference to significant undulations of runway.
- Andrew to liaise with Airways NZ who will change the AIP.
- Nelson Airport also recommended a regular emergency exercise. This could be a desktop exercise. However will need to find a scenario and involve emergency services, and should be done soon. Agreed to have a discussion at the next meeting about how this will be achieved. Item to be included on the next agenda and Emergency Plan to be attached to the meeting papers (Action: Secretary)
- A regular runway check was also suggested. The Aviation College agreed to implement this on a weekly/daily basis (as appropriate) as part of their processes. (Action: BK)

7. Safety Issues

Concern raised about a taxiway on the corner that is getting muddy. A plan is needed to divert traffic and close the area off, to allow the ground to recover. Brad Keay, Stuart Bean, Andrew Ellis and Andy Gaul to liaise. (Action: BK, SB, AE, AG)

8. General Business

- Mark Johannsen mentioned a special meeting that was held regarding the new fruitshed complex. A formal system from Council has been requested, to inform aerodrome operators of these developments in future. Mark has made a submission for the next TRMP (Resource Management Plan) that this request is captured.
- Mark Johannsen also mentioned that he had, as Aerodrome Operator, received two complaints regarding aircraft activity. One related to alleged incidences over a property in Ruby Bay. This person has written to the CAA and the Transport and Associate Transport Ministers and is setting up social media sites and a website as a medium for public input. The second complaint was regarding stop/start activity for over two hours on three separate days in one week, in the Upper Moutere.
- Sandy Pomeroy, Administration Officer in the Property team has been with Council 11 years, and has just resigned. In terms of normal operation, Mark asked that everyone continue to use the generic email address (propertyofficers@tasman.govt.nz) for NOTAMS. The Committee passed their thanks to Sandy for her efforts and assistance and wished her all the best.
- Jim Frater's contract with Council finishes end of June. Mark Johannsen thanked him for his work on aerodrome matters. The Committee also thanked Jim for his work and efforts on their behalf over the years.

The meeting closed 2.10 pm

Next meeting – 19 September 2018

Action Log	Who
Raise windsock on western side of runway two metres to allow better visibility.	AG
Liaise with Nelmac on grass seeding, and talk to Glenn Thorn (Reserves Officer, Community Development, Council) re status of remediation work on grass runway, before commitment made to do further work.	AE
Put a plan in place with Nelmac crew to ensure mow height is 50mm (or close to this) for the taxi ways.	AG
Agreed grass will not be mown within 10 days of a NDRA meeting.	AG
Liaise regarding NDRA licence changes.	JG, MJ, AE
Arrange helicopter parking area by Argus and a landing fees box and sign to be installed there.	AE
Organise changes to the AIP with Airways NZ.	AE
Agenda item for discussion at the next meeting: Emergency Exercise. Also attach the Emergency Plan to the meeting papers.	Meeting Secretary to note
Implement regular runway checks.	BK
Liaise regarding a plan to divert traffic from muddy area of taxiway to allow the ground to recover.	BK, SB, AE, AG