

Minutes

Motueka Aerodrome Operations and Safety Committee

Date: Wednesday 19 September 2018, 1.00 pm

Venue: Motueka Aero Club Rooms

Present: Mark Johannsen – Property Services Manager, Tasman District Council – Acting Chair

Barry Eaton - Recreational User

Mark Stagg - Argus Aviation

Jim Maguire – Recreational User Representative

Don Urquhart – Recreational User

John Richards – Recreational User

Andy Gaul – Nelmac

In attendance: Andrew Ellis - Commercial Portfolio Manager, Tasman District Council

Michelle Fraei – Executive Support Officer, Tasman District Council

Meeting opened at 1.04 pm

1. **Welcome**

Everyone was welcomed to the meeting.

2. **Apologies**

William Hane

Stuart Bean

It was noted that Tony Nikkel is now living in Christchurch and it was queried whether he still needs to part of this Committee. Andrew and Mark to check about the possibility of getting another UAV representative.

John Richards noted the loss of Trevor Leighton who died three weeks ago.

3. Minutes of the previous meeting – Wednesday 20 June 2018

John Richards clarified that he requested the grass on the western side of the taxiway and in front of the hangars at both ends to be mowed more in Spring as its grows more on this side.

Moved: Andy Gaul / Andrew Ellis

That the minutes of the last meeting held on 20 June 2018 be confirmed – **Carried.**

4. Action items from the minutes of the previous meeting

- **Raising windsock** - Andy Gaul said he cannot go ahead until the cost is approved. The windsock will need to be down for a couple of days to physically extend it to seven metres. The Committee accepted that this could be managed via a NOTAM.

A discussion was held around the placement of the windsock with possible positions identified. The Committee's preferred location for the raised windsock was the location of the smaller windsock on the fence line close to Argus Aviation. Andrew Ellis will check with the aviation college and other users to see if there any objections to this location. Andrew will also take this to the Motueka Aerodrome Advisory Group meeting today. Andy Gaul is going to cost a new pole and windsock for comparison.

- **Grass runway** - Andy Gaul has provided a quote on grass seeding. Andrew Ellis has spoken with Glenn Thorn and Glenn will come back and check the main runway and feedback as to whether it needs reseeding or fertilising instead.
- **Mow grass on taxiway** – The grass needs to be mowed more often on the western side. Andy Gaul said he needs confirmation of drag racing dates. Jane Park, Administration Officer Property Services, circulated the dates to everyone. Andrew Ellis will raise this at the Advisory Group meeting today and if there were no concerns he will confirm the dates.
- **NDRA licence changes** - There is one year left of the current resource consent. Barry Eaton asked how much the NDRA pay for the meetings as it puts a lot of stress on the runway. Andrew Ellis said the NDRA pay approximately \$4K a year. This will be raised at the Advisory Group meeting today.
- **Gates** - Andrew Ellis sought clarity from the Committee about securing perimeter gates as the public have access to the runway and items have been stolen in the past. The Committee agreed they do not want a security fence around the full perimeter, but the gate by the runway should be locked.

Jane Park has ordered some more CAA signs, and she will come and survey where the signs are and replace them.

John Richards said there is tree debris in the corner by Marchwood Park Road that needs to be cleaned up so it can be brought back to a level where it can be mowed. John would also like the gate close to this location locked. Andy Gaul will attend to this.

- **Perimeter checks** - John Richards asked who is doing monthly checks of the perimeter. Andrew Ellis has discussed this with Andy Gaul and is determining what needs to be in place and will then do a check list of what needs to be checked and when.
- **Process to build a hangar** - Don Urquhart queried the process to build a hangar as it is not clear. Andrew Ellis will reevaluate this process going forward.
- **Helicopter parking area** – The Committee agreed that there should be an allocated area for helicopter parking on the other side of the fuel pumps. There is an existing honesty box close to this location.
- **Changes to the AIP with Airways NZ** – Andrew Ellis has not yet liaised with Airways NZ because of the issue with the windsock.
- **Regular runway checks** - This is now happening.
- **Divert traffic from muddy area of taxiway to allow the ground to recover** – Andy Gaul agreed to a regular maintenance program and to address this when addressing the long grass.

5. Operations and safety issues

No issues to report.

6. Aerodrome emergency exercise

The Motueka Aerodrome Emergency plan was circulated with the agenda. A peer review recommended a regular emergency exercise and the Committee agreed this should be a desktop exercise.

Action: Mark Johannsen and Andrew Ellis to set up an exercise internally and inform the Committee.

7 General business

- **Aerodrome user fees – Barry Eaton**

Andrew Ellis said the landing fees were increased in July as part of the Council annual planning process, which then fed into the Long Term Plan, including a period for public consultation. The overall plan was confirmed in April and implemented in July. Notification was sent out via the Annual Plan process. Council's objective is to try and make the aerodrome break even.

Andrew explained that the Advisory Group has asked him to do a review of landing fees and this involves monitoring aircraft movements. For the month of August there were circa 2000 movements which included 700 landings. Users are charged for each landing, but only one landing is payable for each touch-and-go session.

The Annual Plan process will be starting again next month and the Council will potentially look at a recommendation of an annual fee option.

It was also suggested to seek alternative ways of paying as an honesty box is not user friendly.

Action: Andrew Ellis will factor these suggestions into the review and will feedback to the Committee.

- **Long grass on airfield**

John Richards asked what the plan was for cutting the long grass on the airfield. He said safety wise it should be cut once a year minimum before it becomes a fire hazard. The first or second week of December would be optimal while it still has some green on it. This will be resolved this year.

Meeting closed at 2.22 pm

Next meeting – Tuesday 12 December 2018 at 1.00 pm

Action log:

Action:	Assigned to:
UAV representative	Mark Johannsen / Andrew Ellis
Check with aviation college and other users if any objections to proposed location of windsock	Andrew Ellis
Discuss raising the windsock and the proposed location with the Motueka Aerodrome Advisory Group at today's meeting	Andrew Ellis
Cost comparison for new pole and windsock	Andy Gaul
Confirm drag racing dates to Andy Gaul	Andrew Ellis
Clear tree debris from Marchwood Park Road corner	Andy Gaul
Monthly perimeter checklist	Andrew Ellis / Andy Gaul
Organise changes to the AIP with Airways NZ	Andrew Ellis
Set up desktop emergency exercise	Mark Johannsen / Andrew Ellis
Landing fees – alternative ways of paying	Andrew Ellis