

# Meeting Notes

## Motueka Aerodrome – Operations and Safety Committee

*1 March 2017 – 1pm, Motueka Aero Club*

Present: Jeremy Anderson, John Richards, Stuart Bean (Chair), Tony Nikkel, Ben Wallace, Barry Eaton

Mike Drummond, Tasman District Council

In attendance: Jim Frater, Petrina Francis, Sandra Downs

### 1. Welcome and Apologies

The meeting started 1.15pm due to a safety incident that happened at the time the meeting was scheduled to start.

Apologies received from: Andrew Gillett

### 2. Minutes from last meeting

The minutes of the last meeting held 23 November 2016 were approved.

Moved John Richards/Jeremy Anderson - **CARRIED**

### 3. Actions from previous meeting:

The actions from the last meeting were reviewed.

**Draft process for Hangar applications** – This matter will be considered by the Advisory Group, as part of the Management Plan.

**Exercise Barrel Roll** - The safety incident today was considered a good exercise to test the emergency plan and process. Learnings from the incident will be incorporated into the review of the plan.

**Radio Calls** - The action item from last meeting was:

- each member talk to their teams to give some instructions on the protocol around radio calls - All
- Jeremy and Stuart will draft an email up to send to operators around this and provide information to the Aeroclub to put in their newsletter.
- radio use to be adequately covered off when the MOU is reviewed - All
- any incident at the aerodrome (005) must be notified to the Aerodrome Operator – (this was Gene Cooper, but is now Mike Drummond). - All

Jeremy and Stuart will action their item for the next meeting.

## **UAVs**

The action from the last meeting was:

- Paul Farrar to talk to Rhonda to confirm the current process for UAV requests to operate in the area of the aerodrome.
- Consider a procedure on the Council website explaining how to apply with a template to be completed.
- Suggest an article in Newsline to provide information to the community.

Sandra Downs is the new liaison for aerodrome matters, and will follow up on this.

## **Accessibility to Aerodrome**

Jim has not received any feedback from users on what they would like to see in terms of car, people etc access to the aerodrome. Jim clarified that this relates to aerodrome security and vehicle access, and is a safety issue. Group discussed the current signage (CAA restricted access signs) and decided they were adequate however the signs are quite old and faded.

Sandra to contact CAA to see if they can provide new ones. Stuart and John to advise Sandra how many are needed.

## **Safety issues**

John Richards mentioned two recent incidents. One involved an aircraft overrunning the runway, and the other was a burnt out car at the drag racing. A report was written and included comment on the burnt out car and sent to Sandra Downs. (Jim Frater confirmed that drag racing vehicle incidents are covered in the Emergency Plan under 'vehicle accident'). The group agreed that the Drag Racing Association, as a user of the aerodrome have a responsibility to debrief matters with the Operations and Safety Committee. As part of the review of the Terms of Reference for this group – Jim is proposing that the rep for the Drag Racing Association be included on this group, rather than the Advisory Group (as currently). This would mean that their reports would come to the Operations and Safety Committee.

Jeremy mentioned a Nelson aircraft operator and issues with his departures. John Richards offered to invite the offender to the next meeting and will find the contact details for this person and send to Petrina to invite.

Mike Drummond raised a serious concern that arose from the safety incident today. As Aerodrome Manager he asked that the plane not be moved until the CAA advised it was okay to do so. Unfortunately the pilot and helpers ignored this and moved the plane. The CAA clearly stipulates that the Aerodrome Manager can authorise the movement of the aircraft after they have been in touch with the CAA. There are two issues of concern: everyone needs to be clear on the right process, and the second issue is that the pilot ignored a direct instruction from the Aerodrome Manager, which should have consequences. Mike will confirm process with the CAA and undertake a full investigation into today's

incident which will likely involve communicating with the aircraft operator regarding the issue above.

Mike confirmed that he is currently the Aerodrome Manager until a new Property Manager is recruited. His contact details will be circulated to all for use while he is in this capacity.

#### **4. Emergency Plan Review**

John, Jeremy and Stuart have provided feedback on this. Stuart suggested another meeting to get together with Jim to work through the Emergency Plan as a separate session. Jim will arrange.

Group suggested that the Emergency Plan needs to be clear on the process for opening and closing the runway, and if the Aerodrome Manager is not available quickly to issue instructions to re-open, then a delegated person at the aerodrome could be the co-ordinator on their behalf.

#### **5. General Business**

Barry Eaton said the north eastern windsock needs to be moved as it is ineffective in the current position. He would like it relocated to the end of Marchwood Park road. The Committee undertook to investigate and see if relocation was necessary and if so, the best place to relocate the windsock to.

Cr Canton joined 1.48pm

#### **6. Date of next meeting – 24 May 2017**

The meeting closed at 1.51 pm.

Action items on following page.

## Action Items from this meeting

Action	Who
<p><b>Radio Calls – Action carried over from last meeting</b></p> <ul style="list-style-type: none"> <li>• each member talk to their teams to give some instructions on the protocol around radio calls - All</li> <li>• Jeremy and Stuart will draft an email up to send to operators around this and provide information to the Aeroclub to put in their newsletter.</li> </ul>	<p>All Jeremy/Stuart</p>
<p><b>UAVs – Action carried over from last meeting</b></p> <ul style="list-style-type: none"> <li>• Confirm the current process for UAV requests to operate in the area of the aerodrome.</li> <li>• Consider a procedure on the Council website explaining how to apply with a template to be completed.</li> <li>• Suggest an article in Newslines to provide information to the community.</li> </ul>	<p>Sandra</p>
<p><b>CAA Restricted Access signs</b> Sandra to contact CAA to see if they can provide new ones. Stuart and John to advise Sandra how many are needed.</p>	<p>Sandra Stuart/John</p>
<p><b>Safety Incident</b> Mike Drummond will confirm process with CAA and undertake full investigation into safety incident</p>	<p>Mike Drummond</p>
<p><b>Emergency Plan Review</b> Subgroup to work through the Plan and their feedback with Jim Frater at another session.</p>	<p>Jim to arrange</p>
<p><b>Relocation of north eastern windsock</b> Committee to investigate options for relocation.</p>	<p>All</p>