

AGENDA

Takaka Aerodrome User Group

03 March 2023, 3 pm – 4.30 pm
Aero Club, Takaka Aerodrome

1. Welcome by the Chair
2. Opening Karakia
3. Apologies
4. Minutes of the previous meeting – The 29 November 2022
5. Resolution that the Committee:
‘appoints Mr Ian Orange as the Chair of the Takaka Aerodrome User Group.’
6. Action items from the minutes of the previous meeting
7. Takaka Aerodrome Report
8. Takaka Aerodrome Financials
9. Operations and Safety Issues –
 - 8.1 Notam issued by Operators. Plane landed on closed runway.
 - 8.2 Contractor behaviour
10. General business
11. Next meeting date: 5 July 2023
12. Closing Karakia

Takaka Aerodrome User Group

Tasman District Council

Date and Time: 29 November 2022 at 3 pm

Venue: Takaka Aerodrome Aero Club

Present: Ian Orange (Chair)
Richard Molloy, Mit Brereton, Murray Bensemman, Shane Fleming

In attendance: Stephen Batt (Enterprise Portfolio Officer).

Apologies: Cr Chris Hill, Nick Chin (Property and Enterprise Manager), (Christina Ewing Enterprise Portfolio Officer), Luke Jacobs.

Meeting opened at 3 pm

1. Welcome

The Chair welcomed everyone to the meeting.

2. Apologies

That apologies be received from those noted above.

Moved: Mit Brereton **Seconded:** Ian Orange

Carried

3. Minutes of last meeting – 9 September 2022

The 9 September 2022 minutes were confirmed by the Chairperson and Chief Executive under Standing Order 27.4, therefore there are no minutes for confirmation.

4. Action items from the previous meeting

The action items were updated, and the following items discussed:

Action	Status	Assigned to:
Straighten out the fences when the weather is drier	Ongoing	Luke Jacobson

Liaise with Jim Frater re emergency exercise scenario	Ongoing	Stephen Batt
Update AIP	Ongoing	Stephen Batt

5. General Business discussed

Gyrocopter accident at Motueka discussed and learnings from that.

Tabled report on Hood Aerodrome Accident report discussed and implication to Takaka and any areas available for improvement were discussed.

Redevelopment plans for the Aerodrome were discussed. Decided that Golden Bay Air to finalise hangar/terminal redevelopment and this will set parameter for taxiway return to southern end of the sealed runway.

6. Runway Works

The issues with the runway were discussed. Users have continued concerns around the quality of work completed under the contract. Stephen Batt raised that some of the work was beyond the scope of the contract and it has not been well managed between the differing groups involved. The FXG work to be let to Solly's will include a User Group member as part of the supervision of the contract.

Northern End works – Stephen to chase up Sandsealing under the Fulton Hogans contract with the Project Manager.

Meeting closed at 4.00 pm

Next meeting: – To be confirmed (March 2023)

Action Log – 2 June 2022

Action	Assigned to:
Straighten out the fences when the weather is drier. Tasman District Council to provide instruction and payment of materials to facilitate tidying of fencing.	Luke Jacobson
An emergency scenario will be replaced with an Emergency Meeting that walks through airfield and access, including FENZ and Ambulance onsite.	Stephen Batt

<p>Takaka Aerodrome Management Plan, Safety Plan updated with latest contacts. Ian Orange added as a Duty Person and note that Ian has the authority to issue NOTAMs in the advent of Council Staff not being available. All users to confirm locations of onsite emergency equipment (AEP – Appendix 7) as to be true and accurate <u>to be completed by the 9th of December.</u></p>	<p>User Group and Council Staff</p>
<p>Small section of fencing from airfield gate back to Aero Clubrooms to be replaced with timber rails fence. TDC to pay for materials, to be supplied through ITM, and committee to provide labour.</p>	<p>User Group and Council Staff</p>
<p>AIP plate to be updated to include rotor area, being to the West of Mit's hangar.</p>	<p>Stephen Batt</p>
<p>Grounds maintenance contractor to be monitored and see how effective spraying was. Decided that wherever possible local contractors provide a better outcome as it allows for reactive responses over just planned maintenance. Mike Page, Delta and Nelmac proposed as potential local options for spraying.</p>	<p>Stephen Batt</p>
<p>Ezisweep to be engaged to sweep sealed runway.</p>	<p>Stephen Batt</p>
<p>Users inputted development plans for apron/taxiway to be scanned and circulated.</p>	<p>Stephen Batt</p>
<p>Northern end of runway and sand sealing to be chased up with Fulton Hogan. Additional FXG work to Solly's with Ian Orange to assist with committee representation to ensure works are fit for purpose.</p>	<p>Stephen and Ian</p>

Takaka Aerodrome – Managers Report March 2023

- 1.1 Revenue is slightly above budget (YTD Jan 2023).
- 1.2 Costs are over budget by \$10,000 due to increased maintenance costs with spraying, rubbish removal and insurance costs, which have all increased. We also engaged with consultants to survey the Aerodrome.
- 1.3 As a result, EBIDTA is \$7,000 behind budget.
- 1.4 Opportunity

Enterprise was approached by New Zealand Aviation Academy (NZAA) as to options for operating out of Motueka. Management set out the reasons why Motueka was not suitable but highlighted the strength of Takaka. NZAA has been operating out of Nelson but are likely to hit a ceiling with operating at such a busy port in controlled airspace.
- 1.5 The introduction of a flying school to Takaka would likely make the Aerodrome financial self-sustaining. It would come with additional costs but would allow for further capital works to be completed to improve the Aerodrome.
- 1.6 Research on international pilot training shows a 4:1 contribution to the economy against the fees charged, effectively \$4 to the local economy versus \$1 fees charged. If this was to progress there would be a pilot programme of 5 students through the winter season, to remove any concern around accommodation pressures.
- 1.7 The continuing closure of the Heaphy Track has meant that the tenant and business owner will be selling his business. The tenant operates his business from a hangar and lives in the residential house.
- 1.8 Runway repairs have concluded with Solllys rolling the edge of the sealed runway and remedying the corners at the intersection of the two runways. This has been corrected with FXG and rolled. The feedback from the users has been positive on the works.
- 1.9 Tasman Bay Contracting were engaged end of November 2022 to complete a large spray of the Aerodrome. Council would now like to initiate a regular maintenance plan. Several contractors since have provided quotes. Thank you to the users for the help in providing contacts with local contractors.
- 1.10 CAA have followed up on their meeting and require a full OLS survey of the Aerodrome. This has been scheduled and instructions to a registered surveyor are being prepared. It is anticipated that this work will be completed in the next two months.

Once the OLS survey has been completed then the CAA will require notification of all significant changes and activations at Takaka Aerodrome since the CAA Act came into force in 1990. The requirements are set out under obligations in CAA Part 157 Notice of Construction, Alteration, Activation, and Deactivation of Aerodromes.

A letter detailing the OLS survey, along with all hangar construction, demolition and runway extensions will be provided. The extension of the crosswind runway will also need to be formally notified.

Takaka Aerodrome
For the year to January 2023

Profit and Loss	Year to Date				Actual Jan 2022	Year End			YTD % Total Budget	
	Actual Jan 2023	Budget Jan 2023	Variance \$	Variance %		Forecast Jun 2023	Budget Jun 2023	Variance \$		Actual Jun 2022
REVENUE										
General rates	46,132	46,130	2	0%	31,162	0	79,084	(79,084)	53,420	58%
Lease income	18,370	14,420	3,950	27%	18,370	0	24,725	(24,725)	26,028	74%
Landing fees	3,179	3,822	(643)	-17%	3,398	0	6,550	(6,550)	5,279	49%
Other income	468	763	(295)	-39%	437	0	1,310	(1,310)	864	36%
Interest received	0	0	0	0%	0	0	0	0	430	0%
Share of council investment income	0	0	0	0%	0	0	0	0	0	0%
Total revenue	68,149	65,135	3,014	5%	53,367	0	111,669	(111,669)	86,022	61%
EXPENSE										
Personnel costs	5,629	2,205	(3,424)	-155%	1,624	0	3,777	3,777	3,760	149%
Maintenance	8,643	4,277	(4,366)	-102%	7,056	0	7,333	7,333	24,311	118%
General operating costs	6,977	7,189	212	3%	14,259	0	12,315	12,315	15,856	57%
Professional fees	0	609	609	100%	0	0	1,048	1,048	0	0%
Overheads	10,533	7,105	(3,428)	-48%	3,635	0	12,183	12,183	7,243	86%
Total expense	31,782	21,385	(10,397)	-49%	26,574	0	36,656	36,656	51,168	87%
EBITDA	36,367	43,750	(7,383)	-17%	26,793	0	75,013	(75,013)	34,853	48%
Depreciation	(30,066)	(40,173)	10,107	25%	(30,072)	0	(68,875)	68,875	(51,542)	44%
Interest expense	(2,077)	(3,577)	1,500	42%	130	0	(6,140)	6,140	0	34%
Surplus/(deficit)	4,225	0	4,225	0%	(3,149)	0	(2)	2	(16,689)	-211227%
OTHER COMPREHENSIVE REVENUE AND EXPENSE										
Asset revaluations	0	0	0	0%	0	0	0	0	0	0%
Total comprehensive revenue and expense	4,225	0	4,225	0%	(3,149)	0	(2)	2	(16,689)	-211227%

Takaka Aerodrome
For the year to January 2023

Activity Balance Movement	Year to Date					Year End				YTD % Total Budget
	Actual Jan 2023	Budget Jan 2023	Variance \$	Variance %	Actual Jan 2022	Forecast Jun 2023	Budget Jun 2023	Variance \$	Actual Jun 2022	
EBITDA	36,367	43,750	(7,383)	-17%	26,793	0	75,013	(75,013)	34,853	48%
Interest expense	(2,077)	(3,577)	1,500	42%	130	0	(6,140)	6,140	0	34%
Capital expenditure	(212,832)	(81,000)	(131,832)	-163%	(48,798)	0	(325,005)	325,005	(137,745)	65%
Dividends	0	0	0	0%	0	0	0	0	0	0%
Loan repayments	(4,092)	(7,210)	3,118	43%	(1,377)	0	(12,362)	12,362	(2,080)	33%
Asset sales	0	0	0	0%	0	0	0	0	0	0%
Loans raised	105,397	156,625	(51,228)	33%	39,368	0	268,492	(268,492)	63,276	39%
Net movement	(77,236)	108,588	(185,824)	(2)	16,116	0	(2)	2	(41,696)	3861812%
Opening balance	56,441	(5,852)	62,293	-1064%	17,136	0	(10,030)	10,030	17,136	-563%
Closing balance	(20,796)	102,736	(123,532)	-120%	33,252	0	(10,032)	10,032	(24,559)	207%

Balance Sheet	Year to Date					Year End				YTD % Total Budget
	Actual Jan 2023	Budget Jan 2023	Variance \$	Variance %	Actual Jan 2022	Forecast Jun 2023	Budget Jun 2023	Variance \$	Actual Jun 2022	
ASSETS										
Activity surplus	0	102,736	(102,736)	-100%	33,252	0	0	0	0	0%
Land	1,824,000	1,824,000	0	0%	1,824,000	1,824,000	1,824,000	0	1,824,000	100%
Improvements & equipment	1,111,112	969,173	141,939	15%	860,869	928,346	1,184,476	(256,130)	928,346	94%
Total assets	2,935,112	2,895,909	39,203	1%	2,718,121	2,752,346	3,008,476	(256,130)	2,752,346	98%
LIABILITIES										
Activity overdraft	20,796	0	(20,796)	0%	0	0	10,032	10,032	24,559	0
Term borrowings	198,529	287,917	(89,388)	-31%	74,017	0	493,570	(493,570)	97,223	(0)
Total liabilities	219,324	287,917	68,593	-24%	74,017	0	503,602	503,602	121,783	(0)
Total net assets	2,715,788	2,607,992	107,796	-4%	2,644,103	2,752,346	2,504,874	247,472	2,630,563	0
EQUITY										
Accumulated equity & reserves	2,715,788	2,607,992	107,796	4%	2,644,103	2,752,346	2,504,874	247,472	2,630,563	108%
Total equity	2,715,788	2,607,992	107,796	4%	2,644,103	2,752,346	2,504,874	247,472	2,630,563	108%