

# **PUBLIC AGENDA**

## **Motueka Aerodrome Operations and Safety Meeting**

**11 October 10.00– 12.00 pm**

### **Motueka Aero Club**

1. Opening, Welcome
2. Apologies

That the apologies be received.

Move:

Second:

**Carried**

3. That the minutes of the Motueka Aerodrome Operations and Safety meeting held on 12 July 2023, be confirmed as a true and correct record of the meeting.

Mover:

Second:

**Carried**

#### 4. Action items from the minutes of the previous meeting

Action	Status	Assigned to:
A large area of loose stones needs to be returned by the fuel pump. (Northern side of the pump).	Discussions have progressed with roading, budget seems to be available. Scope of job and budgets are being discussed.	Christina Ewing
Diamond Grid Check	It was expressed from the group the area was not so muddy and action could be removed.	Christina Ewing
AIP for Motueka to be updated with Taxiways and protocols- <a href="#">Bring draft AIP to next meeting.</a>	Ongoing – Mark Woodhouse offered to help Mr Batt if needed.	Stephen Batt
MOU to be updated with current users and reflect any other necessary changes	The document would be recirculated with separate back sign off sheet.	Christina Ewing
Trim Oak trees between FENZ and NAC	Ongoing	Christina Ewing
Speak to Council planners regarding is it possible to have a noise plan boundary for the aerodrome.	Ongoing	Stephen Batt

5. Motueka Aerodrome Managers' Report
6. NZ Post Concept Design
7. Noise Management – No new noise complaints were received.

8. College Street concept plan
9. Health & Safety – Inspection Report
  
10. That the Motueka Aerodrome Operations and Safety Committee receives the Motueka Aerodrome Managers' report.

Move:

Seconder:

**Carried**

12. General Business

Meeting ended:

# Motueka Aerodrome Operations and Safety Committee

## Tasman District Council

**Date and Time:** 12 July 2023 at 10 am

**Venue:** Motueka Aero Club

**Present:** Stuart Bean (Chair)

Jackie Day (NAC), Gregory Wood, John Richards, Bruce Broady, Mark Woodhouse, Kevin Bedford, Carlton Campbell (CAA).

**In Attendance:** Stephen Batt (Senior Enterprise Officer) and Christina Ewing (Enterprise Officer and meeting scribe).

**Apologies:** James Meldrum (Inflite), Brad Keay (NAC), Mark Stagg (Argus Aviation Ltd), Nick Chin (TDC) and Giles Whitney (NAC).

### Meeting opened at 10 am

#### 1. Welcome

The Chair welcomed everyone to the meeting. Mr Batt opened the meeting with a karakia.

#### 2. Apologies

James Meldrum (Inflite), Brad Keay (NAC), Mark Stagg (Argus Aviation Ltd), Nick Chin (TDC) and Giles Whitney (NAC).

That the apologies be accepted for the Motueka Aerodrome Operations and Safety Meeting.

**Moved:** John Richards **Seconded:** Kevin Bradford

**CARRIED**

#### 3. Minutes of the last meeting – The 14 March 2023 minutes are a true and correct record of the meeting.

**Moved:** Gregory Wood **Seconded:** Jackie Day

**CARRIED**

#### 4. Reappointment of Chair

That the Motueka Aerodrome Operations and Safety Meeting reappoints Mr Stuart Bean as Chair of the Committee.

**Moved:** Gregory Wood **Seconded:** Jackie Day

#### 5. Action items from the previous meeting

The action items discussed and updated (updated action log at end of minutes).

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## 6. Operations and Safety Issues

### **Health and Safety**

An article was placed in the Council's Newline publication titled:

**'Keep safe at Aerodromes'**. It was designed to inform the public that aerodromes were operational areas and not to enter without permission.

Fencing had been secured around the aerodrome, though users did bring up that some fencing needed to be looked at over on the Reserve area.

Users were happy with the mowing contractor; however, grass did get too long last spring. Mr Batt informed the group he would relook at the mowing schedule for that month.

### **CAA Update**

Mr Campbell from the CAA, updated the group that the CAA was launching a new safety campaign, named 'Work together, Stay Apart'. This is to reduce the likelihood of mid-air accidents and the number of near collision and air proximity events within the circuit of unattended aerodromes.

The focus is on communication and reset the standard on radio calls;

- Clear
- Concise
- Complete
- Consistent

It will be an 1.5 to 2-year campaign, it will include video resources available regarding unattended airfields and training.

The Chair thanked Mr Campbell for the update.

### **Designation of the aerodrome**

Mr Batt mentioned that it would be good to be able to rezone both aerodromes to an airport zone, as this would help facilitate developments. Users asked if the aerodrome could be identified as a strategic asset for the district, especially in terms of emergency.

### **Noise Complaints**

Mr Clifton had complained to Council, regarding the noise coming from the aerodrome, in particular, the operations of inflite. Mr Bean replied that the climb area for inflite is out by the Mt Campbell area (where Mr Clifton is located) and the company has permission to do this. He stated that he has offered to meet with Mr Clifton, he has also offered flights and tried varying the flight path as much as he can. It was asked by Mr Bean; if it would be possible to ascertain a noise plan boundary with the Council planners. Mr Batt would follow this up.

As Operators the Council monitor aircraft noise complaints and follow up these complaints with the users. We have updated our registry of complaints, so it is more functional and would like to be notified if a user receives a complaint directly. These need to be discussed regularly and as mentioned in the aerodromes MOU, 'Fly Neighbourly' rules, should continue to be implemented.

### **Resource Consent for adjacent property**

The Resource Consent for the land user adjacent to Motueka Aerodrome has closed. There have

been many submissions both for and against the consent, 208 in total. A public hearing is to be scheduled with submitters provided the opportunity to speak to their submissions.

54 Green Lane and the newly erected structure. The CAA has initiated an investigation regarding the structure. Compliance staff have been around to inspect the premises, including land use and if a building consent was acquired. Iwi consultation also seems to be missed by Ruru homes, judging by the submission from Whakatu Incorporated, which is concerning. All submissions are available on the Tasman District Council website.

The Users expressed concern that Mr Huelsmeyer does not follow any of the processes, which could endanger the safety of trainee and other pilots.

### **Power**

The ongoing issue of power to the western end of the aerodrome was discussed. Initially it was thought a good infrastructure upgrade. However, after discussion at the meeting, the existing users were not prepared to contribute to the upgrades, as the cost was too much. It also seems that some of the users that have shown interest in building hangars at the western boundary, also do not wish to contribute. Mr Batt would get quotes, however, if users were not wanting power or willing to contribute something to the costs, it sounded like this project would not continue.

That led the group to discuss hangar developments. It was mentioned the process for obtaining information regarding new hangar builds should be easier. A information pack should be developed clearly outlining the process and costs.

Mr Batt would speak with John Richards over this.

A User brought up the last Drag Races meeting that happened over Easter. They wished to use the aerodrome at the last met. They state, they could not get through to Mr Maguire to gain permission. Staff responded that Mr Maguire is very experienced and holds a cellphone and is available on the Motueka aerodrome radio frequency. He had noted in his post event report that Inflight were the only operator on the day flying and that two other itinerant aircraft were picked up by radio when calling to land at Motueka but were turned away.

Mr Maguire has coordinated flights between drag races and Inflight more recently, which has worked. This decision was not designed to allow all flights or recreational users access to the airfield when a drag meet is on.

It was decided that Operators could look at;

- a) the length of the NOTAM; and
- b) the communication process for prior approval

Succession planning was also discussed. Mr Mark Woodhouse offered to work along Mr Maguire, in an event he wished to retire from the role. Mr Woodhouse could step in.

### **Opportunities**

Nelson Airport were not renewing hangar leases, this decision has caused interest in applications for hangar owners wanting to relocate their hangars to Motueka Aerodrome, it could also have an effect on Takaka.

Mr Batt outlined to the group that operating costs had gone up at the aerodrome considerably. It was considered that an updated financial costing exercise was needed, to ensure current charges were up to date.

The bus shelter was removed from the reserve area. This was requested by the Lions Club who wished to relocate it to a better used area.

### **Memorandum of Understanding (MOU)**

The group discussed the MOU that had been updated and circulated to users previously. The Users had no objections to the MOU and were ready to sign. As some people needing to sign had not attended the meeting. Ms Ewing would get the final version, with a separate signing sheet out to the named users in the document.

Mr Batt will also be updating the aerodrome's AIP and will be working with Mr Woodhouse regarding this.

### **Emergency Procedures**

Mr Batt outlined that there were two options for ensuring that emergency procedures were current, and services were informed.

1. A full Simulated crash scenario; or
2. Regular onsite engagement over a three-year cycle with Emergency agencies such as FENZ, St Johns and Police involved. On the third year a full crash scenario can be replicated.

Users agreed with the second approach was better as it kept emergency services up to date on a more regular cycle.

### **7. General Business**

No further items were discussed, and Mr Batt closed the meeting with a karakia.

**The meeting closed at 11.34 am.**

**Next meeting:** – 8 November 2023

### Action Log – 12 July 2023

Action	Status	Assigned to:
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Diamond Grid Check	It was expressed from the group the area was not so muddy and action could be removed.	Christina Ewing
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Trim Oak trees between FENZ and NAC	Ongoing	Christina Ewing
Speak to Council planners regarding is it possible to have a noise plan boundary for the aerodrome.	Ongoing	Stephen Batt



## **Motueka Operations and Safety Committee Manager's Report October 2023**

### **Motueka Aerodrome**

#### **Health and Safety**

- 1.1 Gate on the western access road was damaged through a vehicle. The gate has been straightened and rehung.
- 1.2 Monthly inspection reports have been received by Jackie Day. Staff are engaging with contractor to go ahead with repairs. (Fence work and general maintenance)
- 1.3 Fence between the Broady hanger and Aeroclub is being left open. If you use this fence, please ensure you close and lock it afterwards.

#### **Operations**

- 1.4 Mowing and maintenance – general discussion over contractor performance

#### **Risk**

- 1.5 OLS is currently being updated between Mark & Stephen. Mark to table draft changes. Tree removed and updated survey to form part of next update. This is to be prioritised given being actively pursued against Aerodrome.
- 1.6 The runway is going to need to be closed for two hours for pavement testing. The current AIP used the old format for runway classification and tests need to be completed to update this to the new format. It is anticipated to be later October.
- 1.7 Simon Lockie has been engaged to complete a full safety audit for both Motueka and Takaka Aerodromes. This work will commence later this month.
- 1.8 CAA have made a statement that the existing and proposed buildings at 54 Green Lane are not deemed a hazard. The Aerodrome has challenged this as both the existing structure, irrespective of Relative Ground Levels, will fall within the Part 77 1:50 assessment. The Resource Consent application has a greater height building being proposed.

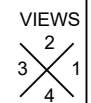
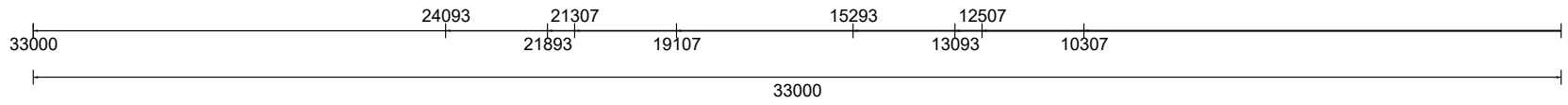
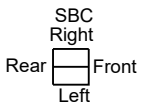
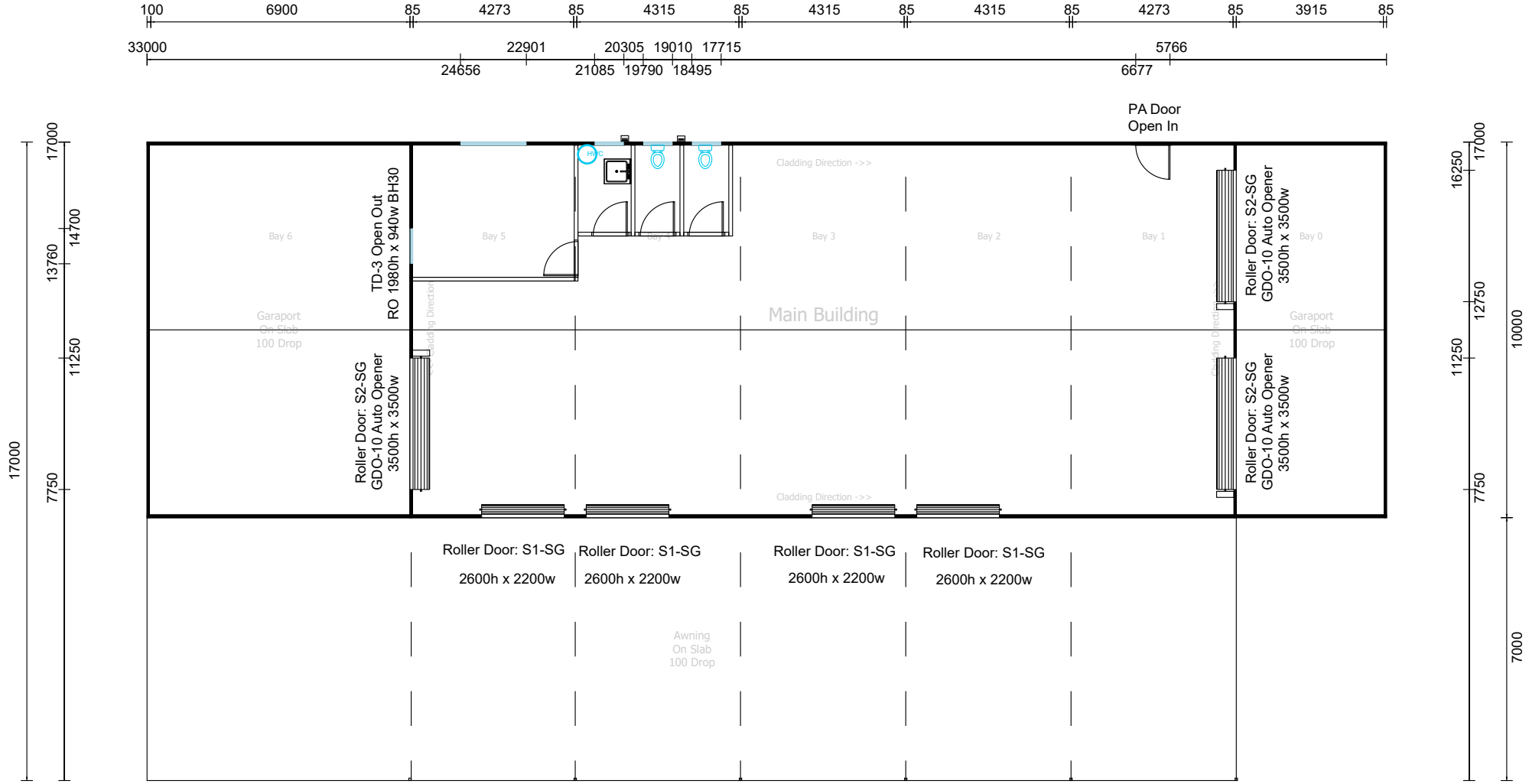
#### **New initiatives**

- 1.9 Capital works programme. Runway budget is retained and pavement testing team to provide condition report to inform planned resealing.
- 1.10 NZ Post have supported the construction and leasing of a new premises. A proposal will be put to Council and then a Resource Consent applied for. This is located adjacent to the Inflight hanger and is on the Commercial area as consulted on.
- 1.11 Agreement for lease of land for Bruce Broady hanger has been agreed for lodgment of a Resource Consent.

#### **Aerodrome Developments**

- 1.12 Bruce Broady has been offered a site for his large 25 x 21 metre hangar. It will be located at the far end of the western side of the runway. The site area will comprise 31 metres wide and 30 metres deep. The front will be aligned with the recent Deltag hanger and will extend to the rear, however, room for access and carparking remains. Rental will be set via a Registered Valuation on an unpowered site basis. This will set a reference point for ground rentals.

1.13 College Street Carpark – Council has decided to improve the potholes and water pooling issue alongside College Street. Plans and a draft concept design have been tabled. It was also mentioned that trucks use this area for parking before heading into the township. With the new design and vertical lines painted, it should deter them.



Project No.: 2798117



Totalspan Nelson  
23 Stratford Street  
Richmond  
7020  
03 541 0607  
nelson@totalspan.co.nz

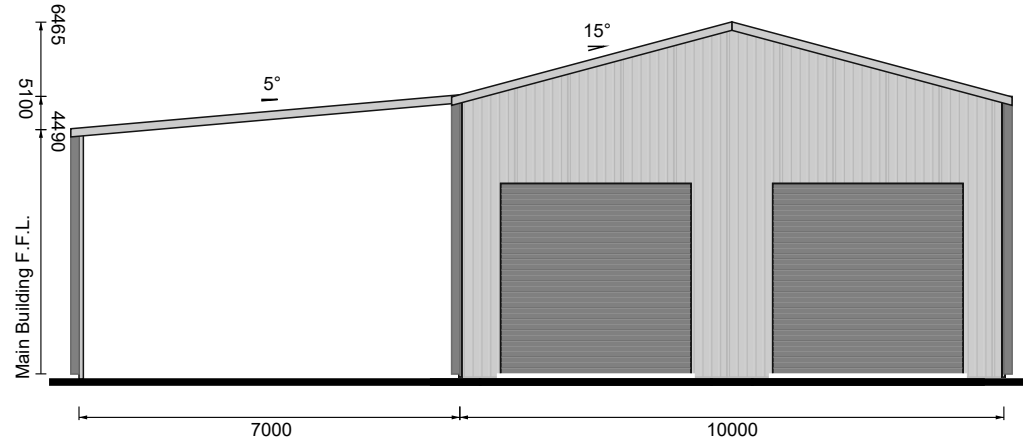
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23 Tudor Street  
Motueka  
7120

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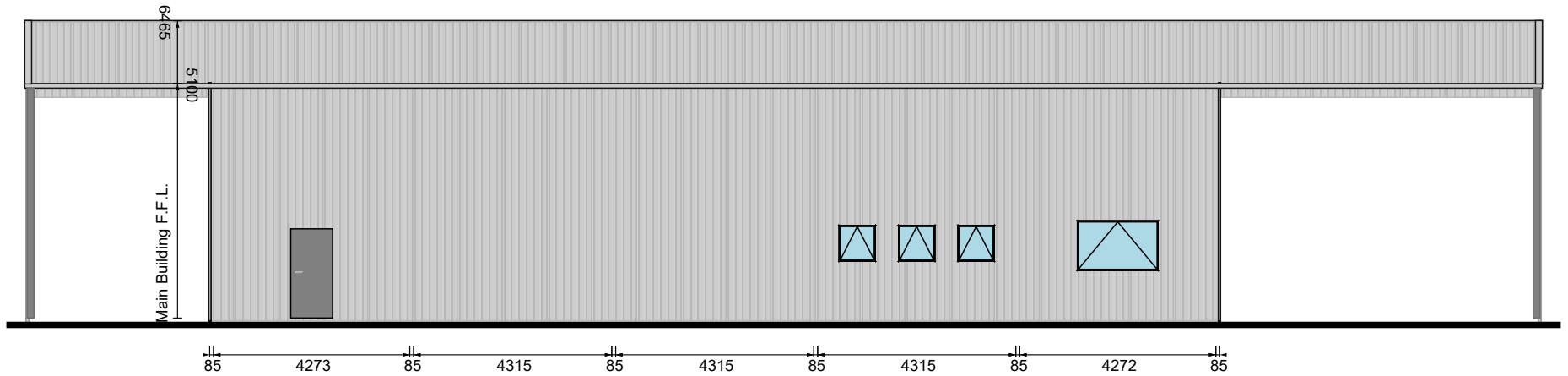
## ARCHITECTURAL DETAILS FLOOR PLAN

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CONTRACTOR TO CONFIRM ALL DIMENSIONS ON SITE AT TIME OF CONSTRUCTION

VIEW 1



VIEW 2



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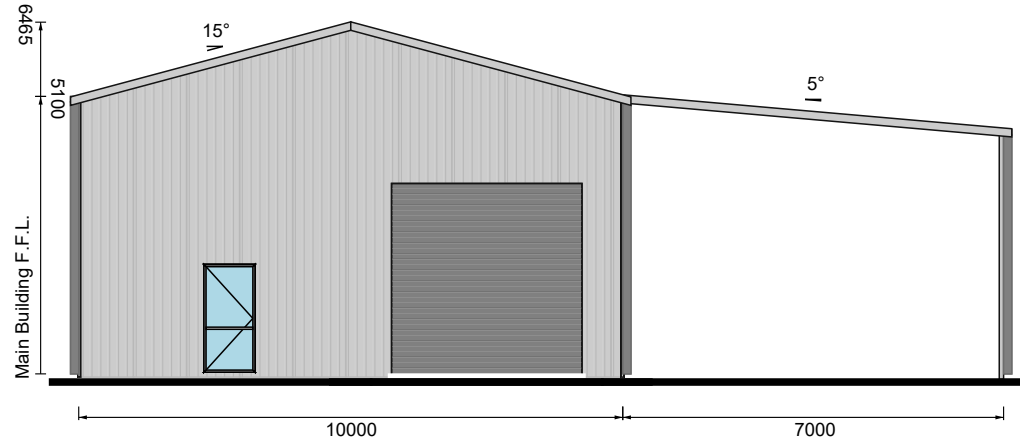
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 Motueka  
 7120

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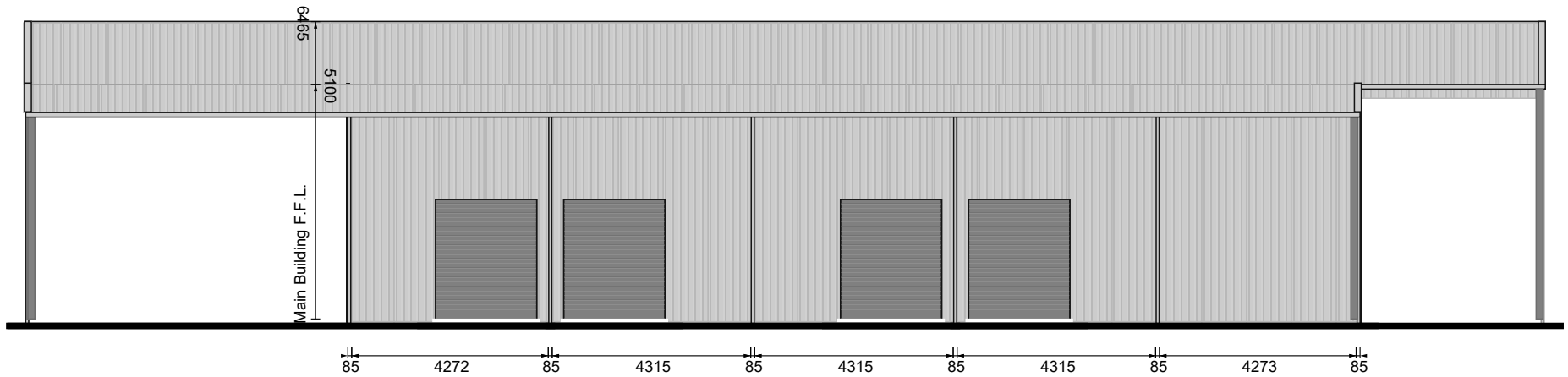
**ARCHITECTURAL DETAILS  
 ELEVATIONS**

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VIEW 3



VIEW 4



Project No.: 2798117



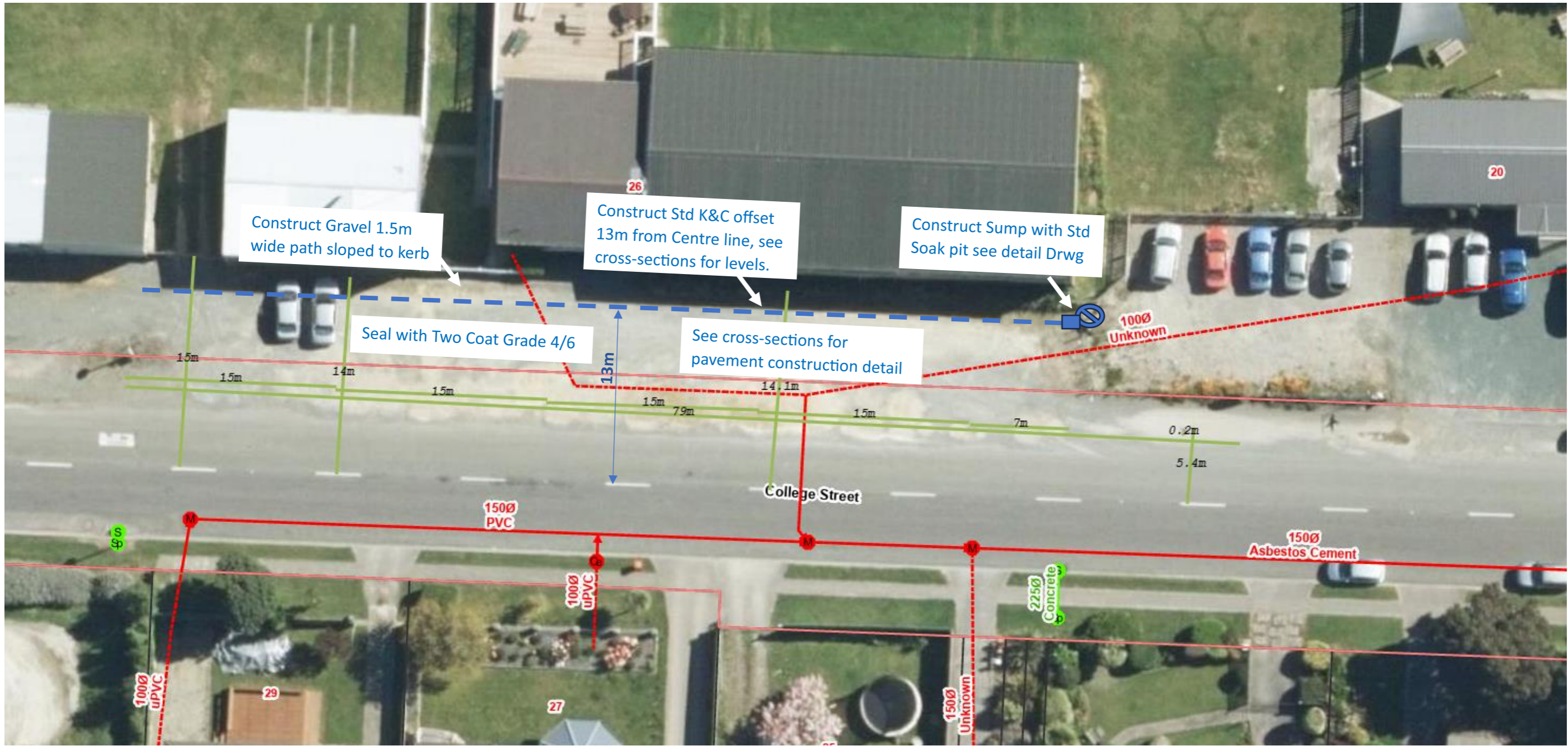
Totalspan Nelson  
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For: NZ Post, Attn: James Clayton  
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Scale: 1:139

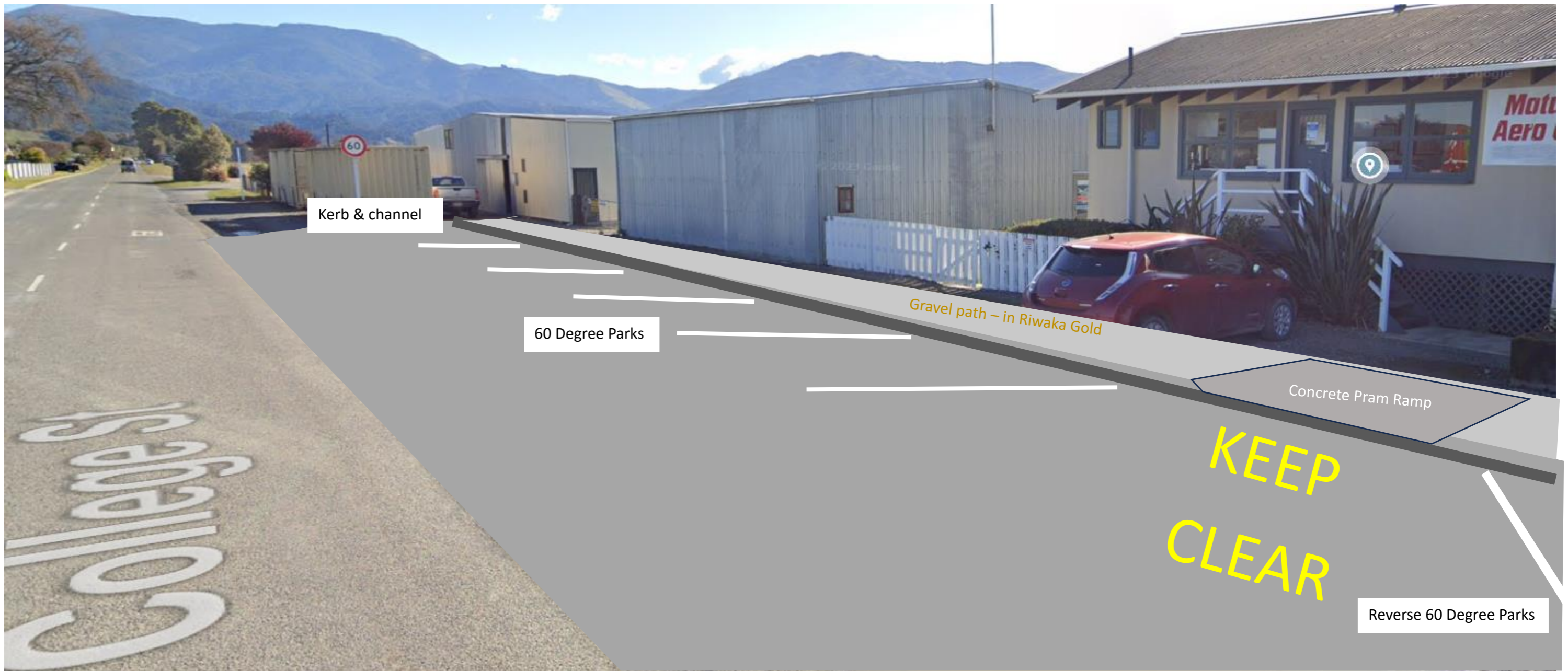
**ARCHITECTURAL DETAILS  
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Scale 1:250

## College St Carpark - Motueka Aero Club



Concept drawing looking westward.

# Motueka Aerodrome

**Due Date** 23/05/2023

**Checked By** Jackie Day (Volunteer Worker)

**Location** Finance → Enterprise Portfolio

**Subject** Motueka Aerodrome Inspection














**Description** Visual inspection of Motueka Aerodrome.

**Completed Date** 23/05/2023

**Pass Rate** 21/28 (75%)

No.	Item	Status	Score	Response	Comments
<b>1</b>	<b>Inspection details:</b>				
1.1	Location:		Not set		
<b>2</b>	<b>Runway &amp; airfield</b>				
2.1	Edges for drainage:		Not set		Some boggy patches near entrance to Inflight aircraft hangar in SE corner and North entrance by 20 threshold. Monitor through winter. May require action.
2.2	Surface cracking (new):		Not set		No new cracking found however runway edge will need ongoing spraying to prevent damage to the edge of the seal. Recommend regular spraying is kept inline with grass growth habit.
2.3	Vegetation along runway edges:		Not set		See previous comment.
2.4	Comments paved areas:		Not set		
2.5	Hazardous ruts, humps, depressions, unusual surfaces:		Not set		Still large undulations in main taxiway at Southern end. See previous reports.
2.6	Holes in grass:		Not set		
2.7	Condition and length of grass:		Not set		Generally good. However Western grass has some long areas. Mid calf length grass.
2.8	Vegetation growth affecting drainage:		Not set		




2.9	Check markings for clarity:		Not set	Northern marker board needs a coat of paint and weeds removed. Unclear markings could result in pilots confusing taxiways and grass runway.
				
2.10	Current colour coding:		Not set	
2.11	Blasting, chipping fading or obscurity due to rubber build up:		Not set	20 threshold markings quite dark with rubber build up. See photo attached. Very good contrast at Southern end. Northern markings noticeably obscured.
				
2.12	Markers in correct position and in good condition:		Not set	See previous comments re marker boards.
				
2.13	Signs present and in good order:		Not set	Signs still to be collected by contractor from NAC. Northern entry gate sign needs replacement.
2.14	Comments markings and signs:		Not set	See previous comments.
2.15	Check any new unreported obstructions (cranes, masts, ballons etc.) that may infringe obstacle free surfaces:		Not set	Crane hazard advised to CAANZ 15/04/23. Further possible building hazard noticed and advised to CAANZ 18/05/23.
2.16	Comments obstructions:		Not set	
<b>3 Security</b>				
3.1	No unauthorized persons or vehicles airside:		Not set	
3.2	Access ways clear and operational:		Not set	

3.3 Fences secure and in good order:  Not set

Repairs noted at Southern and Eastern boundary fence. One area next to Inflight hangar remains unsecured. See photo attached. This borders on an area that sees regular use by dog owners. Could allow easy access to the movement areas by a dog.




3.4 Gates present and secure:  Not set

3.5 Comments public protection:  Not set

#### 4 Wildlife

4.1 Check for presence of dead birds:  Not set

4.2 Report potential wildlife or bird threats:  Not set

4.3 Comment wildlife hazards:  Not set

Only two pairs of plovers observed. Keeping the Western grass length under control will help with bird control.

#### 5 Windsocks

5.1 Check windsocks serviceable:  Not set

5.2 Area clear and visible:  Not set

5.3 Mast upright, swings freely:  Not set

5.4 Comments Windsocks:  Not set

Signature



Jackie Day (Volunteer Worker)

## Photos and Videos



**Check markings for clarity:**



**Check markings for clarity:**



**Blasting, chipping fading or obscurity due to rubber build up:**



**Blasting, chipping fading or obscurity due to rubber build up:**



**Blasting, chipping fading or obscurity due to rubber build up:**



**Markers in correct position and in good condition:**



**Fences secure and in good order:**



**Fences secure and in good order:**



**Fences secure and in good order:**

*No Locations*

## Activity Log

**Activity**

Submitted

**Person**

Jackie Day (Volunteer Worker)

**Date**

23/05/2023 12:05:45