

That the Motueka Aerodrome Operations and Safety Committee receives the Motueka Aerodrome Managers' report.

Move:

Secunder:

6. General Business

- Discuss Terms of Reference review. Review due every 3 years and previous TOR is dated May 2020. Changes need to be agreed by Council Resolution.

7. Closing Karakia

Meeting ended:

Next Meeting – 9 October 2024

Motueka Aerodrome Operations and Safety Meeting Minutes

Tasman District Council

Date and Time: Wednesday 13 March 2024 at 10am

Venue: Motueka Aero Club

Present: Stuart Bean (Chair)
Jackie Day (NAC), Brad Keay (NAC), Mark Stagg (Argus Aviation Ltd),
James Meldrum (Inflite), Greg Wood

In Attendance: Stephen Batt (Senior Enterprise Officer), Kathy Ktori (Property Assets Officer and meeting scribe)

Apologies: Giles Witney, Mark Woodhouse, Nick Chin

That the apologies be received.

Moved: James Meldrum **Seconded:** Jackie Day

1. **That the minutes of the Motueka Aerodrome Operations and Safety meeting held on 11 October 2023, be confirmed as a true and correct record of the meeting.**

Moved: James Meldrum **Seconded:** Jackie Day

2. **Action items from the minutes of the previous meeting**

Action	Status	Assigned to:
Sealing parking verge outside Aeroclub and drainage issues.	In Progress	Stephen Batt
AIP for Motueka to be updated with Taxiways and protocols- Bring draft AIP to next meeting.	Ongoing – Mark Woodhouse will give Stephen Batt some suggestions. Work in progress.	Stephen Batt/Mark Woodhouse
MOU to be updated with current users and reflect any other necessary changes	Has been recirculated with separate back sign off sheet, waiting on some signatures.	Completed
Speak to Council planners regarding is it possible to have a noise plan boundary for the aerodrome.	Ongoing	Stephen Batt

- AIP for Motueka to be updated with taxiways and protocols – Stephen to bring draft AIP to next meeting. Mark Woodhouse to give Stephen some suggestions. Work in progress.
- MOU to be updated – completed and Stephen to reconcile.

3. **Motueka Aerodrome Managers' Report**

That the Motueka Aerodrome Operations and Safety Committee receives the Motueka Aerodrome Managers' report.

Discussions and questions included:

- Downer runway inspection report. Stephen to feed back once received.
- Simon Lockies compliance audit. Stephen to share with committee member.

- Construction of hangars. When a new hanger is built the surrounding land should be returned to its original state. Concern was raised that this was not the case recently. Stephen to follow up with recent tenant reground conditions post hanger construction.
- Discussion on recent noise complaints.

Moved: Mark Stagg

Seconded: Greg

4. Noise Management – Inflight

Discussions and questions included:

- Inflight met with council representatives last week and will again this week.
- Aircraft needing to increase their power to become airborne.
- Suggestion to engage an expert aviation lawyer to deal with the noise complaints.

5. Runway Strength Test

Discussion and questions included:

- Why did we need to perform this test? Stephen responded that CAA contacted The Council with the published weight in the AIP being inaccurate. Due to complaints from members of the public we needed more accurate data. Due to up to date data in the report we are now in a stronger position to make informed decisions.

6. Health & Safety - NDRA Incident

Discussion and questions included:

Vehicle accident at the recent drag races. Dirt, grass and divets replaced. Stephen mentioned that he had had a meeting with Jim Maguire who had no concerns. All internal processes worked well but there was suggestion on better communication to the operators when there is an incident such as this. Inflight also suggested they perform a walk around after the races.

7. Drag Racing Discussion

Discussion and questions included:

- Runway sweeping and debris left after this. Most of the debris usually in the grass verges. Debris has been found before the races also.
- Creation of group message to commercial operators when there has been an incident as email too slow. Stephen to talk to Jim about this.
- Discuss with Mark that Inflight are now not operating during drag race days therefore reducing the health & safety risk he was concerned about.
- Suggestion to install temporary closure markers / crosses at each end of the runway when drag races in action as well as in the event of an aircraft accident / incident causing the runway to be closed.

AC139-7 & AC91-15

5.8 Visual aids for denoting restricted use areas Closed runway or taxiway.

- 5.8.1 A marking or markers should be displayed on a runway or taxiway, or portion thereof, which is permanently closed to the use of all aircraft.
- 5.8.2 A marking or markers should be displayed on a temporarily closed runway, taxiway, or portion thereof.
- 5.8.3 When a runway, taxiway, or portion thereof is permanently closed, all normal runway and taxiways markings should be obliterated.
- 5.8.4 Lighting on a closed runway or taxiway or portion thereof should not be operated, except as required for maintenance purposes.
- 5.8.5 The marking or markers should be in the form of a white cross with the minimum

dimensions as shown in Fig. 5-4.

- 5.8.6 On a closed runway, or strip, a marking or markers should be placed at one third and two thirds the length of the closed runway.
- 5.8.7 On a closed taxiway a marking or markers should be placed at each end of the taxiway or closed portion.

Concern was raised by Inflight that they lose two days of business when there is a rain day event. Stephen discussed Drag races contractual arrangement for two rain days. Inflight have deemed it unsafe for them to operate on the parallel grass runway. Discussion on having temporary designation to the grass runway on race days.

8. General Business

Discussion and questions included:

- DEFIB – Stephen to check when it was serviced last. Tasman District Council has an officer to check defibrillation and make recommendations. What is the code to unlock it?
- Wildlife Management Plan. Owner of aircraft at another airport aiming for costs from the operator for damage to their aircraft by rabbit holes. Does Tasman District Council have a Wildlife Management Plan?
- Airport inspections completed though Tasman District Councils software.
- Recent event of 3 helicopters having their rotor blades moving while sky jumping in action. They refused to shut down when asked. Stephen suggested that there should be information in the AIP to say that when PLA active helicopters need to shut down.
- local operator performing right hand circuits. Information on operator, once found, will be shared with CAA.
- Discussion on the CAA AC139-17 regarding Aerodrome User Groups. It was mentioned that we should be discussing the below items.

Amongst the items that discussed at a user group meeting are:

- Airport operational issues.
- Proposed amendments to aerodrome layout, or proposed works on aerodromes.
- Airspace issues.
- Review of any safety incidents or accidents.
- Review of published aerodrome data and operational procedures contained in the AIPNZ.
- Review and co-ordinate feedback on any airspace amendment proposals.
- Requirement for any traffic rules to accommodate an organisation with special needs, e.g. gliders, helicopter training, model aircraft etc.
- Any type of activity commencing on or off the aerodrome that may have an impact on aerodrome operations.
- An activity which previously had special procedures developed for it and is no longer operating.
- Issues raised by any member of the group.

	Action	Status	Assigned to:
1.	Stephen to feed back Downer runway report once received		Stephen Batt
2.	Simon Lockies compliance audit to be shared with members		Stephen Batt
3.	Tenant reground conditions post hanger construction		Stephen Batt
4.	Discuss with Jim about setting up a group text message in case of future aerodrome incidents		Stephen Batt

5.	Inflite not operating during drag races – discuss with Mark		Stephen Batt
6.	DEFIB – Check when last serviced		Stephen Batt
7.	Check if Tasman District Council has a wildlife management plan		Kathy Ktori

Unconfirmed

5. Motueka Aerodrome Operations and Safety Meeting - Manager's Report - July 2024

5.1 Health and Safety

- 5.1.1 All CAA signage has been checked and replaced around the airfield.
- 5.1.2 The bandaging of the sealed runway has been completed. The seal on the transition surfaces between both concrete pad and the asphalt will be replaced in the next financial year. An estimate from Downer for a reseal of the runway is \$350,000 and is programmed for replacement in 2027.
- 5.1.3 An ambulance could not gain access to the airfield due to a private padlock having been installed between the aeroclub premises and Bruce Broady's hangar. This padlock has been removed and a standard code padlock installed. This is a risk and dangerous, if anyone notices a padlock on this gate that does not open with the standard code then please let the Aerodrome Operator know and we will have it removed immediately and replaced.
- 5.1.4 College Street carpark and footpath has been completed.

5.2 Operations

- 5.2.1 Mowing and maintenance – nothing outstanding on the maintenance front.

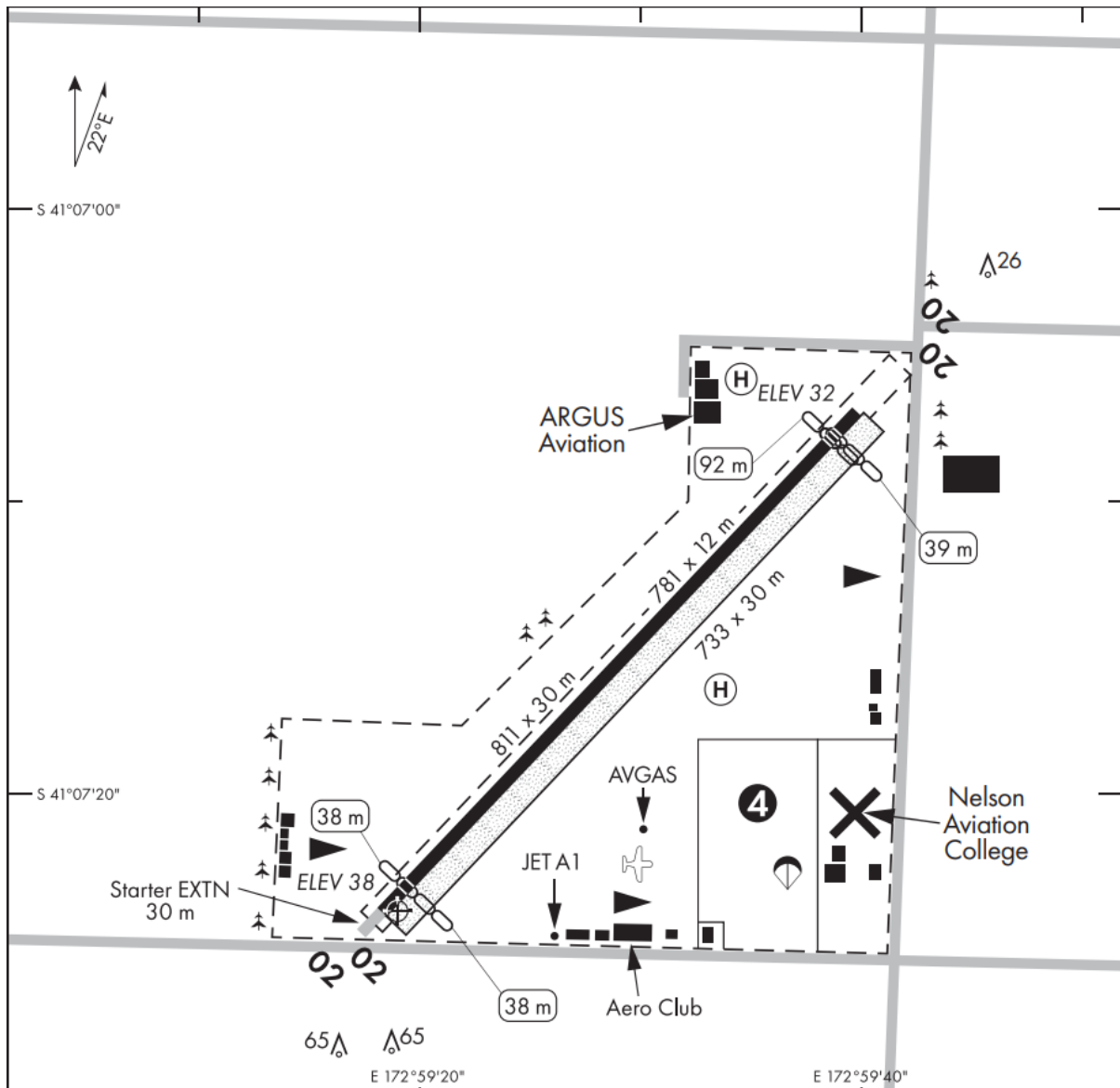
5.3 Risks

- 5.3.1 AIP - please see section below which has considered Mark Woodhouse's great work, Simon Lockie's input and the feedback from the users. We plan to submit these to Aeropath in July 2024 so this is the last opportunity to put forward changes.
- 5.3.2 Seek confirmation for all users that current AIP and circuits are fit for purpose and that there are no outstanding issues.

Proposed AIP Text and Plans- (Draft Pending Mark Woodhouse Check of TDC Consolidated Changes)

Motueka Aerodrome - Vol 4 Aerodrome Final Amendments.

- 1 Extensive aircraft training and skydiving occurs at the airfield and in the surrounding airspace.
- 2 Avoid using the overhead join procedure while parachuting is in operation.
- 3 Simultaneous take-offs and landings on parallel paved and grass runways prohibited.
- 4 Parachute landing area. Parachute operations most days (weather allowing).
- 5 Aerodrome closed periodically to all aircraft, other than approved operators due to drag racing — Refer NOTAM.
- 6 CAUTION: High trees on northern end of runway on approach to RWY 20.
- 7 CAUTION: Power poles on southern end of runway on approach to RWY 02.
- 8 CAUTION: Large buildings NE of boundary may cause turbulence.
- 9 CAUTION: Mowing of runways and operational areas may take place at any time.

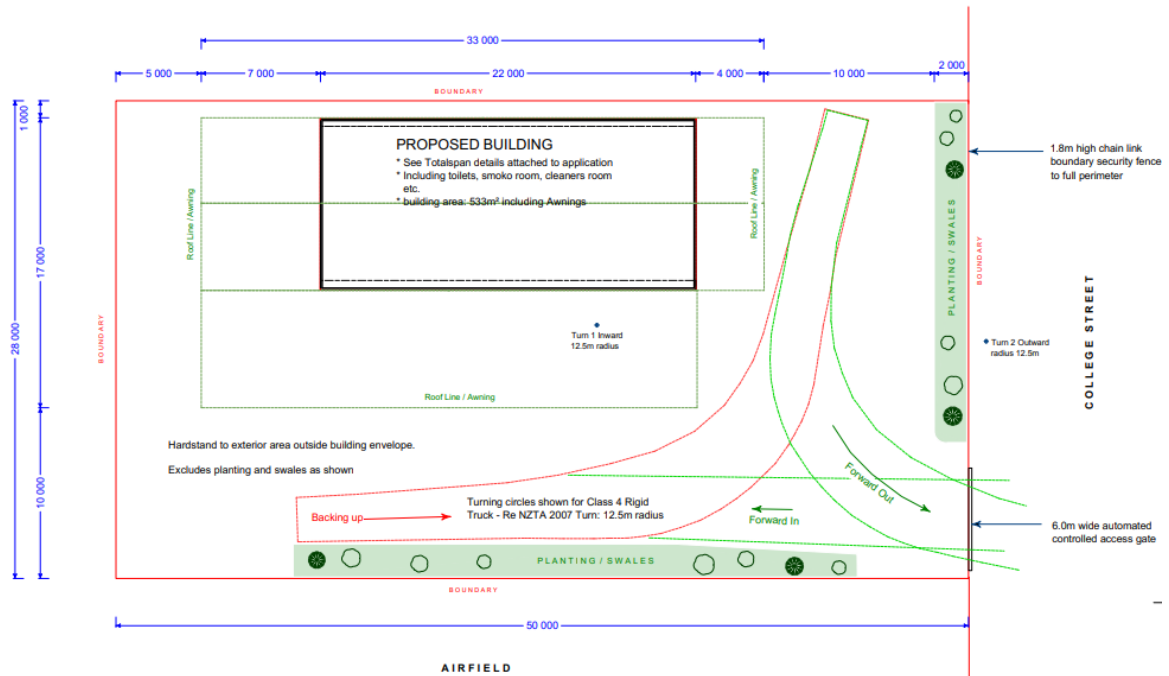


5.4 Noise

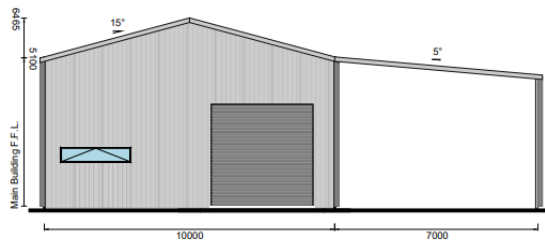
5.4.1 Inflight has been asked to update this forum on progress with the heavy maintenance and reinstatement of their aircraft modified to reduce noise. The agreed plan between parties is that this will be made operational at the earliest possible time.

5.5 New Zealand Post

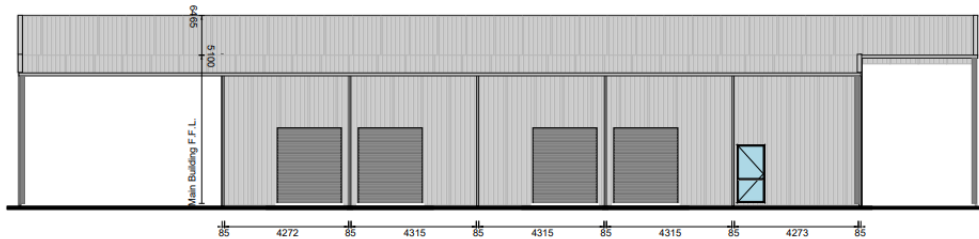
5.5.1 New Zealand Post has signed and an Agree to Lease. A Resource Consent has been granted for the construction of a facility to meet NZ Post's requirements. A construction contract has been signed and it is anticipated that ground will be broken in August 2024 with a three-month construction time.



VIEW 3



VIEW 4



Project No.: 2798117



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03 541 0607
nelson@totalspan.co.nz

For: NZ Post, Attn: James Clayton
23 Tudor Street
Motueka
7120

Scale: 1:139

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ELEVATIONS**

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Terms of Reference for
Motueka Aerodrome Operations and
Safety Committee
(MAOS)

Motueka Aerodrome Operations and Safety Committee

1.0 Overview

The Motueka Operations and Safety Committee was established at the request of the Civil Aviation Authority (CAA) to address operational and safety issues at and in the vicinity of Motueka Aerodrome. The aerodrome is owned and operated by Tasman District Council. It is not a certificated aerodrome but the Tasman District Council intention is that the aerodrome be maintained to a similar standard as Civil Aviation Authority certification, as a quality assurance system. CAA advisory circular AC139-17 entitled "Aerodrome User Groups" contains guidelines which are applicable for this committee.

2.0 Membership and Quorum

2.1 The Committee will consist of the following Representatives:

- 2.1.1 Aerodrome Operator or their delegate
- 2.1.2 Nelson Drag Racing Association representative
- 2.1.3 Commercial aerodrome user
- 2.1.4 Recreational aerodrome user
- 2.1.5 Council's aerodrome maintenance contractor(s)
- 2.1.6 Unmanned Aerial Vehicle operators which are registers with Motueka Aerodrome
- 2.1.7 Persons occupying or leasing property at Motueka Aerodrome
- 2.1.8 Invited guests and representatives of CAA when required
- 2.1.9 Invited guests at the Chair's discretion

2.2 Four members must be in attendance for quorum

3.0 Purpose and Objectives

3.1 Purpose is to facilitate the development, implementation, monitoring, review and coordination of procedures for the safe use of the aerodrome and associated airspace.

3.2 The objectives are to:

- 3.2.1 Encourage best practice for the health and safety of all users of Motueka Aerodrome and associated airspace
- 3.2.2 Act as forum for aerodrome users to discuss any operational or safety issues at Motueka Aerodrome, and suggest ways to address/resolve/improve or mitigate

3.3 Specific tasks include:

- 3.3.1 To review and recommend to the Aerodrome Manager, any changes for the shared use of the aerodrome with the Nelson Drag Racing Association events at Motueka Aerodrome, and to conduct the annual debrief with the Nelson Drag Racing Association
- 3.3.2 Administer, test and review the Motueka Aerodrome Emergency Plan, in conjunction with the Aerodrome Manager who has responsibility for its implementation
- 3.3.3 Administer and review the Motueka Aerodrome Memorandum of Understanding which covers best practice for aircraft use at and in the vicinity of Motueka Aerodrome

- 3.3.4 Conduct the annual debrief after the Nelson Drag Racing Association calendar of events has been completed

4.0 Meetings

- 4.1 Meetings will be on a quarterly basis and will aim to be no more than one hour in duration
- 4.2 Special meetings will be called as required, including for the following:
 - 4.2.1 Following an incident or accident or where a serious issue is raised
 - 4.2.2 When a new operator or new type of operation is proposed for the aerodrome
 - 4.2.3 When major works are proposed for the aerodrome
- 4.2 The members of the Committee will meet their own costs
- 4.3 Written reports are to go out with the agenda wherever possible, but verbal agenda items will be accepted. All agendas are to be circulated at least 5 working days prior to meetings
- 4.4 All communications will generally be in electronic form
- 4.5 Any advice, recommendations or feedback to Council will require a majority decision by members. The Chair shall have a casting vote
- 4.6 The Committee members will at all times operate in a collaborative and cooperative manner, using their best endeavours to reach solutions that consider the interests of the aerodrome and the community as a whole
- 4.7 Members are expected to take an active part in meetings and report on relevant issues from their respective organisations/interests
- 4.8 Communication channels will be nurtured to ensure the timely exchange of information between Council, users and the community

5.0 Chair and Agenda

- 5.1 The Committee shall elect the meeting Chair from its membership. Re-election will occur every two years
- 5.2 Should the Chair be absent from any meeting, the Aerodrome Operator will deputise as Chair for that meeting
- 5.3 The Chair will liaise with the Aerodrome Operator prior to the setting of the agenda
- 5.4 The Chair will provide good meeting practices and lead the Committee to obtain consensus and meet the Committee's objectives
- 5.4 Agenda will include some of the following items:
 - 5.4.1 Confirmation of Minutes
 - 5.4.2 Actions from previous meeting
 - 5.4.3 Matters arising
 - 5.4.4 Reports for discussion and action
 - 5.4.5 Airport Operational issues
 - 5.4.6 Airspace issues
 - 5.4.7 Review of any safety incidents or accidents
 - 5.4.8 Aerodrome security and safety issues
 - 5.4.9 Proposed amendments to aerodrome layout or proposed works on the aerodrome
 - 5.4.10 Review of published aerodrome data and operational procedures contained in the AIPNZ
 - 5.4.11 Review and coordinate feedback on any airspace amendments proposals

- 5.4.12 Requirements for any rules to accommodate an organisation with special needs such as helicopters and helicopter training etc.
- 5.4.13 Any type of activity commencing on or off the aerodrome which may have an impact on aerodrome operations
- 5.4.14 An activity which previously had special procedures developed for it and is no longer operating
- 5.4.15 Nelson Drag Racing Association event report or debrief
- 5.4.16 Memorandum of understanding review
- 5.4.17 Emergency plan text or review
- 5.4.18 Next meeting date

6.0 Administration and Media

- 6.1 The Council will provide support that includes:
 - 6.1.1 Sending out meeting invitations and agendas
 - 6.1.2 Collate attendance and apology lists
 - 6.1.3 Provide minuted records
 - 6.1.4 Undertake other administrative duties as deemed appropriate
- 6.2 Communications on behalf of the group will be issues by the Aerodrome Operator or Council staff

7.0 Review

- 7.1 This Terms of Reference will be reviewed by Council at least every three years following the Local Government elections