

Takaka Aerodrome User Group

Golden Bay Service Centre, Takaka

26 June 2018 at 5.30pm

Present: Cr Paul Sangster, Shane Flemming, Murray Bensemann, Mark Johannsen, Ian Orange, Cheryl Orange, Richard Molloy, Mit Brereton, Nika Naumann and Greg Fellows

In attendance: Jim Frater, Andrew Ellis

1. Welcome

Cr Sangster requested Jim Frater to chair the meeting.

2. Apologies

Mark Soper, Cr Sue Brown and Community Board member Abbie Langford

3. Notes of the previous meeting – 6 March 2018

The notes of the previous meeting that was held on 6 March 2018 were received.

Matters arising from the previous meeting were discussed:

- Financial accounts for the last two years have been prepared by Council staff. To be distributed to user group.
- Council staff have inspected the runway and seal repairs will be costed and scheduled for later in the year.
- Runway markings to be redone after seal repairs. Need to be aligned with AIP. Cost required to paint a centre line.
- The sign for paying landing fees electronically has not been provided. Mark is following up and will arrange once the new fees are approved in the LTP. The sign will include the Council bank account, and the correct number will be circulated to all users.
- Jim has spoken to Ian Reade of FENZ and informed him that they must give notice before going onto the airfield to check the weather station.

4. General governance discussion – implementation of Council management

The following final amendments were agreed to for the Management Plan:

- Section 3: Governance, delete Reference Group.
- Section 7.6: Complaints process, provide clarification about process.
- Appendix H: List of lessees was updated
- Include statement in section 7.2 that only private fuel supplies are available.
- Emergency Plan Appendix 6: Identification of fuel supplies updated.
- Appendix 5: Inspection of equipment was updated.

5. Confirmation of user group members

Jim Frater explained that the intention was for all users to be member of the group if they wished to be.

With the Management Plan having been agreed, nominations were called for the chair's position.

Cr Sangster proposed and Greg Fellows seconded that **Ian Orange be appointed as Chair of the Takaka Aerodrome User Group.**

No other nominations were forthcoming.

The motion was carried. Ian requested that Jim continue to chair the meeting.

6. Health and safety update

- Road signage on the State highway was requested by Mit, warning motorists of low flying aircraft. Apparently there is signage at Gisborne airport. To be followed up by Andrew.
- Richard mentioned a safety issue with public accessing the apron and will consider measures to restrict access.
- Existing CAA signage is fading, Andrew to meet on site and review.
- Greg currently issues NOTAM's. Mark requested propertyofficers@tasman.govt.nz be copied into all NOTAM's. Mark is to amend the NOTAM notification process.
- Testing of emergency plan to be on next agenda.

7. General business

- **Tar sealing of 100 metres:** Runway was inspected on 25 June, Brian McManus will report to Andrew.
- **Runway markings:** Threshold markings are to be reviewed after the seal repairs are completed. Richard to send details from Airways to Andrew.
- **House update:** Mitt asked if the rotted weatherboards on the house could be fixed. Andrew to follow up.
- **Financial update:** Cheryl presented a financial report which showed a bank balance of \$13,238.67.
- **Leases:** The Golden Bay Flying Club lease has expired. Andrew to follow up. Mit's hangar lease also expires in December 2018. He asked for a new lease. Andrew to follow up.

8. Date of the next meeting

The next meeting is scheduled for 4 September 2018 at 5.30pm.

The meeting closed at 6.45pm.

Action Items

Distribute financial accounts to TAUG	Mark Johannsen
Sign for payment of landing fees electronically	Mark Johannsen
Confirm Council bank account number	Andrew Ellis
Final amendments to Management Plan	Jim Frater
Obtain costings for seal repairs	Andrew Ellis
Obtain price for runway remarks and centre line	Andrew Ellis
Secure public access to apron	Richard Molloy
State highway warning signage	Andrew Ellis
Review CAA signage	Andrew Ellis
Review threshold markings after seal repairs	Andrew Ellis
Copy Property Officers into NOTAM's	Mark Johannsen
Assess weatherboard repairs to house	Andrew Ellis
Golden Bay Flying Club lease renewal	Andrew Ellis
Mit Brereton lease renewal	Andrew Ellis