

Minutes

Takaka Aerodrome User Group

Date and Time: Tuesday 4 September 2018, start 5.30 pm

Venue: Golden Bay Service Centre, Takaka

Present: Ian Orange – Chair – Aerodrome Management
Cr Sue Brown – Councillor – Tasman District Council
Shane Fleming – Aerodrome Management Committee
Mit Brereton – Adventure Flights
Dave Gowland – Golden Bay Community Board
Murray Bensemman – Golden Bay Flying Club
Richard Molloy – Golden Bay Air
Nika Naumann
Greg Fellows
Mark Soper
Nina Visker
Mark Johannsen – Property Services Manager – Tasman District Council
Andrew Ellis – Commercial Portfolio Manager – Tasman District Council

Meeting opened 5.30 pm

1. Welcome

Ian Orange welcomed everyone to the meeting.

2. Apologies

Cr Paul Sangster.

3. Minutes of previous meeting – 26 June 2018

The minutes of the previous meeting on 26 June 2018 were adopted.

4. Action items from the minutes of the previous meeting

- Financial accounts for 30 June 2018 were distributed.
- Sign for landing fees – Mark Johannsen reported that it had been ordered and will follow-up again.
- Council bank account – number advised to users.
- Management Plan is complete and available on the Tasman District Council website.
- Runway seal repairs costings to be circulated by Andrew Ellis.
- Runway remarking costings to be circulated by Andrew Ellis.
- Public access to apron was discussed and it was decided to leave as is.
- State Highway warning signage. Mark Johannsen has requested this from NZTA and has chased it up for a second time.
- CAA signage yet to be reviewed - Andrew Ellis.
- Review of threshold markings to be done after seal repairs – Andrew Ellis.
- Members are aware to use the Property Officers' email address to copy NOTAM's.
- The house is yet to be assessed – Andrew Ellis.
- The Golden Bay Flying Club lease renewal is yet to be actioned – Andrew Ellis.
- Mit Brereton – lease renewal yet to actioned – Andrew Ellis.

5. Health and Safety Update

Mark Johannsen reported a fly around incident which occurred during runway repair inspection. This occurred due to a change of time and late notification. Procedures are now made more robust.

There was evidence that there had been a bird strike but this was not reported by the affected party.

6. Aerodrome Operations Update

Covered under other headings.

7. Financial Report

Andrew Ellis distributed the 30 June 2018 financial statement.

Queries were raised regarding the quantum of depreciation and insurance costs. Andrew Ellis to report back.

8. General Business

- **Sign and box for aerodrome – Murray Bensemann**

A new sign is to be installed shortly. A new box is to be arranged by Andrew Ellis.

Murray Bensemann has agreed to collect honesty box payments and deliver to Takaka Service Centre.

Action: Andrew Ellis to arrange a new box.

- **House repairs**

Mit Brereton queried timing of house repairs. There was a discussion about what previous work was repairs and maintenance and what was capex. The house has had a new fireplace and new carpets.

Action: Andrew Ellis to obtain a building report and quotations.

9. Next Meeting

The next meeting will be held on Tuesday 4 December at 5.30 pm.

The meeting concluded at 6.45 pm

Action Log – 4 September 2018

Action:	Assigned to:
Sign for landing fees	Mark Johannsen
Runway seal repairs costings to be circulated	Andrew Ellis
Runway re-markings costings to be circulated	Andrew Ellis
Review of CAA signage	Andrew Ellis
Review threshold markings after seal repairs	Andrew Ellis
House to be assessed	Andrew Ellis
Golden Bay Flying Club lease renewal	Andrew Ellis
Mit Brereton lease renewal	Andrew Ellis
Report back to User Group regarding depreciation and insurance costs	Andrew Ellis
Obtain building report and quotations for house.	Andrew Ellis
Arrange new box for aerodrome	Andrew Ellis