

AGENDA

Takaka Aerodrome User Group

3 July 2024, 3.00pm – 4.30pm

Aero Club, Takaka Aerodrome

1. Welcome and Opening Karakia
2. Apologies
3. Minutes of the previous meeting – The 5 March 2024 minutes were confirmed as a true and correct record.
4. Action items from the minutes of the previous meeting

Action	Status	Assigned to:
Perform more research into providing a recommendation to the Enterprise Committee on aircraft private access onto the aerodrome.		Stephen Batt
SWAT analysis		Stephen Batt
Mowing contractor to be contacted regarding ducks		Ian Orange

5. Manager' Report
 - Financials Report
 - New Tenancy at Takaka House – managed by external party
 - Hangar proposal
 - Grazing Update
 - AIMMs Report
 - Health & Safety
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. Next meeting date: 6 November 2024
8. Closing Karakia

Takaka Aerodrome User Group

Tasman District Council

Date and Time: 5 March 2024 at 3.00 pm

Venue: Takaka Aerodrome Aero Club

Present: Ian Orange (Chair)
Terry Easthope, Murray Bensemam, Cr Grant Knowles (Golden Bay Community Board), Cr Chris Hill, Richard Molloy, Shane Fleming

In attendance: Stephen Batt (Senior Enterprise Portfolio Officer), Mareena King (Temp Enterprise Portfolio Officer), Kathy Ktori (Property Assets Officer).

Apologies: Luke Jacobsen, Nick Chin, Warren Matthews

Meeting opened at 3:01 pm.

1. Welcome

The Chair welcomed everyone to the meeting and Cr Chris Hill said the karakia.

2. Apologies

The apologies were received.

3. Minutes of last meeting – 5 December 2023

That the minutes from the 5 December 2023 meeting be accepted as a true and correct record.

Moved: Murray Bensemam

Seconded: Ian Orange

CARRIED

4. Action items from the previous meeting

The action items updated as per below.

5. Manager's & Financial Report

Mr Batt took the report as read and outlined the financials to the group.

Discussion on a complaint having led to greater scrutiny of both aerodromes by CAA. The complainant is challenging the planning and costing, management, hanger housing policy and the financials of Motueka Aerodrome.

CAA recently visited both aerodromes. One query under the CAA rule 157 was that every time there is a significant change to the aerodrome CAA needs to be notified. "Significant change" could not be defined or qualified by CAA. Tasman District Council have sent through an entire list of all activities performed on the aerodromes to CAA. Having completed the notification with CAA – they are now going to the public notification process.

6. Takaka Aerodrome Runway Strength Report

The runway report was discussed. The report stated that the runway was able to take up to a 5000kg aircraft.

7. AIMMs Report

Stephen indicated that the billing would be sent out to the aerodrome users directly so that invoicing can come for from the AIMMs system. The AIMMs will be for landing fees. Moving forward there will be no annual landing fee, just a per landing fee. The fees will be out for consultation in a few months. Stakeholders will be notified and discussion on this from there.

8. Health & Safety

Stephen mentioned that another meeting is required with emergency services regarding simulated accident preparation. A simulated incident will be scheduled for later this year. Stephen Batt to come back with a proposed date.

9. Spraying around Aerodrome

There was discussion on the weeds and spraying costs. Stephen indicated that there have been 3 different contractors used so far and a new one is needed. Ben Clements and Golden Bay Contracting were mentioned as an option. No sure if either of these contractors have spray booms. Ian Orange to investigate options.

10. Warren Matthew's future possible intentions for Aerodrome Usage

Correspondence from Warren Matthews was presented to the committee and discussed regarding use of the aerodrome from his recently purchased neighbouring property. It was pointed out that the duck pond on the submitted plan would encourage bird life. This was deemed as a risk.

Discussion included:

- the policies and guidelines from the council's perspective
- would it be a lease or a licence to occupy?
- Would a hanger be built on the private land or a farm shed?
- Fencing, health and safety and security would need to be considered from the aerodrome operators' perspective.
- Access ways
- Management of noise control
- Quantity of private planes accessing the runway

In conclusion the committee decided they will make a recommendation to the Enterprise Committee. Stephen will perform more research into this matter and come back to the committee with a SWAT analysis.

Discussion on the grazing lease and consideration into removing the fences and using the land for bailage due to the cost of mowing and repairing fences. Ian Orange to investigate options for grazing.

11. General Business

Duck issue – mowing contractor to be contacted by Ian to see if they can get rid of the ducks. Other birds do not seem to be an issue.

Is the AIP fit for purpose and are the circuits working for everyone. GBA would like a right hand circuit as the left hand circuit can be difficult with low cloud base. This was discussed by other members and not wanted as there would be many requirements that would outweigh benefit.

Noise – Stephen advised that any complaints can be reported to the council and these will be recorded via Service Request.

12. Next meeting - 3 July 2024

13. Closing Karakia

Meeting closed at 4:08pm.

Action Log – March 2024

Action	Status	Assigned to:
Perform more research into providing a recommendation to the Enterprise Committee on aircraft private access onto the aerodrome.		Stephen Batt
SQAT analysis		Stephen Batt
Mowing contractor to be contacted regarding ducks		Ian Orange

Unconfirmed

5. Takaka Aerodrome – Managers & Financials Report July 2024

Financial Report

1.1 Both revenue and costs are over budget. Unfortunately, our latest financial report is at March 2024.

1.2 Table – Current Financial Summary

Takaka Aerodrome – Jan 2024	Actual	Budget	Variance
Revenue	\$31,836	\$29,826	\$2,010
Costs	\$63,541	\$29,149	(\$34,392)
EBIDTA	(\$31,705)	\$677	(\$32,382)

Please note on current budget numbers all landing fees will be subsidised by rate payers. Rates contribution to the running of Takaka Aerodrome consists of 80% of total revenue.

1.3 The management of the residential house at the aerodrome has contracted out to Bay Rentals. A new tenant, Steven Angus, and his family have moved in and are settling into the house.

1.4 Thanks to Ian Orange for his assistance in clearing the hedgerow at the front of the house. This has opened up the daylight and airflow and hopefully will improve moisture control within the house.

1.5 Adjacent Owner's Request for Aircraft Access

- We have been approached and discussing with Warren Matthews, the new adjacent farm owner, a "Licence to Occupy" for the grazing of the airfield.
- Warren wanted the Licence to be with him as the adjacent landowner rather than Jonny Harwood, who will be managing the farm on behalf of Mr Matthews.
- We have agreed for a 12-month licence for the grazing of livestock. It does not include the large paddock to the west of the runway. Either party may terminate the agreement with 1 months' notice.

1.6 Grazing Update

- We have been approached and discussing with Warren Matthews, the new adjacent farm owner, a "Licence to Occupy" for the grazing of the airfield.
- Warren wanted the Licence to be with him as the adjacent landowner rather than Jonny Harwood, who will be managing the farm on behalf of Mr Matthews.
- We have agreed for a 12-month licence for the grazing of livestock. It does not include the large paddock to the west of the runway. Either party may terminate the agreement with 1 months' notice.
- At the same time, we have been working with Eddie Solly on the growing of hay in the large paddock to the West of the sealed runway. We have completed soil testing to ascertain the right fertilizer to apply. The internal fencing will be

removed to better facilitate this operation. After a year, we should be able to determine whether it is worthwhile.

1.7 The draft Part 157 has been received by CAA and they will be making contact with all users of Takaka Aerodrome. We have provided all users contact details for this purpose.

1.8 AIMMs Report – May 2024

Takaka (NZTK)

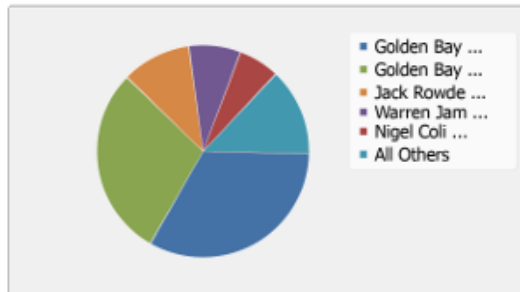


Dashboard... Management Summary for the month of May 2024

AIRPORT MOVEMENTS. Most Active 10 aircraft

Movements	Aircraft	Operator
89	ZK-TKA Zenith Zodiac CH 601-XL	Golden Bay Flying Club Inc
66	ZK-ZUG Gippsland GA8	Golden Bay Air Limited
32	ZK-ZTH Piper PA-22-150	Jack Rowden Pearson
25	ZK-ZOG Piper PA-28-181	Golden Bay Air Limited
22	ZK-STE Zenair CH701 STOL	Warren James Matthews
19	ZK-DKH Cessna 172M	Nigel Colin Cleine
13	ZK-MJB Zenair Tri-Z CH-300	M Bensemam & C Dixon
11	ZK-EVO Britten-Norman BN2A-26	Golden Bay Air Limited
4	ZK-ETU Cessna 172P	Nelson Aero Club (Inc)
3	ZK-NAR Cessna 172S	Nelson Aviation College Ltd

Most Active 5 Operators



1.9 Health and Safety

- Windssock issue resolved
- Ian Orange to be trained in regular airfield inspections.

Terms of Reference for Takaka Aerodrome User Group

Takaka Aerodrome User Group

1.0 Overview

The Takaka Aerodrome is vested into the Tasman District Council (Council). It is not a certificated aerodrome. Council's intention is that the aerodrome is maintained to a standard which satisfies aerodrome users and Civil Aviation Authority (CAA) requirements and functions with a minimum of ratepayer subsidy. CAA Advisory Circular AC139-17 entitled "Aerodrome User Groups" sets out the guidelines for the establishment of such groups and has been used as the basis for this terms of reference. Prior to the establishment of this User Group, the aerodrome has been managed by a local Management Committee which has had responsibility for aerodrome maintenance, collection of fees and rentals, plus financial management. The formation of this User Group effective from 1 July 2017 will transfer those functions to Council.

2.0 Membership and Quorum

2.1 The User Group will consist of the following:

- 2.1.1 Golden Bay Ward Councillors
- 2.1.2 Golden Bay Community Board member
- 2.1.3 Aerodrome Operator or their delegate
- 2.1.4 "Golden Bay Air" representative
- 2.1.5 Commercial aerodrome users
- 2.1.6 Recreational aerodrome users
- 2.1.7 Aerodrome maintenance contractor(s)
- 2.1.8 Unmanned Aerial Vehicle operators which are registered with Takaka Aerodrome
- 2.1.9 Persons occupying or leasing property at Takaka Aerodrome
- 2.1.10 Adjoining land owners
- 2.1.11 Invited guests and representatives of CAA when required
- 2.1.12 Invited guests at the Chair's discretion

2.4 Four members must be in attendance for quorum

3.0 Purpose and Objectives

3.1 The purpose of the Takaka Aerodrome User Group (TAUG) is to facilitate the development and coordination of procedures for the safe use of the aerodrome and associated airspace, and to provide advice and support to the Aerodrome Manager on issues pertaining to Takaka Aerodrome

3.2 The objectives include:

- 3.2.1 To encourage best practice for the health and safety of all users of Takaka Aerodrome and the associated airspace
- 3.2.2 To act as a forum for aerodrome users to discuss any operational or safety issues at Takaka Aerodrome, or to the type of operations conducted at the aerodrome and suggest ways to address / resolve / improve
- 3.2.3 To review and provide opinion on development applications or requests at Takaka Aerodrome

- 3.2.4 To be consulted prior to any changes to aerodrome landing or parking charges
 - 3.2.5 To receive quarterly aerodrome financial reports
 - 3.2.6 To be consulted prior to the Takaka Aerodrome Long Term Plan being recommended for adoption
 - 3.2.7 To consider any requests to change the permitted or discretionary uses at Takaka Aerodrome
 - 3.2.8 To review issues relating to noise at Takaka Aerodrome and recommend appropriate actions
 - 3.2.9 To receive condition reports on the aerodrome infrastructure and provide a link between users and the Aerodrome Manager
- 3.3 Specific tasks include:
- 3.3.1 Administer tests and review the Takaka Aerodrome Emergency Plan
 - 3.3.2 Establish, administer and review a Takaka Aerodrome Memorandum of Understanding
- 4.0 Meetings**
- 4.1 Meetings will be on a quarterly basis with special meetings called as required, and will aim to be no more than one hour in duration
 - 4.2 The members of the Committee will meet their own expenses
 - 4.3 Written reports are to go out with the agenda wherever possible, but verbal agenda items will be accepted. Agendas are to be circulated at least seven days prior to the meeting
 - 4.4 All communications will generally be in electronic form
 - 4.5 Any advice or recommendations to Council will require a majority decision by members. The facilitator shall have a casting vote
 - 4.6 If there is concern over the implications of any follow up action, the Aerodrome Manager should consult with CAA before carrying out the proposed action
 - 4.7 Members are expected to take an active part in meetings and to report on relevant issues from their respective organisations/ interests
 - 4.8 Where there is concern over the implications of any follow up action the Aerodrome Manager should consult with CAA before carrying out the proposed action
- 5.0 Chairperson and Agenda**
- 5.1 The Chair will be elected by the members of the TUAG
 - 5.2 The term of office will coincide with the Local Government election cycle
 - 5.3 Should the Chairperson be absent from any meeting, either a Councillor or the Golden Bay Community Board representative will deputise as Chairperson for that meeting
 - 5.4 The Chair will liaise with the Aerodrome Manager prior to setting the agenda
 - 5.5 The Chair will provide good meeting practice and lead the Group to obtain consensus and meet the Group's objectives
 - 5.6 Agenda will include some or all of the following items:
 - 5.6.1 Confirmation of minutes
 - 5.6.2 Actions from previous meeting
 - 5.6.3 Matters arising
 - 5.6.4 Reports for discussion and action
 - 5.6.5 Airport Operational issues
 - 5.6.6 Airspace issues

- 5.6.7 Review of any safety incidents or accidents
- 5.6.8 Aerodrome security and safety issues
- 5.6.9 Proposed amendments to aerodrome layout or proposed works on the aerodrome
- 5.6.10 Review of published aerodrome data and operational procedures contained in the AIPNZ
- 5.6.11 Review and coordinate feedback on any airspace amendment proposals
- 5.6.12 Requirements for any rules to accommodate an organisation with special needs such as helicopters and helicopter training etc
- 5.6.13 Any type of activity commencing on or off the aerodrome which may have an impact on aerodrome operations
- 5.6.14 An activity which previously had special procedures developed for it and is no longer operating
- 5.6.15 Financial reports
- 5.6.16 Infrastructure condition
- 5.6.17 Charges review
- 5.6.18 Noise issues
- 5.6.19 Long Term planning
- 5.6.20 Development requests
- 5.6.21 Permitted and discretionary uses
- 5.6.22 Memorandum of understanding review
- 5.6.23 Emergency plan test or review
- 5.6.24 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 Communication channels will be nurtured to ensure exchange of information between Council, users and the community. Communication on behalf of the group will be made by the Aerodrome Manager or Council staff.
- 6.3 Any media communication will be undertaken by the Aerodrome Manager or by authorised Council staff.

7.0 Review

- 7.1 The Terms of Reference will be reviewed in alignment with the Local Government election cycle.