



UNCONFIRMED MINUTES

Pukaki Airport Board Meeting

12 March 2019

**MINUTES OF MACKENZIE DISTRICT COUNCIL
PUKAKI AIRPORT BOARD MEETING
HELD AT THE TWIZEL COUNCIL OFFICE
ON TUESDAY, 12 MARCH 2019 AT 10.30AM**

PRESENT: Derek Kirke (Chairman), Deputy Mayor James Leslie, Rick Ramsay, Member Grant Bisset

IN ATTENDANCE: Graham Smith (Mayor), Charlotte Borrell (Committee Administrator), Trevor Shadbolt (Caretaker/Administration)

1 OPENING

The chair welcomed everyone and opened the meeting.

2 APOLOGIES

Apology received from Suzette van Aswegen (Chief Executive)

3 DECLARATIONS OF INTEREST

There were no declarations of interest.

4 VISITORS

There were no visitors.

5 REPORTS

5.1 PUKAKI AIRPORT BOARD CHAIRMAN'S AGENDA

Item 3. Finance: Derek Kirke spoke about the current financial position. Visiting landing fees are continuing to rise. Two additional hangar assistant payouts will come in this financial year.. Mr Kirke will query what account the term deposit interest goes into and approach ANZ regarding increasing the investment interest rates if possible.

Item 23. Runway Sealing: The cost of resealing the runway will be approximately \$170K. Deputy Mayor James Leslie took Scott Mackenzie (Roading Manager) over the runway and they marked areas of concern. Mr Mackenzie will reply after consultation with the contractor. There was discussion around how the work proceeded and that the final slurry will not go on until end of the year when weather conditions permit. The board do not want the final account to be paid until they are happy with the reseal. Mr Kirke to liaise with Scott Mckenzie over the taxiway reseal.

Item 4. Caretaker/Administration Report: Trevor Shadbolt updated the board on activities at the airport. The board discussed and agreed Mr Shadbolt will continue to manage wilding tree control and that the current Contractor be advised of this. Mr Shadbolt will supply the board with his health and safety and liability insurance documentation, and confirmed he will take on the administration role.

The board discussed the benefits of an onsite contractor verse a large main contractor. The board agreed the existing main contractor would continue to complete the large maintenance tasks and Mr Shadbolt would complete the smaller ongoing maintenance. In future, large areas are to be completed in sections to reduce NOTAMs and airport closures. Mr Shadbolt will manage the contracts with Five Lakes General Contractors.

Item 6. Incident: Contractors working on the runway ceased work due to 2 planes taxiing through the works. A NOTAM was in place and the airport was closed. The incident report is now with CAA. The board believe they have a responsibility to take action over this. Deputy Mayor James Leslie will remind the user group of the importance of NOTAMs

The board noted the following: Grant Bisset will follow up with the CAA, Mr Kirke will investigate options and consult with board before taking further action. Mr Kirke and Mr Leslie will speak to the offending pilot about this incident and his rights and responsibilities.

Item 9. Lot 25 Aircraft parking?: Mr Kirke passed the chair to Mr Ramsey for this discussion

Mr Ramsey tabled the attached map. Lot 3 has been used for aircraft parking, but has now been sold. The board needs to make provision for future aircraft parking for the increasing number of casual visiting aircraft. Near the Twizel end of the airport would be an option as it is flat and a short commute to town. Could aircraft parking be put on the whole length of stub taxi way? Is it an option to have two parking areas? The board will investigate this further.

Item 16. Water: By the end of June the airport will be connected to the town water supply

Item 5. Airport Maintenance: The lights need replacing near the entrance. Mr Ramsey and Mr Shadbolt will investigate and report back to the board with pricing and options, including a security camera option.

Item 12. District Plan Review: No change

Item 13. District Strategic Review: No change

Item 14. Board Business Plan: No change

Item 15. DoC Land: Council to complete an environment plan to proceed this matter.

Item 17. Long Term Plan: For future contemplation - commercial infrastructure on the eastern side of the airport.

Item 4. Administration - Website: There was discussion around the website and a review of its interaction with Mackenzie District Council website. Mr Bisset would like manuals to be accessible from the Pukaki Airport website. Mr Ramsey will action this.

Attachments

- 1 Pukaki Airport Board Financial report ending 31st January 2019
- 2 Pukaki Airport Board Financial report ending 28th February 2019
- 3 Item 9. Aircraft Parking - Pukaki Airport Board Map

5.2 MINUTES OF PUKAKI AIRPORT BOARD MEETING - 14 NOVEMBER 2018

Paul Morris (Group Manager Finance) was asked to report back to the board with a breakdown of the \$33k in council accounts that was attributed to the airport.

COMMITTEE RESOLUTION PAB/2019/37

Moved: Member Derek Kirke

Seconded: Cr James Leslie

1. That the Minutes of the Pukaki Airport Board Meeting held on Wednesday 14 November 2018 be received and adopted as a true and accurate record of the meeting.

CARRIED

5.3 PUKAKI AIRPORT BOARD CHAIRMAN'S REPORT

Mr Kirke welcomed Mr Shadbolt to the group. He would like to present the Pukaki Airport Board business plan around 11.30am at the Council meeting 7 May 2019.

6 PUBLIC EXCLUDED

RESOLUTION TO EXCLUDE THE PUBLIC

COMMITTEE RESOLUTION PAB/2019/38

Moved: Member Rick Ramsay

Seconded: Member Grant Bisset

That the public be excluded from the following parts of the proceedings of this meeting.

The general subject matter of each matter to be considered while the public is excluded, the reason for passing this resolution in relation to each matter, and the specific grounds under section 48 of the Local Government Official Information and Meetings Act 1987 for the passing of this resolution are as follows:

General subject of each matter to be considered	Reason for passing this resolution in relation to each matter	Ground(s) under section 48 for the passing of this resolution
6.1 - Minutes of Public Excluded Pukaki Airport Board Meeting - 14 November 2018	s7(2)(b)(ii) - the withholding of the information is necessary to protect information where the making available of the information would be likely unreasonably to prejudice the commercial position of the person who supplied or who is the subject of the information s7(2)(h) - the withholding of the information is necessary to enable Council to carry out, without prejudice or disadvantage, commercial activities	s48(1)(a)(i) - the public conduct of the relevant part of the proceedings of the meeting would be likely to result in the disclosure of information for which good reason for withholding would exist under section 6 or section 7

CARRIED

COMMITTEE RESOLUTION PAB/2019/39

Moved: Cr James Leslie

Seconded: Member Rick Ramsay

That Council moves out of Closed Council into Open Council.

CARRIED

GENERAL BUSINESS

1. Wilding pines in the land at end of runway. DoC are taking care of this.
2. Unauthorised members of the public getting on taxiways and hangars. Access is too easy. Mr Shadbolt will speak to the relevant owners and make arrangements to prevent access.
3. The Mayor spoke of MBIE funding that may be available for future airport development.
4. Mr Kirke requested a schedule of 2019 meeting dates to be included (refer below).

Pukaki Airport Board 2019 Meeting Dates
Wednesday, May 15, 2019
Wednesday, August 21, 2019
Wednesday, November 13, 2019

The Meeting closed at 1.05pm.

The minutes of this meeting were confirmed at the Pukaki Airport Board Meeting held on 15 May 2019.

.....CHAIRPERSON

UNCONFIRMED