



# **MINUTES**

**Pukaki Airport Board Meeting**

**15 May 2019**

**MINUTES OF MACKENZIE DISTRICT COUNCIL  
PUKAKI AIRPORT BOARD MEETING  
HELD AT THE TWIZEL COMMUNITY LOUNGE  
ON WEDNESDAY, 15 MAY 2019 AT 10.30AM**

**PRESENT:** Derek Kirke (Chair), Deputy Mayor James Leslie, Rick Ramsay, Grant Bisset

**IN ATTENDANCE:** Mayor Graham Smith, Suzette van Aswegen (Chief Executive), Trevor Shadbolt (Airport Supervisor), Ann Rodgers (Planning Manager), Charlotte Borrell (Governance Advisor),

**1 OPENING**

The Chair opened the meeting.

**2 APOLOGIES**

There were no apologies.

**3 DECLARATIONS OF INTEREST**

There were no declarations of interest.

**4 VISITORS**

Bruce Cowan (Accountant)

## 5 REPORTS

### 5.1 PUKAKI AIRPORT BOARD CHAIRMAN'S AGENDA

Deputy Mayor James Leslie and Rick Ramsey will email a reminder to the Pukaki Airport user group of the NOTAM process and airport rules.

Mr Ramsey tabled the attached map of proposed areas for aircraft parking. Of importance is the distance from the centerline of the runways.

There was discussion around introducing policy for parachute landing at the airfield. Parachutists would take off from the airport and then be transported back to the airport from their landing area. There is a potential that non-operational areas may be available on the airfield suitable for parachute landings. Grant Bisset will organise a report to be supplied to the board.

**Item 4. Caretaker/Administration report:** Solar lights: Options other than solar are available, such as connecting to power. Trevor Shadbolt will investigate and report back to the board.

The wilding pines on DoC land have been cut down. Mr Shadbolt has the wilding pines under control on airport land, and is progressing with their removal.

Access from private land. Mr Shadbolt has arranged a meeting with the affected owners and will have this resolved shortly.

**Item 3/7. Finance/AIIM:** Bruce Cowan (Accountant) and Mr Shadbolt are working on AIIM and this will improve as it is developed. Outstanding debtors will be followed up by Mr Shadbolt.

#### Attachments

- 1 Dave Park Parking Map

### 5.2 PUKAKI AIRPORT BOARD CHAIRMAN'S REPORT 12 MARCH 2019

#### STAFF RECOMMENDATIONS

The information was received.

### 5.3 MINUTES OF PUKAKI AIRPORT BOARD MEETING - 12 MARCH 2019

#### COMMITTEE RESOLUTION PAB/2019/40

Moved: Derek Kirke

Seconded: Grant Bisset

That the Minutes of the Pukaki Airport Board Meeting held on Tuesday 12 March 2019 be received and the recommendations therein be adopted.

**CARRIED**

**6 PUBLIC EXCLUDED**

**RESOLUTION TO EXCLUDE THE PUBLIC**

**COMMITTEE RESOLUTION PAB/2019/41**

Moved: Rick Ramsay  
 Seconded: 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
<p><b>6.1 - Minutes of Public Excluded Pukaki Airport Board Meeting - 12 March 2019</b></p>	<p>s7(2)(h) - the withholding of the information is necessary to enable Council to carry out, without prejudice or disadvantage, commercial activities</p>	<p>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</p>

**CARRIED**

**COMMITTEE RESOLUTION PAB/2019/42**

Moved: Rick Ramsay  
 Seconded: Grant Bisset

That Council moves out of Closed Council into Open Council.

**CARRIED**

## 5.1 PUKAKI AIRPORT BOARD CHAIRMAN'S AGENDA CONTINUED

**Item 6. Health and Safety:** The CAA rules are being looked into to see what processes can be adopted at Pukaki Airport as best practice. The CAA rules pertain only to registered airfields, however Pukaki Airport may benefit from being proactive in this area.

There was discussion around drone exclusion zones being 4km from the boundary of an airport or helipad, not the centre. Also where rescue helicopters land becomes a 4km exclusion zone. The board would like this advertised in some way by council staff.

In relation to a query from a user, the board discussed the fairness of landing fees with regards to the weight categories. Options include putting in place an annual cap per aircraft, adjust weight category, or create another weight step. The following resolution was made.

### COMMITTEE RESOLUTION PAB/2019/43

Moved: Rick Ramsay

Seconded: Grant Bisset

That the Pukaki Airport Board create an additional landing fee category of 2501-3000kg at \$20.00 (GST inclusive).

**CARRIED**

**Item 11. DoC Land:** This is at the regional level now. Mackenzie District Council have raised the ecological issues with DoC. The board offered their assistance if required.

**Item 14. Subdivision:** Discussion around the cost of future subdivision and the potential sale price of sections. The board discussed section size, taxiway width and aircraft parking, and agreed that the following was required before testing the market; subdivision plan, payment terms, number of sections in the next stage, identify available resources.

**Item 15. Q.V. Valuation:** The board agreed they require Q.V. to change the airport property category for the next valuation. The following resolution was made.

### COMMITTEE RESOLUTION PAB/2019/44

Moved: Derek Kirke

Seconded: Grant Bisset

That Pukaki Airport Board request the Mackenzie District Council instruct their rating staff to immediately inform Q.V. that the property category "Industrial" which QV currently use for rating valuations at the Pukaki Airport must be changed to "Commercial" at the time of the next valuation review. The board make this request on the basis that the "Industrial" category does not meet any of the "highest and best use" criteria of any of the activities for an "Industrial" classification. These categories are outlined on page 71 Appendix F of the Rating Valuation Rules 2008.

**CARRIED**

*The meeting adjourned at 1.14pm*

*The meeting reconvened at 1.19pm*

**Item 16/17. Operations Manual/Emergency Response Plan:** Grant Bisset and Mr Shadbolt have been working on this. Mr Shadbolt will present a health and safety, and emergency response plan to the airport board for their approval before it is presented to Council. Mr Shadbolt will send his own health and safety plan to the Chief Executive.

**Item 19. Taxi-way Reseal:** The board discussed the runway resurfacing. Mr Ramsey explained the boards concerns. As Paterson Pitts Group were already onsite (for a different matter), the board requested a second opinion on the reseal job to be helpful to council. Deputy Mayor James Leslie read the following statement from Scott Mckenzie (Roading Manager);

*“Hi James*

*Council appreciates the comment from Patterson Pitts supplied to the Airport Board but we believe this review was unnecessary and premature. We are aware of the product delivered and it is still in the construction phase and subject to the normal inspection and maintenance period, where no undue loss chip shall be present as it can damage aircraft. Your initial concerns and faults I observed with our joint inspection were as a result of the previous seal delaminating when swept. These were raised with Fulton Hogan and I believe these have been dealt with. Our contract with Fulton Hogan is performance based in which they guarantee the final product for 12months against construction defect under our resurfacing contract.*

*The surface will be inspected and any further faults identified will be completed/ remediated prior to the final surfacing being applied in the height of summer 2019/20.*

*Regards,*

*Scott”*

**The Meeting closed at 1.37pm.**

**The minutes of this meeting were confirmed at the Pukaki Airport Board Meeting held on 21 August 2019.**

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**CHAIRPERSON**