
Airport Authority Subcommittee

Minutes of the Ashburton Airport Authority Subcommittee meeting held on Monday 19 October 2020, commencing at 8.45am, in the Council Chamber, 137 Havelock Street, Ashburton.

Present

Mayor Neil Brown (from 8.49am) and Councillors Leen Braam (Chair), Rodger Letham and Lynette Lovett.

In attendance

Paul Brake (GM Business Support), Colin Windleborn (Commercial Manager), Zane Adam (Property Officer) and Phillipa Clark (Governance Team Leader - minutes).

1 Apologies

Nil.

2 Conflict of Interest

Nil.

3 Notification of Extraordinary Business

Nil.

4 Confirmation of Minutes

That the minutes of the Ashburton Airport Authority Subcommittee meeting, held on 5 March 2020, be taken as read and confirmed.

Lovett/Letham

Carried

5 Airport Activity updates

Officers reported on a number of actions undertaken in the reporting period in an attempt to more proactively manage the Ashburton Airport and reduce the large financial gap between operating income (\$30k) and outgoings (\$150k).

- Lease and rent reviews now complete with all expired lessees having been offered new leases. One tenant (not operating) will have their rent reviewed in two years.
- Unpaid rates charges, as required in leases, have been reintroduced for those tenants with payment to commence in February 2021.
- A container building has been located next to the Aero Club hangar to operate as a temporary base. Asbestos has been found in the current base and quotes are being obtained for removal. This will delay the removal and subsequent relocation of the former i-Site building to the Airport site. It's anticipated that the December deadline to relocate the building won't be achieved. Council's understanding is that CBD retailers have asked for the building to be shifted in early December or later in January to avoid disruption in the holiday and Christmas shopping period, however a delay could impact on the CBD upgrade.

- Fuel installation – plans almost complete to be resubmitted for changes. In future there will be one entry/exit point.
- Operating expense charges – will be introduced over time to allow people to budget for the increases.
- Landing fees – the honesty system is difficult to administer. Currently there is no monitoring system able to identify individual aircraft, however that's being investigated. Signage will be improved and it will be made clear that every aircraft flying in is required to pay landing fees.
- Officers will continue to pursue the possibility of having an additional charge on fuel to meet landing costs. RD Petroleum installed the fuel tanks (Council met the cost of the concrete pad) and the company would be asked to reimburse Council for the landing fee component.
- Development plan – budget provision this year for a development plan to be prepared for the airport, showing what it will look like in 20 years. This may include expansion but the area is restricted with surrounding farmland.
- At the Subcommittee's request, officers will prepare a report on the development plan proposal and will organise focus group discussion with airport users. The timing of this will depend on other Council consultation commitments in the new year.

That the Airport Authority Subcommittee receives the report.

Letham/Lovett

Carried

Business transacted with the public excluded – 9.10am

That the public be excluded from the following parts of the proceedings of this meeting, namely – the general subject 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 (1) of the Local Government Official Information and Meetings Act 1987 for the passing of this resolution are as follows:

Item No	General subject of each matter to be considered:	In accordance with Section 48(1) of the Act, the reason for passing this resolution in relation to each matter:	
5	Airport Users Health & Safety Committee	Sections 7(2)(h) & 7(2)(a)	Commercial activities Protection of privacy of natural persons
6	Ashburton Airport Lease Management	Section 7(2)(h)	Commercial activities

Braam/Lovett

Carried

There being no resolutions passed, the subcommittee resumed in open meeting and concluded at 9.20am.