

Ashburton Airport Authority Subcommittee

AGENDA

Notice of Meeting:

A meeting of the Ashburton Airport Authority Subcommittee will be held on:

Date: Monday 10 May 2021
Time: 1.00pm
Venue: Council Chamber
137 Havelock Street, Ashburton

Membership

Chairperson Leen Braam
Members Rodger Letham
Lynette Lovett

7 May 2021

AGENDA

1 Apologies

2 Notification of Extraordinary Business

3 Conflict of Interest

Minutes

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- Uptake of existing available hangar space
- Consultation for Airport Development Plan

Business transacted with the public excluded

6 Skydiving activity
Section 7(2)(h) Commercial activities

4. 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 Phillippa 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.

5. *Ashburton Airport activity updates*

5.1 Uptake of existing available hangar space

Over the last month four new hangar sites have been reserved for new hangar constructions at Ashburton airport. Total new construction, once the relevant consents have been granted, is 1100m² of new hangar space. The remaining land contained within the main precinct in the area to the immediate north of the Ashburton Aviation Museum has the ability to accommodate several more large hangars. These hangars would generate additional income on a regular basis for the airport.

Two helicopter operators have expressed interest in occupying space or building hangars on the Airport. Existing organisations at the Airport wish for this land to be kept clear for the purpose of conducting fly-in type events that bring people and aircraft from outside the district to Ashburton.

It is recommended that other possible areas for hangar construction are identified and that the Airport User group be consulted on this as part of the Ashburton Airport Development plan.

5.2 Consultation for Ashburton Airport Development Plan

It is intended that the Ashburton Airport User Group meeting provide ideas for inclusion on a development agenda which attempts to gather information from airport users as to what they would like to see in terms of Airport development. This can then be worked through by way of a meeting of focus groups.

It is recommended that the Commercial Property department and other selected people within ADC engage with the user group to collect development ideas and incorporate them into any future development decision making.

Ashburton Airport Authority Subcommittee

Terms of Reference

Purpose and Scope

To be a reference group for Council to share information, provide feedback, comment and suggestions on forward programmes, budget and other relevant information related to Ashburton Airport.

Membership

Membership of the Subcommittee comprises:

- Cr Leen Braam (Chair)
- Cr Rodger Letham
- Cr Lynette Lovett
- Mayor Neil Brown

Subcommittee meetings will be chaired by Cr Braam. The quorum is two members.

External Representatives

The Subcommittee may request representatives from other organisations to attend meetings, as required, to provide information. These representatives may not participate in voting on any matter requiring a vote at the meeting(s) they attend.

Stakeholders from the Ashburton Airport User Group will meet with the Airport Authority Subcommittee as required, but at a minimum tri-annually.

Meeting Frequency

The Subcommittee will meet as required but at a minimum, tri-annually.

Subcommittee members shall be given not less than 5 working days' notice of meetings.

Responsibilities

The Ashburton Airport Authority Subcommittee has responsibility for the following functions:

- Setting priorities of the work plan
- Approving a detailed work plan to derive expenditure estimates for the Long Term Plan
- Receiving Council officer reports on:
 - work programme progress
 - the level of expenditure against budget
 - health and safety regulation compliance
- Considering and making recommendations on the project plan and timetable.

- Receiving progress reports on projects, where appropriate, and reviewing significant issues and risks arising.
- To make recommendations to Council on matters which require a formal resolution from Council before they can be enacted.

The Airport Authority Subcommittee has delegated authority to undertake the administration of all statutory functions, powers and duties within its terms of reference, other than those specifically delegated to any other Subcommittee, Committee, or retained by Council.

Reporting

The Ashburton Airport Authority Subcommittee will report to Council.