

Ashburton Airport Authority Subcommittee

AGENDA

Notice of Meeting:

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

Date: Wednesday 21 August 2024
Time: 9:30am
Venue: Banded Dotterel Room
2 Baring Square East, Ashburton

Membership

Chairperson: Cr Leen Braam
Members: Cr Lynette Lovett
Cr Rob Mackle
Mayor Neil Brown (ex officio)

AGENDA

1 Apologies

2 Notification of Extraordinary Business

3 Declarations of Interest

4 Confirmation of Minutes 3
- 24/08/2023

Reports

5 Review of Airport Safety Group Meeting 4

Business transacted with the public excluded

6 Minutes 12/06/24 Section 7(2)(h) Commercial activities PE1

7 Ashburton Airport Rent Review Section 7(2)(h) Commercial activities PE2

4. *Airport Authority Subcommittee – 24/08/23*

Minutes of the Ashburton Airport Authority Subcommittee meeting held on Thursday 24 August 2023, commencing at 9.30am, in the Council Chamber, 137 Havelock Street, Ashburton.

Present

Mayor Neil Brown and Councillors Leen Braam (Chair), Lynette Lovett and Rob Mackle

In attendance

Leanne Macdonald (GM Business Support), Renee Julius (Property Manager), Linda Clarke (Communications Advisor) and Carol McAtamney (Governance Support).

1 Apologies

Nil.

2 Conflict of Interest

Nil.

3 Notification of Extraordinary Business

Nil.

4 Ashburton Airport activity updates

The Subcommittee received an update from Property Officers that included information from annual meetings held with the Airport User Group.

The Subcommittee heard that Officers are continuing to work with aviation and non-aviation contractors at the airport to identify responsibilities and the overall direction for risk management.

A new valuation is being obtained for the airport which will provide the rate/m² for commercial, recreational, community and cropping. Council has previously resolved that full market rates will be applied to all new leases at the Airport.

Officers will continue to work with the Airport user group to model proposed landing fees for inclusion in the Long-term Plan 2024-34

That the Ashburton Airport Authority Subcommittee receives the report.

Lovett/Mackle

Carried

Business transacted with the public excluded – 9.50am

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 | NZ Airline Academy – flight school | Section 7(2)(h) | Commercial activities |

Lovett/Mackle

Carried

The meeting concluded at 10.24am.

21 August 2024

5. Review of Airport Safety Group Meeting

| | |
|------------------|---|
| Author | <i>Katelyn Roddy-Dixon, Property Officer</i> |
| Activity manager | <i>Renee Julius, Property Manager</i> |
| Group manager | <i>Leanne Macdonald, Group Manager – Business Support</i> |

Summary

- This report will provide a review of the Ashburton Airport Safety Meeting which took place on the 29 February 2024.

Recommendation(s)

- **That** the Ashburton Airport Subcommittee receive this report.

Attachment

Appendix 1 - Ashburton Airport Safety Group meeting minutes – 29 February 2024

Appendix 2- Advisory Circular AC139-17 – Safety User Group proposed agenda items

Appendix 3- ADC Safety User Group Charter

Appendix 4- CAA proposed Ashburton Common Frequency Zone – submissions and final Airport Aeronautical Information Publication (AIP) changes

Appendix 5 - Ashburton Airport Aeronautical Information Publication

Background

1. The Ashburton Airport Safety Group meeting took place on the 29 February 2024. There was a total of 16 attendees (including 3 staff, 3 Councillors and the Mayor. The minutes of the meeting can be found in **Appendix 1**.
2. Guidance for the structure of this group has been taken from 'CAA advisory circular AC139-17 – aerodrome user groups' which includes the agenda items. (**Appendix 2**) and safety user group charter (**Appendix 3**) provided by Lockie Airport Management.
3. The purpose of a safety group is to:
 - a. facilitate development and co-ordination of procedures for the safe use of an aerodrome and associated airspace
 - b. to discuss the impact of any proposed changes to the aerodrome environment or the type of operations conducted on the aerodrome, and to monitor; and
 - c. amend, if necessary, the operational conditions for the aerodrome that are published in the Aeronautical Information Publication New Zealand (AIPNZ).
4. It was reported to Council that there are a few pests (rabbits and hares) at the airport. The group discussed and it was decided to note the item of pests for the moment and if a hazard caused by the pests is identified, then it must be reported back to Council and the safety group. It was agreed that Mid Canterbury Aero Club (MCAC) would work with Council, when needed, to determine when pest control is required at the airport.
5. Airport gates must be closed at all times. The Civil Aviation Authority (CAA) advise gates should be closed to separate airside from public access. This was discussed with the safety group members and there was consensus that the gates must be closed after each use
6. The requested 'entrance only/ no exit' signage has been installed on the Seafield Road bend entry.
7. The internal gravel road will be included under councils roading maintenance contract to help maintain the surface of the road. The property team, in conjunction with the roading team are going to install two soak pits to mitigate drainage issue at the airport entrance near the speedway.
8. Council have received no noise complaints since the last user group meeting.
9. Council received an initial enquiry regarding a recreational skydiving operation establishing at Ashburton airport. The general terms of the email were discussed. The group agreed that there is the potential for airport users and skydivers to operate harmoniously, however Council would need to ensure that there are boundaries in

place. It was determined that more information is required from the skydiving operator and Council will report back to the safety group with any further information provided.

10. Runway inspections are currently undertaken by MCAC as part of the airport maintenance contract. These inspections are currently not documented. Council Officers are working with MCAC to develop an inspection report template via an electronic survey which will document the inspections straight to Council going forward.
11. Council outlined the proposed fees and charges for 2024/2025 which included a change in methodology as a result of user feedback from the 2023/2024 fees and charges. The Long Term Plan consultation process was outlined and users were encouraged to comment on the proposal through the consultation process.
12. The Common Zone Frequency (CFZ) application was discussed with CAA South Island Aviation Safety Advisor advising that they would enquire internally for an update. On the 29th of May 2024, the CAA advised officers that the Ashburton CFZ work has been completed and will be published in the next update in November 2024. The CAA has provided Council with a copy of the decision document (**Appendix 4**) which will be published by the CAA more widely in due course. The CAA also noted that the aerodrome may wish to update the aerodrome frequency to align with the new CFZ. Council officers asked the airport safety group for any comments regarding the proposed alignment of frequencies. No negative feedback was received as the initial request for the CFZ application came from the Airport Users.
13. The Ashburton Aeronautical Information Publication of New Zealand (AIP) (**Appendix 5**) was reviewed with the Airport Safety Group. An AIP is a set of documentation that provides all the operational information required for safe air navigation within New Zealand airspace.
14. Note 2 and 7 on the AIP were discussed with no changes recommended.
15. The following changes to the AIP were recommended and will be included in the next AIP updates.
 - Include rabbits in Note 4 – “Caution: bird hazard: Large numbers of gulls, plovers and magpies in vicinity of aerodrome and
 - Remove note 5 and 6 from the AIP – “RWY 16/34 edged with white reflectors” and “Taxiways shown on aerodrome chart edged with blue reflectors”.
 - Advice was sought from CAA South Island Safety Advisor to assess and provide comment on the proposed changes. The advice received was “given the ‘lighting’ information on the operational data page is already provided it makes sense to remove notes 5 and 6 to avoid unnecessary duplication. For clarity however, it may be prudent

in the lighting content to add “white” to the message on “RWY edge (white) light spacing – 100m. Including rabbits in note 4 is also appropriate”.

Legal/policy implications

16. To achieve the purpose of the safety group, guidance is taken from ‘CAA Advisory Circular AC139-17 – Aerodrome User Groups’.
17. In accordance with the Ashburton Airport Development Plan, it ensures that the airport is safely and sustainably managed.
18. Council and pilots have overlapping duties. Council has obligations under the Health and Safety at Work Act 2015 to manage risk. Pilots also have health and safety obligations under the Civil Aviation Act.

Climate change

N/A

| Review of legal / policy implications | |
|---------------------------------------|---------------------|
| Reviewed by In-house Counsel | <i>Not required</i> |

Strategic alignment

The recommendation relates to Council’s community outcome of cultural as it is ensuring that the AIP maintain currency and therefore safety at the airport.

| Wellbeing | | Reasons why the recommended outcome has an effect on this wellbeing |
|---------------|---|--|
| Economic | | |
| Environmental | | |
| Cultural | ✓ | By approving the recommended changes to the AIP, we are working towards the safety culture of the Ashburton Airport. |
| Social | | |

Financial implications

| Requirement | Explanation |
|---|---------------------------------|
| What is the cost? | N/A |
| Is there budget available in LTP / AP? | N/A |
| Where is the funding coming from? | N/A |
| Are there any future budget implications? | N/A |
| Reviewed by Finance | Erin Register; Finance Manager. |

Minutes from Ashburton Airport Safety Group

Wakanui Room – Te Whare Whakatare

Commencing 9am, 29th February 2024

| Agenda Items | |
|---------------|---|
| | <p>Attendance</p> <ul style="list-style-type: none"> • Neil Brown - Mayor • Rob Mackles – Councillor • Leen Braam – Councillor • Lynette Lovette – Councillor • Leanne Macdonald – Business Support Group Manager • Renee Julius – Property Manager (Chair) • Katelyn Roddy-Dixon – Property Officer • Neville Bailey – AOPA, representing pilots, high hours pilot. • Owen Moore – Museum • Graham Closely – Mid Canterbury Aero Club President (MCAC) • Charlie Draper – Airplane owners, recreational, high hours pilot • Stephen Johnston – Aviation Museum President • Ian Begbie – MCAC, Maintenance of Ashburton Airport • David Wright– MCAC Secretary • Steve Stronach – Hangar Owner • Kevin Langford – Commercial Maintenance |
| Item 1 | <p>Introduction to Ashburton Airport Safety Group</p> <p>Guidance for the structure of this group will be taken from ‘CAA Advisory Circular AC139-17 – Aerodrome User Groups’</p> <p>Council thanked MCAC and Neville Bailey for their role in forming the group.</p> <p>The chair noted that this is a safety focus group. Councils’ role within the ‘Ashburton Airport Safety Group’ is to facilitate meetings to discuss any proposed changes to the airport, to facilitate development and the management and mitigation of any risks.</p> <p>The minutes from this meeting will be presented at the next Airport Authority Subcommittee for review and adoption of any proposed changes. Council will also draft a proposed charter for the ‘Ashburton Airport Safety Group’.</p> <p>The Chair then went through the proposed agenda items as outlined in ‘CAA Advisory Circular AC139-17 – Aerodrome User Groups’. The group was then asked for any feedback. The group were in support of the proposed agenda items.</p> <p>Action – The Agenda items for the next safety group meeting will be taken from CAA Advisory Circular AC139-17 – Aerodrome User Groups’.</p> <p>ADC to circulate a proposed charter for the Ashburton Airport Safety Group.</p> |

Item 2 Safety related items and follow up action items from Airport User Group Meeting

- Pests at Airport

It was reported to Council that there are a few Rabbits and Hares currently at the airport. The group discussed and it was decided to note the item of Rabbits and Hares today and if a hazard caused by the pests is identified, then it must come back to the group to be discussed and mitigated.

Action - Mid Canterbury Aero club to work with Council, when needed, to determine when pest control is required at the airport.

- Gates

Airport gates must be closed. CAA require the gate to be closed. This was discussed with the users and there was consensus that the gates must be closed after each use.

Action – Users to ensure that the gates are closed at all times.

- Signage

Follow up item from the last user group meeting, the requested signage has been installed to indicate ‘Entry Only/No Exit’ on the Seafield Road bend entry.

Action – No further action.

- Potholes

The internal road has been added to Councils roading maintenance contract, which will help to maintain the surface of the road. Council is going to install two soak pits to mitigate drainage at the airport speedway entrance.

Action – Council to install 2 soak pits to help mitigate drainage within the internal gravel road.

- Noise

Council have received no recent noise complaints since the last user group meeting.

Action- No further action

- CFZ Update

The group was updated with a council requested CAA response regarding CFZ. The group discussed that with Oamaru Airport now having a discrete frequency, this may reduce some congestion on 119.1 – unattended aerodrome frequency.

Council needs to understand the difference between a discrete frequency and a CFZ. It was asked if there would be a safety aspect if a discrete frequency was introduced and was then ASNZ was approved for a CFZ; as when you change something, there is the additional risk factor and safety focus.

Council to investigate whether it is possible to use the same frequency going from a discrete to a CFZ.

Council will present their findings at the next 'small user group' meeting and then will raise the issue with the wider user group.

Action – Continue to proceed with the CFZ application, Council to find out more information regarding discrete frequencies and the findings will then be presented to both the safety focussed group and the User Group.

- Recreational Skydiving Enquiry

Council received an email enquiry that expressed interest in commencing a recreational skydiving operation from Ashburton Airport. The general terms of the email was discussed with the group. The group agreed that there is the potential for user and skydivers to operate harmoniously, however Council would need to ensure that there are boundaries in place, consider where the PLA is etc. Also need to consider the potential noise impacts that are associated with the operation. It was mutually agreed that any approved skydiving operation would need to be represented within this small user group.

Some of the matters that the group raised for Council to consider include:

- Boundaries need to be in place.
- Consider where the Parachute Landing Area is (PLA) (noting that there is no PLA on the Ashburton Plate currently).
- Consider the residents for the town.
- Designated area where they are allowed to 'climb up'. Do not want them to climb over the town.
- Designated area where they can spiral down?
- Are they able to drop somewhere else, not the airport.
- Potentially limit the runways that they can use to mitigate any noise occurring over the town.

Action – More information is required from the skydiving operator and Council will come back to the group with any further information provided.

- Runway Inspections

Runway inspections are currently undertaken by MCAC as part of the Airport Maintenance Contract. These inspections are currently undocumented. ADC to draft a template to provide to MCAC to review. Formal inspections will then take place and discussed at future safety user group meetings.

If users identify any issues, please email airport@adc.govt.nz

Action – Council and MCAC to work together to develop Inspection Report template.

Moved/Seconded

Neville Bailey /David Wright

Item 3 Ashburton AIP

Users and Council carried out a review of the notes in the AIPNZ to ensure that they reflect the current status of the aerodrome.

Note 2 – Users decided that Note 2 is correct. The intention is to stop people using taxiways for landing and stops people using the Lucerne as a taxiway.

Note 6 – The lit taxiway has blue lights, only taxiway from 3416 (lit runway). Taxiway to the bowser is lit with blue lights. The other taxiway has no light at all, they have reflectors. The group proposed to remove notes 5 and 6 from the AIP.

Moved/Seconded

Neville Bailey /Kevin Langford

With the discussion on Rabbits and Hares earlier on in the meeting, it was agreed to include ‘Rabbits’ in Note 4.

Note 7 regarding the Aerobatic Box was also discussed. No changes suggested.

Action – Proposed Removal of Note 5 and 6 from the AIP – “RWY 16/34 edged with white reflectors” and “Taxiways shown on aerodrome chart edged with blue reflectors”.

Include Rabbits in Note 4 – **Caution:** Bird Hazard: Large numbers of gulls, plovers and magpies in vicinity of aerodrome.

Council to contact Carlton Campbell CAA to seek advice on the proposed changes.

Item 4 Consultation of Landing Fees through Long Term Plan

Council outlined the proposed fees and charges for 2024/2025 which included a change in methodology as a result of user feedback from the 2023/24 fees and charges.

The proposed methodology change and charge is:

- Fixed wing landing fee - \$10 per tonne (minimum charge \$10) based off MCTOW of the aircraft.
- Fixed wing training circuit* (per 20 minutes) - \$10
*Transitioning aircraft completing a training circuit includes touch and go's, go arounds, missed approaches and landing. Additional movements after 20 minutes will incur a new training charge.
- Helicopter - \$13 per landing
- No Annual Fee

Users are encouraged to comment on the proposal through the LTP consultation process. The LTP consultation process and key dates was outlined to users.

- Consultation opens on 27 March 2024. www.itsourplace.com or a paper copy can be obtained from Council offices.
- Submissions close on Sunday 28th April 2024.

Agenda Items

- Submitters can choose to appear in front of Council to speak in support of their submissions. The hearings and deliberations will take place between 13-22 May 2024.
- After Council makes decisions on the issues raised by submitters, officers update the draft LTP for adoption. It is then reviewed by Audit NZ before Council formally adopts it before the end of June 2024.

Users asked if Council had undertaken a risk assessment before changing the charging methodology for the 2023/2024 fees and charges, mainly the introduction of a touch and go fee. Council responded that no risk assessment was completed however it is a common charging methodology in Australia. Users also commented that no public consultation was undertaken for that fee change, which Council responded that no consultation took place. Council noted that at the last user group meeting in 2023, users were asked to bring forward any suggestions that could be considered and consulted through the 2024 LTP process and that Council only received back 2 suggestions (1 individual, 1 on behalf of an organisation).

The user group felt that the introduction of the touch and go fee is having a negative impact on flying safety at the airport and that it is disincentives users from practicing circuits and landings.

The users asked Council for a breakdown of the monthly movements including a breakdown between touch and go's and Landing. Council was not able to present the data at the time of request but also noted that Council responded to an email 2 days before the meeting agreeing to provide the raw redacted data to the users as soon as possible. The provider of the current monitoring system was present at the meeting and had brought along a table outlining the number of movements, however this could not be released as Council needed more time to verify the data.

The users presented their proposed fees and charges to Councillors, which also included MCAC paying landing fees (advising that historically the club has not been charged for landing fees). The users proposed the following:

- Landing fee of \$12 – includes up to 5 landings in a day. This would also include all the touch and goes, circuit training for one session.
- Annual fee of \$200

Councillors stated the importance of submitting their proposal as well as any comments on the proposed fees and charges through the LTP. Users were encouraged to present verbally to council if they wished to do so.

Action: Consultation for the LTP commences the 27th March 2024. Users are encouraged to provide feedback on the proposed fees and charges and to submit their own written or verbal proposed fees and charges to Council. Noting that submissions close on 28th April 2024.

Meeting closed 11.54am



Advisory Circular

AC139-17

Aerodrome User Groups

Revision 0

20 July 2012

General

Civil Aviation Authority (CAA) Advisory Circulars (ACs) contain information about standards, practices, and procedures that the Director has found to be an **acceptable means of compliance** with the associated rule.

Consideration will be given to other methods of compliance that may be presented to the Director. When new standards, practices, or procedures are found to be acceptable they will be added to the appropriate AC.

Purpose

This AC provides guidance material for aerodrome operators on establishing and managing user groups to assist them in the process, and to support the more effective operation of user groups in cases where this may be necessary.

Related Rules

This AC related to Civil Aviation Rule Part 139 - *Aerodromes Certification, Operation and Use*.

Change Notice

This is an initial issue of AC139-17.

Published by
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Wellington 6140

Authorised by
Manager Standards Development

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Introduction

Aerodrome safety is greatly enhanced when all aerodrome users meet on a regular basis to discuss issues, review changes and propose safety improvements. Experience has shown that the number of incidents and aviation related concerns reported at aerodromes reduces when the aerodrome operator makes use of an aerodrome user group. This is a forum for identifying safety issues and developing any limitations and operational conditions on the use of the aerodrome.

The CAA strongly supports the formation and operation of aerodrome user groups at all aerodromes. The CAA takes very seriously recommendations made and issues raised by what it sees as the collective voice of persons involved in operations on the aerodrome and the airspace in its vicinity.

An aerodrome user group is also the best forum to address any safety concerns identified by an aerodrome user; to discuss the impact of any proposed changes to the aerodrome environment or to the type of operations conducted on the aerodrome, and to monitor and amend if necessary the operational conditions for the aerodrome that are published in the Aeronautical Information Publication New Zealand (AIPNZ).

The purpose of a user group is to facilitate development and co-ordination of procedures for the safe use of an aerodrome and associated airspace. The aim being that the operators will “own” the procedures adapted to suit an area and type of operation. This also fits the philosophy of “participant responsibility”.

It is also an important component in the operation of a safety management system for the operation of the aerodrome.

The purpose of this Advisory Circular (AC) is to provide guidance on the formation and operation of an aerodrome user group. The CAA Aviation Safety Advisors may assist in this regard if requested. Contact details for the CAA Aviation Safety Advisors are contained in the CAA Vector magazine, or on the CAA website

www.caa.govt.nz/about_caa/contact_caa_staff/safety_promo.htm

Composition of User Groups

The user group should comprise representatives of all persons or organisations whose activities can impact on the safety, regularity, and efficiency of operations associated with the aerodrome.

These may include:

- Scheduled airline operators
- Local aeroplane operators
- Helicopter operators
- Flying schools
- Airways Corporation of New Zealand
- Microlight clubs
- Glider clubs
- Parachute organisations

- Model aeroplane clubs
- Contractors who are employed on a regular basis to perform airfield maintenance such as grass cutting, weed spraying, etc.
- CAA Aviation Safety Advisors and other CAA personnel if required for specific issues.

All of these organisations have their own needs and engage in activities that can impact upon the activities of others. The safety and efficiency of all are enhanced if these needs and activities are aired in the forum of a user group and agreement reached on the conduct of aerodrome operations.

Operation of a User Group

General

There are already many user groups operating effectively in New Zealand and no two operate in the same way. Each has evolved into an organisation best suited to the environment of the particular aerodrome.

The aerodrome operator is ultimately responsible for the safe operation of the aerodrome and the promulgation of limitations and operational conditions. However, the responsibility for managing these functions is often delegated to an operator on the aerodrome who has more aircraft operational expertise than the aerodrome operator.

Setting up a User Group

The aerodrome operator should convene the first meeting and invite all relevant people. If requested, the CAA Aviation Safety Adviser will be able to provide guidance. The purpose of the user group should be explained, and the attendees invited to suggest areas in which the safety and regularity of aircraft operations could be improved.

From these discussions a person needs to be appointed to chair the group and this may or may not be the aerodrome operator. An action plan should be agreed to correct any issues raised, and the date for the next meeting established.

Frequency

User group meetings should be scheduled at intervals appropriate to the volume and complexity of operations at the aerodrome. Where the volume and complexity is high, meetings should be scheduled for up to six times per year. In the case of an aerodrome with only isolated traffic, twice a year may be sufficient.

Special meetings should also be called following an incident or accident or when a serious issue is raised, or when a new operator or a new type of operation is proposed for the aerodrome. Special meetings should also be called when major works are proposed on the aerodrome that may impact airfield operations.

Agenda

An agenda for each meeting should be produced and circulated to each member of the user group prior to each meeting. This agenda may be standard for each meeting and only amended as and when required.

Amongst the items that discussed at a user group meeting are:

- Airport operational issues.
- Proposed amendments to aerodrome layout, or proposed works on aerodromes.
- Airspace issues.
- Review of any safety incidents or accidents.
- Review of published aerodrome data and operational procedures contained in the AIPNZ.
- Review and co-ordinate feedback on any airspace amendment proposals.
- Requirement for any traffic rules to accommodate an organisation with special needs, e.g. gliders, helicopter training, model aircraft etc.
- Any type of activity commencing on or off the aerodrome that may have an impact on aerodrome operations.
- An activity which previously had special procedures developed for it and is no longer operating.
- Issues raised by any member of the group.

Follow up action

Where issues have been raised and follow up action has been proposed to mitigate those issues, the aerodrome operator needs to ensure that any action proposed will not be in breach of Part 139 or any other civil aviation rule, or be inconsistent with the operator's Part 139 exposition.

Where there is concern over the implications of any proposed follow up action, the aerodrome operator should consult with the CAA first before carrying out the proposed action.

Minutes

Minutes should be taken at each meeting and retained for future reference. Where decisions have been made or action points agreed to, the minutes need to clearly show the decision made or whom is responsible for any follow up action. Minutes need to be distributed to each member of the user group as soon as practicable following the meeting to ensure that members have the opportunity to undertake any action required.

Aeronautical Studies

An aeronautical study is a tool used to review aerodrome and airspace processes and procedures to ensure that safety criteria in place are appropriate. User groups can assist in safety reviews or aeronautical studies as they are able to provide assistance to aerodrome operators when considering changes to the aerodrome environment. Advisory Circular AC139-15 provides information and guidance to assist aerodrome operators and other parties to undertake an aeronautical study.

Ashburton Airport Safety User Group Charter

To Provide a Forum for the Discussion of Airport Safety Matters and to promote excellent Safety Culture

The Safety Users Group (SUG) should discuss any matters brought to its attention regarding the safety of airport users or aircraft, procedures, or the aerodrome facility itself.

Safety matters may be brought to the attention of the SUG by any person and airport users are encouraged to be proactive about safety. If a matter is brought to the attention of a SUG member, they should inform the rest of the SUG.

Selecting the Group:

Diversity is important - The Safety Users Group (SUG) should be made up of a representative from each of the various types of operators at the Airport. These should include enough commercial & non-commercial interests across the various disciplines to ensure a balanced viewpoint, and ideally result in a group of between 8 – 12 members. There is likely to be a crossover of skills and people may represent more than one group.

Representatives should include: (if these groups are active at the aerodrome)

- Commercial Pilots – fixed wing and rotorcraft.
- Commercial Operators – Skydiving, Charter, Agricultural, etc.
- Flying Instructors
- Aero Club
- Recreational Pilots & Operators - Fixed wing, rotorcraft, glider, skydiving, hangar owners, etc.
 - o An ‘average’ recreational pilot is an asset to the group.
- Ground keeping staff.
- Airport Management and/or Airport Operator

With this range of talents and experience on board, issues are dealt with efficiently and with lasting results and a spirit of cooperation.

Frequency and format of Meetings:

The SUG should meet no less than quarterly and as often as necessary when issues are raised.

Virtual Meetings by email will often be enough. Although at least one annual face-to-face meeting should occur.

Use a standard formal meeting structure including: An agenda, chairperson and minute taking and acceptance as regular features.

Scope of SUG:

ASHBURTON DISTRICT COUNCIL

The SUG will preside specifically over the Health & Safety management of the Airport and specifically the Operational Areas and Aeronautical Procedures (ie: Landing Plate, etc).

The master documents for Operational H&S are the Landing Plate (AIP Vol 4) and the “Conditions of Use” for the airport. The latter should always be published to the operator's website and available by electronic copy or hard copy as requested. The Landing Plate, CoU and this document are considered organic documents that are always open to review and refinement as requirements change and evolve.

If/When matters are brought to the attention of the SUG the process should be as follows:

- Is this a matter the committee can deal with, or should it be escalated?
 - o If escalated, the committee should summarise the issue and ensure proper escalation process is followed. Eg: 005 Incident reporting to CAA, etc.
- Consider if the existing procedures and provisions adequately covered the matter or not?
 - o Eg: Where the provisions adequate, but a pilot failed to observe them?
- Recommend a course of action and advise interested parties.

The SUG is not for pushing personal/business agendas or items that do not have a tangible Health & Safety outcome.

Copywrite Lockie Airport Management – www.airportmangement.co.nz - info@airportmangement.co.nz

ASHBURTON DISTRICT COUNCIL

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Safety Users Group Charter prepared by Lockie Airport Management expanding on CAA best practice recommendations in line with AC139-17. It may be reproduced and modified with credit given to the author, Lockie Airport Management.

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Proposed Ashburton Common Frequency Zone

Summary of Submissions Received, and Final AIP Changes

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Introduction

In mid 2020, Ashburton Airport Authority applied for a Common Frequency Zone (CFZ) around Ashburton aerodrome (NZAS). A CFZ is a non-mandatory airspace and advisory in nature, i.e. an airspace area not designated under Part 71, used in New Zealand only and described in AIPNZ ENR 5.3, Section 5.

CFZs are established to encourage pilots to use a single VHF frequency allocated for the zone. Pilots should transmit position, altitude and intentions relevant to prominent reporting points or features at entry, and at other times for traffic safety.

This request has been made to CAA to facilitate local and itinerant traffic operating within uncontrolled airspace. The reasons stated in support of the application are:

1. Concern for local and transiting aircraft within the area being on any number of available frequencies to make position reports. The establishment of Common Frequency Zone (CFZ) attempt to rationalise these frequencies to avoid confusion for operators and remove 119.1 MHz as the frequency for Ashburton Aerodrome.
2. Alignment with current and proposed Common Frequency Zones and Mandatory Broadcast Zones along the coast to the north and south of the proposed Ashburton CFZ.

Proposed Common Frequency Zone

Refer to Appendix A for a diagram of the proposed CFZ publication.

An upper limit of 3500 ft for the CFZ has been proposed. The lower limit of controlled airspace for the extents of the area are between 1500 ft and 9500 ft, and of note the surrounding existing CFZs have upper limits of between 5500 ft and the lower limit of controlled airspace.

The north-eastern boundary of the Ashburton CFZ is aligned with the Banks Peninsula CFZ.

The south boundary of the Ashburton CFZ is proposed to align with the South Canterbury CFZ and Timaru North MBZ.

Consultation

Civil Aviation Rule Part 71.9 requires the Director to consult with affected persons, organisations, and representative groups within the aviation industry before making a designation or classification of airspace. Whilst CFZ's are not designated airspace under CAA Rule Part 71 the proposal information was issued for public consultation inviting feedback from users and other interested parties.

The consultation document describing the proposals was sent directly to the organisations listed at Appendix B (Consultation Distribution List) for consideration and comment and was also published on the CAA website at the following link:

[2022 airspace reviews | aviation.govt.nz](https://aviation.govt.nz/2022-airspace-reviews)

Notifications were also sent to CAA email notification subscribers to Airspace Notifications – Briefing Areas 5,6,7.

Submissions

There were 5 submissions received and these are recorded in Appendix C.

2 submissions supported the proposal or provided no position, 2 submissions suggested alternative airspace, and 1 submission was opposed to the proposal.

CAA feedback on submissions

CAA wishes to thank submitters for the proposed Ashburton CFZ.

Submissions opposed to the proposal

One submitter opposed the CFZ suggesting it may detract from the ‘see and avoid’ mentality, and introduce unnecessary RT complexity and clutter.

The submitter also provided comments originally provided to CAA in 2013 whilst considering nationwide CFZ at the time.

CAA comment:

CAA agree that aircraft operating VFR in class G airspace should primarily be looking out for other traffic, rather than relying solely on VHF transmissions to inform situational awareness. However, in this case the merit of consolidating a separate frequency around an aerodrome, where 119.1MHz is used currently, is beneficial over the current situation where there is no discrete frequency for local operations, and the current 119.1MHz frequency is complex.

The CAA position provided as a result of consultation in 2013, and remains current, is that CFZ proposals be considered on a case-by-case basis where the merits of consolidating a non-mandatory VHF frequency are justified. To inform a decision for this petition the CAA has considered the role of adjacent airspace frequencies in promulgating CFZ, the potential for added complexity within the surrounding airspace and, additionally, the feedback from previous CFZ applications in which the wider use of CFZ has been considered by the submitters. In this case, it appears that the CFZ proposal is justified according to the 2013 and current CAA position.

Submissions proposing amendments to proposal

Two submitters supported the proposed CFZ with amendments to boundaries.

One submitter suggested that the western boundary proceed from Hinds via the Hinds River to Lismore, and not out to Arundel as proposed.

CAA comment:

There was no justification provided by the submitter for this amendment, however CAA disagree with this amendment proposal. The proposed boundaries align with the South Canterbury CFZ boundaries providing continuous visibility of common frequencies in the area. The amendment proposed would create a 'gap' between CFZs that would add unnecessary complexity and ambiguity on frequencies.

Another submission provided a graphical representation depicting the proposed amendment, suggesting that the airspace boundary between the proposed CFZ, and the Banks Peninsula CFZ be offshore.

CAA comment:

Common Frequency Zones are by nature general areas of common frequency rather than zones with set 'boundaries' of frequency use. Saying that, in this case providing a boundary amendment offshore is consistent with other MBZ/CFZ in the South Canterbury region to facilitate clear frequency usage for aircraft tracking via the coast.

CAA is also aware of the recent Tāwhaki aerodrome development in this area, so it may be advantageous to clarify the frequencies in use offshore.

In this case the CAA accept this minor boundary amendment to the proposed Ashburton CFZ and Banks Peninsula CFZ, however CAA will simplify the boundaries to avoid complexity.

Aerodrome discrete frequency

The proponent for the proposed CFZ indicated that the CFZ would 'remove 119.1 MHz as the frequency for Ashburton aerodrome'. This factor was considered in whether a discrete aerodrome frequency alone would enable the aerodrome to achieve its safety objectives.

AIP New Zealand ENR 6.2.2 notes '*Pilots of all aircraft operating outside controlled airspace below 3000 ft AGL within a radius of 10 NM of an unattended aerodrome should maintain a continuous listening watch on the frequency listed in the COM box on the aerodrome chart, or on 119.1 MHz if there is no such chart*'.

In the case of operations in the vicinity of Ashburton aerodrome pilots should currently only switch to 119.1 MHz within 10 NM of the aerodrome; pilots should not routinely be broadcasting on 119.1 MHz outside that distance. It is noted that a variety of aerodromes on the east coast of the South Island also utilise 119.1MHz.

Further, AIP New Zealand GEN 3.3.16 Air-to-Air Communications notes '*The aircraft to aircraft chat frequency within the New Zealand FIR is 128.95 MHz. In uncontrolled airspace, if not within an MBZ/CFZ, operate on the appropriate FISCOM frequency*'.

It is accepted that the proposed Ashburton CFZ if implemented would formalise consolidated frequencies over a geographic area outside of 10NM from Ashburton aerodrome, however Ashburton aerodrome should consider implementing a discrete aerodrome frequency in coordination with users if appropriate prior to any CFZ implementation.

Further, the proposed upper limit of the Ashburton CFZ was 3,500 ft, which would provide little benefit in the case of a future aerodrome discrete frequency being in use to 3,000 ft, and does not align with other CFZ/MBZ in the area. Of note, to the immediate south the South Canterbury CFZ extends to 5,500 ft upper limit, therefore aligning this provides a seamless frequency transition for aircraft at these altitudes. The CAA view is to amend the upper limit to 5,500 ft or lower limit of controlled airspace, whichever is lower.

CAA Decision

On the basis of CAA consultation and for the rationale explained above the Ashburton CFZ may proceed, with the amendments described. The final airspace is depicted below in Appendix B. The Common Frequency Zone will be promulgated in AIPNZ/VNC on AIRAC 24/12 effective 28 November 2024.

A frequency must be assessed and licenced with Radio Spectrum Management and is to be done in conjunction with the publication of the Common Frequency Zone on Visual Navigation Charts. An Ashburton CFZ frequency has now been assessed by Radio Spectrum Management and 119.4 MHz will be assigned.

Operators and aerodromes within the Ashburton CFZ wishing to utilise this frequency must update any discrete aerodrome frequency as required for AIRAC 24/12.

The proponent may also wish to consider applying for an aerodrome specific frequency in the interim prior to publication of the CFZ on Visual Navigation Chart.

This document is also available on the CAA website at the following link:

<https://www.aviation.govt.nz/airspace-and-aerodromes/airspace/airspace-review/2022-airspace-reviews/>

Further information

For further information contact:

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Senior Technical Specialist – Aeronautical Services
Civil Aviation Authority of New Zealand
P O Box 3555
Wellington 6140

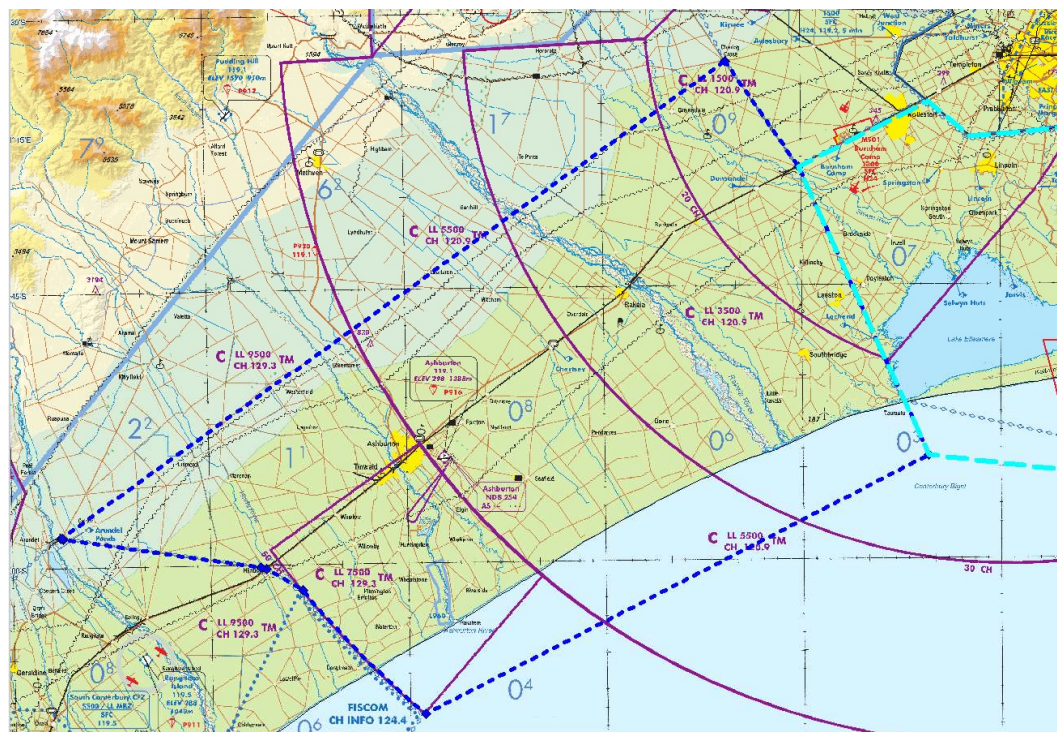
Phone: (DDI) 04 830 0520

Email: Hamish.McKoy@caa.govt.nz or aeronautical.services@caa.govt.nz

Appendix A – Proposed Ashburton CFZ



Appendix B – Final Ashburton CFZ and Banks Peninsula CFZ



ANR Data

NZC 976 Ashburton CFZ

All that airspace bounded by a line joining

S 43 54 17.19, E 172 24 27.32;
S 44 08 09.20, E 171 46 06.60; the arc of a circle of 50 NM centred on
S 43 30 14.76, E 172 30 52.69; (CH VOR/DME) from
S 44 08 09.20, E 171 46 06.60; to
S 44 01 16.80, E 171 36 52.90; a line joining
S 44 01 16.80, E 171 36 52.90;
S 44 00 06.20, E 171 34 07.60;
S 44 00 01.35, E 171 33 42.38;
S 43 58 16.64, E 171 18 47.34;
S 43 58 14.80, E 171 18 42.40;
S 43 58 14.70, E 171 18 36.00;
S 43 32 37.20, E 172 09 20.50;
S 43 38 26.50, E 172 14 47.10;

Upper limit: Lower limit of controlled airspace or 5500 ft, whichever is lower
 (1,500 ft, 2, 500 ft and 3,500 ft AMSL as applicable).
Lower limit: Surface.
Active: Permanently active.
Frequency: 119.4 MHz "Ashburton traffic".
Effective from 2411271100

NZC 977 Banks Peninsula CFZ, Canterbury

All that airspace bounded by a line joining

S 43 39 00.0, E 173 11 00.0;
S 43 51 00.0, E 173 10 00.0;
S 43 57 00.0, E 172 57 00.0;
S 43 51 21.4, E 172 22 37.9; (Lake Ellesmere outlet)
S 43 38 26.5, E 172 14 47.1; (intersection of Godley, Main South and Norwood Roads)
S 43 38 26.5, E 172 14 47.1 a line following SH 1 from
S 43 38 26.5, E 172 14 47.1 to
S 43 35 27.0, E 172 22 44.4; (intersection of SH1 and Springston Road)
S 43 35 27.0, E 172 22 44.4 a line following Springston Road from
S 43 35 27.0, E 172 22 44.4 to
S 43 37 20.5, E 172 24 18.0; (intersection of Springston and Rolleston Roads)
S 43 37 20.5, E 172 24 18.0 a line following Rolleston Road from
S 43 37 20.5, E 172 24 18.0 to
S 43 38 10.0, E 172 26 58.4; (Lincoln)
S 43 38 30.0, E 172 28 13.4 a line joining
S 43 38 30.0, E 172 28 13.4
S 43 33 54.1, E 172 37 30.5 (Cashmere High School);

S 43 33 42.1, E 172 45 00.5 (Southshore Peninsula);
S 43 35 23.7, E 172 48 49.7;
S 43 39 00.0, E 173 11 00.0.

Upper limit: Lower limit of controlled airspace.
Lower limit: Surface.
Active: Permanently active.
Frequency: 118.75 MHz, 'Banks traffic'.

Effective until 2411271100.

NZC 977 Banks Peninsula CFZ, Canterbury

All that airspace bounded by a line joining

S 43 39 00.0, E 173 11 00.0;

S 43 51 00.0, E 173 10 00.0;

S 43 57 00.0, E 172 57 00.0;

~~S 43 51 21.4, E 172 22 37.9; (Lake Ellesmere outlet)~~

S 43 54 17.19, E 172 24 27.32;

S 43 38 26.5, E 172 14 47.1; (intersection of Godley, Main South and Norwood Roads)

S 43 38 26.5, E 172 14 47.1 a line following SH 1 from

S 43 38 26.5, E 172 14 47.1 to

S 43 35 27.0, E 172 22 44.4; (intersection of SH1 and Springston Road)

S 43 35 27.0, E 172 22 44.4 a line following Springston Road from

S 43 35 27.0, E 172 22 44.4 to

S 43 37 20.5, E 172 24 18.0; (intersection of Springston and Rolleston Roads)

S 43 37 20.5, E 172 24 18.0 a line following Rolleston Road from

S 43 37 20.5, E 172 24 18.0 to

S 43 38 10.0, E 172 26 58.4; (Lincoln)

S 43 38 30.0, E 172 28 13.4 a line joining

S 43 38 30.0, E 172 28 13.4

S 43 33 54.1, E 172 37 30.5 (Cashmere High School);

S 43 33 42.1, E 172 45 00.5 (Southshore Peninsula);

S 43 35 23.7, E 172 48 49.7;

S 43 39 00.0, E 173 11 00.0.

Upper limit: Lower limit of controlled airspace.
Lower limit: Surface.
Active: Permanently active.
Frequency: 118.75 MHz, 'Banks traffic'.

Effective from 2411271100.

Appendix C – Consultation Distribution List.

Aerodrome operators (charted aerodromes only):

- Ashburton aerodrome
- Christchurch aerodrome
- Fernside fields aerodrome
- Forest Field aerodrome
- Loburn Abbey aerodrome
- Pudding Hill aerodrome
- Rangitata Island aerodrome
- Rangiora aerodrome
- Springfield aerodrome
- Timaru aerodrome
- Waimate aerodrome
- West Melton aerodrome
- Wyndale aerodrome

Operators, Organisations and User Groups

- Aircraft Owners and Pilots Association
- Airways Corporation of New Zealand
- Air New Zealand
- Balloon Aviation Association
- Canterbury airspace user group
- Canterbury aeroclub
- Flying New Zealand
- Gliding New Zealand
- Mid Canterbury aeroclub
- Model Flying New Zealand
- New Zealand Airline Academy (Oamaru)
- New Zealand Aviation Federation
- New Zealand Agricultural Aviation Association
- New Zealand Helicopter Association
- New Zealand Hang Gliding and Paragliding Association
- North Otago aeroclub
- Recreational Aircraft Association of New Zealand
- Royal New Zealand Air Force
- Skydiving Kiwis
- South Canterbury aeroclub
- Sport Aircraft Association New Zealand
- Sport Aviation Corp

Appendix D – Summary of Key Points from Submissions

| Name of Submitter | Key Points |
|----------------------------|---|
| Gliding New Zealand | <p><i>Gliding New Zealand opposes the proposed Ashburton CFZ.</i></p> <p><i>We remain of the opinion that the introduction of CFZ's can detract from a 'see and avoid' mentality, and introduce unnecessary RT complexity and clutter.</i></p> <p><i>Gliding New Zealand also provided comments originally provided to CAA in 2013 whilst considering nationwide CFZ at the time.</i></p> |
| Airways New Zealand | <p><i>Airways NZ did not have any feedback on the proposed Ashburton CFZ.</i></p> |
| RAANZ | <p><i>RAANZ fully supports the establishment of a CFZ in the area around Ashburton aerodrome.</i></p> <p><i>We believe it will simplify RTF procedures and thus aircraft safety.</i></p> <p><i>RAANZ suggests that the western boundary proceed from Hinds via the Hinds River to Lismore, and not out to Arundel as proposed.</i></p> |
| P Kyle | <p><i>I agree with the proposed Ashburton CFZ, with a minor boundary amendment.</i></p> <p>The submission provided a graphical representation depicting the proposed amendment, suggesting that the airspace boundary between the proposed CFZ, and the Banks Peninsula CFZ be offshore.</p> |
| Canterbury aeroclub | <p><i>We support this application</i></p> |

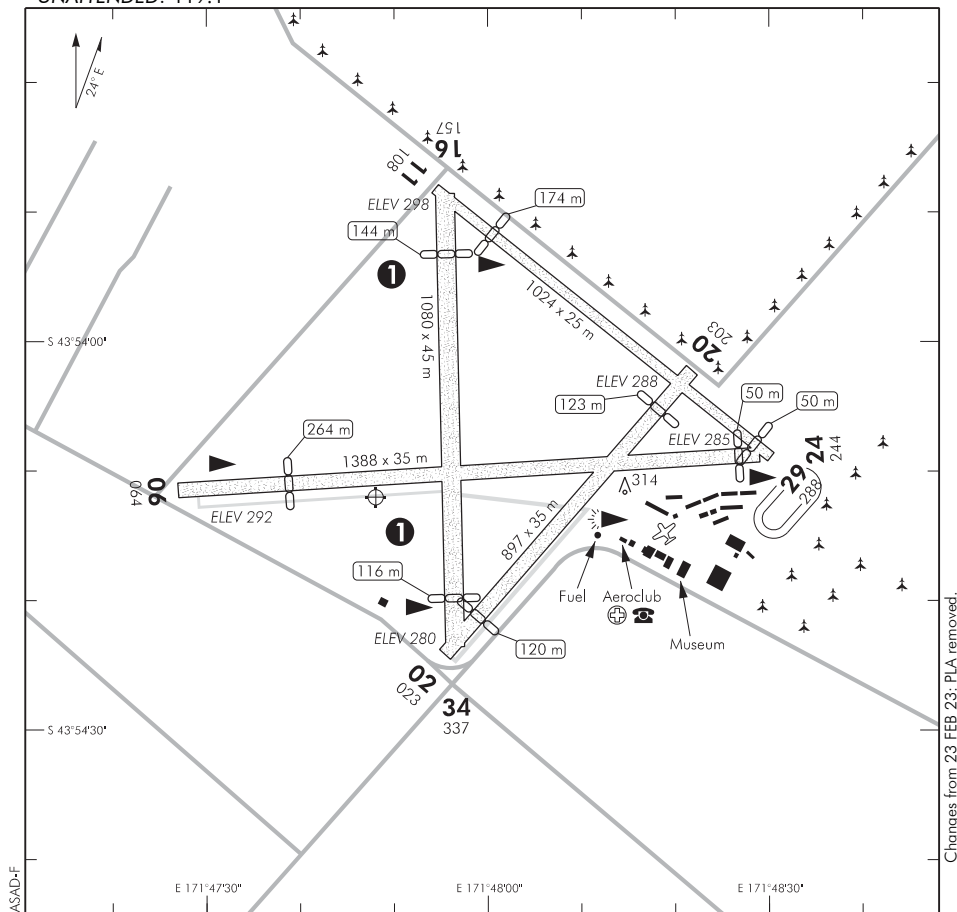
ELEV 298

NZAS

NON-CERTIFICATED

**ASHBURTON
AERODROME**

UNATTENDED: 119.1



- ① Night operations RWY 16/34. Displaced thresholds apply:
- | | |
|--------|-------|
| RWY 16 | 194 m |
| RWY 34 | 204 m |

D

2. Use mown runways and taxiways shown only.
3. NORDO Microlight operations take place, circuit height 500 ft AGL, circuit direction left-hand.
4. **CAUTION:** Bird hazard. Large numbers of gulls, plovers and magpies in vicinity of aerodrome.
5. RWY 16/34 edged with white reflectors.
6. Taxiways shown on aerodrome chart edged with blue reflectors.
7. Aerobatic box established over the aerodrome 328 ft to 3500 ft.
8. **CAUTION:** Club competitions generally held last Sunday of each month. A temporary competition fence may be erected on the left side of the active RWY.
9. **CAUTION:** Ashburton Medical Centre HLP (NZAM) lies to W (262°/2.0 NM).
10. Mowing of runways and operational areas may take place at any time.

S 43 54 12 E 171 47 48*

34

Effective: 15 JUN 23

© Civil Aviation Authority

**ASHBURTON
AERODROME**

Changes from 23 FEB 23: PLA removed.

RWY

| RWY | SFC | Strength | Gp | Slope | ASDA | Take-off distance | | | | LDG DIST |
|----------|-----|-----------|--------|----------------|------|-------------------|------|------|------|--------------|
| | | | | | | 1:20 | 1:25 | 1:30 | 1:40 | |
| 02 20 | Gr | ESWL 9080 | 6 | 0.26U 0.26D | 897 | 774 777 | | | | 777* 774* |
| 06 24 | Gr | ESWL 9080 | 8 | 0.15D 0.15U | 1388 | 1338 1124 | | | | 1124 1338 |
| 11 11 | Gr | ESWL 9080 | 8 6 | 0.39D | 1024 | 974 | | | | 850 |
| 29 29 | Gr | ESWL 9080 | 6 8 | 0.39U | 1024 | 850 | | | | 974 |
| 16 34 | Gr | ESWL 9080 | 7 | 0.34D 0.34U | 1080 | 964 936 | | | | 936 964 |

* Landing distance based on a 1:20 approach gradient only

| RWY | SFC | Strength | Gp | Slope | ASDA | Take-off distance | | | LDG DIST |
|------------|-----|-----------|----|----------------|------|-------------------|------|------------|------------|
| | | | | | | 1:20 | 1:30 | 1:40 | |
| #16 #34 | Gr | ESWL 9080 | 7 | 0.34D 0.34U | 1080 | | | 876 886 | 886 876 |

Night operations RWY 16/34. Displaced thresholds apply — refer Note ❶ on aerodrome chart.

LIGHTING

- PAL:

Non-standard 119.1 Transmit 4 pulses within 3 seconds activates lights for 20 minutes. Repeat transmission resets lights for a further 20 minutes.
- Runway:

16/34 LIL RWY
RWY edge light spacing — 100 m
Displaced thresholds marked by wing-bars
RWY ends marked with red/green retro-reflective markers
Between RWY end and displaced threshold RWY marked by retro-reflective markers
- Taxiway:

Edge — Blue lights/retro-reflective markers
- WDI:

Lit WDI by fuel pumps
- No standby power available

(continued)

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 Lynette Lovett
- Cr Rob Mackle
- 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.