

Ashburton Airport Authority Subcommittee

AGENDA

Notice of Meeting:

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

Date: Tuesday 13 May 2025
Time: 1.30pm
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**
 - 21/08/2024
- Reports**
- 5 Update on Ashburton Airport** **4**
- Business transacted with the public excluded**
- 6 Minutes 21/08/24** **PE 1**
 - Airport rent review Section 7(2)(h) Commercial activities
 - 7 Commercial landing fee review** **PE 2**
 - Section 7(2)(i) Conduct of negotiations
 - 8 Commercial landing fee review)** **PE 12**
 - Section 7(2)(i) Conduct of negotiations
 - 9 Commercial landing fee review** **PE 20**
 - Section 7(2)(i) Conduct of negotiations

4. Airport Authority Subcommittee – 21/08/24

Minutes of the Ashburton Airport Authority Subcommittee meeting held on Wednesday 21 August 2024, commencing at 9.30am, in the Banded Dotterel Room, Te Whare Whakatere, Ashburton.

Present

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

In attendance

Leanne Macdonald (GM Business Support), Renee Julius (Commercial Manager), Katelyn Roddy-Dixon (Property Officer), Linda Clarke (Communications Advisor) and Carol McAtamney (Governance Support).

1 Apologies

Mayor Neil Brown

2 Conflict of Interest

Nil.

3 Notification of Extraordinary Business

Nil.

4 Confirmation of Minutes

That the minutes of the Airport Authority Subcommittee meeting held on 24 August 2023, be taken as read and confirmed.

Lovett/Mackle

Carried

5 Review of Airport Safety Group Meeting

The Subcommittee received an update from Commercial Property Officers of the Ashburton Airport Safety meeting which took place on the 29 February 2024.

That the Ashburton Airport Authority Subcommittee receives the report.

Braam/Mackle

Carried

Business transacted with the public excluded – 10.03am

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:	
6	Minutes 24/08/23	Section 7(2)(h)	Commercial activities
7	Ashburton Airport Rent Review	Section 7(2)(h)	Commercial activities

Mackle/Lovett

Carried

The meeting concluded at 10.41am.

5. *Update on Ashburton Airport*

Author	<i>Katelyn Roddy-Dixon; Property Officer</i>
Activity Manager	<i>Renee Julius; Property Manager</i>
Executive Team Member	<i>Helen Barnes – Group Manager Business Support</i>

Summary

- This report will provide the Ashburton Airport Subcommittee with an update on the Ashburton Airport.

Recommendation

1. **That** the Ashburton Airport Subcommittee receives this report.

Attachment

Appendix 1 Ashburton Airport User Group Meeting minutes 11/11/24

Background

1. This report is to update the Ashburton Airport Subcommittee on the Ashburton Airport.

Civil Aviation Rules

2. Under the Civil Aviation Rules Part 139, for non-certificated airports, there are only two requirements that airport operators have to the Civil Aviation Authority (CAA). These requirements are to report any unsafe conditions and report traffic volumes to CAA.

3. Airport Inspections

- a. As Ashburton Airport is non-certificated under Part 139, officers must establish procedures to ensure that aircraft movements are restricted or prohibited on parts of the airport where an unsafe condition may exist.
- b. Airport Inspections have been identified as the best way to ensure that Ashburton District Council (ADC) are meeting this requirement under CAA rules.
- c. Previously runway inspections were undertaken by Mid Canterbury Aero Club (MCAC) as part of the airport maintenance contract. These inspections were not historically documented.
- d. Since September 2024, Council officers have taken over completing airport inspections. Inspections are done monthly, often alongside a member of MCAC responsible for maintenance of the airport or Councils Health and Safety Officer. This also enables officers and the MCAC representative to discuss any questions that may have arisen over the past month.
- e. During these inspections, officers are assessing the following (but not limited to) the main entry gate airside, security gates/chains, taxiways, runways, markerboards, windsocks, fencing and refuelling area.
- f. From undertaking frequent airport inspections, Officers report that the runways and taxiways are in good condition, all signage is current and up to date and no safety concerns have been raised by MCAC. Therefore, officers do not have any unsafe conditions to report to CAA.

4. Reporting traffic volumes

- a. As a non-certified airport, officers must provide the Director of CAA with an annual report of traffic movement data for Ashburton Airport. CAA ask that information be provided for the full calendar year. It is important to note that previous movement numbers presented to Council were presented for the financial year, not the full calendar year.

- i. For the 2023 calendar year (1 January 2023 – 31 December 2023), Ashburton Airport recorded 4,977 movements.
 - ii. For the 2024 calendar year (1 January 2024 – 31 December 2024) Ashburton Airport recorded 8,463 movements.
- b. For the 2023/2024 financial year (1 July 2023 – 30 June 2024):
- i. 5,876 movements were recorded; and
 - ii. \$17,233 in landing fee income was received by Council.
- c. For the 2024/2025 financial year so far (being 1 July 2024 – 31 March 2025):
- i. 7,338 movements have been recorded; and
 - ii. \$12,244 in landing fee income has been received so far.
- d. The below graph shows movement numbers by month for 2022/2023, 2023/2024 and 2024/2025 so far. It shows that for 2024/2025 so far there has been a steady increase in movements at the Airport.

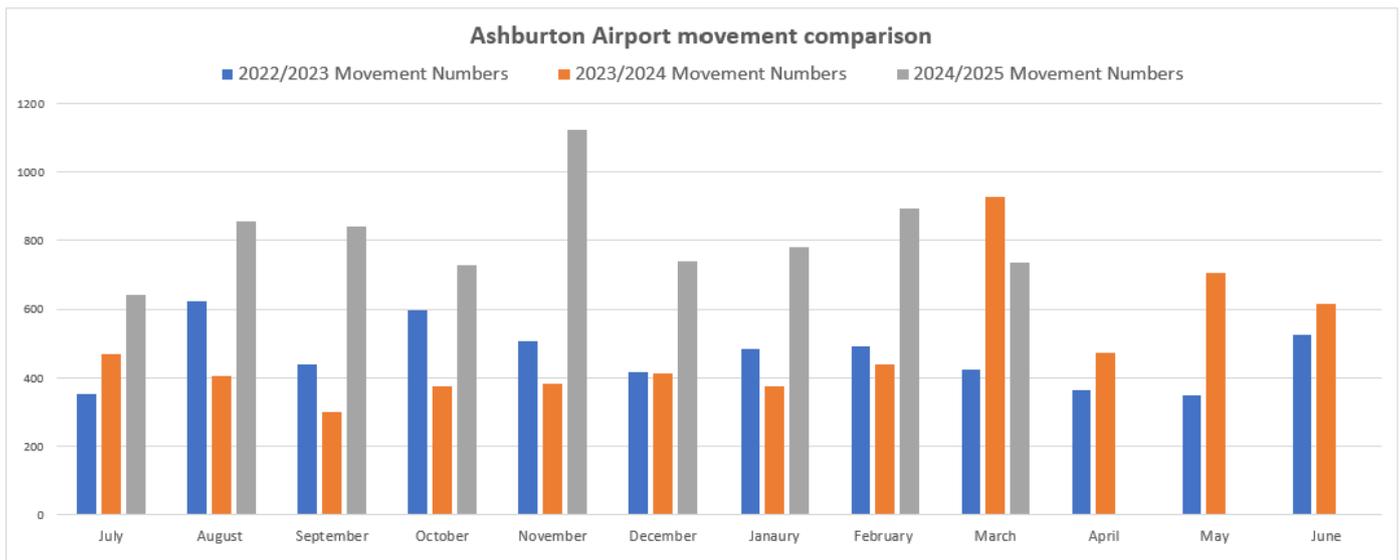


Figure 1 - Ashburton Airport movement comparison for the 2022/2023, 2023/2024 & 2024/2025 Financial years so far

Landing Fees

- 5. The proposed 2025/2026 landing fees for Ashburton Airport are to be adopted by Council in early June as part of the Annual Plan.
- 6. As indicated in the Long-Term Plan 2024-34, all aeronautical charges in 2025/2026 are proposed to be increased by 2.5% compared with the 2024/25 year. Please refer to the following table for the proposed changes. All amounts are inclusive of GST.

	1 July 2024 – 30 June 2025	1 July 2025 – 30 June 2026
Aeronautical Charges		
Annual landing fee	\$200.00	\$205.00
Fee per landing (to include all landings up to one hour) for casual airport users	\$12.00	\$12.30
Failure to pay aeronautical charge**		
1 st offence	\$40.00	\$41.00
2 nd offence	\$100.00	\$102.50

7. For the 2024/2025 Annual Plan, \$15,000 has been budgeted as income for landing fees which equates to 9.56% of airport income for this year. Combined with the 20.64% of airport income budgeted to come from airport ground lease rentals, Council’s budget was set to meet the 30%-40% target in the Policy for revenue generated by fees and charges. While 2025/2026 budgets are not yet adopted by Council, it is anticipated that any increase in landing fee revenue in 2025/2026 will ensure airport income remains within the 30-40% policy target.

Ashburton Airport Safety User Group

8. The Ashburton Airport Safety User Group have scheduled in 4 meetings for the year. If there are no agenda items, the meeting may be cancelled. The group must have at least 1 meeting in person per year. The group met October 2024 and January 2025, and 2 May 2025.
9. Through these meetings, the Aeronautical Information Publication New Zealand (AIP) has been thoroughly reviewed. The AIP is a set of documents specific to each airport, that provide all the operational information requires for safe navigation within the airspace.
10. Recent changes to the Ashburton Airport AIP include the following:
 - a. The Common Frequency Zone application for the Ashburton Airport was approved late 2024, as such it was decided to also align the aerodrome frequency to also be 119.4. Users were notified via email, update provided in the Council Brief and on the ADC website. Members of the Ashburton Airport Safety User Group also helped to distribute the information.
 - b. The Pilot Activated Lighting (PAL) system has been updated to the new airport frequency of 119.4. An interim NOTAM was issued until the AIP was updated in the next round of updates (17 April 2025).
 - c. Officers received a concern from a user regarding undulations on Runway 06. Through consultation with the Airport Safety User Group and also the wider Airport User Group, the addition of Note 9 was added to the AIP which reads ‘Caution: *RWY 06/24 surface undulations*. The runway undulations were discussed at the last airport

user group meeting (refer to Appendix 1). Undulations in the grass runway are historic and common on older grass runways. Both positives and negatives of any potential remediations were discussed, with the motion being put forward that airport users apply for community funding for runway 06 remediation works.

11. The next AIP update is in June 2025. After a request from the Mid Canterbury Aero Club's Chief Flying Instructor and consultation with the Airport Safety Group, note 8 on the AIP will be reworded to read 'Mowing, inspections and farming operations may take place at any time on runways and adjacent operational areas.'
12. On ADC's website, there is now a form that airport user can report any incidents that occur at Ashburton Airport. The report is to encourage the reporting of incidents and any feedback concerning incidents, hazards and risks. As of 30 April 2025, no incidents have been reported to Officers through the form. This incident form is in addition to required reporting to CAA on Form 005 Occurrence reporting.

User Group Meeting

13. The next Airport User Group Meeting is scheduled in for 26 May 2025. Please refer to Appendix 1 for the last minutes from November 2024. The User Group Meeting is open to all users of Ashburton Airport.
14. There are two User Group Meetings per year.

Museum Update

15. The Ashburton Aviation Museum are progressing well with their museum extension. Ashburton Aviation Museum Building Committee chair Owen Moore provided Council Officers with an update.

"The extensions to the Museum are tracking along as we expected with our concrete slab now poured and all boxing removed.

The next phase involves erecting the steel portals. Steel fabrication has taken a little longer than we anticipated but we should see the building starting to rise above the ground in the next few weeks. Installation of the purlins and roofing will be the next major stage.

We have the funding in place to enable us to get the building to a lockup stage with the reception area completed. We are planning a community function centre in the new build and fundraising for this is about to start.

The total cost of this build will be around 2 million and to date we have raised 1.5 million towards this project. We chose a local builder Quaid Construction to build the Hangar and are pleased that most sub-contractors are local companies".

Legal/policy implications

16. Ashburton Airport must comply with Civil Aviation Rules Part 139 for non- certificated airports.

17. To achieve the purpose of the safety group, guidance is taken from 'CAA Advisory Circular AC139-17 – Aerodrome User Groups'.
18. In accordance with the Ashburton Airport Development Plan, it ensures that the airport is safely and sustainably managed.
19. 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.

Review of legal / policy implications	
Reviewed by In-house Counsel	<i>Tania Paddock; Legal Counsel</i>

Strategic alignment

20. The recommendation relates to Council's community outcome of a district of great spaces, as Ashburton District Council is working hard to ensure that it is meeting its obligations to manage the safety and risk at the Ashburton Airport.

Wellbeing		Reasons why the recommended outcome has an effect on this wellbeing
Economic		
Environmental		
Cultural		
Social	✓	By managing the safety and risks of the airport, this means that the airport remains open for use for local and transient pilots.

Financial implications

Requirement	Explanation
What is the cost?	No cost, as this is an information report
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	Helen Barnes; GM Business Support

Significance and engagement assessment

Requirement	Explanation
Is the matter considered significant?	No
Level of significance	Low
Rationale for selecting level of significance	This is an information only report to the Airport Subcommittee to provide an update on activities at the Ashburton Airport. Airport users may be interested in the update provided by Council; however this only affects a small percentage of local residents.
Level of engagement selected	1 – Inform – One way communication
Rationale for selecting level of engagement	No wider community engagement is required, as Officers are providing an update to the Airport Authority Subcommittee.
Reviewed by Strategy & Policy	Mark Low; Strategy and Policy Manager

Minutes for Ashburton Airport User Group Meeting

11 November 2024

Welcome – meeting commenced at 6.00pm	
Item 1	Confirmation of last meeting minutes
	<p><i>*Minutes for the 27 May 2024 meeting were not adopted at this meeting. These minutes to be circulated and reviewed at the next meeting*</i></p> <p>Officers asked that any inconsistencies be notified as soon as possible.</p>
Item 2	Council Update
2.1	<p>Annual Plan – Landing Fees</p> <p>Officers spoke about Council’s Annual Plan and the proposed 2.5% increase across all ADC fees & charges.</p> <p>User Group members expressed surprise at the proposed fee increase, as they thought the fee would stay at \$12 as adopted through the LTP. It was noted that an annual percentage increase is applied across all of Council’s fees and charges.</p> <p>Officers updated the group on the current Revenue and Financing Policy for the Ashburton Airport. Airport expenditure is made up of 30-40% from fees & charges and 60-70% from general rates. In practice, for every \$1 from fees and charges, the general rate is contributing \$2 to the operating costs of the airport.</p> <p>Users asked what it costs to operate the airport, and asked if the airport budget is published. They would be interested to know what is provided for in the annual plan. Officers advised that in the past the budget has been requested for the meeting. Users asked if the budget could be circulated.</p> <p>Action Item: ADC to circulate a copy of the 2024/2025 budget with the minutes.</p>
Item 3	Update from Safety User Group
	<p><i>This group is focused on health and safety at the airport. Guidance for the group is taken from CAA Advisory Circular AC139-17.</i></p>
3.1	<p>AIP and Common Frequency Zone (CFZ) update</p> <p>The proposed changes to the AIP that were discussed at the February 2024 Safety Group and were circulated at the May 2024 user group meeting have been submitted for amendment. These changes will be included in the November 2024 AIP updates. They are:</p> <p><i>Aerodrome, Operational Data (1)</i></p> <p>Note 4 – include rabbits as one of the hazards. - CAUTION: Rabbit and Bird hazard. Large numbers of gulls, plovers and magpies in vicinity of aerodrome.</p> <p>Note 5 – Remove Note</p> <p>Note 6 – Remove Note</p>

	<p><i>Operational Data (1), Lighting</i> In the lighting content to add “white” to the message on “RWY edge (white) light spacing – 100m</p> <p><i>Operational Data (2)</i> Update of email address to airport@adc.govt.nz Update landing fee information - Landing fees payable for all users. Landing fees are automatically invoiced by Avdata NZ.</p> <p>From the discussion regarding the undulations in Runway 06, an additional note on the AIP will be added – ‘Runway 06/24 surface undulating’. This addition will be included in the February 2025 update.</p> <p>The CFZ was approved by the CAA in March 2024. Frequency 119.4 has been assigned for the Ashburton CFZ (Link to CAA decision document here).It was mentioned at the last user group meeting that recommendation given to ADC by the CAA was that the aerodrome may want to align its frequency with the CFZ. This was agreed by the users.</p> <p>It was later mentioned that Council could also email Aero clubs/flight schools to update them of the CFZ and aerodrome frequency changed. It was agreed that this is a great idea.</p> <p>Action: Ashburton District Council to share some comms about the upcoming changes to the aerodrome frequency. This includes</p> <ul style="list-style-type: none"> -ADC website - Email to known email addresses, also emailing South Island flight schools and aero clubs. - Council Brief in the news paper - The assistance of MCAC to share with members (ADC to provide wording if required) - NOTAM
3.2	<p><i>Runway 06 undulations</i> It was previously reported by a user that there is a safety risk with the undulations in runway 06. The report was sent through the Safety User Group for any comments. It was raised again at the November safety user group meeting, at which a member asked a local contractor to prepare a quote for the remediation works of the runway.</p> <p>Airport users asked if they could undertake their own fundraising for the works. Officers advised that Council would have no issues with the users fundraising for the runway works. There are grants available that users will be able to apply for. Users to note the appropriate health and safety issue with any applications.</p> <p>Motion for airport users to apply for community funding for airport runway 06 remediation works.</p>
3.3	<i>Online incident reporting form</i>

	<p>Council has drafted an online incident reporting form for airport users to report any incidents, hazards or concerns at the airport.</p> <p>The form will be reviewed with the safety user group after 6 months and any reports made will be addressed with the safety group, either by email if urgent or tabled at the next safety group meeting.</p>
3.4	<p><i>Upcoming events</i></p> <ul style="list-style-type: none"> - Akro Fest is taking place 28th – 30th November 2024 - Sports Aviation Fly in – Waitangi Weekend 2025 - Officers were asked if the users could hold a fundraiser even on the airfield, along the lines of Wings and Wheels. In response it was suggested that the User Group contact Council’s Events Team, as they may be able to provide some guidance on the event process.
Item 4	Health & Safety
4.1	<p><i>Gates</i></p> <p>The need to ensure that the gate is closed at all times was reinforced. ADC will work with museum for self-closing gate mechanism.</p> <p>Action: ADC to work with museum for a self-closing gate mechanism.</p>
4.2	<p><i>Recreational Skydiving enquiry update</i></p> <p>Officers went back to the Skydivers in August 2024 and asked for additional H&S and standard operating procedures. The Skydiving group have advised Council that they have currently put the request on hold and will re-visit it in the new year.</p>
4.3	<p><i>R-Nav</i></p> <p>Previous user group meeting resolution states that the discussion of R-Nav is an item that will continue to remain on agendas. Both users and Council agreed with this.</p>
Item 5	Maintenance/Action Item Review
	<p>A big thank you to MCAC for the excellent standard of maintenance at the airport.</p>
5.1	<p><i>Potholes in hardstand near Museum</i></p> <p>The hardstand does not have the best drainage design, which results in recurring potholes. If ADC was to undertake a ‘quick fix’, there is the probability that the potholes will come back within a short period of time. Quotes were provided in the meeting.</p> <p>With Museum extension works about to commence, it was agreed to defer the discussion until it is determined what condition the hardstand is in once the works have concluded.</p> <p>Officers proposed changing the current entrance way to reduce use across the hardstand and maintenance cost. Users asked to have a think and provide any feedback.</p>

	 <p>Action: Users are asked to consider whether this is a possible option to reduce the airports ongoing maintenance cost and provide any feedback to Council .</p>
5.2	<p><i>Boundary fence remediation</i> Officers were approached by the northern boundary neighbour to replace the boundary fence as it was in poor condition and overrun with gorse. The Fencing Act requires that neighbours contribute 50% for an adequate fence. Works on this commenced earlier this month.</p>
5.3	<p><i>Action item review – Please refer to Appendix 1</i></p>
Item 6	<p>Noise No noise complaints have been received.</p>
Item 7	<p>Submitted Agenda Items</p>
7.1	<p><i>Small User Group – Airport User</i> Users were of the understanding that there would be an additional group (before the creation of the safety user group) which would act as a smaller stand-alone/advisory type group to report back to the wider airport users. The aim is to avoid potentially unproductive, larger meetings. The understanding is that this group would assist with airport landing fees, operations.</p> <p>After discussion with the users to determine if Council is not covering topics off between the user group meetings and the safety user group meetings, it has been determined that the proposed ‘smaller user group’ has been absorbed by the Safety User Group. The purpose of the wider user group is to share information.</p>
<p>Meeting closed 7.28pm</p>	

Appendix 1 - Action List

Legend		Outstanding		In Progress	Completed
Item	Meeting Date	Item	Action	Update	
2	01.08.2023 27.05.2024 11.11.2024	Airport Master List to be created.	Users are encouraged to email through their name, contact details, email, and association to the Airport (please include all associations if more than one eg Aero Club and hangar owner) through to airport@adc.govt.nz . For those that own a Hangar, can they please indicate which Syndicate they belong to, or use the reference number on the map (attached).	Update – Council still only has limited number of contacts on the master list. Users are encouraged to provide email addresses so that Council can send out airport correspondence when required. There is now a link on the airport home page to be able to subscribe to updates. Please circulate this information.	
11	01.08.2023 27.05.2024 11.11.2024	R-Nav	Previous User group meeting resolution stated that the discussion of R-Nav is an item that will remain on agendas ongoing. Both users and Council agree with this.	Update - Ongoing agenda item	
12	01.08.2023 27.05.2024 11.11.2024	Airport Time Restrictions	At pervious user group meetings there was a discussion about time restrictions at the Airport after 10pm. There was a consensus among the users of this. Council has considered multiple options on how we make this happen. Something to be discussed with the small committee	Update - No noise complaints have been received. Item will be removed off the action list, as has been on the list with no further action required for the time being.	
14	01.08.2023 27.05.2024 11.11.2024	Building Permit Bonds	This is something that can be discussed with the small committee.	Update - Item will be removed off the action list, as has been on the list with no further action required for the time being.	
15	01.08.2023 27.05.2024 11.11.2024	Frequency of Meetings	Current thinking is that the small committee will meet on a frequent basis. Users have still expressed that they would like a large user group meeting. This is something that can be discussed with the small committee.	Update - It was decided that the user group will meet twice a year, in May and November. Meeting dates to be sent out for the 2025 meetings in January 2025. The Safety User Group have scheduled to meet quarterly in 2025.17	
16	27.05.2024 11.11.2024	Airside driveway potholes	Aviation Museum noted that there are potholes forming in the shingle in the entrance driveway. Council officers will look into remedying this.	Update - item on hold given previous discussion regarding Museum expansion. The other option is to consider moving the airport entrance to the space between MCAC and the adjacent hangar (old fuel pump location). Users to consider and provide feedback to Council.	
17	27.05.2024 11.11.2024	Gates	Airport Users are to close the gate after each use. Council Officers will liaise with the Museum to see what's possible for a self-closing gate.	Update - ADC to work with Museum for a self-closing mechanism for the gate.	

18	11.11.2024	CFZ and change in aerodrome frequency	Ashburton District Council to share some comms about the upcoming changes to the aerodrome frequency.	NEW
19	11.11.2024	Relocation of airside access	Users are asked to consider whether this is a possible option to reduce ongoing maintenance costs and provide any feedback to Council.	NEW

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.