

Wānaka  
Airport  
Liaison  
Committee (WALC)

4 September 2023

# Agenda

<b>DATE AND TIME</b>	Monday 4 September 2023, 10.00-10.30am
<b>LOCATION</b>	Microsoft Teams (link in meeting invite)
<b>CHAIRPERSON</b>	Rob Phillips
<b>MEMBERS</b>	<ul style="list-style-type: none"><li>• Tony Avery, General Manager Property &amp; Infrastructure, QLDC</li><li>• Juliet Breen, The Airport Manager</li><li>• Don Grant, Wānaka Airport Users Group</li><li>• Simon Telfer, the Wānaka Upper Clutha Community Board, QLDC</li></ul>
<b>APOLOGIES</b>	<ul style="list-style-type: none"><li>• Andrew Crawford, Commercial Airlines</li><li>• Jon Brooks, Airways Corporation</li></ul>
<b>ADDITIONAL ATTENDEES</b>	<ul style="list-style-type: none"><li>• Mr Jon Winterbottom, Governance Team Leader, QLDC</li></ul>

<b>NO.</b>	<b>ITEM</b>	<b>PAGE</b>	<b>WHO</b>
	Apologies		
	Previous Minutes	3	Rob Phillips, Chair
	<b>Items</b>		
1	Terms of Reference	7	Rob Phillips, Chair
2	Work Plan - Early Thoughts	18	Rob Phillips, Chair
3	Other Business	19	Rob Phillips, Chair

# Previous Minutes

Draft Minutes of a meeting of the Wānaka Airport Liaison Committee held on Friday 11 August 2023 beginning at 11am in the Alpine Helicopters Boardroom at Wānaka Airport.

## **Wānaka Airport Liaison Committee**

**11 August 2023**

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### **Minutes of a meeting of the Wānaka Airport Liaison Committee held on Friday 11 August 2023 beginning at 11am in the Alpine Helicopters Boardroom.**

*The meeting commenced at 11am*

#### **Present**

Mr Rob Phillips (Independent Chair), Mr Tony Avery (General Manager Property & Infrastructure, QLDC), Ms Juliet Breen (The Airport Manager), Mr Don Grant (Wānaka Airport Users Group), Mr Andrew Crawford (Commercial Airlines) – via Zoom, Mr Jon Brooks (Airways Corporation), Mr Simon Telfer (Wānaka-Upper Clutha Community Board Chair).

#### **In Attendance**

Mr Naell Crosby-Roe (Governance & Stakeholder Services Manager), Mr Jon Winterbottom (Governance Team Leader).

#### **Apologies**

There were no Apologies.

#### **Karakia**

Mr Phillips conducted an opening karakia.

#### **Confirmation of Minutes**

There were no previous minutes since this was the first meeting of the Wānaka Airport Liaison Committee (the Committee).

#### **1. Introductions**

Members introduced themselves to the group focusing on their background, skills and interests.

#### **2. Terms of Reference**

Members proposed various amendments to the draft Terms of Reference and requested that a revised version be circulated via email for further review. Chair Phillips recommended that – assuming consensus could be reached on a revised version – a remote meeting should be scheduled (prior to September 6 2023) for the purpose of formally adopting the Terms of Reference.

## **Wānaka Airport Liaison Committee**

**11 August 2023**

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The following were key issues discussed in the context of recommended amendments to the draft Terms of Reference: including a provision for alternates (who should also be referred to in the section on Quorum); amending grounds for termination of members to remove clause (a) (removal at Chair's sole discretion) and requiring majority support for removal on other grounds; correcting typos; clarifying that Chair may call additional meetings if needed; clarifying the contents of the Airport Manager's Report; specifying that agendas, minutes and associated documents should be posted on the QLDC website and linked to the Wānaka Airport website.

Members discussed the Committee's responsibilities and key projects as specified in the draft Terms of Reference, which were based on Designation #64. Members agreed upon the importance of having a clear understanding of the Committee's role and responsibilities, and of communicating these effectively to the public at the appropriate time.

Members shared mixed views over whether to include any provision for public attendance and/or public forum at the meeting and it was agreed that further discussion was required at a subsequent meeting.

### **3. Next Meeting Date and Items**

Chair Phillips proposed that the next full meeting should take place at the end of October or start of November. (As noted above, a potential remote meeting to adopt the Terms of Reference around the end of August/start of September was also proposed). Members agreed that the Alpine Helicopters Boardroom would be a suitable and appropriate location for subsequent in-person meetings.

It was agreed that this (October/November meeting) would include the Airport Manager's Report. The Airport Manager, Juliet Breen, indicated that a skeleton report would be circulated in advance. This report would include information from a related report currently produced by the airport on noise and management procedures.

It was agreed that QLDC Property & Infrastructure General Manager Tony Avery would provide a report on an operational plan for the airport. This report would focus on current operations rather than on any long-term vision for the airport. Mr Avery indicated that he would also prepare and distribute a separate list that would clarify which other groups/committees exist that consider business related to the airport together with their associated roles and responsibilities. Mr Avery indicated that he would pre-circulate a draft of the list to solicit member feedback.

### **4. Other Business**

**Wānaka Airport Liaison Committee**

**11 August 2023**

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Chair Phillips asked members to reflect on how the meeting had gone. Members agreed that it had been a useful meeting, especially for the purposes of clarifying the scope and limits of the Committee's role and responsibilities.

*The meeting concluded at 1.28pm*

**Confirmed as a true and correct record:**

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**Chair**

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**Date**

# Agenda Items

## **1 TERMS OF REFERENCE**

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1. The purpose of this item is for the Wānaka Airport Liaison Committee (the Committee) to adopt the attached amended Terms of Reference.
2. At the meeting on 11 August 2024, the Committee discussed the original Terms of Reference and proposed some amendments. An amended version was circulated among members, all of whom indicated their approval via email. The Teams meeting set up for 4 September 2024 has been arranged in order to allow the Committee formally to adopt the (amended) Terms of Reference prior to the next in-person Committee meeting (to be scheduled for late October/early November 2024).
3. Refer to Attachment A (Amended WALC Terms of Reference), Attachment B (Clean Copy of the Amended WALC Terms of Reference) and Attachment C (Details of Designation #64 (conditions 10 and 11) of the Proposed District Plan) below.

### **Recommendations:**

- 1) Adopt** the Wānaka Airport Liaison Committee's Terms of Reference (Attachment B)

## Wānaka Airport Liaison Committee

The Wānaka Airport Liaison Committee (Committee) is formed in accordance with conditions 10 and 11 of Designation #64 in the Queenstown Lakes District Council's (QLDC) Proposed District Plan.

QLDC is the Requiring Authority and Airport Authority responsible for Wānaka Airport.

Queenstown Airport Corporation has been appointed by QLDC to manage the Airport (Airport Manager).

## Terms of Reference

### MEMBERSHIP

#### Chairperson

Mr Rob Phillips

#### Deputy Chairperson

Mr Don Grant

#### Members

Mr Tony Avery, General Manager Property & Infrastructure, QLDC  
Ms Juliet Breen, The Airport Manager  
Mr Don Grant, Wānaka Airport Users Group  
Mr Andrew Crawford, Commercial Airlines  
Mr Jon Brooks, Airways Corporation  
Mr Simon Telfer, The Wānaka Upper Clutha Community Board, QLDC

Membership of the Committee must include (but is not limited to):

- a. an independent chair appointed by Queenstown Lakes District Council;
- b. the Airport Manager<sup>1</sup>;
- c. Queenstown Lakes District Council<sup>2</sup>;
- d. Wānaka Airport Users Group;
- e. commercial airlines;
- f. Airways Corporation (if there is active air traffic control present at Wānaka Airport);
- and
- g. The Wānaka-Upper Clutha Community Board.

#### Appointment and removal

The independent chair must be appointed through the process set out in the QLDC Policy on the Appointment and Remuneration of Directors.

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<sup>1</sup> Defined in Designation #64 as the "Airport Operator" but referenced as "Manager" in these Terms of Reference to reflect the role of Queenstown Airport Corporation acting under a Management Services Agreement.

<sup>2</sup> In its regulatory capacity



All other appointments (or their delegated alternate<sup>3</sup>) will be determined by each entity and is subject to the right of each entity to replace their appointee at any time.

A committee member shall cease to hold office if the member:

- ~~is removed from office by the Chair, by the Chair giving written notice of such removal to the Committee and the Requiring Authority;~~
- i. resigns as a committee member by giving written notice to the Committee
- ii. completes his or her term of office in accordance with these terms of reference;
- iii. refuses to act;
- iv. dies while holding office;
- v. fails to attend three (3) consecutive meetings of the Committee without being granted written leave of absence by the Chair;

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If removed from office (on the grounds of either 'iii' or 'v' above) this will be confirmed in writing by the Chair of the Committee.

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Additional appointments, beyond those defined by a-g above in the Members section of this Terms of Reference and Designation #64, can only be made by the Requiring Authority on receipt of a recommendation of the Committee. Recommendations must include the reason for the appointment and the proposed term of office / duration of the appointment.

Additional appointments are not permanent. Committee members beyond those defined in these terms of reference will only remain on the committee at the ~~sole~~ discretion of the majority (>50%) of the Committee (including the Chair)~~the Chair of the Committee. The Chair of the committee may terminate the appointment of an additional committee member at any time.~~

A committee member shall cease to hold office if the member:

- ~~a) is removed from office by the Chair, by the Chair giving written notice of such removal to the Committee and the Requiring Authority;~~
- b)a) resigns as a committee member by giving written notice to the Committee
- ~~e)a) completes his or her term of office in accordance with these terms of reference;~~
- d)a) refuses to act;
- e)a) dies while holding office;
- f)a) fails to attend three (3) consecutive meetings of the Committee without being granted written leave of absence by the Chair.

## Term of Office

The role of the Chair will be for a fixed three-year term after which the Chair must step down but can then apply for re-appointment<sup>4</sup>.

All other roles will be for a maximum three-year term after which the appointing entity may re-appoint the incumbent appointee or make a new appointment.

All appointments made are for a maximum of two terms (i.e. no more than six years in total).

The term of office for an appointment may be for a lesser time period, or limited to a single term, to ensure minimum disruption and continuity of the committee and its activities.

<sup>3</sup> A delegated alternate may be appointed by the appointee or their organisation as necessary, e.g to cover leave of absence, sick leave.

<sup>4</sup> At the end of their first term of office only

## Quorum

The quorum for every meeting shall be four members and ~~shall~~must include:

The chair; and

At least one ~~representative appointee (or delegated alternate)~~ from each of:

- a. the Airport Manager;
- b. Queenstown Lakes District Council; and
- c. the ~~Wanaka-Wanaka-Upper Clutha~~ Community Board.

## Frequency of Meetings

The Committee will meet at least once every six months.

The Chair may call meetings in addition to the Committee's biannual cycle where there are urgent or additional matters that the Chair believes warrant an additional meeting or greater meeting frequency~~cannot wait for the next scheduled meeting~~. Notification and circulation of materials for additional meetings must meet the requirements of these Terms of Reference (see *Procedure*).

## Parent Body

The Committee reports to the Queenstown Lakes District Council, the Requiring Authority for Designation #64.

## Objective of the Committee

The objective of the Committee is to consider and make recommendations on matters within the Committee's responsibilities and key projects listed below.

In fulfilling their role on the Committee, members shall approach all matters with an open mind and treat each other with courtesy and respect at all times.

## TERMS OF REFERENCE

### Activity Areas

1. To ensure Wānaka Airport is managed in accordance with the conditions of the designation for Wānaka Airport (Designation #64) provided in the Queenstown Lakes Proposed District Plan.

### Responsibilities and key projects

2. Review any complaints or issues relating to the operation of the airport, and responses by the Airport Manager.
3. Assist the Airport Manager to develop procedures to minimise adverse environmental effects on the community.
4. Assist Queenstown Lakes District Council and the Airport Manager to communicate and engage with the community.

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5. Provide input into the development of noise management procedures for unplanned engine testing of aircraft for scheduled passenger services (including preferred locations and times) and review any such occurrences.
6. Review progress on airport development and the master plan.
7. Encourage parties to work together co-operatively, sharing information and making recommendations by consensus and agreement.

### **Procedure**

QLDC shall provide a council officer as secretariat to the Committee to call meetings, publish agendas and circulate minutes. Notice must be given to all members at least 14 days before the meeting, unless the date and time has already been set at the previous meeting.

The Chairperson will report back to the Council (through the Infrastructure Committee) with recommendations of the Committee (if any) at the next Infrastructure Committee meeting following each Committee meeting.

Agendas will be circulated 5 working days prior to the next Committee meeting.

A standing item on the agenda will be the Airport Manager's Report - The Airport Manager's report is a bi-annual report that [provides an update on general airport activity](#). [The report](#) must record any unplanned engine tests carried out at Wānaka Airport, why the testing was required and what noise management practices were followed. The report must also detail any complaints received and steps taken in response to these complaints.

[Agendas, Minutes and documents shall be issued \(or uploaded to the QLDC website and referred to from the Wānaka Airport website\) 10 working days following a Committee meeting. Where necessary, some items may be withheld in full or in part if there are grounds for doing so under the LGOIMA<sup>5</sup>, for example where publishing the information may be likely to unreasonably prejudice the commercial position of the person / organisation that has supplied the information or the information relates to.](#)

In the event of an issue not being covered by these rules, and for resolution of unsettled issues, the publication Guide for Meetings and Organisations (8th Edition) by N.E. Renton will be used.

**Adopted by the Wānaka Airport Liaison Committee on [date].**

Note, amendments to these Terms of Reference must be consistent with Designation #64 and approved by Council upon recommendation of the Chair.

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<sup>5</sup> [Local Government Official Information and Meetings Act 1987](#)

## **Wānaka Airport Liaison Committee**

The Wānaka Airport Liaison Committee (Committee) is formed in accordance with conditions 10 and 11 of Designation #64 in the Queenstown Lakes District Council's (QLDC) Proposed District Plan.

QLDC is the Requiring Authority and Airport Authority responsible for Wānaka Airport.

Queenstown Airport Corporation has been appointed by QLDC to manage the Airport (Airport Manager).

## **Terms of Reference**

### **MEMBERSHIP**

#### **Chairperson**

Mr Rob Phillips

#### **Deputy Chairperson**

Mr Don Grant

#### **Members**

Mr Tony Avery, General Manager Property & Infrastructure, QLDC

Ms Juliet Breen, The Airport Manager

Mr Don Grant, Wānaka Airport Users Group

Mr Andrew Crawford, Commercial Airlines

Mr Jon Brooks, Airways Corporation

Mr Simon Telfer, The Wānaka Upper Clutha Community Board, QLDC

Membership of the Committee must include (but is not limited to):

- a. an independent chair appointed by Queenstown Lakes District Council;
- b. the Airport Manager<sup>1</sup>;
- c. Queenstown Lakes District Council<sup>2</sup>;
- d. Wānaka Airport Users Group;
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- f. Airways Corporation (if there is active air traffic control present at Wānaka Airport);
- and
- g. The Wānaka-Upper Clutha Community Board.

### **Appointment and removal**

The independent chair must be appointed through the process set out in the QLDC Policy on the Appointment and Remuneration of Directors.

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## **TERMS OF REFERENCE**

### **Activity Areas**

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### **Responsibilities and key projects**

2. Review any complaints or issues relating to the operation of the airport, and responses by the Airport Manager.
3. Assist the Airport Manager to develop procedures to minimise adverse environmental effects on the community.
4. Assist Queenstown Lakes District Council and the Airport Manager to communicate and engage with the community.
5. Provide input into the development of noise management procedures for unplanned engine testing of aircraft for scheduled passenger services (including preferred locations and times) and review any such occurrences.
6. Review progress on airport development and the master plan.
7. Encourage parties to work together co-operatively, sharing information and making recommendations by consensus and agreement.

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**Adopted by the Wānaka Airport Liaison Committee on [date].**

Note, amendments to these Terms of Reference must be consistent with Designation #64 and approved by Council upon recommendation of the Chair.

<sup>5</sup> Local Government Official Information and Meetings Act 1987

## PART 5

## DESIGNATIONS 37

### Restrictions on Aerodrome Purposes Activities

#### Building Height

2. Maximum height of any building shall not exceed 10 metres except that:
  - a. this restriction does not apply to the control tower, lighting towers or navigation and communication masts and aerals associated with airport operations;
  - b. no permanent buildings, other than a control tower shall infringe the restrictions of the Approach and Land Use Controls designations.

#### Building Setback

3. Minimum setback for buildings from all boundaries of the designation shall be 5.0 metres.
4. Security fencing around the perimeter of the Airport is not subject to the building setback standards in (a) above.
5. Minimum setback for buildings from the eastern side of the centre line of the main runway (as at 2013) shall be 217 metres.
6. Minimum setback for buildings from the western side of the centre line of the main runway (as at 2013) shall be 124 metres.

Note: The setback in (c) and (d) above provides appropriate protection for the future relocation of the main runway 93m to the north, parallel with the main runway (as at 2013).

#### Building Location and Appearance

7. Buildings shall comply with the QLDC Guide to Reducing Glare and Reflective Surfaces.
8. Before buildings are constructed on the northern side of the runway the airport operator will undertake a visual impact assessment of development in this area. The purpose of this assessment will be to serve as the guide to future development through the identification of view shafts or other mitigation methods to be implemented through the outline plan process as development occurs.

#### Operations at Night

9. No aircraft operations, other than emergency aircraft operations, shall occur between 10 pm and 7 am.

#### Wanaka Airport Liaison Committee

10. Within one year of this designation being confirmed by the Requiring Authority, the airport operator shall establish and maintain at its cost a Wanaka Airport Liaison Committee ('WALC'). The WALC shall include (but not be limited to) membership from:
  - a. an independent chair appointed by the airport operator,
  - b. the airport operator;
  - c. Queenstown Lakes District Council;
  - d. Wanaka Airport Users Group;



- e. commercial airlines;
  - f. Airways Corporation; and
  - g. The Wanaka Community Board.
11. The WALC shall meet at least once every six months with a quorum of four members including the chair and at least one representative of each of the airport operator, Queenstown Lakes District Council (as the Consent Authority) and the Wanaka Community Board. The WALC shall:
- a. review any complaints or issues relating to the operation of the airport, and responses by the airport operator;
  - b. assist the airport operator develop procedures to minimise adverse environmental effects on the community;
  - c. assist the airport operator to communicate and engage with the community;
  - d. develop noise management procedures for unplanned engine testing of aircraft for scheduled passenger services, and review any such occurrences;
  - e. review progress on airport development and the master plan; and
  - f. encourage parties to work together co-operatively, sharing information and making recommendations by consensus and agreement.

#### **Airport Noise**

12. Airport noise shall be measured, predicted and assessed in accordance with NZS 6805:1992 "Airport Noise Management and Land Use Planning", by an acoustics specialist.
13. The Airport shall be managed so airport noise does not exceed a day/night level of 55 dB Ldn outside the Outer Control Boundary.
14. Compliance with the 55 dB Ldn noise limit at the OCB shall be determined every two years by the calculation of noise contours using the IMNv7b acoustics computer model and records of actual aircraft activity at the Airport. A report shall be provided every two years to the WALC, including the noise contour results and the methodology used in the preparation of the contours.
15. Once the calculated noise levels at any point on the Outer Control Boundary shown on the Planning Maps is 54 dB Ldn or greater, noise level measurements shall be carried out for a minimum of one month in the summer and one month in the winter at each of two measurement locations every two years. The noise measurement locations should be selected to allow confirmation of compliance with the 55 dB Ldn limit at the OCB. The measurement locations do not need to be on the OCB. The difference between the measured sound level and the calculated sound level at a measurement location shall be added to the calculated sound level at the OCB to determine compliance. A report on the results of such monitoring shall be forwarded to the WALC within two months of the monitoring being undertaken.

## **2 WORK PLAN – EARLY THOUGHTS**

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1. The purpose of this item is for the Wānaka Airport Liaison Committee to discuss current thinking on the work plan for the next meeting to be scheduled late October/early November. The goal is to set the scene for the next meeting.

