

18 July 2025

[REDACTED]
Sent via email to [REDACTED]

Re: LG25-0190 - Wānaka Airport Budget

Dear [REDACTED],

REQUEST FOR OFFICIAL INFORMATION – RELEASE OF INFORMATION

Thank you for your request for information held by the Queenstown Lakes District Council (QLDC). On 25 June 2025 you requested the following information under the Local Government Official Information and Meetings Act 1987 (LGOIMA):

I have attached a copy of the budget for Wānaka Airport which was made available to members of the Airport Users Group. Could you get an explanation for the following items.

- 1. What is the software package that requires amortisation of \$14121? What is it used for?**
- 2. What are the subscriptions that cost \$49248?**
- 3. What was the \$122634 in consultancy fees actually for?**
- 4. There is a sum of \$478000 for Management Services. Presumably that is the QAC charge. That seems to be an extraordinary sum. Can you ask for a breakdown of what that sum provides for.**
- 5. There is a \$171706 sum for interest. What loan has resulted in that?**
- 6. Most importantly there is a sum for overhead allocation of \$362313. Can you get a breakdown of that. Whose overhead?**

QLDC RESPONSE

Release of information

In response to your request, we consulted with the QLDC Property and Infrastructure Team.

- 1. What is the software package that requires amortisation of \$14121? What is it used for?**

The amortisation of \$14,121 does not relate to a software package. It refers to the capitalised cost of developing the Wānaka Airport Masterplan, a comprehensive long-term plan guiding the airport's future development and growth.

2. What are the subscriptions that cost \$49248?

The subscriptions relate to technology and licensing hosting fees, which include website support, infrastructure support, and user support services.

3. What was the \$122634 in consultancy fees actually for?

The consultancy fees relate to the development of the Wānaka Airport Masterplan.

4. There is a sum of \$478000 for Management Services. Presumably that is the QAC charge. That seems to be an extraordinary sum. Can you ask for a breakdown of what that sum provides for.

This cost is broken down into the following airport management services:

Operational

- Ensure a safe, secure, and compliant airport environment for the facilitation of aircraft operations and passenger movements.
- Monitor and report on incidents to Civil Aviation Authority of New Zealand (CAA). Further develop a safety culture.
- Regulatory compliance, including both CAA/Aviation safety requirements and Health & Safety Work Act legislation.
- Facilitation of scheduled passenger services.
- Management of airport operations; including but not limited to weekly and quarterly aerodrome safety, serviceability and compliance inspections.
- Undertake corrective actions identified during inspections.
- Facilitate all Capital investments and renewals upgrades.
- Aerodrome Information Publications are kept up to date and reviewed as per CAA guidelines.
- Aerodrome operations manual, emergency plan and conditions of use updated 2 yearly.
- Airport runway(s) remain 100% serviceable during operational hours (0600 – 2200).
- Maintain all assets, equipment and machinery and ensure up to date compliance certificates.
- All grounds maintenance including grass areas, trees and gardens, including pest control.
- Monthly written reports on operations, health & safety and management to QLDC.

Property and Planning

- Resource consent applications for on-site activities.
- Monitor Resource consent activities surrounding the airport.
- Ensure compliance with District Plan rules and zoning.
- Noise monitoring and modelling. Undertake independent biennial assessment.
- Manage noise complaints.
- Property Management: leases, licences, covenants, easements, and all other property related matters.
- Compliance with conditions of leases and licences.
- Rental valuations are undertaken.
- Ensure Airport designation compliance.

Business Management

- Preparation of monthly (and annual) accounts. Including, but not limited to, revenue, cost and capital expenditure.
- Record and recover all aircraft landing charges and aircraft parking charges.
- Ensure effective insurance cover is maintained.
- Manage website, social media & community updates/alerts.
- Develop business plans, Health & Safety plans, operational plans for any major events held at the airport.

5. There is a \$171706 sum for interest. What loan has resulted in that?

This amount represents the borrowing costs incurred to finance assets, such as interest on loans taken out for runway upgrades.

6. Most importantly there is a sum for overhead allocation of \$362313. Can you get a breakdown of that. Whose overhead?

The overhead costs represent indirect expenses associated with running the organisation that cannot be directly attributed to a specific revenue-generating activity. QLDC allocates these costs to its business units to more accurately reflect the total cost of delivering services.

Examples of these allocated overhead costs include:

- Council office rent
- Customer service department
- Finance department
- Information technology (IT) services
- Legal services
- Administrative support
- Property management
- General office staff salaries
- Corporate borrowing costs

We trust this information satisfactorily answers your request.

Kind regards,



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