

8 August 2025

[REDACTED]  
Sent via email to [REDACTED]

## **LG25-0194 – QAC-QLDC arrangement for management of Wānaka Airport**

Dear [REDACTED],

### **REQUEST FOR OFFICIAL INFORMATION – PARTIAL RELEASE OF INFORMATION**

Thank you for your request for information held by the Queenstown Lakes District Council (QLDC). On 12 July 2025 you requested the following information under the Local Government Official Information and Meetings Act 1987 (LGOIMA):

- **I would like details of the Agreement between QLDC and QAC [Queenstown Airport Corporation] that covers QAC management of Wānaka Airport (NZWF).**

### **QLDC RESPONSE**

#### **Partial release of information**

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

The [Management Services Agreement](#) relating to Wānaka Airport has been released, with minor redactions applied. The grounds for withholding information are outlined below.

Please note that the enclosed link will expire on 4 September 2025, 9:33 AM (UTC+12:00) Auckland, Wellington.

#### **Decision to withhold information**

We have good reason under section 7(2)(h) and section 7(2)(i) of the LGOIMA for withholding the information requested. We consider it is necessary to withhold this information on the basis of the following grounds:

- Section 7(2)(h) - the withholding of the information is necessary to—  
enable any local authority holding the information to carry out, without prejudice or disadvantage, commercial activities.
- Section 7(2)(i) - the withholding of the information is necessary to enable any local authority holding the information to carry on, without prejudice or disadvantage, negotiations (including commercial and industrial negotiations).

Section 7(2)(h) of the LGOIMA is designed to protect the ability of local authorities to carry out commercial activities without facing prejudice or disadvantage. This provision allows for the withholding of information that could potentially harm the competitive position of a local authority

or affect its ability to conduct its commercial operations effectively. The purpose of this provision is to balance transparency with the need to ensure that local authorities can manage their commercial activities in a fair and undisturbed manner.

In this case, the withheld information pertains to commercial activities that, if disclosed, could give an unfair advantage to competitors or disrupt the authority's ability to negotiate or engage in commercial dealings. The withholding of this information ensures that the local authority can continue its activities without the risk of harm or disadvantage.

Therefore, the need to protect the local authority's commercial activities outweighs the public interest in the information being made available. The information is withheld to prevent any prejudice or disadvantage to the local authority's ability to carry out its business effectively.

Section 7(2)(i) of the LGOIMA is intended to protect the ability of local authorities to conduct negotiations—whether commercial, industrial, or otherwise—without facing prejudice or disadvantage. This provision recognises that premature disclosure of certain information can undermine a council's bargaining position, weaken its leverage, or otherwise affect the fairness and outcome of negotiations.

In this case, the information has been withheld because it relates to ongoing or anticipated negotiations, where public release could compromise the local authority's ability to secure the best outcome or engage on equal footing. Disclosure could influence the actions or expectations of other parties involved, potentially leading to financial or strategic disadvantage.

Accordingly, the need to preserve the integrity of these negotiations outweighs the public interest in releasing the information at this time. The information is withheld to ensure the local authority can carry out its functions without undue disadvantage.

### **Public interest considerations**

When making decisions about withholding information, we carefully consider the public interest — including whether release would promote transparency, accountability, or informed public participation. We also assess whether those public interest considerations are strong enough to outweigh the reasons for withholding the information.

QLDC recognises the public interest in promoting transparency and accountability of local authority members and officials, as well as the broader interest in good government. We are committed to releasing information wherever possible. However, in this instance, QLDC considers that the need to withhold the information—on the basis that its release could potentially harm the competitive position of a local authority or affect its ability to conduct its commercial operations and negotiations effectively—are considerations not outweighed by the public interest in favour of disclosure.

Accordingly, we conclude that section 7(2)(h)—which safeguards commercial activities from unreasonable prejudice or disadvantage; and section 7(2)(i)—to enable any local authority holding the information to carry on, without prejudice or disadvantage, negotiations (including commercial and industrial negotiations), of the LGOIMA applies. In this case, these withholding grounds are not outweighed by any overriding public interest in favour of release.

**Right to review the above decision**

Note that you have the right to seek an investigation and review by the Ombudsman of this decision. Information about this process is available at [www.ombudsman.parliament.nz](http://www.ombudsman.parliament.nz) or freephone 0800 802 602.

If you wish to discuss this decision with us, please contact [Naell.Crosby-Roe@qldc.govt.nz](mailto:Naell.Crosby-Roe@qldc.govt.nz) (Director Democracy Services).

We trust that the above information satisfactorily answers your request.

Kind regards,



Democracy Services Team  
Corporate Services | Queenstown Lakes District Council  
P: +64 3 441 0499  
E: [information.request@qldc.govt.nz](mailto:information.request@qldc.govt.nz)

# Management Services Agreement relating to Wānaka Airport

Queenstown Lakes District Council

Queenstown Airport Corporation Limited

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**MEREDITH  
CONNELL**

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## Schedule 1: Management Services

Functional Area	Management Services	KPIs
Governance	Participation in the Wānaka Airport Core Group as specified in clauses 4.1-4.3.	
Property & Planning	<ul style="list-style-type: none"> <li>Regulatory (RMA) Planning advice to QLDC related to the management of Wānaka Airport.</li> <li>Involvement in District Plan Reviews in relation to protecting or enhancing the existing airport</li> <li>Resource Consent monitoring</li> <li>Designation compliance recommendations</li> <li>Property management services including the management of all special licences, covenants, easements, and other property matters.</li> <li>Noise monitoring and modelling</li> <li>Management of noise complaints</li> </ul>	<ul style="list-style-type: none"> <li>Resource consent applications for on-site activities or activities surrounding Wānaka Airport are monitored for any risks to the operation of the airport. Follow up is carried out with applicants and/or QLDC regulatory teams as required. Affected Person's Approval (APA) provided as Airport Operator.</li> <li>Advice and recommendations provided to QLDC regarding compliance with Wānaka Airport designations</li> <li>Monthly reporting on noise monitoring, modelling &amp; noise complaints</li> </ul>
Operational Management (incl. health & safety, & security)	<ul style="list-style-type: none"> <li>Management of airport operations, including contract and contractor management.</li> <li>Aeronautical management including safety, asset improvement, and people management.</li> <li>Employing and managing staff members to work directly at Wānaka Airport. Currently the staff are the Wānaka Operations Manager and Wānaka Airport Operations Co-ordinator.</li> <li>Regulatory compliance including both Aviation safety requirements and compliance with QAC's obligations under the HSWA Legislation in providing the Management Services.</li> </ul>	<p><b>Operations</b></p> <ul style="list-style-type: none"> <li>100% of weekly and quarterly Aerodrome Safety, serviceability and compliance inspections are carried out.</li> <li>90% of corrective actions identified in weekly and quarterly Aerodrome Safety, serviceability and compliance inspections are rectified within agreed timeframes.</li> <li>Asset maintenance schedules are adhered to and all assets, machinery, and equipment have up to date compliance certificates.</li> <li>Aerodrome Information Publications are kept up to date and reviewed as per the CAA amendment schedule.</li> <li>Written reporting on the operation, health &amp; safety and management of Wānaka Airport provided every month to QLDC.</li> </ul>



	<ul style="list-style-type: none"> <li>• Monthly operational meetings and written reporting on the operation, health &amp; safety and management of Wanaka Airport to QLDC.</li> <li>• Ensure a safe, secure, and compliant airport environment for the facilitation of aircraft operations and passenger movements.</li> <li>• Maintain in good working order all facilities and assets including buildings, machinery, and equipment used in the operation of the airport including compliance with all relevant requirements, eg, BWOF, COC.</li> </ul>	<ul style="list-style-type: none"> <li>• Attendance at monthly operational meetings by relevant QAC staff.</li> <li>• Aerodrome Operations Manual, Aerodrome Emergency Plan, and Aeronautical Conditions of Use are reviewed and updated every 2 years.</li> <li>• Wānaka Airports landside grounds (grass areas, trees and gardens) are maintained to the following standards:                         <ul style="list-style-type: none"> <li>○ Hedges and trees - to be cut and or pruned at least twice yearly.</li> <li>○ Grass cutting Landside – Landside grass areas to be cut every 2-3 weeks during spring, summer and autumn and as required during winter.</li> <li>○ Gardens and verges - are to be maintained monthly during the summer months removing litter and weeds. During the winter period whilst the shrubs are dormant any plants that require pruning are cut back, any exposed soil is dug overland litter and weeds removed.</li> </ul> </li> <li>• Wānaka Airport runway remains 100% serviceable during operational hours (0600-2200)</li> </ul> <p><b>Health and Safety</b></p> <ul style="list-style-type: none"> <li>• Safe and secure access and egress to Wānaka Airport is maintained at all times.</li> <li>• No injury events (public, staff, contractors or stakeholders) as a result of the failure of or poor maintenance of any fixture, fittings or plant and equipment under the management and or control of Wānaka based QAC staff.</li> <li>• Zero lost time injury events to Wānaka based QAC staff and contractors engaged by Wānaka Airport based QAC staff.</li> <li>• Comprehensive recording of injury events to provide information for establishing an appropriate benchmark/baseline of injury events. [NB, the KPIs of no injury events/lost time are a target but may need</li> </ul>
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		to be amended in future years to be realistic and ensure the right incentives are created.]
Financial Management & Reporting	<p>Business management, including management of revenues, costs and capital expenditure.</p> <ul style="list-style-type: none"> <li>Preparation of revenue, cost and capital expenditure budgets for approval by QLDC;</li> <li>Capital expenditure management within agreed budgets;</li> <li>Bank account management;</li> <li>Accounts receivable processing;</li> <li>Accounts payable processing;</li> <li>Monthly financial reporting;</li> <li>Monthly GST reporting</li> <li>Year-end reconciliations &amp; reports.</li> </ul> <p>Insurance coverage in relation to the following, unless agreed otherwise with QLDC:</p> <ul style="list-style-type: none"> <li>AOOL</li> <li>Material Damage &amp; Business Interruption</li> <li>Fire Service Levy (FSL)</li> <li>Liability</li> </ul>	<ul style="list-style-type: none"> <li>Ensure a comprehensive event/project specific safety plan is developed and implemented for all contract works engaged by Wānaka Airport based QAC staff and or events held at Wānaka Airport, e.g. Warbirds over Wānaka, NASA Balloon Launch, commercial movie and photo shoots etc.</li> <li>Improvement in safety &amp; security reporting culture through the reporting of risks, hazards, incidents, and near-misses.</li> <li>Bi-monthly Airport Safety &amp; Operations Committee meetings.</li> <li>Attendance at all Wānaka Airport User Group meetings.</li> <li>100% of aeronautical landing charges are recorded and recovered</li> <li>100% of aircraft parking charges are recorded and recovered</li> <li>Revenue, cost and capital expenditure budgets furnished for QLDC for approval annually on or before 1 December</li> <li>Monthly financial management services including: <ul style="list-style-type: none"> <li>processing accounts receivable within 8 working days of end of month</li> <li>processing and payment of accounts payable (including capital expenditure) per suppliers terms and conditions</li> <li>debtor management – monthly review and collection of outstanding debtors</li> <li>cash &amp; bank management – maintaining a positive cash balance</li> <li>monthly trial balance to be provided along with detailed breakdown of transitions (by 8th working day with the intention to start receiving this by working day 5)</li> <li>annual financial reporting, per agreed timetable and reporting as provided by QLDC.</li> <li>capital expenditure supporting documentation (invoices) due within 8 working days of end of month</li> </ul> </li> </ul>



	<ul style="list-style-type: none"> <li>• Travel</li> <li>• Cyber Extension</li> <li>• Cyber</li> <li>• D&amp;O</li> <li>• Motor Vehicle</li> <li>• Personal Accident</li> <li>• Specialist Aeronautical Risk</li> </ul>	<ul style="list-style-type: none"> <li>○ capital investment plan forecast (rolling 24 month outlook phased by quarter) due within 8 working days of end of the quarter</li> <li>○ operating expenditure forecast (rolling 24 month outlook phased by quarter) due within 8 working days of end of the quarter</li> <li>○ asset disposals and sale supporting documentation to be provided and any considerations received, due within 8 working days of end of month</li> <li>○ GST return due within 10 working days of end of month and subsequent payment of the GST as a bank transfer to QLDC once the return has been forwarded</li> <li>○ other budget/forecast periods - information to be provided as per the annual plan and long term plan timetables.</li> </ul>
Corporate & Community Affairs	<ul style="list-style-type: none"> <li>• Airport community alerts and updates</li> <li>• Social media management</li> <li>• Website management</li> </ul>	<ul style="list-style-type: none"> <li>• Quarterly review of all airport community communications including any issues and successes</li> <li>• Quarterly review of all social media activity including any issues and successes</li> <li>• Bi-annual briefing with the Wānaka Community Board.</li> </ul>
Commercial	<ul style="list-style-type: none"> <li>• Contract &amp; lease management</li> <li>• Facilitation of scheduled passenger services and specialist commercial operations</li> </ul>	<ul style="list-style-type: none"> <li>• 100% of leases and licences are maintained and up to date across the Wānaka property portfolio.</li> <li>• Conditions of the leases and licences are complied with</li> <li>• Rental valuations are undertaken</li> <li>• Annual review with airlines undertaking scheduled passenger services and specialist commercial operations.</li> </ul>
Warbirds over Wānaka	<ul style="list-style-type: none"> <li>• Perform the Council's obligations under the Licence.</li> <li>• Monitor and ensure compliance by the Licensee with terms of the Licence.</li> </ul>	<ul style="list-style-type: none"> <li>• Council's obligations under the Licence are complied with.</li> <li>• Licensee's obligations under the Licence are complied with.</li> </ul>



Specifically Excluded Management Services	
Property & Planning	<ul style="list-style-type: none"> <li>• Involvement in the District Plan Review related to protecting for the optionality for the longer-term development of Wānaka Airport</li> <li>• Involvement in the Otago Regional Policy Statement related directly to protecting optionality for the longer term of the development of Wānaka Airport</li> <li>• Any involvement in advising and or responding to resource consent applications in relation to protection for optionality of longer-term development of Wānaka Airport</li> <li>• Any other activities associated with advising QLDC or providing information regarding issues that protect for or consider protecting for the longer-term development of Wānaka Airport</li> <li>• The establishment and management of a Wānaka Airport Noise Liaison Committee (it is assumed that any noise management responsibilities would be reported through other user group / governance forums)</li> <li>• 2-waters infrastructure planning, development and implementation</li> </ul>
Commercial	<ul style="list-style-type: none"> <li>• Transition from QAC Long Term Lease to QLDC ownership (eg. lease ratification)</li> <li>• Aeronautical pricing reviews including landing and parking charges</li> <li>• Development/review of additional commercial activities including additional leasing or development opportunities</li> </ul>
Corporate & Community Affairs	<ul style="list-style-type: none"> <li>• Stakeholder management (including media relations) associated with strategic &amp; Long-Term planning related initiatives</li> <li>• External legal advice to be on-charged to QLDC</li> <li>• Media responses and statements, including quarterly review and update on media issues and engagement</li> <li>• Development of annual communications and engagement plans</li> </ul>
Capital Development – Project Management	<p>For projects such as:</p> <ul style="list-style-type: none"> <li>• Carpark development</li> <li>• Runway remediation</li> <li>• Firewater supply</li> <li>• 2-waters</li> </ul>
Operations	<ul style="list-style-type: none"> <li>• Airspace Management Development Plan – MBZ / AWIB including aeronautical study, etc.</li> <li>• Part 139 certification</li> </ul>

