

Agenda for a meeting of:

Wānaka Airport Liaison Committee (WALC)

20 July 2026

QUEENSTOWN LAKES DISTRICT COUNCIL

WĀNAKA AIRPORT LIAISON COMMITTEE

COMMITTEE MEMBERS

Mr Rob Phillips (Chair)

Mr Tony Avery

Ms Juliet Breen

Mr Jon Brooks

Mr Simon Telfer

Agenda

DATE & TIME	Monday 20 July 2026, 11.00am-1.00pm
LOCATION	Online via Teams
CHAIRPERSON	Rob Phillips
MEMBERS	- Juliet Breen (Queenstown Airport) - Jon Brooks (Airways Corporation) - Simon Telfer (Wānaka-Upper Clutha Community Board)
APOLOGIES	Tony Avery (General Manager Property & Infrastructure, QLDC)
ADDITIONAL ATTENDEES	- Roger Davidison (Property Director, QLDC) - Rachel Sutherland (Airport Manager) - Paul Speedy (Strategic Project Manager, QLDC) - Georgia Pringle (Democracy Services Advisor, QLDC)

ITEM		PAGE	WHO
Opening Karakia			Rob Phillips
Apologies			
Confirmation of Agenda			
Confirmation of Previous Minutes		4	Draft minutes of a meeting of the Wānaka Airport Liaison Committee held on 16 February 2026
Items			
1	Wānaka Airport Manager's Report	8	Rachel Sutherland
2	Wānaka Airport Master Plan Update	12	Paul Speedy
3	Discussion of Terms of Reference & Appointing of New Members to WALC	14	All
4	Other matters		All
5	Confirming date and location of next meeting		All
	Closing Karakia		Rob Phillips

Confirmation of Previous Minutes

Draft minutes of the meeting of the Wānaka Airport Liaison Committee
held on 16 February 2026

Minutes of a meeting of the Wānaka Airport Liaison Committee held on Monday 16 February 2026 in the Wānaka Airport Alpine Helicopters Boardroom, beginning at 11.00am

Present

Rob Phillips (Independent Chair), Juliet Breen (Queenstown Airport Corporation), Simon Telfer (Wānaka-Upper Clutha Community Board Chair), Mr Tony Avery (General Manager, Property & Infrastructure, Queenstown Lakes District Council).

In Attendance

Rachel Sutherland (Wānaka Airport Manager) and Georgia Pringle (Democracy Services Advisor, QLDC).

Karaka Tīmatanga (opening karakia)

An opening karakia was delivered by Mr Phillips.

Apologies

There were no apologies.

Confirmation of Agenda

Mr Phillips confirmed the agenda.

Confirmation of Minutes

On the motion of Mr Avery and Mr Telfer it was **agreed** that the minutes of a meeting of the Wānaka Airport Liaison Committee held on 29 September 2025 be confirmed as a true and correct record:

Motion was **carried** unanimously.

1. Wānaka Airport Manager's Report

The report was presented by Ms Breen.

Ms Breen welcomed the new Wānaka Airport Manager, Rachel Sutherland. Ms Breen advised Ms Sutherland would take over her position as Airport Manager representative for the Wānaka Airport Committee (WALC) in the coming months once she has settled into her role.

On the motion of Mr Telfer and Mr Avery it was resolved that the Wānaka Airport Liaison Committee **note** the report.

Motion was **carried** unanimously.

2. Wānaka Airport Future Review Community Engagement Summary

The report was presented by Tony Avery, in the absence of Paul Speedy (Strategic Projects Manager, QLDC).

Mr Avery provided a brief overview of the Egis summary report presented to Full Council and the Wānaka-Upper Clutha Community Board on 10 February. Mr Avery advised the final summary report is being brought to Full Council on 19 March where it will then be guided by Corporate Services to determine how the preferred scenario will be formed in the Council Master Plan.

On the motion of Mr Telfer and Ms Breen, it was resolved that the Wānaka Airport Committee **note** the report.

Motion was **carried** unanimously

3. Discussion of Terms of Reference & Appointing New Members to WALC

The Committee agreed to remove Don Grant (Wānaka Airport Users Group) and Andrew Crawford (Commercial Airlines) from the WALC Terms of Reference.

The Committee discussed potential replacements for Mr Grant to represent the Wānaka Airport Users Group. Ms Sutherland advised she is going to send a final email out to try garner interest in this role.

On the motion Mr Telfer of Mr Avery and it was resolved that the Wānaka Airport Liaison Committee **note** the report.

Motion was **carried** unanimously.

4. Other Matters

There were no other matters discussed.

5. Confirming Date & Location of Next Meeting

The next meeting of the Wānaka Airport Liaison Committee was confirmed to be held at 11am on Monday 20 July. The Committee agreed to hold the meeting online via Teams, unless a face to face meeting is required (in which case, the meeting will be held at the Wānaka Airport Alpine Helicopters Boardroom).

Karakia Whakamutunga (closing karakia)

A closing karakia was delivered by Ms Breen.

The meeting concluded at 11.38am.

Confirmed as a true and correct record:

CHAIR

DATE

Item 1: WĀNAKA AIRPORT MANAGER’S REPORT

1 Aircraft Activity2

2 Unplanned Engine Testing Incidents3

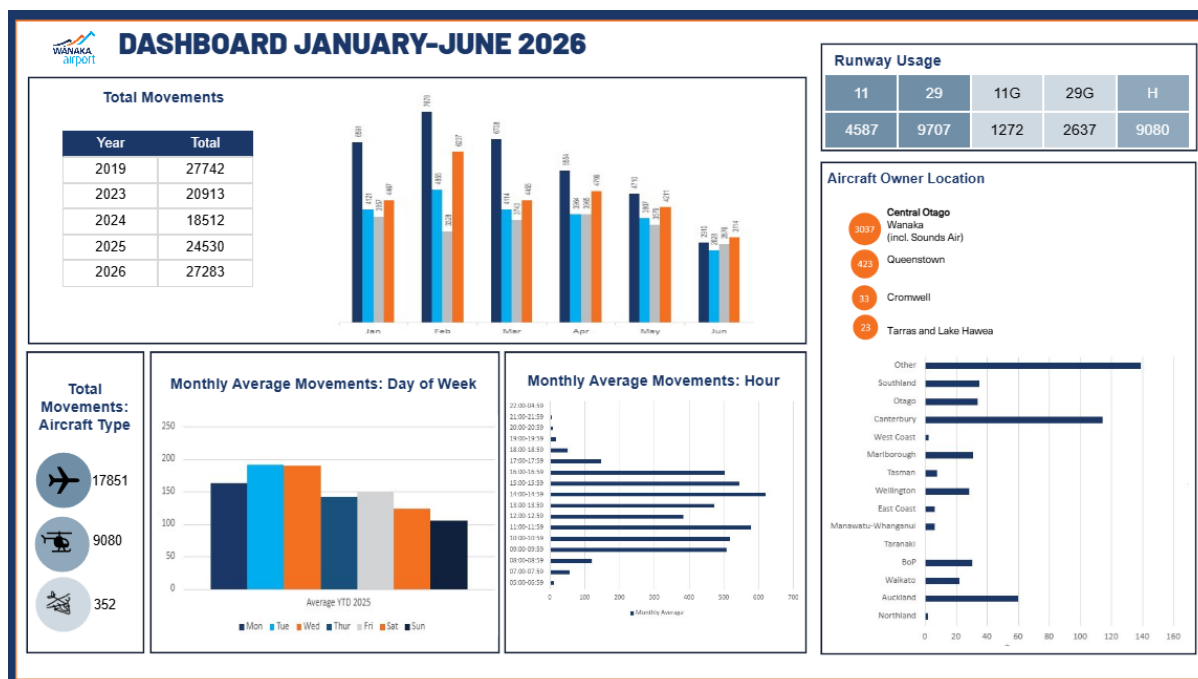
3 Complaints Register Summary.....3

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 Operational Complaints4

4 Operational Report.....4

1 AIRCRAFT ACTIVITY



Total Movements

- Between YTD 2025 and YTD 2026, there was an increase of nearly 12% in movements for the period January to June. June movements were higher than pre-covid.

Aircraft Type

- Fixed wing showing a higher increase in movements compared to rotary, although consistent with previous breakdown (likewise for RWY vs PAD numbers).

Runway Usage

- Relatively consistent with previous use with 29 the predominant RWY used. When 11 is in use, the proportion of movements on Grass RWY to Seal RWY is much higher.

Day of Week

- 2026 YTD showing Tue & Wed as the highest movement days. Sun still remains quietest day.

Monthly Average Movements

- Pre 7am movements likely result of commercial “weather” emergencies (frost-fighting and drying for vineyards and orchards) and tapers off after April.

Aircraft Owner Location:

- Steady number / proportion of flights originating from WKA and surrounds (Queenstown and Cromwell) between first 6 months of 2026.
- Slight drop in surrounding regions (Canterbury, Dunedin, Southland and West Coast) but increase in Auckland due to a plane being leased from Auckland and operated in Wānaka.
- Data is difficult to confirm accuracy, as ownership postal address for aircraft can be different to the area it normally departs from

2 UNPLANNED ENGINE TESTING INCIDENTS

There have been no unplanned engine testing incidents at Wānaka in the last two years.

3 COMPLAINTS REGISTER SUMMARY

Noise Complaints

One noise complaint was received between January – June 2026. (one for January was previously reported in the February report)

Date	Complaint	Response
13/02/2026	U-Fly parking their aircraft too close to TXY Y on the GA grass area opposite U-Fly hangar. Jerry had to manoeuvre his aircraft slightly off the Taxiway in order to get past safely. Jerry spoke to the pilot present at the time and asked if the aircraft could be moved forward. He also spoke to Fox directly who confirmed he would move the aircraft forward.	Jerry's complaint was initially sent to the chairman of the Wānaka Airport User Group (Don Grant, now ex-chairman). Passed on to Airport Ops. Video footage reviewed confirming Jerry's concerns. Rushlee followed up with Fox @ U-Fly and his pilots, requesting if they could please ensure their aircraft were parked further in on the GA parking area, in line with the cone which sits permanently off TXY Y on the GA grass area. Fox was happy to comply.

Operational Complaints

No operational complaints were received between January and June 2026.

4 OPERATIONAL REPORT

Safety

A total of 24 incident and safety reports were received during the quarter. While the reports covered a range of operational activities, they largely reinforced existing areas of exposure rather than identifying any significant new safety risks.

The most common theme related to pilot communication, circuit discipline and operational decision-making in the airspace environment. Several reports involved irregular circuit activity, radio communication issues, low-visibility operations and flight training activities. These continue to reflect the challenges of operating within a busy mixed-use environment where fixed-wing and helicopter activities occur in proximity.

Reports relating to ground operations and movement areas were higher than in previous quarters. These reports covered a diverse range of issues, including foreign object debris, airside access, aircraft taxiing behaviour and infrastructure-related concerns.

Warbirds over Wānaka 2026

The Warbirds Over Wānaka Airshow was held over Easter Weekend 2026. The pack-in activities began at the start of March and pack out concluded during the third week of April with adjustments to airfield operating parameters from 3 March until 17 April.

Management

Part 139 Qualifying is progressing well, with the security fencing and barrier arm gates completed by the end of June. The reseal for taxiway Yankee and the runup pad at the 29 end of the seal runway were also completed.

Item 2: Briefing Paper to the Wānaka Airport Liaison Committee (WALC)

Paul Speedy- Programme Director (Strategic Projects)

Tuesday, 14 July 2026

Wānaka Airport Master Planning Programme

Purpose

The purpose of this paper is to outline the next phase of the Wānaka Airport Master Planning Programme and seek WALC's feedback on acting as the project Steering Group.

Background

WALC is familiar with the work undertaken to date, including the Phase 1 investigations completed with EGIS and Council's decision to adopt Scenario 3 as the preferred strategic direction for the airport. Under this approach, Wānaka Airport will continue to support general aviation, flight training, recreational aviation, emergency and resilience functions, and limited regional connectivity.

The next step is to progress the airport master planning programme. This work will help inform future operational, land use and infrastructure requirements, including planning for CAA Part 139 certification requirements due in July 2027.

As the programme progresses, Council wants to ensure there is ongoing stakeholder and community input alongside the technical work.

Why WALC?

Council considers WALC is well placed to act as the Steering Group for the programme.

WALC already provides a forum for discussion between Council, airport users, industry representatives and the wider community, and has a long-standing role in considering airport-related matters. Its membership brings together many of the interests that will be important to the success of the master planning programme.

Rather than establishing a new reference group, Council proposes building on the existing WALC structure and relationships.

Proposed Role

As Steering Group, WALC would:

- provide stakeholder and community input throughout the programme;
- help identify issues, opportunities and risks;

- test emerging ideas and assumptions;
- provide local knowledge and perspective;
- help communicate programme progress to stakeholder groups; and
- provide feedback on key programme outputs and recommendations.

The intention is not to change WALC's existing role, but to utilise the committee as the primary stakeholder and community reference group for the duration of the master planning programme.

Benefits

This approach would:

- use an existing and well-understood forum;
- provide continuity between project phases;
- ensure stakeholder perspectives are considered throughout the programme; and
- support open communication between Council, airport users and the wider community.

Discussion

Council is seeking WALC's views on:

- acting as the Steering Group for the programme;
- how WALC can best contribute to the process; and
- any key matters that should be considered as the programme moves into its next phase.

Item 3: Discussion of Terms of Reference & Appointing New Members to the Wānaka Airport Liaison Committee

20 July 2026

Purpose

The purpose of this discussion is to review the Wānaka Airport Liaison Committee (WALC) Terms of Reference (ToR) and consider proposed changes to the Committee's membership, leadership appointments and meeting arrangements. Any agreed amendments requiring Council approval will be recommended through the Chief Executive's report to Council. The first recommendation will be brought to Council on 23 July 2026.

Recommendations:

1. **Agree to appoint** Mr Simon Telfer (Wānaka-Upper Clutha Community Board representative) as Deputy Chair of WALC.
2. **Agree to amend** the WALC Terms of Reference to:
 - a) remove Sounds Air from the Committee membership;
 - b) replace Ms Juliet Breen (Queenstown Airport Corporation) with Ms Rachel Sutherland (Wānaka Airport Manager) as the Wānaka Airport representative; and
 - c) replace Mr Tony Avery (General Manager, Property & Infrastructure, Queenstown Lakes District Council) with Mr Roger Davidson (Property Director, Queenstown Lakes District Council) as the QLDC representative.

Note: Any other recommendations may be made based on discussion on the day about any further amendments to the ToR.

Attachments:

A	Wānaka Airport Liaison Committee Terms of Reference
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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 Manager¹;
- c. Queenstown Lakes District Council²;
- 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.

¹ 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.

² In its regulatory capacity

All other appointments (or their delegated alternate³) 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:

- 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;

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.

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 discretion of the majority (>50%) of the Committee (including 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-appointment⁴.

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.

Quorum

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

The chair; and

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

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

Frequency of Meetings

The Committee will meet at least once every six months.

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

⁴ At the end of their first term of office only

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. 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.
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 LGOIMA⁵, 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.

⁵ Local Government Official Information and Meetings Act 1987