

**MINUTES OF THE RANIGORA AIRFIELD ADVISORY GROUP****At the Rangiora Airfield****5.30pm on Wednesday 6 September 2023****PRESENT**

- Steve Noad (Chair)
- Owen Stewart (WDC)
- Paul Williams (Councillor)
- Joan Ward (Councillor)
- Mandy Fox (WDC – Note taker)
- John Dugdale
- Buzz Harvey
- Rob Kittow
- Keith Vallance
- Iain McPhail
- Scott James

**WELCOME**

- Opened the meeting at 5:30pm

**Item****1. APOLOGIES**

- Dave Harnett, Bruce Drake

**2. CONFIRMATION OF MINUTES dated Wednesday, 26 July 2023****Moved: Keith Vallance****Seconded: Buzz Harvey****3. MATTERS ARISING**

- Airfield Mowing & Rolling, runways closed from 4am until 10:30am on Monday morning, if completed earlier we will open the runway. This was trialled to understand how long the mow takes. Intention is for mowing of the 07/25 vector to be done by 8am, so that one NOTAM is issued, instead of amending. NOTAM will be issued to close runways 10/28, 04/22 and helicopter training areas until 1030 (and cancelled if finished sooner). Spotter option was suggested, but aircrafts have not been making radio calls, so the safer option is to close the airfield. Airfield Manager perspective is to close the runway. Movements between 8am and 10am are usually about 6 on a Monday. This is the first attempt closing the runway, an update will be supplied to the advisory group from the mowing by the next meeting.
- Flying neighbourly, information coming from legal department, should be completed in couple of weeks.
- Airfield Flyer should be done in next couple of weeks (delayed due to request for Council engagement with ornithological society regarding aircraft landing adjacent to bird nesting sites). Looking to put plan into Flyer asking people to avoid specific areas of the riverbed and estuary.

**Action/s****Who?****4. MAINTENANCE**

- Windsock replacement has been taken down for repairs and will be put back up in a week or 2.
- Pooling on the taxiway, had drainage come out and considering other options, like soak pits,

	<p>putting a drain in the taxiway isn't an option.</p> <ul style="list-style-type: none"> <li>Main gate repair - contractor turned up and didn't tell Owen so was unable to advise them of the times they need, leave programme as is currently, 6:30am until 10pm?</li> <li>Policy re aircraft parking fees, currently have 5 aircrafts parked outside on the airfield, one been there 3 years, if we charged \$10 per day, revenue would help the airfield. Long and short aircraft parking. Warn the ones that are parked there, from November 1<sup>st</sup> 2023, will now be charged. Councillor Williams identified that a boat is out there on a trailer on the taxiway, does this include boats? Letter should have been provided to put on the windshields – put in flyer and in email.</li> </ul>	
	<b>Action/s</b>	<b>Who?</b>
<b>5. HEALTH &amp; SAFETY</b>	<ul style="list-style-type: none"> <li>Owen has been working with Paul about petrol storage, looking at a mobile tank, certifier needs to be able to look at mobile ones, does need to be 2.8-3m from hangar. Security fences etc. going to be around it potentially to help eliminate it being stolen. CRAC own it, working with Council on position etc.</li> <li>Taxi speeds, one was going very quickly the nosewheel was off the ground. Iain will follow up with CRAC safety side of things.</li> <li>Back tracking saves time in training, everyone happy with this.</li> </ul>	
	<b>Action/s</b>	<b>Who?</b>
	H&S reports to go to Audit & Risk Committee	Mandy
<b>6. AIRFIELD INCIDENTS</b>	<ul style="list-style-type: none"> <li>YAK landing gear, Owen had reports of people walking over the runways, this was more from immediate response of people trying to help but wasn't that many people. Loader onsite to help if needed, Stu has a big trailer if required. Invested in tractor with heavy duty forks, has been used 2-3 times over the years. Someone involved with the recovery needs to have a VHF radio to be aware of and advise what is going on. Owen will include a process in the Safety Manual (that's being done) and send update in the Airfield Flyer.</li> <li>Vehicles on runway, designations on the airfield, Owen Ops 1, Steve Ops 2, tractor is Ops 3. Layouts of the airfield will be put in the tractor in due course. Brighter light needed. CRAC ute to be added as Ops 4.</li> <li>Report from Rakahuri Birds club, white aircraft came in very low and landed on riverbank, white high wing, with blue ascent and small wheels. Reminder is about to go out tonight to all members. Might not be from someone from this area. Nothing has been put anywhere about this, so how do people know about this, be nice to know where and when they are. Owen will have a discussion with the ornithological folk and report back.</li> </ul>	
	<b>Action/s</b>	<b>Who?</b>
<b>7. NOISE COMPLAINTS</b>	<ul style="list-style-type: none"> <li>None discussed/reported</li> </ul>	
	<b>Action/s</b>	<b>Who?</b>

8.	<p><b>GENERAL</b></p> <ul style="list-style-type: none"> <li>Lease for hanger owners, one of provisions discussed was hanger owners' insurance for buildings. Collective view generally is that it is not required for damage, already covered under lease, discussion said it wasn't needed. Leases are through advising you need full building insurance, Charlotte from property advised it is required, for existing person who suddenly needs to insure their hanger, price is about \$2,000 for a 15mx20m. At a meeting Council said they would take it out, but it hasn't been. Owen will go back to Grant and see record of any meetings at Rakahuri Room with Council lawyers, 24<sup>th</sup> February 2023. A user will take a legal challenge if not resolved. 3<sup>rd</sup> party insurance can be justified. Lawyers went through point by point at a meeting with users. Aprons have been added to lease, has never been raised. Steve advised that the aprons are included only for a point of contact. Members suggested that might be an opportunity for more charges, however it is more to protect your space and protect you. Process is upsetting a lot of members.</li> <li>Airfield minutes are not being added. Mandy and Owen will go back and upload them.</li> <li>Maintenance task list has been developed and prioritised by Steve &amp; Owen. If contractor is involved, Owen engage with them to ensure training and control of work happens. If something spotted that needs doing, go to Owen or Steve and get task assessed and added/prioritised. Chris Pennell and Dr. Bex from Council will work to develop fertility improvement plan. Will get a Quote for both aerial and ground.</li> <li>Owen is going to be sending out Governance documents will be sent out and feedback needed please.</li> </ul>	
	<b>Action/s</b>	<b>Who?</b>

**Meeting closed at 6:21pm.**

**Next meeting 5:30pm on Wednesday 27<sup>th</sup> September 2023**