

**MINUTES OF THE RANIGORA AIRFIELD ADVISORY GROUP****At the Rangiora Airfield****5.30pm on Wednesday 1 February 2023****PRESENT**

- Steve Noad (Chair)
- Grant MacLeod (WDC)
- Mandy Fox (WDC, Note taker)
- Paul Williams (Councillor)
- Joan Ward (Councillor)
- Scott James
- Bruce Drake
- Keith Vallance
- John Dugdale
- Buzz Harvey
- Rob Kittow

**WELCOME**

- Steve Noad opened the meeting open at 5:30pm

Item	
<b>1.</b>	<b>APOLOGIES</b> •
<b>2.</b>	<b>CONFIRMATION OF MINUTES dated Wednesday, 14 December 2022</b> <b>Moved: Keith Vallance</b> <b>Seconded: Bruce Drake</b>
<b>3.</b>	<b>MATTERS ARISING</b> <ul style="list-style-type: none"> <li>• Fuel pump discussion, it is MoGas at the Rangiora Airfield, but it is not yet operational, they are intending to put inside a dangerous goods container, to keep it secure. Size of tank is 1,500L. <b>Grant to follow up from Ryan from CRAC and discuss compliance requirements.</b></li> <li>• Aeronautical study was received at 4:55pm, CAA happy with the timeframe, discussions with Chris and then with Councillors and then wider RAAG group.</li> <li>• No parking area at the end of the runway, transport and Greenspace are going to get this delivered. Creating a no stopping zone at the end of the runway, also going to look at pushing the fence back to the developed road boundary.</li> <li>• Long term parking of aircrafts, still an open item. There used to be a fee of \$37.50 a week. Should have a sign advising of parking fees and landing fees, see Council website. Writing a letter to the plane owners who are parked here to advise of the fees. Pay landing fee and first night is free, then pay after that, \$10 a night? If there is a fee involved will require an updated paper to Council. <b>It is on Council website advising \$10 a day. This will be an instruction for the airfield manager to undertake as this exists now.</b></li> <li>• Airfield Manager, Contract has now been signed.</li> <li>• Lease Update, feedback closed yesterday, had a catch up with property team to run through some of the comments, explanation from them as to why we would retain clauses that people do not agree with, Chris &amp; Grant will go through this and discuss with Paul &amp; Joan. We have not just sent to commercial people, all hangers built apart from 4 people. This lease relates to people who are onsite and already have a hanger in place, quite a lot does not apply to all leases, we require someone to come out and explain explicitly to the group and lease holders. Have asked for Schedule B to be reviewed. There are clauses we do need in</li> </ul>

	<p>there from a contract law and legal perspective, an Example – around insurance required to have a public liability insurance, defaults back to landlord. Explain intentions around the clauses.</p> <ul style="list-style-type: none"> <li>A motion was moved by Councillor Joan Ward and seconded by Bruce Drake and was fully approved.</li> </ul> <p>That</p> <p>After two years of trying to implement a new lease agreement, I would like to move that the Airfield hangar owners who have sent submissions to the Draft lease meet with the Council Staff and property to discuss all matters and concerns so that we can get the lease agreement finalised in one meeting.</p>	
	<b>Action/s</b>	<b>Who?</b>
<b>4. MAINTENANCE</b>	<ul style="list-style-type: none"> <li>Runway and using the middle – they are using the centre, number of aircrafts using both sides of the centre lines which is good to see. Move the insert markers without the plate. CA will not allow to update plate at the moment. Once airfield manager is in place look to move it. Runway in centre looking quite green considering we have not had much rain. Anyone taking a fly over to get a couple of photos please.</li> <li>Potholes, advise where they are and get someone to “dazzle” them and we will get Corde back out. <b>Check when was last graded – Grant to follow up.</b></li> <li>Gates, underway and send timeframes out shortly, depends on aeronautical study possible 3<sup>rd</sup> gate required. <b>Grant to get back to Paul &amp; Joan on dates and contractors.</b></li> <li>Cameras at the moment are blinded by the hangers, quote has been received. Will help with the low-level thefts we have had lately. <b>Helen will provide an update.</b></li> </ul>	
	<b>Action/s</b>	<b>Who?</b>
<b>5. HEALTH &amp; SAFETY</b>	<ul style="list-style-type: none"> <li>RGA lost direction or control, shot out through hangers and into fence, had not flown particular type of plane for over 7 years – CRAC investigating.</li> <li>Aircraft stall on landing, badly damaged both pilots ok – 005 raised.</li> <li>Aircraft stall at Wings &amp; Wheels, there were 2 injuries – CA investigating.</li> <li>Commercial pilot flew low level over Bruce strip, very misty day, joined incorrectly to runway 07 – 005 raised.</li> <li>Aircraft arrived for fuel then departed wrong way on runway 25 and turned left which is against the plate – 005 raised.</li> <li>Pilot observed refuelling with 2 passengers still in aircraft – pilot has been written to.</li> <li>Runway 25, fawn coloured high wing plane, no radio calls, did not stop, did not land, got no record of it, inside NBZ, aircraft was 300-400m below John.</li> </ul>	
	<b>Action/s</b>	<b>Who?</b>
	H&S reports to go to Audit & Risk Committee	Mandy

<b>6.</b>	<b>NOISE COMPLAINTS</b> No further complaints.	
	<b>Action/s</b>	<b>Who?</b>
<b>7.</b>	<b>GENERAL</b> <ul style="list-style-type: none"> <li>Safety meeting happening in March, Carlton will be available for that one. Agenda items for this meeting. Meeting with Steve, Grant, and airfield manager before safety meeting to set agenda. CAA there to about discussing aeronautical study. Meeting to be held at Mainpower Stadium.</li> <li>Temporary manager starting within the next 2 weeks, going on a month-by-month basis, could help to stay on after the other manager starting. Final offer for permanent manager, hoping they will be able to start mid-March.</li> </ul>	
	<b>Action/s</b>	<b>Who?</b>

**Meeting closed at 6:36pm**

**Next meeting 5:30pm on 1<sup>st</sup> March 2023**