

**MINUTES OF THE RANIGORA AIRFIELD ADVISORY GROUP****At the Rangiora Airfield****5.30pm on Wednesday 29 November 2023****PRESENT**

- Steve Noad (Chair)
- Owen Stewart (WDC)
- Paul Williams (Councillor)
- Joan Ward (Councillor)
- Keith Valance
- Bruce Drake
- Rob Kittow
- John Dugdale
- Scott James
- Dave Harnett
- Buzz Harvey
- Ken Howat (WDC Guest – Parks and Facilities Team Leader)

**WELCOME**

- Opened the meeting at 5:25pm

| Item |  |
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| 1.   | <b>APOLOGIES</b> <ul style="list-style-type: none"> <li>• Iain McPhail</li> <li>• John Dugdale</li> </ul>  |
| 2.   | <b>CONFIRMATION OF MINUTES dated Wednesday, 6 September 2023</b><br><b>Moved: Buzz Harvey</b><br><b>Seconded: Paul Williams</b>  |
| 3.   | <b>MATTERS ARISING</b> <ul style="list-style-type: none"> <li>• Insurance – Owen reported that Council has agreed to the RAAG suggestion to require insurance of an adequate amount to leave a clear site in the event of an incident not anticipated by a lease holder. This will be added to the new lease agreements.</li> <li>• Gate Automation: New Project Manager (Ish from Greenspace Team). Current gate location (facing west) is on a current lease, so can't currently be retained in its location unless the lease area can be changed. Owen reported that Council could not obtain an easement across a leased area, so has had to go back to Main Power for a re-design of the electrical works at the distribution building. A 15m x 15m hangar can be located there which would reduce the lease footprint. Bruce pointed out that there is a low point that attracts water and issues around raising foundations. Buzz raised a question around a third gate at the western end, which hasn't been funded. Paul, Rob and Joan raised concerns about the inordinate length of time it is taking to get this project done.</li> <li>• Main access gate: Waiting for a new motor to arrive. Contractor is on Chatham Islands, so no update available for the meeting. Security at the gate will be maintained. Group commented that security is appreciated at the gate. \$38/h is good insurance. Paul indicated that there are other options in terms of motor replacements – Goods Direct to You as a supplier.</li> <li>• Fence Costings: deer fencing \$35/m; sheep netting excluding single wire \$20/m. Bruce indicated that Dan has fencing ideas that need to be taken account of, noting that a 15m setback is required at the eastern end. Price for fencing is \$11k. Duckworth Fencing provided quote. Owen is forming a plan with survey results from Black Maps input.</li> <li>• There was deliberation whether there was an agreement about fencing aligned with Daniels development. Paul offered that it was up to this group to determine what fencing will be put</li> </ul> |

|                             | <p>in at the airfield. Bruce and Steve indicated that a RAAG subcommittee was set up. Steve indicated any discussions that are had with the developer will be reported back to the Group. Steve gave a summary of the discussions. There was a concern that there isn't visibility of terms of reference for the RAAG. Joan suggested that Owen report back to RAAG once Council agrees with proposals. Dave suggested a permanent agenda item to report back from any meetings regarding the development. Owen to arrange this with Mandy.</p> <ul style="list-style-type: none"> <li>Owen gave a report back on the Plan Change for the development in terms of the process which involves Greenspace and the Councils Regulatory and Compliance Team, Dam Smith Industries and an independent Commissioner. The hearing is due for mid-March.</li> <li>Engine running area and compass swing area work. Not much progress but areas identified west of 28. Will need to be careful with location based on the Dan Smith development. Owen to look at proposed plans and report back. Possible to use eastern end of heli triangle.</li> <li>Water outside Way2Go: Chorde have reviewed and sent quote and timeline/availability to do work.</li> <li>Circuit Design – no progress other than feedback from users saying that they have seen this not work. Potential of splitting circuit to maintain 6 minute circuits. General discussion with Barry to understand what is involved and what any proposed solution might look like.</li> <li>Instrument Approaches: Further conversations required, some specifications received from survey company. Obstacle survey to be done to explore OLS obstructions (Black Maps). Once Owen gets a formal proposal he can move forward.</li> <li>De-identified reporting procedures: no progress.</li> </ul> |          |      |                             |      |
|-----------------------------|--|----------|------|-----------------------------|------|
|                             | <table border="1"> <tr> <th data-bbox="248 1048 1230 1115">Action/s</th><th data-bbox="1230 1048 1449 1115">Who?</th></tr> <tr> <td data-bbox="248 1115 1230 1182">Follow up for next meeting.</td><td data-bbox="1230 1115 1449 1182">Owen</td></tr> </table>   | Action/s | Who? | Follow up for next meeting. | Owen |
| Action/s                    | Who?   |          |      |                             |      |
| Follow up for next meeting. | Owen   |          |      |                             |      |
| 4.                          | <p><b>MAINTENANCE</b></p> <ul style="list-style-type: none"> <li>Tractor maintenance: oil low and power steering fluid low. Owen to arrange service.</li> </ul> <table border="1"> <tr> <th data-bbox="248 1339 1230 1406">Action/s</th><th data-bbox="1230 1339 1449 1406">Who?</th></tr> <tr> <td data-bbox="248 1406 1230 1473">Arrange for fluid service.</td><td data-bbox="1230 1406 1449 1473">Owen</td></tr> </table>  | Action/s | Who? | Arrange for fluid service.  | Owen |
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| 5.                          | <p><b>HEALTH &amp; SAFETY</b></p> <p>Steve raised the issue of vehicle safety on Merton Road due to number of vehicles, especially heavy vehicles, speed (100km/h) and width of road. Also, number of edge pot holes. Owen looked at the reg's to see what the status of the road is. Bruce pointed out that many heavy vehicles are now not using the bypass (Lehmans Road/Priors Road) and are using Merton Road instead. Discussion around widths and requirements. Joan asked Owen to raise a service request for the assessment to be done. Joan will follow up with Council request regarding safety concern. Paul indicated that Council has a contract for vehicle counting on its roads. Steve stated that the road is particularly hazardous on foggy mornings and evenings. Buzz wondered whether the road needs to be widened. Joan concurred especially with the proposed development if that goes ahead (in any form). Paul suggested using the roading app to notify Council. Joan will talk to Phillip Redmond.</p> <p>Owen made comment that gate closing has really improved of late (especially the western end through the gate next to Stewart's hangar) and he sincerely appreciated the effort that everyone is making to be responsible. Steve suggested that Scott pass Owen's appreciation back to the folk at CRAC and others at the western end of the airfield.</p>   |          |      |                             |      |

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|           | <b>Action/s</b>  | <b>Who?</b>           |
|           | Raise Service Request for roading assessment.<br>Discuss with appropriate Councils reps.<br>Take photo's and notify Council of specific areas of concern.  | Owen<br>Joan<br>Steve |
|           | Pass recognition and thanks to CRAC members and other users at the western end of the airfield for effort in maintaining gates and chains closed.  | Scott                 |
| <b>6.</b> | <b>AIRFIELD INCIDENTS</b>  |                       |
|           | <ul style="list-style-type: none"> <li>Investigation going into a landing event where an aircraft landed on the runway prior to the aircraft in front clearing the runway.</li> <li>Aircraft departed, not in the direction of the circuit at low level (not local user).</li> </ul>   |                       |
|           | <b>Action/s</b><br>Follow up latter incident with CAANZ  | <b>Who?</b><br>Steve  |
| <b>7.</b> | <b>NOISE COMPLAINTS</b>  |                       |
|           | <ul style="list-style-type: none"> <li>None discussed/reported.</li> </ul>   |                       |
|           | <b>Action/s</b>  | <b>Who?</b>           |
| <b>8.</b> | <b>GENERAL</b>   |                       |
|           | <ul style="list-style-type: none"> <li>Operator has requested that he be able to use the closed side of the runway due to his aircraft (Glassair) only having 2" of prop clearance.</li> <li>Discussion around the value of closing runway with exceptions. Joan pointed out that the operator should be advised that the airfield isn't suitable for this airfield.</li> <li>Rob raised monotonous issue of naming of airfield road to allow Courier deliveries. Joan raised the issue that once the road is named that the gate can't be closed. Joan and Owen to look into road naming issue again or find a solution. Steve suggested that a drop-box might be an option.</li> <li>Paul raised the issue of large birds on the end of the runway (paradise shell ducks?). Owen is trying to get a rabbit shoot done, but having difficulties with arranging this.</li> <li>Buzz discussed the painting of the Cadets buildings and asked if Titania colour (showed sample colour boards on the building by the road). RAAG agreed that the colour was appropriate and Steve advised Buzz to go ahead.</li> <li>Steve discussed the governance proposals and opened the floor for discussion. Rob is unaware of the documents as hasn't received copies. Dave also not receiving. Buzz indicated that the two options are similar. Options not overly different, other than the management group. Liked the responsibilities are defined. Scott suggested that makeup is a bit large. Paul suggested that the Group needs to know what the makeup currently is. Paul gave Chris a copy of the existing structure. Steve favoured Option 2, but questioned the layer of management.</li> </ul> |                       |

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|  | <ul style="list-style-type: none"> <li>Owen explained that the management team is given a budget to spend, that RAAG can ask/suggest that certain things are done, management looks at the idea/request – have we got a budget/is it a good idea that Council supports/do the task or request budget from Council through a report. Buzz thought that makeup of a proposed RAAG group could be discussed at the next meeting. Everyone should be prepared with thoughts on the actual makeup of the advisory group, for the next meeting.</li> <li>Meeting dates discussed as to is the meeting on Wednesdays, fourth Wednesday of the month or last Wednesday of the month. Everyone agreed that the fourth Wednesday of the month gives continuity.</li> <li>IFR discussion and challenges around airfield design.</li> <li>Airfield budget discussion (e.g. AIMMS to be added).</li> <li>Discussion around water/waste delivery at the airfield. Suggestion that sewerage goes up between hangars.</li> <li>Discussion around aeronautical study.</li> <li>Owen thanked everyone for their guidance and support through the time he's been with the airfield.</li> </ul> |  |
|  | <b>Action/s</b><br>Come prepared with thoughts on RAAG makeup with makeup decided at the next meeting.<br>Get a note out to everyone that the meetings will be the fourth Wednesday of the month.<br>Continue with IFR ideas.<br>Provide a more detailed budget to RAAG at each meeting (income/expenditure).<br>Follow up on sewerage services.  | <b>Who?</b><br>RAAG members (except Owen)<br>Steve<br><br>Owen<br>Owen<br>Owen |
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**Meeting closed at 6:45pm.**

**Next meeting 5:30pm on Wednesday 28<sup>th</sup> February**