

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

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

**WELCOME**

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

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

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**2. CONFIRMATION OF MINUTES dated Wednesday, 14 December 2022****Moved: Keith****Seconded: Bruce****3. MATTERS ARISING**

- Fuel pump, Mov Gas, the gas is at the Rangiora Airfield, but it is not yet operational, intent to put inside a dangerous goods container, to keep it secure **Grant to follow up from Ryan from CRAC.**
- Aeronautical study was received at 4:55pm, Grant needs to discuss with Chris and then discussions with Councillors and then wider RAG group.
- Road stopping,
- Long term parking of aircrafts, still an open item, a fee of \$37.50 a week? If fee involved updated paper to Council. Pay landing fee and first night is free, then pay after that, \$10 a night? Is on Council website. **Grant to draft a report and check with Paul & Joan. Review what discontinued is about.**
- Airfield Manager, permeant one by the end of the week.
- Lease Update, why we would retain clauses that people don't agree with, haven't just sent to commercial people, all hangers built apart from 4 people. Does not apply to all leases, Schedule B to be reviewed. Example – around insurance, public liability insurance, defaults back to landlord. **Get property or legal team to have a discussion with RAG or lease subcommittee about the items in the leases, as those people do not understand aviation. Meeting with property team and aircraft hanger owners a lease document. Copies of the submissions to everyone. First ? Second Joan – moved everyone. Early notice of meeting sent to everyone and present leases.**

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

- Runway and using the middle – they are using the centre, number of aircrafts using both centre lines which is good to see. CA wont allow to update plate at the moment. Once

	<p>airfield manager is in place look to move it. Runway in centre looking quite green considering we haven't had much rain. Anyone taking a fly over to get a couple of photos.</p> <ul style="list-style-type: none"> <li>• Pot holes, advise where they are and get some "dazzle" to go back to Corde. <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. Grant to get back to Paul &amp; Joan on dates and contractors (within 2 days?)</li> <li>• Cameras – Helen will provide an update, thefts aswell.</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, hadn't flown particular type of plane for over 7 years.</li> <li>• Aircraft stall on landing, badly damaged both pilots ok.</li> <li>• 2 injuries at Wings &amp; Wheels CA investigating</li> <li>• Commercial pilot flew low level over Bruce strip, misty day, joined incorrectly.</li> <li>• Departed wrong way and turned left - 005</li> <li>• Pilot refuelling with 2 passengers still in aircraft.</li> <li>• Runway 25, fawn coloured high wing, no radio calls, didn't stop, didn't land, cant pick it up, will write it up and put it out there. Inside NBZ, 300-400 below John?</li> </ul>	
	<b>Action/s</b>	<b>Who?</b>
	Provide list of H&S reports to Mandy H&S reports to go to Audit & Risk Committee	Steve Mandy
<b>6. NOISE COMPLAINTS</b>	<ul style="list-style-type: none"> <li>• Nil complaints</li> </ul>	
	<b>Action/s</b>	<b>Who?</b>
<b>7. GENERAL</b>	<ul style="list-style-type: none"> <li>• Safety meeting happening in March, Carlton being available for that one. Agenda items for this meeting. Meeting with Steve, Grant and 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 – 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> <li>•</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