

MINUTES OF THE RANIGORA AIRFIELD ADVISORY GROUP**At the Rangiora Airfield****5.30pm on Wednesday 26 July 2023****PRESENT**

- | | |
|--------------------------------|----------------|
| • Steve Noad (Chair) | • Bruce Drake |
| • Owen Stewart (WDC) | • John Dugdale |
| • Paul Williams (Councillor) | • Rob Kittow |
| • Joan Ward (Councillor) | • Dave Harnett |
| • Mandy Fox (WDC – Note taker) | • Buzz Harvey |

WELCOME

- Opened the meeting open at 5.32pm

Item**1. APOLOGIES**

- Scott James, Grant MacLeod, Iain McPhail, Keith Vallance – moved Bruce

2. CONFIRMATION OF MINUTES dated Wednesday, 28 June 2023**Moved: Owen****Seconded: Dave****3. MATTERS ARISING**

- Minutes coming out sooner, not very satisfactory, Owen & Mandy to work together on this.
- Main gate company came out and saw Owen yesterday and provided a quote to WDC, Owen working on the approval process. General maintenance needs to be done on the gate.
- Taxiway end sign, sign and height, Steve & Owen went out and measured sign and needs to be reduced. Fence posts adjacent to the taxiway warning sign at the western end of the main taxiway were 800mm, so going to leave the finished height of that sign the same height. Signs need to be between 3m & 10m away from runway edges. Sign mounts in ground need to be dug up and moved or cut off and new mounts installed in the correct location. Steve & Owen. Marker board has been damaged by something. All marker boards are too high at 460mm finished height. Code 1 runways require marker boards at 300mm finished height. Need to take 160mm off legs, another project for Steve & Owen. Rob & Dave have offered to donate guys to help and skill saws, which is very much appreciated.
- NZAIP plate update. Survey hasn't been completed, survey is required for Obstacle Limitation Surfaces that commence at the displaced threshold. If we are amending the plate, we need to have the correct location of the displaced threshold markers and any impacts on runway length available.
- Road speed number of drivers don't maintain the 20km/h limit, one of the reasons the potholes are coming, need to spread the word around to obey the speed limit. Last repair that was done they put a lot of work into it.

Action/s**Who?**

4.	<p>MAINTENANCE</p> <ul style="list-style-type: none"> Airfield rolling, Chris Pennell & Owen has been on the runway and taxiways to determine whether we do a light or heavy roll., They suggested to do a heavy role, going to wait for when it's a bit dryer. Suggestion was made that it was best to do late winter/early spring to make sure that the visible stones and rocks are rolled back into the soil and don't reappear short term. Ask the person who helped with pittosporum about fertiliser to put on them. Windsocks are beyond a serviceable condition. Owen is going to replace them, got one sock but no poles, Steve has a quote coming. <table border="1" data-bbox="248 613 1445 741"> <tr> <th data-bbox="248 613 1230 678">Action/s</th><th data-bbox="1230 613 1445 678">Who?</th></tr> <tr> <td data-bbox="248 678 1230 741"></td><td data-bbox="1230 678 1445 741"></td></tr> </table>	Action/s	Who?		
Action/s	Who?				
5.	<p>HEALTH & SAFETY</p> <ul style="list-style-type: none"> Significant reduction in incidents, didn't have any until yesterday. Not sure if its weather, due to the CAA meeting with instructors, or lack of reporting. Owen & Steve have spoken to couple who own camping ground, about low-level flying, we have advised they need to take a note of the registration. Couple were grateful for the meeting. Aircraft landing in fog incident has been notified to the CAANZ, after discussion with Steve, Roger, and Buzz. Rob has had a report from a farmer about low level plane, which scared stock and unfortunately died after running into a fence. Another stock incident was also discussed about deer and sheep. CAA minimum height is 500ft above ground, but there are exceptions for training and flight testing. Microlight could have brought in similar. Owen to develop a Fly Neighbourly policy and circulate To the RAAG members for review and comment. This will be based on the Motueka Aerodrome document and the Aviation New Zealand Fly Neighbourly documents. More for an instructor meeting, might need to bring this up in next meeting. Fuel farm ideas, now 2 MoGas fuel tanks on the airfield. Owen asked do we want a MOGAS fuel farm on the field, must be available for everyone. Instead of having individual tanks, just wanting one, exploring options and above or below ground, very first conversation about this. Where to start is restrictions on location/volume/test certification of installation etc., who is to own and install it? Need to find someone as it won't be Council. 22-gallon drums sitting in hangers and Council is looking at its accountability and responsibility for allowing it as the PCBU, owner of the land and lessor. Do hanger owners/operators have special insurance and compliance of having more than 40L. Would need 2 types of fuel – 95 & 91? Possible could get a large above ground tank. Owen going to get a test certifier to come out and go through the regulations and what options are. Academy in Oamaru good one to talk to – McKeown's it's on landside not airside. Agreed by everyone to push on and investigate it. Is there a way it can be built on the end of a service lane for one being aircrafts and one for cars on a pad, for more volume. For users, get them away from storing huge amounts of fuel in the hangers, a big risk for Council. Tank needs to be stored in an approved location which is away from hangers and buildings and public places etc. Radio calls, Owen is surprised at the number of aircrafts not calling on their finals, question was asked is this to avoid landing fees, Owen spoke to AIMM team, and they are picking up on most of the landing, but some are not making any calls. Owen will do a spot check on documented landings and then go back and check the AIMM system. Rangiora is located 				

	<p>within an MBZ and regular calls are required by law, meant to do radio calls every 5mins within the Rangiora MBZ. Airplane joined overhead, was a near miss a few weeks ago. It's about getting the message out there about how important radio calls are. The CAANZ are giving a presentation at the Main Power conference centre 6th September about radio calls at unmanned airfields, it is going to be a very useful educational opportunity for the airfield user community at Rangiora.</p>	
	Action/s	Who?
	H&S reports to go to Audit & Risk Committee	Mandy
6.	NOISE COMPLAINTS	
	Action/s	Who?
7.	GENERAL <ul style="list-style-type: none"> Requirement of Council for an audit of hangers of toilets in hangers or who wants toilets as there is going to be a sewer main installed at the airfield. Establishing what people want and what they have already for connection to sewer with a fee to get them on the sewer line. People are going around saying Council looking at charging for aprons – this is false. Added to the lease but lease holders will not be charged for it. Because it's not on the lease is the Council responsible for it, it's just saying you are responsible for the pad. Communications for users of the airfield e.g., newsletters, to go out to all users. CAA contacted Owen and advised as the Council owns the airfield, we need to have a comprehensive list to have effective communications with airfield users. People are not required to give an email address only needs to be a physical address. Between CAA & Council should end up with quite a comprehensive email list. Owen is looking at having more usability with the Council website, under the airfield page, where airfield users could login to get updated information. 	
	Action/s	Who?

Meeting closed at 6:25pm

Next meeting 5:30pm on Wednesday 30th August 2023