

**Minutes of a meeting of the Wānaka Airport Liaison Committee held on Monday 4 September 2023 beginning at 10am online via a Teams meeting.**

*The meeting started at 10am.*

**Present**

Mr Rob Phillips (Independent Chair), Mr Tony Avery (General Manager Property & Infrastructure, QLDC), Ms Juliet Breen (The Airport Manager), Mr Don Grant (Wānaka Airport Users Group), Mr Andrew Crawford (Commercial Airlines), Mr Jon Brooks (Airways Corporation), Mr Simon Telfer (Wānaka-Upper Clutha Community Board Chair).

**In Attendance**

Mr Jon Winterbottom (Governance Team Leader).

**Apologies**

There were no Apologies.

**1. Terms of Reference**

All members expressed approval for the amendments made to the updated terms of reference.

**On the motion of Mr Telfer and Ms Breen It was resolved that the Wānaka Airport Liaison Committee:**

- 1. Approve the Wānaka Airport Liaison Committee's Terms of Reference**

**Motion carried unanimously.**

*Note: a clean copy of the approved Terms of Reference (Attachment B in the agenda for the 4 September 2023 meeting) has been appended to these minutes.*

**2. Work Plan – Early Thoughts**

Members discussed the "Activity areas" (#1) and the "Responsibilities and Key Projects" (#2-7) listed in the approved Terms of Reference (see page 3 of the clean copy below).

It was suggested that members step through designation #64 line by line to develop better understanding so as to facilitate their compliance with #1 (Activity Areas) which is "1. To ensure

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Wānaka Airport is managed in accordance with the conditions of the designation for Wānaka Airport (Designation #64) provided in the Queenstown Lakes Proposed District Plan.” It was agreed that the latest version of designation #64 would be circulated to all members for detailed review prior to the next meeting of the Wānaka Airport Liaison Committee (the Committee).

It was clarified that the standing Airport Manager’s [Juliet Breen’s] report would address review of complaints around airport operations, minimisation of environmental effects on the community, and noise management issues/procedures as specified in responsibilities/key projects #2, #3 and #5 respectively.

Related to responsibility/key project #3, members discussed what, besides noise issues, might be included under “environmental effects on the community.” Ms Breen (the Airport Manager) indicated that she would consult further on this matter and examine what issues it was appropriate to cover in light of this specific language, and report back to the Committee on her findings.

With respect to #4 (“Assist Queenstown Lakes District Council and the Airport Manager to communicate and engage with the community”) members discussed what is meant by “community.” Ms Breen (the Airport Manager) and Don Grant (Wānaka Airport Users Group Chair) agreed to coordinate to examine this issue (#4), as well as issue #3 (noise management), more closely and report back to the Committee with an update.

Wānaka-Upper Clutha Community Board Chair Simon Telfer suggested that two reports be provided with respect to responsibility/key project #6 (“Review progress on airport development and the master plan”): one to review progress the on airport development and a second report to review progress on the master plan. QLDC Property & Infrastructure General Manager, Tony Avery, clarified that the first issue would be covered in the report on airport operations he would be preparing for the next Committee meeting. Mr Avery and Ms Breen indicated, however, that there currently was no master plan in development, and so a full (second) report on this matter was not warranted. Mr Avery suggested that QAC and QLDC would consult on whether there were any existing plans to develop an airport master plan, and he would then update the committee on that matter.

Regarding responsibility/key project #7 [“Encourage parties to work together co-operatively, sharing information and making recommendations by consensus and agreement”], members discussed to whom the term “parties” referred, and emphasised the importance of encouraging parties involved in complaint processes and other airport-related business to work co-operatively.

*The meeting concluded at 10:28am.*

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**Confirmed as a true and correct record:**

A handwritten signature in black ink, appearing to read 'RA Ph...', is written above a horizontal line.

**CHAIR**

23 / 11 / 23

**DATE**