

Meeting Minutes #7

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| Glenorchy Airstrip Consultative Governance Committee Minutes of Meeting |
| Where: | QLDC Shotover Street Offices, Queenstown  |
| Time: | 12:30pm |
| Date: | Wednesday December 1 2021 |
| Who: | Mike Clay (QAC), Tom Butler (Blanket Bay) Jeannie Galavazi (QLDC),Abbey Mocke (QLDC), Nick Nicholson (Operators), Christina Lister(GCA), Niki Gladding (Councillor), Peter Campbell (Wyuna PreserveResidents Association), Thunes Cloete (QLDC), Quintin Howard (QLDC), Mark Samways (QLDC)  |

Meeting opened at 12.30pm

New Committee Members: Tom Butler from Blanket Bay and Jamie Waka from QAC who will replace Mike Clay.

ITEM 1: Update on Designation Appeal Environment Court Decision

* Jeannie provided summary of decision. Noted limited growth, no caps in designation conditions. Council must comply with a noise contour based on 2019 AIMMs data total movements. Different monitoring conditions are triggered once total movements reach then exceed 4000 per.
* Jeannie updated process moving forward for implementing the designation (working with Marshall Day/Astral consultants)
* The designation conditions set out the Glenorchy Airstrip Consultative Governance Committee (GACGC) role. This role will be reflected in the Noise Management Plan.
* Jeannie noted most conditions are already captured in interim NMP.
* Niki asked to for NMP to be circulated (ACTION)
* Jeannie noted that comms will be sent out to the wider Glenorchy community with an update on what is happening with GY

ACTION: QLDC to circulate NMP

ITEM 2: QLDC Work Programme since Environment Court Decision

* QLDC has been working with aviation consultants Astral and noise experts Marshall Day on updating the NMP
* Drafting the new licences and concession agreement with internal QLDC property team and legal teams
* Updated Terms of Reference has been drafted
* Mike Clay and Jeannie working to get Management Services Agreement for QAC over the line & finalised

ITEM 3: GACGC Terms of Reference (ToR)

* QLDC have updated the Terms of Reference to incorporate new designation conditions. These were tabled for discussion.
* Environment Court decision requires Blanket Bay, Wyuna Preserve, GCA, Operator and Airstrip Operator. RMP requires Glenorchy Councillor, Operator and Community representative. Membership and voting rights discussed.
* Nick Nicholson put forward that James Stokes of Glenorchy Air had expressed interest in joining as a fixed wing operator representative.
* Tom Butler noted that as there are many fixed wing complaints and that the committee could have a non-resident who is experienced in fixed wing.
* Niki questioned the need to have councillor on committee or is there a conflict of interest?
* Need for iwi rep on governance group discussed. Jeannie – could invite, but they are typically stretched for resources. Mike Clay noted this is a small airstrip to have iwi membership.
* Expressed need to appoint relevant staff/people from each organisation and that they need to be elected or appointed by representative group.
* Discussion for a need to reconsider the quorum ie number of participants or does it need to have representation from specific parties (those stated in Env Court conditions). Group supported for quorum of representation of people but that this should be higher than 3 (currently in ToR)
* Nikki noted intent is obtain a ‘consensus’ for decisions made by the committee, rather than be ‘impartial’
* Equal voting rights by all members (not just Env Court members) expressed to be highlighted in TOR
* Agendas not addressed in TOR – specify that they should be circulated and uploaded to website within reasonable time.
* Quintin raised question around the Secretary role - Jeannie noted this role has not been defined in past.
* Agenda to be circulated 10 days after the meeting and made available for the 1st of the following month.
* Point noted around comments in drafted TOR of dissolving the group (currently in TOR as QLDC controls this). Jeannie to confirm if this is legally required.
* Annual review of TOR discussed and agreed
* Nikki expressed the importance of having representation organisationally. Positions will be reviewed when TOR is reviewed and new members can be elected as required

Actions: Nick to invite Fixed Wing operator to join, Jeannie to circulate the marked up ToR.

ITEM 4: Noise Management Plan Update

(NMP Update provided earlier in meeting)

ITEM 5: Management Services Agreement between QAC and QLDC:

* Jeannie spoke through the purpose of the document – QAC is responsible for operations, QLDC is responsible for property functions, finances, RMP.
* Complaints will come through to this committee
* MSA is likely to be signed today.

ITEM 6: Licence Updates

* Proposed Licencing/Concession Methodology presented by Jeannie

QLDC considers there are 3 ‘tiers’ of operators:

* Tier 1 – resident commercial operators who account for

approx ~ 80% of activity (already licenced)

* Tier 2- regular commercial operators who fly monthly

(approx.) ~10% of activity

* Tier 3 – infrequent commercial operators who fly less than

12 times per year ~ 5% of activity

(Refer to attached description of methodology)

* Discussion regarding how the licences relate to Designation Conditions and Noise Contour
* QLDC are currently finalising a draft licence template. This is renamed Concession Agreement (for flights) and a separate Licence to Occupy for resident operators with infrastructure at airstrip.
* Nick noted that they are currently operating at about 40%
* Thunes raised question around tier 2a & b – tier 2 operators have same monthly average
* Allocation of flights will be based on a portion of the busiest 3 months (2019) for the licenses (refer to statement in summary document in attached) that will form a monthly total and an annual total on the agreement. It will be proportionate as we are operating with borders closed and QLDC cannot allocate flights at 100% of capacity straight away.
* Comments around that it is promising that operators are granted 50% of 2019 data. Licence will require upfront fees to be paid.
* Nick asked when operators reach 80% of flights what happens?
* Niki questioned does the RMP have anything noted regarding local operators (to given them preference) or could this be addressed in review of RMP.
* Nick noted foreseen increase when borders open will require more flights.
* Niki commented need to give operators assurance that they will have enough flights. Jeannie expressed the importance of ‘use it or lose it’ clause.
* Mike noted renewal process at end of licences is an important time to review the flight numbers that have been used
* Nikki noted would like to have a copy of the concession agreement – to further review/discuss – discussion around sensitivities of sharing documentation within this group – consider in TOR?
* Jeannie gave overview of concession agreement.
* No admin fee to start to get operators on board.
* Breach of maximum flight capacity council may charge $250 or cancel agreement (if serious or repeat breaches)
* Discuss around bucket of leftover flights. Nick spoke to potential option of reallocation of flights
* Niki noted clause if operator wants to relinquish their concession could they discuss with council?
* Application of pool of extra landings – example shared from Milford Aistrip that operators can apply for addition flights from pool once 80% of flights used.
* Quintin noted that if operators offer to give up flights then a ‘pool of flights’ could be a potential option
* NZONE – questions around consent for tier 1 operator? What are NZONE’s intentions as they have not flown since borders closed? They require a resource consent.

Action: Jeannie to confirm if draft concession can be circulated if group agrees it’s confidential.

ITEM 7: RMP review

This will be picked up in the New Year, once licences and NMP are sorted.

Meeting closed 2pm