

MINUTES OF THE RANIGORA AIRFIELD ADVISORY GROUP**At the Rangiora Airfield****5.30pm on Wednesday 27 March 2024****PRESENT**

- Steve Noad (Chair)
- Owen Stewart (WDC)
- Paul Williams (Councillor)
- Joan Ward (Councillor)
- Keith Valance
- Rob Kittow
- Scott James
- Dave Harnett
- Buzz Harvey

WELCOME

- Opened the meeting at 5:30 pm

Item**1. APOLOGIES**

- Paul Williams
- Bruce Drake
- John Dugdale
- Grant Macleod

2. CONFIRMATION OF MINUTES dated Wednesday, 29 November 2023**Moved: Keith Valance****Seconded: Dave Harnett****3. MATTERS ARISING**

- Gate Automation: Main Power have completed the re-design for the electrical connection. Council is waiting for the respective contractors to provide it with a start date for the trenching and installation work. This is expected to be mid-April.
- Main access gate: Gate has been operational for a while now. The closing time has been changed from 2230 to 2000, due to many non-airfield related people frequenting the confines of the airfield up to 2230. Signage has been placed at the corner of Merton Road and the airfield road advising people of the change, as well as signs on the operating keypads and on either side of the wooden fence where the gate closes to. Security have been at the gate from 2000 through to 2230 to let people in and out. An email with the code details has been sent to 104 users. An after-hours number is listed on the information sign at the exit keypad for people to call if they arrive at the gate without the exit code.
- Circuit design concepts – no update.
- Survey update – Black Maps (GIS survey company) are using publicly available GIS data and overflight imaging to identify obstacles individually. Data available the week ending 26th April for assessment and developing a plan to remove those that infringe the OLSs. May have to shift the 25 threshold if tree can't be trimmed. Likely able to shift 25 displaced threshold back to runway end.
- Engine running area and compass swing area work – Looking at eastern side of heli triangle due to potential conflict with Dan Smith development housing locations at the south western side of the airfield.

	<ul style="list-style-type: none">Water outside Way2Go: Drainage contractor has been identified for possible alternative option as scalping the area to try and encourage water flow to central soak area is unlikely to remediate the issue outside Way2Go hangar. Intention is to dig a slot drain and use drainage coil and backfill with GAP 40, to drain water to a soak pit.Airfield accounts were presented to the Group, with written explanations against above and below expected expenditure. Issues were raised by Scott with regard to landing fees, costs associated with current data collection for allocation of fees, invoicing costs from Council perspective. Joan indicated that RAAG has an opportunity for the RAAG to send in recommendations for increasing landing fee revenue and possible efficiencies. Some options were voiced with a recognition that the fees are not intended to cover all the costs of the airfield, but explore options to have a fair and equitable means of sharing the costs. Buzz has assessed what other airfields have done in terms of landing charges, which can be considered by the small team (from RAAG members) as potential starting points for making fair recommendations. Rob discussed the reason for landing fee review, which is one of the mechanisms to reduce the deficit between airfield revenue and costs of operation. There was general discussion on the airfield monthly accounts and a request for someone from Council to talk to the accounts for the airfield to give the RAAG better understanding of the data presented. Joan provided some explanation in terms of overheads, expenditure and oversight. Scott, Buzz, Steve and Owen to schedule a meeting to review historic data and costs.Courier deliveries: Owen still working on options that might be available.						
	<table><tr><th>Action/s</th><th>Who?</th></tr><tr><td>Landing charge revenue team to meet to discuss options and report back.</td><td>Owen</td></tr><tr><td>Continue work around waterlogged areas.</td><td>Owen</td></tr></table>	Action/s	Who?	Landing charge revenue team to meet to discuss options and report back.	Owen	Continue work around waterlogged areas.	Owen
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4.	MAINTENANCE <ul style="list-style-type: none">Soil for taxiway requires assessment against RMA requirements. Background contaminants have been determined by ECan by region wide sampling, but specifics of each site need to be known. Resource consent required from WDC for works to be undertaken and includes an Outline Plan to be developed to demonstrate compliance. Soil temperature appears to be holding at the moment at about 22.4 ° C. ECan has been very helpful with assisting in understanding what is required under the RMA and the National Environmental Standard for Assessing and Managing Contaminants in Soil to Protect Human Health (NESCS). WDC Planning Team also very helpful in working with me on the District Plan requirements.Tractor maintenance: Tractor scheduled in for maintenance. Keith suggested the use of a motor scraper to remove the soil. Paul suggested the use of roading cloth at the base of the excavation to prevent stones from resurfacing, to Owen a few days ago.Marker boards are being refurbished and additional boards made to cover taxiway works. Some will have yellow markings to mark taxiway side.Runway watering of trial plots is showing that water will bring back the grass, especially those crowns that we thought were dead. Positive result for autumn and early winter rains. Cross drilling will be deferred to spring.Stone sweeping was trialled using a small tractor and mounted brush. Found to not being effective as it just revealed more stones, which have loosened up in the last few weeks, so not much advantage, if any. Will trial smaller sweeper on 07/25 runway stony areas.Buzz asked if the chevrons used for marking the 'open' side of the runways could be bigger. Current version not readily seen from the air.						
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	Follow up with contractor regarding undertaking restorative work for boggy areas (Way2Go and CRAC areas).	Owen
5. HEALTH & SAFETY	<p>Lady observed walking on ECan walking track behind twin engine aircraft doing runup. Almost blown over by prop wash.</p> <p>Discussion around NOTAM sign – working with Ryan to look at electronic sign as opposed to a simple yellow sign, which would enable more info and use for info to airfield users.</p>	
	Action/s	Who?
	Register event with WDC H, S and W and look at warning signs for walkers. Send info to airfield users to not point across road as issue for walkers and cyclists on airfield road.	Owen
	Work with Ryan to cost and develop proposal.	Owen
6. AIRFIELD INCIDENTS		
	Action/s	Who?
	WDC to procure strops for tractor.	Owen
	WDC to consider adapting lifting forks to spread strops to prevent further damage to aircraft when they are used. Current single lifting point causes strops to converge towards the tractor-fork lifting point, and impinge on aircraft components and structure.	Owen
7. NOISE COMPLAINTS	<ul style="list-style-type: none"> None discussed/reported. 	
	Action/s	Who?
8. GENERAL	<ul style="list-style-type: none"> Airfield Executive Report – airfield long term future planning has been completed to allow future use to be enabled for up to 24m wingspan aircraft. Worked with Council, Owen and Dan Smith to develop a possible plan (to be approved by Council) that will enable future decision making based on protection afforded to land adjacent to the airfield. Airfield governance discussion – Joan advised that she would leave the meeting at this stage to afford the RAAG its independence to discuss options freely and frankly. Chair thanked Joan for her thoughtfulness. Discussion centred only around the options of a management group made up of WDC officers (or not) and a supporting RAAG and what that would look like. Support was given to Option 2, which provides for a management team made up of the WDC GM for Community and Recreation, the Greenspace Manager and the Airfield Manager and Safety Officer. The makeup of the RAAG was discussed and recommendation was made to reduce the number of representatives and ensure coverage for all users and stakeholders. Number reduced from 14 to 10, but representation across all users and stakeholders was improved. A Motion was put forward by Buzz for Option 2 and Seconded by Dave. Minor changes were made to procedures. 	

	<ul style="list-style-type: none"> • Lime to be added to areas where aircraft cross and 07/25 numbers. • Discussion around vacant Lots and how these can be utilised/used. • Further discussion regarding the development of the Safety Committee to support the flying activity of individuals and the airfield community as a whole. • Steve raised the possibility of having an annual event that included safety information and discussion for airfield users. 	
	Actions Continue work on the 'Fly Neighbourly' document. Develop a draft for a 'Fly Neighbourly' poster to be distributed to airfield users. Continue with the development of the SMM. Circulate drafted AIP Plate material to RAAG members. Discuss RAAG AIP Plate query with CAANZ Safety reps (Carlton?). Discuss revenue generating possibilities from equitable landing fee apportioning (2 months to come up with options). Steve to call a meeting. Find previous documented discussion regarding commercial/recreational operational charging for lease areas and report back to Group. Progress an annual safety event for the airfield. Find information/policy on building hangars on leased land that is not built on. Lime to be added to aircraft crossing locations and RWY identifiers.	Who? Owen Owen Owen Steve Richard Lane Owen, Buzz, Scott, Steve. Steve/Owen Steve/Owen Owen Owen

Meeting closed at 1855.

Next meeting 5:30pm on Wednesday 27th March.