

**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)
- Grant Mcleod (WDC)
- Paul Williams (Councillor)
- Joan Ward (Councillor)
- Keith Valance
- Rob Kittow
- Scott James
- Dave Harnett
- Buzz Harvey
- Richard Lane (CAANZ guest)

**WELCOME**

- Opened the meeting at 5:30 pm

Item	
1.	<p><b>APOLOGIES</b></p> <ul style="list-style-type: none"> <li>• Iain McPhail</li> <li>• Bruce Drake</li> <li>• John Dugdale</li> </ul>
2.	<p><b>CONFIRMATION OF MINUTES dated Wednesday, 29 November 2023</b></p> <p><b>Moved: Keith Valance</b></p> <p><b>Seconded: Joan Ward</b></p>
3.	<p><b>MATTERS ARISING</b></p> <ul style="list-style-type: none"> <li>• Insurance – Owen reported that Council has agreed to the RAAG suggestion to require insurance of an adequate amount to leave a clear site in the event of an incident not anticipated by a lease holder. This will be added to the new lease agreements.</li> <li>• 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.</li> <li>• 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.</li> <li>• Circuit design concepts – no update.</li> <li>• Survey update – initial survey specification has been provided to the contractor for an obstacle limitation surface survey. Obstacle Limitation Surface (OLS) assessment and scoping work to occur on March 14 with the view to identifying specific trees (and any other obstacles) that may be infringing the runway OLS's. Tied in with instrument approach work.</li> <li>• Engine running area and compass swing area work. Potential for issues with housing development and hangar locations to the west of 28. Possible to use eastern end of heli</li> </ul>

	<p>triangle. May need to shift the current heli auto-rotation area further south, if this is possible, due to ground undulation. Owen and David to assess further and report back.</p> <ul style="list-style-type: none"> <li>• Water outside Way2Go: Chorde have reviewed and sent quote and timeline/availability to do work. Second remediation design requested due to uncertainty over success of proposed rectification action.</li> <li>• De-identified reporting procedures: Owen recommended that a separate (to RAAG) Airfield Safety Committee be established to look at events and safe operations at the airfield with the objectives of promulgating safety information, and safety programmes and working with the airfield community to develop and enhance an airfield safety culture. RAAG members support the initiative and Owen will lead the establishment of a small group representative of the types of operations at the airfield.</li> <li>• RAAG Governance: Suggestions for RAAG makeup discussed. Members to consider what, if any, changes might be made to enhance RAAG effectiveness. Members to consider and be prepared to come to a decision regarding recommendation to Council, at next meeting. Owen to send out starting point, as discussed at the meeting (for Member consideration), to Steve. Councillor Williams expressed to the Group that reducing membership may not act as a mechanism to improve effectiveness and communication to the wider airfield community. Members should consider this aspect when thinking about the Group makeup. Councillor Ward discussed how communication of the RAAG discussions could be improved and suggested that the Newsletter would be a vehicle to provide feedback. Owen noted that the minutes of the meetings are posted on the WMK website. Councillors indicated that they would step back from this aspect of the governance discussion and leave it to the Mayor and Council to determine the way forward, once the RAAG has made its recommendation and it is presented to Council by WDC Greenspace.</li> <li>• Airfield accounts were presented to the Group, with written explanations against above and below expected expenditure. Rob discussed (again) the view that the meeting minutes and financial material should be provided to Members at least seven days prior to the meeting. Owen has taken on board and will get the minutes to members at least seven days prior, however, financials may be closer to the meeting so as to collect most of the available monthly data.</li> <li>• Sewer main and potable water to the airfield: The programme is hinged on the progress with the business park and residential development discussions and Hearing for Plan change. If the development proceeds as proposed, the sewer main will likely be at the airfield in mid-to-late 2026. Hearings for the proposed development are occurring later this year.</li> <li>• Courier deliveries: Owen has discussed this with several courier companies who advise that they are governed by the Postal Services Act and there are significant offences and penalties for their failure to comply with the Act as far as delivery to addresses goes. That the airfield road is not named and there are no address numbers Council is bound by the Vehicular Traffic Road Closure Regulations 1965, which provide very specific conditions and reasons why Councils can close roads (the airfield road, if named, would be closed by the main security gate). The Local Government Act 1974, Schedule 10, allows Councils to close roads in consultation with Police and NZTA in specific circumstances, one of which may provide and avenue for naming the airfield road, allocating numbers to hangars and provide the ability for courier companies to deliver to the airfield, while maintaining airfield security via the closed main gate, at night. Councillor Williams suggested that WDC finds out how couriers deliver to gated communities. Councillor Williams suggested a box at the airfield for Courier deliveries. Steve Noad is currently providing a pickup and service delivery currently. Size of components being delivered needs to be considered in terms of any facility that might be considered.</li> </ul>	
	<p><b>Action/s</b></p>	<p><b>Who?</b></p>

	<p>Develop a scope and objective for a Safety Committee and how/who members might be.</p> <p>Members to consider the RAAG membership and come prepared with recommendations and determine a final recommendation to go to Council.</p> <p>Send out minutes (at least 7 days prior and financials as soon as possible)</p> <p>Understand how Courier companies deliver to gated communities and follow through on regulatory matters.</p>	<p>Owen</p> <p>RAAG members</p> <p>Owen</p> <p>Owen</p>
<p><b>4. MAINTENANCE</b></p>	<ul style="list-style-type: none"> <li>• Grassed areas have had the crowns of plants burned off in places. Chris Pennell suggested that we (Steve and Owen) begin watering some trial plots to see whether water will bring the plants back. Results so far indicate that most, if not all individual plants have shown signs of regenerative growth with the application of water (so far about 4000 litres over about 75 m<sup>2</sup>), so we are reasonably confident that autumn rains will allow the grass to recover (especially the 07/25 centre 10m zone, which was worn badly). This information is informing WDC in terms of having to cross-drill (or not) some of the barer areas of the 07/25 vectors. At this early stage, the call is that we should wait until spring to see how things progress. We have until the ground temperature drops below 9°C to make a final decision (temp is currently about 22.5° C). Owen is meeting with turf management specialists on Friday 1<sup>st</sup> March to look at taxiway remediation and runway areas that may require attention.</li> <li>• Tractor maintenance: Service to be scheduled for March.</li> <li>• Marker boards to be refurbished and 10 new marker boards to be manufactured for the upcoming taxiway remediation.</li> <li>• Sweeping of stones on the taxiway to be trialled next week.</li> <li>• Rob asked when the wet areas outside Way2Go would be fixed. Owen to follow up.</li> </ul>	
	<p><b>Action/s</b></p>	<p><b>Who?</b></p>
	<p>Contact service provider to schedule the service in for March (scope of work after assessment of tractor condition has been received).</p> <p>Arrange for marker board refurbishment and manufacture of 10 new marker boards.</p> <p>Trial stone sweeping on taxiway.</p> <p>Follow up with contractor regarding undertaking restorative work for boggy areas (Way2Go and CRAC areas).</p>	<p>Owen</p> <p>Owen</p> <p>Owen</p> <p>Owen</p>
<p><b>5. HEALTH &amp; SAFETY</b></p>	<p>One of the airfield folk had a nasty fall on concrete, which required ED attention. They are recovering well. This needs to be reported through the WDC H and S reporting system. Steve raised the issue of pilots not reading NOTAM's issued at the airfield. Scott suggested that a yellow sign be placed on the Rangiora Airfield sign at the end of Merton Road, when a NOTAM is issued. Scott suggested that Oamaru be advised of NOTAM's issued. All indicated that it is an on-going and wide-spread issue.</p>	
	<p><b>Action/s</b></p>	<p><b>Who?</b></p>
	<p>Send incident details of fall to Owen.</p> <p>Ensure incident details are reported in WDC H and S system.</p> <p>Arrange for a yellow sign to be put up on the Rangiora Airfield sign when NOTAM's are issued.</p>	<p>Steve</p> <p>Owen</p> <p>Owen</p>
<p><b>6. AIRFIELD INCIDENTS</b></p>		

	<ul style="list-style-type: none"> <li>Wheels retracted after landing on airfield. Incident reported by pilot to CAANZ. No damage to runway. Stewart asked if WDC could purchase a set of heavy strops to be used to lift/remove aircraft.</li> </ul>	
	<p><b>Action/s</b></p> <p>WDC to procure strops for tractor.</p> <p>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.</p>	<p><b>Who?</b></p> <p>Owen</p> <p>Owen</p>
<b>7.</b>	<b>NOISE COMPLAINTS</b>	
	<ul style="list-style-type: none"> <li>None discussed/reported.</li> </ul>	
	<b>Action/s</b>	<b>Who?</b>
<b>8.</b>	<b>GENERAL</b>	
	<ul style="list-style-type: none"> <li>Buzz reported that there have been a lot of ADSB's installed in aircraft on the airfield, which is a significant boost for pilots in terms of situational awareness and enhancing see and be seen flight safety management.</li> <li>Rob raised the issue regarding low flying, especially forced landing practice and for awareness of picking appropriate land that does not have buildings or animals. The Group discussed 'fly neighbourly' actions and supported Owen's work on a 'fly neighbourly document for airfield users. Buzz suggested a 'fly neighbourly poster for the airfield.</li> <li>Executive Group: Report received from Dan Smith regarding his proposed development that includes landscaping and design characteristics. Also had a meeting with WDC reps regarding airfield future and possible runway options and design. Buzz suggested that with the review of the makeup of the RAAG, it is possible that the use of executive groups might be dispensed with as all members could participate if the Group was somewhat smaller.</li> <li>Discussion around allowing dogs on the airfield. There are opposing views on the matter. The discussion centred around responsible dog owners. Owen reported that his observations show that almost everyone is keeping their dogs controlled (on a lead or restrained). On the odd occasion (two) that dogs are running free, Owen has spoken to the owners who have understood the issue and have immediately taken steps to put them on a lead or take them inside closed hangars. Owen recommended that the amenity of owners having their dogs at the airfield, on a lead, be recognised and for the Group to monitor adherence to the airfield requirement of dogs on a lead while at the airfield. If the adherence to the requirement falters, Council has the ability to change the requirement.</li> <li>Steve reminded Owen of the need to progress the Safety Management Manual.</li> <li>Discussion around updating of the airfield AIP Plate. Much work has been done historically and is available to review (Kevin Dore drafted). Rob asked if Steve he could circulate the drafted Plate information to the RAAG members. The Group asked whether a discussion could be facilitated with CAANZ regarding the proposed plate update so that the Group (and Owen) can understand what CAANZ's thinking is regarding standardised</li> </ul>	

	<p>plate information and what can and can't go into Plate information for pilots.</p> <ul style="list-style-type: none"> <li>• Clarification of possible runway layout provision for northern taxiway, grass runway, sealed runway and southern taxiway to ensure that future proofing of airfield and possible future uses, are taken into account. Two options shown for aircraft 15m and below and between 15m and 24m. Discussion around limitations of each option and potential for restrictions, or not. Discussion around ensuring that the airfield is future-proofed, taking into account possible future requirements as there is only one chance to manage this in terms of future possible land ownership. Councillor Ward asked what aircraft could be supported in the event that Christchurch International Airport was closed, as it was during the earthquake. Further options potentially required. Early discussions were to relocate the current runway to be displaced 60m south. Question raised regarding need for grass and sealed runway. Agreed that both are required. Preference for Option One with taxiway, grass runway and sealed runway using dimensions for less than 15m wingspan or less and 15-24m wingspan aircraft.</li> <li>• Landing fees: Councillor Ward discussed the revenue that the airfield is generating from landing fees. There was discussion around making sure that the data being assessed is accurate, before making any decisions regarding landing fee changes. Owen discussed the possibility of sharing more equitably the cost of maintenance associated with wear on the manoeuvring area. Councillor Ward indicated that Council requires the airfield to be more self-sustaining and the RAAG has the opportunity to come to Council with suggestions on how this might be achieved. Councillor Ward proposed a small group of RAAG members and Owen discuss the issue and come up with possible options to equitably/fairly increase revenue through landing fees. This was seconded by Buzz. Scott, Buzz and Owen to get together and report back progress at next meeting.</li> <li>• Buzz raised a point regarding a difference in lease rates between commercial and recreational operations and whether a review of this could be undertaken. There is a wide difference of opinion amongst the RAAG members. The issue was looked at some years ago. Councillor Williams indicated that there is a substantial difference between commercial properties in Rangiora and those at the airfield. Historic discussion info to be found so as to prevent re-hash of previous discussions and conclusions.</li> <li>• Further discussion regarding the development of a Safety Committee to support the flying activity of individuals and the airfield community as a whole.</li> <li>• Steve raised the possibility of having an annual event that included safety information and discussion for airfield users.</li> </ul>	
	<p><b>Actions</b></p> <p>Continue work on the 'Fly Neighbourly' document.</p> <p>Develop a draft for a 'Fly Neighbourly' poster to be distributed to airfield users.</p> <p>Continue with the development of the SMM.</p> <p>Circulate drafted AIP Plate material to RAAG members.</p> <p>Discuss RAAG AIP Plate query with CAANZ Safety reps (Carlton?).</p>	<p><b>Who?</b></p> <p>Owen</p> <p>Owen</p> <p>Owen</p> <p>Steve</p> <p>Richard Lane</p>

TRIM ref:

	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.	Owen, Buzz, Scott, Steve. Steve/Owen  Steve/Owen

**Meeting closed at 1920.**

**Next meeting 5:30pm on Wednesday 27<sup>th</sup> March.**