

Wānaka Airport Liaison Committee

The Wānaka Airport Liaison Committee (Committee) is formed in accordance with conditions 10 and 11 of Designation #64 in the Queenstown Lakes District Council's (QLDC) Proposed District Plan.

QLDC is the Requiring Authority and Airport Authority responsible for Wānaka Airport.

Queenstown Airport Corporation has been appointed by QLDC to manage the Airport (Airport Manager).

Terms of Reference

MEMBERSHIP

Chairperson

Mr Rob Phillips

Deputy Chairperson

Mr Don Grant

Members

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, The Wānaka Upper Clutha Community Board, QLDC

Membership of the Committee must include (but is not limited to):

- a. an independent chair appointed by Queenstown Lakes District Council;
- b. the Airport Manager¹;
- c. Queenstown Lakes District Council²;
- d. Wānaka Airport Users Group;
- e. commercial airlines;
- f. Airways Corporation (if there is active air traffic control present at Wānaka Airport);
- and
- g. The Wānaka-Upper Clutha Community Board.

Appointment and removal

The independent chair must be appointed through the process set out in the QLDC Policy on the Appointment and Remuneration of Directors.

¹ Defined in Designation #64 as the "Airport Operator" but referenced as "Manager" in these Terms of Reference to reflect the role of Queenstown Airport Corporation acting under a Management Services Agreement.

² In its regulatory capacity

All other appointments (or their delegated alternate³) will be determined by each entity and is subject to the right of each entity to replace their appointee at any time.

A committee member shall cease to hold office if the member:

- i. resigns as a committee member by giving written notice to the Committee
- ii. completes his or her term of office in accordance with these terms of reference;
- iii. refuses to act;
- iv. dies while holding office;
- v. fails to attend three (3) consecutive meetings of the Committee without being granted written leave of absence by the Chair;

If removed from office (on the grounds of either 'iii' or 'v' above) this will be confirmed in writing by the Chair of the Committee.

Additional appointments, beyond those defined by a-g above in the *Members* section of this Terms of Reference and Designation #64, can only be made by the Requiring Authority on receipt of a recommendation of the Committee. Recommendations must include the reason for the appointment and the proposed term of office / duration of the appointment.

Additional appointments are not permanent. Committee members beyond those defined in these terms of reference will only remain on the committee at the discretion of the majority (>50%) of the Committee (including the Chair).

Term of Office

The role of the Chair will be for a fixed three-year term after which the Chair must step down but can then apply for re-appointment⁴.

All other roles will be for a maximum three-year term after which the appointing entity may re-appoint the incumbent appointee or make a new appointment.

All appointments made are for a maximum of two terms (i.e. no more than six years in total).

The term of office for an appointment may be for a lesser time period, or limited to a single term, to ensure minimum disruption and continuity of the committee and its activities.

Quorum

The quorum for every meeting shall be four members and must include:

The chair; and

At least one appointee (or delegated alternate) from **each** of:

- a. the Airport Manager;
- b. Queenstown Lakes District Council; and
- c. the Wānaka-Upper Clutha Community Board.

Frequency of Meetings

The Committee will meet at least once every six months.

³ A delegated alternate may be appointed by the appointee or their organisation as necessary, e.g to cover leave of absence, sick leave.

⁴ At the end of their first term of office only

The Chair may call meetings in addition to the Committee's biannual cycle where there are urgent or additional matters that the Chair believes warrant an additional meeting or greater meeting frequency. Notification and circulation of materials for additional meetings must meet the requirements of these Terms of Reference (see *Procedure*).

Parent Body

The Committee reports to the Queenstown Lakes District Council, the Requiring Authority for Designation #64.

Objective of the Committee

The objective of the Committee is to consider and make recommendations on matters within the Committee's responsibilities and key projects listed below.

In fulfilling their role on the Committee, members shall approach all matters with an open mind and treat each other with courtesy and respect at all times.

TERMS OF REFERENCE

Activity Areas

1. To ensure 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.

Responsibilities and key projects

2. Review any complaints or issues relating to the operation of the airport, and responses by the Airport Manager.
3. Assist the Airport Manager to develop procedures to minimise adverse environmental effects on the community.
4. Assist Queenstown Lakes District Council and the Airport Manager to communicate and engage with the community.
5. Provide input into the development of noise management procedures for unplanned engine testing of aircraft for scheduled passenger services (including preferred locations and times) and review any such occurrences.
6. Review progress on airport development and the master plan.
7. Encourage parties to work together co-operatively, sharing information and making recommendations by consensus and agreement.

Procedure

QLDC shall provide a council officer as secretariat to the Committee to call meetings, publish agendas and circulate minutes. Notice must be given to all members at least 14 days before the meeting, unless the date and time has already been set at the previous meeting.

The Chairperson will report back to the Council (through the Infrastructure Committee) with recommendations of the Committee (if any) at the next Infrastructure Committee meeting following each Committee meeting.

Agendas will be circulated 5 working days prior to the next Committee meeting.

A standing item on the agenda will be the Airport Manager's Report - The Airport Manager's report is a bi-annual report that provides an update on general airport activity. The report must record any unplanned engine tests carried out at Wānaka Airport, why the testing was required and what noise management practices were followed. The report must also detail any complaints received and steps taken in response to these complaints.

Agendas, minutes and documents shall be issued (or uploaded to the QLDC website and referred to from the Wānaka Airport website) 10 working days following a Committee meeting. Where necessary, some items may be withheld in full or in part if there are grounds for doing so under the LGOIMA⁵, for example where publishing the information may be likely to unreasonably prejudice the commercial position of the person / organisation that has supplied the information or the information relates to.

In the event of an issue not being covered by these rules, and for resolution of unsettled issues, the publication Guide for Meetings and Organisations (8th Edition) by N.E. Renton will be used.

Adopted by the Wānaka Airport Liaison Committee on [date].

Note, amendments to these Terms of Reference must be consistent with Designation #64 and approved by Council upon recommendation of the Chair.

⁵ Local Government Official Information and Meetings Act 1987