

Waharoa (Matamata) Aerodrome Committee

Open Agenda

Notice is hereby given that an ordinary meeting of Waharoa (Matamata) Aerodrome Committee will be held on:

Date: Thursday 20 July 2017
Time: 1:00pm
Venue: Railside By The Green
41A Hetana Street
Matamata

Membership

Mayor

Jan Barnes, JP

Cr James Thomas, JP

Cr Kevin Tappin

Mr Mokoro Gillett

Mrs Rangī Kaukau

Mr Mike Diamond

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1 Meeting Opening

2 Karakia

3 Present

4 Apologies

At the close of the agenda no apologies had been received.

5 Notification of Urgent Business

Pursuant to clause 3.7.5 and 3.7.6 of the Standing Orders NZS 9202:2003 and Section 6A (7) of the Local Government Official Information and Meetings Act 1987, the Chairman to enquire from members whether there are any additional items for consideration which qualify as extraordinary or urgent additional business.

6 Confirmation of minutes

Minutes, as circulated, of the Ordinary Meeting of Waharoa (Matamata) Aerodrome Committee, held on 20 March 2017

Date and venue for next meeting

Trim No.: 1905515

Item 7.1

Executive Summary

This report is to determine and agree upon meeting dates and venues for 2017.

Recommendation

That:

1. The information be received.
2. A recommendation on the meeting date, time and locations for 2017 be confirmed

Content

Background

The Ngati Haua Claims Settlement Act 2014 section 91 states that “The appointers may agree how frequently the committee meets.” The Appointers are the Council and the trustees of the Ngati Haua Iwi Trust.

It should be noted that if at any time more or less meetings are required, these can be vacated or notified as required, provided that the appropriate amount of notice is given under the Local Government Official Information and Meetings Act 1987.

A further consideration is the Council’s last meeting of the year is held in the second week of December, with the first meeting of the new year not until the second week of February, during this time many elected members and some Council staff are not available.

The last meeting for the Committee in 2017 is scheduled for Thursday 23 November. It is suggested the Railside by the Green be used for this meeting if it is available.

The Matamata office Boardroom is unavailable due to construction of the new Matamata-Piako Civic and Memorial Centre. There is no provision for meeting space within the temporary office and library buildings. The new facility is expected to be fully operational early in 2018.

It is recommended that the time of 10-12pm (approximately) followed by lunch be retained as the usual meeting time for the committee.

Analysis

Legal and statutory requirements

The Ngāti Hauā Claims Settlement Act 2014 section 91 states that “The appointers may agree how frequently the committee meets.”

Impact on Significance and Engagement Policy

This matter is not considered significant.

Item 7.1

Attachments

There are no attachments for this report.

Signatories

Author(s)	Michelle Staines-Hawthorne Corporate Strategy Manager	
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Approved by	Don McLeod Chief Executive Officer	
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Long Term Plan 2018-28 - Project Update

Trim No.: 1905516

Item 7.2

Executive Summary

Council is required to prepare and adopt a Long Term Plan under the Local Government Act 2002 (LGA) every three years. This report provides an overview of the Long Term Plan 2018-28 project for discussion by the Waharoa (Matamata) Aerodrome Committee (Committee).

Recommendation

That:

1. The information be received.

Content

Background

Council is required to prepare and adopt a Long Term Plan under the LGA. The Long Term Plan sets out the activities, budgets, financial strategy and key financial policies of the Council for the next 10 years. The Long Term Plan is required to be updated every three years, with the last Long Term Plan being approved in 2015.

Table 1 on the next page provides a high level overview of progress to date and upcoming milestones. The overall project is considered to be on track.

Table 1 – Project Timeline

Description	When	Progress
Demographic/Growth Assumptions	Feb-May 2017	Council has adopted the <i>median</i> growth projections. Major assumptions to be discussed with Audit & Risk Committee in June
Financial Assumptions	Feb-May 2017	<i>Refer below</i>
Community Outcomes Review	Apr-Jun 2017	<i>Refer below</i>
Rates Structure	Apr 2017-Jun 2018	<i>Refer below</i>
Activity Plans (including budgets)	Apr-Sep 2017	<i>Refer below</i>
Right Debate (pre-consultation) if required	Apr-Aug 2017	<i>Refer below</i>
Infrastructure and Financial Strategy	Apr-Oct 2017	On track – First Draft to be discussed with Council in July.
Asset Management Plans	Feb-Oct 2017	On track
Policy Review	Apr-Oct 2017	<i>Refer below</i>
Council controlled organisation section	Jul-Nov 2017	Due to start in July.
Maori participation in decision making	Jul-Oct 2017	<i>Refer below</i>
Budgets/ Financials/ Notes	Jul-Dec 2017	Due to start in July.
Document development and QA	Jul-Dec 2017	Due to start in July.
Communications Strategy	Jul-Dec 2017	Due to start in July.
External Audit Process	Jan-Jun 2018	Scheduled for Jan 2018 Audit Arrangement Letter is expected in July 2017, and will be reported to

Description	When	Progress
		Council
Special Consultative Procedure	Jan-Jun 2018	Scheduled for 2018
Adoption	By 30 June 2018	

Financial Assumptions

Staff prepared a separate report on the financial assumptions and methodology that was discussed at the Audit and Risk Committee in June. This was then reported to COC.

Community outcomes / vision need to update from Forum

Council has directed that it wishes to review the community outcomes and its overall Vision for the LTP 2018-28. The Community Outcomes are the outcomes that Council seeks for its community (required by legislation). These outcomes must be disclosed in the Long-Term Plan. The review of the community outcomes and vision statement are important steps in strategic direction setting. However it is also acknowledged that the development of the strategic priorities will be an iterative process and these may evolve as Council work through the detailed planning for the LTP.

At its meeting 12 April Council confirmed its new vision; *Matamata-Piako – The Place of Choice*. Council also confirmed its new outcome themes and outcomes (see Attached), *subject* to considering feedback from Te Manawhenua Forum (Forum). The new vision and outcomes was discussed with the Forum at their meeting 6 June, and a verbal update will be provided to Council at the meeting.

Rates Structure

Following Council workshops in April and May Council has indicated a preference to maintain the current rating structure for the LTP 2018-28.

Activity Plans

During the month of May and June Council's activity managers have presented their proposed Activity Plans to Council workshops. Separate reports to Council meeting are being prepared for the assets based activities, and a summary report on non-asset based activities will be prepared for the COC meeting in June. Specific issues raised during workshops will also be subject to individual reports for Council consideration.

First Cut budgets are being prepared, based on feedback from workshops, barring any major changes we expect to discuss these with Council in July.

Right Debate

As part of the preparation of the LTP council encourages early engagement with the community. The 'Right Debate' is an internal name for the pre-consultation process for the LTP. There are no requirements under the Local Government Act 2002 for Council to undertake a right debate however it is best practice to do so. The 'Right Debate' allows Council to gain feedback from the community on significant issues, contributing to the strategic direction of Council in the earlier planning stages of the LTP.

Managing the 'Right Debate' involves an early identification of the issues that are likely to be most critical to the community and ensuring they become the focus of the remainder of the process. This requires Council to assess what the important issues are, what options are available and what the implications associated with these issues are. Staff have worked with Council to identify the issues which form the right debate over the past few months.

Council has so far confirmed the first topic for the 'Right Debate':

Love your district, reduce your waste

This year's rubbish bags are being distributed between 6 and 17 June. This was identified as an opportune time to advertise the 'Right Debate' and generate a discussion with the community on waste minimisation. A Draft flyer was discussed with Council at their workshop 31 May. The Final Flyer and Submission form are circulated separately to this report. Submissions can be made either online or in hard copy, between 6 June and 2 July, with initial results and analysis being prepared for discussion with Council in July. The consultation was promoted on council website, Facebook page and newspaper advertisement. The results of the consultation will be presented to Council in August.

Policy Review

As part of the LTP Council needs to review several of its policies;

- **Development Contribution**
Initial workshop with Council was held in April. Council indicated that they are comfortable with the current Policy, and asked staff to make some minor amendments. During the discussion on DC Policy, council also discussed how stormwater management is currently funded, and asked that staff bring back a report on this separately. Once this has been considered Staff will prepare a draft DC Policy for consideration by September
- **Policy on Remission and Postponement of Rates**
This is scheduled to be discussed with Council in the next couple of months.
- **Significant and Engagement Policy (SEP)**
Council's SEP was adopted in December 2014. While there is no legal requirement to review the SEP, Section 76AA provides for "A policy adopted under subsection (1) may be amended from time to time". If Council wishes to amend its SEP, Council must consult in accordance with section 82 of the LGA unless it considers on reasonable grounds that it has sufficient information about community interests and preferences to enable the purpose of the policy to be achieved.

Staff has identified some changes required to the Strategic Asset list as well as some minor editorial amendments, which will be reported to Council in July. Council's Communications Team will also review the Community Engagement Guide which forms Schedule 2 of the current SEP.

Maori participation in decision-making (refer pp 65-67 LTP 2015-25)

This section of the LTP 2018-28 will be developed in collaboration with the Forum. Traditionally it has included updates on Treaty of Waitangi settlements and associated legislation, a description of the functions of the Forum and also how Council engage with local iwi/hapu on matters relating to resource management. Recent changes to the Resource Management Act may see some changes to how council engage with iwi/hapu on RMA matters. The Forum has also asked for a review of its Heads of Agreement, and this was discussed at their June meeting. A verbal update will be provided to Council at the time of the meeting.

Waharoa Aerodrome

One of the issues to be addressed in the review of the Waharoa Aerodrome Reserve Management plan is the allocation of land for future Hangar developments. This has been identified in the Long Term Plan. Once the management plan review is completed, work will commence on detailed design and costings to service the selected area. This is expected to be completed within the first three years of the plan. At this stage Council has not made any allocation of capital in the draft long term plan as it would be expected that revenue from hangar leases, including new hangars, would fund the capital investment.

Otherwise at this stage the long term management of the aerodrome is planned to be 'business as usual' until such time as the reserve management plan review is completed, and any actions from this can be incorporated in to Council budgets.

Legal and statutory requirements

Council is required to adopt a Long Term Plan under the Local Government Act 2002. The LGA also requires Council to establish and maintain processes to provide opportunities for Maori to contribute to decision making.

Impact on policy and bylaws

As part of the preparation of the LTP, Activity and Asset Management Plans will be checked against Council's key strategic and policy documents for strategic fit. The preparation of the LTP may lead to the review of some Council policy documents.

Impact on significance policy

The Long Term Plan is a significant document; consultation will be undertaken with the community.

Communication, consultation and decision making processes

The Long Term Plan is subject to the special consultative process under the LGA. The special consultative process is a structured one month submission process with a hearing for those who have submitted and wish to speak to their submission.

The Long Term Plan project timeline also provides for a 'pre-consultation' process with the community referred to as the Right Debate where Council can ask for feedback on key issues it is considering for the Long Term Plan. Refer *Right Debate* above.

Consent issues

There are no consent issues.

Timeframes

The Long Term Plan must be adopted prior to 1 July 2018.

Attachments

- A. Long Term Plan 2018-28 - The One Page Project Plan

Signatories

Author(s)	Michelle Staines-Hawthorne Corporate Strategy Manager	
Approved by	Manaia Te Wiata Group Manager Business Support	
	Don McLeod Chief Executive Officer	

The Long Term Plan – putting the pieces together

Council workshop 1 February 2017

The purpose of the Long Term Plan is to describe our activities and community outcomes and provide:

- for integrated decision-making and co-ordination of our resources
- a long-term focus for our decisions and activities

Item 7.2

Council - ongoing

- Vision
- Engagement
- Decision making

Legislative compliance – ongoing

- LGA 2002
- **LGAA (Better Local Services)**
- Local Government Rating Act
- Accounting standards

Revaluation of assets

Jan – June

- Reval of asset

Financial Strategy (s101A) April - July but checked throughout the project

- facilitate prudent financial management
- make transparent the effect on services, rates, debt, and investments.

The financial strategy must include

- factors that have a significant impact - population, land use & the cost of providing for change;
- capital expenditure on network infrastructure to maintain existing levels of service
- significant factors affecting ability to maintain levels of service and to meet additional demand;

Community Outcomes sch10

Feb - June

- Review against purpose of LG

The Right Debate April - Aug

- Key issues
- Communication plan
- Consultation

Significant Forecasting Assumptions, Growth & economic profile

(Sch 10) Feb - June Identify the significant forecasting assumptions and risks underlying the financial estimates including:

- assumptions on the useful life of significant assets;

Rates structure review – Feb-March

- How do we structure our rates

Activity group review

Feb - May

- What activities have we identified?

Infrastructure Strategy April - October

- Cover a period of at least 30 years
- outline the management of infrastructure assets, taking into account:
 - renewal or replacement of existing assets;
 - growth /decline in the demand for services;
 - increases/decreases in levels of service;
 - the need to maintain, improve or mitigate adverse effects on public health and environmental outcomes
 - the resilience of infrastructure assets in the event of natural disasters by identifying, managing and making financial provision for risks
- include indicative estimates of projected capital and operating expenditure and the following assumptions (including high levels of uncertainty and effects):
 - the life cycle of significant infrastructure assets

Business plans April - August

- identify the activities & the rationale for delivery
- identify budgets
- fees and charges reviewed
- establish overheads

Asset management plans and activity plans (Sch 10) Feb - September

- identify the activities within the group of activities (including mandatory groups) & the rationale for delivery of the activities(including the community outcomes to which the group of activities primarily contributes)
- outline any significant negative effects
- identify the amount of capital expenditure budgeted to
 - meet additional demand for an activity
 - improve the level of service
 - replace existing assets
- include a statement of service provision with performance measures (including mandatory PMs), targets, changes to levels of service and reasons for material changes in cost of service

Development Contributions Policy (s102(2), 106, 101(3), 201, 202, Sch 13) May - October

- Cap ex identified to meet the increased demand from growth;
- Proportion of & reason for cap ex funded by DCs etc
- Activities to be funded
- Explanation of calculation of DCs, significant assumptions, Conditions and criteria, valuation of allotments or land, triggers, catchments, units of demand
- Range of assets DCs can be used for narrowed (core infrastructure halls, play equipment, toilets, reserves on non-residential developments)

Financial Policies May-October

- Revenue and financing policy s103 – sources of funding for cap & op ex
- Investment policy s105 – mix and acquisition of investments, management and
- Liability Management Policy s104 – managing borrowing, interest rate & credit exposure & debt repayment
- Remission and postponement of rates on Maori freehold land s108
- Rates remission policy (optional) s109

Significance and engagement policy review (s76AA, Sch10) May –October [regional policy template]

- general approach to determining the significance of proposals
- criteria, procedures used in assessing significance
- how we will respond to community preferences about engagement on decisions relating to specific issues, assets
- how we engage with communities on other matters.
- list strategic assets

Financial Statements July - December

- Forecast Financial Statements (Sch 10) – previous and next 10yrs
- Balanced Budget Statement (revenue = expenses) (s100 & Sch 10)

LTP document Jul - Dec

- LTP document
- Consultation Document
- Drafted and finalised

Maori participation in decision making (Sch 10) July - October

Set out any steps that the local authority intends to take to foster the development of Māori capacity to contribute to our decision-making processes

Special Consultative Procedure February – June 2018

- Distribution of consultation document
- Consultation
- Hearing

Communications Strategy July - December

- The right tools?

Quality checks – ongoing

Council controlled organisations (Sch 10) July - October

- Name the CCO and any subsidiary
- Identify the local authority's significant policies and objectives in relation to ownership and control of the CCO
- Identify the nature and scope of the activities to be provided by the CCO
- Identify the performance targets & measures by which performance is to be judged.

Attachment A

Marae Underpass Update

Trim No.: 1905863

Item 7.3

Executive Summary

There is an underpass under the State Highway which is currently in a state of disrepair. Ngāti Haua Iwi Trust representatives have been in contact with NZTA, this report seeks to update the Committee on the latest progress of these discussions.

Recommendation

That:

1. The information be received.

Content

Background

State Highway 27 adjoins the Raungaiti Marae entranceway. The latest measured traffic volume is 9,157 Average Daily Total (ADT) with a 20% of the volume being heavy vehicles. The speed limit in the vicinity of the Marae vehicle crossing is 100 km/h.

There is an underpass under the State Highway which is currently in a state of disrepair. Ngāti Haua Iwi Trust representatives have been in contact with NZTA, this report seeks to update the Committee on the latest progress of these discussions.

Issues

There is an underpass under the State Highway which is currently in a state of disrepair. Ngāti Haua Iwi Trust representatives have been in contact with NZTA, the attached letter updates the Committee on the latest progress of these discussions.

It is understood that the main barriers for use of the underpass are lighting and water that pools in the underpass. Vandalism has caused most of these issues. Council's records show that the underpass was built in approximately 1997, with the contract being managed by Council. It is Council's understanding that once built the underpass would become an NZTA asset and the marae would be responsible for the maintenance and operating costs of the underpass (i.e. power).

Analysis

Options considered

There are no options considered, the Marae is working with NZTA on this matter.

Analysis of preferred option

There are no preferred options.

Legal and statutory requirements

There are no legal or statutory issues.

Impact on policy and bylaws

There is no impact on policies or bylaws

Consistency with the Long Term Plan / Annual Plan

Not applicable.

Impact on Significance and Engagement Policy

This matter is not significant.

Communication, consultation and decision making processes

The Marae is working with NZTA on this matter.

Consent issues

Council staff are not aware of any consent issues at this stage.

Timeframes

No timeframes have been discussed by the Committee.

Attachments

A. NZTA letter regarding marae underpass

Signatories

Author(s)	Michelle Staines-Hawthorne Corporate Strategy Manager	
Approved by	Susanne Kampshof Asset Manager Strategy and Policy	
	Don McLeod Chief Executive Officer	



19 May 2017

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Ngāti Hauā Iwi Trust

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Tēnā koe Weka

Raungaiti Marae underpass

Further to our recent discussions, please find outlined below a summary of what is proposed to get the underpass outside Raungaiti Marae back into an operational state. The aim is for the underpass to be a more attractive option for residents, school children and Marae users wishing to cross State Highway 27 so that the number of pedestrians crossing over the highway is reduced, thereby improving safety for all concerned.

In addition to the underpass, we also briefly touched on the speed limit and issues with the Marae entrance. As discussed, while these matters are outside the scope of the current proposal, the Transport Agency is aware of them and will continue to consider options and seek to work with the Council, NHIT and the Marae to improve safety along this corridor. You also queried whether it was possible to install a bus shelter - as far as I am aware, the Transport Agency does not provide these facilities, however, I will investigate further.

Proposed works

1. Painting - the underpass will be painted in a standard neutral colour in the first instance. You have confirmed there is desire to develop a mural(s), design and location to be determined. We discussed the potential to protect the paintwork with graffiti guard and we undertook to investigate the cost and availability of this further. In terms of ongoing maintenance of the paintwork, it is noted that the Agency is unable to provide for the ongoing upkeep of any mural. For the base colour, however, any damage (e.g. graffiti) can be reported and corrected by the Transport Agency's contractors. Another option would be for the Marae to take on this responsibility with the Agency providing the appropriate paint.
2. Vegetation (residential side) - the contractors will remove the existing vegetation with the exception of the large harakeke. The existing silver birch trees may also be retained but trimmed and lifted - if necessary, however, (or if preferred by the Marae) they will be removed completely also. The area will have weedmat installed and be replanted and mulched - a list of the proposed species to be used is attached. All species are NZ natives as discussed.
3. Fencing (residential side) - the contractors will remove the existing fence and replace with a closed-board wooden fence, similar to that on the Marae boundary.
4. Lighting - it is proposed to install three vandal-proof lights within the underpass, with a floodlight at either entrance.

5. Drainage – following our discussions, Broadspectrum have investigated the pump situation further. They have identified that the pump is still in place but requires servicing. The Transport Agency will arrange for the pump to be repaired or replaced as necessary.

With the possible exception of the painting mentioned above, the ongoing maintenance will be undertaken by the NZ Transport Agency. Any issues should be reported to the relevant Contract Manager as soon as possible. As discussed, even the planting will be maintained by the Transport Agency due to health and safety requirements for working within the road reserve.

If you can confirm the above is satisfactory, including the list of proposed plants (attached), we will get on with ordering materials and arranging the work to be carried out. As discussed, no works are proposed within Marae grounds, however, the contractors may require some access. We are happy to discuss the proposal with Marae whānau and/or meet onsite if this is desired. Please let me know if you have any questions or amendments, otherwise I look forward to your confirmation and getting this project started.

Naku noa, nā

Jenni Fitzgerald
Planning & Investment Manager (Acting)

List of plant species proposed

Name	Botanical name
Karamū (shining karamu)	<i>Coprosma lucida</i>
Karamū	<i>Coprosma robusta</i>
Ti kōuka (cabbage tree)	<i>Cordyline australis</i>
Akeake	<i>Dodonaea viscosa</i>
Kānuka	<i>Kunzea ericoides</i>
Mānuka	<i>Leptospermum scoparium</i>
Ngaio	<i>Myoporum laetum</i>
Māpou	<i>Myrsine australis</i>
Akiraho (twiggy tree daisy)	<i>Olearia virgate</i>
Harakeke	<i>Phormium tenax</i>
Kōhūhū	<i>Pittosporum tenuifolium</i>
Kōwhai	<i>Sophora microphylla</i>

Update on Hangars

Trim No.: 1905517

Item 8.1

Executive Summary

Recent demand for additional hangars has raised concerns from users about the best locations for future hangars. The matter was discussed at the Committee meeting of 20 March.

Recommendation

That:

1. The report be received.

Content

Background

Recent demand for hangar development at the aerodrome has raised concerns from users about the best locations for future hangars. Planning and development options were discussed at the meeting on 22 July 2016.

On the 22 July 2016 the Committee decided that: "An Outline Plan be commenced to address the present hangar options."

A workshop to discuss hangar issues was held in Te Aroha on 9 March 2017. A report to the 20 March committee meeting summarised the outcomes from the workshop discussion and made formal recommendations to Council.

Workshop discussions

Council's Parks and Facilities Planner provided a brief overview of the development planning issues and options.

Council's Community Facilities Operations Manager provided an update on the User Group's most recent position regarding hangar development.

An additional hangar could potentially be accommodated within the current Hangar Area subject to the relocation of a lean-to structure at the Gliding Club hangar. This proposal hinges on the goodwill of the Gliding Club to relocate the lean-to structure.

The majority view was that the Gliding Club should be encouraged to relocate the lean-too structure and that an additional hangar should be allowed in the available space as this will allow for immediate hangar demand within the current area and would not impact on aerodrome operations or the area used as an apron. Council staff were requested to write to the Gliding Club and seek commitment from the Club to relocate the lean-to structure. The Committee felt that waiving one year's rental for the lean-too structure may be an appropriate incentive for the Club.

The majority view was that the moratorium on further hangars should be lifted in order to accommodate the additional hangar. It was also acknowledged that a longer-term solution needs to be clear to cope with future hangar demand.

Longer-term it was felt that Jagger Road would be the best location for future hangar development. The general view was that Council would be best placed to develop concept plans

for future development which could then be discussed in more detail by the Committee Council and other stakeholders. The concept development plans could potentially be refined and either form part of an Outline Plan or be incorporated in the Reserve Management Plan.

Staff were requested to investigate hangar development models at Tauranga and Whitianga airports and to report back to the Committee in future.

The Committee resolved at its 20 March meeting that

1. *The report be received;*
2. *The Committee recommends that Council lifts the embargo on hangars to provide for two additional hangars on suitable sites within the current Hangar Area as per the attached plan;*
3. *Council staff to write to the Gliding Club to encourage them to relocate the lean-to structure to the other side of their hangar to enable an additional hangar to be sited next to the Gliding Club's hangar subject to the conditions of their lease.*
4. *Council staff to investigate and report back on hangar development models at Tauranga Airport, Whitianga and Alexandra.*
5. *The Committee recommends that Council authorises Council staff to develop concept plans for future hangar provision along Jagger Road and seek potential developers.*

At this stage negotiations over one hangar lease have been commenced.

Staff are currently investigating models of hangar operation as requested, and will report with further details at the Committee meeting.

- The Alexandra Airfield has been a small airfield with limited passenger facilities catering to scenic and charter flights. The terminal building is unmanned. There is an aero club at the airfield. The Central Otago District is both the landowner and the airport authority at Alexandra. With a projected cost of over \$500,000 to bring Alexandra Airport up to an acceptable standard, the council has gone ahead and has a development plan that is already being undertaken. It has repaired and maintained the 1.2km sealed runway, the two grass runways and the parking apron, and rebuilt the terminal building.

As well as upgrading the existing facilities at the airport, the council has agreed to the surveying off and leasing of lots on the field for private hangars and hangars with accommodation. At present there is one new hangar with two-bedroom accommodation with two more under construction for fly-in visitors. The council is also negotiating with two other aviation-inclined parties who are seeking leases of land parcels on the field for hangars and accommodation.

The Central Otago District Council is investigating ways to upgrade the present electricity and water services at the site. There are 29 sites earmarked for hangars. The council is reviewing the current land zoning regulations and exploring how to best provide for aviation associated activity at the airport.

The council is planning for the maintenance and operation of Alexandra Airport to be self-funding, although at present the only organisations flying in and out of Alexandra are the local aero club and a gliding operation.

- The Whitianga Aerodrome is operated by the Mercury Bay Aero Club. Club activities are based around aircraft, both for flight training and private member hire.
- The Tauranga airport is owned by Tauranga City Council. It is operated in accordance with the Airport Authority Act and is governed by an Airport Advisory Group. The airport advisory group is made up of three independent directors who have extensive aviation and private sector business experience. From 1961 until 1998 the Airport was operated as a

'joint venture' between the Government (50%), Tauranga City Council (35%) and Western Bay of Plenty District Council (15%). Tauranga City Council purchased the Crown and Western Bay of Plenty District Council shares and share of the business in April 1996 and is now solely responsible for the airport business. The airport is a stand-alone 'business unit' of the Council and requires no rate payer funding. The airport has 120 different lease agreements in place.

Attachments

There are no attachments for this report.

Signatories

Author(s)	Mark Naude Parks and Facilities Planner	
	Bruce Langlands Facilities Operations Manager	
	Michelle Staines-Hawthorne Corporate Strategy Manager	

Approved by	Manaia Te Wiata Group Manager Business Support	
	Don McLeod Chief Executive Officer	

Marae Entrance, Parking Arrangements

Trim No.: 1905518

Item 8.2

Executive Summary

Safety issues at the Raungaiti Marae entranceway have been highlighted as an issue for the Committee's consideration. It has also been identified that there is not enough parking available for the Marae at times.

A preliminary study on the options of upgrading the entranceway and parking was completed and presented to the Committee on 28 May 2015, with further discussion at its August and November meetings.

At the August meeting committee members requested the staff further investigate option 1 - Parking on the north side of the proposed access road and as an alternative, parking on the state highway as proposed by the Soaring Centre was also discussed at the meeting that the option of shifting the power pole next to the entrance way should be investigated and prioritising the development of the entrance over developing further parking on the site.

At the November 2015 meeting the Committee requested staff mark out the proposed location of the entrances way for Committee members to view in February 2016. The marking of the entrance way and a site visit for Committee members was completed in February 2016. At the meeting in April 2016 Gary Thomson, Te Kaiwhakarite from Community Waikato also attended to assist with questions and discuss resources and support available in regards to funding opportunities.

Recommendation

That:

1. The information be received.

Content

Background

State Highway 27 adjoins the Raungaiti Marae entranceway. The latest measured traffic volume is 9,157 Average Daily Total (ADT) with a 20% of the volume being heavy vehicles. The speed limit in the vicinity of the Marae vehicle crossing is 100 km/h.

The road marking on the pavement in the surrounding area is marked for two single lanes, one in each direction, There is a marked right-turn bay for northbound traffic to enter the Marae and widening of 2.8m on the east side to allow left- turning traffic to turn into the Marae and be clear of south-bound traffic.

The access to the Marae building and other buildings is a narrow unsealed vehicle crossing off SH 27 on the southern boundary the Waharoa (Matamata) Aerodrome. This crossing is not wide enough for use by more than one vehicle at the same time.

The existing vehicle crossing is narrow and does not comply with current Matamata-Piako District Council and NZ Transport Agency standards. The current entranceway is not suitable to allow for safe traffic to enter the busy State Highway. There is also limited parking available on the site.

If the vehicle crossing is to be made safer, it has been recommended that the crossing be widened to allow for a separate entry and exit. The entranceway is also required to be sealed. Minor changes will also need to be made to the marking on SH 27. This involves the relocation of the

right turn bay by some 4m to the north and deleting part of the painted median north of the crossing.

Separating the entrance and exit will allow right turning traffic to enter the property while a car is waiting to exit, a traffic movement which cannot occur with the present vehicle crossing.

A number of parking options were presented to the committee in May and August for their consideration and further discussed at the November meeting in 2015:

- Parking on the north side of the proposed access road

This area has a road length of 95m but about 74m are clear of any buildings. This can be set up for 45 degree parking (the usual angle) and 74 m can produce 20 carparks. This does require land from the Aerodrome Reserve to be utilised for the parking and access way.

- Parking on the north side of the existing road

This can be up to 74m in length and would accommodate 20 carparks. This length of parking involves fence relocation and tree stump removal this would also require land to be utilised from the Aerodrome Reserve.

- Parking on the south side of the existing road

There is a grass berm of about 7.4m wide between the Marae main building and the end of the fence that runs past the church. This berm would be reduced to 5.4m if the existing road was widened. This berm is some 55m length which can be set up for 45 degree parking and can cater for 15 carparks.

- Parking on the west side of State Highway 27

This would be the cheapest option but only provide 8 carparks. This requires the existing road berm to be used for parking and the underpass used to cross the State Highway.

- Parking by the church fence

Mentioned above is an internal road that is parallel to the highway. The distance between the boundary fence and the fence by the church is 13.3m of which there is about 6m of grass between the road and the church fence. This area is some 55m long which can be set up for 15 angle carparks. One negative with this option would be the manoeuvring and would need to be considered further.

- Soaring Centre alternative – parking along the state highway

At its meeting on 28 May, the Committee indicated that option one was the preferred option with consideration of moving two power poles which obstruct view for safety of vehicles exiting.

Following this staff undertook further consultation with Aerodrome users on the viability of this option as recommended in the previous report. The Soaring centre has advised that the proposed layout would block the glider exit and manoeuvring area at the rear of the closest large hangar. In order for this layout to be successful the area available for parking would need to be shortened to stop at the edge of the smaller square hangar, reducing the number of car parks that would be available with this design.

The Soaring Centre suggested an alternative option of parking along the front boundary of the aerodrome, staff advised that this option was unlikely to be acceptable to NZTA, this was confirmed at the November Committee meeting.

Issues

At the August 2015 meeting committee members requested the staff further investigate option 1 - Parking on the north side of the proposed access road and as an alternative, parking on the state highway as proposed by the Soaring Centre was also discussed at the meeting that the option of

shifting the power pole next to the entrance way should be investigated and prioritising the development of the entrance over developing further parking on the site.

At the November 2015 meeting the Committee requested staff mark out the proposed location of the entrances way for Committee members to view in February 2016. The marking of the entrance way and a site visit for Committee members was completed in February 2016.

Preferred option – Parking on the north side of the marae entrance

Staff prepared a further plan and estimate based on the preferred option identified at the August Committee meeting. Maps and cost estimates were provided in November 2015 for consideration.

The proposal shows the reduced parking area to allow continued manoeuvring of aircraft in the adjacent hangars and the fencing is set back approximately 2 metres from the nearest hangar to ensure that this area can still be accessed for maintenance.

In order to reduce costs the proposal does not include a splitter island or any road markings directing vehicles (other than the vehicle entrance) or parking layout. This would mean that the parking area will be 'open' and parking configurations managed by the Marae as they do now with their current parking spaces.

Shifting the power pole

As requested at the August 2015 meeting, Staff contacted PowerCo and Northpower regarding the options and costs for shifting the power pole to improve the sight lines for vehicles turning right out of the Marae entranceway. This option plus costs were discussed by the committee in 2016, however the cost was viewed to be prohibitive when weighed against the small benefits in sightline improvement gained from shifting the power pole.

Underpass

It is understood that the main barriers for use of the underpass are lighting and water that pools in the underpass. Vandalism has caused most of these issues. Council's records show that the underpass was built in approximately 1997, with the contract being managed by Council. It is Council's understanding that once built the underpass would become an NZTA asset and the marae would be responsible for the maintenance and operating costs of the underpass (i.e. power).

Analysis

Options considered

The Committee could continue with the preferred option or consider an alternative option.

Analysis of preferred option

There are no preferred options.

Legal and statutory requirements

If some of the land from the Aerodrome is to be used for a new access way or car parking, a legal agreement would need to be developed to formalise this matter.

Impact on policy and bylaws

There is no impact on policies or bylaws

Consistency with the Long Term Plan / Annual Plan

This project has not been identified in Council's Long Term Plan or Annual Plan 2017/18

Impact on Significance and Engagement Policy

The Aerodrome is identified as a significant asset and therefore any formal or legal agreements around the land would have to be carefully considered and may require further consultation.

Communication, consultation and decision making processes

Initial informal consultation has been completed with the NZ Transport Agency around the entranceway and State Highway requirements but any final design to the entranceway and State Highway would need to be formally approved by the NZ Transport Agency.

The committee may wish to undertake further consultation with stakeholders from both the Aerodrome users group and the Marae prior to settling on a final option.

Consent issues

A Resource Consent is required for parking and changing the vehicle entrance way. Advice from the Council Planners is as follows:

The activity of providing parking for a Marae within the subject property triggers resource consent under the following rules:

- 2.2.6.3 – Marae, Wharenui and housing developments where there is no Iwi Housing and Marae Development Plan or where the development is not in accordance with an approved Plan = Discretionary activity
- 2.2.7.2 – Activities (excluding buildings) on public reserves not provided by a Management Plan approved under the Reserves Act 1977, or by a Conservation Management Strategy under the Conservation Act 1987, or where there is no Management Plan = Discretionary activity.

The proposed vehicle entrance is unable to comply with the minimum separation distances required between other crossings and intersections. Therefore the following rule is applicable:

- 9.1.2(ii)1.4 - An existing vehicle crossing that changes in character, scale, or intensity of use or a new vehicle crossing:
 - Meeting the performance standards in 9.1.2(iii)(a)(i)–(iv); and:
 - There is no location anywhere along the site's frontage where the performance standards in 9.1.2(iii)(a)(v) can be met; and:
 - The vehicle crossing is not associated with a new subdivision.

It is assumed that the final layout of the parking area will demonstrate compliance with the minimum dimensions in the Development Manual in respect of the individual parking spaces and manoeuvring areas.

Potentially affected parties:

- NZTA in respect of the entranceway and potential traffic safety/efficiency effects.

- MPDC as the requiring authority for the designation. Approval is required from the requiring authority to undertake an activity not provided for under the designation.
- Occupiers of the two aerodrome sheds located directly adjacent to the new parking area. It is noted that additional aerodrome occupiers may be identified once final plans are provided and a site visit has been undertaken.

Timeframes

No timeframes have been discussed by the Committee.

Financial Impact

i. Cost

Estimated costs for the preferred option have been summarised below excluding GST. It should be noted that these estimates were prepared in 2015 and may now be out of date.

Project options	Entrance way and parking	Entrance way only	Parking only	Resource Consent	Total
One project	55,792	-	-	2,000	57,792
Staged project	-	38,676	28,077	2,000	68,753
Vehicle entrance only	-	38,676	-	2,000	40,676

Project costs

These have been broken down in to the following two options:

- Completing the entrance and parking work as one project
- Staging the project, with completing the vehicle entrance way first and the parking as a subsequent project

Committee members should note:

- Prices are exclusive of GST
- Prices are estimates only, based on the best information Council staff have at this time, actual costs would not be known until the project was tendered.
- Estimates were calculated in October/November 2015. Costs may increase over time and if the project does not proceed for any length of time revised estimates should be sought.

Estimated costs to complete the entrance and parking work as one project

Item	Description	Unit	Qty	Rate	Amount
5.0	Site Clearance				
5.1	Clearing and grubbing (Removal of 600 mm dia. tree stumps-15 Nos, and Removal of trees (450mm dia. 1 No, 400mm dia. 4 Nos, 300mm dia. 1 No)	LS	1	18000.00	18000.00
	Relocate the existing fence as indicated on the drawing	m	80	25.00	2000.00
6.0	Earthworks				

6.1	Excavation for the parking area and entranceway. Cut to waste.	m ³	250	15.00	3750.00
6.2	Excavation for the parking area and entranceway to be used for filling holes resulting from removal of tree stumps. Cut to Fill.	m ³	15	20.00	300.00
7.0	Pavement Construction				
7.1	Supply, spread and compact granular material of CBR >=10	m ³	154	45.00	6930.00
7.2	Supply, spread and compact WHAP40 Basecourse.	m ³	110	100.00	11000.00
8.0	Sealing				
8.1	Prepare surface, supply spray 180/200 Bitumen, spread and roll a) two coat grade 3 and 5 chipseal to road.	m ²	70	10.00	700.00
8.2	Supply, spread and compact AP20 (1 cu.m per 40 sq.m)	m ²	665	3.00	1995.00
9.0	Other Services				
9.1	Relocate the Fire Hydrant to a place as directed by the Engineer. Rate shall include cost of removal and installation.	LS	1	500.00	500.00
9.2	Relocate the 6.0m long existing benches (2 Nos) to a place directed by the Engineer	LS	1	500.00	500.00
9.3	Removing the existing markings for Right Turn Bay and remarking the RTB appropriate for the proposed entranceway.	LS	1	500.00	500.00
9.4	Preliminary and General	LS	1	5000.00	5000.00
9.5	Contingencies	%	10	46175.00	4617.50
Improvements to Marae Entrance (excluding GST)					55,792.50

Staging the project Stage 1 – vehicle entrance

Item	Description	Unit	Qty	Rate	Amount
5.0	Site Clearance				
5.1	Clearing and grubbing including Removal of tree stumps-600mm dia.- 4 Nos, 900 mm dia.- 9 Nos and 1200mm dia.-10 Nos, and Removal of trees 600mm dia.-2 Nos, 400mm dia- 4 Nos & 300mm dia.-1No	LS	1	16500.00	16500.00
5.2	Relocate the existing fence as indicated on the drawing. Rate shall include the cost of additional material if required.	m	80	25.00	2000.00
6.0	Earthworks				
6.1	Excavation for the entranceway. Cut to waste.	m ³	74	20.00	1480.00
7.0	Pavement Construction				
7.1	Supply, spread and compact granular material of CBR >=10	m ³	42	70.00	2940.00

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7.2	Supply, spread and compact WHAP40 Basecourse.	m ³	32	120.00	3840.00
8.0	Sealing				
8.1	Prepare surface, supply spray 180/200 Bitumen, spread and roll a) two coat grade 3 and 5 chipseal to road.	m ²	210	15.00	3150.00
9.0	Other Services				
9.1	Relocate the Fire Hydrant to a place as directed by the Engineer. Rate shall include cost of removal and installation.	LS	1	500.00	500.00
9.2	Removing the existing markings for Right Turn Bay and remarking the RTB appropriate for the proposed entranceway.	LS	1	500.00	500.00
9.3	Project management, Design, Supervision, Health and Safety and Traffic Management	LS	1	4250.00	4250.00
9.4	Contingencies	%	10	35160.00	3516.00
Improvements to Marae Entrance (excluding GST)					38,676.00

Staging the project Stage 2 – parking

Item	Description	Unit	Qty	Rate	Amount
5.0	Site Clearance				
5.1	Clearing and grubbing	LS	1	1000.00	1000.00
6.0	Earthworks				
6.1	Excavation for the parking area and entranceway. Cut to waste.	m ³	184	20.00	3680.00
6.2	Excavation for the parking area and entranceway to be used for filling holes resulting from removal of tree stumps. Cut to Fill.	m ³	10	20.00	200.00
7.0	Pavement Construction				
7.1	Supply, spread and compact granular material of CBR >=10	m ³	111	70.00	7770.00
7.2	Supply, spread and compact WHAP40 Basecourse.	m ³	83	120.00	9960.00
8.0	Sealing				
8.1	Supply, spread and compact AP20 (1 cu.m per 40 sq.m)	m ²	555	3.00	1665.00
9.0	Other Services				
9.1	Relocate the 6.0m long existing benches (2 Nos) to a place directed by the Engineer	LS	1	500.00	500.00
9.2	Project management, Design, Supervision, Health and Safety and Traffic Management	LS	1	750.00	750.00
9.3	Contingencies	%	10	25525.00	2552.50
Construction of Additional Parking Space (excluding GST)					28,077.50

Power pole costs

The total estimated cost for works to shift the power pole is approximately \$18,696 excluding GST. Usually when shifting poles Power Co funds the cost of materials for the work. Powerco sent through a letter of offer (circulated at the November 2015 meeting) setting out the contribution that would need to be made to shifting the power pole of \$12,697 excluding GST which would need to be funded.

Resource consent costs

The Resource Cost costs of Council are approximately \$1,500 and unlikely to exceed \$2,000. However this is on the basis that all affected party written approvals are obtained and no further information is required. If affected party approvals cannot be obtained then costs will be greater than this, as the consent would potentially need to be limited notified, and if affected party agreement cannot be reached a hearing on the consent application would need to be held.

ii. Funding Source

Council

Council does not have any funding for this project identified for this project. As part of the settlement negotiation there was no agreement on who would have responsibility for funding for this project. Council has contributed in kind, with staff time preparing plans and estimated of costs for this project.

It is anticipated that Council will consult on its Long Term Plan budgets in March 2018 – further details are set out in a separate report to the Committee, the Ngāti Haua Iwi trust may wish to consider making an submission to this process for funding.

Council Resource Consent Grant

Council has set aside funding to assist non-profit community organisations to fund the costs of resource consent applications. The Ngāti Haua Iwi Trust may be eligible to apply for funding from this grant to assist with resource consent costs.

Applications can be made at any time, with a maximum of \$5,000 to be granted to each community group per project. The funding only covers the costs associated with Council fees to process resource consents. Any reports or consultants fees that the community group incurs as part of preparing their application will not be covered by the grant.

The group must be a non-profit community organisation and should:

- have a high ratio of volunteers to paid employees
- have a high degree of public access to the organisation
- primarily be funded from grants, donations, subscriptions or similar and not from fees, charges or funding from central government

Applications must meet the following criteria:

- the resource consent application must be for an activity within the Matamata-Piako District
- the project must have no commercial aspect, and must clearly demonstrate community benefit
- the group must have a business plan setting out in sufficient detail the proposal, timeline, long-term plans, confirmed and potential funding sources and any other relevant information for the project.

Lotteries

Council staff have also identified a Lottery Marae Heritage and Facilities grant (Te Tahua Marae Tuku Iho Me Nga Whakaurunga).

Some funding is potentially available for car parking and fencing that meet the rest of the funding criteria. However, the Lottery Marae Heritage and Facilities Committee does not fund carparks and roading outside the land boundary on which the project is situated, and groups are expected to source at least 1/3 funding themselves.

Further information on the above and other lotteries grants can be found at <http://www.communitymatters.govt.nz/Funding-and-grants---Lottery-grants---Lottery-Marae-Heritage-and-Facilities>

Community Waikato

Community Waikato was established to provide practical support to social services organisations. Its work is the provision of capability and capacity strengthening services. Community Waikato works with and for tangata whenua, community and voluntary social service, health, education, disability, community development, culture & heritage, and environmental organisations in the Waikato region.

The Advisory team provides one-to-one advice, support and information on governance, management, strategic and operational planning, employment, resource development, legal structures, policy development, financial systems and funding, planning new services, projects and events and the myriad of other issues that come up for community groups. It tailors support and training to fit the needs of the organisations. We work with management and staff, volunteers and/or the board.

Gary Thompson, Te Kaiwhakarite for Community Waikato was invited to join the committee members to discuss the resources and support Community Waikato may be able to offer the Marae.

Gambling charity grants

Grants may also be available from the following organisations that operated within the Matamata-Piako District:

- Grassroots Trust Limited
- New Zealand Community Trust
- Pub Charity Limited
- The Lion Foundation

Trust Waikato

Trust Waikato donates money to community organisations and projects that focus on welfare, sport, recreation, youth, art, culture, and the environment, for the benefit of people in the Waikato region. Funding may be available from the trust to assist with costs. Further information can be found at <http://www.trustwaikato.co.nz>

Attachments

There are no attachments for this report.

Signatories

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Approved by	Manaia Te Wiata Group Manager Business Support	
	Don McLeod Chief Executive Officer	

Item 8.2

Waharoa Aerodrome Budget 2017/2018

Trim No.: 1905274

Item 8.3

Executive Summary

The 2017/2018 budget for the Waharoa Aerodrome is provided for the information of the Committee.

Recommendation

That:

1. The information be received.

Content

Background

The Committee is to undertake a review of the approved financial plan for 2017/2018.

The financial plan is approved as a part of Council's annual budget.

The approved budget is included below together with comparisons with the 2016/2017 actual expenses and revenues. The 2016/2017 amounts are provisional and subject to final end of financial year processing. For example, there will be some outstanding creditor invoices for 2016/2017 that need to be processed.

A brief analysis is also provided.

Issues

2017/2018 Approved Budget

The approved budget is included in the

	Budget 2017/2018	Budget 2016/2017	Provisional Actual 2016/2017
Income (<i>Note 1</i>)	\$125,100	\$110,959	\$118,454
Expenses			
Operating (<i>Note 2</i>)	\$84,900	\$101,850	\$108,958
Building Maintenance (<i>Note 3</i>)	\$4,000	\$5,800	\$14,299
Depreciation	\$8,600	\$7,500	\$7,409
Overheads	\$33,634	\$32,939	\$28,623
Total Expenses	\$131,146	\$148,089	\$147,953
Net Cost (Funded from rates)	\$6,046	\$37,130	\$29,499

Note 1 Revenue

The 2016/2017 Revenue is further analysed below:

Item	2016/2017 Actual	Percentage of Total
Hangar & Ground leases	\$46,086	39%
Landing fees	\$29,762	25%
Walsh Memorial fees	\$19,391	16%
Mowing Contract	\$15,200	13%
Camp Ground fees	\$6,438	5%
Bunk house fees	\$1,577	1%

Note, we expect to receive a final payment for the Bunk house fees from the Matamata Soaring Centre. The total revenue has in prior years been as much as \$10,000.

The latest valuation used to assess hangar leases resulted in an increase of 12.5%.

Note 2 Operating Expenses

In 2016/2017 we incurred a number of one-off or extraordinary costs which meant that the budget was exceeded.

This includes:

Costs associated with the hangar sites	\$4,535
Special hedge trim	\$2,800
Drive-way repairs	\$2,442

When the 2017/2018 budgets were finalised in December 2016, the forecast expenditure was expected to be below the budget.

The decision was then made to reduce the 2017/2018 budget. We do expect to incur further costs for the 2016/2017 year (eg final costs for the Health & Safety plan review).

It will be challenging to keep expenses to the level of the 2017/2018 budget.

Note 3 Building maintenance

The staff house was vacated during the financial year we took the opportunity to undertake considerable maintenance. As a result we exceeded our annual maintenance budget.

Attachments

There are no attachments for this report.

Signatories

Author(s)	Manaia Te Wiata Group Manager Business Support	
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Approved by	Manaia Te Wiata Group Manager Business Support	
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