

Rotorua Regional Airport Ltd (“RRAL”)

Airport Users Group - Meeting minutes

26 Jan 2015 5.30PM	Rotorua Airport – Terminal Boardroom
Type of meeting	Bi- Annual meeting
Facilitators	Nicole Brewer - CE (Airport Company)
Minute taker	Julie Rowe (Airport Company)
1. Welcome and Apologies	
Apologies	Pat Worsley & Roger Shepherd
In Attendance	Nicole Brewer, RAL. Lorraine Vincent, Barry Vincent, Andrew McMenamin, Peter Bjarnesen, Mike Van Bennekom, Maree Patterson, John Harrison, Craig Iddles, Dave (Volcanic Air)
2. Matters arising from last meeting	
Nicole Brewer facilitated the meeting. The minutes from the last meeting were acknowledged as an accurate representation of previous meeting and were taken as read. All matters arising from the previous meeting have been cleared and actioned.	
3. Agenda	
Health & Safety Nicole has introduced health & safety to the agenda, at every meeting any issues arising will be discussed and a solution sought. Craig brought up some issue with fuel tanks and helicopter trailers at Volcanic Air, Dave will take it back to the team and discuss. Maree asked about plane speeds on the taxiways when people are disembarking, Nicole will speak to the persons involved. Lorraine was concerned about low flat approaches over the taxiways by some GA pilots, Nicole took the details and will follow up.	
Runway Safety - Lorraine The VOR will be out of commission for the next few weeks for an upgrade so no instrument training, then Hamilton Airport will be out of operation in March so we might get an influx of instrument training at Rotorua.	
UAV's (Drones) Lorraine has had no requests from the tower but still be aware. Nicole said there is a booklet being produced by the Council to give out to all sellers of drones with important information with regards to operating UAV's. Peter mentioned about the drones that are going to be operating for Bike the Runway event, people could see them and think they can be used around airports, Nicole will speak to the organisers.	
General Business	
Nicole updated the team on: <ul style="list-style-type: none">• Welcomed John Harrison to the Airport team as the new Fire & Operations Manager.• Asset Transfer from the Council still in progress.• Bike the Runway – Saturday 13th February 2016, in the afternoon. NOTAMs will be issued prior to event.• Sky Tower Challenge – Airport Firemen Jeff and Quentin are competing in the challenge this year and will be around the airport selling raffle tickets for Leukemia & Blood Cancer.• Rotorua – Queenstown – Air NZ visited before Christmas to give a talk on what needs to be done for this route to be viable. The airport is working with DRM & others to make this happen.• Night Security – Nicole explained about introducing Watchdog as night security to the airport who will be adding more camera's to our existing system. Any issues or suggestions, please contact the Airport Company.• We are still a secure airport even though AVSEC are no longer stationed here. If anyone needs to update their ID cards this can be done online now at http://www.avsec.govt.nz/security-sector/industry/airport-identity-cards/permanent-airport-identity-cards/	
Meeting concluded at 6.30pm	