

# Rotorua Regional Airport Ltd (“RAL”) Airport Users Group - Meeting minutes

|   |   |          |
|---|---|----------|
| <b>21 May 2014<br/>5.30PM</b>   | <b>Rotorua Airport – Terminal Boardroom</b>   |          |
| Type of meeting   | Bi- Annual meeting  |          |
| Facilitators  | Alastair Rhodes (Airport Company)   |          |
| Minute taker  | Alastair Rhodes ( Airport Company)  |          |
| <b>2. Welcome and Apologies</b>   |   |          |
| <b>Apologies</b>  | Andrew McMenamin, Lindsey Cameron, Brian Stanley Snr, David Laidlow, Don Waters, Peter Bjarnesen, Anna Rodgers & Tim Barrow.  |          |
| <b>In Attendance</b>  | Alastair Rhodes, RAL. Lorraine Vincent, Airways. Caroline McLeod, AVSEC. Chris Ennor, Air NZ. Roger Shepherd, Pat Worsley, Craig Iddles, Steve Walker, Barry Vincent, Terry Beban, Mike V Bennekom, Nic Mansley, Tarren Schneller |          |
| <b>3. Matters arising from last meeting</b>   |   |          |
| Alastair Rhodes facilitated the meeting. The minutes from the last meeting were acknowledged as an accurate representation of pervious meeting and where taken as read.   |   |          |
| All matters arising from the previous meeting have been cleared and actioned  |   |          |
| <b>4. Agenda</b>  |   |          |
| <b>4a) Airport Open Day</b>   |   |          |
| The Airport Open Day took place on Sunday 30 March 2014 with over 11,000 people attending, a great event and well supported by all of the user group involved. No safety incidents or any other issues raised. Airport will look to hold some kind of public airport event every 2 years.                           |   |          |
| <b>4b) GA Strategy Update</b>   |   |          |
| Alastair updated the group on where the airport is heading and key projects that will be coming up over the next year. Once the Airport starts to make traction on the potential land oppportunity the Airport will re-engage with GA community to get their input.   |   |          |
| <b>4d) AVSEC Update</b>   |   |          |
| Caroline outlined the security awareness courses her team runs and how everyone needs to attend these courses on a regular basis, with AVSEC retaining the training records. All attendees encouraged to attend the next appropriate course with Caroline touching based individually with the impacted individuals |   |          |
| <b>4e) Runway Safety Forum</b>  |   |          |
| Lorraine will work with the local operators in particular Helipro to develop appropriate flight paths to assist any possible runway incursion issues. No particular issues raised from ATC about current operations, with ATC happy how all the users are behaving on the airfield.                                 |   |          |
| <b>General Business</b>   |   |          |
| Alastair updated the team on:   |   |          |
| <ul style="list-style-type: none"> <li>• Runway works completion now scheduled for Oct/Nov 14</li> <li>• BP Works – Tank should be in place by the 7<sup>th</sup> of June</li> </ul>  |   |          |
| No other business noted   |   |          |
| <b>Action Points</b>  | Person responsible  | Deadline |
| Safety Awareness Courses  | Caroline (AVSEC)  | DEC 14   |
| Flight Paths for Local Operators  | Lorraine (ATC)  | DEC 14   |
| GA input into land oppportunity   | Alastair / Anna – RAL   | DEC 2014 |
| <b>Meeting concluded at 6.35pm</b>  |   |          |