

## Motueka Aerodrome Advisory Group 2017 Terms of Reference

### 1 Background

The Council set up the Motueka Aerodrome Advisory Group (MAAG) to help the Council ensure better involvement by the community and stakeholders in developing the aerodrome and in the management of its operations. The scope of the MAAG does not include matters covered by the Terms of Reference for the Motueka Aerodrome Operations and Safety Committee.

The MAAG is not a decision making group, but a community and stakeholder group that provides feedback and makes recommendations to the Council on Motueka aerodrome related matters.

### 2 Purpose

- The function of the MAAG is a feedback and advocacy role. Council are seeking input from the wider Community and all Aerodrome users, in a structured and positive environment, while recognising the challenges Council has in ensuring the Aerodrome is financially sustainable.
- The MAAG will be the conduit for users to provide advice, recommendations and feedback on the Aerodrome to Council, which has a vested interest in direct feedback from various stakeholder groups.
- At all times Council retains the right to autonomous strategic and operational management of the aerodrome. It will however take into consideration, but will not be bound by any Advisory Group process outcome, feedback or recommendation.

### 3 Objectives

- To review and provide opinion on development applications or requests at Motueka Aerodrome.
- To review the Motueka Aerodrome Development plan and recommend any changes to Council.
- To be consulted prior to any changes to aerodrome landing or parking charges.
- To receive quarterly aerodrome financial reports.
- To be consulted prior to the Motueka Aerodrome component of the Long Term Plan being recommended for adoption by Council.
- To provide feedback on any requests to change the permitted or discretionary uses at Motueka Aerodrome.
- To review issues relating to noise at Motueka Aerodrome and recommend appropriate actions.
- To receive condition reports on the aerodrome infrastructure and provide a link between users and the Aerodrome Operator.

### 4 Operating Principles

- Meetings will be on a quarterly basis with special meetings called as required, and will aim to be no more than 90 minutes in duration.
- The members of the group will meet their own expenses.

- Written reports are to go out with the agenda wherever possible, but verbal agenda items may be accepted at the Chair's discretion. Agendas are to be circulated at least five working days prior to the meeting.
- All communications will be in electronic form.
- Any advice, feedback or recommendations to Council will require a majority decision by members.
- The group members will at all times operate in a respectful, collaborative and cooperative manner, using their best endeavours to reach solutions that consider the interests of the aerodrome and the community as a whole.
- The Aerodrome Operator or their delegate is the Council advisory representative for the Group.

## 5 Membership

- One appointed Tasman District Council Motueka Ward Councillor (Chair)
- One appointed Motueka Community Board member.
- One Motueka Aerodrome recreational user representative.
- Two Motueka Aerodrome commercial user representatives.
- One independent member of the public – to be appointed by Council.
- Invited guests at the Chair's discretion.

## 6 Membership Expectations

- Members are expected to take an active part in meetings.
- Members are expected to report on relevant issues from their respective organisations/ interests.
- Communication channels will be nurtured to ensure exchange of information between Council, users and the community.

## 7 Chairperson

- The Chair of the MAAG will be the Motueka Ward Councillor who is appointed by Council to the Group.
- The Chairperson will liaise with the Aerodrome Operator to consider and set agendas.
- The Chairperson will ensure the meeting runs to time and keeps to the agenda.

## 8 Quorum

Four members present will comprise a quorum.

## 9 Administration

The Council will provide support that includes:

- Sending out meeting invitations and agendas
- Collating attendance and apology lists
- Providing minuted records to the MAAG and the Commercial Committee of Council.
- Undertaking other administrative duties as deemed appropriate

## 10 Agenda

Agendas will include some or all of the following items:

- Confirmation of minutes.
- Matters arising.
- Reports for discussion and action (including feedback from the Commercial Committee).
- Financial reports
- Permitted and discretionary uses.
- Noise issues.
- Development requests.
- Development plan review.
- Charges review.
- Long Term Planning.
- Infrastructure condition reports.
- Next meeting date
- Complaints.

## 11 Communications

Any media communications will be undertaken by the Aerodrome Operator or by authorised Council staff.

## 12 Review

This Terms of Reference will be reviewed by Council each three years following the Local Government elections.