

Motueka Aerodrome Operations and Safety Committee

Terms of Reference

1 Background

The Motueka Operations and Safety Committee was established at the request of the Civil Aviation Authority (CAA) to address operational and safety issues at and in the vicinity of Motueka Aerodrome. The aerodrome is owned and operated by Tasman District Council. It is not a certificated aerodrome but the Tasman District Council intention is that the aerodrome be maintained to a similar standard as Civil Aviation Authority certification, as a quality assurance system. CAA advisory circular AC139-17 entitled "Aerodrome User Groups" contains guidelines which are applicable for this committee.

2 Purpose

The Motueka Aerodrome Operations and Safety Committee membership comprises aerodrome users and aerodrome management whose purpose is to facilitate the development, implementation, monitoring, review and coordination of procedures for the safe use of the aerodrome and associated airspace.

3 Objectives

- To encourage best practice for the health and safety of all users of Motueka Aerodrome and associated airspace.
- To act as forum for aerodrome users to discuss any operational or safety issues at Motueka Aerodrome, and suggest ways to address/resolve/improve or mitigate

4 Specific Tasks

Specific tasks include:

- To review and recommend to the Aerodrome Manager, any changes for the shared use of the aerodrome with the Nelson Drag Racing Association events at Motueka Aerodrome, and to conduct the annual debrief with the Nelson Drag Racing Association.
- Administer, test and review the **Motueka Aerodrome Emergency Plan**, in conjunction with the Aerodrome Manager who has responsibility for its implementation.
- Administer and review the **Motueka Aerodrome Memorandum of Understanding** which covers best practice for aircraft use at and in the vicinity of Motueka Aerodrome.
- Conduct the annual debrief after the Nelson Drag Racing Association calendar of events has been completed

5 Operating Principles

- Meetings will be on a quarterly basis and will aim to be no more than one hour in duration. Special meetings will be called as required including for the following:
 1. Following an incident or accident or where a serious issue is raised

2. When a new operator or new type of operation is proposed for the aerodrome
3. When major works are proposed to the aerodrome.

- The members of the Committee will meet their own expenses.
- Written reports are to go out with the agenda wherever possible, but verbal agenda items will be accepted. Agendas are to be circulated at least five working days prior to the meeting.
- All communications will generally be in electronic form.
- Any advice or recommendations or feedback to Council will require a majority decision by members. The Chair shall have a casting vote.
- The Committee members will at all times operate in a collaborative and cooperative manner, using their best endeavours to reach solutions that consider the interests of the aerodrome and the community as a whole

6 Membership

- Aerodrome Operator or their delegate
- Nelson Drag Racing Association representative
- Commercial aerodrome user
- Recreational aerodrome user
- Council's aerodrome maintenance contractor(s)
- Unmanned Aerial Vehicle operators which are registered with Motueka Aerodrome
- Persons occupying or leasing property at Motueka Aerodrome
- Invited guests and representatives of CAA when required

7 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 the timely exchange of information between Council, users and the community. Communications on behalf of the group will be issued by the Aerodrome Operator or Council staff.
- Where there is concern over the implications of any follow up action the Aerodrome Operator should consult with CAA before carrying out the proposed action.

8 Chair

The Committee shall elect the meeting Chair from its membership. The term of office will be no greater than two years. Should the Chair be absent from any meeting, the Aerodrome Operator will deputise as Chair for that meeting.

The Chair will liaise with the Aerodrome Operator prior to the setting of the agenda.

The Chair will provide good meeting practice and lead the committee to obtain consensus and meet the committee's objectives.

9 Quorum

Four members present will comprise a quorum.

10 Administration

The Council will provide support that includes:

- Sending out meeting invitations and agendas
- Collate attendance and apology lists
- Provide minuted records
- Undertake other administrative duties as deemed appropriate

11 Agenda

Agendas will include some or all of the following items:

- Confirmation of minutes
- Actions from previous meeting
- Matters arising
- Reports for discussion and action
- Airport Operational issues
- Airspace issues
- Review of any safety incidents or accidents
- Aerodrome security and safety issues
- Proposed amendments to aerodrome layout or proposed works on the aerodrome
- Review of published aerodrome data and operational procedures contained in the AIPNZ
- Review and coordinate feedback on any airspace amendment proposals
- Requirements for any rules to accommodate an organisation with special needs such as helicopters and helicopter training etc
- Any type of activity commencing on or off the aerodrome which may have an impact on aerodrome operations
- An activity which previously had special procedures developed for it and is no longer operating
- Nelson Drag Racing Association event report or debrief
- Memorandum of understanding review
- Emergency plan test or review
- Next meeting date

12 Communications

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

13 Review

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