

Takaka Aerodrome Management Plan

REVIEW SCHEDULE

Issue #	Date Approved	Comments
		Initial version June 2018
1		
2		
3		
4		
5		
6		
7		

June 2018

1. Role of the Management Plan

The Management Plan enables Tasman District Council (Council) to coordinate Takaka Aerodrome's use, operations, maintenance and development safely, efficiently and cooperatively with the aerodrome's users.

The plan provides general objectives, standard conditions of use, and allowable uses for the aerodrome and shall be used in association with the:

- Operations CAA AIP (Appendix B) (*NOTE: The AIP is subject to change. Please refer to Airways NZ website for the most up to date version.*)
- Emergency Plan (Appendix C)

2. General Description

Takaka Aerodrome occupies 39.6592 hectares and is bounded on the south by the Takaka – Collingwood Highway, with the other boundaries surrounded by farmland. Reference the Aerodrome Layout Aerial Map, Appendix A. It was originally acquired by the Crown and is vested in Council as an Aerodrome Reserve.

The aerodrome status is "Private Aerodrome Available for General Use" and is not Civil Aviation Authority (CAA) certified. Reference CAA AIP, Appendix B.

The land status is Rural 2 with an aerodrome designation (D210) for public works.

3. Governance

The Commercial Committee has oversight of Takaka Aerodrome. The Council also consults with the Golden Bay Community Board as required.

4. Management Structure

The day to day operational activities at the aerodrome are managed by Council's Commercial Portfolio Manager, who is responsible for coordinating the aerodrome business directly with persons using the aerodrome and lessees occupying land at the aerodrome.

The Commercial Portfolio Manager reports regularly to the Commercial Committee. The Committee reviews the requirements for Takaka Aerodrome on an annual basis and sets the consequential budget.

Council's Property Services Manager, under Part 139.3(1) of the Civil Aviation rules, is the Aerodrome Operator, and represents Council as the registered proprietor of the land.

The Takaka Aerodrome Operator is:

Mark Johannsen

Contact: TDC 03 543 8400

DD 03 543 8445

Mobile 027 579 3799

Email: mark.johannsen@tasman.govt.nz

Note: The Aerodrome Operator may, for the purposes of investigation and expediency authorise named persons to act on his behalf for specific occurrences or incidents. In any instance where this occurs, the Aerodrome Operator is to be fully informed of any actions taken.

The Takaka Aerodrome User Group (TAUG) is an advisory group comprising all users and lessees of the aerodrome along with Council representatives. The group has an important role during emergencies because Council does not have a management presence on site. The TAUG meets quarterly or on an 'as required' basis. The terms of reference for the TAUG are shown in Appendix D.

Membership of the TAUG is as follows:

- Golden Bay Ward Councillors
- Golden Bay Community Board member
- The Aerodrome Operator
- A "Golden Bay Air" representative
- An "Adventure Flights Golden Bay" representative
- Commercial aerodrome users
- Recreational aerodrome users
- Aerodrome maintenance contractor(s)
- Unmanned Aerial Vehicle (drone) operators which are registered with Takaka Aerodrome.
- A representative of each property leased or otherwise legally occupied at Takaka Aerodrome
- Invited guests, other Council staff and representatives of CAA when required.

5. Management Objectives

The primary objective of this Management Plan is to enable the Takaka Aerodrome to be used for aviation related activities in a manner that minimises conflict with the local community and amongst operators, whilst servicing the aviation needs of the district in Takaka.

Specific objectives are:

- To maintain the aerodrome to a standard similar to CAA certification as a quality assurance system.
- To effectively manage the aerodrome assets.
- Financial management that reduces dependency on subsidy from general rates without compromising asset management.
- To allow provision of facilities and activities for and by aerodrome users which do not compromise the long term use and development of the runway.
- To encourage growth in aviation and related activities while maintaining a safe operating environment and in consideration of any potential effects on the Golden Bay community.

The aerodrome provides an important service to the Golden Bay community during emergency situations when the Takaka Hill road is out of use. The aerodrome also provides an important role for the social and economic development of the area.

6. Financial Management

An annual budget is produced each year on a self-supporting and transparent basis for the aerodrome. The draft budget is subject to a submission process.

This annual budget is within the Council Enterprises Activity Management Plan (AMP) that includes a 10 year financial plan. The AMP provides depreciation, maintenance and capital development expenditure costs, to which the management fees, general operating costs and loan interest are added.

The landing fee revenue is subject to the Schedule of Prices. The current schedule (1 July 2018 to 30 June 2019) is available on the Tasman District Council website (www.tasman.govt.nz/services/fees-charges/takaka-aerodrome-fees-charges). Other revenue includes income from leases, general rates and sundry income.

7. Standard Conditions of Use

7.1. General

Takaka Aerodrome facilities are provided at the discretion of Council.

Permission is generally available.

These conditions apply to all persons using the aerodrome, lessees, and visitors or contractors entering the property and/or utilising any of the aerodrome facilities or services under the operation or control of Council, subject to such limitations of liability as are specifically prescribed by New Zealand law.

The terms and conditions of use are available on the Tasman District Council website and will be posted at the refuelling station at the aerodrome.

7.2. Using Aerodrome Facilities

Facilities available at Takaka Aerodrome include sealed and cross wind runways, taxiways, tie-down areas, and an honesty box for paying landing fees. Any person using Takaka Aerodrome or its facilities, must comply with:

- All relevant legislation including the Health and Safety at Work Act 2015 and associated regulations.
- All directions from any authorised person.
- The Takaka Aerodrome Management Plan
- Any directions from the Aerodrome Operator regarding restrictions of use of the aerodrome.
- Other conditions, instructions, orders, procedures and directions issued by any person authorised to do so by the Aerodrome Operator which may be necessary for the safe or efficient operation of activities at the aerodrome.

Take-offs and landings may occur only during daylight, unless specific prior approval has been given by Council.

The only refuelling facilities at the aerodrome are privately owned.

7.3 Use of Operational Areas

Council, in accordance with Civil Aviation Rule 91.127 may prescribe limitations and operational conditions on the use of the Takaka Aerodrome. These conditions and limitations will be published in the Aeronautical Information Publication New Zealand (AIPNZ).

7.4 Conditions of Use

Persons using Takaka Aerodrome accept that:

- They will not obstruct or cause interference to equipment owned or operated by other users of the aerodrome.
- Council has the sole right to prioritise the use of the aerodrome or, subject to any other agreement between Council and any person or entity, any parts of the aerodrome.
- Council is not responsible for the security of any aircraft or any other property.
- Aircraft must not taxi close to helicopters when they are taking off or landing.
- Taxiing aircraft must give way to aircraft vacating the runway.
- Taxi-ways are to be kept clear at all times.
- All apron areas and access-ways to hangars and fuel installations are to be kept clear at all times.
- The fuel supplier's instructions as per the signage at any fuel facility must be observed when refuelling.
- Helicopters should avoid "taxiing" over other aircraft and be mindful of downwash.
- Access to operational areas of the aerodrome are restricted to authorised person only, no public access unless under supervised conditions.

7.5 Code of Conduct

Those using Takaka Aerodrome are asked to adhere to the following ethics:

- Show patience and tolerance towards other operators and pilots;
- Clearly explain intentions and clarify, if requested;
- Be considerate to all other users and local residents by exhibiting a professional attitude and a high level of airmanship;
- Listen out before transmitting;
- Do not direct insults or unkind words to other operators or pilots, at any time;
- Be considerate of local residents and display good airmanship;
- Be familiar with practices, procedures and all other information regarding the use of Takaka Aerodrome in the AIPNZ and comply with these requirements.

7.6 Complaints process

Complaints regarding the use of the aerodrome, its facilities or the code of conduct can be reported to the Aerodrome Operator and due investigation will occur if necessary.

Person or aircraft identification will be required before any investigation may occur. The Aerodrome Operator will report to the TAUG on complaints received and actions taken.

Note: Any breach of CAA rules by a pilot or aircraft operator at any stage will be reported to CAA in accordance with CAR part 12. It is the responsibility of the pilot in command to report such occurrences to CAA via a CAA005 form.

7.7 Commercial Operators

A commercial operation at the aerodrome is classified as an activity that involves the buying and selling of goods and services. Any person or entity wishing to undertake a commercial activity at the aerodrome must have the written approval of the Aerodrome Operator prior to any commercial activity commencing. In considering whether to approve a commercial operation, the Aerodrome Operator will consult with the "Reference Group" and consider whether any additional conditions of use should be imposed including:

- a) Hours/days of operation.
- b) Regulations of flight paths.
- c) Restrictions on the use of noisy aircraft.
- d) Location of activity within the aerodrome.
- e) Consideration of environmental concerns.
- f) Health and safety.
- g) Effect on existing aerodrome operations.

Prior to considering approval of a commercial activity, the following information must be provided to Council:

1. Name, address and contact details
2. Details of the commercial activity to be undertaken, number of staff, days and hours of operation, aerodrome space requirements.
3. Reasonable evidence of compliance with any Health and Safety requirements that will arise from the commercial activity.
4. An emergency plan.
5. Arrangements for the removal of disabled aircraft.
6. Evidence of insurance policies held for public liability and aircraft or equipment cover, and confirmation that they will remain current at all times while operating at the aerodrome.

7. Names and contact details of key personnel Council can contact about emergencies, security, operational or financial matters at the aerodrome.
8. Details of the type, registration and MCTOW of each aircraft intended to be used at the aerodrome.
9. An agreement to pay the Council fees and charges for use of the aerodrome, under the Council's standard terms and conditions.

Following the implementation of this plan, commercial operators at the aerodrome will be required to comply with the information requirements of this section to the satisfaction of the Aerodrome Operator.

7.8 Non Commercial Operators

Any person wishing to operate a non-commercial activity at the aerodrome must have the prior approval of the Aerodrome Operator. This includes recreational or non-commercial aircraft using the aerodrome as a base, but does not include itinerant aircraft. In considering whether to approve any non-commercial operation, the Aerodrome Operator will consult with the "Reference Group" and consider what conditions of use should be imposed.

When requesting approval from the Aerodrome Operator, applicants are to provide:

- Names and contact details.
- Details of the type, registration and MCTOW of any aircraft.
- An agreement to pay the Council fees and charges for use of the aerodrome under the Council's standard terms and conditions.
- Evidence of insurance policies for public liability, aircraft or equipment cover or third party liability.

7.9 Allowable Uses

Subject to prior approval from the Aerodrome Operator, the following uses of the aerodrome may be allowed:

- 1 Fixed wing aircraft operations
- 2 Helicopter landings and departures and helicopter pilot training
- 3 Microlight aircraft
- 4 Hangars for aircraft storage and maintenance
- 5 Passenger terminals
- 6 Air freight depots, including cool storage facilities for perishable cargo and facilities for storage of fertilisers and sprays used by topdressing aircraft using the aerodrome
- 7 Aero Club clubrooms
- 8 Facilities for pilot training
- 9 Rental car depots and car parks associated with aerodrome facilities
- 10 Emergency services facilities
- 11 Accommodation units accessory to aviation operations

- 12 Navigation and air traffic control facilities
- 13 Grass harvesting and grazing of sheep or cattle
- 15 Infrastructure services
- 16 Meteorological facilities
- 17 Storage and dispensing facilities for aviation fuels
- 19 Parachuting
- 21 Model Aircraft, drones, unmanned aerial vehicles (UAV's) or remotely piloted aircraft systems (RPAS)*
- 22 Hang-gliding
- 23 Aerodrome based displays and events
- 24 Gliding operations
- 25 Gyrocopters and similar aircraft
- 26 Hot air ballooning

*There are specific rules regarding the operation of model aircraft, drones, UAV's or RPAS within a four kilometre radius of any aerodrome and operators of such craft must be in compliance. Refer to the CAA website:

<http://www.caa.govt.nz/rpas/>

Before approving any additional uses of the aerodrome, the Aerodrome Operator will consult with the "Reference Group", and will consider the impact that any new use may have on the aerodrome environment and the Golden Bay Community.

7.10 Charges and Payments

Subject to any specific agreement to the contrary, the charges for the use of Takaka Aerodrome are as set out in the Schedule of Fees and Charges.

Council shall be entitled to prohibit any visiting aircraft from leaving the aerodrome until payment of all charges is made in accordance with the terms of payment. Unless otherwise agreed in writing prior to provision of the services requested, the terms of payment will be via internet banking or cash paid in full to the honesty box prior to departure. The honesty box is located adjacent to the Aero Club.

Commercial operators will maintain a monthly record of aircraft landings and registration details, and supply them to Council by the fifth working day of the following month. Commercial operators that pay their landing charges at the time they submit their record of landings, will not incur an administration charge.

7.11 Health and safety

Whilst within the aerodrome area, all persons shall take all reasonable care and safety precautions including, but not limited to, those listed in this section of these conditions.

All persons while in the aerodrome area shall comply with the requirements of the Health and Safety at Work Act 2015 and any amendments, and have appropriate health and safety policies and procedures in place. All Commercial operators shall make such policies and procedures, which relate to their activities in the aerodrome area, available to Council upon request and will comply with any further reasonable demands Council may impose in regard to health and safety.

Bird strike is a potential threat to aircraft and is monitored by the TAUG.

A daily safety inspection of operational areas and in particular the cleanliness of the runways prior to the days use by aircraft operators is encouraged.

The frequency of sweeping the runways should be kept under review to ensure surfaces are kept clear of debris.

Aerodrome inspections by the Aerodrome Operator are completed on a six weekly basis and an inspection report completed (Appendix E). An occurrence report for any non-compliant items also needs to be completed (Appendix F).

CA005's and CA005B's and observations raised by operators are to be copied to the Aerodrome Operator and subsequently discussed by the TAUG in order that trends may be monitored and mitigation actions considered.

Note: an improvement action for this plan is to consider how the commercial operators SMS plans may be integrated into this plan and vice versa.

7.12 Environment

The aerodrome is located in a rural environment. Aircraft noise and propeller wash are the main environmental concerns.

7.12.1 Noise

The combined activity noise generated by the activity on the aerodrome when measured at or within the notional boundary must be maintained within the following criteria:

Day – Leq 55 dBA;

Night – Leq 40 dBA and Lmax 70 dBA.

Noise generated by aircraft approaching or departing the aerodrome is currently also governed by the local planning levels on residential and rural land sites.

A noise monitoring programme may be established, if Council considers there is need for such a study, to determine the noise of approaching and

departing aircraft, to test compliance and to determine whether aerodrome noise contours need to be established and whether consideration should be given to adopting NZS 6805:1992.

7.12.2 Heights in Vicinity of Aerodrome

Clause 16.11 of Tasman District Council's Resource Management Plan, under 'Airport Protection' restricts heights to protect flight paths in the vicinity of the aerodrome. See Appendix G for details. Obstacle limitation surfaces are surveyed every two or three years to ensure compliance, and landowners will be requested to maintain any obstacles within prescribed thresholds.

7.12.3 Sewerage and Waste Disposal

Sewerage and liquid waste shall be managed by septic tank systems. The Aerodrome Operator's approval must be obtained before any systems are installed or modified.

8. Leases

Land leases are situated close to the South Eastern boundary of the Aerodrome. The leases are commercial ground leases with Council, with the buildings owned by the lessee. The residence is Council owned.

The current list of leases and licences is shown in Appendix H.

8 Aerodrome Development

Future ground leases for hangars will be located between the existing hangars and the Takaka Collingwood Highway in line with the existing hangars. If there is a demand for helicopter hangars, those developments must be managed to avoid conflict between fixed wing aircraft and helicopters.

Future developments of the aerodrome include the sealing of the cross wind runway and extension of the taxiway to the South to connect with the start of the runway. A business case for any capital works at the aerodrome must have prior approval of the Commercial Committee before proceeding.

9. Review

This Management Plan and the plans within the appendices will be reviewed five yearly, or earlier if circumstances require. Notwithstanding, there will be policy decisions made by Council during this period which may affect the aerodrome. These will be added to the Plan from time to time.

Appendices to the Management Plan

Appendix A, Aerodrome Layout Aerial Map.....	13
Appendix B, CAA AIP	14
Appendix C, Emergency Plan	16
Appendix D, Terms of Reference for the Takaka Aerodrome User Group.....	29
Appendix E, Inspection Report.....	33
Appendix F, Occurrence Report.....	34
Appendix G, Airport Protection Zone.....	35
Appendix H, Lessees and Licencees	37

Appendix A – Aerodrome Layout Aerial Map



Appendix B – CAA AIP

AIP New Zealand

NZTK AD 2 - 51.1

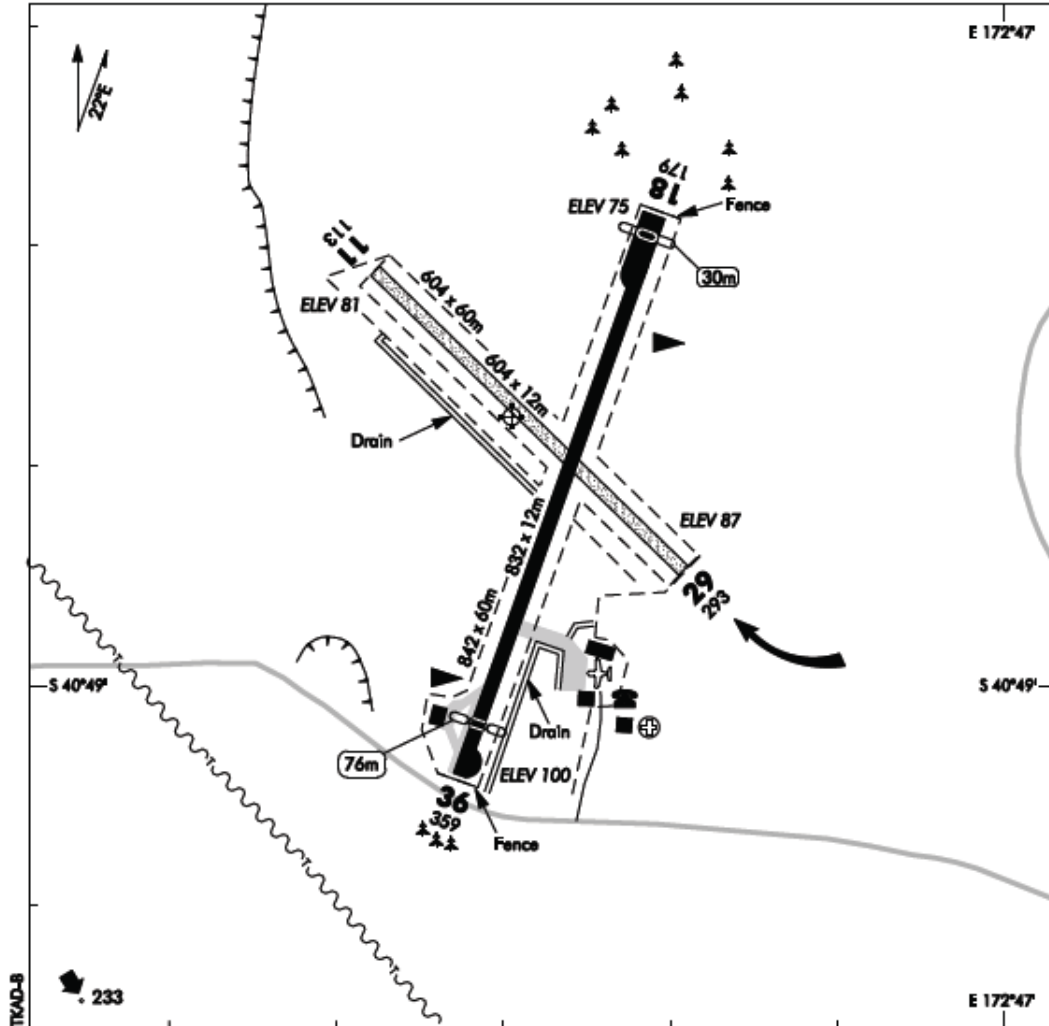
ELEV 100

NZTK

UNATTENDED: 119.1

NON-CERTIFICATED

**TAKAKA
AERODROME**



Changes from 23 SEP 10: Minor AIP editorial.

1. Grass areas unusable, movements restricted to paved or gravel runway and taxiway only.
2. **CAUTION:** Runways slippery in frosty conditions. Outer edges of strips unusable. Severe turbulence can be experienced on take-off RWY 18 in S and SW wind conditions.
3. **CAUTION:** Trees just south of road on short final to RWY 36.

S 40 48 48 E 172 46 31

Effective: 29 MAR 18

© Civil Aviation Authority

**TAKAKA
AERODROME**

RWY

RWY	SFC	Strength	Gp	Slope	ASDA	Take-off distance			LDG DIST
						1:20	1:30	1:40	
11 29	GRVL	ESWL 1000	4	0.33U 0.33D	604	604			604
18 18	B	ESWL 3000	5 7	0.94U	832	756			802
36 36	B	ESWL 3000	7 5	0.94D	832	802			756

MINIMA

IFR Take-off		
RWY	Day	Night
18	600-1500	NA
36	300-1500	NA

LIGHTING

Nil

FACILITIES

Nil

SUPPLEMENTARY

Operator: Takaka Aerodrome Management Committee, PO Box 151, Takaka.
Tel (03) 525 9187

Available for general use without the permission of the operator.

Fees payable.

Effective: 2 JUN 11

© Civil Aviation Authority

**TAKAKA
OPERATIONAL DATA**



Takaka Aerodrome

Emergency Plan

REVIEW SCHEDULE

Issue #	Date Approved	Comments
1	June 2018	
2		
3		
4		
5		
6		
7		

June 2018

1 Introduction

The Takaka Aerodrome Emergency Plan (AEP) (has been prepared to guide the response to any aerodrome or aerodrome related emergency. The plan is an operational document and has been prepared from the guidance material on aerodrome emergency planning provided by the Civil Aviation Authority (CAA) in Advisory Circular AC139-14 and CAA rule 139.09.

The AEP is the process of preparing the aerodrome to cope with an emergency at or near the aerodrome. As the aerodrome does not have on site or 24 hour management staff, coordination will be a team effort, initially by the aerodrome operators combined with local emergency services,. This plan aims to minimise confusion of roles in the event of an incident.

2 Objective

The objective of the AEP is to minimise the extent of personal injury and property damage resulting from an incident. There are three key objectives:

- Minimise loss of life.
- Return the aerodrome to normal operations as soon as possible.
- Gradually stand down emergency services.

3 Types of Emergencies and Responsibilities

This AEP relates to incidents that have the potential to affect the aerodrome operations and use and is therefore outside of the incidents that only require individual company emergency procedures. The types of emergency and responsibilities are categorised as follows:

<p>a. Aircraft</p> <p style="padding-left: 40px;">i. Local Standby</p> <p style="padding-left: 40px;">ii. Full Emergency</p> <p style="padding-left: 40px;">iii. Aircraft Accident</p> <p style="padding-left: 40px;">iv. On ground fire/collision</p> <p style="padding-left: 40px;">v. Immobilized Aircraft</p>	<p style="padding-left: 40px;">i. Emergency Plan / Airline/Organisation Plan*</p> <p style="padding-left: 40px;">ii. Emergency Plan / Airline/Organisation Plan*</p> <p style="padding-left: 40px;">iii. Emergency Plan / Airline/Organisation Plan*</p> <p style="padding-left: 40px;">iv. Emergency Plan / Airline/Organisation Plan*</p> <p style="padding-left: 40px;">v. Emergency Plan / Airline/Organisation Plan*</p>
<p>a. Natural</p> <p style="padding-left: 40px;">i. Earthquakes</p> <p style="padding-left: 40px;">ii. Storms</p>	<p>i. Individual Company and Civil Defence.</p> <p>ii. Individual Company and Civil Defence</p>
<p>b. Other</p> <p style="padding-left: 40px;">i. Facility Fire</p> <p style="padding-left: 40px;">ii. Vehicle accident and fuel spillage</p> <p style="padding-left: 40px;">iii. Hazardous Substances – re-fuelling.</p>	<p style="padding-left: 40px;">i. Individual Company</p> <p>ii. Emergency Plan/Individual Company*</p> <p>iii. Emergency Plan/Individual Company*</p>

* The plan used depends upon whether solely affecting the individual airline/organisation or company or whether the incident affects other users.

4 Procedures

(a) Category of Response

The Aerodrome Emergency Plan has five categories for response:

- Local Standby
- Full Emergency.
- On Aerodrome Emergency.
- Near Aerodrome Emergency.
- Other categories: collision, immobilized aircraft, vehicle accident, spillage.

Emergencies or accidents involving aircraft over 1.5 kilometres from the Takaka Aerodrome are outside the scope of this emergency plan and depending on the incident are dealt with by the airline/organisation and such organisations as search and rescue. See Appendix 6 for a map of the scope.

Signs are to be affixed to the refueling station and in front of the Aero Club indicating who to contact in an emergency and the aerodrome's physical location.

The duty person referred to in this document will be the observer of the emergency and in most cases will be a person associated with the aircraft involved.

(b) Local Standby

A local standby phase is declared when an aircraft approaching the aerodrome is known, or is suspected, to have developed some defect, but the trouble is not such as would normally prevent carrying out a safe landing.

The preferred option is to divert the aircraft to Nelson airport where there are onsite emergency services, if this can be achieved safely.

If the aircraft is to land at Takaka Aerodrome a LOCAL STANDBY PHASE will bring all emergency services to a state of emergency while remaining at their posts until further notice.

Refer to Appendix 1 for the procedural chart.

(c) Full Emergency

A full emergency phase is declared when an aircraft approaching the aerodrome is, or is expected to be, in such trouble that there is danger of an accident.

The aircraft should be diverted to Nelson airport where there are onsite emergency services, if this can be achieved safely.

If the aircraft is to land at Takaka Aerodrome a FULL EMERGENCY PHASE will bring all emergency services to the aerodrome meeting point (see Appendix 4).

Refer to the first part of Appendix 2 for the procedural chart "On Airport Emergency (Full Emergency)". The procedure will be followed as though an accident will occur until the aircraft has landed safely.

(d) On Aerodrome Emergency

The process is activated when an aircraft accident or crash has occurred at the aerodrome.

Refer to Appendix 2 for the procedure chart which shows the role of all services, including Fire, Police, Ambulance, aircraft companies and CAA.

The important part for this emergency plan is the activation of the first response systems until the emergency services arrive and take control, and the airline/organisation company, involved with CAA become responsible for the incident. The following flip charts are therefore specific to the aerodrome user's response.

(e) Near Aerodrome Emergency

The process is activated when an aircraft accident or crash has occurred near the aerodrome (within 1.5 km).

The procedures associated with this emergency category are those of the individual airline or local organisation rather than that of the aerodrome and, depending on location may include and be controlled by other organisations such as Search and Rescue, Fire, Ambulance or Police. The local duty person(s) that may receive a call of a near Aerodrome Emergency shall be the local company with responsibility for the aircraft in the first instance. If it is a private aircraft refer to the procedures in 5 (a) below.

In all cases the local airline / organisation involved shall inform the TDC Aerodrome Operator at the earliest occasion.

Refer to Appendix 3 for the procedure chart.

(f) Other Emergencies

The procedures for all other emergencies such as ground collision of aircraft, immobilised aircraft, vehicle accident, bomb threat, sabotage, unattended or suspicious articles and fuel spillage will depend upon the severity and location of the incident. All incidents that occur on the runways shall be either a stand-by or full emergency.

In all cases each emergency, no matter how small, shall be fully reported in writing by the airline or organisation involved to the Takaka Aerodrome User Group and the Aerodrome Operator who shall review the effectiveness of the AEP procedures.

5 Initial Control and Response

(a) Initial Incident Control

The realisation of a potential or actual incident will mostly be with the airline/organisation associated with the aircraft. In this case, the "Observer of the Emergency" is the duty person for that company and will be responsible for activating the procedures by dialing 111. Either the police, fire and ambulance services (or all of these) may be required to respond.

If the Emergency Service Communications centre require a person to remain on line and the duty person does not have a second person to take this role (while they initiate the initial emergency response and arrange to meet the emergency services at the meeting point) the Duty Person shall make the emergency call from a cell phone or transfer the call to a cell phone so the Duty Person may be free to undertake these other duties.

(b) Initial Incident Response

The Emergency Layout Plan, refer Appendix 7, shows the location of fire extinguishers, medical first aid kits and the services meeting point. A schedule of inspection of the equipment shall be compiled and managed by the Takaka Aerodrome User Group and forms part of this plan, (Appendix 8).

(c) Preserving Evidence

After an aircraft accident, an investigation into the cause of the accident will need to be undertaken before the removal of any aircraft wreckage, contents or other object involved in the accident. It is vital that all evidence is preserved on-site for the investigative authorities, and that the accident site is disturbed as little as possible during the emergency response phase.

The aircraft operator is responsible for removing the aircraft in consultation with the aerodrome operator.

The Transport Accident Investigation Commission, Civil Aviation Authority or NZ police may investigate and authorise removal of wreckage.

(d) Light aircraft incidents

For light aircraft accidents with no fatalities or serious injuries, CAA authorisation is still required before any wreckage may be removed.

CAA advisory circular AC139-14 states:

Removal of wreckage and return to normal operations can be expedited, if the aerodrome operator is prepared to initiate the investigations process before the CAA inspectors arrive (or in lieu of CAA inspectors needing to arrive). To do this the aerodrome operator must seek on each occasion the CAA's agreement and instructions, to undertake initial investigative actions on the CAA's behalf.

Depending on the severity of the accident and circumstances, such agreement may not be available unless there has been prior agreement with CAA that –

- Staff are available who have undertaken basic accident investigation training; and
- Procedures are in place for the collection of evidence, such as site photography, location marking of impact marks, site sketches, descriptive notes and other such actions as the CAA requires.

(e) Recovery of Operations

Depending on the circumstances of the emergency, recovery may occur in a staged manner, before a full recovery with unrestricted operations. The Aerodrome Operator

must ensure that areas of the aerodrome affected by the emergency are inspected and cleared for use before unrestricted operations may commence. This may require that restricted operations are in place for some time.

6 Review and Simulated Exercise

(a) Emergency Plan Review

The AEP will be reviewed by the Takaka Aerodrome User Group on an annual basis after the annual exercise. The Aerodrome Operator will amend the plan as required and submit it to the Takaka Aerodrome User Group. The responsibility for implementing the plan is that of the Aerodrome Operator in conjunction with the User Group.

(b) Simulated Emergency Exercise

Civil Aviation rule 139-09 require that *“the Aerodrome Operator must have procedures to maintaining the effectiveness of the emergency plan. They must include:*

- (i) Ensuring that personnel having duties and emergency responsibilities under the AEP are familiar with their assignments and are properly trained.*
- (ii) Testing the AEP conducting either:
 - a. full scale aerodrome emergency exercise is held at least once every two years with special exercises between the full scale exercises to ensure that any deficiencies found during the full-scale exercises have been corrected:*
 - b. A series of modular tests to be done every 3 years commencing in the first year and including a full scale aerodrome emergency exercise no more than 3 years after commencement.**
- (iii) Reviewing the AEP after each exercise or after an actual emergency to correct any deficiency found.”*
- (iii) Coordinating the AEP with all organisations and persons who have responsibilities in the plan, including where appropriate, law enforcement agencies, security providers, rescue and firefighting agencies, medical personnel and organisations, and principal tenants of the aerodrome.*

The staging of a full scale emergency exercise is essential to maintain the preparedness and adequacy of the AEP. A special desk top exercise should be undertaken every other year to test adjustments made to the plan.

The purpose of the emergency exercise is to test the adequacy of

- Response of all personnel involved
- Emergency plans and procedures, and
- Emergency equipment and communications.

The Takaka Aerodrome User Group will appoint an overall exercise controller to manage the running of the exercise and to determine the outcomes. The group would scope the exercise to test a likely scenario.

The exercises shall be undertaken with a representative invited from each of the emergency services and the User Group.

The outcomes will be prepared as minutes to the exercise.

7 Contact List

(a) Tasman District Council:

Aerodrome Operator – Mark
Johannsen
Contact TDC: 03 543 8400
DD: 03 543 445
Mobile: 027 579 3799
Email: property.officers@tasman.govt.nz

(b) Duty Persons:

- **Golden Bay Air**
Name: Richard Molloy
Contact: 0800 588 885 or 03 525 8725
Email: info@goldenbayair.co.nz
- **Adventure Flights**
Name: Mit Bereton
Contact: 03 525 6167 or 027 220 3476
Email: mit@adventureflights.co.nz
- **Golden Bay Flying Club**
Name: Murray Bensemann
Contact: 0274 179 568
Email: imuzz@xtra.co.nz

Appendix 1
In case of an emergency

DIAL 111 FIRE SERVICE

Details:

- Incident description
- Location

Equipment:

- Land line phone, or
- Cell phone

Appendix 2

TAKE CONTROL of AERODROME

Details:

- Clear aircraft to land
- Recommend diversion to Nelson Airport
- Alert aircraft users by general transmission on aerodrome frequency channel.

Equipment:

- Cell phone
- VHF radio
- Note book – record event with timeline.

Appendix 3

FIRST RESPONSE

Details

- Respond to emergency
- Assist with regard to personal safety and prevention of further incidents.

Equipment:

- Fire extinguisher
- Medical kit.

Appendix 4

MEETING with EMERGENCY SERVICES

Details

- Meeting with Emergency Services at designated location or by cell phone
- Clear access for Emergency Services
- Hand over CONTROL of emergency.

Equipment:

- Cell phone
- VHF radio.

Appendix 5

AFTER HANDOVER of CONTROL

Details:

- Phone airline/
organisation involved
- Phone Council
Aerodrome Operator
- NOTAM advice if
required
- Coordinate Aerodrome
interests.

Appendix 6 Scope of Emergency Plan



Appendix 6: Scope of Emergency Plan



Appendix 7 Location of Equipment



Appendix 8 Equipment Checklist

First Aid Kit and Fire Extinguisher Check List -Takaka Aerodrome											
	G. Bay Air Terminal		GB Air hanagar 1		G B Air hangar 2			G B Air Fuel trailer	G. Bay Flying Club		Comments
	1st Aid	Fire		Fire		Fire		Fire	1st Aid	Fire	
Sep-18											
Mar-19											
Sep-19											
Mar-20											

Appendix D

Takaka Aerodrome User Group

Terms of Reference

Effective from 1 July 2018

1 Background

The Takaka Aerodrome is vested into the Tasman District Council (Council). It is not a certificated aerodrome. Council's intention is that the aerodrome is maintained to a standard which satisfies aerodrome users and Civil Aviation Authority (CAA) requirements and functions with a minimum of ratepayer subsidy. CAA Advisory Circular AC139-17 entitled "Aerodrome User Groups" sets out the guidelines for the establishment of such groups and has been used as the basis for this terms of reference. Prior to the establishment of this User Group, the aerodrome has been managed by a local Management Committee which has had responsibility for aerodrome maintenance, collection of fees and rentals, plus financial management. The formation of this User Group effective from 1 July 2018 will transfer those functions to Council.

2 Purpose

The purpose of the Takaka Aerodrome User Group (TAUG) is to facilitate the development and coordination of procedures for the safe use of the aerodrome and associated airspace, and to provide advice and support to the Aerodrome Operator on issues pertaining to Takaka Aerodrome.

3 Objectives

- To encourage best practice for the health and safety of all users of Takaka Aerodrome and the associated airspace.
- To act as a forum for aerodrome users to discuss any operational or safety issues at Takaka Aerodrome, or to the type of operations conducted at the aerodrome and suggest ways to address / resolve / improve.
- To review and provide opinion on development applications or requests at Takaka Aerodrome.
- To be consulted prior to any changes to aerodrome landing or parking charges.
- To receive quarterly aerodrome financial reports from Council.
- To be consulted prior to the Takaka Aerodrome Long Term Plan being recommended for adoption.
- To consider any operational and safety issues with requests from commercial operators to use Takaka Aerodrome.
- To review issues relating to noise at Takaka Aerodrome and recommend appropriate actions.
- To receive condition reports on the aerodrome infrastructure and provide a link between users and the Aerodrome Operator.

4 Specific Tasks

Specific tasks include:

- Administer test and review the **Takaka Aerodrome Emergency Plan**.

- Administer and review a **Takaka Aerodrome Management Plan**.
- Monitor the Takaka Aerodrome section of the **Commercial Activity Management Plan**

5 **Operating Principles**

- Meetings will be on a quarterly basis with special meetings called as required, and will aim to be no more than one hour in duration.
- Meetings will be held at the Golden Bay service centre.
- 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 seven days prior to the meeting.
- All communications will generally be in electronic form.
- Any advice or recommendations to Council will require a majority decision by members. The facilitator shall have a casting vote.
- If there is concern over the implications of any follow up action, the Aerodrome Operator should consult with CAA before carrying out the proposed action.
- The Aerodrome Operator will submit a report on aerodrome activity to the Golden Bay Community Board each quarter.

6 **Membership**

- Golden Bay Ward Councillors
- Golden Bay Community Board member
- Aerodrome Operator
- “Golden Bay Air” representative
- Commercial aerodrome users
- Recreational aerodrome users
- Aerodrome maintenance contractor(s)
- Unmanned Aerial Vehicle (drone) operators which are registered with Takaka Aerodrome.
- A representative of each property leased or otherwise legally occupied at Takaka Aerodrome
- Invited guests, other council staff and representatives of CAA when required.

Guests and council support staff may speak with the approval of the Chairperson, but may not be accorded voting rights.

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 exchange of information between Council, users and the community. Communication on behalf of the group will be made 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 User Group Chairperson

The Chairperson will be nominated from members of the Group. The term of office will coincide with the Local Government election cycle. Should the Chairperson be absent from any meeting either a Councillor or the Golden Bay Community Board representative will deputise as Chairperson for that meeting.

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

The Chairperson will provide good meeting practice and lead the Group to obtain consensus and meet the Group's objectives. The Chairperson may exercise a casting vote in accordance with accepted practice.

9 Quorum

Five members present will comprise a forum. The Chairperson may terminate any meeting if it is considered that representation is not fairly balanced.

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
- Attendance of the Aerodrome Operator or authorised deputy

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
- Financial reports
- Infrastructure condition
- Charges review
- Noise issues
- Long Term planning
- Development requests
- Management Plan review
- Emergency plan test or review
- Next meeting date

12 Communications

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

13 Review

This terms of reference shall be reviewed as at 1 July 2019. Future reviews will be aligned to the Local Government election cycle.

Appendix E

Takaka Aerodrome Safety Inspection Report

Conducted by..... Date.....

Paved Areas

- Edges for drainage
- Surface cracking (new)
- Holes
- Presence of scaling, spalling, bumps, low spots, debris
- Vegetation along runway edges

Unpaved areas

- Hazardous ruts, humps, depressions, unusual surfaces
- Holes
- Debris, foreign objects
- Condition and length of grass
- Vegetation growth affecting drainage

Markings and signs

- Check markings for clarity
- Current colour coding
- Blasting, chipping, fading or obscurity due to rubber build up
- Markers in correct position and in good condition
- Signs present and in good order

Obstructions

- Check any new or unreported (cranes, masts, balloons etc) that may infringe obstacle free surfaces

Public Protection

- No unauthorised persons or vehicles airside
- Access ways clear and operational
- Fences secure and in good order
- Gates present and secure

Wildlife Hazards

- Check for presence of dead birds
- Report potential wildlife or bird threats

Visual Navigation Aids (Windsocks)

- Check windsocks serviceable
- Area clear and visible
- Masts upright, swings freely

NOTE:

- Report deficiencies
- Remove or arrange removal of debris as required
- Complete deficiency report if necessary
- Sign off monthly Inspection Report

Signature

Appendix F



Takaka Aerodrome Safety Inspection Occurrence Report

Date: _____ Inspector: _____

Item or event:

Description of non-compliance:

Signature: _____ Date: _____

Action:

(a) Remedial action taken – describe:

(b) Undertaken by: _____

(c) Completed: _____

(d) Inspected by: _____

Clearance for return to service:

Signature: _____ Date: _____

Appendix G

16.11 AIRPORT PROTECTION

Refer to Rule sections 16.3, 17.1, 17.2, 17.5, 17.6, 17.8.

16.11.1 Scope of Section

This section provides specific rules relating to height of objects in the vicinity of the District's two airports. Resource consent applications must be accompanied by information stated in Chapter 19, as relevant, particularly 19.2.4.

16.11.2 All Zones

16.11.2.1 Permitted Activities (All Zones)

Any structure or vegetation which is within an area shown on Schedule 16.11A or 16.11B as subject to Airport Height Control, is a permitted activity that may be undertaken without a resource consent, if it complies with the following conditions:

[Condition (a) deleted]

C195/10 Op 812

- (b) The activity does not exceed the height limits shown on Schedule 16.11A or 16.11B.

Note: The height limits are referenced to zero metres at each end of the runway. The topography of the site will thus affect the interpretation of the height limits shown.

16.11.2.2 Restricted Discretionary Activities (All Zones)

Any structure or vegetation which is within an area shown on Schedule 16.11A or 16.11B as subject to Airport Height Control and which does not comply with the conditions of rule 16.11.2.1, is a restricted discretionary activity.

A resource consent is required. Consent may be refused, or conditions imposed, only in respect of the following matters to which the Council has restricted its discretion:

- (1) The effects on the safe and efficient operation of the airport and airport users.
- (2) Any physical and visual impact of the structure or vegetation on the matters stated in (1).
- (3) The duration of the consent.
- (4) The timing of reviews of conditions and purpose of reviews (Section 128 of the Act).
- (5) Financial contributions, bonds and covenants in respect of the performance of conditions, and administrative charges (Section 108).

Note: The height limits are referenced to zero metres at each end of the runway. The topography of the site will thus affect the interpretation of the height limits shown. An applicant will be required to demonstrate the extent to which the proposal exceeds the height provisions, as noted in 16.11.2.1.

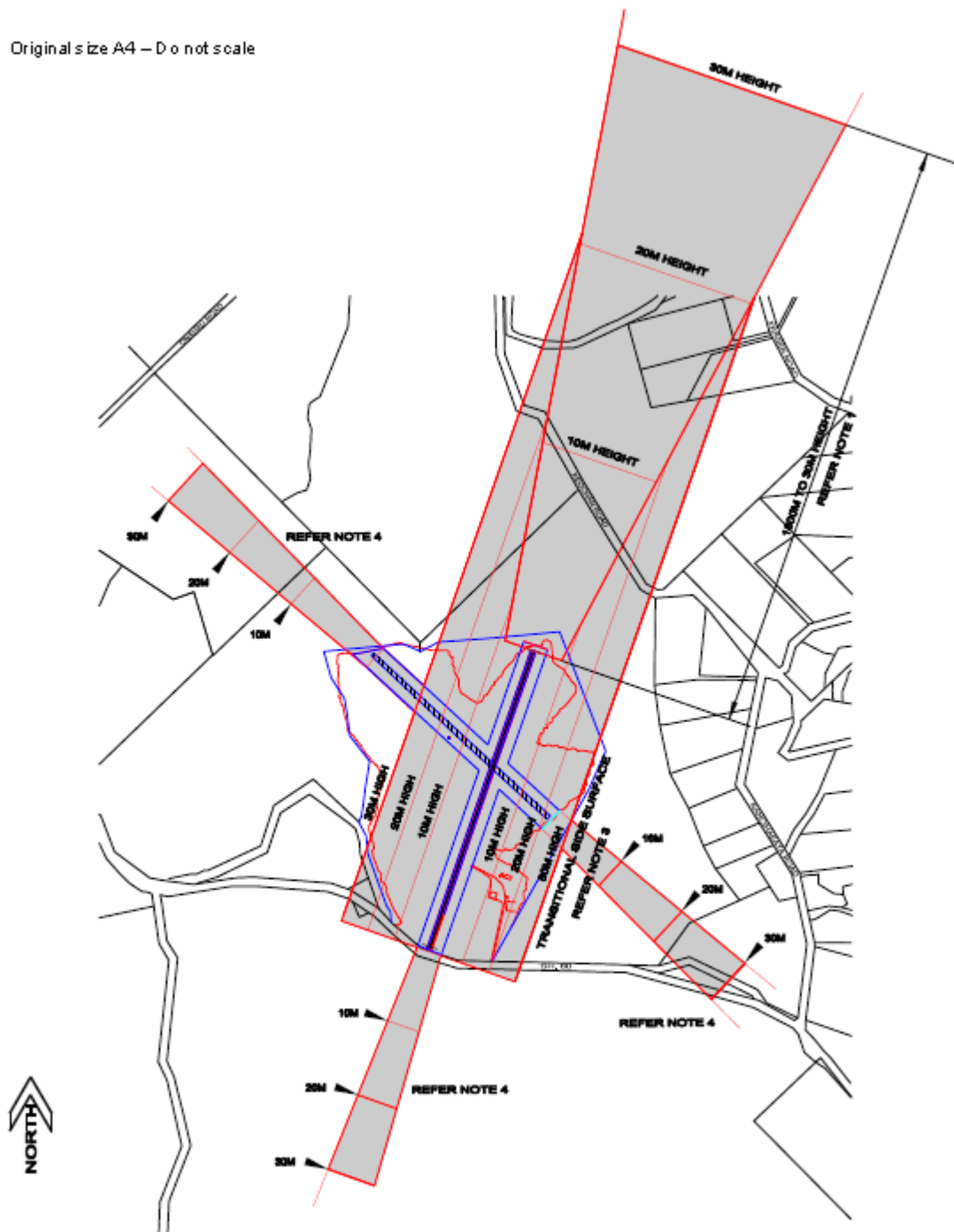
16.11.20 Principal Reasons for Rules

Control of Height in Vicinity of Airports

The rule provides for the long-term protection of the existing physical resources of the two airports in the District. The rules are based on Civil Aviation Authority Circulars.

Schedule 16.11B: Areas to which Height Control Provisions Apply – Takaka Airport

Original size A4 – Do not scale



Notes:

1. Obstacle limitation surface continues out to 1.5km horizontally from the end of the runway strip. Illustrated is the first 1.5km. Inclination 1:50. Sides splay out at 1:6.
2. The limitation on height is based on each end of the runway being at reference level 0. Topographic variations above and below this reference level must be taken into account in applying the relevant rules.
3. Transitional side surface continues out to 315 metres from the edge of the runway strip. Illustrated is the first 210 metres. Inclination 1:7.
4. Obstacle limitation surface continues out to 1200 metres horizontally from the end of the runway strip. Illustrated is the first 600 metres. Inclination 1:20. Sides splay out at 1:20.

Appendix H List of Lessees

Lease No	Lessee	Contact	Expiry
Lease 1	Golden Bay Flying club	Murray Bensemann	Expired
Lease 2	Mark Soper grazing licence	Mark Soper	Expired
Lease 3	Golden Bay Air	Richard Molloy	2025
Lease 4	Forest Range Station	R&J Emmerson	2025
Lease 5	Remote Adventures	Mit Brewerton	2018
Lease 6	Golden Bay Air	Richard Molloy	2046
Lease 8	Airport dwelling tenancy	Mit Brewerton	periodic
Lease 9			