

GLENORCHY AERODROME NOISE MANAGEMENT PLAN

Initial Issue

Issued by QLDC

15 March 2022

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PART 1

POLICY

Part 1 - Policy

1.1. Introduction

This plan has been developed by Queenstown Lakes District Council (QLDC). Input has been provided from the Glenorchy Aerodrome Consultative Governance Committee (GACGC).

This plan is an integral adjunct to the Glenorchy Aerodrome Reserve Management Plan (RMP) and Designation 239 contained in the QLDC Proposed District Plan (the Designation).

The Noise Management Plan (NMP) sets out the policy, standards and procedures used for the management of noise generated from aerodrome activities. It is not intended that this NMP prevents recreational aircraft operators from using the aerodrome, provided they are complying with the NMP and the Glenorchy Aerodrome Reserve Management Plan.

1.2. Interpretation

In this NMP:

- a) "Aerodrome Manager" (synonymous with "Aerodrome Manager") means Queenstown Airport Corporation or any other entity or person appointed by the requiring authority to that role.
- b) AIMMS refers to the proprietary analytics software called Advanced Interactive Multidimensional Modelling Systems.
- c) An aircraft movement is a take-off or a landing.
- d) Tier 1 operator means those operators licenced by QLDC to have a base at Glenorchy Aerodrome, and who do over 250 annual movements.
- e) Tier 2A operator means those operators who are licenced by QLDC for 80 or more annual movements at the Aerodrome and are not Tier 1 operators
- f) Tier 2B operator means those operators who are licenced by QLDC for 24 to 80 annual movements at the Aerodrome
- g) Tier 3 operators means those operators who use the Aerodrome that are not Tier 1, Tier 2A, Tier 2B.
- h) CY19 means the year from 1 January 2019 to 31 December 2019
- i) Ldn means day-night average sound level and shall be as defined within NZS6805:1992 Aircraft Noise Management & Land Use Planning.

1.3. Objectives of the Noise Management Plan

- Provides the basis for ongoing noise management and mitigation at Glenorchy.
- Defines roles and responsibilities of the Aerodrome Manager, aircraft operators and the GACGC in relation to aerodrome noise management.
- Provides a repository of agreed noise abatement procedures.
- To work together co-operatively, sharing information and reaching decisions by consensus and agreement.

1.4. Roles and responsibilities of the organisations involved

- **QLDC** is the owner of the aerodrome, the requiring authority in respect of Designation 239, and is ultimately responsible for ensuring the safe, efficient and compliant operation of the aerodrome by appointing and directing an Aerodrome Manager, administering the GACGC, developing noise abatement procedures for consideration by the GACGC, and promulgating agreed procedures. QLDC is ultimately responsible for enforcing compliance with the NMP.

- **Glenorchy Aerodrome Manager** is the operator of the aerodrome, appointed by QLDC. The Aerodrome Manager is responsible for investigating noise complaints and non-compliance and reporting on these matters to the GACGC, keeping GACGC and QLDC informed of aerodrome activity and developments that may affect noise. The Aerodrome Manager manages the aerodrome in accordance with the policy and procedures contained in the Glenorchy Aerodrome Conditions of Use Manual which are intended to ensure compliance with the RMA, Designation and this NMP. As at December 3 2021, Queenstown Airport Corporation is the appointed Aerodrome Manager.
 - **GACGC** is a committee formed by QLDC and made up of representatives of the community (Glenorchy residents and aerodrome neighbours), aerodrome users, QLDC and the Aerodrome Manager. GACGC's role is to:
 - a) Receive monitoring and operational data for the aerodrome, including on investigations of noise complaints and any non-compliance.
 - b) Provide a liaison role between the community and the Aerodrome Manager and users.
 - c) Agree to the imposition of any restrictions on aircraft movements and/or operations additional to any specified in the conditions of the designation.
- The GACGC is not responsible for enforcing the NMP or requiring compliance with the Designation, the District Plan, the RMA, or any licences/leases granted to use the Aerodrome.
- **QMUG** (Queenstown Milford Users Group). Represents commercial aircraft operators mostly providing general aviation tourist services Southern Lakes area. QMUG has a role in advising aerodrome operators in the area on safety and operational issues. QMUG also publishes an operations handbook containing flight and noise abatement procedures for aerodromes its members regularly use.
 - **ATC** (Air Traffic Control). Provides air traffic services at Queenstown and Milford Sound aerodromes and the surrounding airspace. Does not currently provide any services affecting aircraft operations at Glenorchy aerodrome.
 - **CAA** (Civil Aviation Authority of New Zealand). Responsible for civil aviation safety in New Zealand, including aerodrome operations and aircraft operators. Does not have any responsibility for aerodrome noise management.

1.5. Membership

Membership of the GACGC will comprise the following (as a minimum):

- One Councillor representative from QLDC as the Chairperson
- One representative from the Glenorchy Community Association
- One representative from Wyuna Preserve Residents Association
- One representative from Blanket Bay Lodge
- One helicopter representative from Authorised Users of the Aerodrome (Operators)
- One fixed wing representative from Authorised Users of the Aerodrome
- One QLDC Council Officer (Secretary)
- One Aerodrome Manager representative

1.6. Meeting frequency

GACGC meetings will be held every 3 months, called by QLDC.

1.7. QMUG Fly Friendly Programme (refer section 3.6)

Fly Friendly is an in-flight programme initiated by QMUG, promulgated in the QMUG Operations Handbook and the AIP. Fly Friendly is intended to reduce noise nuisance from aircraft operations and improve airmanship (pilot good operating practices). The awareness programme is to be actively promoted by commercial users based at the aerodrome to its pilots, by QMUG to its wider membership and by the Aerodrome Operator.

1.8. Document Amendment

The NMP is a controlled document and as such the final responsibility for any amendment and distribution rests with the QLDC, the task being delegated to the Aerodrome Manager. Any amendment to the NMP will only be approved after consultation with the GACGC.

Any request for amendment action may be made by any holder of this document using the form in Appendix I and sending the completed form by post, fax or email to:

**Jeannie Galavazi,
Senior Parks and Reserves Planner
Queenstown Lakes District Council
Private Bag 50072
Queenstown 9348**
Email: property@qldc.govt.nz

PART 2

GACGC PROTOCOL

Part 2 – GACGC Protocols

2.1 Introduction

This section defines the protocol under which the Glenorchy Aerodrome Consultative Governance Committee operates. The protocol is based on New Zealand best practice for airport noise committees in addressing aerodrome noise issues on an ongoing basis.

2.2 Terms of reference

The GACGC Terms of Reference, as adopted on 7 March 2022, are included in Appendix I to this NMP. In the event of conflict between the GACGC protocols listed below and the Terms of Reference, the protocols prevail.

2.3 Meeting arrangements

The Secretary will provide all meeting administration services. All meetings will be held in accordance with the agreed Terms of Reference.

2.4 Meeting agenda

All meetings will be structured to include the following general agenda headings:

- a) Apologies
- b) Review and acceptance of previous meeting minutes.
- c) Open items from previous minutes.
- d) Correspondence in/out
- e) Aerodrome Manager's quarterly report to the committee covering:
 - i. Aerodrome activity over the last quarter.
 - ii. Noise complaints – new and those open and still under investigation, noise complaint trends.
 - iii. Non-compliances with RMP or NMP (if any)
 - iv. Significant changes in aerodrome activity/new aircraft types, noise abatement procedures.
 - v. Commercial Concession Agreements (if any).
 - vi. Applications to lease space for infrastructure.
 - vii. Upcoming events that may affect noise.
 - viii. Planned aerodrome maintenance and layout changes.Open discussion on report, moderated by the Chairperson, will follow.
- f) QLDC closing comments on the Aerodrome Manager's report and governance issues (if any), including advising on any formal action taken in response to any investigations undertaken by the Aerodrome Manager.
- g) Update from QLDC on any resource consent applications or District Plan changes that may affect the aerodrome.
- h) Any other noise or governance related agenda items from members for discussion.
- i) Other business (at Chairperson's discretion)
- j) Next meeting arrangements

2.5 Meeting procedure

All meetings will be conducted in a friendly and open manner in accordance with established good meeting practice (Renton's Rules).

The Chairperson will control the meeting and discussion will be directed through him/her. Wherever possible, decisions will be reached through frank, concise and open discussion leading to consensus.

Although meetings are quarterly the Chairperson can, at his/her discretion call a special meeting if there is urgent business to discuss.

2.6 Investigation responsibilities and forms

The Aerodrome Manager is responsible for keeping an accurate record of and investigating all noise complaints that relate to operations at Glenorchy Aerodrome. A record of those noise complaints will be kept for at least five years. The GACGC will review complaint trends and the outcome of investigations undertaken by the Aerodrome Manager. The GACGC may ask to see the complaints record at any time.

Non-compliances with the RMP and/or Designation conditions will be addressed by QLDC based on the Aerodrome Manager's investigation. QLDC will advise the GACGC of the actions taken in response, and the GACGC will review those responses at the next quarterly meeting.

All investigations will be completed and reported on in a timely manner.

A copy of the Glenorchy Aerodrome noise complaint register and noise complaint action form are included as Appendix D. These forms will be available for residents and neighbours to download from the aerodrome website, where they may also be submitted on-line.

PART 3

NOISE ABATEMENT PROCEDURES

Part 3 - Noise Abatement Procedures

3.1 Introduction

This part of the document outlines those procedures and rules governing day-to-day operations at Glenorchy Aerodrome with respect to the responsible management of noise generated by the aerodrome's activities. Included are such operational restrictions considered necessary to minimise the impact of noise on the aerodrome's neighbours and the Glenorchy community.

The rules and procedures contained in this document are intended to keep aircraft flight paths from noise sensitive areas in the vicinity of the aerodrome, consistent with CAA Rules and flight safety.

Amendments to these procedures may be required from time to time to accommodate changes to the CAA Rules; revised airspace; introduction of new aircraft types or operating practices; or, aerodrome layout changes where these changes will impact on the effectiveness of the noise mitigation. Any such amendments are subject to review by the GACGC prior to their introduction.

In the event of any conflict between rules and procedures in this NMP and those in the RMP or Designation, the RMP or Designation rules and procedures prevail.

3.2 Responsibilities

a) QLDC

QLDC is the requiring authority and has ultimate responsibility for compliance with the Designation 239 conditions. Additionally QLDC is the administrator of the reserve and issues licences to commercial operators who regularly use the aerodrome. These concessions will include movement limits for individual operators to ensure compliance with Designation 239 conditions.

b) Aerodrome Manager

In administering this NMP, the Aerodrome Manager shall adopt the best practicable options including, but not limited to, management procedures and operational controls to reduce the exposure of the community to noise from aircraft and aerodrome activities.

To the extent of the remedies available to the Aerodrome Manager, it shall be the responsibility of the Manager to ensure that all pilots comply with noise abatement rules and procedures contained in this NMP.

The Aerodrome Manager is also to encourage aerodrome users to adopt best practice and/or new technology to mitigate noise levels.

c) Pilots

Except where, in the judgement of the Pilot in Command, flight safety would be compromised, all pilots using the Aerodrome must:

- Comply with all noise provisions contained in Civil Aviation Rules, the AIP (Aeronautical Information Publication) and this NMP.
- Operate in accordance with the "Fly Friendly" programme as contained in Appendix C of this NMP.
- Comply with the maximum noise, restricted flight hours and noise abatement procedures specific to Fixed Wing or Helicopter operations as specified in this NMP.

d) Persons wish to lodge a noise complaint

To enable thorough investigation complaints must be reported following the procedure in Part 4 of this NMP as close as possible to the time of occurrence and with as much detail on the aircraft concerned as possible.

3.3 Maximum Noise levels from any Aircraft

3.3.1 Fixed wing aircraft

Fixed wing aircraft operating at Glenorchy Aerodrome should be compliant with applicable International Civil Aviation Standard (ICAO) Annex 16 Chapter 6 or 10 (as applicable) noise levels, or equivalent United States or European Union standards.

Aircraft which do not have evidence of meeting any of the above noise certification standards may operate at the discretion of the Aerodrome Manager. However, if such aircraft are found to be creating undue disturbance based on noise complaints received, subjective assessment by the Aerodrome Manager or measured noise levels, will be prohibited.

3.3.2 Rotary wing aircraft

Rotary wing aircraft operating at Glenorchy Aerodrome should be compliant with applicable International Civil Aviation Standard (ICAO) Annex 16 Chapter 8 or 11 (as applicable) noise levels, or equivalent United States or European Union standards.

Rotary wing aircraft which do not have evidence of meeting any of the above noise certification standards may operate at the discretion of the Aerodrome Manager. However, if such aircraft are found to be creating undue disturbance based on noise complaints received, subjective assessment by the Aerodrome Manager or measured noise levels, will be prohibited.

3.4 Prohibited aircraft

All turbojet powered aircraft are prohibited.

Notwithstanding 3.3.1 and 3.3.2, at the discretion of the Aerodrome Manager, a specific aircraft found to be creating undue disturbance may be prohibited.

3.5 Restricted Flight Hours

Other than the exceptions listed below, aircraft operations, including engine testing and run ups, are prohibited between 0800 hours or morning civil twilight (whichever is later) and 2000 hours or evening civil twilight (whichever is earlier).

Exceptions are listed in section 3.8.

3.6 Restriction on aircraft movements

Total annual aircraft movements at the Aerodrome measured on a 12-month rolling basis shall not exceed that recorded in the CY2019 AIMMS aircraft movements data being 5391 movements.

3.7 Aircraft noise limits

Noise from aircraft operations must not exceed 55 dB Ldn outside the Outer Control Boundary (OCB). The OCB is as shown on the District Plan Maps, included as Appendix H to this NMP for reference purposes, and shall be based on the 2019 flight movement data. Compliance with the OCB shall be determined on the following basis:

- a) Aircraft movements shall be recorded monthly by the Aerodrome Manager using aircraft logging software (such as AIMMS).
- b) Within 1 month of the end of each calendar year, the total annual number of aircraft movements shall be provided by the Aerodrome Manager to QLDC.
- c) Where recorded aircraft movements are less than 4000 per annum, no further compliance assessment is required.
- d) When recorded aircraft movements exceed 4000 movements per annum, compliance with this condition shall be determined by noise contour calculations derived from records of actual aircraft operations at Glenorchy Aerodrome.

- e) When recorded aircraft movements exceed 5000 movements per annum measurement of noise levels shall be undertaken annually, in addition to the calculations undertaken for Clause (d) above, and the results shall be reported to QLDC. The measurements shall occur for a period not less than one month and the results calculated over the busiest three-month period of the year.

3.8 Exemptions

The restrictions specified in Sections 3.5, 3.6 and 3.7 above do not apply to:

- a) Aircraft taking off or landing in an emergency or for precautionary safety reasons;
- b) Emergency flights required to rescue persons from life threatening situations or to transport patients, human organs or medical personnel in medical emergencies;
- c) Aircraft using the aerodrome due to unforeseen circumstances as an essential alternative to landing at their planned destination;
- d) Flights required to meet the need of a national or civil defence emergency declared under the Civil Defence Act 1983;
- e) Flights certified by the Minister of Defence as necessary for reasons of National Security in accordance with Section 4 of the Act; and
- f) Aircraft undertaking firefighting and search and rescue duties.
- g) Aircraft conducting essential Department of Conservation operations provided these are agreed with the GACGC.

3.9 Restricted types of operations

The following types of operation are prohibited unless specifically agreed by QLDC:

- a) Fixed wing circuit training, including simulated engine failure after takeoff and forced landing practice, unless essential to qualify a pilot for operations at the aerodrome.
- b) Helicopter flight training including hover practice and sling load training.
- c) Intensive flying activity by non-resident operators, including fly-ins and aero-club rallies.
- d) Low level passes over the aerodrome, unless to inspect it as suitable for landing or as a result of a "go-around" procedure.
- e) Aerobatics over the aerodrome.
- f) Formation circuit rejoins.

Note:

- (i) Nothing in the above prohibitions is intended to prevent a pilot using the aerodrome for a forced or precautionary landing.
- (ii) It is intended that applications to conduct activities normally prohibited e.g. sling training for Rural Fire and the Department of Conservation will be assessed by QLDC based on the benefit to the local community and/or the history of past use of the aerodrome for these activities. QLDC will report on a quarterly basis to GACGC any such activities which have been approved, and will where practicable, advise the GACGC prior to such operations occurring.
- (iii) It is intended that beekeeping and agricultural operations associated with the aerodrome itself will be permitted activities, subject to Reserves Act 1977 approvals.

3.10 Noise sensitive areas

The noise sensitive areas of Glenorchy Township, Campbell Town, Blanket Bay and Wyuna Preserve are shown below.



3.11 Fixed wing noise abatement procedures

The following procedures must be adhered to unless the pilot in command considers it unsafe to do so:

- a) Circuit directions as depicted in the AIP must be adhered to.
- b) Avoid flying over the noise sensitive areas depicted in 3.10 and Appendix B where possible.
- c) Circling to the east of the aerodrome is only permitted as part of a standard overhead rejoin procedure.
- d) Departing aircraft must reduce to climb power as soon as safely practicable after take-off.
- e) Aircraft departing to the north or east should:
 - i. From runway 14 turn right and depart downwind remaining to the west of Glenorchy.
 - ii. From runway 32 turn left after takeoff after passing abeam Blanket Bay and before reaching Glenorchy township, and climb to the west of Glenorchy Township.
- f) Aircraft departing to the south or west should:
 - i. From runway 14 depart straight ahead or turn right and depart cross-wind.
 - ii. From runway 32 turn left after take-off after passing abeam Blanket Bay and before reaching Glenorchy Township, and depart downwind or cross-wind.
- g) Aircraft arriving from the north or east that are not joining overhead should:
 - i. For runway 14 keep joint straight in keeping east of Glenorchy Township.
 - ii. For runway 32 position to join downwind, avoiding overflight of Glenorchy Township.
- h) Aircraft arriving from the south or west that are not joining overhead should:
 - i. For runway 14 join down wind or right base, keeping south of Glenorchy Township.
 - ii. For runway 32 join straight in or left base.

3.12 Helicopter Noise Abatement Procedures

The following procedures must be adhered to unless the pilot in command considers it unsafe to do so:

- a) Helicopters should follow fixed wing circuit patterns as depicted in the AIP, with the exception that helicopters departing to land at Wyuna Preserve or Blanket Bay may fly direct.
- b) Unless landing there, avoid flying over Glenorchy Township, Blanket Bay and Wyuna Preserve.

3.13 Pilot qualification

Commercial operators using Glenorchy must ensure that the pilots used have current Aircare™ Code of Practice for Noise Abatement accreditation or operator's in-house equivalent.¹

This requirement is intended to:

- a) Ensure pilot culture and aircraft operational procedures are appropriate to the peaceful environment, the aerodrome neighbours and Glenorchy residents
- b) Promote a harmonious relationship by limiting the impact of flying activities on the community and neighbours living near the aerodrome.

In relation to helicopter operations, Aircare™ principles have been largely adopted from the Helicopter Association International's "Fly Neighborly" Guide, refer <https://www.rotor.org/Operations/FlyNeighborly.aspx>.

¹™ Aircare is a registered trademark of Aviation New Zealand. Details can be found at <http://www.aia.org.nz/AIRCARE.html>

PART 4

COMPLAINT PROCEDURES & NON-COMPLIANCE

Part 4 - Complaint Procedures & Non-Compliance

4.1 Introduction

Complaints regarding noise generated from Glenorchy Aerodrome or aerodrome activities shall be directed to the Aerodrome Manager.

The Glenorchy Aerodrome Manager does not accept responsibility for investigating any noise complaint related to the conduct of flight or the actions of any Pilot in Command or aircraft operator occurring outside a rectangular area of airspace measuring 9km north-south by 7km east-west centered on the runway.

This area broadly covers the Glenorchy Aerodrome circuit area and includes Glenorchy Township, Blanket Bay and Wyuna Preserve.

The Aerodrome Manager shall keep a log of all such complaints. The log shall specify the time, date, and nature of the complaint, together with investigations carried out and any remedial steps taken. The Aerodrome Manager may use the information recorded by the aerodrome's aircraft movement tracking system to investigate complaints. Other measurements may be initiated by the Aerodrome Manager or carried out by others. In all cases the GACGC is to be kept informed of measurements being carried out.

Nothing in this part of the plan shall limit the responsibilities of QLDC in carrying out its duties with respect to Section 327 of the Resource Management Act 1991.

All complaints or non-compliance reports concerning incidents other than those arising from operations at Glenorchy Aerodrome (as defined above) will either be forwarded to the Civil Aviation Authority of New Zealand or the Local Authority in whose area the incident occurred.

4.2 Making a complaint

Complaints may be lodged by telephone, email or via the Glenorchy Aerodrome website.

When receiving a complaint over the telephone the person taking the details will not offer any opinion concerning the complaint other than to assure the complainant that, once all the relevant information has been recorded, the matter will be referred to the Aerodrome Manager for investigative action. Details of each individual complaint are to be recorded on the appropriate form (Appendix F).

In a similar manner to receiving a telephone complaint the details contained in any written complaint or complaints received by email on the Aerodrome website are to be entered on to the appropriate form shown in Appendix F.

Complaints should be sent to:

Glenorchy Aerodrome Manager
C/- Queenstown Airport Corporation
PO Box 2641
Queenstown 9349
Ph 03 450 9031
Fax 03 442 3515

4.3 Complaint Handling Procedures (Aerodrome Manager)

All complaints received (including from outside the Glenorchy Aerodrome Circuit Area) are to be logged in the sequentially numbered Complaints Register shown in Appendix D once the details of the complaint have been recorded as specified below. The register will be used by the Aerodrome Manager as the statistical basis for trend analysis and reporting purposes. Unless otherwise agreed to by any complainant, personal details of complainants will remain confidential.

4.3.1 Investigation

Investigation of all complaints is to be conducted by the Aerodrome Manager (or person delegated by the Aerodrome Manager) as soon as practicable after the complaint is received and, where aircraft operations are concerned, preferably within the 24-hour period immediately following receipt of same. The latter is essential for ensuring the accuracy of information and 'pilot in command' recall of details of the incident in question.

Investigative actions and/or findings are to be recorded in the appropriate section of the Complaints Form. If in the opinion of the investigating officer the complaint is of such a nature as indicates non-compliance with the Civil Aviation Rules, then the complaint is to be referred under CA Rule Part 12 to the Investigation Branch of the CAA for further action. (See Paragraph 4.2 below).

4.3.2 Reporting

All complaints including investigation results are to be regularly reviewed by GACGC who will reserve the right (via the GACGC Chairperson) to require additional investigative action or measures be taken to ensure the issues concerned are satisfactorily resolved.

The Aerodrome Manager is required to analyse complaint levels, types and trends on a month-by-month basis to ascertain the need for more generic corrective actions or changes to aerodrome operations.

In implementing the findings of any investigation proving an identified and legitimate transgression, the Aerodrome Manager shall take the following course of action:

- 1st offence - Consult with the operator concerned to resolve and rectify the problem and advise the GACGC of any action taken.
- 2nd offence - Advise the operator in writing that unless the issue is immediately resolved continued use of the facility by either the pilot and/or the aircraft concerned may be subject to restrictions.
- 3rd offence - The Aerodrome Manager will take action to prevent the transgressor from further offence by either:
 - a. Imposing restrictions on the hours of operation of the offending aircraft; or,
 - b. Imposing operational restrictions on the way the aircraft operates to/from the aerodrome; or,
 - c. Requesting the Civil Aviation Authority to take legal action under the CA Rules; or,
 - d. Withdrawal of the right to operate the aircraft from the aerodrome; or,
 - e. Any combination of the above as may be deemed necessary to preserve the interests of the Aerodrome and the community.

4.3.3 Follow-up actions

Where considered necessary or requested by the complainant, the Aerodrome Manager will write to or otherwise communicate with the originator of a complaint to advise the outcome of a particular incident.

It is understood that complaints concerning breaches of the CAA Rules forwarded to the Civil Aviation Authority may only be reported back to the originator at the discretion of the CAA (Reference CAR Part 12.61 & 63). If such is the case it is suggested the originator contact the Civil Aviation Authority direct to obtain feedback.

4.4 Non-Compliances

4.4.1 Non-compliance with annual movement limits and annual day-night average sound level limits

On becoming aware of impending or actual non-compliances QLDC will take immediate steps to avert non-compliance and/or restore compliance, including (but not limited to):

- a) Taking any necessary steps to limit licenced operators and itinerant aircraft movements such that total annual movement limits are not exceeded.
- b) Investigating the cause of any day-night average sound level limit exceedance, such as flight track variations or a change in the mix of aircraft types using the Aerodrome, to determine whether additional controls are required.

4.4.2 Non-compliance with CAA Rules

In the process of investigating any complaint in which the investigating officer believes there has been a breach of the CAA Rules then the incident is to be reported in accordance with CAR Part 12 and form CA005 completed, actioned and filed with the Safety Investigation and Analysis Unit of the Civil Aviation Authority of New Zealand. A copy of this form is included in Appendix E

**Regulatory Investigations Unit
Civil Aviation Authority of New Zealand
PO Box 3555
Wellington 6140
Telephone (04) 560 9400**

APPENDICES

Part Five - Appendices

<u>Appendix</u>	<u>Description</u>
A	District Plan Designation Noise Rules
B	Glenorchy aerodrome circuit area
C	Fly Friendly Guidelines
D	Glenorchy Aerodrome Complaints Register and Complaints Action Form
E	CA005 Occurrence Report
F	Definitions
G	Document Amendment Request
H	2019 OCB and ANB locations
I	GACGC Terms of Reference

Appendix A – Glenorchy Aerodrome District Plan Designation Conditions

The Designation 239 conditions are included here for reference purposes. The conditions are embodied in Sections 1 to 4 of this NMP.

37.2 Schedule of Designations

No.	Map No.	Authority Responsible	Purpose	Site/ Legal Description and Conditions
239	9, 25a	Queenstown Lakes District Council	Local Purpose Reserve (Airport)	Glenorchy Aerodrome, Section 11 Survey Office Plan 443869. For conditions refer to C.82 below.

C Conditions for Specific Designations

C.82 Designation # 239 – Glenorchy Aerodrome – Local Purpose (Airport)

Interpretation

In this designation:

- (a) 'Aerodrome Manager' means Queenstown Airport Corporation or any other person from time to time appointed by the requiring authority to that role;
- (b) AIMMS refers to the proprietary analytics software called Advanced Interactive Multidimensional Modelling Systems.

Purposes and works

1. The purposes (objectives) of this designation are to:
 - (a) Enable and protect the use and operation of Glenorchy Aerodrome (as shown on Map 9) (the 'work') including:
 - (i) Aviation facilities including the runway and navigation and safety aids;
 - (ii) Aircraft movements (including take offs, landings and ground movements);
 - (iii) Ancillary aircraft maintenance that does not occur within dedicated facilities and aircraft parking; and
 - (b) Not increase aircraft movements above those levels recorded in the 2019 AIMMS flight movements data; and
 - (c) Manage the effects of the work according to the conditions of this designation.
2. For the avoidance of doubt, except as provided under Condition 1, this designation does not authorise skydiving.

Restrictions on Activities

3. Hours of operation for all aircraft operations (except those specified under the Exemptions in Condition 11 shall be between 0800 hours or morning civil twilight (whichever is later) and 2000 hours or evening civil twilight (whichever is earlier).
4. Noise from aircraft operations must not exceed 55 dB Ldn outside the Outer Control Boundary (OCB). The OCB is as shown on the District Plan Maps and shall be based on the 2019 flight movement data. Compliance with the OCB shall be determined on the following basis:

- (a) Aircraft movements shall be recorded monthly by the Aerodrome Manager using aircraft logging software (such as AIMMS).
- (b) Within 1 month of the end of each calendar year, the total annual number of aircraft movements shall be provided by the Aerodrome Manager to QLDC.
- (c) Where recorded aircraft movements are less than 4000 per annum, no further compliance assessment is required.
- (d) When recorded aircraft movements exceed 4000 movements per annum, compliance with this condition shall be determined by noise contour calculations derived from records of actual aircraft operations at Glenorchy Aerodrome.
- (e) When recorded aircraft movements exceed 5000 movements per annum measurement of noise levels shall be undertaken annually, in addition to the calculations undertaken for Clause (d) above, and the results shall be reported to QLDC. The measurements shall occur for a period not less than one month and the results calculated over the busiest three-month period of the year.

Advice note:

Ldn shall be as defined within NZS6805:1992 Aircraft Noise Management & Land Use Planning.

- 5. Within 6 months of the date of this designation being confirmed 14 October 2021 the requiring authority must engage a suitably qualified and experienced person to prepare a Noise Management Plan (NMP) and consult with all current members of the Glenorchy Airstrip Consultative Governance Committee ('GACGC') and submit the draft NMP to QLDC's Resource Consents Manager for approval to the Manager's reasonable satisfaction that it:
 - (a) achieves the objectives in Condition 6; and
 - (b) provides for all matters required to be provided for under Condition 7 and such other matters as that Manager considers should be provided for under that condition.
- 6. The objectives of the NMP are to:
 - (a) manage the operation of the Aerodrome consistent with the purpose of the designation, including by providing a basis for ongoing noise management and mitigation at the Aerodrome;
 - (b) demonstrate how aircraft operations will comply with the noise contour required by Condition 4
 - (c) demonstrate how aircraft operations will comply with any caps on aircraft movements as required by the NMP; and
 - (d) set out the procedures for monitoring and reporting of compliance with the conditions of this designation in relation to aircraft movements and the effects of noise from aircraft movements.
- 7. The NMP:
 - (a) must:
 - (i) specify the names of current members of the Glenorchy Airstrip Consultative Governance Committee (GACGC) which must include the Aerodrome Manager and 1 representative from each of the Glenorchy Community Association, Wyuna Preserve, Blanket Bay Lodge, and Resident Commercial Operators;
 - (ii) set out the roles of the GACGC which must include:
 - A. receiving monitoring and operational data, including on investigations of noise complaints and any non-compliance; and
 - B. providing a liaison role between the community and Airstrip Manager and users; and
 - C. agreeing to the imposition of any restrictions on aircraft movements and/or operations additional to any specified in the conditions of this designation.

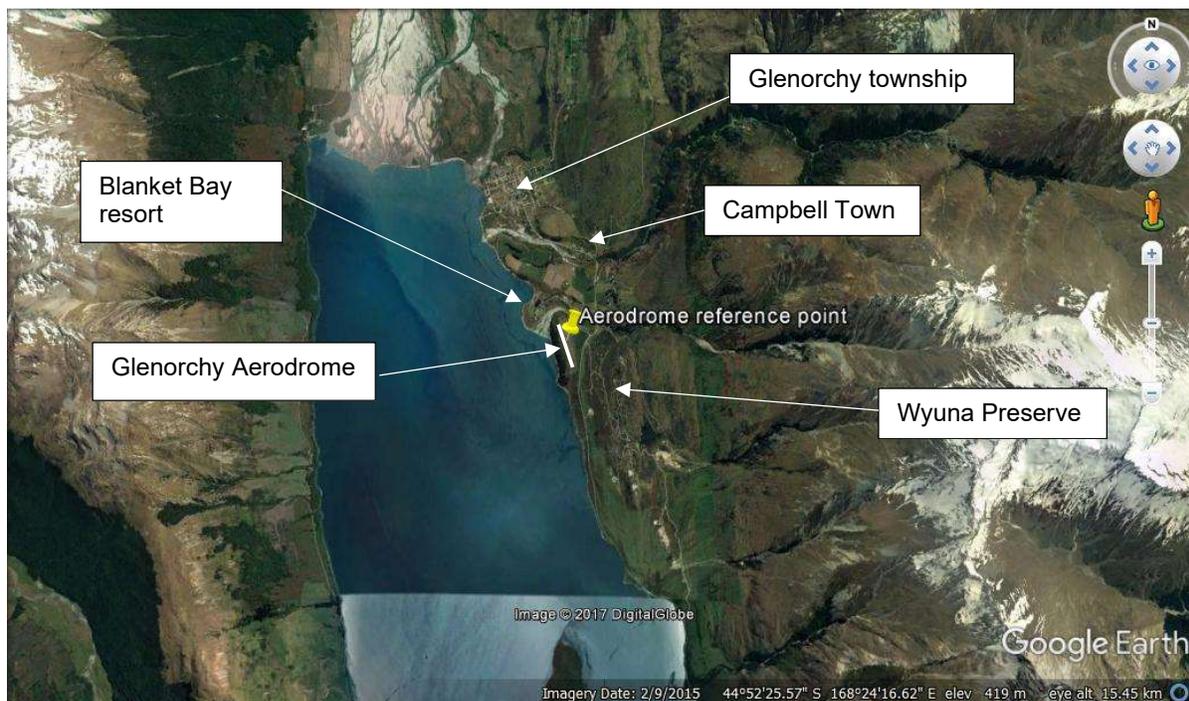
- (iii) provide for and direct the Aerodrome Manager concerning the investigation of noise complaints and non-compliance and reporting to GACGC;
 - (iv) provide for the monitoring of aircraft operations to ensure compliance with conditions of the designation (and any additional restrictions imposed through the NMP under clause (b));
 - (v) specify a procedure to assess noise levels in accordance with condition 3 of this designation and to ensure compliance with that condition;
 - (vi) include, for information purposes, a copy of the district plan map showing the ANB and OCB noise contours;
 - (vii) specify the best practicable options and operational controls to manage the exposure of the community to noise from aircraft operations, including fixed wing aircraft and helicopter noise abatement procedures including specified take-off and landing routes and restrictions on the extent of “touch and go” circuit training activities (i.e. limiting these to certification procedures);
 - (viii) specify the procedure for reporting the outcome of monitoring data, complaints and assessed noised levels to the GACGC on at least a quarterly basis; and
 - (ix) specify a procedure for review of the NMP;
- (b) subject to the conditions of this designation, may:
- (i) impose additional or more stringent restrictions on aircraft movements including, without limitation, caps on maximum numbers of aircraft movements and/or aircraft operational hours (whether for particular types of aircraft or purposes or generally);
 - (ii) allow for curfew exemption for flights servicing the Department of Conservation provided these are agreed with the GACGC.
8. The requiring authority must use its best endeavours to have an approved NMP in place within 9 months of the date of this designation being confirmed 14 October 2021.
9. The requiring authority must ensure that all aircraft operators comply with the approved NMP with any breach by an operator being a breach of this designation.
10. The requiring authority must ensure effective arrangements are in place and maintained for the investigation of noise complaints and non-compliance and reporting of these to GACGC and QLDC.

Exemptions

11. Conditions 3 to 10 inclusive do not apply to:
- (a) aircraft landing or taking off in an emergency or for precautionary safety reasons;
 - (b) emergency flights required to rescue persons from life threatening situations or to transport patients, human organs or medical personnel in medical emergency;
 - (c) aircraft using the aerodrome due to unforeseen circumstances as an essential alternative to landing at their planned destination;
 - (d) flights required to meet the needs of a national or civil defence emergency declared under the Civil Defence Act 1983;
 - (e) flights certified by the Minister of Defence as necessary for reasons of National Security in accordance with Section 4 of the Act; and
 - (f) aircraft undertaking firefighting and search and rescue duties.

Appendix B – Glenorchy Aerodrome Noise Sensitive Areas

Glenorchy Aerodrome is located at 42°52'18" S 168°23'51" E



Appendix C- Fly Friendly Guidelines

- The Fly Friendly Programme is an integral part of aircraft operations at Glenorchy Aerodrome. The aim is to promote a harmonious relationship between aviation activities and the environment by containing the impact of aviation on our community and neighbours.
- Fly Friendly will become a part of each operator's standard operating procedure at Glenorchy helping to ensure sustainable aviation services and aviation leisure activities at the Reserve.
- All commercial operators using Glenorchy are to ensure their pilots have current Aircare™ Sound Abatement – Helicopter or Sound Abatement Fixed wing (as appropriate) accreditation and in addition are briefed on Fly Friendly and follow the prescribed noise abatement procedures to the greatest extent possible, consistent with flight safety.²

***Quiet Flying is Good
Business***

²™ Aircare is a registered trademark of Aviation New Zealand. Details can be found at <http://www.aia.org.nz/AIRCARE.html>

GLENORCHY AERODROME COMPLAINT ACTION FORM

(To be completed by the recipient of any complaint either by telephone, facsimile or verbal with as much detail as is available)

<p>Complainant Name:.....Company</p> <p>Address</p> <p>.....</p> <p>Phones: Hm:..... Bus:..... Mob:.....</p> <p>Date:...../...../..... Time:.....(Local Time)</p>
<p>Nature of Complaint</p> <p>Date of Occurrence/...../..... Time:.....(Local or UTC)</p> <p>Where</p> <p>Details:</p> <p>.....</p> <p>.....</p> <p>.....</p> <p>.....</p> <p>.....</p> <p>.....</p>
<p>Follow up Action Taken</p> <p>.....</p> <p>.....</p> <p>Recommendations:</p> <p>.....</p> <p>.....</p> <p>.....</p> <p>.....</p>
<p>Close Out Actions</p> <p>Aerodrome Manager <i>Signature</i>.....</p> <p>QLDC:.....<i>Signature</i>..... Date:...../...../.....</p>

Appendix E Form CAA005

May also be submitted on-line at <https://occurrences.caa.govt.nz/ProdUI/>

Operational Details

Flight No./Call sign Altitude AGL ASL FL Runway used

Departure point Intended Destination point Nearest reporting point (NRP)

Distance and bearing from NRP NM Deg True VFR IFR VMC IMC

Scheduled OR Non-Scheduled Domestic OR International ETOPS

Nature of flight

<input type="checkbox"/> Passenger A to A	<input type="checkbox"/> Passenger A to B	<input type="checkbox"/> Freight only
<input type="checkbox"/> Agricultural	<input type="checkbox"/> Business/executive	<input type="checkbox"/> Other Hire/reward
<input type="checkbox"/> Air Ambulance	<input type="checkbox"/> Test or ferry/position	<input type="checkbox"/> Training Dual
<input type="checkbox"/> Training Solo	<input type="checkbox"/> Parachuting	<input type="checkbox"/> Other Private
<input type="checkbox"/> Other (specify) <input type="text"/>		

Flight phase

<input type="checkbox"/> parked	<input type="checkbox"/> taxiing	<input type="checkbox"/> takeoff
<input type="checkbox"/> climb	<input type="checkbox"/> hover	<input type="checkbox"/> cruise
<input type="checkbox"/> circuit	<input type="checkbox"/> aerobatics	<input type="checkbox"/> holding
<input type="checkbox"/> descent	<input type="checkbox"/> approach	<input type="checkbox"/> landing
<input type="checkbox"/> agricultural		

Effect on flight

<input type="checkbox"/> Nil	<input type="checkbox"/> Flight delayed/cancelled	<input type="checkbox"/> Aborted takeoff
<input type="checkbox"/> Failure to get airborne	<input type="checkbox"/> Emergency/precautionary descent	<input type="checkbox"/> Emergency/precautionary landing
<input type="checkbox"/> Go-around/missed approach	<input type="checkbox"/> Abnormal approach	<input type="checkbox"/> Diversion
<input type="checkbox"/> Turnback	<input type="checkbox"/> Engine(s) shutdown	<input type="checkbox"/> Significant loss of control/performance
<input type="checkbox"/> Avoiding action	<input type="checkbox"/> Overweight landing	<input type="checkbox"/> Abnormal landing
<input type="checkbox"/> Runway excursion	<input type="checkbox"/> Other (specify) <input type="text"/>	

If weather is a significant factor include in description of occurrence

Pilot in command's name Licence No.

Pilot flight hours in last 90 days Flight hours on type Total flight hours

Last checked IFR BFR 6 month flight competency By - name

Date checked Check pilot's ID

Type of Occurrence (refer AC12-1)

Accident/incident

<input type="checkbox"/> Collision/strike object	<input type="checkbox"/> Component/system failure malfunction	<input type="checkbox"/> Loss of control
<input type="checkbox"/> Engine power loss	<input type="checkbox"/> Damage to aircraft	<input type="checkbox"/> Airframe failure
<input type="checkbox"/> Fire/explosion/fumes	<input type="checkbox"/> Fuel/fluids occurrence	<input type="checkbox"/> Flight crew illness/incapacitation
<input type="checkbox"/> Injuries to persons	<input type="checkbox"/> Failure of emergency equip/procedures	<input type="checkbox"/> Evacuation
<input type="checkbox"/> Pax/cargo related occurrence	<input type="checkbox"/> Valid warning/alert system	<input type="checkbox"/> Invalid warning/alert system
<input type="checkbox"/> Emergency declaration	<input type="checkbox"/> Other (specify) <input type="text"/>	

Airspace incident

Airspace ID - e.g AA / TMA/C

<input type="checkbox"/> Near collision	<input type="checkbox"/> Loss of separation	<input type="checkbox"/> Unauthorised altitude penetration
<input type="checkbox"/> Unauthorised airspace incursion	<input type="checkbox"/> Breach of other clearance	<input type="checkbox"/> Pilot flight planning deficiency
<input type="checkbox"/> Clearance/instruction deficiency	<input type="checkbox"/> Flight information deficiency	<input type="checkbox"/> Other (specify) <input type="text"/>

TCAS alert RA TA Intruder relative alt in feet Relative position o'clock

Navigation Installation Malfunction

Facility ID <input type="text"/>	Name <input type="text"/>	Facility Type <input type="text"/>
<input type="checkbox"/> Failure/non availability	<input type="checkbox"/> Coverage/intensity deficiency	<input type="checkbox"/> Alignment/course deficiency
<input type="checkbox"/> Excessive bends/roughness	<input type="checkbox"/> False overhead/distance indication	<input type="checkbox"/> Identification deficiency
<input type="checkbox"/> Readability deficiency	<input type="checkbox"/> Interference	<input type="checkbox"/> Other (specify) <input type="text"/>

Aerodrome Occurrence

<input type="checkbox"/> Physical surface deficiency	<input type="checkbox"/> Surface marking deficiency	<input type="checkbox"/> Wildlife incursion
<input type="checkbox"/> Physical obstruction	<input type="checkbox"/> Equipment/installation deficiency	<input type="checkbox"/> Apron management deficiency
<input type="checkbox"/> Public protection deficiency	<input type="checkbox"/> Other (specify) <input type="text"/>	
<input type="checkbox"/> Injuries to persons		

Dangerous Goods Spillage/leakage Fumes/gas/smoke/fire Mis/non-declaration
 Other (specify) _____

Bird Hazard Strike Near Strike Species _____ Small Medium Large
Number seen 1 2-10 11-100 100+
Number hit 1 2-10 11-100 100+

Aircraft Defect/Engineering Details

Major component/system affected _____

ATA Code _____ Part Defective _____

Manufacturer _____ Model _____

Part number _____ Serial number _____

TTIS _____ Hours _____ Cycles _____ TSO _____ Hours _____ Cycles _____ TSI _____ Hours _____ Cycles _____

Detection phase Unscheduled OR Scheduled maintenance Manufacturer advised Yes No

Compliance with AD SB Specify reference _____

Maintenance organisation _____ Client ID _____ Telephone _____

Aircraft damage level Destroyed Substantial Minor Other (specify) _____

Aircraft disposal Write-off Repair Unknown Other (specify) _____

Engineering Description of Incident

Occurrence Reports



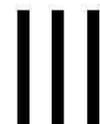
The Civil Aviation Authority maintains a computer database which records all aviation-related occurrences.

The objective of reporting occurrences is to provide information for the CAA to improve flight safety.

This is achieved by analysis of safety-related trends so that preventative actions may be taken.

Your cooperation in notifying, reporting and investigating safety-related occurrences is requested so that together we can achieve a safer aviation environment.

FREEPOST NO. 146123



Safety Analysis
Civil Aviation Authority
PO Box 3555
Wellington 6140

Appendix F – Definitions

These definitions are additional to those included in Section 1.2 of this NMP.

Aerodrome Manager means the operator of Glenorchy Aerodrome as stated in the AIP.

Aerobatic Flight (CAR Part 1) -

- (1) An intentional manoeuvre in which the aircraft is in sustained inverted flight or is rolled from upright to inverted or from inverted to upright position; or,
- (2) Manoeuvres such as rolls, loops, spins, upward vertical flight culminating in a stall turn, hammerhead or whip stall, or a combination of such manoeuvres

Aerodrome means Glenorchy Aerodrome and has the same meaning as **Aerodrome** as defined below.

AIP means the “**Aeronautical Information Publication**” published by the Civil Aviation Authority of New Zealand.

AGL means above ground level (Note: for the purposes of this document, AGL refers to height above airfield elevation which in the case of Glenorchy Aerodrome is 1255 feet AMSL)

Aircraft in terms of the Civil Aviation Act 1990, means any machine that can derive support in the atmosphere from the reactions of the air otherwise than by the reactions of the air against the surface of the earth.

Aircraft Engine Testing Noise means noise from aircraft engine(s) undergoing testing for the purposes of engine maintenance and does not include normal operational aircraft engine run-ups. (i.e.: aircraft warming up prior to take-off) or any noise generated by the taxiing or towing of aircraft to or from the designated engine testing location.

Aircraft Movement means one aircraft take-off, landing, touch-and-go, or missed approach. A "Touch-and-go" shall be deemed to be two aircraft movements

Aerodrome means Glenorchy Aerodrome defined by land contained within the Glenorchy Aerodrome Reserve boundary.

AMSL means above mean sea level.

Air Traffic Control (ATC) means the organisation(s) providing air traffic services at Queenstown and Milford Sound aerodromes and the surrounding airspace.

Aviation Event in this document means an event to be conducted below the minimum safe heights prescribed under CAR Part 91.703 that is -

- (1) An air race or practice for an air race; or,
- (2) An aerobatic competition; or,
- (3) Aerobatic training or practice.

CAA means the Civil Aviation Authority of New Zealand.

CAR means Civil Aviation Rule

Circuit Training means the use of the fixed wing circuit or the helicopter circuit for training purposes

Council means Queenstown Lakes District Council

dBA is a measurement of sound pressure level which has its frequency characteristics modified by a filter so as to more closely approximate the frequency bias of the human ear.

Director means the Director of the Civil Aviation Authority of New Zealand.

Turbojet means a gas turbine engine that uses the residual gas flow energy directly as propulsion.

Extended Centreline means the centreline of runway 14/32 extended in the direction of take-off or back along the final approach track.

Fixed Wing Circuit means that pattern, located on the west side of the Aerodrome flown by fixed wing aircraft for the purpose of sequencing themselves to or from runway 14/32.

Fly Friendly refers to the specific voluntary programme of good flying practices promoted by QLDC and the Aerodrome Manager with the aim of improving in-flight pilot behaviour and promoting harmony between aerodrome users and surrounding land.

GA means General Aviation

General Aviation is defined by the CAA as all aviation activity at civil aerodromes other than regular passenger flights scheduled by international and domestic airlines.

Glenorchy Aerodrome Circuit Area is the area surrounding the Aerodrome as depicted in Appendix B of this document.

Glenorchy Aerodrome Consultative Governance Committee (GACGC) is a committee formed by QLDC to provide feedback and advice to QLDC and the Aerodrome Manager on issues relating to aerodrome governance, but with a focus on aircraft noise.

Low Level Pass means any aircraft flight below 600 feet AMSL not being an aircraft movement or flight activity authorised by the Glenorchy Aerodrome Noise Management Plan.

NZDT means NZ daylight time: that time during which daylight saving is in effect.

NZLT means NZ local time: time referenced regardless of whether daylight saving is in effect.

NZST means NZ standard time: the time reference used when daylight saving is not in effect.

QNH is an altimeter sub-scale setting to obtain elevation when on the ground. That is to say height above mean sea level.

Queenstown Milford Users Group (QMUG) is a group representing commercial aircraft operators providing general aviation tourist services Southern Lakes area.

Resident operator is an aircraft operator who has been granted a licence by QLDC to base one or more aircraft at Glenorchy Aerodrome.

Scheduled Flight means freight or passenger flights that are established on a permanent timetable basis.

TLOF means Helicopter Touch Down and Lift Off area

UTC means the Coordinated Universal Time or reference to the old GMT (Greenwich Mean Time).

Appendix G - Document Amendment Request

TO: The Aerodrome Manager Glenorchy Aerodrome [Address]	FROM: _____ _____ _____
---	-------------------------------

I/We wish to request an amendment to the following Section(s) of the Noise Management Plan as listed below:

1.	
2.	
3.	
4.	
5.	
6.	

Reasons for the request are as follows:

1.	
2.	
3.	
4.	
5.	
6.	

Suggested wording (*Use separate sheet(s) as required:*

1.	
2.	
3.	
4.	
5.	

Appendix H – District Plan OCB and ANB location



Appendix I – GACGC terms of Reference



Queenstown Lakes District Council

Glenorchy Airstrip Consultative Governance Committee

Glenorchy Airstrip Consultative Governance Committee ('the Committee') is a consultative group, final decisions in relation to the aerodrome rests with Queenstown Lakes District Council (QLDC) and (as far as delegated by QLDC) to the Aerodrome Manager. The Committee's guiding documents are the Glenorchy Airstrip Reserve Management Plan 2016, the Glenorchy Airstrip Noise Management Plan (to be approved) and the Terms of Reference below.

Terms of Reference

MEMBERSHIP

Chairperson

Tom Butler (One year term, but can be re-elected)

Deputy-Chairperson

Niki Gladding

Members

Councillor Niki Gladding for Queenstown Lakes District Council (Wakatipu Ward Councillor)

Christina Lister for Glenorchy Community Association

Nick Nicholson for Tier 1 Authorised Users of Airstrip (Operators)

James Stokes for Tier 2 Authorised Users of Airstrip and elected member from QMUG (Operators)

Peter Campbell for Wyuna Preserve Residents Association

Tom Butler for Blanket Bay

Jamie Waaka, Safety Standards and Compliance Officer, for Queenstown Airport Corporation

As required by the designation conditions (Designation #239), the Committee must include the Aerodrome Manager, and one representative of each:

- Glenorchy Community Association
- Wyuna Preserve
- Blanket Bay Lodge
- Resident Commercial Operators.

The Reserve Management Plan 2016 (RMP), which established the Committee, requires that the Committee will be comprised of:

- The QLDC Councillor designated to the Glenorchy Community

- Representation from the Glenorchy Community Association
- Representation from authorised users of the airstrip.

The Chairperson must be one of the above representatives as required by the designation conditions or the RMP. Additional members may be elected to the Committee if the Committee considers it appropriate.

Quorum

The quorum for every meeting shall be 4 members.

Frequency of Meetings

Quarterly

Parent Body

The Committee reports to the Queenstown Lakes District Council.

Objective of the Committee

The objective of the Committee is to advise the QLDC on management and maintenance matters and potential future development of the Glenorchy Airstrip Reserve in accordance with the operative Glenorchy Airstrip Reserve Management Plan and the conditions for the designation for the Glenorchy Aerodrome provided in the Queenstown Lakes Proposed District Plan, in a timely and efficient manner. The Committee will strive to achieve a consensus in all matters that it considers.

In fulfilling their role on the Committee, members shall approach all matters with an open mind and treat each other with courtesy and respect at all times.

TERMS OF REFERENCE

Activity Areas

1. To ensure Glenorchy Aerodrome is managed in accordance with the operative Glenorchy Airstrip Reserve Management Plan, and the conditions for the designation for the Glenorchy Aerodrome (Designation #239) provided in the Queenstown Lakes Proposed District Plan.

Responsibilities and key projects

2. To consider and provide feedback on the Glenorchy Aerodrome Noise Management Plan 2022 and whether it achieves its objectives.
3. To provide general feedback on the operations, development and maintenance of the airstrip.
4. To identify and resolve issues in a timely and efficient manner.

5. To receive monitoring and operational data relating to the Aerodrome, including on investigations of noise complaints and any non-compliance.
6. To provide a liaison role between the community and Aerodrome Manager and its users. Members of the community / aerodrome users will be able to approach their Committee representative with any concerns or matters to be raised, which the representative will be able to raise at a subsequent meeting to be discussed and action agreed on by the Committee.
7. To consider any additional or more stringent restrictions on aircraft movements provided in the NMP, including any extensions to curfews as anticipated by the designation conditions.
8. To discuss and provide feedback on any other matters relating to the airstrip and reserve management.
9. To annually review these terms of reference including nominees and advocate any changes to QLDC.

Procedure

The Chairperson will report back to the Council with recommendations of the Committee annually.

QLDC shall provide a senior council officer as secretariat to the Committee to call meetings, publish agendas and circulate minutes.

Agendas will be circulated before the 1st of the month (minimum 5 working days) or 10 working days prior to the next meeting.

Minutes shall be circulated to The Mayor and Chief Executive of QLDC and all interested parties no later than 10 working days following each meeting.

Minutes and documents issued (or uploaded to website) before the 1st of the month or within 10 working days.

QLDC's appointed Airstrip Manager will provide a quarterly report to the Committee for discussion at meetings.

In the event of an issue not being covered by these rules, and for resolution of unsettled issues, the publication Guide for Meetings and Organisations (8th Edition) by N.E. Renton will be used.

Adopted by the Glenorchy Airstrip Consultative Governance Committee on 07 March 2022.