

MILFORD COMMUNITY TRUST

4 NOVEMBER 2011

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Minutes of a meeting of the Milford Community Trust held in the Milford Development Authority, Boardroom, Milford, on Friday 4 November 2011, commencing at 2.00pm.

PRESENT: Trustees M Schuck (Chairman), A Welsh, P Phelan, B Burnell, N Shanks and Councillor Ridley.

IN ATTENDANCE Mr G Jones (Area Engineer)
Mr C Dolan (Trust Manager)
Mrs J Labruyere (Area Officer, Te Anau)
Mrs J Haanen (DOC)

1.0 APOLOGIES:

Moved Trustee Phelan, seconded Trustee Welsh and RESOLVED THAT THE APOLOGY FOR NON ATTENDANCE LODGED BY TRUSTEE HUIA, BE SUSTAINED.

2.0 MINUTES:

r/11/10/17108

Minutes of the previous meeting of the Milford Community Trust held 19 August 2011, were tabled.

Moved Cr Ridley, seconded Trustee Welsh and RESOLVED THAT THE MINUTES OF THE PREVIOUS MEETING OF THE MILFORD COMMUNITY TRUST HELD ON 19 AUGUST 2011, BE RECEIVED AND CONFIRMED AS A TRUE AND CORRECT RECORD OF THE PROCEEDINGS.

3.0 ACTION SHEET:

Moved Trustee Welsh, seconded Trustee Phelan and RESOLVED THAT THE ACTION POINTS BE RECEIVED.

Action Points arising from previous meetings were tabled.

Issues arising included:-

Gymnasium Equipment:

It was reported to the meeting that the donation of gymnasium equipment has been valued at \$20000 and are now recognised as a fixed asset.

Deepwater Basin and Gravel Pit Working Party:

It was agreed the Working Party is to comprise Trustees Schuck, Huia and Welsh, J Haanen (DOC) and concessionaire Kayak operator (Rosco Gaudin), and the Area Engineer (when required).

3.0 ACTION SHEET CONT'D:**Deepwater Basin and Gravel Pit Working Party Cont'd:**

Working Party to meet as soon as possible to update Concept Plan for the area.

Availability of Funding and Loan Options:

- (i) It was reported that DOC has made contact with concessionaires who have unpaid fees.
- (ii) Has been decided not to apply to Otago Community Trust for funding until work associated with detailed building plan along with specifications for services and required fittings, has been completed.

4.0 FINANCIAL REPORT:

The Financial Report prepared by Mr C Dolan (Trust Manager) for the period ended 31 October 2011, was tabled.

Moved Cr Ridley, seconded Trustee Welsh
and RESOLVED THAT THE FINANCIAL REPORT FOR THE PERIOD ENDED 31
OCTOBER 2011, BE RECEIVED.

5.0 MILFORD COMMUNITY ASSOCIATION REPORT:

Due to the absence of Trustee Huia there was no Milford Community Association report.

6.0 DEPARTMENT OF CONSERVATION:

Department of Conservation representative, Mrs Jessie Haanen reported on DOC activities.

These included;

- Flood protection work at village
- Seeking funds for landscaping work
- Discussions with Fiordland Lobster re Industrial area and possible provision of public toilets.

7.0 ANNUAL REPORT FOR YEAR ENDED 30 JUNE 2011:

Report by Ms S McDermott (Accountant), on the Trust's Annual Report for the year ended 30 June 2011, was tabled.

It was reported to the Trust that;

- (a) The audit of the Annual Report was complete prior to the 30 September deadline, with the accounts being authorised on behalf by the Chairperson and Councillor.

7.0 ANNUAL REPORT FOR YEAR ENDED 30 JUNE 2011 CONT'D:

- (b) The Trust ended with a surplus of \$25,665 compared with a budgeted deficit of \$43,629. The reason for the surplus of \$69,294 is due to:
- Three projects not yet started (Project development \$20,000, Roading maintenance \$13,000 and ERT Plant & Equipment Purchases of \$5,000).
 - Reduced amount of Trustee's fees paid (\$13,000) due to a reduction in the number of meetings held.
 - A donation of gymnasium equipment received \$20,000; under the accounting regulations donated goods needs to be recognised as a fixed asset and income for the market value of the goods.
- (c) The Trust Statement of Financial Position shows a healthy bank balance and an amount still owed to the Trust by Concessionaire's of \$38,656. Since balance date everyone has paid except Ministry of Transport leaving a balance of \$21,188 owing.

Moved Trustee Phelan, seconded Trustee Welsh
and RESOLVED THAT

- (a) THAT THE MILFORD COMMUNITY TRUST ANNUAL REPORT FOR THE YEAR ENDED 30 JUNE 2011 BE RECEIVED.
- (b) THAT THE MILFORD COMMUNITY TRUST ADOPT THE ANNUAL REPORT FOR THE YEAR ENDED 30 JUNE 2011.
- (c) THAT THE AUDITED ANNUAL REPORT BE DELIVERED TO THE SHAREHOLDERS AND MADE AVAILABLE TO THE PUBLIC BY 30 SEPTEMBER 2011.
- (d) THAT THE MILFORD COMMUNITY TRUST RATIFIES THE SIGNING OF THE REPRESENTATION LETTER FOR THE AUDIT OF THE TRUST FOR THE YEAR ENDED 30 JUNE 2011

8.0 RECOMMENDATIONS FROM MILFORD COMMUNITY TRUST ANNUAL REPORT AUDIT FOR THE YEAR ENDED 30 JUNE 2011:

Report by C Dolan, Trust Manager, and Ms S McDermott, Accountant, from Audit New Zealand on the audit of the Trust's Annual Report to 30 June 2011, was tabled.

It was reported that overall, the draft report confirms the unmodified audit opinion previously given along with outlining the findings and recommendations of the audit for the Trustees consideration.

Trustees noted the comments from the Audit Office that;

- (a) A recommendation has been made to staff to review the processes around the Statement of Service Performance reporting to ensure a process is in place to monitor the performance during the year and that the information reflects the Statement of Intent targets along with ensuring the actual reported achievements are supported.

8.0 RECOMMENDATIONS FROM MILFORD COMMUNITY TRUST ANNUAL REPORT AUDIT FOR THE YEAR ENDED 30 JUNE 2011 CONT'D:

(b) Council staff have considered the comments, and will work to improve the processes and responsibilities for various aspects of service performance indicator.

Moved Trustee Welsh, seconded Trustee Phelan and RESOLVED THAT THE REPORT ON RECOMMENDATIONS FROM MILFORD COMMUNITY TRUST ANNUAL REPORT AUDIT FOR THE YEAR ENDED 30 JUNE 2011 BE RECEIVED.

9.0 MILFORD AIRPORT:

Report by G Jones, Area Engineer, summarising the Trust's discussions on the airport and outlining actions to be put in place, was tabled.

Mr Jones reported that the immediate issues for which the Trust has been advocating are:

- Establishment of an improved bus passenger drop off/pick up area with covered area and toilets commensurate with the airport's status as a front door to an iconic National Park and World Heritage Area.
- Adequate parking for vehicles.
- Safe access to and from the highway.

Furthermore it was reported that subsequent to the meeting a long outstanding issue related to helicopters operating with slung loads outside of the airport precinct has come to the fore again. There is a need to establish a safe working area for such operations.

Mr Jones added that during discussions at the Trust's last meeting, it became apparent that the underlying issue is that no one organisation is responsible for land side operations associated with the airport. While air side operations are managed by MOT and Airways Corporation, nobody has responsibility for airport parking or the bus drop off area. By default the Department of Conservation (DOC) is the governing authority for this area and NZTA, its agents Opus International and MDA also have interests if not responsibilities in and for this area.

Mr Jones believed that a successful airport needs both air side and land side coordination under one coordinating umbrella. There is therefore a case to be made for the establishment of an Airport Authority or Airport Company to undertake this overall management.

It was explained to the Trustees that at present various organisations have control over the airport:

- MOT manages maintenance of the air field.
- MOT manages the six helipads which are outside the designated airport area.
- Airways NZ manages the control tower site and air operations.
- Milford Helicopters has a lease over its hangar and landing pad area.
- The car and bus park area is not managed by anyone but is part of the DOC estate.

9.0 **MILFORD AIRPORT CONT'D:**

Mr Jones pointed out that Coordination between air side and land side operations is through DOC but more direct management could be achieved through the establishment of an Airport Authority or Airport Company, particularly when it comes to addressing the issues noted above.

He added a governance solution could be as simple as extending QMUG if appropriate to include DOC and MCT representatives.

Mr Jones informed that MDA operates a shuttle bus between the airport and the Freshwater Basin passenger terminal. There is sufficient room for the bus to turn and manoeuvre provided there are no other vehicles parked. The presence of inconsiderately parked vehicles or tour buses results in highly dangerous manoeuvring taking place on the highway by tour buses. The risks associated with this practice have been highlighted to NZTA who has undertaken to prepare a draft traffic plan.

Milford Helicopters, Airways NZ and DOC field staff are typical users of vehicle parks but planning needs to allow for at least five vehicle parking spaces.

The underlying land is not covered by any assigned DOC lease so responsibility for management and maintenance of this area rests with DOC. Allowing dangerous bus manoeuvring to continue constitutes a high risk.

Mr Jones suggested that the main options for improving the land side area are:

- (a) *Restrict bus access to MDA only*
- (b) *Expand the vehicle area into the airport*
- (c) *Park buses on the side of the highway*
- (d) *Develop new dedicated bus park*

In regards to shelter and toilets Mr Jones commented that although a passenger shelter and toilets make good sense, QMUG is not enthusiastic if this means any increase in airport charges. Landing fees at Milford are already higher than elsewhere. Lloyd Matheson (QMUG) undertook to consult with user group members on funding implications.

As a preliminary, the scope of works is suggested to consist of a 5 m x 3.5 m shelter with basic bench seating for 25 persons and single fully accessible toilet compartment 2 m x 2 m separated by access lobby from the shelter at a budget estimate of \$80,000.

Mr Jones referred to the Non-Passenger Helicopter Operations and suggested possible alternate sites are:

- (a) Immediately adjacent to the helicopter passenger pads - but note that new vehicles access will have to be constructed to service this area.
- (b) Adjacent to the MDA sewerage treatment area - but note that this is physically separated from the airport.

Mr Jones drew attention to Emergency Response and stated that the proposed location of the new Milford Emergency Response Team (MERT) garage is at the far end of Sinbad Drive, immediately adjacent to the airport but physically separated from it. In the event of an aircraft landing or takeoff accident the MERT vehicle would have to drive five minutes around the road to get on to the airport site but construction of a direct linking track protected by a security gate would reduce this and improve response times.

9.0 MILFORD AIRPORT CONT'D:

In summarising the Trustees were informed that the issues discussed above all relate to ground operations around the airport. To improve coordination of ground and air operations and progress resolution of these issues it would be advantageous for an airport governance authority to be formed. With agreement of all interested parties, this does not have to be a cumbersome and expensive overhead but can be established with the prime objective of improving management for the benefit of users.

At this point the Chairman invited Mr Richard Hutton (Tourism Milford Ltd) to address the meeting and outline his organisation's suggestions.

Mr Hutton commented that he believed it imperative his organisation is "removed" or "out of the way", in other words on the far side of the airport and away from flight paths.

He added that it maybe beneficial for an area be set aside for non-commercial operations.

The Chairman commented that it is imperative that consultation take place with users and that there is community involvement.

Moved Trustee Welsh, seconded Cr Ridley
and RESOLVED THAT THE TRUST:

- (a) REQUESTS THE DEPARTMENT OF CONSERVATION TO TAKE ACTION TO IMPROVE SAFETY AT THE HIGHWAY ENTRANCE TO THE AIRPORT ON RECEIPT OF TRAFFIC SAFETY RECOMMENDATIONS FROM NZ TRANSPORT AGENCY.
- (b) CONVENES A MEETING OF INTERESTED PARTIES TO EXPLORE OPTIONS FOR IMPROVEMENT OF OVERALL AIRPORT GOVERNANCE.
- (c) SUPPORTS THE DEVELOPMENT OF AN ENHANCED BUS PUT DOWN/ PICK UP LOOP OFF THE HIGHWAY AND ESTABLISHMENT OF A SHELTER AND TOILET FOR AIRPORT PASSENGERS.
- (d) ADVOCATES FOR THE ESTABLISHMENT OF A SUITABLE NON-PASSENGER HELICOPTER OPERATION AREA.
- (e) ADVOCATES FOR THE ESTABLISHMENT OF A MORE DIRECT VEHICLE LINKAGE BETWEEN THE AIRPORT AND THE PROPOSED EMERGENCY RESPONSE GARAGE IF IT PROCEEDS WITHIN THE CLEDDAU VILLAGE.

In regard to (d) above it was agreed that the Trust facilitate consultation with users and the community relative to the establishment of a suitable non-passengers helicopter operational area.

10.0 SOUTHERN RURAL FIRE AUTHORITY:

Report by Mr M Grant, Chief Executive-Southern Rural Fire Authority, updating Trustees on progress with regard to the purchase of a dedicated 4WD fire appliance and construction of a dedicated fire station for the Milford Emergency Response Team (MERT), was tabled.

Mr Grant informed the Trustees that;

10.0 SOUTHERN RURAL FIRE AUTHORITY CONT'D:**(i) Fire Appliance**

Contracts have been signed with three companies for the various component builds for the fire appliance. The National Rural Fire Authority (NRFA), who is coordinating the project nationally, advised the rollout timeline for delivery of the appliance is May/June 2012.

A progress payment of approximately \$35,000 - \$40,000 will be due around November 2011. The Southern RFA will make this payment and then invoice MCT for the 1/3 not eligible for grant assistance from the NRFA (estimated \$12,000 - \$14,000). The Southern RFA will invoice the NRFA for the 2/3 grant amount.

Final payments are planned for May 2012 - MCT share is estimated at \$40,000 - \$42,000. Estimated total cost to MCT is \$54,000.

(ii) Fire Station

The appointed working group of Graham Jones, Andrew Welsh and Mike Grant met on 25 October to scope out the building's requirements. The group considered a three bay single storey building, comprising two bays for vehicles and equipment and the third bay as a training/meeting/communications area, as the most practical.

From this meeting a more detailed building plan will be produced along with specifications for services and required fittings. Several quotes will be sought before applying for grants. It was decided not to apply to the Otago Community Trust for a grant until this work had been completed.

It is most likely that work through to grant applications will take until February/March 2012. Approximate timing for construction should be considered in the May 2012 onwards period which may coincide with major work being undertaken on the breakwater, thereby possibly having access to heavy machinery if required.

Trustees noted the information provided.

Moved Trustee Phelan, seconded Trustee Shanks
and RESOLVED THAT THE REPORT BE RECEIVED AND CONTENTS NOTED.

11.0 MILFORD SOUND EMERGENCY RESPONSE TEAM (MERT):

Copy of the Milford Sound Emergency Response Team (MERT) Procedures, was circulated.

Moved Cr Ridley, seconded Trustee Welsh
and RESOLVED THAT THE PAPERS PRESENTED BE RECEIVED.

12.0 CLEDDAU VILLAGE ROAD NAMES:

Report relating to the road names for Cleddau Village, was tabled.

THE Trustees were informed that since the naming of the road names fro Cleddau Village (refer minute in 19 August meeting) the Area Engineer has advised that discussions with Real Journeys indicate a re-think relating to private road names is required, these being;

12.0 CLEDDAU VILLAGE ROAD NAMES CONT'D:

- Lean Lane to Lena Place
- Gillian Lane to Gillian Place
- Noel Lane to remain as Noel Lane

The Area Engineer requested Trustees to consider the renaming of the private road names listed above and confirm or otherwise the request of Real Journeys in order that any renaming is formally approved.

Moved Trustee Phelan, seconded Cr Ridley
and RESOLVED THAT THE NAMING OF ROAD PRIVATE NAMES FOR CLEDDAU VILLAGE BE CONFIRMED AS;

- LENA PLACE
- GILLIAN PLACE
- NOEL LANE.

13.0 DRAFT STATEMENT OF INTENT 2012-2015:

Copy of the draft Statement of Intent for the Milford Community Trust for the period 2012-2015, was tabled.

Trustees carried alterations to the draft Statement of Intent such alterations affecting planning and planned activities for years 2012-2015.

Alterations to the Key Performance Targets (KPT) were also carried out.

A review of the prospective Financial Statements for 2012-2015 was carried out with provision to be made for radio station fees, and walking development (walking pathway to lodge).

In regard to schedule of proposed projects it was agreed that budgets listed under External Funding i.e. Deepwater Basin Re-development, Cleddau Flood Protection and Projects be deleted.

Arising out of the Trust's discussion on the draft Statement of Intent 2012-2015 Trustees concurred that minutes, Statement of Intent, Annual Report be distributed to all concessionaires and also available on the website. Agendas made available to Rosco Gaudin.

Moved Trustee Schuck, seconded Cr Ridley
and RESOLVED THAT

- (a) DRAFT STATEMENT OF INTENT FOR THE MILFORD COMMUNITY TRUST FOR THE PERIOD 2012-2015, BE RECEIVED.
- (b) THE DRAFT STATEMENT OF INTENT FOR THE PERIOD 2012-2015 BE ADOPTED SUBJECT TO ALTERATIONS CARRIED OUT AT THIS MEETING.
- (c) MINUTES, STATEMENT OF INTENT, ANNUAL REPORT OF THE MILFORD COMMUNITY TRUST BE DISTRIBUTED TO ALL CONCESSIONAIRES AND ALSO BE AVAILABLE ON THE WEBSITE.

14.0 COMMUNICATIONS:

It was agreed that a communication be forwarded to all concessionaires, enclosed with the first levy invoice of each year, such communication to include information relative to Trustees reasons for any increase in levy and any other relevant information.

15.0 CONCLUSION:

The Meeting concluded at 4.30pm.

CONFIRMED:

CHAIRMAN:

DATED: