

Hood Aerodrome Strategic Advisory Group

Terms of Reference

Background

Hood Aerodrome is a regional aviation facility serving the Masterton district and wider Wairarapa region.

The Aerodrome is managed and operated by Masterton District Council (MDC) on behalf of the community and is located a short distance south-west of Masterton. While the aerodrome is well-known for the biennial Wings Over Wairarapa air show, it also provides a base for both commercial and non-commercial aviation and is home to extensive collections of vintage aircraft. It also provides a venue for a range of other activities such as sky-diving, gliding, flight training, radio-controlled model aircraft, and drag racing.

Commercial activities on the airfield include agricultural aircraft operations, aircraft maintenance, Met Service weather station and aviation fuel supplies.

Wairarapa Search and Rescue and the Amateur Radio Association are also based at Hood Aerodrome.

Why have a Hood Aerodrome Strategic Advisory Group?

The Strategic Advisory Group (SAG) will provide strategic advice, guidance and monitor progress of the aerodrome management plan.

The Hood User Group remains an important stakeholder engagement group and will continue to be used for advice, consultation and engagement with all users. The SAG is a distinct small group that is focused on strategy and direction. It is not a governance body or a stakeholder engagement forum.

Vision

Masterton District Councils goal is to offer the best of rural and urban living.

Hood Aerodrome has a significant role in support of the Regional Economic Development Strategy. These include tourism, community, knowledge intensive sectors, value add food and beverage and transport.

The **vision statement** for Hood Aerodrome is 'A destination for all'. Our aim is to make Hood Aerodrome a world-class multi-use destination for the community, aviation enthusiasts and visitors both from other regions and from overseas.

Principles for the Strategic Advisory Group

- **Kotahitanga** - Working collectively. Building and nurturing a unity of vision and purpose.
- **Kaitiakitanga** - Acknowledging our respective responsibilities for the management and protection of the local environment and resources.

- **Whakamana Tangata** - Respecting the mandate of each member and ensuring the integrity of the Working Group Party as a whole by acknowledging the principle of collective responsibility and decision-making.
- **Manaakitanga** - Recognising and embracing the mana of others.
- **Rangatiratanga** Demonstrating effective leadership with integrity, humility, honesty and transparency.
- **Whanaungatanga** - Building and sustaining effective and efficient relationships
- Members will commit to functioning in an environment that creates and extends opportunities for collaboration, consensus, collective effort and innovation.
- Members will act at all times in the spirit of providing constructive feedback and will not take any issues to media or use social media to communicate unless otherwise agreed by MDC/Hood Aerodrome.

Objectives

To ensure a sound long term strategic plan for Hood Aerodrome

To ensure long-term financial viability with a goal to break even

Purpose

To provide oversight and input into the strategic direction for Hood Aerodrome.

This may include:

- Provide strategic and compliance guidance and know-how
- Monitoring progress of the Hood Aerodrome plan
- To consider current and future direction for Hood Aerodrome
- Ensure strategies are economically, environmentally and culturally appropriate
- To encourage partnership with key stakeholders to achieve shared outcomes
- Provide advice to Masterton District Council as the Airport owners
- Provide recommendations for the strategic elements of the “Hood Aerodrome Management Plan”

Membership

Members are appointed by the Chief Executive of MDC with advice from the SAG Chairperson.

The Chairperson should be independent and recruited based on skills and experience.

The Mayor of Masterton and the Mayor of Carterton District Council (or their alternates) and the Mayor of South Wairarapa District (or their alternate) if they wish to be represented shall be members of the SAG.

A balance of competent individuals is required to join this advisory board to ensure robust but constructive debate.

This is a non-representational group however alignment with other groups operating at the Aerodrome is important. Preferably there would be a member from the Aviation Centre Trust, Sport and Vintage Aviation Society and other users.

Preferred skill criteria are those associated with business development, airport management, strategy, community development, airline operations, tourism and marketing. Recruitment should include an

objective assessment and look for the right chemistry (respect, shared vision, challenge and ability to get over disagreements).

A wide skill set is preferred at start-up of the SAG and this may be refined as experience and focus evolves. Membership should change over time.

To ensure effective and robust discussions the group should have no more than 8 members. As “Business Owner” council should have one member and council management and operations should have one member.

Meetings and reporting

The secretariat will be provided by MDC.

The normal business of the Hood Aerodrome SAG will be conducted through meetings and agenda papers. The expected frequency of meetings is quarterly in a face-to-face situation, and at other times as may be deemed necessary by the Chairperson based on demands and priorities.

Members are expected to attend and participate in all meetings. Members should give advance notice of non-availability to attend a meeting to the Chairperson.

The Chairperson shall establish appropriate meeting systems and processes. Minutes and Agendas shall be retained and filed in MDC document management systems.

Minutes shall be prepared within a week and confirmed by the Chairperson before coming to council with a 10-day maximum date for circulation.

Agendas should be circulated at least five days in advance and any member can propose agenda items.

The Hood Aerodrome SAG will communicate recommendations to the Chief Executive, MDC. These recommendations will be tabled at the next most appropriate council meeting.

Confidentiality

All matters are confidential. Communications are by agreement with MDC.

Conflicts of Interest

It is anticipated that most members will have conflicts of interest to manage. Conflicts of interest and the method of mitigating these conflicts are to be included as an agenda item for all meetings and a register maintained and recorded with minutes.

Compensation

Membership is voluntary, and no remuneration is payable. Members are responsible for insurance and personal liability.

Recruitment

The appointment of a chairperson shall be considered by the Chief Executive. A structured but simple process for the recruitment of the members will be agreed by the Chairperson and the Chief Executive.

Changes to these Terms of Reference



Revisions to these Terms of Reference require agreement and acceptance by the MDC and the SAG. Any changes should be made through a formal change control process. Cancellation of the Terms of Reference requires approval by Council.