

Kāpiti Coast Airport Noise Management Plan

Version	Description	Date
1.0	The Kāpiti Coast District Council's Regulatory Management Committee received the Kāpiti Coast Airport Noise Management Plan.	Sept 2012
2.0	The Kāpiti Coast District Council review to include a 2019 update to the Terms of Reference for the Community Liaison Group.	Sept 2019
3.0	The Kāpiti Coast District Council review to include a 2023 update to the Terms of Reference for the Community Liaison Group and to reflect the Operative District Plan 2021.	Sept 2023
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PART ONE

1. GENERAL INFORMATION

1.1 Introduction

Airport noise in Paraparaumu is managed through the Kāpiti Coast District Plan. Under Civil Aviation rules neither the Airport Operator nor Kāpiti Coast District Council has jurisdiction over airspace and therefore neither can stop flying activity that is unrelated to the airport. The Airport Operator's responsibility is to control noise levels within the noise contours as set out in the District Plan and cannot be responsible for distant areas such as Otaki, Te Horo, Waikanae or for high altitude "fly overs", or for aircraft outside the circuit areas (i.e. to the North or South) which can be from anywhere and are often simply transiting the area.

This Noise Management Plan ("Kāpiti Coast Airport Noise Management Plan") has been prepared in compliance with the Kāpiti Coast District Plan. The purpose of the Kāpiti Coast Airport Noise Management Plan is to describe the standards and procedures that will be used to manage the noise generated from airport activities, in accordance with the relevant District Plan rules and standards.

By way of background it is noted that the first Kāpiti Coast Airport Noise Management Plan was produced by Paraparaumu Airport Limited (now Kāpiti Coast Airport Ltd) and approved by Council in June 2007, under the provisions of the District Plan 1999 and related plan changes. The noise-related requirements of the Operative District Plan 2021 are now incorporated into this Kāpiti Coast Airport Noise Management Plan.

The Kāpiti Coast Airport Noise Management Plan is split into several parts:

1. Part One introduces the Kāpiti Coast Airport Noise Management Plan and identifies the key parties.
2. Part Two identifies the noise related restrictions included within the Airport Zone of the Kāpiti Coast District Plan, which are relevant to the Kāpiti Coast Airport Noise Management Plan and with which activity at the airport is required to comply. Any amendment to Part Two can only be made by formal application to change the District Plan.
3. Part Three specifies those procedures that are used to manage noise generated by aircraft and other activities on a day-to-day basis.
4. Part Four outlines the monitoring and reporting procedures associated with the noise management plan.
5. Part Five identifies the communication and complaints procedures.

6. Appendix A sets out the terms of reference for the airport Community Liaison Group.
7. Appendix B contains the CAA Rules relating to the Paraparaumu Aerodrome (Part 93E Subpart E).
8. Appendix C shows the Airport circuits and approach paths, as required by the District Plan standard NOISE-R6.10 which deals with the content of the Kāpiti Coast Airport Noise Management Plan (see section 2.2 of this Kāpiti Coast Airport Noise Management Plan for more detail).
9. Appendix D presents the current pro forma complaint form available at the Kāpiti Coast Airport website.

1.2 Community Liaison Group

While the primary parties to this Noise Management Plan are Kāpiti Coast Airport Ltd and Kāpiti Coast District Council, as required by the Kāpiti Coast District Plan, stakeholder involvement is assured through the associated Community Liaison Group, consisting of:

- The Independent Chairperson
- Kāpiti Coast Airport's Airport Manager
- Kāpiti Coast District Council - Advisory Roles
- Community Representatives, – including one from Paraparaumu Community Board and one from Raumati Community Board, and two other members selected by Kāpiti Coast District Council
- Kāpiti Coast Airport Users
- Ati Awa ki Whakarongotai
- Kāpiti Coast Airport Holdings Ltd

This group shall facilitate communication between residents around the Kāpiti Coast Airport, airport users and the Council referred to in standard NOISE-R6 of the Kāpiti Coast Operative District Plan 2021.

The purpose of the Community Liaison Group is to oversee the administration of the Kāpiti Coast Airport Noise Management Plan and assist all interested parties in complying with the noise rules in the District Plan.

The specific activities of the Community Liaison Group, and the terms and conditions of Community Liaison Group membership are detailed in the terms of reference contained in Appendix A.

The respective role of each of the parties that make up the Community Liaison Group is as follows:

1.2.1 The Independent Chairperson

The purpose of the independent chairperson will be to ensure that all appropriate matters are considered in accordance with the Kāpiti Coast Airport Noise Management Plan and that all parties are able to adequately express their opinions.

The independent chairperson will be jointly selected by Kāpiti Coast Airport Ltd and the Kāpiti Coast District Council, and serve for a period of three years.

1.2.2 Airport Manager

As part of the Airport Manager's functions, the Airport Manager is responsible for the development, implementation and maintenance of the Kāpiti Coast Airport Noise Management Plan.

For this purpose the Airport Manager will ensure that all relevant operators working on the airport are aware of their responsibilities under the Kāpiti Coast Airport Noise Management Plan. Kāpiti Coast Airport Ltd and the Airport Manager will also ensure that future development within the Airport Zone is undertaken in accordance with the Kāpiti Coast Airport Noise Management Plan.

1.2.3 Kāpiti Coast District Council

Kāpiti Coast District Council is the local authority within whose territorial jurisdiction Kāpiti Coast Airport is located.

In accordance with standard NOISE-R6.10 of the Kāpiti Coast District Plan 2021, Kāpiti Coast Airport Ltd shall prepare a Noise Management Plan (Kāpiti Coast Airport Noise Management Plan) and Kāpiti Coast District Council is responsible for review of the Kāpiti Coast Airport Noise Management Plan, and enforcement of Kāpiti Coast District Council District Plan rules and standards.

The Kāpiti Coast District Council will therefore act in an advisory role to the Community Liaison Group.

1.2.4 Community Representatives

It is noted that significant residential areas surround Kāpiti Coast Airport. As a result the operation of the airport has the potential to adversely affect the amenity of these areas. Conversely the residential activity has the potential to generate reverse sensitivity pressure on the operation of the airport, which is a regional aviation resource.

For this reason community representation on the Community Liaison Group has an important role to:

- present the views of the local residents
- ensure these views have a direct route into the noise management process
- enable the Airport Manager's noise management plans to be effectively communicated to the local residents.

Two community representatives will be appointed by Kāpiti Coast District Council. Two additional community representatives, being one from Paraparaumu Community Board and one from Raumati Community Board will be appointed by the Council's Strategy & Operations Committee or its equivalent.

1.2.5 Airport User Representatives

The airport users are responsible for many of the noise generating activities at the airport, and as such their involvement in and commitment to the Kāpiti Coast Airport Noise Management Plan is essential to its success.

For this reason, Airport User representation on the Community Liaison Group has an important role to:

- present the views of the Airport Users
- ensure these views have a direct route into the noise management process
- enable the Airport Manager's noise management plans to be effectively communicated back to all Airport Users.

Representation of the airport users will be appointed to the Community Liaison Group jointly by Kāpiti Coast Airport Ltd and Kāpiti Coast District Council.

1.2.6 Ati Awa ki Whakarongotai

Ati Awa ki Whakarongotai will be invited to provide a representative on the Community Liaison Group. Their role will be to represent the views of tangata whenua on the Community Liaison Group.

1.2.7 Kāpiti Coast Airport Holdings Ltd (KCAHL)

Kāpiti Coast Airport Holdings Ltd as the ultimate owner of the Airport will be invited to provide a representative on the Community Liaison Group to represent the views of the owner.

1.3 Document Amendment

The Operative District Plan 2021 states that, in consultation with Kāpiti Coast Airport Ltd, the Kāpiti Coast District Council is responsible for reviewing this Kāpiti Coast Airport Noise Management Plan must be reviewed by the Council in

consultation with Kāpiti Coast Airport Holdings Limited at regular intervals but at least every three years.

If either Kāpiti Coast District Council or Kāpiti Coast Airport Ltd propose any changes to the procedures or matters which are outlined in the Kāpiti Coast Airport Noise Management Plan, these proposed changes will be first sent to the Community Liaison Group for their consideration and comment.

Part Two of the Kāpiti Coast Airport Noise Management Plan outlines the noise provisions of the Airport Zone of Kāpiti Coast District Plan, which are relevant to the noise management plan. This part of the Kāpiti Coast Airport Noise Management Plan may only be amended by way of a change to the District Plan.

PART TWO

2. DISTRICT PLAN RESTRICTIONS

2.1 Introduction

The following section outlines the noise standards, included within the Airport Zone of the Kāpiti Coast District Plan 2021, which are relevant to this noise management plan. These restrictions may not be changed unless a formal change is made to the Kāpiti Coast District Plan under the current Resource Management Act or its equivalent.

The District Plan provisions contained within the Noise Management Plan (NMP) are from the Operative District Plan 2021.

2.2 Noise Management Plan

District Plan standard NOISE-R6 (General District-Wide Matters/Noise) – Permitted Activity Standards) requires that:

1. *A Noise Management Plan (NMP) must be prepared and implemented by Kāpiti Coast Airport Holdings Limited to assist all interested parties in complying with the noise rules in the District Plan for the Airport Zone. The NMP must include the following:*
 - a. *procedures for the establishment and maintenance of a programme to demonstrate compliance with the permitted activity noise standards for aviation activities, including a process for estimating annual aircraft movements;*
 - b. *procedures for reporting compliance to the Council;*
 - c. *identification and establishment and implementation of procedures and systems to:*
 - i. *Facilitate communication between residents around the Kāpiti Coast Airport, airport users and the Council; and*
 - ii. *Identify key people for communication purposes and methods of contact; and provide a dispute management system to receive, record, deal with and monitor complaints;*
 - d. *provision for monitoring annually once annual aircraft movements exceed 70,000 in each calendar year;*
 - e. *provision for recording the details of essential unscheduled engine testing that occurs between 10.00pm and 7.00am or which does not comply with the engine testing rule;*
 - f. *the route of the circuits to be used for both training aircraft and helicopters. (The intention of including this is to encourage discussion between the Kāpiti Coast Airport owner, the relevant operators and the community as to the circuit routes that will minimise effects on residents, while still meeting all regulatory and safety requirements);*

- g. identification and reporting on the best practicable options taken to avoid unreasonable noise from the operation of the glider tug in respect of the choice and maintenance of equipment and operating procedures;*
- h. restrictions on the undertaking of helicopter training at the Airport. This will include a prohibition on extended hovering taking place within 50 metres of any residential dwellings, a prohibition on "sling load" and "slope landing" training activities on the Airport; and*

Note: short duration - 5 to 10 minutes - sling load and slope landing may need to occur on the Airport as part of flight testing.

- i. details of the circuit paths for fixed wing aircraft and helicopters, and details of the arrival and departure tracks.*
- 2. The NMP shall also provide that if an aircraft commences regular commercial scheduled operation from the Airport, which has a louder noise characteristic than any existing aircraft which it is to replace or, if a significant new aviation operator establishes at the Airport, then the Airport owner shall obtain confirmation from an appropriately qualified acoustic consultant that the use of the proposed aircraft or proposed significant new aviation operator will not result in the noise contours for the Airport being exceeded.*
 - 3. The NMP must be reviewed by the Council in consultation with Kāpiti Coast Airport Holdings Limited at regular intervals but at least every three years.*

2.4 Noise from Aircraft Operators

- 1. The Day/Night noise level (Ldn) from aircraft operations at Paraparaumu Airport must not exceed 65 dBA at or outside the Air Noise Boundary as shown on the District Plan Maps.*

Curfews

- 2. Aircraft operations must not occur between the hours of 10.30pm and 6.00am, and helicopter operations must not occur between the hours of 10.00pm and 7.00am, in any one 24-hour period, except for the following:*
 - a. Disrupted flights where operations may be permitted for an additional 30 minutes beyond the time limitations stated above;*
 - b. Aircraft using the Kāpiti Coast Airport as a planned alternative to landing at a scheduled airport;*
 - c. Aircraft using the Kāpiti Coast Airport in an emergency, including emergency aircraft operations to rescue persons*

- from life-threatening situations or to transport patients, human vital organs or medical personnel in a medical emergency;*
- d. The operation of unscheduled flights required to meet the needs of a national or civil defence emergency declared under the Civil Defence Emergency Management Act 2002;*
 - e. Such other flights as the Director of Civil Aviation may approve in special circumstances;*
 - f. Flights certified by the relevant Minister as necessary on national security grounds in accordance with the Civil Aviation Act 2023; and.*
 - g. Aircraft undertaking fire fighting duties.*
- 3. Noise from the above aircraft operations shall be excluded from the compliance monitoring set out below.*
- 4. In addition, there shall be no circuit training at the airport of either fixed wing aircraft or helicopters:*
- a. between the hours of 9:30pm and 6.00am during the winter months, defined as the period 1 ½ months either side of the shortest day*
 - b. before 9.00am or after 6.00pm on Sundays and Public Holidays.*

2.5 Noise Other than From Aircraft Operations

District Plan standard Noise-R7 requires that:

- 1. Noise from any activity other than aircraft operations or engine testing, construction, maintenance and demolition work within the Airport Zone Activities must not exceed the following levels at the boundary of any adjoining Residential Zone subject site, the notional boundary of any residential building in any adjoining Rural Zone or the notional boundary of any building (excluding minor buildings) used for a noise sensitive activity in the Airport Zone but outside the Airport Noise Effects Advisory Overlay (identified on the District Plan Maps):*

<i>7.00am to 10.00pm</i>	<i>50 dB LAeq(15 min)</i>
<i>10.00pm to 7.00am</i>	<i>45 dB LAeq(15 min)</i>

During the night time hours (10.00pm - 7.00am) no noise event shall exceed 75 dB LAFmax

2. *Noise levels must be measured in accordance with NZS 6801:2008 Acoustics - Measurement of Environmental Sound” and assessed in accordance with NZS 6802:2008 Acoustics – Environmental Noise.*
3. The following activities are exempt from standard 1 above:
 - a. *any warning device used by emergency services for emergency purposes;*
 - b. *noise from fixed plant that is used solely for emergency purposes. Examples of such equipment are alarms, standby generator sets that are used to supply electricity only at times of electrical supply failure, or for plant used only during life threatening situations such as smoke fans or sprinkler pumps and is not used to generate power for the national grid; and*
 - c. *vehicles on public roads or trains on rail lines, including at railway yards, railway sidings or stations and level crossing warning devices.*

2.6 Engine Testing

The District Plan standard Noise-R6 requires that:

1. *No person shall start or run an aircraft propulsion engine for the purpose of aircraft engine testing unless carried out in compliance with the following maximum noise levels at or within the boundary of any Residential Zoned subject site or the notional boundary of a residential unit (excluding visitor accommodation which is not temporary residential rental accommodation) in any rural zoned subject site: Monday to Sunday 7.00am to 10.00pm - 55 $L_{Aeq(15hr)}$.*
2. *All engine testing must take place between 7.00am and 10.00pm.*
3. *Notwithstanding that, in some situations it may be necessary to conduct essential unscheduled maintenance and engine testing that cannot comply with the above noise limits or is undertaken between 10.00pm and 7.00am. No more than 12 of these tests must be conducted in any calendar year and in each event the total duration of testing during night time hours (10.00pm – 7.00am) must not exceed 45 minutes. The time and duration of each event must be recorded. Night time testing must not occur in reliance on this exemption unless it is necessary for the maintenance and testing to occur at night (e.g. to ensure that commuter planes can keep to scheduled flights).*
4. *All measurements must be in accordance with the requirements of NZS 6801:2008 “Acoustics - Measurements of Environmental Sound”.*

PART THREE

3. NOISE MITIGATION MECHANISMS

3.1 Introduction

This Part of the document outlines the Civil Aviation Rules relevant to the Kāpiti Coast Airport and also mechanisms that will be used to give effect to the Operative District Plan 2021 – Noise standards. The mechanisms have been developed to enable the airport operations to meet the District Plan requirements, while not compromising operational flight safety or unnecessarily impeding the commercial viability of the Airport as a regional aviation resource.

Amendments to the Civil Aviation Rules, revised airspace requirements, and introduction of new aircraft types or operating practices, where these changes will impact on the effectiveness of the noise mitigation, will be automatically adopted as part of the noise management practices at Kāpiti Coast Airport without the need to change the Kāpiti Coast Airport Noise Management Plan. Any conflicts arising with the current Kāpiti Coast Airport Noise Management Plan will be addressed at the time of regular review of the Kāpiti Coast Airport Noise Management Plan.

In administering this Noise Management Plan, the Airport Manager shall adopt the best practicable options including but not limited to management procedures and operational controls to reduce excessive exposure of the community to noise from aircraft and airport activities.

It shall be the responsibility of the Airport Manager to encourage all aircraft operators to observe the conditions relating to flight operations contained in this Noise Management Plan, to the extent of any remedies that are available to the Airport Manager.

3.2 Civil Aviation Authority Rules

All flight operations at Kāpiti Coast Airport are to comply with the Civil Aviation Rules. Operations relevant to Kāpiti Coast Airport may be found in Civil Aviation Authority Rules Part 93E (Subpart E – Paraparaumu Aerodrome), attached as Appendix B. A secondary purpose Subpart E of Civil Aviation Rules Part 93 is to minimise the noise nuisance associated with operations at Kāpiti Coast Airport.

3.3 Considerate flying practices

The key noise mitigation mechanism that Airport Manager will implement under this plan is to promote considerate flying practices consistent with safe aviation practice. The aim is to effect a long-term change in pilot culture and operational

procedures for the benefit of airport neighbours by minimising the impact of flying activities on the community living in the vicinity of Kāpiti Coast Airport.

3.3.1 Overall Concept

Well-established residential areas surround Kāpiti Coast Airport, and it is a very popular airport for recreational flying. There may be the potential for noise impacts on residents below the flight paths and near the airport. The contribution of all parties will assist in achieving maximum safety and efficiency, and minimising impacts on the residents of Paraparaumu. Achieving these outcomes will require all parties to exhibit tolerance, a co-operative attitude and high standards of airmanship.

Those using Kāpiti Coast Airport will be asked to adhere to the following key overall ethic:

- Be considerate of local residents.
- Practice 'Good Airmanship'.
- Comply with noise mitigation procedures unless operational safety will be compromised.

3.3.2 General Noise Mitigation Procedures

- All aircraft, unless the aeroplane is towing a glider and a turn is required to clear an obstruction or avoid flying over residential areas, departing from any runway at the Kāpiti Coast Airport (including overshoot or touch and go manoeuvres) are required to track runway heading until at or above 500 feet Above Mean Sea Level (AMSL) prior to commencing a turn in any direction; and, reduce power to the minimum required for climb out as soon as safely practicable.
- Aircraft are not permitted to orbit within the aerodrome circuit except in an emergency. If there is insufficient spacing to continue the approach or land safely aircraft are expected to execute a full 'Go Round'. Aircraft experiencing emergency situations are to be given priority for the runway.
- Full runway length is to be used for takeoff whenever practicable. All aircraft are to reduce to climb power as soon as possible, consistent with safe operation. Pilots of all aircraft are to use their best endeavours to achieve a minimum height of 500ft AMSL at the airfield boundary.
- The above requirements apply to all aircraft using the runways, whether they are conducting normal circuits, glide approaches, asymmetric training or simulated engine failure after takeoff.
- All aeroplanes arriving at the Kāpiti Coast Airport with the intention of using any paved runway, except runway 16, must not descend below 50 feet Above Ground Level (AGL) until the aeroplane is over the displaced runway threshold.

- Aeroplanes operating under Visual Flight Recording (VFR) must conduct the part of the aerodrome traffic circuit where the aeroplane is not climbing after take-off or descending to land, at an altitude of at least 1000 feet Above Ground Level (AGL) unless a lower height is required to maintain distance from cloud.
- Low-level passes are only permitted over Kāpiti Coast Airport during air shows or in emergency where a visual inspection of the undercarriage status is requested by the pilot prior to landing with an 'unsafe' undercarriage indication on the cockpit.
- The Airport Manager will consult with the gliding club on the best practicable options identified to avoid unreasonable noise from the glider tug, including the use of silencing equipment, and regular maintenance and operating procedures. The Airport Manager will also communicate with the gliding club on any complaints or issues arising from glider tug operations.

3.3.3 Specific Operational Considerations

In addition to above (s.3.3.2), pilots in command of fixed wing aircraft will be encouraged to observe the following:

- Houses should not be used as reference points for training or other manoeuvres.
- On simulated forced landings, glide approaches and simulated engine failure after take-off; keep flight paths away from buildings. Simulated engine failure after take-off for single engine fixed wing aircraft shall take place within 20 degrees either side of the extended centreline of the runway and the exercise completed by not below 500ft AMSL unless the aircraft remains above the runway throughout and after the exercise returns to 500ft AMSL or above as quickly as possible.
- Engine run-up and propeller checks at night are to be conducted away from airfield boundaries where possible.
- Engine testing operations shall be carried out in accordance with District Plan standard NOISE- R6 Engine Testing Standards 6-9.
- Power settings and flight profiles should be planned for minimum noise levels consistent with safety and the noise abatement procedures promulgated in the Civil Aviation Rules Part 93E are to be used.
- Circuit training is subject to night curfew restrictions. Refer to section 2.4 for more details.
- Night Cross-country flight routes should be varied through liaison (by the Airport Manager) with other airport operators.
- Where practicable pilots of multi-engine propeller aircraft should synchronise propellers to reduce their noise contour.

Pilots in command of helicopters will be encouraged to observe the following restrictions on the undertaking of helicopter training at the Airport:

- A prohibition on:
 - extended hovering taking place within 50 metres of any residential dwellings,
 - "sling load" and "slope landing" training activities on the Airport.

Note: short duration - 5 to 10 minutes - sling load and slope landing may need to occur on the Airport as part of flight testing.
- Houses should not be used as reference points for training or other manoeuvres.
- Hover training is only permitted in those areas specifically identified for that purpose.
- Helicopters arriving or departing the airfield are to observe approved noise mitigation procedures.
- Power settings and flight profiles should be in accordance with the manufacturer's specifications for minimum noise levels consistent with safety.
- All helicopters should use take off techniques consistent with safety to achieve 500 feet AMSL prior to crossing the airfield boundary.

3.3.4 Communication of considerate flying practices

The Airport Manager will implement this programme through regular observation of the pilots operating out of Kāpiti Coast Airport. Where issues are evident from this observation, and from any complaints registered by members of the public, these will be brought to the attention of the pilot concerned.

It is the responsibility of the Airport Manager to communicate the noise mitigation measures above to airport users, along with latest best practice.

PART FOUR

4. MONITORING & REPORTING

4.1 Introduction

The District Plan requires that the Kāpiti Coast Airport Noise Management Plan include procedures for:

- procedures for the establishment and maintenance of a programme to demonstrate compliance with the permitted activity noise standards for aviation activities, including a process for estimating annual aircraft movements;
- procedures for reporting compliance to the Council;

The following section addresses these requirements.

4.2 Monitoring

There are two forms of monitoring:

- Field Monitoring by an independent acoustics engineer as required by Rule NOISE-RG.5 of the Operative District Plan 2021.
- Regular Monitoring the establishment and maintenance of a programme to demonstrate compliance with the permitted activity noise standards for aviation activities, including a process for estimating annual aircraft movements.

4.2.1 Field Monitoring

Kāpiti Coast Airport Holdings Ltd must undertake field monitoring of aircraft noise within 12 months of these rules becoming operative, then every 36 months until such time as there are three consecutive calendar years when the total aircraft movements at the Kāpiti Coast Airport exceed 70,000 in each calendar year. At that time, monitoring shall be undertaken annually. On each occasion, monitoring must take place for a sufficient duration to adequately demonstrate compliance with the L_{dn} noise limit which shall be a period not less than one month and shall be undertaken during the busier times of the year (expected to be during the summer months). The monitoring undertaken must include, as part of that overall assessment, the noise from the operation of the glider tug. The monitoring shall occur at the 65 dB L_{dn} contour only.

4.2.2 Regular Monitoring conducted by Airport Manager

Regular monitoring will include, but is not limited to the following techniques:

- Regular observation of airport operators that Airport Manager routinely undertakes – where issues are evident from this observation Airport Manager will bring these to the attention of the operator concerned.
- The Airport Manager will maintain records to document the time and duration of essential unscheduled engine testing that occurs between 10pm and 7am or which does not comply with the day time engine testing limit as required by section 2.6 of this Kāpiti Coast Airport Noise Management Plan.
- The Airport Manager will collect the following data and tabulate it in such a form as to identify trends in airport usage and identify mitigation actions if appropriate;
 - Types and number of aircraft movements and time of day
 - Number of helicopter movements and time of day
 - Location and frequency of noise complaints

4.3 Reporting of Monitoring

The results from the field monitoring programme will be posted, as they are obtained, on the airport website, and provided to Kāpiti Coast District Council and the Community Liaison Group. This will enable immediate access for all interested parties and thereby ensure that all parties are able to track compliance with the Kāpiti Coast Airport Noise Management Plan.

The results will be in a table format to allow easy comparison of the monitoring results with the number of movements that the District Plan Airport Noise Boundary (ANB) and Outer Control Boundary (OCB) are based on. Further, the results of Section 4.2 will be modeled in the form of a 55 Ldn contour and a 65 Ldn contour if appropriate. These contours will be directly comparable with those in the District Plan and illustrate the level of compliance.

In addition, the Airport Manager will table reports of the regular monitoring at the meetings of the Community Liaison Group, and provide them to Kāpiti Coast District Council to assist in District Plan compliance monitoring. The regular monitoring report takes the form of the Airport Manager's report which will be provided to Council in confidence (i.e. not posted on Council website).

4.4 Mitigation procedure for incidences of non-compliance

The procedure includes the following steps:

- Non-compliance with the noise standards is detected through the Field Monitoring programme or Regular Monitoring by Airport Manager.
- The non-compliance will be specifically identified as part of the monitoring results posted on the website.
- The Airport Manager will investigate the source of non-compliance and whether it was a result of breaching of airport curfews, human error,

- mechanical fault or other non-conformity with the Kāpiti Coast Airport Noise Management Plan
- The Airport Manager will also determine whether non-compliance is part of a broader trend or pattern of events.
 - If necessary, the Airport Manager will meet with the operator concerned and jointly identify mitigation mechanisms
 - A short report summarising the outcomes of the Airport Manager's investigations and the chosen mitigation mechanism will be tabled at the Community Liaison Group meeting.

At its meetings, the Community Liaison Group will review the incidents of non-compliance and the mitigation measures undertaken.

PART FIVE

5. COMMUNICATION & COMPLAINTS

5.1 Introduction

The Operative District Plan 2021 requires that the Kāpiti Coast Airport Noise Management Plan identify key people for communication purposes and methods of contact; and provide a dispute management system to receive, record, deal with and monitor complaints. The following section addresses these requirements.

5.2 Communication procedures

Two key communications mechanisms will be used to help facilitate the effective operation of this Noise Management Plan. The first will be the airport website <http://www.Kāpiticoastairport.co.nz>. The website will be used to allow ongoing public access to the Noise Management Plan and the results of the Field Monitoring programme. The website will also contain information regarding the composition of the Community Liaison Group.

The second communication mechanism will be the Community Liaison Group. The Community Liaison Group will meet at least once per year and an Annual Report will be prepared by the Chairperson and posted on the airport website.

5.3 Complaint procedures

For reasons of accuracy, all complaints regarding noise generated from Kāpiti Coast Airport or airport activities shall be submitted in writing, (including the information as requested on the pro forma complaint form) to:

The Airport Manager,
Paraparaumu Airport Ltd,
P O Box 1613, Paraparaumu.

A pro forma complaint form can be downloaded from the airport website: <http://www.Kāpiticoastairport.co.nz>. It can then either be emailed (info@Kāpiticoastairport.co.nz) or posted to the Kāpiti Coast Airport. The complaint should include as much information as possible to facilitate investigation of the complaint.

Alternatively complaints can also be registered by phoning a 24hr 7 day phone service 04-918-3434 and providing the operator with the data required by the pro forma complaint form outlined above.

The Airport Manager will maintain a Complaints Register of all noise related complaints. The register will specify the time, date, and nature of the complaint, the name and address of the complainant and any other relevant data, together with investigations carried out and any remedial steps taken.

The Airport Manager will investigate all complaints and a written response of the investigation outcomes and any remedial action taken will be sent to the complainant.

Any unresolved or on-going complaints will be referred to the Community Liaison Group for discussion.

In the event of multiple unjustified “nuisance” complaints from any particular complainant the Airport Manager will consult with the airport Chief Executive Officer to determine whether future complaints from that complainant are to be investigated, and the results of that decision will be reported to the Community Liaison Group.

Any threatening or unduly abusive complaints will not be acknowledged and are likely to be referred to the New Zealand Police and if appropriate to the Civil Aviation Authority.

Nothing in this part of the Noise Management Plan shall limit the responsibilities of the Kāpiti Coast District Council in carrying out its duties with respect compliance and enforcement powers of the Resource Management Act 1991.

5.3.1 Investigation

Investigation of all complaints is to be conducted by Airport Manager in a timely manner after the complaint is received.

The Airport Manager will assess all complaints and any that are within the airport jurisdiction will be investigated. Complaints arising from distant areas such as Otaki, Te Horo, Waikanae etc or from high altitude “fly overs” are not the responsibility of Airport Manager and should be referred to Civil Aviation Authority.

Investigation will involve the Airport Manager determining whether airport noise rules or curfews have been breached and where the complainant has not identified the aircraft, listening to voice transmission tapes to ascertain the aircraft and pilot concerned. Other investigation measures may be initiated by the Airport Manager.

Investigative actions and/or findings are to be recorded in the appropriate section of the Complaints Register and if necessary remedial steps taken.

If in the opinion of the Airport Manager the complaint is of such a nature as indicates non-compliance with Civil Aviation rules, then the complaint is to be

referred under Part 2 of the Civil Aviation Act 2023 and the complainant advised in writing.

5.3.2 Remedial Actions

In giving effect to the results of any investigation proving an identified and unreasonable transgression of airport noise rules or curfew, the Airport Manager may take the following remedial actions:

- Consult with the operator to bring the transgression to his/her attention and reinforce the airport noise rules and curfews.
- Such consultation is to be documented and could include referring the operator to Noise Management Plan sections 3.3 Considerate Flying Practices and the accompanying mitigation procedures.
- In the instance of repeated transgressions of airport noise rules or curfews the operator will be advised in writing that the continued use of the airport by either the pilot and/or the aircraft concerned may be subject to restrictions.

Such restrictions could include;

- Restrictions on hours of operation of the offending aircraft; or
- Restrictions on the way the aircraft operates to/from the airport.
- Requesting the CAA to take legal action under the Civil Aviation Rules.
- Withdrawing the right of the pilot and/or the aircraft to operate at the airport.

5.3.3 Reporting

A written response of the investigation outcomes and any remedial action taken will be sent to the complainant.

Complaints concerning breaches of Civil Aviation Rules and forwarded to the Civil Aviation Authority may only be reported back to the complainant at the discretion of the Civil Aviation Authority. It will be up to the complainant to contact the Civil Aviation Authority directly to obtain feedback.

At regular intervals the Airport Manager will provide a written report to the Community Liaison Group documenting complaints, investigation undertaken, any breaches of airport noise rules or curfews, and any remedial action taken.

The Airport Manager will refer any unresolved or on-going complaints to the Community Liaison Group for discussion.

The Community Liaison Group Annual Reports will be posted on the airport's website.

Appendix A – Community Liaison Group Terms of Reference

Purpose

To consider and where appropriate make recommendations to Kāpiti Coast Airport Holdings Limited on aircraft noise issues and noise related concerns that arise from the operation and activities at Kāpiti Coast Airport.

Activities

1. To identify community concerns regarding aircraft noise.
2. To assist and advise Kāpiti Coast Airport Holdings Ltd in the dissemination of relevant information to the community.
3. To review the current procedure for handling noise complaints, as set in the Kāpiti Coast Airport Noise Management Plan (Noise Management Plan) and to propose modifications to the procedure where necessary.
4. To assist Kāpiti Coast District Council and Kāpiti Coast Airport Holdings Ltd in the implementation and review of the Noise Management Plan which addresses:
 - a. Procedures for handling noise complaints;
 - b. Noise abatement procedures; and
 - c. Timely provision of aircraft noise and flight path monitoring information.
5. To monitor noise levels and compliance with the noise abatement procedures and the Noise Management Plan.
6. To access appropriate technical expertise and guidance as required.
7. To produce an Annual Report summarising activities in the past 12 months.

Chairperson

Meetings will be chaired by an independent Chairperson jointly appointed by Kāpiti Coast Airport Holdings Ltd and Kāpiti Coast District Council. The Chairperson may invite other persons on an *ad hoc* basis to address the Group on particular agenda items.

Membership

Position	Number of Persons
Independent Chairperson	1
Kāpiti Coast Airport's Airport Manager	1
Kāpiti Coast District Council - Advisory Roles*	2
Community Representatives – including one from Paraparaumu Community Board and one from Raumati Community Board, and two other members selected by Kāpiti Coast District Council	4

Kāpiti Coast Airport Users	2
Ati Awa ki Whakarongotai	1
Kāpiti Coast Airport Holdings Ltd (KCAHL) , e.g. Airport Reporting Officer	1

*Note: The Noise Management Plan calls for meetings to run on consensus; however, the Kāpiti Coast District Council representation is advisory only.

Membership Term

1. Independent Chairperson – Term of three (3) years at the end of which the incumbent may be reappointed if available and agreed to jointly by Kāpiti Coast Airport Holdings Ltd and Kāpiti Coast District Council.
2. Kāpiti Coast Airport’s Airport Manager – The term of the Airport Manager representative is at the discretion of Kāpiti Coast Airport Holdings Ltd.
3. Kāpiti Coast District Council Advisory Role – The term of the Kāpiti Coast District Council advisors is at the discretion of Kāpiti Coast District Council.
4. Community Representatives – Each of the two general Community Representatives is appointed for a term of three (3) years at the end of which the incumbents may be reappointed if available and agreed to by the Kāpiti Coast District Council. The Paraparaumu Community Board and the Raumati Community Board representatives are appointed by Kāpiti Coast District Council on the recommendation of the Community Board for a term corresponding to Community Board elections (currently three (3) years).
5. Kāpiti Coast Airport Users – Each Airport User representative is appointed for a term of two (2) years at the end of which the incumbents may be reappointed if available and agreed to by the Independent Chairperson..
6. Ati Awa ki Whakarongotai – The term of the Ati Awa ki Whakarongotai representative is at the discretion of Ati Awa ki Whakarongotai.
7. Kāpiti Coast Airport Holdings Ltd – The term of the Kāpiti Coast Airport Holdings Ltd representative shall be at the discretion of Kāpiti Coast Airport Holdings Ltd.

General

1. The Airport Noise Community Liaison Group will meet at least once per year.
2. The Community Liaison Group will be governed by these terms of reference that may be amended jointly by Kāpiti Coast Airport Holdings Ltd and Kāpiti Coast District Council from time to time where appropriate.
3. Kāpiti Coast District Council will provide secretarial and support services at Kāpiti Coast District Council’s cost and expense.
4. Kāpiti Coast Airport Holdings Ltd and Kāpiti Coast District Council will share equally the reasonable costs of the Independent Chairperson.
5. Kāpiti Coast Airport Holdings Ltd will provide data and technical information on aircraft movement and a noise complaint summary.
6. The Community Liaison Group has an objective to reach consensus, however, dissenting views will be recorded.

7. In the event that a Community Liaison Group representative fails to attend three (3) consecutive meetings without apology, the position shall be deemed vacant and another representative will be appointed.
8. Community and User Representatives have a responsibility to liaise with their groups to ascertain any issues requiring Community Liaison Group attention.

Meeting procedure

1. **Chairperson:** Kāpiti Coast Airport Holdings Ltd and Kāpiti Coast District Council will be jointly responsible for appointing and removing the Chair. The terms of appointment will set out the conditions of appointment and removal. The Chairperson will chair the meeting. If the Chairperson is not present within 15 minutes of the time appointed for the meeting, then the members of the group will elect another person to chair the meeting.
2. **Notice of the meeting:** The Chairperson will arrange for a notice of meeting, together with any other relevant information to be sent to all members of the Community Liaison Group at least five working days before the meeting. The notice of the meeting will set out the time and place of the meeting and the nature of the business to be discussed. Members of the Community Liaison Group may advise the Chairperson of items to be included in the notice of meeting.
3. **Quorum:** No business may be transacted at a meeting of the group if a quorum is not present. A quorum is present if there are at least four (4) people, including one (1) of the community representatives and the Airport Manager representative. If a quorum is not present within 15 minutes of the time appointed for the meeting, then the meeting is to be adjourned to the same day in the following week at the same time and place or to such other date and place as the Community Liaison Group may decide.
4. **Method of holding meeting:** A meeting will be held by a number of members, being not less than a quorum as defined in the Meeting Procedure, clause 3 being assembled together at the place, date and time appointed for the meeting pursuant to a notice given under the Meeting Procedure, clause 2.
5. **Members may act by representative:** A member of the Community Liaison Group may appoint a representative to attend one or more meetings of the Community Liaison Group, with approval by the Chairperson prior to the meeting.
6. **Minutes:** Kāpiti Coast Airport Holdings Ltd will ensure that minutes are kept of all proceedings, with Kāpiti Coast District Council secretarial assistance. Minutes of the previous meeting will be sent to members with the notice of meeting for the next meeting. Minutes are to be made public on Kāpiti Coast District Council and Kāpiti Coast Airport Holdings Ltd

websites following approval of the minutes by the Community Liaison Group.

Dispute Resolution

Kāpiti Coast Airport Holdings Ltd is committed to a process whereby differences between the parties represented on the Community Liaison Group are resolved within the Community Liaison Group through the provision of information, analysis, consultation and the development of a consensus.

Kāpiti Coast Airport Holdings Ltd recognises however that there may be occasions where a consensus does not emerge in an area where a decision is required. On those occasions the following procedure will be used:

1. Kāpiti Coast Airport Holdings Ltd accepts that it is the Chairperson of the Community Liaison Group's prerogative to determine that a point of difference exists and that the Chairperson may endeavour to resolve the issue within the Community Liaison Group by acting as mediator.
2. To facilitate mediation Kāpiti Coast Airport Holdings Ltd at its cost will provide the Chairperson with whatever information and advice that the Chairperson considers is reasonably necessary including, if required, a legal opinion on the issue or aspects of it, on the basis that the information and advice will be made available to the members of the Community Liaison Group.
3. If, despite best efforts, including independent mediation if the Chairperson so chooses, a consensus cannot be reached within the Community Liaison Group, Kāpiti Coast Airport Holdings Ltd will consider any recommendation on the issue in dispute that the Chairperson may make and will formally advise the Chairperson within 10 working days of its decision in respect to any such recommendation and the reasons for Kāpiti Coast Airport Holdings Ltd's decision. Provided that in making any decision or taking any action Kāpiti Coast Airport Holdings Ltd shall only be required to have due regard to the recommendation of the Chairperson and it shall not be required to incur any cost, do or refrain from doing anything or take any action as a result of this document.

Appendix B – Civil Aviation Authority Rules Part 93E (Subpart E – Paraparaumu Aerodrome)

Part 93

CAA Consolidation **25 March 2010**

Published by the Civil Aviation Authority of New Zealand Civil Aviation Rules Part 93 CAA Consolidation

Special Aerodrome Traffic Rules and Noise Abatement Procedures

Hard copies can be printed from the following link:

http://www.caa.govt.nz/rules/Rule_Consolidations/Part_093_Consolidation.pdf

Appendix C – Kāpiti Coast Airport Ltd Runway Circuits & Main Aircraft Approach Routes



The diagram above shows the runway circuits and main approach paths for aircraft at Kāpiti Coast Airport effective 1 November 2011.

- The track in red is the primary fixed-wing circuit.
- The yellow track indicates the circuit for the helicopter TLOF area (note: there are no helicopter training organisations currently based at the aerodrome).
- The green track indicates the circuit for gliders and the glider tug aircraft.

- The dashed blue track indicates the flight path of Air New Zealand flights.

These circuits and approach paths are indications only and may change from time to time. Aircraft may fly wider or longer circuits than depicted and pilots may decide to approach the airport from different directions to the tracks shown above.

Appendix D – Complaint Form¹

ENQUIRER DETAILS	Name: (Mr, Mrs, Ms, Miss)
	Telephone/Email:
	Address:

DESCRIPTION OF EVENTS	Observation Date:	Observation Time:	
	Nature of Complaint: (tick) <input type="checkbox"/> Noise <input type="checkbox"/> Low Flying <input type="checkbox"/> Other		
	Description of Aircraft:		
	Identifiable Markings:		
	Aircraft Activity: (tick) <input type="checkbox"/> Arrival <input type="checkbox"/> Departure <input type="checkbox"/> Circuit <input type="checkbox"/> Run-up		
	Description of Events:		

OFFICE USE ONLY	Date Received:	File Number:
	Aircraft Registration:	Aircraft Type:
	Operator:	Location:
	Runway In Use:	Wind Direction:
	Weather:	
	ATC Comment:	
	AM Comments:	
	Date Investigation Completed:	Date Complaint Responded To:

RETURN TO: Post: Airport Manager, Kāpiti Coast Airport Ltd
P.O Box 1613
Paraparaumu 5252

Email: info@Kapiticoastairport.co.nz

¹www.Kapiticoastairport.co.nz (as of August 2012)