

Please note: These minutes are yet to be confirmed as a true record of proceedings

CITY OF BUSSELTON

MINUTES OF THE AIRPORT ADVISORY COMMITTEE MEETING HELD ON 15 JUNE 2022

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MINUTES

MINUTES OF THE AIRPORT ADVISORY COMMITTEE HELD IN THE COMMITTEE ROOM, ADMINISTRATION BUILDING, SOUTHERN DRIVE, BUSSELTON, ON 15 JUNE 2022 AT 9.00AM.

1. **DECLARATION OF OPENING, ACKNOWLEDGEMENT OF COUNTRY AND ANNOUNCEMENT OF VISITORS**

The Presiding Member opened the meeting at 9:03am.

The Presiding Member noted this meeting is held on the lands of the Wadandi people and acknowledged them as Traditional Owners, paying respect to their Elders, past and present, and Aboriginal Elders of other communities who may be present.

2. **ATTENDANCE**

Presiding Member:

Cr Phill Cronin

Members:

Cr Paul Carter

Cr Anne Ryan

Officers:

Mrs Naomi Searle, Director, Community and Commercial Services
Mrs Jennifer May, Manager, Economic and Business Development Services
Mr Nicholas Cooper, Airport Operations Coordinator
Mrs Emma Heys, Governance Coordinator
Ms Jo Barrett-Lennard, Governance Officer

Apologies:

Cr Jodie Richards

3. **PUBLIC QUESTION TIME**

Nil

4. **DISCLOSURE OF INTERESTS**

Nil

5. **CONFIRMATION OF MINUTES**

5.1 Minutes of the Airport Advisory Committee Meeting held 27 April 2022

COMMITTEE DECISION

AIR2206/081 Moved Councillor P Carter, seconded Councillor P Cronin

That the Minutes of the Airport Advisory Committee Meeting held 27 April 2022 be confirmed as a true and correct record.

CARRIED 3/0

6. REPORTS

6.1 AMENDED MEETING DATES

STRATEGIC THEME	LEADERSHIP - A Council that connects with the community and is accountable in its decision making.
STRATEGIC PRIORITY	4.2 Deliver governance systems that facilitate open, ethical and transparent decision making.
SUBJECT INDEX	Committee Meetings
BUSINESS UNIT	Governance Services
REPORTING OFFICER	Governance Coordinator - Emma Heys
AUTHORISING OFFICER	Director, Community and Commercial Services - Naomi Searle
NATURE OF DECISION	Executive: Substantial direction setting, including adopting budgets, strategies, plans and policies (excluding local planning policies); funding, donations and sponsorships, reviewing committee recommendations
VOTING REQUIREMENT	Simple Majority
ATTACHMENTS	Nil

COMMITTEE DECISION

AIR2206/082 Moved Councillor P Carter, seconded Councillor A Ryan

That the Committee adopts the following amended dates for the Airport Advisory Committee Meetings for July to December 2022:

1. **Wednesday 3rd August;**
2. **Wednesday 5th October; and**
3. **Wednesday 7th December.**

CARRIED 3/0

OFFICER RECOMMENDATION

That the Committee adopts the following amended dates for the Airport Advisory Committee Meetings for July to December 2022:

1. **Wednesday 3rd August;**
2. **Wednesday 5th October; and**
3. **Wednesday 7th December.**

EXECUTIVE SUMMARY

This report presents an amended meeting schedule for the Airport Advisory Committee for the period July to December 2022 for the Airport Advisory Committee's endorsement.

BACKGROUND

At its Ordinary Meeting of Council 27 April 2022 (C2204/084) Council agreed to trial moving from two to one Ordinary Meetings of Council per month and subsequently adopted an alternative meeting schedule for the Ordinary Meetings of Council for the period July through to December 2022. Council will now hold one Community Access Session per month and one Ordinary Meeting of Council per month.

The change to meeting schedules is to assist in streamlining the City's decision making practices and reduce both the administrative functions associated with meeting processes and the in person demands on Councillors.

As part of the change to meeting schedules, Council's committee meeting schedules will also be amended, with the Airport Advisory to be held bi-monthly on the first Wednesday of each month, alternative to the Policy and Legislation Committee meetings.

OFFICER COMMENT

Under its terms of reference, the Airport Advisory Committee (the Committee) must meet at least six times per year. In September 2021, the terms of reference for the Committee were reviewed and revised by Council (C2109/201), including the provision of a delegated power to schedule and endorse the dates, times and locations of the meetings held by the Committee.

In accordance with regulation 12 of the *Local Government (Administration) Regulations 1996*, if a committee meeting is open to the public or proposed to be open to the public, the local government must give public notice of the dates, times and place at which the committee meetings are to be held in the next 12 months. Once endorsed by the Committee, the meeting dates will be publicly advertised.

Committee meetings will be held at 12.30pm, in the Wonnerup Committee Room, at the City of Busselton Administration Building.

Statutory Environment

The Council of the City of Busselton has established a standing committee known as the Airport Advisory Committee, pursuant to section 5.8 of the *Local Government Act 1995*.

Relevant Plans and Policies

There are no relevant plans or policies to consider in relation to this matter.

Financial Implications

There are no financial implications associated with the officer recommendation.

Stakeholder Consultation

No external stakeholder consultation was required or undertaken in relation to this matter.

Risk Assessment

An assessment of the potential implications of implementing the officer recommendation has been undertaken using the City's risk management framework, with risks assessed taking into account any controls already in place. No risks of a medium or greater level have been identified.

Options

As an alternative to the proposed recommendation, the Committee could propose different dates for its meetings to be held.

CONCLUSION

Following the adoption of an amended Council meeting schedule, the Committee are being asked to endorse an amended schedule of Airport Advisory Committee meeting dates for the period July to December 2022.

TIMELINE FOR IMPLEMENTATION OF OFFICER RECOMMENDATION

The amended meeting schedule will be advertised within one week of the committee's endorsement.

6.2 BUSSELTON MARGARET RIVER AIRPORT - OPERATIONS UPDATE

STRATEGIC THEME	OPPORTUNITY - A vibrant City with diverse opportunities and a prosperous economy
STRATEGIC PRIORITY	3.4 Develop aviation opportunities at the Busselton Margaret River Airport.
SUBJECT INDEX	BUSSELTON MARGARET RIVER AIRPORT
BUSINESS UNIT	Commercial Services
REPORTING OFFICER	Manager Economic and Business Development Services - Jennifer May
AUTHORISING OFFICER	Director, Community and Commercial Services - Naomi Searle
NATURE OF DECISION	Noting: The item is simply for information purposes and noting
VOTING REQUIREMENT	Simple Majority
ATTACHMENTS	Nil

COMMITTEE RECOMMENDATION

AIR2206/083 Moved Councillor P Carter, seconded Councillor A Ryan

That the Council receives and notes the Airport Operations Report.

CARRIED 3/0

OFFICER RECOMMENDATION

That the Council receives and notes the Airport Operations Report.

EXECUTIVE SUMMARY

This report provides an overview of the operations and activities of the Busselton Margaret River Airport (BMRA) for the reporting period 1 January 2022 through 31 May 2022. This includes an update on passenger numbers, regular public transport services (RPT), closed charter and general airport operations.

BACKGROUND

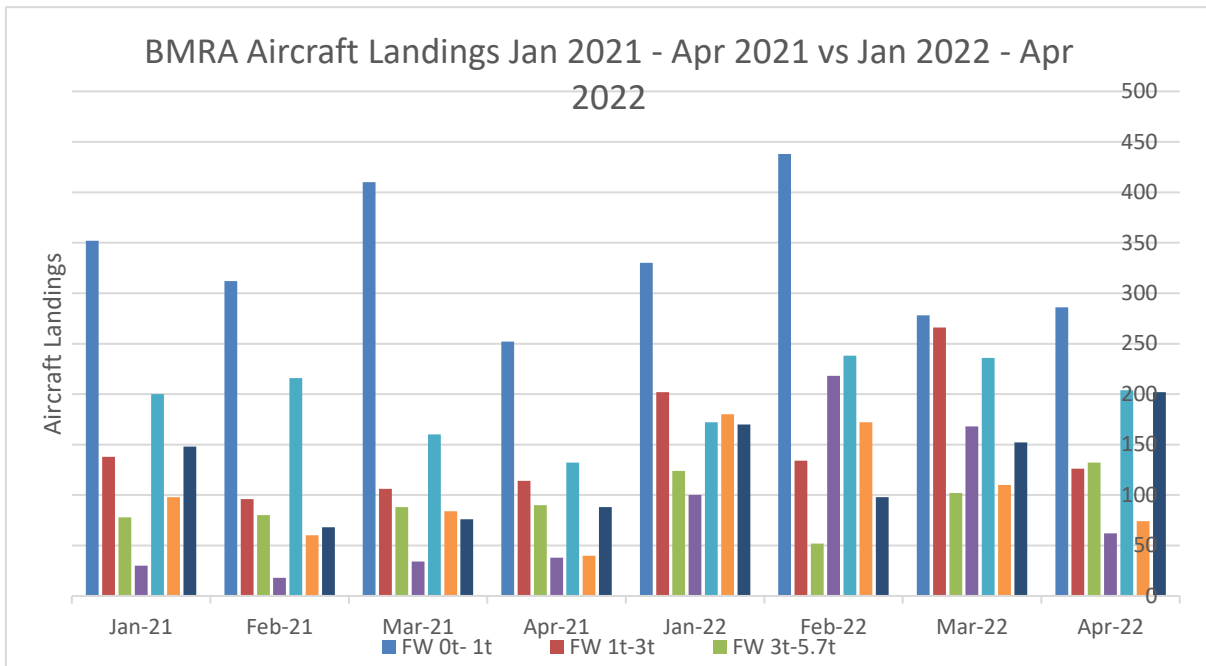
The BMRA has seen positive growth in aircraft landings and passenger numbers with the commencement of Jetstar RPT services, additional closed charter flights operating during the reporting period, along with the Department of Fire and Emergency Services (DFES) Large Air Tanker and helitac operations, and military aircraft activity.

Aircraft Movements

The total number of Fly in Fly out (FIFO) closed charter services operating from the BMRA has increased, with 28 flights (56 movements) per week as at the end of May which has increased from 24 flights at the end of March. Currently there are four airlines operating closed charter services from the BMRA utilising the F70, F100, A320 and Dash 8 aircraft and servicing North West destinations such as Boolgeeda, Barimunya, West Angeles, Newman, Roy Hill and Karratha. Still to be confirmed are two new flights on a Thursday and Friday which could potentially start in the third quarter of this year.

Jetstar RPT services direct from Melbourne to Busselton commenced on Wednesday 6 April with 3 flights a week on Mondays, Wednesday and Saturdays. For the reporting period there have been 24 Jetstar flights.

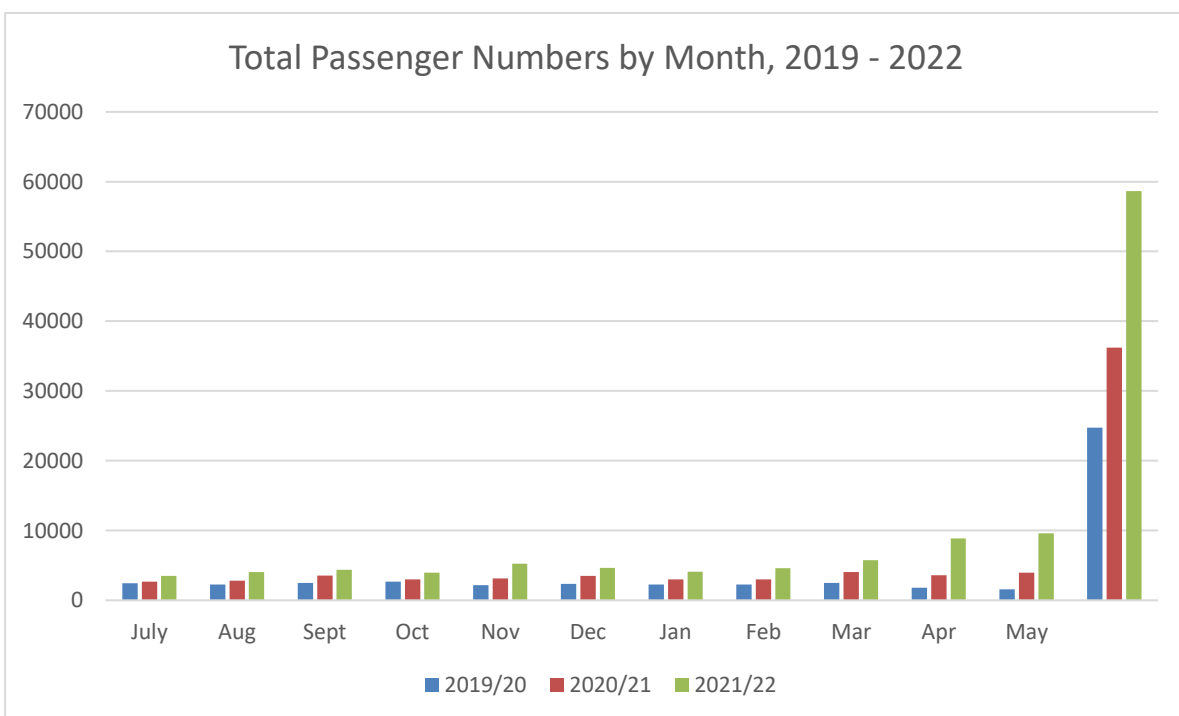
The total number of aircraft landings has increased over all aircraft categories during the period 1 January 2022 through to 31 April 2022 with some monthly variations mainly due to light and general aviation traffic. The total aircraft landings during the period from January 2022 – April 2022 was 5,026 compared to 3,606 for the same period in 2021.



Passenger Numbers

Passenger numbers have increased by 50% (32,896) for the reporting period compared to same period for 2020/21 (21,956), representing an increase of over 200% from 2019/20 (10,346). The total number of passengers passing through the BMRA for 2021/2022 to the end of May was 58,657.

The increase in passenger numbers can be attributed to the growth in FIFO passenger numbers across all closed charter airlines servicing Rio Tinto, BHP and FMG, and the commencement of Jetstar services with a total of 8,168 RPT passengers arriving and departing from the BMRA since 6 April.



Carpark

Currently 1,540 FIFO passengers have been provided swipe cards to access the BMRA car park at a discounted rate. The average daily occupancy for the reporting period was 390 parked patrons per day. The public car park has now reached capacity on a number of occasions and Officers have been investigating a temporary car parking solution while an extension to the new public car park is constructed. The original proposal was to fence off approximately 9,000m² of the southern general aviation apron for FIFO passenger use and line mark with up to 300 car parks, however the costs of installing boom gates and a temporary pay system was unjustified.

Officers are now proceeding with an alternative solution whereby an external fenced area to the transport operator's car park will be installed and FIFO parking will be accessed through the transport operators car park using the existing car parking system. A drawing of the proposed area is included below.



Operations

The focus for the reporting period has been on:

- Noise Management Plan and Noise monitoring
 - A review of the Noise Management Plan including public consultation was conducted from November 2021 through to January 2022 with a report submitted to the CEO of the Environmental Protection Authority (EPA) in early April. The compliance branch of the EPA have requested further information and justification as to why the City does not need to submit a Section 45c (request to amend a proposal and/or conditions) under the Environmental Protection Act for the two proposed amendments to the flight training guidelines.
 - Noise monitoring has been completed at two locations (Reinscourt and Kalgup) and a report prepared for the City by a noise consultant. The report included some discrepancies relating to flight schedules and the consultant has been asked to review the data recordings and resubmit the report.
- Commencement of Jetstar RPT services
 - Preparation for the Jetstar flights required a large number of operational readiness activities including equipment servicing and maintenance, a revised Transport Security Program (TSP) submission, mobilisation of the security screening team and landside activities such as wayfinding signage, car parking and provision of information for the public to be completed.

- The first flights highlighted some ‘teething’ problems and operational limitations which have impacted the turn-around times. The following key issues were identified;
 - The sterile departure lounge is at capacity for A320 operations and after seeking a number of quotes for demountables, a tender will be issued in mid-June for the supply and installation of three demountables; the departure/sterile lounge expanded area, an office/training room and ablution demountable;
 - An additional check-in injector belt is required and an order is ready to be placed;
 - The checked baggage system (CBS) baggage conveyor belt design was susceptible to blockages and alarms and improvements have been made and the CBS x-ray software settings have been reviewed;
 - Increased ground handling equipment storage areas have been quoted and waiting for contractors to complete the works;
 - Wayfinding and directional signage which is now in place;
- Officers have submitted a request to the State Government to fund the above mentioned items, including carpark expansion.
- A request for tender (RFT) is currently being advertised to expand the car park which closes on 28 June 2022.
- The Department of Home Affairs have completed two site inspections, the first a scheduled audit of the TSP and security screening processes, and the second a unscheduled ‘systems test’ at the BMRA passenger screening point using part of a firearm as the test weapon. The City is yet to receive the formal reports for either site inspection.
- Regional Airport Program Funding projects (RAP) - Federal Government programs
 - RFDS relocation project – further consultation with the Royal Flying Doctors Service (RFDS) has resulted in a request to change the location of the new RFDS patient transfer facility to the General Aviation precinct. Officers have requested a variation to the funding agreement to defer the final delivery milestones into the 2022/23 financial year. The grant funding allocation is for \$188,665 however with price escalations since the grant application submission the project is expected to cost in the region of \$280k. The City will be required to fund this shortfall, however it can be funded through the Airport Infrastructure Renewal Reserve as part of the 2022/23 budget.
 - Central apron expansion project - Officers have been negotiating with the preferred tenderer however the works have not been awarded as yet. Officers are requesting a variation to the funding agreement at this time.
- Airside and landside mowing programs.
- Runway and taxiway line marking program.

Following endorsement by the Council (C2205/098) on 11 May 2022, the position of an Aviation Business Development Officer is being advertising and closes on 20 June. The City is also advertising for a casual Airport Reporting and Maintenance Officers to provide support to the team given the significant and rapid growth in FIFO closed charter and commencement of RPT services which now extend over six days a week (Monday – Saturday).

OFFICER COMMENT

With the end of the 2021/22 financial year approaching, the BMRA has seen significant growth over the past eleven months in aircraft and passenger activity. Officers are estimating that the BMRA will have had over 11,000 aircraft movements in 2021/22 and in the region of 64,000 passengers through the terminal.

Officers will continue to progress the delivery of the operational improvements listed above and will also focus on the following in 2022/23;

- An RFT was advertised for the supply and construction of three general aviation hangars. The RFT submissions indicated that the price escalation in materials and services meant that only two hangars could be constructed for the available budget. Officers have delayed awarding the tender to construct the hangars and have been investigating the design to see if there are cost efficiencies that can be achieved. A new RFT will be issued in the new financial year.
- The procurement of an Airport inspection, maintenance and reporting tablet/online system to facilitate accurate and real time reporting, recording and reporting of regulatory requirements, recording and workflow of maintenance and capital items; and processes such as online inductions and applications.
- Regional Airports Development Scheme (RADS) - Department of Transport (DoT)
 - Financial and Asset Management Framework. The completion of the framework is a new requirement by DoT for airports when applying for future RADS grants. The framework will also provide the City with key tools in the management of airport assets and provide improved financial management and modelling capabilities.
- A new Airport Master Plan will be delivered with a focus on business and commercial development to replace the existing BMRA Master Plan (2016-36) which was developed with a strong focus on infrastructure and for which the majority has now been achieved.
- A review of the BMRA Wildlife and Hazard Management Plan is required as regulatory requirement under CASA MOS Part 139.
- An external review /audit of the BMRA Transport Security Program is required as regulatory requirement under the Aviation Transport Security Regulations.
- Business development strategy and implementation plan to guide the marketing and development of commercial opportunities at and relating to the BMRA, including the attraction of new domestic routes and planning for future international operations.

Statutory Environment

The BMRA operates in accordance with the following:

- *Aviation Transport Security Act 2004*
- *Aviation Transport Security Regulations 2005*
- CASA part 139 Manual of Standards (Aerodromes)
- City of Busselton Transport Security Plan
- Ministerial Statement 1088
- City policies and procedures

Relevant Plans and Policies

The officer recommendation aligns to the following adopted plans:

- BMRA Master Plan (2016-2036)
- The BMRA operates under the Busselton Margaret River Airport Noise Management Plan 2019

Financial Implications

Revenue

Actual year-to-date (YTD) revenue for the reporting period is \$2,215,989.14 compared to the YTD budget of \$2,337,750, noting that security screening revenue has not been realised due to the delay in the Jetstar flights. Excluding the security screening revenue, YTD actual budget (\$2,215,989.14) is tracking higher than the YTD budget (\$1,715,759) with the key revenue areas contributing towards this being airport landing fees, sundry income and car parking income.

Expenditure

Actual YTD expenditure for the reporting period is \$765,473.56 (including commitments) compared to the YTD budget of \$1,054,701, not including the airline attraction program which has not been expended due to the delay in the Jetstar flights, and depreciation. Lower expenditure for the reporting period can mainly be attributed to the lower expenditure costs in security screening services of YTD budget \$360,371 compared to actual budget of \$96,584

Stakeholder Consultation

Consultation has been occurring on a regular basis with Department of Transport, Government agencies, airport stakeholders, Department of Home Affairs, Aviation Marine Security (AMS), Civil Aviation Safety Authority (CASA), Air Services Australia, Virgin Australia Regional Airline, Qantas Group, the Busselton Aero Club, Albany, Esperance, Geraldton Airports and Australian Airports Association, concerning many topics and issues relating to the Airport.

Risk Assessment

An assessment of the potential implications of implementing the officer recommendation has been undertaken using the City's risk management framework, with risks assessed taking into account any controls already in place. No risks of a medium or greater level have been identified.

Options

The Airport Advisory Committee may choose not to receive and note the Airport Operations Report.

CONCLUSION

Officers continue to strive to provide a high level of customer service at the BMRA, while ensuring the airport is compliant, safe and security is maintained throughout. The commencement of Jetstar RPT services has identified a number of operational actions and infrastructure investment requirements.

The focus for the new financial year will be to prepare a new BMRA Master Plan, achieving operational efficiencies and business and commercial development initiatives have been deferred to date.

TIMELINE FOR IMPLEMENTATION OF OFFICER RECOMMENDATION

Not applicable.

7. GENERAL DISCUSSION ITEMS

Nil

8. NEXT MEETING DATE

Wednesday, 3 August 2022

9. **CLOSURE**

The meeting closed at 10:15am.

THESE MINUTES CONSISTING OF PAGES 1 TO 14 WERE CONFIRMED AS A TRUE AND CORRECT RECORD ON WEDNESDAY, 3 AUGUST 2022.

DATE: _____ PRESIDING MEMBER: _____