

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

**CITY OF BUSSELTON**

**MINUTES FOR THE AIRPORT ADVISORY COMMITTEE MEETING HELD ON 24 AUGUST 2016**

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## MINUTES

MINUTES OF AIRPORT ADVISORY COMMITTEE HELD IN MEETING ROOM A, CITY ADMINISTRATION SITE, HARRIS ROAD, BUSSELTON, ON 24 AUGUST 2016 AT 11.00AM.

### 1. DECLARATION OF OPENING AND ANNOUNCEMENT OF VISITORS

The Presiding Member opened the meeting at 11.05am.

### 2. ATTENDANCE

Presiding Member:

Cr Gordon Bleechmore

Members:

Cr John McCallum

Cr Paul Carter

Officers:

Mr Mike Archer, Chief Executive Officer

Mr David Russell, Airport Operations Coordinator

Miss Hayley Barge, Administration Officer, Governance

Apologies

Cr Coralie Tarbotton

Mrs Naomi Searle, Director, Community and Commercial Services

Approved Leave of Absence

Nil

### 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 July 2016

Committee Decision

**AIR1608/020**

Moved Councillor J McCallum, seconded Councillor P Carter

That the Minutes of the Airport Advisory Committee Meeting held 27 July 2016 be confirmed as a true and correct record.

**CARRIED 3/0**

## 6. REPORTS

### 6.1 AIRPORT UPDATE

<b>SUBJECT INDEX:</b>	Busselton Margaret River Airport
<b>STRATEGIC OBJECTIVE:</b>	Infrastructure assets are well maintained and responsibly managed to provide for future generations.
<b>BUSINESS UNIT:</b>	Commercial Services
<b>ACTIVITY UNIT:</b>	Airport
<b>REPORTING OFFICER:</b>	Airport Operations Coordinator - David Russell
<b>AUTHORISING OFFICER:</b>	Director, Community and Commercial Services - Naomi Searle
<b>VOTING REQUIREMENT:</b>	Absolute Majority
<b>ATTACHMENTS:</b>	Nil

### PRÉCIS

This report provides an overview on the Busselton-Margaret River Airport (BMRA) operations and activities for the reporting period 1 July 2015 to 30 June 2016.

### BACKGROUND

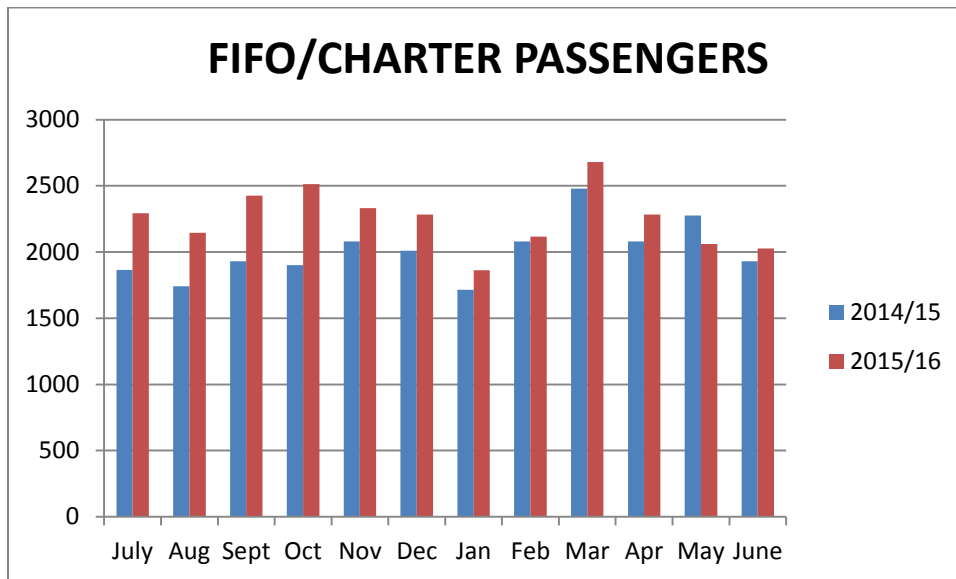
The airport has seen a reduction in FIFO services from 14 to 10 in the last financial year due to the withdrawal of the Maroomba / Ad Astral Beech 1900 services to Karara mine site as of December 2015. Despite this reduction in services, passenger numbers and aircraft movements have continued to increase over the year.

Below is a table indicating the number of FIFO/ Charter passengers travelling through BMRA for the reporting period 1 July 2015 to 30 June 2016:

	Departing FIFO/Charter Passengers		Arriving FIFO/Charter Passengers	
	2014/15	2015/16	2014/15	2015/16
<b>July</b>	1036	1277	830	1016
<b>August</b>	1069	1189	673	956
<b>September</b>	1077	1280	854	1145
<b>October</b>	1039	1422	862	1090
<b>November</b>	1154	1295	926	1036
<b>December</b>	1065	1290	945	994
<b>January</b>	954	1065	760	798
<b>February</b>	1134	1188	946	928
<b>March</b>	1355	1469	1124	1212
<b>April</b>	1125	1314	955	969
<b>May</b>	1315	1154	961	907
<b>June</b>	1050	1101	881	926
<b>Total</b>	<b>13373</b>	<b>15044</b>	<b>10717</b>	<b>11977</b>

Total FIFO/Charter passengers for 2015/16 = 27,021

Total FIFO/Charter passengers for 2014/15 = 24,090



The total number of departing FIFO services from BMRA is currently 10 flights per week.

A total of 5213 aircraft landings were recorded for the 2015/2016 financial year, an increase from the numbers reported for the same period in 2014/2015 of 5144 landings.

This increase has been due to a number of visiting aircraft for Aerofest 2016, and an increase in Local commercial aircraft activity by Busselton Aero Club, Geronimo Skydivers, Tigermoth Adventure Flights and SLSWA.

There have been decreases in Emergency Services airport usage for, Helitac Firefighting, Police Airwing, RFDS and Aerorescue last financial year as seen in the table below. This table includes all license renewal and approved training flights for Emergency services as well as emergency flights.

The City does not restrict license renewal flights for emergency services or FIFO operators and is actively managing these operations. Voice recordings of all aircraft using BMRA and their activities are used to assist City Officers in addressing noise complaints received from the public about flight operations at the airport.

Emergency Service	2014/15	2015/16
SLSWA	236	248
RFDS	292	220
Aerorescue	23	20
Police Airwing	19	9
Helitac Firefighters	74	72

**NMP Non-Compliance Reporting**

Under the Noise Management Plan (NMP) the City is required to submit its annual compliance report to the Office of Environmental Protection Authority (OEPA) prior to 22 September 2016 for the reporting period of 23 June 2015 to 22 June 2016.

The annual compliance report was submitted on 3 August 2016 and reported that ten (10) out of an available twelve (12) CEO approved non-conforming activities (section 3.3.3 Approval for Non-Conforming Activity of the NMP) were used. Additionally, the report stated that nine (9) non-compliant incidents had been reported to the OEPA during the reporting period and that one (1) other non-compliance had occurred during the year but in accordance with the Compliance Assessment Plan (CAP).

## **Telethon Charity Event**

The City has received a request from Channel 7 Telethon Trust, the event organizer for a charity flight to raise funds for Telethon and the Telethon Type 1 Diabetes Family Center, to waive the landing fees and passenger facilitation fees for an event to be held on Sunday 13<sup>th</sup> November 2016. The event comprises of two F100 aircraft, with expected passenger numbers of 200 who fly down to Busselton and spend the day in the region. The fundraising proceeds go to Telethon Type 1 Diabetes Family Center.

The total waived fees, including landing fees and passenger facilitation fees, is expected to be \$5,900 (excluding GST) and does not include staff time (approx.\$150.00) and as such requires Council endorsement. Other sponsors for this event include Network Aviation, Leeuwin Estate and South West Coachlines.

## **STATUTORY ENVIRONMENT**

The BMRA operates in accordance with the following: The Aviation Transport Security Act 2004, Aviation Transport Security Regulations 2005, CASA MOS 139, Council's Transport Security Plan and City policies and procedures.

## **RELEVANT PLANS AND POLICIES**

There are no policy implications with this report.

## **FINANCIAL IMPLICATIONS**

The net operating result of the BMRA as at 30 June 2016 was a surplus of \$257,197 including depreciation of \$229,323, compared to a surplus of \$181,774 including depreciation of \$147,860 at the same time last year. The revenue for the year was \$1,088,784, which was \$112,919 under the projected annual revenue. A number of factors influenced the revenue for 2015/16 including;

- Decreased budgeted revenue from the secure car park with parking fees totaling \$261,835 compared to the projected budgeted revenue for 2015/16 of \$302,920. This was mainly due to roster changes of car park patrons using the carpark for less days and some impact from incorrect ticket usage by some patrons
- Decreased budgeted revenue from landing fees totaling \$494,836 compared to the projected budget revenue of \$509,210 due to a reduction of FIFO services during the year.

The operating expenditure for 2015/2016 totaled \$830,504 compared to \$886,656 in 2014/2015. The decrease in expenditure was due to;

- Lower staffing levels during the beginning part of the year
- Airport Maintenance projects associated with the runway and runway strip being put on hold due to the Airport Development Project
- Decreased Contractor costs being reduced due to works being cancelled due to the Airport Development Project

## **Long-term Financial Plan Implications**

There are no financial implications as a result of this report.

## **STRATEGIC COMMUNITY OBJECTIVES**

The Busselton-Margaret River Regional Airport is consistent with following the City of Busselton's strategic Objectives:

Well Planned, Vibrant and Active Places:

- 2.3 Infrastructure Assets that are well maintained and responsibly managed to provide for future generations;

Connected City

- 4.1 Transport options that provide greater links within our district and increase capacity for community participation.

## **RISK ASSESSMENT**

An assessment of the potential implications of implementing the officer recommendation has been undertaken using the City's risk assessment framework. The assessment sought to identify 'downside' risks only rather than 'upside' risks and where the risk, following implementation of controls, has been identified as medium or greater. No such risks were identified.

## **CONSULTATION**

Consultation with Department of Transport, South West Development Commission, Aviation Projects, Government agencies, Airport stakeholders, Office of Transport Security (OTS), Civil Aviation Safety Authority (CASA), Virgin Australia Regional Airline, the Busselton Aero Club, Service Agencies, Albany, Esperance, Geraldton Airports and Australian Airports Association has been occurring on a regular basis concerning many topics and issues relating to the Airport.

## **OFFICER COMMENT**

FIFO/ Charter passengers through the BMRA have continued to increase last financial year with passengers provided with a more enjoyable experience by the completion of the following projects:

- Completion of the terminal seating upgrade
- Implementation of boarding gate counters to streamline passenger departures
- Information provides by a standalone Airport website

The 2015/16 financial year has also seen a number of operational improvements and maintenance taking place including; the deployment of a new 110,000ltr water tank funded by DPAW to support fixed wing firefighting operations, removal of airside farm fences to improve the safe take-off and landing of aircraft, City officers conducted a desktop emergency exercise in conjunction with local emergency services, and improvements to the Wildlife Management Plan Database reporting and Fly Neighborly Agreements (FNA) and Aerodrome Manual. Additionally the employment and induction of two new Airport Reporting and Maintenance Officers has ensured that the Airport is operating efficiently and complying with all relevant Government regulations.

## **CONCLUSION**

The Airport Operations Team is looking forward to an exciting and challenging time during the 16/17 financial year with the Airport Development Project. Ensuring the airport is operating safely and providing a high level of customer service will be a priority throughout this.

**OPTIONS**

The Airport Advisory Committee chooses not to accept the Officers report.

**TIMELINE FOR IMPLEMENTATION OF OFFICER RECOMMENDATION**

Not Applicable.

**OFFICER RECOMMENDATION****ABSOLUTE MAJORITY DECISION OF COUNCIL REQUIRED**

That the Airport Advisory Committee;

1. Receives and note the Airport operations report.
2. Endorses the waiving of landing and passenger facilitation fees for the Telethon Charity flights to be held on the 13<sup>th</sup> November 2016 for 2 x F100 aircraft and estimated 200 passengers, to the total value of \$5,900 excluding GST and staffing costs of \$150.00.

Note: The Committee proposed an alternative recommendation that would separate the two decisions and enable the City to donate funds to the Telethon Charity.

**Committee Recommendation**

**AIR1608/021** Moved Councillor J McCallum, seconded Councillor P Carter

That the Airport Advisory Committee;

1. Receives and note the Airport operations report.

**CARRIED 3/0**

**Committee Recommendation**

**AIR1608/022** Moved Councillor G Bleachmore, seconded Councillor J McCallum

**ABSOLUTE MAJORITY DECISION OF COUNCIL REQUIRED**

That the Airport Advisory Committee;

1. Endorse a donation to the value of the landing and passenger facilitation fees for the Telethon Charity flights to be held on the 13<sup>th</sup> November 2016 for 2 x F100 aircraft and estimated 200 passengers, to the total value of \$5,900.

**CARRIED 3/0**

**7. GENERAL DISCUSSION ITEMS**

Nil

**8. NEXT MEETING DATE**

Friday, 30 September 2016

**9. CLOSURE**

The meeting closed at 11.30am.

THESE MINUTES CONSISTING OF PAGES 1 TO 8 WERE CONFIRMED AS A TRUE AND CORRECT RECORD ON FRIDAY, 30 SEPTEMBER 2016.

DATE: \_\_\_\_\_

PRESIDING MEMBER: \_\_\_\_\_