

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 8 FEBRUARY 2023

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MINUTES

MINUTES OF THE AIRPORT ADVISORY COMMITTEE HELD IN THE COMMITTEE ROOM, ADMINISTRATION BUILDING, SOUTHERN DRIVE, BUSSELTON, ON 8 FEBRUARY 2023 AT 1:00PM.

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

The Presiding Member opened the meeting at 1.06pm.

The Presiding Member acknowledged the Wadandi and Bibbulmun people as the traditional custodians of this region and paid respects to Elders past and present.

The Presiding Member advised the meeting was being recorded.

2. ATTENDANCE

Presiding Member:

Cr Anne Ryan

Members:

Cr Paul Carter

Cr Jodie Richards

Cr Mikayla Love (*Deputy*)

Officers:

Mrs Jennifer May, Acting Director, Community and Commercial Services

Mr Nicholas Cooper, Airport Operations Coordinator

Ms Jo Barrett-Lennard, Governance Officer

Apologies:

Cr Phill Cronin

3. PUBLIC QUESTION TIME

Nil

4. DISCLOSURE OF INTERESTS

Nil

5. **CONFIRMATION OF MINUTES**

5.1 Minutes of the Airport Advisory Committee Meeting held 14 December 2022

COMMITTEE DECISION

AIR2302/090 Moved Councillor J Richards, seconded Councillor P Carter

That the Minutes of the Airport Advisory Committee Meeting held 14 December 2022 be confirmed as a true and correct record.

CARRIED 4/0

6. REPORTS

6.1 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	Acting Director, Community and Commercial Services - Dave Goodwin
NATURE OF DECISION	Noting: The item is simply for information purposes and noting
VOTING REQUIREMENT	Simple Majority
ATTACHMENTS	Nil

<u>COMMITTEE RECOMMENDATION</u>	
AIR2302/091	Moved Councillor J Richards, seconded Councillor P Carter
That the Council receives and notes the Busselton Margaret River Airport operations report.	
CARRIED 4/0	

OFFICER RECOMMENDATION

That the Council receives and notes the Busselton Margaret River 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 July 2022 through 31 December 2022. This includes an update on passenger numbers, regular public transport (RPT) and closed charter services, and general airport operations.

BACKGROUND

The BMRA has seen continued growth in aircraft landings and passenger numbers with Jetstar RPT services and additional closed charter flights operating during the reporting period.

Passenger Numbers

The estimated passenger numbers for the reporting period (1 July 2022 – 31 December 2022) were 72,402 compared to 25,761 for the same period in 2021, representing an increase of over 280%. The continued 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 Jetstar RPT services.

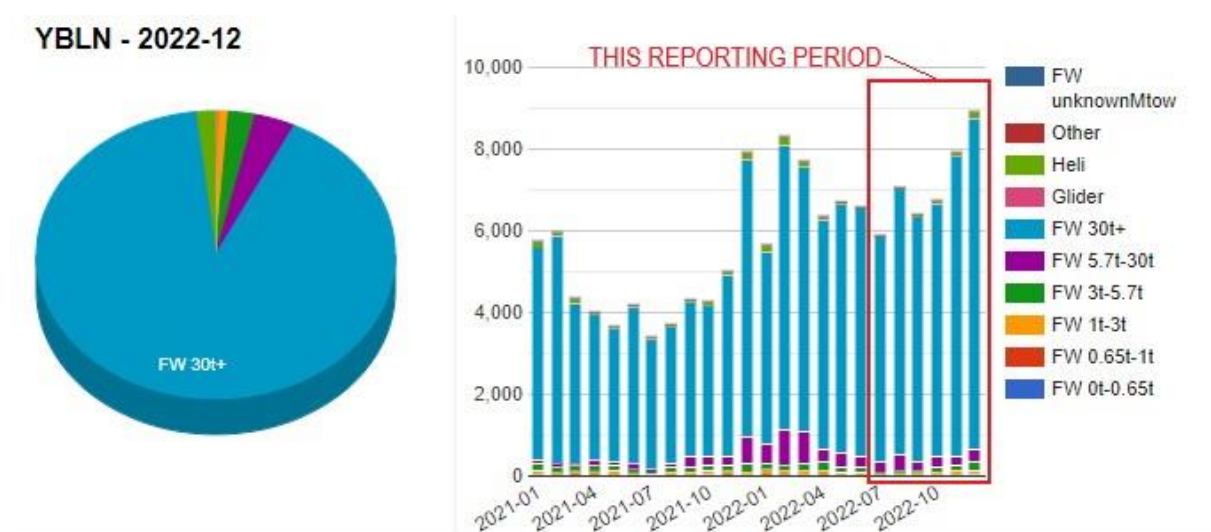
Aircraft Movements

The total number of scheduled services operating from the BMRA as of the end of the reporting period was 32 movements per week, with 29 Fly in Fly out (FIFO) closed charter and 3 RPT services. This increased from a total of 22 flights FIFO closed charter flights movements and nil RPT from the same reporting period in 2021.

Currently there are five airlines operating from the BMRA with RPT and closed charter services utilising the F100, A320, Dash 8/300 and B737/700 aircraft servicing destinations such as Melbourne and North West mine sites - Boolgeeda, Barimunya, West Angeles, Newman, Roy Hill, Karratha, Kalgoorlie and Geraldton. Private jet operations have also increased with 22 formal landing approvals granted for the reporting period utilising the Southern Apron Bay 4.

November 2022 also saw the introduction of new aircraft types to BMRA. Skippers Aviation have introduced 2 flights serviced by Dash 8/300 series and Virgin have introduced the B737/700 series as part of their fleet replacement and retirement of the F100 aircraft.

The following graphs represent the breakdown of the total tonnage by category at BMRA by month trending over the period December 2020 to December 2022, the highlighted section indicates the current reporting period.



Operations and Maintenance

The focus for the reporting period has been on:

- A lighting plan for bays nine and ten has been completed along with a concept lighting design for the new General Aviation (GA) precinct. Officers will now seek tenders to procure and install the lighting in order to meet CASA part 139 MOS requirements.
- The central apron bay marking arrangement plan has been completed to accommodate changes in FIFO aircraft type F100 to A320/B737 and schedules to address apron bay usage restrictions, apron lighting configuration and inclusion of new ground servicing equipment (GSE) equipment storage areas. The project will now move onto surveying the apron and changing identified markings. A risk assessment and new operating procedure has been put in place until the new line marking has been completed.
- Airside and landside mowing and spray programs have caught up significantly with the appointment of a casual maintenance officer and are on track.
- The Annual Technical Inspection (ATI) was completed in July 2022. A rectification plan has been prepared with timeframes and submitted to CASA and the Airport team are working through the plan.
- The new public car park extension was commissioned on 17 December and is fully operational.

- Works are well progressed to expand the departure lounge area with the installation of three transportable building structures and on track to be operational in the first week of February 2023.
- A new check-in injector belt has been ordered and is due for installation in early February 2023 which will increase the number of operational check-in desks for both Jetstar and FIFO services.
- The procurement of an airport inspection, maintenance and reporting tablet/online system is being configured with Airport staff training being conducted in early February 2023. The system will facilitate accurate and real time reporting of regulatory requirements, workflow of maintenance and capital items, and processes such as online inductions and visitor identification card (VIC) applications.
- A review of the BMRA Wildlife and Hazard Management Plan has been undertaken by JASKO Airport Services. JASKO is now compiling a new draft Wildlife and Hazard Management Plan.
- The Department of Fire and Emergency large air tanker (LAT) Bomber 132 C-130 and 139 B737/300 arrived at the end of November 2022 along with the 2 Huey 214 Helitacs, which will be resident until the end of March 2023.
- The RFDS relocation project continues to be evaluated and fully costed. Officers are seeking additional funding from the Federal and State Governments to cover the increased costs.
- An RFQ was advertised for a new BMRA Master Plan between 19 September 2022 and 6 October 2022 with a focus on business and commercial development. The existing BMRA Master Plan (2016-36) developed in 2016 had a strong focus on infrastructure, for which the majority has now been achieved. Officers will award the RFQ in early February.

Security Screening Activities

The below table gives a breakdown of the screening activities over the reporting period.

	Total hours screening point open	Number of people screened
July	37.5	2018
August	45.2	2239
September	39.5	2010
October	47	2605
November	38.7	2222
December	37.85	2171
Total	245.75	13265

Noise Management Plan

Within the reporting period from 1 July to 31 December 2022 there were a total of nine non-conforming activities:

- One flight within the curfew period from a diverted flight from Perth, where CEO approval was granted.
- Four early arrivals from Perth within the 30-minute shoulder period. Airport staff continue to work with the ground handlers and airlines on operational scheduling.

- Two early departures outside the standard operating hours. Correspondence has been issued to the operator advising of the NMP standard operating hours and requesting an explanation of their operations.
- One non approved training flight, correspondence has been sent to the operator advising that flight training is not permitted with an approved City permit.
- One CEO approval for an early departure for safety spotter at Ironman.

OFFICER COMMENT

BMRA has continuing to see considerable growth compared to the same reporting period in 2021. Other activities that have occurred during the reporting period are and will be the focus for the remainder of 2023 are;

- Airport refueling reached another significant milestone in December with the installation of a second 110k Litre JET A1 fuel storage tank. This now brings BMRA Jet A1 fuel holding capacity to in excess of 220k Litres.
- The City was notified in January that it had been successful in Federal Regional Airport Program Round 3 grant application to apply a surface treatment and line marking to the General Aviation precinct aprons and taxiways to mitigate loose stones on the pavement surface. The total project cost is \$437,620 with the City contributing 50% of the total costs (\$218,810).
- The City has purchased an office/training transportable and is currently working through the building permit application and installation. This will be shared facility between City Airport staff and the South West Aviation Services.
- Staff continue to experience difficulty in the delivery of quality service to customers around car parking. As a result, staff are seeking clarification from the car parking infrastructure supplier on a rectification plan and servicing agreement to alleviate the time committed to these activities. A series of detailed discussions have been held with the equipment supplier and officers are now awaiting the finalisation of their proposals.
- Department of Transport Financial and Asset Management Framework is a new requirement for WA airports when applying for future grants. The City has engaged a consultant to undertake stakeholder engagement and implement the framework.
- In conjunction with the City's Strategic Planning department, the Airport team will seek quotations for BMRA Noise Modelling report including Australian Noise Exposure Forecast (ANEF) contours and Number above contours (N contours) as a supporting document for the BMRA Master Plan and also the City 's Town Planning Scheme Amendment to be prepared later in 2023.
- Officers are working with the South West Development Commission (SWDC) to apply for State Government funding to undertake a business case for the construction of the new terminal. To inform the business case the following works will need to be procured: airport master plan, terminal design review, passenger forecast and route development analysis, financial model, and economic impact assessment and cost benefit analysis.

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

Relevant Plans and Policies

The officer recommendation aligns to the BMRA Master Plan (2016-2036) and the Busselton Margaret River Airport Noise Management Plan 2022.

Financial Implications

Revenue

The actual YTD revenue for the reporting period is \$2,146,667 compared to the projected YTD budget of \$1,194,078. Revenue areas that exceeded budget projections are as follows:

- Annual landing fees - \$612,572 actual compared to \$382,492 budgeted
- Car parking income - \$522,538 compared to \$234,775 budgeted
- Head Taxes/Passenger Fees - \$670,878 compared to \$441,131 budgeted

Expenditure

Actual expenditure for the reporting period is \$660,336 compared to the YTD budget of \$355,016. Higher than projected expenditure for the reporting period can mainly be attributed to the timing of expenditure for the airline attraction program, consultancy, contractors and purchase of materials compared to the projected budget timings.

The net operating position for the reporting period is a surplus of \$1,486,311 compared to the YTD budget surplus of \$839,063.

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

As an alternative to the proposed recommendation the Airport Advisory Committee may choose not to receive and note the Busselton Margaret River 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. NEXT MEETING DATE

Wednesday, 12 April 2023.

8. CLOSURE

The meeting closed at 1.55pm.

THESE MINUTES CONSISTING OF PAGES 1 TO 10 WERE CONFIRMED AS A TRUE AND CORRECT RECORD ON WEDNESDAY, 12 APRIL 2023.

DATE: 12/4/23. PRESIDING MEMBER: 