

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

**CONFIRMED**

**CITY OF BUSSELTON**

**MINUTES OF THE AIRPORT ADVISORY COMMITTEE MEETING HELD ON 12 APRIL 2023**

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## MINUTES

MINUTES OF THE AIRPORT ADVISORY COMMITTEE HELD IN THE COUNCIL CHAMBERS, ADMINISTRATION BUILDING, SOUTHERN DRIVE, BUSSELTON, ON 12 APRIL 2023 AT 10:00AM.

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

The Presiding Member opened the meeting at 10.00am

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 (*Deputy Presiding Member*)

#### Members:

Cr Paul Carter

Cr Jodie Richards

Cr Mikayla Love (*Deputy Member*)

#### Officers:

Mr Dave Goodwin, Acting Director, Community and Commercial Services

Mrs Jennifer May, Manager, Economic and Business Development Services

Mr Simon Sparks, Airport Reporting Officer (*from 10.02am*)

Mrs Emma Heys, Governance Coordinator

#### Apologies:

Cr Phill Cronin

#### Other:

Mr Matt Norton, Margaret River Busselton Tourism Association

Mr Joel Taeuber, Virgin Australia

### 3. PUBLIC QUESTION TIME

#### **Responses to Previous Questions Taken on Notice**

Nil

#### **Question Time for Public**

Nil

4. **DISCLOSURE OF INTERESTS**

Nil

5. **CONFIRMATION OF MINUTES**

5.1 Minutes of the Airport Advisory Committee Meeting held 8 February 2023

**COMMITTEE DECISION**

**AIR2304/092** Moved Councillor J Richards, seconded Councillor P Carter

**That the Minutes of the Airport Advisory Committee Meeting held 8 February 2023 be confirmed as a true and correct record.**

**CARRIED 4/0**

## 6. REPORTS

### 6.1 BUSSELTON MARGARET RIVER AIRPORT OPERATIONS UPDATE

<b>STRATEGIC THEME</b>	OPPORTUNITY - A vibrant City with diverse opportunities and a prosperous economy
<b>STRATEGIC PRIORITY</b>	3.4 Develop aviation opportunities at the Busselton Margaret River Airport.
<b>SUBJECT INDEX</b>	Busselton Margaret River Airport
<b>BUSINESS UNIT</b>	Commercial Services
<b>REPORTING OFFICER</b>	Airport Operations Coordinator - Nicholas Cooper
<b>AUTHORISING OFFICER</b>	Manager Economic and Business Development Services - Jennifer May
<b>NATURE OF DECISION</b>	Noting: The item is simply for information purposes and noting
<b>VOTING REQUIREMENT</b>	Simple Majority
<b>ATTACHMENTS</b>	Nil

#### COMMITTEE RECOMMENDATION

**AIR2304/093** Moved Councillor P Carter, seconded Councillor M Love

**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 28 February 2023. This includes an update on passenger numbers, regular public transport services (RPT), closed charter and general airport operations.

#### **BACKGROUND**

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

#### **Passenger Numbers**

The estimated passenger numbers for the reporting period (1 July 2022 – 28 February 2023) were 98,107 compared to 34,436 for the same period in 2022, representing an increase of over 184%. 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.

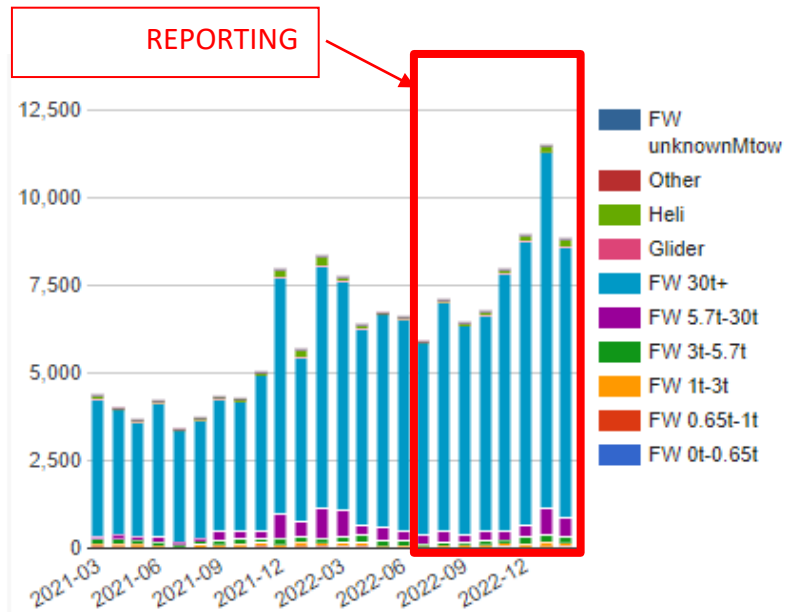
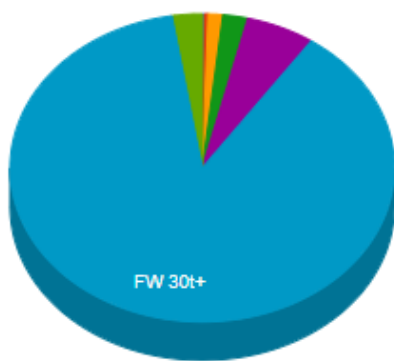
#### **Aircraft Movements**

The total number of scheduled services operating from the BMRA as of the end of the reporting period was 34 movements per week, with 31 Fly in Fly out (FIFO) closed charter and 3 RPT services. This increased from a total of 23 flights FIFO closed charter flights movements and nil RPT from the same reporting period in 2022.

Five airlines are operating from the BMRA with RPT and closed charter services utilising aircraft types from Dash 8/300 to Airbus A320 and Boeing 737/700 aircraft servicing destinations such as Melbourne and multiple mining operations across Western Australia. Private jet/charter operations have also increased with 35 formal landing approvals granted for the reporting period utilising the Central and Southern Apron Bay 4. The following graphs represent the breakdown of the total tonnage by category at BMRA by month trending over the period March 2021 to 28 February 2023, the highlighted section indicates the current reporting period.

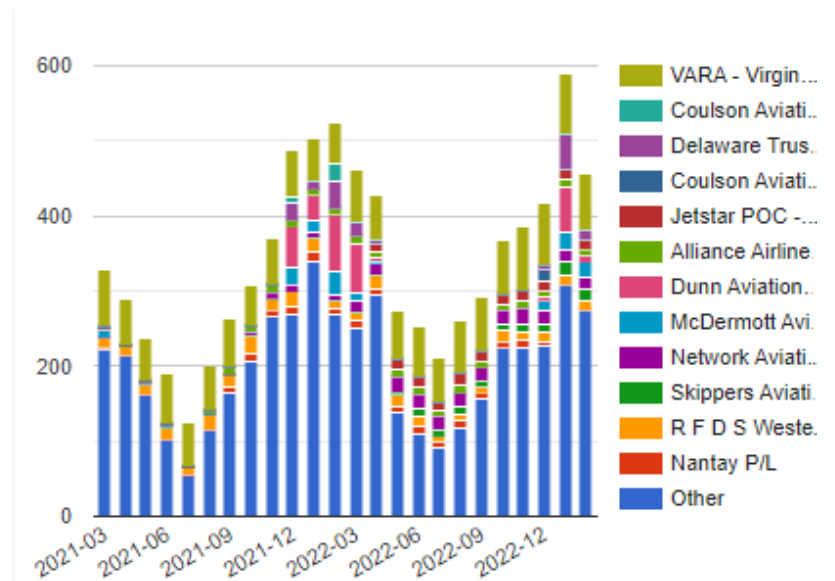
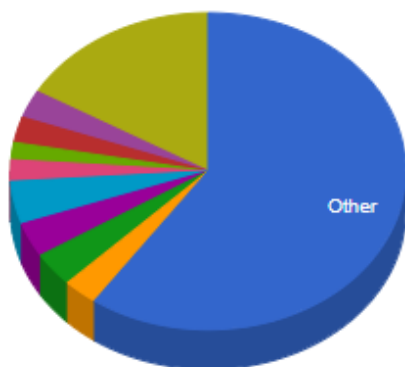
**Landed Tonnage by Aircraft category**

**YBLN - 2023-02**



**Number of landings by Customer**

**YBLN - 2023-02**



The number of landings by customer graph above gives a correlative view of the difference between landed tonnage by aircraft type. Showing that private charter and mostly general aviation, denoted by blue, equates for a large number of the total landings at BMRA.

In the 2021/22 FY the break up from the total landings of 2,981, with 1,276 were aircraft above 5,700 MTOW and the 1,705 below 5,699 MTOW. For the current reporting period, total landings have reached 2,977 with 1,703 being aircraft above 5,700 MTOW and the remaining 1,274 below 5,699 MTOW.

### **Operations and Maintenance**

The focus for the reporting period has been on:

- The central apron bay marking plan implementation has been completed and is now accommodating aircraft types from F100 up to A320N/B737 without turnout restrictions. The new bay marking allows for bays 9, 10 and 11 to facilitate up to A320/B737 operations while bay 8 is restricted to the F100 operations.
- The Annual Technical Inspection (ATI) identified issues are now in the planning and procurement stage around earth works within the runway strip and trimming of trees currently infringing the OLS.
- The central apron expansion planning and procurement has been finalised with works starting mid-April.
- The departure lounge extension area is operational and is easing congestion within the sterile lounge area. The outstanding component of moving the boarding counters will be undertaken by the airlines IT departments.
- A new check-in injector belt identified as one of the operational improvements has been installed and commissioned. This increases the number of operational check-in desks to 4 for Jetstar.
- The paperless reporting system is currently being implemented within the airport team and is to be fully implemented by the end of April.
- A review of the BMRA Wildlife and Hazard Management Plan has been undertaken by JASKO Airport Services. JASKO is now finalising the new Wildlife and Hazard Management Plan.
- The Department of Fire and Emergency's large air tanker (LAT) Bomber Operations finish on the 31 March with the Helitac's remaining onsite until 7 April. Some key aspects of this year's operations have been;
  1. LAT aircraft – Bomber 132 and 139 responded to 15 incidents, a total of 97 sorties and a total of 80 hours flying time;
  2. Helitacs flew 78 sorties and combined 129hrs flying time;
  3. 1,248,000lts of water used for retardant mixing; and
  4. A total of 31 personnel with SES contributing 500 hours in retardant mixing operations.
- The RFQ for the BMRA Master Plan has been awarded to Three Consulting and Leading Edge Aviation Planning Professionals (LEAPP) and the stakeholder engagement plan is being complied.

**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	2010
November	38.7	2605
December	37.85	2222
January	37.5	2210
February	39.9	1914
Total	323.15	17228

**Noise Management Plan**

The City is required to report annually to the Office of the Environmental Protection Authority prior to the 6 April each year on the effectiveness and recorded non-compliances under the Noise Management Plan. The annual reporting included;

- Three reported non-compliances;
- Two CEO approved non-conforming activities; and
- Two recorded noise complaints.

**OFFICER COMMENT**

BMRA has continuing to see considerable growth compared to the same reporting period in 2022. Other activities that have occurred during the reporting period and continue to be the focus for the remainder of 2023 are;

- The City was notified in January that it had been successful in a Federal Government 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 executed the grant agreement and planning will commence for the works.
- The City purchased an office/training transportable and facilities are currently working through the installation process. This will be shared facility between City airport staff and the South West Aviation Services.
- Department of Transport’s Financial and Asset Management Framework (SAAFMF) is a new requirement for Western Australian airports when applying for future RADS grants. The City has engaged a consultant and stakeholder engagement has commenced.
- The RFQ for the BMRA Noise Modelling has been awarded for the preparation of Australian Noise Exposure Forecast (ANEF) contours and Number above contours (N contours) with the project to start on the 10 April and a final report to be complete to feed into 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 \$2,908,252 compared to the projected YTD budget of \$1,666,740. Revenue areas that exceeded budget projections are as follows:

- Annual landing fees - \$947,417 actual compared to \$540,646 budgeted;
- Car parking income - \$694,330 compared to \$305,914 budgeted; and
- Head Taxes/Passenger Fees - \$861,294 compared to \$660,045 budgeted.

#### ***Expenditure***

Actual expenditure for the reporting period is \$2,170,156 compared to the YTD budget of \$489,837. 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 \$738,096 compared to the YTD budget surplus of \$1,176,903.

### **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 of the remaining financial year will be to prepare a new BMRA Master Plan, achieving operational efficiencies and business and commercial development initiatives that have been deferred to date.

**TIMELINE FOR IMPLEMENTATION OF OFFICER RECOMMENDATION**

Not applicable.

**7. NEXT MEETING DATE**

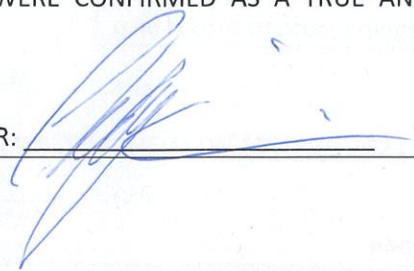
Wednesday, 14 June 2023.

**8. CLOSURE**

The meeting closed at 10.28am.

THESE MINUTES CONSISTING OF PAGES 1 TO 11 WERE CONFIRMED AS A TRUE AND CORRECT RECORD ON WEDNESDAY, 14 JUNE 2023.

DATE: 14 June 23

PRESIDING MEMBER: 

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