



Airport Advisory Committee

Minutes

Wednesday 11 October 2023

CONFIRMED



Our Vision

Where environment, lifestyle and opportunity meet

Community Aspirations



KEY THEME 1

Environment

An environment that is valued, conserved and enjoyed by current and future generations.



KEY THEME 2

Lifestyle

A place that is relaxed, safe and friendly, with services and facilities that support positive lifestyles and wellbeing.



KEY THEME 3

Opportunity

A vibrant City with diverse opportunities and a prosperous economy.



KEY THEME 4

Leadership

A Council that connects with the community and is accountable in its decision making.

MINUTES

Minutes of a meeting of the Airport Advisory Committee held in the Council Chambers,
Administration Building, Southern Drive, Busselton, on Wednesday 11 October 2023 at 10:00 am.

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1. OFFICIAL OPENING

The meeting opened at 10:01am.

The Presiding Member welcomed Councillors, staff, guests and members of the public to the Airport Advisory Committee Meeting of 11 October 2023.

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

This meeting was audio recorded for minute taking purposes.

2. ATTENDANCE

PRESIDING MEMBER	MEMBERS
Cr Phill Cronin	Cr Anne Ryan
	Cr Paul Carter
	Cr Jodie Richards

OFFICERS	
Ms Maxine Palmer	Director Economic and Business Development
Ms Jennifer May	Manager Airport
Ms Jo Barrett-Lennard	Governance Officer

APOLOGIES	
Nil	

OTHER	
Mr Matt Norton	South West Aviation Services
Mr Ben Forster	South West Aviation Services

PUBLIC	
2	

3. DISCLOSURES OF INTEREST

DISCLOSURES OF FINANCIAL INTEREST

Nil

DISCLOSURES OF IMPARTIALITY INTEREST

Nil

4. PUBLIC QUESTION TIME

4.1 RESPONSES TO PREVIOUS QUESTIONS TAKEN ON NOTICE

Nil

4.2 QUESTION TIME FOR PUBLIC

Nil

5. CONFIRMATION AND RECEIPT OF MINUTES

5.1 Airport Advisory Committee 9 August 2023

COMMITTEE DECISION

AIR2310/99 Moved Cr Paul Carter, seconded Cr Anne Ryan

That the Minutes of the Airport Advisory Committee 9 August 2023 be confirmed as a true and correct record.

CARRIED 4 / 0

FOR: Cr Anne Ryan, Cr Jodie Richards, Cr Paul Carter and Cr Phill Cronin

AGAINST: Nil

6. REPORTS

6.1 Busselton Margaret River Airport Operations Update

Strategic Theme:	Key Theme 3: Opportunity 3.4 Develop aviation opportunities at the Busselton Margaret River Airport.
Directorate:	Community and Commercial Services
Reporting Officer:	Executive Support Officer - Tiffany Sweatman
Authorised By:	Director of Economic and Business Development - Maxine Palmer
Nature of Decision:	Noting: The item is simply for information purposes and noting.
Voting Requirements:	Simple Majority
Disclosures of Interest:	No officers preparing this item have an interest to declare.
Attachments:	Nil

COMMITTEE RECOMMENDATION

AIR2310/100 Moved Cr Paul Carter, seconded Cr Jodie Richards

That the Council receives and notes the Busselton Margaret River Airport Operations Report.

CARRIED 4 / 0

FOR: Cr Anne Ryan, Cr Jodie Richards, Cr Paul Carter and Cr Phill Cronin

AGAINST: Nil

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 2023 through 30 September 2023. This includes an update on passenger numbers, regular public transport services (RPT), closed charter and general airport operations.

STRATEGIC CONTEXT

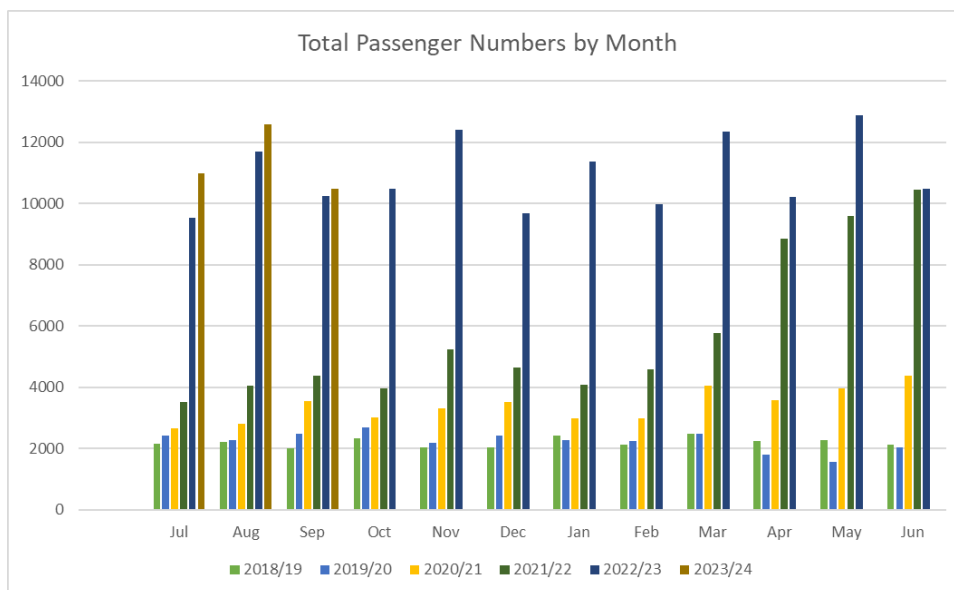
Regular updates on Busselton Margaret River Airport aids in the development of opportunities at the Busselton Margaret River Airport and aligns with Strategic Theme 3.4.

BACKGROUND

The BMRA has seen consistent passenger numbers with Jetstar RPT services and closed charter flights operating during the reporting period. Officers have been concentrating on meeting compliance and strategic objectives for the BMRA.

Passenger Numbers

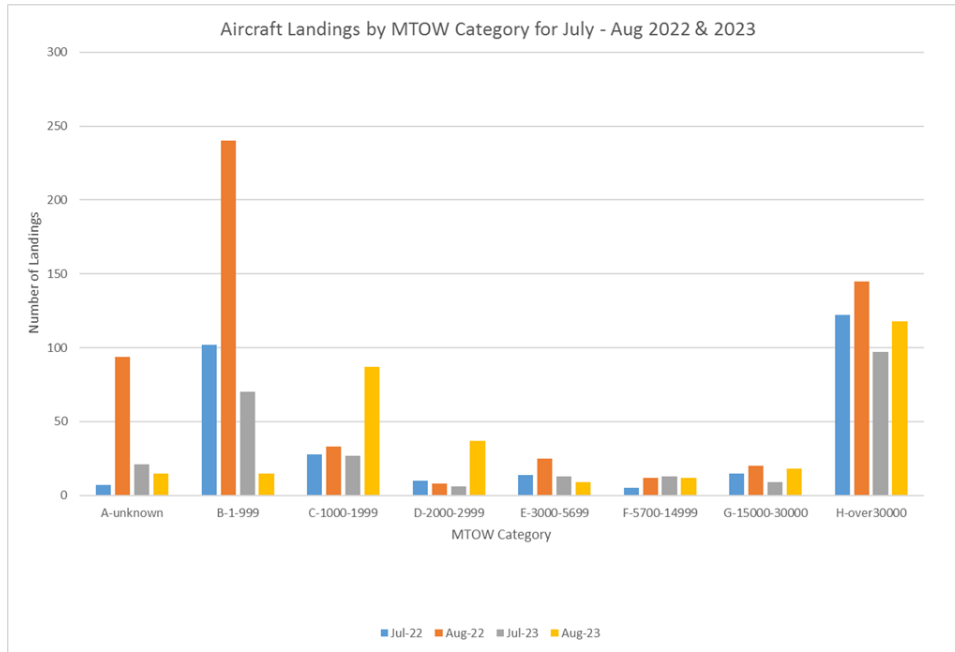
The estimated passenger numbers for the reporting period were 34,046 compared to 31,504 for the same period in 2022. Total passenger numbers have remained consistent over the reporting period compared to the same time in 2022, with a slight decrease in RPT passenger numbers (12,409 in 2022 compared to 11,210 in 2023) over the winter months.



Aircraft Movements

The total number of scheduled services operating from the BMRA as of the end of the reporting period is 34 movements per week, with 31 Fly in Fly out (FIFO) closed charter and 3 RPT services. Jetstar will increase the number of Melbourne services to 4 flights per week from 4 November 2023. 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.

There has been a total of 567 landings during the July and August (September data is not available at the time of writing the report) compared to 880 landings for the same period in 2022. The following graph represents the breakdown of landings by Maximum Take Off Weight (MTOW) at BMRA for July and August in 2022 and 2023.



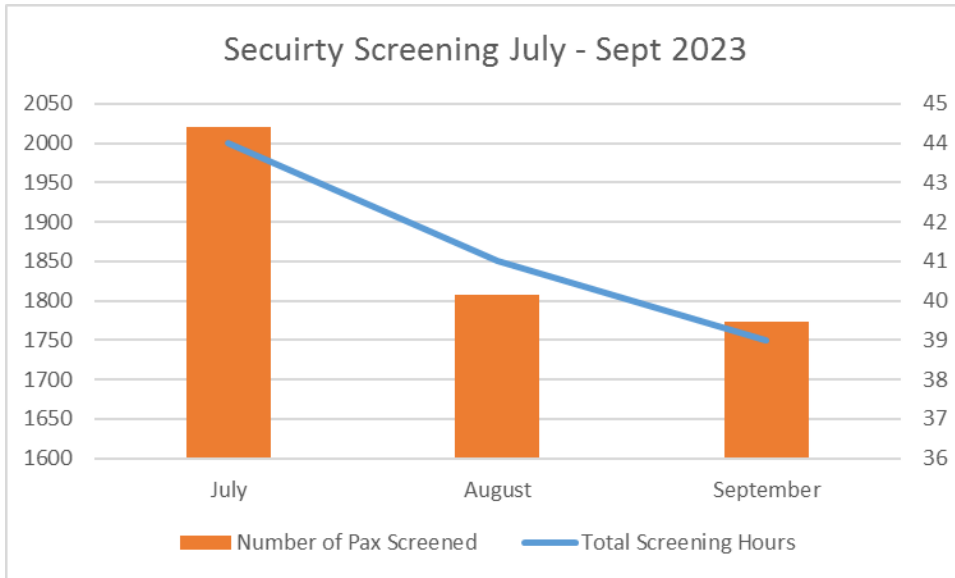
Operations Update

The focus for the 2023/24 will be:

- Deliver the BMRA Master Plan 2023 and Aviation Strategy
- Prepare a BMRA Business Plan & financial model and integrate with the LTFP
- Prepare the BMRA Terminal Business Case
- Prepare BMRA Terminal Concept Designs
- External audit of the Transport Security Program
- Continue to implement AVCRM (Aviation paperless compliance & management system) functionality
- Develop and implement BMRA Performance Reporting
- RFDS relocation project - construction of new patient transfer hangar and apron in the general aviation precinct
- General Aviation precinct apron reseal
- Central Apron CCTV
- Progress the General Aviation precinct leases
- Runway strip compliance works
- Central Apron Bay 10 lighting project implementation
- Obstacle Limitation Surface infringement – management/trimming of vegetation

Security Screening Activities

The graph below shows the number of people screened and screening point hours per month for the 23/24 FY.



Officers are currently investigating additional CBS and passenger x-ray training and x-ray equipment software improvements to ensure that the highest standard of screening is performed at the BMRA. Officers are also seeking quotes for an additional ETD machine to ensure that there is a contingent ETD in the event of an equipment failure.

OFFICER COMMENT

The 2022/23 FY was an extremely busy year for the BMRA, with increased aircraft movements and passenger throughput resulting in the Airport Reporting Officers spending more time airside with serviceability (runway) inspections, wildlife management dispersals and Jet (A1) refuelling. As a result, maintenance programs were behind schedule. A casual maintenance officer was recruited in August 2022 to assist with landside and some airside maintenance, enabling the Airport operations team to concentrate on airside compliance activities. Airside and landside mowing and maintenance programs are again a focus as the summer season approaches.

Increased visitation to the airport also results in additional car parking usage and the public car parking system has experienced a number of issues during the 2022/23 year. A system upgrade and new payment kiosk will be installed into the Arrivals Hall to provide more payment options for arriving passengers. Officers are also monitoring the car park numbers with the construction of an additional car park possibly being needed in the 2023/24 FY.

With the increase in services, improvements are needed in the Baggage Makeup Area (BMA) to assist with baggage loading. In conjunction with the BMRA ground handlers, Officers have prepared drawings to expand the asphalt area in the BMA to allow baggage tugs and trolleys to pull alongside the baggage roller beds for baggage loading. This will also enable baggage handling and processing of charter and RPT passenger baggage concurrently.

The draft BMRA Master Plan was delivered in late September will assist with some of the infrastructure improvement planning.

The Airport Manager will focus on the strategic direction of the BMRA and in particular the commercial development of the BMRA. This will include the following;

- Continue to work with the South West Development Commission on BMRA Terminal Business Case. A RFQ, closing on the 18 October is currently advertised for consultants to prepare a business case for the construction of a new passenger terminal at the BMRA. The business case will be used for State and Federal Government funding applications
- Finalise the BMRA Master Plan 2023
- Prepare a BMRA Business Plan including financial modelling, pricing and fee structure model, asset renewal and maintenance that can then be incorporated into the City's LTFP
- Investigate and identify new business and commercial opportunities for the BMRA
- Develop a KPI / performance reporting system for the BMRA

Department of Fire & Emergency Services (DFES) will mobilise to the BMRA during October and November for the start of the firefighting season from 1st December 2023. DFES plan to have the State Contracted large air tanker (LAT) for the duration of the season to respond to any fire emergencies in the South West region. The Helitacs will also mobilise to the BMRA prior to 1st December 2023.

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 following adopted plan or policy:

Plan:

BMRA Master Plan 2016-2036

Policy:

Not applicable.

Financial Implications

The actual operating income for the July – September period was \$966,708, compared to YTD budget of \$1,161,295.

There are a few factors contributing to this result:

- Actual airline passenger fees are lower than expected, this is due in part to timing of invoicing for fees and airlines delay in payment of fees
- Outstanding Security screening fees for August and September
- Car parking continues to grow and an actual YTD of \$342,702 compared to a YTD budget of \$264,000
- Landings fees are also on track with an actual of \$408,073 compared to a YTD budget of \$325,000

The actual operating expenses for July – September period was \$206,494 compared to YTD budget of \$423,002 (excluding depreciation and airline attraction). The variance can mostly be attributed to timing of expenditure and some maintenance activities that have been slow to commence with contractor availability and winter weather.

The 2023/24 adopted budget included an allocation for the replacement of airside movement area guidance signs (MAGS) at a cost of \$17,000. Officers have further investigated and have found a more cost effective solution to replace the MAGS. As such Officers can utilise the budget allocation of \$17,000 (15060-1007) for the guidance signs to achieve the baggage make up area improvements which have been quoted as just under \$17,000 exclusive GST.

External Stakeholder Consultation

Consultation has been occurring on a regular basis with Department of Transport, South West Development Commission, Tourism WA, Australia Southwest, airport stakeholders, Department of Home Affairs - Aviation Marine Security (AMS), Civil Aviation Safety Authority (CASA), Air Services Australia, Virgin Australia Regional Airline, Qantas Group, Southwest Aviation Services, 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 Council could choose not to receive and note the Busselton Margaret River Airport Operations Report.

CONCLUSION

The 2022/23 financial year was a very busy year with increased services and significant growth in passenger numbers resulting in a shortage of resources and deferring / delaying of maintenance and capital works. With recruitment underway for a new compliance officer and a dedicated Airport Admin Officer appointed, planning of the coming years activities is underway. Officers will continue to strive to provide high levels of customer service at the BMRA, while ensuring the airport is compliant, safe and security is maintained throughout.

With a focus on business development and the anticipated growth in RPT and closed charter flights, further infrastructure improvements will be required over the coming year to support operations while a business case and funding strategy is developed for the new terminal. The Airport team will focus on implementation of the 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

Milestone	Completion Date
Not Applicable.	-

7. CONFIDENTIAL MATTERS

Nil

8. NEXT MEETING DATE

Wednesday 13 December 2023

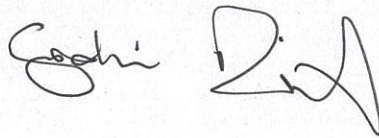
9. CLOSURE

The meeting closed at 10:33am.

The minutes of the Airport Advisory Committee meeting held 11 October 2023 were confirmed as a true and correct record on Wednesday 13 December 2023.

Date:

Presiding Member:

Two handwritten signatures in black ink. The first signature is cursive and appears to be 'Cochi'. The second signature is more stylized and appears to be 'D. A.'.