



Airport Advisory Committee

Agenda

Wednesday 13 December 2023



Our Vision

Where environment, lifestyle and opportunity meet

Community Aspirations



KEY THEME 1

Environment

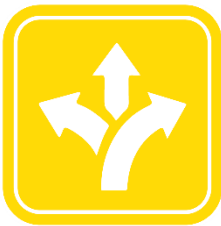
An environment that is valued, conserved and enjoyed by current and future generations.



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.

NOTICE OF MEETING

TO: THE MAYOR AND COUNCILLORS

NOTICE is given that a meeting of the Airport Advisory Committee will be held in the Council Chambers, Administration Building, Southern Drive, Busselton on Wednesday 13 December 2023, commencing at 9:00am.

Your attendance is respectfully requested.

DISCLAIMER

Statements or decisions made at Council meetings or briefings should not be relied on (or acted upon) by an applicant or any other person or entity until subsequent written notification has been given by or received from the City of Busselton. Without derogating from the generality of the above, approval of planning applications and building permits and acceptance of tenders and quotations will only become effective once written notice to that effect has been given to relevant parties. The City of Busselton expressly disclaims any liability for any loss arising from any person or body relying on any statement or decision made during a Council meeting or briefing.



TONY NOTTLE

CHIEF EXECUTIVE OFFICER

8 December 2023

BEHAVIOUR PROTOCOLS

The City of Busselton values are:

- Listening
- Considered Decision Making
- Appreciation
- Respect
- Teamwork

In accordance with these values, the following outlines the behaviour expectations while attending a Council meeting, Community Access Session, or Public Agenda Presentation:

- Listen respectfully through the meeting or presentation
- Respect the Council process and comply with directions from the Presiding Member
- Use respectful language when addressing Council, staff, and other members of the public
- Behave in a manner that is respectful and non-confrontational
- Do not use offensive language or derogatory language towards others

The City values the diverse input of the community and seeks to ensure that all members of the community can attend a meeting and have their say.

Council members, Committee members and Candidates are bound by the City's Code of Conduct and agree to uphold the values of the City of Busselton and principles of good behaviour, maintaining and contributing to a harmonious, safe, and productive environment.

Anyone who does not behave in accordance with the above values and behaviours may be asked by the Presiding Member to leave the gallery.

CITY OF BUSSELTON

Agenda for the Airport Advisory Committee to be held on Wednesday 13 December 2023

TABLE OF CONTENTS

1	OFFICIAL OPENING	6
2	ATTENDANCE	6
3	ELECTION OF PRESIDING MEMBER AND DEPUTY PRESIDING MEMBER	6
4	DISCLOSURES OF INTEREST	6
5	PUBLIC QUESTION TIME	6
	5.1 RESPONSES TO PREVIOUS QUESTIONS TAKEN ON NOTICE	7
	5.2 QUESTION TIME FOR PUBLIC.....	7
6	CONFIRMATION AND RECEIPT OF MINUTES	8
	6.1 AIRPORT ADVISORY COMMITTEE 1 OCTOBER 2023	8
7	REPORTS	9
	7.1 BUSSELTON MARGARET RIVER AIRPORT UPDATE	9
8	CONFIDENTIAL MATTERS	16
9	CLOSURE	16
10	NEXT MEETING DATE	16

1 OFFICIAL OPENING

The City of Busselton welcomes Councillors, staff, guests and members of the public to the Airport Advisory Committee meeting of 13 December 2023.

The City of Busselton acknowledges the Wadandi and Bibbulmun people as the traditional custodians of this region and pay respects to Elders past and present.

Please note this meeting will be audio recorded for minute taking purposes.

2 ATTENDANCE

3 ELECTION OF PRESIDING MEMBER AND DEPUTY PRESIDING MEMBER

Mr Ben Whitehill, Manager Legal and Governance will conduct the nomination and voting to elect a Presiding Member of the Airport Advisory Committee in accordance with section 5.12 of the *Local Government Act 1995*.

The elected Presiding Member will conduct the nomination and voting to elect a Deputy Presiding Member of the Airport Advisory Committee in accordance with section 5.12 of the *Local Government Act 1995*.

4 DISCLOSURES OF INTEREST

DISCLOSURES OF FINANCIAL INTEREST

A declaration under section 5.65 of the *Local Government Act 1995* requires that the nature of the interest must be disclosed. An elected member or employee who has made a declaration must not preside, participate in, or be present during any discussion or decision-making procedure relating to the matter on which the subject of the declaration without the approval of the Council in accordance with the Act.

DISCLOSURES OF IMPARTIALITY INTEREST

Elected members and employees are required, in addition to declaring any financial interest, to declare an interest that might cause or perceive to cause a conflict. If the elected member or employee declares that their impartiality will not be affected then they may participate in the decision-making process.

5 PUBLIC QUESTION TIME

5.1 RESPONSES TO PREVIOUS QUESTIONS TAKEN ON NOTICE

Nil

5.2 QUESTION TIME FOR PUBLIC

Public question time procedures and guidance

- The City will allocate a minimum of 15 minutes and a maximum of 30 minutes per Council meeting for public question time.
- Members of the public should register their intent to ask a question at a Council meeting by completing and submitting the [Public Question Time form](#) before 4pm the day prior to the relevant meeting.
- Members of the public will be invited to ask their question in order of registration.
- Questions will be limited to three per person. Additional questions may be permitted by the Presiding Member where time permits.
- Where a person is not present to ask their submitted question it will be responded to administratively as general correspondence.
- Questions may be taken on notice, to be responded to at a later time by the CEO in accordance with clause 6.7 of the Standing Orders.
- Public question time is for the tabling of questions, not for members of the community to make statements. For context, the Presiding Member may allow a short preamble.
- Questions containing defamatory remarks or offensive language, or that question the competency or personal affairs of Elected Members or employees may be ruled inappropriate by the Presiding Member subject to the Presiding Member taking reasonable steps to assist the member of the public to rephrase the question.
- There will be no debate or discussion on the response provided.

For further information, please see the [Meetings, Information Sessions and Decision Making Processes Policy](#).

6 CONFIRMATION AND RECEIPT OF MINUTES

6.1 Airport Advisory Committee 1 October 2023

RECOMMENDATION

That the Minutes of the Airport Advisory Committee 1 October 2023 be confirmed as a true and correct record.

7 REPORTS

7.1 **Busselton Margaret River Airport Update**

Strategic Theme:	Key Theme 3: Opportunity 3.4 Develop aviation opportunities at the Busselton Margaret River Airport.
Directorate:	Economic and Business Development
Reporting Officer:	Manager Airport - Jennifer May
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:	1. Draft Final Airport Master Plan [7.1.1 - 79 pages] 2. Drawings from Busselton [7.1.2 - 17 pages]

OFFICER RECOMMENDATION

That the Council receives and notes the Busselton Margaret River Airport Update report and the Busselton Margaret River Airport Master Plan (2023).

EXECUTIVE SUMMARY

This report provides an overview of the operations and activities of Busselton Margaret River Airport (BMRA) for the reporting period 1 July 2023 through 30 November 2023 and for the 2023/24 year. This includes an update on passenger numbers, regular public transport services (RPT), closed charter and general airport operations.

STRATEGIC CONTEXT

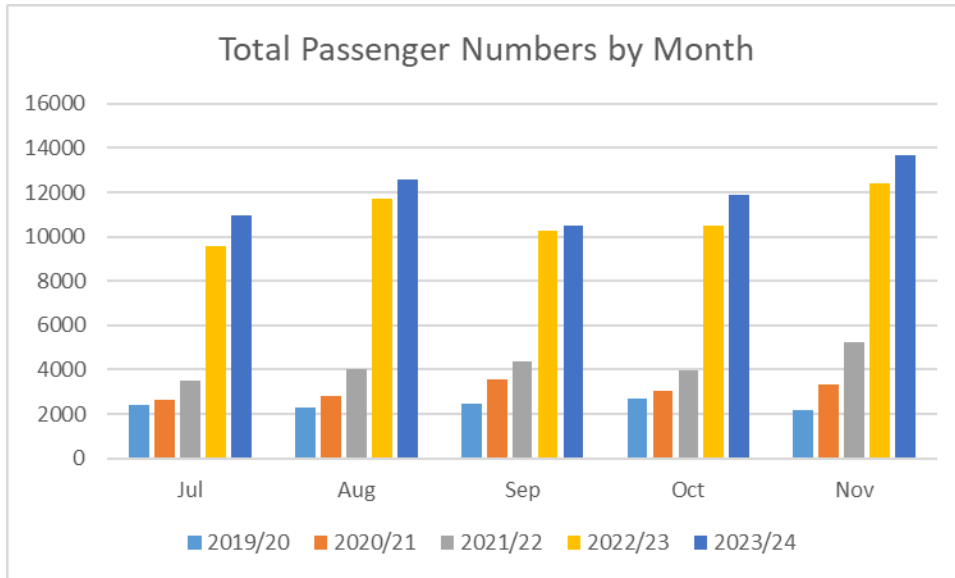
Regular updates on Busselton Margaret River Airport aids in the development of opportunities at Busselton Margaret River Airport and aligns with Strategic Theme 3.4.

BACKGROUND

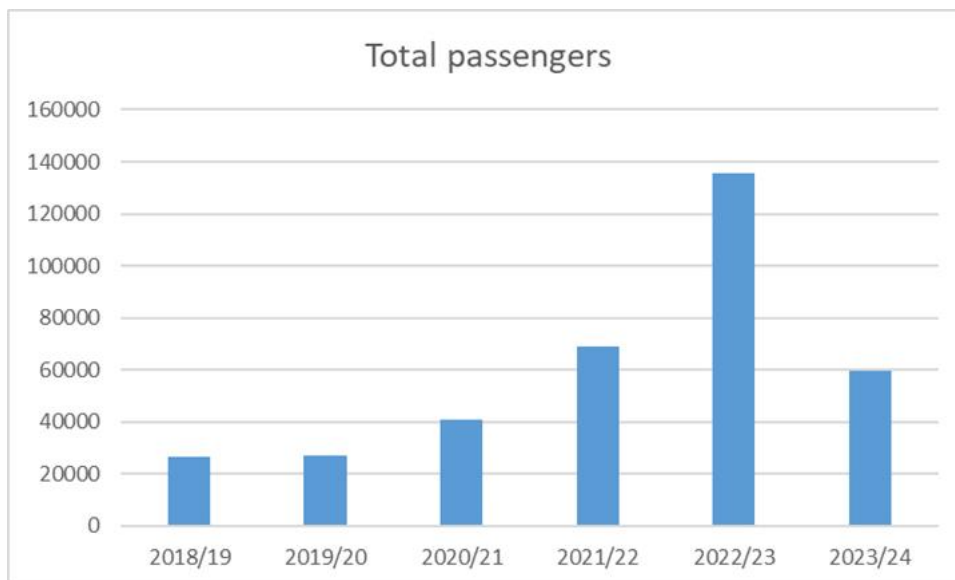
BMRA continues to experience consistent growth in passenger and aircraft movement numbers as the Airport business unit continues to progress business development opportunities and focuses on operational improvement projects.

Passenger Numbers

The total passenger numbers for the reporting period (1 July 2023 – 30 November 2023) were 59,565 compared to 54,409 for the same period in 2022, representing an increase of 9.5%. 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.



The total passenger numbers by financial year can be viewed below.



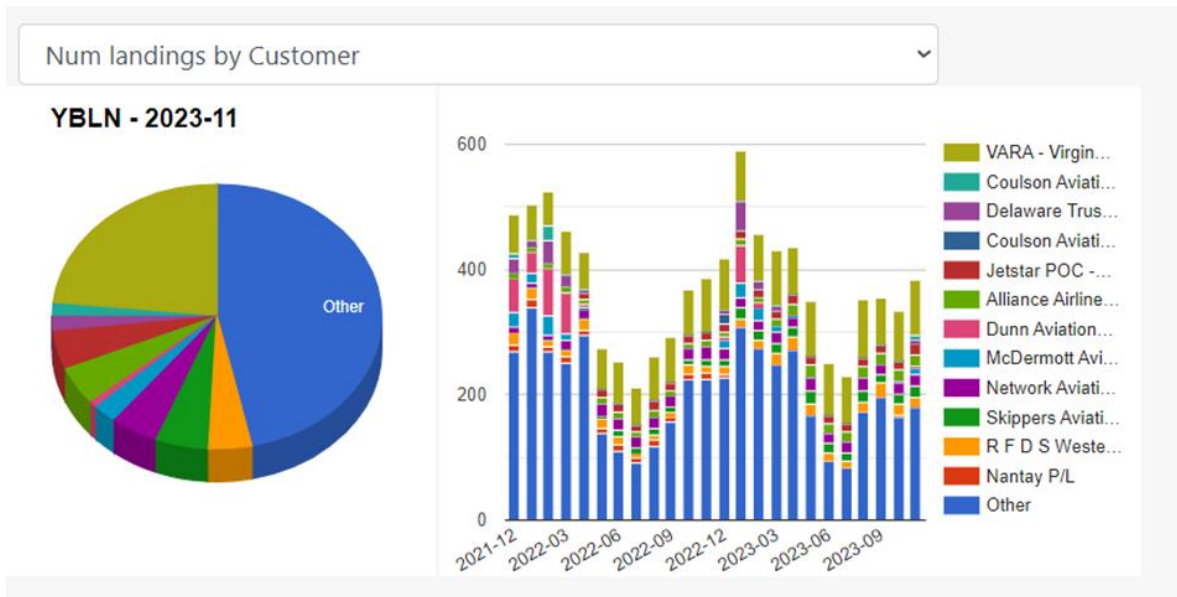
Aircraft Movements

The total number of scheduled services operating from BMRA as of the end of the reporting period was 35 movements per week, with 31 Fly in Fly out (FIFO) closed charter and 4 RPT services, with a fourth Jetstar service starting on 4 November.

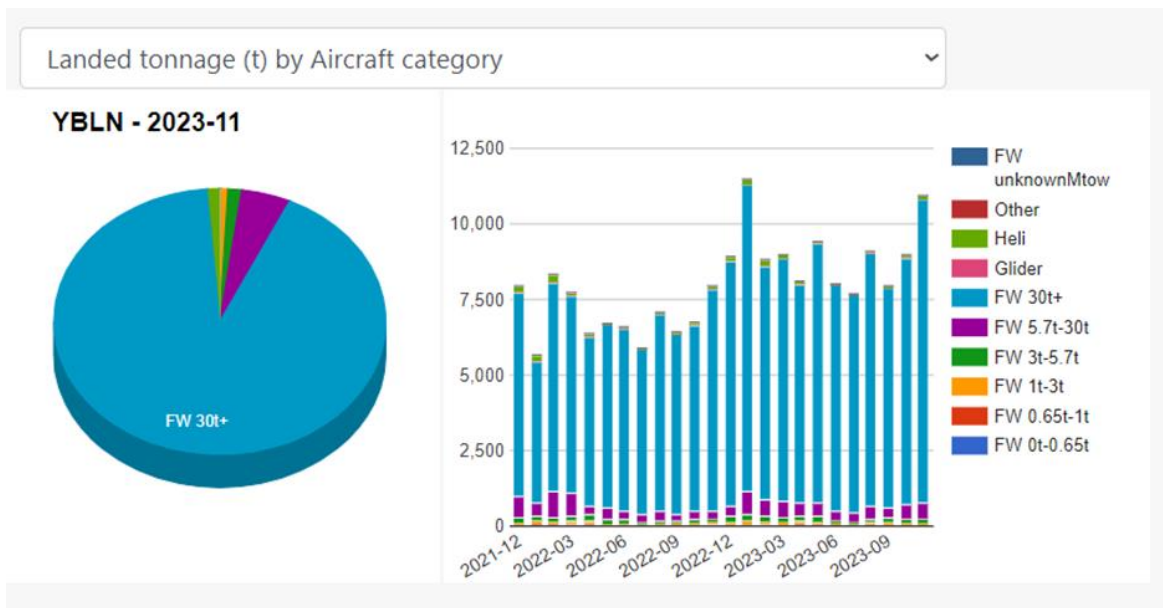
Five airlines are operating from BMRA with RPT and closed charter services utilising aircraft types from Dash 8-300 to A320 and B737-700 aircraft servicing destinations such as Melbourne and multiple mining operations across Western Australia. There has also been an increase in the number of A320/B737 aircraft operating compared to Fokker100 aircraft with a split of 56:44 respectively for the reporting period compared to 40:60 respectively for the same period in 2022.

There have been 11 formal landing approvals granted for private jet/charter operations for the reporting period.

The below graph shows the number of landings by customer at BMRA.



There has been 2230 landings during the reporting period compared to 1912 landings for the same period in 22/23 FY. The following graph represent the breakdown of landings by Maximum Take Off Weight (MTOW) at BMRA by year.



Operations Update

Since the beginning of this financial year the Airport team have completed the following projects:

- Runway line marking and central apron equipment clearance markings;
- Back of house asphalt expansion area;
- RFDS apron and building RFQ's awarded and works planned;

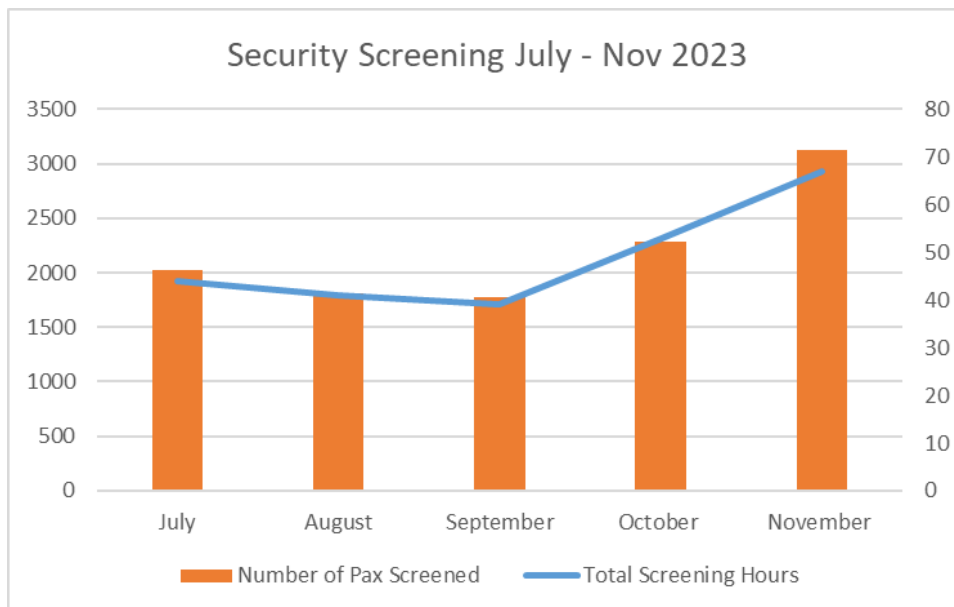
- Apron and additional CCTV RFQ awarded and installation due to commence 18 December; and
- Office/Training transportable in place and operational.

The focus for the 2023/24 summer will be the following projects:

- RFDS relocation project - construction of new patient transfer hangar and apron in the general aviation precinct.
- General aviation hangars.
- Runway strip compliance works.
- Central Apron Bay 10 lighting project.
- 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.



OFFICER COMMENT

The 2023/24 FY is proving to be a very busy year with Officers receiving enquiries regarding new closed charter services and the announcement of Jetstar to commence a direct Sydney – Busselton service three times a week from 25 March 2024. This is in addition to the four times a week direct Melbourne - Busselton services.

Passenger numbers and aircraft movements are increasing compared to the same reporting period last year and Officers are exploring ways to improve processes, including infrastructure improvements at the Airport to ensure that operations are managed safely and compliantly as well as providing a good passenger experience.

Increased visitation to the airport has resulted in additional car parking usage and Officers are monitoring the available car parking spaces on a weekly basis. For the month of November, the

average number of free car parking spaces in the public car park was 46, noting that some patrons are parking on the kerbs and non-parking areas. With the commencement of Jetstar Sydney services in March 2024 and the increasing trend in FIFO passengers, it is likely that an additional public car park will need to be constructed in 2024.

The existing terminal building septic systems has been running at capacity and requires upgrading. In late 2022, Officers engaged a contractor to undertake an assessment of the existing systems and provide options to upgrade the existing terminal system on the basis that a new terminal was likely to be constructed in the future. An application was submitted to the Department of Health to construct / install a system for the treatment of sewage at the Airport and subsequently approved in February 2023. The application is valid for a two-year period and Officers are working with the contractor to prepare a design and costs for installation of an upgraded system. Officers may be requesting a budget amendment in early 2024 depending on timeframes for installation so that the current Department of Health approval does not lapse.

Officers have been progressing the BMRA Master Plan (2023) with the master planning consultants presenting the final draft to Council on 6 December 2023. The BMRA Master Plan (2023) is the plan that will guide the development for the future of the airport and has a planning horizon of twenty years out to 2043. Some of the facilities and activities identified in the BMRA Master Plan will be developed in the near term, whereas some will take several years to justify and might be expected to be implemented in 10 to 15 years from now. The Master Plan identifies areas of the airport site that are reserved to enable the City to react to opportunities that might develop in the future but are not presently apparent thus giving the City flexibility to react to a changing landscape and business practices. Officers are proposing as part of the Officer's recommendation, that Council note the BMRA Master Plan 2023 (attached) for future planning and integration with the long term financial plan where needed.

A Request for Quotation (RFQ) for the engagement of consultants to prepare a business case for the construction of a new terminal building and associated landside and airfield infrastructure at the BMRA has been awarded. The business case will need to comprehensively present the benefits and costs to the City of Busselton and the economic and social impacts to the wider South West region of the available infrastructure investment options to facilitate future commercial aviation at BMRA. The business case will form the basis of funding applications for both State and Federal Government. The RFQ was awarded to KPMG, with the project kick-off meeting and the first workshop held in early December. Officers are continuing to progress the quantity surveyor costings for the terminal concept designs and will finalise the Asset and Financial Management framework that will input into the business case.

The Airport team have been liaising with officers from RAAF Pearce with regards to a training deployment planned in early 2024. The deployment will involve PC21 training aircraft and supporting crew deployed to Busselton for 2 weeks. The deployment will also provide the opportunity for community engagement with schools and other educational institutions and the Airport Team will liaise with the RAAF on community consultation prior to the deployment.

Statutory Environment

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 net operating result (exclusive of depreciation and the Airline Attraction allocations) for the reporting period is a surplus of \$1,665,305 compared to a budget surplus of \$1,164,466. There are a few factors contributing to this result:

YTD actual revenue of \$2,168,679 compared to YTD budgeted revenue of \$1,857,927 with the following allocations exceeding projections;

- Airport Landing & Take-off revenue - \$829,206 actual compared to \$541,667 budgeted;
- Car Parking revenue - \$583,062 actual compared to \$440,000 budgeted.

YTD actual expenditure of \$503,737 is less than the YTD budgeted expenditure of \$693,461 due to the following;

- Decreased salaries and allowances due to vacant positions;
- Contractor and airport maintenance allocations being lower than expected with reduced operational maintenance performed during the winter months.

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 Update report and /or the Busselton Margaret River Master Plan (2023).

CONCLUSION

The first half the 2023/24 financial year has proved to be a busy year with increased passenger numbers and aircraft movements. The announcement of Jetstar direct Sydney – Busselton flights to commence on 25 March 2024 is a great result for BMRA, tourism and local businesses throughout the South West region. The start of the Sydney flights and continuation of the Melbourne flights will mean that there are direct flights six days a week from the East Coast for not only domestic visitors but also enabling international travellers to access the South West region.

Focus continues to be on business development with leases for the general aviation precinct, working with key stakeholders on intrastate and new FIFO services and attracting aviation businesses.

The final presentation of the Draft BMRA Master Plan (2023), the completion of the new terminal design concepts and start of the BMRA Terminal Business Case Project supported by business planning in early 2024 will place BMRA in a positive position for achieving operational efficiencies and forecast growth.

With recruitment for the new Airport team structure almost complete and the planning of the coming year's works, Officers will continue to strive to provide high levels of customer service at BMRA, while ensuring the airport is compliant, safe and security is maintained throughout.

TIMELINE FOR IMPLEMENTATION OF OFFICER RECOMMENDATION

The officer recommendation will be implemented in full, or in stages as per the following table:

Milestone	Completion Date
Busselton Margaret River Airport Master Plan (2023) published on City of Busselton and BMRA websites.	January 2024.

8 CONFIDENTIAL MATTERS

Nil

9 CLOSURE

Wednesday 7 February 2023

10 NEXT MEETING DATE