



Airport Advisory Committee

Agenda

Wednesday 3 April 2024



Our Vision

Where environment, lifestyle and opportunity meet

Community Aspirations



KEY THEME 1

Environment

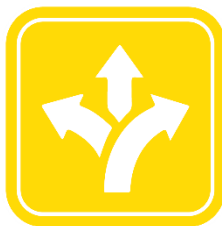
An environment that is valued, conserved and enjoyed by current and future generations.



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 3 April 2024, 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

28 March 2024

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, Committee 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.

Elected 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 3 April 2024

TABLE OF CONTENTS

1 OFFICIAL OPENING.....	6
2 ATTENDANCE.....	6
3 DISCLOSURES OF INTEREST	6
4 PUBLIC QUESTION TIME.....	7
4.1 RESPONSES TO PREVIOUS QUESTIONS TAKEN ON NOTICE.....	7
4.2 QUESTION TIME FOR PUBLIC.....	7
5 CONFIRMATION AND RECEIPT OF MINUTES.....	8
5.1 AIRPORT ADVISORY COMMITTEE MEETING 7 FEBRUARY 2024	8
6 REPORTS.....	9
6.1 BUSSELTON MARGARET RIVER AIRPORT OPERATIONS UPDATE	9
7 CONFIDENTIAL MATTERS	16
8 NEXT MEETING DATE	16
9 CLOSURE.....	16

1 OFFICIAL OPENING

The City of Busselton welcomes Elected Members, staff, guests and members of the public to the Airport Advisory Committee meeting of 3 April 2024.

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

PRESIDING MEMBER	MEMBERS
Cr Jodie Richards	Mayor Phill Cronin
	Cr Mikayla Love
	Cr Jarrod Kennedy

OFFICERS
Director Economic and Business Development
Governance and Risk Coordinator
Airport Compliance Officer

APOLOGIES
Nil at time of publishing

3 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.

4 PUBLIC QUESTION TIME

4.1 RESPONSES TO PREVIOUS QUESTIONS TAKEN ON NOTICE

Nil

4.2 QUESTION TIME FOR PUBLIC

Public question time procedures and guidance

Public question time allows members of the public to participate in local government by asking questions of the Council in relation to issues affecting the City. It also assists the City in identifying issues of importance to the community and assists the public to be better informed about how the City is governed.

- 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](#).

5 CONFIRMATION AND RECEIPT OF MINUTES

5.1 Airport Advisory Committee meeting 7 February 2024

RECOMMENDATION

That the minutes of the Airport Advisory Committee meeting 7 February 2024 be confirmed as a true and correct record.

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:	Economic and Business Development
Reporting Officer:	Manager Airport – Jennifer May
Authorised By:	Director 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

OFFICER RECOMMENDATION

That the Committee receives and notes the Busselton Margaret River Airport update.

EXECUTIVE SUMMARY

This report provides an overview of the operations and activities of the Busselton Margaret River Airport (BMRA / Airport) for the reporting period 1 July 2023 through 29 February 2024. This includes an update on passenger numbers, regular public transport services (RPT), closed charter and general airport operations.

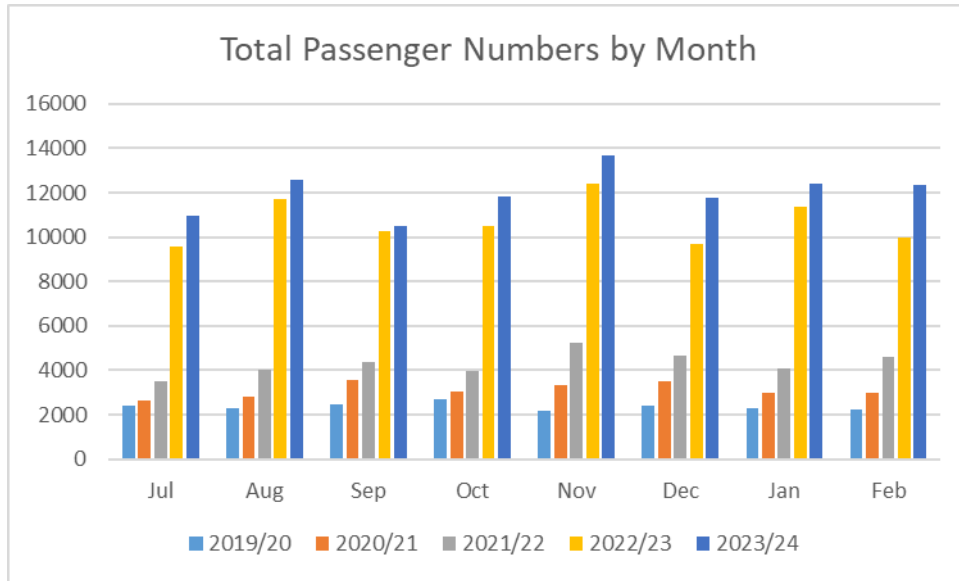
STRATEGIC CONTEXT

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

BACKGROUND

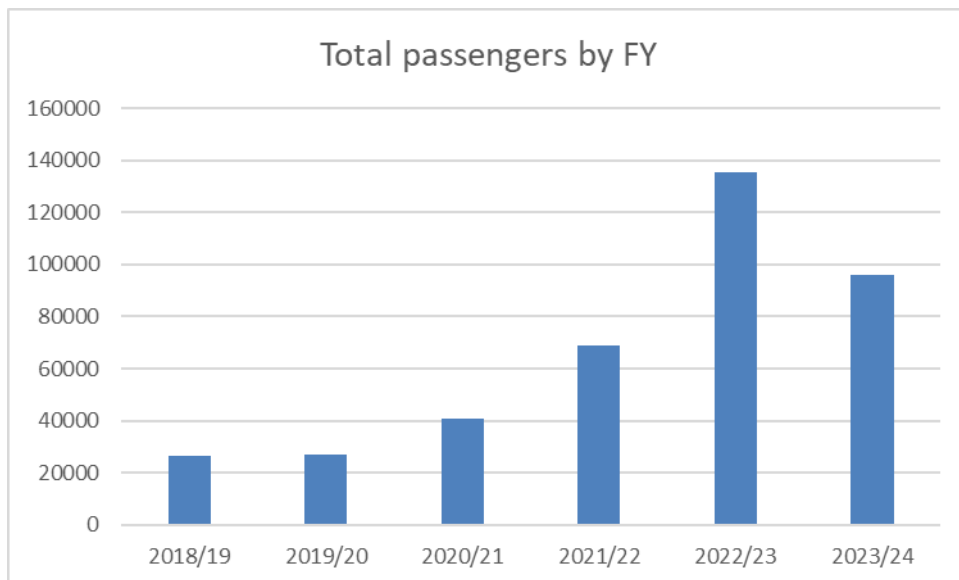
The BMRA continues to experience consistent growth in passenger and aircraft movement numbers as the Airport business unit continues to progress business development opportunities and focuses on operational improvement projects.

Passenger Numbers



The total passenger numbers for the reporting period (1 July 2023 – 28 February 2024) were 96,131 compared to 85,448 for the same period in 2022/23, representing an increase of 13%. The continued increase in passenger numbers can be attributed to the growth in Jetstar passengers with the fourth Melbourne service and a 15% increase in FIFO passenger numbers across closed charter airlines compared to the same period in 2022/23.

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



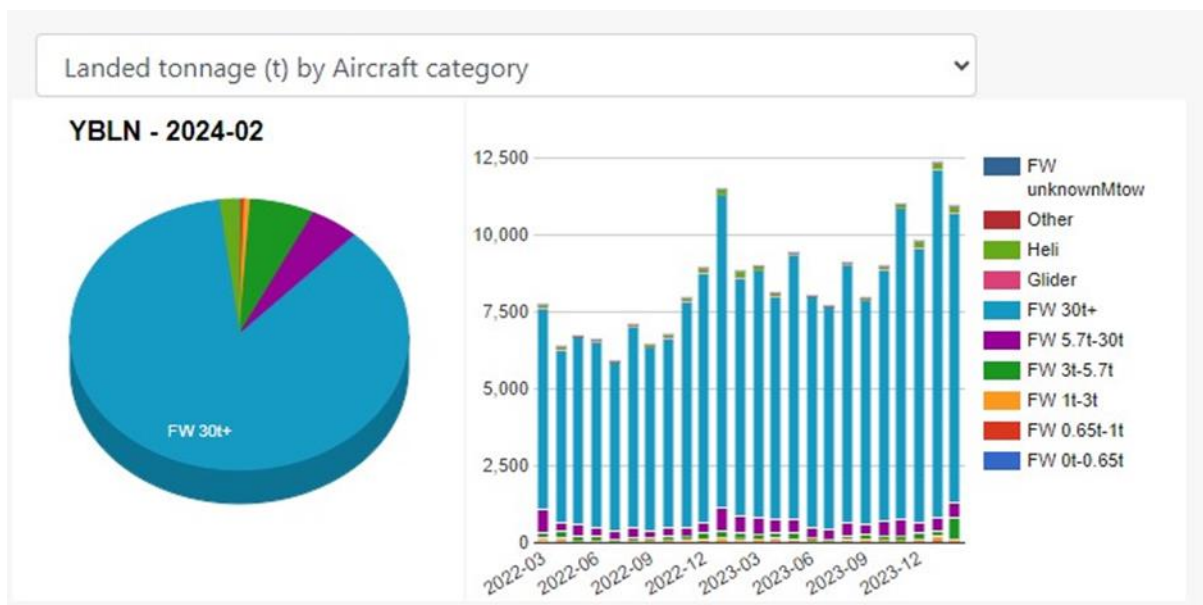
Aircraft Movements

The total number of scheduled services operating from the 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 Regular Public Transport (RPT) services (Jetstar services).

Five airlines are operating from the 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 60:40 respectively for the reporting period compared to 40:60 respectively for the same period in 2022.

There have been 17 formal landing approvals granted for private jet/charter operations for the reporting period.

There have been 4,824 landings during the reporting period compared to 3,416 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.
- Apron and additional terminal CCTV installation completed.
- Office/ Training transportable in place and operational.
- Runway strip compliance works in progress.
- Central Apron Bay 10 lighting project awarded and in progress
- General Aviation apron surface enrichment completed.

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 commencement of the Jetstar direct Sydney – Busselton service three times a week. This is in addition to the four times a week direct Melbourne – Busselton

services. With the commencement of the Jetstar Sydney services BMRA is now a 7-day operation with RPT services flying 6 days a week.

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. The average number of free parking spaces each month since the beginning of November is 50. With the commencement of Jetstar Sydney services in March 2024 and the increasing trend in FIFO passengers, a new public car park will need to be constructed in 2024.

The existing terminal building septic systems requires upgrading. Contractors have been engaged to prepare a design and tender specifications for a tender to be advertised in the new financial year. Consultants, KPMG have been engaged to prepare a business case for the construction of a new terminal building and associated landside and airfield infrastructure at BMRA. The City is working closely with the Southwest Development Commission in the preparation of the business case that will present the benefits and costs to the City of Busselton and the economic and social benefits to the City of Busselton and South West Region.

The Royal Australian Air Force deployed six PC21 training aircraft to the BMRA for two weeks in February 2024. The training exercise conducted 162 flights on weekdays for the two week period.



Officers have been planning for the 2024/25 year with the following capital projects proposed for the draft budget:

- A second Office transportable for City of Busselton Airport Staff.
- CBS X-ray machine – the City's existing XRay machine is nearing its renewal date and with industry trends changing to CT (computed tomography) technology, it is advisable for the

City to purchase a new CBS XRay machine of similar model and size to ensure that it can operate in the existing terminal.

- Construction of a new public car park – the existing car parking is nearing capacity and with the new Jetstar Sydney flights and increasing closed charter, Officers anticipate that the existing car park will be fully occupied within the coming months.
- Onsite sewerage upgrade – the existing terminal septic system is operating at capacity and is required to be upgraded.
- Check-in desk and injector – with additional closed charter services, an additional check-in desk and injector belt is required to be installed.
- Aviramp – officers are proposing to purchase a mobile ramp to enable aircraft access for disabled and mobility impaired passengers. Options exist to lease the equipment however costing analysis has shown that the total costs to purchase (including ongoing maintenance) is comparable over five years with the City purchasing the equipment.
- Public shelters – currently passengers are exposed to the weather conditions outside the terminal and arrivals hall when waiting to be picked up or dropped off. Shelters have been costed to be installed at the taxi rank and drop off/ pick lane to provide a better passenger experience.
- Terminal chairs – a number of the terminal beam seating units have damaged upholstery which needs replacing and there is need to purchase additional seating for the terminal with the increase in passenger numbers.

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:

Airport Master Plan Busselton Margaret River Airport (2023-2043)

Policy:

Not applicable.

Financial Implications

The actual net operating result (exclusive of depreciation and the airline attraction allocations) for the reporting period is a surplus of \$2,564,877 compared to an YTD budget surplus of \$1,617,402.

The factors contributing to this result:

YTD actual revenue of \$3,496,307 compared to YTD budgeted revenue of \$2,999,719 with the following allocations exceeding projections;

- Airport Landing & Take-off revenue – \$1,531,840 actual compared to \$866,667 budgeted;
- Car Parking revenue – \$908,335 actual compared to \$704,000 budgeted;
- Airport Hangar leases – \$56,609 actual compared to \$44,250 budgeted.

YTD actual expenditure of \$2,618,426 (incl. depreciation and airline attraction) is less than the YTD budgeted expenditure of \$3,056,228 due to the following;

- Decreased salaries, wages 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 Committee could choose not to receive and note the Busselton Margaret River Airport Update Report.

CONCLUSION

The first half the 2023/24 financial year has proved to be a busy year with increased passenger numbers and aircraft movements. The Jetstar direct Sydney flights to Busselton commenced on 26 March 2024 which 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, not only for domestic visitors but also enabling international travellers to access the South West region from Sydney and Melbourne.

Five new closed charter services are anticipated to commence operations before July 2024 which will take the total number of flights per week to 42 (closed charter and RPT). The flight schedule does include some cross over with closed charter and RPT services and the Airport team are liaising closely with South West Aviation Services and airlines to ensure that operating turnaround times can be managed and met.

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.

TIMELINE FOR IMPLEMENTATION OF OFFICER RECOMMENDATION

Not applicable.

7 CONFIDENTIAL MATTERS

Nil

8 NEXT MEETING DATE

The next meeting of the Airport Advisory Committee will be held on Wednesday 5 June 2024.

9 CLOSURE