



Airport Advisory Committee

# Agenda

Wednesday 7 August 2024



## *Our Vision*

Where environment, lifestyle and opportunity meet

## *Community Aspirations*



### KEY THEME 1

#### **Environment**

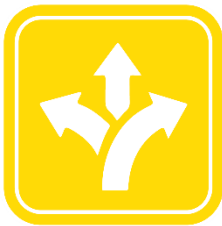
An environment that is valued, conserved and enjoyed by current and future generations.



### 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 7 August 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.



**OLIVER DARBY**

**ACTING CHIEF EXECUTIVE OFFICER**

2 August 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 7 August 2024

#### TABLE OF CONTENTS

<b>1 OFFICIAL OPENING</b> .....	<b>6</b>
<b>2 ATTENDANCE</b> .....	<b>6</b>
<b>3 DISCLOSURES OF INTEREST</b> .....	<b>6</b>
<b>4 PUBLIC QUESTION TIME</b> .....	<b>7</b>
4.1 RESPONSES TO PREVIOUS QUESTIONS TAKEN ON NOTICE.....	7
4.2 QUESTION TIME FOR PUBLIC.....	7
<b>5 CONFIRMATION AND RECEIPT OF MINUTES</b> .....	<b>8</b>
<b>6 REPORTS</b> .....	<b>9</b>
6.1 BUSSELTON MARGARET RIVER AIRPORT UPDATE.....	9
<b>7 CONFIDENTIAL MATTERS</b> .....	<b>15</b>
<b>8 NEXT MEETING DATE</b> .....	<b>15</b>
<b>9 CLOSURE</b> .....	<b>15</b>

## 1 OFFICIAL OPENING

The City of Busselton welcomes Elected Members, staff, guests and members of the public to the Airport Advisory Committee meeting of 7 August 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 Lee	Cr Mikayla Love

OFFICERS
Director Economic and Business Development
Manager Airport
Airport Compliance Officer
Governance Officer

APOLOGIES	
Mayor Cronin	
Cr Jarrod Kennedy	

## 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 5 June 2024

#### RECOMMENDATION

That the minutes of the Airport Advisory Committee 5 June 2024 meeting be confirmed as a true and correct record (as published at 2 August 2024 on the [City of Busselton's website](#), inclusive of any confidential material published on the restricted internal Docs on Tap application).



## 6 REPORTS

### 6.1 Busselton Margaret River Airport Update

<b>Strategic Theme:</b>	Key Theme 3: Opportunity 3.4 Develop aviation opportunities at the Busselton Margaret River Airport.
<b>Directorate:</b>	Economic and Business Development
<b>Reporting Officer:</b>	Airport Manager – Jennifer May
<b>Authorised By:</b>	Director of Economic and Business Development – Maxine Palmer
<b>Nature of Decision:</b>	Noting: The item is simply for information purposes and noting.
<b>Voting Requirements:</b>	Simple Majority
<b>Disclosures of Interest:</b>	No officers preparing this item have an interest to declare.
<b>Attachments:</b>	NIL

#### OFFICER RECOMMENDATION

**That the Committee receives and notes the Busselton Margaret River Airport Update report.**

#### **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 June 2024. This includes an update on passenger numbers, regular public transport services (RPT), closed charter and general airport operations.

#### **STRATEGIC CONTEXT**

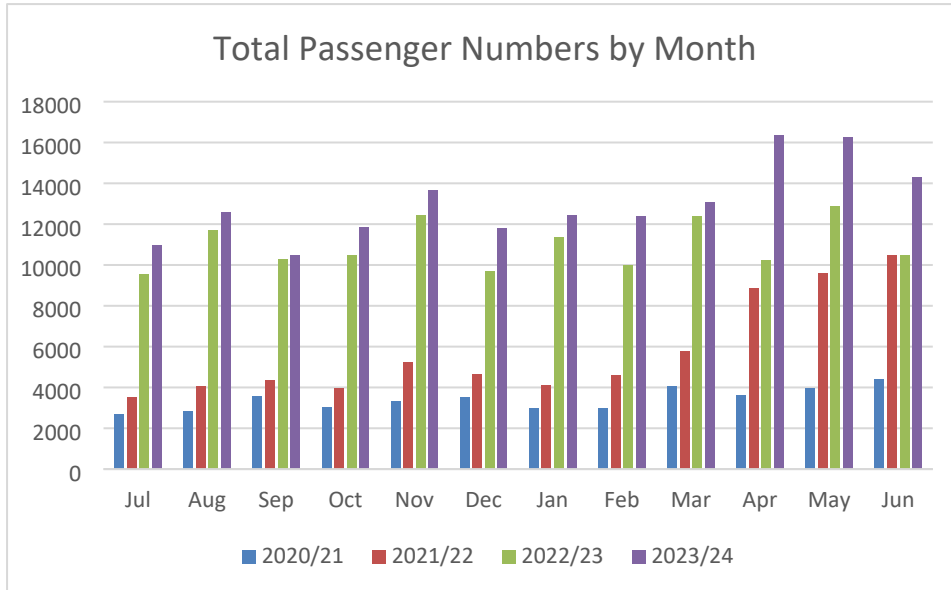
Regular updates on Busselton Margaret River Airport aids in the development of opportunities at the Busselton Margaret River Airport and aligns with Strategic Theme 3.4.

#### **BACKGROUND**

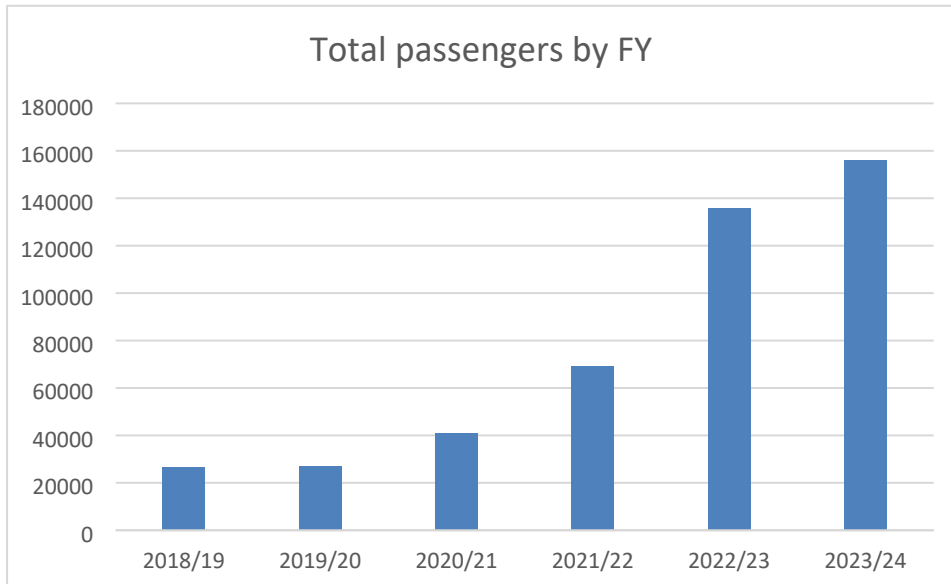
BMRA continues to experience growth in passenger and aircraft movement numbers as the Airport business unit progresses business development opportunities and focuses on operational improvement projects.

#### Passenger Numbers

The total passenger numbers for the reporting period (1 July 2023 – 30 June 2024) were 156,095 compared to 135,700 for the same period in 2022/23, representing an increase of 15%. The continued increase in passenger numbers can be attributed to the growth in Jetstar passengers with the Jetstar Sydney service starting in March 2024 and a 12% 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.



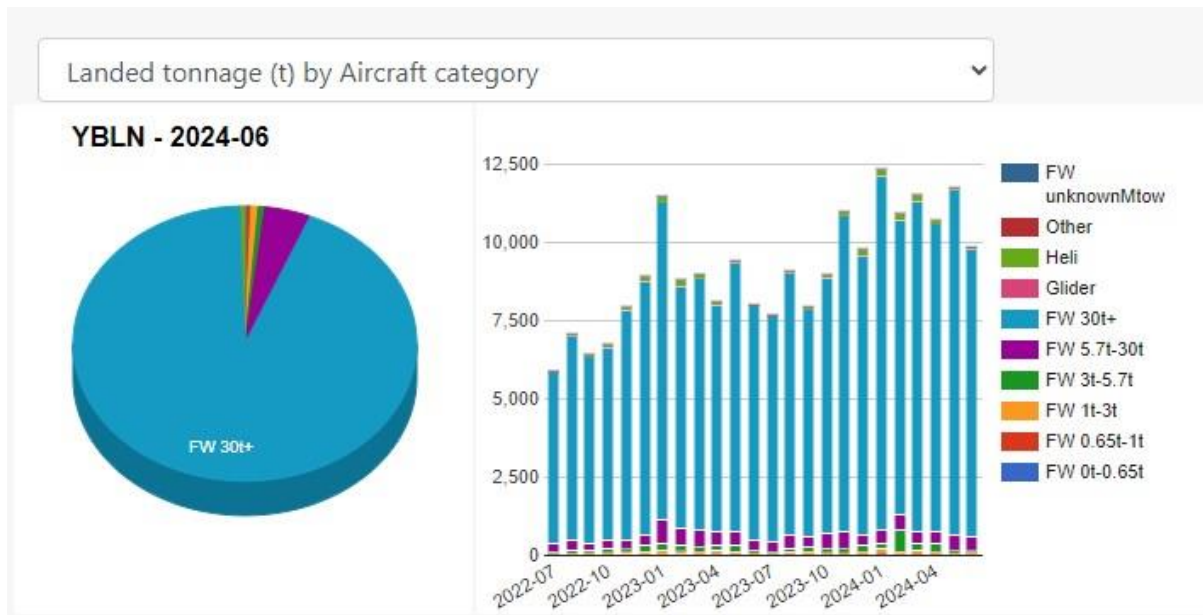
**Aircraft Movements**

The total number of scheduled services operating from BMRA as of the end of the reporting period was 43 movements per week, with 37 Fly In Fly Out (FIFO) closed charter and 6 RPT services (Jetstar services).

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 Sydney, 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 41 formal landing approvals granted for private jet/charter operations for the reporting period.

There have been 7,032 landings during the reporting period compared to 5,202 landings for the same period in 2022/23 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 facility for all RFDS operations;
- Apron and additional terminal CCTV installation;
- Office/ training transportable in place and operational;
- General aviation apron surface enrichment;
- Runway strip compliance works;
- Central apron bay 10 lighting project awarded, due to be completed by 23 August 2024; and
- Terminal cafe/kiosk extension.

### **OFFICER COMMENT**

The 2023/24 FY has been 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 three times a week direct Melbourne – Busselton services. With the commencement of the Sydney services, BMRA is now a 7-day a week operation with RPT services flying 6 days a week. With the increased flights and passenger numbers, the Airport team has increased from 2.5 to 3.0 FTE in Airport Reporting and Maintenance Officers and the hours of the Airport Maintenance Officer have increased. Additionally two positions, a full time Senior Airport Administration Officer and part time Administration Officer, have been created and recruited to support the ongoing administration and business of BRMA.

During the year, a new BMRA Master Plan was completed outlining the air services and passenger forecasts and phased development for the Airport over the next 20 years. Officers undertook a review of the terminal designs completed as part of the Airport Development Project and new

terminal concept designs were prepared and quantity surveyor (QS) probable costings completed for the new terminal concepts. The master plan, terminal designs and QS costings were all key inputs into a business case for the construction of a new terminal building and associated landside and airside infrastructure. The business case was a joint project between the City and SWDC and KPMG were engaged to deliver the social, economic and cost benefit analysis for the terminal design options to be submitted to the State government for funding assessment.

Officers also completed a noise modelling report that has produced N-contours and a draft Australian Noise Exposure Forecasts (ANEFs) to be submitted to Air Services Australia for approval. The noise modelling will be an input into the Town Planning Scheme Amendment being undertaken by the City's Planning Development team.

The Airport team engaged an external consultant to conduct an airport security audit (including security screening) during the year and the annual technical inspection (ATI) was completed including the aerodrome, electrical and pavement assessment in June.

Growth in air services and passenger numbers has resulted in increased visitation to the airport and additional car parking usage. Due to the commencement of Jetstar Sydney services in March 2024 and the increasing trend in FIFO passengers, the Airport team have been required to open the overflow carpark located behind the hire car park to provide extra parking bays as the public carpark reaches capacity. A new public car park has been included in the 2024/25 airport budget to be constructed. Currently a RFQ is being advertised for the design of the new car park.

With the increase in visitation, the Airport team are in the process of developing new directional signage designed to make it easier for airport customers to find their way around the precinct and to the relevant parking and drop off/pick up areas.

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.

Officers have been progressing a proposal from the Busselton Aero Club to lease a large proportion of the General Aviation (GA) Precinct and then sublease to pilots and aircraft owners. The proposal will be presented to the Council in August 2024.

During the 2023/24 financial year, a total of 32 complaints were received which can be summarised into the following themes:

- 17 complaints relating to aircraft noise (most of these complaints are from the two-week RAAF deployment in February);
- 10 car park complaints relating to payment machines and boom gates;
- 2 airport transport complaints relating to taxis/public transport; and
- 3 airport facilities complaints relating to the terminal and drop off/pick up lane.

The operational and capital works planned for 2024/25 are as follows:

- A second office transportable is to be purchased for City of Busselton airport staff;
- A new CBS X-ray machine is to be purchased;
- Construction of a new 250 – 300 bay public car park;
- Onsite sewerage upgrade – the existing terminal septic system is operating at capacity and is required to be upgraded;
- Check-in desk and injector to be purchased and installed;
- A request for tender (RFT) has been issued for the purchase of an aircraft mobile passenger ramp to enable aircraft access for disabled and mobility impaired passengers;

- Vegetation clearance along the airport boundary fence identified as a security non-compliance to be completed in spring 2024; and
- Central and southern apron line marking to be renewed.

### **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 2024

Policy:

Not applicable.

### **Financial Implications**

The actual net operating result (exclusive of depreciation) for the reporting period is a surplus of \$2,240,812 compared to an YTD budget surplus of \$398,424. The factors contributing to this result:

YTD actual revenue of \$6,787,140 compared to YTD budgeted revenue of \$4,801,902 with the following allocations exceeding projections:

- Airport landing & take-off revenue – \$2,456,550 actual compared to \$1,300,000 budgeted;
- Airport passenger fees – \$1,861,979 actual compared to \$1,300,000 budgeted; and
- Car parking revenue – \$1,419,695 actual compared to \$1,056,000 budgeted.

YTD actual expenditure of \$5,925,219 (incl depreciation) compared to the YTD budgeted expenditure of \$5,227,628 with actual depreciation totalling \$1,378,891 compared to \$824,150 budgeted.

### **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, other regional 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 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 Southwest 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 Southwest region from Sydney and Melbourne.

Passenger numbers and aircraft movements have continued to increase 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.

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**

Wednesday 2 October 2024

## **9 CLOSURE**