



Airport Advisory Committee

Minutes

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.

MINUTES

Minutes of a meeting of the Airport Advisory Committee held in the Council Chambers, Administration Building, Southern Drive, Busselton, on Wednesday 7 August 2024 at 9:00 am.

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1 OFFICIAL OPENING

The meeting opened at 9:04am.

The Presiding Member welcomed Councillors, staff, guests and members of the public to the Airport Advisory Committee meeting of 5 August 2024.

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 Jodie Lee	Cr Mikayla Love (via remote attendance)
	Cr Anne Ryan (Deputy)
	Cr Richard Beecroft (Deputy) (from 9:25am)

OFFICERS	
Ms Maxine Palmer	Director Economic and Business Development
Ms Jenny May	Manager Airport
Mr Rob Saunders	Airport Compliance Officer
Ms Bonnie Allen	Senior Airport Administration Officer
Ms Jo Barrett-Lennard	Governance Officer

APOLOGIES	
Mayor Phill Cronin	
Cr Jarrod Kennedy	

OTHER	
Mr Matt Norton	South West Aviation Services

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 5 June 2024

COMMITTEE DECISION

AIR2408/7 Moved Cr Mikayla Love, seconded Cr Anne Ryan

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).

CARRIED 3 / 0

FOR: Cr Jodie Lee, Cr Anne Ryan, and Cr Mikayla Love

AGAINST: Nil

9:25am: At this time, Cr Richard Beecroft entered the meeting.

6 REPORTS

6.1 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:	Airport Manager – 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:	NIL

COMMITTEE DECISION

AIR2408/8 Moved Cr Mikayla Love, seconded Cr Anne Ryan

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

CARRIED 4 / 0

FOR: Cr Jodie Lee, Cr Anne Ryan, Cr Mikayla Love and Cr Richard Beecroft

AGAINST: 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 the 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

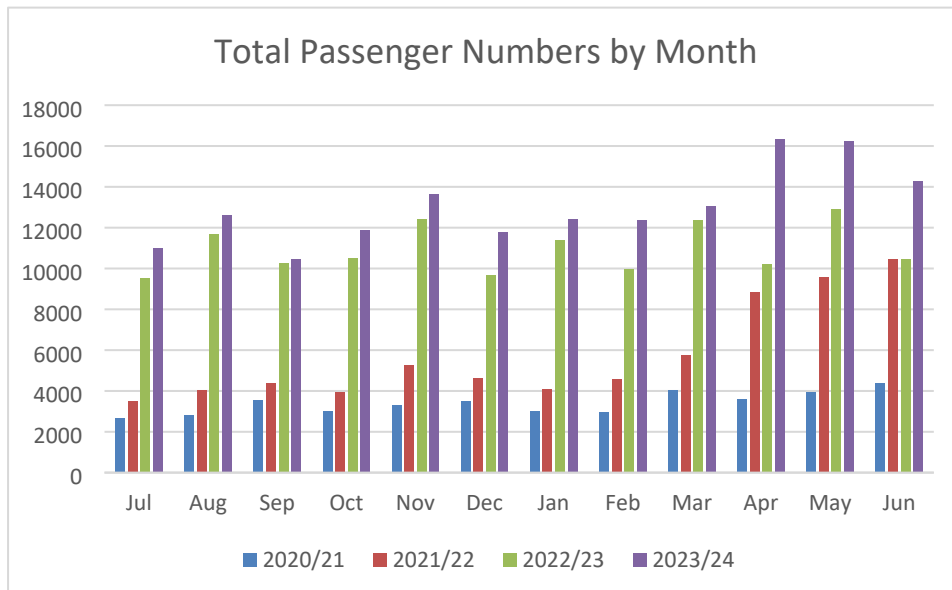
Regular updates on Busselton Margaret River Airport aids in the development of opportunities at the Busselton Margaret River Airport and aligns with Strategic Theme 3.4.

BACKGROUND

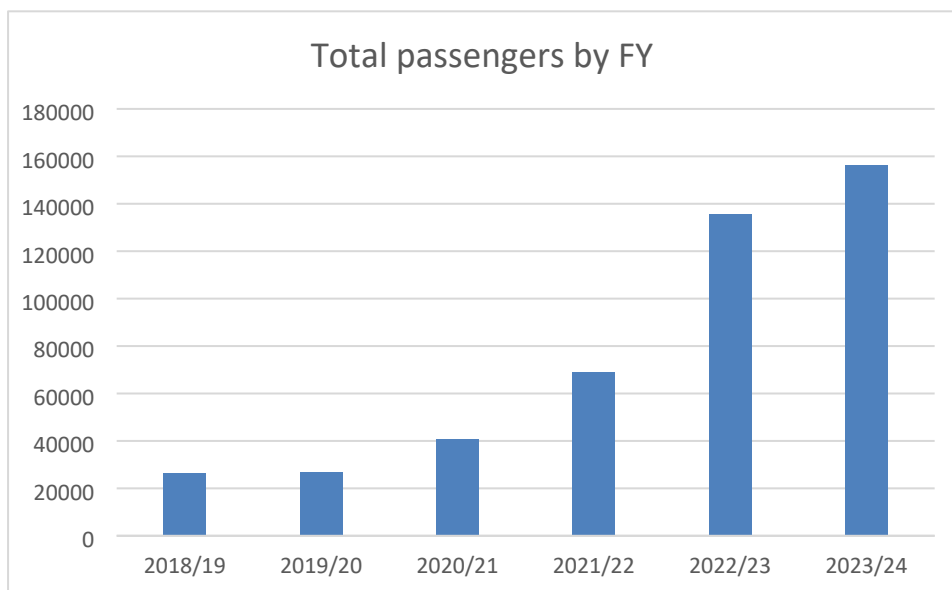
BMRA continues to experience growth in passenger and aircraft movement numbers as the Airport business unit progresses business development opportunities and focuses on operational improvement projects.

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.



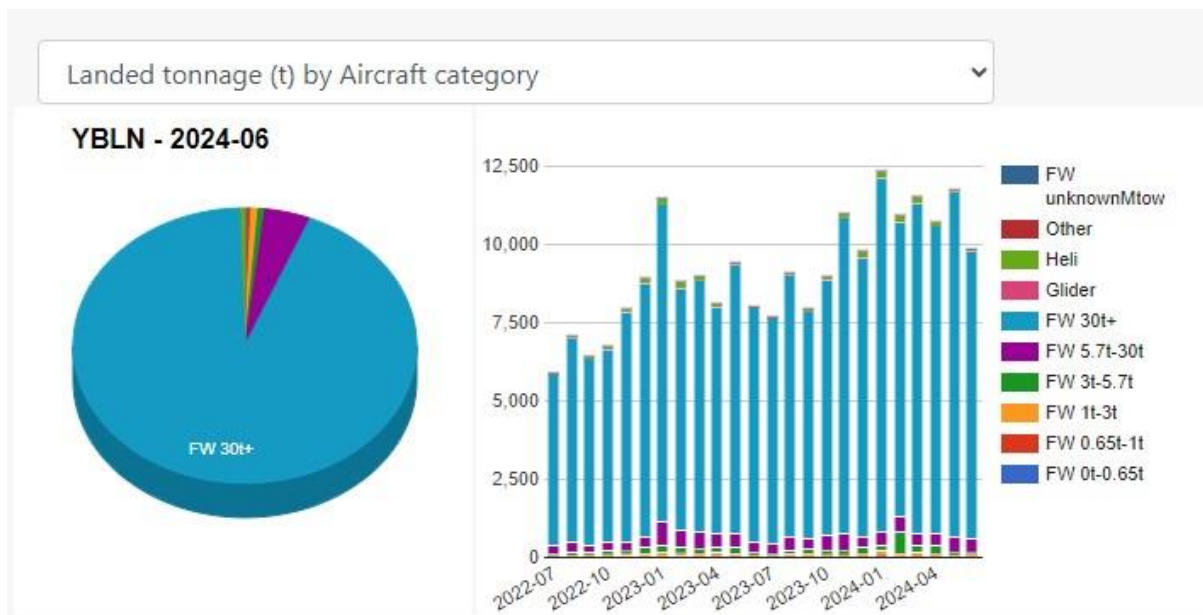
Aircraft Movements

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

The meeting was closed at 9:48am.

The minutes of the Airport Advisory Committee meeting held 5 August 2024 were confirmed as a true and correct record on

Date: 21st August 2024

Presiding Member:

