



Airport Advisory Committee

Minutes

Wednesday 2 October 2024



Our Vision

Where environment, lifestyle and opportunity meet

Community Aspirations



KEY THEME 1

Environment

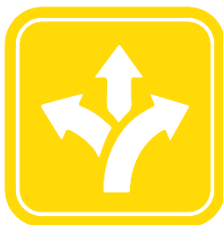
An environment that is valued, conserved and enjoyed by current and future generations.



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 2 October 2024 at 9:00 am.

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1 OFFICIAL OPENING

The meeting opened at 9:00am.

The Presiding Member welcomed Elected Members, staff, guests and members of the public to the Airport Advisory Committee meeting of 2 October 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 Anne Ryan (Deputy)
	Cr Jarrod Kennedy
	Cr Mikayla Love

OFFICERS	
Ms Maxine Palmer	Director Economic and Business Development
Ms Jenny May	Manager Airport
Mr Rob Saunders	Airport Compliance Officer
Mr Ben Whitehill	Manager Legal, Governance and Risk
Ms Carmel Brown	Governance Officer

APOLOGIES
Mayor Phill Cronin

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 21 August 2024

COMMITTEE DECISION

AIR2410/14 Moved Cr Jodie Lee, seconded Cr Mikayla Love

That the minutes of the Airport Advisory Committee 21 August 2024 meeting be confirmed as a true and correct record (as published at 11 October 2024 on the [City of Busselton's website](#), inclusive of any confidential material published on the restricted internal Docs on Tap application).

CARRIED 4 / 0

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

AGAINST: Nil

6 REPORTS

6.1 Review of Airport Advisory Committee

Strategic Theme:	Key Theme 3: Opportunity 3.4 Develop aviation opportunities at the Busselton Margaret River Airport. Key Theme 4: Leadership 4.2 Deliver governance systems that facilitate open, ethical and transparent decision making.
Directorate:	Economic and Business Development
Reporting Officer:	Manager Airport – Jennifer May
Authorised By:	Director of Economic and Business Development – Maxine Palmer
Nature of Decision:	Executive: Substantial direction setting, including adopting budgets, strategies, plans and policies (excluding local planning policies); funding, donations and sponsorships; reviewing committee recommendations.
Voting Requirements:	Absolute Majority
Disclosures of Interest:	No officers preparing this item have an interest to declare.
Attachments:	1. Airport Working Group Draft Terms of Reference v3 [6.1.1 - 3 pages]

COMMITTEE RECOMMENDATION

AIR2410/15 Moved Cr Mikayla Love, seconded Cr Anne Ryan

That the Council:

1. Disband the Airport Advisory Committee.

ABSOLUTE MAJORITY REQUIRED

2. Establish the Airport Working Group with a terms of reference as attached at Attachment 1 inclusive of the following Committee amendments:
 - a) adding the word "One" at the beginning of paragraph 3.1(e);
 - b) adding the word "One" at the beginning of paragraph 3.1(f); and
 - c) adding a new paragraph 3.5 stating "Notwithstanding the Group membership outlined in this Terms of Reference the Group may invite other stakeholders to present."
3. That the following elected members be appointed to the Airport Working Group:

Position 1 -

Position 2 -

Position 3 -

Deputy Position -

[Appointments to be confirmed via a nomination process]

CARRIED 4 / 0

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

AGAINST: Nil

OFFICER RECOMMENDATION

That the Council:

- 1. Disband the Airport Advisory Committee.**

ABSOLUTE MAJORITY REQUIRED

- 2. Establish the Airport Working Group with a terms of reference as attached at Attachment 1.**

- 3. That the following elected members be appointed to the Airport Working Group:**

Position 1 -

Position 2 -

Position 3 -

[Appointments to be confirmed via a nomination process]

EXECUTIVE SUMMARY

This report considers the effectiveness of replacing the Airport Advisory Committee (AAC) with an Airport Working Group and proposes the terms of reference defining the purpose and function of such a working group. It recommends the AAC be disbanded and that an Airport Working Group be established.

STRATEGIC CONTEXT

The management of formal committees, reference groups and working groups aligns with delivering governance systems that facilitate open, ethical and transparent decision making.

BACKGROUND

At the 31 January 2024 ordinary Council meeting the Council resolved (C2401/7):

“Requests the CEO undertake a broader review of the terms of reference of the AAC to clarify the purpose and function of the committee, and meeting frequency and processes, to provide a report to Council at the March 2024 Ordinary Council meeting.”

Officers completed a review of the AAC terms of reference and its operation and presented a report to the Council recommending disbanding the AAC and setting up an Airport Working Group in its place. The recommendation, considered at the ordinary Council meeting on 20 March 2024, was not endorsed by the Council (C2403/62).

The AAC has now met a further three times and, following the meeting held on 21 August 2024, Officers are recommending that an Airport Working Group would be more productive and facilitate discussion on the strategic direction and matters for the Airport. This report presents the benefits of replacing the AAC with an Airport Working Group.

OFFICER COMMENT

The AAC is a committee established under section 5.8 of the *Local Government Act 1995* (Act). Section 5.8 of the Act states that a local government may establish committees to assist the council and to exercise the powers and discharge the duties of the local government that can be delegated to committees.

The objectives of the AAC as stated in the terms of reference are:

- a. To foster liaison and cooperation between the City of Busselton and all stakeholders associated with the Busselton Margaret River Airport (Airport);
- b. To provide a forum for the discussion of issues and the formulation of suggestions and recommendations on issues associated with the Airport;
- c. To make recommendations to the Council on matters associated with the future development of the Airport; and
- d. Consult with the community, aviation, tourism, business and government organisations about the project, operations and potential impacts of the Airport.

The AAC has primarily been used as a vehicle for receiving status update reports which are then recommended to be noted by the Council. It has been rare for the AAC to consider and make recommendations on matters requiring a decision of the Council (for example commercial transactions, leases or tenders relating to the airport). These types of matters have typically been considered directly by the Council rather than the AAC. Primarily, this has been due to the need for timely decision making. If these matters were instead sent to the Council via the AAC there would be a one-to-two-month delay in decision making.

Other activities undertaken by members of the AAC have typically occurred outside of the formal AAC meeting where presentations have been made by Officers or third parties to members on various issues or proposals. These activities align more closely with the objectives set out in the AAC terms of reference but are not undertaken by members as part of a formal committee meeting agenda, nor do they require recommendations to the Council. In these instances, to facilitate discussion on presentations or proposals these matters are discussed outside of the standing orders of the AAC, reducing the effectiveness of the committee.

Given that the AAC is serving merely as a vehicle to receive operational status update reports, officers recommend that the AAC be disbanded and that an Airport Working Group be established in its place. The informality and flexibility of a working group is preferred as this can allow for discussion between Officers and Councillors without the formality of a written committee report, which is often not the most effective mechanism, and further allow for external parties to attend and participate in the discussion openly. Officers will also be able to invite Subject Matter Experts (SME) and stakeholders to attend the working group and present to the group on matters of interest relating to the Airport. Further, where proposals or opportunities are better facilitated through workshops, a working group will allow for this and for stakeholders and/or SMEs to attend and participate. It is proposed that the new Airport Working Group will be more fit for purpose for delivering the stated objectives.

A recent report presented to the AAC in April 2024 and then again in August 2024, where Officers had been working on a general aviation lease proposal with the Busselton Aero Club is a good example of where a working group would have facilitated early discussion between Officers, Councillors and the Aero Club to expedite an outcome. In this instance, the formal standing orders of a Council committee hindered negotiations and discussions in achieving an outcome that was in the

end supported by all parties. An Airport Working Group would have efficiently enabled the Aero Club to be present in open discussions with both Officers and Councillors and other Airport stakeholders in finalising a recommendation that will go to the Council for consideration.

A proposed terms of reference for the Airport Working Group is attached to this report as Attachment 1.

To meet the previous reporting provided to the AAC (and the Council) via the status update reports it is instead proposed to include standardised quarterly operational updates in the Elected Member Information Bulletin (EMIB) in the months of February, May, September, and November.

The quarterly operational updates will contain brief key highlights and operations updates along with the key statistical and financial information (passenger numbers, aircraft movements etc.). Revenue and expenditure of note can also be captured in the report. Financial performance against budget is already captured in Finance Committee reporting. The objective of these reports will be to provide Elected Members and the community with a concise and informative snapshot of the Airport's operations and projects.

Statutory Environment

Section 5.8 of the Act states that a committee of the Council can only be established by absolute majority. Paragraph 9.1 of the AAC terms of reference state that the termination of the committee shall be by an absolute majority decision of the Council.

Relevant Plans and Policies

The officer recommendation aligns to the following adopted plan or policy:

Plan:

Not applicable.

Policy:

Not applicable.

Financial Implications

Not applicable.

External Stakeholder Consultation

Feedback from the Aero Club President following the August AAC meeting expressed support for a working group whereby more informal two-way discussion could occur. SW Aviation Services attend most AAC meetings as members of the public and would also value a more informal working group environment.

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 retain the AAC and not establish the Airport Working Group.

CONCLUSION

The disbanding of the Airport Advisory Committee in favour of the Airport Working Group will facilitate more detailed discussion on airport related activities, operations and strategic matters and allow for invited airport users and stakeholders to participate in discussions where appropriate. The inclusion of business update reports in the EMIB ensures that performance related information for the airport is still provided to the Council on a regular basis.

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
Establish Airport Working Group	December 2024
Commence standardised quarterly business update reporting to the Council	November 2024



Terms of Reference

Committee:	Airport Working Group	Version:	Draft
Responsible Directorate:	Economic and Business Development		

1. INTRODUCTION

1.1 The Airport Working Group (the 'Group') is established with the purpose of:

- a. providing a forum for considering issues and opportunities associated with Busselton Margaret River Airport (Airport); and
- b. providing a mechanism to facilitate consultation and cooperation between the Airport and relevant stakeholders including the wider community, aviation industry, tourism industry, business and government organisations.

2. OBJECTIVES

2.2 The objectives of the Group are to:

- a. Consider the strategic direction, business and commercial opportunities for the Airport;
- b. Foster liaison and cooperation between the City of Busselton and stakeholders associated with the Airport;
- c. Provide a forum for the discussion of issues, suggestions and recommendations on issues and opportunities associated with the Airport; and
- d. Consult with the community, aviation, tourism, business and government organisations about operations, opportunities and impacts associated with the Airport and its activities.

3. MEMBERSHIP

3.1 The membership of the Group shall comprise the following:

- a. Three City of Busselton elected members
- b. One City of Busselton deputy elected member
- c. Director Economic and Business Development
- d. Manager Airport
- e. Nominated representative of the Margaret River Busselton Tourism Association
- f. Nominated representative of the Busselton Aero Club

3.2. In the event of an elected member being unable to attend a meeting the deputy elected member may attend in their place.

3.3. In the event of a non-elected member being unable to attend a meeting, they may nominate a proxy to attend in their place.

3.4. Membership of the Group shall, unless determined otherwise, cease on the day of the next ordinary Council election.

4. CHAIR

- 4.1. The Group shall appoint an Elected Member of the City of Busselton as the Chair and Deputy Chair to conduct its business.
- 4.2. The Chair shall be responsible for the running of the meeting.

5. MEETINGS

- 5.1. The Group shall meet at least two times per year, or more frequently as required.
- 5.2. The City of Busselton Chief Executive Officer shall ensure meeting agendas are distributed to members with relevant attachments no less than three days prior to each meeting.
- 5.3. The City of Busselton Chief Executive Officer shall ensure that minutes of the meetings are prepared and distributed to all members present at the meeting for their information within 14 days of the meeting. Minutes shall record the outcomes of discussions, but not the content of those discussions.
- 5.4. If the members present at any particular meeting have any concerns with the minutes prepared, they should advise the Chair or City of Busselton Chief Executive Officer (or their delegate) as soon as possible and in any case prior to the next meeting; and where that occurs the Chair shall ensure that the matter is resolved to the extent necessary and practicable at the next meeting, with the outcome to be reflected in the minutes of that meeting.
- 5.5. The Group can request the City of Busselton Chief Executive Officer to prepare a report to the Council on a particular matter.

6. DELEGATED POWERS

- 6.1. The Group has been established by a decision of the Council and these Terms of Reference but does not have any delegated powers.

7. EVALUATION OF GROUP'S EFFECTIVENESS

- 7.1. At the meeting of the Group prior to the ordinary Council elections, the Group shall undertake a review to evaluate its effectiveness, and as a guide the following should be determined:
 - a. are the Group's purpose and objectives being met?
 - b. should the purpose and objectives be amended?
 - c. are the Group members regularly attending meetings?
 - d. review the Terms of Reference, including membership.

8. TERMINATION OF WORKING GROUP

- 8.1. Termination of the Group shall be by decision of the Council.

9. APPROVAL

Council Adoption	DATE		Resolution #	
Previous Adoption	DATE		Resolution #	

6.2 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 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

AIR2410/16 Moved Cr Anne Ryan, seconded Cr Jarrod Kennedy

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

CARRIED 4 / 0

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

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 2024 through 25 September 2024. This includes an update on passenger numbers, regular public transport services (RPT), closed charter and general airport operations.

STRATEGIC CONTEXT

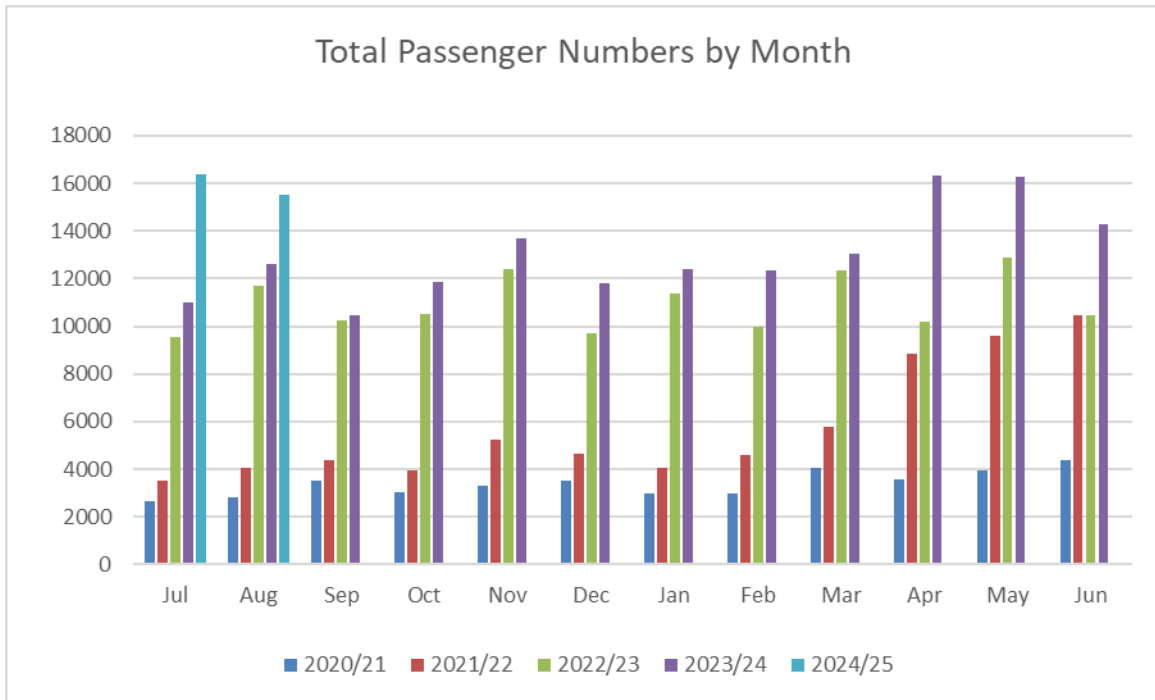
Regular updates on Busselton Margaret River Airport aids in the development of opportunities at the Busselton Margaret River Airport and aligns with Strategic Theme 3.4.

BACKGROUND

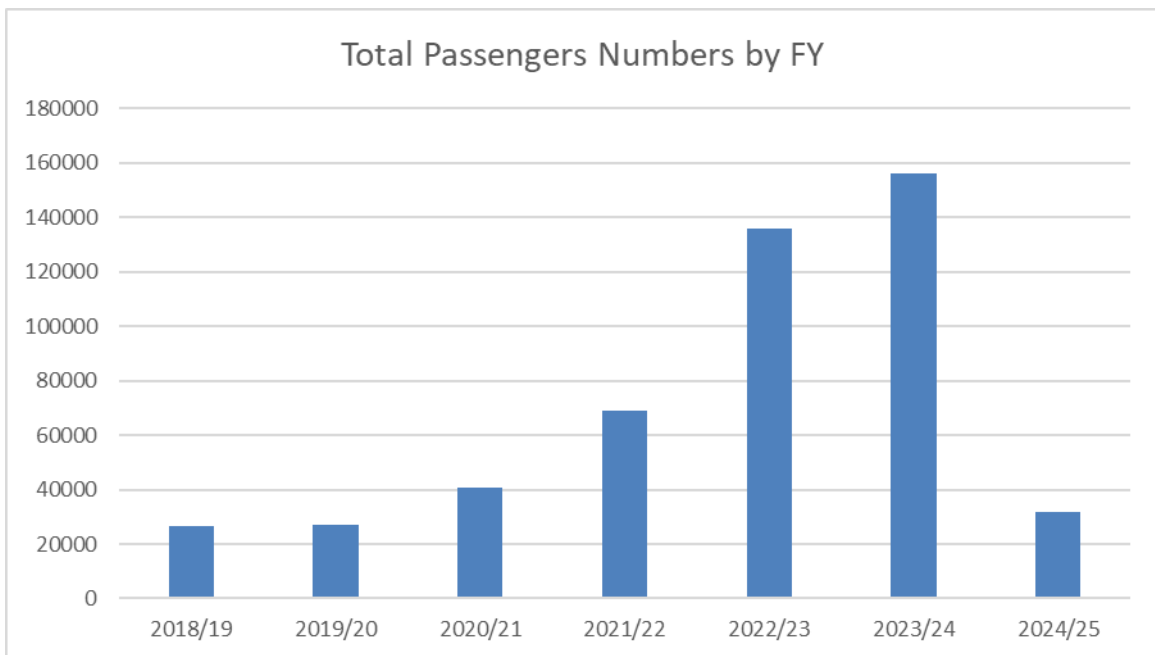
The BMRA continues to experience growth in passenger and aircraft movement numbers as the Airport business unit progresses business development opportunities and focuses on operational improvement projects.

Passenger Numbers

The total passenger numbers for 1 July 2024 – 31 August 2024 were 31,894 compared to 23,570 for the same period in 2023/24, representing an increase of 35%. 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 15% increase in FIFO passenger numbers across closed charter airlines compared to the same period in 2023/24.



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



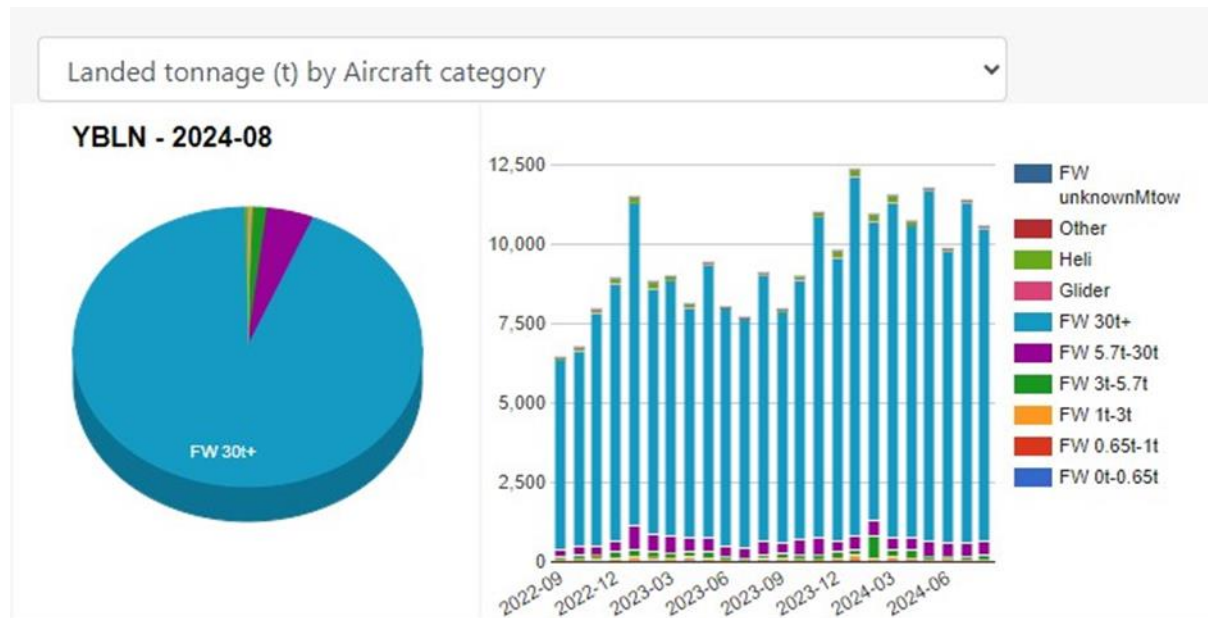
Aircraft Movements

The total number of scheduled services operating from the BMRA as of the end of the reporting period was 42 movements per week, with 36 Fly in Fly out (FIFO) closed charter and 6 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 Sydney, and multiple mining operations across Western Australia.

There have been 13 formal landing approvals granted for private jet/charter operations for the reporting period.

There have been 899 landings between 1 July 2024 – 31 August 2024 compared to 842 landings for the same period in 23/24 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 undertaken the following projects;

- A second office transportable has been purchased, installed and in use.
- RFQ has been awarded and started for the design of a new 250-300 bay public car park.
- A RFT has advertised and evaluated with a report to go to Council in October for the provision of security screening services.
- New apron lighting is finished for bays 9/10 on the central apron.
- An order has been placed for a new car parking payment kiosk to be installed in the Arrivals Hall.
- An RFQ has been awarded for a consultant to prepare a grant application to the Federal Government Regional Precincts and Partnerships Program for funding towards the construction of the new Terminal.
- Officers have been finalising the draft Business Case with KPMG following comments received from the Project Steering Group. The Business Case is expected to be complete by

the end of September in preparation for a meeting with the Minister for Regional Development in October.

OFFICER COMMENT

The start of 2024/25 FY has been busy with Officers receiving enquiries regarding new closed charter services. With the spring season, airport staff have started airport maintenance activities with airside and landside mowing a priority and runway/pavement maintenance.

Marketing and Communication

Social Media

A more targeted approach to social media posting has been in place for the past two months. The reach and upswing in metrics are reflected by consistent twice weekly posts. For both Facebook and Instagram pages, we are sharing a mix of educational, inspirational and informative posts.

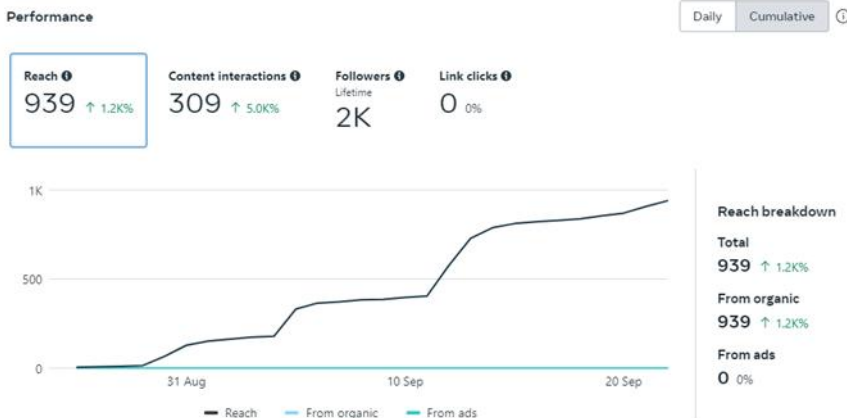
Officers are working with Tourism WA and Jetstar to capitalise and leverage on their promotional campaigns through an awareness campaign of the airport and RPT flights within our catchment area, including all 12 local governments and City networks such as Margaret River Busselton Tourism Association (MRBTA), Australia’s South West and Chambers of Commerce & Industry by providing them with marketing assets to promote the RPT flights.

The graphs below show the increase in reach and interactions through the commencement of Facebook and Instagram posts.

Facebook



Instagram



Entry Billboard

Two graphics promoting the Jetstar Sydney and Melbourne flights have been produced and are currently being displayed on the entry billboard.



Surveys

Two separate surveys have been developed to capture feedback on the travel plans and motivations of arriving and departing passengers. MRBTA are assisting with visitor centre volunteers attending the airport to conduct one on one surveys with RPT passengers. Surveys will be carried out during the second week of the school holidays, 30 September – 6 October and then again 25 October – 5 November which is pre and post the SEGRA Conference.

Operational and Capital Works

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

- 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 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; and
- Central and Southern apron line marking to be renewed.

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 2023-2043

Policy:
Not applicable.

Financial Implications

The actual net operating result exclusive of depreciation for the reporting period is a surplus of \$881,101 compared to an YTD budget surplus of \$526,602. The main factors contributing to this result are the reduced expenditure due to timing in the new financial year and maintenance activities in winter.

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 start of the 2024/25 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 South West 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 4 December 2024.

9 CLOSURE

The meeting closed at 9:49am.

These minutes for the Airport Advisory Committee, 2 October 2024 were confirmed as a true and correct record on:

Date:

Presiding Member: