

Please note: These minutes are yet to be confirmed as a true record of proceedings

CITY OF BUSSELTON

MINUTES OF THE AIRPORT ADVISORY COMMITTEE MEETING HELD ON 12 OCTOBER 2022

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MINUTES

MINUTES OF THE AIRPORT ADVISORY COMMITTEE HELD IN THE COMMITTEE ROOM, ADMINISTRATION BUILDING, SOUTHERN DRIVE, BUSSELTON, ON 12 OCTOBER 2022 AT 10:00AM.

1. DECLARATION OF OPENING, ACKNOWLEDGEMENT OF COUNTRY AND ANNOUNCEMENT OF VISITORS

The Presiding Member opened the meeting at 10:04am.

The Presiding Member noted this meeting is held on the lands of the Wadandi people and acknowledged them as Traditional Owners, paying respect to their Elders, past and present, and Aboriginal Elders of other communities who may be present.

2. ATTENDANCE

Presiding Member:

Cr Phill Cronin

Members:

Cr Paul Carter
Cr Anne Ryan
Cr Jodie Richards

Officers:

Mr Oliver Darby, Acting Chief Executive Officer
Mrs Naomi Searle, Director, Community and Commercial Services
Ms Jennifer May, Manager, Economic and Business Development Services (*from 10:05am*)
Mr Nicholas Cooper, Airport Operations Coordinator
Ms Jo Barrett-Lennard, Governance Officer

Apologies:

Nil

Public:

2

3. PUBLIC QUESTION TIME

Nil

10:05am: At this time, Ms May entered the meeting.

4. DISCLOSURE OF INTERESTS

Nil

5. **CONFIRMATION OF MINUTES**

5.1 Minutes of the Airport Advisory Committee Meeting held 3 August 2022

COMMITTEE DECISION

AIR2210/086 Moved Councillor P Carter, seconded Councillor A Ryan

That the Minutes of the Airport Advisory Committee Meeting held 3 August 2022 be confirmed as a true and correct record.

CARRIED 4/0

6. REPORTS

6.1 BUSSELTON MARGARET RIVER AIRPORT - OPERATIONS UPDATE

STRATEGIC THEME	OPPORTUNITY - A vibrant City with diverse opportunities and a prosperous economy
STRATEGIC PRIORITY	3.4 Develop aviation opportunities at the Busselton Margaret River Airport.
SUBJECT INDEX	Busselton Margaret River Airport
BUSINESS UNIT	Commercial Services
REPORTING OFFICER	Airport Operations Coordinator - Nicholas Cooper
AUTHORISING OFFICER	Manager Economic and Business Development Services - Jennifer May
NATURE OF DECISION	Noting: The item is simply for information purposes and noting
VOTING REQUIREMENT	Simple Majority
ATTACHMENTS	Nil

COMMITTEE RECOMMENDATION

AIR2210/087 Moved Councillor P Carter, seconded Councillor A Ryan

That the Council receives and notes the Busselton Margaret River Airport Operations Report.

CARRIED 4/0

OFFICER RECOMMENDATION

That the Council receives and notes the Busselton Margaret River Airport Operations 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 2022 through 30 September 2022. This includes an update on passenger numbers, regular public transport services (RPT), closed charter and general airport operations.

BACKGROUND

The BMRA has seen continued growth in aircraft landings and passenger numbers with Jetstar RPT services, additional closed charter flights operating during the reporting period.

Aircraft Movements

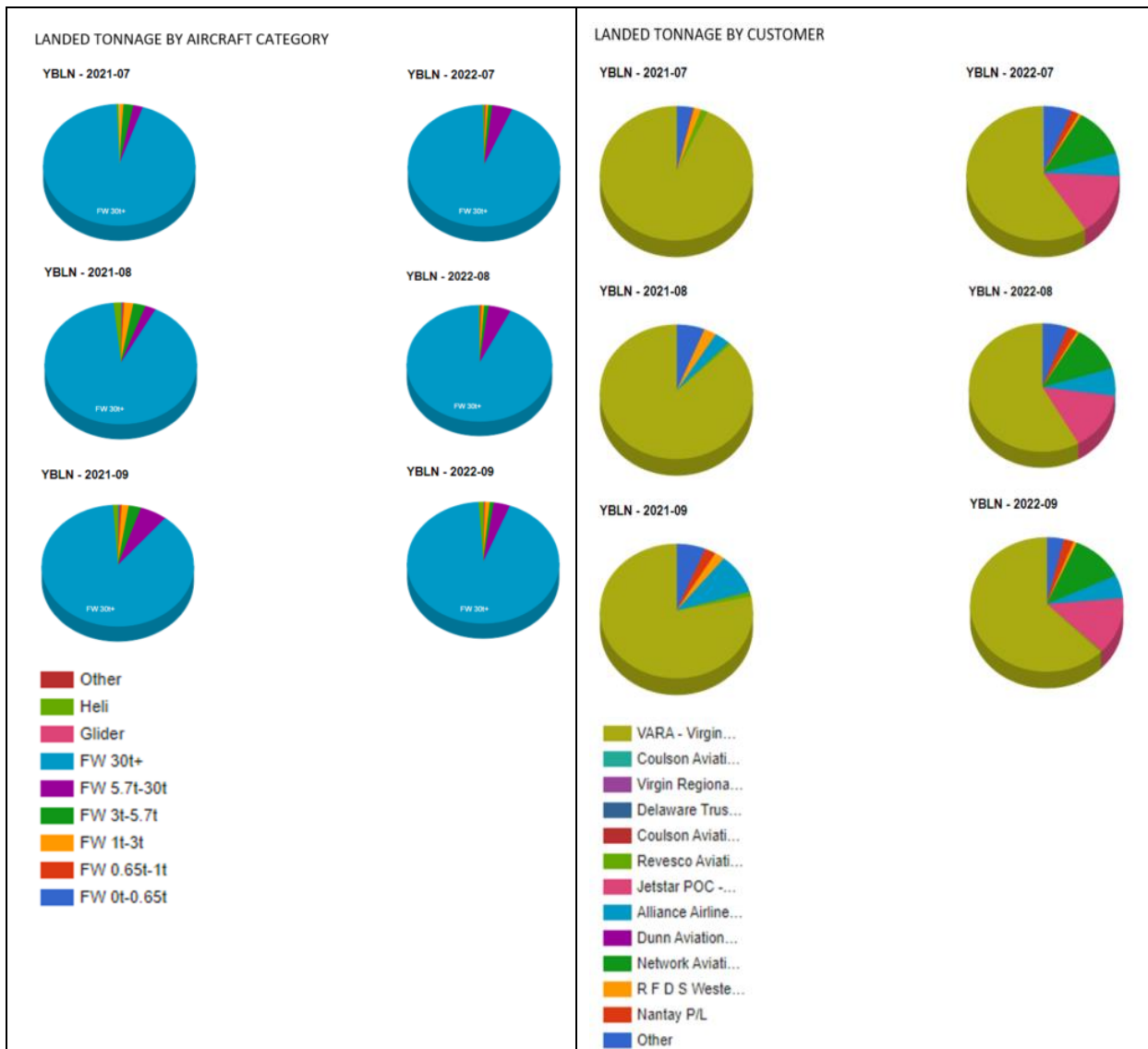
The total number of scheduled services operating from the BMRA as of the end of the reporting period is 33 movements per week, with 30 Fly in Fly out (FIFO) closed charter and 3 RPT services. This has increased from a total of 15 flights FIFO closed charter flights movements from the same reporting period 2021.

Currently there are 6 airlines operating from the BMRA with RPT and closed charter services utilising the F100, A320, Dash 8 and Metro aircraft servicing destination such as Melbourne, North West mine sites - Boolgeeda, Barimunya, West Angeles, Newman, Roy Hill and Karratha. Alliance airlines and Ploair have also been operating from the BRMA with Captains Choice and APT tours utilising F100 and BAE 146 aircraft, parking on the southern apron for multi night stays.

The total number of aircraft landings has increased over all aircraft categories during the reporting period (766) compared to the same period (590) in 2021.

Aircraft type and usage graphs

The following graphs relate to the reporting period and give a representation of aircraft usage by MTOW and of the breakdown of airport utilisation in tonnage per customer.



Passenger Numbers

Passenger numbers for the reporting period (July - September 2022) are estimated at a total of 29,500 passengers through the BMRA compared to 11,918 for the same period in 2021, representing an increase of over 147%.

The 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, and the commencement of Jetstar services

Carpark

Currently 1,717 FIFO passenger swipe cards have been issued to access the BMRA car park at a discounted rate. The average daily occupancy for the reporting period was 425 parked patrons per day. The public car park has now reached capacity on a number of occasions, usually around the swing change on Tuesday mornings. Construction of the new public car park has commenced by Carbone Bros Pty Ltd with practical completion mid-December providing an additional 250 bays.

The external fenced area erected to the north of transport operator's car park has been installed and being well utilised by FIFO passengers at peak parking capacity times. This area is now holding around 2/3 capacity with a total capacity of 160.

Airport staff are now having to commit significant time to carpark related issues on a daily basis including FIFO card issuing, barrier and ticket problems. A review of the car parking system and processes will be performed to gain efficiencies going forward

Operations Management

The focus for the reporting period has been on:

Investigation into the maximum utilisation of the central apron has been ongoing as a result of changes in FIFO aircraft type and schedules to address apron bay usage restrictions, apron lighting configuration and inclusion of new GSE equipment storage areas.

General Aviation (GA) precinct activation including the rationalization of hangar lots, lease provisions for interested parties and area lighting design to comply with the new Part 139 MOS provisions around GA areas.

A RFQ was advertised for a new BMRA Master Plan between the 19 September and 6 October with a focus on business and commercial development. The existing BMRA Master Plan (2016-36) developed in 2016 had a strong focus on infrastructure, for which the majority has now been achieved.

A RFQ for the review of the BMRA Wildlife and Hazard Management Plan was advertised in September and closes on the 13 October. The review is a regulatory requirement under CASA Part 139 MOS and is to identify efficiencies and data recording and modelling.

Noise Management Plan and Noise monitoring

One CEO non-conforming activity was approved on 27 of July for a Qantas flight that was diverted from Perth due to weather, needing refuelling and departed the BMRA at 0007hrs.

No other non-compliances were listed for the reporting period.

Regular Public Transport (RPT) - Jetstar services update

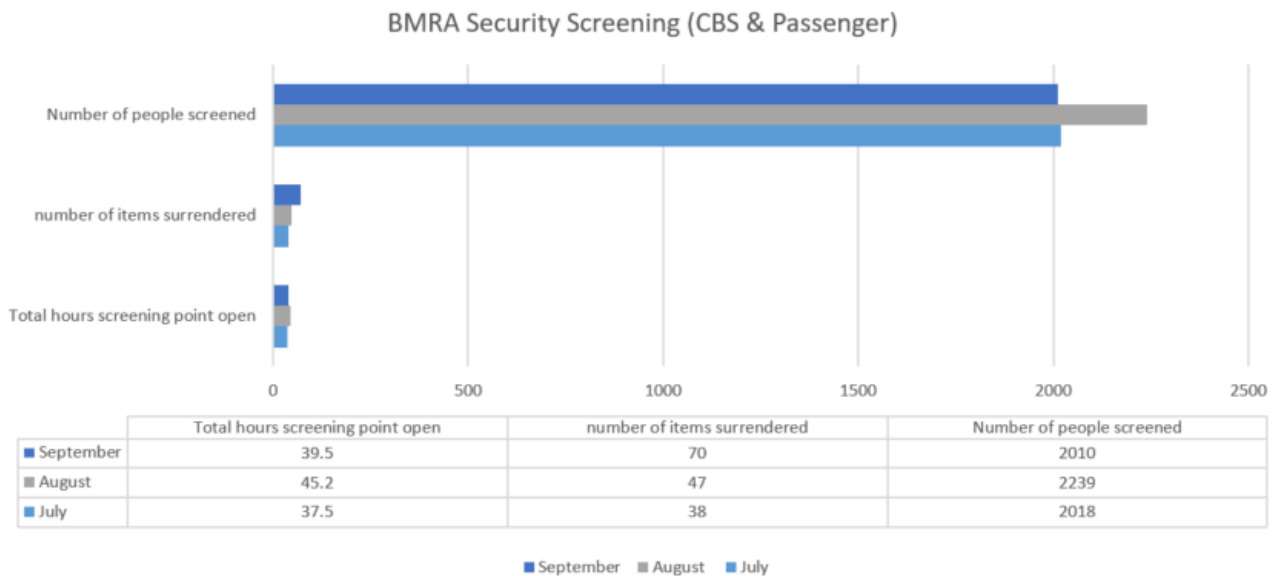
Since the commencement of services a number of Operational and procedural changes have taken place to gain efficiencies in aircraft turnaround times and the customer interface. The sterile departure lounge has been expanded using a temporary marquee after a RFT was advertised and no tender submissions were received. Officers have been negotiating with suppliers for a more permanent Departure lounge extension. Officers are also investigating alternate arrangements for the training and ablutions transportables given lead times for construction and price escalation.

An additional check-in injector belt was identified as a limitation to check-in requirements and an order has been placed with an expected delivery and installation for January 2023, this is due to significant supply change issues as this equipment is manufactured to order and constructed in China.

The checked baggage system (CBS) baggage conveyor belt design was susceptible to blockages and alarms and improvements have been made and the CBS x-ray software settings have been reviewed creating less issues in screening times. Further, processes have been improved to for oversize baggage screening which has at times impacted check-in.

Security

The following is a summary of the security screening performed between July and the end of September:



Operations & Maintenance

RFDS relocation project –The positioning of the RFDS location and associated aircraft parking design has been finalised. A variation to the funding agreement to defer the final delivery milestones into March 2023 has been approved. The grant funding allocation is for \$188,665 however with price escalations the project is expected to cost in the region of \$280k. Officers are now in discussion with Department of Transport (Regional Airport Development Scheme) to request an out of session grant to fund the shortfall.

Central apron expansion project - Officers issued an RFQ however did not award and a new RFQ will be issued with amended design criteria after efficiencies identified in central apron utilisation review.

Airport refuelling has increased significantly (437%) from the same period last year, largely due to the commencement of RPT services, increased FIFO movements and charter/tour services.

Airside and landside mowing programs are behind schedule due to increased flight schedules spring growth and ancillary operations. As such a larger slashing unit will be acquired in the 2022/23 budget to allow Officers to complete mowing of larger areas in reduced timeframes to ensure completion of the annual mowing programs.

OFFICER COMMENT

BMRA has seen significant growth compared to the same reporting period in 2021/22 and it is expected that RPT passenger numbers will increase over the summer season.

Officers will continue to progress the delivery of the operational improvements listed above and will also focus on the following in 2022/23;

- An RFT was advertised for the supply and construction of three general aviation hangars. The RFT submissions indicated that the price escalation in materials and services meant that only two hangars could be constructed for the available budget. Officers have closed this tender to construct the hangars and have been investigating the design to see if there are cost efficiencies that can be achieved. A new RFT will be issued in the coming months.

- The procurement of an Airport inspection, maintenance and reporting tablet/online system to facilitate accurate and real time reporting of regulatory requirements, workflow of maintenance and capital items; and processes such as online inductions and applications is underway.
- DOT Financial and Asset Management Framework is a new requirement for WA airports when applying for future RADS grants. The City has engaged a consultant to undertake stakeholder engagement and implement the framework.
- An external review /audit of the BMRA Transport Security Program is required as regulatory requirement under the Aviation Transport Security Regulations.
- Business development strategy and implementation plan to guide the marketing and development of commercial opportunities at and relating to the BMRA, including the attraction of new domestic routes and planning for future international operations.

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 plans:

- BMRA Master Plan (2016-2036)
- The Busselton Margaret River Airport Noise Management Plan 2019

Financial Implications

Revenue

The actual YTD revenue for the reporting period is \$837,461 compared to the projected YTD budget of \$377,328. Revenue areas that exceeded budget projections are as follows:

- Annual landing fees - \$228,356 actual compared to \$120,104 budgeted
- Car parking income - \$261,859 compared to \$113,432 budgeted
- Head Taxes/Passenger Fees - \$217,637 compared to \$99,076 budgeted

Expenditure

Actual expenditure (including commitments) for the reporting period is \$205,852 compared to the YTD budget of \$166,711. Higher than projected expenditure for the reporting period can mainly be attributed to the timing of expenditure for consultancy, contractors and purchase of materials compared to the projected budget timings.

The net operating position for the reporting period is a surplus of \$631,609 compared to the YTD budget surplus of \$210,617.

Stakeholder Consultation

Consultation has been occurring on a regular basis with Department of Transport, Government agencies, airport stakeholders, Department of Home Affairs, Aviation Marine Security (AMS), Civil Aviation Safety Authority (CASA), Air Services Australia, Virgin Australia Regional Airline, Qantas Group, 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 Airport Advisory Committee may choose not to receive and note the Busselton Margaret River Airport Operations Report.

CONCLUSION

Officers continue to strive to provide a high level of customer service at the BMRA, while ensuring the airport is compliant, safe and security is maintained throughout. The commencement of Jetstar RPT services has identified a number of operational actions and infrastructure investment requirements.

The focus for the new financial year will be to prepare a new BMRA Master Plan, achieving operational efficiencies and business and commercial development initiatives have been deferred to date

TIMELINE FOR IMPLEMENTATION OF OFFICER RECOMMENDATION

Not applicable.

7. **NEXT MEETING DATE**

Wednesday, 14 December 2022

8. **CLOSURE**

The meeting closed at 11:04am.

THESE MINUTES CONSISTING OF PAGES 1 TO 10 WERE CONFIRMED AS A TRUE AND CORRECT RECORD ON WEDNESDAY, 14 DECEMBER 2022.

DATE: 14.12.22 PRESIDING MEMBER: 