

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 14 DECEMBER 2022

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MINUTES

MINUTES OF THE AIRPORT ADVISORY COMMITTEE HELD IN THE COMMITTEE ROOM, ADMINISTRATION BUILDING, SOUTHERN DRIVE, BUSSELTON, ON 14 DECEMBER 2022 AT 9:15AM.

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

The Presiding Member opened the meeting at 9.20am.

The Presiding Member acknowledged the Wadandi and Bibbulmun people as the traditional custodians of this region and paid respects to elders past and present.

The Presiding Member noted the meeting was being recorded.

2. ATTENDANCE

Presiding Member:

Cr Phill Cronin

Members:

Cr Paul Carter
Cr Anne Ryan

Officers:

Mrs Naomi Searle, Director, Community and Commercial Services
Mrs Jennifer May, Manager, Economic and Business Development Services
Mr Nicholas Cooper, Airport Operations Coordinator
Ms Jo Barrett-Lennard, Governance Officer

Apologies:

Cr Jodie Richards

3. PUBLIC QUESTION TIME

Nil

4. DISCLOSURE OF INTERESTS

Nil

5. **CONFIRMATION OF MINUTES**

5.1 Minutes of the Airport Advisory Committee Meeting held 12 October 2022

COMMITTEE DECISION

AIR2212/088 Moved Councillor P Carter, seconded Councillor A Ryan

That the Minutes of the Airport Advisory Committee Meeting held 12 October 2022 be confirmed as a true and correct record.

CARRIED 3/0

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	Director Community and Commercial Services - Naomi Searle
NATURE OF DECISION	Noting: The item is simply for information purposes and noting
VOTING REQUIREMENT	Simple Majority
ATTACHMENTS	Nil

COMMITTEE RECOMMENDATION

AIR2212/089 Moved Councillor A Ryan, seconded Councillor P Carter

That the Council receives and notes the Busselton Margaret River Airport operations report.

CARRIED 3/0

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 November 2022. This includes an update on passenger numbers, regular public transport (RPT) and closed charter services, and general airport operations.

BACKGROUND

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

Passenger Numbers

Passenger numbers for the reporting period (1 July 2022 – 30 November 2022) were 52,499 compared to 21,129 for the same period in 2021, representing an increase of over 148%. The continued 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 Jetstar RPT services.

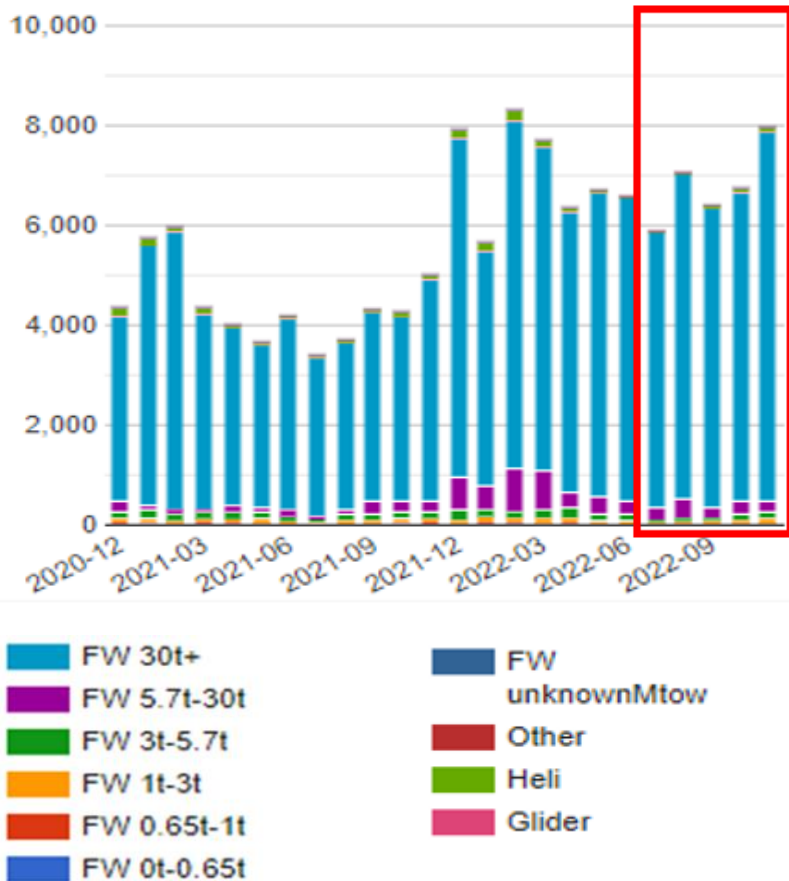
Aircraft Movements

The total number of scheduled services operating from the BMRA as of the end of the reporting period was 34 movements per week, with 31 Fly in Fly out (FIFO) closed charter and 3 RPT services. This increased from a total of 20 flights FIFO closed charter flights movements and nil RPT from the same reporting period in 2021.

Currently there are six airlines operating from the BMRA with RPT and closed charter services utilising the F100, A320, Dash 8 and Metro aircraft servicing destinations such as Melbourne and North West mine sites - Boolgeeda, Barimunya, West Angeles, Newman, Roy Hill and Karratha.

Alliance airlines and Ploair have also been operating from the BMRA with Captains Choice and APT tours utilising F100 and BAE 146 aircraft, parking on the southern apron for multi night stays.

The following graphs represent the breakup of the total tonnage by category at BMRA by month trending over the period December 2020 to November 2022, the highlighted section indicates the current reporting period.



Operations Management

The focus for the reporting period has been on:

- A lighting plan for the position between bays nine and ten has been completed along with a concept lighting design for the new General Aviation (GA) precinct. Officers will now seek tenders to procure and install the lighting in order to meet CASA part 139 MOS requirements.
- Finalisation of the central apron bay marking arrangement plan has been completed to accommodate changes in FIFO aircraft type F100 to A320/B737 and schedules to address apron bay usage restrictions, apron lighting configuration and inclusion of new ground servicing equipment (GSE) equipment storage areas. The project will now move into surveying the apron and changing identified markings.
- Practical completion of the long/short term carpark was reached on 9 December with the carpark looking to be open by the week of 19 December, dependent on curing of the surface.
- Works will begin on the week of 12 December to increase the secure departure lounge area with the installation of the temporary building structures on track to be operational by end of January 2023. The project has two main components being stage one to provide an alternative boarding gate while the second stage of ground works and building installation takes place.

- The procurement of an airport inspection, maintenance and reporting tablet/online system has been awarded and will be on boarded over the coming month with staff training being conducted in mid-January. The system will facilitate accurate and real time reporting of regulatory requirements, workflow of maintenance and capital items; and processes such as online inductions and visitor identification card (VIC) applications.
- A request for quotation (RFQ) for the review of the BMRA Wildlife and Hazard Management Plan was awarded to JASKO airport services. JASKO undertook a site visit in early December and the final review and report are anticipated to be delivered mid-January. During the review BMRA staff will also be trained in wildlife management activities in line with CASA requirements.
- The RFDS relocation project continues to be evaluated and fully costed. Officers are seeking additional funding from the Federal and State Governments to cover the increased costs.
- An RFQ was advertised for a new BMRA Master Plan between 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.
- Officers are working with the South West Development Commission (SWDC) to apply for State Government funding to undertake a business case for the construction of the new terminal. To inform the business case the following works will need to be procured: airport master plan, terminal design review, passenger forecast and route development analysis, financial model, and economic impact assessment and cost benefit analysis. As part of the funding agreement the City will be required to contribute funding towards the business case. The City will put the BMRA Master Plan budget towards this, as such the RFQ will not be awarded until the funding is secured. It is anticipated the application will be completed and submitted prior to the end of 2022.

Operations and Maintenance

Airport refuelling reached a significant milestone in November with over two million litres of JET A1 fuel being supplied from the facility since its installation in 2018.

The Department of Fire and Emergency large air tanker (LAT) Bomber 132 A C-130 arrived at the end of November for the upcoming fire season. There will also be a second LAT Bomber 139 A 737 stationed at BMRA from 15 December.

Airside and landside mowing programs continue to be behind schedule due to equipment maintenance issues, increased flight schedules spring growth and ancillary operations. It is anticipated that the program will be back on track by mid-December.

Staff continue to experience difficulty in the delivery of quality service to customers around car parking. As a result staff are seeking clarification from the car parking infrastructure supplier on a rectification plan and servicing agreement to alleviate the time committed to these activities.

Security Screening Activities

The below table gives a breakup of the screening activities over the reporting period.

	Total hours screening point open	Number of items surrendered	Number of people screened
July	37.5	38	2018
August	45.2	47	2239
September	39.5	70	2010
October	47	41	2605
November	38.7	32	2222
Total	207.9	228	11094

Noise Management Plan and Noise monitoring

Within the reporting period from 1 July to 30 November there were a total of six non-conforming activities:

- One flight within the curfew period from a diverted flight from Perth, where CEO approval was granted.
- Four early arrivals from Perth within the 30-minute shoulder period, however still considered non-conforming. Airport staff cautioned the ground agent and airlines on approved operating times.
- One early departure within the curfew period. A letter has been issued to the operator requesting an explanation of their operations.

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;

- Department of Transport Financial and Asset Management Framework is a new requirement for WA airports when applying for future 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 \$1,731,953 compared to the projected YTD budget of \$1,007,460. Revenue areas that exceeded budget projections are as follows:

- Annual landing fees - \$500,803 actual compared to \$329,303 budgeted
- Car parking income - \$425,970 compared to \$193,356 budgeted
- Head Taxes/Passenger Fees - \$532,398 compared to \$396,578 budgeted

Expenditure

Actual expenditure for the reporting period is \$457,078 compared to the YTD budget of \$276,284. Higher than projected expenditure for the reporting period can mainly be attributed to the timing of expenditure for the airline attraction program, consultancy, contractors and purchase of materials compared to the projected budget timings.

The net operating position for the reporting period is a surplus of \$1,255,286 compared to the YTD budget surplus of \$718,676.

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

To be confirmed.

8. CLOSURE

The meeting closed at 10:10am.

THESE MINUTES CONSISTING OF PAGES 1 TO 10 WERE CONFIRMED AS A TRUE AND CORRECT RECORD ON .

DATE: 8/2/23 PRESIDING MEMBER: 