

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

CITY OF BUSSELTON

MINUTES FOR THE AIRPORT ADVISORY COMMITTEE MEETING HELD ON 12 FEBRUARY 2016

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MINUTES

MINUTES OF THE AIRPORT ADVISORY COMMITTEE MEETING HELD IN MEETING ROOM ONE, COMMUNITY RESOURCE CENTRE, 21 CAMMILLERI STREET, BUSSELTON, ON 12 FEBRUARY 2016 AT 9.00AM.

1. DECLARATION OF OPENING AND ANNOUNCEMENT OF VISITORS

The Presiding Member opened the meeting at 9.03am.

2. ATTENDANCE

Presiding Member:

Cr Gordon Bleechmore

Members:

Cr Coralie Tarbotton
Cr Paul Carter
Cr Terry Best (Deputy)

Officers:

Mrs Naomi Searle, Director, Community and Commercial Services
Mrs Jennifer May, Manager Commercial Services
Mr David Russell, Airport Operations Coordinator
Miss Hayley Barge, Administration Officer, Governance

Apologies

Cr John McCallum

Approved Leave of Absence

Nil

3. PUBLIC QUESTION TIME

Nil

4. DISCLOSURE OF INTERESTS

Nil

5. CONFIRMATION OF MINUTES

5.1 Minutes of the Airport Advisory Committee Meeting held on 27 November 2015

Committee Decision

AIR1602/005 Moved Councillor P Carter, seconded Deputy T Best

That the Minutes of the Airport Advisory Committee Meeting held 27 November 2015 be confirmed as a true and correct record.

CARRIED 4/0

6. REPORTS

6.1 BUSSELTON MARGARET RIVER AIRPORT - AIRPORT UPDATE

SUBJECT INDEX: Busselton-Margaret River Airport
STRATEGIC OBJECTIVE: Infrastructure assets are well maintained and responsibly managed to provide for future generations.
BUSINESS UNIT: Commercial Services
ACTIVITY UNIT: Commercial Services
REPORTING OFFICER: Manager, Commercial Services - Jennifer May
AUTHORISING OFFICER: Director, Community and Commercial Services - Naomi Searle
VOTING REQUIREMENT: Simple Majority
ATTACHMENTS: Nil

PRÉCIS

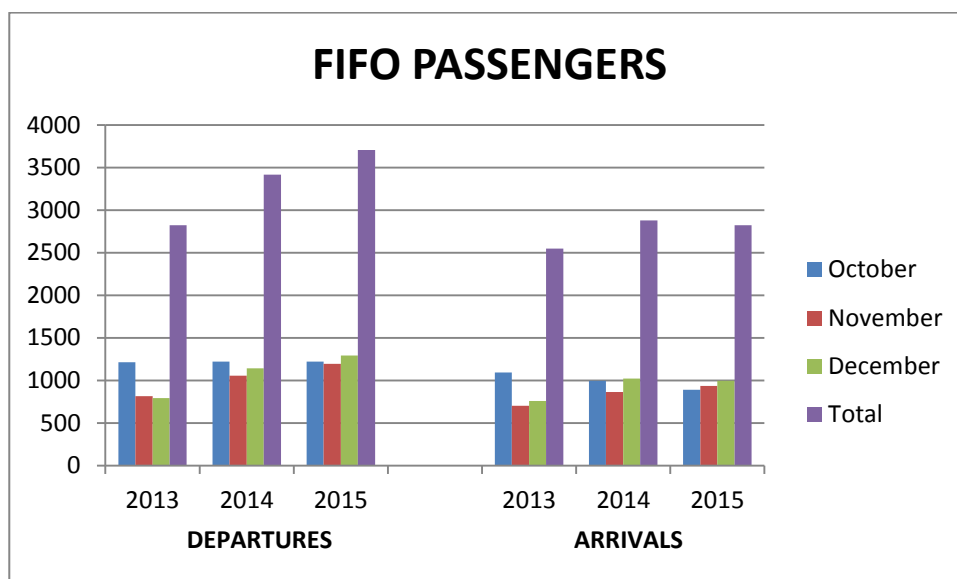
This report provides an overview on the Busselton-Margaret River Airport (BMRA) operations and activities for the reporting period 1 October to 31 December 2015.

BACKGROUND

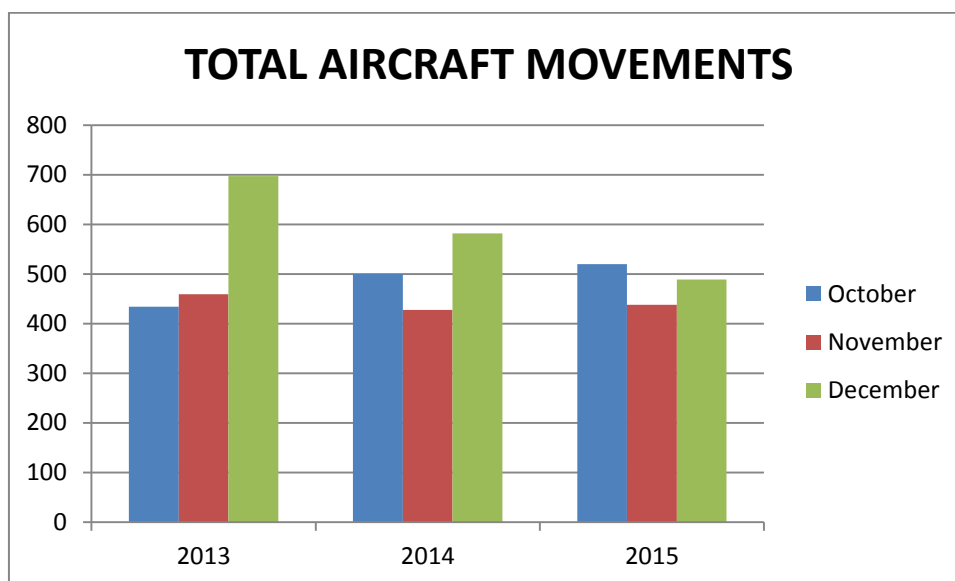
Aircraft Movements

FIFO Charter passenger numbers have seen an overall (arriving and departing) increase through the BMRA in the last financial quarter which is consistent with the year to date trend. Below is a table indicating the number of FIFO Charter passengers arriving and departing through the airport for the reporting period 1 October 2015 to 31 December 2015 in comparison to previous years.

	Departing FIFO Passengers			Arriving FIFO Passengers		
	2013	2014	2015	2013	2014	2015
October	1213	1220	1222	1091	994	890
November	815	1054	1195	701	862	936
December	792	1141	1290	756	1021	994
Total	2820	3415	3707	2548	2877	2820



The total number of departing FIFO services is currently at 10 flights per week, a reduction of four (4) flights due to the withdrawal of the Ad Astral/ Maroomba flights to Karara mine site from 18 November 2015.



Total aircraft movements have seen a slight decrease for the months of October through December over the last three (3) years as depicted in the table above. This reduction is due to the withdrawal of the RPT services in December 2014 and Maroomba flights in December 2015.

Below is a table of Emergency Services usage of BMRA for the same period over the last two (2) years.

Emergency Service	October-December 2014	October-December 2015
Aero rescue	2	4
RFDS	70	76
SLSWA	109	84
Polair	6	8
Helitac	21	11
Fixed wing water bombers	0	2

Busselton Aero Club Aerofest 2016

Airport Officers are in consultation with the Busselton Aeroclub in preparation for the 2016 Aerofest to be held at the airport on Sunday 6 March 2016. This event will provide the community the chance to get up close to recreational, general aviation, military and emergency services aircraft and pilots and is expected to attract up to four thousand (4000) visitors. Additionally there will be water bombing displays, helicopter joy rides and numerous aviation and non-aviation stalls. The City is supporting this event by waiving the landing fees and has allocated \$5k in event sponsorship, funded through the commercial and industrial differential rate.

Noise Management Plan (NMP) Compliance reporting

Since the start of the reporting period of 23 June 2015, five (5) of the allowable twelve (12) CEO approved non-conforming activities have been authorised to date and six (6) instances of non-conforming activities have been reported to OEPA where aircraft operators have performed unauthorised operations in accordance with the NMP.

Busselton Airport Desktop Emergency Exercise

City of Busselton Officers conducted a Desktop Emergency Exercise as per CASA; MOS 139, Section 10.8.4.3 on the 1 December 2015 which included all local emergency services to test and review the emergency procedures for the BMRA Aerodrome Emergency Plan. The desktop was considered a successful and valuable exercise with a number of key actions recorded to improve the emergency response and procedures for the aerodrome.

AV8 Charity Event

The City has received a request from AV8 Charity Flight, the event organiser for the AV8 Charity Flight to raise funds for Variety WA, to waive the landing fees and passenger facilitation fees for an event to be held on 30th April 2016. The event comprises of two F100 aircraft, with expected passenger numbers of 200 who fly down to Busselton and spend the day in the region. The fundraising proceeds go to the Variety Club of WA and specifically with this event funds going to the community such as schools and grants to individuals who have applied.

The total in waived fees, including landing fees and passenger fees, is expected to be \$5,600 (excl GST) not including staff time (approx. \$250) and as such requires Council endorsement. The City supported this event last year through the waiving of landing and passenger facilitation charges. Other sponsors for this event include Virgin Australia Regional Airlines (VARA) and Margaret River Busselton Tourism Association (MRBTA).

STATUTORY ENVIRONMENT

The BMRA operates in accordance with the following: The Aviation Transport Security Act 2004, Aviation Transport Security Regulations 2005, CASA MOS 139, Council's Transport Security Plan and City policies and procedures.

RELEVANT PLANS AND POLICIES

There are no policy implications with this report.

FINANCIAL IMPLICATIONS

At 31 December 2015 the BMRA recorded a surplus of \$115,770 (excluding depreciation of \$108,740). The half yearly revenue and expenditure figures are reported below:

Year	Revenue	Operating Cost (incl Depreciation)	Net Position (incl Depreciation)	Depreciation	Net Position (excl Depreciation)
Mid 2015/16	\$481,119	-\$474,089	\$7,030	-\$108,740	\$115,770

The City has received a total of \$227,037 in landing fees for the period July 2015 – December 2015 and the year to date actual revenue received is slightly down compared to the year to date budget allocation due to \$49,814 outstanding in landing fees, of which \$36,000 can be attributed to Virgin Australia Regional Airlines (VARA). Since 31 December 2015, the City has received \$42,880 in landing fees taking the total landing fees revenue to date to \$269,916.

A total of \$94,478 has been received for the period in passenger facilitation fees, with approximately \$52,960 outstanding. While the loss of the RPT F50 services had resulted in a loss of revenue, there has been an increase in departing FIFO passenger numbers resulting in slightly increased passenger fees revenue. Since 31 December 2015, the City has received \$48,145 in passenger facilitation fees taking the total passenger fees to \$142,623.

Car parking fees received to the end of December 2015 total \$131,880, this is down compared to the year to date budget of \$151,458 resulting from a decrease in car parking usage due to passengers carpooling and lost revenue from incorrect usage of the car park ticketing system.

The total expenditure budget allocated for the 2015/2016 financial year is \$948,540 (including depreciation) with actual expenditure to 31 December 2015 being \$474,089 (including depreciation). This is lower than the year to date budget projection of \$518,860 due to non-critical operational works being delayed.

Long-term Financial Plan Implications

There are no financial implications as a result of this report.

STRATEGIC COMMUNITY OBJECTIVES

The BMRA is consistent with following the City of Busselton's strategic Objectives:

Well Planned, Vibrant and Active Places:

- Infrastructure Assets that are well maintained and responsibly managed to provide for future generations;
- Connected City of Busselton Transport options that provide greater links within our district and increase capacity for community participation.

RISK ASSESSMENT

An assessment of the potential implications of implementing the officer recommendation has been undertaken using the City's risk assessment framework. The assessment sought to identify 'downside' risks only rather than 'upside' risks and where the risk, following implementation of controls, has been identified as medium or greater. No such risks were identified.

CONSULTATION

Consultation with Department of Transport, South West Development Commission, Aviation Projects, Government agencies, Airport stakeholders, Office of Transport Security (OTS), Civil Aviation Safety Authority (CASA), Virgin Australia Regional Airline, the Busselton Aero Club, Emergency Service Agencies, Albany, Esperance, Geraldton Airports and Australian Airports Association has been occurring on a regular basis concerning many topics and issues relating to the Airport.

OFFICER COMMENT

Airport staff and the Stakeholder Engagement and Communication Officer (Airport Development Project Management Team) are continuing to work with the City's IT department in the development of an Airport website which is expected to be ready for release in late February 2016.

Other maintenance and projects include:

- Airport officers are working with the City Business System Team to development of a Crane/ Airspace Assessment system to provide City Officers a better understanding of airspace penetration and Obstacle Limitations Surface restrictions in regard to crane and building applications which will be required for the development of the Airport and future industrial and residential developments.

- An extensive Mowing/slashing program of the Airport precinct has been completed to minimise the fire risk during the fire season.
- Commencement of the Airside weed spraying program.
- Development of a dedicated helicopter parking area in the vicinity of the hanger precinct.

CONCLUSION

The last three (3) months have been a busy period in airport operations with a number of operational and infrastructure improvements taking place including, mowing /slashing prior to the fire season, removal of all airside farm fences to improve access and aircraft safety and the completion of the staff room.

OPTIONS

The Airport Advisory Committee chooses not to accept the Officers report.

TIMELINE FOR IMPLEMENTATION OF OFFICER RECOMMENDATION

Not Applicable.

OFFICER RECOMMENDATION

That the Council;

1. Receives and notes the Airport operations report.
2. Endorses the waiving of landing and passenger facilitation fees for the AV8 Charity Flight to be held on 30th April 2016 to raise funds for Variety Club of WA for 2 F100 aircraft and estimated 200 passengers to the total value of \$5,600 (excl GST).

Note: The Committee resolved to consider the two Recommendations individually so that Recommendation 2 could be separated should an Absolut Majority decision of Council be required.

Committee Recommendation and Officer Recommendation

AIR1602/006 Moved Deputy T Best, seconded Councillor P Carter

That the Council;

1. Receives and notes the Airport operations report.

CARRIED 4/0

Committee Recommendation and Officer Recommendation

AIR1602/007 Moved Deputy C Tarbotton, seconded Councillor G Bleechmore

That the Council;

2. Endorses the waiving of landing and passenger facilitation fees for the AV8 Charity Flight to be held on 30th April 2016 to raise funds for Variety Club of WA for 2 F100 aircraft and estimated 200 passengers to the total value of \$5,600 (excl GST).

CARRIED 4/0

9.24am At this time the Airport Operations Coordinator left the meeting and did not return.

7. GENERAL DISCUSSION ITEMS

The Director, Community and Commercial Services addressed the Committee regarding the Project Definition Plan for the Busselton-Margaret River Airport.

8. NEXT MEETING DATE

To be advised.

9. CLOSURE

The meeting closed at 10.06am.

THESE MINUTES CONSISTING OF PAGES 1 TO 8 WERE CONFIRMED AS A TRUE AND CORRECT RECORD ON

DATE: _____ PRESIDING MEMBER: _____