

Town of
Port Hedland



TOWN OF PORT HEDLAND

AIRPORT COMMITTEE MEETING MINUTES

**WEDNESDAY 11 NOVEMBER 2015 AT
5:30PM**

**COUNCIL CHAMBERS, MCGREGOR
STREET, PORT HEDLAND**

**“A nationally significant, friendly city that people
are proud to call home”**

*M.J. (Mal) Osborne
Chief Executive Officer*

TERMS OF REFERENCE - AIRPORT COMMITTEE OF THE TOWN OF PORT HEDLAND COUNCIL**AIM/PURPOSE**

The PHIA Committee is established to:

1. Develop a productive and professional relationships with the Consortium;
and
2. Lead the transition plan review between the Town of Port Hedland and the Consortium.

MEMBERSHIP

Mayor Kelly Howlett
Councillor Camilo Blanco
Councillor Jan Gillingham – Deputy Presiding Member
Councillor Julie Arif
Councillor Lorraine Butson
Councillor Richard Whitwell – Presiding Member

Proxy
Councillor David Hooper
Councillor Troy Melville

Expression of interest for four community members closing on 19 November 2015.

QUORUM

The quorum for the Committee is to be a minimum of 50% of its membership.

DELEGATION

Nil

TENURE

Until the completion of the transition process

MEETING FREQUENCY AND VENUE

First Tuesday of the month at 5:30pm in Council Chambers or as determined from the Council from time to time.

RESPONSIBLE OFFICER

Chief Executive Officer

ITEM 1	OPENING OF MEETING.....	6
ITEM 2	ACKNOWLEDGMENT OF TRADITIONAL OWNERS	6
ITEM 3	RECORDING OF ATTENDANCE	6
3.1	Attendance	6
3.2	Apologies.....	6
3.3	Approved Leave of Absence	6
3.4	Election Of Presiding Member And Deputy Presiding Member	6
3.4.1	Election of Presiding Member	6
3.4.2	Election of Deputy Presiding Member	7
ITEM 4	RESPONSE TO PREVIOUS QUESTIONS	7
4.1	Questions from Public at Airport Committee Meeting held on Wednesday 8 October 2015	7
4.2	Questions from Committee Members at Airport Committee Meeting held on Wednesday 8 October 2015	7
4.2.1	Councillor Gillingham	7
ITEM 5	PUBLIC TIME	9
5.1	Public Question Time.....	9
5.1.1	Ms Gloria Jacob.....	9
5.2	Public Statement Time.....	10
5.2.1	Ms Gloria Jacob.....	10
ITEM 6	QUESTIONS FROM MEMBERS WITHOUT NOTICE.....	10
6.1	Councillor Gillingham.....	10
6.2	Councillor Blanco.....	10
6.3	Mayor Howlett.....	10
6.4	Councillor Arif	11
6.5	Councillor Butson.....	11
ITEM 7	DECLARATION BY MEMBERS TO HAVE GIVEN DUE CONSIDERATION TO ALL MATTERS CONTAINED IN THE BUSINESS PAPER PRESENTED BEFORE THE MEETING	12
ITEM 8	CONFIRMATION OF MINUTES OF PREVIOUS MEETING.....	12
8.1	Confirmation of Minutes of the Airport Committee Meeting held on Wednesday 8 October 2015.....	12
ITEM 9	ANNOUNCEMENTS BY PRESIDING MEMBER WITHOUT DISCUSSION	12
ITEM 10	PETITIONS/ DEPUTATIONS/ PRESENTATIONS/ SUBMISSIONS	12
10.1	Acting General Manager Port Hedland International Airport, Brett Reiss, Town of Port Hedland	12
ITEM 11	REPORTS OF OFFICERS	13
11.1	Office of the CEO	13

11.1.1	Airport Management Report.....	13
ITEM 12	LATE ITEMS AS PERMITTED BY PRESIDING MEMBER/ COMMITTEE.....	32
ITEM 13	MOTIONS OF WHICH PREVIOUS NOTICE HAS BEEN GIVEN	32
ITEM 14	CONFIDENTIAL ITEMS.....	32
ITEM 15	APPLICATIONS FOR LEAVE OF ABSENCE FOR THE NEXT AIRPORT COMMITTEE MEETING.....	32
ITEM 16	ATTENDANCE BY TELEPHONE/ INSTANTANEOUS COMMUNICATIONS... 	32
ITEM 17	CLOSURE.....	32
17.1	Date of Next Meeting.....	32
17.2	Closure.....	32

ITEM 1 OPENING OF MEETING

The Director Corporate Services declared the meeting open at 5:32pm

ITEM 2 ACKNOWLEDGMENT OF TRADITIONAL OWNERS

The Director Corporate Services acknowledged the traditional owners, the Kariyarra people.

ITEM 3 RECORDING OF ATTENDANCE**3.1 Attendance**

Elected Members

Councillor Richard Whitwell – Presiding Member

Councillor Jan Gillingham – Deputy Presiding Member

Mayor Kelly Howlett

Councillor Camilo Blanco

Councillor Julie Arif

Councillor Lorraine Butson

Officers

Sid Jain Director Corporate Services

Brett Reiss Acting General Manager PHIA

Eleanor Whiteley Compliance and Operations Manager PHIA

Nathaniel Santagiuliana Airport Terminal Manager

Josephine Bianchi Governance Coordinator

Grace Waugh Governance Officer/ Minute Taker

Public 2

Media 0

ToPH Officers 2

3.2 Apologies

Nil

3.3 Approved Leave of Absence

Nil

3.4 Election Of Presiding Member And Deputy Presiding Member**3.4.1 Election of Presiding Member**

Director Corporate Services asked whether there were any nominations for Presiding Member.

Director Corporate Services declared that the following nomination was received for Presiding Member at 5:34pm:

- Cr Whitwell

Director Corporate Services declared that Cr Whitwell was elected as Presiding Member unopposed in accordance with section Schedule 2.3, Part 8 of the *Local Government Act 1995*.

3.4.2 Election of Deputy Presiding Member

Presiding Member asked whether there were any nominations for Deputy Presiding Member.

Presiding Member declared that the following nomination was received for Deputy Presiding Member at 5:37pm:

- Cr Gillingham

Presiding Member declared that Cr Gillingham was elected as the Deputy Presiding Member unopposed Schedule 2.3, Part 8 of the *Local Government Act 1995*.

ITEM 4 RESPONSE TO PREVIOUS QUESTIONS

4.1 Questions from Public at Airport Committee Meeting held on Wednesday 8 October 2015

Nil

4.2 Questions from Committee Members at Airport Committee Meeting held on Wednesday 8 October 2015

4.2.1 Councillor Gillingham

There were men getting into a 4 wheel drive who said it looked like the structure would take off the luggage they had on top of their car. [The shade structure outside the Port Hedland International Airport looks like it overhangs past the kerbing.]

Acting General Manager PHIA advised that the shade structure has been assessed and the following comments were made:

- The structure complies with WA Building Act 2011, wind rating D category 2, refer Certificate of Design Compliance – copy attached.
- We also have a Structural Design Certificate and ten year warranty from MakMax Australia – copies attached
- MakMax Australia are a division of Taiyo Kogyo Corporation of Japan, which has 40 subsidiaries across 13 countries.
- Vehicle clearance is not an issue as the structures' height does not extend past the curb – as per below photos



ITEM 5 PUBLIC TIME

Important note:

'This meeting is being recorded on audio tape as an additional record of the meeting and to assist with minute-taking purposes which may be released upon request to third parties. If you do not give permission for recording your participation please indicate this at the meeting. The public is also reminded that in accordance with Section 6.16 of the Town of Port Hedland Local Law on Standing Orders nobody shall use any visual or vocal electronic device or instrument to record the proceedings of any meeting unless that person has been given permission by the presiding member to do so.'

Presiding Member opened Public Question Time at 5:40pm.

5.1 Public Question Time**5.1.1 Ms Gloria Jacob**

Congratulations to Airport staff on the installation of TV screens at the baggage claim area at the Port Hedland International Airport. It is a better experience for passengers awaiting their baggage. When will the content on the TV screens be updated?

Manager Corporate Information advised that the content is updated on a monthly basis. The Town will check with the Airport Staff to ensure this has happened for November.

When will the construction of the second exit lane for the short term parking area commence as it was programmed for this year?

Acting General Manager PHIA advised that the project has been transferred to the Airport lessee as part of the planned works for next calendar year. The Airport lessee has been made aware of the priority of the second exit lane. The Town cannot comment on the Airport lessee's program of works at this stage.

Is the second exit lane project not in the budgeted program of works timeline anymore?

Acting General Manager PHIA advised that the program of works should still take place this financial year should the Airport lessee company decide to go ahead with the project. The Town has canvassed the Airport lessee however the project is no longer the Town's responsibility.

Presiding Member closed Public Question Time at 5:44pm.

Presiding Member opened Public Statement Time at 5:44pm.

5.2 Public Statement Time**5.2.1 Ms Gloria Jacob**

I request that Council use their influence to highlight the urgent necessity to the Airport lessee for the second exit lane [in the short term car park] program of work to be prioritised or for signage to be installed for passengers to pay at the pay station not at the boom gate. It is an inconvenience as users are held up waiting for people who opt to pay at the exit, which occasionally does not work. This sometimes results in revenue loss to the Town as users might get let out of the boom gate without having to pay; this always affects other users awaiting to exit as they are inconvenienced by being delayed for excessive times.

Presiding Member closed Public Statement Time at 5:46pm.

ITEM 6 QUESTIONS FROM MEMBERS WITHOUT NOTICE**6.1 Councillor Gillingham**

There have been a number of emails [to Elected Members] regarding the tender process for the lease of the Airport. Will there be any workshops or information circulated to Elected Members?

Director Corporate Services advised that information relating to this topic has been supplied to all Elected Members via email. The Town is looking further into the matter and will circulate more information at a later stage.

6.2 Councillor Blanco

Can I get clarification on the public statement from Ms Gloria Jacob? Can people pay at the boom gate at the Airport?

Director Corporate Services advised that when entering the car park a ticket is provided with two options to pay. Ideally people should pay at the pay station however some pay at the boom gate and have to use a credit card.

How long have you been able to pay at the gate? Will the Town be paying for the second exit lane to be installed or will the Airport lessee pay for the works?

Director Corporate Services advised that it is a project the Airport lessee will take on board. The cost will be the Airport lessee's responsibility.

6.3 Mayor Howlett

How many Bali flights have been interrupted due to the volcanic ash? What is the latest update?

Acting General Manager PHIA advised that one flight was cancelled last Saturday [7 November 2015]. The flights for this weekend, Saturday 14 November 2015, are scheduled to go ahead.

The Town was recently involved with shooting a vignette for the Cruiseship markets. Could the material be shown on the TV screens in the arrivals area? The vignette is great for marketing and showcasing the town.

Director Corporate Services advised that this matter will be looked into.

Is there an update on the Christmas decorations for the Airport?

Airport Terminal Manager advised that the decorations have arrived and are scheduled to be installed at the end of November 2015.

Has there been any interest in the advertisement for community members for the Airport Committee?

Coordinator Governance advised that a community notice for an Expression of Interest (EOI) has been issued and an advertisement placed in the local newspaper as part of Hedland Highlights. The Town has received two applications so far. With the EOI closing on 19 November 2015 and more advertising to be undertaken until then, there might however be more people applying.

6.4 Councillor Arif

In relation to item 7 on the agenda you [the Presiding Member] have stated several times that you have not read the agenda. How will the Committee proceed when we get to item 7?

Presiding Member advised that due to his absence he was unable read the agenda however so far the questions have been able to be answered by Town officers.

Governance Coordinator advised that there are two options when the Committee considers item 7. The Committee can suspend the meeting for a period of time to give the Presiding Member the opportunity to read the item or the Acting General Manager PHIA can provide an overview of the item. Governance Coordinator recommended that the Acting General Manager PHIA provide an overview of item 11.1.1 'Airport Management Report'.

6.5 Councillor Butson

In regards to the Public Statement from Ms Gloria Jacob. It has been stated that the Airport lessee will be responsible for taking on the project of the second exit lane in the short term car park. I thought the Airport lessee would not be taking over the running of the Airport until after January 2016. The project was meant to occur prior to the end of this calendar year so how long is it going to be delayed?

Acting General Manager PHIA advised that when referring to this period he meant this financial year. The works have always been planned for this financial year which ends on 30 June 2016. The Town has canvassed the Airport lessee who are aware of the priority of the project and it is a project that they are focusing on in the first few months of taking over the Airport.

ITEM 7 DECLARATION BY MEMBERS TO HAVE GIVEN DUE CONSIDERATION TO ALL MATTERS CONTAINED IN THE BUSINESS PAPER PRESENTED BEFORE THE MEETING

Mayor Howlett	Councillor Arif
Councillor Gillingham	Councillor Butson

Councillors Whitwell and Blanco declared that they had not read the agenda.

ITEM 8 CONFIRMATION OF MINUTES OF PREVIOUS MEETING

8.1 Confirmation of Minutes of the Airport Committee Meeting held on Wednesday 8 October 2015

AC201516/015 RECOMMENDATION/ AIRPORT COMMITTEE DECISION

MOVED: CR ARIF

SECONDED: MAYOR HOWLETT

That the Airport Committee confirm that the Minutes of the Airport Committee Meeting held on Wednesday 8 October 2015 are a true and correct record.

CARRIED 4/2

ITEM 9 ANNOUNCEMENTS BY PRESIDING MEMBER WITHOUT DISCUSSION

Nil

ITEM 10 PETITIONS/ DEPUTATIONS/ PRESENTATIONS/ SUBMISSIONS

10.1 Acting General Manager Port Hedland International Airport, Brett Reiss, Town of Port Hedland

Acting General Manager PHIA provided an overview on item 11.1.1 'Airport Management Report' for all Committee Members and members of the public.

Disclaimer

Members of the public are cautioned against taking any action on Committee decisions, on items on today's Agenda in which they may have an interest, until formal notification in writing by the Town has been received. Decisions made at this meeting can be revoked, pursuant to the Local Government Act 1995.

ITEM 11 REPORTS OF OFFICERS**11.1 Office of the CEO****11.1.1 Airport Management Report**

Brett Reiss, Acting Airport General Manager
Eleanor Whiteley, Manager Compliance & Operations PHIA
Nathaniel Santagiuliana, Terminal Duty Manager
File No. 08/02/0025

DISCLOSURE OF INTEREST BY OFFICER

Nil.

AC201516/016 RECOMMENDATION/ AIRPORT COMMITTEE DECISION

MOVED: CR GILLINGHAM

SECONDED: CR ARIF

That the Airport Committee notes the Airport Management Report.

CARRIED 6/0

EXECUTIVE SUMMARY

This report provides the Airport Committee with a consolidated update on the management of the Port Hedland International Airport, specifically regarding capital projects, business development, operations, security, stakeholder management and customer service.

DETAILED REPORT*Business Development**Aeronautical Growth*

Passenger growth has been softer in the July period with a 21% drop in numbers being experienced over the prior comparable period. The financial year-to-date figures are also softening with the airport experiencing 21% drop over the prior financial period.

Aircraft movements have softened in the July period with a 7.9% drop in movement numbers being experienced. The financial year-to-date figures are also negative with the airport experiencing a 7.9% drop in growth over the prior comparable period.

Due to recent difficulties with obtaining passenger data out of the Avdata reporting website, the Bureau of Transport and Regional Economics website has been used to obtain passenger statistics. This information is published with a three month delay. Recent upgrades to the Avdata website should allow more current passenger statistical reporting for future Committee Meetings.

Commercial Opportunities

As previously advised expressions of Interest for a food and beverage outlet in the Arrivals Hall closed on the 4th of September 2015. There being no submissions received negotiations were concluded with a local vending machine operator to install and operate a food and beverage vending operation within the arrivals café seating area.

The operator's name is Red Vend and the key details for the vending operation are as follows:

- 12 month term to supply, stock and maintain two vending machines in the Arrivals hall
- The Airport will receive a percentage of all gross revenues
- The Airport will be given access to live online viewing of sales
- The vending machines will have their own inbuilt 3G wireless network to process all card transactions;
- Red Vend is a locally owned and operated

The Red Vend machines were installed in the October period and have been trading for a fortnight. Good stock turnover is already evident and a review of sales will be undertaken shortly.

Raw Hire has consolidated its operations across the Pilbara Region and as a consequence has stopped trading in Port Hedland Airport. A lease and Licence for their operations are still in place and will not expire until 19 Oct 2017. Airport management have commenced discussions with Raw Hire regarding a possible surrender or assignment of lease and licence. Airport management have indicated that an assignment of lease is the preferred option and encouraged Raw Hire to progress on this basis.

Stakeholder Communications

Pursuant to the recent signing of the long term lease transaction documents formal correspondence has now been sent to all airport tenants, key stakeholders and existing contractors to update them on the progress of the long term lease of the airport.

It anticipated that the new lessee company nominated Directors will be visiting Perth and Port Hedland in the first week of November to meet with airport regulators, airport staff, Elected Members and the Town executive.

Airport Operations

The Electrical Annual Technical Inspection for the airport report has been received in this period and is under review by airport management.

During this period ARO's have been working on preventative maintenance for the main apron aircraft parking bays. This has required the ARO to cone off a safety works area. Due to a late parking bay reallocation a Qantas aircraft was directed to park directly adjacent to the works area, and as the aircraft was taxiing into parking bay two it was noted that the ARO vehicle was parked just outside the safety works coned off area. It was observed that this created a breach of the minimum wing tip clearance requirements. A safety incident report is being finalised and further internal training is being undertaken by the senior airport reporting officer with all ARO's.

Bird & Animal Hazard Management

• Reported bird strikes – Actual	1
• Reported bird strikes but unsubstantiated	0
• Reported bird strikes – Near miss	0
• Reported animal strikes – Actual	0
• Reported animal strikes – Near miss	0
• Reported aircraft damage	0

Commentary

There was one report bird strike in this period. A late departing Qantas flight hit a bat on take-off at 19:20 on Sunday the 18th of October 2015. Due to increase bat activity at this time of the year the ARO's have been stationed at runway ends during the evening departure/arrival period to warn pilots of any activity, but due to the late departure, low visibility limited this coordination activity. It was observed that the bat survived its close encounter.

As advised previously, Ornithological Technical Services have been engaged to investigate recent build-up of bird population, and to provide a technical report together with mitigation recommendations. Airport Management are awaiting the technical report and mitigation recommendations. Item has been listed for next Bird and Animal Hazard Management Committee (BAHMC) meeting.

Airport Infrastructure

Maintenance is being carried out in accordance with programmed schedules.

Airside Pavements

Non-destructive strength testing of the pavement areas has been conducted and the destructive testing (taxiways and aprons) has been rescheduled for early November 2015. Design works are nearing finalisation. Sample testing of materials and asphalt mixes are being carried out in Perth at this time and will be completed shortly. A final report and recommended program of works will be completed in November.

Short term repair works have been carried out on the parallel taxiway to return it to operations in time for the summer weather. Final compliant line marking is to be carried prior to returning the taxiway to full operations.

*Terminal Operations**Customer Service*

During this period it was noted that the café closed as a result of a flight cancellation which resulted in a number of airline passengers being unable to utilise the café while they were waiting to be reassigned to an alternate flight. The Terminal Operations Manager has been liaising with the Airport Café regarding opening time requirements and the need to remain open based on the scheduled flight services. The Acting General Manager Airport has also raised the matter with senior Café management and has received a commitment that there will not be a reoccurrence.

Ongoing monitoring of the baggage belt system has revealed that one of the primary causes of check-in delays at peak times has been as a result of a lack of staffing of the baggage make up area. This has resulted in bags backing up on the final lateral belt which causes the entire system to shut down until the bags are cleared. Airport Management has been liaising with North West Aviation Services and Virgin Australia on this matter and other longer term improvement options. However, in the short term it is believed a substantial improvement can be achieved by an appropriate allocation of staff.

Maintenance and Operations

During a recent terminal lighting replacement program it was noted that there has been a deterioration of the existing light fittings due to the age of these fittings. This has resulted in some of the fittings wiring becoming exposed, and a review of terminal lighting has therefore been programmed through Redding who will provide a report together with recommendations.

The L3 checked baggage x-ray has experienced a number of faults during this period due to the quality of power supply from Horizon Energy. It has been recommended that an Uninterrupted Power Supply with associated surge protection be installed and airport management have requested quotes for this supply.

Air curtains are under review in the terminal arrivals hall and the checked baggage screening areas. This requirement has arisen due to the increase in hot weather and the need to maintain a cool environment in these areas to ensure passenger comfort and limit checked baggage x-ray failure due to overheating.

OH&S issues with deteriorating terminal roof walkways have been noted and a works program is underway to replace the rotting timber walkways. These works are required to ensure ongoing maintenance access to all of the terminal airconditioning systems.

Terminal guttering is also being replaced due to ongoing water ingress into critical terminal operational areas during wet weather events and works have been ongoing.

Maintenance and short term works are scheduled to be carried out landside with interim improvements to lawn area outside terminal and in hire car bays. These are only interim works to improve visual amenity and passenger comfort whilst landscaping and traffic management projects are being procured.

People and Culture Report

Airport Management have completed final ARO interviews for the vacant ARO position and will be finalising an appointment for this position in the next reporting period.

FINANCIAL IMPLICATIONS

The Airport capital expenditure program has been established in consultation with the airport management team. The program is based on project priorities, and asset management programs. The 2015/16 overall capital budget has been established on this basis.

Financial and Business Performance Report

Passenger traffic report

Actual passenger numbers for FYE1 were 470,741 and projected passenger numbers for FYE16 are 450,000. While this projection is currently based on one month's performance data, this indicates a projected decrease in passenger numbers of 21,221, or 4.51%.

Aircraft movements report

Actual aircraft movements for FYE15 were 5,518 and projected aircraft movements for FYE16 are 5,424. This represents a projected decline in aircraft movement activity of 94, or 1.70%.

Aircraft load factors

Actual passenger aircraft load factors for FYE15 were 57% and projected passenger aircraft load factors for FYE16 are 55%.

Note: the above load factors are based on an estimate of landed seats and are an indicative assessment of the current aircraft passenger load factors.

Airport Capital Expenditure Program

The PHIA capital program has progressed well this month with the following key highlights:

Landside Improvements

Cardno has finalised their civil detailed design package. In addition, Cardno has finalised the verge landscaping concept based on the allowable plant species. This package has been handed over to the Airport.

Shade structure install has been completed and received practical completion on Thursday 24 September 2015.

Security Boundary Fencing

Works have now commenced onsite for construction of Tender 02/15 PHIA Security Boundary Fencing, works have been tracking on schedule and will continue into the November period.

Access Control

Recent auditing has taken place at the Airport to identify our current CCTV and IT infrastructure which will be used to help with the design of an Access Control and CCTV system. A scoping works submission has been approved from a WALGA provider to undertake final scoping and design. This will be incorporated into an install Tender.

New Toilet Block

The design and construct of Tender 14/15 PHIA New Toilet Block for International Arrivals has been awarded to Pilbara Constructions. Works have commenced on site 12 October 2015 with a nominated completion date of 21 December 2015.

Electrical Ring Main

Installation of infrastructure nearing completion and scheduled for commissioning to be commenced 4 November 2015. Expected handover date by end of December 2015.

Port Hedland International Airport Aerodrome transfer

Pursuant to Council's resolution to proceed with the granting of a long-term lease over the Port Hedland International Airport to a consortium from AMP Capital Investors Limited and Infrastructure Capital Group Limited (the Consortium) at the Special Council Meeting held on Tuesday 25th August 2015. Transaction documents have been executed between the Town and the Consortium, and the airport has entered into the airport lease transition period.

Attached to this report is the Aerodrome transfer actions tracking document, which details current progress for the airport transfer to the Consortium.

STATUTORY AND POLICY IMPLICATIONS

The Town's Strategic Community Plan (section 2.2 A nationally significant gateway city and destination) outlines the goal to develop the Port Hedland International Airport as a leading regional airport in the area of passenger and freight movements and customer satisfaction.

Section 4.1 further outlines the goal to deliver responsible management of infrastructure, assets, resources and technology.

All procurement processes to deliver the Airport capital program and operational requirements are in accordance with the Council's Procurement Policy 2/007, Tender Policy 2/011 and Regional Price Preference Policy 2/016. Tenders are administered in accordance with the Local Government Act (1995) section 3.57 and the Local Government (Functions and General) Regulations 1996 part 4, division 2.

Aviation Security and Compliance

Compliance

No reported incidents in the period

Security

No reported incidents in the period

ATTACHMENTS

1. Capital Infrastructure Projects October 2015
2. PHIA Aerodrome Transfer Action tracker
3. Airport Budget Performance (Under Separate Cover)

11 November 2015

ATTACHMENT 1 TO ITEM 11.1.1

Capital Infrastructure Projects October 2015

Project	Project Status	Completion Timeframe
Terminal precinct – stage 1 (café, departures, ablutions, verge landscaping, shade structures)	<p>- Shade structure install</p> <p>Design and Construct of New Toilet Block at International Arrivals RFT</p>	<p>- Shade structure Completed 24 September 2015.</p> <p>- RFT 14/15 Works to commenced 12 October 2015, estimated completion end of 21 December 2015</p> <p>These projects to be completed by the Town</p>
Car park/ground transport reconfiguration	<p>- Civil Design package has been completed</p> <p>- Landscape concept designs are completed</p>	<p>Implementation timeframes will be established with the airport lessee company.</p> <p>This project will be completed by the Airport Lessee Company</p>
Electrical ring main	<p>- Substation 2 construction award issued to TEC Services, long lead time items procured.</p>	<p>All work expected to be completed and commissioned early November 2015.</p> <p>This project to be completed by the Town</p>
Perimeter fence security upgrade	<p>- RFT 02/15 Security Boundary Fencing has been awarded to Southern Wire.</p> <p>- All approvals have been received.</p>	<p>Implementation timeframes are as follow:</p> <ul style="list-style-type: none"> → Works commenced 16 September 2015 → Submit application to Office of Transport Security (OTS) for change of footprint → Works to be complete January 2016 <p>This project to be completed by the Town</p>
Security access and CCTV upgrade	<p>- contract awarded to prepare design and scope of works to be inserted into tender documentation.</p>	<p>Implementation timeframes are as follows:</p> <ul style="list-style-type: none"> → Finalising gate and door schedules to

	- Review of design to be done by IT and Airport prior preparing Tender	<p>submit to contractor to provide scope of works for the implementation of access control. End of August.</p> <ul style="list-style-type: none"> → IT infrastructure and CCTV auditing to be completed and submitted to contractor by 2 October 2015 → Contractor to design an Access Control system by 30 November 2015 → Tender preparation and advertisement estimated to be 13 January 2016 → Tender issue and award 7 March 2016 → Construction period TBC <p>This project to be completed by the Town</p>
Water and sewer service upgrade	<ul style="list-style-type: none"> - Developer agreement with Water Corporation has been executed. Water Corp project manager to be assigned. - Detailed design process underway. 	<p>Project to be staged, final schedule pending approvals from Water Corporation.</p> <p>This project to be completed by the Town</p>
Apron Strengthening	Design phase to be and works to be carried out this	<p>Four aircraft parking bays works program being developed.</p> <p>This project will be completed by the Town</p>
Apron lighting upgrades	Scope has been revised to concentrate on parking bays 1-5. Design Phase to be carried out 14/15	<p>Design phase commissioned 14/15 works rolled over to 15/16. Compliance issue.</p> <p>This project will be completed by the Airport Lessee Company</p>

List of Actions and Conditions Precedent for Lease Transfer-PHIA

Conditions Precedent (red font)			Transition Action Tracker										Last update:		BR	5 November 2015
Item #	Priority	Item (Description/Objective)	Actions	Responsibility				% Complete					% Section Complete	Date		Comments
				Primary	Contact	Secondary	Contact	20%	40%	60%	80%	100%		Start	Due	
1.		Aerodrome Certificate	Coordinate with CASA	Acting General Manager PHIA/ Consultant		Acting General Manager PHIA								Aug 15	ongoing	Formal notices and authorities sent
2.			Advise Industry	Compliance and Operations Manager PHIA/ Manager Corporate Information		Acting General Manager PHIA								Follows OCM 25 Aug	Nov/Dec 15 Feb 16	Formal stakeholder advice sent
3.			Cancellation of AD registration	Acting General Manager PHIA		Compliance and Operations Manager PHIA								Oct 15	Timing as per new AD	Letter of intention sent
4.			Apply for Temp Cert	New Operator		New Operator								Sep 15	N/A	CASA. Confirmed that Temp Cert will not be required
5.			Application to Register an Aerodrome – New Organisation	New Operator/ Consultant (Form 1186)		New Operator								Sep 15	Nov 15 Feb 16	3.1(c)(1) AFL Application to assess new aerodrome licence submitted 19 Oct
6.			Coordination with New Operator	Acting General Manager PHIA/ Compliance and Operations Manager PHIA		Acting General Manager PHIA								Aug 15		Aerodrome Manual rqts. SMS B&WHMP TEMP DAMP AEP NRF feedback with BK/BR for review before final submission
7.		Compliance	Aerodrome Manual	Compliance and Operations Manager PHIA/ Consultant		Acting General Manager PHIA							Sep 15	Oct 15 Nov 15	Response with BK for review prior to submitting	
8.			Coordination with CASA	Compliance and Operations Manager PHIA/ Consultant		Acting General Manager PHIA								Sep 15	Oct 15	Formal notices and authorities sent
9.			Airside Driving Manual	Compliance and Operations Manager PHIA		Compliance and Operations Manager PHIA								Sep 15	Oct 15	complete

10.		B&WHMP	Consultant		Compliance and Operations Manager PHIA /Senior Airport Reporting Officer							Sep 15	Oct 15	complete
11.		Firearm licence	Senior Airport Reporting Officer/ Consultant		Compliance and Operations Manager PHIA							Sep	Nov 15	Documentation received Ranger Services
12.		DAMP	Compliance and Operations Manager PHIA		Acting General Manager PHIA							Sep 15	Oct 15	Complete subject to outsourcing of testing quotes
13.		TSP	Compliance and Operations Manager PHIA/ Consultant		Acting General Manager PHIA							Sep 15	16 Nov 15 Feb 16	See below comments
14.		WAPC	HSF/ Acting General Manager PHIA		Acting General Manager PHIA							Sep 15	Nov 15	Condition precedent has been satisfied
15.		Formal Notification to OTS - Contacts	Compliance and Operations Manager PHIA/ Acting General Manager PHIA		Acting General Manager PHIA							Aug 15	Oct 15	Completed
16.		Transfer Screening Authority	Compliance and Operations Manager PHIA/ Consultant		Acting General Manager PHIA							After OCM	16 Nov 15 Feb 16	Drafting of transfer application 80%
17.		Radiation Licences	Compliance and Operations Manager PHIA/ Consultant		Compliance and Operations Manager PHIA							Sep 15	Nov 15	To be submitted with Screening authority transfer application
18.		Rewrite of TSP	Compliance and Operations Manager PHIA/ Consultant		Acting General Manager PHIA							Sep 15	Nov 15 Feb 16	90% completed
19.		Revocation of current TSP	Compliance and Operations Manager PHIA/ Consultant		Acting General Manager PHIA							TBC	Nov 15	To be timed with approval of lessee co TSP
20.		Cancellation of ASN	OTS		OTS							TBC	Nov 15	Occur concurrently with the approval of the new ASN.
21.		CCTV	Manager Technology/ Compliance and Operations Manager PHIA		Compliance and Operations Manager PHIA								Nov 15	Coordination meeting held with Sid and Seb 20 Oct and support arrangements established
22.		Screening Contractor/Provider	Acting General Manager PHIA		Compliance and Operations Manager PHIA							Oct 15	Nov 15	See below commentary in Contracts (MSS)
23.		Coordination with OTS	Acting General Manager PHIA		Compliance and Operations Manager PHIA							Aug 15	ongoing	Formal notifications sent and communications are ongoing
24.		authorisation as an Aviation Security Identification Card issuing body within the meaning of the Aviation Transport Security Act	Compliance and Operations Manager PHIA/ Senior Airport Reporting Officer		Acting General Manager PHIA									ToPH will write to Security ID (ASIC supplier) & ID Security (VIC supplier) confirming current arrangements can continue once airport is leased.

Security

																		AMP/ICG to confirmed acceptance,	
25.		Emergency	Coordinate with External Organisations	Compliance and Operations Manager PHIA / Acting General Manager PHIA/ Airport Terminal Manager									Sep 15	Nov 15				Formal email sent	
26.			Revise AEP	Compliance and Operations Manager PHIA/ Consultant										Sep 15	Oct 15			Completed	
27.			Revise TEPM	Compliance and Operations Manager PHIA/ Airport Terminal Manager										Sep 15	Oct 15 Nov 15			90%	
28.			Pax Terminal Fire Systems											Sep 15	Feb 15				Formal advice sent
29.			ARFF	Compliance and Operations Manager PHIA										Sep 15	Feb 16				Formal correspondence sent
30.			ASA	Compliance and Operations Manager PHIA										Sep 15	Feb 16				Formal correspondence sent
31.			LEMC	Compliance and Operations Manager PHIA										Sep 15	Feb 16				Coordinate/Advise
32.		Coordination	Airlines	Compliance and Operations Manager PHIA/ Acting General Manager PHIA									Sep 15	Feb 16				Formal correspondence sent	
33.			AAA	Compliance and Operations Manager PHIA/ Acting General Manager PHIA										Sep 15	Feb 16				Formal correspondence sent
34.			Airport Tenants	Compliance and Operations Manager PHIA/ Acting General Manager PHIA										Sep 15	Oct 15 Feb 16				Formal correspondence sent
35.			AA ATS	Compliance and Operations Manager PHIA/ Acting General Manager PHIA										Sep 15	Feb 16				Formal correspondence sent
36.			ASA ARFF	Compliance and Operations Manager PHIA/ Acting General Manager PHIA										Sep 15	Feb 16				Formal correspondence sent
37.			DFES	Compliance and Operations Manager PHIA/										Sep 15	Ongoing				Formal correspondence sent

			Acting General Manager PHIA															
38.		SJA	Compliance and Operations Manager PHIA/ Acting General Manager PHIA		Acting General Manager PHIA							Sep 15	Ongoing	Formal correspondence sent				
39.		DIRD	Compliance and Operations Manager PHIA/ Acting General Manager PHIA		Acting General Manager PHIA							Sep 15	Oct 15	Letter consent from Department received				
40.		WA Pol	Compliance and Operations Manager PHIA/ Acting General Manager PHIA		Acting General Manager PHIA							Sep 15	Ongoing	Formal Letter				
41.		AvData	Compliance and Operations Manager PHIA/ Acting General Manager PHIA		Acting General Manager PHIA							Sep 15	Ongoing	Refer below comments in Contracts (AvData)				
42.		Resource Industry	Acting General Manager PHIA		Acting General Manager PHIA							Sep 15	Ongoing	Formal correspondence sent				
43.		SMS Manual	Compliance and Operations Manager PHIA/ Consultant		Acting General Manager PHIA							Sep 15	Oct 15 Jan 16	Completed,				
44.		Inductions	Compliance and Operations Manager PHIA		Acting General Manager PHIA							Sep 15	Oct 15 Feb 16					
45.		Insurances	Lessee		Acting General Manager PHIA /Lessee							Oct 15	Nov 15	March appointed to progress insurance quotes and coordinate final certificates				
46.		LOA's/Lease	ASA	Compliance and Operations Manager PHIA/ Consultant	Acting General Manager PHIA							TBC	Feb 16	Agreed to be finalised with Lessee Co after completion.				
47.		Aerodrome Lighting Inspections	Compliance and Operations Manager PHIA		Acting General Manager PHIA							TBC	Feb 16	Notification to be sent when transfer date known				
48.		Contracts	Aerodrome Technical Insp	Compliance and Operations Manager PHIA	Acting General Manager PHIA							TBC	Feb 16	Advice given during last inspection visit Notification to be sent when transfer date known				
49.		Airside Equipment	Compliance and Operations Manager PHIA		Acting General Manager PHIA							TBC	Feb 16	Advice provided Notification to be sent when transfer date known				

50.		Baggage Handling	Compliance and Operations Manager PHIA		Acting General Manager PHIA								TBC	Feb 16	Advice provided Notification to be sent when transfer date known
51.		Screening L3	Compliance and Operations Manager PHIA		Acting General Manager PHIA								TBC	Feb 16	Advice provided Notification to be sent when transfer date known
52.		MSS	Compliance and Operations Manager PHIA/ Acting General Manager PHIA/ OpCo/ MSS		Acting General Manager PHIA								Oct 15	Nov 15	Final form novation letter agreed and waiting on Novation deeds 28 Oct
53.		AvData	Compliance and Operations Manager PHIA/ Acting General Manager PHIA		Acting General Manager PHIA								TBC	Feb 16	Formal advice sent Final notification to be sent when transfer date known
54.		Advam	Compliance and Operations Manager PHIA/ Manager Technology		Acting General Manager PHIA								TBC	Feb 16	Formal advice sent Notification to be sent when transfer date known
55.		Cleaning	Compliance and Operations Manager PHIA		Acting General Manager PHIA								TBC	Feb 16	Advice sent – novation deeds to be prepared
56.		FIDS	Compliance and Operations Manager PHIA/ Manager Technology		Acting General Manager PHIA								TBC	Feb 16	Advice provided Notification to be sent when transfer date known
57.		Aircon - IT	Compliance and Operations Manager PHIA/ Manager Technology		Acting General Manager PHIA								TBC	Feb 16	Advice provided Notification to be sent when transfer date known
58.		PA System	Compliance and Operations Manager PHIA/ Manager Technology		Acting General Manager PHIA								TBC	Feb 16	Notification to be sent when transfer date known
59.		Power Supply	Compliance and Operations Manager PHIA		Acting General Manager PHIA								TBC	Feb 16	Horizon - Notification to be sent when transfer date known
60.		Grounds Maintenance	Compliance and Operations Manager PHIA		Acting General Manager PHIA								TBC	Feb 16	Notification to be sent when transfer date known
61.		Waste	Compliance and Operations Manager PHIA		Acting General Manager PHIA								TBC	Feb 16	Notification to be sent when transfer date known
62.		Sewerage	Compliance and Operations Manager PHIA		Acting General Manager PHIA								TBC	Feb 16	Notification to be sent when transfer date known pumping and dumping -

63.		AQIS Waste	Compliance and Operations Manager PHIA		Acting General Manager PHIA								TBC	Feb 16	Initial advice provide - Notification to be sent when transfer date known
64.		Road Sweeping	Compliance and Operations Manager PHIA		Acting General Manager PHIA								TBC	Feb 16	Notification to be sent when transfer date known
65.		Parking	Compliance and Operations Manager PHIA		Acting General Manager PHIA								TBC	Feb 16	Advice provided Notification to be sent when transfer date known
66.		Solar Farm	Economic and Land Development Officer		Director Community and Development Services/ Acting General Manager PHIA								Nov 15	Feb 16	Solar farm project under review and on hold
67.		Management Accounting - Financial	Director Corporate Services		Acting General Manager PHIA								Sep 15	Feb 16	MYOB agreed for actg platform
68.		Treasury	Director Corporate Services		Acting General Manager PHIA								Sep 15	Feb 16	MYOB agreed for actg platform
69.		Financial Accounting Services	Director Corporate Services		Acting General Manager PHIA								Sep 15	Feb 16	MYOB agreed for actg platform
70.		Debtors – accounts receivable,	Director Corporate Services		Acting General Manager PHIA								Sep 15	Feb 16	MYOB agreed for actg platform
71.		Creditors – accounts payable	Director Corporate Services		Acting General Manager PHIA								Sep 15	Feb 16	MYOB agreed for actg platform
72.		IT Systems	Manager Technology		Director Corporate Services/ Acting General Manager PHIA								Sep 15		Airport operational systems support services, including: <ul style="list-style-type: none"> • Flight Information Display System; • L3 Security Detection System; • GlidePath X Ray scanner conveyor belts; • Smith Detection System; • Airport Terminal AC System; • Sontec PA System; and • Avdata Broadcast Recorder. transition actions agreed
73.		Leasing and economic development	Manager Property and Asset Strategy		Acting General Manager PHIA								Sep 15	Feb 16	handover information together with relevant file links provided
74.		Records	Manager Corporate Information/ Compliance and		Acting General Manager PHIA								Sep 15	Feb 16	Establish records access, protocols and handover. Records team working on database

			Operations Manager PHIA											
75.		Communications	Compliance and Operations Manager PHIA/ Airport Terminal Manager		Acting General Manager PHIA/ Manager Corporate Information						Sep 15		Agree Key milestones for public communication <ul style="list-style-type: none"> Engagement with community Engagement with airlines Engagement with miners Engagement with key stakeholders Engagement with regulatory authorities Engagement with media 	
76.		People & Culture Payroll	Director Corporate Services		Acting General Manager PHIA						Sep 15	Dec 15	Employee contracts sent to AMP/ICG,	
77.		Conditions of Use	Compliance and Operations Manager PHIA/ Consultant		Acting General Manager PHIA						TBC	Nov 15	Under review	
78.		Contamination Baseline Report	Lessee/ Acting General Manager PHIA		Acting General Manager PHIA						Sept 15	Nov 15	RFQ and contracts under review	
79.		DIRD Aerodrome Transfer Deed letter Compliance with terms	Acting General Manager PHIA		Acting General Manager PHIA						Sept 15	Nov 15	Confirmation response received	
80.		Agreed Town Works	Manager Property and Asset Strategy		Acting General Manager PHIA						August 15		<ul style="list-style-type: none"> Shade Structure installation completed Perimeter fence construction commenced Security Access & CCTV to be tendered by end Oct Aircraft Parking bay strengthening works being programed for end Oct 	
81.		WAPC approval	NRF		Acting General Manager PHIA						Oct 15	Feb 16	Completed	
82.		Records Shed sub lease	New Operator		New Operator						Sep 15	Feb 16	Sublease prepared and to be executed at completion.	
83.		All keys and Codes to gain access to the Land	Compliance and Operations Manager PHIA/ Senior Airport Reporting Officer		Acting General Manager PHIA						Sep 15	TBC	Confirmed key and access codes currently held by airport	
84.		Novation Deeds for existing sub leases	Acting General Manager PHIA		Acting General Manager PHIA						Sep 15	Nov 15	13 x leases to be novated and deeds being prepared	

Other Documents

85.		Licences	Novating Licences										Sep 15	Nov 15	5 x licences to be novated and deeds being prepared
86.		Completion documents	Certificates of title	Town		Acting General Manager PHIA							TBC		The Town must give the Lessee original certificates of title
87.			Existing Subleases and Existing Licences	Town		Acting General Manager PHIA							TBC		The Town must give the Lessee an original copy of each Existing Sublease and Existing Licences
88.			Access keys and codes	Town		Acting General Manager PHIA							TBC		The Town must give the Lessee all keys and codes required to gain access to the Land
89.			Original bank guarantees	Town		Acting General Manager PHIA							TBC		The Town must give the Lessee originals of any bank guarantees provided by any Lessee under an Existing Sublease - there are no bank guarantees under any Existing Subleases. Completed
90.			Town Employees offer of employment	OpCo		Acting General Manager PHIA									OpCo must make written offers of employment to all Town Employees. No later than 10 Business Days prior to the Date for Completion
91.			Town Employees	OpCo										TBC	OpCo must give to the Town a document listing the Town Employees who have accepted employment with OpCo and the Town Employees who have declined employment with OpCo
92.			MSS Services Agreement	Town		Acting General Manager PHIA								TBC	The Town must give the original MSS Services Agreement to OpCo
93.			Required Novation Deed (for MSS Services Agreement)	Town		Acting General Manager PHIA								TBC	The Town must give the original executed Required Novation Deed (for MSS Services Agreement) to OpCo
94.			Transferring Records	Town		Acting General Manager PHIA								TBC	The Town must give OpCo copies of the Transferring Records
95.			Plans and Manuals	Town		Acting General Manager PHIA								TBC	The Town must give to OpCo copies of all of the Plans and Manuals
96.			Plant and Equipment	Town		Acting General Manager PHIA								TBC	The Town must give to OpCo copies of any warranties relating to the Plant and Equipment
97.			Motor vehicles	Town		Acting General Manager PHIA								TBC	The Town must give to OpCo signed transfer forms for any motor vehicles

98.			Domain Names	Town		Acting General Manager PHIA												TBC		The Town must give to OpCo signed transfer forms required for the transfer of the Domain Names to OpCo	
99.			Computer systems	Town		Acting General Manager PHIA													TBC	The Town must make available at the Land all computer systems and Assets sold or made available to OpCo under the Asset Sale Agreement	
100.			Town Employees	Town		Acting General Manager PHIA													TBC	The Town must give to OpCo a document which confirms the cessation of employment of the Town Employees who have accepted employment with OpCo	
101.			Town Employees	Town		Acting General Manager PHIA													TBC	Town must ensure that it has paid to each Town Employee all amounts owing to that Town Employee in connection with that employee's employment with the Town	
102.		Post Completion	New Hedland Riders Sublease	Lessee															TBC	New Hedland Riders Sublease agreed as soon as reasonably practicable after Completion	
103.			New SES Sublease	Lessee																TBC	New SES sublease agreed as soon as reasonably practicable after completion
104.			Registration of the Lease	Lessee																TBC	As soon as practicable after the Lease Commencement Date
105.			Delivery of each Notice to Lessee	Lessee																TBC	The Lessee must give Notice to each sublessee under an Existing Sublease immediately following completion
106.			Agreed Town Capital Works	Town																TBC	The Town must complete the Agreed Town Capital Works - As soon as reasonably practicable after Completion
107.			Preparation of the Actual Completion Statement	OpCo																TBC	Within 30 Business Days after the Completion Date
108.			Review of the Actual Completion Statement	Town																	The Town must review the Actual Completion Statement during the Review Period During the 10 Business Day period after receipt
109.			Post Completion	NOTAM (PERM) – Aerodrome OpCo and Contact Details	Compliance and Operations Manager PHIA/ Consultant		Acting General Manager PHIA														This PERM NOTAM will cause the information to be populated within the next ERSA issue.

		(Compliance)																Once the details are published in NOTAM, amendment to the AD Manual is required. When new ERSA detail is published, amendment to AD Manual is required.	
110.			Check all documents for any required amendments following AD Transfer																An audit of all compliance documentation will be required to ensure mandatory requirements and amendments have been completed.
111.			Coordinate initial ASC, SMS, AEC, TEC meetings for new organisation																These will be meetings to confirm the compilation of committees, expectations of the new OpCo and to ensure that the mandatory requirements are commenced with the new operator.
112.																			
113.																			
114.																			

**ITEM 12 LATE ITEMS AS PERMITTED BY PRESIDING MEMBER/
COMMITTEE**

Nil

ITEM 13 MOTIONS OF WHICH PREVIOUS NOTICE HAS BEEN GIVEN

Nil

ITEM 14 CONFIDENTIAL ITEMS

Nil

**ITEM 15 APPLICATIONS FOR LEAVE OF ABSENCE FOR THE NEXT
AIRPORT COMMITTEE MEETING**

Nil

**ITEM 16 ATTENDANCE BY TELEPHONE/ INSTANTANEOUS
COMMUNICATIONS**

Nil

ITEM 17 CLOSURE

17.1 Date of Next Meeting

The next Airport Committee Meeting will be held on Tuesday 8 December 2015 at 5:30pm in Council Chambers.

17.2 Closure

There being no further business, the Presiding Member declared the meeting closed at 6:36pm.