

Town of
Port Hedland



TOWN OF PORT HEDLAND

AIRPORT COMMITTEE MEETING MINUTES

TUESDAY 8 DECEMBER 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

Community Members
Mr Richard Hockey
Mr Brian Linklater
Mr Arnold Carter
Mr Jason Green

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
(Terms of Reference amended by Council at its Ordinary Meeting held on 28 October 2015.)

ITEM 1	OPENING OF MEETING	5
ITEM 2	ACKNOWLEDGMENT OF TRADITIONAL OWNERS	5
ITEM 3	RECORDING OF ATTENDANCE	5
3.1	Attendance	5
3.2	Apologies.....	5
3.3	Approved Leave of Absence	5
ITEM 4	RESPONSE TO PREVIOUS QUESTIONS	5
4.1	Questions from Public at Airport Committee Meeting held on Wednesday 11 November 2015	5
4.2	Questions from Committee Members at Airport Committee Meeting held on Wednesday 11 November 2015.....	6
ITEM 5	PUBLIC TIME	6
5.1	Public Question Time.....	6
5.2	Public Statement Time.....	6
ITEM 6	QUESTIONS FROM MEMBERS WITHOUT NOTICE	6
6.1	Mr Hockey	6
ITEM 7	DECLARATION BY MEMBERS TO HAVE GIVEN DUE CONSIDERATION TO ALL MATTERS CONTAINED IN THE BUSINESS PAPER PRESENTED BEFORE THE MEETING	7
ITEM 8	CONFIRMATION OF MINUTES OF PREVIOUS MEETING	7
8.1	Confirmation of Minutes of the Airport Committee Meeting held on Wednesday 11 November 2015	7
ITEM 9	ANNOUNCEMENTS BY PRESIDING MEMBER WITHOUT DISCUSSION	7
ITEM 10	PETITIONS/ DEPUTATIONS/ PRESENTATIONS/ SUBMISSIONS	7
ITEM 11	REPORTS OF OFFICERS	8
11.1	Office of the CEO	8
11.1.1	Airport Management Report.....	8
ITEM 12	LATE ITEMS AS PERMITTED BY PRESIDING MEMBER/ COMMITTEE	28
ITEM 13	MOTIONS OF WHICH PREVIOUS NOTICE HAS BEEN GIVEN	28
ITEM 14	CONFIDENTIAL ITEMS	28
ITEM 15	APPLICATIONS FOR LEAVE OF ABSENCE FOR THE NEXT AIRPORT COMMITTEE MEETING	28
ITEM 16	ATTENDANCE BY TELEPHONE/ INSTANTANEOUS COMMUNICATIONS ...	28
ITEM 17	CLOSURE	28
17.1	Date of Next Meeting.....	28
17.2	Closure.....	28

ITEM 1 OPENING OF MEETING

The Presiding Member declared the meeting open at 5:30pm

ITEM 2 ACKNOWLEDGMENT OF TRADITIONAL OWNERS

The Presiding Member 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

Councillor Julie Arif

Councillor Camilo Blanco

Community Members:

Mr Richard Hockey

Mr Brian Linklater

Officers:

Mal Osborne Chief Executive Officer

Anna Duffield Acting Director Corporate Services

Brett Reiss Acting General Manager Port Hedland International Airport

Grace Waugh Minute Taker/ Governance Officer

3.2 Apologies

Mayor Kelly Howlett

Councillor Lorraine Butson

Mr Arnold Carter

Mr Jason Green

3.3 Approved Leave of Absence

Nil

ITEM 4 RESPONSE TO PREVIOUS QUESTIONS**4.1 Questions from Public at Airport Committee Meeting held on Wednesday 11 November 2015**

Nil

4.2 Questions from Committee Members at Airport Committee Meeting held on Wednesday 11 November 2015

Nil

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 5:34pm.

5.1 Public Question Time

Nil

Presiding Member closed Public Question Time at 5:35pm.

Presiding Member opened Public Statement Time at 5:35pm.

5.2 Public Statement Time

Nil

Presiding Member closed Public Statement Time at 5:36pm.

ITEM 6 QUESTIONS FROM MEMBERS WITHOUT NOTICE**6.1 Mr Hockey**

What will happen with the Airport Committee after the Airport lease transition to OpCo [PHIA Operating Company Pty Ltd]?

Chief Executive Officer advised that the settlement of the Airport lease to OpCo is likely to occur end of January or very early February 2016. The Committee can make recommendations to Council on other terms of reference that it may think appropriate, such as the Committee having some form of ongoing interest in aviation or the Port Hedland International Airport. It is the administration's view that the Committee will cease operating post the settlement of the Airport to OpCo as the Town will no longer be the Airport operator.

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

Councillor Whitwell	Councillor Arif
Councillor Gillingham	Mr Hockey
Councillor Blanco	Mr Linklater

ITEM 8 CONFIRMATION OF MINUTES OF PREVIOUS MEETING

8.1 Confirmation of Minutes of the Airport Committee Meeting held on Wednesday 11 November 2015

AC201516/017 RECOMMENDATION/ AIRPORT COMMITTEE DECISION

MOVED: CR ARIF

SECONDED: CR GILLINGHAM

That the Airport Committee confirm that the Minutes of the Airport Committee Meeting held on Wednesday 11 November 2015 are a true and correct record.

CARRIED 6/0

ITEM 9 ANNOUNCEMENTS BY PRESIDING MEMBER WITHOUT DISCUSSION

Nil

ITEM 10 PETITIONS/ DEPUTATIONS/ PRESENTATIONS/ SUBMISSIONS

Nil

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.

AC201516/018 RECOMMENDATION/ AIRPORT COMMITTEE DECISION

MOVED: CR BLANCO

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 October period with a 19.6% drop in numbers being experienced over the prior comparable period. The financial year-to-date figures are also softening with the airport experiencing 18.3% drop over the prior financial period.

Aircraft movements have softened in the October period with an 8.4% drop in movement numbers being experienced. The financial year-to-date figures are also negative with the airport experiencing a 10.2% drop in growth over the prior comparable period.

Aircraft landed tonnes have also softened in the October period with an 11.2% drop in landed tonnes being experienced. The financial year-to-date figures are also negative with the airport experiencing a 7.5% drop in growth over the prior comparable period.

Commercial Opportunities

The Red Vend machines were installed in the October period and have been trading for just over a month. Good stock turnover is already evident and a review of sales will be reported 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. Subsequent to this airport management met with a local operator who expressed an interest in taking over the Raw Hire lease, and his details were passed on to Raw Hire. Raw Hire has since agreed the assignment arrangements with this operator, and airport management is reviewing.

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.

A number of tenant leases and licences also require novation under the long term lease arrangements and these tenants have been contacted and supplied with draft novation deeds in this reporting period.

Airport Operations

The airport has had an increase in diversion traffic both international and domestically due to the volcanic activity in Bali and runway works at Perth airport with a number of services using Port Hedland International Airport for refuelling services.

A comprehensive survey of operational areas was carried out last week enabling plans as required in accordance with the Aerodrome Manual to be updated.

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	1
• Reported animal strikes – Near miss	0
• Reported aircraft damage	0

Commentary

As advised previously, Ornithological Technical Services have been engaged to investigate recent build-up of bird population on the Town's landfill site, and to provide a technical report together with mitigation recommendations. Airport Management have received the technical report and met with the Director Works and Services to discuss the mitigation recommendations. It being noted that some of the recommended mitigation actions are already under consideration by the Town.

This item has been listed for next Bird and Animal Hazard Management Committee (BAHMC) meeting, and the Director Works & Services has agreed to attend.

Additional investigations have been recommended to try and address seasonal bat issues.

Airport Infrastructure

Maintenance works were to attend in this period to attend to a number of OH&S matters in the main terminal precinct pedestrian traffic areas.

Maintenance is now being carried out in accordance with programmed schedules and in preparation for cyclone season.

Airside Pavements

Non-destructive strength testing of the pavement areas has been conducted and the destructive testing (taxiways and aprons) has also now been completed. A final report and recommended program of works will be completed prior to the end of the year.

Design for the Apron works has been completed and is currently being reviewed by Airport Management and is expected to go to out to tender shortly.

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 out prior to returning the taxiway to full operations.

*Terminal Operations**Customer Service*

Improved terminal wayfinding signage was installed in this period to facilitate better passenger flow orientation and facilitation.

Christmas decorations are being installed in this period in readiness for the festive season.

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 TEC who will provide a report together with recommendations. This report is currently being compiled.

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 a suitable device has been purchased and will be installed in this period.

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. These works are expected to be completed in this reporting period.

Terminal guttering is also being replaced due to ongoing water egress into critical terminal operational areas during wet weather events and works have been ongoing. These works are expected to be completed in this reporting period.

People and Culture Report

Airport Management have completed final ARO interviews for the vacant ARO position and an offer made to the successful candidate.

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 441,495. This indicates a projected decrease in passenger numbers of 29,246, or 6.21%.

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 56%.

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

Airport Budget Performance is included in attachment 3.

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 it is anticipated they will be completed in this 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 are 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 has commenced. 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)	<ul style="list-style-type: none"> - Shade structure install <p>Design and Construct of New Toilet Block at International Arrivals RFT</p>	<ul style="list-style-type: none"> - Shade structure Completed 24 September 2015. - RFT 14/15 Works to commenced 12 October 2015, estimated completion end of 21 December 2015 <p>These projects to be completed by the Town</p>
Car park/ground transport reconfiguration	<ul style="list-style-type: none"> - Civil Design package has been completed - Landscape concept designs are completed 	<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	<ul style="list-style-type: none"> - Substation 2 construction award issued to TEC Services, long lead time items procured. 	<p>All work expected to be completed and commissioned early December 2015.</p> <p>This project to be completed by the Town</p>
Perimeter fence security upgrade	<ul style="list-style-type: none"> - RFT 02/15 Security Boundary Fencing has been awarded to Southern Wire. - All approvals have been received. 	<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	<ul style="list-style-type: none"> - contract awarded to prepare design and scope of works to be inserted into tender documentation. - Review of design to be done by IT and Airport prior preparing Tender 	<p>Implementation timeframes are as follows:</p> <ul style="list-style-type: none"> → Finalising gate and door schedules to submit to contractor to provide scope of works for the implementation of

		<p>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:	A/General Manager Airport	8 December 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	Consultant / A/General Manager Airport		A/General Manager Airport								Aug 15	ongoing	Applications submitted
2.			Advise Industry	Compliance and Operations Manager / Manager Corporate Information		A/General Manager Airport								Follows OCM 25 Aug	Nov/Dec 15 Feb 16	Formal stakeholder advice sent
3.			Cancellation of AD registration	A/General Manager Airport		Compliance and Operations Manager								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 lodgement of Form 1186 and ARN completed 19 Nov.
6.			Coordination with New Operator	A/General Manager Airport/ Compliance and Operations Manager		A/General Manager Airport								Aug 15		Aerodrome Manual rqt.s. SMS B&WHMP TEMP DAMP AEP Aerodrome Manual awaiting 1 final plan and then it can be sent to CASA
7.		Compliance	Aerodrome Manual	Compliance and Operations Manager/ Consultant		A/General Manager Airport							Sep 15	Oct 15 Nov 15	Aerodrome Manual awaiting 1 final plan and then it can be sent to CASA	
8.			Coordination with CASA	Compliance and Operations Manager/ Consultant		A/General Manager Airport								Sep 15	Oct 15	Awaiting fee estimate from CASA for aerodrome licence review

9.		Airside Driving Manual	Compliance and Operations Manager		Compliance and Operations Manager						Sep 15	Oct 15	complete
10.		B&WHMP	Bill R		Compliance and Operations Manager/ Senior Airport Reporting Officer						Sep 15	Oct 15	complete
11.		Firearm licence	Bill R/ Senior Airport Reporting Officer		Compliance and Operations Manager						Sep	Nov 15	Documentation being reviewed by OTS
12.		DAMP	Compliance and Operations Manager		A/General Manager Airport						Sep 15	Oct 15	Complete subject to Internal review
13.		TSP	Consultant/ Compliance and Operations Manager		A/General Manager Airport						Sep 15	16 Nov 15 Feb 16	With OTS for initial review
14.		WAPC	HSF/ A/General Manager Airport		A/General Manager Airport						Sep 15	Nov 15	Condition precedent has been satisfied
15.		Formal Notification to OTS - Contacts	Compliance and Operations Manager/ A/General Manager Airport		A/General Manager Airport						Aug 15	Oct 15	Completed
16.		Transfer Screening Authority	Compliance and Operations Manager /Consultant		A/General Manager Airport						After OCM	16 Nov 15 Feb 16	With OTS for initial review
17.		Radiation Licences	Compliance and Operations Manager /Consultant		Compliance and Operations Manager						Sep 15	Nov 15	To be submitted with Screening authority transfer application
18.		Rewrite of TSP	Consultant /Compliance and Operations Manager		A/General Manager Airport						Sep 15	Nov 15 Feb 16	With OTS for initial review
19.		Revocation of current TSP	Compliance and Operations Manager/ Consultant		A/General Manager Airport						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 M/Compliance and Operations Manager		Compliance and Operations Manager							Nov 15	Coordination meeting held with Sid and Manager Technology 20 Oct and support arrangements established
22.		Screening Contractor/Provider	A/General Manager Airport		Compliance and Operations Manager						Oct 15	Nov 15	See below commentary in Contracts (MSS)

Security

23.		Coordination with OTS	A/General Manager Airport		Compliance and Operations Manager						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 / Senior Airport Reporting Officer		A/General Manager Airport								ToPH has written to Security ID (ASIC supplier) & ID Security (VIC supplier) confirming current arrangements can continue once airport is leased. AMP/ICG to confirmed acceptance,
25.		Emergency	Coordinate with External Organisations	Compliance and Operations Manager/ A/General Manager Airport/ Airport Terminal Manager		A/General Manager Airport					Sep 15	Nov 15	Coordinate/Advise
26.			Revise AEP	Consultant/ Compliance and Operations Manager		A/General Manager Airport					Sep 15	Oct 15	Completed
27.			Revise TEPM	Airport Terminal Manager / Compliance and Operations Manager		A/General Manager Airport					Sep 15	Oct 15 Nov 16	Completed
28.			Pax Terminal Fire Systems								Sep 15	Feb 16	Coordinate/Advise
29.			ARFF	Compliance and Operations Manager		A/General Manager Airport					Sep 15	Feb 16	Coordinate/Advise
30.			ASA	Compliance and Operations Manager		A/General Manager Airport					Sep 15	Feb 16	Coordinate/Advise
31.			LEMC	Compliance and Operations Manager		A/General Manager Airport					Sep 15	Feb 16	Coordinate/Advise
32.			Airlines	Compliance and Operations Manager/ A/General Manager Airport		A/General Manager Airport					Sep 15	Feb 16	Coordinate/Advise
33.		Coordination	AAA	Compliance and Operations Manager/ A/General Manager Airport		A/General Manager Airport				Sep 15	Feb 16	Coordinate/Advise	
34.			Airport Tenants	Compliance and Operations Manager/		A/General Manager Airport				Sep 15	Oct 15 Feb 16	Formal correspondence sent	

			A/General Manager Airport										
35.		AA ATS	Compliance and Operations Manager/ A/General Manager Airport		A/General Manager Airport					Sep 15	Feb 16	Coordinate/Advise	
36.		ASA ARFF	Compliance and Operations Manager/ A/General Manager Airport		A/General Manager Airport					Sep 15	Feb 16	Coordinate/Advise	
37.		DFES	Compliance and Operations Manager/ A/General Manager Airport		A/General Manager Airport					Sep 15	Ongoing	Coordinate/Advise	
38.		SJA	Compliance and Operations Manager/ A/General Manager Airport		A/General Manager Airport					Sep 15	Ongoing	Coordinate/Advise	
39.		DIRD	Compliance and Operations Manager/ A/General Manager Airport		A/General Manager Airport					Sep 15	Oct 15	Letter consent from Department received Completed	
40.		WA Pol	Compliance and Operations Manager/ A/General Manager Airport		A/General Manager Airport					Sep 15	Ongoing	Coordinate/Advise	
41.		AvData	Compliance and Operations Manager/ A/General Manager Airport		A/General Manager Airport					Sep 15	Ongoing	Refer below comments in Contracts (AvData)	
42.		Resource Industry	A/General Manager Airport		A/General Manager Airport					Sep 15	Ongoing	Coordinate/Advise	
43.		SMS Manual	Consultant/ Compliance and Operations Manager		A/General Manager Airport					Sep 15	Oct 15 Jan 16	Completed,	
44.		Inductions	Compliance and Operations Manager		A/General Manager Airport					Sep 15	Oct 15 Feb 16	Completed	
45.		Insurances	Lessee		A/General Manager Airport /Lessee					Oct 15	Nov 15	March appointed to progress insurance quotes and coordinate final certificates	
		Safety											

46.		LOA's/Lease	ASA	Compliance and Operations Manager/ Consultant		A/General Manager Airport						TBC	Feb 16	Agreed to be finalised with Lessee OpCo after completion.
47.		Contracts	Aerodrome Lighting Inspections	Compliance and Operations Manager		A/General Manager Airport						TBC	Feb 16	Coordinate/Advise
48.			Aerodrome Technical Insp	Compliance and Operations Manager		A/General Manager Airport						TBC	Feb 16	Coordinate/Advise
49.			Airside Equipment	Compliance and Operations Manager		A/General Manager Airport						TBC	Feb 16	Coordinate/Advise
50.			Baggage Handling	Compliance and Operations Manager		A/General Manager Airport						TBC	Feb 16	Advice provided Notification to be sent when transfer date known
51.			Screening L3	Compliance and Operations Manager		A/General Manager Airport						TBC	Feb 16	Advice provided Notification to be sent when transfer date known
52.			MSS	Compliance and Operations Manager / A/General Manager Airport / OpCo/ MSS		A/General Manager Airport						Oct 15	Nov 15	Final form novation letter agreed and Novation Deeds have been executed by MSS
53.			AvData	Compliance and Operations Manager/ A/General Manager Airport		A/General Manager Airport						TBC	Feb 16	Formal advice sent Final notification to be sent when transfer date known
54.			Advam	Compliance and Operations Manager / Manager Technology		A/General Manager Airport						TBC	Feb 16	Coordinate/Advise
55.			Cleaning	Compliance and Operations Manager		A/General Manager Airport						TBC	Feb 16	Advice sent Notification to be sent when transfer date known
56.			FIDS	Compliance and Operations Manager/ Manager Technology		A/General Manager Airport						TBC	Feb 16	Advice provided Notification to be sent when transfer date known
57.		Aircon - IT	Compliance and Operations Manager/ Manager Technology		A/General Manager Airport						TBC	Feb 16	Coordinate/Advise	

58.		PA System	Compliance and Operations Manager/ Manager Technology		A/General Manager Airport							TBC	Feb 16	Coordinate/Advise
59.		Power Supply	Compliance and Operations Manager		A/General Manager Airport							TBC	Feb 16	Horizon - Notification to be sent when transfer date known
60.		Grounds Maintenance	Compliance and Operations Manager		A/General Manager Airport							TBC	Feb 16	Notification to be sent when transfer date known
61.		Waste	Compliance and Operations Manager		A/General Manager Airport							TBC	Feb 16	Notification to be sent when transfer date known
62.		Sewerage	Compliance and Operations Manager		A/General Manager Airport							TBC	Feb 16	Notification to be sent when transfer date known pumping and dumping -
63.		AQIS Waste	Compliance and Operations Manager		A/General Manager Airport							TBC	Feb 16	Initial advice provide - Notification to be sent when transfer date known
64.		Road Sweeping	Compliance and Operations Manager		A/General Manager Airport							TBC	Feb 16	Notification to be sent when transfer date known
65.		Parking	Compliance and Operations Manager		A/General Manager Airport							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 / A/General Manager Airport							Nov 15	Feb 16	Solar farm project under review and on hold
67.		Management Accounting - Financial	Director Corporate Services		A/General Manager Airport							Sep 15	Feb 16	MYOB agreed for actg platform and programing commenced
68.		Treasury	Director Corporate Services		A/General Manager Airport							Sep 15	Feb 16	MYOB agreed for actg platform and programing commenced
69.		Financial Accounting Services	Director Corporate Services		A/General Manager Airport							Sep 15	Feb 16	MYOB agreed for actg platform and programing commenced
70.		Debtors – accounts receivable,	Director Corporate Services		A/General Manager Airport							Sep 15	Feb 16	MYOB agreed for actg platform and programing commenced

Administration

71.		Creditors – accounts payable	Director Corporate Services		A/General Manager Airport						Sep 15	Feb 16	MYOB agreed for actg platform and programing commenced
72.		IT Systems	Manager Technology		Director Corporate Services / A/General Manager Airport						Sep 15		<p>Airport operational systems support services, including:</p> <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. <p>transition actions agreed</p>
73.		Leasing and economic development	Manager Property and Asset Strategy		A/General Manager Airport						Sep 15	Feb 16	handover information together with relevant file links provided
74.		Records	Manager Corporate Information /Compliance and Operations Manager		A/General Manager Airport						Sep 15	Feb 16	Establish records access, protocols and handover. Records team working on database
75.		Communications	Compliance and Operations Manager/ Airport Terminal Manager		A/General Manager Airport/ Manager Corporate Information						Sep 15		<p>Agree Key milestones for public communication</p> <ul style="list-style-type: none"> • Engagemen t with community • Engagemen t with airlines • Engagemen t with miners • Engagemen t with key

														stakeholders <ul style="list-style-type: none"> Engagement with regulatory authorities Engagement with media
76.		People & Culture Payroll	Director Corporate Services		A/General Manager Airport							Sep 15	Dec 15	Employee contracts sent to AMP/ICG,
77.		Conditions of Use	Compliance and Operations Manager/ Consultant		A/General Manager Airport							TBC	Nov 15	Under review
78.		Contamination Baseline Report	Lessee/ A/General Manager Airport		A/General Manager Airport							Sept 15	Nov 15	RFQ & assessment plan completed. RFQ contracts under review
79.		DIRD Aerodrome Transfer Deed letter Compliance with terms	A/General Manager Airport		A/General Manager Airport							Sept 15	Nov 15	Confirmation response received
80.		Agreed Town Works	Manager Property and Asset Strategy		A/General Manager Airport							August 15		<ul style="list-style-type: none"> Shade Structure installation completed Perimeter fence construction near completion Security Access & CCTV to be tendered by end 2015 Aircraft Parking bay strengthening works being programmed for early next year
81.		WAPC approval	NRF		A/General Manager Airport							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/ Senior Airport Reporting Officer		A/General Manager Airport							Sep 15	TBC	Confirmed key and access codes currently held by airport
84.		Novation Deeds for existing sub leases	A/General Manager Airport		A/General Manager Airport							Sep 15	Nov 15	13 x leases to be novated and draft deeds sent to tenants

Other Documents

85.		Licences	Novating Licences										Sep 15	Nov 15	5 x licences to be novated and draft deeds sent to tenants	
86.		Completion documents	Certificates of title	Town		A/General Manager Airport							TBC		The Town must give the Lessee original certificates of title	
87.			Existing Subleases and Existing Licences	Town		A/General Manager Airport							TBC		The Town must give the Lessee an original copy of each Existing Sublease and Existing Licences	
88.			Access keys and codes	Town		A/General Manager Airport							TBC		The Town must give the Lessee all keys and codes required to gain access to the Land	
89.			Original bank guarantees	Town		A/General Manager Airport							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		A/General Manager Airport									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		A/General Manager Airport								TBC		The Town must give the original MSS Services

																		Agreement to OpCo	
93.		Required Novation Deed (for MSS Services Agreement)	Town		A/General Manager Airport													TBC	The Town must give the original executed Required Novation Deed (for MSS Services Agreement) to OpCo
94.		Transferring Records	Town		A/General Manager Airport													TBC	The Town must give OpCo copies of the Transferring Records
95.		Plans and Manuals	Town		A/General Manager Airport													TBC	The Town must give to OpCo copies of all of the Plans and Manuals
96.		Plant and Equipment	Town		A/General Manager Airport													TBC	The Town must give to OpCo copies of any warranties relating to the Plant and Equipment
97.		Motor vehicles	Town		A/General Manager Airport													TBC	The Town must give to OpCo signed transfer forms for any motor vehicles
98.		Domain Names	Town		A/General Manager Airport													TBC	The Town must give to OpCo signed transfer forms required for the transfer of the Domain Names to OpCo
99.		Computer systems	Town		A/General Manager Airport													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		A/General Manager Airport													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		A/General Manager Airport													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 (Compliance)	NOTAM (PERM) – Aerodrome OpCo and Contact Details	EW/BK		A/General Manager Airport										This PERM NOTAM will cause the information to be populated

																	within the next ERSAs issue. Once the details are published in NOTAM, amendment to the AD Manual is required. When new ERSAs 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.

**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 Thursday 21 January 2016 at 5:30pm in Council Chambers.

17.2 Closure

There being no further business, the Presiding Member declared the meeting closed at 6:35pm.