



UNCONFIRMED MINUTES

“WITHOUT PREJUDICE”
Minutes are provided on the strict understanding that all terms whether deemed expressed or implied do not purport to record the proceedings of the Airport Committee until confirmed by resolution of the Town of Port Hedland Airport Committee.

Town of Port Hedland

MINUTES

OF THE

**AIRPORT COMMITTEE
OF THE TOWN OF PORT HEDLAND COUNCIL**

HELD ON

**WEDNESDAY 2 OCTOBER 2013
AT 12:30PM**

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

DISCLAIMER

No responsibility whatsoever is implied or accepted by the Town of Port Hedland for any act, omission, statement or intimation occurring during Committee Meetings. The Town of Port Hedland disclaims any liability for any loss whatsoever and howsoever caused arising out of reliance by any person or legal entity on any such act, omission, and statement of intimation occurring during Committee Meetings.

Any person or legal entity that acts or fails to act in reliance upon any statement, act or omission occurring in a Committee Meeting does so at their own risk. The Town of Port Hedland advises that any person or legal entity should only rely on formal confirmation or notification of Committee resolutions.

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

“A nationally significant, friendly city, where people want to live and are proud to call home”

Terms of Reference – Airport Committee of the Town of Port Hedland Council**Aim/Purpose**

The Airport Committee is established to ensure that the Port Hedland International Airport is recognised as a leading regional airport in the area of passenger and freight movements and customer satisfaction and to:

- Develop a comprehensive Airport Master Plan and commence implementation of key initiatives that are identified;
- Actively pursue the generation of income from a variety of sources at the Airport including through leases, rentals, advertising, freight and any other means; and
- Upgrade terminal facilities including baggage screening and departure lounges.

Membership

Elected Members:

Councillor Arnold A Carter
Councillor Jan M Gillingham
Councillor Michael B Dziombak
Councillor Julie E Hunt
Councillor Gloria A Jacob

Community Members:

Ms Florence Bennett
Mr Serge Doumergue
Mr Chris Whalley
Dr Ken King
Mr Erik Widing

Quorum

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

Delegation

- i) To determine whether a tender is required to be sought or not as specified in LG (F&G) Reg 11F.
- ii) To choose tenderers for products services on behalf of the local government in accordance with LG (F&G) Reg 18.

Tenure

Ongoing

Meeting frequency

Every 4 weeks

Dates of Meetings

The following dates have been set and advertised in accordance with the Local Government Act 1995 for Airport Committee Meetings to be held at 12:30 pm in Council Chambers:

- Wednesday, 6 February 2013
- Wednesday, 6 March 2013
- Wednesday, 3 April 2013
- Wednesday, 1 May 2013
- Wednesday, 5 June 2013
- Wednesday, 3 July 2013
- Wednesday, 7 August 2013
- Wednesday, 4 September 2013
- Wednesday, 2 October 2013
- Wednesday, 6 November 2013
- Wednesday, 4 December 2013

Responsible Officer

Director Engineering Services

(Terms of Reference adopted by Council at its Ordinary Meeting held 25 January 2012.

Meeting dates adopted and membership amended by Council at its Ordinary Meeting held on 14 March 2012.

Additional community members appointed by Council at its Ordinary Meeting held on 9 May 2012.

Dates of Meetings amended by Council at its Ordinary Meeting held on 24 October 2012.

Dates of Meetings amended by Council at its Ordinary Meeting held on 23 January 2013.

Terms of Reference amended by Council at its Ordinary Meeting held 26 June 2013.)

OUR COMMITMENT

To enhance social, environmental and economic well-being through leadership and working in partnership with the Community.

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ITEM 1 OPENING OF MEETING

1.1 Opening

The Presiding Member declared the meeting open at 12:35pm and acknowledged the traditional owners, the Kariyarra people.

ITEM 2 RECORD OF ATTENDANCE / APOLOGIES / APPROVED LEAVE OF ABSENCE

2.1 Attendance

Elected Members:

Councillor Arnold A Carter - Presiding Member
Councillor Michael B Dziombak – Deputy Presiding Member
Councillor Jan M Gillingham

Community Members:

Mr Chris Whalley
Ms Florence Bennett

Officers

Russell Dyer	Director Engineering Services
Gordon MacMile	Director Community Development
Brett Reiss	Program Director Airport Redevelopment
Grace Waugh	Governance Officer
Josephine Bianchi	Coordinator Governance
Sara Bryan	Manager Investment and Business Development
Jenella Voitkevich	Manager Infrastructure Development
Anna Duffield	Airport Development Officer

2.2 Apologies

Councillor Gloria A Jacob
Dr Ken King
Mr Serge Doumergue
Mr Erik Widing

2.3 Approved Leave of Absence

Councillor Julie E Hunt

ITEM 3 RESPONSE TO PREVIOUS QUESTIONS – TAKEN ON NOTICE

3.1 Questions from Public at Airport Committee Meeting held on Wednesday 4 September 2013

Nil

3.2 Questions from Elected Members at Airport Committee Meeting held on Wednesday 4 September 2013

Nil

ITEM 4 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 20.3 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 chairperson to do so'.

Presiding Member opened Public Question Time at 12:33pm.

4.1 Public Question Time**4.1.1 Mr Camilo Blanco**

With regard to agenda item 10.2 'Staff Parking at Port Hedland International Airport (File No.: 08/02/0025)' will Town of Port Hedland staff members be covered in that parking fee?

Presiding Member advised that this would be discussed and clarified when the committee considers item 10.2.

Presiding Member closed Public Question Time at 12:34pm.

Presiding Member opened Public Statement Time at 12:34pm.

4.2 Public Statement Time**4.2.1 Mr Camilo Blanco**

Mr Blanco made a statement about item 10.2 'Staff Parking at Port Hedland International Airport (File No.: 08/02/0025)'.

This item talks about charging a fee to employees at the airport being a proposed solution to staff parking; how is this a solution? The solution should have been identified during the planning stages of the development of each of the buildings at the airport, and was obviously not a concern of the planning department at the time. Today is another attack on hard working low paid people of Hedland. It is already hard enough to keep employees in the current economic climate.

Would the same officers be happy to work at and pay a fee for parking at the civic centre? I have had a lot to do with planning proposals in the past and car parking compliance is a high priority at the Town of Port Hedland. The main thing here is who will be affected? That will be the low paid, working class people struggling to survive in Hedland. Members of this community are leaving our town for these very charges that keep coming up. This is because some officers are obviously detached from the economic hardship upon us in Hedland. This policy of making money at all cost is destroying the social fabric

of the community; there is no discussion needed on this charge - just knock it on the head.

Presiding Member closed Public Statement Time at 12:36pm.

ITEM 5 QUESTIONS FROM MEMBERS WITHOUT NOTICE

5.1 Councillor Gillingham

Councillor Gillingham advised that she is a candidate in the upcoming 2013 Local Government election.

Councillor Gillingham read out a statement from Michael Jennings, the Principal of the School of the Air, on Tuesday 1 October 2013. Michael Jennings opposes item 10.2 ‘Staff Parking at Port Hedland International Airport (File No.: 08/02/0025)’. The Town of Port Hedland should be cleaning up the airport grounds before they look for more ways to raise revenue. The ‘top’ car park has minimal lighting and no safe walkways from the terminal. What are people being asked to pay for? The Town have significant parking issues around the airport because of the short term paid parking. That area is now a waste of space as it sits empty most days. Future directions need to be better planned, considered and implemented. I have raised such issues with the Airport Users Working Group however nothing has happened. The Department of Education and the Royal Flying Doctors Service have invested millions of dollars at the airport site. The Town should look for ways to assist not hinder the companies at the airport.

Director Engineering Services advised that the Town has met with the School of the Air recently. The Director suggested that Standing Orders are suspended at item 10.2 as members of the public and the committee may be misunderstanding the intent of the item. The item came from a request from North West Aviation Services as they do not want to use the free parking provided and would like to use the Long Term Parking. The Town has offered the Long Term Parking at a discounted rate. The Port Hedland International Airport has paid-parking just like every other airport and is generous in offering half an hour free and then \$2 for every half hour after that. Businesses that operate out of the airport are businesses and have a leased area that should be used for parking.

ITEM 6 DECLARATION BY MEMBERS TO HAVE GIVEN DUE CONSIDERATION TO ALL MATTERS CONTAINED IN THE BUSINESS PAPER PRESENTED BEFORE THE MEETING

Councillor Carter	Mr Chris Whalley
Councillor Dziombak	Ms Florence Bennett
Councillor Gillingham	

ITEM 7 CONFIRMATION OF MINUTES OF PREVIOUS MEETING

AC201314/021 Officer's Recommendation/ Airport Committee Decision

Moved: Cr Dziombak

Seconded: Mr Chris Whalley

That the Minutes of the Airport Committee Meeting held on Wednesday 4 September 2013 be confirmed as a true and correct record of proceedings.

CARRIED 5/0

ITEM 8 ANNOUNCEMENTS BY PRESIDING MEMBER WITHOUT DISCUSSION

Nil

ITEM 9 PETITIONS/DEPUTATIONS/PRESENTATIONS/SUBMISSIONS

9.1 *Mr Steve Turner, Sanders Turner Ellick Architects*

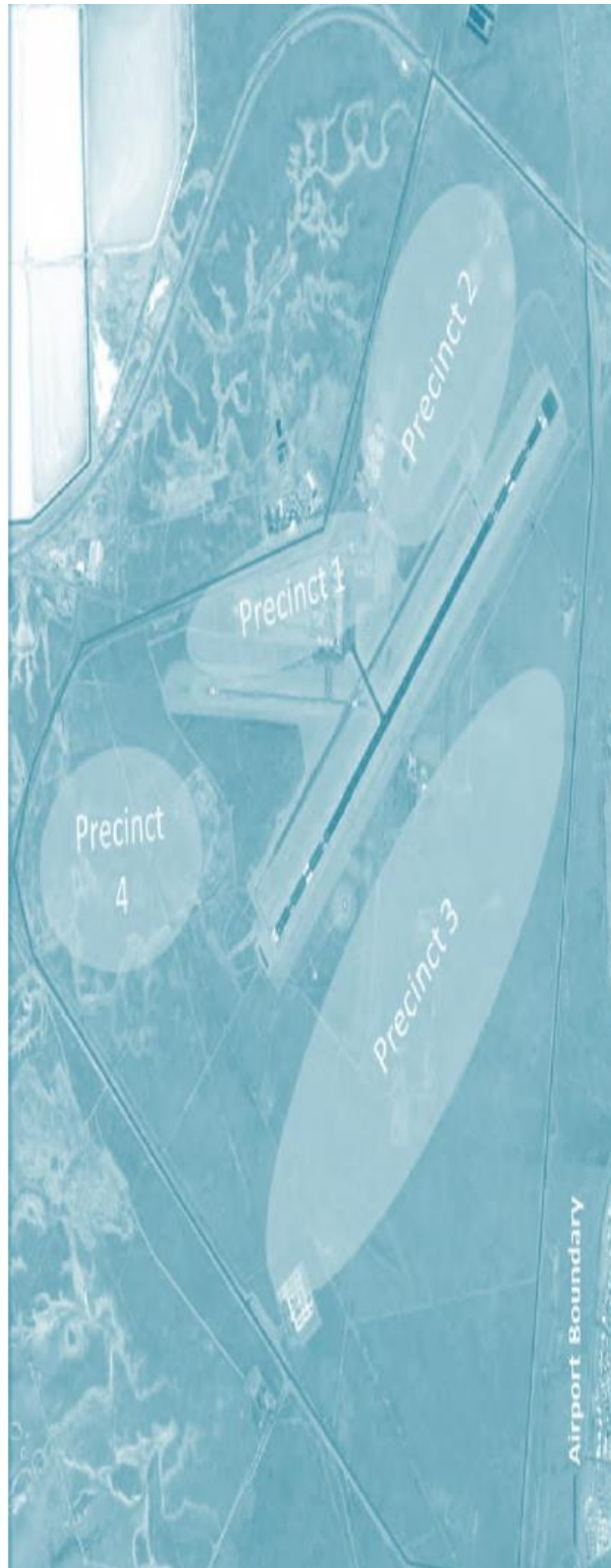
Mr Steve Turner gave an overview of recent Port Hedland International Airport upgrades. Mr Turner spoke about possible designs for the Port Hedland International Airport. He gave an outline of what the Town and the Council need to keep in mind when redeveloping the airport, such as community engagement. Mr Turner also showed the Airport Committee designs of other Regional airports that he has worked on.

9.2 **Brett Reiss, Program Director Airport Redevelopment**

Presentation by Brett Reiss, Program Director of Airport Redevelopment.

Port Hedland International Airport
program director airport redevelopment update

presentation to airport committee 2 October



overview

- State Aviation Strategy
- AAA conference debrief
- airport interim improvement program
- strategic reviews
- operational update
- stakeholder engagement program





state aviation strategy



WA state aviation strategy

- WA will have a world-class aviation network and infrastructure that supports and promotes State's economic and social development
- State experiencing rapid growth and challenges
 - Perth Airport 8.3% increase
 - Chamber Minerals and Energy estimate additional 390,000 to 640,000 additional pax by 2017 (6-10 extra flights morning peak)
 - current reports exclude charter flight pax (14% of activity)
 - little opportunity for peak load to be spread across other times
 - growth underestimates = underinvestment = congestion + delays
 - lack of govt planning oversight/coordination presents risk to state + national economies



Port Hedland
INTERNATIONAL AIRPORT

WA state aviation strategy (cont)

- opportunity to review governance models
 - local govt limitations (restricted ability to fund infrastructure, expertise gap, exposure to commercial risk, red tape, fees set council-wide basis, conflicting priorities)
 - capacity to borrow with adequate business case is essential to regional airports meeting growth demands
 - current model lacks governance depth and flexibility to operate commercially

WA state aviation strategy (cont)

- council controlled organisations
 - allows appointment of expert board with clear commercial focus and eliminates personnel changeover due to government cycles
 - involves additional governance costs and legislative amendments
- long-term private leasing
 - provides expert professional board + management team, capacity to enter commercial agreements + source private capital for infrastructure, ratepayers not at risk, annual lease payments ensure long-term revenue stream
 - loses day-to-day control

WA state aviation strategy (cont)

- RADS
 - focus on infrastructure with clear community benefits and no capability of alternative funding
 - such as airports without sufficient pax to be self-sustaining
- affordable air services
 - highest intrastate airfares in Australia
 - driven by price-insensitive business/corporate market
 - surplus of airfreight capacity which provides clear opportunity to develop interstate/international airfreight industry

WA state aviation strategy – key actions

1. improve reliability and scope of aviation forecasting
2. improve airport planning across the State
3. provide long-term capacity (second airport) in Perth metro
4. assist in timely delivery of Perth Airport infrastructure
5. improve infrastructure planning + development at regional airports
 - develop master plan template
 - establish policy framework for master planning
 - actively engage with all stakeholders during master planning processes
 - engage with Perth Airport in coordinating aviation infrastructure across State's network
 - seek to resolve land tenure issues that restrict development + inhibit commercial viability

WA state aviation strategy – key actions

6. seek aviation security cost recovery approach based on network pricing
7. encourage private sector investment in regional airports to improve effectiveness + efficiency
8. foster development of tourism
9. encourage competition and seek reduction in high cost airfares
10. conduct regulated route review
11. conduct tender for Kimberley air services



AAA conference debrief



conference – key themes

- **commercial focus**
 - balance aeronautical and non-aeronautical investment
 - understand customers and their needs/wants
 - designing terminals and car parks to maximise revenue outcomes
- **regional focus**
 - regional ownership challenges
 - replacing ageing infrastructure



conference – key themes

- collaboration and design
 - linking with airlines, stakeholders and passengers essential to redevelopment planning
 - design based on market's needs (ie Perth's T2)
 - engagement crucial in all phases



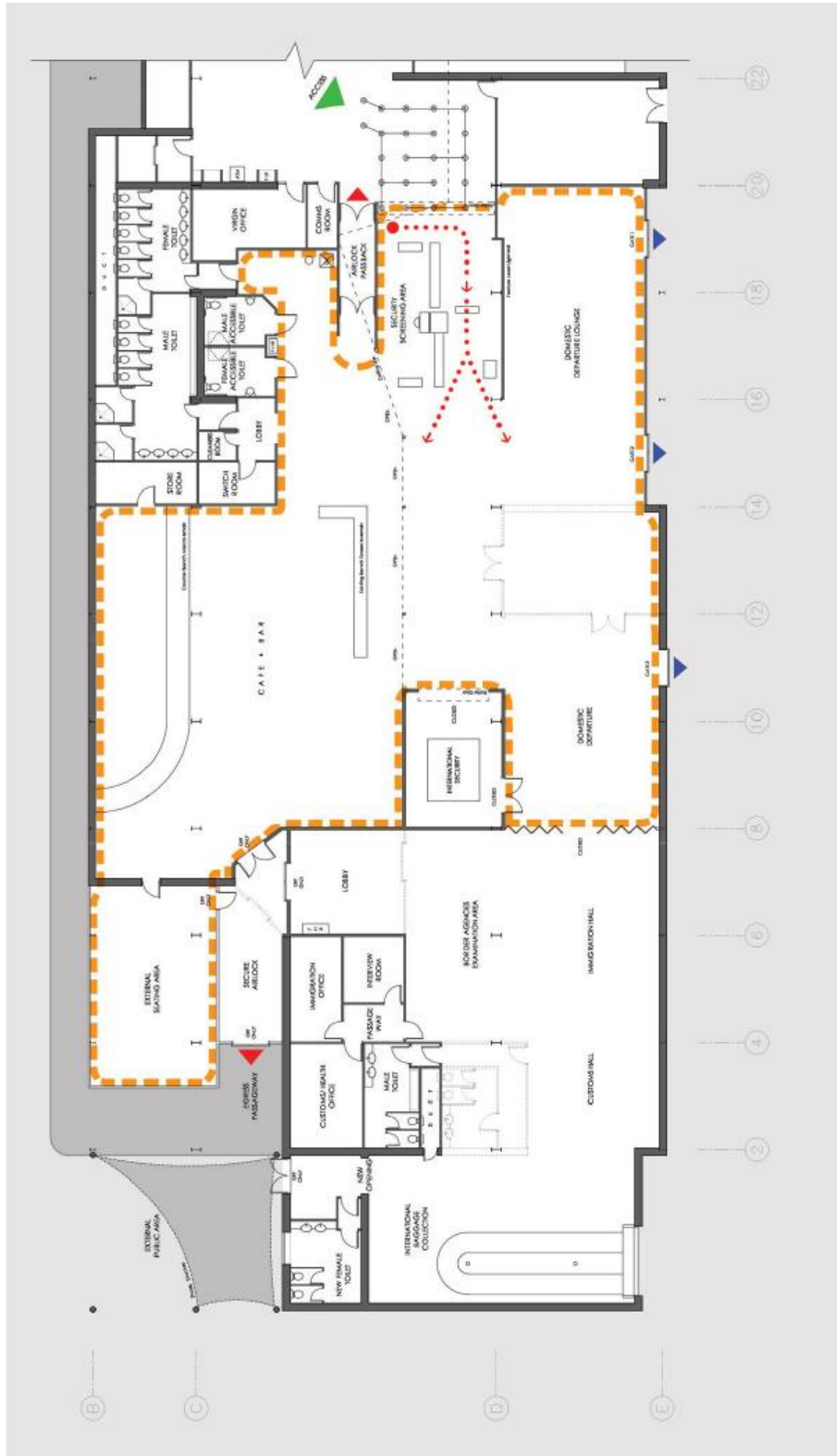
interim improvement program



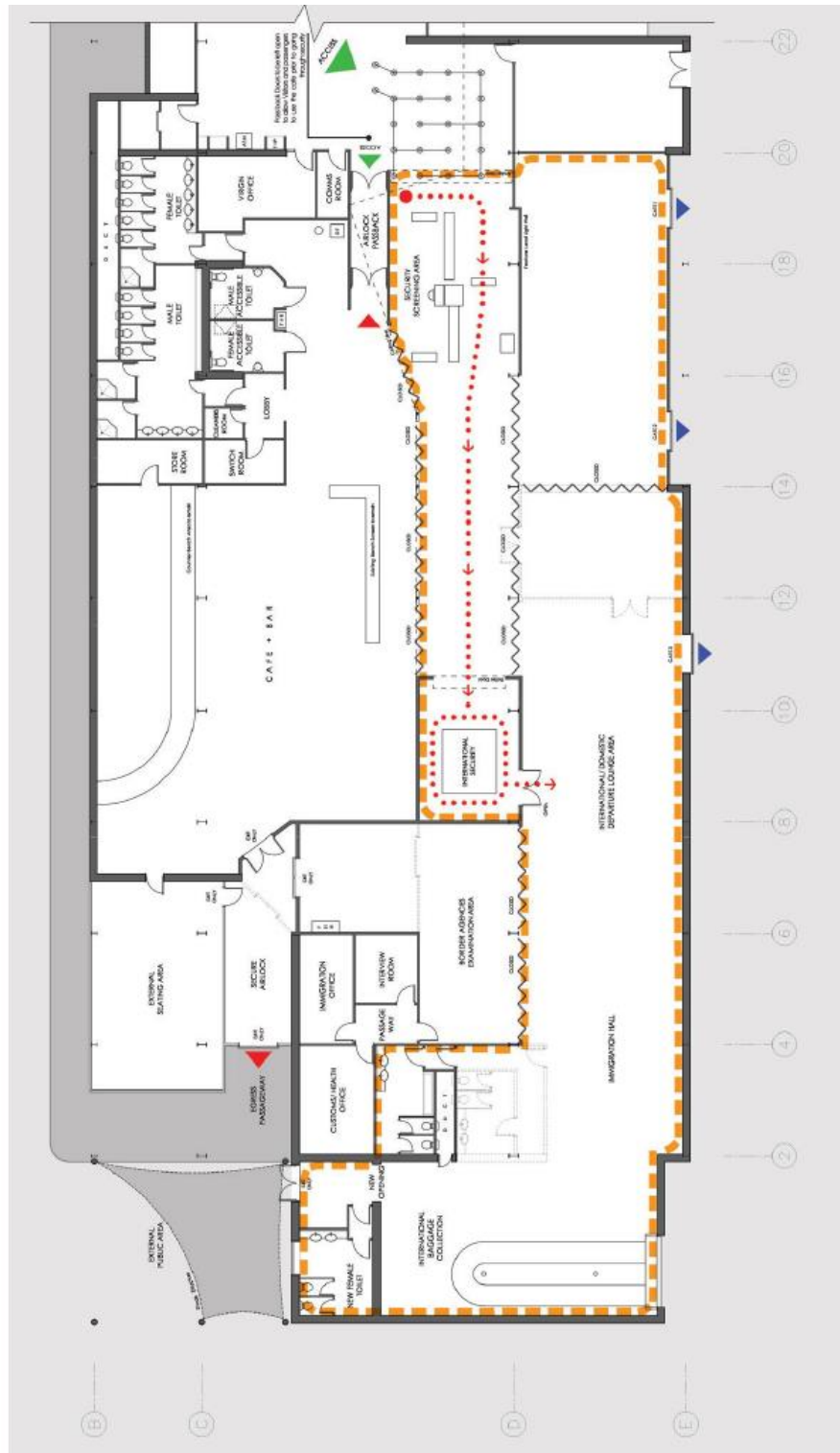
secure area extension

- change of scope
- stakeholder engagement continuing
- cost estimates being obtained

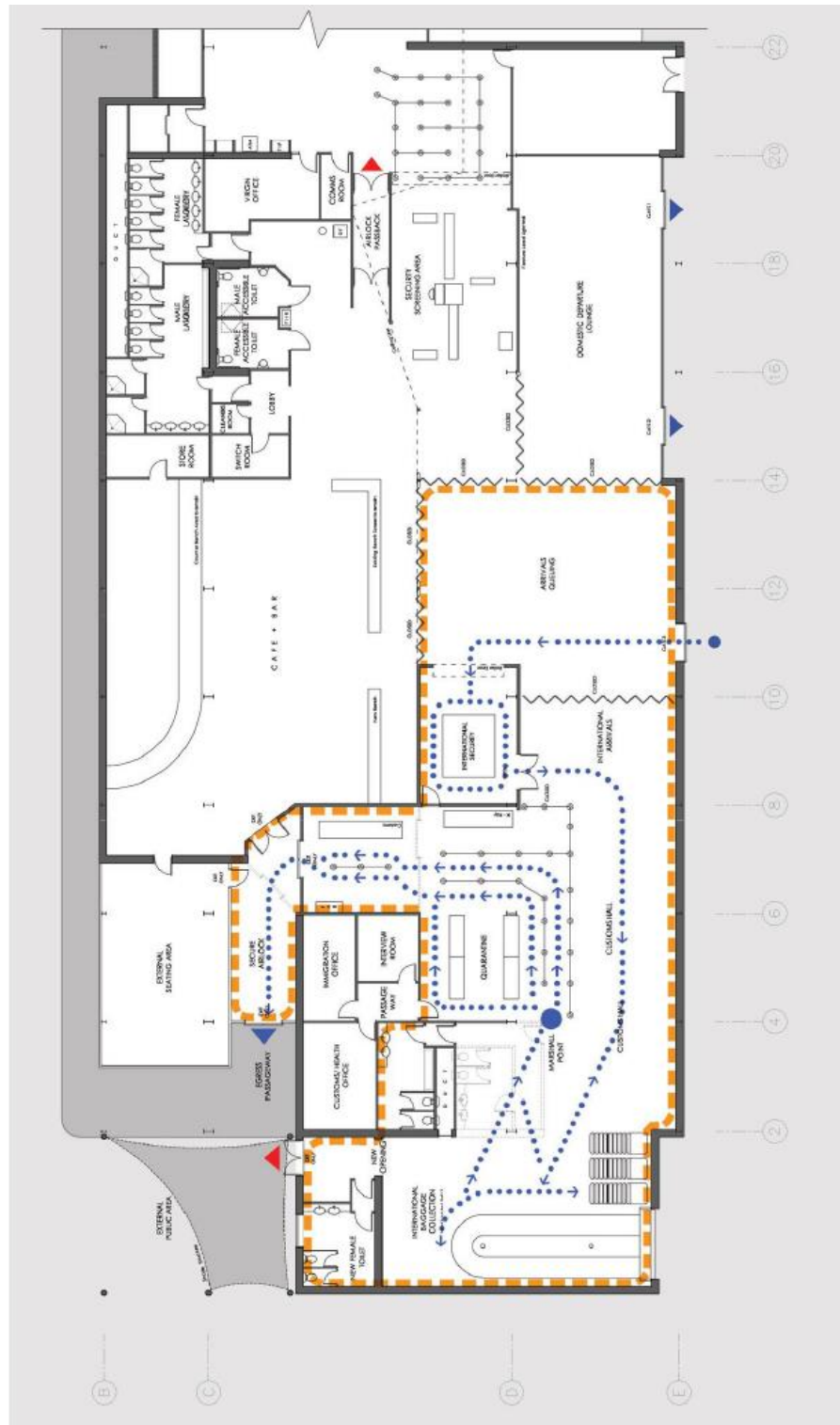
original option – domestic departing



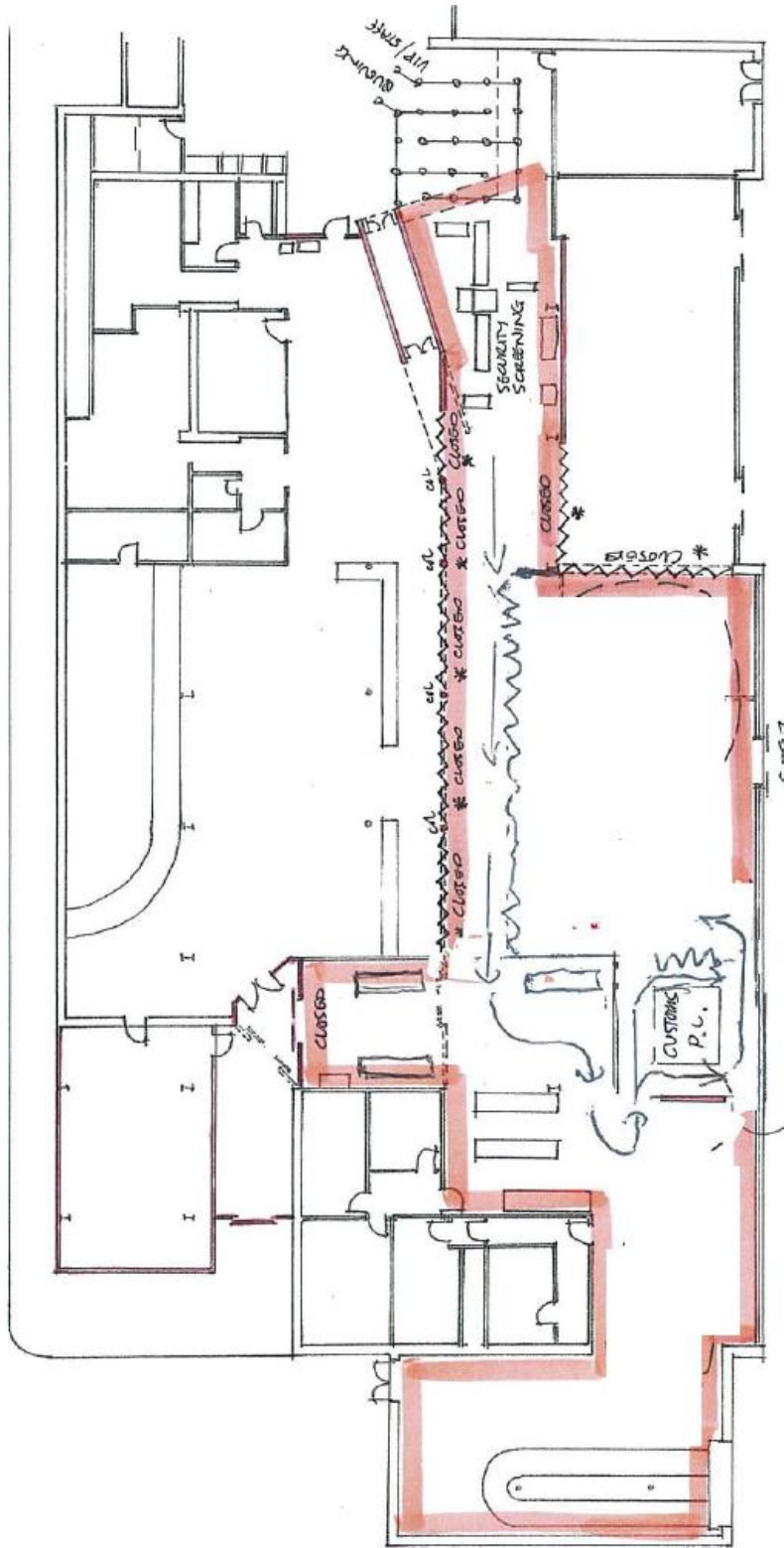
original option – international departing



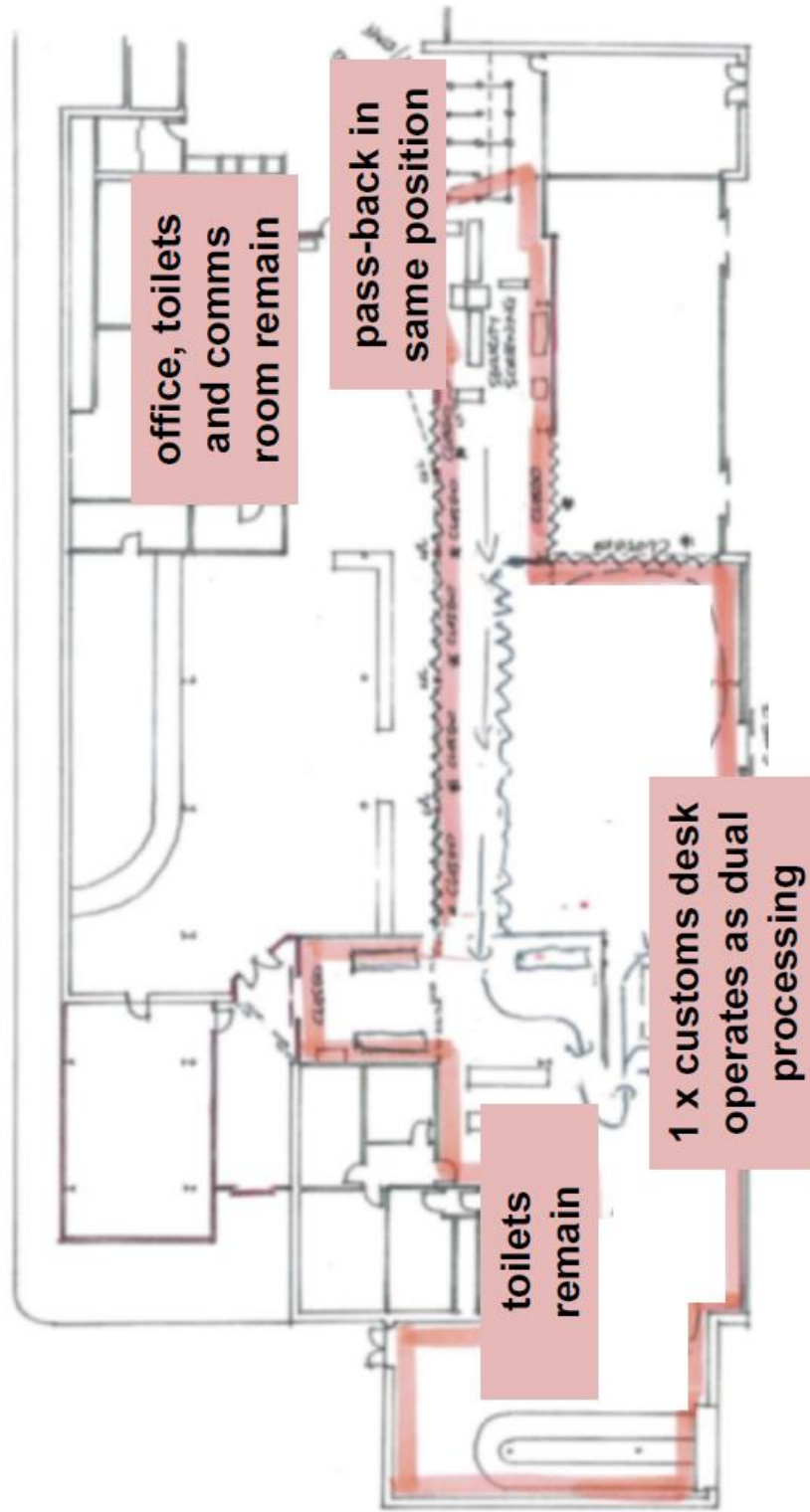
original option – arriving

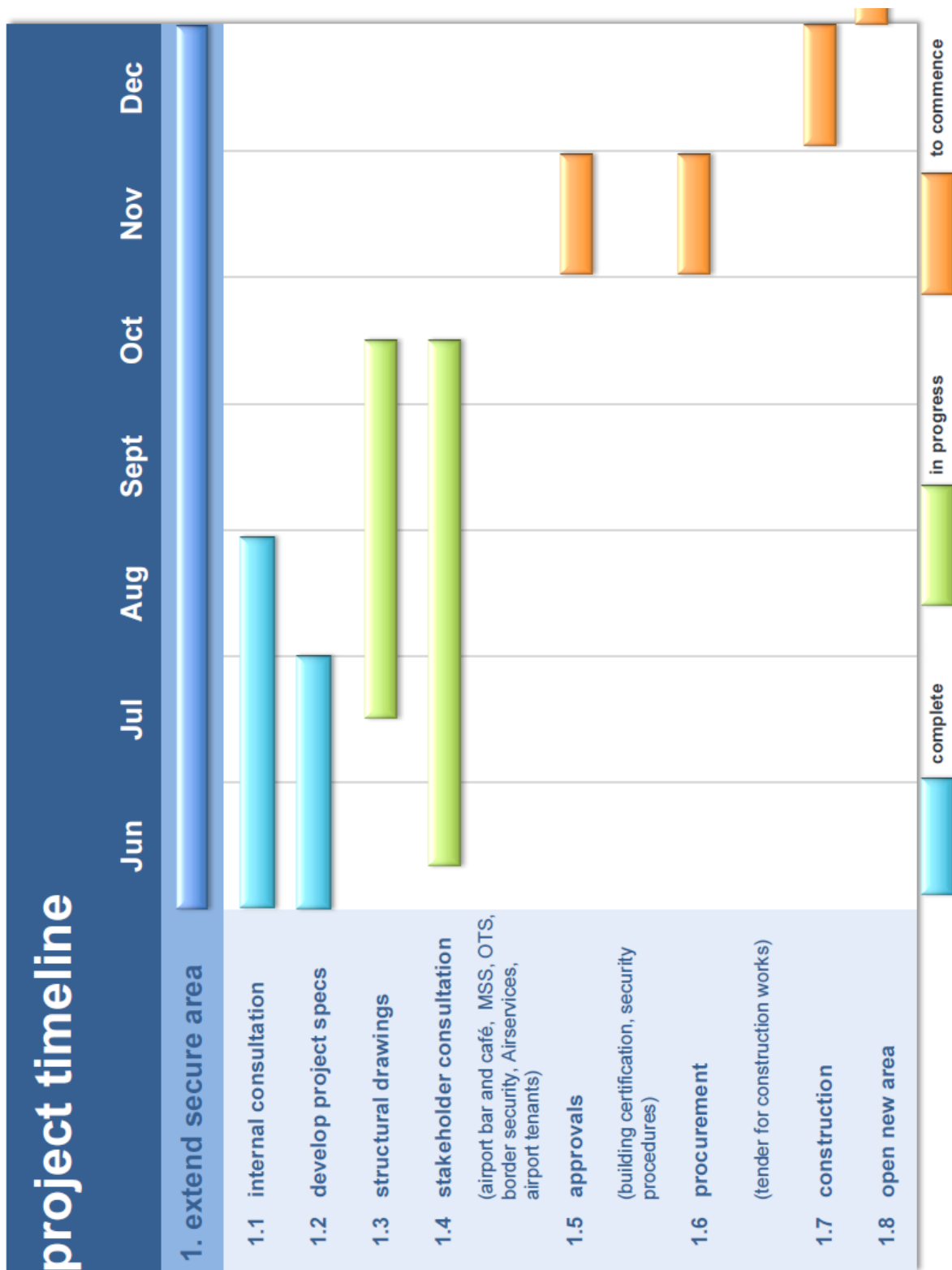


revised option



revised option

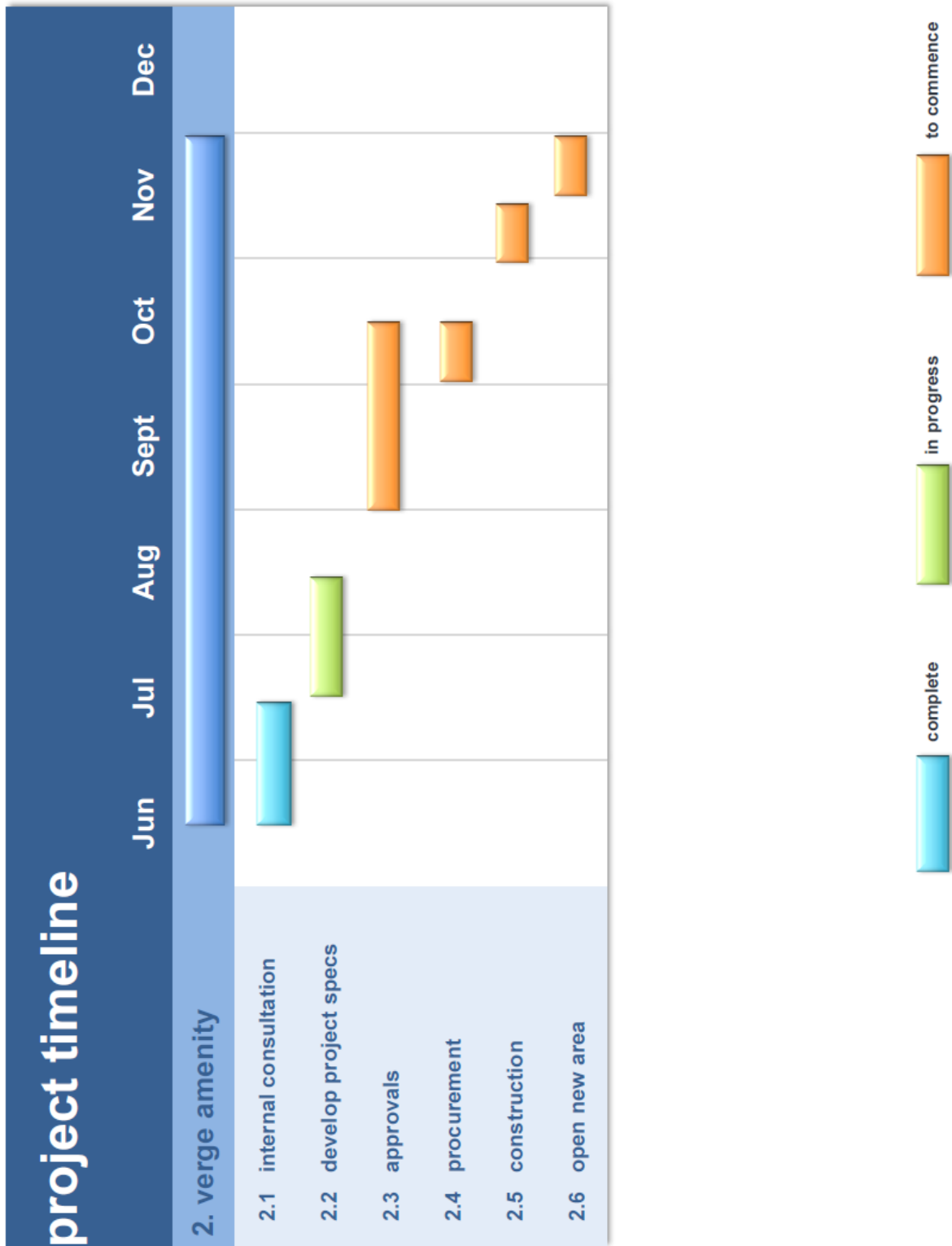




interim improvement program

- terminal/verge amenity
- shelters
 - landscaping
 - rubbish bin compound





interim improvement program

bus holding area

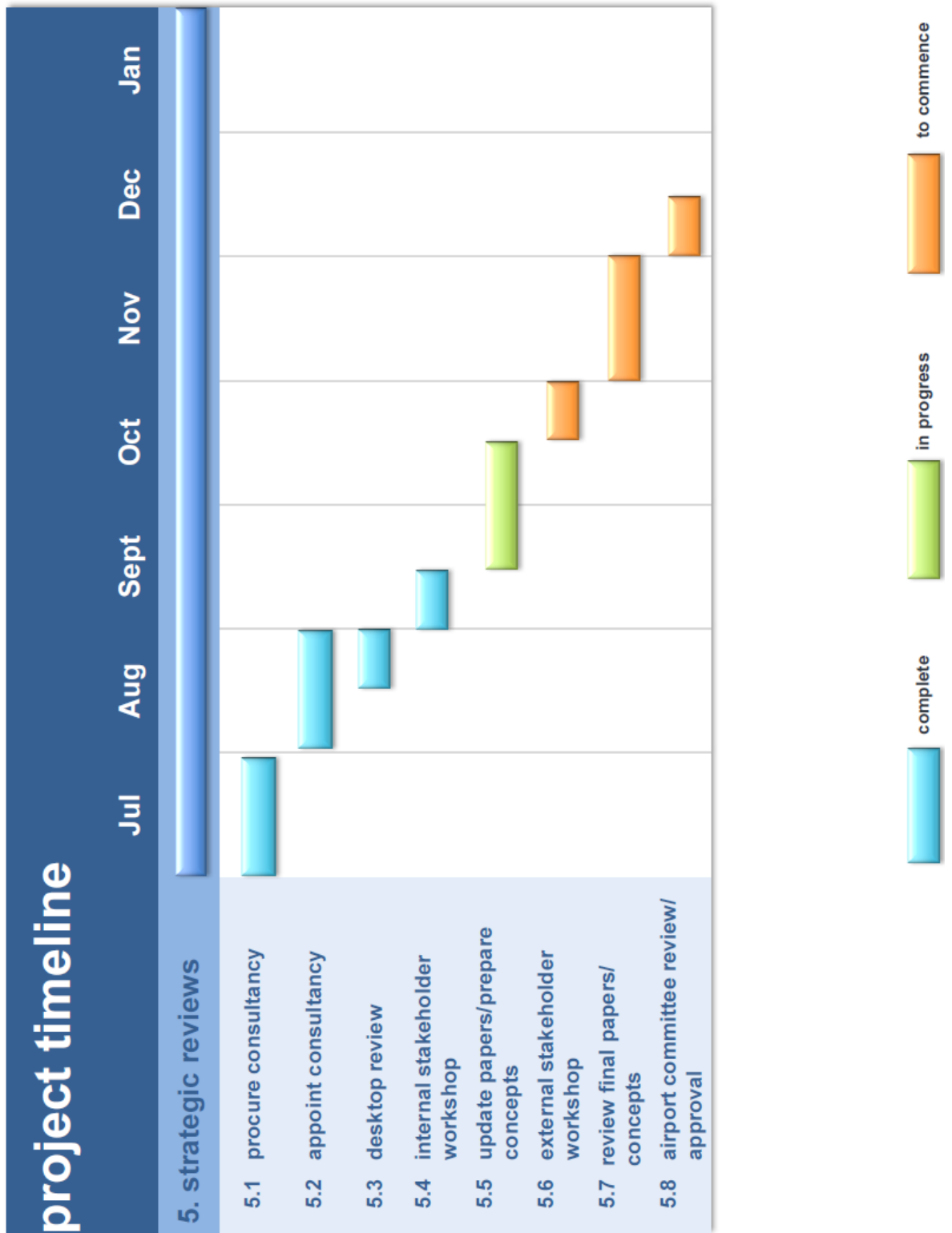


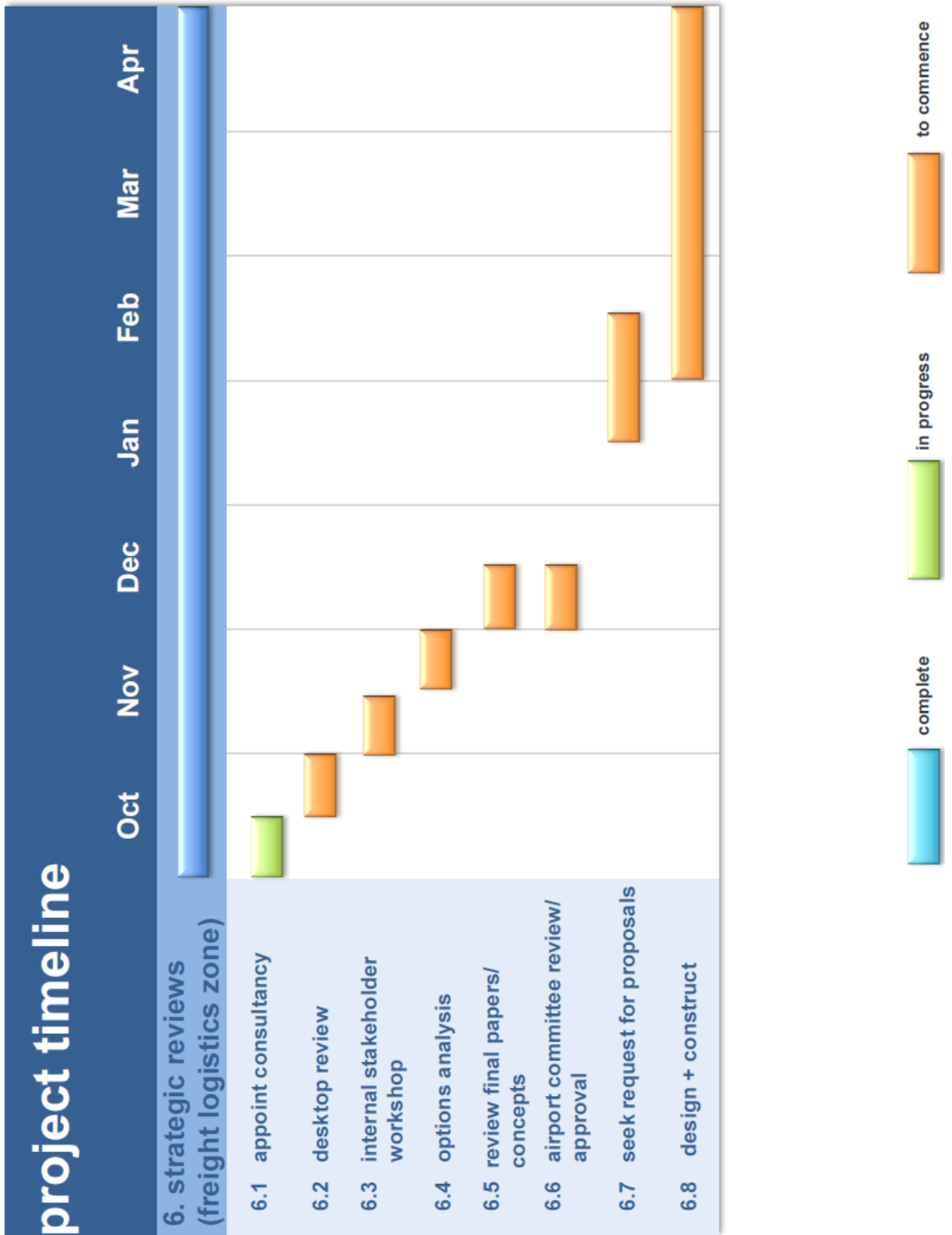


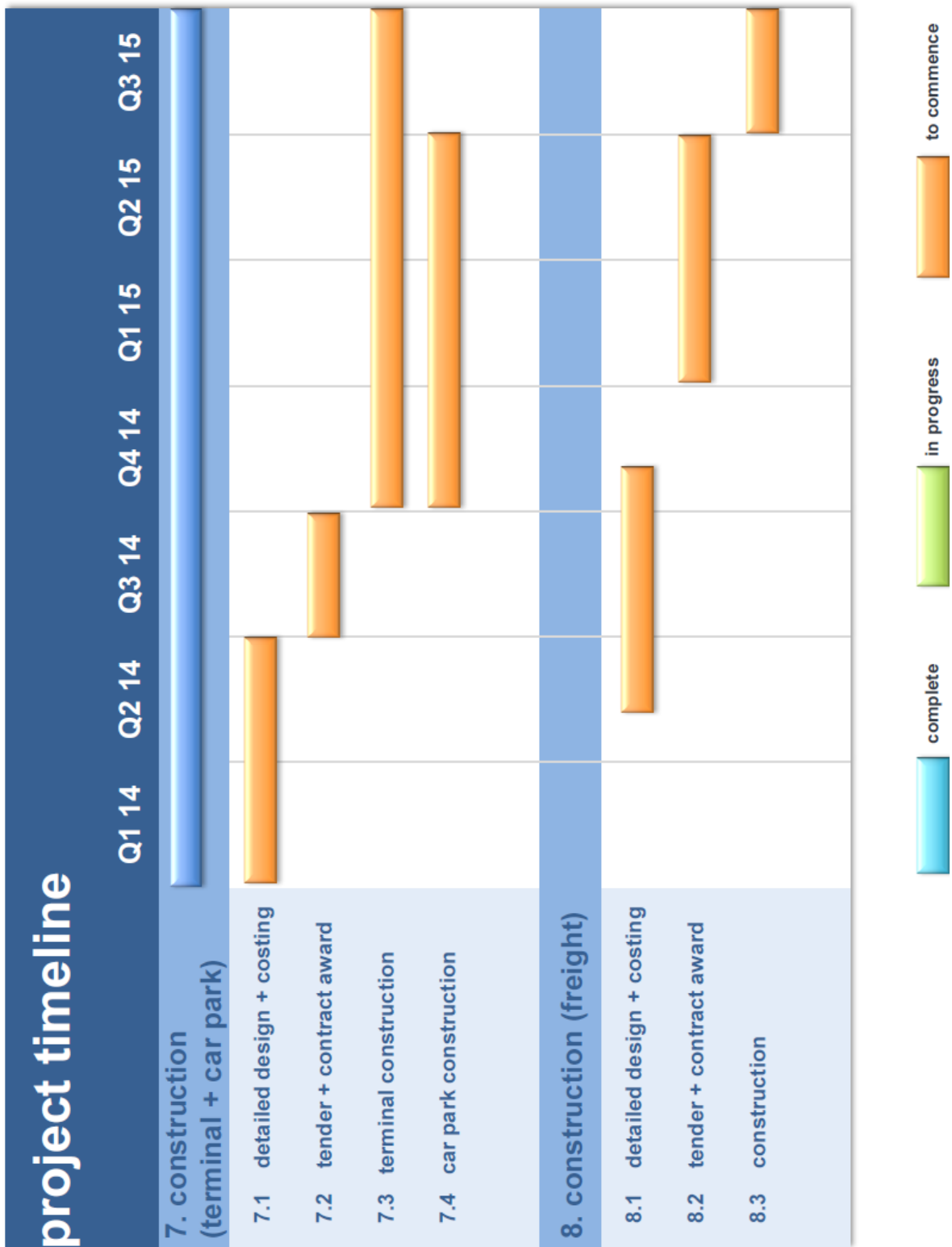


strategic reviews











operational update



operational update

- Pilbara Airports Group
 - convened by Australian Airports Association
 - security screening transition
 - partnership opportunities (retail, compliance, engineering services...)
- apron works



stakeholder engagement program



	inform (keep informed)	consult (listen, acknowledge)	involve (input directly reflected)
stakeholder	<ul style="list-style-type: none"> • general public 	<ul style="list-style-type: none"> • passengers, key airport users, transport, govt 	<ul style="list-style-type: none"> • tenants, airlines, ground handling, govt agencies
interests	<ul style="list-style-type: none"> • want new facilities 	<ul style="list-style-type: none"> • want easy, fuss free travel + functional facilities 	<ul style="list-style-type: none"> • want functional, operational and compliant facilities
objective	<ul style="list-style-type: none"> • keep informed, seek support 	<ul style="list-style-type: none"> • understand passenger profile, seek input on facilities 	<ul style="list-style-type: none"> • seek buy-in on terminal design
method	<ul style="list-style-type: none"> • website, media, fact sheets 	<ul style="list-style-type: none"> • survey, focus groups, one-on-one meetings 	<ul style="list-style-type: none"> • design + place making workshops
milestone	<ul style="list-style-type: none"> • strategy announcement, key construction milestones 	<ul style="list-style-type: none"> • strategic reviews, concept design, strategy announcement 	<ul style="list-style-type: none"> • strategic reviews, concept design

engagement schedule

- place-making
 - community workshop, Mon 28 Oct (PHE)
 - stakeholder workshop, Tues 29 Oct (PHE)
- concept design
 - stakeholder workshop, Tues 29 Oct (PHE)
 - airport committee/exec workshop, Wed 30 Oct (PHE)
 - industry workshop, Thurs 31 Oct (PER)
- tailored one-on-one meetings
 - airlines, Thurs 31 Oct (PHE/PER)
- airside operations



– industry workshop, Thurs 31 Oct (PER)

Placemaking 101

- The art and science of making authentic, vibrant and resilient places that are valued by their communities and admired by visitors
- Incorporates and influences other traditional areas of place development, including masterplanning, urban design, social and economic development, community engagement, retail planning, arts and culture and sustainable development
- Designed to:
 - Capture the uniqueness of a place
 - Incorporate the community aspirations and human scale
 - Input into design process and to improve functionality
 - Adds the finishing touches / fine grain differences



placemaking – functionality and character

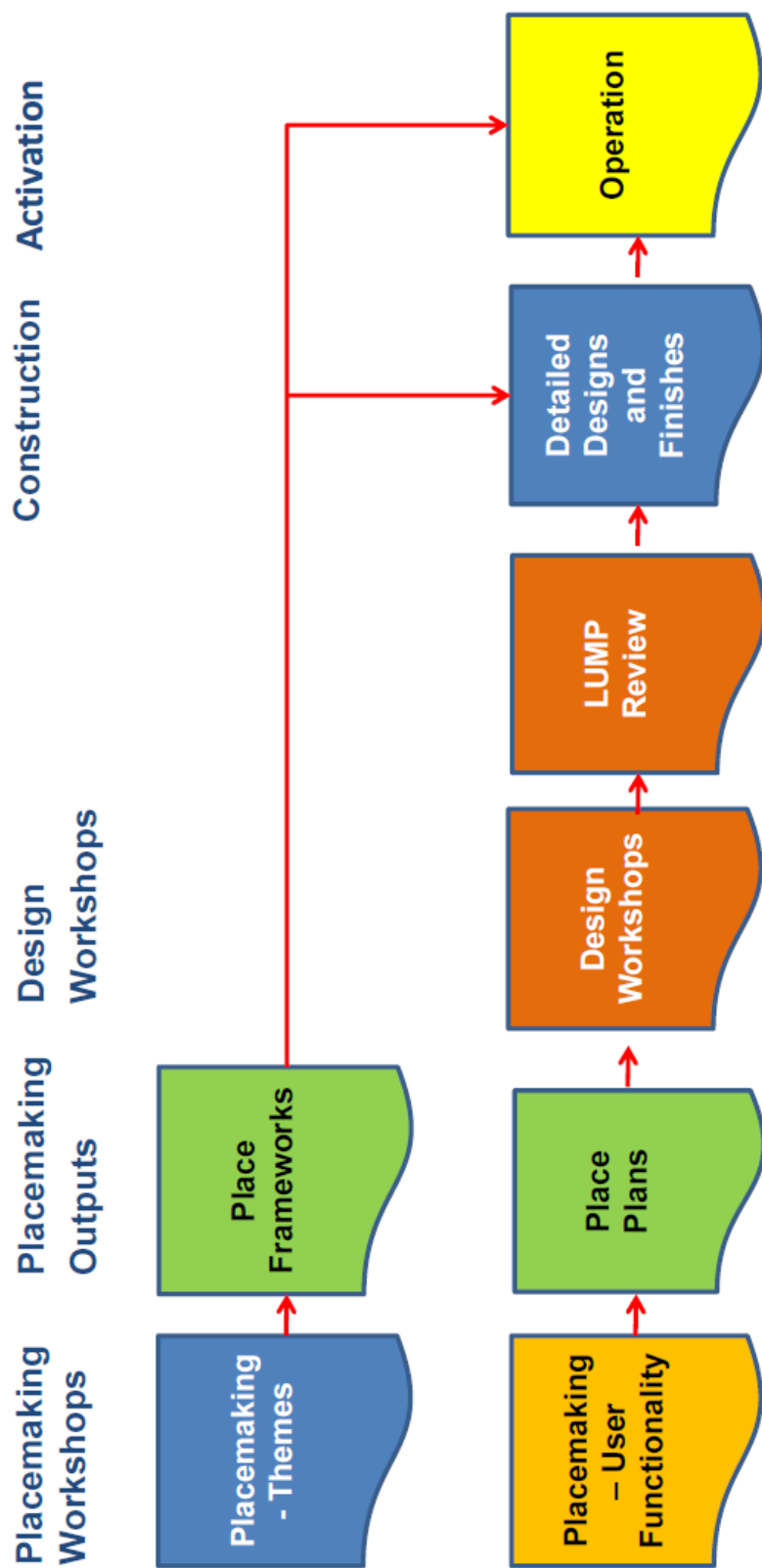




placemaking – functionality and character



Placemaking > LUMP Review > Airport Redevelopment



ITEM 10 REPORTS OF OFFICERS

10.1 ***Port Hedland International Airport – Projects Update
October 2013 (File No.: 08/02/0025)***

Officer Anna Duffield
Airport Development
Officer

Date of Report 23 September 2013

Disclosure of Interest by Officer Nil

Summary

This agenda item provides an update on Port Hedland International Airport redevelopment projects.

Background

The Town of Port Hedland has committed to invest \$70.5 million over the next five years on the Port Hedland International Airport precinct's redevelopment. Major projects are being commercially tested and prioritised.

Consultation*Internal*

- Program Director Airport Redevelopment
- Manager Investment and Business Development
- Manager Airport Operations

Statutory Implications

Nil

Policy Implications

Nil

Strategic Planning Implications

6.2 Economic

6.2.12 Gateway City & an attractive destination

Develop the Port Hedland International Airport as a leading regional airport in the area of passenger and freight movements and customer satisfaction

Budget Implications

Projects are continuing within budget.

Officer's Comment

The Town of Port Hedland has committed to invest \$70.5 million over the next five years on the Port Hedland International Airport precinct's redevelopment.

Major projects are being commercially tested and prioritised and a series of strategic reviews have commenced. A number of quick wins are being scoped to provide a better passenger and airport user experience.

Operational infrastructure programs, such as apron extension works and electrical ring main upgrades, have commenced.

Commercial agreements with Qantas for office space and self check-in kiosks are progressing. Agreements with Pilbara Freight Terminal are with the tenant for execution.

Attachments

1. Port Hedland International Airport projects update – October 2013

AC201314/022 Officer's Recommendation/ Airport Committee Decision**Moved: Cr Dziombak****Seconded: Mr Chris Whalley**

That the Airport Committee note the Port Hedland International Airport projects update October 2013 report.

CARRIED 5/0

Airport redevelopment program – October 2013 update

Capital works program				
project	2013/14 budget	expenditure/ commitments (Oct 2013)	project status	expected completion timeframe
airport operations building (plus \$2.4M 2013/14)	\$0	\$0	<ul style="list-style-type: none"> currently being reviewed as part of strategic review process 	<ul style="list-style-type: none"> reviews complete Dec 2013 construction to commence 2015
bus parking	\$400,000	\$98,753	<ul style="list-style-type: none"> alternative bus facility to be constructed on old Mobil site. works being undertaken by Town's depot team. meetings held with bus companies to discuss parking layouts 	<ul style="list-style-type: none"> initial site works underway, anticipated completion by November 2013
car park lighting and CCTV	\$131,656	\$204,720	<ul style="list-style-type: none"> staff car park lights installed, long term car park lights delayed. 	<ul style="list-style-type: none"> due for completion end October 2013
car park/ground transport reconfiguration	\$160,000	\$88,624	<ul style="list-style-type: none"> currently being reviewed as part of strategic review process 	<ul style="list-style-type: none"> reviews complete Dec 2013 construction to commence 2015
electrical ring main (including runway lighting upgrade)	\$2,461,211	\$1,932,067	<ul style="list-style-type: none"> works commenced (note contractor to provide update at ACM) 	<ul style="list-style-type: none"> site works underway anticipated completion early 2014
main apron extension	\$4,734,464	\$3,488,219	<ul style="list-style-type: none"> works underway 	<ul style="list-style-type: none"> due for completion November 2013
quarantine incinerator	\$600,000	\$0	<ul style="list-style-type: none"> building repairs complete Department of Environment Regulation approval gained 	<ul style="list-style-type: none"> due for upgrade end 2013
repair runway safety ends	\$350,000	\$0	<ul style="list-style-type: none"> to be completed with re-sheet works 	<ul style="list-style-type: none"> due for completion November 2013
resheet runway and apron extensions	\$4,000,000	\$0	<ul style="list-style-type: none"> re-sheet works to commence following apron extension works (maximising when asphalt contractors are already on site) 	<ul style="list-style-type: none"> commence by end Oct 2013
terminal precinct	\$310,000	\$75,086	<ul style="list-style-type: none"> currently being reviewed as part of strategic review process 	<ul style="list-style-type: none"> reviews complete Dec 2013 construction to commence end 2014
transport and logistics subdivision	\$0 (note CF of \$6,092,180 not in budget. To be confirmed at Sept budget review)	\$82,740	<ul style="list-style-type: none"> designs complete – final cost estimate for subdivision \$7.6M plus GST, contingency and service connections design guidelines and business plan progressing services investigation ongoing currently being reviewed as part of strategic review process 	<ul style="list-style-type: none"> reviews complete Dec 2013 procurement for construction to commence on completion of strategic review and approval of business plan and budget.

Airport redevelopment program – October 2013 update

Commercial projects		
project	project status	expected completion timeframe
business and investment opportunities	<ul style="list-style-type: none"> • Pilbara Freight Terminal seeking customs and quarantine approval • economic opportunities being further investigated as part of strategic review process 	<ul style="list-style-type: none"> • Pilbara Freight Terminal anticipated commencement September 2013 • reviews complete Dec 2013
leases	<ul style="list-style-type: none"> • lease negotiations continuing with: <ul style="list-style-type: none"> – Qantas (being considered by tenant) • lease executed for: <ul style="list-style-type: none"> – Pilbara Cargo Terminal 	<ul style="list-style-type: none"> • Qantas lease anticipated for execution October 2013
communication, marketing and stakeholder engagement	<ul style="list-style-type: none"> • website usage steady: <ul style="list-style-type: none"> – December: 5,547 visits – January: 6,243 visits – February: 7,645 visits – March: 4,592 visits – April: 3,621 visits – May: 4,093 visits – June: 3,936 visits – July: 3,566 visits – August: 3,342 visits • media statement issued on apron and electrical upgrade works • stakeholder engagement strategy under development 	<ul style="list-style-type: none"> • stakeholder engagement ongoing • new flight information feed to be installed on home page end October 2013 (currently pending supplier programing)

AC201314/023 Airport Committee Decision**Moved: Cr Dziombak****Seconded: Cr Gillingham****That the Airport Committee suspend Standing Orders.*****CARRIED 5/0***

2:02pm Presiding Member advised that Standing Orders have been suspended.

AC201314/024 Airport Committee Decision**Moved: Cr Dziombak****Seconded: Cr Gillingham****That the Airport Committee resume Standing Orders.*****CARRIED 5/0***

2:11pm Presiding Member advised that Standing Orders are resumed.

10.2 Staff Parking at Port Hedland International Airport (File No.: 08/02/0025)**Officer****Anna Duffield
Airport Development
Officer****Date of Report****23 September 2013****Disclosure of Interest by Officer Nil****Summary**

This agenda item outlines a proposed solution to staff parking concerns at Port Hedland International Airport.

It seeks Airport Committee endorsement to recommend to Council that a new charge for airport staff parking in the long-term car park be introduced.

Background

The Town has been approached by North West Aviation Services (NWAS), which provide check-in and ground-handling services at the airport, regarding staff parking at Port Hedland International Airport.

NWAS have raised concerns about their staff walking to the designated free staff car park which is located near the Royal Flying Doctors Service hangar on the northern side of the airport entrance road. NWAS have expressed concerns about the safety of their employees walking to this area.

In a letter to the Town on 31 July 2013 NWAS have requested that, at no cost to NWAS staff, the Town either:

1. allocate 12 bays along the back row of the short-term car park
2. allocate bays behind the boom gate in the short-term car park
3. allocate bays along the back row of the short-term car park for late shift staff.

NWAS employee Helen Myers attended the 4 September 2013 Airport Committee to address specific concerns about walking to the designated staff car park.

Officers from the Town of Port Hedland have been involved in ongoing discussions with NWAS representatives regarding staff parking and noted that the Town is not in a position to provide additional free parking in a premium area such as the short-term car park.

Consultation

Internal

- Program Director Airport Redevelopment
- Manager Investment and Business Development
- Manager Airport Operations
- Manager Finance
- Team leader, Airport parking

External

- Sabar Technologies

Statutory Implications

Section 6.19 of the Local Government Act states that there is to be notice of fees and charges as per below:

Section 6.19. Local government to give notice of fees and charges

If a local government wishes to impose any fees or charges under this Subdivision after the annual budget has been adopted it must, before introducing the fees or charges, give local public notice of

—
(a) its intention to do so; and

(b) the date from which it is proposed the fees or charges will be imposed.

Policy Implications

Nil

Strategic Planning Implications

6.2 Economic

6.2.12 Gateway City & an attractive destination

Develop the Port Hedland International Airport as a leading regional airport in the area of passenger and freight movements and customer satisfaction

Budget Implications

Long-term paid parking revenue is attributed to GL 1210335.

It is recommended that a charge of \$5 per day per vehicle is introduced for staff wishing to park in an alternative location to the designated free staff parking area.

If endorsed, the new charge will be introduced as part of the quarterly budget review process. The new charge will need to be advertised. The advertising is expected to cost less than \$200 and will be covered within existing budget allocations.

Officer's Comment

The Port Hedland International Airport precinct's redevelopment program is currently being reviewed including the ground transport and car park arrangements. This will include staff parking.

It should be noted that free designated staff parking is provided for all tenants. The car park is located near the Royal Flying Doctors Service hangar on the northern side of the airport entrance road. Staff walk along the slip road path and cross a road to access the car park.

It is acknowledged that NWS staff have concerns about walking to the designated staff car park due to lighting concerns and appropriate pathways.

It is recommended that the Town offers staff parking in the long-term car park for a fee of \$5 (inc gst) per day per vehicle, as detailed below.

Short-term car park

The short-term car park is situated directly opposite the terminal in a premium position. It is used consistently for pick-ups, drop-offs and as the taxi rank. The car park is free for first 30 minutes and then increases at a rate of \$2.10 per hour.

While there are a limited number of spaces available at any one time, there is not capacity to open the car park for staff parking.

Long-term car park

The long-term car park is situated on the southern end of the entrance road. It is accessed from the terminal by a path and new lighting is currently being installed. The carpark operates on a boom gate system where clients either take a ticket and pay prior to exit, or use a 'business pass card'. The long-term car park costs \$15.70 (inc gst) per day.

Businesses can set up a pass card for a fee of \$120.30 (inc gst). The business is then issued with a monthly account based on usage. Businesses are subject to relevant credit checks prior to establishing an account with the Town.

Staff parking fee

The proposed fee is based on the licence rate for hire car 'ready bays' which are currently leased at \$1785 (ex gst) per annum. This equates to \$4.89 (ex gst) per day.

New staff parking arrangements

It is recommended that a new fee of \$5 per day is offered to airport tenants for their staff to use the long-term car park. Each business would need to create an account with the Town, rather than the individual employee. It would be up to the business to determine how many cards they need and to pay the Town. The business would need to determine if they were to seek payment from their employees or cover the cost of parking.

The new charge would be introduced as an 'airport staff parking fee' and able to be accessed by any staff member employed within the Port Hedland International Airport precinct.

NWAS consideration

The proposal for providing an alternative staff parking area at a reduced commercial rate of \$5/day is currently being considered by North West Aviation Services.

Attachments

Nil

Officer's Recommendation

That the Airport Committee recommend to Council that a new charge for airport staff parking at \$5 per day in the long-term car park will be introduced as part of the quarterly budget review process.

AC201314/023 Airport Committee Decision

Moved: Cr Dziombak

Seconded: Mr Chris Whalley

That the Airport Committee recommends to Council:

- 1. That a new charge for parking at \$5 per day in the long-term car park will be available to airport businesses on application as part of the quarterly budget review process; and**

2. That it is noted that free staff car parking arrangements are still available.

CARRIED 5/0

ITEM 11 LATE ITEMS AS PERMITTED BY PRESIDING MEMBER/COUNCIL

Note: The next Airport Committee Meeting will be held on Thursday 31 October 2013 instead of 6 November 2013.

ITEM 12 MOTIONS OF WHICH PREVIOUS NOTICE HAS BEEN GIVEN

Nil

ITEM 13 CONFIDENTIAL ITEMS

Nil

ITEM 14 APPLICATIONS FOR LEAVE OF ABSENCE

Nil

ITEM 15 CLOSURE

Presiding Member thanked Mr Chris Whalley for his contributions towards the Airport Committee and presented him with certificate of appreciation.

Mr Whalley thanked other members of the committee and stated that being a member of this group has been very informative and rewarding. Even if he is leaving town he will continue to be interested in the development of the airport and would like to be updated every month with what is happening.

15.1 Date of Next Meeting

Pending Council's resolution on 23 October, the next Airport Committee meeting will be held on 31 October 2013 when the dates for the next 12 months will be set.

15.2 Closure

There being no further business, the Presiding Member declared the meeting closed at 2:20pm.