



Town of Port Hedland

MINUTES

OF THE

AIRPORT COMMITTEE

OF THE TOWN OF PORT HEDLAND COUNCIL

HELD ON

WEDNESDAY 5 JUNE 2013

AT 12:30PM

IN

COUNCIL CHAMBERS

MCGREGOR STREET, PORT HEDLAND

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

Terms of Reference**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
Ms Michelle Cook – tendered her resignation on 8 January 2013
Mr Serge Doumergue
Mr Chris Whalley

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.)

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 12.30pm 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 Jan M Gillingham
Councillor Julie E Hunt

Community Members:

Mr Serge Doumergue
Mr Chris Whalley
Ms Florence Bennett

Officers:

Mr Mal Osborne	Chief Executive Officer
Ms Natalie Octoman	Director Corporate Services
Mr Russell Dyer	Director Engineering Services
Mr Gordon MacMile	Director Community Development
Mr Brett Reiss	Program Director Airport Redevelopment
Ms Sara Bryan	Manager Investment and Business Development
Ms Anna Duffield	Airport Development Officer
Mr Bob Couzens	Manager Airport
Mr David Westbury	Manager Economic Development
Ms Jenella Voitkevich	Manager Infrastructure Development
Ms Josephine Bianchi	Governance Coordinator
Ms Lorraine Mathieson	Administration Officer Governance

2.2 Apologies

Councillor Gloria A Jacob
Councillor Michael B Dziombak – Deputy Presiding Member

2.3 Approved Leave of Absence

Nil

ITEM 3 RESPONSE TO PREVIOUS QUESTIONS – TAKEN ON NOTICE

3.1 Questions from Public at Airport Committee Meeting held on 1 May 2013

Nil

3.2 Questions from Elected Members at Airport Committee Meeting held on 1 May 2013

Nil

Presiding Member opened Public Question Time at 12.38pm.

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'.

4.1 Public Question Time

Nil

Presiding Member closed Public Question Time at 12.38pm.

4.2 Public Statement Time

Presiding Member opened Public Statement Time at 12.39pm.

Nil

Presiding Member closed Public Statement Time at 12.39pm.

ITEM 5 QUESTIONS FROM MEMBERS WITHOUT NOTICE

Nil

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

Cr Carter	Cr Gillingham
Cr Hunt	Mr C Whalley
Mr S Doumergue	Ms F Bennett

ITEM 7 CONFIRMATION OF MINUTES OF PREVIOUS MEETING**AC201213/050 Airport Committee Decision****Moved: Cr Hunt****Seconded: Mr Doumergue**

That the Minutes of the Airport Committee Meeting held on Wednesday 1 May 2013 be confirmed as a true and correct record of proceedings.

CARRIED 6/0**ITEM 8 ANNOUNCEMENTS BY PRESIDING MEMBER WITHOUT DISCUSSION**

Nil

ITEM 9 PETITIONS/DEPUTATIONS/PRESENTATIONS/SUBMISSIONS**9.1 Program Director Airport Redevelopment, Development Strategy Review.**

Note: Presiding Member requested that this Item be considered after Item 10 'Reports of Officers'.

ITEM 10 REPORTS OF OFFICERS

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

Officer Anna Duffield
Airport Development
Officer

Date of Report 15 May 2013

Disclosure of Interest by Officer Nil

Summary

This agenda item provides an update on Port Hedland International Airport operational 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 by the new program director, Mr Brett Reiss.

Interim improvement works and operational infrastructure upgrades are continuing.

Consultation*Internal*

- Manager Investment and Business Development
- Manager Infrastructure Development
- Manager Airport Operations

Statutory Implications

Nil

Policy Implications

Nil

Strategic Planning Implications

The following sections of Council's Strategic Community Plan 2012 – 2022 are considered relevant to this proposal:

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

Nil

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.

Interim improvement works and operational works are continuing. These projects include:

- Capital works – demolition of old ASA building, installation of car park lighting, electrical ring main upgrades and logistics subdivision
- Commercial projects – negotiations for lease for self-check-in kiosks and International freight depot

Attachments

Port Hedland International Airport projects update – June 2013

AC201213/051 Airport Committee Decision / Officer's Recommendation

Moved: Cr Hunt

Seconded: Cr Gillingham

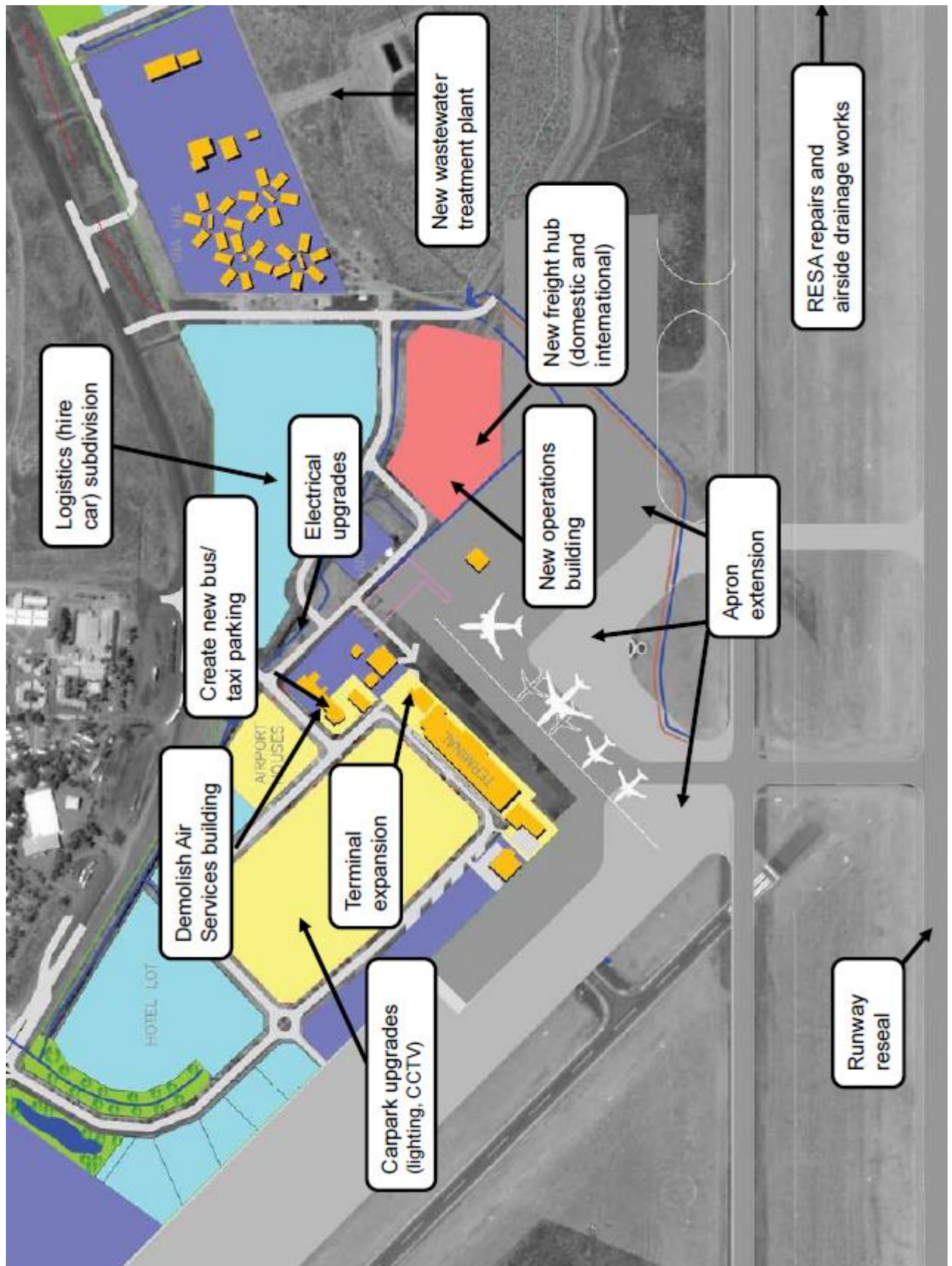
That the Airport Committee note the Port Hedland International Airport projects update May 2013 report.

CARRIED 6/0

Port Hedland International Airport projects update

airport committee June 2013







redevelopment program 2012/13


Project	Budget 2012/13	Expenditure/ commitments (28 May 2013)
airport operations building (plus \$2.4M 2013/14)	\$1,100,000	0
bus parking and demolition ASA building (plus \$619k c/fwd)	\$150,000	\$218,319
car park lighting and CCTV	\$250,000	\$118,403
electrical ring main (including runway lighting upgrade)	\$2,500,000	\$2,341,225
electrical vehicle access gates	\$25,000	\$24,666
freight facility	\$4,500,000	0
repair runway safety ends	\$300,000	0
resheet runway and apron extensions	\$7,000,000	\$ 3,372,545
stage 1 terminal extension (plus \$3.75M 2013/14)	\$2,250,000	\$4,750
transport and logistics subdivision	\$6,000,000	\$52,252





capital work projects – status update

Project	Status
airport operations building	<ul style="list-style-type: none"> currently being reviewed by new airport redevelopment program director
apron extension and strengthening	<ul style="list-style-type: none"> tender awarded at 22 May Ordinary Council Meeting to WBHO Civil Pty Ltd
bus parking and demolition ASA building	<ul style="list-style-type: none"> demolition complete and minor works underway to make remaining building habitable bus parking facility being assessed
car park lighting and CCTV	<ul style="list-style-type: none"> CCTV and new staff car park lighting installed long term car park lighting delayed due to late delivery of light poles (scheduled to commence late may early June 2013)
electrical ring main	<ul style="list-style-type: none"> tender awarded at 22 May Ordinary Council Meeting to Total Electrical Communication Services Pty Ltd
electrical vehicle access gates	<ul style="list-style-type: none"> complete



capital work projects – status update

Project	Status
freight facility	<ul style="list-style-type: none"> being reviewed by new airport redevelopment program director
repair runway safety ends	<ul style="list-style-type: none"> to be completed with re-sheet works
resheet runway	<ul style="list-style-type: none"> re-sheet works to commence following apron extension works (maximising when asphalt contractors are already on site)
stage 1 terminal extension	<ul style="list-style-type: none"> currently being reviewed by new airport redevelopment program director
transport and logistics subdivision	<ul style="list-style-type: none"> Subdivision detailed designs complete QS cost estimate on construction due beginning June design guidelines and business plan progressing, required as per Tender policy Services investigation ongoing – water pending Water Corp advice and Kingsford Business park connection, sewer pending assessment of WWTP EOI and 2013/14 budget approval



commercial projects – status update

Project	Status
business and investment opportunities	<ul style="list-style-type: none"> • negotiations ongoing with Element Accommodation for Airport Hotel • negotiations ongoing with Pilbara Freight Terminal for International freight depot • Wastewater treatment plant EOLs being assessed – 18 received
leases	<ul style="list-style-type: none"> • lease/licence negotiations progressing with: <ul style="list-style-type: none"> – Airport Bar and Cafe – Qantas – Westpac ATM – Pilbara Cargo Terminal
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 (due to cyclone) – March: 4,592 visits – April: 3,621 visits

10.2 *Port Hedland International Airport – Overview of Precinct (File No.: 08/02/0025)*

Officer **Anna Duffield**
Airport Development Officer

Date of Report **15 May 2013**

Disclosure of Interest by Officer **Nil**

Summary

This agenda item provides an overview of the Port Hedland International Airport precincts and its revenue profile.

Background

At its 14 December 2011 Ordinary Meeting, Council endorsed the Port Hedland International Airport Master Plan (decision 201112/262):

That Council:

1. *Adopt the 'Port Hedland International Airport Master Plan' prepared by Airbiz in September 2011 as the strategic planning document for future development for the Port Hedland International Airport; and*
2. *Requests that the Airport Master Plan be reviewed by the Manager of Airport Operations every three years or earlier as deemed necessary, with recommendations to be brought back to Council for consideration.*

CARRIED 7/0

The Master Plan provides a 20 year planning framework for future development of the airport to meet long-term business, operational objectives, and regional requirements.

It identifies distinct precincts and suitable land uses for these precincts.

This agenda item outlines the identified precincts and their current uses.

Consultation

Internal

- Manager Investment and Business Development
- Manager Infrastructure Development
- Manager Airport Operations

Statutory Implications

Nil

Policy Implications

Nil

Strategic Planning Implications

The following section of Council's Strategic Community Plan 2012-2022 is considered relevant:

6.2	Economic
6.2.2	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

Nil

Officer's Comment

The Master Plan provides a 20 year planning framework for future development of the airport to meet long-term business and operational objectives, and regional requirements.

It summarises key aviation issues and opportunities and provides detail for the phasing key infrastructure which has been reflected in the five year \$70.5 million capital works program.

The Town has engaged a new program director to lead this redevelopment. Mr Brett Reiss will conduct a review of the Airport Master Plan, capital works program and associated documentation to ensure it is currency and relevance to Port Hedland.

As part of this review, it is worth noting the identified precincts within the airport area, their current uses and revenue return. The Master Plan identifies four precincts. Their use, area and revenue return are noted below:

Precinct	Area/use	Revenue
Precinct 1	Terminal and supporting area	Airport Reserve
Precinct 2	TWA camps	Municipal funds
Precinct 3 (Kingsford Business Park)	Business/ light industry subdivision under development	Spoilbank reserve (initially) Airport reserve (following commercial returns from sale of lots)
Precinct 4	Only suitable for passive uses	Municipal funds

The current revenue profile of Precinct 1 includes:

- Aeronautical – landing and passenger fees
- Property – leases and common user fees
- Commercial – hire cars, bar and café, car park and advertising.

Additional revenue and commercial opportunities will be explored as part of the redevelopment program.

It should be noted that the Airport Committee has responsibility for driving the redevelopment of Precinct 1.

Attachments

Port Hedland International Airport precinct summary

AC201213/052 Airport Committee Decision / Officer's Recommendation

Moved: Cr Hunt

Seconded: Cr Doumergue

That the Airport Committee note the Port Hedland International Airport precinct summary.

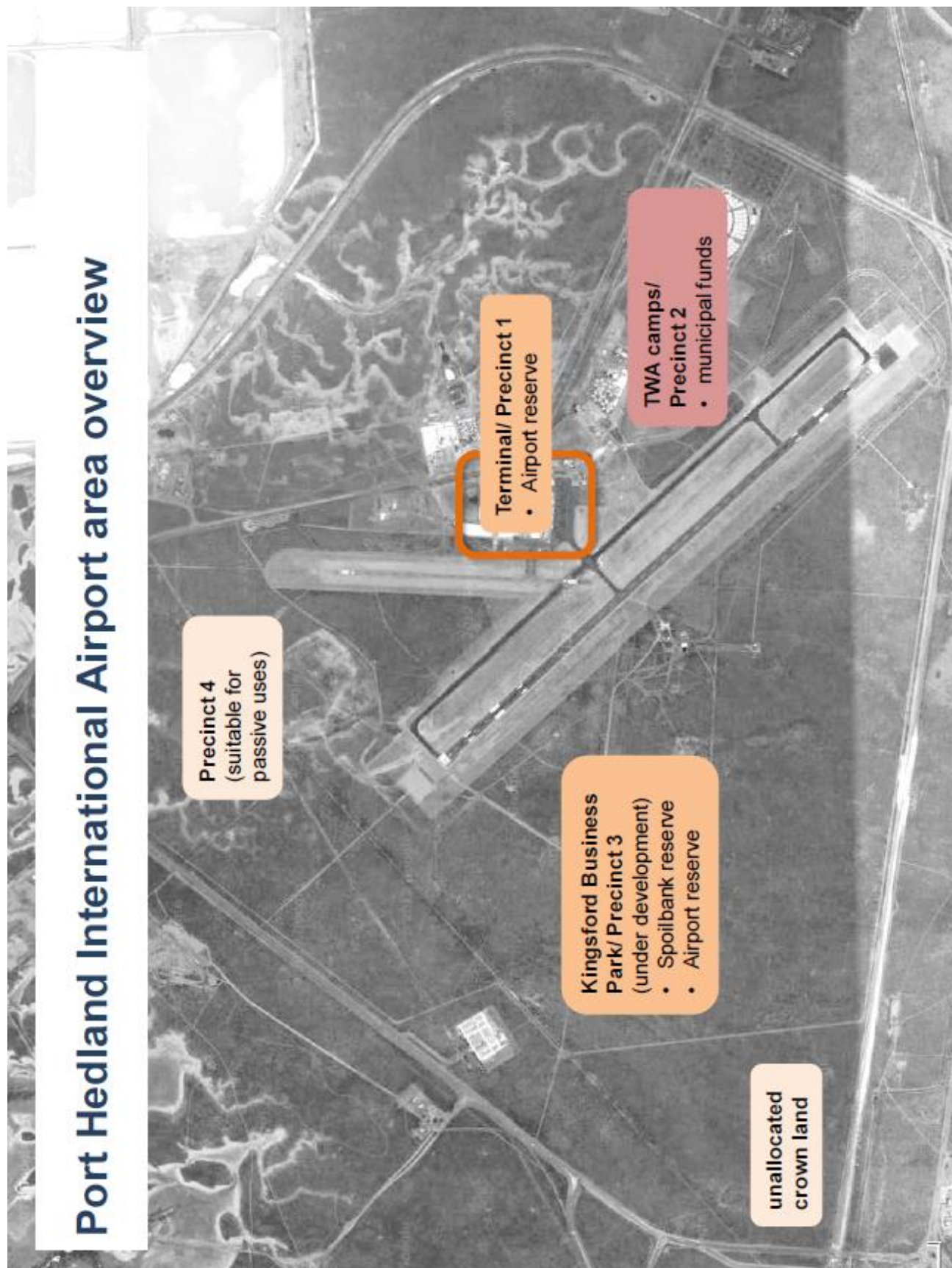
CARRIED 6/0

Port Hedland International Airport precinct overview

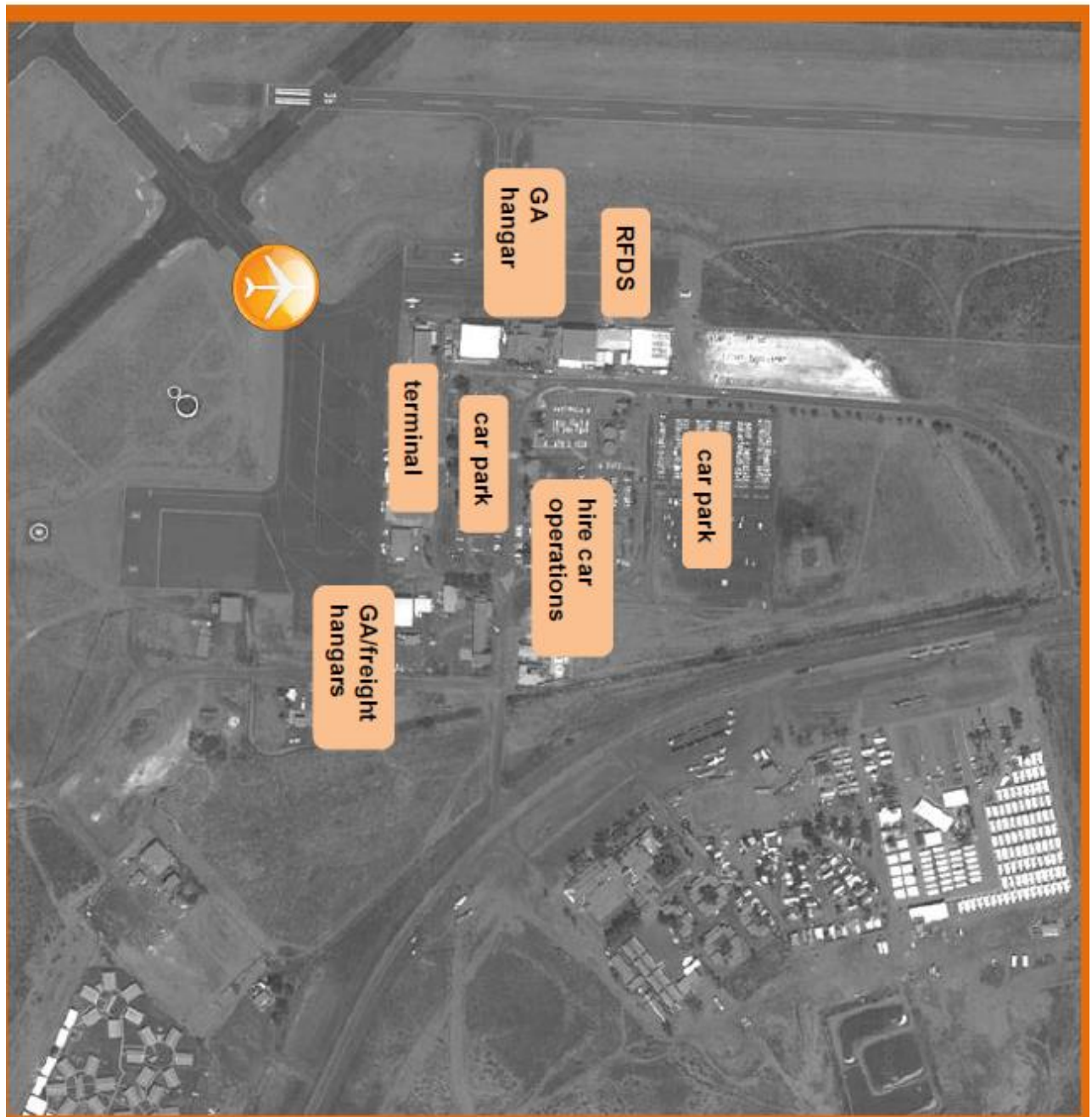
prepared for airport committee meeting 5 June 2013



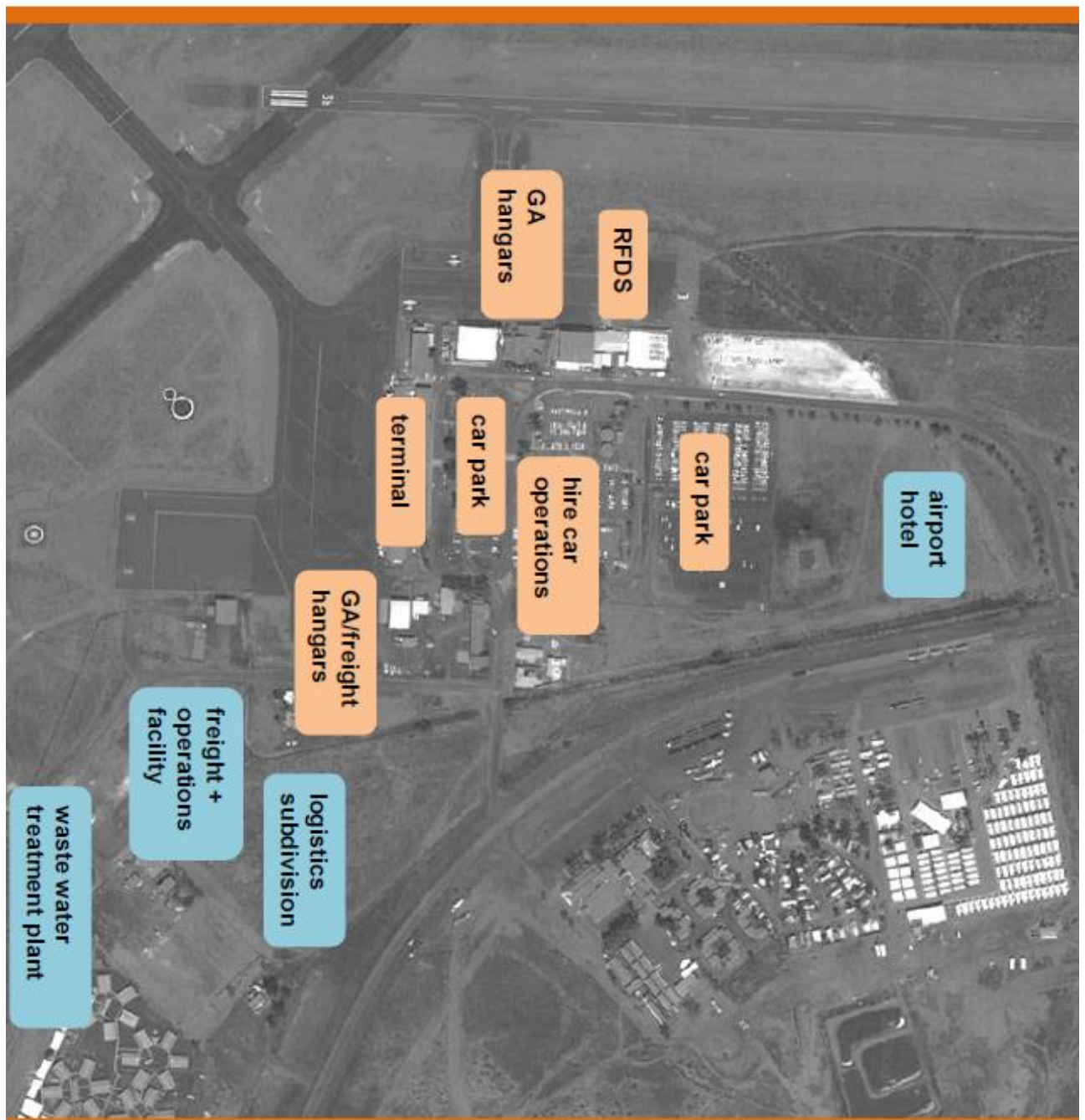
Port Hedland International Airport area overview



Port Hedland International Airport precinct current revenue (to airport reserve)



Port Hedland International Airport precinct future revenue (to airport reserve)



10.3 Airport Committee Membership (File No.: 30/09/0037)

Officer Anna Duffield
Airport Development Officer

Date of Report 28 May 2013

Disclosure of Interest by Officer Nil

Summary

The purpose of this agenda item is to seek approval to appoint a new member for the Airport Committee following the resignation of Michelle Cook on 8 January 2013.

Background

The Airport Committee was 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.

The committee consists of five elected members and four community members.

Michelle Cook tendered her resignation on 8 January 2013 and subsequently there is a vacant position on the committee that requires filling.

Consultation*Internal*

- Chief Executive Officer
- Program Director Airport Redevelopment
- Manager Investment and Business Development
- Manager Airport Operations
- Governance Coordinator

Statutory Implications

- 5.10. *Committee members, appointment of*
- (1) *A committee is to have as its members —*
- (a) persons appointed* by the local government to be members of the committee (other than those referred to in paragraph (b)); and*
- (b) persons who are appointed to be members of the committee under subsection (4) or (5).*
- * Absolute majority required.*

5.23. *Meetings generally open to public*

...
 (2) *If a meeting is being held by a council or by a committee referred to in subsection (1)(b), the council or committee may close to members of the public the meeting, or part of the meeting, if the meeting or the part of the meeting deals with any of the following —*

- (b) the personal affairs of any person; ...*
- (e) a matter that if disclosed, would reveal —*
- ... (iii) information about the business, professional, commercial or financial affairs of a person.*

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

Expenditure to place a public notice is included in the current budget allocation.

Committee members are not remunerated for their time.

Officer’s Comment

An Expression of Interest process was undertaken to recruit a new member to the Airport Committee. This included a public notice being placed in the North West Telegraph and a media release.

The Town of Port Hedland received five applications from a diverse set of community members. Applicants were asked to submit their resume and cover letter stating why they should be considered for the committee.

The applications were assessed by an internal review panel consisting of the Chief Executive Officer, Program Director Airport Redevelopment and Airport Development Officer based on:

- Experience as a strategic thinker and business leader
- Experience as a committee or board members
- Experience in aviation, infrastructure and commercial projects
- Experience in senior and executive positions.

Due to the level of interest, it is recommended that the committee recruit two additional members – Dr Ken King and Mr Erik Widing.

Dr Ken King is the Chief Executive Officer of the Pilbara Development Commission. He has extensive public and private sector experience in business and industry, regional economic development, investment attraction and project facilitation. Dr King has a lead role in shaping the future of Port Hedland and the Pilbara. His experience and skill set would be an asset to the committee.

Mr Erik Widing is a consultant for the Port Hedland Port Authority and BHP Billiton Iron Ore as a supply chain management and transport and distribution specialist. Mr Widing has a good understanding of the Northwest business community and his skills in transport would be valued in leading the development of the logistics hub at Port Hedland International Airport.

Appointing more than one committee member will require an amendment to the committee's Terms of Reference (TOR). The TOR are also being assessed as part of the airport redevelopment program review and will be presented to the Committee in the near future.

Attachments

1. **CONFIDENTIAL** – applications for airport committee
2. Amended Terms of Reference

AC201213/053 Airport Committee Decision / Officer's Recommendation

Moved: Cr Hunt

Seconded: Cr Gillingham

That the Airport Committee recommends to Council that:

1. **The Port Hedland International Airport Committee Terms of Reference are amended to include an additional member;**
2. **Dr Ken King from the Pilbara Development Commission and Mr Erik Widing from the Port Hedland Port Authority be appointed as members of the Port Hedland International Airport Committee in accordance with the Terms of Reference; and**
3. **The Terms of Reference be assessed as part of the airport redevelopment program review and be presented to a Committee briefing.**

CARRIED 6/0

*ATTACHMENT 2 TO ITEM 10.3***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
Mr 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:

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- Wednesday, 3 July 2013
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- 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.)

Mr Whalley left the room at 12.50pm.

AC201213/054 Airport Committee Decision**Moved Cr Hunt****Seconded Cr Gillingham****That the Committee suspend Standing Orders.*****CARRIED 5/0***

Presiding Member advised that Standing Orders be suspended as of 12.50pm.

AC201213/055 Airport Committee Decision**Moved Cr Hunt****Seconded Cr Gillingham****That the Committee resume Standing Orders.*****CARRIED 5/0***

Presiding Member advised that Standing Orders be resumed as of 12.53pm.

Mr Whalley re-entered the room at 12.53pm.

Cr Dziombak and Cr Jacob phoned into the meeting to listen to the Program Director Airport Redevelopment Mr Brett Reiss' presentation at 12.53pm.

Cr Gillingham tendered her apologies and left the meeting at 1.25pm.

NOTE: Mr Brett Reiss made a presentation regarding the Airport Development Strategy Review, noting the following:

- Observations – aim is to redevelop and upgrade airport, increase passenger and freight traffic, increase revenue and improve customer satisfaction
- Challenges – need to separate activities, insufficient car parking, outdated facilities, security constraints and increasing demand for services
- Opportunities – terminal expansion will incorporate improved facilities and services to meet continued passenger growth
- Master Plan Snap Shot – was finalised in 2011, so needs updating. Key recommendations include relocating conflicting land use areas, implementing a freight and logistics precinct, reviewing ground transport and car park configuration, extending aprons and implementing landscaping and entry statements

- Where to next – café refurbishment, verge improvements, repainting the terminal and increasing secure area will provide quick wins. In the longer term there will be reviews of the master plan, Terminal growth plan, ground transport/car park and freight logistics hub.

ITEM 11 LATE ITEMS AS PERMITTED BY PRESIDING MEMBER/COUNCIL

Nil.

NOTE: Presiding Member requested an update on the Horizon Power outstanding bill which has been ongoing for two and a half years.

Manager Investment and Business Development responded that meetings have been continuing with Horizon Power for the past eight months. Horizon Power have been charging the Town an incorrect tariff, and negotiations are continuing regarding how the amendment will be calculated for past usage, and also into the future.

Presiding Member asked if the Town is charging its clients at the new rate.

Manager Investment and Business Development responded that the Town is unable to charge its clients at the new rate until the current issue is resolved.

Presiding Member requested that an update on this issue is provided at each Airport Committee meeting.

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**15.1 Date of Next Meeting**

The next Airport Committee Meeting of Council will be held on Wednesday 3 July 2013.

15.2 Closure

There being no further business, the Presiding Member declared the meeting closed at 1.40pm.

Declaration of Confirmation of Minutes

I certify that these Minutes were confirmed by the Airport Committee at its Ordinary Meeting held on _____.

CONFIRMATION:

CHAIRPERSON

DATE