



Town of Port Hedland

MINUTES

OF THE

AIRPORT COMMITTEE OF THE TOWN OF PORT HEDLAND COUNCIL

HELD ON

**MONDAY 14 JANUARY 2013
AT 5:30PM**

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 – Ms 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 5:30 pm in Council Chambers:

- Thursday, 10 January 2013 – changed to Monday 14 January 2013
- Thursday, 14 February 2013
- Thursday, 14 March 2013
- Thursday, 11 April 2013
- Thursday, 9 May 2013
- Thursday, 13 June 2013
- Thursday, 11 July 2013
- Thursday, 08 August 2013
- Thursday, 12 September 2013
- Thursday, 10 October 2013
- Thursday, 14 November 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.)

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 Chairperson declared the meeting open at 5:30pm 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 - Chairperson
Councillor Michael B Dziombak – Deputy Chairperson
Councillor Julie E Hunt
Councillor Gloria A Jacob

Community Members:

Mr Chris Whalley
Ms Florence Bennett

NOTE: Ms Michelle Cook tendered her resignation on 8 January 2013, leaving a current vacant position.

Officers:

Mr Malcolm Osborne	Chief Executive Officer
Ms Natalie Octoman	Director Corporate Services
Mr Russell Dyer	Director Engineering Services
Mr Gordon MacMile	Director Community Development
Miss Josephine Bianchi	Minute Taker/Governance Coordinator

2.2 Apologies

Mr Serge Doumergue

2.3 Approved Leave of Absence

Councillor Jan M Gillingham

ITEM 3 RESPONSE TO PREVIOUS QUESTIONS - ON NOTICE

3.1 Questions from Public at Airport Committee Meeting held on Thursday 22 November 2012

Nil

3.2 Questions from Elected Members at Airport Committee Meeting held on Thursday 22 November 2012

Nil

ITEM 4 PUBLIC TIME

Chairperson opened Public Question Time 5:31pm

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

Chairperson closed Public Question Time 5:31pm

Chairperson opened Public Statement Time 5:31pm

4.2 Public Statement Time

Nil

Chairperson closed Public Statement Time 5:31pm

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 Dziombak
Cr Hunt	Cr Jacob
F Bennett	C Whalley

ITEM 7 CONFIRMATION OF MINUTES OF PREVIOUS MEETING

AC201213/026 Officer’s Recommendation/ Airport Committee Decision

Moved: Cr Jacob

Seconded: Cr Dziombak

That the Minutes of the Airport Committee Meeting held on Thursday 22 November 2012 be confirmed as a true and correct record of proceedings.

CARRIED 6/0

NOTE: The Airport Committee meeting scheduled for Thursday 6 December 2012 could not go ahead as a quorum had not been established within 30 minutes of the time the meeting was due to begin. In view of this a set of Notes outlining the sequence of events on that day have been raised to outline the attendance/apologies of Airport Committee members, this being:

Attendance

*Councillor Arnold A Carter - Chairperson
Councillor Julie E Hunt
Councillor Gloria A Jacob
Ms Florence Bennett*

Apologies

*Councillor Michael B Dziombak – Deputy Chairperson
Councillor Jan M Gillingham
Ms Michelle Cook
Mr Serge Doumergue
Mr Chris Whalley*

These Notes have been published on the Town of Port Hedland website for public information and will also be bound and kept on the corporate record accordingly

AC201213/027 Airport Committee Decision

Moved: Cr Jacob

Seconded: Cr Hunt

That the Notes from the Airport Committee Meeting of Thursday 6 December 2012 be received.

CARRIED 6/0

ITEM 8 ANNOUNCEMENTS BY CHAIRPERSON WITHOUT DISCUSSION

Nil.

ITEM 9 PETITIONS/DEPUTATIONS/PRESENTATIONS/SUBMISSIONS

Nil.

ITEM 10 REPORTS OF OFFICERS

10.1 *Establishment of a Port Hedland International Airport User Group (File No.: 08/02/0024)*

Officer **Anna Duffield**
Airport Development
Officer

Date of Report **28 November 2012**

Disclosure of Interest by Officer **Nil**

Summary

This agenda item provides an update on the establishment of a Port Hedland International Airport user group.

Background

Council will invest \$70.5 million over the next five years on the Port Hedland International Airport precinct's redevelopment. A key part of the redevelopment will be engaging with stakeholders and ensuring effective communication with airport users.

As such an airport user group has been established and will meet on a quarterly basis. The group includes representatives from airport tenants such as airlines, hire car companies and aviation providers and organisations that directly service the airport such as transport operators.

Consultation*External*

- Airlines – Skywest, Qantas, Virgin Australia
- Aviation and freight providers – Golden Eagle, Karratha Flying Service, Royal Flying Doctors Service
- Hire car companies – Avis, Budget, Europcar, Hertz, McLaren Raw Hire, North West Rentals, Thrifty
- Transport providers – Carlindie Cabs, Hedland Taxis, Hedland Bus Lines, GoWest Tours, South Hedland Taxis
- Other airport users – Air BP, Northwest Aviation Services, School of the Air

Internal

- Manager Investment and Business Development
- Director Engineering Services
- Chief Executive Officer
- Manager Airport Operations

Statutory Implications

Nil

Policy Implications

Nil

Strategic Planning Implications

6.2 Economic

6.2.12	Gateway City & an attractive destination
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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 Port Hedland International Airport user group has been established as a two-way forum between key stakeholders of the airport and the Town of Port Hedland.

The user group meetings will be held on a quarterly basis and will be an effective forum to provide updates on latest developments and discuss opportunities and challenges at the airport. It also provides a useful feedback mechanism for how things are working at the airport.

The first meeting, held 26 November 2012, was attended by airlines, hire car companies, bus and taxi companies, ground and passenger handlers, aviation services and freight providers.

The meeting was a fruitful discussion about the opportunities, including Council's \$70.5 million redevelopment program and the challenges at the airport, such as congestion inside and in front of the terminal, redevelopment timeframes and how to accommodate growth.

These concerns have been taken on board by the Town and are being investigated further. One of the first items will be looking at how to alleviate congestion along the front of the terminal with bus and taxi parking.

Attachments

1. Presentation delivered at Airport User Group – 26 November 2012

Officer's Recommendation

That the Airport Committee note the establishment of the Port Hedland International Airport user group.

AC201213/028 Airport Committee Decision

Moved: Cr Jacob

Seconded: Cr Hunt

That the Airport Committee note the establishment of the Port Hedland International Airport user group and request that notes from the Port Hedland International Airport user group meetings be reported back to Airport Committee meetings.

CARRIED 6/0



Airport user group

26 November 2012



Overview

- Introduction Mal Osborne
- Redevelopment program Russell Dyer
- Feedback All

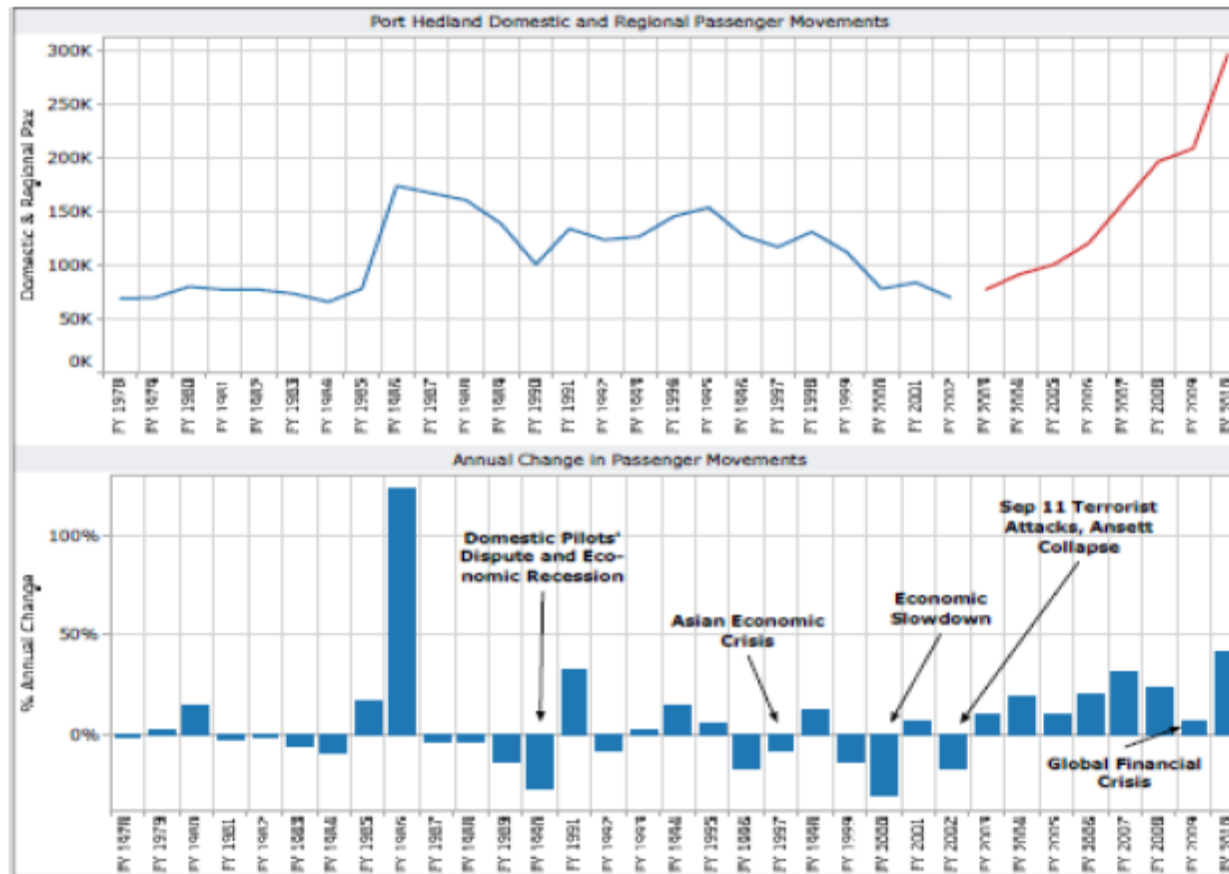


Port Hedland International Airport – now

- Accommodates 450,000 passengers every year
- Nearly 70 flights a week across four airlines plus charter and freight flights
- Rapid increase in passenger movements, plus limitations on co-ordinating flight times with other airports, has put strain on operations and terminal space



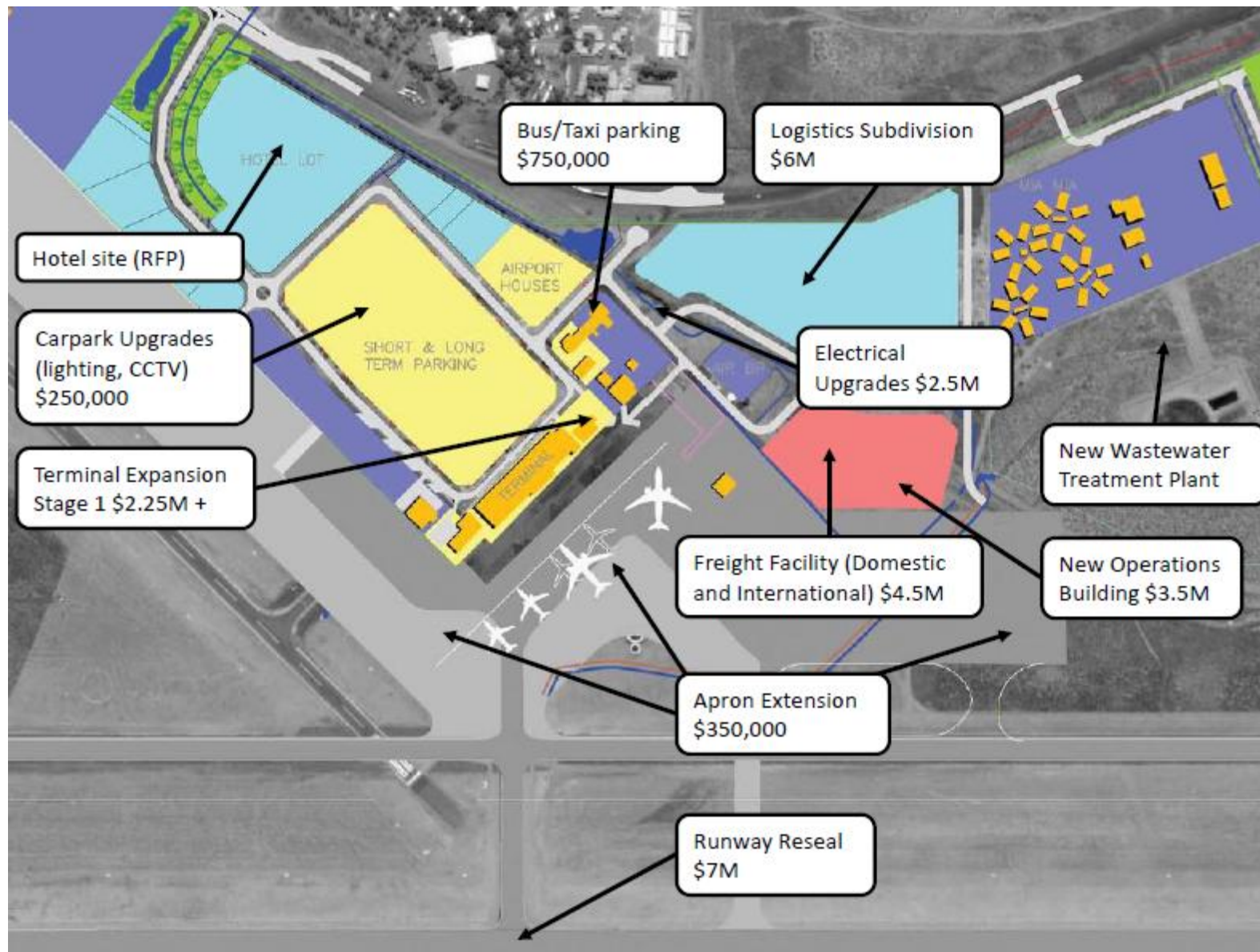
Port Hedland International Airport – now



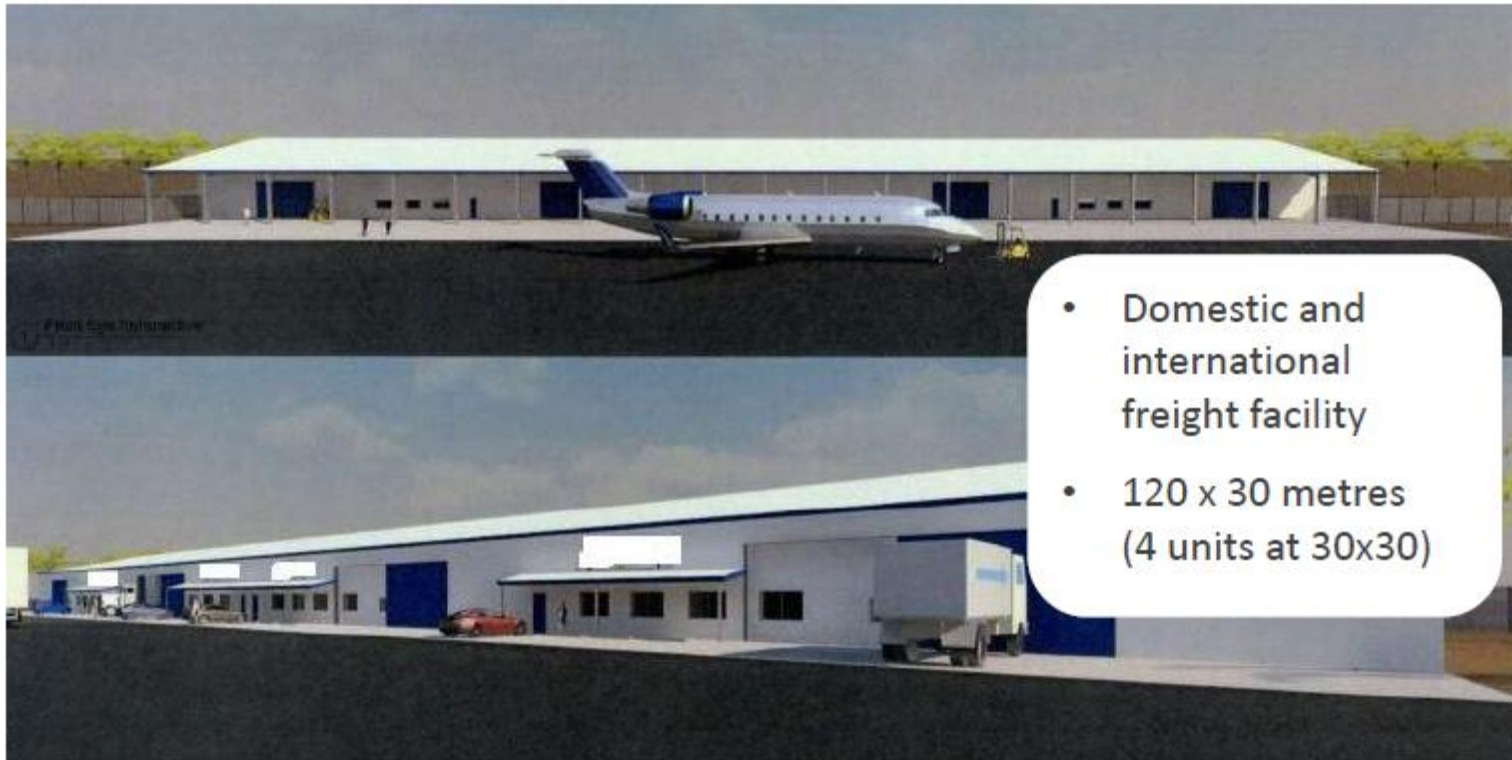
Port Hedland International Airport – future

- Accommodate more than 700,000 passengers/year
- Modern and well-serviced airport that provides a welcoming gateway to the North West and direct routes to Asia
- Expanded regional, national and international flights (more airlines, more routes, more services)
- Economic diversification
- More than just supporting FIFO – tourism, business development, education, defence, better passenger experience for all





New Freight Facility



- Domestic and international freight facility
- 120 x 30 metres (4 units at 30x30)

Note conceptual drawing only



New Operations Building



Note conceptual drawing only



Terminal Extension



Note conceptual drawing only

Greater capacity

- Terminal expansions
 - Cater for current and future demand shortage
 - Increased International capacity
 - To be delivered in stages based on market needs
- Runway reseal
 - Cater for larger aircraft without restrictions
- Apron extensions
 - Larger aircraft, more at one time
 - Business development along apron (freight, hangars)

Marketing program

- Program underway to build community and industry awareness of our vision for airport
 - New website
 - New logo
 - Media releases on key milestones (aviation award, new Virgin Australia flights, kids visit to airport)
 - School art competition (artwork on display at airport)



www.porthedlandairport.com.au

The screenshot shows the homepage of the Port Hedland International Airport website. At the top left is the airport's logo, a stylized bird/plane icon with the text "Port Hedland INTERNATIONAL AIRPORT". To the right of the logo is the tagline "Gateway to the Northwest and Beyond". Below this is a navigation menu with links for HOME, FLIGHTS, TERMINAL INFO, OPERATIONS, CORPORATE, OUR REGION, PROJECTS, and CONTACT. A map of Western Australia is displayed, with several cities marked: Ball, Broome, Port Hedland, Karatha, Geraldton, Perth, Melbourne, and Brisbane. Below the map is a secondary navigation bar with icons and text for terminal info, airport parking, and visitor info. The main content area is divided into three columns: "latest news" with three news items, "arrivals/departures" with a "View our online Flight Schedule" button, and "precinct redevelopment" with a "\$70.5 million" investment announcement. At the bottom, there are logos for QANTAS, Virgin Australia, Skywest, and airnorth, along with the "Port Hedland" logo.

Port Hedland INTERNATIONAL AIRPORT
Gateway to the Northwest and Beyond

HOME FLIGHTS TERMINAL INFO OPERATIONS CORPORATE OUR REGION PROJECTS CONTACT

Ball
Broome
Port Hedland
Karatha
Geraldton
Perth
Melbourne
Brisbane

terminal info airport parking visitor info

latest news

23 Jan Port Hedland International Airport (and national) awarded

21 Jan New Port Hedland International Airport website goes live

7 Oct Hedland students share airport facts to air

[Read more](#)

arrivals/departures

View our online Flight Schedule for current arrival and departure times

Click for more

precinct redevelopment

\$70.5 million will be invested over the next five years on refurbishments, infrastructure upgrades, land releases and new business opportunities.

Click for more

Port Hedland International Airport is your gateway to Western Australia's North West and the booming Pilbara region. We accommodate 450,000 passengers every year and have nearly 70 flights a week with daily flights to Perth and direct weekly flights to Brisbane, Melbourne and Ball.

QANTAS Virgin Australia Skywest airnorth

Port Hedland

Next steps

- Appointment of new program director early 2013
- Ongoing stakeholder consultation
 - “wish list” for redevelopment
- Infrastructure projects complete early 2013
 - bus parking
 - car park lighting
 - apron extensions
- Tenders issued for terminal, freight facility and operations facility

Feedback



ITEM 11 LATE ITEMS AS PERMITTED BY CHAIRPERSON/COUNCIL**AC201213/029 Airport Committee Decision****Moved: Cr Jacob****Seconded: Cr Hunt****That the Airport Committee accept all Late Items presented to the Airport Committee Meeting of 14 January 2013.*****CARRIED 6/0*****11.1 *Airport Website Update*****Officer****Anna Duffield
Airport Development Officer****Date of Report****7 January 2013****Disclosure of Interest by Officer Nil****Summary**

This agenda item provides an update on the development and management of the Port Hedland International Airport website.

Background

A new website has been developed for the Port Hedland International Airport. The website was developed to provide a user friendly, detailed site for all stakeholders to access relevant and timely information.

The website is a one-stop-shop for community, business and resource industry members looking to fly to and from Port Hedland. Key information includes:

- flight arrivals and departures, including real-time status of flights
- car rental and parking details
- contact details for airlines, freight companies and ground handlers
- what to do and where to eat and sleep
- redevelopment program and master plan
- operational details

In addition, a new logo has been developed to reflect the colours of the Pilbara region as well as echo the Town of Port Hedland's existing visual identity.

Consultation*External*

- Melbourne IT
- Airlines
- Aviation and freight providers
- Hire car companies

Internal

- Manager Investment and Business Development
- Manager Marketing
- Manager Airport Operations
- Director Engineering Services

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

Website management is allocated to GL 1211282.

Officer's Comment

The Port Hedland International Airport website (www.porthedlandairport.com.au) was launched on 20 November 2012. It reflects the airport's vision to become a modern welcoming gateway to the Northwest and beyond.

Initial website tracking statistics show that during December there were 5,457 visits to the website, including 18,302 page views and 1,536 unique visitors. This highlights that there are a large proportion of returning visitors.

As the website is in its infancy the following conclusions may not be reflective of long term trends, however are worth noting and provide a benchmark for future analysis.

The peak days for website visits were when media releases regarding the airport were distributed. This may be attributed to the fact that the media releases include a direct link to the website.

The most frequently visited pages are flight schedule/arrival and departure (47% of page views) and the home page (40%). Other visited pages include flight information (4%), art and story competition (2%), media releases (1%), contact us (1%), terminal information (1%), operations (1%), our region (1%), international (1%), and airport parking (1%).

This highlights that the most popular information is flight arrival and departure schedules. The high proportion of home page visits can be attributed to the launch phase and people visiting the site to see the new logo and website.

Of the media releases, the most popular were *\$1000 travel voucher up for grabs* (22%), *Port Hedland International Airport lands national accolade* (14%) and *New taxi zone for Port Hedland International Airport* (6%).

The website was accessed mostly from computers (81%) as opposed to smart phones or tablets (19%).

Users accessed the site directly (72% of visits) followed by search engines (google 21%, yahoo 2%) and the Town's corporate site (2%).

The majority of visits were from Australian users (94%) followed by the United States (2%), New Zealand (1%) and the United Kingdom (1%).

The report highlights that while the website is in its infancy, it is being accessed by users and on a repeat basis.

Attachments

Port Hedland International Airport website usage report – December 2012

AC201213/030 Officer's Recommendation/Airport Committee Decision

Moved: Cr Hunt

Seconded: Cr Dziombak

That the Airport Committee note the December 2012 Port Hedland International Airport website usage report.

CARRIED 6/0

Airport website usage report - December 2012

Summary

Visits	5,457
Unique visitors	1,536
Pageviews	18,302
Pages/visit	3
Average visit duration	10:03

Summary of pages

page	page views
flight information	8567
home page	7354
flight info	768
art and story competition	303
media releases	222
contact us	218
terminal information	191
operations	167
our region	124
international	119
airport parking	110
redemption project	72
corporate	47
art competition entries	11

Media release - breakdown

page	page views
media release home page	86
1000 travel adventure up for grabs	48
port hedland international airport lands national accolade	29
new taxi zone for port hedland international airport	17
new port hedland international airport website takes off	14
hedland students share airport ideas to win	10
kids go behind the scenes of port hedland airport	10
port hedland welcomes additional virgin australia flights	8

Type of device

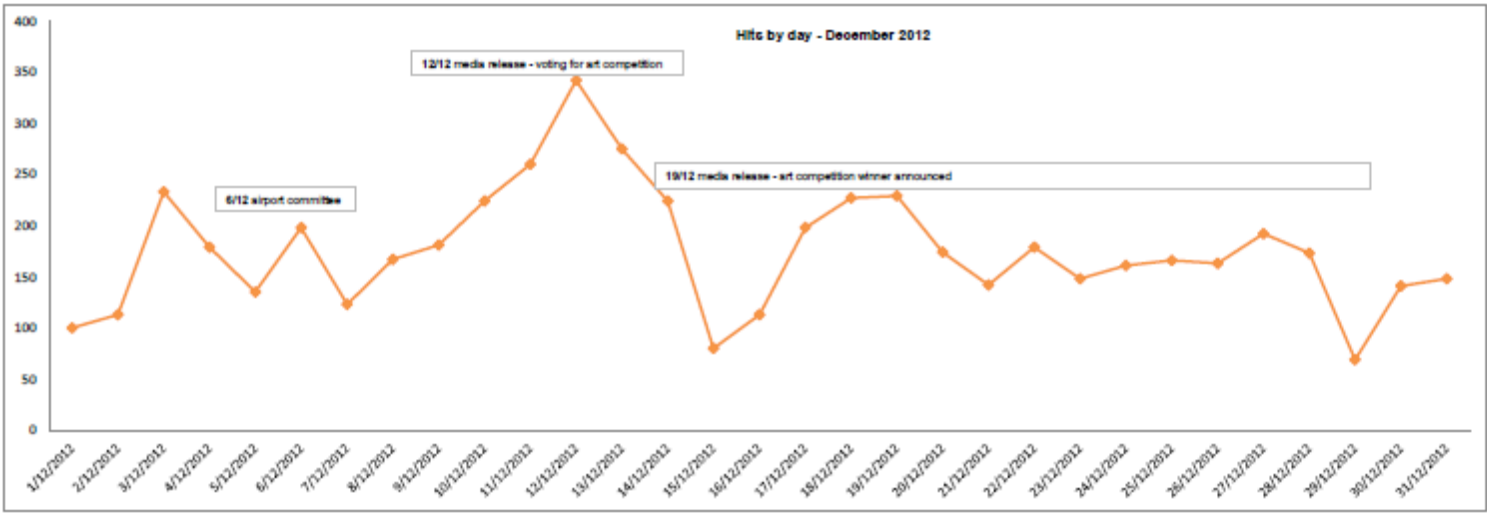
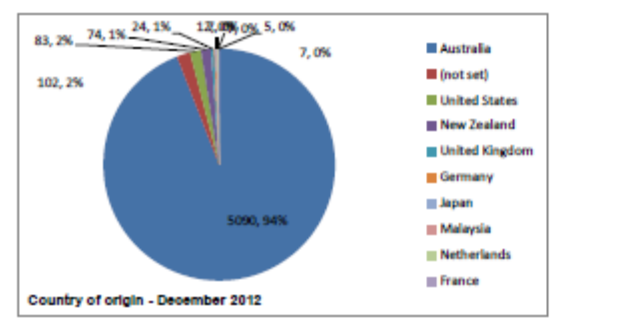
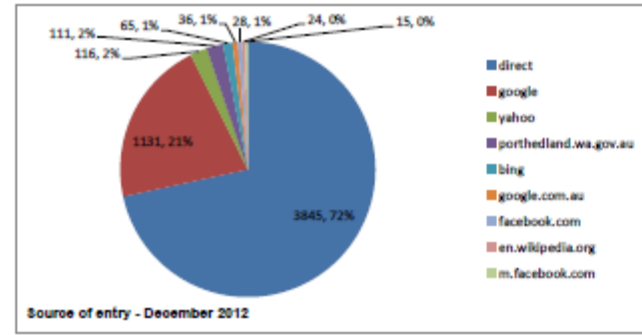
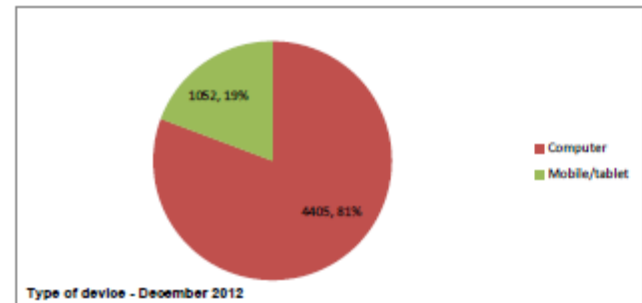
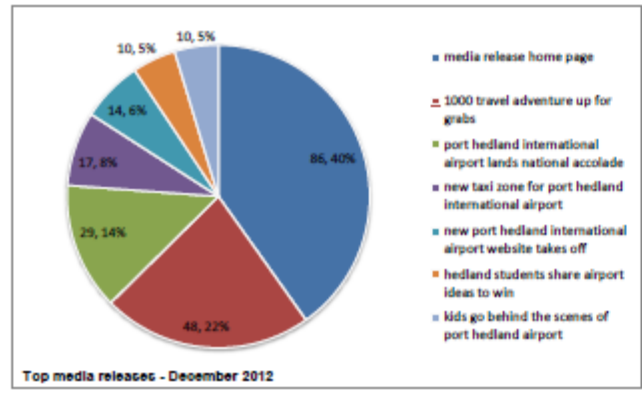
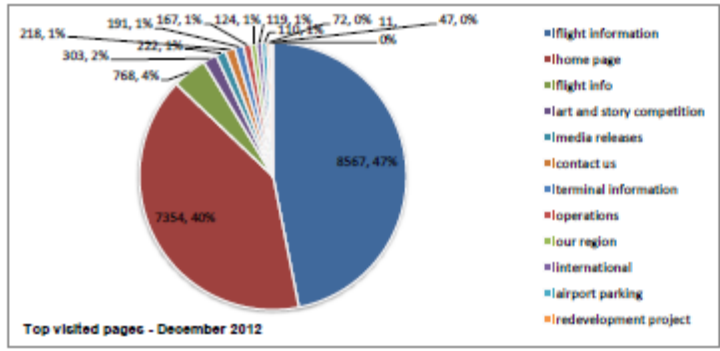
Computer	4405
Mobile/tablet	1052

Source / Medium

Visits	
direct	3845
google	1131
yahoo	116
porthedland.wa.gov.au	111
bing	65
google.com.au	36
facebook.com	28
en.wikipedia.org	24
m.facebook.com	15

Country / Territory

Visits	
Australia	5090
(not set)	102
United States	83
New Zealand	74
United Kingdom	24
Germany	12
Japan	7
Malaysia	7
Netherlands	7
France	5



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ITEM 12 MOTIONS OF WHICH PREVIOUS NOTICE HAVE BEEN GIVEN

Nil

ITEM 13 CONFIDENTIAL ITEMS

AC201213/031 Airport Committee Decision

Moved: Cr Dziombak

Seconded: Cr Hunt

That the meeting be closed to members of the public as prescribed in Section 5.23(2)(c)(e)(h) of the Local Government Act 1995, to enable the Airport Committee consider the following Items:

- 13.1 Update on Terminal Building Electricity Charges at the Port Hedland International Airport (File No.: ...); and**
- 13.2 Airport Bar and Café lease (File No.: 05/05/0060).**

CARRIED 6/0

5:39pm Chairperson advised that the meeting is now closed to members of the public.

13.1 *Update on Terminal Building Electricity Charges at the Port Hedland International Airport*

AC201213/032 Officer's Recommendation/Airport Committee Decision

Moved: Cr Hunt

Seconded: Cr Jacob

That the Airport Committee note the work to date on the investigations into the electricity consumption at the Port Hedland International Airport Terminal building.

CARRIED 6/0

NOTE: Confidential Item 13.2 was originally listed on the agenda as Late Item 11.1

13.2 Airport Bar and Café lease (File No.: 05/05/0060)

AC201213/033 Officer's Recommendation/Airport Committee Decision

Moved: Cr Hunt

Seconded: Cr Jacob

That the Airport Committee recommend the following to Council:

- 1. Agree to mutually terminate the existing lease for the Port Hedland International Airport Bar and Café between the Esplanade Port Hedland Hotel and the Town of Port Hedland;**
- 2. Agree to dispose of 312m² portion of the Port Hedland International Airport terminal to The Esplanade Port Hedland Hotel by way of lease in accordance with section 3.58 (3) of the *Local Government Act 1995* (private treaty) on the following terms and conditions:**
 - a) Lease area of 312m²;**
 - b) A base rental of \$148,200 per annum, exclusive of GST;**
 - c) An 8.5% of gross revenue concession arrangement;**
 - d) Market Valuation every three years during the term as well as Redevelopment Market Valuation on the practical completion of the terminal redevelopment;**
 - e) A term of five years commencing on practical completion of the café's refurbishment;**
 - f) Option to extend for five years plus five years;**
 - g) For the permitted use of bar and café operations, including, but not limited to, food preparation, food and beverage service and sale of ancillary goods;**
 - h) Commitment by the lessee to upgrade the bar and café as per the refurbishment proposal;**
 - i) Commitment by the lessee to provide a superior standard of food and beverage service as per the refurbishment proposal;**
 - j) Under the opening requirements of, as a minimum, that the café is open one hour prior to the arrival and thirty minutes after the actual departure of scheduled regular passenger transport or regular international open charter flights**

should no adverse submissions be received during the requisite advertising period or an adverse decision from the State Administrative Tribunal.
- 3. Agree to dispose of the existing kitchen fittings in the bar and cafe.**

CARRIED 6/0

AC201213/034 Airport Committee Decision**Moved: Cr Dziombak****Seconded: Cr Hunt****That the Meeting be opened to members of the public.*****CARRIED 6/0***

5:40pm Chairperson advised that the meeting is now open to members of the public.

ITEM 14 APPLICATIONS FOR LEAVE OF ABSENCE**AC201213/035 Airport Committee Decision****Moved: Cr Dziombak****Seconded: Cr Hunt****That the following leave of absence:**

- **Cr Jacob from 21 to 25 January and from 1 to 8 February 2013**

be approved.***CARRIED 6/0*****AC201213/036 Airport Committee Decision****Moved: Cr Dziombak****Seconded: Cr Hunt****That the Airport Committee recommends to Council that future Airport Committee meetings take place on the first Wednesday of the month commencing at 12:30pm.*****CARRIED 6/0*****ITEM 15 CLOSURE****15.1 Date of Next Meeting**

The next Airport Committee Meeting of Council will be held on Wednesday 6 February 2013 at 12:30pm.

15.2 Closure

There being no further business, the Chairperson declared the meeting closed at 5:50pm.

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