



Town of Port Hedland

MINUTES

OF THE

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

HELD ON

**THURSDAY 28 JUNE 2012
AT 5:30PM**

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

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**

Councillor Arnold A Carter Chairperson
Councillor Michael Dziombak Deputy Chairperson
Councillor Julie E Hunt
Councillor Gloria A Jacob
Councillor Jan M Gillingham entered at 17:52pm

Ms Michelle Cook left at 17:37pm
Mr Serge Doumergue
Mr Chris Whalley

Mr Russell Dyer Director Engineering Services
Miss Josephine Bianchi Minute Taker

Town of Port Hedland Officers 5
Members of the public 2

2.2 Apologies

Ms Florence Bennett

2.3 Approved Leave of Absence

Nil

ITEM 3 RESPONSE TO PREVIOUS QUESTIONS TAKEN ON NOTICE

Nil

ITEM 4 PUBLIC TIME

Chairperson opened Public Question Time at 5:31pm.

4.1 Public Question Time

Nil.

Chairperson closed Public Question Time at 5:31pm.

Chairperson opened Public Statement Time at 5:31pm.

4.2 Public Statement Time

Nil.

Chairperson closed Public Statement Time at 5:31pm.

ITEM 5 QUESTIONS FROM MEMBERS WITHOUT NOTICE**5.1 Michelle Cook**

Ms Cook asked whether anything can be done about buses, especially 12 seaters, continuously parking in the two-minute bay outside the airport. At the moment there is no structure, maybe a system where parking times are staggered could be set up?

Director Engineering Services advised that there are issues that need to be addressed at this location. These being the designation of a bus lane with associated signage, and more staff to monitor and enforce parking. The Town of Port Hedland has established a relationship with buses that regularly pick up workers however lately new buses have started to arrive and they need to be contacted accordingly. consideration will be given to allocating funds towards the construction of a designated bus lane.

Ms Cook also asked whether anything could be done about people having their flight delayed and becoming inebriated at the airport cafe`.

Director Engineering Services and Chairperson advised that it is up to the cafe`s licensee to ensure that staff are serving alcohol responsibly. Further, airlines should not check-in passengers that are deemed to be inebriated.

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
M Cook	S Doumergue
C Whalley	

ITEM 7 CONFIRMATION OF MINUTES OF PREVIOUS MEETING**AC201112/022 Airport Committee Decision****Moved: Chris Whalley****Seconded: Cr Jacob**

That the Minutes of the Airport Committee Meeting held on Thursday 24 May 2012 be confirmed as a true and correct record of proceedings.

CARRIED 7/0**ITEM 8 ANNOUNCEMENTS BY CHAIRPERSON WITHOUT DISCUSSION**

Chairperson advised that he has talked to the Acting Chief Executive Officer about the lack of agendas and minutes associated with this Committee meeting.

Chairperson also advised that he is concerned about the fact that the Shire of Roebourne seems much further ahead in the development of the Karratha airport in comparison to the Town of Port Hedland.

Further, Chairperson was disappointed that he was not invited to the workshops that the Department of Transport organised in Karratha. Chairperson has brought this matter up with the Acting Chief Executive Officer who has advised that he will ask the Town's presenters that attended the conference in Karratha to give the same presentation here in Port Hedland.

ITEM 9 PETITIONS/DEPUTATIONS/PRESENTATIONS/SUBMISSIONS**9.1 Engineering Directorate - 'Airport Priority Projects'.**

This presentation was also outlined at the State Aviation Strategy Regional Workshop in Karratha on 25 June 2012.



Port Hedland International Airport

Managing the Pressure

State Aviation Strategy – Regional Workshop 25 June 2012

Presented to Airport Committee 28 June 2012



History



History

- The first airport in Port Hedland was sited at the Port Hedland Race Course
- The current site was identified and developed in 1942
- The Port Hedland Airport was transferred to the Town of Port Hedland in November 1983 from the Commonwealth of Australia under the Airport Local Ownership Program Scheme (ALOPS)
- International flight connection to Denpasar established 25 years ago



Land Tenure



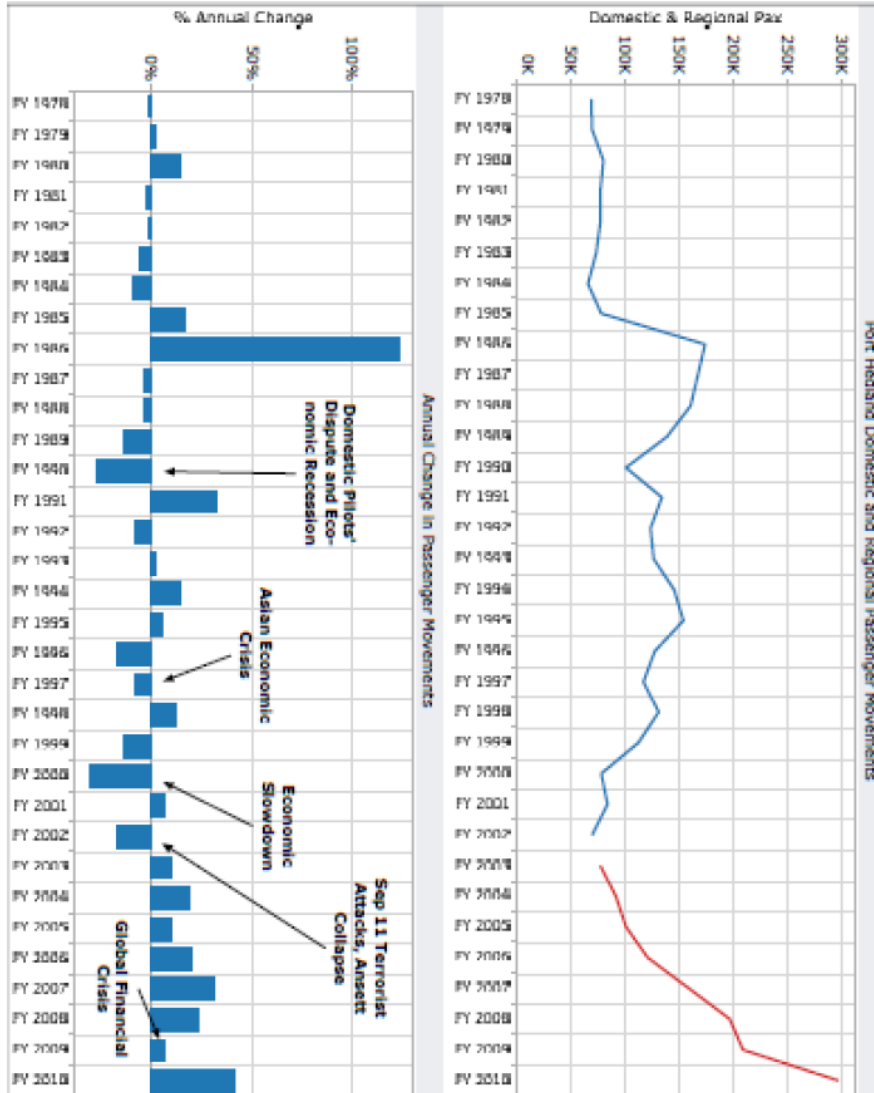
Just over 900
Hectares in total area

3 Main Precincts
Precinct 1: Terminal
Building and Airport
Related Business

Precinct 2: TWA Camps

Precinct 3: Bulky Goods,
Commercial and TWA
Camp

Annual Passenger Movements & Trends



Infrastructure



The taxiway is being extended by 500m to the South included in the project all existing culverts replaced

The entire length of the taxiway has been improved with a 60mm Asphalt Overlay, increasing the MTOW to 100,000kg

This project was 50/50 funded through RADS

Current RADS application submitted for a 60mm Asphalt Overlay on main runway – **Cost \$7million**



Navigation Improvement

- VOR/Doppler
- Upgraded Non Directional Beacon
- HF Radio Communication Aerial Array
- We will be compliant with the introduction of ADS-B
- ARRFs will be re-introduced
- Following review from CASA, the Control Tower will also be reinstated



Check In Capacity

Total of 8 Check in Facilities

Qantas/Air North

- 4 Manned check in counters
- 1 Self Check in service

Airport Maintained Facilities – Charged by passenger movement

- 4 Common User Check in counters operated by the following users:
 - Virgin Australia; and
 - Skywest; and
 - Itinerant Charters.



Terminal Building



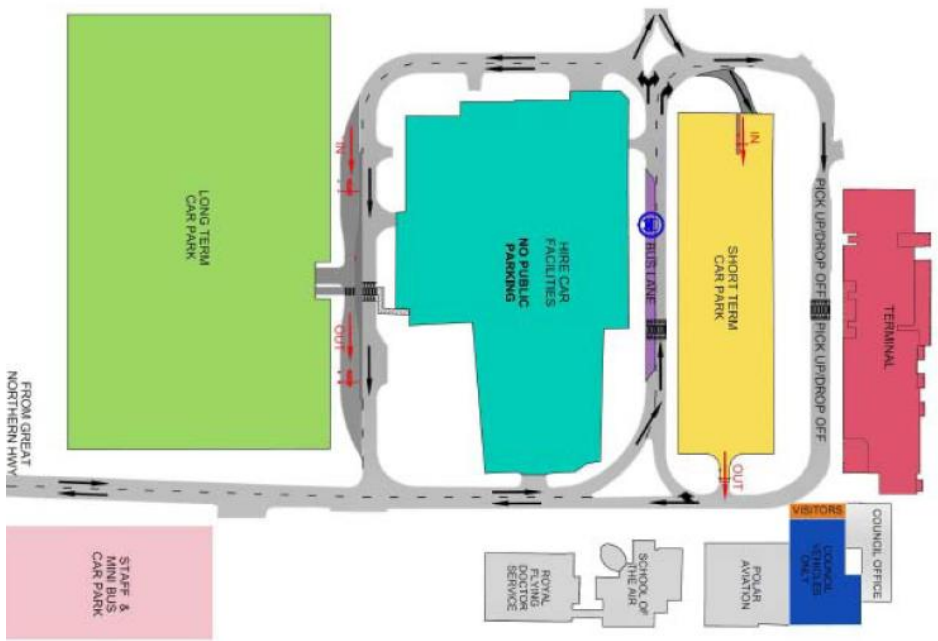
Other Terminal Facilities

- **Airport Cafe with Licensed Bar**
 - Subject to a lease
- **Car Hire Facilities**
 - 3 New companies introduced in past 6 months
- **Westpac ATM**
- **Electronic Advertising**

Airport Staff Housing



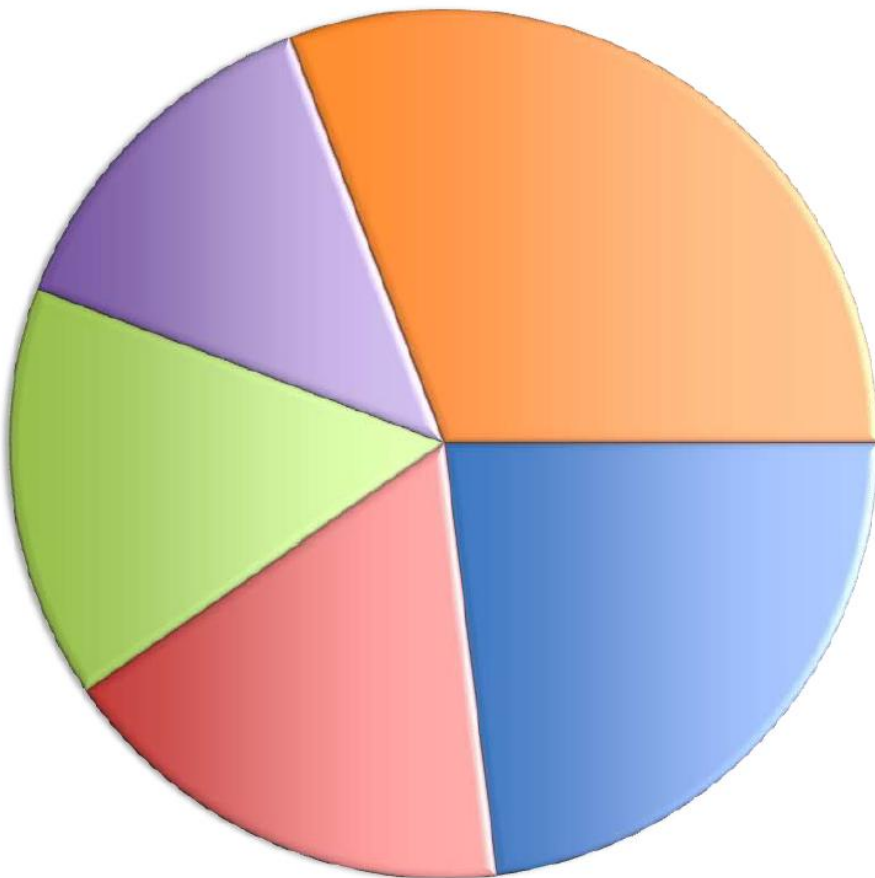
Paid Parking – December 2011



- Relocation of Hire Cars with preparation of new agreements
- Relocation of staff parking
- Increased safety and management of traffic flow



Overview - Status of PHIA Leases



- Current 23 %
- Expired 17%
- Licences 15%
- Concessions 13 %
- In Negotiation 31 %



Airport Leases

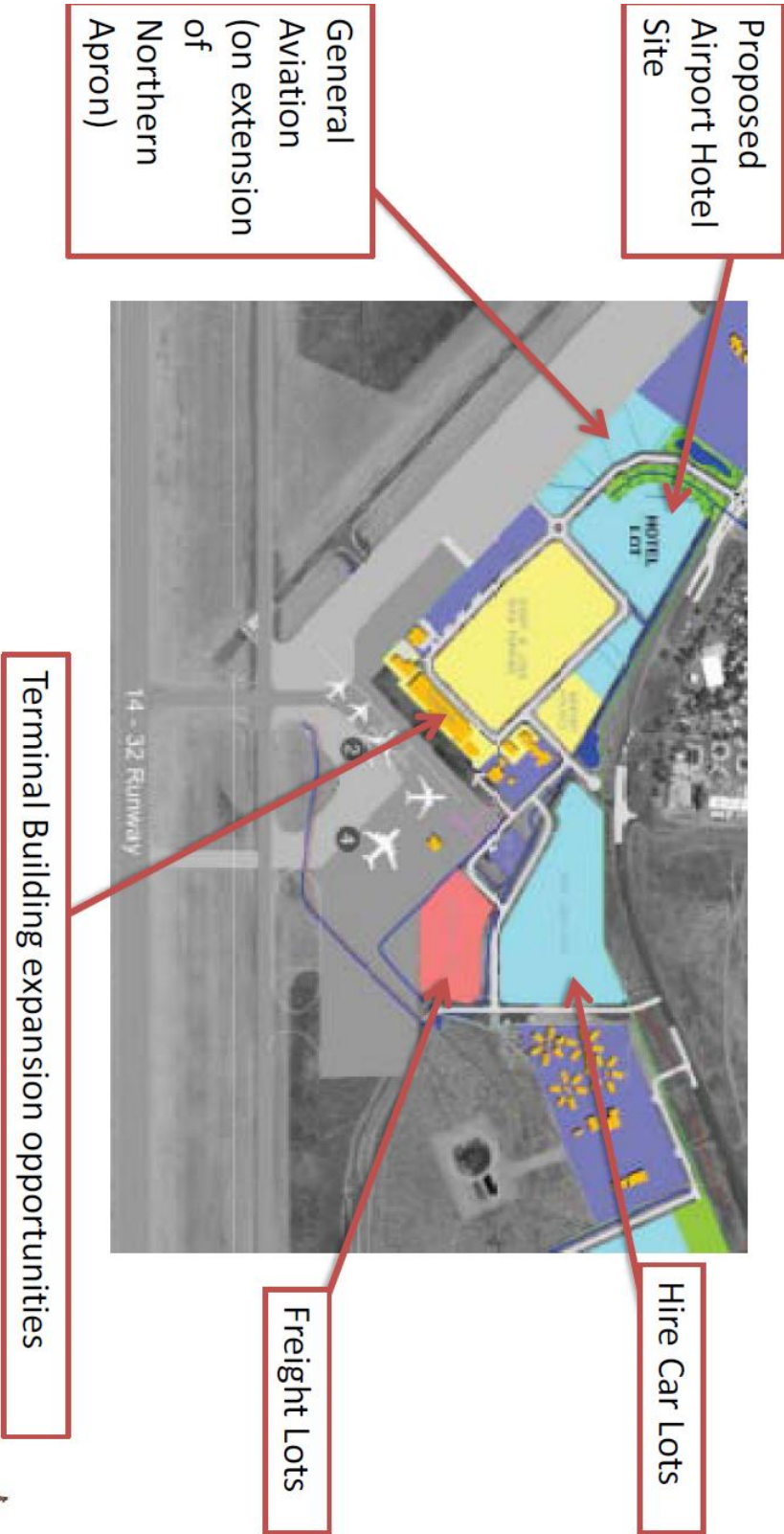
- Total 22 Leases on Airport Land equating to 46 agreement documents
- 7 Licences (attached to leases)
- 7 Base Concession Agreements (attached to leases)
- 1 Advertising Licence
- 16 Leases/Licences currently in final stages of Negotiation
- 13 of which will be subject to backdated rents
- 3 New Terminal Booth Leases for new hire car companies
- 3 TWA Leases within Precinct 2



New Hire Car Booths



Future Leases



Hire Car Subdivision Overview



- 8.8Ha site
- Currently used for BP aviation fuel depot, Airport Reporting Officer's Depot, Hedland Riders Assoc & Lay down area
- 2 main HV power supplies
- Direct apron access
- Site contains many abandoned services



Hire Car – Land Development

- Plans have been reviewed and submitted to WAPC for approval
- WAPC referral process will include Council planning approval
- Cost estimate for construction \$5.16M, subject to review after detailed design is completed. Approx. \$397,000 per lot
- Detailed design progressing well. Due in 4 weeks.



Priority Projects

Priority Project	Reliant on any other Priority Project	Progress Update	Funding
AIRPORT HOTEL: REQUEST FOR PROPOSAL	No	<ul style="list-style-type: none"> RFP closes 18 July, submission valid for 90 days from closing date Evaluation panel to be established. LG Act & probity requirements to be confirmed before determining panel 	External – proposal to be submitted as part of RFP. No cost to Council.
TERMINAL EXTENSION	Yes <ul style="list-style-type: none"> Demolish Golden Eagles Freight Shed Apron Extension Waste Water Treatment Plant Completion of Paid Parking – Bus/Taxi Lanes Electrical Ring Main 	<ul style="list-style-type: none"> Pending 2012/13 budget approval Stage 1 extending terminal to east (existing freight hanger) Project to be staged over several years 	Internal & External pending budget and funding consideration



Priority Projects

Priority Project	Reliant on any other Priority Project	Progress Update	Funding
<p>INCREASE OF INTERNATIONAL AIR SERVICES</p> <ul style="list-style-type: none"> • Terminal Extension • Apron Extension • Runway Asphalt Overlay • Waste Water Treatment Plant • Aviation Fire Fighting • Rescue Services (AFFRS) • Operational Control Tower – CDA 	<p>Yes</p>	<ul style="list-style-type: none"> • Increase in international air services is dependent on completion of reliant projects • Staff to lobby for increased services on basis of completing listed projects • Negotiations ongoing in expectation of projects completion • Routes under discussion include PH – Singapore, PH – Jakarta, PH – Kuala Lumpur 	<p>No capital outlay required other than reliant projects as listed</p>
<p>APRON EXTENSIONS</p>	<p>No</p>	<ul style="list-style-type: none"> • Tenders being drafted as funds are available in 2011/12 budget • This will be an ongoing project as more extensions are required 	<p>Internal (Airport reserve)</p>



Priority Projects

Priority Project	Reliant on any other Priority Project	Progress Update	Funding
INTERNATIONAL AIR FREIGHT	<ul style="list-style-type: none"> No Area to be provided by the Airport 	<ul style="list-style-type: none"> To be established within existing Airside area (existing freight hanger and current operations workshop) adjoining the extended Southern Apron This will allow Golden Eagle/Toll to establish International Air-Freight Additional Certified Terminal Operator (CTO) can be established 	No capital outlay required. Proposal to be submitted as part of freight company proposal
SUBDIVISION FOR HIRE CAR & FREIGHT	Yes <ul style="list-style-type: none"> Waste Water Treatment Facility Electrical Ring Main 	<ul style="list-style-type: none"> Pending 2012/13 budget approval WAPC application submitted Detailed civil designs complete pending final review Land valuation to be undertaken on completion of final construction cost estimates (pending design approval) 	Internal (Airport reserve): 2012/13 budget submission \$6m



Priority Projects



Priority Project	Reliant on any other Priority Project	Progress Update	Funding
INTERNATIONAL FREIGHT DEPOT: REQUEST FOR PROPOSAL	Yes <ul style="list-style-type: none"> Subdivision for Hire Car & Freight 	<ul style="list-style-type: none"> Pending Hire Car/Freight subdivision planning approval 	No capital outlay required. Proposal to be submitted as part of RFP
WASTE WATER TREATMENT PLANT	No – However Waste Water is critical to other Projects	<ul style="list-style-type: none"> Pending 2012/13 budget approval Packaged Treatment Plant with the capability to expand for future growth is required Our current requirement is 1500 man capacity Currently in discussions with Auzcorp regarding WWTP – proposal to be submitted to Committee 	Internal (Airport reserve): 2012/13 budget submission \$3m



Priority Projects



Priority Project	Reliant on any other Priority Project	Progress Update	Funding
UPGRADE OF ELECTRICAL RINGMAIN	No	<ul style="list-style-type: none"> • Pending 2012/13 budget approval • Tender documentation to be reviewed due to changes in the standby generators increasing from 80KVA to 200KVA • Risk Assessment required as all other projects are reliant on the power supply 	Internal (Airport reserve): 2012/13 budget submission \$2.5m
ASPHALT OVERLAY MAIN RUNWAY	No	<ul style="list-style-type: none"> • Pending 2012/13 budget approval and RADS funding • Acceptance of larger aircraft ie. International Services extensions • Accommodate Code D & F aircraft – Boeing 767-300 & AN124 	Internal (Airport reserve): 2012/13 budget submission \$3.5m, plus \$3.5m RADS funding (total \$7m)



Priority Projects

Priority Project	Reliant on any other Priority Project	Progress Update	Funding
COMPLETE PAID PARKING - BUS LANES, LIGHTING & CCTV	No	<ul style="list-style-type: none"> Pending 2012/13 budget approval Moving of underground services required Concept design complete 	Internal (Airport reserve): 2012/13 budget submission \$150k bus lane, \$250k lighting/CCTV
RESITE AIRPORT ADMIN. OPERATIONS & MAINTENANCE FACILITIES: AIR SERVICES BUILDING	No	<ul style="list-style-type: none"> Request for Tender to be advertised for building renovations Pending structural engineering report to determine scope of works required to ensure building meets current standards 	Internal (Airport reserve - 2011/12 budget)




Priority Projects

Priority Project	Reliant on any other Priority Project	Progress Update	Funding
DEMOLISH ADMINISTRATION BUILDING	Yes	<ul style="list-style-type: none"> Not required in immediate future. Program reliant on: <ul style="list-style-type: none"> Relocation of Council Staff Relocation of Airport Operations into ASA Mechanical Workshop Programming of Terminal Upgrades 	Internal (Airport reserve, refer 5 year plan)
AIRPORT HOUSES	Yes <ul style="list-style-type: none"> Waste Water Treatment Plant Electrical Ring Main 	<ul style="list-style-type: none"> Pending 2012/13 budget approval 2x1 bedrooms & 2x2 bedrooms 	Internal (Airport reserve): 2012/13 budget submission \$1m
AIRPORT MARKETING/ PROMOTION	No <ul style="list-style-type: none"> Pending employment of Marketing Manager 	<ul style="list-style-type: none"> Strategy prepared by Clarity Communications, to be reviewed based on Airport Priority Projects Website construction underway PR Campaign pending employment of Marketing Manager 	Internal (staff resources)



Priority Projects



Priority Project	Reliant on any other Priority Project	Progress Update	Funding
PRECINCT 3	No	<ul style="list-style-type: none"> • Preliminary subdivision works commenced • Civil design progressing, with ongoing review by Planning and Engineering • Subdivision construction pending BHPB Board approval 	External (BHPB)
LEASES & BUSINESS DEVELOPMENT	No	<ul style="list-style-type: none"> • Leasing Policy to be developed • Pending strategy on Airport Priority Projects • TWA Policy to be developed 	Internal (staff resources)
DRAINAGE IMPROVEMENTS (AIRSIDE)	No	<ul style="list-style-type: none"> • Review capacity of drains to allow for increase apron pavements 	Internal (Airsides reserve – 2011/12 budget and 5 year plan)



ITEM 10 REPORTS OF OFFICERS

Nil

ITEM 11 LATE ITEMS AS PERMITTED BY CHAIRPERSON/COUNCIL

Nil

ITEM 12 MOTIONS OF WHICH PREVIOUS NOTICE HAVE BEEN GIVEN

Nil

ITEM 13 CONFIDENTIAL ITEMS

Nil

ITEM 14 APPLICATIONS FOR LEAVE OF ABSENCE

AC201112/023 Airport Committee Decision

Moved: Cr Jacob

Seconded: Cr Dziombak

That the following applications for leave of absence:

- **Cr Hunt on 26 July 2012 and 23 August 2012; and**
- **Ms Florence Bennett 26 July 2012.**

be approved.

CARRIED 7/0

ITEM 15 CLOSURE

15.1 Date of Next Meeting

The next Airport Committee Meeting of the Town of Port Hedland Council will be held on Thursday, 26 July 2012.

15.2 Closure

There being no further business, the Chairperson declared the meeting closed at 6:20 pm.

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