



Town of Port Hedland

MINUTES

OF THE

AIRPORT COMMITTEE OF THE TOWN OF PORT HEDLAND COUNCIL

HELD ON

**WEDNESDAY 15 JANUARY 2014
AT 12:30PM**

IN

**COUNCIL CHAMBERS
MCGREGOR STREET, PORT HEDLAND**

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

DISCLAIMER

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*Russell Dyer
Acting Chief Executive Officer*

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:

Mayor Kelly Howlett
Councillor Gloria Jacob (Presiding Member)
Councillor Jan Gillingham (Deputy Presiding Member)
Councillor Julie Hunt
Councillor Lorraine Butson

Community Members:

Ms Florence Bennett
Mr Serge Doumergue
Dr Ken King

Deputy Members:

Councillor David Hooper
Councillor Troy Melville

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:

- Friday, 13 December 2014
- Wednesday, 15 January 2014
- Wednesday, 5 February 2014
- Wednesday, 5 March 2014
- Wednesday, 2 April 2014
- Wednesday, 7 May 2014
- Wednesday, 4 June 2014
- Wednesday, 2 July 2014
- Wednesday, 6 August 2014
- Wednesday, 3 September 2014
- Wednesday, 1 October 2014

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.

Terms of Reference amended by Council at its Ordinary Meeting held 23 October 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 12:40pm and acknowledged the traditional owners, the Kariyarra people.

ITEM 2 RECORD OF ATTENDANCE / APOLOGIES / APPROVED LEAVE OF ABSENCE**2.1 Attendance***Elected Members:*

Councillor Gloria Jacob (Presiding Member)
Mayor Kelly Howlett
Councillor Julie Hunt
Councillor Lorraine Butson

Community Members:

Ms Florence Bennett
Dr Ken King

Officers

Russell Dyer	Acting Chief Executive Officer
Lorna Secrett	Acting Director Community Development
Darryal Eastwell	Acting Director Planning & Development
Brett Reiss	Program Director Airport Redevelopment
Bob Couzens	Manager Airport
Grace Waugh	Governance Officer/ Minutes Taker
Anna Duffield	Airport Development Officer

2.2 Apologies

Mr Serge Doumergue

2.3 Approved Leave of Absence

Councillor Jan Gillingham (Deputy Presiding Member)

ITEM 3 RESPONSE TO PREVIOUS QUESTIONS – TAKEN ON NOTICE**3.1 Questions from Public at Airport Committee Meeting held on Wednesday 13 December 2013**

Nil

3.2 Questions from Committee Members at Airport Committee Meeting held on Wednesday 13 December 2013**3.2.1 Mayor Howlett**

Is there an opportunity to look at selling advertising on the Port Hedland International Airport website? The airport shuttle service company is keen to advertise and I thought this would be a good idea. Also, what about selling ad space on trolleys and around payment stations?

Airport Development Officer advised that officers are investigating the potential for advertising on the airport website. All advertising within the terminal and surrounding precinct is covered by an agreement with WA Billboards. This would also include the baggage trolleys and payment stations.

3.2.2 Councillor Hunt

I recently travelled through Sydney and Auckland airports and they had some beautiful Christmas decorations; can the Town look at purchasing some for our airport?

Airport Development Officer advised that at the request of the committee, officers decorated the terminal windows and glass panels with festive messages and images. As noted the Town will review a Christmas Strategy for 2014.

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 presiding member to do so'.

Presiding Member opened Public Question Time at 12:43pm.

4.1 Public Question Time

Nil

Presiding Member closed Public Question Time at 12:43pm.

Presiding Member opened Public Statement Time at 12:44pm.

4.2 Public Statement Time**4.2.1 *Mr Daniel Smith, Aviation Relations Manager WA, Air Services Australia***

Mr Smith introduced himself to the Airport Committee as he is the new Aviation Relations Manager WA at Air Services Australia. Mr Smith has eight years aviation experience and as worked in various positions including Systems and Resources Controller and Duty Manager of Operations. For Air Services Australia in Port Hedland there is a big focus on infrastructure and putting on additional resources. One of the current major projects is the control tower which is scheduled to be installed in November 2014 and will bring the aerodrome back into a controlled area. Mr Smith advised the Committee that if there are any questions regarding Air Services Australia to contact him and he will be happy to offer assistance.

Presiding Member closed Public Statement Time at 12:46pm.

ITEM 5 QUESTIONS FROM MEMBERS WITHOUT NOTICE**5.1 *Mayor Howlett***

Can an update be provided on installing a suggestion/issue box in the Port Hedland International Airport terminal?

Acting Chief Executive Officer advised that there may be security issues in having an open box in the terminal.

Manager Airport advised that he is waiting on clarification from the Office of Transport Security as to whether this can be done.

Presiding Member advised this question is taken on notice.

When will the missing concrete footpath between the short and long term car parking be replaced?

Acting Chief Executive Officer advised that this can be done when the concrete outside the School of the Air building will be replaced. This can be done prior to the next Airport Committee meeting.

Is there a timeline as to when the Town may offer advertising on the Port Hedland International Airport website?

Program Director Airport Redevelopment advised that at the moment timelines cannot be given as officers are still looking into the feasibility and the usage rate of the website.

Airport Development Officer advised that officers have been in contact with advertising agencies as to whether or not advertising on the Port Hedland International Airport would attract any interest.

The Airport Shuttle Service has been in contact and has asked whether they can advertise on the website. Can someone get in contact with them?

Presiding Member advised that the Airport Development Officer will contact the Airport Shuttle Service.

Is there a timeframe as to when a Request for Proposal will be advertised for a coffee cart in the Port Hedland International Airport terminal?

Program Director Airport Redevelopment advised that this question is taken on notice.

5.2 Councillor Butson

What are the operating hours of the café at the Port Hedland International Airport? I recently noticed that it was not open although flights were scheduled.

Program Director Airport Redevelopment advised that the lease states that the café should open one hour before the first departing flight of the day and close half an hour after the last flight of the day.

Acting Chief Executive Officer advised that as this is stated in the lease a record should be kept when the café is not open during these times.

Presiding Member asked that Councillor Butson provide Town officers with the date as to when the café wasn't open so it can be recorded.

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

Councillor Jacob	Councillor Butson
Mayor Howlett	Ms Florence Bennett
Councillor Hunt	Dr Ken King

ITEM 7 CONFIRMATION OF MINUTES OF PREVIOUS MEETING

7.1 Confirmation of Minutes of the Airport Committee Meeting held on Friday 13 December 2013

AC201314/036 Officer's Recommendation/ Airport Committee Decision

Moved: Mayor Howlett

Seconded: Cr Hunt

That the Minutes of the Airport Committee Meeting held on Friday 13 December 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 *Brett Reiss, Program Director Airport Redevelopment*

Port Hedland International Airport program director airport redevelopment update

presentation to airport committee 15 January 2014





overview

- strategic reviews
- redevelopment timeline
- airport interim improvement program
- communications update
- operational update



strategic review program



concepts



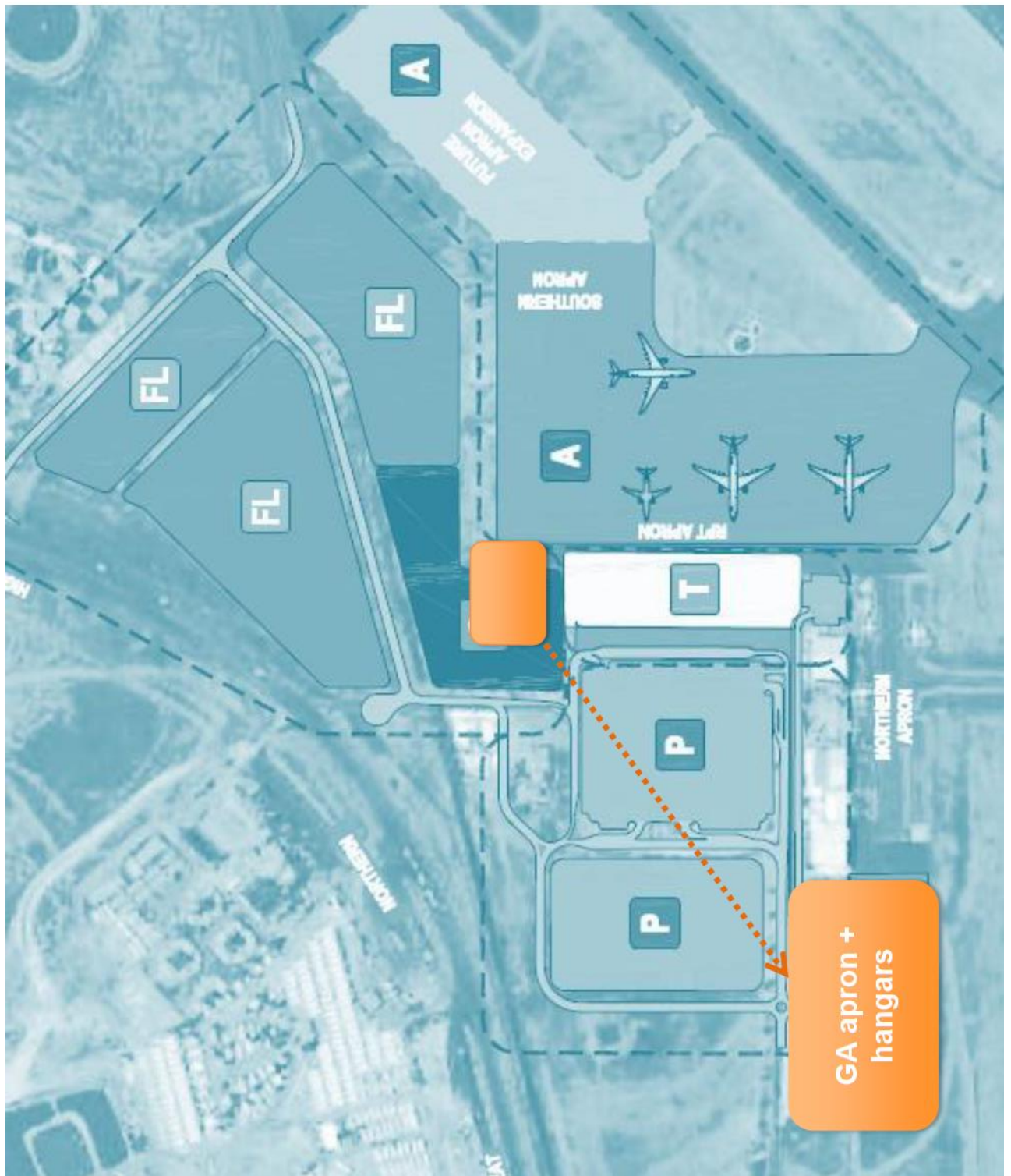
- freight/logistics
- airside operations
- apron extension
- terminal
- ground transport



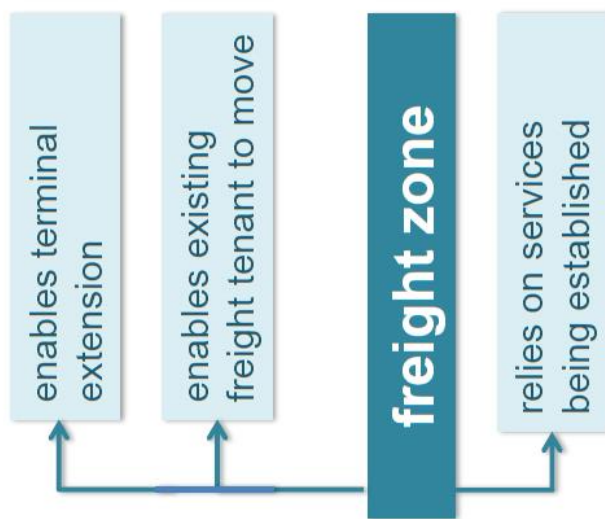
strategic priorities

- services
- general aviation/northern apron
- freight zone
- logistics zone
- terminal
- car park/ground transport

- governance model
- funding proposals



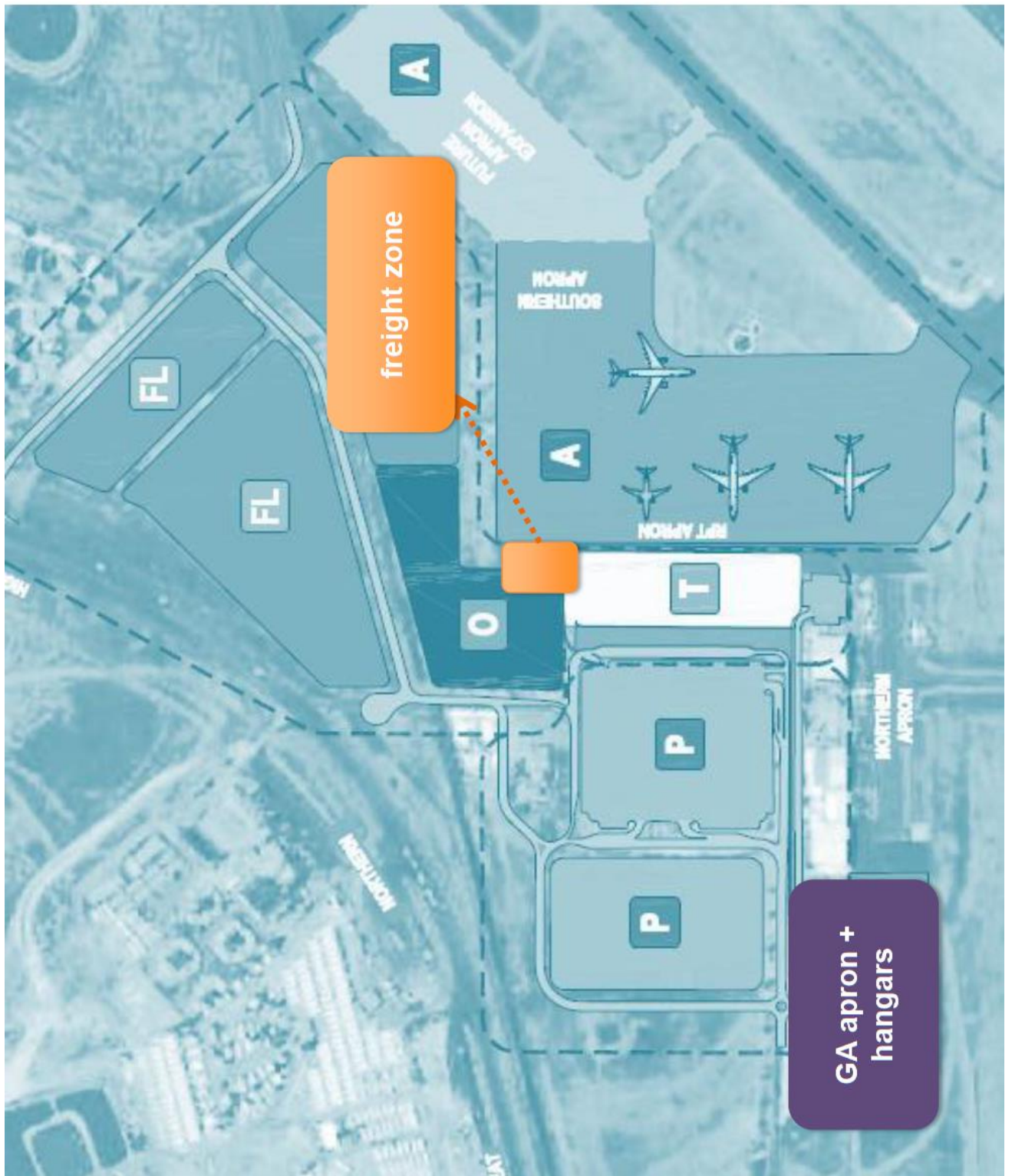
project sequencing – stage 2



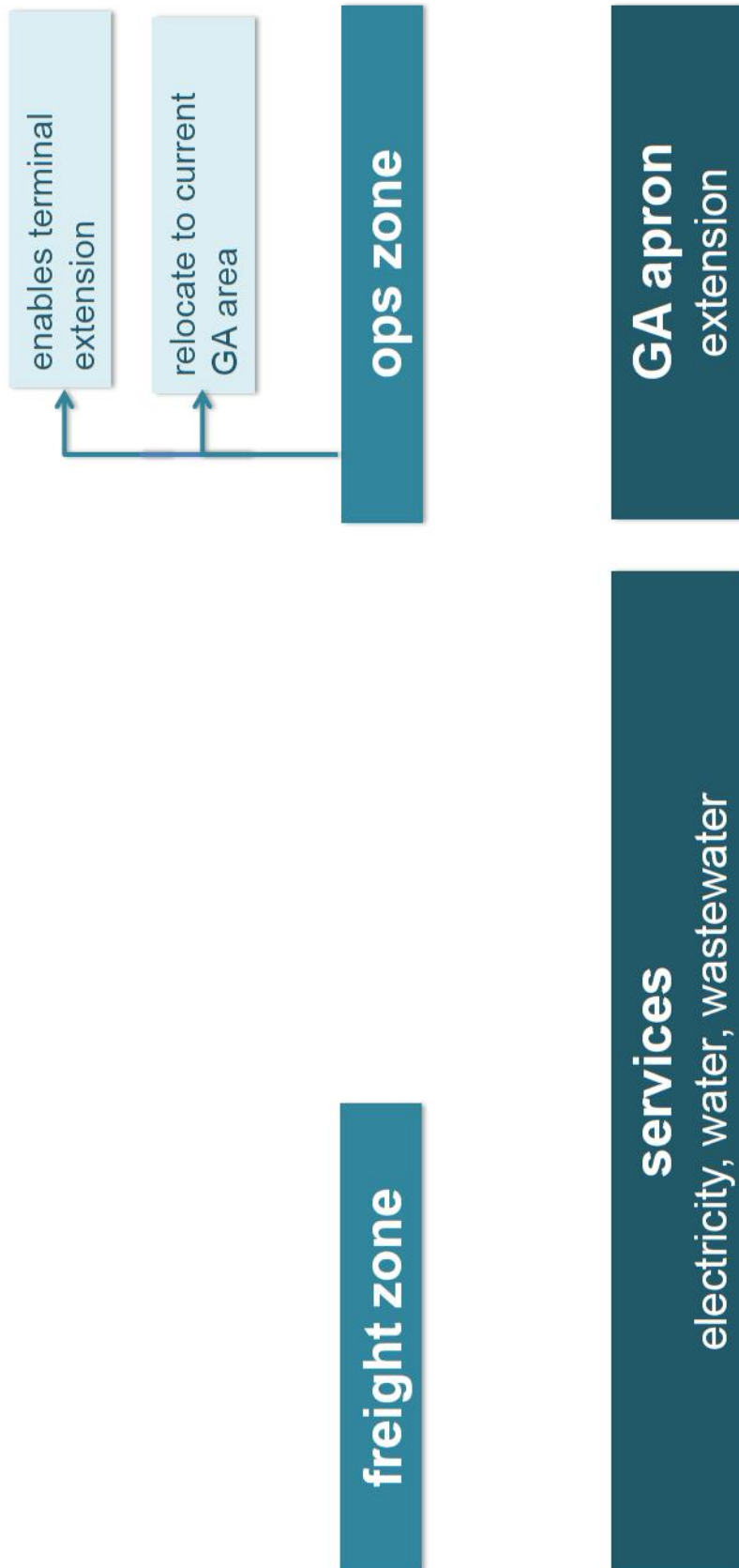
GA apron extension

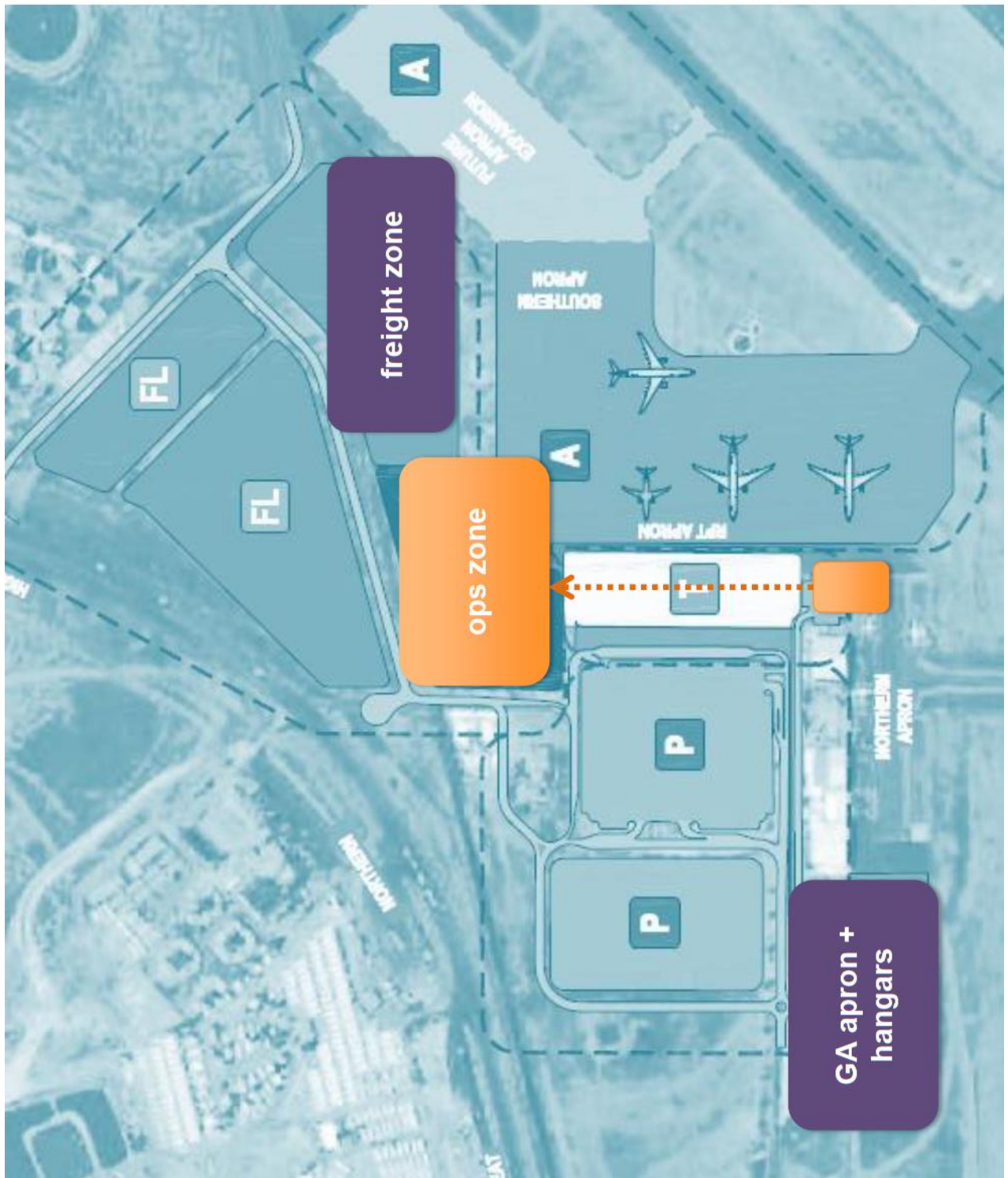
services
electricity, water, wastewater



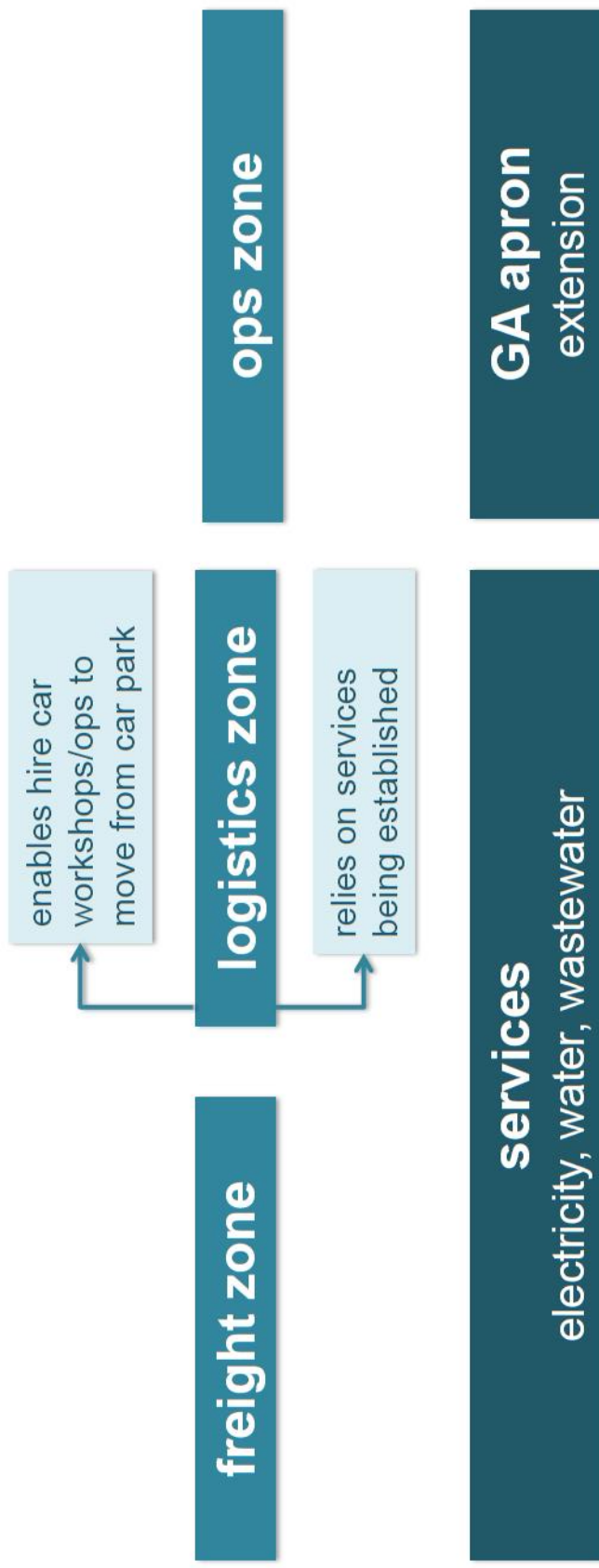


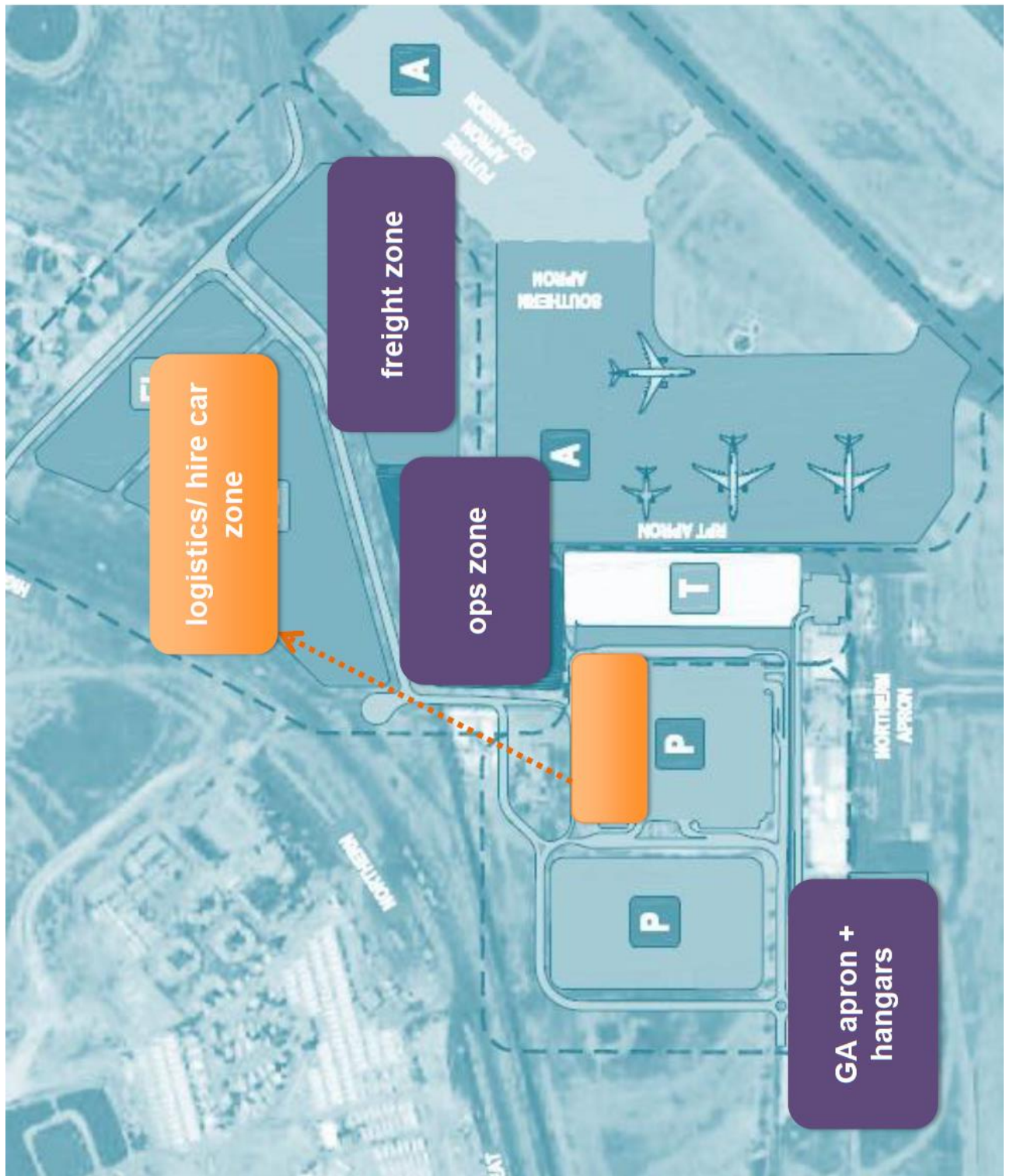
project sequencing – stage 2





project sequencing – stage 2







project sequencing – stage 3

car park

terminal

logistics zone

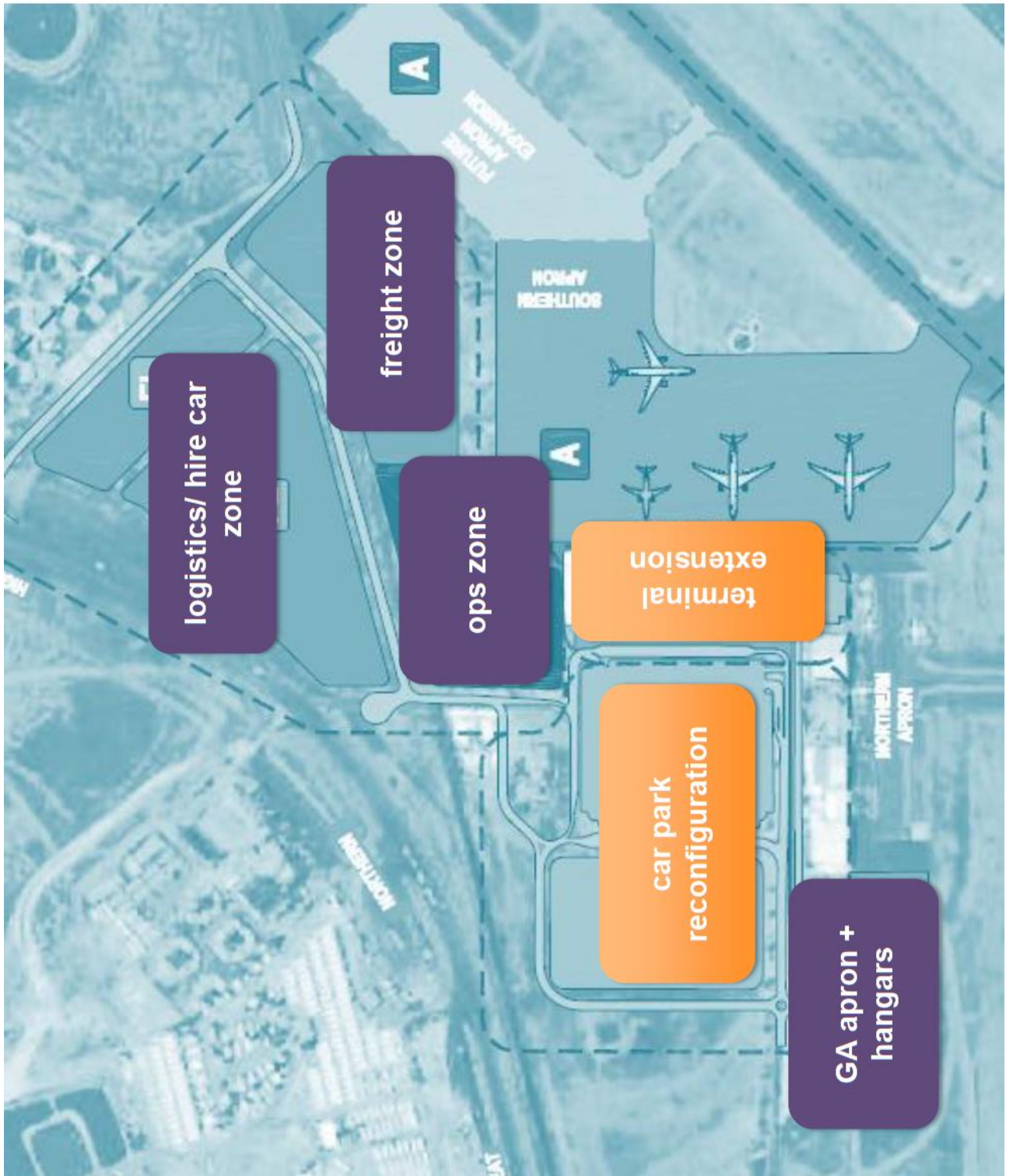
freight zone

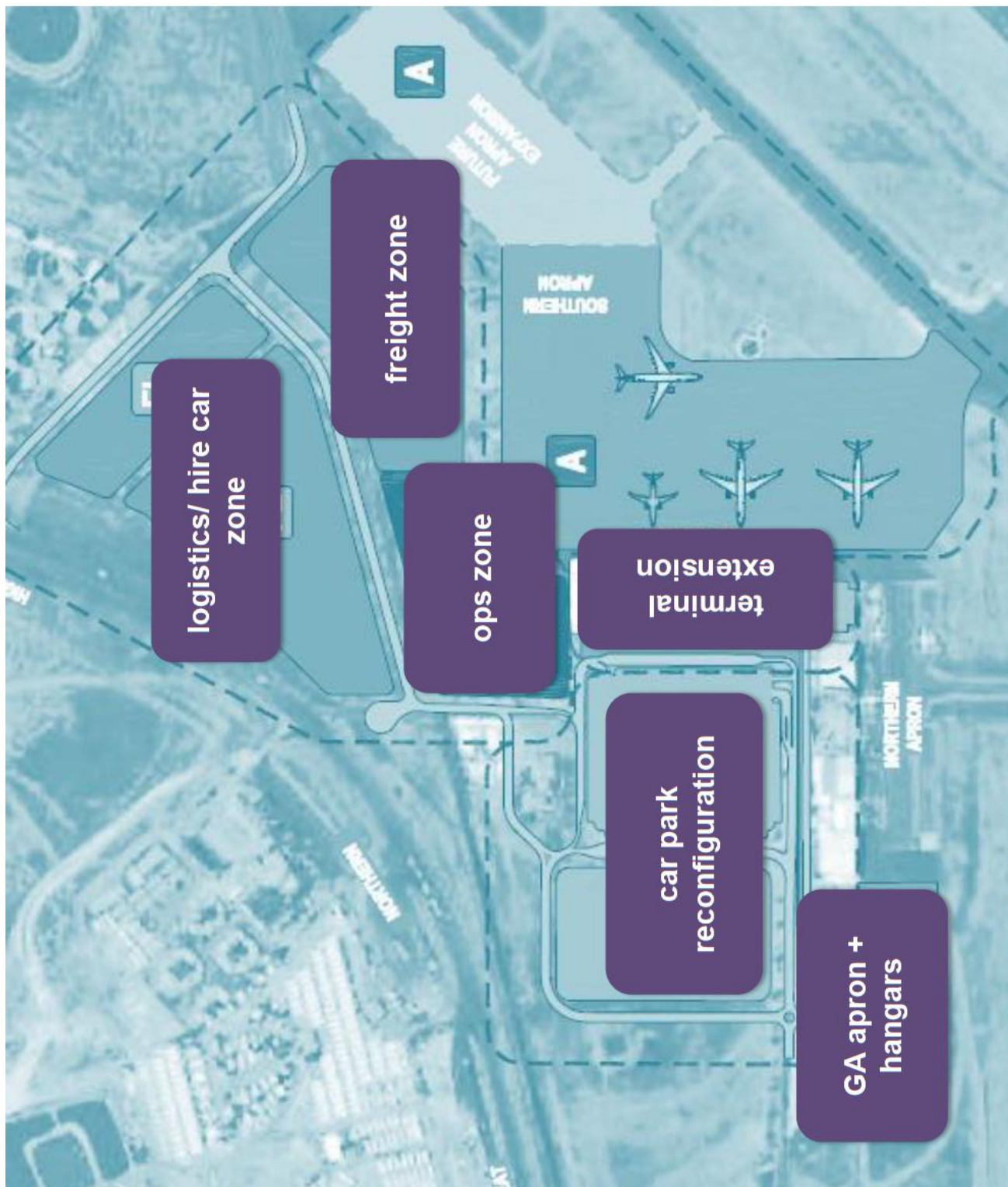
ops zone

services
electricity, water, wastewater

GA apron
extension

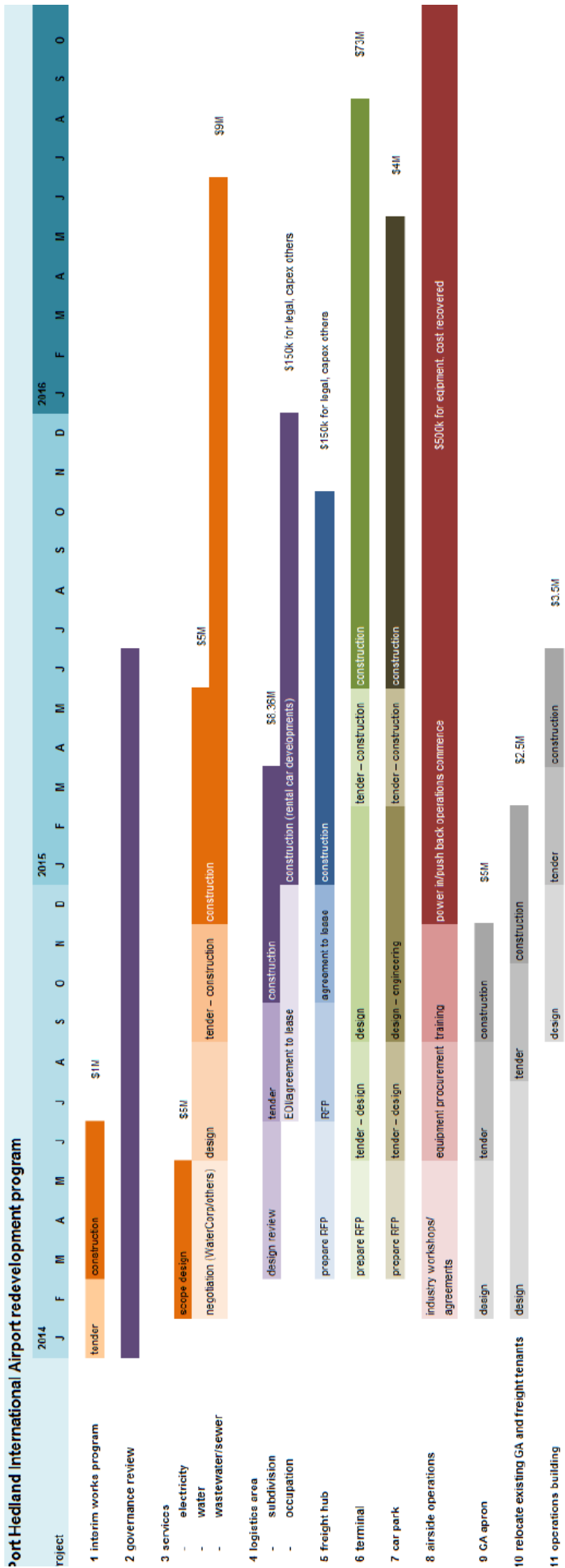








redevelopment timeline





interim improvement program



interim improvement program

- series of works have been identified to:
 - ease congestion within the terminal
 - improve the amenity of the precinct
 - start to position the airport as a welcoming gateway to the North West that reflects Port Hedland's unique sense of place
- recognises terminal redevelopment timelines
- draws on place-making directions
- \$800,000 budget and program endorsed at December ACM



Port Hedland
INTERNATIONAL AIRPORT

secure area extension

- tender process commenced:
 - tender release 15 January
 - public notice NWT 15/1, West Australian 18/1, NWT 22/1
 - site briefing 24 January
 - tender close 4 February
- contract award at 26 February OCM
- works commence following contract award

TOWN OF PORT HEDLAND

Invitation To Tender

Port Hedland International Airport will soon transform into a modern and well-serviced welcoming gateway to the North West. A series of interim works have been identified to ease congestion within the terminal, improve the amenity of the precinct and start to reflect Port Hedland's unique sense of place. Works have been identified to modify the terminal to create a larger departures area, incorporate cafe as part of departures area and improve passenger flow.

The Town of Port Hedland invites submissions for the following Tender:

TENDER 14/04 - PORT HEDLAND INTERNATIONAL AIRPORT TERMINAL RENOVATIONS

Tender documentation can be obtained by contacting 08 9158 9306 or eadmin@porthedland.wa.gov.au

Closing Date: 2:30pm WST Tuesday 4 February 2014

Lodgement Details: Chief Executive Officer

Town of Port Hedland

McGregor Street

PORT HEDLAND WA 6721

Tenders must be received in the TENDER BOX located at the Civic Centre, McGregor St, Port Hedland by the Tender closing date and time.

Tenders in sealed envelopes clearly marked:

"TENDER No 14/04 – DO NOT OPEN"

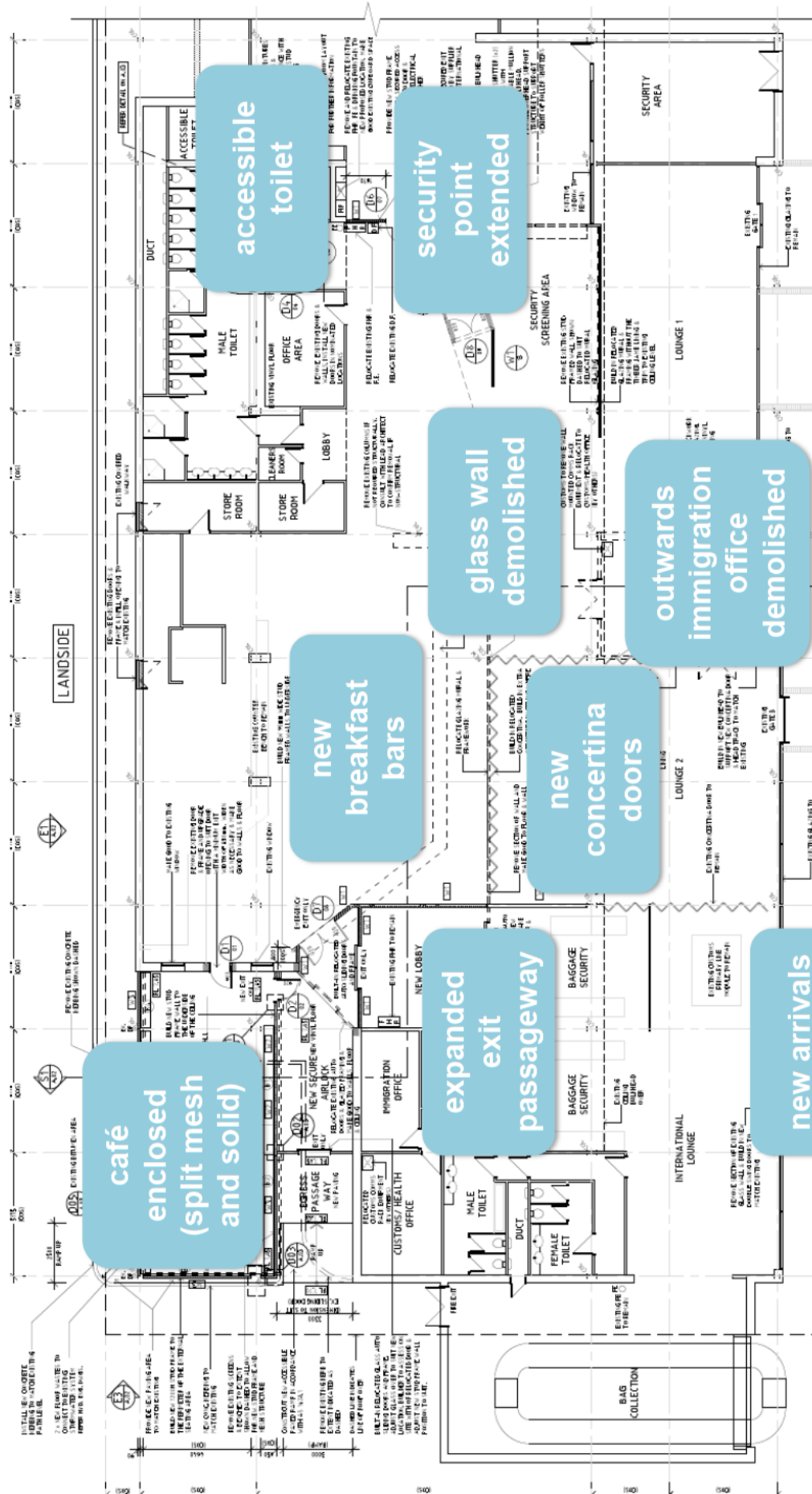
Canvassing of Councillors and Staff will disqualify the tender submission.

The lowest or any tender not necessarily accepted.

M. J. (Mal) Osborne

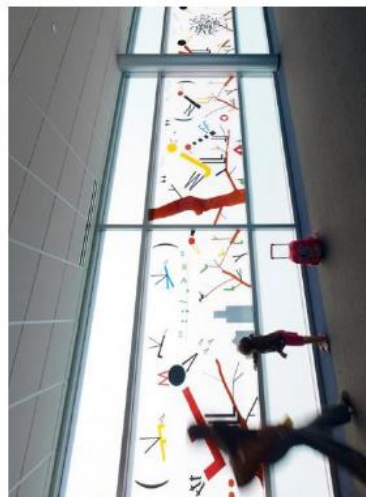
Chief Executive Officer





scope of works – internal

- introduce “art wall” with 3-month installations from local artists and school children
 - investigating curating options



scope of works – internal

- introduce visitor information
 - brochure racks and kiosk options being finalised
- improve terminal amenity and cleanliness
 - ongoing
- introduce way finding and replace terminal and entrance signage
 - quotes being sourced
- install public art front terminal wall
 - request for proposals to be issued in February





scope of works – external

- paint exterior areas
 - to be determined following public art process
- install shade sails front of terminal
 - to be determined following public art process
- install shade structures on verge
- landscape verges (entrance road, between car park and terminal)
- remove smoking from front of terminal and within café
 - following terminal extension works



communications strategy update

communications strategy update

- strategy endorsed at December ACM
- objective to:
 - position the airport as a modern and well-serviced welcoming gateway to the North West
 - build excitement and support for the airport's redevelopment
- key activities:
 - launch and promote redevelopment program
 - provide regular and timely information
 - bring stakeholders along on the journey
 - mark and celebrate significant milestones
 - maintain clear airport visual identity

communications strategy update

- media release issued 19 December...
- “International airfreight takes off at Port Hedland”
- upcoming media releases:
 - interim works
 - redevelopment strategy (following OCM endorsement)
- information to be displayed in terminal



International airport scores touchdown for Port Hedland

Mitchell Smith

Port Hedland International Airport welcomed its first international airfreight direct from Malaysia last month with urgent cargo for mine site operations in Onslow.

Over the weekend of December 14, the international freight passed through Port Hedland International Airport's newly registered Certified Terminal Operation, run by Pilbara Cargo Terminal Pty Ltd.

Prior to Pilbara Cargo Terminal's establishment at Port Hedland International Airport, the cargo would have bypassed Port Hedland, been cleared in Perth, and then trucked back to Onslow.

Kelly Howlett said the new CTO was yet another step towards achieving the vision of the Port Hedland International Airport.

"This is a great example of the importance of Port Hedland International Airport to the region, and clearly illustrates our strategic position and the potential of our airport to become the primary air freight gateway to Western Australia and beyond," she said.

"With the Pilbara Cargo Terminal CTO, international freight destined to the North West of the State can be processed in Port Hedland, saving industry the additional costs of trucking from Perth to the Pilbara and beyond."

The Convar aircraft, operated

by Pionair Australia as Skyforce Cargo, delivered a cargo of four boxes of industrial filters.

The cargo was picked up in Malaysia around mid-morning on Saturday, December 14, and arrived in Port Hedland at 6.45pm.

It departed Port Hedland early in the morning on Sunday, December 15, and was delivered to the Onslow mine site by 6am.

The total operation took less than 24 hours.

Air cargo is growing by 6 per cent annually, and accounts for 40 per cent of world trade, with an annual value of \$5 trillion.

More than 60,000 tonnes of cargo passed through Perth last year.



Port Hedland International Airport welcomed its first bulk freight last month. Picture: Jasmine Bamford

North West Telegraph, 8/1/14



operational update





operational update

- security screening authority transition
- apron works
- power-in/push-back operations



contact

Brett Reiss
Program Director, Airport Redevelopment
0418 537 159
pdar@porthedland.wa.gov.au
www.porthedlandairport.com.au



ITEM 10 REPORTS OF OFFICERS**10.1 Engineering Services****10.1.1 Investment & Business Development****10.1.1.1 *Exercise of Lease Option and Reduction of Lease Area – Bureau of Meteorology, Meteorological Office, Port Hedland International Airport (File No: 05/05/0040)***

Officer Sara Bryan
Manager Investment &
Business Development

Date of Report 18 December 2013

Disclosure of Interest by Officer Nil

Summary

This item seeks the Airport Committee (Committee) endorsement to recommend to Council to formalise the option to extend the lease term with the Bureau of Meteorology (BOM) for their occupation of a lease site within Precinct 1 of the Port Hedland International Airport (PHIA).

It is further requested that the Committee approve a reduction to the lease area as part of the process to enable the Town to utilise the redundant areas of the site in future redevelopment plans.

Background

The Town of Port Hedland (July 2001) entered into a lease with the BOM for a portion of land at the PHIA to accommodate equipment and instrumentation for the purpose of 'the discharge of the functions of the Commonwealth Bureau of Meteorology pursuant to the Meteorology Act 1995'.

The initial lease term was for a period of 15 years, with an option to extend by an additional 15 years. The initial 15 year lease period is due to expire 30 June 2014 and BOM have made contact with the Town to express their desire to formalise the extension.

In consultation with the BOM during recent years and in parallel to the redevelopment plans for the airport, there have been a number of discussions relating to the potential for the BOM to relinquish a portion of unused land to the north of the lease area back to the Town. The initial purpose for this was to consider a realignment of the entry road in conjunction with developments within Precinct 1.

It is suggested that the formalisation of the extension to the lease term provides an opportunity for this matter to be revisited and administered efficiently.

Consultation*External*

- Works and Offices Service Manager (Bureau of Meteorology)
- Corporate Real Estate Manager (DTZ).

Internal

- Program Director Airport Redevelopment
- Director Engineering Services
- Manager Airport Operations
- Airport Development Officer.

Statutory Implications

Nil

Policy Implications

Nil

Strategic Planning Implications

6.4 Local Leadership

6.4.1 Strategic

Investment and business opportunities are optimised from Council-owned assets.

Budget Implications

Should the Officer's recommendation be endorsed, the annual rental for the site will be reduced proportionally to the reduction in lease area.

The current annual rental of \$15,459.48 excluding GST would be reduced to \$10,954.46 excluding GST and would continue to be subject to annual CPI increases.

This would see a reduction to the Airport Lease revenue account by \$4,505.02 in 2014/2015, but would offer an opportunity to offer this land to other parties and therefore seek a commercial rent based on current market levels for the relinquished area.

Officer's Comment

The BOM currently occupy 45,160m² of land within Precinct 1 of the PHIA. The annual rental for this portion of land is \$15,459.48 exclusive of GST, (equivalent to 34 cents per metre). The lease was negotiated in July 2001 and while there is no evidence of a rationale for the endorsement of such a minimal rental amount, it is assumed that consideration was given to the benefit of the operations of the BOM within the town.

BOM have indicated their desire to exercise the 15 year option to extend their current lease term. In considering this request, it is suggested that the size of the lease area be reviewed. Within the historical lease area, there are two significant portions of land (see attachment 1) that aren't utilised by the lessee. BOM have requested a reduction along both the southern and northern boundary.

Southern boundary

The southern boundary of the lease site sits parallel to the current entry road into the airport. Within this southern boundary there is an unutilised, triangular shaped, 4,500m² portion of land. Should the BOM relinquish this portion back into the control of the Town, it would be possible for the entry road to be relocated further north and the intersection widened to safely accommodate increased traffic anticipated in future projection figures.

Northern boundary

The northern boundary of the lease site runs along a vacant parcel of airport land. This vacant portion (8,660m²) sits between the BOM lease area and the slip lane rest stop. While there are no immediate plans for the use of this space, potential options for its use could be reviewed as part of the overall redevelopment project.

Consideration for a commercial use of this parcel would provide significant benefits to the activation of the airport precinct and contribution of revenue to the capital works program to support the redevelopment of the PHIA.

Ongoing consultation

Should the relinquishment of the two portions of land proceed as proposed within this item, the BOM have requested that they be consulted regarding any development plans for the use of any land adjacent to their continuing lease area.

The BOM have provided the Town with a document entitled 'Guidelines for Clearance Zones Associated with Meteorological Facilities' (attachment 2). This document details height restrictions for structures in the vicinity of the meteorological equipment and instrumentation to ensure reliability of the data collected.

The detail of this document already appears within the current lease agreement and details of proposed developments within the airport precinct are assessed by the airport team with reference to these guidelines. This process would continue during any extended lease period and BOM would continue to be consulted regarding redevelopment plans through the various stakeholder engagement processes, including via the Airport User Group.

Attachments

1. Proposed revision to lease area
2. Guidelines for Clearance Zones Associated with Meteorological Facilities

AC201314/037 Officer's Recommendation/ Airport Committee Decision**Moved: Cr Hunt****Seconded: Mayor Howlett**

That the Airport Committee recommend that Council approve the exercise of the 15 year option to extend the lease between the Town of Port Hedland and the Bureau of Meteorology on the following conditions:

- a. **Reduce the lease area from 45,160m² to 32,000m²; and**
- b. **Proportionally reduce the annual lease amount to commence at \$10,954.46 excluding GST as of 1 July 2014.**

CARRIED 6/0

ATTACHMENT 1 TO ITEM 10.1.1.1

- Proposed new lease area (32,000m²)
- Portions of lease area to be relinquished to the Town (13,160m²)



Current lease area	45,160m ²
Proposed excision	13,160m ²
New area	32,000m ²

SCHEDULE 1

GUIDELINES FOR CLEARANCE ZONES ASSOCIATED WITH METEOROLOGICAL FACILITIES

1. **Instrument Enclosure:** No object shall be placed closer to the instrument enclosure than a distance which is ten (10) times the height of the object.
2. **Anemometer:** No object shall be placed closer to an anemometer than a distance which is thirty (30) times the height of the object.
3. **Automatic Weather Station:** No object shall be placed closer to an automatic weather station than a distance which is thirty (30) times the height of the object.
4. **Thunderstorm sensor:** No outdoor lighting fixture may be located within 50 m. No medium voltage power lines, high power RF transmitting antennas (>4 watts) or smoke stacks to be located within approximately 100m of the sensor without prior consultation with the lessee. No high voltage power lines (>16 kVAC), arc welders, or other gas-discharge equipment to be located or used within approximately 450 m of the sensor without prior consultation with the lessee.
5. **Wind profiler:** No radio source operating near the frequency of the profiler (whether a transmitter or radio noise generating system) should be located near the instrument, particularly in the area of the profiler side-lobes without prior consultation with the lessee. Aircraft should be discouraged from directly over-flying the profiler.

The technical specifications for the profiler are as follow:

 - Transmission Frequency 55.0 MHz
 - Transmission Power (peak) 12-80 kW
 - Repetition rate (typical) 1-20 kHz
 - Transmission Bandwidth 500 kHz
 - Duty Cycle (max) 10%
 - General characteristics
Pulsed radar with vertically pointed Yagi antenna array mounted close to the ground; gain is approximately 20dB towards the zenith, and 40dB down towards the horizon.

Transmitter pulse is approximately Gaussian in shape to minimise spectrum occupancy.
6. **Instrument shelter:** Standard is 17 m square, centred in a 30 m square buffer zone aligned true North/South. Vegetation trimmed to below 0.5 m within this buffer zone. No unrepresentative surface (e.g. asphalt, concrete) or water source (open water or irrigated vegetation) is allowed which occupies >10% of the area within a 100 m radius of the shelter or 5% of the area within 30 m of the shelter. For obstructions less than 15 metres in height, the obstruction should be at least four (4) times their height away from the enclosure. For obstructions greater than 15 metres the distance needs to be increased to ten (10) times the height of the obstruction, particularly if they cover more than 45 degrees of the horizon.

Clearance of: 80 m from airport turning areas and aprons; 60 m from airport runways; and 30 m from airport taxiways.

7. **Weather Watch and Wind Finding Radar:** No object shall be placed within 200 metres at bore height (centre of dish) and any radar which is sixty (60) times the amount by which the object is higher than the lower edge of the radar dish.
8. **Satellite Antennae:** All antennae on the Crib Point Site require sighting to within five (5) degrees of the horizon. This is approximately equivalent to a ratio of 1:12 from the base of each antenna mount.
9. **Remote balloon launcher:** Obstruction free area for 90 metres in all directions from release point. No obstruction above an angle of 04 degrees (slope 1:14) or 02 degrees (1:17) for the sector towards which the prevailing wind blows. A clear area (buffer area) of a minimum of 30 m in all directions.

10.2 Office of the CEO**10.2.1 Airport Redevelopment****10.2.1.1 Port Hedland International Airport – Projects Update January 2014 (File No.: 08/02/0025)**

Officer Anna Duffield
Airport Development
Officer

Date of Report 6 January 2014

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.

Consultation*Internal*

- Program Director Airport Redevelopment
- Manager Airport Operations
- Manager Infrastructure Development.

Statutory Implications

Nil

Policy Implications

Nil

Strategic Planning Implications

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.

Budget allocations have been updated to reflect revised 2013/14 allocations from the September 2013 Budget Review process.

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.

The proposed redeveloped program was presented to the Airport Committee at its 13 December 2013 meeting. This included strategic review outcomes, concepts, strategic priorities and timeframes. Key projects include:

- Freight and logistics zone construction
- Airside changes to power in push back operations
- Main and Northern apron extensions
- Terminal refurbishment
- Ground transport and car park realignment.

An interim improvements strategy was also endorsed at the 13 December 2013 meeting.

Attachments

1. Port Hedland International Airport projects update – January 2014

AC201314/038 Officer's Recommendation/ Airport Committee Decision**Moved: Cr Hunt****Seconded: Dr King**

That the Airport Committee note the Port Hedland International Airport projects update January 2014 report.

CARRIED 6/0

Airport redevelopment program – January 2014 update

Capital works program				
project	2013/14 budget	expenditure/ commitments (Dec 2013)	project status	
			expected completion timeframe	
airport operations building (plus \$2.4M 2013/14)	\$0	\$0	<ul style="list-style-type: none"> new location identified as part of strategic review program 	<ul style="list-style-type: none"> schedule being scoped as part of redevelopment program construction commence 2014
bus parking	\$300,000 (amended as per Q1 budget review)	\$294,482	<ul style="list-style-type: none"> bus facility to be constructed on old Mobil site meetings held with bus companies to discuss parking layouts design complete, pending review of groundwater issues which are being investigated by engineers procurement complete, pending scheduling of works 	<ul style="list-style-type: none"> construction expected to commence March 2014 pending review of groundwater issues
car park lighting and CCTV	\$131,656	\$247,568	<ul style="list-style-type: none"> staff car park lights installed, long term car park lights delayed 	<ul style="list-style-type: none"> lighting completed end October 2013
car park/ground transport reconfiguration	\$160,000	\$86,861	<ul style="list-style-type: none"> new layout identified as part of strategic review program 	<ul style="list-style-type: none"> schedule being scoped as part of redevelopment program construction commence 2015
electrical ring main (including runway lighting upgrade)	\$2,461,211	\$1,964,726	<ul style="list-style-type: none"> works commenced 	<ul style="list-style-type: none"> works anticipated completion early 2014
main apron extension	\$4,734,464	\$4,578,863	<ul style="list-style-type: none"> works underway 	<ul style="list-style-type: none"> due for completion end January 2014
quarantine incinerator	\$600,000	\$0	<ul style="list-style-type: none"> building repairs complete Department of Environment Regulation approved 	<ul style="list-style-type: none"> due for upgrade by May 2014
repair runway safety ends	\$350,000	\$35,803	<ul style="list-style-type: none"> to be completed with re-sheet works 	<ul style="list-style-type: none"> due for completion end January 2014
resheet runway and apron extensions	\$4,000,000	\$319,003	<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"> runway re-sheet under review
terminal precinct	\$310,000	\$135,381	<ul style="list-style-type: none"> new concept developed as part of strategic review program 	<ul style="list-style-type: none"> schedule being scoped as part of redevelopment program construction to commence end 2015
transport and logistics subdivision	\$0 (to be reviewed in Q2 budget review for designs)	\$37,429	<ul style="list-style-type: none"> designs complete – final cost estimate for subdivision \$8.36M plus GST, contingency and service connections design modification required as outcome of strategic review process services investigation ongoing 	<ul style="list-style-type: none"> schedule being scoped as part of redevelopment program construction to commence end 2014

Airport redevelopment program – January 2014 update

Commercial projects		
project	project status	expected completion timeframe
business and investment opportunities	<ul style="list-style-type: none"> Pilbara Freight Terminal commenced operations 	<ul style="list-style-type: none"> Pilbara Freight Terminal commenced operations
leases	<ul style="list-style-type: none"> lease negotiations continuing with: <ul style="list-style-type: none"> Qantas kiosks (being considered by tenant) lease executed for: <ul style="list-style-type: none"> Pilbara Cargo Terminal Qantas office area 	<ul style="list-style-type: none"> Qantas lease anticipated for execution early 2014
communication, marketing and stakeholder engagement	<ul style="list-style-type: none"> website usage steady: <ul style="list-style-type: none"> July: 3,566 visits August: 3,342 visits September: 3,538 visits October: 3,824 visits November: 3,539 visits December: 4,854 visits communications strategy developed – endorsed at ACM 11/12 	<ul style="list-style-type: none"> stakeholder engagement ongoing new flight information feed to be installed on home page early 2014 (currently pending supplier programming)

10.2.1.2 Port Hedland International Airport – Maintenance Contract for Checked Baggage Screening X-ray Equipment (30/01/0006)

Officer Anna Duffield
Airport Development Officer

Date of Report 6 January 2014

Disclosure of Interest by Officer Nil

Summary

This agenda item seeks approval to engage L-3 Communications (L3) under a three-year maintenance contract for Port Hedland International Airport's checked baggage screening x-ray equipment.

The x-ray equipment was purchased from L3 and they are the sole provider of maintenance for the equipment.

The three-year contract is for \$281,280 inclusive of GST (\$93,760 per annum) and will be cost recovered through the Town's new passenger security screening charge to be introduced from 1 April 2014.

Due to the unique nature of the service, Airport Committee endorsement is sought to recommend to Council to approve the engagement of L3 outside of the Town's procurement policy.

Background

The Town of Port Hedland purchased checked baggage screening x-ray equipment from L3 in December 2008. The equipment initially came with a two-year warranty.

The 27 January 2011 Council meeting resolved (decision 201011/241) to:

- “1. Request the Chief Executive Officer or his authorised delegate to enter into the Service Maintenance Agreement with L3 Communications for the maintenance of the L3 Communications CBS X-Ray machine at the Port Hedland International Airport, after 31 January 2011, should the Town not receive other quotations from licences and authorized service providers for the this equipment; and*
- 2. Allocates \$93,760 for the purposes of maintenance on the CBS x-ray plant the warranty for which expired on 30 November 2010;and*
- 3. Consider allocating \$93,760 for the 2011/12 and 2012/13 financial years as part of its budget considerations.”*

L3 were subsequently engaged for a three year period to 31 January 2014 to provide maintenance on the equipment.

This contract is now due to expire and Committee approval is sought to engage L3 for an additional period of three years.

Consultation

External

- L3
- Karratha Airport General Manager, Shire of Roebourne
- Newman Manager Airport Services, Shire of East Pilbara.

Internal

- Program Director Airport Redevelopment
- Acting Director Engineering Services
- Manager Airport Operations
- Manager Investment and Business Development
- Coordinator Governance.

Statutory Implications

Aviation regulations

Under section 16 of the *Aviation Transport Security Act 2004* the Town of Port Hedland, as owner/operator of Port Hedland International Airport, is required to ensure the security integrity of the domestic and international aviation networks. This includes the checked baggage screening.

Procurement regulations

Section 3.57 of the *Local Government (Functions and General) Regulations 1996* specifies that tenders are required for contract expenditure above \$100,000, except in particular circumstances. Such exemption is when the:

“local government has good reason to believe that, because of the unique nature of the goods or services required or for any other reason, it is unlikely that there is more than one potential supplier.”

Council absolute decision regulations

Section 6.8(1) of the *Local Government Act* specifies that the Town can incur expenditure for an additional purpose if authorized in advance by resolution.

Fees and charges regulations

Section 6.16 of the *Local Government Act* specifies that the Town may recover a fee or charge for goods and services provided.

Policy Implications

The Town's Procurement Policy notes that any expenditure above \$100,000 is subject to tender process, except for unique situations.

The x-ray equipment was purchased from L3, who are the manufacturer and sole provider of maintenance for the equipment.

Therefore it is a unique situation as per the Town's procurement policy.

Strategic Planning Implications

6.1	Economic
6.2.2	Gateway City and 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

Should L3 be engaged for an additional three years, the expenditure will be \$281,280 inclusive of GST. This 2013/14 allocation is included in GL 1211249 equipment maintenance.

The Town is transitioning to become the screening authority for Port Hedland International Airport, and is able to cost-recover security services. Therefore the equipment maintenance fee will be fully cost recovered from airlines and attributed to a new revenue account.

Officer's Comment

The checked baggage screening x-ray machine requires periodic maintenance. L3 are a provider of Security and Detection Systems and they have provided a Service Maintenance Agreement, containing a maintenance schedule with costs.

It is priority that the equipment's maintenance schedules are adhered to ensuring the equipment is operational. Without checked baggage screening the airport will not be able to process passengers. The equipment is extremely specialised and technicians cannot be easily or readily sourced.

It is noted that technicians maintaining the checked baggage x-ray equipment must be:

- radiation licensed
- L3 trained and certified to repair L3 equipment
- an approved L3 agent or distributor to be able to buy parts.

L3 are therefore the only supplier of such maintenance services.

Other airport's maintenance contracts

It should be noted that Karratha Airport have L3 checked baggage x-ray screening equipment and subsequently use L3 for maintenance as they are the sole supplier for parts for this equipment. In addition, L3 coordinate their service visits to maintain other L3 equipment at Karratha Airport thus minimizing establishment travel costs.

Newman Airport have Smiths equipment and subsequently use Smiths for maintenance.

Proposed maintenance contract

L3 have provided three options of maintenance cover which are detailed below:

Bronze - \$9,727	Silver - \$38,260	Gold - \$93,760
2 x preventative maintenance's during business hours and 24/7 telephone support only parts not included labour, travel costs, travel time not included	2 x preventative maintenance's during business hours and 24/7 telephone support, 24/7 onsite repairs parts not included labour, travel costs, travel time included	2 x preventative maintenance's during business hours and 24/7 telephone support, 24/7 onsite repairs parts included labour, travel costs, travel time included

The Town had previously engaged L3 to provide gold level of cover at a cost of \$281,280. A breakdown of individual charges for preventative maintenance, onsite repairs and parts over the duration of the three year contract period has indicated that ad-hoc costs for this service would have cost the Town \$312,303.

Therefore it is recommended that the Town continue with gold level of cover.

L3 have also advised that should the Town upgrade passenger screening equipment and purchase their equipment, maintenance would be included as part of this contract.

Cost recovery

All aircraft and air operators visiting Port Hedland International Airport are subject to approved fees and charges.

Section 6.16 and 6.19 of the *Local Government Act* specifies that there are fees that may be charged for the provision of screening services on a per passenger basis.

These fees are being developed and expected to be presented to Council within the coming months.

Attachments

Nil

AC201314/039 Officer's Recommendation/ Airport Committee Decision

Moved: Cr Hunt

Seconded: Dr King

That the Airport Committee recommends that Council authorises the Chief Executive Officer, or his delegate(s), to engage L-3 Communications on the following terms:

- a. To provide gold level maintenance services for the Port Hedland International Airport checked baggage screening x-ray equipment;**
- b. For a three year period from 1 February 2014 to 31 January 2017; and**
- c. For total of \$281,280 inclusive of GST.**

CARRIED 6/0

10.2.1.3 Port Hedland International Airport – Redevelopment Program Review by Rehbein Airport Consulting (File No.: 08/02/0025)

Officer Anna Duffield
Airport Development Officer

Date of Report 6 January 2014

Disclosure of Interest by Officer Nil

Summary

This agenda item summarises the Port Hedland International Airport redevelopment program review finalised by Rehbein Airport Consulting in December 2013.

The principal objective of the review was to ensure that the 2012 Master Plan and supporting infrastructure program would meet future growth needs and regional requirements to position Port Hedland as a vibrant city of 50,000 people by 2035.

The review covered five themes: airside planning, land use, passenger terminal, car park/ground transport and the freight/logistics zone.

Revised forecasts for passenger and aircraft movements were also developed which updated previous projections on which the Master Plan was based on.

Extensive consultation with internal and external stakeholders was undertaken through data gathering and design workshops.

The review identified that the 2012 Master Plan was generally sound, however some improvements to concepts were required based on revised operational and stakeholder needs. In addition a number of project sequencing issues were identified.

Background

The Town of Port Hedland has made a commitment to transform the airport precinct into a modern and well-serviced facility that provides a welcoming gateway to the North West.

This commitment is based on the Port Hedland International Airport Master Plan which was finalised in March 2012 and incorporates work undertaken by various consultants across a period of two to three years.

The Town commissioned Rehbein Airport Consulting to undertake a strategic review of the development proposals in the context of the Master Plan.

The principal objective of the review was to ensure that existing plans will meet future growth needs and regional requirements to position Port Hedland as a vibrant city of 50,000 people by 2035. In addition, the review was conducted to validate previous plans to:

- ensure future growth and regional needs are met
- verify the timing for infrastructure delivery
- maximise the economic, social and environmental benefits of the upgrade
- ensure an integrated, holistic approach
- provide a sound basis for investment.

The Town also commissioned Village Well to develop a place plan that will guide the airport redevelopment in terms of creating a 'sense of place'. A draft of the report was tabled at the December 2013 Airport Committee meeting. The final report will be presented to Council in February.

Recognising that the redevelopment will not be complete until at least 2016, an interim improvement's strategy was endorsed at the December 2013 Airport Committee.

The committee also received a presentation from the Program Director Airport Redevelopment outlining the key outcomes of the strategic review.

Consultation

External

- Rehbein Airport Consulting
- Tourism Futures International
- Village Well
- Airlines – Qantas, Virgin Australia
- Airport tenants – Airport bar and café, Budget Car Rentals, Bureau of Meteorology, Customs, Europcar, North West Aviation Services, Port Hedland Air Freight, Quarantine, Russell Aviation
- Resource companies – BHP Billiton Iron Ore, Fortescue Metal Group
- Industry and government bodies – Air Services Australia, Civil Aviation Services Australia, Department of Transport, Office of Transport Security, Pilbara Development Commission, Port Hedland Chamber of Commerce and Industry
- Ornithologist
- Emergency Management Solutions

Internal

- Mayor and elected members
- Airport committee
- ToPH executive team
- Program Director Airport Redevelopment
- Manager Airport Operations
- Manager Infrastructure Development
- Manager Investment and Business Development

- Manager ICT operation
- Coordinator Airport Compliance and Operations
- Senior Strategic Planner
- Project Development Officer
- Paid Parking Officer

Statutory Implications

Nil

Policy Implications

Nil

Strategic Planning Implications

6.1	Economic
6.2.2	Gateway City and 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

The Town had originally committed \$70.5 million to the redevelopment program. It is likely that the required investment will exceed this original budget. Rehbein have provided an indicative estimate of \$90 million, including contingency buffers.

A detailed budget and funding model is being developed and will be presented to Council in due course.

Rehbein were awarded the contract to conduct the strategic reviews following a request for quotation process in June 2013. The strategic review was funded from the Airport's existing budget allocation for 13/14 and attributed to GL 1210410. Total expenditure was \$54,000 exclusive of GST.

Officer's Comment

The review covered five key themes: airside planning, land use, passenger terminal, car park/ground transport and the freight/logistics zone.

The review tested the previous concepts and identified appropriate refinements to meet the redevelopment objectives and accommodate 1.36 million passengers. It is noted that this is an increase of 2.6 times current levels, however it is considered appropriate when taken in the context of the known probable and proposed future mining projects.

The key outcomes of the review are intended to inform the subsequent detailed design process.

Consultation process

Extensive consultation with key internal and external stakeholders through data gathering and design workshops was undertaken, as well as participation in 'placemaking' workshops. Stakeholders included airlines, resource companies, freight handlers, hire car companies, border and government agencies and industry bodies.

Workshops were held in Port Hedland on 3 and 4 September 2013 and in Port Hedland and Perth during the week of 28 October to 1 November 2013. The final design concepts were ultimately informed by stakeholder and community feedback and the workshop outcomes.

Passenger forecasts

Revised forecasts of passenger and aircraft movements were developed by Tourism Futures International (TFI) which update previous projections on which the 2012 Master Plan was based.

TFI considers it likely that the mining investment growth phase will peak by 2015 at around 500,000 to 600,000 passengers and stabilise around 400,000 to 500,000 passengers depending on the future mix of resident and fly-in/fly-out (FIFO) employment. Additional mining projects and construction of additional port facilities could increase these passenger numbers by more than 50,000. TFI's upper limit estimate for passenger traffic at Port Hedland by 2033 is 730,000 passengers.

Challenges in accurately forecasting future traffic for Port Hedland and other mining-driven airports are acknowledged within the TFI report. An alternative growth projection based on a compound annual growth rate of 5% per annum was developed by Rehbein to provide a sensitivity check. This growth, if it occurred, would result in approximately 1.36 million passengers by 2033. While this level of traffic may represent a longer-term proposition, it is considered to form an appropriate basis for the planning of passenger terminal facilities when taken in the context of a building life of 40 plus years.

Review outcomes – airside planning

Rehbein note that the proposed concepts contained in the Master Plan for airfield and airside infrastructure expansion offer logical, rational and sensible solutions which are appropriate to expected future aeronautical requirements.

The change from power-in/power-out to power-in/push-back operations and implementation of new aircraft parking arrangements is endorsed by Rehbein, however it is recommended that the proposed concrete aircraft parking positions are omitted to preserve maximum flexibility.

A number of principles from these concepts are fully endorsed by Rehbein including:

- future expansion of the southern apron to the south-west, running adjacent the boundary with precinct 2
- provision of a future code F taxiway connecting the southern apron and expansion to taxiway B2 and runway 14/32
- expansion of the general aviation (GA) apron to the north and widening to increase its capacity including for helicopter operations
- flexibility for apron and terminal facilities to respond to concurrent international and domestic operations.

Review outcomes – land use

Rehbein consider the proposed non-aeronautical land-use strategy set out in the Master Plan to be generally sound and the proposed lot layouts and land uses within Precincts 2, 3 and 4 mostly reasonable.

Rehbein recommend that the lot layout within Precinct 2 should be reviewed in relation to preserving the capability for ultimate expansion of freight and other major aviation support activities once Precinct 1 is fully occupied.

It is noted that the stakeholder consultation revealed a widespread consensus that there is a potential opportunity in the short to medium-term to develop an international freight hub at the airport. Consequently existing proposals for a freight and logistics subdivision within Precinct 1 should be modified if necessary to accommodate this.

Rehbein further note that relocation of the existing freight facilities is essential in order to facilitate the expansion of the terminal to the east.

In addition the proposed lot layout of the freight/logistics zone needs to be rationalised to facilitate common user international airfreight facilities.

Review outcomes – passenger terminal

Rehbein note that the existing passenger terminal is undersized in relation to current peak period traffic levels, operationally inefficient, and lacks the passenger comfort and amenities associated with modern airport terminal facilities. Consequently it needs to be refurbished and expanded.

It is recommended that the current location should be retained and that the terminal area should be significantly expanded. Expansion in a single phase to a total footprint of approximately 11,930m² is recommended (8,800 m² internal and 3,130 m² external).

Rehbein note that the international departures facilities would be best incorporated on a mezzanine to maximise flexibility for concurrent international and domestic operations.

In addition, Rehbein recommend that a covered walkway to the apron face of the terminal should be provided and that an extensive plaza area connecting terminal to ground transport arrangements would assist with placemaking proposals to generate a sense of place and smooth the transition between transport modes.

Review outcomes – car park and ground transport

Rehbein recommend that a shared-use pick-up/drop off zone should be provided and that the existing short-term car park entry and exit arrangements should be reconfigured.

In addition, Rehbein note that a permanent mini-bus and coach parking area to the north of the short-term car park should be incorporated to address front-of-house security concerns and resource company requirements for transit of employees.

Rehbein also note the following recommendations:

- ensure the boundary between the short-term, long-term and rental car park areas are of a flexible nature to easily adjust the number of allocated bays to suit actual demand
- retain existing long-term parking area without alteration
- extend existing service road to facilitate further hangar development
- provide staff parking spaces to the south of the Polar Aviation hangar
- develop a new two-way access to the freight and logistics subdivision to facilitate connectivity between the rental car ready-bays and the storage lots in the subdivision

Review outcomes – freight and logistics zone

The Master Plan proposes the development of facilities for freight and logistics uses within Precinct 1, in an area to the south and east of the terminal. Rehbein note that while the existing layout of the majority of lots should be retained, modification is required to a few lots to create larger areas and airside access.

Specifically, Rehbein note the following recommendations:

- adjust the road layout creating direct airside access from the Air BP site
- develop a new area immediately north of the Air BP site for consolidation of airport operations activities
- consolidate proposed lots 9/10 and 12/13 to provide larger lots with airside access.
- identify four lots with direct landside and airside access suitable for development of international and domestic freight hub facilities, individually or in various combinations.

Review outcomes – project sequencing

As the redevelopment of the airport precinct will be undertaken within and around a live operating airport, there are a number of project sequencing issues that need to be addressed.

Rehbein note the following key steps in the development sequence:

- provision of services (water, wastewater, electricity) and establishment of road access to the proposed lots in the freight/logistics zone
- construction of the northern GA apron expansion and provision of additional hangar sites, which will enable relocation of existing general aviation tenants within the airport operations zone
- relocation of the existing freight operations to the new freight hub and rental car facilities to the logistics zone
- reconfiguration of the short-term car park to accommodate the proposed expansion of the terminal to the north
- demolition of the existing building to the west of the terminal
- construction of the proposed terminal extension in stages commencing with a new check-in hall at the eastern end

Next steps

The redevelopment strategy will be presented to the February Ordinary Council Meeting. This includes the above mentioned strategic review outcomes, previously Airport Committee approved interim improvement program and placemaking outcomes.

Following Council's consideration a detailed project plan will be developed, including tendering and construction timelines. The key outcomes of the review are intended to inform the subsequent detailed design process. It is likely that construction will commence in 2015.

Attachments

1. Port Hedland International Airport redevelopment program review – Rehbein Airport Consulting (Under Separate Cover)

AC201314/040 Officer's Recommendation/ Airport Committee Decision

Moved: Cr Hunt

Seconded: Dr King

That the Airport Committee:

- 1. Note the Port Hedland International Airport redevelopment program review finalised by Rehbein Airport Consulting in December 2013; and**
- 2. Note the redevelopment strategy, including strategic review outcomes, interim works and placemaking outcomes, will be presented to the February Ordinary Council Meeting.**

CARRIED 6/0

ITEM 11 LATE ITEMS AS PERMITTED BY PRESIDING MEMBER/AIRPORT COMMITTEE

Nil

ITEM 12 MOTIONS OF WHICH PREVIOUS NOTICE HAS BEEN GIVEN

Nil

ITEM 13 CONFIDENTIAL ITEMS

Nil

ITEM 14 ATTENDANCE VIA TELECONFERENCE

Nil

ITEM 15 APPLICATIONS FOR LEAVE OF ABSENCE

Nil

ITEM 16 CLOSURE

16.1 Date of Next Meeting

The next Airport Committee Meeting of Council will be held on Wednesday 5 February 2014.

16.2 Closure

There being no further business, the Presiding Member declared the meeting closed at 1:38pm.