



Town of Port Hedland

MINUTES

OF THE

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

HELD ON

**WEDNESDAY 2 APRIL 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”***

*M.J. (Mal) Osborne
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 12:32pm 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)
Councillor Jan Gillingham (Deputy Presiding Member)
Mayor Kelly Howlett
Councillor Lorraine Butson
Councillor Troy Melville (Deputy Member for Councillor Hunt)

Community Members:

Mr Serge Doumergue
Ms Florence Bennett
Dr Ken King

Officers

Mal Osborne	Chief Executive Officer
Russell Dyer	Director Engineering Services
Gordon MacMile	Director Community Development
Clare Phelan	Director Corporate Services
Brett Reiss	Program Director Airport Redevelopment
Ian McKay	Manager Airport Operations
Grace Waugh	Minute Taker/ Governance Officer

2.2 Apologies

Councillor Julie Hunt

2.3 Approved Leave of Absence

Nil

ITEM 3 RESPONSE TO PREVIOUS QUESTIONS – TAKEN ON NOTICE**3.1 Questions from Public at Airport Committee Meeting held on Wednesday 5 February 2014**

Nil

3.2 Questions from Committee Members at Airport Committee Meeting held on Wednesday 5 February 2014

Nil

ITEM 4 PUBLIC TIME**IMPORTANT NOTE:**

'This meeting is being recorded on audio tape as an additional record of the meeting and to assist with minute-taking purposes which may be released upon request to third parties. If you do not give permission for recording your participation please indicate this at the meeting. The public is also reminded that in accordance with Section 20.3 of the Town of Port Hedland Local Law on Standing Orders nobody shall use any visual or vocal electronic device or instrument to record the proceedings of any meeting unless that person has been given permission by the chairperson to do so.'

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

4.1 Public Question Time

Nil

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

Presiding Member opened Public Statement Time at 12:35pm.

4.2 Public Statement Time

Nil

Presiding Member closed Public Question Time at 12:35pm.

ITEM 5 QUESTIONS FROM MEMBERS WITHOUT NOTICE**5.1 Councillor Gillingham**

As the Manager Airport Operations has resigned will the Town be holding a farewell function for him? What is the Town's process to advertise for a new Manager Airport Operations?

Chief Executive Officer advised that the Town had initial advice from the late Manager Airport Operations that he did not want a farewell function however he may have recently changed his mind. The Town will be in contact with the late Manager Airport Operations in relation to a farewell function and will also be invited to the next Ordinary Council Meeting to be recognised for his 18 years of service at the Town.

The Town is currently reviewing the position description for this role and is taking into account the potential airport governance models in the future.

5.2 Mayor Howlett

I attended the FMG Solomon mine opening on Thursday 27 March 2014. There were 180 people attending the opening with two private plane charters leaving from Port Hedland International Airport. Passengers were left in the sun outside Gate 2 while plane tickets were checked. What are the rules around using the terminal for private charters?

Program Director Airport Redevelopment advised that private charters could use the terminal however permission would need to be sought as to when the plane would be departing and arriving.

Chief Executive Officer advised that it could be possible for the passengers to meet in the arrivals area and have their tickets checked then exit the terminal through the arrivals gate.

Manager Airport Operations advised that private planes usually use bay 1 or 2 at the airport.

Director Engineering Services advised that North West Aviation Services handle the interface between leaving the airport terminal and boarding the plane. As it is not something the Town deals with the Town would not have been notified or had any input in the process. Prior to the day FMG could have put in a request as to how they preferred the passengers to board.

Presiding Member advised that a meeting will be held with North West Aviation Services in regards to the process for private plane charters for special events. After the meeting the Town will send a follow up letter outlining the actions from the meeting.

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 Melville
Councillor Gillingham	Mr Doumergue
Mayor Howlett	Ms Bennett
Councillor Butson	Dr King

ITEM 7 CONFIRMATION OF MINUTES OF PREVIOUS MEETING

7.1 Confirmation of Minutes of the Airport Committee Meeting held on Wednesday 5 February 2014

AC201314/046 Officer's Recommendation/ Airport Committee Decision

Moved: Dr King

Seconded: Mr Doumergue

That the Minutes of the Airport Committee Meeting held on Wednesday 5 February 2014 be confirmed as a true and correct record of proceedings.

CARRIED 8/0

ITEM 8 ANNOUNCEMENTS BY PRESIDING MEMBER WITHOUT DISCUSSION

Presiding Member advised that the water across the walkway at the front of the Airport terminal has been fixed and thanked the Engineering team.

Following his recent resignation the Manager Airport Operations should be recognised for his 18 years of service at the Town and a function to be held at the Airport might be considered.

ITEM 9 PETITIONS/DEPUTATIONS/PRESENTATIONS/SUBMISSIONS

9.1 *Brett Reiss, Program Director Airport Redevelopment*

Presentation by Brett Reiss, Program Director Airport Redevelopment.

Port Hedland International Airport program director airport redevelopment update

presentation to airport committee 2 April 2014





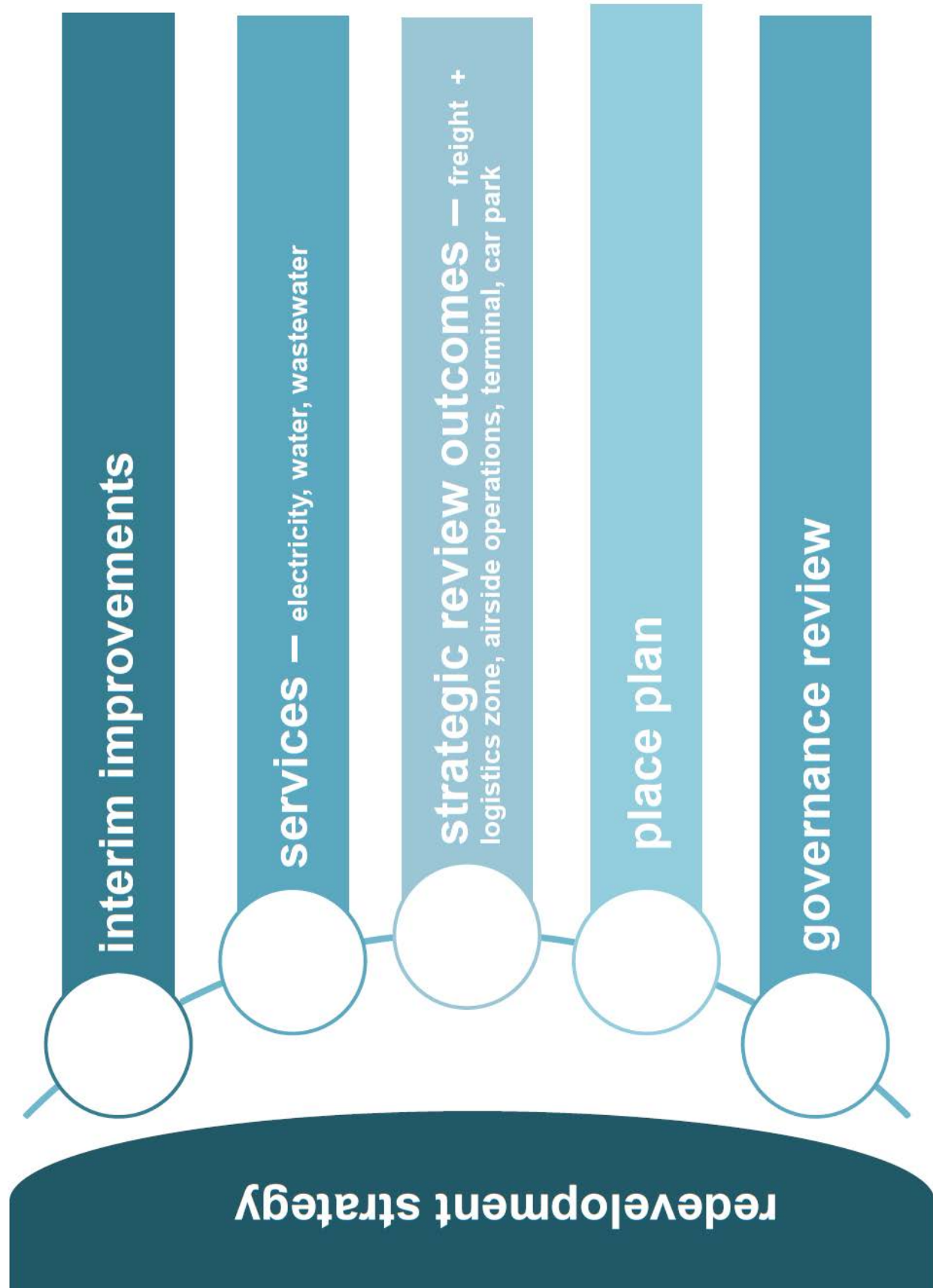
- redevelopment strategy
- airport interim improvement program





redevelopment strategy







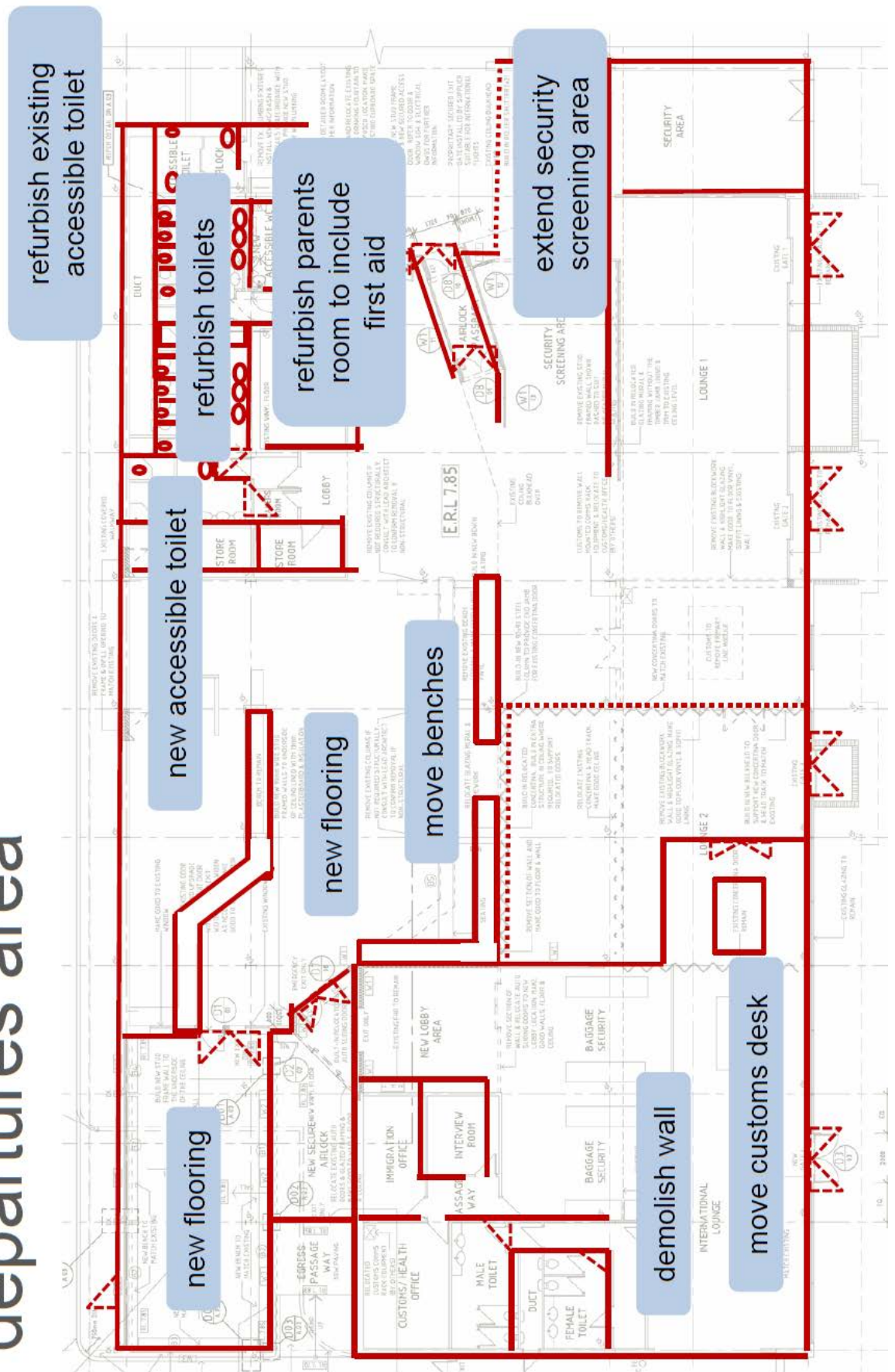
interim improvement program



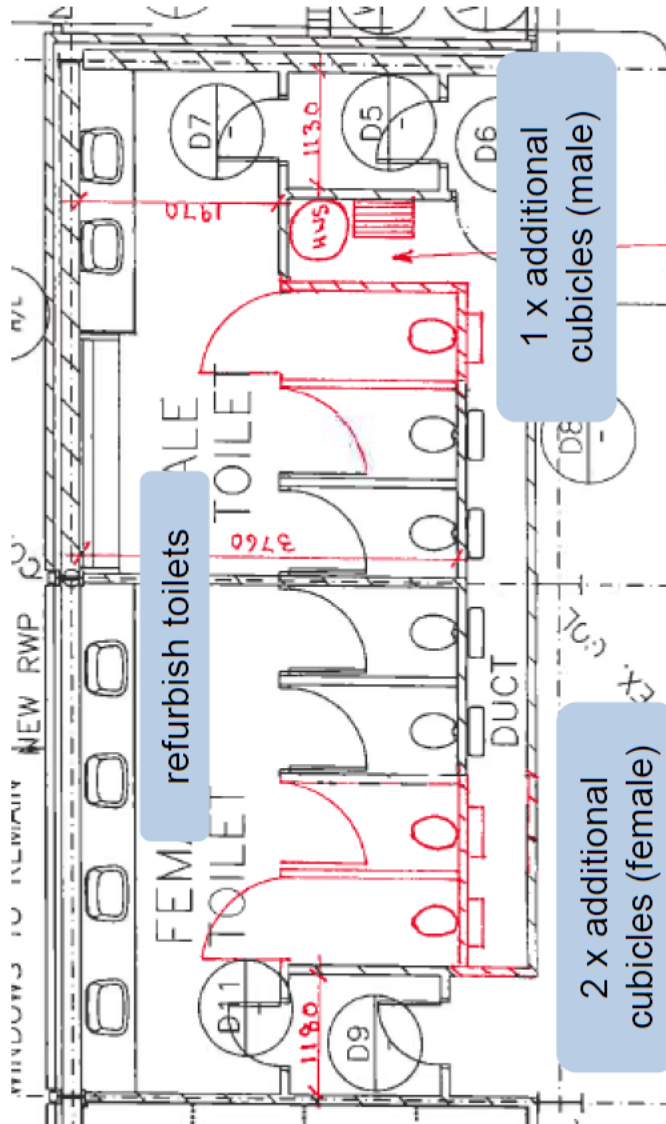
interim improvement program

project	status
terminal secure area extension	<ul style="list-style-type: none"> contract awarded to Jaxon Construction variations being considered – April OCM
terminal painting	<ul style="list-style-type: none"> tender being prepared – end April
public art – art installation wall, terminal exterior, shade sails	<ul style="list-style-type: none"> design brief being developed – end April request for proposal to be issued – May
visitor information	<ul style="list-style-type: none"> interim brochure racks installed digital display board being investigated – end May
verge works – landscaping, shade structures, paths	<ul style="list-style-type: none"> scope of works being revised for tender – end April
concrete paths – slip road, long-term car park, hire car offices	<ul style="list-style-type: none"> long-term car park – complete other works to be combined with verge
bus parking	<ul style="list-style-type: none"> on hold until water subsides – likely mid 2014

departures area



arrivals area





projects update





screening authority transition

- application to Office of Transport
- interim arrangements
- airlines being engaged on new charges
- new charges approved at OCM 26/2
- equipment tender
- services tender

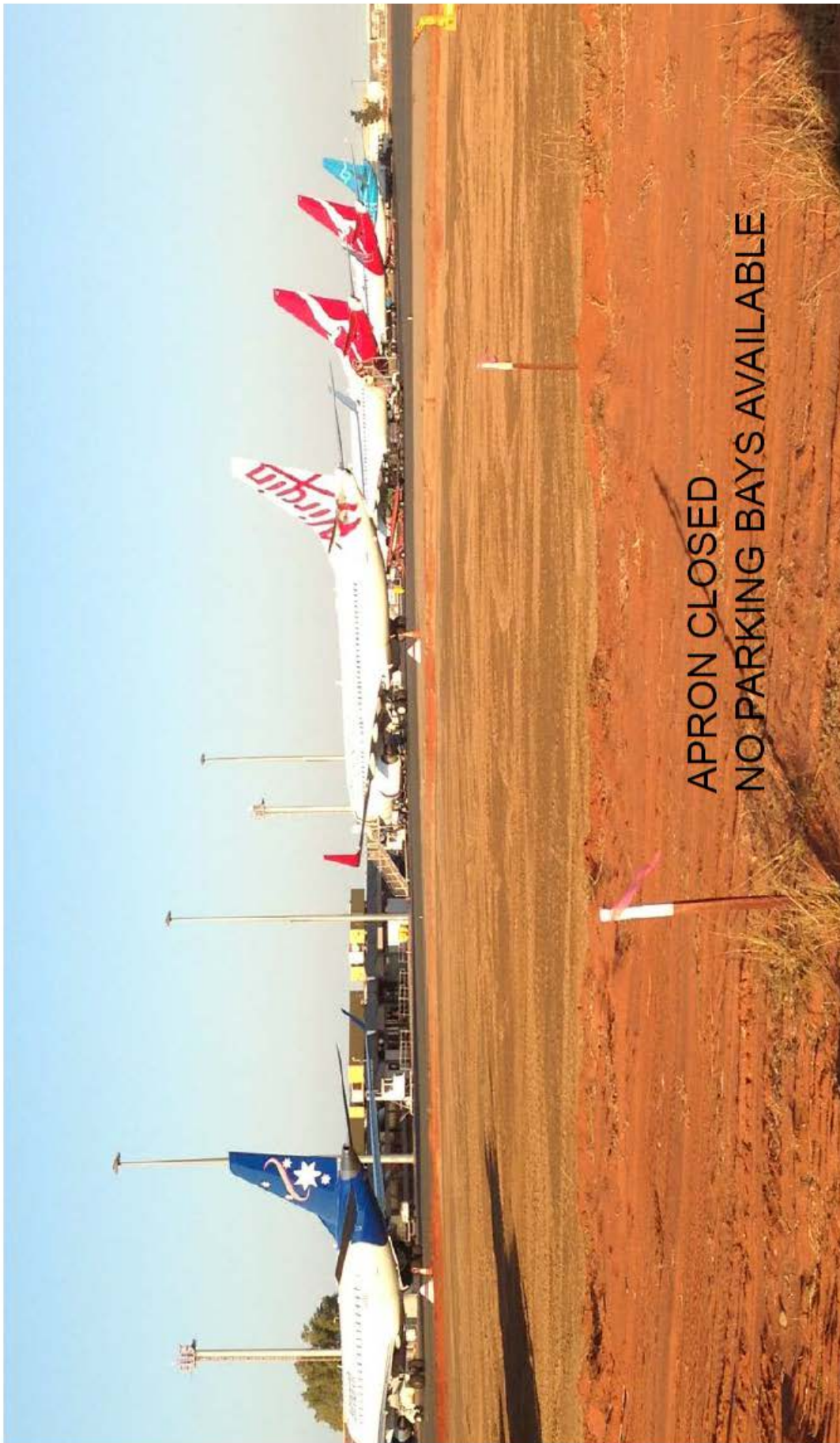
9.2 *Ian McKay, Manager Airport Operations*

Airport Operations project update.

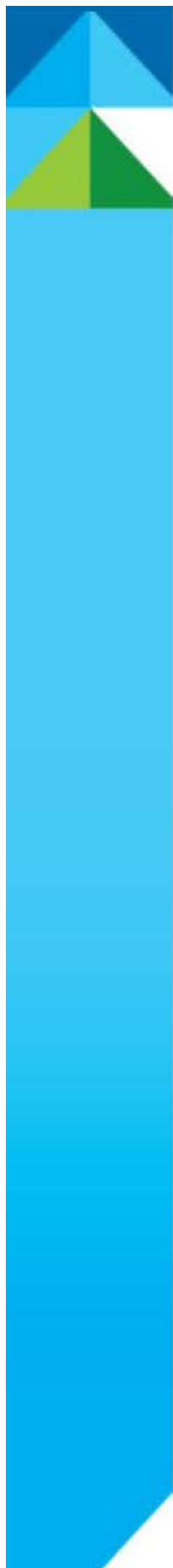
Port Hedland International Airport Operations Update

presentation to airport committee 2 April 2014





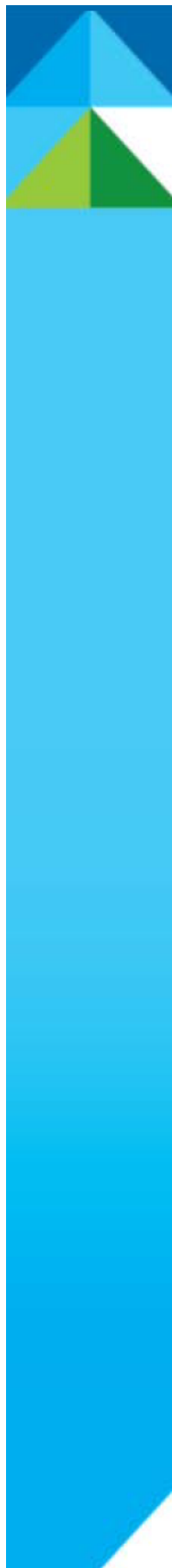
APRON CLOSED
NO PARKING BAYS AVAILABLE



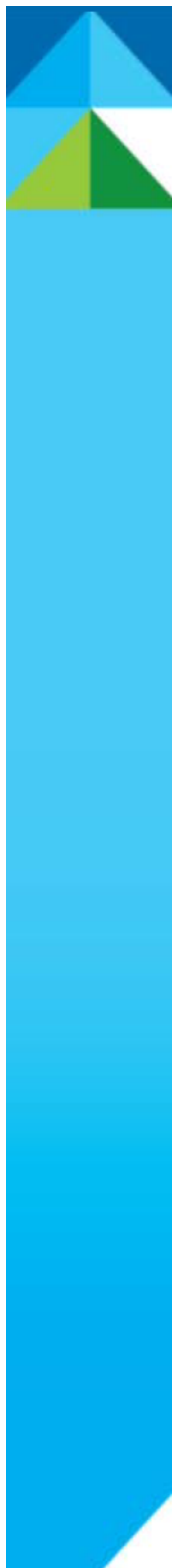
PORT HEDLAND INTERNATIONAL AIRPORT

APRON EXTENSION 2013

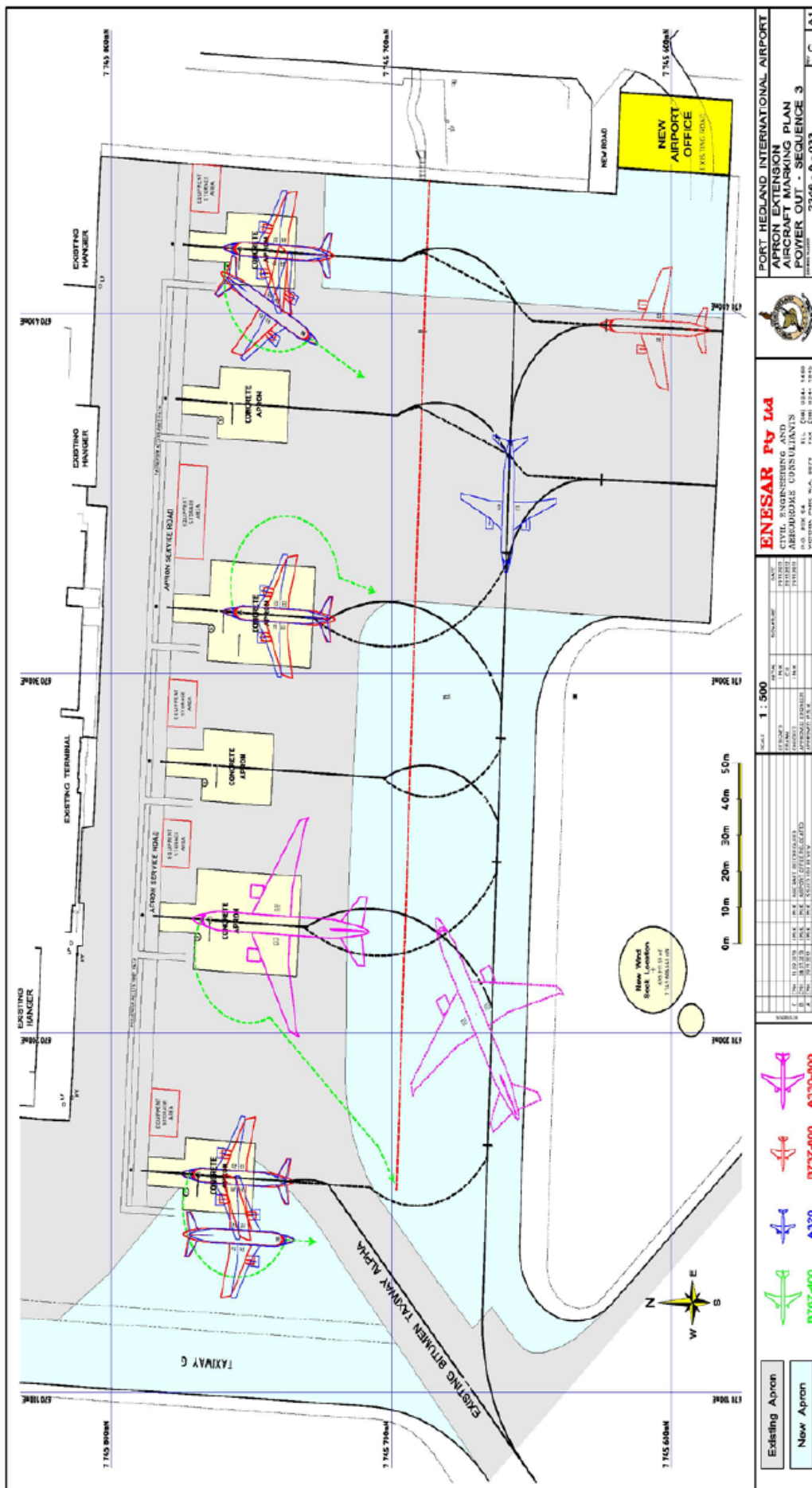




- The purpose of the extension was to allow the RPT service aircraft to be pushed back using tugs instead of having to power themselves in and out.
- The push back operation would also alleviate the problems with an aging apron pavement
- 25,000 square metres of apron surface was added.
- Doubling the size of the apron area.



- Three area were added.
- South of the existing apron - 12,110 square metres.
- East of the existing apron – 6,020 square metres
- West of the existing apron – 4,900 square metres



PORT HEDLAND INTERNATIONAL AIRPORT
 APRON EXTENSION AND TAXIWAY PLAN
 POWER OUT SEQUENCE 3
 DRAWING NUMBER: 2346 - A - 033
 SHEET: C | A1



ENESAR Pty Ltd
 CIVIL ENGINEERING AND
 AERODROME CONSULTANTS
 100/100 WILSON ROAD, W.A. 8079 P.O. BOX 9244, 1480
 PERTH, WESTERN AUSTRALIA

NO.	DATE	BY	REVISION
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- B787-400
- A320
- B737-600
- A330-300

Existing Apron
 New Apron



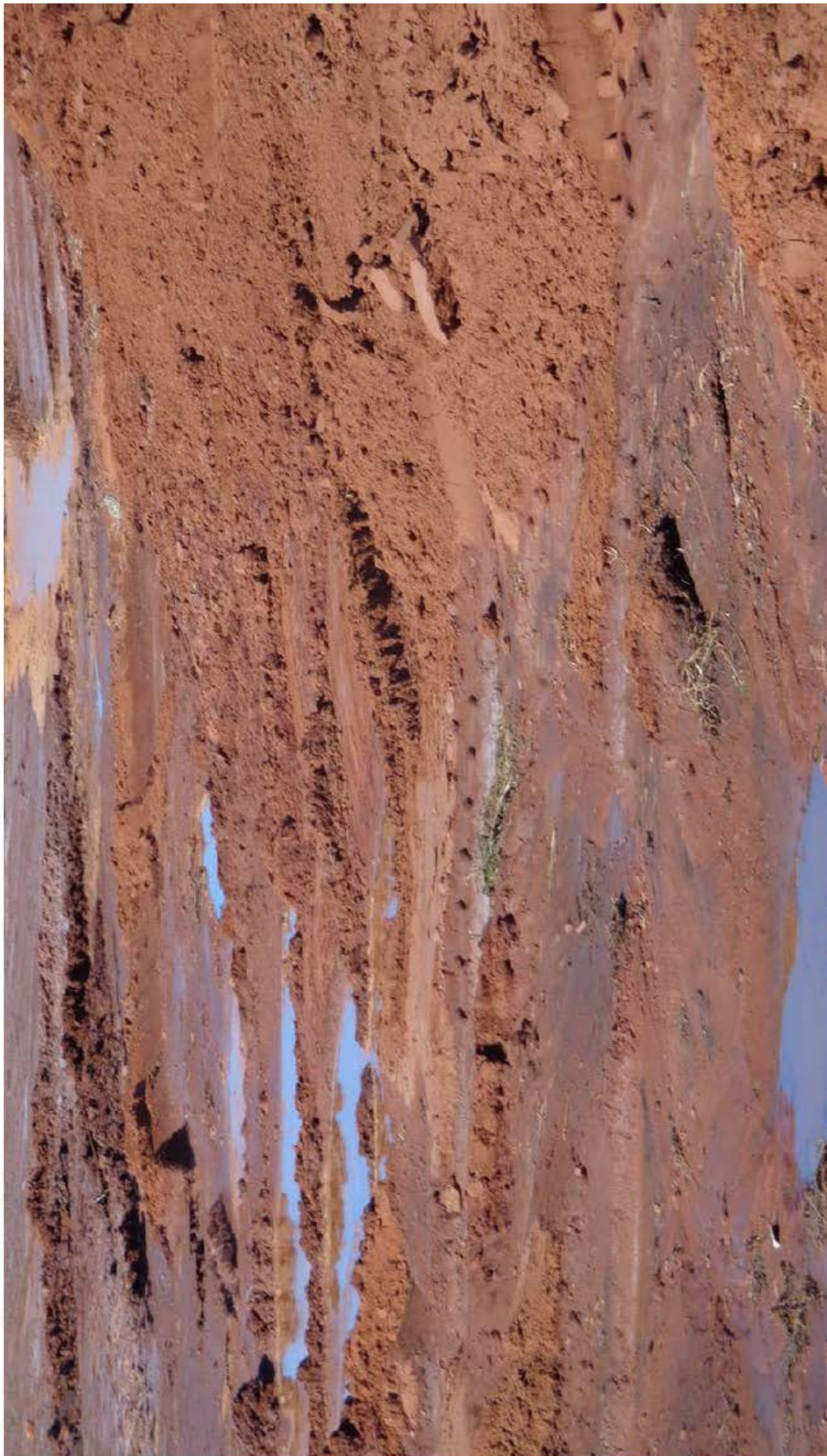
APRON EXTENSION CONSTRUCTION PHOTO'S

















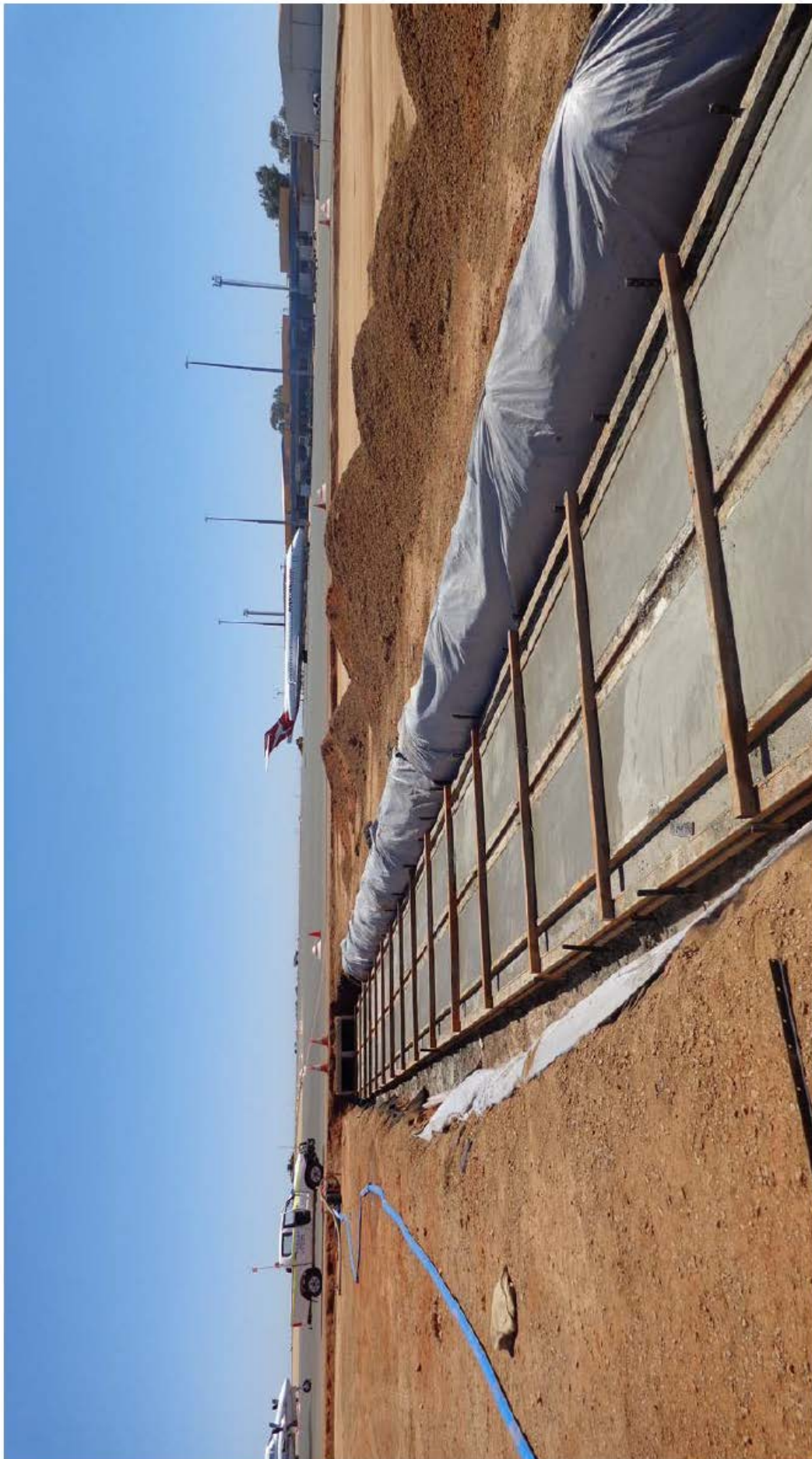


















1:20pm Mr Doumergue left the room.

ITEM 10 REPORTS OF OFFICERS**10.1 *Port Hedland International Airport – projects update April 2014 (File No.: 08/02/0025)***

Officer Anna Duffield
Airport Development
Officer

Date of Report 20 March 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
- Manager Infrastructure Development
- Manager Investment and Business 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 December 2013 Budget Review process.

Officer's Comment

It is proposed that the Town of Port Hedland will invest \$100 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.

The redevelopment strategy, including staging of works, is being developed and will be presented to the committee and Council in due course.

Attachments

1. Port Hedland International Airport projects update – April 2014

AC201314/047 Officer's Recommendation/ Airport Committee Decision

Moved: Mayor Howlett

Seconded: Ms Bennett

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

CARRIED 7/0

Airport redevelopment program – April 2014 update

Capital works program	2013/14 budget	expenditure/ commitments (Feb 2014)	project status	expected completion timeframe
airport operations building	\$0	\$0	<ul style="list-style-type: none"> new location identified as part of strategic review program 	<ul style="list-style-type: none"> programmed for design and tender mid-2015
bus parking	\$300,000 (amended as per Q1 budget review)	\$19,487	<ul style="list-style-type: none"> bus facility to be constructed on old Mobil site investigation of significant groundwater issues 	<ul style="list-style-type: none"> Geotechnical investigations continuing
car park/ground transport reconfiguration	\$160,000	\$64,253	<ul style="list-style-type: none"> future 'ultimate' layout developed plus an interim staged approach 	<ul style="list-style-type: none"> program schedule to be developed
electrical ring main (including runway lighting upgrade)	\$2,461,211	\$2,148,818	<ul style="list-style-type: none"> stage one suspended pending revision of scope 	<ul style="list-style-type: none"> agenda item to be presented to next OCM works to commence by end April
main apron extension	\$4,734,464	\$4,746,850	<ul style="list-style-type: none"> ongoing – flood lights to be installed by end May changes to airside operations to be considered at future ACM 	<ul style="list-style-type: none"> airside operations changes (power in/push back) by September 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	\$82,050	<ul style="list-style-type: none"> ongoing 	<ul style="list-style-type: none"> due for completion by May 2014
resheet runway and apron extensions	\$4,000,000	\$349,194	<ul style="list-style-type: none"> re-sheet works on hold for two years funds to be reallocated to northern apron extension 	<ul style="list-style-type: none"> agenda item to be presented to next OCM
terminal precinct	\$1,100,000 (amended as per ACM approval for interim works program)	\$611,758	<ul style="list-style-type: none"> future 'ultimate' layout developed plus an interim staged approach 	<ul style="list-style-type: none"> program schedule to be developed, likely construction commence end 2016
transport and logistics subdivision	\$0 (to be reviewed in Q3 budget review for designs)	\$37,429	<ul style="list-style-type: none"> 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 – April 2014 update

Commercial projects		
project	project status	expected completion timeframe
business and investment opportunities	<ul style="list-style-type: none"> ongoing discussions with new hire car operators 	
leases	<ul style="list-style-type: none"> lease negotiations continuing with: <ul style="list-style-type: none"> Qantas kiosks (being considered by tenant) 	<ul style="list-style-type: none"> Qantas lease anticipated for execution mid 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 January: 3,381 visits February: 3,739 visits media release issued on terminal renovations tender 23/01/14 	<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 Port Hedland International Airport Committee Meeting Dates and Times (File No.:13/05/0002)

Officer Anna Duffield
Airport Development Officer

Date of Report 20 March 2014

Disclosure of Interest by Officer Nil

Summary

This agenda item seeks Airport Committee endorsement to recommend to Council to change the committee’s scheduled meeting dates.

It is recommended that committee meetings are held bi-monthly with project update reports circulated to committee members on alternate months.

Background

At Council’s Ordinary Meeting of 23 October 2013, Council resolved the Port Hedland International Airport Committee membership and terms of reference and with regards to dates and times it resolved the following:

“...Meeting frequency

Every 4 weeks

Dates of Meetings

The next Port Hedland International Airport Committee meeting is to take place on 30 October 2013 at 12:30pm in Council Chambers as per recommendation from the last Port Hedland International Airport Committee meeting held on 2 October 2013. All subsequent dates and times will be set by the Port Hedland International Airport Committee on 30 October and advertised accordingly.....”

At the Airport Committee Meeting of 30 October 2013, the committee resolved (decision AC201314/026) to:

1. *Adopt the following meeting framework:*

<i>Meeting/ Briefing/ Forum</i>	<i>Time</i>	<i>Day of the Week</i>	<i>Week of the Month</i>
<i>Confidential Concept Forum</i>	<i>11:45 – 12:15pm</i>	<i>Wednesday</i>	<i>First Week</i>

<i>Public Agenda Briefing Session</i>	<i>12:15 – 12:30pm</i>	<i>Wednesday</i>	<i>First Week</i>
<i>Committee Meeting</i>	<i>12:30pm</i>	<i>Wednesday</i>	<i>First Week</i>

2. Sets the venue for Airport Committee meetings to Council Chambers.

Consultation

- Coordinator Governance
- Chief Executive Officer
- Program Director Airport Redevelopment

Statutory Implications

Local Government Act 1995

12. Public notice of council or Committee meetings — s. 5.25(1)(g)

(1) At least once each year a local government is to give local public notice of the dates on which and the time and place at which —

(a) the ordinary council meetings; and

(b) the Committee meetings that are required under the Act to be open to members of the public or that are proposed to be open to members of the public...

Policy Implications

Nil

Strategic Planning Implications

6.4 Local Leadership

6.4.2 Community Focused

Local leaders in the community who provide transparent and accountable civic leadership

Budget Implications

The cost of the advertising of the Airport Committee dates is included in the 2013/14 budget.

Officer’s Comment

The Port Hedland International Airport Committee meets on the first Wednesday of every month. As part of the committee schedule, members consider agenda items and receive a projects update presentation by Program Director Airport Redevelopment.

It is noted that, due to the lengthy nature of the airport redevelopment program, committee members are only required to note project status updates on a monthly basis. Agenda items requiring committee decisions are presented on a less frequent basis. Such decisions include setting the strategic direction for the airport's redevelopment or endorsing major procurement decisions.

It is noted that committee members valuable time would be better allocated to deliberating strategic matters as this allows time for reasonable progress to have been made on such projects. Moving to bi-monthly meetings would facilitate this.

It is therefore recommended that committee meetings are scheduled on a bi-monthly basis with project updates circulated on alternate weeks. The Airport Committee terms of reference will need to be amended to reflect the change to bi-monthly meetings.

Most Elected Members may attend the WA Local Government Convention & Trade Exhibition in Perth from 6 – 8 August 2014 therefore it is recommended that the August Airport Committee Meeting date change from 6 August 2014 to 13 August 2014.

Attachments

Nil

AC201314/048 Officer's Recommendation/ Airport Committee Decision

Moved: Cr Gillingham

Seconded: Cr Butson

That the Airport Committee recommend that Council:

- 1. Adopt the following meeting framework;**

Meeting/ Briefing/ Forum	Time	Day	Week
Confidential Concept Forum	11:45 – 12:15pm	Wednesday	First week of every second month (April, June, August, October, December)
Public Agenda Briefing Session	12:15 – 12:30pm	Wednesday	First week of every second month
Committee Meeting	12:30pm	Wednesday	First week of every second month

- 2. Change the date of August 2014 Airport Committee meeting from 6 August 2014 to 13 August 2014;**
- 3. Acknowledge that the venue will be Council Chambers;**

4. Amend the Airport Committee Terms of Reference accordingly; and
5. Note a local public notice will be issued outlining the proposed meeting dates.

CARRIED 7/0

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

AC201314/050 Airport Committee Decision

Moved: Mayor Howlett

Seconded: Dr King

That the Airport Committee approved the following applications for leave of absence:

- **Councillor Gillingham from 5 May 2014 to 19 June 2014**

CARRIED 7/0

ITEM 16 CLOSURE**16.1 Date of Next Meeting**

The next Airport Committee Meeting of Council will be held on Wednesday 4 June 2014.

16.2 Closure

There being no further business, the Presiding Member declared the meeting closed at 1:24pm.