

Town of
Port Hedland



TOWN OF PORT HEDLAND

MINUTES AIRPORT COMMITTEE MEETING

**WEDNESDAY 13 AUGUST 2014 AT
12:30PM**

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

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

*Clare Phelan
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

Dr Ken King

One vacant position

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

Bi-monthly

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 2013
- Wednesday, 15 January 2014
- Wednesday, 5 February 2014
- Wednesday, 5 March 2014
- Wednesday, 2 April 2014
- Wednesday, 4 June 2014
- Wednesday, 13 August 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.

Terms of Reference amended by Council at its Ordinary Meeting held on 30 April 2014.)

ITEM 1	OPENING OF MEETING.....	7
ITEM 2	RECORDING OF ATTENDANCE AND APOLOGIES.....	7
2.1	Attendance	7
2.2	Apologies.....	7
2.3	Approved Leave of Absence.....	7
ITEM 3	RESPONSE TO PREVIOUS QUESTIONS TAKEN ON NOTICE.....	7
3.1	Questions from Public at Airport Committee Meeting held on Wednesday 4 June 2014	7
3.2	Questions from Committee Members at Airport Committee Meeting held on Wednesday 4 June 2014	7
3.2.1	Mayor Howlett.....	7
ITEM 4	PUBLIC TIME	8
4.1	Public Question Time.....	9
4.2	Public Statement Time.....	9
ITEM 5	QUESTIONS FROM MEMBERS WITHOUT NOTICE.....	9
5.1	Ms Florence Bennet.....	9
5.2	Councillor Butson.....	9
5.3	Councillor Gillingham	10
5.4	Presiding Member Jacob	10
5.5	Councillor Gillingham	10
5.6	Presiding Member Jacob	11
ITEM 6	DECLARATION BY MEMBERS TO HAVE GIVEN DUE CONSIDERATION TO ALL MATTERS CONTAINED IN THE BUSINESS PAPER PRESENTED BEFORE THE MEETING	11
ITEM 7	CONFIRMATION OF MINUTES OF PREVIOUS MEETING.....	11
7.1	Confirmation of Minutes of the Airport Committee Meeting held on Wednesday 4 June 2014.....	11
ITEM 8	ANNOUNCEMENTS BY PRESIDING MEMBER WITHOUT DISCUSSION	12
ITEM 9	PETITIONS/ DEPUTATIONS/ PRESENTATIONS/ SUBMISSIONS	12
9.1	Brett Reiss, Program Director Airport Redevelopment	12
ITEM 10	REPORTS OF OFFICERS	13
10.1	Planning and Development Services	13
10.2	Engineering Services.....	13
10.3	Community Development	13
10.4	Corporate Services.....	13
10.5	Office of the CEO	14
10.5.1	Port Hedland International Airport – Projects Update August 2014	14
ITEM 11	LATE ITEMS AS PERMITTED BY PRESIDING MEMBER/ Committee.....	18

ITEM 12	MOTIONS OF WHICH PREVIOUS NOTICE HAS BEEN GIVEN.....	18
ITEM 13	CONFIDENTIAL ITEMS.....	18
ITEM 14	ATTENDANCE VIA TELECONFERENCE	18
ITEM 15	APPLICATIONS FOR LEAVE OF ABSENCE	18
ITEM 16	CLOSURE.....	18
16.1	Date of Next Meeting.....	18
16.2	Closure.....	18

ITEM 1 OPENING OF MEETING

The Presiding Member declared the meeting open at 12:30pm and acknowledged the traditional owners, the Kariyarra people.

ITEM 2 RECORDING OF ATTENDANCE AND APOLOGIES**2.1 Attendance***Elected Members:*

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

Community Member:

Ms Florence Bennett
Dr Ken King (teleconferenced in as observer only)

Officers:

Clare Phelan	Acting Chief Executive Officer
Russell Dyer	Director Engineering Services
Eber Butron	Director Planning & Development
Brett Reiss	Program Director Airport Redevelopment
Josephine Bianchi	Minute Taker/Governance Coordinator

2.2 Apologies

Nil

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 4 June 2014**

Nil

3.2 Questions from Committee Members at Airport Committee Meeting held on Wednesday 4 June 2014**3.2.1 Mayor Howlett**

Can the Town offer a shuttle service between Karratha and Port Hedland and advertise the flights from Port Hedland to the eastern states?

Program Director Airport Redevelopment advised that he tabled the request at the last Pilbara Airport Group meeting and there was virtually no interest from Karratha towards the proposal. He was advised that there had been a drop off in demand for the services from Karratha and for those that need to travel to the East the flights to Perth were of a shorter duration than a shuttle service, and that a shuttle operation would be less convenient.

NOTE: The Presiding Member noted that regardless of the Pilbara Airport Group's comment, the Town of Port Hedland can still advertise on its website that it will review whether it should send shuttle bus to Karratha.

The Mayor further clarified that intent of her 4 June question was not for the Town to provide a shuttle service but for this suggestion to be explored further.

Also, at a previous Council meeting the Mayor requested that the Town look into offering discounted parking at the Airport for other Pilbara residents. What is happening with this?

Director Engineering advised that his team have been looking into the numbers of ratepayers from Newman and Karratha and at how this system would work from a process point of view. Options such as whether refunding would be the best way to go about this matter are currently being investigated.

Mayor clarified that she would like this service to be offered to all residents not just ratepayers. A utility bill could be used as proof of residence.

AC201415/001 AIRPORT COMMITTEE DECISION

MOVED: MAYOR HOWLETT

SECONDED: CR GILLINGHAM

That the Airport Committee request that further information related to discounted paid parking options for Pilbara residents be explored by the Town's administration.

CARRIED 6/0

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 12:47pm.

4.1 Public Question Time

Nil.

Presiding Member closed Public Question Time at 12:47pm.

Presiding Member opened Public Statement Time at 12:47pm.

4.2 Public Statement Time

Nil.

Presiding Member closed Public Statement Time at 12:47pm.

ITEM 5 QUESTIONS FROM MEMBERS WITHOUT NOTICE**5.1 Ms Florence Bennet**

I have received communication from a Perth solicitor who is looking into chartering flight from Vietnam to Port Hedland. I have passed the details on to the Town but I am not sure if contact has been made as yet?

Program Director Airport Redevelopment advised that he will follow up on this matter as an aviation operator's licence approved by CASA will be required. This is part of a formal federal government application process where important safety requirements have to be met.

5.2 Councillor Butson

Could I please have an update on the airport paid parking machines that were recently stolen and also on the processes that the Town is putting in place to ensure this does not happen again?

Acting Chief Executive Officer advised that a replacement for the paid parking machines should be delivered on Monday 18 August and this will allow the 24 hour parking system to be made operational again. The paid parking should be reinstated from 6am on Wednesday 20 August, during morning hours. Any vehicles currently parked in this area will be issued with a paid parking ticket. Any vehicles that park in this area from now until then will have access to free parking until 6am.

In terms of the systems being put in place to prevent this type of incident occurring at the paid parking area at the airport in future, the Town is looking at a few initiatives. One being strengthening the bollards and the other putting the bollards closer together to minimise the risk of vandalism often associated with cash accepting machines.

Could the machines be emptied in the afternoon so as not to have a lot of cash sitting there at the one time?

Acting Chief Executive Officer advised that cash handling matters are not to be discussed in public forum and as such a response will be provided to Committee members under separate cover.

5.3 Councillor Gillingham

Do we have a caretaker at the airport? Should we look at having a caretaker at the airport in the future?

Acting Chief Executive Officer advised that CCTV has been set up for this very purpose, and that the Town needs to take into consideration the balance of providing resources and the risk of incidences occurring. At the moment a number of staff reside on site and should be alerted if a serious incidence occurs. Further, the Town should look at developing and improving upon crime prevention and education programs.

Director Engineering Services advised that an alarm style set-up is being investigated.

5.4 Presiding Member Jacob

Can the Town look at purchasing new machines with an installed security system of some sort, such as an alarm?

Acting Chief Executive Officer advised that the Town will investigate this technology and if the machines being purchased do not offer it as yet the Town will suggest product improvement.

Can the Town consider a sensor type security system outside of operational hours even if the technology is not available as yet? Can the Town investigate whether the parking area can be linked to an alarm and refer the results of this research back to the committee? Also, can the committee be given an understanding of how much cash was stored inside the paid parking machines?

Acting Chief Executive Officer advised that the retrieval of a report from the machines is still under way but this information would be confidential in nature and will therefore be reported back to Elected Members only.

5.5 Councillor Gillingham

Has the Town received many enquiries from other airlines similar to the one just outlined by Ms Bennet at point 5.1 above?

Program Director Airport Redevelopment advised that the Town has not received any of these type of enquiries. However airlines have expressed interest in the airport having a cargo washdown facility. This will assist them with freight issues, especially when servicing mining companies who have to transport equipment via Darwin and Perth due to the lack of this facility at the Port Hedland International Airport.

Can I have an update on the outcome of the advertising for the new Airport Committee community member?

Presiding Member advised she will give an update on this matter during the announcements part of the meeting.

5.6 Presiding Member Jacob

In reference to the airport redevelopment; the traffic at the front of the airport is an issue especially by the arrivals exit where passengers are crossing straight over the road and pulling their luggage over the landscaping. Traffic work was discussed about a year and a half ago; what is happening with this?

Program Director Airport Redevelopment advised that about \$1M has been allocated in the budget for traffic management. This figure includes the installation of traffic measures such as roundabouts and arm rails to control the flow of passengers on to the road.

Can the program for traffic management be brought back to the committee at the earliest opportunity?

Program Director Airport Redevelopment responded in the affirmative.

What is happening with the exterior landscaping of the airport?

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

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

Presiding Member Jacob	Councillor Hunt
Mayor Howlett	Councillor Butson
Councillor Gillingham	Ms Bennet

ITEM 7 CONFIRMATION OF MINUTES OF PREVIOUS MEETING

7.1 Confirmation of Minutes of the Airport Committee Meeting held on Wednesday 4 June 2014

AC201314/058 AIRPORT COMMITTEE DECISION

MOVED: CR HUNT

SECONDED: MS BENNETT

That Council confirm that the Minutes of the Airport Committee Meeting held on Wednesday 4 June 2014 are a true and correct record.

CARRIED 6/0

ITEM 8 ANNOUNCEMENTS BY PRESIDING MEMBER WITHOUT DISCUSSION

Presiding Member advised that the Airport Manager Ian McKay has left the Town. Mr McKay had been appointed on a temporary basis and his contract was due to expire in two weeks. The recruitment for a new Manager, which will heavily focus on commercial and business management, will commence next week. In the interim the Director Engineering Services and the Program Director Airport Redevelopment will oversee the airport operations.

Presiding Member advised that the item related to the committee's new community member was deferred as it will be considered at the next committee meeting. This position was advertised during the school holiday period so it will be readvertised again next week to ensure that it reaches a wider audience and the closing period extended by one month.

Presiding Member advised fellow committee members that she currently has fortnightly meetings with Program Director Airport Redevelopment to discuss airport project updates. As the committee now meets bi-monthly the Presiding Member would like to open this fortnightly updates to others. The meetings take place on Tuesdays at 11am and members are welcome to phone in or attend in person. Program Director Airport Redevelopment will set up calendar invites for all and circulate updates on the Friday prior to these meetings.

ITEM 9 PETITIONS/ DEPUTATIONS/ PRESENTATIONS/ SUBMISSIONS**9.1 Brett Reiss, Program Director Airport Redevelopment**

Presentation by Brett Reiss, Program Director Airport Redevelopment.

Disclaimer

Members of the public are cautioned against taking any action on Council decisions, on items on this evening's Agenda in which they may have an interest, until formal notification in writing by the Town has been received. Decisions made at this meeting can be revoked, pursuant to the Local Government Act 1995.

ITEM 10 REPORTS OF OFFICERS

10.1 Planning and Development Services

Nil

10.2 Engineering Services

Nil

10.3 Community Development

Nil

10.4 Corporate Services

Nil

10.5 Office of the CEO**10.5.1 Port Hedland International Airport – Projects Update August 2014**

Julie Rouse, Administration Officer, Office of the CEO/Program Director Airport Redevelopment
File No. 08/02/0025

DISCLOSURE OF INTEREST BY OFFICER

Nil

AC201415/002 OFFICER'S RECOMMENDATION/ AIRPORT COMMITTEE DECISION

MOVED: CR HUNT

SECONDED: MS BENNET

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

CARRIED 6/0

EXECUTIVE SUMMARY

This agenda item provides an update on the Port Hedland International Airport redevelopment projects.

DETAILED REPORT

The Town of Port Hedland has committed to an investment of more than \$100 million over the next five years on the Port Hedland International Airport Redevelopment Program.

The proposed redevelopment program and final strategy was presented to the Airport Committee at its 2 April 2014 meeting. This included strategic review outcomes, concepts, strategic priorities and timeframes.

The redevelopment strategy, including staging of works, was also adopted by Council at its 28 May 2014 Ordinary Council Meeting.

An updated Airport projects spreadsheet is attached outlining progress on current projects.

Internal Consultation

Program Director Airport Redevelopment
Manager Airport
Manager Infrastructure Development
Manager Investment and Business Development

FINANCIAL IMPLICATIONS

Budget allocations have been updated to reflect revised 2014/2015 allocations from the 2014/2015 Budget.

The budgeted amounts included in the projects update are reflective of the originally approved amounts for each project, and do not necessarily reflect the amounts now included 14/15 budget, this is due to some project timelines covering consecutive financial years.

STATUTORY AND POLICY IMPLICATIONS

Section 6.2.2 “Gateway City & an attractive destination” of the Community Strategic Plan applies as the Town develops the Port Hedland International Airport as a leading regional airport in the area of passenger and freight movements and customer satisfaction.

ATTACHMENTS

1. Airport Project Update spreadsheet for August 2014

29 July 2014

AIRPORT REDEVELOPMENT PROGRAM – JULY 2014 UPDATE

capital works program				
project	budget	expenditure / commitments	project status	expected completion timeframe
bus parking	\$350,000	\$324,590	<ul style="list-style-type: none"> earthworks are complete asphalt has been laid line marking to be installed after trialling configuration options with bus companies 	<ul style="list-style-type: none"> car park construction is complete trial with operators to commence beginning of August line marking scheduled end August
car park/ground transport reconfiguration	\$1,000,000	\$0	<ul style="list-style-type: none"> future 'ultimate' layout developed plus an interim staged approach 	<ul style="list-style-type: none"> program works & schedule to be developed
electrical ring main (including runway lighting upgrade)	\$5,124,077 (2013/14 & 2014/15)	\$2,260,230	<ul style="list-style-type: none"> stage two works complete pending finalization of stage three scope to allow full commissioning currently finalizing stage three scope and cost 	<ul style="list-style-type: none"> stage three scope finalised and awarded beginning August stage three completed and commissioned November
main apron extension	\$5,000,000	\$106,691	<ul style="list-style-type: none"> 2013/14 apron extension complete new 2014/15 extension of northern apron design complete and tender document has been drafted 	<ul style="list-style-type: none"> tender to be advertised August expect construction (with seal) completion prior to wet season, with final asphalt seal after the wet season
quarantine incinerator	\$600,000	\$0	<ul style="list-style-type: none"> project scope under review 	<ul style="list-style-type: none"> pending review of project scope
main apron strengthening	\$1,300,000	\$0	<ul style="list-style-type: none"> new project being developed to strengthen the main apron parking area to accommodate power in push back arrangement and address current faults in pavement designs are currently being prepared 	<ul style="list-style-type: none"> pending design and construction tender process, expected after wet season
terminal precinct – interim improvements	\$1,910,000	\$1,329,108	<ul style="list-style-type: none"> arrivals ablutions upgrade complete café and secure area upgrade variations being finalised, with construction expected to commence mid-August finalising details and budget for verge improvements, shade and public art prior to procurement 	<ul style="list-style-type: none"> program schedule for major terminal upgrades to be developed, likely construction commence end 2017 interim terminal improvements due for completion end September, with other external improvements to follow
transport and logistics subdivision	\$8,360,000	\$0	<ul style="list-style-type: none"> design modification required as outcome of strategic review process – quotes being obtained services investigation ongoing new WAPC approval required 	<ul style="list-style-type: none"> construction tender to be advertised after design review, expected November construction to commence March 2015
water and sewer service upgrade	\$5,400,000	\$25,000	<ul style="list-style-type: none"> project implementation package received from Water Corporation reviewing service corridor options and land tenure 	<ul style="list-style-type: none"> project to be staged over 2 years, pending approvals from Water Corporation

			<ul style="list-style-type: none"> commencing procurement for design consultant 	
perimeter fence upgrade	\$1,500,000	\$0	<ul style="list-style-type: none"> tender documentation is being prepared, to be advertised end August 	<ul style="list-style-type: none"> pending award of tender
apron lighting upgrades	\$1,300,000	\$0	<ul style="list-style-type: none"> quotes have been sourced as per preferred contractors list and are being reviewed 	<ul style="list-style-type: none"> schedule to be developed pending feedback from contractors and lead time for infrastructure

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 March: 4,381 visits April: 4,451 visits May: 4,543 visits June: 4,743 visits July: 4,274 visits 	<ul style="list-style-type: none"> stakeholder engagement ongoing new flight information feed to be installed on home page end 2014 (currently pending supplier programing)

**ITEM 11 LATE ITEMS AS PERMITTED BY PRESIDING MEMBER/
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**AC201415/003 AIRPORT COMMITTEE DECISION****MOVED: CR BUTSON****SECONDED: CR GILLINGHAM**

That the following requests for leave of absence:

- **Councillor Gillingham 8 September to 15 September 2014**
- **Councillor Hunt 30 August to 7 September 2014**
- **Mayor Howlett 11 September to 30 September 2014**
- **Presiding Member Jacob 14 September to 8 October 2014**

be approved

CARRIED 6/0

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

The next Airport Committee Meeting of Council will be held on Wednesday 1 October at 12:30pm in Council Chambers. The meeting will be preceded by a public agenda briefing session that will commence at 12:15pm.

16.2 Closure

There being no further business, the Presiding Member declared the meeting closed at 1:21pm.