



Town of Port Hedland

NOTICE OF MEETING AND AGENDA

FOR THE

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

TO BE HELD ON

THURSDAY 28 APRIL 2011

COMMENCING AT 5:30 PM

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

*Paul Martin
Chief Executive Officer*



Town of Port Hedland
DISCLOSURE OF FINANCIAL OR IMPARTIALITY INTERESTS

Local Government Act 1995 – Sections 5.65, 5.70 and 5.71 and
 Local Government (Administration) Regulation 34C

This form is provided to enable members and officers to disclose an interest in a matter in accordance with the requirements of Sections 5.65, 5.70 and 5.71 of the Local Government Act and Local Government (Administration) Regulation 34C

Date of Meeting of Council _____

Name and Position of person Declaring the Interest _____

Name _____

Position _____

<u>INTEREST DISCLOSED</u>		
Item No.	_____	
Subject:	_____	
Nature of Interest	_____	
Type of Interest	Financial	Impartiality
<u>INTEREST DISCLOSED</u>		
Item No.	_____	
Subject:	_____	
Nature of Interest	_____	
Type of Interest	Financial	Impartiality
<u>INTEREST DISCLOSED</u>		
Item No.	_____	
Subject:	_____	
Nature of Interest	_____	
Type of interest	Financial	Impartiality

Signature: _____ Date: _____

Office Use Only:		
Entered into Interest Register	Officer: _____	Date: _____

Interests Affecting Impartiality: Disclosing Statement

“With regard to....(the matter in item)... I disclose that I have an association with the applicant. As a consequence, there may be a perception that my impartiality on the matter may be affected. I declare that I will consider this matter on its merits and vote accordingly.”

Airport Committee

The Committee be constituted as a formal committee of Council under the provision of Section 5.8 of the Local Government Act (1995)

Membership:

The membership of the committee be as follows:

Mayor Kelly A Howlett;
Councillor Arnold A Carter
Councillor W (Bill) Dziombak
Councillor Jan M Gillingham
Councillor Stan R Martin

Community Members:

- a) Michelle Cook (*Community Member appointed by Council at its Ordinary Meeting held on 11 August 2010*);
- b) Serge Doumergue; and
- c) Doug Gould.
(*Community Members appointed by Council at its Ordinary Meeting held 28 April 2010*)

Quorum:

The quorum for the Committee be a minimum of 50% of its membership.

Delegation:

The Town of Port Hedland Airport Committee be given the following delegated authority to make decisions on behalf of Council:

- i) To determine whether a tender is required to be sought or not as specified in LG (F&G) Reg 11 f)
- ii) To choose tenderers for products services on behalf of the local government in accordance with LG (F&G) Reg 18.
- iii) Determine all Town Planning applications pertaining to the Town Planning Scheme No 5 that relate to Port Hedland International Airport without further reference to Council.
- iv) Undertake all Council statutory functions pertaining to Local Planning Schemes under Part 5 of the Planning and Development Act (2005) on Port Hedland International Airport land.
- v) Undertake all Council statutory functions pertaining to subdivision of land under Part 10 of the Planning and Development Act (2005) on Port Hedland International Airport land.
- vi) Provide direction and advice pertaining to the development of a Master Plan for the Port Hedland International Airport and the development of plans for a new airport terminal.

Tenure: Ongoing.

(*Adopted by Council at its Special Meeting held 10 March 2010*)

Responsible Officer: Chief Executive Officer

The following dates have been set and advertised in accordance with the Local Government Act 1995, for Airport Committee Meetings to be held at 5:30 pm in Council Chambers on the following dates:

- Thursday 16 December 2010
- Thursday 20 January 2011
- Thursday 24 February 2011
- Thursday 24 March 2011
- Thursday 28 April 2011
- Thursday 26 May 2011
- Thursday 23 June 2011
- Thursday 28 July 2011
- Thursday 25 August 2011
- Thursday 22 September 2011
- Thursday 27 October 2011
- Thursday 24 November 2011
- Thursday 15 December 2011

(Meeting dates adopted by Council at its Ordinary Meeting held 10 November 2010 – Jan 2010 Mtg amended at OCM December 2010)

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ITEM 1 OPENING OF MEETING

1.1 Opening

The Chairman declared the meeting open at ____pm and acknowledged the traditional owners, the Kariyarra people.

ITEM 2 RECORDING OF ATTENDANCE AND APOLOGIES

2.1 Attendance

Councillor Arnold A Carter (Chairman)
Mayor Kelly A Howlett
Councillor Stan R Martin
Councillor M (Bill) Dziombak
Michelle Cook
Serge Doumergue

2.2 Apologies

2.3 Approved Leave of Absence

Councillor Jan M Gillingham
Doug Gould

ITEM 3 RESPONSE TO PREVIOUS QUESTIONS - ON NOTICE

Nil.

ITEM 4 PUBLIC TIME

4.1 Public Questions

4.2 Public Statements

ITEM 5 QUESTIONS FROM MEMBERS WITHOUT NOTICE

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

ITEM 7 CONFIRMATION OF MINUTES OF PREVIOUS MEETING

7.1 Confirmation of Minutes of the Airport Committee Meeting held on Thursday 31 March 2011

That the Minutes of the Airport Committee Meeting held on Thursday 31 March 2011 be confirmed as a true and correct record of proceedings.

NOTE: SIMPLE MAJORITY VOTE REQUIRED

ITEM 8 ANNOUNCEMENTS BY CHAIRMAN WITHOUT DISCUSSION

ITEM 9 PETITIONS/DEPUTATIONS/PRESENTATIONS/ SUBMISSIONS

ITEM 10 REPORTS OF OFFICERS

10.1 Port Hedland International Airport Terminal Expansion Project – Terminal Planning Capacity Review (File No.: 08/02/0018)

Officer Jenella Voitkevich
Manager Infrastructure
Development

Date of Report 28 March 2011

Disclosure of Interest by Officer Nil

Summary

The purpose of this report is to provide the Airport Committee with an update on the progress of the Port Hedland International Airport Terminal Expansion project including a summary of the Terminal Planning Capacity Review completed by Airbiz.

Background

The Port Hedland International Airport (PHIA) Terminal Expansion project (2010/11) will achieve the delivery of concept plans and budget estimates for the Terminal building expansion that will cater for capacity requirements now and in the future.

Council's Infrastructure Development department commenced this project in August 2010 and has to date completed:

- Engagement of consultants for design, services, retail demand study, stakeholder consultation, road traffic and carpark study, surveying, cost estimates and peer design review
- Initial workshop with Airport Committee on 18th October to determine parameters of project and estimation of 1,000,000 passengers/annum by 2030
- Completion of road traffic and carpark study, and subsequent approval of a paid parking system (now a separate project)
- Completion of current services design review
- Completion of retail demand study and stakeholder consultation, resulting in definition of design parameters
- Preparation of several preliminary designs for the Terminal building expansion, including consultation with stakeholders and Airport Committee
- Preparation of cost estimates based on concept designs (in the vicinity of \$50M)
- Peer review on concept designs to determine any fatal flaws and provide input on next stages
- Design workshop with Airport Committee on 28th January 2011

Consultation

This project will involve thorough consultation with the Airport Committee, PHIA users and stakeholders, and the relevant statutory authorities as outlined in the project management plan.

The Terminal Planning Capacity Report has taken into consideration the impact of mining growth and a FIFO workforce, economic environment, Port Hedland's expected population growth and tourism.

Statutory Implications Nil

Policy Implications Nil

Strategic Planning Implications

Key Result Area 1 - Infrastructure

- Goal 2 - Airport
 1. Immediate Priority Strategy 3 - Progress planning and design for an upgraded and extended terminal building

Budget Implications

The cost of this report is included in the budgeted parameters for this project. The 2010/11 budget for this project is \$425,000 (1210410).

Officer's Comment

The purpose of the Airport Committee workshop on 28th January was to present the preferred concept plan to the Committee, review the design parameters, discuss implications on current operations of the Terminal and review the progression to the next stage. Whilst the feedback on the design was largely favourable from a functional perspective it was acknowledged that a staged upgrade approach would be more beneficial from a budgetary and functional perspective, as the proposed design was based on 1,000,000 passengers in 2030 with a 4-plane peak period.

Regardless of overall passenger numbers, the Terminal building design is based on the expected amount of aircraft that would be departing and arriving during a busy hour period. This is largely influenced by the preferred scheduling of the airlines. In Port Hedland this is also influenced by the shift times of mining FIFO workers.

The direction taken from the Airport Committee during the workshop was to:

- Undertake a review of the estimated passenger numbers to provide clear direction to the design parameters
- Review the trigger factors or relationship between annual passenger numbers and peak plane periods (how many planes at the airport at one time)

- Review the design parameters and longevity of a staged approach to determine how long we could sustain a terminal building designed for a 2-plane and 3-plane peak period

Several specialists were approached and eventually Airbiz was engaged to undertake this task. Airbiz has extensive knowledge of this project already, having completed the Retail Demand Study and Stakeholder Consultation. Airbiz has teamed up with Tourism Futures International to undertake a detailed review of the factors impacting on the growth of the Port Hedland International Airport that will directly impact on the Terminal building capacity requirements. The full report has been attached, however the outcomes and recommendations are summarized below.

Airbiz and Tourism Futures International (TFI) have prepared the report based on the following busy hour scenarios:

- Scenario A = 2 x Code C aircraft – representative existing scenario
- Scenario B = 3 x Code C aircraft – possible staged development scenario
- Scenario C = 4 x Code C aircraft – current concept design scenario

TFI has prepared forecasts which applied industry accepted methodology, considered a range of relevant forecasting input data and devised four potential passenger growth scenarios for Port Hedland Airport. Their analysis and forecast projections are included in Appendix A of the report. The TFI forecasts indicate passenger numbers at PHIA are experiencing a current growth trend towards a range of approximately 460,000 to 600,000 passengers per annum by 2014. There were approx 297,000 passenger movements through PHIA in the year to June 2010. Beyond 2014, TFI forecasts indicate growth could moderate or even decline to, with the exception of one low-growth scenario, a range of 420,000 to 700,000 passengers per annum at 2031.

As a check on the relationship between annual and busy hour passenger for airports with similar traffic level to Port Hedland (current and projected scenarios), benchmarking was done with three other Australian airports. As a result Airbiz assessed that Scenario B with three Code C aircraft in a busy hour would be most appropriate to accommodate the near term 2014 and possible longer term passenger growth.

Based on TFI forecasts, there is no growth scenario which would support the adoption of Scenario C (four Code C aircraft in a busy hour), which is reflective of the current concept plans.

The adoption of a three Code C aircraft busy hour design is consistent with earlier airline consultation where Qantas indicated their contribution to the design busy hour should be based on two Code C demand. Airbiz believes it is reasonable to assume that one other Code C carrier would also influence the busy hour design, therefore resulting in the three Code C demand scenario.

Airbiz's recommendation is that the terminal be designed to meet a three Code C aircraft demand with the capability to easily expand to a fourth gate or four Code C aircraft demand with minimal disruption to existing operations or significant reconfiguration of functional areas.

This scenario would accommodate the revised predicted passenger number growth of 700,000 per annum by 2031.

The option to upgrade the Terminal building to accommodate the current demand of a two Code C aircraft busy hour was dismissed as the scenarios indicated that this may only be sustainable until 2014.

Based on these outcomes it is recommended that the design team review the design parameters and concept plan to accommodate a three Code C aircraft in busy hour demand. A revised concept design will be presented to the Airport Committee at the April meeting.

Attachments

PHIA Terminal Planning Capacity Review Draft Report – attached separately

Officer's Recommendation

That the Airport Committee:

1. Acknowledge the PHIA Terminal Planning Capacity Review Draft Report and its recommendations
2. Advise the design team to proceed with a revised concept design and cost estimates to accommodate a three Code C aircraft in busy hour demand

NOTE: SIMPLE MAJORITY VOTE REQUIRED

ITEM 11 LATE ITEMS AS PERMITTED BY CHAIRPERSON/COUNCIL

Nil.

ITEM 12 MOTIONS OF WHICH PREVIOUS NOTICE HAVE BEEN GIVEN

Nil.

ITEM 13 CONFIDENTIAL ITEMS

Nil.

ITEM 14 APPLICATIONS FOR LEAVE OF ABSENCE

ITEM 15 CLOSURE

15.1 Date of Next Meeting

The next Airport Committee Meeting of Council will be held on Thursday 26 May 2011, commencing at 5:30 pm

15.2 Closure

There being no further business, the Chairman declared the meeting closed at ____ pm.

Declaration of Confirmation of Minutes

I certify that these Minutes were confirmed by the Airport Committee at its Meeting of _____ 2011.

CONFIRMATION:

CHAIR

DATE