



Town of Port Hedland

MINUTES

OF THE

AIRPORT COMMITTEE OF THE TOWN OF PORT HEDLAND COUNCIL

HELD ON

THURSDAY 18 NOVEMBER 2010

AT 5:30 PM

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

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*Paul Martin
Acting Chief Executive Officer*

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) Janice Tucker;
- 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. The following dates have been set and advertised in accordance with the Local Government Act 1995:

Date	Time	Location
20 May 2010	5.30pm	Port Hedland Civic Centre
17 June 2010	5.30pm	Port Hedland Civic Centre
15 July 2010	5.30pm	Port Hedland Civic Centre
19 August 2010	5.30pm	Port Hedland Civic Centre
16 September 2010	5.30pm	Port Hedland Civic Centre
21 October 2010	5.30pm	Port Hedland Civic Centre
18 November 2010	5.30pm	Port Hedland Civic Centre

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

Responsible Officer: Chief Executive Officer

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ITEM 1 OPENING OF MEETING**1.1 Opening**

The Chairman declared the meeting open at 5:30pm and acknowledged the traditional owners, the Kariyarra people.

ITEM 2 RECORDING OF ATTENDANCE AND APOLOGIES**2.1 Attendance**

Councillor Arnold A Carter (Chairman)

Councillor Stan R Martin

Councillor Jan M Gillingham from 5:35pm

Councillor M (Bill) Dziombak

Doug Gould

Serge Doumergue from 5:47pm

Michelle Cook from 6:34pm

Mr Paul Martin

Acting Chief Executive Officer

Mr Russell Dyer

Director Engineering Services

Ms Natalie Octoman

Director Corporate Services

Ms Gaye Stephens

Executive Assistant

Members of the Public

5 (including Airport Manager,
Manager Investment and
Business Development,
Manager Infrastructure
Development and Manager
Economic and Land
Development)

Members of the Public

Nil

2.2 Apologies

Mayor Kelly A Howlett

2.3 Approved Leave of Absence

Nil

ITEM 3 RESPONSE TO PREVIOUS QUESTIONS - ON NOTICE

Nil.

ITEM 4 PUBLIC TIME**4.1 Public Questions**

5:34 pm Deputy Mayor Arnold A Carter (Chairman) opened Public Question Time.

Nil.

5:34 pm Deputy Mayor Arnold A Carter (Chairman) closed Public Question Time.

4.2 Public Statements

5:34 pm Deputy Mayor Arnold A Carter (Chairman) opened Public Statement Time.

Nil.

5:34 pm Deputy Mayor Arnold A Carter (Chairman) closed Public Statement Time.

ITEM 5 QUESTIONS FROM MEMBERS WITHOUT NOTICE

Nil.

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

The following Members verbally declared to have given due consideration to all matters contained in the Business Paper presented before the meeting:

Cr A A Carter	Mr Doug Gould
Cr S R Martin	Cr M Dziombak

ITEM 7 CONFIRMATION OF MINUTES OF PREVIOUS MEETING

7.1 Confirmation of Minutes of the Airport Committee Meeting held on Thursday 21 October 2010

AC201011/018 Airport Committee Decision/ Officer's Recommendation

Moved: Cr S R Martin

Seconded: Doug Gould

That the Minutes of the Airport Committee Meeting held on Thursday 21 October 2010 be confirmed as a true and correct record of proceedings.

CARRIED 4/0

ITEM 8 ANNOUNCEMENTS BY CHAIRMAN WITHOUT DISCUSSION

Councillor Arnold Carter requested an item relating to the Port Hedland International Airport's Airservices Building to be presented to the next Airport Committee Meeting.

Acting Chief Executive Officer advised an item as requested will be included in the Agenda for the next Committee Meeting.

5:35 pm Councillor Jan G Gillingham entered the room and assumed her chair.

ITEM 9 PETITIONS/DEPUTATIONS/PRESENTATIONS/ SUBMISSIONS

Nil.

ITEM 10 REPORTS OF OFFICERS

10.1 Port Hedland International Airport Terminal Expansion Project – Monthly Status Report (File No.: 08/02/0018)

Officer Jenella Voitkevich
Manager Infrastructure
Development

Date of Report 15 November 2010

Disclosure of Interest by Officer Nil

Summary

The purpose of this report is to provide the Airport Committee with a monthly update on the progress of the Port Hedland International Airport Terminal Expansion project.

Background

The Port Hedland International Airport (PHIA) is experiencing rapid growth in the numbers of passengers and service providers for both domestic and international flights. The 3,000m² Terminal building will need to be extended/redeveloped to accommodate long term growth in passenger numbers of the Port Hedland International Airport.

This project will run concurrently with other projects relating to the airport development. The project will see the delivery of approved concept plans for the redevelopment of the airport terminal building and car parking area. This will enable funding applications and budgeting opportunities for detailed design and construction.

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 Airport Committee will be responsible for approving elements of this project prior to proceeding to the next stage. This includes:

- Approval of the planning direction of the PHIA terminal expansion and parking development based on the outcomes of Stage 3 above. This will determine the basis of the concept plans
- Approval of concept plans and associated cost estimates. This will provide direction for investigation of funding opportunities and form the basis of budget requests during the 2011/12 budget deliberations

Statutory Implications Nil

Policy Implications

This procurement of consultants was conducted in accordance with Council's Procurement Policy 2/015.

Strategic Planning Implications

Key Result Area 1 - Infrastructure

Goal 2 - Airport

- a. Immediate Priority Strategy 3 - Progress planning and design for an upgraded and extended terminal building
- b. Other Action Strategy 1 - Undertake upgrades to the terminal and surrounds to improve the functionality of the facility including:
 - a) Creating more common-user check in points
 - b) Improving airport security screening arrangements
 - c) Review parking options and implement an agreed Airport Parking Plan

Budget Implications

The total budget allocated in the 2010/11 financial year is \$425,000. This is a combination of \$400,000 for the PHIA terminal expansion (investigation and concept design only) and \$25,000 for investigations on paid parking opportunities.

The estimate of costs for the various consultants required for this project is noted in the table below as previously reported. An additional column has been added to advise of the actual quoted costs and balance. Please note that disbursements for consultants' flights and accommodation are additional to the quoted costs.

Consultant	Cost Estimate (ex. Gst)	Awarded Cost (ex Gst)	Balance
Project Management (ThinC Projects)	\$59,500	\$59,500	Nil
Design	\$90,000	\$35,000	\$55,000
Airport Planner	\$40,000	TBA	
Stakeholder Consultation	\$40,000	\$54,000	\$11,000
Retail/Commercial Demand Analysis	\$25,000		
Road, Traffic & Car Parking Study	\$25,000	\$16,700	\$8,300
Site Feature Surveyor	\$5,000	Refer designer	
Site Services Infrastructure Engineer	\$20,000	\$7,100	\$12,900
Quantity Surveyor	\$15,000	\$1,750	\$13,250
Sub-total	\$319,500	\$174,050	
Contingency 20%	\$63,900		
TOTAL	\$383,400		

Since the October report, quantity surveyors Rider Levett Bucknall has been engaged to provide cost estimates for the reconstruction of the car park area, including the provision of paid parking.

Officer’s Comment

The following table identifies the stages required to proceed with the PHIA Terminal Expansion project including timeframes. The project status is provided to form the content for the monthly update to the Committee.

Stage	Timeframe	Status
1 – Preparation of Project Management Plan (PMP)	August 2010	Complete.
2 – Engage consultants	August 2010 October 2010	Complete for consultants required at this stage. <u>Design</u> • Sandover Pinder <u>Services</u> • Cardno ITC <u>Commercial and Retail Demand Study</u> • Airbiz Aviation Strategies <u>Stakeholder Consultation</u> • Airbiz Aviation Strategies <u>Road Traffic and Carpark Study</u> • Cardno Eppell Olsen
3 – Establish future demand of PHIA (consultation, retail demand study, site survey, road, traffic and car parking study)	October – November 2010 (depending on scope)	Ongoing. Refer attached report.
4 – Preparation and approval of concept plan/s	January 2011	A concept plan has been prepared for the redevelopment of the car park, however the final design will be influenced by the terminal design
5 – Preparation of cost estimates	January 2011	Estimates have been prepared for the redevelopment of the car park (refer separate report)
6 – Development of management and staging plan for detailed design and construction	February 2011	NA
7 – 2011/12 budget proposal and funding considerations	March 2011	NA

Please refer to the attached report prepared by Thinc Projects for the status of this project to date. Please note that a separate report has been prepared for the Committee regarding the redevelopment of the car park and implementation of a paid parking system.

Attachments

1. PHIA Terminal Expansion Project Status Report - November

Officer’s Recommendation

That the Airport Committee acknowledge the status of the Port Hedland International Airport Terminal Expansion Project Monthly Status Report.

AC201011/019 Airport Committee Decision

Moved: Cr S R Martin

Seconded: Cr M Dziombak

That the Airport Committee:

- i) **acknowledge the status of the Port Hedland International Airport Terminal Expansion Project Monthly Status Report; and**
- ii) **seeks a further breakdown of cost estimates associated with proposed paid car parking, provided as follows:**

Description	Cost Estimate (ex. GST)
Design development	\$285,000
Minor reconstruction to short term carpark entrance (to accommodate paid parking)	\$200,000
Paid parking system	\$450,000
TOTAL	\$935,000

for the area (first four rows of car parking) immediately to the north of the Port Hedland International Airport (existing car parking area only), as indicated in Attachment 2 to Agenda Item 10.6 ‘Concept Layout’ of this Agenda (Page 83).

CARRIED 5/0

REASON: The Committee sought further information on the Port Hedland International Airport’s paid parking concept, in particular cost estimates for the parking area (first four rows) immediately in front of the terminal building.



THINC
PROJECTS

ADVICE+ACTION

Town of Port Hedland	International Airport Upgrade
PCG Report – November 2010	12 th November 2010

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 - 5.2 Concept design report
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 - 6.1 Airbiz Stakeholder Consultation Report
 - 6.2 Sandover Pinder Architects design report
 - 6.3 Airbiz Commercial and Retail demand report
 - 6.4 Cardno ITC services report



1.0 Executive Summary

1.1 Summary of Project Deliverables

Thinc were appointed by Town of Port Hedland to facilitate a selection of consultants through a series of consultation with key stakeholders with the view of providing the Client with a conceptual design for the expansion of the airport that would provide additional commercial revenue.

Thinc issued a detailed project delivery program to the design team which captured stakeholder consultation process, concept design development and other relevant studies to achieve this objective for this high profile project and highlighted the following critical milestones;

• Consultant Appointments	04 Oct 10	(complete)
• Stakeholder Workshops # 1	18 Oct 10	(complete)
• Orientation Site Visit	01 Nov 10	(complete)
• Services site visit	01 Nov 10	(complete)
• Commercial/Retail workshops	10 Nov 10	(complete)
• Services report	15 Nov 10	(behind schedule due to lack of information available)
• Stakeholder Workshops # 2	15 Nov 10	(behind schedule-initial report provided)
• Car parking study	15 Nov 10	(complete)
• Commercial/Retail report	15 Nov 10	(behind schedule)
• Preliminary concept design	15 Nov 10	(behind schedule)
• Present design options	07 Feb 11	
• Final concept plan toToPH	25 Feb 11	

Also highlighted below are key issues that may impact on the project delivery schedule;

1. Stakeholder Consultation feedback
2. Availability of services information
3. Delays to concept design development

The Town of Port Hedland requested the priority of preliminary costs and design for the car parking area to be presented to the Airport Committee on the 18th November 2010. This has been provided in a separate report.



2.0 Project Delivery

2.1 Potential issues that may affect project delivery

The following matters may affect final project delivery:

1. Delay of key stakeholder comments
2. Availability of accurate services information
3. Delay with commencement of concept alternatives

Thinc in conjunction with the Consultant team are reviewing above matter to ensure they do not affect delivery program.

2.2 Conformity to Delivery Program

The following key activities will be undertaken next week in order to maintain delivery of dates:

1. Ongoing review of Delivery programme. (Thinc)
2. Ensure completion of Stakeholder Consultation. (Thinc/Airbiz)
3. Meeting with SPA to move forward with preliminary concept design (Thinc/SPA)
4. Meeting with Cardno ITC to review availability of services (Thinc/CITC)

3.0 Budget

3.1 Budget Analysis

Changes this month (November)

- Fee proposal from Rider Levett Bucknall to provide services in costs for car parking



3.2 Key risks to budget

The following risks have been identified that may impact on budget for this project;

1. Availability of services
2. Delays to the delivery program
3. Unreasonable stakeholder demands

4.0 Consultant Performance

4.1 Current Design Team

Thinc have highlighted to the Client delays to key stakeholder consultation and feedback which has impacted on the commencement of concept design. Thinc are meeting with SPA next week to review stakeholder information provided to date and assess if they can produce a simple mud map conceptual sketches of options to present to stakeholders.

4.2 New Consultant

Thinc have engaged Rider Levett Bucknall, with the Town of Port Hedland approval, to advise on costs for car parking on a fixed fee.

5.0 Design Team reports

5.1 Stakeholder Consultation (Airbiz Aviation Strategies)

A summary report of recent activities by the Consultant is attached to this report in which Thinc have highlighted the following potential risks for this project;

1. Slow response by key stakeholders has delayed concept design
2. Quality of feedback may influence quality of final concept design



5.2 Concept Design (Sandover Pinder Architects)

A summary report of recent activities by the Consultant is attached to this report in which Thinc have highlighted the following potential risks for this project;

1. Delay to concept design due to poor stakeholder feedback

5.3 Commercial/Retail studies (Airbiz Aviation Strategies)

A summary report of recent activities by the Consultant is attached to this report in which Thinc have highlighted the following potential risks for this project;

1. Delay with report may affect concept design development

5.4 Services investigation (Cardno ICL)

A summary report of recent activities by the Consultant is attached to this report in which Thinc have highlighted the following potential risks for this project;

1. Availability of services information may affect concept development

5.5 Car parking studies (Cardno Eppell Olsen)

A detailed report of car park and road layout by the Consultant has been provided in a separate report to the Airport Committee.



6.0 Attachments

- 6.1 Airbiz Stakeholder Consultation report**
- 6.2 Sandover Pinder Architects design report**
- 6.3 Airbiz Commercial and Retail demand report**
- 6.4 Cardno ITC services report**

6.1 Airbiz Stakeholder Consultation report

PORT HEDLAND INTERNATIONAL AIRPORT NAME

STAKEHOLDER CONSULTATION & RETAIL/COMMERCIAL STUDY

The table below provides a status to date (10 Nov 2010) of consultations and, where relevant and available, includes a statement of stakeholder requirements of relevant operational, retail and commercial facilities:

Organisation	Contact Initiated	Response received	Summary Requirements
Airport Committee	yes	yes	Design Horizon 2025 Target Passenger throughput 1 million passenger per annum (current approx 400,000 pa) Address car parking requirements as a priority Consider: <ul style="list-style-type: none"> Terminal expansion eastwards, westwards and towards car park Opportunity for swing facilities Possibility of commercial office and hotel development within the precinct
Airport Manager	yes	yes	Areas for improvement: <ul style="list-style-type: none"> Departures facilities/toilets Upgrading from restricted international licence Common use check-in Club lounge expansion (particularly Qantas) Upgraded Airservices facilities and operations with passenger threshold exceeded Possible additional rental car facilities Retail study to consider gift, newsagent, duty free & ATM over and above existing Food & Beverage retail offering CCTV system coverage and amenity Asbestos, mechanical services condition, other service capacities to be considered
Town of Port Hedland – planning and commercial	yes	yes	Meeting with Airbiz & ToPH officers in PHE on 10 Nov 2010
Dept of Transport WA	yes	yes	Confirmation of RADS funding in years 2010/11 and 11/12 for PHE projects including terminal upgrade
Port Hedland Chamber of Commerce	yes	Yes, and on-going	Constituents contacted. 3 responses received: <ul style="list-style-type: none"> Designtech – offering engineering and design/drafting services Bullbuck (ground transport service provider) – increased/improved parking for shuttle services; F&B service hours to meet delayed flights; improved view amenity from terminal Glenys Pike – proposal for news/lotto/duty free outlet at airport terminal Further discussions between CCI & Airbiz occurred on 9 Nov 2010 in Port Hedland
Port Hedland Visitor Centre	yes	No	Contact initiated through Peter Wood & Julie Broad <ul style="list-style-type: none"> Meeting between PHVC & Airbiz on 9 Nov 2010 in PHE Indicated interest in Visitor Centre presence within expanded terminal
Border agencies	yes	no	Interaction with local representatives held during Airbiz visit on 09 Nov 2010. Follow up with Canberra contacts proposed.
Rental Car	yes	no	Interaction with local representatives held during Airbiz visit on 09/10 Nov 2010. Follow up with primary contacts proposed.
Fuel Companies	yes	yes	Contact initiated through AirBP (Julie Ingram) in Perth: <ul style="list-style-type: none"> Interested to participate subsequent to airlines input
Esplanade Hotel	yes	yes	Contact initiated through Shelley and Doug at Esplanade. Interaction held in meeting with Airbiz on 9 Nov 2010
FMG	yes	yes	<ul style="list-style-type: none"> Capacity for additional commercial flights Parking and secure parking options with cement footpaths to these areas Club lounge waiting area

PORT HEDLAND INTERNATIONAL AIRPORT NAME

STAKEHOLDER CONSULTATION & RETAIL/COMMERCIAL STUDY

			<ul style="list-style-type: none"> Shade outside the terminal waiting areas <p>Meeting FMG & Airbiz 10 Nov 2010 in PHE</p>
BHP Billiton	yes	yes	<p>Contact initiated through Patrik Mellberg in Port Hedland; also approached Belinda Fox and Gerry Gorman (BHP Aviation Lead)</p> <ul style="list-style-type: none"> Industry initiated Pilbara demographic study provided On-going requirement for BHP charter flights ex PHE to Newman etc using Karratha Flying Service, Heliwest etc <p>Meeting BHPB & Airbiz 10 Nov 2010 in PHE</p>
Rio Tinto (Dampier Salt Ltd)	yes	Yes	<p>Contact initiated through Scott Mathewson in Port Hedland – requirements include:</p> <ul style="list-style-type: none"> Additional check in counters Larger café / bar facility. Improved outdoor area. Entertainment TV's installed Internet café / access Improved International facility, luggage collection and customs area
Qantas	yes	Yes, preliminary	<ul style="list-style-type: none"> Lounge improvements required Other inputs being coordinated through WA manager (Rowan Chalmers) Discussions with Adrian Boys (perth) and Darren Batty (Sydney) re future demand Contact for Qantas Security provided (Roberta Stumpo in Sydney) <p>Darren Batty advised as at 10 Nov that QF response is 1-2 weeks away. DB requested access to master plan – to be discussed with TOPH.</p>
Virgin Blue	yes	Yes, preliminary	<p>Contact initiated through Ms Leigh Balderson in Brisbane</p> <ul style="list-style-type: none"> Interested to participate and will respond shortly
Strategic	yes	No	<p>Contact initiated through Mr Damien Vasta in Brisbane</p> <ul style="list-style-type: none"> Awaiting response
Skywest	yes	Yes, preliminary	<p>Contact initiated through Mr Terry Cooper and Richard Pickford in Perth</p> <ul style="list-style-type: none"> Awaiting response and meeting
Air North	yes	Yes, preliminary	<p>Contact initiated through Simone Saunders, David Gooch and Tanya Cason in Darwin</p> <ul style="list-style-type: none"> Interested to participate and will respond shortly
Maroomba	yes	yes	<p>Contact through Steve Young in Perth</p> <ul style="list-style-type: none"> Ongoing adhoc charter on Govt, commercial and medivac business anticipated Requires continuing landside/airside access to suitable apron parking preferably in proximity to terminal
Tiger Airways	yes	yes	<p>Contact through Michael Jarvis in Melbourne</p> <ul style="list-style-type: none"> Possible interest expressed

Prepared by JM
10 Nov 2010

6.2 Sandover Pinder Architects design report

SANDOVER
PINDER

PORT HEDLAND INTERNATIONAL AIRPORT TERMINAL REFURBISHMENT AND EXPANSION

PCG PROGRESS REPORT 01 – 10.11.2010

- | | |
|------------|---|
| 18.10.2010 | <p>SPA Visited PHIA for first stakeholder meetings and terminal investigation. Initial review of existing building undertaken – photo survey, reconciliation of existing building drawings, general note of site and building condition and operation issues.</p> <p>Preliminary information on scale/scope of expanded terminal gained from Airport Committee meeting (~1m passenger movements p/a anticipated for 2025; full international licence)</p> |
| 28.10.2010 | <p>Present preliminary site sketch indicating general area for expansion as understood following stakeholder discussions on site.</p> <p>Reviewed following comments from ToPH. Reviewed sketch showing notional expansion zones east (across existing air freight), west (across existing ToPH office) and north distributed for PCG group discussion.</p> |
| 29.10.2010 | <p>SPA meet with Jeremy McGrath to view Airbiz presentation on airport planning arrangements of relevance to PHIA.</p> <p>Discussion of general planning issues and noting importance of increased terminal depth (landside to airside) particularly for international arrangements.</p> |
| Upcoming | <ul style="list-style-type: none"> • Review of stakeholder information received to date, with view to preparing preliminary brief / area schedule • Initial planning arrangement investigations with particular emphasis on extent of expansion to north, to dovetail with car park design by Cardno. • Further stakeholder discussion to develop brief following presentation of preliminary planning options. |

6.3 Airbiz Commercial and Retail demand report

PORT HEDLAND INTERNATIONAL AIRPORT TERMINAL REVIEW & STAKEHOLDER CONSULTATION, 9-10 Nov 2010

Overview:

Graeme Thompson & Andrew Charlton traveled to PHIA to conduct:

- A familiarization of the airport (including main terminal, baggage carousel, check-in counters, airline/ground handling offices, security screening, customs processing, car park and administration building)
- A review of the terminal operations during the international arrival/departure process
- A review of existing retail concessions
- Interviews with key stakeholders to gather information on existing retail operations and their views on future retail opportunities

Feedback received from key stakeholders:

Stakeholder	Comments
Mr Bob Couzens Mgr Airport Operations TOPH	<ul style="list-style-type: none"> • Pro staged development • Pro multi-storey carpark • Pro hotel (similar to Formula 1 style) • Suggested separate International terminal linked to existing terminal • Suggested any new retail precinct to the far end of the terminal
Doug Gould/Shelley Wood The Esplanade Hotel	<ul style="list-style-type: none"> • Took over existing café operations 1 Jan 2010 • Experiencing issues with peak times. Penetration rate lower due to crowding of outlet • Flow an issue with creation of bottleneck at that end of the terminal • Sees opportunity in trying other styles of foods • Supported increased retail in terminal (particularly duty free) and a separate news/gift • Currently supplies airlines with in-flight food • When brands were mentioned didn't react strongly to this opportunity • raised issue of access for deliveries and waste into/out of existing facility • current rental agreement is a flat fee
Peter Wood/ Julie Broad PH Visitors Centre	<ul style="list-style-type: none"> • raised lack of accommodation and lack of affordable accommodation in town as restricting tourism growth (mining companies block book hotels) • suggested that the FIFO do not spend a lot of money in town • Peter has recently commenced a shuttle service from airport targeting FIFO's.

	<ul style="list-style-type: none"> • currently renegotiating leases with car rental companies and suggested that there is an opportunity to expand to six providers • is looking at increasing booth size in terminal for the car rental companies • supported need for presence in terminal to include: <ul style="list-style-type: none"> - Food +Beverage - News/gift - Tourism - Car rental - Airline lounges • Supported need for "wall of ATM's" & currency exchange • Suggested that any commercial offers in airport precinct shouldn't conflict with downtown offers • Stated that there were no sub-leases within terminal • Supported inbound/outbound duty free offer • Will supply contact details for car rental companies
<p>Vicki James FMG</p>	<ul style="list-style-type: none"> • FMG has 350 staff currently working in area with a proposed expansion of up to 800 within short period • A high percentage of these staff will be local residence rather than FIFO's • DJ is FMG's current preferred carrier (all their staff are Gold Members therefore high demand on lounge facilities) • With expansion in workforce see the opportunity to engage with DJ to use larger planes rather than more services • FMG have their own 18 seat plane which transports indigenous staff only (mainly to Cloudbreak) • Sees current issues with airport to be: <ul style="list-style-type: none"> - lack of covered footpaths between terminal and carpark - lack of area for airline lounges (especially during delays) - shaded area at kerbside whilst waiting for pick-up - limited bus zone access for group pick-ups - security of cars during long-term stays - terminal in not child friendly • stated that a lot of ancillary businesses are growing as a result of the expansion in mining • stated that a lot of their staff are ex Brisbane (where a similar skill set is prevalent) • believes that opportunities are being missed by the lack of presence in terminal from the Visitors Centre to inform FIFO's what they can do on their RDO's • stated that a lot of their staff are very IT savvy • suggested the following would be desirable at airport: <ul style="list-style-type: none"> - gifts/news - wider variety of foods - duty free - IT/electronic store - Car wash/detail facility - Boarding facilities for pets - Hangar space for private aircrafts - Convenience store (offering reading material, entertainment DVD's, toiletries etc) - Lockers/storage

	<ul style="list-style-type: none"> • Supported survey opportunity with FIFO's to advise of what they feel is missing • Suggested contacting Andre Bush from the Port Authority
<p>Glenys Pike Duty Free</p>	<ul style="list-style-type: none"> • Initial review has indicated that Glenys still has more investigation to make re business case for operating a duty free outlet within terminal. She needs to consider: <ul style="list-style-type: none"> - capital investment - return on investment - desired floor space (for outlet plus bond store) - expected revenues and margins - supply chain - legislative requirements to operate a duty free outlet - expected rents • stated that she would be happy to run a temporary site (not necessarily duty free) to determine what pax were after in range of duty free products (her initial thoughts were cigarettes and alcohol only) • Would be interested in establishing a Lotto agency within terminal. Similar to above all considerations still need investigating

6.4 Cardno ITC services report



Shaping the Future

Building Services
Facility Solutions

Cardno ITC Pty Ltd
ABN 75 054 093 050

Suite 7, Shafto Lane
Perth WA 6000

Phone: 61 8 9486 9924
Fax: 61 8 9486 9926

www.cardnoitic.com.au

12 November 2011

PORT HEDLAND INTERNATIONAL AIRPORT BUILDING SERVICES

Following is a summary of where the Building Services review and report currently stands:

General

- A site inspection was conducted on Monday 1st November.
- We were assisted by Karen and Bob Couzens on site.
- A number of drawings were provided for our information on existing.
- We have started compiling a list of questions on the major services infrastructure items to help understand the scale of upgrades potentially required.

Electrical

- Electricity is provided to the Airport Terminal via a ring main from a single substation.
- We have made contact with Horizon Power to determine what supply capacity is currently available. We are awaiting this information

Mechanical

- The AC units have been reviewed. Generally they are very old and would need to be replaced if any major works were to be undertaken.

Hydraulics

- Further information is currently being sought on the existing Septic Tank. We were advised that this was recently replaced and we are seeking more information from the installing contractor.
- Information on the existing internal infrastructure was requested from Water Corporation. They advised they had no substantial information to provide.

Fire Services

- The existing Fire Hydrant system has recently been modified/updated. Works are continuing on the system.
- Any additional upgrades will be determined by the final size of the modified building. This will determine the quantity of storage water required for the Hydrant System.

Until an understanding of what is being proposed for the site can be provided, it is difficult to make recommendations. A clear direction needs to be provided to us so we can understand what we need to supply for.

Australia • Belgium • Indonesia • Kenya • New Zealand • Papua New Guinea
United Kingdom • United Arab Emirates • United States • Operations in 60 countries



10.2 Status of Airport Committee Decisions (File No.: ...)

Officer Gaye Stephens
Executive Assistant

Date of Report 15 November 2010

Disclosure of Interest by Officer Nil

Summary

Informing members of the Airport Committee of actions undertaken in relations to decisions of Committee in the past month.

Background

This monthly report is presented to the Town's Airport Committee for information. The report advises the Committee how decisions are being actioned by staff. Any Committee Decision that has not yet been completely implemented will remain on the list until it has been completed.

Officers Comments

This report includes decisions from the following Airport Committee meetings:

- Thursday 20 May 2010
- Thursday 17 June 2010
- Thursday 15 July 2010
- Thursday 19 August 2010 (NOTE: This meeting was not held due to lack of quorum)
- Thursday 16 September 2010
- Thursday 21 October 2010

Statutory Implications

Section 2.7 of the Local Government Act states how Council is responsible for directing the local government's affairs:

"2.7. The role of the council

(1) The council –

(a) directs and controls the local government's affairs; and

(b) is responsible for the performance of the local government's functions.

(2) Without limiting subsection (1), the council is to –

(a) oversee the allocation of the local government's finances and resources; and

(b) determine the local government's policies."

Policy Implications

Nil

Strategic Planning Implications Nil

Budget Implications Nil

Attachments

Status of Airport Committee Resolutions Report.

5:47 pm Mr Serge Doumergue entered the room and assumed his chair.

**AC201011/020 Airport Committee Decision/
Officer's Recommendation**

Moved: Cr S R Martin

Seconded: Cr J M Gillingham

That the 'Status of Airport Committee Resolutions' Report as presented to the Airport Committee Meeting held on 18 November 2010 be received.

CARRIED 6/0

Airport Committee Meeting held Thursday 20 May 2010			OFFICER	Background Status/Work to Date	THIS MONTH'S UPDATED STATUS	COMP-LETED?	EST. COMP. DATE
10.1	Small Lot Transient Workforce Accommodation Lot 2444 Great Northern Highway - Port Hedland International Airport	AC200910/003 Airport Committee Decision/Officer's Recommendation That the Airport Committee authorises the Chief Executive Officer or his delegate prepare a business plan for the development of small scale transient workforce accommodation, outlining potential sites, servicing costs and potential income generation at various locations on the Port Hedland International Airport.	DRS		Supersceded. Reconsidered by Airport Committee at its Meeting held 21 October 2010.	✓	
10.2	Status of Port Hedland International Airport Development Plan	AC200910/004 Airport Committee Decision/Officer's Recommendation That the Airport Committee notes the report on the status of the Airport Master Plan.	DRS		Not Required. Report for Information only.	✓	
10.3	Status of Car Hire Company Leases based at the Airport	AC200910/005 Airport Committee Decision/Officer's Recommendation That the Airport Committee notes the status of the car hire company leases based at the Port Hedland International Airport and the anticipated response from the Town of Port Hedland's solicitors in the next few weeks.	DRS		Not Required. Report for Information only.	✓	
Airport Committee Meeting held Thursday 17 June 2010			OFFICER	Background Status/Work to Date	THIS MONTH'S UPDATED STATUS	COMP-LETED?	EST. COMP. DATE
10.1	Airport Terminal Expansion – Public Consultation Outcomes and Future Actions Recommendations	AC200910/008 Airport Committee Decision That Agenda Item 10.1 'Airport Terminal Expansion – Public Consultation Outcomes and Future Actions Recommendations' lay on the table, until an informal meeting is held with all stakeholders, and any additional submissions received from other interested parties and distributed.	MELD		Supersceded.	✓	
10.2	Mobil Oil Lease	AC200910/009 Airport Committee Decision/Officer's Recommendation That the Airport Committee notes the Officer's update report 'Mobil Oil Lease' dated 4 June 2010.	DES		Not Required. Report for Information only.	✓	
Airport Committee Meeting held Thursday 22 July 2010			OFFICER	Background Status/Work to Date	THIS MONTH'S UPDATED STATUS	COMP-LETED?	EST. COMP. DATE

10.1	Lease Area for a Lotto/Duty Free Shop at the Port Hedland International Airport	AC201011/002 Airport Committee Decision That the Airport Committee: i) write to Glenys Pike and Renae Coles stating that the Airport Terminal is going to be expanded through a major upgrade and as part of the Stakeholder consultation they will be asked to comment on the terminal expansion; and ii) when the new Terminal Design is agreed upon they will have the opportunity through an Expression of Interest to submit a bid for an area to operate a business from.	DES				
10.2	Airport Operations Building – Lease of Unused Office Space	AC201011/003 Airport Committee Decision That the Airport Committee: i) call for EOI for the lease of all available office space in the current operations building at Port Hedland International Airport and other available buildings and land; and ii) obtains quotes from local real estate agents experienced and competent in the management of commercial leases; and iii) request the consolidation of Airport operations into one facility	DRS				
10.3	Lease of Land Parcel for Transient Workforce Accommodation	AC201011/004 Airport Committee Decision That the Airport Committee authorises a survey to be undertaken to define the extent of land on the Port Hedland International Airport for lease as a site for transient workforce accommodation	DRS				
10.4	Port Hedland International Airport Draft Master Plan	AC201011/005 Airport Committee Decision That the Airport Committee defers consideration of the Port Hedland International Airport Draft Master Plan until after a meeting or briefing to take place on 29 July 2010 in conjunction with representatives from Whelans planning consultants.			Supersceded.	✓	
Airport Committee Meeting held 19 August 2009 : NOTE : There was no decisions made at the Airport Committee meeting held on 19 August 2010 due to lack of quorum.			OFFICER	Background Status/Work to Date	THIS MONTH'S UPDATED STATUS	COMP-LETED?	EST. COMP. DATE
Airport Committee Meeting held Thursday 16 September 2010			OFFICER	Background Status/Work to Date	THIS MONTH'S UPDATED STATUS	COMP-LETED?	EST. COMP. DATE
10.1	Port Hedland International Airport Terminal Expansion Project – Monthly Status Report	AC201011/007 Airport Committee Decision/Officer's Recommendation That the Airport Committee acknowledge the status of the Port Hedland International Airport project	MID		Not Required. Report for Information only.	✓	
Airport Committee Meeting held Thursday 21 October 2010			OFFICER	Background Status/Work to Date	THIS MONTH'S UPDATED STATUS	COMP-LETED?	EST. COMP. DATE

10.1	Port Hedland International Airport Terminal Expansion Project – Monthly Status Report	AC201011/009 Airport Committee Decision/Officer's Recommendation That the Airport Committee acknowledge the status of the Port Hedland International Airport Terminal Expansion Project Monthly Status Report.	MID		Not Required. Report for Information only.	✓	
10.2	Proposed Draft Airport Master Plan	AC201011/010 Airport Committee Decision/Officer's Recommendation That the Airport Committee: a) Endorses the draft Airport Master Plan, for public consultation; b) Advertises the draft Airport Master Plan for a period of 28 days in accordance with sub clauses 4.3.3 and 4.3.4 of Town Planning Scheme No. 5; and c) Reconsider this matter if significant changes are proposed as a result of public consultation, prior to referral to Council for consideration.	MPS	DAMP available from Civic Centre and http://www.porthedland.wa.gov.au/services_facilities/town_planning/phia_master_plan.pdf	Advertised for Public Comment in Town's enews and print media. Closes Monday 6.12.10. Agenda Item to Airport Mtg 16.12.10		
10.3	Reconsideration of Request for Lease of Land Parcel for Transient Workforce Accommodation	AC201011/011 Airport Committee Decision/Officer's Recommendation That the Airport Committee recommends to Council: 1. the Acting CEO and the Chairman of the Airport Committee be authorised to negotiate with Mineral Resources Pty Ltd, the terms of a draft lease of a suitable parcel of land adjacent, to existing Transient Workforce developments on Lot 2444 Great Northern Highway, and any related agreements within the following parameters: a) the lease will be for a period not exceeding 10 years b) the rental value shall be in accordance with Council's most recent valuation. c) there will be a clearly measurable community benefit equal to, or greater in value than the community benefits proportionally provided by other TWA's developments on nearby land; and d) any costs associated with re-survey to modify the design or size of the lease area must be at the lessee's expense, and any such variation must not restrict access to other potential sites in the future. And; 2. a report on the proposed terms of an agreed draft lease and any associated agreement be presented to Council as soon as possible, and; 3. calls for expressions of interest from small business or locally based contractors seeking to establish Transient Workforce Accommodation developments for not more than 50 persons. 4. notes only the top part of the marked area of the attached site description on page 32.					

10.4	Hire Car Leasing Arrangements and Proposed Building Demolition	<p>AC201011/012 Airport Committee Decision/Officer's Recommendation That the Airport Working Committee:</p> <ol style="list-style-type: none"> 1. notes the current status of the leasing arrangements between the hire car companies (Avis, Budget, Hertz and Thrifty) and the Town of Port Hedland; and 2. request Council to consider the demolition of the buildings on the current sites occupied by the hire car companies in principal, and allocates \$150,000 for the demolition works to be sourced from the Airport Reserve with any unspent funds being returned to the Reserve upon completion; and 3. notes that if the quotes received for the demolition works are in excess of \$100,000 that a tender is required to be called, and consideration of the Airport Working Committee will be sought in accordance with the Town of Port Hedland Airport Committee approved delegations at a subsequent Committee meeting; and 4. notes that if the demolition works and funding are approved in principal, that subsequent demolition permits, advertising and environmental approvals will be sought as per the usual process. 	DCS				
10.5	Status of Virgin Blue Leasing Arrangements	<p>AC201011/013 Airport Committee Decision/Officer's Recommendation That the Airport Committee notes the current status of the leasing arrangements between the Virgin Blue and the Town of Port Hedland for the additional office space located in the Port Hedland International Airport Terminal Building.</p>	DCS		Not Required. Report for Information only.	✓	
10.6	Information Update of the Tender Evaluation for Tender 10/24 – Supply and Installation of Transportable Dwellings at Port Hedland Airport	<p>AC201011/014 Airport Committee Decision/Officer's Recommendation That the Airport Committee awards Tender 10/24 'Supply and Installation of Transportable Dwellings at the Port Hedland International Airport' to McGrath Homes for the supply and installation of three (3) dwellings (MAWSON MKII) , with the Town undertaken the relevant property developments, inclusive of the nominated Exclusions and Sheds, within the allocated budget of \$1,470,000.</p>	MBS				
10.7	Port Hedland International Airport Terminal Expansion Project – Traffic and Car Parking Study Preliminary Report	<p>AC201011/016 Airport Committee Decision/Officer's Recommendation That the Airport Committee acknowledge the status of the Traffic and Car Parking study component of the Port Hedland International Airport Terminal Expansion Project.</p>	MID		Not Required. Report for Information only. Note report to mtg 18.11.10.	✓	

10.3 Hire Car Leasing Arrangements (File No: ...)

Officer	Jasmine Person Manager Investment and Business Development
Date of Report	15 November 2010
Disclosure of Interest by Officer	Nil

Summary

This report provides the Airport Committee with an overview of the progress of the leasing arrangements between the Town of Port Hedland and the hire car companies, namely Avis, Hertz, Thrifty and Budget, in addition to information from a meeting with McLaren Hire on 27 October 2010.

Background*1. Negotiations with Existing Hire Car Lessee's*

Further negotiations have continued regarding the outstanding issues, regarding the lessees' compliance with their obligations under the original lease, namely:

- Decommissioning the fuel facility;
- Removing any improvements, buildings and fixtures constructed or located on the Maintenance Area and Car Parking Area;
- Restoring the Maintenance Area and Car Parking Area to a condition consistent with the original lease; and
- Providing the Town with an environmental contamination report for the Maintenance Area. If there is contamination present, a requirement to remediate the area at their cost.

Generally

A number of changes have been made to the lease and those changes have been forwarded to the Town's solicitors for re-drafting to ensure consistency across the leases as much as possible. It is anticipated that it will also include changes to reflect the legislative requirements pertaining to site contamination.

Budget

It would appear that at this stage, Budget have a concern with the decommissioning of the fuel tanks and the decontamination requirements being asked of them. The main concern raised was that of costs, and the desire to have one company to do all decommissioning so as to make it cheaper for all stakeholders across the board.

Another issue raised by Budget was the costs involved in the erection of a new building on their new proposed lease area.

Budget advised that they had not themselves budgeted \$500,000 for the erection of a new building in their financial forecasts, consequently they will struggle to find those funds in the short term. Consequently, all options in relation to the construction of buildings are being canvassed for future consideration by the Committee.

Negotiations with Budget will continue this week when the Managing Director returns from leave.

Hertz

On 5 November 2010, Officers met with Representatives of Hertz regarding the progress of the lease.

Of the minor concerns raised by Hertz, all have been accommodated and sent through to the Town's solicitor for re-drafting. The only major concern that Hertz raised was that of soil contamination and future testing of the site. Hertz believes that the Town should provide a 'warranty' that the soil is free from contamination prior to Hertz's possession. We are awaiting his further thoughts on that point.

Hertz was keen to have the lease sent to the United States for execution before the end of November 2010.

Avis

A number of changes have been made to the lease and those changes have been forwarded to the TOPH's solicitors for re-drafting. The CEO is on leave and returns on 15 November 2010 after which time further negotiations will take place.

Thrifty

The lease is currently with the CEO WA and being reviewed in light of the most recent changes to the lease.

2. *McLaren Hire*

On 27 October 2010, Officers met with representatives from McLaren Hire.

Information provided by McLaren Hire was that they are a family owned business that started in Karratha 12 years ago. Their fleet in Port Hedland and Karratha combined is 600+ vehicles. They provide passenger and light commercial vehicles, recently expanding to buses and heavy industrial vehicles. They have a large presence at Karratha and Karratha airport. They have been operational in Hedland for approximately 2 years. They currently have 200+ vehicles and 10 staff based locally at Wedgefield. They own the land they occupy at Wedgefield.

They are keen to have a presence at the Airport and want vehicle parking spaces. The key box drop suggestion was what they thought to be a solution to their security concerns and not knowing why there was the change in Council position regarding them having a presence at the airport.

They currently operate a booth setup at Karratha airport. The booth is presentable and contains two safes and key safe drop box. They would ideally like to set the same up within our terminal. Presentation and image are paramount to their marketing and corporate profile, consequently, they would comply with any requirements imposed by the Town, both aesthetically and operationally.

McLaren's biggest concern is security. They have recently had many vehicles stolen from the airport, thus they no longer leave their vehicles there. They have had ongoing discussion with the Officer in Charge Port Hedland Police Station, regarding the use of police resources in dealing with the criminal activity.

They were asked to prepare a proposal for consideration by the Committee and this is attached as annexure 'A'.

Consultation

Acting Chief Executive Officer
Director Engineering Services
George Proos, Vice President & Managing Director, Avis
Russell Chapman, Managing Director, Budget
James Whealing, Brady Whealing, Property Managers acting on behalf of Hertz
Del Burge, Regional Operations Manager Hertz
Martin Cuter CEO WA Thrifty
Tom Petrickovic, Regional Manager McLaren Hire
McLeod's Barristers & Solicitors

Statutory Implications

Nil

Policy Implications

Nil

Strategic Planning Implications

KRA1 – Infrastructure
Goal 3 – Airport
Strategy 1: Developing and implementing an Airport Master Plan
Strategy 2: Actively pursue the generation of income from a variety of sources at the Airport including through leases, rentals, advertising, freight and any other means

Budget Implications

Nil

Officer's Comment*Negotiations with the Existing Hire Car Lessee's*

The development of an appropriate lease that satisfies the requirements of both the Town and each of the hire car companies has been a lengthy process.

It is expected that leases will be ready for execution within the next couple of weeks. With the Town now taking responsibility for the demolition of the buildings it would appear to be a fair and equitable treatment across the board for the sharing of costs associated with the de-commissioning of the fuel facility and the buildings, which, on interpretation of the current lease, should see the lessee bearing the costs of both demolitions.

McLaren Hire

There are concerns regarding a stand-alone 'key drop box' as it will provide a visual presence within the terminal without paying the premium that the other hire car companies currently do resulting in unfair competition.

If it is financially more viable for a hire car company to occupy another parcel of land with cheaper rent and replace it with a key drop box, the current and future hire car companies may chose to operate the bulk of their operations away from the airport.

The consequences are most importantly decreased revenue, lack of quality services for passengers especially in comparison with other International Airports and unoccupied premium real estate out the front of the terminal.

McLaren Hire expressed a desire to occupy land at the airport. This would see increased revenue for the Town with the potential lease of car spaces and a booth inside the terminal.

The limitations to these comments are quite obviously the availability of space within the terminal and regulatory requirements.

With the envisaged growth of their business, there is a future potential for them to take a further lease within the airport precinct for storage, depot or workshop from one of designated areas within the draft airport master plan in the future.

By allowing McLaren to have a presence at the airport, it will provide a better service for airport customers, in terms of accessibility and range of services available, together with additional revenue for the Town.

Attachments

Correspondence received from McLaren Hire 29/10/10

Officer's Recommendation

That the Airport Committee recommends that Council:

1. acknowledges the current status of the leasing arrangements between the hire car companies (Avis, Budget, Hertz and Thrifty) and the Town of Port Hedland; and
2. requests the Chief Executive Officer or his delegate to negotiate the terms of an agreement with McLaren Hire for a booth to be located within the airport terminal, these negotiations to be presented at the next meeting of the Committee.

AC201011/021 Airport Committee Decision

Moved: Cr S R Martin

Seconded: Cr M Dziombak

That Standing Orders be suspended.

CARRIED 6/0

5:50 pm Deputy Mayor (Chairman) A A Carter advised Standing Orders were suspended.

AC201011/022 Airport Committee Decision

Moved: Cr S R Martin

Seconded: Cr M Dziombak

That Standing Orders be resumed.

CARRIED 6/0

6:07 pm Deputy Mayor (Chairman) A A Carter advised Standing Orders were resumed.

AC201011/023 Airport Committee Decision

Moved: Cr S R Martin

Seconded: Cr M Dziombak

That the Airport Committee:

1. requests the Chief Executive Officer or his nominated delegate to investigate other alternative opportunities to accommodate hire companies at the Port Hedland International Airport:
 - a) in discussions with all 6 potential hire car tenants, which includes a depot/bay(s) for hire car companies to be constructed by either:
 - i) the Town of Port Hedland; or
 - ii) hire car companies;

- b) which identifies the synergies and concepts for the opportunities identified in Clause 1(a) with Draft Airport Master Plan; and
 - c) seeks confirmation of McLaren Hire's intention to have a presence at the Port Hedland International Airport that includes a depot/cleaning bay(s), etc.; and
2. provides a report on the findings of the above to the next Airport Committee's Meeting to be held on Thursday 16 December 2010.

CARRIED 6/0

REASON: The Committee sought for all potential opportunities of development and accommodation for hire car companies at the Port Hedland International Airport; and synergies with the Draft Airport Master Plan are explored prior to making any further recommendation to Council on the matter.

From: [Tom Petrickovic](#)
To: [Jasmine Person](#); [George Daccache](#)
Cc: [George Daccache](#)
Subject: Wednesday meeting
Date: Friday, 29 October 2010 9:41:00 AM
Attachments: [Good afternoon Jasmine.pdf](#)

Good morning Jasmine/George,
Please find attached a summary of our discussion from Wednesday.
I'd like to thank you again for your time.

Kind regards,

Tom Petrickovic
Service Centre Manager

Phone 08 9185 6383
Mobile 0418 298 518
Fax 08 9144 4311
Email Workshop@mclarenhire.com.au
Website www.mclarenhire.com.au



If it's the right car for a job "it's a McLaren"

This email is confidential and may contain legally privileged information. If you are not the intended recipient, you must not disclose or use the information contained in it. If you have received this email in error, please notify us immediately by return email and delete the document.

Good afternoon Jasmine,

I'd like to thank you & George very much for making yourselves available on Wednesday & giving up your time to help us with our proposal to have a presents at the Port Hedland Airport.

McLaren Hire is a family owned & run business which has become very successful in its 12 years of operation. In that time we have become a major provider of hire vehicles in the Pilbara with vehicle: ranging from four wheel drives to heavy trucks & buses. We pride ourselves on the McLaren brand & the high stand we place on our vehicles & on our professional conduct.

Our Port Hedland branch is now 2 years old with over 200 vehicles & growing every day. Like our Karratha branch we like to focus our attention forward & try to implement early measures to prevent problems which may arise in the future.

For some time now we have been trying to obtain an allocated spot at the airport as a meet & greet along with a key return option for our clients. For some unknown reason we seem to have been stopped at the door without explanation nor have we had the opportunity to address any issues or concerns which may be relevant (until now). With the current growing crime rate at the airport, it's starting to have an impact our business & on our clients. Without a suitable key return solution for our clients we are seeing a high increase of vehicles being stolen which reflects poorly on us, the airport & the community in general.

We have discussed this with the Port Hedland police department & they also support our quest to have a booth / key return at the airport. Currently they are wasting valuable resources chasing stolen vehicles when I'm sure they would be better used elsewhere.

I've attached some photos of the booth we have in Karratha & as you can see we have gone to some expense to ensure we live up to the McLaren brand & to enhance the appearance within the airport terminal.



As you can see in photos we have a key return & 2 safes for key collection on the side of the booth.

The booth would be used purely as a meet & greet & not as a base for our business to facilitate additional clients. We would be happy to work with any space allocated & work along side the airport committee in providing a suitable & well presented booth/key drop box. Our aim would be add to the airports appearance & to provide a solution to the current security issues at hand.



We are currently paying \$4000.00 pa to the airport for the allocated space in Karratha & would be happy to do the same in Port Hedland.

If required we would also be happy to pay for allocated parking designated for McLaren Hire at Port Hedland airport.

I would be happy to attend any committee meeting or council meetings to address any issues or concerns anyone may have. I'm confident with the right direction & discussion we would be able to come to a positive solution which would work well for all parties concerned.

Thank you again for your time & effort in helping us achieve an outcome.

Kind regards,

Tom Petrickovic

Service Centre Manager

Phone 08 9185 6383

Mobile 0418 298 518

Fax 08 9144 4311

Email Workshop@mclarenhire.com.au



6:10 pm Mr Doug Gould declared a financial interest in Agenda Item 10.4 'Extension of Airport Cafe Lease' as he is the owner of Bloo Moons Pty Ltd (Leasee of Airport Cafe).

Mr Doug Gould left the room.

AC201011/024 Airport Committee Decision

Moved: Cr S R Martin

Seconded: Cr J M Gillingham

That the Airport Committee allow Mr Doug Gould to be present during any discussion or decision-making procedure as it considers Agenda Item 10.4 'Extension of Airport Cafe Lease', in accordance with Section 5.68(1)(a) of the Local Government Act 1995, as the resolution of the Airport Committee is not binding on Council.

CARRIED 5/0

6:15 pm Mr Doug Gould entered the room and assumed his chair.

6:15 pm Deputy Mayor (Chairman) A A Carter advised Mr Gould of the Committee's decision to allow him to be present for the Committee's consideration of Agenda Item 10.4 'Extension of Airport Cafe Lease'.

Further, it also poses an occupational health and safety risk with the obstruction of passenger traffic both in and out of the terminal and free flow of traffic through the fire exit.

There is a potential for further area outside the terminal adjoining that existing leased area, which could be leased to Bloo Moons, to enlarge their leased area. However, this will not resolve the issue of passengers inadvertently moving outside the designated licenced area into the passageway, for the consumption of their alcohol.

The *Liquor Control Act 1988* is the governing legislation regulating the supply, sale and consumption of liquor. This Act deems that the Licencee/Manager is responsible for managing the consumption of liquor within the licenced area. Enquiries suggested that this is ordinarily done with a change in the flooring between licenced and non-licenced areas. This is currently done in the Bloo Moons café however this has obviously offered no assistance to them.

Whilst the management of patrons is the responsibility of the Licencee/Manager, it may be of assistance to liaise with Bloo Moons to establish why the patrons are moving out in the hallway and what practical solutions could potentially overcome this issue. Without knowing the reason for the patrons moving out into the hallway, any recommendations at this stage, to assist Bloo Moons in their operations, would lack research and investigation.

Consultation

Acting Chief Executive Officer
Mr Doug Gould - Lessee

Statutory Implications

Local Government (Administration) Regulations 1996, Regulation 10
Revoking or changing decisions made at council or committee meetings —
s. 5.25(1)(e) as follows:

- (1) *If a decision has been made at a council or a committee meeting then any motion to revoke or change the decision must be supported —*
 - (a) *in the case where an attempt to revoke or change the decision had been made within the previous 3 months but had failed, by an absolute majority; or*
 - (b) *in any other case, by at least 1 / 3 of the number of offices (whether vacant or not) of members of the council or committee, inclusive of the mover.*
- (1a) *Notice of a motion to revoke or change a decision referred to in subregulation (1) is to be signed by members of the council or committee numbering at least 1 / 3 of the number of offices (whether vacant or not) of members of the council or committee, inclusive of the mover.*

- (2) *If a decision has been made at a council or a committee meeting then any decision to revoke or change the first-mentioned decision must be made —*
- (a) *in the case where the decision to be revoked or changed was required to be made by an absolute majority or by a special majority, by that kind of majority; or*
- (b) *in any other case, by an absolute majority.*
- (3) *This regulation does not apply to the change of a decision unless the effect of the change would be that the decision would be revoked or would become substantially different.*

Policy Implications

Nil

Strategic Planning Implications

KRA1 – Infrastructure

Goal 3 – Airport

Strategy 1: Developing and implementing an Airport Master Plan

Strategy 2: Actively pursue the generation of income from a variety of sources at the Airport including through leases, rentals, advertising, freight and any other means

Budget Implications

Nil

Attachment

Previously accepted extended lease area

Officer's Recommendation

That the Airport Committee:

- i) recommends that Council revokes its Decision (200910/441) of Agenda Item 11.3.1.2 'Extension of Airport Café Lease' of its Ordinary Meeting held on 9 June 2010, and recorded on page 70, as follows:

"That Council:

1. Agrees to dispose of by lease, the additional area, as indicated on the attached diagram at the Port Hedland International Airport, to Bloomoons Pty Ltd, as per section 3.58 of the Local Government Act 1995 (private treaty), at a rate of \$307 per square metre, and the same terms as the existing lease with Bloomoons Pty Ltd for the Airport Café; and
2. Authorises the Chief Executive Officer (or his delegate) to sign and execute the amendments to the existing leasing agreement, should no submissions from the public advertising be received by Council.";

- li) subject to the revocation recommended above in Clause 1), authorises the Chief Executive Officer or his nominated delegate to:
 - (a) liaise with Bloo Moons to assist them in finding a solution to the current issue being experienced by them; and
 - (b) enter into discussions regarding the potential for extension of their lease outside the terminal building.

AC201011/025 Airport Committee Decision**Moved:** Cr S R Martin**Seconded:** Cr M Dziombak**That Standing Orders be suspended.*****CARRIED 5/0***

6:16 pm Deputy Mayor (Chairman) A A Carter advised Standing Orders were suspended.

AC201011/026 Airport Committee Decision**Moved:** Cr S R Martin**Seconded:** Cr J M Gillingham**That Standing Orders be resumed.*****CARRIED 5/0***

6:26 pm Deputy Mayor (Chairman) A A Carter advised Standing Orders were resumed.

AC201011/027 Airport Committee Decision**Moved:** Cr S R Martin**Seconded:** Mr Serge Doumergue**That the Airport Committee:**

- i) recommends that Council revokes its Decision (200910/441) of Agenda Item 11.3.1.2 'Extension of Airport Café Lease' of its Ordinary Meeting held on 9 June 2010, and recorded on page 70, as follows:

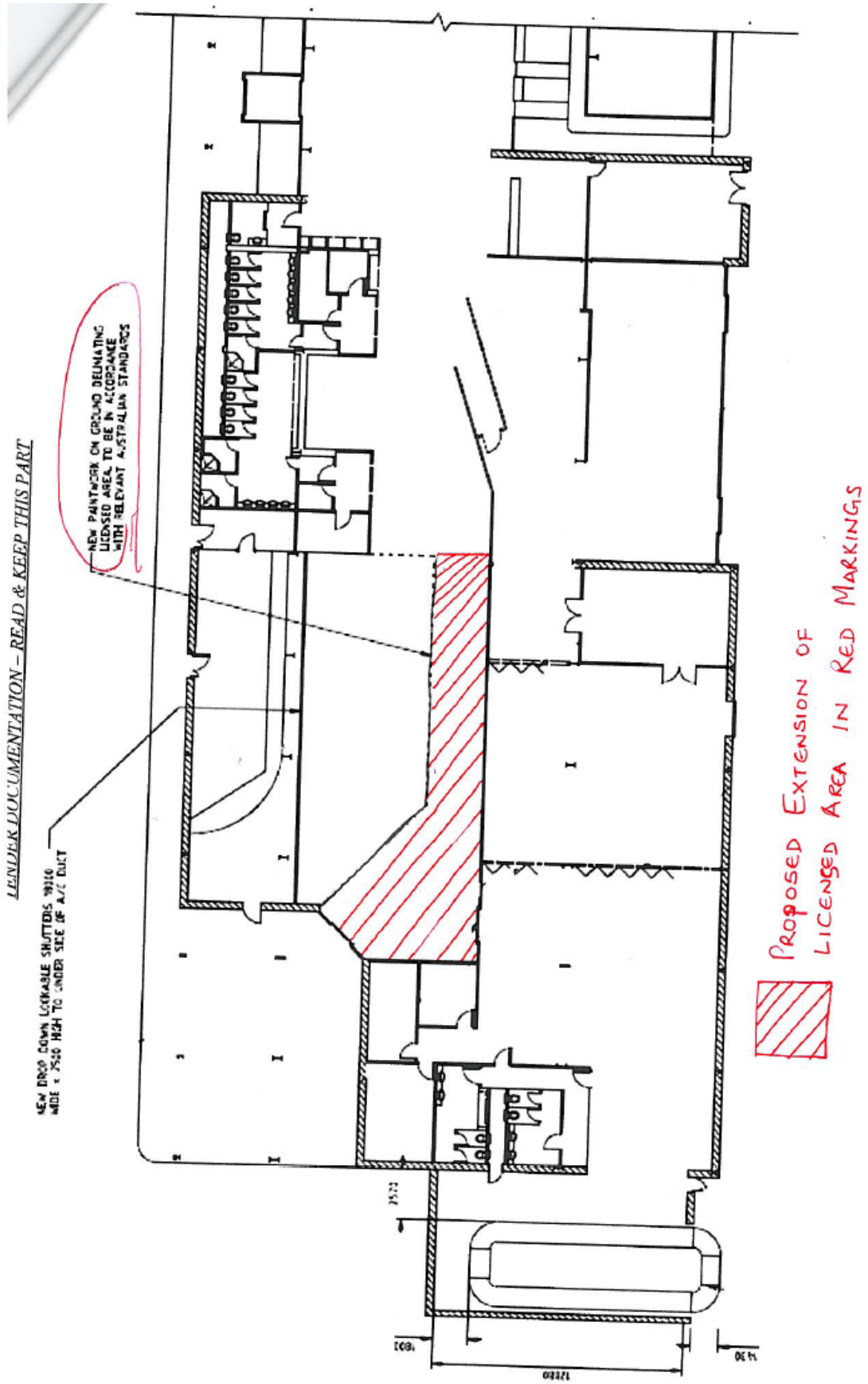
"That Council:

1. Agrees to dispose of by lease, the additional area, as indicated on the attached diagram at the Port Hedland International Airport, to Bloomoons Pty Ltd, as per section 3.58 of the Local Government Act 1995 (private treaty), at a rate of \$307 per square metre, and the same terms as the existing lease with Bloomoons Pty Ltd for the Airport Café; and

2. Authorises the Chief Executive Officer (or his delegate) to sign and execute the amendments to the existing leasing agreement, should no submissions from the public advertising be received by Council.”;
- ii) subject to the revocation recommended above in Clause 1), authorises the Chief Executive Officer or his nominated delegate to:
 - (a) liaise with Bloo Moons Pty Ltd to assist them in finding a solution to the current issue being experienced by them, including wall proposal; and
 - (b) enter into discussions regarding the potential for extension of their lease outside the terminal building.

CARRIED 5/0

REASON: The Airport Committee sought that the proposal for a ‘wall’ also be considered as part of the negotiations, that would ensure access to emergency exit retained.



10.5 Strategic Airlines Review (File No: 05/05/0063)

Officer **Jasmine Person**
Manager Investment and Business
Development

Date of Report 15 November 2010

Disclosure of Interest by Officer Nil

Summary

This report is to advise the Committee of a 3 monthly review to the Agreement for Direct Flight Services to Port Hedland by Strategic Airlines.

Background

On 3 August 2010, an agreement was entered into between Strategic Airlines and the Town of Port Hedland for the provision of direct flight services between Port Hedland and Brisbane for a term up to 3 February 2011.

As a condition of that agreement, the Town agreed to pay Strategic Airlines thirty three percent of the shortfall in gross revenue up to a maximum of \$44,000 (i.e. a maximum of \$10,000 per flight)

In addition to this, the Town agreed to waive any and all landing fees at Port Hedland airport in connection with all flight services performed during this term.

The agreement also contains a review clause, whereby both parties agreed to meet three months after the commencement date (i.e. 3 November 2010) to assess the performance of the Flight Services and projected bookings. Following this meeting, the Town may elect to:

- terminate the agreement with 4 weeks written notice;
- continue with the agreement for the remainder of the term; or
- negotiate with Strategic Airlines for the amendment of any terms of the agreement.

Consultation

Acting Chief Executive Officer
Strategic Airlines

Statutory Implications Nil

Policy Implications Nil

Strategic Planning Implications

KRA1 – Infrastructure
Goal 3 – Airport

Strategy 1: Developing and implementing an Airport Master Plan
Strategy 2: Actively pursue the generation of income from a variety of sources at the Airport including through leases, rentals, advertising, freight and any other means

Budget Implications Nil

Officer's Comment

Strategic Airlines have been contacted and a meeting with them has been requested. The results and information exchanged at that meeting will need to be brought before another Airport Committee for consideration of the options discussed herein and a decision made as to whether to continue to maintain the agreement and if so, on what terms.

Attachments Nil

AC201011/027 Airport Committee Decision/Officer's Recommendation

Moved: Cr S R Martin

Seconded: Cr J M Gillingham

That the Airport Committee:

- i) **acknowledges that a three monthly review of the Direct Service Agreement with Strategic Airlines is pending and the criteria with which that review should be conducted, must include a disclosure by Strategic Airlines of the following:**
 - a) **passenger numbers and gross revenue generated for the 3 month period;**
 - b) **details of any marketing campaigns undertaken and any analysis of market research conducted;**
 - c) **projected sales forecasts;**
 - d) **intentions with respect to the Brisbane – Port Hedland route;**
 - e) **future or anticipated plans with respect to flights out of Port Hedland generally.**

- ii) **requests the Chief Executive Officer or his nominated delegate to:**
 - a) **undertake a review of Strategic Airlines in accordance with the above criteria; and**
 - b) **provide a report for the Committee to consider the information disclosed to enable the Committee to make a decision in relation to the subject agreement, namely:**
 - 1. **terminate the agreement with 4 weeks written notice;**
 - 2. **continue with the agreement for the remainder of the term; or**
 - 3. **negotiate with Strategic Airlines for the amendment of any terms of the agreement.**

CARRIED 6/0

10.6 Port Hedland International Airport Terminal Expansion Project – Parking Redevelopment & Paid Parking Strategy (File No.: 08/02/0018)

Officer	Jenella Voitkevich Manager Infrastructure Development
Date of Report	15 November 2010
Disclosure of Interest by Officer	Nil

Summary

The purpose of this report is to provide the Airport Committee with the outcomes of the Traffic and Car Parking Study component of the Port Hedland International Airport (PHIA) Terminal Expansion project. This will provide a report, concept design and cost estimates to enable the Committee to make recommendations to Council regarding the redevelopment of the PHIA car park and the implementation of paid parking.

Background

As part of the PHIA Terminal Expansion project a detailed traffic and carparking study has been conducted to inform the design of the carpark and access roads and determine paid parking opportunities. The project team has completed the standard procurement process and engaged Cardno Eppell Olsen (CEO) to complete the studies. The scope of works delivered by CEO includes:

- Assessment of current and future demand for parking including staff, hire car, bus and taxi
- Assessment of traffic flow and road design
- Forecast future car parking demand
- Provide concept designs for car parking and access in conjunction with the PHIA Terminal Expansion design
- Provide detailed report on the implementation of paid parking

A preliminary report was provided to the Airport Committee on 21st October 2010. The Committee requested a concept plan and details on paid parking to be provided at the next meeting, with the intention of recommending that Council allocate funding to developing this further.

Consultation

Cardno Eppell Olsen carried out a site visit of the PHIA on 6th October, meeting with Brett Anderson (Thinc Projects), Russell Dyer (DES), Jenella Voitkevich (MID) and Karen Taylor (Airport Reporting Officer). CEO also completed drop-off parking occupancy surveys and passenger interview surveys on 12th October 2010.

The car parking demand is based on an estimation of 1,000,000 passengers by 2025, as advised by the Airport Committee. The finalization of the car parking layout and future demand requirements is largely dependent on the results of the Stakeholder Consultation and Retail/Commercial Demand Study that is currently being carried out as a separate component of the PHIA Terminal Expansion project. This is expected to be finalized by the end of the month and will determine whether our passenger number estimates, therefore if the parking demand, is accurate.

Statutory Implications Nil

Policy Implications Nil

Strategic Planning Implications

Key Result Area 1 - Infrastructure

Goal 2 - Airport

- a. Immediate Priority Strategy 3 - Progress planning and design for an upgraded and extended terminal building
- b. Other Action Strategy 1 - Undertake upgrades to the terminal and surrounds to improve the functionality of the facility including:
 - a) Creating more common-user check in points
 - b) Improving airport security screening arrangements
 - c) Review parking options and implement an agreed Airport Parking Plan

Budget Implications

The total budget allocated in the 2010/11 financial year is \$425,000 for the preparation of concept designs and studies related to the PHIA Terminal Building expansion and carpark redevelopment. This budget doesn't accommodate the reconstruction of the car park or the implementation of a paid parking system. The table below summarizes the cost estimates for this, based on information provided by quantity surveyors Rider Levett Bucknall:

Description	Cost Estimate (ex. GST)
Design development	\$285,000
Preliminaries	\$385,000
Site preparation	\$145,200
Roads, footpaths and paved areas	\$2,045,600
Landscaping	\$140,000
Stormwater drainage	\$460,000
Lighting and power	\$300,000
Paid parking system	\$450,000
External CCTV	\$150,000
TOTAL	\$4,360,800

The intention is that this project will be staged and funded from the Airport Reserve and potential external funding. Further information regarding a staged approach and associated budget for this project is outlined in the Officer's comments.

Officer's Comment

The redevelopment of the Port Hedland International Airport car parking area is an integral part of providing a service to the community. It also provides a revenue raising opportunity for the Town of Port Hedland that could partially fund future airport related projects such as the expansion of the Terminal building and airside development requirements.

A detailed report has been provided by Cardno Eppell Olsen reviewing the current parking situation, forecasting parking demand, providing options for parking pricing and analysis of the road and parking network. The forecasting of parking demand is based on passenger estimations provided by the Airport Committee, however will be reviewed in conjunction with the Terminal upgrade project once stakeholder and retail demand studies have been completed.

A detailed report is attached, however in summary the important points to note regarding paid parking are:

- A large portion of the passengers surveyed indicated that they would not object to paying for parking
- The price for parking is directly related to the car park demand. The more it costs to park the less likely it will be that people will park at the airport. Adversely, if parking is cheaper more people will use it. The report suggests the best balance of a smaller carpark utilising the space available, with lower capital and management costs and high revenue
- The report suggests a pricing structure of \$18/day for long term parking and \$1.50/hr for short term parking. This is comparable with other regional airports however is more expensive than Karratha Airport's long term parking cost of \$10/day
- Reducing the recommended long term parking price will result in greater demand which means that a larger carpark will be required. Given that we are restricted to the space available, this would suggest a multistorey car park development at a greater capital and operational budget than estimated
- An alternative is to adopt a pricing strategy that commences cheaper and increases as parking demand increases, thus attempting to balance the demand
- The recommended pricing structure is intended to reduce the demand on airport parking, while still achieving high revenue. This suggests that passengers will become reliant on other modes of transport, such as shuttle buses and taxis. The Committee and Council must recognize that this will put pressure on these forms of transport and may wish to consider programs to assist
- It is also recommended to adopt a 1hr free parking policy to minimise the demand on the drop off area

Based on the recommended parking pricing structure Council has the opportunity to generate approximately \$1.4M per annum in the first year, increasing to approximately \$3.8M by 2030. This assumption is based on the car park being reconstructed as per the attached concept plan. This is currently restricted by the relocation of hire car lease area and demolition of the existing infrastructure. Paid parking infrastructure, such as boom gates and ticketing machines can still be installed in the current long term parking areas but would require relocation once the car park is able to be reconstructed. This will result in an increase in the overall car park redevelopment budget, somewhere in the vicinity of \$200,000.

It is recommended that to enable the project to develop further and to fast-track Council's opportunity to receive revenue from a paid parking system, that the Committee recommends the following 2010/11 budget allocation from the airport reserve:

Description	Cost Estimate (ex. GST)
Design development	\$285,000
Minor reconstruction to short term carpark entrance (to accommodate paid parking)	\$200,000
Paid parking system	\$450,000
TOTAL	\$935,000

The project team requests feedback from the Airport Committee regarding the parking pricing strategy and recommends that this is then open for public comment. The outcomes of this will then be presented to the Committee to formally adopt a parking pricing strategy for the PHIA.

It is important to note that the final design of the carpark layout is reliant on the design of the Terminal building. The carpark must provide pedestrian access that relates to the Terminal building entrances and must have provision for drop off/pickup and delivery areas. It has also been recognized that the Terminal building may need to increase in width to accommodate the new design requirements and to function efficiently. The carpark space will be sacrificed to accommodate this, which has been indicated in the concept design provided. Once the PHIA Terminal Building concept design has been approved by the Committee (approximately February) the detailed design of the car park can commence.

Attachments

1. PHIA Car Parking Study
2. PHIA Car Parking Redevelopment Concept Plan

Officer’s Recommendation

That the Airport Committee recommends that Council allocates \$935,000 from the Airport Reserve for the purpose of:

- a) Development of construction designs and specifications for the reconstruction of the PHIA carpark
- b) Minor reconstruction works to the short term carpark entrance to accommodate the paid parking system
- c) Development and implementation of a paid parking system at the Port Hedland International Airport

6:34 pm Miss Michelle Cook entered the room and assumed her chair.

AC201011/028 Airport Committee Decision

Moved: Mr Serge Doumergue **Seconded:** Cr J M Gillingham

That the Airport Committee recommends that Council:

1. **allocates \$785,000 from the Airport Reserve for the purpose of:**
 - a) **Development of construction designs and specifications for the reconstruction of the PHIA carpark**
 - b) **Minor reconstruction works to the short term carpark entrance to accommodate the paid parking system**
 - c) **Development and implementation of a paid parking system at the Port Hedland International Airport; and**
2. **authorises for tenders to be called for the implementation of paid parking.**

CARRIED 7/0

NOTE: The Airport Committee resolved to recommend to Council for the development and designs and specifications for the reconstruction of the PHIA car park, including the minor reconstruction works to the short term car park entrance; and to call for tenders for the implementation of a paid parking system in the first four rows in front of the terminal building in the immediate future. This amends the recommended allocation from the Airport Reserve as follows:

Description	Cost Estimate (ex. GST)
Design development	\$285,000
Minor reconstruction to short term carpark entrance (to accommodate paid parking)	\$200,000
Paid parking system	\$300,000
TOTAL	\$785,000

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**Port Hedland
Airport Car
Parking Study**

*Prepared for the Town
of Port Hedland*



November 2010



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Table 6 - 2011 AM Peak SIDRA Analysis – Great Northern Highway / Airport Access

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Table 8 - 2015 AM Peak SIDRA Analysis – Great Northern Highway / Airport Access



Port Hedland Airport Car Parking Study

Table 9 - 2015 PM Peak SIDRA Analysis – Great Northern Highway / Airport Access
Table 10 - 2030 AM Peak SIDRA Analysis – Great Northern Highway / Airport Access
Table 11 - 2030 PM Peak SIDRA Analysis – Great Northern Highway / Airport Access

FIGURES:

Figure 1 – Weekday Traffic Volume In/Out of Port Headland International Airport
Figure 2 – Entrance Road to the Car Parking Area and Internal Speed Limit
Figure 3 - Pick up drop off area and Pedestrian Crossing
Figure 4 – Entrance to the Short Term Parking and Exit Lane
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Figure 13 – Expected 2030 Future Parking Demands With Regards to Change in Pricing

APPENDICES:

Appendix A – Car Parking Concept Plan



Port Hedland Airport Car Parking Study

Document Control Port Hedland Airport Car Parking Study					
Version	Date	Author		Reviewer	
		Name	Initials	Name	Initials
1	November 2010	Richard Isted	RI	Ray Cook	RC

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**EXECUTIVE SUMMARY**

Cardno Eppell Olsen (Cardno) was commissioned by the Town of Port Hedland via Thinc Projects to undertake a car park and road layout study for Port Hedland Airport. This study involved a combination of site investigations, intercept surveys and traffic counts to perform an extensive analysis of the existing situation and a car parking pricing study.

Based upon the modelling undertaken in the pricing study, a future long term price of \$18 a day and a short term parking price of \$1.50 hour was the preferred pricing arrangement as this would both allow the demand to be kept to a manageable level and would result in a revenue generation of an estimated \$1.4M per annum in 2010, growing to around \$3.8M per annum by 2030.

Based upon a review of the existing carpark and analysis of the likely demand, a concept plan of the future car park was developed which highlights the recommended layout of the long and short term parking area, pick up / drop off area and pedestrian linkages. This design has been tested from a traffic and parking perspective, and found to be able to accommodate these under the 2030 scenario examined.



1.0 INTRODUCTION

Cardno Eppell Olsen (Cardno) was commissioned by the Town of Port Hedland to undertake a car park and road layout study for Port Hedland Airport. This study involved a combination of site investigations, intercept surveys and traffic counts to perform an extensive analysis of the existing situation and a pricing study. Based on the results of the pricing study, recommendations will be put forward to the council/Town which will include the pricing schedule if the car park were to be charged, the effect on the utilisation and demand of the car park presently and in the future, and the road network.

The works process is as follows:

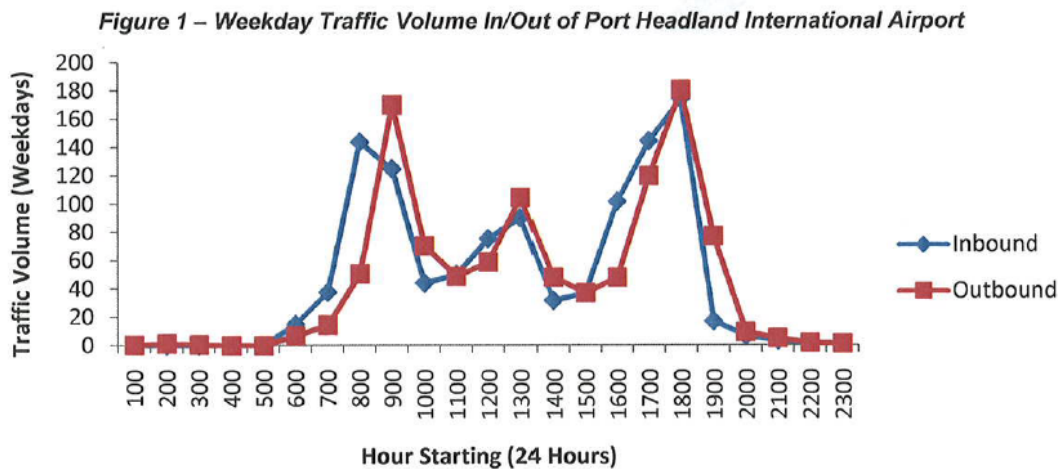




2.0 EXISTING SITUATION

Port Hedland International Airport is located about 11km south (by road) of the Port Hedland townsite. The airport caters for a range of passenger and freight air traffic, particularly movements of “fly in & fly out” workers. Only a small proportion of patrons will use the airport for as a means of transfer, thus not utilising the car park at all.

Traffic volumes in and out of the airport are summarised in **Figure 1**:



(Source: Town of Port Hedland)

The data highlights two distinct peaks, during the AM and PM peak flight times, which correlated to peak flight times. It should be noted that these are expected to be accentuated in the near future as fly in and fly out demand increases and flights need to arrive in the early am and depart late pm to match working day patterns.

Cardno undertook a site visit of the Port Hedland International Airport on the 6th of October 2010. The purpose of this site visit was to assess geometries, layouts and traffic management associated with the access and internal circulation of the airport road system and car park. Some of the issues identified found below:

- Large numbers of decision points with more than two available decisions and lack of clear guidance– these pose a conflict risk to drivers unfamiliar with the internal road system at the airport (For example see **Figure 4** on the following pages);
- A number of merge points are confusing and poorly accommodated in terms of sightlines, particularly at the northern end of the service road where a mirror has been installed (For example see **Figure 5** on the following pages); and
- Lack of pedestrian connectivity and shading; there is need to minimize vehicle conflict with pedestrians travelling from the terminal to available car parking.

The following **Figures 2 to 5**, highlight some of the existing features of the current circulation within the airport.

Figure 2 – Entrance Road to the Car Parking Area and Internal Speed Limit



Figure 3 - Pick up drop off area and Pedestrian Crossing



Figure 4 – Entrance to the Short Term Parking and Exit Lane

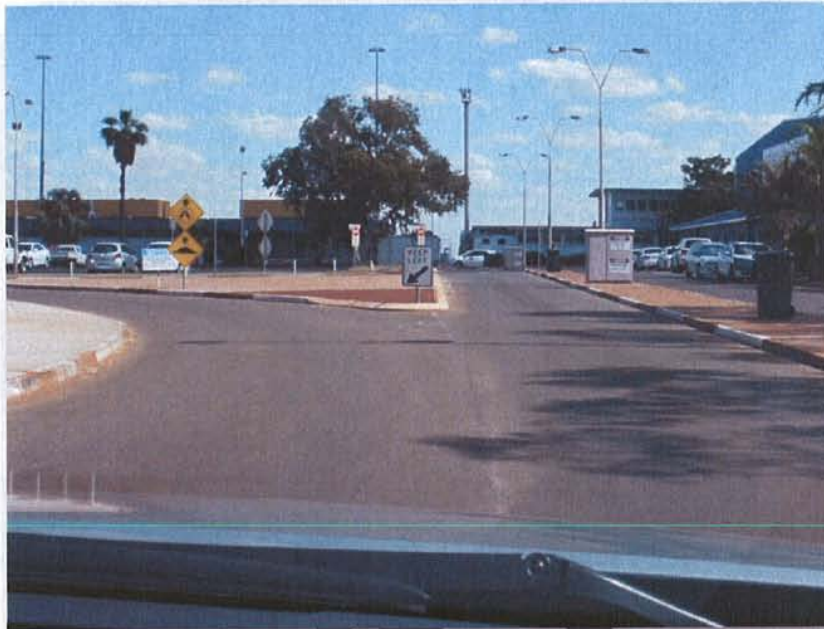
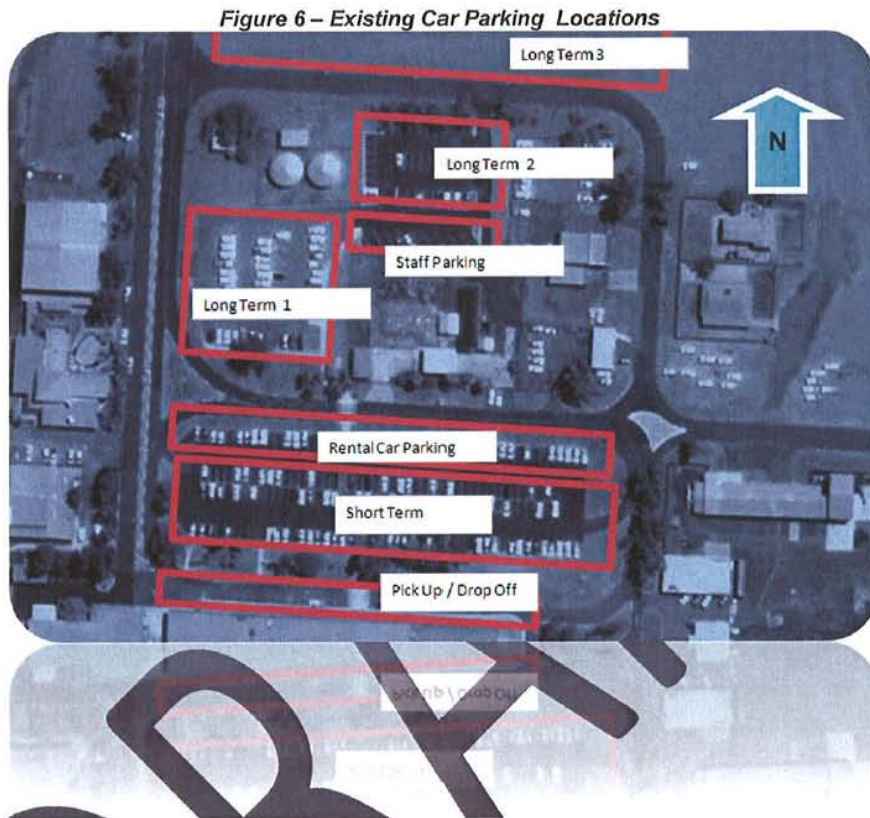


Figure 5 – Conflict Area with Drivers Exiting the Airport



Car parking is provided in a range of locations within the airport. **Figure 6** highlights the spatial location of the main car parking areas within the airport:



The existing sealed car parking supply is summarised in the **Table 1**:

Table 1 – Existing Sealed Car Parking Supply

Type of Car Parking	Parking Supply
Pick Up / Drop Off (Private Vehicle)	7
Pick Up / Drop Off (Taxi)	3
Pick Up / Drop Off (General Bus)	1
Pick Up / Drop Off (Port Hedland Shuttle Bus)	1
Hire Car	47
Short Stay – Less than 3 hours	132
Long Term 1	54
Long Term 2	40
Staff	15
Total	300

Additionally there is a fenced unsealed area to the north of these sealed main car parking areas (denoted Long Term 3) which is also used for car parking. This area will eventually become the location of rental car companies offices and facilities.



Port Hedland Airport Car Parking Study

There is also additional staff car parking around the sides of the airport terminal and a temporary car park is currently under construction to the West of Long Term 3.

The Town of Port Hedland undertook a series of occupancy counts of each of the car parking areas; these are shown in the table below:

Table 2 – Car Parking Occupancy Surveys

Date	Time	Drop Off Area	Short Term and Rental	Long Term (Area 1)	Long Term 2 (Area 2)	Fenced Area (Area 3)	Service /Staff	Total
Monday 10/11/2010	7:50am	8	148	54	39	235	32	516
	1:50pm	0	62	48	37	189	38	374
	5:00pm	4	129	52	39	198	17	439
	9:00pm	0	71	55	34	163	7	330
Tuesday 10/12/2010	8:40am	7	103	54	38	148	35	385
	1:55pm	4	89	52	44	118	34	341
	5:10pm	5	143	55	40	181	12	436
	9:10pm	0	67	45	31	125	4	272
Wednesday 10/13/2010	8:15am	9	145	54	43	127	29	407
	1:55pm	1	55	51	39	117	30	293
Thursday 10/14/2010	8:30am	6	157	54	42	116	32	407
	1:45pm	0	54	53	43	111	34	295
	9:20pm	0	62	54	42	136	7	301
Friday 10/15/2010	1:50pm	1	85	55	42	157	38	378
	5:15pm	6	164	55	44	184	23	476
Saturday 10/16/2010	8:00am	9	157	55	44	200	15	480
	3:30pm	0	119	55	43	225	16	458
	8:00pm	0	111	53	43	222	15	444
Sunday 10/17/2010	8:30am	0	111	55	44	225	13	448
	11:50am	1	127	54	43	199	13	437
	9:30pm	0	108	49	41	124	8	330
Average		3	108	52	41	166	21	330

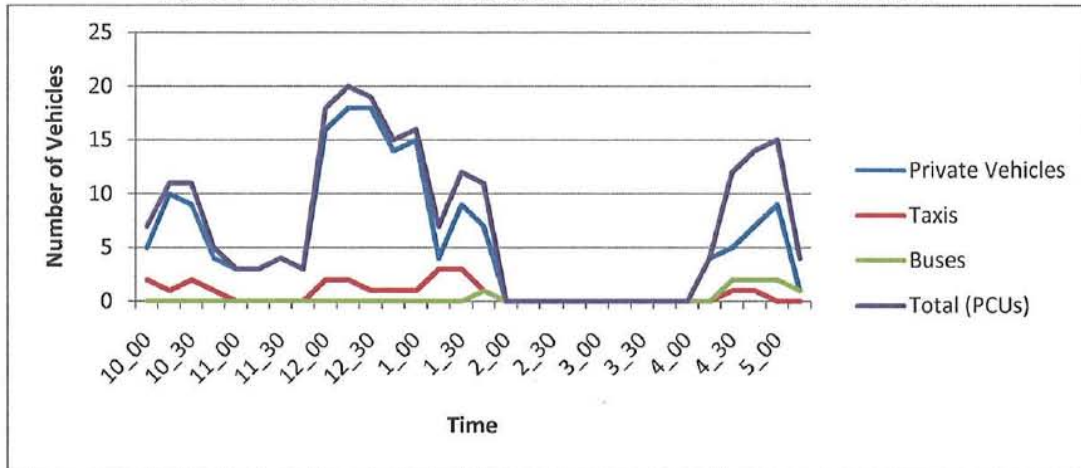
(Source: Town of Port Hedland)

Cardno also undertook parking activity surveys for the drop off/pick up area between 9.00am and 6.00pm on Tuesday the 12th of October, 2010. As part of this, the length of stay of each vehicle using the pickup drop off area was monitored, as well as the number of occupants in each car. The average drop off time was 1 minute, whilst the average pick up time was 10 minutes, and the average dwell time within the area was 5 minutes. **Figure 7** highlights the overall utilization at 15 minute intervals. The key peak period observed was between 12.15pm – 12.30pm during which the overall demand of passenger car units (PCUs) was observed to be around 20 PCUs.



Port Hedland Airport Car Parking Study

Figure 7 – Pick Up Drop Off Parking Area Utilization Per 15 Minute Period





3.0 PASSENGER INTERVIEW SURVEYS

In addition to parking occupancy surveys, Cardno also undertook interview surveys within the airport terminal. In total 107 surveys were collected, the purpose of these surveys was to:

- (1) Gather an understanding of the purposes that people were using the airport;
- (2) Understand existing modes of travel to and from the airport; and
- (3) Understand people’s sensitivity to different parking prices.

The following figures highlight some results from the collection of this information:

Figure 8 – Purpose of Visiting the Airport

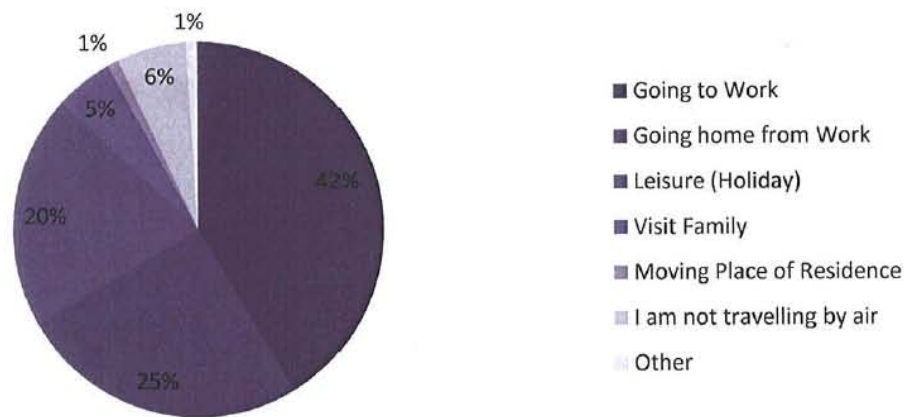
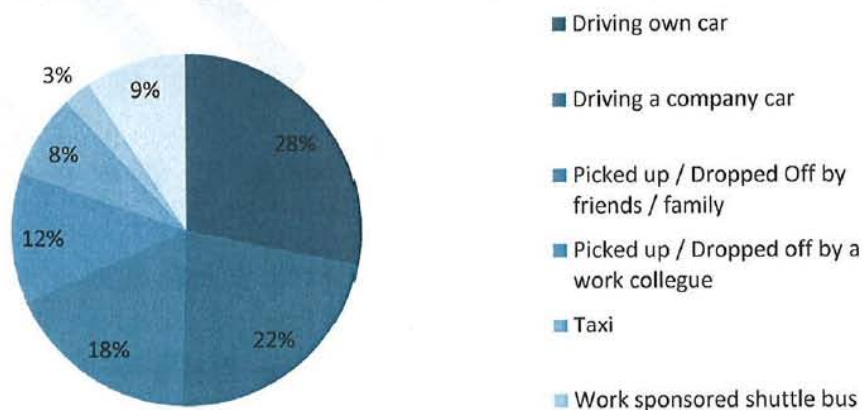


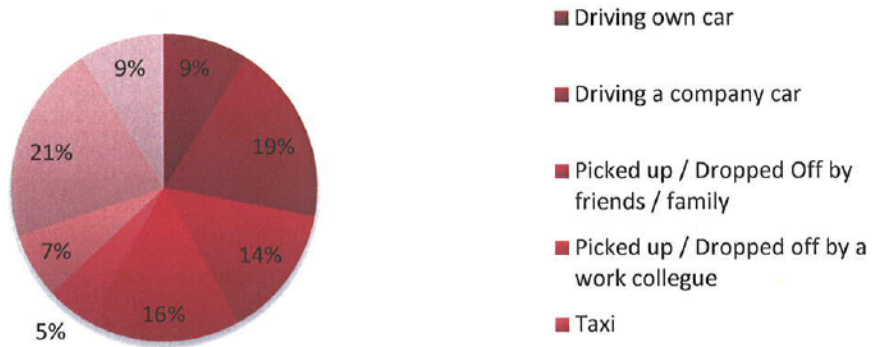
Figure 9 – Existing Usage of Landside Transport to/from Airport





Port Hedland Airport Car Parking Study

Figure 10 – Stated Preference Usage of Landside Transport to/from Airport under a flat \$10 a day, \$7 per Shuttle Bus Ride



The results suggest that passengers using the car park, particularly those who have access to a company car and reimbursement of parking charges, are fairly inelastic to new pricing schemes, meaning that if a car park charge were implemented that it would not affect their mode of travel and that they (or their employer) would just pay the fee.



4.0 REVIEW OF OTHER CAR PARKING PRICING

To gain a further understanding of the relationship of car-parking pricing to other airports, a brief review of the parking pricing structures of other Airport Car Parks in Western Australia and regional Australia was undertaken. These changes in pricing for short and long term parking are highlighted in the following graphs.

Figure 11 – Comparison of Short Term Car Parking Prices

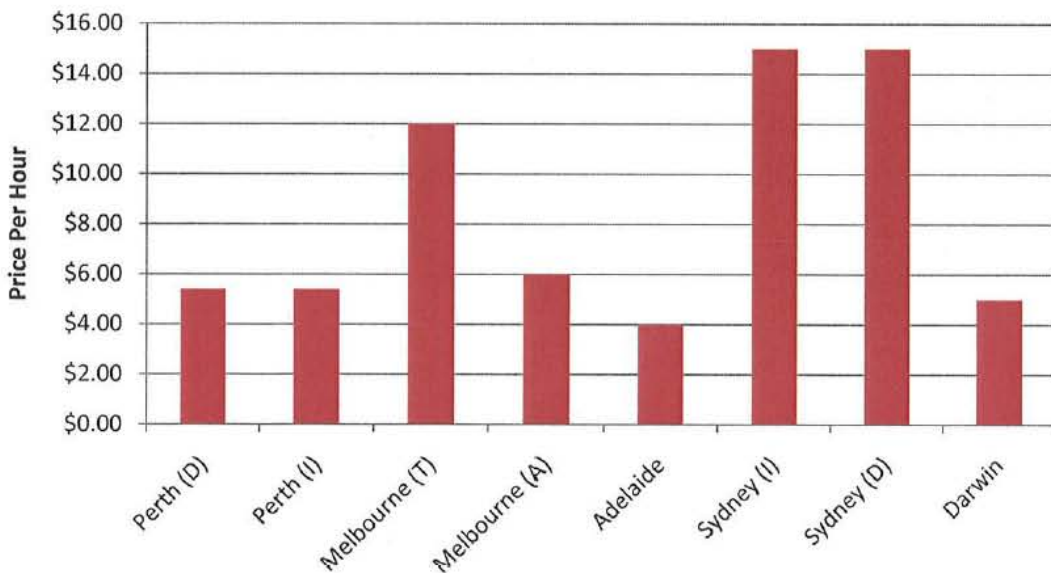
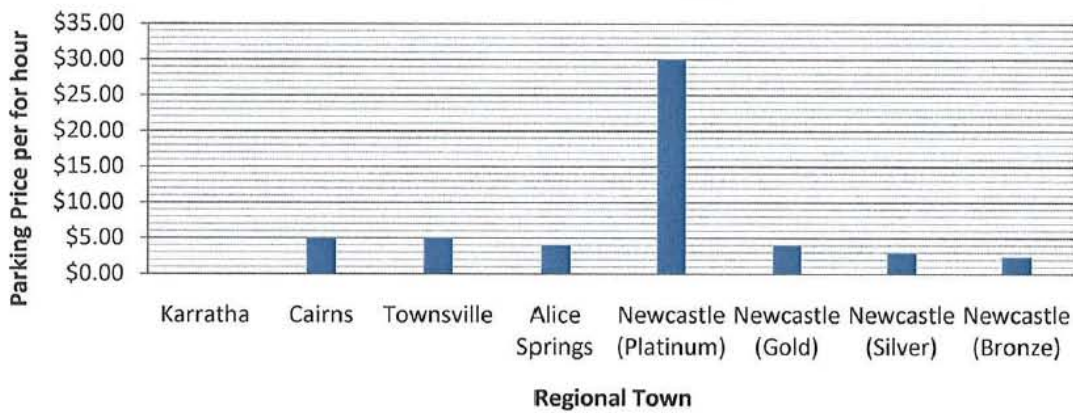
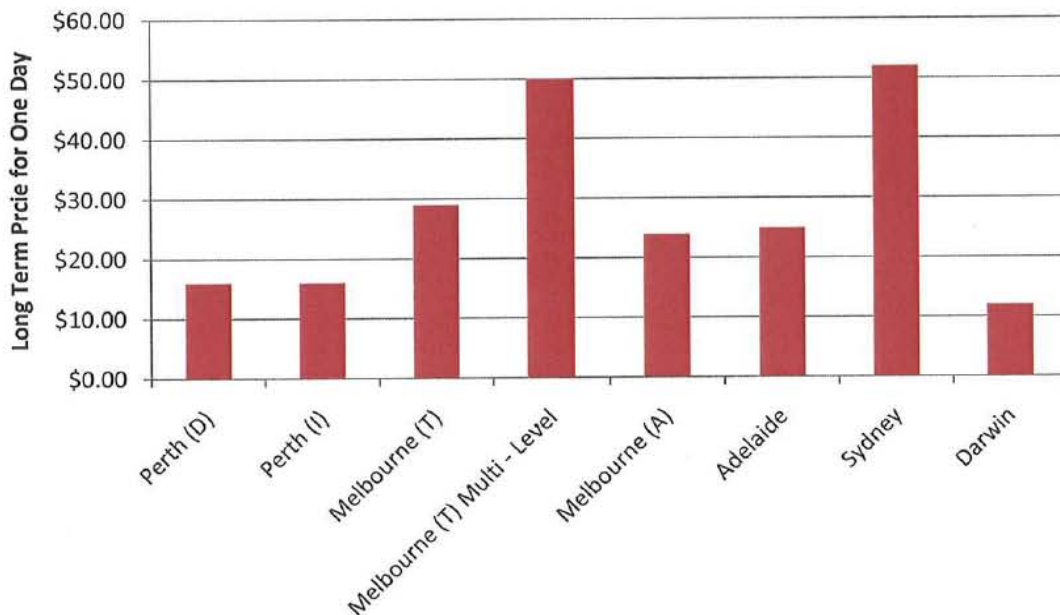
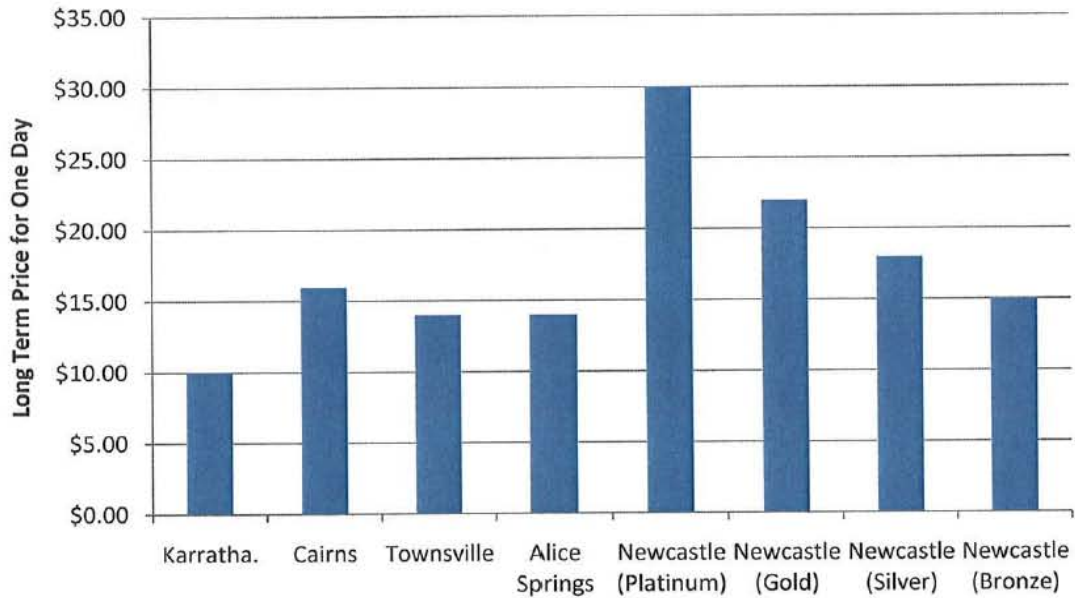




Figure 12 – Comparison of Long Term Car Parking Prices



In general a price of \$16 a day for long term car parking; and a variable short term rate between \$3 – 25 per hour would be roughly consistent with similar regional airports which currently employ parking pricing.



5.0 PARKING PRICING AND DEMAND

5.1 Future Traffic and Parking Demand

The future parking demand of each car parking type (E.g. Long Term, Short Term and Pick up Drop off) would be primarily influenced by:

- Growth in air passenger demand; and
- Parking prices at the airport.

To understand the changes that could be expected to occur, a modelling exercise has been undertaken. As part of this, some assumptions about the growth in air passenger demand were required and agreed by the Council. It is recognized that this consists both of growth and decline of industry in Port Hedland, as well as changes in state and local government employment and worker housing strategies which might reduce or increase the air passenger demand into the future.

At the point of the writing of this report, no future design growth figure had been established by the Port Hedland Airport Committee. However, a 5% growth per annum to 2030 of the existing landside travel demand has been examined in the below numbers. It should be noted that the sensitivity of the forecasting to this value is discussed later in this section.

5.2 Parking Pricing Modelling

Based upon the stated preference data collected in the passenger interview surveys, a parking choice model was calibrated. This took the form of a binary logit model relating the probability of the choice to park or not to the average hourly parking price was developed. **Table 3** below provides a summary of the resultant coefficients and intercepts used in the logit model; these values have been calculated based upon the stated preference survey results.

Table 3 Calibrated Logit Model Values

Name	Value	Standard Error	t-test	p-value
Constant	-0.047	0.029	-1.61	0.20
Parking Price Per Hour Coefficient	-0.020	0.003	-5.49	0.01

5.3 Demand Forecasts

Using the above mentioned model, unrestrained demand forecasts were calculated for different prices using an incremental forecasting approach. The incremental forecasting approach is described as:

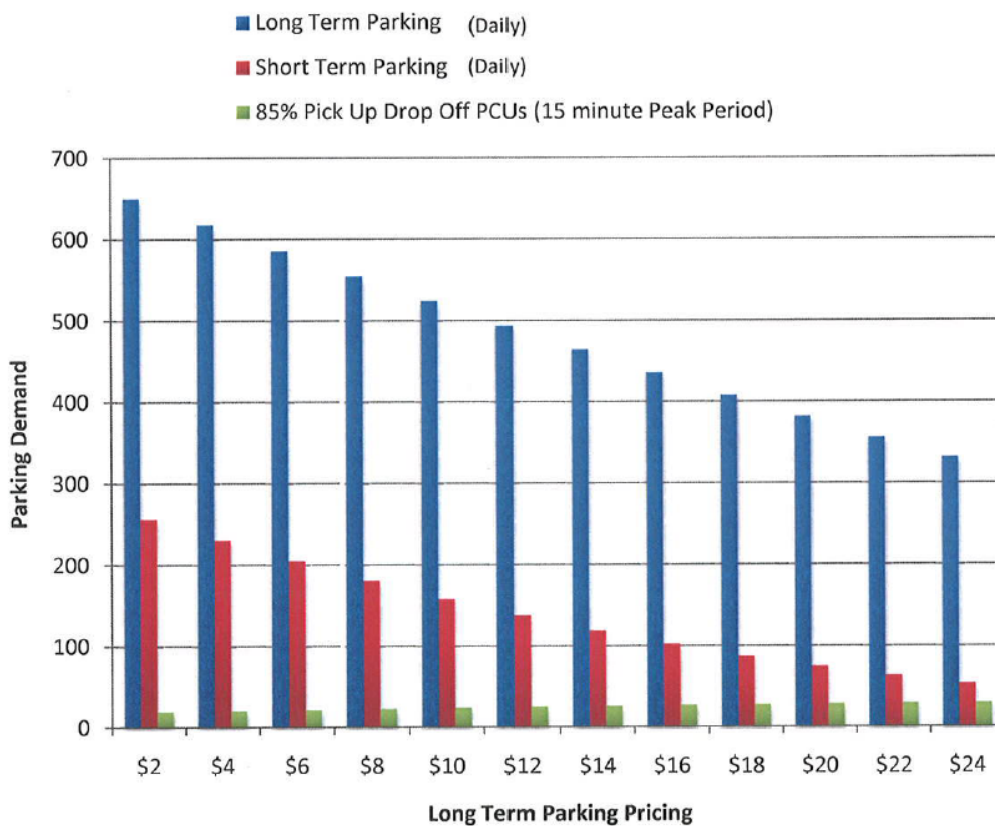


$$Demand = \frac{M_{future}(x)}{M_{current}} D_{current}$$

Where M(x) represents the future predicted parking choice share, M(current) the current observed mode share and D the current average parking demand.

Figure 13, below highlights the change in short and long term demand with different long term parking price where short term parking is assumed to be set at twice the rate of long term parking (Which is generally consistent with other airport price structures reviewed). Additionally, the future 15 minute 85% pick up / drop off parking demand in passenger car units was also calculated as the prices change.

Figure 13 – Expected 2030 Future Parking Demands With Regards to Change in Pricing



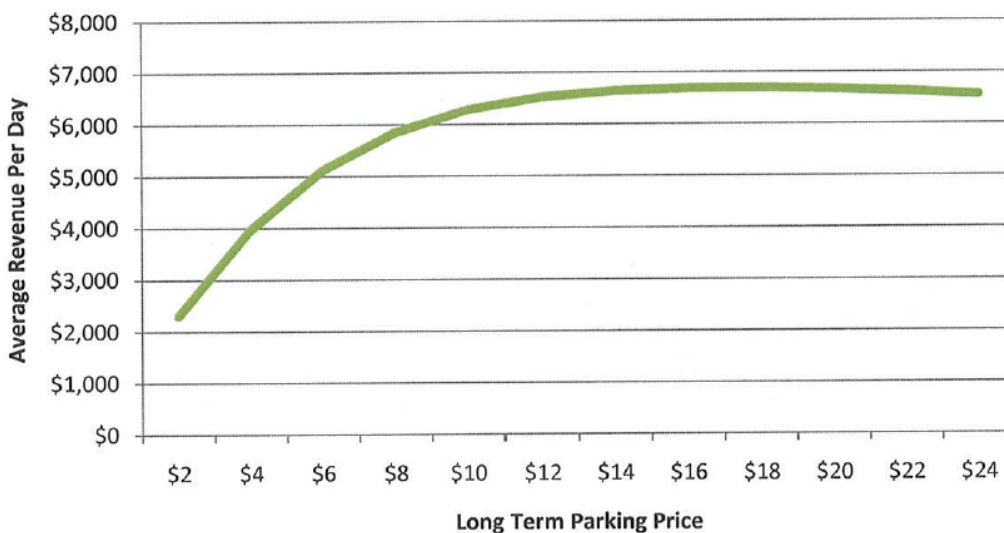
The table indicates that if pricing is set too low then the demand for parking becomes excessive.



5.4 Parking Pricing Recommendations

The key considerations that should be taken into account when setting the car parking price for the Port Hedland Airport are:

- **Optimal parking pricing** – Prices for parking can be set to optimize revenue generated by the carpark. Using the above figures and assuming that the car parking demand can be met by the supply, the optimal long term pricing value in 2030 was found to be \$18 per day (Unadjusted for Inflation). Charging this under the existing 2010 demand is expected to result in revenue in the region of \$1.4M per annum. The following graph shows the different revenue expected per day under different long term price structures for the future demand. It should be noted that the line does flatten a lot around the optimal area, and so there is a reasonable range to move in terms of adjusting for other issues such as demand management.



- **Car Parking Demand Management** – critically, if the price is too low, then the parking supply required and the maintenance costs associated with this will balloon. On the other hand if the price of car parking is too high, this will create a large requirement for in the future for pick up & drop off and put stress on these operations (discussed in the next section). From a traffic operations and safety perspective, it is desirable to avoid providing two parallel pick up drop off areas. Under the scenario analysed at the optimal revenue price, the single pick up & drop off should be able to be accommodated within a single lane and the car parking area set out for the long and short term car parks be able to accommodate the demand.



Port Hedland Airport Car Parking Study

- **Price relationship to other airports of a similar nature** – It is desirable that the parking price structures should have some relationship with parking prices of similar regional airports. As noted in section 4, the average price for a regional airport car park is currently around \$16. However, given the exceptional circumstances regarding Port Hedland’s fly in & fly out employment and the fact that a large number of vehicles are owned by private companies and fees are obviously paid by these companies, it is felt that that the importance of managing the future demand of the car park outweighs the argument of conformance to comparable airports.
- **Operating and Maintenance Costs** – The pricing should be set at a value that will generate enough revenue to offset operating (staff/management) and maintenance costs. These are outside the scope of this study; however they are estimated to fall well within the revenue generated under the optimal revenue price.

Based upon the consideration of the above, under the assumed design growth, it is recommended that an appropriate future pricing structure for the car park is:

- \$18 a day long term parking; and
- \$1.50 an hour short term parking.

This would result in the following average parking demand numbers:

Table 4 Future Parking Demand Patronage

Type of Parking	Existing	2010 with Paid Parking	2030
Long Term	260 vehicles per day	154 vehicles per day	409 vehicles per day
Short Term	108 vehicles per day (Including rental)	33 vehicles per day (Note this does not include rental cars which would probably use this area)	88 vehicles per day
85% Pick Up / Drop Off Area Utilization during Peak 15 minute Period	18 PCUs per peak 15 minute period	23 PCUs per peak 15 minute period	62 PCUs per peak 15 minute period

A ramp up price from say \$14 (equivalent to the existing Cairns or Townsville price) to the \$18 over a three to five year period could be employed, however the higher price would be needed in the longer term to appropriately manage parking within the parking concept shown in **Appendix A**.

5.5 Sensitivity of the Growth Assumption

The annual average growth in parking and landside travel demand of 5% per annum for the next 20 years is considered high. However, it is recognized that Port Hedland is an exception



to the norm, being very isolated and having very high demands for skills to be brought in and out at will. If a 7% annual average growth rate is assumed (IE. A tripling of existing demand) to the ultimate, under the same pricing arrangement, the recommended long term car-parking layout (refer to the following section) would be expected to reach total capacity. Beyond this, it could be that parking prices are then increased past the optimal point on the basis of managing the demand, rather than an ideal optimal revenue stream.

5.6 Landside Traffic Generation

An examination of the PM peak hour trip generation created in and out of the airport has been undertaken for an interim year (2015) and the ultimate year (2030) and is highlighted in the following Table. It should be noted that given that high level of growth expected in the short term, a 7% annual growth rate has been used for this value.

Table 5 Future Trip Generation per Peak PM Hour

Year	Traffic In	Traffic Out	Total (two-way)
2010	181	171	355
2015	254	244	498
2030	480	462	941

6.0 CARPARKING AND ROAD NETWORK ANALYSIS

6.1 External Road Network Access

The SIDRA INTERSECTION 5.0 (SIDRA) modelling package was used to evaluate the traffic operation characteristics for the Great Northern Highway / Port Hedland International Airport (PHIA) access intersection. The following analysis scenarios were investigated:

- existing unsignalised intersection – 2011 weekday AM and PM peak;
- existing unsignalised intersection – 2015 weekday AM and PM peak;
- existing unsignalised intersection – 2030 weekday AM and PM peak.

The SIDRA operational results are summarised for both peak periods and use the *Degree of Saturation* (DOS), *Average Delay*, *Level of Service* (LOS) and the *95th Percentile Queue* operational measures. These measures can be described as follows:

- **Degree of Saturation (DOS):** is the ratio of the arriving traffic to the theoretical capacity of the intersection of movement approach. DOS ranges from zero for low flow situations to one for at capacity situations. The theoretical capacity threshold for an unsignalised intersection is generally accepted as being $DOS > 0.80$;
- **Level of Service (LOS):** is the qualitative measure describing operational conditions within a traffic stream and the perception by motorists and/or passengers. There are 6 levels of service, designated from A to F, with LOS A representing the best operating condition (i.e. free flow) and LOS F the worst (i.e. forced or breakdown flow);
- **Average Delay:** is the average of all vehicle delays for each movement or the entire intersection. An un-signalised intersection is considered to be operating at capacity where the average delay exceeds 40 seconds for any movement;
- **95% Queue:** is the queue length below which 95% of observed queue lengths would statistically be expected to fall.

The SIDRA movement summary outputs are contained on the following pages. The results shows that the intersection would experience its worst situation during 2030 PM peak traffic forecast. The overall DOS is 0.794 and the overall Average Delay is 13.8 seconds, which results in the intersection being rated as a LOS C. From a traffic perspective, it is expected to be the case as motorists are turning out from a minor approach to a major approach. The results also show that the current junction configuration is able cope with the 2031 in traffic volume. Hence, there is no need to carry out any work to mitigate the traffic impact.



Port Hedland Airport Car Parking Study

Table 6 2011 AM Peak SIDRA Analysis – Great Northern Highway / Airport Access

Intersection Approach	Movement	DOS	Average Delay (Sec)	LOS	95 th Percentile Queue (m)
Great Northern Highway (South)	L	0.061	10.4	LOS B	0.0
	T	0.061	0.0	LOS A	0.0
Great Northern Highway (North)	T	0.018	0.0	LOS A	0.0
	R	0.087	11.0	LOS B	0.4
PHIA Access Road	L	0.195	9.1	LOS A	1.0
	R	0.196	9.1	LOS A	1.0
All Approaches		0.195	7.2	N/A	1.0

Table 7 2011 PM Peak SIDRA Analysis– Great Northern Highway / Airport Access

Intersection Approach	Movement	DOS	Average Delay (Sec)	LOS	95 th Percentile Queue (m)
Great Northern Highway (South)	L	0.042	10.4	LOS B	0
	T	0.042	0	LOS A	0
Great Northern Highway (North)	T	0.05	0	LOS A	0
	R	0.121	10.9	LOS B	0.6
PHIA Access Road	L	0.207	9.1	LOS A	1.1
	R	0.207	9.1	LOS A	1.1
All Approaches		0.208	7.4	NA	1.1

Table 8 2015 AM Peak SIDRA Analysis – Great Northern Highway / Airport Access

Intersection Approach	Movement	DOS	Average Delay (Sec)	LOS	95 th Percentile Queue (m)
Great Northern Highway (South)	L	0.076	10.4	LOS B	0.0
	T	0.076	0.0	LOS A	0.0
Great Northern Highway (North)	T	0.055	0.0	LOS A	0.0
	R	0.114	11.2	LOS B	0.6
PHIA Access Road	L	0.270	9.5	LOS A	1.5
	R	0.269	9.6	LOS A	1.5
All Approaches		0.270	7.6	NA	1.5



Port Hedland Airport Car Parking Study

Table 9 2015 PM Peak Analysis – Great Northern Highway / Airport Access

Intersection Approach	Movement	DOS	Average Delay (Sec)	LOS	95 th Percentile Queue (m)
Great Northern Highway (South)	L	0.052	10.4	LOS B	0.0
	T	0.052	0.0	LOS A	0.0
Great Northern Highway (North)	T	0.061	0.0	LOS A	0.0
	R	0.159	11.0	LOS B	0.8
PHIA Access Road	L	0.287	9.6	LOS A	1.6
	R	0.287	9.6	LOS A	1.6
All Approaches		0.287	7.8	NA	11.8

Table 10 2030 AM Peak Analysis – Great Northern Highway / Airport Access

Intersection Approach	Movement	DOS	Average Delay (Sec)	LOS	95 th Percentile Queue (m)
Great Northern Highway (South)	L	0.155	10.4	LOS B	0.0
	T	0.155	0.0	LOS A	0.0
Great Northern Highway (North)	T	0.046	0.0	LOS A	0.0
	R	0.261	12.2	LOS B	1.5
PHIA Access Road	L	0.703	18.1	LOS C	9.2
	R	0.703	18.2	LOS C	9.2
All Approaches		11.4	11.4	NA	9.2

Table 11 2030 PM Peak Analysis – Great Northern Highway / Airport Access

Intersection Approach	Movement	DOS	Average Delay (Sec)	LOS	95 th Percentile Queue (m)
Great Northern Highway (South)	L	0.106	10.4	LOS B	0.0
	T	0.105	0	LOS A	0.0
Great Northern Highway (North)	T	0.127	0	LOS A	0.0
	R	0.324	11.7	LOS B	2.0
PHIA Access Road	L	25.1	25.1	LOS D	15.4
	R	25.2	25.2	LOS D	15.4
All Approaches		0.794	13.8	NA	15.4

6.2 Long Term and Short Term Parking Layout

The long term and short term parking layout should be designed to be flexible and accommodate the demand and activity type of passengers going into the future. The key recommended features of each of these areas are:

- **Flexible Layout** - The recommended car park structure allows cost effective opportunities to either reduce short term parking in favour of long term parking opportunities or an additional pick up drop off lane, or vice versa dependent upon future need.
- **Queuing Storage from the Entry Book Gates** – If a peak entry rate of 10% of the daily utilization is assumed, the 95% back of queue from the entry boom gate is 14m for the long term parking area, and 12m for the short term parking. The concept plan shows queuing storage of over 20m in each instance, which can well accommodate these demands.
- **Disabled Parking** – The provision of disabled parking should be located close to the pedestrian spine to maximize accessibility.
- **Australian Standards** - The trafficable access and car parking layout should comply with regard to the relevant Australian Standards (AS2890.1 and AS2890.2). The following dimensions have been adopted within the design layout:
 - Car parking space width – 2.5m;
 - Car parking space length – 5.4m;
 - Car parking aisle width – 6.0m;

6.3 Pick Up Drop Off Area

The pickup drop off area is shown in **Appendix A**. The pickup / drop off area would in the future accommodate the demands of taxis, buses and private vehicles (including disabled). The key features of each of these areas are:

- **Accommodating Growth in Pick Up Drop Off Demand** - The plan shows approximately 150 metres, which can accommodate 25 pcus at any one time. As found in the original surveys, a space is typically occupied for an average 5 minutes, which means there is an equivalent space of 75 pcus per 15 minutes. This, therefore, will be able to accommodate the 62 pcus expected under future scenario analysed. If long term / short term parking prices were increased and this resulted in a further increase in pick up / drop off demand, the layout of the car park could allow the reduction of the short term parking to allow for an additional lane for pick up / drop off purposes. However, from a safety perspective, it is not desirable to have two lanes, and it would be recommended at this point investigate other options (Such as improvement to the future shuttle bus frequency and service) to improve the utilization of the proposed space.



- **Flexible usage** – observations of the operations of the existing set down pick up area highlighted that there is a lot of space which is marked for specific vehicle types (Eg. Buses and Taxis) are minimally utilized and hence space is potentially wasted. It is therefore recommended that apart from a single disabled bay that the bays are not delineated for particular types of vehicles.

6.4 Internal Road Circulation

The recommended internal road network circulation involves a clockwise running system with separated turn-off areas for rental cars, long term and short term car parking.

An examination of the expected peak hour volumes show a maximum of around 460 vehicles circulating around the airport road at any one time in 2030. The typical capacity of a single uninterrupted lane is 1800vph, so this volume of traffic can well be accommodated within the extent the proposed design.

6.5 Pedestrian Connectivity

It is recommended that a pedestrian spine linking the terminal to each of the car parking areas and onto the future rental car parking area is developed. There would be a need for lighting along this corridor to provide adequate visibility during night time and cover/shade should be provided wherever possible. It is recommended that this be provided at intervals between car parking bay rows and the exposed crossing areas should be raised.

6.6 Rental Parking Area

Currently, rental parking is located within the existing short term parking area. In the short term, rental parking could still be accommodated within the new short term parking area, but should be placed under the same charges as short term users. It is envisaged that in the long term, rental car parking would move to the commercial designated land-uses to the north of the general airport car-parking area and would have access off the most northern east / west running road. This area would be accessible by the pedestrian corridor.

6.7 Concept Plan

To provide a clear indication of the recommendations with regards to all of the above, a concept plan of the car park was developed. This plan is contained within **Appendix A**, and has been designed to provide an indicative concept of how the car park could be developed.



7.0 SUMMARY AND CONCLUSIONS

Cardno was commissioned by the Town of Port Hedland to undertake a car park and road layout study for Port Hedland Airport. This study involved a combination of site investigations, intercept surveys and traffic counts to perform an extensive analysis of the existing situation and a pricing study.

Based upon the modelling undertaken in the pricing study, a future long term price of \$18 a day and a short term parking price of \$1.50 hour was the preferred pricing arrangement as this would both allow the parking demand to be kept manageable and would result in a revenue generation of an estimated \$1.4M per annum in 2010, growing to around \$3.8M per annum by 2030.

Based upon a review of the existing carpark and analysis of the likely demand, a concept plan of the future car park was developed which highlights the recommended the layout of the long and short term parking area, pick up / drop off area and pedestrian linkages.



PORT HEDLAND INTERNATIONAL AIRPORT

Scale @ A3 1:500

CONCEPT LAYOUT

Figure No: A | Project No: CEP02051 | Date: 12 Nov 2010



AC201011/029 Airport Committee Decision

Moved: Mr Serge Doumergue

Seconded: Cr S R Martin

That Standing Orders be suspended.

CARRIED 7/0

6:42 pm Deputy Mayor (Chairman) A A Carter advised Standing Orders were suspended.

AC201011/030 Airport Committee Decision

Moved: Cr S R Martin

Seconded: Cr J M Gillingham

That Standing Orders be resumed.

CARRIED 7/0

6:43 pm Deputy Mayor (Chairman) A A Carter advised Standing Orders were resumed.

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

AC201011/031 Airport Committee Decision

Moved: Cr S R Martin

Seconded: Cr M Dziombak

That the following Applications for Leave of Absence:

- . **Councillor Jan M Gillingham from 30 November 2010 to 1 December 2010 inclusive; and**
- . **Mr Serge Doumergue from 4 December 2010 to 3 January 2011 inclusive.**

be approved.

CARRIED 7/0

ITEM 15 CLOSURE

15.1 Date of Next Meeting

The next Airport Committee Meeting of Council will be held on Thursday 16 December 2010, commencing at 5:30 pm

15.2 Closure

There being no further business, the Chairman declared the meeting closed at 6:45 pm.

Declaration of Confirmation of Minutes

I certify that these Minutes were confirmed by the Airport Committee at its Meeting of _____ 2010.

CONFIRMATION:

CHAIR

DATE