



TOWN OF PORT HEDLAND

AIRPORT COMMITTEE MEETING MINUTES

**THURSDAY 11 FEBRUARY 2016 AT
5:30PM**

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

**“A nationally significant, friendly city that people are
proud to call home”**

*M.J. (Mal) Osborne
Chief Executive Officer*

TERMS OF REFERENCE - AIRPORT COMMITTEE OF THE TOWN OF PORT HEDLAND COUNCIL**AIM/PURPOSE**

The PHIA Committee is established to:

1. Develop a productive and professional relationships with the Consortium;
and
2. Lead the transition plan review between the Town of Port Hedland and the Consortium.

MEMBERSHIP

Mayor Kelly Howlett
Councillor Camilo Blanco
Councillor Jan Gillingham – Deputy Presiding Member
Councillor Julie Arif
Councillor Richard Whitwell – Presiding Member

Proxy
Councillor David Hooper
Councillor Troy Melville

Community Members
Mr Richard Hockey
Mr Brian Linklater
Mr Arnold Carter
Mr Jason Green

QUORUM

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

DELEGATION

Nil

TENURE

Until the completion of the transition process

MEETING FREQUENCY AND VENUE

First Tuesday of the month at 5:30pm in Council Chambers or as determined from the Council from time to time.

RESPONSIBLE OFFICER

Chief Executive Officer

(Terms of Reference adopted by Council at its Ordinary Meeting held 25 January 2012.

Meeting dates adopted and membership amended by Council at its Ordinary Meeting held on 14 March 2012.

Additional community members appointed by Council at its Ordinary Meeting held on 9 May 2012.

Dates of Meetings amended by Council at its Ordinary Meeting held on 24 October 2012.

Dates of Meetings amended by Council at its Ordinary Meeting held on 23 January 2013.

Terms of Reference amended by Council at its Ordinary Meeting held 26 June 2013.

Terms of Reference amended by Council at its Ordinary Meeting held 23 October 2013.

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

Terms of Reference amended by Council at its Ordinary Meeting held on 26 November 2014.

Terms of Reference amended by Council at its Ordinary Meeting held on 25 February 2015.

Terms of Reference amended by Council at its Ordinary Meeting held on 28 October 2015.)

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ITEM 1 OPENING OF MEETING

The Presiding Member declared the meeting open at 5:35pm

ITEM 2 ACKNOWLEDGMENT OF TRADITIONAL OWNERS

The Presiding Member acknowledged the traditional owners, the Kariyarra people.

ITEM 3 RECORDING OF ATTENDANCE**3.1 Attendance***Elected Members*

Councillor Richard Whitwell – Presiding Member
Councillor Jan Gillingham – Deputy Presiding Member
Mayor Kelly Howlett
Councillor Camilo Blanco
Councillor Julie Arif

Community Members

Mr Richard Hockey
Mr Brian Linklater
Mr Arnold Carter
Mr Jason Green

Officers

Mal Osborne	Chief Executive Officer
Peter Kocian	Executive Officer
Brett Reiss	Acting General Manager Port Hedland International Airport
Grace Waugh	Minute Taker/Governance Officer

Public	3
Media	0
ToPH Officers	1

3.2 Apologies

Nil

3.3 Approved Leave of Absence

Nil

ITEM 4 RESPONSE TO PREVIOUS QUESTIONS**4.1 Questions from Public at Airport Committee Meeting held on Wednesday 8 December 2015**

Nil

4.2 Questions from Committee Members at Airport Committee Meeting held on Wednesday 8 December 2015

Nil

ITEM 5 PUBLIC TIME

Important note:

'This meeting is being recorded on audio tape as an additional record of the meeting and to assist with minute-taking purposes which may be released upon request to third parties. If you do not give permission for recording your participation please indicate this at the meeting. The public is also reminded that in accordance with Section 6.16 of the Town of Port Hedland Local Law on Standing Orders nobody shall use any visual or vocal electronic device or instrument to record the proceedings of any meeting unless that person has been given permission by the presiding member to do so.'

Presiding Member opened Public Question Time at 5:37pm.

5.1 Public Question Time

Nil

Presiding Member closed Public Question Time at 5:38pm.

Presiding Member opened Public Statement Time at 5:38pm.

5.2 Public Statement Time

Nil

Presiding Member closed Public Statement Time at 5:38pm.

ITEM 6 QUESTIONS FROM MEMBERS WITHOUT NOTICE**6.1 Mayor Howlett**

Are the members of this committee aware of the deliberations this week of the Audit, Risk and Governance Committee and Council?

Chief Executive Officer advised that an Audit, Risk and Governance Committee meeting was held on Tuesday 9 February 2016 and a Special Council Meeting last night. There were originally two agenda items to be considered at the Special Council Meeting. One item was for the award of a tender for the baseline contamination report which is a condition precedent of the long term lease of the Port Hedland International Airport. The tender was awarded to GHD with the amount awarded being a 50/50 split between the Operating Company and the Town of Port Hedland. The second item on the agenda was withdrawn as Council requested information at the January 2015 Ordinary Meeting in relation to the wealth management framework and the short term investment of the proceeds from the long term lease. Town officers had presented the item to the Audit, Risk and Governance Committee due to the financial implications that the item may have due to not moving the money from the WA Treasury Corporation to one of the major four banks for a short term investment. The recommendation wasn't supported by the Audit, Risk and Governance Committee which is why the item was withdrawn. There will be a workshop with Elected Members where Herbert Smith Freehills lawyers will provide information to date on the airport lease transaction. An item on this matter will then be represented to Council.

Executive Officer also advised that there was a proposal as part of the Airport wealth management framework to consider the short term investment of the Airport lease funds. The proposal from JBWere, a wealth management company engaged by the Town to assist in this process, recommended that the funds be put in term deposits with a number of financial institutions. The difference between the interest earnings between the WA Treasury Corporation option and other market options is \$460,000 over a four month period. A number of other decisions were also made by the Audit, Risk and Governance Committee in relation to the Airport. These were to consider the financial modelling in regards to the Airport being a discontinued operation, the impact on the Long Term Financial Plan, and to revisit the business plan for the disposal of the Airport by way of a long term lease to ensure the process was followed in accordance with the Local Government Act 1995. In July/August 2015 prior to Council consideration of the business plan and the disposal of the Airport, the Town undertook a significant public consultation process which involved the WA Treasury Corporation and presented a lot of financial information to the community and to Council. This information included financial modelling of the Town's budget with the Airport as a discontinued operation and it was indicated to the community and Council that the Town would have an \$8.2million reduction in the municipal revenue as a result. These funds would need to be replaced through the long term wealth management framework. The officer's comment in the report to the next Council meeting will cover the consultation process that occurred last year and re-present existing information.

6.2 Councillor Blanco

Can a clear indication be provided on the money from the wealth management framework that will replace the revenue in the Town's budget that will be lost due to the Airport being leased? The PHIA Committee has just been told that the Town will be getting \$8.2 million revenue back to replace what is being lost by the Airport lease however the modelling Elected Members were given as part of the Special Council Meeting and Audit, Risk and Governance agendas shows \$8.2 million being replaced in the first year, \$4.6 million in year 20, \$3.4 million in year 30 and \$2.5 million in year 40. These figures don't include the \$10 million or \$5 million that come out of the lease funds every 5 to 10 years. There are a lot of factors that will affect the money that are not included. The framework is speculative on the income that the Town will be getting.

Chief Executive Officer advised that the model that was provided had a number of assumptions built in. The key assumption was that in year one the Town would take a return on investment of \$8.2 million to recover the lost revenue that is currently received from the Airport. The Town had made a commitment that the return on investment would depreciate by 2% per annum which is the Town's committing to reducing costs as an efficiency dividend over a period of time. The wealth management framework is a model that is based on a number of assumptions. This is a model that has been presented for deliberation and it is for Council to determine what the expected returns are for annual returns and capital payments on a regular or irregular basis.

6.3 Mr Carter

I have been studying the figures included in the Airport Financials listed as attachment 3 to item 11.1.1 and realised that the September 2015 quarterly budget figures are being used. Why aren't the December 2015 quarterly budget figures being used? All the figures in the attachment are three months old. The figures are incorrect as the December 2015 quarterly budget review has not been given to the Airport Committee.

Chief Executive Officer advised that the Airport financials attachment is for the period ending 31 January 2016. The Airport Committee is not dealing with the December 2015 quarterly budget review.

The figures from the December 2015 quarterly budget review would dramatically change the attachment. The attachment doesn't include what adjustments and proportions of projects that the Airport operating company will be paying for.

Acting General Manager Port Hedland International Airport advised that the attachment is a snapshot of the Airport financials at one point in time, this being 31 January 2016, and accurately reflects the revenue and expenditure at that point. The document details the cash status and budget as at 31 January 2016 and is an accurate reflection of the expenditure and revenue as recorded in the Town's financial system.

Chief Executive Officer advised that the committee is not being asked to accept financial information or make any budget changes.

The relevance is out of proportion as when I do the conversion between what the Town had in September and what the Town had in December, the difference is quite significant. The PHIA Committee is being asked to make comments on a September statement. If the December 2015 quarterly budget review is good enough for the Audit, Risk and Governance Committee to receive why isn't it good enough for the Airport Committee? The attachment is incorrect.

Acting General Manager Port Hedland International Airport advised that the report was produced prior to the consideration of the December 2015 quarterly budget review.

Chief Executive Officer advised that the December 2015 quarterly budget review has not been adopted by Council.

Mayor advised that the terms of reference for the Airport Committee and the Audit, Risk and Governance Committee are different.

Chief Executive Officer advised that the attachment is not wrong or incorrect. The information in the attachment was prepared at a point of time. The quarterly budget review for December 2015 was presented to the Audit, Risk and Governance Committee meeting on Tuesday and will be presented to Council at the Ordinary meeting on Wednesday 24 February 2016. Until Council adopts the December 2015 quarterly budget review there is no change to the figures that have been provided. The Audit, Risk and Governance Committee cannot adopt the quarterly budget review, it only makes a recommendation to Council.

6.4 Councillor Blanco

Members of the public believe that the Town is going to be receiving \$8 million a year from the Airport lease funds. The Town is only receiving \$160 million so I don't see how the Town can receive \$8 million a year for 50 years. How is the Town going to make the Airport lease funds last 50 years based on the suggestion that the Town receive \$8 million a year return into the municipal account?

Chief Executive Officer advised that the model was created and manipulated on assumptions that were put into the model. The Town provided presentations on a model that fluctuates depending on how much money is taken off up front. When presenting the model Town officers have always spoken about a depreciated amount of funds being taken out each year from the \$8.2 million being reduced by 2% per annum. The model is generated by an excel formula which is a standard formula used for modelling. Council will determine the risk structure, the rates of return that are expected, the amount of risk the Town is prepared to take and whether or not Council is satisfied taking \$8.2 million with a diminishing return and taking capital amounts on a regular basis.

Can Council adopt to use the Airport lease fund as a future fund and not remove any money from the municipal account? It would become a future fund which would generate compounding interest on the interest. Is this something that the model is looking at?

Chief Executive Officer advised that it is not a model that the Town contemplated given Town officers have always stated that the Town needs to recover the lost revenue that it would usually be receiving from the Airport. If that was a decision of Council then in year one the Town would have an \$8.2 million revenue hole in the budget that would need to be dealt with.

ITEM 7 DECLARATION BY MEMBERS TO HAVE GIVEN DUE CONSIDERATION TO ALL MATTERS CONTAINED IN THE BUSINESS PAPER PRESENTED BEFORE THE MEETING

Mayor Howlett	Mr Hockey
Councillor Blanco	Mr Linklater
Councillor Gillingham – Deputy Presiding Member	Mr Carter
Councillor Arif	Mr Green
Councillor Whitwell – Presiding Member	

ITEM 8 CONFIRMATION OF MINUTES OF PREVIOUS MEETING

8.1 Confirmation of Minutes of the Airport Committee Meeting held on Wednesday 8 December 2015

AC201516/019 RECOMMENDATION/ AIRPORT COMMITTEE DECISION

MOVED: CR ARIF

SECONDED: MAYOR HOWLETT

That the Airport Committee confirm that the Minutes of the Airport Committee Meeting held on Wednesday 8 December 2015 are a true and correct record.

CARRIED 8/1

ITEM 9 ANNOUNCEMENTS BY PRESIDING MEMBER WITHOUT DISCUSSION

Nil

ITEM 10 PETITIONS/ DEPUTATIONS/ PRESENTATIONS/ SUBMISSIONS

10.1 Update on the Port Hedland International Airport Transition

Chief Executive Officer introduced Mitchell Cameron who is the Chief Executive Officer of the Port Hedland International Airport Operating Company.

Acting General Manager Port Hedland International Airport gave an overview of attachment 2 to item 11.1.1 'Airport Management Report' which provides a status report on the PHIA transition to the Operating Company.

Disclaimer

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

ITEM 11 REPORTS OF OFFICERS**11.1 Office of the CEO**

6:22pm Councillor Gillingham declared an impartiality interest in item 11.1.1 'Airport Management Report' as her son is a member of the Hedland Riders Association and she works for School of the Air.

Councillor Gillingham did not leave the room.

11.1.1 Airport Management Report

Authors: Brett Reiss, Acting Airport General Manager, Eleanor Whiteley, Manager Compliance & Operations PHIA, and Nathaniel Santagiuliana, Terminal Duty Manager

Authorising Officer: Chief Executive Officer

File No. 08/02/0025

DISCLOSURE OF INTEREST BY OFFICER

Nil.

AC201516/020 RECOMMENDATION/ AIRPORT COMMITTEE DECISION

MOVED: MAYOR HOWLETT

SECONDED: MR GREEN

That the Airport Committee notes the Airport Management Report for January 2016.

CARRIED 9/0

EXECUTIVE SUMMARY

This report provides the Airport Committee with a consolidated update on the management of the Port Hedland International Airport, specifically regarding capital projects, business development, operations, security, stakeholder management and customer service.

DETAILED REPORT*Business Development**Aeronautical Growth*

Passenger growth has been softer in the December period with a 17.7% drop in numbers being experienced over the prior comparable period. The financial year-to-date figures are also softening with the airport experiencing 17.3% drop over the prior financial period.

Aircraft movements have softened in the November period with a 6.3% drop in movement numbers being experienced. The financial year-to-date figures are also negative with the airport experiencing a 8.9% drop in growth over the prior comparable period.

Aircraft landed tonnes have also softened in the December period with a 10.9% drop in landed tonnes being experienced. The financial year-to-date figures are also negative with the airport experiencing a 7.8% drop in growth over the prior comparable period.

Commercial Opportunities

The Red Vend machines which were installed in the October period continue to trade well with \$4,321.38 in sales recorded since their install.

Subsequent to Raw Hire's departure from the Pilbara market and Port Hedland Airport, negotiations have continued with a local operator who expressed an interest in taking over the Raw Hire lease. An assignment of Lease has now been agreed, and Airport Management is in the process of finalising assignment documentation with Raw Hire and the new assignee. The new rental car company will be focused on the Tourism market, and will not target mining services, as do the other rental operators. This will be the first airport rental car operator to primarily focus on tourism, and it will be offering a 4x4 SUV hire including camping gear with optional accommodation packages.

Stakeholder Communications

A number of tenant leases and licences also require novation under the long term lease arrangements and these tenants have been contacted and supplied with novation deeds. All novation deeds are scheduled to be executed by the tenants and returned to the Town within this reporting period.

Airport Operations

On Thursday night 7 January 2016 a Network Aviation aircraft declared a local standby emergency due to a landing gear hydraulic failure. The aircraft had taken off from the airport at approximately 19:00 hours and shortly after take-off experienced a landing gear fault resulting in the crew having to manually lower the landing gear. The Aircraft landed safely at 20:22 hours and is currently parked on the freight apron until rectification works are completed. The aircraft was originally on a tech stop at the airport having previously had an engine fault, and no passengers were on board when the aircraft attempted to return to Perth.

Bird & Animal Hazard Management

• Reported bird strikes – Actual	1
• Reported bird strikes but unsubstantiated	0
• Reported bird strikes – Near miss	0
• Reported animal strikes – Actual	0
• Reported animal strikes – Near miss	0
• Reported aircraft damage	0

Commentary

On the morning of 14/1/2016 Qantas reported possible strike to ARO. On investigation the Kestrel was found on the runway strip intact. No damage to aircraft and it appears that bird died as a result of turbulence

As advised previously, Ornithological Technical Services have been engaged to investigate recent build-up of bird population on the Town's landfill site, and around the airport. Airport Management have received the technical report on recent flying fox activity, and is reviewing the recommendations contained within that report.

Recently cattle have been active in the vicinity of the aerodrome and have caused some damage to Port Haven infrastructure. The matter has been reported to the Rangers who have contacted local station owners and are monitoring the area. Culling action may be required if activity continues/increases.

Airport Infrastructure

Maintenance and monitoring of infrastructure is continuing.

Airside Pavements

Non- destructive strength testing of the pavement areas has been conducted and the destructive testing (taxiways and aprons) has also now been completed. A final report and recommended program of works has been reviewed by Airport Management. This report has been made available to the new airport lessee to assist them with the establishment of their future pavement programs.

Design for the Apron works is undergoing a peer review, and a final scope and costing is being completed.

Short term taxiway compliance works and apron compliance works was carried out ahead of the CASA inspection which took place on the 20th and 21st of January 2016. The CASA inspection was carried out as part of the airport transition to the new airport lessee company.

As part of the inspection process an inspection exit briefing was completed by CASA with Town officers to confirm CASA's initial observations and recommendations. During the exit briefing CASA noted there were 24 observations. Most of which were suggestions for future actions and process improvements for the new airport operator to consider. None of the process improvement suggestions were considered critical for the issuing of the airport lessee aerodrome certificate. From the 24 observations there were 10 items requiring rectification with most of these relating to minor line marking repainting, pavement step down area regrading, spraying of vegetation, removal of termite mounds, etc. These are all currently being attended to and CASA noted that while the Town is attending to the rectifications nine of the ten items were not going to prevent the issuing of the certificate. However, one item related to his observation that at both runway ends of runway 14/32 it was noted that there was flushing in the sealed area in the wheel paths, resulting in the pavement surface being quite smooth in patches. CASA's observation was that in its opinion it was possible that there could be a pavement failure in one to two years, and rectification works would need to be attend to. The Town noted that it had had two pavement inspections by pavement engineers (AMS & Kamen), and it was noted by both groups that the runway is in fairly good condition and whilst there are minor issues with the surfacing, there were no problems with regards to serviceability. CASA acknowledged these reports and their observations, however its view was

that there were potential safety issues with the touch down ends of the runway and they would need addressing. CASA is internally assessing the inspection matters and the airport is expecting formal advice shortly.

Terminal Operations

Customer Service

Due to unexpected staff illness, the Export Bar and Café experienced several closures over the holiday period. The closures occurred on days with minimal flight services resulting in minimal customer dissatisfaction with those customers affected being able to utilise the newly installed vending machine in the departure lounge for snacks and beverages prior to their flight.

Maintenance and Operations

As advised previously the L3 checked baggage x-ray has experienced a number of faults due to the quality of power supply from Horizon Energy. An Uninterrupted Power Supply with associated surge protection is being installed to rectify this issue.

An airconditioning compressor failure was experienced in this period and a replacement compressor has been installed to return the unit to operational functionality.

Terminal guttering has also been replaced due to ongoing water egress into critical terminal operational areas during wet weather events.

People and Culture Report

Given the airport transition to the airport lessee company is close to finalisation, the vacant ARO position and airport administration position is currently being backfilled via external contractors. In addition to this, and due to a recent resignation within the airport car parking team a further car park staffing position is also being backfilled via external contractor arrangements.

FINANCIAL AND RISK IMPLICATIONS

The Airport capital expenditure program has been established in consultation with the airport management team. The program is based on project priorities, and asset management programs. The 2015/16 overall capital budget has been established on this basis.

Financial and Business Performance Report

Passenger traffic report

Actual passenger numbers for FYE1 were 470,741 and projected passenger numbers for FYE16 are 428,960. This indicates a projected decrease in passenger numbers of 41,781, or 8.88%.

Aircraft movements report

Actual aircraft movements for FYE15 were 6'337 and projected aircraft movements for FYE16 are 5,958. This represents a projected decline in aircraft movement activity of 379, or 5.98%.

Aircraft load factors

Actual passenger aircraft load factors for FYE15 were 57% and projected passenger aircraft load factors for FYE16 are 55%.

Note: the above load factors are based on an estimate of landed seats and are an indicative indication of the current aircraft passenger load factors.

Airport Budget Performance – attachment 3.

Airport Capital Expenditure Program

The PHIA capital program has progressed well this month with the following key highlights:

Landside Improvements

Cardno has finalised their civil detailed design package. In addition, Cardno has finalised the verge landscaping concept based on the allowable plant species. This package has been handed over to the Airport.

Security Boundary Fencing

Tender 02/15 PHIA Security Boundary Fencing, works have been tracking on schedule and have now been completed. Contractors are due to return to removed old fence once new Transport Security program has been approved.

Access Control

Recent auditing has taken place at the Airport to identify our current CCTV and IT infrastructure which will be used to help with the design of an Access Control and CCTV system. A scoping works submission has been approved from a WALGA provider to undertake final scoping and design. This will be incorporated into an install Tender.

New Toilet Block

The design and construct of Tender 14/15 PHIA New Toilet Block for International Arrivals has been awarded to Pilbara Constructions. Works commenced on site 12 October 2015 and were completed on 21 December 2015.

Electrical Ring Main

Installation of infrastructure is completed and final scheduled commissioning is being completed in this period.

Port Hedland International Airport Aerodrome transfer

Pursuant to Council's resolution to proceed with the granting of a long-term lease over the Port Hedland International Airport to a consortium from AMP Capital Investors Limited and Infrastructure Capital Group Limited (the Consortium) at the Special Council Meeting held on Tuesday 25th August 2015. Transaction documents have been executed between the Town and the Consortium, and the airport has entered into the airport lease transition period.

Attached to this report is the Aerodrome transfer actions tracking document, which details current progress for the airport transfer to the Consortium.

STATUTORY AND POLICY IMPLICATIONS

The Town's Strategic Community Plan (section 2.2 A nationally significant gateway city and destination) outlines the goal to develop the Port Hedland International Airport as a leading regional airport in the area of passenger and freight movements and customer satisfaction.

Section 4.1 further outlines the goal to deliver responsible management of infrastructure, assets, resources and technology.

All procurement processes to deliver the Airport capital program and operational requirements are in accordance with the Council's Procurement Policy 2/007, Tender Policy 2/011 and Regional Price Preference Policy 2/016. Tenders are administered in accordance with the Local Government Act (1995) section 3.57 and the Local Government (Functions and General) Regulations 1996 part 4, division 2.

*Aviation Security and Compliance**Compliance*

Office of Transport Security and Border Force are conducting a trial for infringement notice issuing. This affects ASIC and MSIC operations. Office of Transport Security are trialling the ability of Border Force to issue infringements under the Aviation & Maritime Transport Security Regulations.

Security

2 reported incidents of general aviation pilots not displaying Aviation Security Identification Cards (ASIC) correctly.

ATTACHMENTS

1. Capital Infrastructure Projects October 2015
2. PHIA Aerodrome Transfer Action tracker
3. Airport Statement of Financial Activity by Program for the period ended 31 January 2016 (Under Separate Cover)

11 November 2015

ATTACHMENT 1 TO ITEM 11.1.1

Capital Infrastructure Projects October 2015

Project	Project Status	Completion Timeframe
Terminal precinct – stage 1 (café, departures, ablutions, verge landscaping, shade structures)	Design and Construct of New Toilet Block at International Arrivals RFT	RFT 14/15 Works to commenced 12 October 2015, completion 21 December 2015
Car park/ground transport reconfiguration	<ul style="list-style-type: none"> - Civil Design package has been completed - Landscape concept designs are completed 	<p>Implementation timeframes will be established with the airport lessee company.</p> <p>This project will be completed by the Airport Lessee Company</p>
Electrical ring main	- Substation 2 construction award issued to TEC Services, long lead time items procured.	<p>All work completed and commissioning in progress 2015.</p> <p>This project to be completed by the Town</p>
Perimeter fence security upgrade	<ul style="list-style-type: none"> - RFT 02/15 Security Boundary Fencing has been awarded to Southern Wire. - All approvals have been received and works completed. 	<p>Implementation timeframes are as follows:</p> <ul style="list-style-type: none"> → Works commenced 16 September 2015 → Submit application to Office of Transport Security (OTS) for change of footprint → Works completed <p>This project to be completed by the Town</p>
Security access and CCTV upgrade	<ul style="list-style-type: none"> - contract awarded to prepare design and scope of works to be inserted into tender documentation. - Review of design to be done by IT and Airport prior preparing Tender 	<p>Implementation timeframes are as follows:</p> <ul style="list-style-type: none"> → Finalising gate and door schedules to submit to contractor to provide scope of works for the

		<p>implementation of access control. End of August.</p> <ul style="list-style-type: none"> → IT infrastructure and CCTV auditing to be completed and submitted to contractor by 2 October 2015 → Contractor to design an Access Control system by 30 November 2015 → Tender preparation and advertisement estimated to be end January 2016 → Tender issue and award mid March 2016 → Construction period TBC <p>This project to be completed by the Town</p>
Water and sewer service upgrade	<ul style="list-style-type: none"> - Developer agreement with Water Corporation has been executed. Water Corp project manager to be assigned. - Detailed design process underway. 	<p>Project to be staged, final schedule pending approvals from Water Corporation.</p> <p>This project to be completed by the Town</p>
Apron Strengthening	Design phase to be and works to be carried out this	<p>Four aircraft parking bays works program being developed.</p> <p>This project will be completed by the Town</p>
Apron lighting upgrades	Scope has been revised to concentrate on parking bays 1-5. Design Phase to be carried out 14/15	<p>Design phase commissioned 14/15 works rolled over to 15/16. Compliance issue.</p> <p>This project will be completed by the Airport Lessee Company</p>

List of Actions and Conditions Precedent for Lease Transfer-PHIA

Conditions Precedent (red font)				Transition Action Tracker								<div> <div>On Schedule</div> <div>Minor Issues - behind but recoverable</div> <div>Major Concerns - due date compromised</div> </div>		Last update:	A/General Manager Airport	8 December 2015
Item #	Priority	Item (Description/Objective)	Actions	Responsibility				% Complete					% Section Complete	Date		Comments
				Primary	Contact	Secondary	Contact	20%	40%	60%	80%	100%		Start	Due	
1.		Aerodrome Certificate	Coordinate with CASA	Consultant / A/General Manager Airport		A/General Manager Airport								Aug 15	ongoing	Applications submitted and inspections completed
2.			Advise Industry	Compliance and Operations Manager / Manager Corporate Information		A/General Manager Airport								Follows OCM 25 Aug	Nov/Dec 15 Feb 16	Final advices to be sent on settlement of completion date.
3.			Cancellation of AD registration	A/General Manager Airport		Compliance and Operations Manager								Oct 15	Timing as per new AD	Letter of intention sent
4.			Apply for Temp Cert	New Operator		New Operator								Sep 15	N/A	CASA. Confirmed that Temp Cert will not be required
5.			Application to Register an Aerodrome – New Organisation	New Operator/Consultant (Form 1186)		New Operator								Sep 15	Nov 15 Feb 16	3 lodgement of Form 1186 and ARN completed 19 Nov.
6.			Coordination with New Operator	A/General Manager Airport/ Compliance and Operations Manager		A/General Manager Airport								Aug 15		Aerodrome Manual rpts. SMS B&WHMP TEMP DAMP AEP Aerodrome manual approved by CASA
7.		Compliance	Aerodrome Manual	Compliance and Operations Manager/ Consultant		A/General Manager Airport								Sep 15	Oct 15 Nov 15	Aerodrome manual approved by CASA
8.			Coordination with CASA	Compliance and Operations Manager/ Consultant		A/General Manager Airport								Sep 15	Oct 15	Waiting CASA advice on aerodrome certification

9.			Airside Driving Manual	Compliance and Operations Manager		Compliance and Operations Manager							Sep 15	Oct 15	complete
10.			B&WHMP	Bill R		Compliance and Operations Manager/ Senior Airport Reporting Officer							Sep 15	Oct 15	complete
11.			Firearm licence	Bill R/ Senior Airport Reporting Officer		Compliance and Operations Manager							Sep	Nov 15	Documentation being reviewed by OTS
12.			DAMP	Compliance and Operations Manager		A/General Manager Airport							Sep 15	Oct 15	Complete subject to Internal review
13.			TSP	Consultant/ Compliance and Operations Manager		A/General Manager Airport							Sep 15	16 Nov 15 Feb 16	Final documentation with OTS for approval
14.			WAPC	HSF/ A/General Manager Airport		A/General Manager Airport							Sep 15	Nov 15	Condition precedent has been satisfied
15.			Formal Notification to OTS - Contacts	Compliance and Operations Manager/ A/General Manager Airport		A/General Manager Airport							Aug 15	Oct 15	Completed
16.			Transfer Screening Authority	Compliance and Operations Manager /Consultant		A/General Manager Airport							After OCM	16 Nov 15 Feb 16	Final documentation with OTS for approval
17.			Radiation Licences	Compliance and Operations Manager /Consultant		Compliance and Operations Manager							Sep 15	Nov 15	To be submitted with Screening authority transfer application
18.			Rewrite of TSP	Consultant /Compliance and Operations Manager		A/General Manager Airport							Sep 15	Nov 15 Feb 16	Final documentation with OTS for approval
19.			Revocation of current TSP	Compliance and Operations Manager/ Consultant		A/General Manager Airport							TBC	Nov 15	To be timed with approval of lessee co TSP
20.			Cancellation of ASN	OTS		OTS							TBC	Nov 15	Occur concurrently with the approval of the new ASN.
21.			CCTV	Manager Technology M/Compliance and Operations Manager		Compliance and Operations Manager								Nov 15	Coordination meeting held with Sid and Manager Technology 20 Oct and support arrangements established
22.			Screening Contractor/Provider	A/General Manager Airport		Compliance and Operations Manager							Oct 15	Nov 15	See below commentary in Contracts (MSS)

Security

23.			Coordination with OTS	A/General Manager Airport		Compliance and Operations Manager						Aug 15	ongoing	Formal notifications sent and communications are ongoing
24.			authorisation as an Aviation Security Identification Card issuing body within the meaning of the Aviation Transport Security Act	Compliance and Operations Manager / Senior Airport Reporting Officer		A/General Manager Airport								ToPH has written to Security ID (ASIC supplier) & ID Security (VIC supplier) confirming current arrangements can continue once airport is leased. AMP/ICG to confirmed acceptance,
25.		Emergency	Coordinate with External Organisations	Compliance and Operations Manager / A/General Manager Airport / Airport Terminal Manager		A/General Manager Airport						Sep 15	Nov 15	Final advices to be sent on settlement of completion date
26.			Revise AEP	Consultant/ Compliance and Operations Manager		A/General Manager Airport						Sep 15	Oct 15	Completed
27.			Revise TEPM	Airport Terminal Manager / Compliance and Operations Manager		A/General Manager Airport						Sep 15	Oct 15 Nov 15	Completed
28.			Pax Terminal Fire Systems									Sep 15	Feb 15	Final advices to be sent on settlement of completion date
29.			ARFF	Compliance and Operations Manager		A/General Manager Airport						Sep 15	Feb 15	Final advices to be sent on settlement of completion date
30.			ASA	Compliance and Operations Manager		A/General Manager Airport						Sep 15	Feb 15	Final advices to be sent on settlement of completion date
31.			LEMC	Compliance and Operations Manager		A/General Manager Airport						Sep 15	Feb 15	Final advices to be sent on settlement of completion date
32.		Coordination	Airlines	Compliance and Operations Manager / A/General Manager Airport		A/General Manager Airport						Sep 15	Feb 15	Final advices to be sent on settlement of completion date
33.			AAA	Compliance and Operations Manager / A/General Manager Airport		A/General Manager Airport						Sep 15	Feb 15	Final advices to be sent on settlement of completion date

34.			Airport Tenants	Compliance and Operations Manager/ A/General Manager Airport		A/General Manager Airport					Sep 15	Oct 15 Feb 15	Formal correspondence sent
35.			AA ATS	Compliance and Operations Manager/ A/General Manager Airport		A/General Manager Airport					Sep 15	Feb 15	Final advices to be sent on settlement of completion date
36.			ASA ARFF	Compliance and Operations Manager/ A/General Manager Airport		A/General Manager Airport					Sep 15	Feb 15	Final advices to be sent on settlement of completion date
37.			DFES	Compliance and Operations Manager/ A/General Manager Airport		A/General Manager Airport					Sep 15	Ongoing	Final advices to be sent on settlement of completion date
38.			SJA	Compliance and Operations Manager/ A/General Manager Airport		A/General Manager Airport					Sep 15	Ongoing	Final advices to be sent on settlement of completion date
39.			DIRD	Compliance and Operations Manager/ A/General Manager Airport		A/General Manager Airport					Sep 15	Oct 15	Letter consent from Department received Completed
40.			WA Pol	Compliance and Operations Manager/ A/General Manager Airport		A/General Manager Airport					Sep 15	Ongoing	Final advices to be sent on settlement of completion date
41.			AvData	Compliance and Operations Manager/ A/General Manager Airport		A/General Manager Airport					Sep 15	Ongoing	Refer below comments in Contracts (AvData)
42.			Resource Industry	A/General Manager Airport		A/General Manager Airport					Sep 15	Ongoing	Final advices to be sent on settlement of completion date
43.		Safety	SMS Manual	Consultant/ Compliance and		A/General Manager Airport					Sep 15	Oct 15 Jan 15	Completed,

				Operations Manager											
44.			Inductions	Compliance and Operations Manager		A/General Manager Airport						Sep 15	Oct 15 Feb 15	Completed	
45.			Insurances	Lessee		A/General Manager Airport /Lessee						Oct 15	Nov 15	March appointed to progress insurance quotes and coordinate final certificates	
46.		LOA's/Lease	ASA	Compliance and Operations Manager/ Consultant		A/General Manager Airport					TBC	Feb 16	Agreed to be finalised with Lessee OpCo after completion.		
47.		Contracts	Aerodrome Lighting Inspections	Compliance and Operations Manager		A/General Manager Airport					TBC	Feb 15	Final advices to be sent on settlement of completion date		
48.			Aerodrome Technical Insp	Compliance and Operations Manager		A/General Manager Airport					TBC	Feb 15	Final advices to be sent on settlement of completion date		
49.			Airside Equipment	Compliance and Operations Manager		A/General Manager Airport					TBC	Feb 15	Final advices to be sent on settlement of completion date		
50.			Baggage Handling	Compliance and Operations Manager		A/General Manager Airport					TBC	Feb 15	Final advices to be sent on settlement of completion date		
51.			Screening L3	Compliance and Operations Manager		A/General Manager Airport					TBC	Feb 15	Final advices to be sent on settlement of completion date		
52.			MSS	Compliance and Operations Manager / A/General Manager Airport / OpCo/ MSS		A/General Manager Airport					Oct 15	Nov 15	Final form novation letter agreed and Novation Deeds have been executed by MSS. with OpCo for execution		

53.		AvData	Compliance and Operations Manager/ A/General Manager Airport		A/General Manager Airport							TBC	Feb 15	Final advices to be sent on settlement of completion date
54.		Advam	Compliance and Operations Manager / Manager Technology		A/General Manager Airport							TBC	Feb 15	Final advices to be sent on settlement of completion date
55.		Cleaning	Compliance and Operations Manager		A/General Manager Airport							TBC	Feb 15	Final advices to be sent on settlement of completion date
56.		FIDS	Compliance and Operations Manager/ Manager Technology		A/General Manager Airport							TBC	Feb 15	Final advices to be sent on settlement of completion date
57.		Aircon - IT	Compliance and Operations Manager/ Manager Technology		A/General Manager Airport							TBC	Feb 15	Final advices to be sent on settlement of completion date
58.		PA System	Compliance and Operations Manager/ Manager Technology		A/General Manager Airport							TBC	Feb15	Final advices to be sent on settlement of completion date
59.		Power Supply	Compliance and Operations Manager		A/General Manager Airport							TBC	Feb 15	Final advices to be sent on settlement of completion date
60.		Grounds Maintenance	Compliance and Operations Manager		A/General Manager Airport							TBC	Feb 15	Final advices to be sent on settlement of completion date

61.			Waste	Compliance and Operations Manager		A/General Manager Airport						TBC	Feb 15	Final advices to be sent on settlement of completion date
62.			Sewerage	Compliance and Operations Manager		A/General Manager Airport						TBC	Feb 15	Final advices to be sent on settlement of completion date
63.			AQIS Waste	Compliance and Operations Manager		A/General Manager Airport						TBC	Feb 15	Final advices to be sent on settlement of completion date
64.			Road Sweeping	Compliance and Operations Manager		A/General Manager Airport						TBC	Feb 15	Notification to be sent when transfer date known
65.			Parking	Compliance and Operations Manager		A/General Manager Airport						TBC	Feb 15	Advice provided Notification to be sent when transfer date known
66.			Solar Farm	Economic and Land Development Officer		Director Community and Development Services / A/General Manager Airport						Nov 15	Feb 15	Formal exist from solar farm project completed
67.			Management Accounting - Financial	Director Corporate Services		A/General Manager Airport						Sep 15	Feb 15	MYOB agreed for actg platform and programing nearly completed
68.			Treasury	Director Corporate Services		A/General Manager Airport						Sep 15	Feb 15	MYOB agreed for actg platform and programing nearly completed
69.			Financial Accounting Services	Director Corporate Services		A/General Manager Airport						Sep 15	Feb 15	MYOB agreed for actg platform and programing nearly completed
70.			Debtors – accounts receivable,	Director Corporate Services		A/General Manager Airport						Sep 15	Feb 15	MYOB agreed for actg platform and

																	programing nearly completed
71.			Creditors – accounts payable	Director Corporate Services			A/General Manager Airport						Sep 15	Feb 15			MYOB agreed for actg platform and programing nearly completed
72.			IT Systems	Manager Technology			Director Corporate Services / A/General Manager Airport						Sep 15				Airport operational systems support services, including: <ul style="list-style-type: none"> • Flight Information Display System; • L3 Security Detection System; • GlidePath X Ray scanner conveyor belts; • Smith Detection System; • Airport Terminal AC System; • Sontec PA System; and • Avdata Broadcast Recorder. transition actions agreed
73.			Leasing and economic development	Manager Property and Asset Strategy			A/General Manager Airport						Sep 15	Feb 16			handover information together with relevant file links provided
74.			Records	Manager Corporate Information /Compliance and Operations Manager			A/General Manager Airport						Sep 15	Feb 16			Physical records access established, and working on an electronic database
75.			Communications	Compliance and Operations Manager/ Airport Terminal Manager			A/General Manager Airport/ Manager Corporate Information						Sep 15				Agree Key milestones for public communication

															<ul style="list-style-type: none">Engagemen t with communityEngagemen t with airlinesEngagemen t with minersEngagemen t with key stakeholder sEngagemen t with regulatory authoritiesEngagemen t with media
76.			People & Culture Payroll	Director Corporate Services		A/General Manager Airport						Sep 15	Dec 15	Employee contracts signed by airport staff,	
77.		Other Documents	Conditions of Use	Compliance and Operations Manager/ Consultant		A/General Manager Airport						TBC	Nov 15	Distributed to airlines and ready to publish on website once completion date settled	
78.			Contamination Baseline Report	Lessee/ A/General Manager Airport		A/General Manager Airport						Sept 15	Nov 15	Environment consultant selected by Joint panel members	
79.			DIRD Aerodrome Transfer Deed letter Compliance with terms	A/General Manager Airport		A/General Manager Airport						Sept 15	Nov 15	Confirmation response received	
80.			Agreed Town Works	Manager Property and Asset Strategy		A/General Manager Airport						August 15		<ul style="list-style-type: none">Shade Structure installation completedPerimeter fence construction completedSecurity Access & CCTV to be tendered by March 2016Aircraft Parking bay strengthenin g works being programed for early 2016	

81.			WAPC approval	NRF		A/General Manager Airport							Oct 15	Feb 16	Completed
82.			Records Shed sub lease	New Operator		New Operator							Sep 15	Feb 16	Sublease prepared and to be executed at completion.
83.			All keys and Codes to gain access to the Land	Compliance and Operations Manager/ Senior Airport Reporting Officer		A/General Manager Airport							Sep 15	TBC	Confirmed key and access codes currently held by airport
84.			Novation Deeds for existing sub leases	A/General Manager Airport		A/General Manager Airport							Sep 15	Nov 15	13 x leases to be novated and final deeds have been and tenants executing
85.		Licences	Novating Licences										Sep 15	Nov 15	5 x licences to be novated and draft deeds sent to tenants
86.		Completion documents	Certificates of title	Town		A/General Manager Airport							TBC		The Town must give the Lessee original certificates of title
87.			Existing Subleases and Existing Licences	Town		A/General Manager Airport							TBC		The Town must give the Lessee an original copy of each Existing Sublease and Existing Licences
88.			Access keys and codes	Town		A/General Manager Airport							TBC		The Town must give the Lessee all keys and codes required to gain access to the Land
89.			Original bank guarantees	Town		A/General Manager Airport							TBC		The Town must give the Lessee originals of any bank guarantees provided by any Lessee under an Existing Sublease - there are no bank guarantees under any Existing Subleases. Completed
90.			Town Employees offer of employment	OpCo		A/General Manager Airport									OpCo has made written offers of employment to all Town Employees who have accepted.

91.		Town Employees	OpCo											TBC		OpCo must give to the Town a document listing the Town Employees who have accepted employment with OpCo and the Town Employees who have declined employment with OpCo
92.		MSS Services Agreement	Town		A/General Manager Airport									TBC		The Town must give the original MSS Services Agreement to OpCo
93.		Required Novation Deed (for MSS Services Agreement)	Town		A/General Manager Airport									TBC		The Town must give the original executed Required Novation Deed (for MSS Services Agreement) to OpCo
94.		Transferring Records	Town		A/General Manager Airport									TBC		The Town must give OpCo copies of the Transferring Records
95.		Plans and Manuals	Town		A/General Manager Airport									TBC		The Town must give to OpCo copies of all of the Plans and Manuals
96.		Plant and Equipment	Town		A/General Manager Airport									TBC		The Town must give to OpCo copies of any warranties relating to the Plant and Equipment
97.		Motor vehicles	Town		A/General Manager Airport									TBC		The Town must give to OpCo signed transfer forms for any motor vehicles
98.		Domain Names	Town		A/General Manager Airport									TBC		The Town must give to OpCo signed transfer forms required for the transfer of the Domain Names to OpCo
99.		Computer systems	Town		A/General Manager Airport									TBC		The Town must make available at the Land all computer systems and Assets sold or made available to OpCo under

																	the Asset Sale Agreement
100.			Town Employees	Town		A/General Manager Airport										TBC	The Town must give to OpCo a document which confirms the cessation of employment of the Town Employees who have accepted employment with OpCo
101.			Town Employees	Town		A/General Manager Airport										TBC	Town must ensure that it has paid to each Town Employee all amounts owing to that Town Employee in connection with that employee's employment with the Town
102.		Post Completion	New Hedland Riders Sublease	Lessee												TBC	New Hedland Riders Sublease agreed as soon as reasonably practicable after Completion
103.			New SES Sublease	Lessee												TBC	New SES sublease agreed as soon as reasonably practicable after completion
104.			Registration of the Lease	Lessee												TBC	As soon as practicable after the Lease Commencement Date
105.			Delivery of each Notice to Lessee	Lessee												TBC	The Lessee must give Notice to each sublessee under an Existing Sublease immediately following completion
106.			Agreed Town Capital Works	Town												TBC	The Town must complete the Agreed Town Capital Works - As soon as reasonably practicable after Completion

107.			Preparation of the Actual Completion Statement	OpCo													Within 30 Business Days after the Completion Date
108.			Review of the Actual Completion Statement	Town													<p>The Town must review the Actual Completion Statement during the Review Period</p> <p>During the 10 Business Day period after receipt</p>
109.			NOTAM (PERM) – Aerodrome OpCo and Contact Details	EW/BK			A/General Manager Airport										<p>This PERM NOTAM will cause the information to be populated within the next ERSA issue.</p> <p>Once the details are published in NOTAM, amendment to the AD Manual is required.</p> <p>When new ERSA detail is published, amendment to AD Manual is required.</p>
110.		Post Completion (Compliance)	Check all documents for any required amendments following AD Transfer														An audit of all compliance documentation will be required to ensure mandatory requirements and amendments have been completed.
111.			Coordinate initial ASC, SMS, AEC, TEC meetings for new organisation														These will be meetings to confirm the compilation of committees, expectations of the new OpCo and to ensure that the mandatory requirements are commenced with the new operator.

**ITEM 12 LATE ITEMS AS PERMITTED BY PRESIDING MEMBER/
COMMITTEE**

Nil

ITEM 13 MOTIONS OF WHICH PREVIOUS NOTICE HAS BEEN GIVEN

Nil

ITEM 14 CONFIDENTIAL ITEMS

Nil

**ITEM 15 APPLICATIONS FOR LEAVE OF ABSENCE FOR THE NEXT
AIRPORT COMMITTEE MEETING**

Nil

**ITEM 16 ATTENDANCE BY TELEPHONE/ INSTANTANEOUS
COMMUNICATIONS**

Nil

ITEM 17 CLOSURE**17.1 Date of Next Meeting**

Chief Executive Officer advised that this meeting may be the last Airport Committee Meeting due to the long term lease of the Port Hedland International Airport coming to a close at the end of February 2016.

17.2 Closure

There being no further business, the Presiding Member declared the meeting closed at 6:36pm.