

Town of  
Port Hedland



## **TOWN OF PORT HEDLAND**

### **AIRPORT COMMITTEE MEETING MINUTES**

**WEDNESDAY 12 AUGUST 2015 AT  
12:30PM**

**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*



**DISCLOSURE OF FINANCIAL/ IMPARTIALITY/ PROXIMITY INTERESTS**

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

Name of Person Declaring the Interest: \_\_\_\_\_

Position: \_\_\_\_\_ Date of Meeting: \_\_\_\_\_

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

<b>INTEREST DISCLOSED</b>			
Item No: _____			
Subject: _____			
Nature of Interest: _____			
Type of Interest:	Financial	Impartiality	Proximity
<b>INTEREST DISCLOSED</b>			
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<b>INTEREST DISCLOSED</b>			
Item No: _____			
Subject: _____			
Nature of Interest: _____			
Type of Interest:	Financial	Impartiality	Proximity

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

**Interests Affecting Impartiality: Disclosing Statement**

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

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

The Airport Committee is established to ensure that the Port Hedland International Airport is recognised as a leading regional airport in the area of passenger and freight movements and customer satisfaction and to:

- Develop a comprehensive Airport Master Plan and commence implementation of key initiatives that are identified;
- Actively pursue the generation of income from a variety of sources at the Airport including through leases, rentals, advertising, freight and any other means; and
- Upgrade terminal facilities including baggage screening and departure lounges.

**MEMBERSHIP***Elected Members:*

Mayor Kelly Howlett

Councillor Gloria Jacob - Presiding Member

Councillor Jan Gillingham - Deputy Presiding Member

Councillor Julie Hunt

Councillor Lorraine Butson

*Community Members:*

Ms Florence Bennett

Mr Brad Pawlenko

Mr Jason Green

Mr Chris McMahon

*Deputy Members:*

Councillor David Hooper

Councillor Troy Melville

**QUORUM**

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

**TENURE**

Ongoing

**MEETING FREQUENCY**

Monthly

**DATES OF MEETINGS**

The following dates have been set and advertised in accordance with the Local Government Act 1995 for Airport Committee Meetings to be held at 12:30 pm in Council Chambers:

- Wednesday, 11 March 2015
- Wednesday, 1 April 2015
- Wednesday, 13 May 2015
- Wednesday, 3 June 2015
- Wednesday, 1 July 2015
- Wednesday, 12 August 2015
- Wednesday, 2 September 2015
- Wednesday, 7 October 2015
- Wednesday, 4 November 2015
- Wednesday, 2 December 2015

## **RESPONSIBLE OFFICER**

Director Works and Services

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

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

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

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

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

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

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

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

*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.*

*Delegation removed by Council at its Ordinary Meeting held on 24 June 2015.)*

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**ITEM 1 OPENING OF MEETING**

The Presiding Member declared the meeting open at 12:35pm

**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:

Mayor Kelly Howlett

Councillor Gloria Jacob - Presiding Member

Councillor Jan Gillingham - Deputy Presiding Member

Councillor Julie Hunt

Community Member:

Ms Florence Bennett

Mr Brad Pawlenko

Mr Jason Green

Officers:

Mal Osborne

Chief Executive Officer

Brett Reiss

Acting General Manager PHIA

Eleanor Whiteley

Compliance and Operations Manager PHIA

Nathaniel Santagiuliana

Terminal Duty Manager PHIA

Josephine Bianchi

Governance Coordinator/Minute Taker

Media 0

Members of the public 0

**3.2 Apologies**

Councillor Lorraine Butson

Mr Chris McMahon

**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 1 July 2015**

Nil

**4.2 Questions from Committee Members at Airport Committee Meeting held on Wednesday 1 July 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 12:36pm

**5.1 Public Question Time**

Presiding Member closed Public Question Time at 12:36pm

Presiding Member opened Public Statement Time at 12:37pm

**5.2 Public Statement Time**

Presiding Member opened Public Question Time at 12:37pm

**ITEM 6 QUESTIONS FROM MEMBERS WITHOUT NOTICE****6.1 Mr Pawlenko**

*The Airport website looks very good, especially the Our Region section showcasing the many restaurants and cafes in Port Hedland. The Projects section however still shows updates for the week ending 6 March 2015, can this be removed or updated?*

Chief Executive Officer advised that he will ensure officers update the website.

**6.2 Mayor Howlett**

*What is happening with the coffee cart at the Airport?*

Presiding member advised that this matter is covered in the body of the agenda.

Acting General Manager PHIA advised that after six months of trade the operator advised he no longer wanted to operate the cart due to trading figures. The Town has therefore commenced advertising to test the market.

Terminal Duty Manager PHIA advised that an Expression of Interest has been issued via Tenderlink and advertised statewide twice, with a closing date of 4 September.

Presiding Member confirmed that she had noted the EOI advertised in last week's paper and has heard that people are already expressing their interest.

*When does the current lease of café operations expire?*

Acting General Manager Airport advised this question is taken on notice.

*What are deliverables and measurable for their performance to be satisfactory? What is in place that would give them extension? I have noticed that prices have escalated to \$12 for a beer (not boutique). I believe this pricing is something the Town should look into. This needs to be discussed at a level higher than management.*

Presiding Member advised a letter will be written to owners (not the managers) requesting a meeting with the committee to discuss these pricing matters as well as comments from customers saying that they are being 'ripped off' on beer price.

*What is being planned for the Christmas decorations as Christmas is fast approaching?*

Acting General Manager Airport advised the Town still has all Christmas decorations from previous years.

Presiding Member requested further clarification from the team in terms of what is being organised for this year.

### **6.3 Mr Green**

*Could the committee gauge interest in having stalls at the airport, such as a pop-up shops from local people, over the Christmas period?*

Presiding Member suggested an Expression of Interest be put out as soon as possible and that the list of market stallholders from FORM could be utilised for example.

### **6.4 Councillor Gillingham**

*The artwork at the airport is looking great, is there anymore to go up?*

Chief Executive Officer advised more screens should be set up around the toilets on the outside of the current administration block.

Acting General Manager PHIA advised this will be part of another process where the Town will have to go out to tender, as part of stage three.

Chief Executive Officer advised that as part of this process some perforated panels at the arrival entry have been discussed.

*In relation to Christmas decorations, are other businesses in the precinct encouraged to decorate also?*

Presiding Member confirmed that there will be a competition for this similarly to 2014.

*I had to change my flight to go to Perth last Thursday. I could not get on the plane because the airline called the flight earlier. I could not book in on the machines at airport due to blank screens, and I could not book in over the phone as the booking had been done by the Town, so I queued up but the airline attendants would not let me on the flight. They told me they had walked around the terminal to advise passengers, but I did not see them although I was there at 8am. My flight was at 8:40am and the airline boarded at 8:10am. I know that to board the plane there is usually time up until 15-20 minutes before the flight so I was surprised this happened. Luckily an officer at the Town managed to book me on the 10:55am flight but when I went to the counter at 8:20am the attendant put me on a 9:15am flight. Is there anything wrong with the speakers and can we look into this?*

Presiding Member advised that the blank screens and the boarding timing are both issues that need to be raised directly with the airline as this committee would not have any direct influence on these matters. Further, there is nothing wrong with the PA system, and nothing has been reported.

Acting General Manager PHIA advised he would be happy to take this matter up with the airline to clarify the check-in timeframes and processes.

*Have there been any disruptions with the Bali flights due to the recent dust generated by erupting volcanoes?*

Acting General Manager PHIA advised there were three flights disrupted in total.

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

Councillor Jacob – Presiding Member	Ms Bennett
Councillor Gillingham – Deputy Presiding Member	Mr Pawlenko
Mayor Howlett	Mr Green
Councillor Hunt	

**ITEM 8 CONFIRMATION OF MINUTES OF PREVIOUS MEETING**

**8.1 Confirmation of Minutes of the Airport Committee Meeting held on Wednesday 1 July 2015**

**AC201516/003 RECOMMENDATION/ AIRPORT COMMITTEE DECISION**

**MOVED: COUNCILLOR HUNT**

**SECONDED: MR PAWLENKO**

That the Airport Committee confirm that the Minutes of the Airport Committee Meeting held on Wednesday 1 July 2015 are a true and correct record.

**CARRIED 7/0**

**ITEM 9 ANNOUNCEMENTS BY PRESIDING MEMBER WITHOUT DISCUSSION**

Presiding Member advised that Mr Chris McMahon has tendered his resignation effective as of today via the following email.

*“Due to changes I have implement throughout our Pilbara locations, it has become ever more difficult to accurately schedule my time in advance due to the idiosyncratic nature of the rental industry along with covering three locations.*

*Therefore it is with deep regret that I tender my resignation effective as of today.*

*Although I looked forward to the opportunity of involvement & contribution to the committee due to my direct daily involvement at the airport as a service provider, it is my belief that I am denying another community member an opportunity to contribute due to my irregular attendance.*

*I am grateful for the consideration to elect myself as a member and I would be happy to make myself available for any on-site operation advise that may relate to the day to day activities I undertake each day at the Airport.*

*Again thank you, I had hoped for a different outcome than this from the initial outset, but truth be known for the present I cannot influence a different outcome.”*

There are a few options to be considered however due to the impending local government elections and the fact that after these all committees' terms of reference and membership are reviewed, I would recommend the committee considers deferring dealing with this vacancy until after the election. This would mean that the quorum of the committee would have to continue to be based on a total number of nine members.

Governance Coordinator advised that the other options are for the committee to go out for expression of interest, or to recommend to Council to delete this position from its membership, however the best option at this stage would be to wait until after the Local Government elections as suggested by the Presiding Member.

Presiding Member and Chief Executive Officer also advised that should the Council resolve to enter a long term lease agreement for the Airport the committee's form and structure would have to be reviewed and/or amended.

**AC201516/004 RECOMMENDATION/ AIRPORT COMMITTEE DECISION****MOVED: COUNCILLOR GILLINGHAM****SECONDED: MS BENNETT****That the Port Hedland International Airport Committee:**

- 1. Accept Mr McMahon's resignation;**
- 2. Thank Mr McMahon for his contributions to the community whilst on the committee; and**
- 3. Recommend to Council this vacancy be held until after the 17 October 2015 Local Government Election.**

Councillor Gillingham asked whether information on the potential new structure of the committee could be presented to the next meeting.

Presiding Member advised Councillor Gillingham that due to timing this information will not be presented to the next meeting but will certainly be looked into shortly.

Presiding Member advised that she would like to discuss the details of the long term leasing process and some of the social media around it. She has been a little concerned about the untruths on social media but also about the Town's communication oversights of this transaction which is one of the biggest ones that might ever occur after Precinct 3.

Chief Executive Officer advised that in the last two weeks discussions had taken place about how to better engage the community on this process although a number of forums had been set up and advertisements for these issued. By looking at the number of people attending said forums it is clear that they were not well attended. This resulted in a discussion with the President of the Ratepayers Association to see if a joint meeting with members of the Ratepayers Association and the Progress Association could be established. An offer to this regard was put in writing to the Ratepayers Association but no response received.

In the meantime the Town took advice on how to better engage with the community because 'noise' was being heard but just from a small part of the community and not the broader, even when the business plan was advertised and only limited submissions received. The consultant engaged for this task suggested some form of market research, which started last week, with 10 questions being drafted. The Chief Executive Officer viewed them last Wednesday and provided feedback on incorrect wording, where rates had been incorporated into some questions. The Chief Executive Officer wanted those removed because at no stage in this process rates had ever been discussed in relation to airport capital program.

Unbeknown to the Chief Executive Officer the market research went ahead last Friday night, and he found out on Saturday afternoon by the Mayor and Deputy Mayor and others about significant concerns in the community on what was perceived to be the coercive nature of some of some questions. The Brand Agency was therefore asked by staff to change these questions, with the Chief Executive Officer currently still waiting to find out if this happened half way through the research or if the research was conducted with all the same

questions. Updates on the market research have been tabled for the committee today. No Elected Members or Executive were aware the survey would start on Friday, the decision was made at administration level and the Chief Executive Officer apologises about this as he said he would have circulated these questions beforehand. His understanding was that the research would go out on the 12 August after the close of binding bids at 4pm yesterday. The Chief Executive Officer believes that the data that has come in so far is still useful to ascertain what a larger part of the community is thinking.

In addition to the research, the Chief Executive Officer advised that radio advertisements are about to go to air soon, newspaper advertisements are continuing with the message being 'getting the facts right' and these are being promoted via printed mail, through Facebook and via email through the Town's distribution lists.

Presiding Member clarified for the benefit of committee members not being aware of what happened on the Facebook site Everything Hedland that the survey went out and question 10 read "in the event airport not being leased debt levels might need to increase or rates might need to increase to fund airport improvements and essential maintenance". A handful of people took offence to this, as they thought they were coerced into saying yes as the rates would increase. The biggest concern for the Presiding Member and the Mayor was that rates have no bearing to what happens to the lease, and that this has never been factored into or discussed as part of the airport lease – this was erroneous information which unfortunately created public angst. For the committee's information there is no connection between rates and airport lease, the lease has nothing to do with debt reduction.

Councillor Hunt commented about the community conversation sessions not being well attended and suggested that the Town might need to go out to the community to engage with them, maybe at the shopping centres.

Presiding Member advised this was done over a week-end by the Acting General Manager PHIA at both shopping centres but will take this on notice for any future community engagements.

Councillor Gillingham enquired as to who scribed the original market research questions.

Presiding Member advised the brand agency scribed questions which were reviewed by the administration internally. A recommendation that the wording of question 10 be changed was put through but somehow did not get corrected.

Chief Executive Officer advised there were originally two questions that talked about rates, these came to him last Wednesday, he responded with an email back to the Executive Leadership Team and Corporate Information indicating that there was to be no reference to rates at all. Chief Executive Officer explained that what market research companies do is to look at the social media and other public commentary that has been occurring on a certain topic and pull together questions accordingly. In this instance these questions were then passed on internally to Corporate Information.

Councillor Gillingham asked what the results of the survey were so far.

Chief Executive Officer advised that a full report will be available by Friday but a snapshot could be made available presently.

Acting General Manager PHIA read out interim results, these being:

- 70% of the community is either ambivalent (40%) or in favour (30%)
- 46% unprompted awareness of plans to lease/privatise/sell
- however 53% say they haven't been adequately informed (usually in research this is people's first response is to say they need more information – also we have clearly gone above and beyond to share information. But it does provide us with a mandate for the advertising campaign and justifies "amping up" the comms)
- 49% name benefits for leasing (jobs, upgrades, flight price decrease, money into community, efficiency, expertise, better service, more destinations)
- 49% have concerns about leasing (flight/food/parking price rises, safety issues, town benefit/just for FIFOs, current employees retained?)
- Knowing the need for funds for redevelopment, 52% say prefer lease
- Use of lease premium (unprompted and with multiple answers/person)
  - 56% Other (to be coded)
  - 23% Amenities development - e.g. library, hospital, town hall, child care, schools/education
  - 22% community grants
  - 19% Crime / community safety
  - 15% Roads or pathways improvement
  - 13% Parks, gardens, reserves improvement
  - 8% Reduce rates
  - 8% Cultural/Arts development - e.g. theatre, cinema, gallery, public art
  - 6% Fund for future projects - general mentions

Chief Executive Officer advised that a full report results could be released if Elected Members thought this to be necessary. He also advised the survey will finish when the agency conducting it had reached its target.

Presiding Member asked all Committee members what they had been hearing about the airport lease.

Mr Pawlenko advised the comments he had been hearing were mostly positive with the main concern being how the money from the lease would be spent.

Mr Green advised that he had mainly been hearing positive comments, with a few negative ones around what the money from the lease was going to be used for.

Ms Bennett advised that most comments were positive but that there were a lot of uninformed people still, thinking that the airport would be sold and not leased.

Councillor Hunt advised she had been hearing confusion and misinformation, however, once she explained to people how this project would work the outcome was positive.

Mayor Howlett concurred with other committee members' comments.



Councillor Gillingham advised she had been hearing from confused people who did not realise the difference between leasing and selling the airport, but misleading information related to whether the Council was leasing the airport to pay its bills.

Councillor Gillingham stated she had only received an explanatory email on the market research questions yesterday by the Town's administration, and as such did not realise what the public comments were about until then.

Presiding Member advised she had been receiving the same feedback: people were happy about the lease but unsure as to what the Town was doing to preserve the money received in the long term.

Following on all the above comments Presiding Member asked if the Town could put up posters, banners or flyers or similar to be displayed at shopping centres, similar to the current advertisement for the newspaper, with slight modifications, where the date and time of the Special Council meeting could be inserted.

Chief Executive Officer took this request on notice for execution.

Councillor Gillingham added that since 1 July 2015 she has heard from many people who do not know what is happening with their job, as many have received redundancies especially from BHP Billiton. The last thing on their mind is to respond to this type of matters, so it is an unfortunate time for the Town with many things impacting the community.

#### **AC201516/005 RECOMMENDATION/ AIRPORT COMMITTEE DECISION**

**MOVED: COUNCILLOR HUNT**

**SECONDED: MAYOR HOWLETT**

**That the Port Hedland International Airport Committee agree for the explanation received by the Chief Executive Officer in relation to the airport lease bid to be kept confidential.**

**CARRIED 7/0**

#### **ITEM 10 PETITIONS/ DEPUTATIONS/ PRESENTATIONS/ SUBMISSIONS**

*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****11.1.1 Airport Management Report**

Brett Reiss, Program Director Airport Redevelopment  
Eleanor Whiteley, Manager Compliance & Operations PHIA  
Nathaniel Santagiuliana, Terminal Duty Manager  
File No. 08/02/0025

**DISCLOSURE OF INTEREST BY OFFICER**

Nil.

**AC201516/006 RECOMMENDATION/ AIRPORT COMMITTEE DECISION**

**MOVED: MAYOR HOWLETT      SECONDED: FLORENCE BENNETT**

**That the Airport Committee notes the Airport Management Report.**

***CARRIED 7/0***

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**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****General Manager Airport Report****Business Development***Aeronautical Growth*

Passenger growth has been softer in the April period with a 24.3% drop in numbers being experienced over the prior comparable period. The financial year-to-date figures are also softening with the airport experiencing 6.8% drop over the prior financial period.

Aircraft movements have softened in the April period with a 5.4% drop in movement numbers being experienced. The financial year-to-date figures are also negative with the airport experiencing a 7.2% drop in growth over the prior comparable period.

*Commercial Opportunities*

The airport management team has continued its engagement with the border agencies over the next stage in the terminal redevelopment to better accommodate Virgin Australia 737/800 international Bali service.

As previously advised the border agency representatives continued to operation under the stage two works based on the airport and the agency representatives reaching agreement on the scope and program timing of the stage three terminal works. The Acting Airport General Manager has continued to interact with representatives from Customs, Immigration and Quarantine, (CIQ) together with the airport's design consults (Rehbein) to agree a final floor plan. Final concept plans are close to agreement, and once agreed these concept plans will form the basis of a set of detailed scoping documents which will be developed by Rehbein.

During this period the Café operator has advised that it did not wish to continue with the arrivals area coffee station operation, and the coffee station has since been removed by the operator. Airport management has therefore commenced the process of undertaking an expressions of interest process to ascertain other food and beverage proprietor interest in operating a food and beverage coffee station from the terminal landside arrivals area.

#### *Stakeholder Communications*

The front of terminal public art project reached completion during this period with both preselected artists completing their respective assignments. Cathie Creswell's sculptural design, an artwork embracing the spirit of Port Hedland people and the networks that fertilise the growth of its community, was fabricated using corten steel to dictate a stream while discs represent pollen, combine to denote community connections. Xander Rood with his partner Sherrie and local Aboriginal artists, Rupert Dickerson and Larissa Robinson, hand painted Xander's submission of a mural featuring fauna and marine life onto the exterior wall at the arrivals terminal. Visitors will now be greeted with a vibrant exterior which encapsulates local heritage, a dynamic landscape and a diverse community.

#### Airport Operations

The Annual Technical Inspection for the aerodrome has been carried out as required by the Civil Aviation Safety Authority and airport management are awaiting the report.

#### *Bird & Animal Hazard Management*

• Reported bird strikes – Actual	0
• 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*

There were no reported issues during the period. In July OTS conducted a quarterly review and found no compliance issues with the airport's Bird and Animal Hazard Management Plan and enforcement processes.

*Airport Infrastructure*

Maintenance is being carried out in accordance with programmed schedules.

*Airside Pavements*

Works are progressing in the establish design parameters for the apron parking bay rebuilds and parallel taxiway repairs.

Terminal Operational*Customer Service*

The Terminal Duty Manager is progressing the abovementioned coffee station EOI to progress the establishment of an arrival food and beverage operation. Terminal users enjoyed the convenience of the prior operation and airport management is working toward re-establishing this service

*Maintenance and Operations*

A section of the parallel taxiway is closed to aircraft operations during this period due to compliance concerns from recent subbase deformations. A technical report has been requested and rectification works will be undertaken as soon as possible. A 'NOTAM' (Notice to Airman) has been issued to aircraft operators regarding this closure. Normal operations are being maintained with aircraft backtracking on runway when required.

People and Culture Report

A new Airport Reporting Officer started in this period, which leaves one last position to be filled. The initial recruitment process for the final position has commenced with interviews to be held shortly following internal advertising.

Airport Management has also been liaising with works and services for the handover of the Parking Officers back to airport operations. Meetings have been held and a transition plan has been developed. The final transition will be completed within the next reporting period. An investigation into possible restructure options for airport operations is being carried out to further improve customer service.

**FINANCIAL IMPLICATIONS**

The Airport capital expenditure program has been reviewed in consultation with the airport management team. The review 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 FYE14 were 504,659 and projected passenger numbers for FYE15 are currently 482,111. This represents a projected decrease in passenger numbers of 22,548, or 4.47%.

*Aircraft movements report*

Actual aircraft movements for FYE14 were 5,754 and projected aircraft movements for FYE15 are currently 5,568. This represents a projected decline in aircraft movement activity of 186, or 3.23%.

*Aircraft load factors*

Actual passenger aircraft load factors for FYE14 were 63% and projected passenger aircraft load factors for FYE15 are currently 62%.

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*

Due to the fact that the 2015/16 budget has not been adopted by Council a report could not be generated at this time.

*Airport Capital Expenditure Program*

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

*Landside Improvements*

Cardno is currently preparing their detailed designs based on the final concept plan and the transport and pedestrian study. In addition to the detailed designs, Cardno is finalising the verge landscaping concept based on the allowable plant species. Verge landscaping detailed designs will follow once they have investigated design compliancy of the model airplane.

*Public Art*

The front of terminal public art project reached completion during this period with booth preselected artists completing their respective assignments. Cathie Creswell's sculptural design, an artwork embracing the spirit of Port Hedland people and the networks that fertilise the growth of its community, was fabricated using corten steel to dictate a stream while discs represent pollen, combine to denote community connections. Xander Rood with his partner Sherrie and local Aboriginal artists, Rupert Dickerson and Larissa Robinson, hand painted Xander's submission of a mural featuring fauna and marine life, onto the exterior wall at the arrivals terminal. Visitors will now be greeted with a vibrant exterior which encapsulates our local heritage, dynamic landscape and diverse community.

*Security Boundary Fencing*

Tender 02/15 PHIA Security Boundary Fencing, has been awarded to contractor Southern Wire. All contract documentation has been finalised and Southern Wire have submitted all building and planning applications. Commencement on site is expected to be 24 August 2015 for a period of 10 weeks.

**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 Compliance*Compliance*

There were no reported issues during the period.

**ATTACHMENTS**

1 – Capital Infrastructure Projects July 2015

5 August 2015

**ATTACHMENT 1 to ITEM 11.1.1**

Project	Project Status	Completion Timeframe
<b>Terminal precinct – stage 1 (café, departures, ablutions, verge landscaping, shade structures)</b>	<ul style="list-style-type: none"> <li>- Terminal building certification complete.</li> <li>- Public art completed</li> <li>- Shade structure has been awarded to Shade Engineering who are finalizing approvals.</li> </ul>	Shade structure implementation time table based on when approvals have been processed. Estimated completion October 2015.
<b>Car park/ground transport reconfiguration</b>	<ul style="list-style-type: none"> <li>- Concept designs have been completed are awaiting detailed design specifications</li> <li>- Landscape concept designs are still under review</li> </ul>	Implementation timeframes being established.
<b>Electrical ring main</b>	<ul style="list-style-type: none"> <li>- Substation 2 construction award issued to TEC Services, long lead time items procured.</li> </ul>	All work expected to be completed and commissioned by November 2015.
<b>Perimeter fence security upgrade</b>	<ul style="list-style-type: none"> <li>- Tender has been awarded to Southern Wire.</li> <li>- Southern Wire currently seeking planning and building approvals prior to starting on site.</li> </ul>	Implementation timeframes are as follow: <ul style="list-style-type: none"> <li>→ Approvals by end of August</li> <li>→ Construction of fence and gates to start on site end of August</li> <li>→ Submit application to Office of Transport Security (OTS) for change of footprint</li> <li>→ Southern Wire to remobilised to site to demolish existing fence line.</li> </ul>

<b>Security access and CCTV upgrade</b>	<ul style="list-style-type: none"> <li>- Draft scoping document prepared, under review prior to being inserted into tender documentation.</li> <li>- Advertising of tender to be undertaken next month.</li> </ul>	<p>Implementation timeframes are as follows:</p> <ul style="list-style-type: none"> <li>→ Finalising gate and door schedules to submit to contractor to provide scope of works for the implementation of access control. End of August.</li> <li>→ Tender preparation two weeks</li> <li>→ Tender issue and award 6 weeks from 28 October 2015</li> <li>→ Construction period 5 months, estimated completion date March 2016</li> </ul>
<b>Transport and logistics subdivision</b>	<ul style="list-style-type: none"> <li>- Design review is 95% complete, pending finalising intersection with GNH to MRWA compliance requirements.</li> <li>- Substation 2 construction award issued to TEC Services, long lead time items procured.</li> </ul>	<p>Implementation timeframes under review in consideration of long term lease opportunity.</p>
<b>Water and sewer service upgrade</b>	<ul style="list-style-type: none"> <li>- Developer agreement with Water Corporation has been executed. Water Corp project manager to be assigned.</li> <li>- Detailed design process underway.</li> </ul>	<p>Project to be staged over 2-3 years, pending approvals from Water Corporation.</p>
<b>Apron extension</b>	<p>Reallocation of funds as this project is of lower priority than taxiway. Design phase to be carried out this year with balance of funds rolled over into 15/16</p>	<p>Project has been reviewed and is no longer a priority. Funds to be reallocated towards taxiway repairs and ensure compliance.</p>
<b>Apron lighting upgrades</b>	<p>Scope has been revised to concentrate on parking bays 1-5. Design Phase to be carried out 14/15</p>	<p>Design phase commissioned 14/15 works rolled over to 15/16. Compliance issue.</p>



**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**

**AC201516/007 AIRPORT COMMITTEE DECISION**

**MOVED: MAYOR HOWLETT                      SECONDED: COUNCILLOR HUNT**

**That the following leave of absence:**

- **Councillor Gillingham - 2 September**

**be approved.**

***CARRIED 7/0***

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

**AC201516/008 AIRPORT COMMITTEE DECISION**

**MOVED: MAYOR HOWLETT                      SECONDED: MS BENNETT**

**That the Airport Committee recommend that Council approve Presiding Member Gloria Jacob's attendance at the Airport Committee Meeting being held on Wednesday 2 September 2015 via way of teleconference whilst in Perth, Western Australia.**

***CARRIED 7/0***

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

The next Airport Committee Meeting of Council will be held on Wednesday 2 September 2015 at 12:30pm.

**17.2 Closure**

There being no further business, the Presiding Member declared the meeting closed at 1:50pm.