

Town of  
Port Hedland



## **TOWN OF PORT HEDLAND**

### **AIRPORT COMMITTEE MEETING MINUTES**

**WEDNESDAY 2 SEPTEMBER 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*



**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

*Deputy Members:*

Councillor David Hooper

Councillor Troy Melville

**QUORUM**

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

**DELEGATION**

- i) To determine whether a tender is required to be sought or not as specified in LG (F&G) Reg 11F.
- ii) To choose tenderers for products services on behalf of the local government in accordance with LG (F&G) Reg 18.

**TENURE**

Ongoing

**MEETING FREQUENCY**

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.)*

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**ITEM 1 OPENING OF MEETING**

The Presiding Member declared the meeting open at 12:36pm

**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 – via teleconference

Councillor Julie Hunt

Councillor Lorraine Butson (joined meeting at 12:37pm)

Community Member:

Ms Florence Bennett

Mr Brad Pawlenko

Mr Jason Green

Officers:

Sid Jain

Director Corporate Services

Brett Reiss

Acting General Manager PHIA

Eleanor Whiteley

Compliance and Operations Manager PHIA

Nathaniel Santagiuliana

Terminal Duty Manager PHIA

Grace Waugh

Governance Officer

Anna Hoebergen

Corporate Information Officer/Minute Taker

Media 0

Members of the public 0

**3.2 Apologies**

Nil

**3.3 Approved Leave of Absence**

Councillor Jan Gillingham - Deputy Presiding Member

**ITEM 4 RESPONSE TO PREVIOUS QUESTIONS****4.1 Questions from Public at Airport Committee Meeting held on Wednesday 12 August 2015**

Nil

#### 4.2 Questions from Committee Members at Airport Committee Meeting held on Wednesday 12 August 2015

##### 4.2.1 Mayor Howlett

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

Acting General Manager Airport advised that the current café lease is due to expire on 30 June 2018.

#### 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 12:39pm.

##### 5.1 Public Question Time

Nil

Presiding Member closed Public Question Time at 12:39pm.

Presiding Member opened Public Statement Time at 12:40pm.

##### 5.2 Public Statement Time

Nil

Presiding Member opened Public Statement Time at 12:40pm.

#### ITEM 6 QUESTIONS FROM MEMBERS WITHOUT NOTICE

##### 6.1 Councillor Butson

*What is the total capital expenditure to be made by the Town of Port Hedland?*

Acting General Manager Port Hedland International Airport advised that there are both short and long term capital spends. Short term expenditure includes strengthening of four aircraft parking bays at approximately \$200,000 per bay, at the Town of Port Hedland's responsibility. Work on the aircraft parking bays is currently underway. Access control and CCTV is estimated to cost between \$1 million to \$1.4 million, with final scope currently being developed. Works on the



security fencing commence next week, with the tender awarded for approximately \$500,000 which is well within the allocated budget of \$1.5 million. The budget savings for this project have been reallocated to the access control and CCTV project, which had higher than expected expenditure due to increased Customs requirements. The final short term capital expenditure is for shade sails at a cost of \$200,000. That equates to a total short term capital works expenditure of approximately \$2.7 million.

All of the previously mentioned works will be undertaken by the Town of Port Hedland. The new Lessee will undertake the front of house works, the Charles Kingsford Smith model plane, ground transport works, \$800,000 of civil works and landscape works between approximately \$200,000 to \$400,000, however landscape works have not yet been costed. The Lessee will review other capital works contained in the budget, such as taxi way strengthening. The Town of Port Hedland will have the electrical ring main will be completed by November 2015 at a cost of a few hundred thousand dollars. Water works will be completed by mid-2016 and sewer works will be completed by mid-2017. Those works will equate to approximately \$13.5 million, however some of the expenditure has already been spent with Water Corporation on initial designs, concepts and scoping studies.

*In the budget supplied on page 15, the reserve opening balance on 1 July 2015 is \$21,800,074, the forecast closing balance 30 June 2016 is \$12,459,000. There is expenditure of an estimated \$6 million, however the actual is \$21,448,000. Where has the extra income come from?*

Acting General Manager Port Hedland International Airport took the question on notice.

*When does the position of Acting General Manager Port Hedland International Airport employment contract cease with the Town of Port Hedland? Also when do AMP take on the employment of Acting General Manager Port Hedland International Airport?*

Acting General Manager Port Hedland International Airport advised that his contract has been extended until October 2015, this enables the position to assist with the Transition Plan. Following the extension, there is a monthly holding over provision, until management of the Port Hedland International Airport is transitioned to AMP. After the monthly holding over period, the position of Acting General Manager Port Hedland International Airport will cease with the Town of Port Hedland. At this stage the transition is anticipated for mid to late November. There will be ongoing Corporate Services transitional arrangements with the Town, and there will be an annual fee payable for these services. The transitional period for these services is up to two years.

## **6.2 Mayor Howlett**

*Has there been an email, letter or meeting in relation to the concerns I raised at last Committee Meeting regarding the food and beverage prices in the café?*

Presiding Member advised in the positive and confirmed the outcome is contained in the officer's report in item 11.1.1 - Airport Management Report.

Acting General Manager Port Hedland International Airport confirmed email correspondence was sent to the Café Manager, and also a meeting with the General Manager of the Esplanade Hotel to discuss the pricing policy. Acting General Manager Port Hedland International Airport advised the outcomes of the meeting are contained in item 11.1.1 - Airport Management Report. The owner of the Esplanade was invited to attend the 2 September 2015 Airport Committee Meeting, however was unavailable to attend. The General Manager of the Esplanade advised that the Esplanade have changed their procurement arrangements, and it is anticipated these savings will be passed onto the Port Hedland International Airport Café.

*Is there an update in regards to Christmas decorations?*

Presiding Member confirmed that Christmas decorations have been ordered, and requested Terminal Duty Manager Port Hedland International Airport provide detail of the order to the Airport Committee Members.

Terminal Duty Manager Port Hedland International Airport advised that the Property Administration Officer is arranging decorations for the Town of Port Hedland, and the Port Hedland International Airport will be included in the process. Approximately \$6,500 of decorations have been requested, including large garlands, ornaments and trees.

*The television screen at the Reception at Civic Centre is fantastic, how are the screens at the Port Hedland International Airport progressing?*

Terminal Duty Manager Port Hedland International Airport advised the television monitors arrived in the week commencing 24 August 2015. Due to the delay in delivery of the television monitors, the Contractor engaged to perform the work has been redeployed to other important terminal works within the Port Hedland International Airport. It is anticipated that installation of the monitors will commence in two to three weeks.

*Mayor Howlett acknowledged the operational reasons for the delays, but expressed disappointment in delays with installing television screens.*

Presiding Member expressed appreciation for the efforts in arranging the television screens, however concurred with Mayor Howlett's comments, adding that it would have been preferable to have the television screens operational for the Vietnamese Consul General's visit.

**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
Mayor Howlett	Mr Pawlenko
Councillor Hunt	Mr Green
Councillor Butson	

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

**8.1 Confirmation of Minutes of the Airport Committee Meeting held on Wednesday 12 August 2015**

**AC201516/009 RECOMMENDATION/ AIRPORT COMMITTEE DECISION**

**MOVED: COUNCILLOR HUNT SECONDED: COUNCILLOR BUTSON**

**That the Airport Committee confirm that the Minutes of the Airport Committee Meeting held on Wednesday 12 August 2015 are a true and correct record.**

**CARRIED 7/0**

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

Nil

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

Nil

*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, Acting Airport General Manager  
Eleanor Whiteley, Manager Compliance & Operations PHIA  
Nathaniel Santagiuliana, Terminal Duty Manager  
File No. 08/02/0025

**DISCLOSURE OF INTEREST BY OFFICER**

Nil.

**AC201516/010 RECOMMENDATION/ AIRPORT COMMITTEE DECISION**

**MOVED: COUNCILLOR HUNT**

**SECONDED: MS 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 May period with a 15.4% drop in numbers being experienced over the prior comparable period. The financial year-to-date figures are also softening with the airport experiencing 5.5% drop over the prior financial period.

Aircraft movements have softened in the May period with a 1.5% drop in movement numbers being experienced. The financial year-to-date figures are also negative with the airport experiencing a 4.2% drop in growth over the prior comparable period.

*Commercial Opportunities*

Meetings have been held with the café operator in response to Airport Committee Members queries on the Café's pricing policies. The operator has advised that prices have gone up on their premium beer range from \$11.00 to \$12.00 and that the original prices had been held flat for an 18 month period. Their advice has been that their standard beer prices have not been changed. They also advised that they are reviewing their pricing policies as their supplier arrangements are changing, which should result in opportunities to consider more competitive pricing.

Expressions of Interest for a food and beverage outlet in the Arrivals Hall will close on 04 September 2015. To date there have been several telephone and email queries pertaining to this.

*Stakeholder Communications*

Meetings have been held with the terminal tenants to update them on the progress of the long term lease of the airport. These meeting were held in the terminal and were attended by the Lessee consortium team, CEO and the Mayor.

*Airport Operations*

The Annual Technical Inspections have been carried out in accordance with CASA regulations. The Electrical Annual Technical Inspection will be carried out at the end of September 2015.

*Bird & Animal Hazard Management*

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

*Commentary*

Qantas experienced a bird strike on landing on 12 August with ingestion of black kite. There has been an increase in bird activity around the aerodrome with silver gulls crossing runway areas in the morning and late evening. Regular monitoring of birds at the landfill site and town sewerage lagoons is carried out. Intensive monitoring of the landfill following the strike has indicated a marked increase in numbers of black kites, seagulls and waterbirds. Bill Rutherford, the airport's ornithologist attended the airport from 23-25 August. The Airport is currently investigating mitigation strategies and will liaise with the landfill in this regard. Airport Management are expecting the seasonal migration of bats into the area to commence shortly to coincide with flowering and fruiting of local mango trees.

*Airport Infrastructure*

Maintenance is being carried out in accordance with programmed schedules.

### Airside Pavements

Non-destructive strength testing of the pavement areas will be conducted over the next couple of weeks followed by the destructive testing. Design works are being carried out on the apron with a site visit by the engineer and are nearing finalisation. Sample testing of materials and asphalt mixes are being carried out in Perth at this time and will be completed shortly.

Short term repair works will be carried out on the taxiway to return it to operations in time for the summer weather.

### *Terminal Operations*

#### 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

Maintenance and short term works are scheduled to be carried out landside with interim improvements to lawn area outside terminal and in hire car bays. These are only interim works to improve visual amenity and passenger comfort whilst landscaping and traffic management projects are being procured.

#### People and Culture Report

Airport Management are looking at current staffing levels and profiles to determine best use of resources in providing 7 day a week customer service presence in the terminal.

## FINANCIAL 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 FYE14 were 504,659 and projected passenger numbers for FYE15 are currently 475,253. This represents a projected decrease in passenger numbers of 29,406, or 5.38%.

#### Aircraft movements report

Actual aircraft movements for FYE14 were 5,754 and projected aircraft movements for FYE15 are currently 5,532. This represents a projected decline in aircraft movement activity of 222, or 3.86%.

Aircraft load factors

Actual passenger aircraft load factors for FYE14 were 58% and projected passenger aircraft load factors for FYE15 are currently 57%.

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.

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## Airport Budget Performance

Account Description	Original Budget	YTD Budget	YTD Actuals	Commitments	YTD Actuals & Commitments	Variance (YTD Budget & YTD Actuals)	
	\$000's	\$000's	\$000's	\$000's	\$000's	%	\$000's
Operating Revenue	22,784	3,797	1,278	0	1,278	-66%	2,519
Operating Expenditure	(14,663)	(2,444)	(486)	(601)	(1,088)	-80%	-1,957
<b>Operating Surplus/(Deficit)</b>	<b>8,121</b>	<b>1,353</b>	<b>792</b>	<b>-601</b>	<b>190</b>	<b>-41%</b>	<b>562</b>
<b>Add Back Non Cash Items</b>							
Depreciation on Assets - Airport Maintenance	1,765	294	0	0	0	-100%	294
<b>Capital</b>							
Capital Expenditure - Work in Progress - Solar Farm - Airport Administration	(4,726)	(788)	0	0	0	-100%	-788
Capital Expenditure - Work in Progress - Carpark : Ground Transport Reconfiguration - Airport Administration	(800)	(133)	(20)	(116)	(136)	-85%	-114
Capital Expenditure - Buildings: Airport - Terminal Precinct - Airport Administration	(790)	(132)	(52)	(54)	(106)	-60%	-79
Capital Expenditure - Infrastructure: Airport - Re:Site Quarantine Facility - Airport Administration	0	0	0	0	0		0
Capital Expenditure - Work in Progress - Solar Farm Due Diligence & Feasibility - Airport Administration	(75)	(13)	(3)	(46)	(50)	-75%	-9
Capital Expenditure - Work in Progress - International Terminal Works Expansion - Airport Administration	0	0	(2)	(174)	(176)		2
Capital Expenditure - Furniture & Equipment - IT Network Upgrade - Airport Administration	(20)	(3)	0	(2)	(2)	-100%	-3
Capital Expenditure - Plant And Equipment: Airport - Plant Purchases - Airport Administration	0	0	(3)	(0)	(3)		3
Capital Expenditure - Work in Progress - Water & Sewer Services - Airport Administration	(2,375)	(396)	0	(135)	(135)	-100%	-396
Capital Expenditure - Buildings: Airport - Staff Housing Refurbishment - Airport Administration	(16)	(3)	0	0	0	-100%	-3
Capital Expenditure - Buildings: Airport - Building Upgrades - Airport Administration	(750)	(125)	0	(40)	(40)		-125
Capital Expenditure - Infrastructure: Airport - Bus Parking - Airport Administration	0	0	0	0	0		0
Capital Expenditure - Infrastructure: Airport - Taxiway Overlay - Airport Administration	(4,750)	(792)	0	0	0	-100%	-792
Capital Expenditure - Infrastructure: Airport - Main Apron Strengthening - Airport Administration	(755)	(126)	0	(108)	(108)	-100%	-126
Capital Expenditure - Work in Progress -Infra:Airport - Perimeter Fence Upgrade and Crash Gates - Airport Administration	(1,250)	(208)	(0)	(433)	(433)	-100%	-208
Capital Expenditure - Infrastructure: Airport - Runway Resheet : Northern Apron Extension - Airport Administration	(400)	(67)	0	(57)	(57)	-100%	-67
Capital Expenditure - Infrastructure: Airport - Electrical Infrastructure - Airport Administration	0	0	(3)	(2,045)	(2,048)		3
Capital Expenditure - Work in Progress -Infra: Airport - Apron Lighting Upgrades - Airport Administration	(1,050)	(175)	0	(3)	(3)	-100%	-175
Capital Expenditure - Infrastructure: Airport - Storm Water Drainage - Airport Administration	(100)	(17)	0	(19)	(19)	-100%	-17
Capital Expenditure - Furniture & Equipment: Airport - CCTV Network - Airport Administration	0	0	0	0	0		0
Capital Expenditure - Work in Progress - Freight & Logistics Zone - Airport Administration	0	0	0	(192)	(192)		0
Capital Expenditure - Work in Progress - Power in Push Back Equipment - Airport Administration	0	0	0	0	0		0
Capital Expenditure - Plant & Equipment - Security Screening Equipment - Airport Administration	0	0	(135)	(9)	(143)		135
Capital Expenditure - Work in Progress - Security Upgrades CTO - Airport Administration	(400)	(67)	0	0	0	-100%	-67
Gain on Sale of Asset - Plant: Airport - Airport Administration	0	0	0	0	0		0
Operating Grants Subsidies & Contributions - Government Grants - Airport Administration	0	0	0	0	0		0
<b>Funding</b>							
Capital Expenditure - Repayment of Debentures - Loan Principal Payments : Airport Housing (131) - Airport Administration	(44)	(7)	0	0	0	-100%	-7
<b>Movement in Airport Reserve (Transfer Required from the Airport Reserve)</b>							
Airport Reserve Opening Balance 1 July 2015	20,874		20,874				
<b>Airport Reserve Forecast Closing Balance 30 June 2016</b>	<b>12,459</b>	<b>(1,403)</b>	<b>574</b>				

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## 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 for final review. In addition, Cardno has finalised the verge landscaping concept based on the allowable plant species for final review. Once reviewed this package will be ready to handover to the Airport.

Shade structure install will commence 16<sup>th</sup> September 2015, installers will make sure area is secure, with safety fencing in place to minimise impact to passengers.

### 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 September 2015 and works will continue for a period of 10 weeks.

### Access Control

A request for quote has been sent out for the design of an Access Control and CCTV system which will be inserted into an install Tender. RFQ is due back 31<sup>st</sup> August which will then need to be reviewed in liaison with IT and Airport.

## 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*

No reported incidents in the period

*Security*

One reported incident of car being tampered with in hire car overflow parking areas over long weekend.

**ATTACHMENTS**

1. Capital Infrastructure Projects September 2015

31 August 2015

**ATTACHMENT 1 TO ITEM 11.1.1**

## Capital Infrastructure Projects August 2015

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 install due to start 16<sup>th</sup> September 2015</li> <li>- Design and Construct of New Toilet Block at International Arrivals RFT 14/15 due 11<sup>th</sup> September</li> </ul>	<ul style="list-style-type: none"> <li>- Shade structure implementation time table based on when approvals have been processed. Estimated completion October 2015.</li> <li>- RFT 14/15 Estimated completion end of December 2015</li> </ul> <p>These projects to e completed by the Town</p>
<b>Car park/ground transport reconfiguration</b>	<ul style="list-style-type: none"> <li>- Civil Design package has been completed and undergoing final review</li> <li>- Landscape concept designs are completed and undergoing final review</li> </ul>	<p>Implementation timeframes will be established with the airport lessee company.</p> <p>This project will be completed by the Airport Lessee Company</p>
<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>	<p>All work expected to be completed and commissioned by November 2015.</p> <p>This project to be completed by the Town</p>
<b>Perimeter fence security upgrade</b>	<ul style="list-style-type: none"> <li>- RFT 02/15 Security Boundary Fencing has been awarded to Southern Wire.</li> <li>- All approvals have been received.</li> <li>- Due to start on site 14<sup>th</sup> September 2015</li> </ul>	<p>Implementation timeframes are as follow:</p> <ul style="list-style-type: none"> <li>→ Approvals by end of August</li> <li>→ Construction of fence and gates to start on site 14<sup>th</sup> September 2015</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, April 2016 after OTS approval time of 60 days</li> </ul> <p>This project to be completed by the Town</p>
<b>Security access and CCTV upgrade</b>	<ul style="list-style-type: none"> <li>- RFQ has been sent to prepare design and scope of works to be</li> </ul>	<p>Implementation timeframes are as follows:</p>

	<p>inserted into tender documentation.</p> <ul style="list-style-type: none"> <li>- Review of design to be done by IT and Airport prior preparing Tender</li> </ul>	<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> <p>This project to be completed by the Town</p>
<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> <p>This project will be reviewed by the Airport Lessee Company</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> <p>This project to be completed by the Town</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> <p>This project will be completed by the Airport Lessee Company</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> <p>This project will be completed by the Airport Lessee Company</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**

**AC201516/011 AIRPORT COMMITTEE DECISION**

**MOVED: MAYOR HOWLETT**

**SECONDED: MR PAWLENKO**

**That the Airport Committee recommend that Council change the October Airport Committee meeting from Wednesday 7 October 2015 to Thursday 8 October 2015 at 12.30pm in Council Chambers.**

***CARRIED 7/0***

**AC201516/012 AIRPORT COMMITTEE DECISION**

**MOVED: MAYOR HOWLETT**

**SECONDED: MR PAWLENKO**

**That the Airport Committee approve the following leave of absence:**

- **Councillor Butson – 8 October 2015**

***CARRIED 7/0***

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

Nil

**ITEM 17 CLOSURE**

- 17.1 Date of Next Meeting**

The next Airport Committee Meeting of Council will be held on Thursday 8 October 2015 at 12:30pm.

**17.2 Closure**

There being no further business, the Presiding Member declared the meeting closed at 1:06pm.