



**AIRPORT USERS FOCUS GROUP COMMITTEE
MINUTES**

for the meeting to be held from Wednesday, 02 February 2011
in the Albany Airport Conference Room

Document Ref: AM /CS.MEE.3

Terms of Reference:

To review, monitor and provide strategic feedback on the Airport Business Plan and Masterplan.

1. ATTENDANCES

Chair

D Wolfe

Mayor

M Evans, JP

Committee members:

Bureau of Meteorology

J Balhorn

Albany Aero Club

P Aspinal

Albany Aero Club

M Crawshaw

Avis Albany

L Jeffers

Budget Albany

G Vander Ross

Hertz Albany

S Cooper

Runway Cafe

J Daniel

RAAF Pearce

J Woods

Albany Airport Services

S & A Johnson

Albany Aviation

I Williams

Rainbow Coast Flying School

R Burnett

Great Southern Aviation

J Biser

Joyce Air Albany

L Joyce

Rainbow Aircraft Maintenance

H Wight

Sporting Amateur Aircraft Assoc Chapter 13 Albany

J Lacerenca

N Stoney

Staff:

Executive Manager of Corporate and Community Services

D Schober

Senior Airport Reporting officer

D Walker

Minutes Secretary

D Walker

Public Gallery and Media:

Apologies/Leave of Absence:

J Lacerenca

L Joyce

N Stoney

M Evans

M Crawshaw

2. CONFIRMATION OF MINUTES OF PREVIOUS MEETING

ITEM 2.0 – COMMITTEE RECOMMENDATION

MOVED: Peter Aspinal
SECONDED: Ian Williams

The minutes of the Albany Airport User Group Committee meeting held on 4 October 2010, as previously distributed, be confirmed as a true and accurate record of proceedings.

MOTION CARRIED

3. DISCLOSURE OF INTEREST

NIL

4. ITEMS FOR DISCUSSION

- 4.1 Peter Aspinall and Ralph Burnett both stated that crumbling of the taxiway surface of fine blue metal dust is causing damage to the back of aircrafts propellers. It is causing chips in the propellers that cannot be filed out and can affect aircraft performance and reduces the efficiency of the propeller.

Deb Walker to attach letters from Rainbow Aircraft Maintenance and Peter Aspinalls letter to City of Albany CEO

ITEM 4.1 COMMITTEE RECOMMENDATION

A fog seal applied to Taxiway Charlie, Delta and Echo at the width of 3 meters on the centreline. These works are to be carried out as soon as possible.

MOTION CARRIED

- 4.2 Deb Walker presented relevant items to the Annual Technical Inspection and will establish a spreadsheet of items recommended from the inspection and attach to these minutes.

ITEM 4.2 COMMITTEE RECOMMENDATION

The committee endorse the recommendation resulting from the Annual Technical Inspection performed on 10th January 2011 stating application of a fog or sand seal to Runway 05/23 to halt stone loss and prolong the life of the seal

MOTION CARRIED

- 4.3 David Schober stated that the City of Albany Airport planning has been undergoing improvements and hence the high importance of establishing a solid path in the form of a Masterplan to enable future development.

ITEM 4.3 COMMITTEE RECOMMENDATION

Secure funding to review and amend existing 2002 Masterplan for the purpose of providing a guideline for future development at Albany Airport.

MOTION CARRIED

- 4.4 Deb Walker informed committee of bi-daily inspection procedures for RWY 05/23 and read Kevin Ketterers email (attached) in response the item questioning the integrity of RWY 05/23. David Schober stated an independent engineer has assessed the RWY area in question and confirmed that the action taken has been correct.
- 4.5 Steven Johnson confirmed Skywest parking issue had been overlooked by staff members and has been resolved.
- 4.6 Peter Aspinal expressed concern that when it rains and the water lays around the hangar area there is definitely a element of humidity inside the hangars.

Ralph Burnett stated that every hangar tenant had the right to have their block remain above water level and again it was lack of planning causing the collective group of hangars built so close together adding to the problem. The large amount of tree litter does not help the situation as what drains are available are blocked. The safety of electricity in this area to hangars is also a concern.

ITEM 4.6 COMMITTEE RECOMMENDATION

Request Works and Services of City of Albany to open, clean and establish drainage in the short term period of the next 2-3 months. The removal of trees in drain area to prevent litter contributing to the blockage of the drains.

Establish a long term drainage plan in the Masterplan which incorporates a drainage plan and maintenance schedule.

MOTION CARRIED

- 4.7 David Schober suggested this committee be reformed as an Advisory committee to enable members to give their experience and technical knowledge as recommendations to Council. It is critical that the members of this committee view and comment on the Masterplan whilst it is in draft form and to be involved in the process completely even if that means that this committee has to meet frequently to allow this to happen.
- 4.8 Ralph Burnett stated there was a decline in hangar applicants when in the past there had been a waiting list. He agrees with an increase in hangar leases but asked:
 - Why is the process complicated?
 - Why does the City of Albany need a bank guarantee for a simple hangar lease?
 - Who values the site?
 - Why isn't the valuation costs fixed into the total instead of a cost to the tenant?

He formally requests a response from the City of Albany.

Ralph tabled a letter that is attached.

David Schober suggested that a strata arrangement may be a possible option. A lengthy discussion was held regarding the method of valuation and survey of the hangar leases but no recommendation was formulated.

AGENDA ITEM 1.1.5 REFERS

- 4.9** Ian Williams updated committee of status of his hangar proposal. Council rejected his application on the basis of the uncertainty of Skywest/Qantas tender for a two airline route and the implementation of the Whitepaper and what these two issues mean to the Albany Airport. Ian stated he is still keen to see the project succeed but cannot wait for Council. It would succeed if there was a Masterplan in place because everybody at the Airport knows the Terminal cannot expand to the north due to fuel lines and fuel tanks of Air BP.

David Schober repeated that this is a prime example why this committee needs to help drive the Masterplan so that Councillors will be better informed.

Peter Aspinall suggested that the Masterplan be planned in phases to enable funding and completion of works. Peter Aspinall asked if last Masterplan was adopted by Council.

David Schober replied that Council is not aware of an existing Masterplan and has no forward planning for financial expenditure or financial elements for Albany Airport. Currently the Airport reserve account had the balance of \$1 million.

Des Wolfe responded that he thought a Masterplan was developed in 2001.

Ian Williams voiced his disappointment that Councillors had no documentation on the table of his proposal at the Council meeting and that Councillors were not appropriately informed. The presentation to council was not presented adequately. He asked should we be worried how council perceive the Airport.

David Schober answered yes and suggested a briefing meeting with Council with support for this group.

John Woods commented that to enable RAAF to do their job professionally where do they operate when deploying with students to Albany Airport? Masterplan could address this issue. He also stated that the Instrument Landing System (ILS) is imperative to RAAF operations.

David Schober informed the group that the ILS contract was in dispute with the contractor due to a failure of service if the contractor cannot provide software to update an ageing monitoring system.

- 4.10** Steve Johnson stated that websites are not rocket science and why wait for IT to update and suggested an external Airport website with links to City of Albany website.

ITEM 4.10 COMMITTEE RECOMMENDATION

Establish a comprehensive and interactive website representing all parties at the Albany Airport for the benefit of the aviation industry and visitors to Albany as soon as possible.

**Moved: Steve Johnson
Seconded: Ralph Burnett**

- 4.11** Deb Walker informed that the fans for the Terminal were ordered and will be installed as soon as they arrive.
- 4.12** Throughout the meeting it was agreed by all that issues concerning the group have not changed for an extended period of time and that collectively the group would put forward recommendations put forward within these minutes.

5. CORRESPONDENCE IN & OUT

NIL

6. ITEMS TO BE DISCUSSED AT NEXT MEETING

7. DATE OF NEXT MEETING

As required.

8. CLOSURE OF MEETING

There being no further business to discuss, the meeting closed at 11.39am.

CONFIRMED: CHAIRPERSON _____ **DATE:** ____/____/____