



**AIRPORT USERS FOCUS COMMITTEE MEETING
MINUTES**

for the meeting to be held from 09.00am to 10.30am on Friday 17 June 2011
in the Albany Airport Conference Room

Document Ref: AM1118880/CS.MEE.3

Terms of Reference:

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

1. ATTENDANCES:

**Chair
Mayor**

D Wolfe
M Evans, JP

Community Members:

Jason Balhorn BOM Albany
Peter Aspinall
Mike Crawshaw & Liz Jeffers
Gerry Vander Ros
Sally Cooper
Jacqui Daniel
John Woods
Steve Johnson (Deputy Chairperson)
Ian Williams
Ralph Burnett
Julie Biser
Lindsay Joyce
Hamish Wight
Joe Lacerenza

BOM Albany
Albany Aero Club
Avis Albany
Budget Albany
Hertz Albany
Runway Café
RAAF Pearce
Skywest Albany
Albany Aviation
Rainbow Coast Flying School
Great Southern Aviation
Joyce Air Albany
Rainbow Aircraft Maintenance
Sporting Amateur Aircraft Assoc

Staff:

Linda Hill
Deborah Walker
Tanya Catherall

Community Services Leader
Senior Reporting Officer
Property Officer

Guest:

Tanya Catherall
Pam Wignall

City of Albany Property Officer
City of Albany Acting Executive Director
Corporate Services

EMT Member Responsible for Committee:	
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Apologies

John Wood
Ian Williams
J Daniels
M Crawshaw
L Jeffers
G Vander Ross
J Biser

2. CONFIRMATION OF MINUTES OF PREVIOUS MEETING

ITEM 2.0 - COMMITTEE RECOMMENDATION

MOVED: S Johnson
SECONDED: P Aspinall

The minutes of the Airport Users Focus Committee meeting held on 2 February 2011, be confirmed as a true and accurate record of proceedings.

Carried

3. DISCLOSURE OF INTEREST

Nil

4. ITEMS FOR DISCUSSION

4.1 Business Arising From Previous Minutes

Deb Walker to attach both RAAF emails to minutes highlighting RAAF operational intentions and an expression of interest to use old BOM facilities for training.

Steve Johnson questioned outcomes from Committee Recommendations from previous minutes.

4.1 Pam Wignall confirmed budget allocation for the fog seal of Taxiway's C,D and E waiting for Council approval for 2011/12 FY

4.2 Pam Wignall and Deb Walker identified items in the Annual Technical Inspection (ATI) with a high priority have been included within the 2011/12 budget allocation. Waiting for approval from Council after the budget is adopted in July 2011.

4.3 Linda Hill to discuss later as recommendation is also an agenda item for today's meeting but confirms Security upgrade is driving Masterplan.

4.4 Drainage at Hangar area has had a temporary clean by backhoe with additional inspection from COA Engineer Austin Rogers and budget allocation in 2011/12 FY

4.5 Website Linda Hill to reply to committee with a definitive timeframe and review process.

4.2 Hangar Leases

Response from City's Property Officer, Tanya Catherall to Committee with regards to Ralph Burnett's submission relating to standard hangar site lease agreement matters, arising from last meeting.

Ralph Burnett is pleased with the City's response and as Hangar Lessee representative agreed with the proposed amendments. Ralph did seek further clarification on the City of Albany proposed common area plan.

After discussion, it was agreed that Ralph Burnett would consult with Tenants regarding the proposed common areas plan and provide advice back to the Committee either seeking amendment or advising agreement to the plan.

Tanya Catherall advised it is anticipated common area costs for 2011/12 may be in the vicinity of \$50 per tenant. This amount will be reimbursed from Tenants.

All other agreed amendments will be incorporated in the standard hangar site lease agreement.

ITEM 4.2 COMMITTEE RECOMMENDATIONS

MOVED: M Evans
SECONDED: S Johnson

Hangar Lessee submission is required to the Committee with regards to the City of Albany proposed common area plan advising amendment or agreement to the plan.

All other proposed amendments were agreed and will be incorporated in the standard hangar site lease agreement.

CARRIED 19/0

4.3 Website update

Linda Hill will respond at next meeting of this committee with a firmer timeframe for completion of the Albany Airport community website.

4.4 Aviation Transport Security

Linda Hill to address group and security updates required at Albany Airport as per amended Aviation Transport Security Act 2005

Linda Hill presented committee with copy of item presented to a Ordinary Council Briefing 17/5/2011 document outlining the proposed security upgrade at Albany Airport and associated costs. A comprehensive and descriptive discussion proceeded outlining the total extent of compliance by July 2012 for Albany Airport to become a screened airport.

Steve Johnson concerned ordering of screening equipment had not commenced and therefore compliance would not be achieved and would interrupt operations at Albany Airport because an extension was not guaranteed from his previous experience in such circumstances and government departments within the aviation industry.

Linda Hill assured that all genuine intent was exercised within this project to comply with security regulations.

Peter Aspinal requested perusal of the Terms of reference and scope of the tender document for the project. Linda will follow-up Peter at a later date with reply.

4.5 RAAF Jack Daniels email with RAAF future intentions at Albany Airport.

RAAF email from John Wood outline expression of interest of use by RAAF of old BOM site when vacation to new BOM site occurs.

Ralph Burnett stated that BOM area to facilitate general aviation community would be ideal to separate GA and commercial operations.

AGENDA ITEM 1.1.2 REFERS

Jason Balhorn stated that the completion for the new BOM site was anticipated to be July 2011 with handover of the building in August 2011. The instruments located on the aerodrome were to stay in place at old site for a period between 2-5 years.

Tanya confirmed a new lease exists for BOM and a clearance zone for remaining instruments. The current building (old BOM site) is in need of work and repairs before a future lease would be considered.

4.6 Drainage update

No further discussion necessary.

5. GENERAL BUSINESS

Steve Johnson announced extra flights by Skywest will commence 4th July 2011 to include Busselton en-route to Perth twice weekly.

6. ITEMS TO BE DISCUSSED AT NEXT MEETING

Linda Hill suggested a better understanding of Committees of Council for the Airport is undertaken and a review and proposal of a possible solution be presented by herself and Deb Walker at next meeting.

Milton Evans questioned if the Royal Flying Doctors Service should be considered as a member of this committee.

7. DATE OF NEXT MEETING

Monday 18 July 2011 from 9.00 am to 10.30 am at Albany Airport Conference Room

8. CLOSURE OF MEETING

There being no further business to discuss, the meeting closed at 10.35am

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