



**ALBANY AIRPORT FOCUS GROUP COMMITTEE
MINUTES**

for the meeting held 9.00 to 10.00 am Monday 18 July 2011
in the Albany Airport Conference Room

Document Ref: AM1119434 / CS.MEE.3

Terms of Reference: To review, monitor and provide strategic feedback on the Airport Business Plan and Masterplan.

1. ATTENDANCES:

**Chair
Mayor**

Des Wolfe
Milton Evans, JP

Community members :

Jason Balhorn
Peter Aspinall
Gerry Vander Ross
Steve Johnson (Deputy Chair)
Ralph Burnett
Hamish Wight
Joe Lacerenca

BOM Albany
Albany Aero Club
Budget Albany
Skywest Albany
Rainbow Coast Flying School
Rainbow Aircraft Maintenance
Sporting Amateur Aircraft Assoc

Staff:

Linda Hill
Deb Walker

Community Services Leader
Senior Airport Reporting Officer

Apologies/Leave of Absence:

John Wood
Ian Williams
Mayor Milton Evans
Lindsay Joyce
Jacqui Daniel
Sally Cooper
Julie Biser
Mike Crawshaw
Liz Jeffers

RAAF Pearce
Albany Aviation
City of Albany Mayor
Joyce Air Albany
Runway Cafe
Hertz Albany
Great Southern Aviation
AVIS Albany
AVIS Albany

Presiding Member:	
EMT Member Responsible for Committee:	

2. CONFIRMATION OF MINUTES OF PREVIOUS MEETING

ITEM 2.0 – COMMITTEE RECOMMENDATION

MOVED: S Johnson
SECONDED: P Aspinall

The minutes of the Albany Airport Users Focus Group Committee meeting held on 17th June 2011, previously distributed, be CONFIRMED as a true and accurate record of proceedings.

CARRIED 7/0

3. DISCLOSURE OF INTEREST

Nil

4. BUSINESS ARISING FROM PREVIOUS MINUTES

4.1 Recommendation 4.2 from 17 June meeting regarding proposed common area plan. Ralph Burnett tabled letter from hangar tenants and Julie Biser. Deb Walker requested an electronic copy of both letters.

4.2 Linda Hill presented a draft design of Albany Airport web page. Linda identified that the webpage will be a page on the City of Albany website devoted to the Airport and the services that are provided. Hyperlinks to individual businesses would be established. Committee will be asked to proof the text and nominate meta data. Once text approved, then page would loaded on City of Albany site and go live.

Linda confirmed that the web page would be a page on the City of Albany site NOT a separate website established for Albany Airport as previously identified (Item 4.10, 2 February 2011 meeting).

4.3 Royal Flying Doctors Service (RFDS) contacted by Deb Walker 4 July 2011. As of the time of this meeting no response was registered by RFDS.

4.4 Linda Hill identified that at present there were four airport committees. They are:

- Airport Safety Management System Committee
- Airport Transport Security Plan Committee
- Airport Emergency Committee
- Airport User Focus Group Committee.

Linda Hill noted that the security upgrade at Albany Airport and application for Screening Authority Licence will inform changes to the safety, security and emergency committee requirements. Additionally, in the context of a broader Council Committee governance review, it will be an opportunity to review Airport User Focus Group Committee with regard to the terms of reference and requirements of a committee of Council.

Peter Aspinall, Ralph Burnett and Joe Lacerenza felt the Airport User Focus Group Committee was a direct line back to council. Suggested changing title from 'Focus Group' to 'Advisory Committee'.

5. ITEMS FOR DISCUSSION

5.1 Progress of tender to upgrade security as legislated in amended Aviation Transport Security Act 2005. Linda distributed paper that was presented at Ordinary Council Meeting 17 May 2011 (Item 3.2) Albany Regional Security and Infrastructure Upgrade which provides an overview of the project.

AGENDA ITEM 1.1.2 REFERS

Linda informed group that Peter Aspinall had been invited to sit on panel to review the Tender applications. Tender advertisement had generated a lot of attention and will close 21 July 2011.

Hamish Wight enquired if an extension to the time line for implementation of the upgrade was possible. Linda Hill advised that compliance with federal legislation was driving the time line as well as the opportunity to take advantage of the current availability of state and federal funding.

Deb Walker informed the group that Albany Airport security and access arrangements would be heavily scrutinized by the Office of Transport Security. This will impact on current security arrangements including vehicle access and monitoring with greater vigilance regarding access cards.

5.2 Runway 05/23 Blistering

Deb Walker stated blistering is worse than ever in a confined area and have had to close Runway 05/23 due to the severity and rapid reoccurrence of the blisters.

Discussed options and agreed that best course of action was to reinstate a displaced threshold (undertaken by aerodrome technical consultant) to ensure runway remains serviceable to aircraft. Deb Walker to organise as soon as possible.

Consideration would be given to allow spacing between serviceability cones for an aircraft to pass should an overshoot incident occur by a pilot. Deb appreciated the pilots request and stated that Airport staff have a responsibility to perform actions and carry out maintenance in accordance with the Manual of Standards 139 in line with the Civil Aviation Safety Regulations.

5.3 Vehicle safety on Albany Highway.

Ralph Burnett raised the high risk of an accident and several near misses experienced on the portion of Albany Highway outside entrance and exit to Albany Airport. It is dimly lit with traffic marking that some find confusing.

ITEM 5.3 MOTION

MOVED: P Aspinall
SECONDED: R Burnett

Invite Main Roads Regional Engineer and Malcolm Mallaby to the next AUFGC meeting scheduled for 2 September 2011.

CARRIED 7/0

5.4 Jason Balhorn of Bureau of Meteorology (BOM) informed group that the BOM would need to co-exist in both sites until October 2011 or even later (12 months) depending on availability of new radar.

Ralph Burnett was concerned that this would hold up progress with the establishment of new hangars and the City of Albany might need to consider amalgamating more sites and using common areas as future hangar sites.

Jason Balhorn has no objection to a new hangar being built on existing BOM site.

Linda Hill advised that this would be considered in the review of the Masterplan.

6. CORRESPONDENCE IN & OUT

- *Letter Received Ralph Burnett and Julie Biser 18 July 2011*

- *Email sent to Royal Flying Doctor Service 24 June 2011 by Deb Walker*

7. ITEMS TO BE DISCUSSED AT NEXT MEETING

1. Main Roads Department re entrance and exit to Airport.
2. Confirmation of hanger common areas.
3. Des Wolfe and Linda Hill Committee of Council requirements.
4. Progress re Security Upgrade Project.

8. DATE OF NEXT MEETING

Friday 2 September 2011, 9am, Albany Airport Conference Room.

9. CLOSURE OF MEETING

Meeting closed at 10.37am.

Attachments:

- A. Ralph Burnett letter
- B. Julie Biser letter
- C. Paper for Council Meeting 17 May 2011 (Item 3.2): Albany Regional Security and Infrastructure Upgrade

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