Airport Advisory Committee Meeting Minutes

7 November 2016

Meeting chaired by: Cr David Lacey

Present: Cr Paul Bell AM, Cr Gail Nixon, David Voss, Peter Grigg, Michaela Lehman, Brandon Diplock, Jaymie Webster

Apologies: Michelle Webster, Gary Manson, David Hobbs

Minute Taker: Aimee Carson

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| 1    | Business Arising from Previous Minutes | Cr Bell advised that:  
- Followed up with Adani at the CHDC Investing in our Futures Conference and they said they were keen to attend a meeting.  
- GVK are interested in talking to us as well however was unable to make this meeting. They would more likely to be a long term customer, will fly into Barcaldine and Emerald and will bus in to on-site accommodation as there is no airport at Alpha.  
- It will be interesting to see what comes out of the Sustainable Resources Industries Act which goes through in December. This will have a determination about whether local employment is rolled into the new legislation.  
- LGAQ has established a community committee which will fit into the draft. The appointment of the committee was completed last week and consists of Mayor of Isaac as the chair, Cr Kelly Vea Vea and Cr Bell.  
- Need to start getting the Environmental Impact Studies back onto the governments agenda and to have community consultation. | • Aimee Carson to distribute tourism figures provided by Peter Grigg with minutes.  
• Please contact Peter Grigg for clarification of the details.  
• David Voss to follow up options for a self-service fuel pod. |
Peter Grigg advised that:
- Tourism industry is in a progressive stage that has seen a 25% increase to the Central Highlands area which has been reflected by local operators who have said that they have had a stronger season and strengthened by the amount of money invested into the Outback with Longreach and Winton.
- Local industry is worth $199M every year to the region specific to Central Highlands. Accommodation and food services $135M about 68% staying in our motels. Retail trade $11M but there is no breakdown of the retail trade figure. Happy to have a section on an agenda to go through the tourist information.
- Not a lot of details for the airport, airlines may be able to provide further details in relation to that.

Cr Bell advised the committee:
- There is some positive talk from a small operator in Rockhampton.
- At the CQ Regional Airport/Aerodrome Group meeting we discussed trying to get the Minister of Transport to attend our next meeting. Also trying to organise for the Minister to do the opening of the GP Super Clinic following the installation of 30Kw three phase solar panels on the roof of the Super Clinic which have been fully funded by Ergon to be paid over 15 years. The GP Super Clinic is the third trial site for Ergon. Would be good to try and get the East/West flights business case to discuss with Minister if we are able to organise this prior to his visit.

Aimee Carson provided a brief update to the committee in relation to the initial CQ Regional Airport Group East/West Working Group.

Cr Lacey asked whether there has been any discussions in relation to having a standalone self-serve fuel pod.

David Voss advised that he has spoken to Richard from Shell and has not received any feedback as yet which could be due to him leaving at the end of the month. Currently working through who is going to be taking over the contract. Shell are happy to continue the service but would need to look at having two refuellers instead of one which will increase their costs.
Commercial Precinct – Concept Planning

Michaela Lehman, Acting Manager Planning and Environment; Jaymie Webster, Principal Planner for Strategic Land Use and Brandon Diplock, Town Planner attended the meeting to present this item. The Emerald Airport Balance Land Study presented by the Development and Planning Team was distributed with the agenda and was discussed during this session.

Michaela Lehman discussed with the committee that:

- Was approached by Michelle Webster in relation to Item 3 from the previous meeting.
- Request was to have a look at some of the land use options for the balance area of the airport.
- Looked at current planning scheme to see if there is any strategic visioning outlined for the airport.
- Preparation and implementation of the Master Plan for the Airport included the strategic acquisition of land for compatible uses that would provide a buffer for nearby residential uses and a compatible transport hub related uses to include utilities, industrial and associated commercial uses such as freight and hire car facilities.
- That is where the study started and looked at what other studies have been completed. The Emerald Airport Master Plan also discussed some upgrades to the operational side of the airport.
- We looked at the short term boundaries of the balance land identified in figure 2 on page 5 of the report. These can change depending on what option airside is taken for the expansion of the runway.
- We completed a couple of case studies one being Wellcamp Airport Masterplan which was similar to Emerald and developed to service the agricultural sector.
- Consulted with Liz Alexander (Agribusiness Development Officer, Central Highlands Development Corporation) who was looking at the agriculture strategy for the whole region and during these conversations Liz realised that the airport had not been included in the strategy work she has completed to date.
- We spoke about what products might be considered appropriate for air freight being perishable high end boutique ie macadamia nuts, pre-packaged organic meat produce etc.

Brandon Diplock advised the committee:

- Main points picked up from case studies was the opportunities of the direct export of produce to Asia and the Middle East.
- Tried to align some opportunities for the balance land that incorporate freighting opportunities to airports like Wellcamp that could then be directly exported to the Asian markets which would open a lot of opportunities for the agriculture sector.

- Organise a meeting with Liz Alexander to discuss/partner with her in relation to the work she is currently working on prior to next meeting – Aimee Carson to arrange.
- Review of Airport Master Plan.
- Aimee Carson to distribute the “Looking for somewhere to land” document. Cr Lacey to provide the document for distribution.
• The other opportunities were around rental cars, bus depots, offices which would be more of a passenger driven facility.
• The study was a broad look at the area to see what could be a good use for the space and the opportunities associated with the planning scheme.
• There is a list at the end of the Emerald Airport Balance Land Study document that provides a list of land use opportunities that support the airport operations.

Discussions were then held in relation to:
• The acquisition of surrounding land.
• The age of the runway.
• The requirement to have larger aircraft to cater for the air freight option.
• Review of the master plan with a new scope if air freight is the direction to be investigated. The main issue that Liz Alexander is finding that there is not a lot of detail in relation to what farmers are growing and how/where they are sending produce due to the competitive nature of the agricultural business.
• Starting with two cabin style accommodation to allow people to fly in stay the night and then fly out eg Broken Hill Aero Club.
• Aircraft estate that has the runway and accommodation there.
• The category of Emerald airport and security requirements.
• Most airports regardless of location are looking at opportunities for the utilisation of the land they own.
• Motel conference centre.
• The community has been discussing the opportunities of flying products out of Emerald.
• Storage facility to allow for storage of boats, caravans, trailers and shipping containers for the community that do not want to store the items at their properties.
• Possibility of looking at a new site for the airport if looking at expanding the airstrip. Current site is surrounded by black soil. For example Yamala has better soil to support the life of the runway.

Steps moving forward:
• Meeting with Liz Alexander before the end of the year to provide her with what we are thinking and how it will fit in with the Agricultural Precinct. There will be a committee developed and it would be good for them to know about our ideas at that meeting. Then attend the next committee meeting.
• Review the Master Plan.
Cr Lacey and Cr Bell thanked Michaela, Brandon and Jaymie for the work they have done on the report.

3 Investigating Solar Options

Cr Lacey discussed that:
- Spoke to Heidi from Ergon, who was involved in the process for the GP Super Clinic, at the LGAQ conference and she said that they may be interested in doing a similar arrangement at the airport.
- Have sent the details of a contact from Mackay who provide solar options in the Central Highlands.

David Voss advised that:
- He met with Heidi two weeks ago in relation to some issues with power at the airport.
- Discussions were held with Peter Manning in relation to also including the Black Gully Treatment Plant.
- At the time of discussing solar options for the airport with Heidi also discussed the option of a potential shared power grid with the treatment plant site.
- Waiting to receive proposal and costing options from Ergon.
- Haven’t contacted the company in Mackay as yet but will endeavour to contact them.

Peter Grigg suggested that David Voss contacts the Airport Manager at Alice Springs as the whole undercover car parking is covered with solar panels which feeds back into the airport.

Cr Lacey discussed that if there was an undercover parking option at Emerald airport he would pay the extra money to do so.

The topic of parking started a discussion in relation to the current issue David Voss and the airport staff have uncovered in the last few weeks with people evading paying the car parking fees which is a loss in revenue. David Voss advised the committee that he is currently investigating options to prevent this from happening. Additional signage will be installed this week.

Discussions of solutions included:
- Double boom gates;
- Additional security guards;
- Communication in newspaper;
- Full time parking officer; and
- Development of local laws around parking.

- David Voss to contact the company from Mackay in relation to solar options.
Cr Lacey asked to be kept in the loop in relation to this topic.

|   | End of Year Results | The 2015/2016 end of year financial results were distributed with the agenda. David Voss advised the committee:  
  - Passenger numbers down 6% from last year.  
  - Overall revenue down $500,000 from last year. To counteract this, have completed a review of the electrical tariffs which will provide significant savings and have provided additional car parks to a couple of the car hire companies which should assist this financial year with improving the revenue stream.  
  - It was noted that there was $7.1M in the Airport Reserve.  
  - Qantas have removed 10 flights from their schedule for the month of November, not sure if it will be on an ongoing basis. There may be an additional 3 removed in December.  
  - There seems to be a change in passenger preference from Qantas to Virgin Australia. |
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| 5 | Manager Airport – Operational Update | David Voss provided his update as follows:  
  **Annual Technical Inspection**  
  - Internal assessment on infrastructure which is a CASA requirement.  
  - Report is due back in December.  
  - Initial exit meeting with the auditors was positive they did not see anything that concerned them.  
  **OTS Audit**  
  - Final report from the Office of Transport Security Audit.  
  - There were no non-conformances which is very pleasing.  
  - There were four observations in total, two have already been mitigated and currently working on mitigating the other two.  
  **Capital Works**  
  **Runway Enrichment Project**  
  - The tender closes on 30 November 2016.  
  - The evaluation process will start in December.  
  - Potential tenderers completed an onsite visit late October.  
  - Due to the timing the project will not commence until mid to late March 2017. |
• It is proposed that the required works will be carried out at night and on weekends.

Gregory Highway Project
• Works are continuing, probably about 2 weeks behind schedule.

General Aviation Area
• In relation to the mitigation of the issues in the GA area, have been working with Paul Martin from GHD.
• Been provided with three designs to rectify the area.

Advanced Aviation – Hangar
• Most assets are gone due to the first auction.
• There are still three aircraft, currently available for viewing online, auction 21 November 2016, removal of aircraft 28 November 2016.
• Will then be able to start doing some work on the buildings.

Defence Force
• Australian and US Defence Force were at the airport recently.
• Potential for June/July next year to have Black Hawks and other airport friendly aircraft here and possibly 70 rooms for accommodation.
• Have spoken to Scott Waters Manager Airport Rockhampton and let him know that Emerald airport is happy to assist where possible.

Christmas Event for Airport Users
• Invitation was sent for the end of year BBQ.
• There were 60 attendees last year.
• Proposing to cater for 45-50 this year.

6 General Business
Peter Grigg advised:
• There was a tourist group from the Rotary Club that came to Emerald recently. They were flying from Tweed through to Townsville. Organised transfers and a trip out to the Gemfields. The word of mouth from this group may create additional people doing a similar trip.
• Was out at the Lake Maraboon Caravan Village there were 100 caravans. There was a company providing joy flights and they had reached their fortieth customer for the
The flights were going over the Dam and the Minervas. How can we organise a helicopter joy flight setup from the airport?

Cr Lacey advised that there are issues with public liability insurance and it is difficult to make money out of joy flights. It would need to be marketed correctly and have the ability to sell the experience.

| 7 | Next Meeting | Proposed date 6 February 2016 – confirmed. |