



DISTRICT COUNCIL OF GRANT MOUNT GAMBIER AIRPORT ADVISORY COMMITTEE

Agenda for a Meeting of the Committee to be held

On Thursday 17 May 2018
At Council Chambers, 324 Commercial Street West, Mount Gambier
Commencing 8.45am

OUR MISSION

**“To provide a range of services which meet
the environmental, social and economic
needs of our community.”**



NOTICE OF MEETING

Pursuant to Section 87 (4) of the Local Government Act 1999, notice is hereby given that the Meeting of the District Council of Grant Mount Gambier Airport Advisory Committee will be held on Thursday 17 May 2018 at the District Council of Grant Council Chambers.

Graeme Maxwell
ACTING CHIEF EXECUTIVE OFFICER

DISTRIBUTION LIST -

COMMITTEE MEMBERS

<i>Mayor Richard Sage</i>	<i>Ex Officio</i>
<i>Cr Brian Collins</i>	<i>Council Member</i>
<i>Cr Bruce Bain</i>	<i>Council Member</i>
<i>Cr Alan Hill</i>	<i>Council Member</i>
<i>Cr Julie Reis</i>	<i>Council Member</i>
<i>Cr Shirley Little</i>	<i>Council Member</i>
<i>Mr David Herbert</i>	<i>Mount Gambier Aero Club (Presiding Member)</i>
<i>Cr Des Mutton</i>	<i>City of Mount Gambier Council Member</i>
<i>Mr Nick Styles</i>	<i>REX Airlines</i>
<i>Mr Michael Brooksby</i>	<i>Mount Gambier Airport Services Pty Ltd (Observer)</i>

COUNCIL OFFICERS

<i>Mr Graeme Maxwell</i>	<i>Acting Chief Executive Officer</i>
<i>Mrs Jane Fetherstonhaugh</i>	<i>Deputy Chief Executive Officer</i>
<i>Mr Ian Fritsch</i>	<i>Airport Manager</i>
<i>Mr Adam Branford</i>	<i>Airport Compliance Officer</i>

ORDER OF BUSINESS

- 1. OPENING & WELCOME**
- 2. ATTENDANCE**
- 3. APOLOGIES FOR ABSENCE**
- 4. CONFIRMATION OF MINUTES OF PREVIOUS MEETING**
 - 4.1 Committee Meeting held Thursday 14 December 2017**
- 5. REPORTS FROM OFFICERS**
 - 5.1 Review of Mount Gambier Airport Advisory Committee Terms of Reference**
 - 5.2 Airport Manager's Report**
 - 5.3 Financial Report - Mount Gambier Airport Advisory Committee**
- 6. CONFIDENTIAL ITEMS**
- 7. BUSINESS WITHOUT NOTICE**
- 8. NEXT MEETING**
- 9. CLOSURE**

1. OPENING & WELCOME

2. ATTENDANCE

3. APOLOGIES FOR ABSENCE

4. CONFIRMATION OF MINUTES OF PREVIOUS MEETING

4.1 Committee Meeting held Thursday 14 December 2017

Recommendation:

Moved _____ that the minutes of the District Council of Grant Mount Gambier Airport Advisory Committee meeting held Thursday 14 December 2017 be taken as read and confirmed as a true and accurate record of the proceedings of that meeting.

Seconded _____

5. REPORTS FROM OFFICERS

5.1 Review of Mount Gambier Airport Advisory Committee Terms of Reference

DATE:	17 May 2018
AUTHOR:	Graeme Maxwell, Acting Chief Executive Officer
RESPONSIBLE OFFICER:	Graeme Maxwell, Acting Chief Executive Officer
APPLICANT/PROPONENT:	Nil
DISCLOSURE OF INTEREST:	Nil
PREVIOUS MEETING	5 October 2016
REFERENCES:	Nil
FILE NO:	16.14.1/1
ATTACHMENTS:	Airport Advisory Committee Terms of Reference
IN CONFIDENCE:	No

PURPOSE OF REPORT:

To seek the Committees' suggestions for any amendments to the Terms of Reference for the Mount Gambier Airport Advisory Committee.

COMMENT:

The Terms of Reference for the Airport were due for review in December 2017. Any amendments to the Terms of Reference will be required to be endorsed by Council.

POLICY REQUIREMENTS:

Mount Gambier Airport Advisory Committee Terms of Reference

LEGISLATIVE REQUIREMENTS:

Section 41 of the *Local Government Act 1999*

STRATEGIC IMPLICATIONS:

There are no known strategic implications related to this item.

FINANCIAL IMPLICATIONS:

Nil

CONSULTATION:

Management Team

STAFF RECOMMENDATION:

That the Mount Gambier Airport Advisory Committee, having reviewed the Terms of Reference for the Committee, recommend no amendments to the Committee's Terms of Reference.

5.2 Airport Manager's Report

DATE:	17 May 2018
AUTHOR:	Ian Fritsch – Airport Manager
RESPONSIBLE OFFICER:	Ian Fritsch – Airport Manager
APPLICANT/PROPONENT:	Nil
DISCLOSURE OF INTEREST:	Nil
PREVIOUS MEETING	14 December 2017
REFERENCES:	Nil
FILE NO:	16.14.1/1
ATTACHMENTS:	No
IN CONFIDENCE:	No

2017/2018 PASSENGERS AND MOVEMENTS

Month	Last Year	This Year	% Variation
Jul	6189	6549	5.8%
Aug	6824	7172	5.1%
Sept	6450	6927	7.4%
Oct	6614	6887	4.1%
Nov	7169	7577	5.7%
Dec	5907	6099	3.3%
Jan	4665	5453	16.9%
Feb	6298	6261	-0.6%
Mar	7608	7250	-4.7%
April	6108	6242	2.2%
May	7619		
June	6267		
27535-26077 Total	77084		

Passengers 16/17 for same period- 63,832
Passengers 17/18 Year to Date – 66,417 Var. +4.05%

Annual Technical Inspection

The annual Technical inspection was carried out 27th and 28th February 2018 by Aerodrome design with no items flagged for attention. Summary of the technical inspection below.

SUMMARY

Mount Gambier Aerodrome was found to be in very good condition, meeting all relevant CASA safety standards and with no items identified that may pose a hazard to aerodrome safety. From management through to ground maintenance, Mount Gambier Aerodrome sets an exceptionally high standard. The proactive approach taken to addressing items in the early stages ensures the aerodrome continues to operate smoothly and safely. This can be illustrated by for example (a) the successful trials and resultant reduction in lichen growth on sealed pavements, (b) early application of rubberised crack sealant on pavements to prevent water ingress, (c) continuous planning for facility improvement such as expansion for F100 aircraft parking and possible runway extension.

Mildura Airport Visit

Trevor Smart, Adam Branford and I had a visit to the Mildura airport and met with Bill Bourke CEO and Bill Chapman Ops Manager to have a firsthand look at 3 key areas of interest to DCG.

- Management structure which although vastly different from our requirements did highlight some common areas. There are certainly some different pathways to explore to reorganise and increase the effectiveness of the management committee.
- Terminal design and what they would change or do different in the future. Some of the information from this meeting has allowed us to further refine the design for our facility.
- The passenger and baggage screening operations. This was to ensure that if the Federal Government eventually mandates screening the terminal is able to cope with the minimum of alteration. This is something that is not possible in the current terminal.

Airport Upgrade

As of writing this report, we have not had any indication if we have been successful with our submission to the BBRF #2.

Following the Mildura visit, I have been refining the terminal design which was submitted in the BBRF application, still waiting for the costing alterations from the quantity surveyors with the adjusted design.

Carpark

The contract for the construction of the rental carpark has been awarded to Gambier Earth Movers and a condition of the State funding is that it has to be completed by the 30 June 2018, which they assure me it will be.

Federal Government Screening Announcement

The federal government announced in December 2017 that regional airports will be required to screen passengers and baggage, this announcement was reinforced in the 2018 budget papers.

No detail has been forthcoming as to the requirements and which airports will be involved. This will have large ramifications for a lot of regional airports.

POLICY REQUIREMENTS:

There are no known policy requirements related to this item.

LEGISLATIVE REQUIREMENTS:

There are no known legislative requirements related to this item.

STRATEGIC IMPLICATIONS:

There are no known strategic implications related to this item.

FINANCIAL IMPLICATIONS:

There are no known financial implications in relation to this item.

CONSULTATION:

Not required.

STAFF RECOMMENDATION:

That the Airport Manager's Report be accepted.

5.3 Financial Report - Mount Gambier Airport Advisory Committee

DATE:	17 May 2018
AUTHOR:	Eion Williamson, Senior Accountant
RESPONSIBLE OFFICER:	Jane Fetherstonhaugh, Deputy Chief Executive Officer
APPLICANT/PROPONENT:	Nil
DISCLOSURE OF INTEREST:	Nil
PREVIOUS MEETING	14 December 2017
REFERENCES:	Nil
FILE NO:	7.11.1/2
ATTACHMENTS:	Financial Report – April 2018; Draft Budget 2018-19
IN CONFIDENCE:	No

PURPOSE OF REPORT:

To inform the Mount Gambier Airport Advisory Committee of the financial accounts as at April 2018.

Inclusion of draft budget for 2018-2019.

COMMENT:

The following commentary gives an update of 2017-18 financial accounts, with a final budget review due this month.

Operating Income

Operating income is on budget, as received 83% of income to date.

Operating Expenditure

While this overall equates to 85% of actuals to date, no concern, as still within budget parameters:

- Employee Expenses on budget at 84%.
- Land and Building Maintenance tracking slightly over budget at 100% due mainly to Council Rates \$17k at start of period.
- Plant and Equipment on budget at 81% which includes extraordinary \$5.9k annual inspection/maintenance of fuel facility.
- Operational Expenses on budget at 79%.
- Depreciation on budget at 82%.

Capital Expenditure

- Expenditure on Renewals consists mainly of two ute changeovers (changeover of managers vehicle every 15,000 kms) and mower upgrade.
- Expenditure on new assets of \$133,854 is for the land purchase (realignment south).

Capital Income

- Income from Trade is trade-in is for (2 x) managers ute and mower.

The other report included is the 2018-19 Draft budget for Airport. This is set in line with the Airport Long Term Financial Plan.

Fourth page in, Statement of Comprehensive Income provides a budgeted operating statement, with a \$31,911 operating surplus.

Third page in, Capex provides \$34,097 of capital.

POLICY REQUIREMENTS:

There are no known policy requirements related to this item.

LEGISLATIVE REQUIREMENTS:

There are no known legislative requirements related to this item.

STRATEGIC IMPLICATIONS:

There are no known strategic implications related to this item.

FINANCIAL IMPLICATIONS:

Any over-allocations will be reviewed as part of Council's Budget Review.

CONSULTATION:

Airport Manager

STAFF RECOMMENDATION:

That:

1. *The Financial report for April 2018 for the Mount Gambier and District Airport, be received and noted.*
2. *The Draft Budget for 2018-2019 for the Mount Gambier and District Airport, be received and noted.*

6. CONFIDENTIAL ITEMS

7. BUSINESS WITHOUT NOTICE

8. NEXT MEETING

The next Mount Gambier and District Airport Advisory Committee Meeting is scheduled for Thursday 16 August 2018 at 8.45am.

9. CLOSURE