
**AIRPORT COMMITTEE
TO BE HELD IN MURRAY ROOM ON
WEDNESDAY, 27 AUGUST 2025 AT 5:00 PM**

- 1 Apologies
- 2 Confirmation of Minutes
- 3 Business Arising
- 4 Declarations of Interest
- 5 Items of Business
- CL01 p5 Operation of Vending Machines within Griffith Airport Terminal
- CL02 p8 Griffith Airport Signage
- CL03 p12 Responses to Questions Received Regarding Griffith Aerodrome Catchment Overland Flow Floodplain Risk Management Study and Plan
- 6 p14 Outstanding Action Report
- 7 General Business
- 8 Next Meeting

DISTRIBUTION LIST

Councillor Christine Stead (Chair), Councillor Tony O'Grady, Councillor Anne Napoli, Garry Harriman (Community Representative), Jason Gordon (Community Representative), Michael Borg (Community Representative), Peter Little (Community Representative), Robert Ryan (Community Representative), Roslyn Frawley (Community Representative)

Director Sustainable Development, Joe Rizzo; Urban Strategic Design & Major Projects Manager, Peter Badenhorst; Acting Airport Facility Coordinator, Luke Lasscock and Minute Secretary, Joanne Bollen

Quorum = 3

If you are unable to attend this meeting please notify the Minute Secretary prior to commencement of the meeting by email or by telephoning Council on 1300 176 077.

This Committee meeting may be attended remotely and recorded by audio or audio-visual means for administrative purposes. No other recording is permitted.

Acknowledgement of Country

Griffith City Council acknowledges the Wiradjuri people as the traditional owners and custodians of the land and waters, and their deep knowledge embedded within the Aboriginal community.

Council further pays respect to the local Wiradjuri Elders, past, present and those emerging, for whom we acknowledge have responsibilities for the continuation of cultural, spiritual and educational practices of the local Wiradjuri people.

**AIRPORT COMMITTEE
HELD IN THE MURRAY ROOM ON
WEDNESDAY, 4 JUNE 2025 COMMENCING AT 5:00 PM**

PRESENT

Councillor Christine Stead (Chair), Councillor Tony O'Grady, Councillor Anne Napoli, Garry Harriman (Community Representative), Jason Gordon (Community Representative) (ZOOM), Peter Little (Community Representative), Robert Ryan (Community Representative), Roslyn Frawley (Community Representative) (ZOOM), Michael Borg (Community Representative)

Quorum = 3

STAFF

Director Sustainable Development, Joe Rizzo, Airport Facility Coordinator, Graham Slingsby, Urban Strategic Design & Major Projects Manager, Peter Badenhorst, Governance Manager, Leanne Austin and Minute Secretary, Joanne Bollen

1 APOLOGIES

Nil

Peter Little arrived at 5:02 pm.

2 CONFIRMATION OF MINUTES

RECOMMENDED on the motion of Councillor Tony O'Grady and Roslyn Frawley that the minutes of the previous meeting held on 26 March 2025, having first been circulated amongst all members, be confirmed with an amendment that Councillor Anne Napoli was an apology, not present as listed.

3 BUSINESS ARISING

Nil

4 DECLARATIONS OF INTEREST

Pecuniary Interests

There were no pecuniary interests declared.

Significant Non-Pecuniary Interests

There were no significant non-pecuniary interests declared.

Less Than Significant Non-Pecuniary Interests

There were no significant non-pecuniary interests declared.

5 ITEMS OF BUSINESS

CL01 INDUCTION OF COMMITTEE MEMBERS - MANDATORY

Leanne Austin, Governance Manager, provided an overview of the Committee induction process which Committee members may access on Council's website. Committee members are required to read the Code of Conduct policy and procedures, Code of Meeting Practice policy, Statements to the Media Policy, Social Media Policy, Information Protection Principles and Child Safe policy. Committee members are also required to complete the online policy acknowledgment form. Explanation was provided in relation to the requirement to declare any Conflicts of Interest Committee members may have in their consideration of Committee matters.

Mrs Austin left the meeting the time being 5:14 pm.

CL02 ALLEGED IMPROPER LEASE USAGE

The Committee discussed an issue that a number of lease holders at the aerodrome are allegedly not using their hangar facilities for aviation purposes. This is not in accordance with the lessee's signed agreements.

RECOMMENDED on the motion of Michael Borg and Councillor Tony O'Grady that all lease holders at the Griffith Regional Aerodrome are to be formally reminded by Griffith City Council, in writing, of their obligations as outlined in the terms of their signed leases.

"That the Lessee will not without consent, use the premises otherwise than for the provision of hangars and parking of aircraft, the overhaul, maintenance, repair, manufacture and storage of aircraft, including aircraft engines, aircraft instruments, parts and spares and for the conduct of the business of aerial agricultural operations and the storage and supply of fuel and material associated therewith or for such other purposes as the Lessor may approve in writing."

The Committee requested a vote on the Recommendation be recorded in the Minutes.

For
Councillor Christine Stead
Councillor Tony O'Grady
Community Representative Jason Gordon
Community Representative Michael Borg
Community Representative Robert Ryan
Community Representative Roslyn Frawley

Against
Community Representative Garry Harriman
Community Representative Peter Little

CL03 AIRPORT MASTERPLAN

The Committee discussed the Airport Masterplan and requested a report on what has been achieved from the current Masterplan.

Airport drainage issues are to be included in a review of the Masterplan. The Committee requested further information be provided regarding airport drainage, the Aerodrome Overland Flow Flood Study recommendations and strategies implemented. The current Aerodrome Overland Flow Flood Study is to be emailed to Committee members and presented at the next meeting. These items were taken on notice.

Mr Borg left the meeting at 5:45 pm.

Peter Little raised some items for consideration when a new Masterplan is drafted for the Airport. They are outlined below:

- VHF Omnidirectional Range (VOR) was decommissioned years ago;
- Green belts are not compatible with airport operations and pose planning challenges;
- Did the security fence installed limit surrounding development options;
- Northern drainage is problematic and could pose safety risks to large aircraft;

Mr Little requested that original CASA and Griffith City Council documentation be reviewed to confirm whether any changes have breached initial conditions of transfer. This was taken on notice

Director Sustainable Development, Joe Rizzo advised that he will commence work on a scope for the new Airport Masterplan and will bring the document to the next meeting of the Airport Committee for discussion. Mr Rizzo requested that Committee members provide any suggested items to be added to the scope.

6 OUTSTANDING ACTION REPORT

The Outstanding Action Report was noted.

7 GENERAL BUSINESS

7.1 Airport Closure on Saturdays

Jason Gordon raised a query regarding potential Saturday closures of the airport. Council confirmed that there are no plans for regular Saturday closures. Any planned closures would usually coincide with long weekends or the Christmas/New Year period. Council will continue to provide advance notice to impacted businesses.

Graham Slingsby left the meeting at 6:44 pm and returned at 6:45 pm.

7.2 Questionnaire Tabled

Garry Harriman tabled a questionnaire that he had distributed to Airport/Aerodrome users regarding any input they have for the Committee. He advised that the response he received was minimal.

8 NEXT MEETING

The next meeting of the Airport Committee is to be held on Wednesday, 27 August 2025 at 5:00 pm. There being no further business the meeting terminated at 6:50 pm.

CLAUSE CL01**TITLE** Operation of Vending Machines within Griffith Airport Terminal**FROM** Amanda Vardanega, Corporate Property Officer & Native Title Coordinator**TRIM REF** 25/93441

SUMMARY

Council has received an inquiry from a community member regarding the potential installation of a fully automated coffee vending machine within the Griffith Airport Terminal.

They have observed regular passenger activity and identified a demand for a convenient, self-service coffee option. The proposed vending machine would offer staff, passengers and visitors to the terminal a quick and accessible option to purchase coffee, enhancing their overall experience during transit, and/or when visiting the terminal.

This proposal aligns with Council's ongoing efforts to improve amenities and customer experiences when visiting Council facilities.

Currently, within the terminal there is a refrigerated vending machine offering cold beverages and snacks. The addition of a coffee vending machine would complement existing services and provide a broader range of refreshment options for travellers and visitors alike.

RECOMMENDATION

- (a) Council to enter into an agreement with the Applicant for a period of 12 months, commencing 1 October 2025, with an option to renew for a further 12 months.**
- (b) The Applicant will be charged in accordance with Council's adopted Revenue Policy an Annual Fee together with an administration fee in relation to the preparation of the agreement.**
- (c) Council's General Manager and Mayor to execute the agreement.**

REPORT

This inquiry highlights a potential opportunity to enhance passenger and visitor experiences when attending at Griffith Airport Terminal.

The installation of a coffee vending machine would provide a convenient refreshment option for travellers, and visitors particularly during early morning or late evening flights when other services may be unavailable.

Operational considerations include identifying a suitable location within the terminal, ensuring access to power and water supply, establishing maintenance and servicing procedures and ensuring compliance with health and safety regulations.

The existing refrigerated vending machine has been located in the terminal for some time now. There does not appear to be a licence agreement in place for this arrangement, however the introduction of this vending machine was under previous Airport Coordinator direction.

Council may see this as an opportunity to investigate the introduction of a licence agreement pertaining to the lease of space within the terminal to a vending provider, and also align fees and charges as per Council's adopted Revenue Policy.

Currently Council's Revenue Policy states under :

'Terminal Lease Fee' – Vending Machine (per machine) \$278/machine.

[LINK TO STRATEGIC PLAN](#)

This item links to Council's Strategic Plan item 4.3 Provide and promote accessibility to services.

ATTACHMENTS

(a) Proposal [↓](#)

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Amanda Vardanega

From: Frank Zirilli <frank.zirilli@griffithairport.com.au>
Sent: Thursday, 17 July 2025 7:49 PM
To: GCC Admin Mailbox
Subject: Proposal for Installation of an Automatic Coffee Vending Machine at Griffith Airport

Dear General Manager,

I am writing to formally request the Council's approval to install an automatic coffee vending machine at Griffith Airport. I am willing to purchase and fully fund this machine, assuming all operational costs associated with its maintenance and servicing.

The proposed vending machine is a fully automated unit designed to dispense high-quality coffee with minimal maintenance. It requires no external preparation or mess, as it dispenses coffee with pre-measured doses of sugar and other additives, ensuring cleanliness and efficiency. The machine also features a plastic lid dispenser, enabling passengers to conveniently take their coffee on board or on the go.

In terms of specifications, the machine:

- Can brew a variety of coffee beverages, including espresso, cappuccino, flat white, Latte etc.
- It has a user-friendly touchscreen interface for quick and easy operation.
- Is equipped with a built-in grinder and high-quality brewing system to ensure fresh coffee for each cup.
- Includes a capacity for multiple beverage options and customizable settings.
- Has a compact footprint suitable for installation in high-traffic areas.
- Offers hygienic dispensing with options for hot water and milk frothing.
- Is energy-efficient and designed for reliable operation in busy environments.

During my frequent travels through Griffith Airport, I have observed numerous passengers expressing a desire for accessible coffee beverage facilities. I have also noticed many travellers entering the airport with coffee purchased from local vendors, indicating a potential demand for an on-site vending option that offers convenience and quick service.

I understand that the fees are subject to council.

I believe this initiative would greatly benefit travellers, especially during the winter months when demand for hot beverages increases. The installation of such a machine would provide a practical solution to enhance the passenger experience at the airport.

Please advise if you are happy to proceed with this proposal. I would also appreciate guidance on the next steps required to facilitate the installation and operation of the vending machine at Griffith Airport.

Thank you for considering my proposal. I look forward to your response and hope to contribute positively to the amenities available to travellers at Griffith Airport.

Yours sincerely,
Domenica Zirilli

CLAUSE **CL02**

TITLE **Griffith Airport Signage**

FROM **Joe Rizzo, Director Sustainable Development**

TRIM REF **25/97607**

SUMMARY

Council has received numerous complaints regarding the current car parking arrangements at the Griffith Regional Aerodrome. Complaints include lack of carparking availability for short term parking, pick up/drop off areas and signage visibility.

A review of the existing carpark signage has been conducted which has identified the implementation of amended/additional/new signs for pick up/drop off areas, No Parking, No Stopping, Taxi Zones and short-term 15 minute parking spaces to improve use of the facility. The improvements are to create short-term parking closer to the terminal and improve safety for both drivers and pedestrians.

RECOMMENDATION

The Committee approve the signage to be installed as shown in Attachment (a).

REPORT

Council has received complaints regarding the current car parking arrangements at the Griffith Regional Aerodrome which include a lack of carparking availability for short term parking, indistinct pick up/drop off areas and signage visibility.

Council will soon introduce a new paid Licence Plate Recognition (LPR) technology parking system at Griffith Regional Aerodrome to make parking fairer, safer and easier. Parking fees will be considered at a future Airport Committee Meeting and a fee structure recommended to Council for adoption. It is expected the new paid parking system will be operational by December 2025.

It is anticipated that the new paid parking system may alleviate long term parking for a number of vehicles that are parked at the facility. Regardless, a review of the existing carpark signage has identified the implementation of amended/additional/new signs for pick up/drop off areas, No Parking, No Stopping, Taxi Zones and short-term 15 minute parking spaces to improve use of the facility. The installation of the paid parking system will not require this signage to be altered.

This proposal aligns with Council's ongoing efforts to improve amenities and customer experiences when visiting Council facilities.

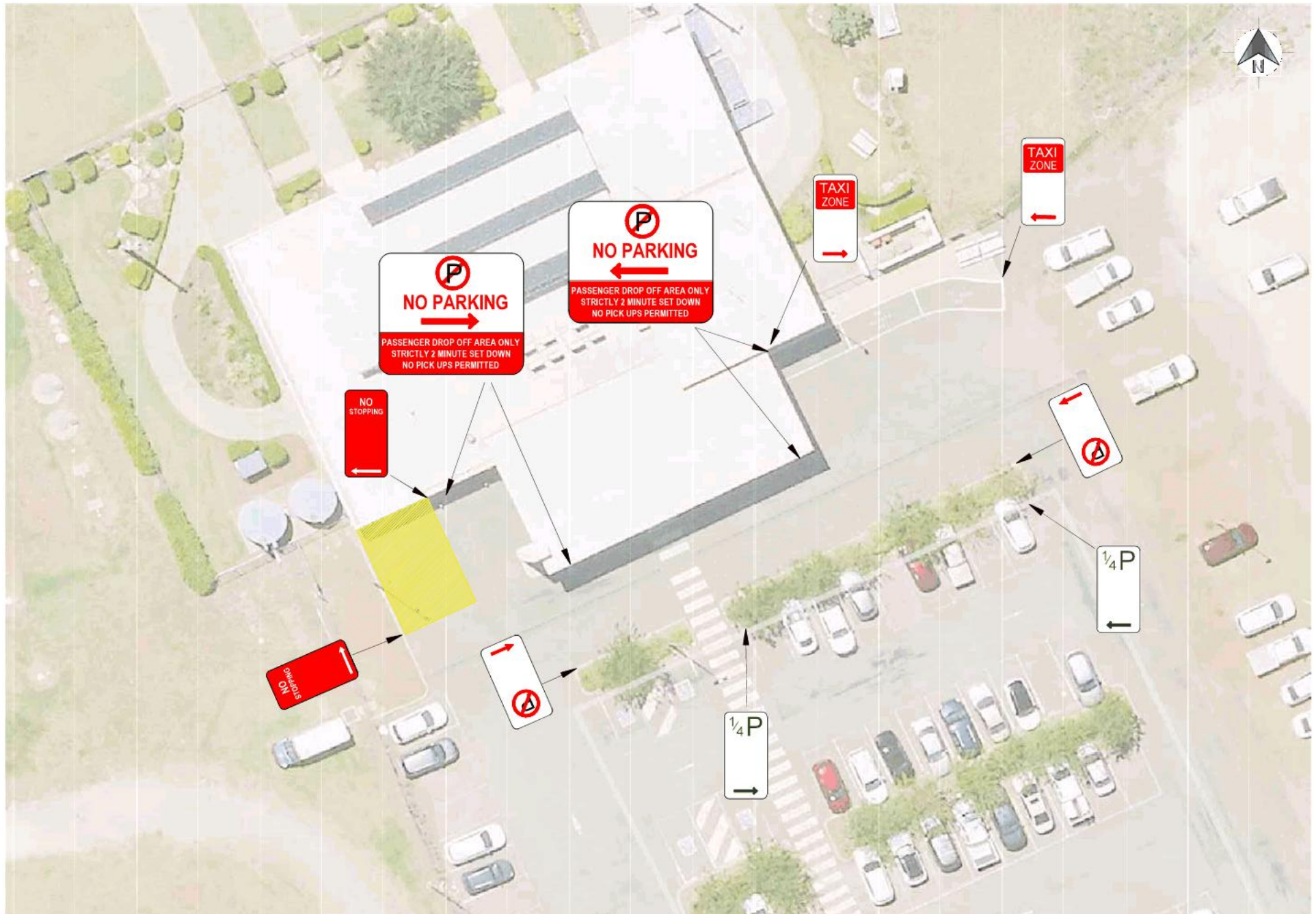
LINK TO STRATEGIC PLAN

This item links to Council's Strategic Plan item 4.3 Provide and promote accessibility to services.

ATTACHMENTS

(a) Griffith Airport Signage Design [↓](#)

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CLAUSE **CL03****TITLE** **Responses to Questions Received Regarding Griffith Aerodrome Catchment Overland Flow Floodplain Risk Management Study and Plan****FROM** **Joe Rizzo, Director Sustainable Development****TRIM REF** **25/97699**

SUMMARY

Questions regarding the Griffith Aerodrome Catchment Overland Flow Floodplain Risk Management Study and Plan were received from a Committee Member.

Director Sustainable Development, Joe Rizzo, has supplied responses below.

1. *Flood mitigation. Ref; 4.6.1*
 What criteria has the council implemented with regard to Upstream development and impact these have on Flow paths?

Council has an Onsite Detention Local Policy CS-CP-404 which outlines the requirements relating to developments and their ongoing management of onsite detention. Council staff ensure all developments comply with the policy. This ensures that any runoff from a development does not impact on surrounding and/or downstream systems. Page 20 of the Griffith Aerodrome Catchment Overland Flow Floodplain Risk Management Study and Plan states, "Note however that the OSD policy recently implemented will tend to deal with this issue satisfactorily" which reinforces the above comment.

2. *Scenarios Tested Ref; 5.3*

Scenarios evaluated were based on options to the flood model to determine whether any of the options would have an effect on the flood impact of the Aerodrome. Page 20 of the Griffith Aerodrome Catchment Overland Flow Floodplain Risk Management Study and Plan states, "These results indicate that none of the mitigation works has widespread positive impact on flooding and certainly that none of the works tested will substantially reduce the propensity for runway inundation".

3. *Proposed Development Controls Ref 7.2 point 4*
 What plans does the council have to ensure the landscaping, guttering and kerb works of the parking control system won't negatively impact flow paths and increase flooding at the airport?

Works associated with the paid parking control system will minimal above ground works such as concrete medians (which will only be constructed to a height of approx. 130mm in intermittent locations to channelise traffic flow through the terminal system) and the terminal machines. The figures shown in the Griffith Aerodrome Catchment Overland Flow Floodplain Risk Management Study and Plan from the flood modelling show that the location and height of this infrastructure will have little to no impact on the diversion of overland flow of water.

RECOMMENDATION

That the information be received.

ATTACHMENTS

Nil

TITLE Outstanding Action Report

TRIM REF 25/71660

RECOMMENDATION

The report be noted.

ATTACHMENTS

(a) Action Report - Airport Committee - 27 Aug 2025 [↓](#)

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Airport Committee Action Report				
Date of Meeting	Agenda Item	Action	Action Officer	Comment
26 March 2025	1 GENERAL BUSINESS 4.1 Airport Masterplan	The current version of the Masterplan will be emailed to Committee members for their review and the matter to be discussed at the next Committee meeting.	GO	23/05/2025: Report in Agenda for Committee meeting to be held 4 June 2025. 04/06/2025: Director Sustainable Development to commence work on scope for a new Airport Masterplan and bring to next Committee meeting.
26 March 2025	2 GENERAL BUSINESS 4.1 Leases and Leaseholders	Several items were raised regarding leases and leaseholders. The items were as follows: <ul style="list-style-type: none"> • Committee members expressed a preference for 5-year lease terms over 12-month leases. • The availability of leases was discussed, noting that there are currently no leases available, and concerns were raised about leases not being used for aviation purposes, such as hangars being used for storage. • Work Health and Safety (WH&S) issues at the hangars were highlighted. • The issue of off-lead dogs at the aerodrome was raised, with concerns about the risk to the public and potential Civil Aviation Safety Authority (CASA) compliance issues. 	AFC	23/05/2025: Report in Agenda for Committee meeting to be held 4 June 2025. 04/06/2025: Director Sustainable Development to obtain further information on lease terms.
	CC01 GRIFFITH AIRPORT PAID CARPARKING	RECOMMENDED on the motion of Councillor Tony O'Grady and Michael Borg that the licence plate recognition ticketless parking system with 3 lanes with the card only system be approved.	DSD/USD&MPM	04/06/2025: Staff obtaining quotes for parking system.

		<p>SMT COMMENT: The Griffith Airport Paid Parking Project has been workshopped with Councillors on several occasions. A workshop held Tuesday, 4 March 2025 requested that this item be referred to the Airport Committee for consideration and recommendation to Council.</p> <p>Should Council endorse to accept the recommendations in these minutes, inclusive of CC01 Griffith Airport Paid Carparking, staff will obtain updated quotations for the cost to implement the ticketless parking system. Options will also be investigated for the parking fees at the airport. A report will be presented to the next meeting of the Committee following the adoption of the 2025/26 budget. It is anticipated that this procurement process will be via public tender.</p>		
4 June 2025	ALLEGED IMPROPER LEASE USAGE	<p>RECOMMENDED on the motion of Michael Borg and Councillor Tony O'Grady that all lease holders at the Griffith Regional Aerodrome are to be formally reminded by Griffith City Council, in writing, of their obligations as outlined in the terms of their signed leases.</p> <p><i>"That the Lessee will not without consent, use the premises otherwise than for the provision of hangars and parking of aircraft, the overhaul, maintenance, repair, manufacture and storage of aircraft, including aircraft engines, aircraft instruments, parts and spares and for the conduct of the business of aerial agricultural operations and the storage and supply</i></p>	DSD/CPO	

		<i>of fuel and material associated therewith or for such other purposes as the Lessor may approve in writing."</i>		
4 June 2025	AIRPORT MASTERPLAN	The Committee requested further information be provided regarding airport drainage, the Aerodrome Overland Flow Flood Study recommendations and strategies implemented. The current Aerodrome Overland Flow Flood Study is to be emailed to Committee members and presented at the next meeting.	GO/DSD	20/08/2025: Griffith Aerodrome Catchment Flow Floodplain Risk Management Study and Plan were emailed to the Committee on 26 June 2025.