



MINUTES

AIRPORT COMMITTEE HELD IN MURRAY ROOM ON WEDNESDAY, 27 AUGUST 2025 COMMENCING AT 5:02 PM

PRESENT

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

Quorum = 3

STAFF

Director Sustainable Development, Joe Rizzo, Acting Airport Coordinator, Luke Lasscock, and Minute Secretary, Joanne Bollen

1 APOLOGIES

The Committee noted the apologies received from Councillor Anne Napoli and Urban Strategic Design & Major Projects Manager, Peter Badenhorst.

2 CONFIRMATION OF MINUTES

RECOMMENDED on the motion of Roslyn Frawley and Garry Harriman that the minutes of the previous meeting held on 4 June 2025, having first been circulated amongst all members, be confirmed.

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 less than significant non-pecuniary interests declared.

5 ITEMS OF BUSINESS

Councillor Tony O'Grady arrived at the meeting, the time being 5:08pm.

CL01 OPERATION OF VENDING MACHINES WITHIN GRIFFITH AIRPORT TERMINAL

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

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

RECOMMENDED on the motion of Michael Borg and Peter Little that:

- (a) Council 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.

SMT Comment: This arrangement will be on a 12 month trial basis. Should the vending coffee machine concept progress further to a permanent arrangement, an EOI process will be undertaken and reported back to Council.

CL02 GRIFFITH AIRPORT SIGNAGE

A review of 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.

RECOMMENDED on the motion of Michael Borg and Roslyn Frawley that the Committee approve the signage to be installed as shown in Attachment (a), with the option to check bus zoning and bus parking requirements and airport regulations.

CL03 RESPONSES TO QUESTIONS RECEIVED REGARDING GRIFFITH AERODROME CATCHMENT OVERLAND FLOW FLOODPLAIN RISK MANAGEMENT STUDY AND PLAN

Committee member, Roslyn Frawley, submitted questions regarding the Griffith Aerodrome Catchment Overland Flow Floodplain Risk Management Study and Plan.

Director Sustainable Development, Joe Rizzo provided responses in the Agenda.

He also informed the Committee that the recommendations from the Griffith Aerodrome Catchment Overland Flow Floodplain Risk Management Study and Plan would be incorporated into the scope of works for the Airport Masterplan for consideration.

RECOMMENDED on the motion of Peter Little and Roslyn Frawley that the information be received.

6 OUTSTANDING ACTION REPORT

Several items were addressed as outlined below:

2 GENERAL BUSINESS - 4.1 Leases and Leaseholders

Off Leash Dogs - The issue of off leash dogs is still on going and posing a safety risk. Mr Rizzo will follow up on the matter.

Improper Lease Usage – Letters were sent to all lease holders and to date no feedback has been received. The Committee asked if it is an option to do a hangar inspection prior to leases being renewed. Mr Rizzo will seek legal advice and bring a report back to the Committee.

WH&S – The Committee requested that a clause be included in lease agreements requiring signage on hose reels advising they are not intended for aviation use. Mr Rizzo to investigate and bring back to the Committee.

Councillor Tony O'Grady left the meeting, the time being 6:03pm.

CC01 GRIFFITH AIRPORT PAID CARPARKING

Tender has been awarded and report regarding fees will come to the Committee at a later date.

Jason Gordon left the meeting, the time being 6:17pm.

7 GENERAL BUSINESS

7.1 Introduction of Acting Airport Facility Coordinator

Mr Rizzo introduced Luke Lasscock, who is undertaking the role of Acting Airport Facility Coordinator.

7.2 Policies and Procedures for Emergency Services

A question in relation to procedures and policies for emergency services using the aerodrome was raised. Mr Rizzo will follow up with services regarding the procedures and protocols in place.

7.3 Airport Masterplan

If Committee members have any items to be included in the scope of works for the Airport Masterplan, please email them to Mr Rizzo.

8 NEXT MEETING

The next meeting of the Airport Committee is to be held on Wednesday, 26 November 2025 at 5:00pm.

There being no further business the meeting terminated at 6:39pm.