

**AIRPORT COMMITTEE
TO BE HELD IN THE MURRAY ROOM ON
WEDNESDAY, 3 DECEMBER 2025 AT 5:00 PM**

- 1 Apologies
- 2 Confirmation of Minutes
- 3 Business Arising
- 4 Declarations of Interest
- 5 Items of Business

- CL01 p4 Proposed Meeting Dates for 2026
- CL02 p6 Procedure for Submitting Items to the Committee Meeting Agenda
- CL03 p7 Griffith Regional Airport Ticketless Paid Parking Fees
- 6 p10 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.



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.

CLAUSE CL01

TITLE Proposed Meeting Dates for 2026

FROM Joanne Bollen, Governance Officer

TRIM REF 25/130986

SUMMARY

The proposed meeting dates for 2026 are:

- 25 February 2026
- 27 May 2026
- 26 August 2026
- 25 November 2026.

RECOMMENDATION

That the information be received.

ATTACHMENTS

Nil

CLAUSE CL02**TITLE** Procedure for Submitting Items to the Committee Meeting Agenda**FROM** Leanne Austin, Governance Manager**TRIM REF** 25/105604**SUMMARY**

The procedure for Committee Members submitting items to the Committee Meeting Agenda is outlined below.

RECOMMENDATION

The Committee note the information.

REPORT

To ensure our meetings are well-structured and that all relevant matters are appropriately considered, the following information is provided to clarify the procedure for placing items on the Committee Meeting Agenda.

In preparation for each meeting, the Committee Secretary will liaise with the Chair and the responsible Director(s) to review and confirm agenda items. This process typically occurs two weeks prior to the scheduled meeting date.

If you wish to propose an item for inclusion on the agenda, please email the Committee Secretary no later than two weeks before the meeting. This allows sufficient time for consultation, review and inclusion in the agenda.

Alternatively, if you have a matter you would like to raise, you are welcome to bring it forward during the General Business section of the meeting. This provides an opportunity for open discussion on emerging issues or items of interest that may not have been submitted in advance.

LINK TO STRATEGIC PLAN

This item links to Council's Strategic Plan item 3.1 Undertake Council activities within a clear framework of risk management, strategic planning, policies, procedures and service standards to enhance accountability resilience and informed decision making.

ATTACHMENTS

Nil

CLAUSE CL03

TITLE Griffith Regional Airport Ticketless Paid Parking Fees

FROM Joe Rizzo, Director Sustainable Development

TRIM REF 25/137769

SUMMARY

On 22 April 2025, Council resolved to implement a Licence Plate Recognition (LPR) ticketless paid parking system with three lanes and card-only payment at the Griffith Regional Airport.

On 12 August 2025, Council resolved to appoint SKIDATA to supply and install the LPR paid parking system.

The LPR paid parking system is currently under construction and expected to be operational in early 2026.

To date a formal fee schedule has not yet been adopted, though revenue scenarios for the implementation of the LPR paid parking system have been reported to the Airport Committee and Councillors based on regional benchmarks.

A separate report for the Griffith Regional Airport Ticketless Paid Parking Fees will be reported at a future Council Meeting for formal endorsement of the fee structure. Once the fee structure is adopted at a Council Meeting the parking fees will be added to Council's Revenue Policy.

RECOMMENDATION

That the information be received.

REPORT

At the Ordinary Meeting of Council held on 22 April 2025, Council adopted the implementation of a Licence Plate Recognition (LPR) Ticketless paid parking system with three lanes, featuring a card-only-payment system at the Griffith Regional Airport.

Griffith City Council then obtained quotes for the supply and installation of the LPR paid parking system which was reported at the Ordinary Meeting of Council held on 12 August 2025, where SKIDATA was appointed to supply and install the system; the LPR paid parking system is currently under construction.

Council must now implement a fee schedule for the paid parking system at the Griffith Regional Airport.

Different paid parking revenue scenarios have been presented to the Airport Committee and Councillors, calculated using current paid parking rates of other regional airports. However a fee schedule has not been formally adopted.

The following rates as shown in Table 1 below are proposed to apply to all vehicles entering the Griffith Regional Airport carpark:

Table 1 – Parking Fee Schedule Griffith Regional Airport

Parking Fee Schedule Griffith Regional Airport	
Duration	Fee
0-60 minutes	Free
Hour	\$2.50
Day (24 hrs)	\$12.00
Week	\$65.00

Note 1: Airport users will have 20 minutes to exit the car park after paying at the Automated Pay Station located within the Airport Terminal Building.

Note 2: Hire Car vehicles will be subject to individual lease agreements based on number of vehicle allocations specified within the lease agreement. Any additional hire car vehicles exceeding allocations of lease agreements will be charged at the above rates as shown in Table 1.

The cost to install the paid parking system at the Griffith Regional Airport is \$288,216.00 which is approved in the FY25/26 budget.

The ongoing operating costs for the paid parking system are as shown in Table 2 below:

Table 2 – Annual Fees for LPR system at Griffith Regional Airport

Annual Expenses	
Details	Yearly
Software Licence Fee cost per year	\$7,135.00
Estimated Credit Card Gateway fee	\$600.00
Offsite 24 hour support	\$12,000.00
Total Annual Expense (excl. GST)	19,735.00

For comparison the following parking rates apply at other regional airports as shown in Table 3 below:

Table 3 – Parking Fee Schedules for other Regional Airports

Wagga Wagga	Albury	Dubbo
0-60 Minutes: Free	0-30 Minutes: Free	Day: \$19.05
Hour: \$2.70	30 Minutes -1 hr: \$7.00	Week: \$115.00
Day: \$13.50	1 hr up to 2 hrs: \$11.00	Month: \$381.00
Week: 67.50	2 hrs up to 3 hrs: \$12.00	Annual: \$4,191.00
	3 hrs up to 4 hrs: \$13.00	
	4 hrs up to 5 hrs: \$14.00	
	5 hrs up to 6 hrs: \$15.00	
	6 hrs up to 7 hrs: \$16.00	
	7 hrs + (up to 24 hrs): \$17.00	
	Weekly (7 days): \$99.00	
	Long Term Annual: \$1,195.00	

LINK TO STRATEGIC PLAN

This item links to Council's Strategic Plan item 1.2 Actively engage with and seek direction from our community and stakeholders.

ATTACHMENTS

Nil

TITLE Outstanding Action Report

TRIM REF 25/104644

RECOMMENDATION

The report be noted.

ATTACHMENTS

(a) Action Report - Airport Committee - 26 Nov 2025 

11

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	<p>23/05/2025: Report in Agenda for Committee meeting to be held 4 June 2025.</p> <p>04/06/2025: Director Sustainable Development to commence work on scope for a new Airport Masterplan and bring to next Committee meeting.</p> <p>27/08/2025: Any items to be included in the Scope of Works for the Airport Masterplan are to be emailed to Director Sustainable Development.</p> <p>27/11/2025: Airport Request for Quotation for Masterplan documentation being finalised by Council staff and an Info Report to Committee in early 2026.</p>
26 March 2025	2 GENERAL BUSINESS 4.1 Leases and Leaseholders	<p>Several items were raised regarding leases and leaseholders. The items were as follows:</p> <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 	AFC	<p>23/05/2025: Report in Agenda for Committee meeting to be held 4 June 2025.</p> <p>04/06/2025: Director Sustainable Development to obtain further information on lease terms.</p> <p>27/08/2025: Director Sustainable Development to follow up on the following:</p> <ul style="list-style-type: none"> • Off lead dogs are still an ongoing issue. • Improper lease usage – Committee enquired if hangar inspections are an option prior lease renewal. • Hose reels not being intended for aviation use. <p>27/11/2025: Off-leash dogs - Specific leaseholders spoken to and continued to be monitored by ARO staff.</p>

		Aviation Safety Authority (CASA) compliance issues.		Lease usage – hangar inspections are not in current lease agreements, requirement will be added to future lease agreements moving forward. Hose Reel usage – Lease agreements specify requirements relating to Hazardous Substances.
	CC01 GRIFFITH AIRPORT PAID CARPARKING	<p>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.</p> <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>	DSD/USD&MPM	<p>04/06/2025: Staff obtaining quotes for parking system.</p> <p>27/08/2025: Tender awarded. Report on fees to come to Committee at a later date.</p> <p>27/11/2025 – Report to next Committee meeting in December 2025.</p>
4 June 2025	ALLEGED IMPROPER LEASE USAGE	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	DSD/CPO	27/11/2025 – Letter to be sent to Leaseholders 1 December 2025.

		<p>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 of fuel and material associated therewith or for such other purposes as the Lessor may approve in writing."</i></p>		
4 June 2025	AIRPORT MASTERPLAN	<p>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.</p>	GO/DSD	<p>20/08/2025: Griffith Aerodrome Catchment Flow Floodplain Risk Management Study and Plan were emailed to the Committee on 26 June 2025.</p> <p>27/08/2025: Recommendations from the Griffith Aerodrome Catchment Overland Flow Floodplain Risk Management Study and Plan to be incorporated in the Scope of Works for the Airport Master for consideration. Any items to be included in the Scope of Works for the Airport Masterplan are to be emailed to Director Sustainable Development.</p> <p>27/11/2025: Airport Request for Quotation for Masterplan documentation being finalised by Council staff and an Info Report to Committee in early 2026.</p>
27 August 2025	CL01 OPERATION OF VENDING MACHINES WITHIN GRIFFITH AIRPORT TERMINAL	<p>Council received an enquiry from a community member regarding the potential installation of a fully</p>	CPO/DSD	<p>27/11/2025: Lease agreement documentation with Council's solicitor.</p>

		<p>automated coffee vending machine within the Griffith Airport Terminal.</p> <p>The proposal aligns with Council's ongoing efforts to improve amenities and customer experiences when visiting Council facilities.</p> <p>RECOMMENDED on the motion of Michael Borg and Peter Little that:</p> <ul style="list-style-type: none"> (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. 		
27 August 2025	CL02 GRIFFITH AIRPORT SIGNAGE	<p>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.</p> <p>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.</p>	DSD	<p>27/11/2025: Council staff finalising quotes for signage. Difficulty in businesses providing quotes for work.</p>

27 August 2025	7 GENERAL BUSINESS 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.		27/11/2025: Aeromedical Standard Operating Procedure (SoP) has been finalised in consultation with Ambulance NSW and is operational. Final documentation of SoP to be published Dec 2025.
----------------	--	---	--	--