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**AIRPORT COMMITTEE  
TO BE HELD IN THE MURRAY ROOM ON  
WEDNESDAY, 27 MAY 2026 AT 5:00 PM**

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- 1 Apologies
- 2 Confirmation of Minutes
- 3 Business Arising
- 4 Declarations of Interest
- 5 Items of Business
- CL01 p5 Griffith Regional Airport Paid Parking Update
- CL02 p8 Griffith Regional Airport Masterplan 2026 – Consultant Engagement Update
- 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, Joanne Bollen and Minute Secretary, Leanne Austin

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.

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

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**PRESENT**

Councillor Christine Stead (Chair), Councillor Tony O'Grady, Jason Gordon (Community Representative), Michael Borg (Community Representative),

Quorum = 3

**STAFF**

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

**1 APOLOGIES**

Apologies were received from Garry Harriman (Community Representative), Robert Ryan (Community Representative) and Roslyn Frawley (Community Representative).

**Absent:** Councillor Anne Napoli, Peter Little (Community Representative).

**2 CONFIRMATION OF MINUTES**

**RECOMMENDED** on the motion of Councillor Tony O'Grady and Michael Borg that the minutes of the previous meeting held on 27 August 2025, having first been circulated amongst all members, be confirmed.

**3 BUSINESS ARISING**

**Operation of Vending Machine Within Griffith Airport Terminal**

Mr Rizzo advised the Committee that the lease is with Council's solicitors.

**Griffith Airport Signage**

New signage for the airport has arrived and will be installed before Christmas.

**4 DECLARATIONS OF INTEREST**

**Pecuniary Interests**

*Members making a pecuniary interest declaration are required to leave the meeting during consideration of the matter and not return until the matter is resolved.*

There were no pecuniary interests declared.

## **Significant Non-Pecuniary Interests**

*Members making a significant non-pecuniary interest declaration are required to leave the meeting during consideration of the matter and not return until the matter is resolved.*

There were no significant non-pecuniary interests declared.

## **Less Than Significant Non-Pecuniary Interests**

*Members making a less than significant non-pecuniary interest declaration may stay in the meeting and participate in the debate and vote on the matter.*

There were no less than significant non-pecuniary interests declared.

## **5 ITEMS OF BUSINESS**

### **CL01 PROPOSED MEETING DATES FOR 2026**

The proposed meeting dates for 2026 are as follows:

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

**RECOMMENDED** on the motion of Councillor Tony O'Grady and Jason Gordon that the information be received.

### **CL02 PROCEDURE FOR SUBMITTING ITEMS TO THE COMMITTEE MEETING AGENDA**

**RECOMMENDED** on the motion of Michael Borg and Jason Gordon that the Committee note the information.

### **CL03 GRIFFITH REGIONAL AIRPORT TICKETLESS PAID PARKING FEES**

The Committee discussed options for a fee schedule for Griffith Regional Airport's ticketless paid parking system.

Suggestions of different options for free parking for longer periods and rates of charge were discussed.

The majority of the Committee supported the fee schedule proposed in the Agenda.

**RECOMMENDED** on the motion of Jason Gordon and Michael Borg that the information be received.

### **CL04 AIRPORT MASTERPLAN REQUEST FOR QUOTATIONS (LATE REPORT)**

Mr Rizzo advised the Committee that a Request for Quotations has been drafted for the Griffith Regional Airport Masterplan.

Mr Borg noted that aviation firefighting capability should be included in the Masterplan.

Mr Gordon requested that dedicated storage facilities for car rental operators also be incorporated.

**RECOMMENDED** on the motion of Councillor Tony O'Grady and Michael Borg that the Committee endorse the Request for Quotation (RFQ) document for the Griffith Regional

Airport Masterplan in order for staff to release the document to consultants to submit quotations.

## **6      OUTSTANDING ACTION REPORT**

The Committee noted the Outstanding Action Report.

## **7      GENERAL BUSINESS**

### **Signage for Emergency Services**

Mr Borg enquired whether it was possible to have the gates around the whole facility identified with signage. The signage would include channels to be utilised by emergency services in the case of an emergency and would be in line with the Airport Emergency Plan.

## **8      NEXT MEETING**

The next meeting of the Airport Committee is to be held on Wednesday, 25 February 2026 at 5:00pm.

There being no further business the meeting terminated at 5:39pm.

<b>CLAUSE</b>	<b>CL01</b>
<b>TITLE</b>	<b>Griffith Regional Airport Paid Parking Update</b>
<b>FROM</b>	<b>Joanne Bollen, Acting Airport Facility Coordinator</b>
<b>TRIM REF</b>	<b>26/57996</b>

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### **SUMMARY**

The Griffith Regional Airport Paid Parking Project continues to progress, with significant works now completed on the proposed exit lane infrastructure.

Civil works associated with the proposed exit road lanes have now been completed, including the installation of the concrete median strips, concrete kerb and gutter, and associated electrical connections required to support the future operation of the paid parking system.

The remaining works associated with the proposed exit lanes consist primarily of the installation of the boom gates, bollards, ticketing and operating systems. These components are planned to be installed concurrently with the proposed entry boom gate infrastructure to allow for coordinated commissioning and testing of the overall paid parking system.

Works on the proposed entry road lanes are expected to commence the week commencing 18 May 2025, subject to weather conditions. These works will include the construction of the concrete median strips, kerb and gutter, and installation of the required electrical connections to support the entry lane equipment and associated systems.

Once both entry and exit lane infrastructure works have been completed, the contractor will proceed with the installation, integration, and testing of the boom gate operating systems and associated equipment.

At this stage, the project remains on schedule, with works being coordinated to minimise disruption to public vehicle access where possible.

### **RECOMMENDATION**

**That the information be received.**

### **ATTACHMENTS**

- (a) Paid Parking Works [!\[\]\(11a0966cbb90b5c1d6ebfc666ec75f78\_img.jpg\) !\[\]\(2f6f35750fca7eca6b879311cf96b8dc\_img.jpg\)](#)

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<b>CLAUSE</b>	<b>CL02</b>
<b>TITLE</b>	<b>Griffith Regional Airport Masterplan 2026 – Consultant Engagement Update</b>
<b>FROM</b>	<b>Joanne Bollen, Acting Airport Facility Coordinator</b>
<b>TRIM REF</b>	<b>26/58009</b>

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### **SUMMARY**

The purpose of this report is to provide the Committee with an update on the process undertaken for the preparation of the Griffith Regional Airport Masterplan 2026 and to advise of the recommended consultant engagement following completion of the quotation and negotiation process.

Griffith Regional Airport is a significant regional asset that provides essential passenger connectivity and supports economic development, emergency services, freight operations, and broader community outcomes throughout the region. In order to support the ongoing growth, operational efficiency, safety, and long-term sustainability of the airport, Council is progressing the development of a new Airport Masterplan.

The Airport Masterplan will provide a strategic framework to guide future airport development, infrastructure planning, land use considerations, operational requirements, and investment priorities over the coming years.

Council invited quotations for the preparation of the Griffith Regional Airport Masterplan 2026 under Quotation 14-25/26 – Griffith Regional Airport Masterplan. The quotation period closed on 20 February 2026 at 4.00 pm.

A total of eight (8) submissions were received in response to the Request for Quotation (RFQ). Submissions were assessed by an evaluation panel and following completion of the evaluation process, two (2) consultants were shortlisted for further consideration.

Subsequent discussions were undertaken with both shortlisted consultants. The purpose of these discussions was to further refine and clarify the proposed scope of works, methodology, project deliverables, and commercial arrangements.

Both consultants demonstrated a high level of professionalism, technical capability, and relevant airport planning experience throughout the process. Discussions confirmed that both organisations possessed the necessary expertise to undertake the project and deliver a comprehensive Airport Masterplan.

Following detailed consideration of the negotiated outcomes, To70 Aviation Australia Pty Ltd was identified as the preferred consultant. This recommendation is based on several factors, including:

- Strong demonstrated experience in comparable airport master planning projects;
- A clear and comprehensive project methodology;
- Strong technical capability and aviation planning expertise;
- An effective approach to stakeholder engagement and project delivery; and
- Overall alignment with Council's objectives and expectations for the project.

The development of an Airport Masterplan will provide Council with a strategic planning document to guide the future development and operation of Griffith Regional Airport and ensure the airport continues to meet the needs of the region into the future.

### **RECOMMENDATION**

**That the information be received.**

### **ATTACHMENTS**

Nil

**TITLE** Outstanding Action Report

**TRIM REF** 25/144722

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### **RECOMMENDATION**

The report be noted.

### **ATTACHMENTS**

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

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Airport Committee Action Report				
Date of Meeting	Agenda Item	Action	Action Officer	Comment
3 December 2025	<b>GENERAL BUSINESS SIGNAGE FOR EMERGENCY SERVICES</b>	Mr Borg enquired whether it was possible to have the gates around the whole facility identified with signage. The signage would include channels to be utilised by emergency services in the case of an emergency and would be in line with the Airport Emergency Plan.	Airport Facility Coordinator	
3 December 2025	<b>CL03 GRIFFITH REGIONAL AIRPORT TICKETLESS PAID PARKING FEES</b>	The Committee discussed options for a fee schedule for Griffith Regional Airport's ticketless paid parking system. Suggestions of different options for free parking for longer periods and rates of charges were discussed. The majority of the Committee supported the fee scheduled proposed in the Agenda.	Airport Facility Coordinator	<b>19/12/2025:</b> Report to Council in 2026. <b>19/05/2026:</b> Fees included in 2026/27 Revenue Policy currently on Public Exhibition.
3 December 2025	<b>CL04 AIRPORT MASTERPLAN REQUEST FOR QUOTATIONS</b>	<b>RECOMMENDED</b> on the motion of Councillor Tony O'Grady and Michael Borg that the Committee endorse the Request for Quotation (RFQ) document for the Griffith Regional Airport Masterplan in order for staff to release the document to consultants to submit quotations.	Airport Facility Coordinator	<b>19/05/2026:</b> Report to Airport Committee meeting 27 May 2026.
27 August 2025	<b>CL01 OPERATION OF VENDING MACHINES WITHIN GRIFFITH AIRPORT TERMINAL</b>	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	Corporate Property Officer	<b>27/11/2025:</b> Lease agreement documentation with Council's solicitor. <b>19/05/2026:</b> Complete.

		<p>customer experiences when visiting Council facilities.</p> <p><b>RECOMMENDED</b> on the motion of Michael Borg and Peter Little that:</p> <p>(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.</p> <p>(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.</p> <p>(c) Council's General Manager and Mayor to execute the agreement.</p>		
27 August 2025	<b>GENERAL BUSINESS POLICIES AND PROCEDURES FOR EMERGENCY SERVICES</b>	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.	Airport Facility Coordinator	<p><b>27/11/2025:</b> 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.</p> <p><b>19/05/2026:</b> Complete.</p>

<p><b>26 March 2025</b></p>	<p><b>GENERAL BUSINESS AIRPORT MASTERPLAN</b></p>	<p>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.</p>	<p>GO</p>	<p><b>23/05/2025:</b> Report in Agenda for Committee meeting to be held 4 June 2025.</p> <p><b>04/06/2025:</b> Director Sustainable Development to commence work on scope for a new Airport Masterplan and bring to next Committee meeting.</p> <p><b>27/08/2025:</b> Any items to be included in the Scope of Works for the Airport Masterplan are to be emailed to Director Sustainable Development.</p> <p><b>27/11/2025:</b> Airport Request for Quotation for Masterplan documentation being finalised by Council staff and an Info Report to Committee in early 2026.</p>
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