
**AIRPORT COMMITTEE
TO BE HELD IN THE MURRAY ROOM ON
WEDNESDAY, 30 SEPTEMBER 2026 AT 5:00 PM**

- 1 Apologies
- 2 Confirmation of Minutes
- 3 Business Arising
- 4 Declarations of Interest
- 5 Items of Business
- CL01 p7 Griffith Regional Airport Masterplan Workshop
- 6 p8 Outstanding Action Report
- 7 General Business
- 8 Matters to be dealt with by Closed Committee
- CC01 Griffith Regional Airport - RPT Passenger Numbers Year to Date
 - commercial information of a confidential nature that would, if disclosed:
 - (i) prejudice the commercial position of the person who supplied it, or
 - (ii) confer a commercial advantage on a competitor of the council, or
 - (iii) reveal a trade secret 10A(2) (d)
- 9 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.

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

PRESENT

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

Quorum = 3

STAFF

Director Sustainable Development, Joe Rizzo, Airport Facility Coordinator, Joanne Bollen and Minute Secretary, Jessica Bertacco

1 APOLOGIES

RECOMMENDED on the motion of Councillor Tony O'Grady and Michael Borg that apologies be received from Robert Ryan and Councillor Anne Napoli.

2 CONFIRMATION OF MINUTES

RECOMMENDED on the motion of Michael Borg and Councillor Tony O'Grady that the minutes of the previous meeting held on 3 December 2025, having first been circulated amongst all members, be confirmed.

3 BUSINESS ARISING

3.1 Operation of Vending Machine Within Griffith Airport Terminal

Mr Rizzo provided an update that the coffee vending machine is now in operation at the airport terminal. This is only on trial for 12 months as per the recommendation.

3.2 Griffith Airport Emergency Gate Signage

Mr Rizzo advised that the signage is still pending and waiting on the audit to be done.

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

CL01 GRIFFITH REGIONAL AIRPORT PAID PARKING UPDATE

The Committee noted the report.

There were discussions on the 15 minute parking areas with Ms Bollen advising the Committee that there are an additional two 15 minute parking signs at the end of the first parking bay.

Mr Borg questioned bus loading zones and Mr Rizzo responded that the buses currently park in the no parking zone. Mr Rizzo advised vehicles are permitted stop to drop off or pick up passengers for a certain period of time, and drivers must remain within a certain distance of their vehicle as per NSW Parking Legislation. There are plans for a more permanent solution in the Masterplan in the future.

Councillor Stead asked where hire cars currently park. Mr Rizzo advised that hire car companies have leased spaces along the fence line, with overflow vehicles temporarily permitted in the gravel area under an informal arrangement. He noted that companies are generally complying by keeping overflow vehicles out of sealed parking areas. Mr Rizzo added that these arrangements will be formalised once paid parking is introduced.

CL02 GRIFFITH REGIONAL AIRPORT MASTERPLAN 2026 – CONSULTANT ENGAGEMENT UPDATE

Ms Bollen advised that the Request for Quotation process for the Airport Master Plan was completed, with eight submissions received. Following assessment by a panel, To70 Aviation was engaged as the consultant. Site visits and stakeholder consultation sessions will also be arranged, with further details and timelines to be circulated once confirmed with the consultants.

Discussion was held regarding flood mitigation within the Airport Masterplan. Staff advised that a new flood study is not proposed at this stage, with consultants to review the existing study and consider stakeholder feedback and local knowledge. Concerns were raised regarding unauthorised earthworks at the golf course and drainage impacts from nearby roadworks. Staff confirmed compliance action is underway regarding the golf course works and that the Golf Club was preparing a development application for the formal approval of the earthworks. It was also confirmed that environmental management and flood mitigation measures form part of the Masterplan scope.

Mr Little queried whether Agricultural Operations should have a representative on the Committee, noting its importance to airport movements and operations. In response this was **TAKEN ON NOTICE** by Mr Rizzo.

RECOMMENDED on the motion of Garry Harriman and Councillor Tony O'Grady that the information be received.

6 OUTSTANDING ACTION REPORT

Mr Rizzo noted that the signage concerns would be addressed as soon as possible.

The Action Report was noted.

7 GENERAL BUSINESS

7.1 Incident at Griffith Airport

Mr Gordon brought to light recent security incidents at Griffith Airport, including vehicle damage and malicious activity near hangars. Staff advised that CCTV coverage was limited and confirmed that a person had been taken into custody in relation to one incident. It was also noted that the incidents were not believed to be related.

7.2 Fruit Trees

Ms Frawley informed the Committee that there are fruit trees on Council land behind airport hangar 27 that are reportedly infested with fruit fly. Staff advised they were unaware of the issue and would investigate.

7.3 Sewer Infrastructure

Ms Frawley raised concerns regarding the lack of sewer infrastructure along Old Aerodrome Road and its potential impact on future airport development. Staff noted that provision of a reticulated sewer system could be considered as part of the Airport Master Plan, although significant engineering works and costs may be involved due to the airport's low elevation.

7.4 Condolence Card

Mr Harriman notified the Committee that Mr Cam Woodside who was the Chairman of the AeroClub died on Thursday 21 May 2026. On behalf of the Committee they would like to send a card to Jan Woodside.

7.5 Lease Agreements

Councillor O'Grady questioned the hangar lease renewals and the introduction of inspection requirements, with staff advising that lease agreements will be updated to include inspection clauses for future renewals, pending finalisation of legal wording.

7.6 Line Marking

Mr Little questioned the runway and taxiway line marking visibility. Staff advised that some markings have faded, particularly on taxiways. Council has purchased its own line marking machine, with staff to be trained to enable in-house maintenance. The paint used will be CASA-compliant and reflective. Staff noted that this approach will reduce costs and improve ongoing maintenance and visibility of markings.

7.7 Gravel Carpark

Mr Borg questioned the gravel overflow car park. Staff advised that a design for sealing and line marking has been completed, but the works are currently unfunded. It was noted that implementation is being deferred pending the introduction of paid parking to assess usage and demand. Future works may be considered through Council using revenue from paid parking, with ongoing monitoring and quarterly review.

8 NEXT MEETING

The next meeting of the Airport Committee is to be held on Wednesday, 26 August 2026 at 5:00 pm.

There being no further business the meeting terminated at 5:54 pm.

CLAUSE **CL01**

TITLE **Griffith Regional Airport Masterplan Workshop**

FROM **Jessica Bertacco, Governance Officer**

TRIM REF **26/116431**

SUMMARY

The Consultants will present to the Committee and provide an update.

RECOMMENDATION

Committee to note the information presented.

REPORT

Nil

LINK TO STRATEGIC PLAN

This item links to Council's Strategic Plan item 1.1 Provide clear, accessible, relevant information.

ATTACHMENTS

Nil

TITLE Outstanding Action Report

TRIM REF 26/116415

RECOMMENDATION

The report be noted.

ATTACHMENTS

(a) Action Report [!\[\]\(17acf1afa8cdf0b67c53d4865a5ed469_img.jpg\)](#) 

9

Airport Committee Action Report				
Date of Meeting	Agenda Item	Action	Action Officer	Comment
27 May 2026	GENERAL BUSINESS GRAVEL CARPARK	Mr Borg questioned the gravel overflow car park. Staff advised that a design for sealing and line marking has been completed, but the works are currently unfunded. It was noted that implementation is being deferred pending the introduction of paid parking to assess usage and demand. Future works may be considered through Council using revenue from paid parking, with ongoing monitoring and quarterly review.	Airport Facility Coordinator	21/09/2026 - Noted.
27 May 2026	GENERAL BUSINESS LINE MARKING	Mr Little questioned the runway and taxiway line marking visibility. Staff advised that some markings have faded, particularly on taxiways. Council has purchased its own line marking machine, with staff to be trained to enable in-house maintenance. The paint used will be CASA-compliant and reflective. Staff noted that this approach will reduce costs and improve ongoing maintenance and visibility of markings.	Airport Facility Coordinator	21/09/2026 – Runway line marking has commenced and taxiway line marking is being scheduled. Awaiting arrival of stencils.
27 May 2026	GENERAL BUSINESS LEASE AGREEMENTS	Councillor O'Grady questioned the hangar lease renewals and the introduction of inspection requirements, with staff advising that lease agreements will be updated to include inspection clauses for future renewals, pending finalisation of legal wording.	Airport Facility Coordinator	21/09/2026 – All lease renewals will not contain clauses relating to inspection requirements.
27 May 2026	GENERAL BUSINESS SEWER INFRASTRUCTURE	Ms Frawley raised concerns regarding the lack of sewer infrastructure along Old Aerodrome Road and its potential impact on future airport development. Staff noted that provision of a reticulated sewer	Airport Facility Coordinator	21/09/2026 – Has been raised with master plan consultants.

		system could be considered as part of the Airport Master Plan, although significant engineering works and costs may be involved due to the airport's low elevation.		
27 May 2026	GENERAL BUSINESS FRUIT TREES	Ms Frawley informed the Committee that there are fruit trees on Council land behind airport hangar 27 that are reportedly infested with fruit fly. Staff advised they were unaware of the issue and would investigate.	Airport Facility Coordinator	21/09/2026 – Completed. Trees were inspected and no fruit fly was found. Area is being maintained.
27 May 2026	CL02 GRIFFITH REGIONAL AIRPORT MASTERPLAN 2026 – CONSULTANT ENGAGEMENT UPDATE	Mr Little queried whether Agricultural Operations should have a representative on the Committee, noting its importance to airport movements and operations. In response this was TAKEN ON NOTICE by Mr Rizzo.	Director Sustainable Development	
27 May 2026	CL01 GRIFFITH REGIONAL AIRPORT PAID PARKING UPDATE	Councillor Stead asked where hire cars currently park. Mr Rizzo advised that hire car companies have leased spaces along the fence line, with overflow vehicles temporarily permitted in the gravel area under an informal arrangement. He noted that companies are generally complying by keeping overflow vehicles out of sealed parking areas. Mr Rizzo added that these arrangements will be formalised once paid parking is introduced.	Airport Facility Coordinator	21/09/2026 – Ongoing.
3 December 2025	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.	Airport Facility Coordinator	27/05/2026: Mr Rizzo advised that the signage is still pending and waiting on the audit to be done. 21/09/2026: Signs marked A to G installed on facility fences.