



NOTICE OF MEETING

Notice is given that a meeting of the Airfield Management Committee will be held in the Terminal Building at the Manjimup Airfield on Wednesday 13 September 2023, commencing at 5:30 pm.

Apologies to be sent to Catherine Mills on 9771 7745.

Brian Robinson
Interim Chief Executive Officer

25 August 2023

FUNCTIONS OF COMMITTEE

1. *To manage and maintain Manjimup Airfield and associated facilities in accordance with Council's policy and the guidelines laid down by Air Services Australia and the Civil Aviation Safety Authority;*
2. *Carry out voluntary and contributory maintenance activities within the annual allocated operating budget;*
3. *To advise Council on matters relating to Airfield policy; and*
4. *To advise Council on the future development of the airfield (at the existing or alternative locations).*

Important Matters for the Attention of Meeting Attendees:

- To ensure the proceedings are accurately recorded, this meeting may be electronically recorded in accordance with clause 6.16 of the Shire of Manjimup's Standing Orders Local Law 2013; and
- Any recommendations in this meeting are unable to be acted upon until such time as the recommendations are endorsed by Council, with the exception of recommendations that are of an administrative nature.

AGENDA

1. **OPENING OF MEETING**
The Shire of Manjimup respectfully acknowledges the Noongar people as the Traditional Custodians of the lands on which we live, work, and gather and we pay our respects to their Elders past, present and in the future.
2. **ATTENDANCE/APOLOGIES**
3. **DECLARATION OF INTEREST**
4. **PUBLIC QUESTION TIME**

5. CONFIRMATION OF MINUTES OF MEETING HELD ON 14 JUNE 2023

Recommendation:

"That the Minutes of the meeting of the Airfield Management Committee held on Wednesday 14 June 2023 be adopted as a true record of proceedings."

ATTACHMENT: 1 (previous minutes)

6. DECISIONS BY COUNCIL ON COMMITTEE RECOMMENDATIONS

MOVED: Skoss, K

SECONDED: Eiby, W

29186

That Council:

- 1. Receive the unconfirmed Minutes of the Airfield Management Committee meeting held 14 June 2023, as shown in Attachment: 9.15.1 (1).**

CARRIED: 9/0

7. MATTERS ARISING FROM PREVIOUS MINUTES

- 7.1. DBCA water supply proposal
- 7.2. ATI – fixed wing planes using Taxiway Delta
- 7.3. ATI – Taxiway for firebombers to access fuel facility
- 7.4. Trial Exercise

8. CORRESPONDENCE

8.1. Inwards

- 8.1.1. Airfield Management Committee Resignation Letter – Nathan Ramage DBCA
- 8.1.2. WLM Airport Inspection Report
- 8.1.3. Quote Request Warren Electrical – Airport Leakage Test
- 8.1.4. Updated Air BP Emergency Contact List and Safety Data Sheet
- 8.1.5. AAA Certificate of Membership 2023-2024

8.2. Outwards

- 8.2.1. Request for updated Air BP Emergency Contact List and Safety Data Sheet
- 8.2.2. Follow up request for updated Air BP Emergency Contact List and Safety Data Sheet
- 8.2.3. Thank you Letter – M & F Della Gola Southern Forest Machinery
- 8.2.4. Quote request Rentokil – Termite Spraying
- 8.2.5. Follow up on quote from Warren Electrical – Airport Leakage Test

9. REPORTS

- 9.1. **Financial – Catherine Mills**
- 9.2. **Airfield Reporting Officer – Max Lefroy**
- 9.3. **Deputy Airfield Reporting Officer (Wildlife Report) - Bruce Ward**
- 9.4. **Aero Club – Peter Casonato**
- 9.5. **Local Pilot – Shane Hawily**
- 9.6. **St John Ambulance – Barbara Hunter**
- 9.7. **DBCA – Nathan Ramage**

10. NEW BUSINESS

- 10.1. Terminal Building Gutters and drainage
- 10.2. Accepting resignation of Nathan Ramage DBCA representative
- 10.3. Nomination of DBCA representatives

11. **NEXT MEETING** To be confirmed:

12. **MEETING CLOSED**