



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 11 December 2024, commencing at 4:30 pm.

Apologies to be directed to Nicole Chapman on 9771 7742.

Benjamin (Ben) Rose
Chief Executive Officer

5 December 2024

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 in which we work throughout the region, and we pay our respects to their Elders past and present.
2. **ATTENDANCE/APOLOGIES**
3. **DECLARATION OF INTEREST**
4. **PUBLIC QUESTION TIME**

5. CONFIRMATION OF MINUTES OF MEETING HELD ON 11 SEPTEMBER 2024

Recommendation:

“That the Minutes of the meeting of the Airfield Management Committee held on Wednesday 11 September 2024 be adopted as a true record of proceedings.”

ATTACHMENT: 1 (previous minutes)

6. DECISIONS BY COUNCIL ON COMMITTEE RECOMMENDATIONS

Nil

7. MATTERS ARISING FROM PREVIOUS MINUTES

- 7.1. DBCA water supply proposal
- 7.2. Airport landing and take-off charges
- 7.3. Airfield Development Plan

8. CORRESPONDENCE

8.1. Inwards

- 8.1.1. Request for addition information PCN/PCR Assessment - AMS
- 8.1.2. Quote for PCN/PCR conversion – AMS
- 8.1.3. Replacement Transformers - provisional installation date – Warren Electrical
- 8.1.4. Aircraft data – Max Lefroy
- 8.1.5. Further information PCN/PCR Assessment – AMS
- 8.1.6. PCR Calculation – AMS
- 8.1.7. Replacement Transformers – follow up installation date – Warren Electrical

8.2 Outwards

- 8.2.1 Assessment and quote request PCN/PCR Assessment - AMS
- 8.2.2 Traffic and Aircraft data request – Max Lefroy / Bruce Ward
- 8.2.3 Vegetation management 1 Walker Street – J Spooren / N Rooney
- 8.2.4 Replacement transformers installation date – Warren Electrical
- 8.2.5 Aircraft data – AMS
- 8.2.6 Replacement transformers installation date follow up – Warren Electrical

9. REPORTS

- 9.1. **Financial – Suketu Bhatt**
- 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 – John McKenzie**

10. NEW BUSINESS

- 10.1 Airfield Management Committee 2025 meeting dates
- 10.2 Update on Actions Required and Grant applications

11. NEXT MEETING
To be confirmed

12. MEETING CLOSED