

Minutes of the Airfield Management Committee Meeting held 24 February 2021 at the Airfield Terminal Building commencing at 5:30 pm.

**1. Declaration of Opening**

Chairperson Cr Cliff Winfield declared the meeting open at 5:30pm.

**2. Present**

Cliff Winfield – Council Representative

Max Lefroy – Airfield Reporting Officer

Neil Bardot – DBCA

Shane Hawily - Local Pilot Representative

Catherine Mills – Manager Technical Services, Shire of Manjimup

Damon Lukins – Senior Technical Officer, Shire of Manjimup

Debbie Whittle – Administration Officer, Shire of Manjimup

**Apologies**

Bruce Ward – Manjimup Aero Club

**Absent**

Barbara Hunter – St John Ambulance Representative

**Guests**

Michael Leers – Director of Works & Services

Simon Hunter – Local Pilot

**3. Declaration of Interest**

Nil

**4. Public Attendance / Question Time**

**Simon** attended the meeting seeking a resolution to the following:

- Loose stones on the taxi way that is causing damage to his aircraft and unnecessary expense
- Can the area be re-rolled or re-surfaced
- Large twin engine aircraft parked at the concrete area that Simon would like to use for pre-flight run-up. Requested that the aircraft move 5-10 metres along and a no parking sign be painted in this area, so it can be used.
- Gave an apology on behalf of Sam Karamfiles who could not be present at the meeting but also wanted to put forward the 'no parking' painted area and would like to know the timeline for fixing the stone issue.

**Michael** responded that the stones issue will be discussed later in the meeting.

**Simon** express that at the moment a run-up bay will not be available, and the no parking area would only be a short-term fix

**Max** after clarification with Simon, he explained that the area cannot be used for a powered taxi way, only the area from Shane to Simon's hangar. The twin aircraft will not be moved from concrete area, as this would put the aircraft in the way of prop wash and jet blast.

**5. Confirmation of Minutes of meeting held 30 September 2020**

Moved: Bardot, N

Seconded: Lefroy, M

"That the Minutes of the Meeting of the Airfield Management Committee held on Wednesday 30 September be adopted as a true record of proceedings."

**Carried 6/0**

**6. Decisions by Council on Committee Recommendations**

**COUNCIL RESOLUTION:**

**MOVED: Winfield, C**

**SECONDED: Skoss, K**

**28301**

1. Receive the unconfirmed Minutes of the Airfield Management Committee Meeting, held 30 September 2020, as shown in attachment 9.15.1(1);

**ADOPTED BY EN BLOC RESOLUTION: 9/0**

## **Matters Arising from Previous Minutes**

### **Officer Action**

#### **7.1.1 Weather Camera**

To be installed in the next two weeks

#### **7.1.2 Sam Karamfiles Hangar**

Catherine acknowledged that the work done was not up to great standard, and recommended a chip seal specialist contractor to carry out the work. Costing of reseal will be estimated at \$8,000

#### **7.1.3 Towers on survey**

Telstra tower is missing lights half way down the tower - DL to follow up

#### **7.1.4 Airport Feasibility Study \$30,000**

Stakeholder Management Plan complete. CM will request for quotes in the next 2 weeks.

#### **7.1.6 CASA standards**

CASA new Manual of Standards. Registered airfields will now have more criteria to meet to maintain registration. External consultant to assist with registration process. Transition date was August 2020, CASA gave an extension to November, 2020 with a grace period of 2 years, August 2022. There may be opportunity for some cost to be covered by grant funding, with Shire officers to explore RAPS an RADS.

### **COMMITTEE RECOMMENDATION:**

**Request transfer of \$23,000 from the Airfield Reserve in the 2021/22 Council budget for the Shire of Manjimup to transition from a registered airfield to a Civil Aviation Safety Authority (CASA) certified airfield.**

**MOVED: Lefroy, M**

**SECONDED: Hawily, S**

**Carried 6/0**

#### **7.1.8 Walking Track from Airfield to town**

Proposed link up from Airfield to Linear Path to be presented to Council Jun/Jul for consideration in new budget. This project was not approved by Council. Propose to request funding at a later date.

## **8. Correspondence**

### **8.1 Inwards**

**8.1.1** Bruce Ward – Requesting approval for flying training

**8.1.2** Dept. of Industry – Regional Upgrade Grant variation has been approved

**8.1.3** James Craven – Weed Control

**8.1.4** DBCA – Request for sea container freezer placed at airport

**8.1.5** AMS – Quote Annual Technical Inspection of Aerodrome

**8.1.6** DBCA – Retardant spillage

**8.1.7** Aerodrome Inspection – 8 – 12 February

### **8.2 Outwards**

**8.2.1** Manjimup Aero Club – Pilot Training Facility

**8.2.2** James Craven – Weed Growth around private hangars

## **9. Reports**

### **9.1 Financial**

Financial details presented to Committee. CM to query why \$68,000 less in Reserve for 2020/21 Budget.

### **9.3 Airfield Reporting Officer**

Safety Audit is been carried out by AMS on Fri 26 - Sat 27 February 2021.

Fire retardant spillage, NB advised dry coupling has been ordered.

Certification is ongoing.

Drainage works need to be done at the 3-0 area. After rainfall there are runoff divots on the edges.

A mandatory annual emergency exercise is required. A procedure and plan needs to be done.

Start planning for re-seal so that it does not impact too many people.

### **9.4 Aero Club**

Nil

### **9.5 DBCA**

Requested to revisit the installation of a hydrant. Recently the 2 bombers drained the tank in 2 days. A cost of \$4,000 to cart water in until the fires were extinguished. The tank takes 2 to 3 months to fill. DBCA would give letter of support to the Shire for any grant funding application, and believe DFES would do the same. Request for the water to come directly from pipeline on the South Western Highway, as water pressure is better. To plumb under the highway directly to hydrant at the DBCA tank.

#### **COMMITTEE RECOMMENDATION:**

**Shire officer to investigate a Hydrant connection to Airfield and the opportunity for grant funding.**

**MOVED: Barton, N      SECONDED: Lukins, D**

**Carried 6/0**

### **9.6 Local Pilots**

Would like to be kept up to date with the best location for the run-up area

### **9.7 St John Ambulance**

Nil

## **10. New Business**

- Maintenance budget has approximately \$8,000. Reseal of Sam Karamfiles hangar approx. \$8,000. Box out reseal taxi way Charlie approx. \$10,000. Recommended that the \$8,000 be deferred to the Aerodrome Maintenance meeting after the safety audit has been completed and investigate costing for the hangar reseal.
- New run up area costs not to taken out of maintenance. DL to provide map of the different locations options and costing. Working group to come to a mutual agreement of the location.

#### **COMMITTEE RECOMMENDATION:**

**Request transfer of \$25,000 from the Airfield Reserve to fund works for the new airfield run-up area.**

**MOVED: Hawily, S      SECONDED: Barton, N**

**Carried 6/0**

## **12. Next Meeting**

5 May 2021 at 5:30pm at the Airfield Terminal Building

## **13. Meeting Closed**

The meeting was closed by Chairperson, Cr Cliff Winfield at 6.37pm.