

**SHIRE OF MANJIMUP
AIRFIELD MANAGEMENT COMMITTEE**



Minutes of the Airfield Management Committee Meeting held 10 August 2022 at the Airfield Terminal Building commencing at 5:30pm.

Announcements

Before the meeting was opened Cr Winfield stated “On behalf of the Shire I pay tribute to Simon Hunter and acknowledge his contribution to Aviation in Manjimup. His tragic death affected us all, but especially I express our condolences to Barbara”

1. DECLARATION OF OPENING

Chairperson Cr Cliff Winfield declared the meeting open at 5:31pm.

2. PRESENT

Cr Cliff Winfield – Council Representative
Catherine Mills – Manager Technical Services, Shire of Manjimup
Max Lefroy – Airfield Reporting Officer
Nathan Ramage – Department of Biodiversity, Conservation & Attractions (DBCA)
Yvonne Ganfield – Administration Officer, Shire of Manjimup

APOLOGIES

Bruce Ward – Deputy Reporting Officer
Shane Hawily – Local Pilot Representative
Barbara Hunter – St John Ambulance

ABSENT

Nil

GUESTS

Sean Tysoe – Technical Officer, Shire of Manjimup

3. DECLARATION OF INTEREST

Nil.

4. PUBLIC ATTENDANCE / QUESTION TIME

Nil.

5. CONFIRMATION OF MINUTES OF MEETING HELD 24 NOVEMBER 2021

“That the Minutes of the meeting of the Airfield Management Committee held on Wednesday 23 February, 2022 be adopted as a true record of proceedings.”

Moved: Mills, C Seconded: Ramage, N

6. DECISIONS BY COUNCIL ON COMMITTEE RECOMMENDATIONS

MOVED: Winfield, C SECONDED: Eiby, W

28759

That Council:

- 1. Receive the unconfirmed Minutes of the Airfield Management Committee Meeting, held 23 February, 2022, as shown in Attachment: 9.15.2(1); and**
- 2. Agree to support the Department of Biodiversity, Conservation and Attractions to investigate the Terminal Aerodrome Forecast facilities for the aerodrome.**

CARRIED 11/0

7. MATTERS ARISING FROM PREVIOUS MINUTES

Nil.

8. CORRESPONDENCE

8.1 Inwards

8.1.1 **Aerodrome Management Services Pty Ltd (AMS):**
Manjimup Aerodrome Technical Inspection (ATI) 4 April 2022.

8.1.2 **S Hunter:** Run-up Bay Location.

8.2 Outwards

8.2.1 **CASA:** Copy of ATI sent to CASA.

8.2.2 **Telstra:** Tower Lights require immediate attention.

9. REPORTS

9.1 Financial

Financial details presented to Committee. 2022/23 Budget \$35,000 adopted. Balance \$32,194.00

9.2 Airfield Reporting Officer

Drainage problems – Shire works team meeting with C Mills, and costing for drainage issue to be presented to the next meeting.

Trees – Meeting on site with Steve Bendotti, trees marked for removal. Trees on South Western Highway for removal, process needs to commence. Trees are noted as obstacles with ERSA.

9.3 Aero Club

Peter Casonato, Aero Club President was invited to attend this meeting, however was unavailable, due to other commitments, and gave his apology.

RECOMMENDATION:

“That the Terms of Reference be updated to include Peter Casonato as the representative of the Aero Club.”

MOVED: Lefroy, M SECONDED: Winfield, C CARRIED 4/0

Aero Club are in support of the run up area in front of the terminal. Shire staff will mark out and works will be done with asphalt.

9.4 Local Pilots

Nil.

9.5 St John Ambulance

Nil.

9.6 DBCA

Terminal Aerodrome Forecast (TAF) facility is currently under investigation at a state level.

Planning has commenced for installation of a pump to access water for tanks from Bendotti Exporters dam. Project is approx. \$250,000.

10. NEW BUSINESS

10.1 Aerodrome Manual Review - Civil Aviation Safety Authority (CASA) Part 139.

In 2021 an Aerodrome Manual was produced in accordance with the requirements set out by CASA Regulations 1998 (CASRs), and associated Part 139 (Aerodromes) Manual of Standards 2019 (Part 139 MOS). CASA had made available to all Airports an Aerodrome Manual template, which was used by Max Lefroy and Bruce Ward to complete and submit the manual to CASA in May 2021.

The Aerodrome Manual is required by all airports that require certification, which Manjimup is in this category, and is to be reviewed annually. A review has been completed in July 2022, as part of CASA Part 175 the document must be approved by Council as a published document which will be available to Aeronautical Information Service (AIS) provider (Airservices Australia).

COMMITTEE RECOMMENDATION:

“That the Committee endorse the Shire of Manjimup, Aerodrome Manual CASA Part 139, and request Council to adopt the reviewed manual”

Moved: Lefroy, M Seconded: Winfield, C Carried 4/0

10.2 Safety Officer & Wildlife Officer

The Aerodrome Manual has recorded Max Lefroy as Safety Officer and Bruce Ward as Wildlife Officer.

10.3 Updating Terms of Reference

Dealt with in item 9.3.

10.4 Request DBCA Assistance

Ian Wheeler noted for contact for advice only at this stage in relation to Wildlife on Airfield.

10.5 Updating of Aerodrome Manual

Thank you to Max Lefroy and Bruce Ward from the Shire of Manjimup for all their hard work on updating the Aerodrome Manual.

10.6 Airfield Maintenance Meeting Minutes

A copy of the Airfield Maintenance minutes were presented to the Committee. C Mills has asked committee members to look through the minutes as repairs and maintenance issues are prioritized at these meetings. Feedback on the priority list would be appreciated from members at the next Airfield Management Committee meeting.

11. NEXT MEETING

16 November 2022 at 5:30pm at the Airfield Terminal Building.

12. MEETING CLOSED

The meeting was closed by Chairperson, Cr Cliff Winfield at 6.06pm.