

**SHIRE OF MANJIMUP  
AIRFIELD MANAGEMENT COMMITTEE**



Minutes of the Airfield Management Committee Meeting held 9 November 2022 at the Airfield Terminal Building commencing at 5:30pm.

**1. DECLARATION OF OPENING**

Chairperson Cr Cliff Winfield declared the meeting open at 5:26pm.

**2. PRESENT**

Cr Cliff Winfield – Council Representative  
Michael Leers – Director Works & Services, Shire of Manjimup (Proxy)  
Max Lefroy – Airfield Reporting Officer  
Bruce Ward – Deputy Reporting Officer  
Nathan Ramage – DBCA  
Shane Clark – St John Ambulance (Proxy)  
Peter Casonato – Manjimup Aero Club  
Yvonne Ganfield – Administration Officer, Shire of Manjimup

**APOLOGIES**

Catherine Mills – Manager Technical Services  
Barbara Hunter – St John Ambulance

**ABSENT**

Shane Hawily – Local Pilot Representative

**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 10 August 2022 be adopted as a true record of proceedings.”*

**Moved: Cr. Winfield C      Seconded: Ward, B      CARRIED: 7/0**

**6. DECISIONS BY COUNCIL ON COMMITTEE RECOMMENDATIONS**

**MOVED: Taylor, R    SECONDED: Eiby, W  
28875**

**That Council:**

- 1. Receive the unconfirmed Minutes of the Airfield Management Committee meeting held 10 August 2022 as shown in Attachment: 9.16.3 (1);**
- 2. Adopt the reviewed Shire of Manjimup Aerodrome Manual Version 2.0 July 2022 as shown in Attachment: 9.16.3 (2);**
- 3. Appoint Peter Casonato as the Manjimup Aero Club Representative; and**
- 4. Amend the Terms of Reference for the Airfield Management Committee as per Attachment: 9.16.3 (3).      CARRIED: 9/0**

## **7. MATTERS ARISING FROM PREVIOUS MINUTES**

Nil.

## **8. CORRESPONDENCE**

### **8.1 Inwards**

- 8.1.1 Bendotti Exporters – Approval for tree removal
- 8.1.2 East Manjimup Primary School – Airfield Visit
- 8.1.3 DBCA – Airport Water Service
- 8.1.4 AMS – Line Marking Quote
- 8.1.5 AMS – Pavement Inspection Quote
- 8.1.6 Warren Electrical – Annual Electrical Testing Quote
- 8.1.7 CASA – Response to Guidance Query – Wildlife Hazard Management Plan

### **8.2 Outwards**

- 8.2.1 Bendotti Exporters – Removal of Vegetation adjacent Manjimup Airfield
- 8.2.2 Twincreek Holdings PL – Aircraft Parked on Flight Path
- 8.2.3 CASA Wildlife Hazard Management Plan query
- 8.2.4 Various Owners – Obstacle Limitation Surface – Manjimup Airfield
- 8.2.5 East Manjimup Primary School – Confirmed 8 November visit

## **9. REPORTS**

### **9.1 Financial**

Financial details presented to Committee. 2022/23 Budget \$35,000 adopted. Balance \$27,100.

### **9.2 Airfield Reporting Officer**

- Drainage problems – Starkies Road, Drop drain at three zero.
- Area exceeds 5% should be 2%.
- Run-up area – well done completed 9.11.2022.
- Monthly monitoring of electrical system – leakage in system.
- Helicopter surveying over the next month North Manjimup.
- MOS new position for Manjimup Airfield – Accountable Manager. Michael Leers responsible.
- Roller required to do all of runway to flatten stones.
- Tie down points – NOTAM to be in place – Not Rated.
- Cleaning of white cones required.

### **9.3 Aero Club**

- Peter Casonato thanked the Committee for acceptance of nomination.
- Club has had an increase in flying training.

### **9.4 Local Pilots**

Nil.

### **9.5 St John Ambulance**

Heaters installed.

### **9.6 DBCA**

- Water Supply at Manjimup Airfield – Feasibility Assessment briefly presented. Copy to be sent to all members and discussion for next meeting in February 2023. DBCA will fund Engineers Report.
- 3 Spotter Planes are now based at Manjimup, Water Bombers will be arriving in late December

### **10. NEW BUSINESS**

Busy Bee on Sunday 6<sup>th</sup> November, great outcome and job well done.

### **11. NEXT MEETING**

15 February 2023 at 5:30pm at the Airfield Terminal Building.

### **12. MEETING CLOSED**

The meeting was closed by Chairperson, Cr Cliff Winfield at 6.11pm.