

F170380

**SHIRE OF MANJIMUP  
AIRFIELD MANAGEMENT COMMITTEE**

Minutes of the Airfield Management Committee Meeting held 13 September 2023 at the Airfield Terminal Building commencing at 5:30pm.



**1. DECLARATION OF OPENING**

Chairperson Cr Cliff Winfield declared the meeting open at 5:33pm with the Shire of Manjimup respectfully acknowledging 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. PRESENT**

Cr Cliff Winfield – Council Representative  
Catherine Mills – Manager Technical Services, Shire of Manjimup  
Max Lefroy – Airfield Reporting Officer  
Sean Tysoe – Deputy Airfield Reporting Officer  
Bruce Ward – Deputy Airfield Reporting Officer  
Shane Hawily – Local Pilot Representative  
Nicole Chapman – Minute Taker

**APOLOGIES**

Peter Casonato – Manjimup Aero Club  
Jeffrey Bennett – Proxy for DBCA

**ABSENT**

Nathan Ramage – DBCA  
Barbara Hunter – St John Ambulance

**GUESTS**

Nil.

**3. DECLARATION OF INTEREST**

Nil.

**4. PUBLIC ATTENDANCE / QUESTION TIME**

Nil

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

*“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.”*

**MOVED: Ward, B                      SECONDED: Lefroy, M                      CARRIED: 6/0**

## 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 - Bendotti Exporters are undertaking a major upgrade of their water supply. It is envisaged that DBCA will be able to link into their pumping station which is only 120 metres from DBCA storage tanks. Bendotti Exporters are supportive of this.

**7.2** ATI – fixed wing planes using Taxiway Delta

**7.3** ATI – Taxiway for firebombers to access fuel facility

**7.4** Trail Exercise – held 28 June 2023

## 8. CORRESPONDENCE

### **8.1 Inwards**

8.1.1. Airfield Management Committee Resignation Letter – Nathan Ramage  
DBCA

8.1.2. WML 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 updates 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 quote from Warren Electrical – Airport Leakage Test

## 9. REPORTS

### **9.1 Financial**

- Not available at meeting, have been emailed to Committee members 15 September 2023
- Council adopted budget increase to \$40,000 for the 2023/24 financial year

**9.2 Airfield Reporting Officer – Max Lefroy**

- Priority List - Taxiway Delta upgrade or resolution needed over summer

**9.3 Wildlife Report - Deputy Airfield Reporting Officer – Bruce Ward**

- June Wildlife Report – 13 Black Cockatoos, 10 Crows, 26 Ibis, 2 Magpies
- July Wildlife Report – 38 Black Cockatoos, 5 Magpies, 1 Swamp Harriers
- August Wildlife Report – 254 Black Cockatoos, 16 Crows, 30 Ibis, 22 Magpies and 2 Swamp Harriers
- Wildlife Booking form now consolidated to record both On and Off-field data on the one form. Dispersal methods also updated.
- Wildlife Identification Training session completed 13 September 2023

**9.4 Aero Club – Peter Casonato**

- Nil.

**9.5 Local Pilot – Shane Hawily**

- Nil.

**9.6 St John Ambulance – Barber Hunter**

- Nil.

**9.7 DBCA – Nathan Ramage**

Report was provided by email from Jeffrey Bennett

**10. NEW BUSINESS**

**10.1 Terminal Building Maintenance - Gutters and drainage**

Gutters to be replaced and drainage to be put in place, by Building Services. Fascia's will need to be done later.

Toilet upgrades - will look at updating the toilets – painting walls, floor and ceiling and updating tapware and the possibility of making the male and female toilets unisex.

**10.2 Accepting the resignation of Nathan Ramage DBCA representative**

**MOTION**

**The Airfield Management Committee accepts the resignation of Nathan Ramage as the DBCA representative and accepts the nomination of Jeffrey Bennett as the DBCA representative and Alison Raper as Proxy for DBCA.**

**MOVED: Lefroy, M**

**SECONDED: Ward, B**

**CARRIED: 6/0**

**10.3 Nomination of DBCA representatives – see discussion and Motion in Item 10.2**

**10.4 Funding Community Projects.** Aeroclub member approached Bruce regarding possible funding applications and suggested to approach Talison Lithium Ltd.

**10.5** Reserve funding for line marking. Urgent line marking works are required on the runway, taxiway, apron, etc to rectify issues identified in the Technical Inspection Report

**RECOMMENDATION**

**That Council approve the transfer of \$20,000 from the Airfield Construction and Maintenance Reserve to the 2023/24 Airfield Maintenance operational budget for the required line marking.**

**MOVED: Tysoe, S**

**SECONDED: Hawily, S**

**CARRIED: 6/0**

**11. NEXT MEETING**

Early December at the Airfield Terminal Building, exact date to be advised.

**12. MEETING CLOSED**

The meeting was closed by Chairperson, Cr Cliff Winfield at 6.07pm.