

**SHIRE OF MANJIMUP
AIRFIELD MANAGEMENT COMMITTEE**



Minutes of the Airfield Management Committee Meeting held 14 June 2023
at the Airfield Terminal Building commencing at 5:30pm.

1. DECLARATION OF OPENING

Chairperson Cr Cliff Winfield declared the meeting open at 5:30pm 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
Nathan Ramage – DBCA
Peter Casonato – Manjimup Aero Club
Shane Clarke – St John Ambulance (Proxy) entered 5.33pm

APOLOGIES

Shane Hawily – Local Pilot Representative
Barbara Hunter – St John Ambulance

ABSENT

Nil.

GUESTS

Paul Kerry – General Manager Bendotti Exporters invited as a guest by DBCA to discuss water supply proposal as a joint venture between DCBA and Bendotti exporters. Discussed in item 7.3

3. DECLARATION OF INTEREST

Nil.

4. PUBLIC ATTENDANCE / QUESTION TIME

5. CONFIRMATION OF MINUTES OF MEETING HELD 9 NOVEMBER 2022

“That the Minutes of the meeting of the Airfield Management Committee held on Wednesday 1 March 2023 be adopted as a true record of proceedings.”

Moved: Ward, B Seconded: Lefroy, M CARRIED: 7/0

6. DECISIONS BY COUNCIL ON COMMITTEE RECOMMENDATIONS

MOVED: Winfield, C SECONDED: Taylor, R

28977

That Council:

1. **Receive the unconfirmed Minutes of the Airfield Management Committee meeting held 1 March 2023, as shown in Attachment: 9.15.2 (1).** **CARRIED: 10/0**

7. **MATTERS ARISING FROM PREVIOUS MINUTES**

7.1 Terms of reference – updated 29 March 2023 to add Shaun Tysoe as Deputy Airport Reporting Officer - **completed**

7.2 Switch board at Terminal building – **completed**

7.3 DBCA water supply proposal – DBCA have a formal quote for \$158,500 to provide water to site from Seven Day Road. Bendotti Exporters are upgrading their water supply in the near future and currently working with DBCA with the option of supplying DBCA water for tank storage. Proposal to be brought back to the committee if progressed.

Shane Clarke entered at 5.33pm

8. **CORRESPONDENCE**

8.1 **Inwards**

8.1.1 WML Consulting Engineers – Runway Seal Inspection & Maintenance Quote

8.1.2 AMS – Runway Seal Inspection & Maintenance Quote

8.1.3 AMS – Technical Inspection

8.1.4 Flightradar24 – Airport photo request

8.1.5 **Late correspondence – Email from Bruce Ward & Max LeFroy re: Airport Funding. Email from Director Works & Services confirming detail of works required at airport and status of airport.**

- Catherine clarified that the Shire officers had no part in preparing the airport funding document. Costings and information within the document were provided by Bruce & Max.
- Catherine provided a copy of and detail on the response provided by Michael Leers Director Works & Services regarding Max and Bruces concerns.
- Reseal costings stated in the document are not relevant after a seal inspection was carried out by WML Consulting engineers. The Shire of Manjimup are waiting for the formal report, however a reseal is not required. Max advised that today's inspector was impressed with the runway, however; Max stated that Chris Bitmead from Aerodrome Management Services had some concerns over the water ponding and apron when carrying out the Aerodrome Technical Inspection in April.
- The current seal still has 10-15 years life left in it. Correction works to be done, its not an easy fix however it's not expensive.
- Max advised that WML consulting engineers suggested an on-site with a sealing company . Catherine advised that any of the Asphalt companies would be suitable as it is an everyday practise for them.

Motion

That CM prepare work schedule and costings and provide to the committee prior to the next Airfield Committee Meeting

Moved: Ward, B

Seconded: Lefroy, B

8.2 Outwards

8.2.1 WML Consulting Engineers – Runway Seal Inspection & Maintenance

8.2.2 Flightradar24 – Airport image

9. REPORTS

9.1 Financial

- As provided
- Request from Council for budget increase from \$30,000 to \$40,000 for 2023/24 financial year awaiting approval

9.2 Airfield Reporting Officer

- Draining issues
- Repairs to fence
- Lights – leakage has been an issue since they were installed in 1991, which hasn't varied much and not failing.
- AMS Technical inspections report findings that stood out;
 - Taxiway into DBCA hanger not to be used – hover taxi only
 - Dedicated Taxiway into bomber refueling area required.
 - Linemarking.
 - Runway Seal.

9.3 Aero Club

- Quite at present
- Shortage on instructors, trying to source instructors from Bunbury
- No plane movement data provided

9.4 Local Pilots

Nil.

9.5 St John Ambulance

- RFDS Linemarking area may be required as its hard to access with Ambulance safely.

9.6 DBCA

- Decline in aircraft movements, nearly ceased operations out of Manjimup for the winter.
- Official Resignation letter to be sent, due to work promotion and relocation to Albany. Replacement Committee members to be officially confirmed.

9.7 NEW REPORT ADDED – Wildlife Hazard Report

- .As per report presented at meeting
May Wildlife report – 4 Crows and 1 Swamp Harrier

10. NEW BUSINESS

10.1 Taxiway Delta only to be used for hovering. Nathan to liaise with DBCA to help obtain a solution, possible contribution to help upgrades.

10.2 Trial exercise – 28 June 2023 local Emergency Management Committee members. CM to formally invite Airfield Management Committee

10.2 Red Community Grant – Paul from Bendotti Exporters advised of grant up to 150,000 dollar for dollar which Bendotti Exporters are applying for with an agreement between Bendotti Exporters and DBCA at this stage. DBCA to update Committee as plans progress. Water will be non-potable.

11. NEXT MEETING

Date to be advised early September 5:30pm at the Airfield Terminal Building.

12. MEETING CLOSED

The meeting was closed by Chairperson, Cr Cliff Winfield at 6.31pm.