

F170380

**SHIRE OF MANJIMUP  
AIRFIELD MANAGEMENT COMMITTEE**

Minutes of the Airfield Management Committee Meeting held  
12 June 2024 at the Airfield Terminal Building commencing  
at 5:30pm.



**1. DECLARATION OF OPENING**

Cr Cliff Winfield declared the meeting open at 5:28pm, the Shire of Manjimup respectfully acknowledges the Noongar people as the Traditional Custodians of the lands in which we work throughout the region and we pay our respects to their Elders past and present.

**2. PRESENT**

Cr Cliff Winfield – Council Representative  
Michael Leers – Director of Works, Shire of Manjimup (Proxy)  
Max Lefroy – Airfield Reporting Officer  
Bruce Ward – Deputy Airfield Reporting Officer  
John McKenzie - DBCA  
Peter Casonato – Manjimup Aero Club  
Nicole Chapman – Minute Taker

**APOLOGIES**

Suketu Bhatt – Manager Technical Services, Shire of Manjimup

**ABSENT**

Shane Hawily – Local Pilot Representative  
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 13 MARCH 2024**

*“That the Minutes of the meeting of the Airfield Management Committee held on Wednesday 13 March 2024 be adopted as a true record of proceedings.”*

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

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

**MOVED: Cr De Campo      SECONDED: Cr Eiby**

**29507**

**That Council:**

- 1. Receive the unconfirmed Minutes of the Airfield Management Committee Meeting held 13 March 2024, as shown in attachment: 9.15.1(1)**
- 2. Note the Committee’s election of Councillor Cliff Winfield as the Chairperson; and**
- 3. Amend the Airfield Management Committee Terms of Reference as shown in attachment 9.15.1(2).**

**CARRIED: 9/0**

**7. MATTERS ARISING FROM PREVIOUS MINUTES**

- 7.1. DBCA water supply proposal – ongoing. Environmental review to be carried out by DBCA as part of the assessment.**

**8. CORRESPONDENCE**

**8.1. Inwards**

- 8.1.1. Airport lights quote – McGinty Electrics**
- 8.1.2. Gravel access road – Bronwen Prinsloo DBCA**
- 8.1.3. Gravel access road – Jeff Bennett DBCA**
- 8.1.4. Aerodrome Technical Inspection - AMS**

**8.2 Outwards**

- 8.2.1 Airport lights quote acceptance and purchase order – Warren Electrical Service**
- 8.2.2 Reply to Gravel access road – Jeff Bennett**

## **9. REPORTS**

### **9.1 Financial – Michael Leers**

- \$46,954.23 spent in the current financial year.

### **9.2 Airfield Reporting Officer – Max Lefroy**

- Maintenance issues raised from the recent Airport Technical Inspection report. These issues will be added to the priority list as part of the Airfield Maintenance Committee and will also include costings and funding options.  
DBCA are the biggest user of the Airfield and current don't contribute to maintenance funds.

## **MOTION**

**The Shire to write to Department of Biodiversity, Conservation and Attractions seeking a contribution to the ongoing maintenance of the airfield.**

**MOVED: Winfield, C**

**SECONDED: Leers, M**

**CARRIED: 6/0**

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

- March Wildlife Report – 479 Black Cockatoos, 13 Crow, 57 Ibis, 2 Kangaroos, 24 Magpies, 4 other.
- April Wildlife Report – 23 Black Cockatoos, 138 Ibis, 2 Magpie, 7 Other.
- May Wildlife Report – 9 Black Cockatoos, 50 Ibis, 11 Magpies.

### **9.4 Aero Club – Peter Casonato**

- Fulltime flying instructor will be based in Manjimup, waiting for final confirmation on start date.
- Recent enquiries to Hanger availability and how to obtain a lease. Shire to provide advice to committee.

### **9.5 Local Pilot – Shane Hawily**

- Nil

### **9.6 St John Ambulance – Barbara Hunter**

- Nil

### **9.7 DBCA – John McKenzie**

- Gravel access 'road' currently being maintained to a good standard with twice yearly grading. Sealing is not high on our priority list. Given this 'road' is in a drainage easement and the road veering in and out of Local Government property sealing is considered a very low priority.  
Michael Leers suggested adding modified binders to increase lifespan and reduce dust if these issues were a factor. Shire to install 'Slow Down' signs to help with dust and prolong road condition.
- Concrete pad at the edge of the spotter plane hangar to be completed this week.
- Eastern hanger door is being replaced.
- Minor vegetation removal behind DBCA hangers

## **10. NEW BUSINESS**

### **10.1 Strategic Plan**

Pending certification review of the 2014 Manjimup Airport Development Feasibility Study to ensure compliance with current standards. This will allow for future planning and upgrades to the current airport to include additional hangars, possibility of relocating the current overhead powerlines in staged upgrades.

Stage 1 to accommodate Dash 8 C27 aircraft 28 seat. Stage 2 addition of Code 3 taxiway to accommodate 50-seat turboprop aircraft.

### **MOTION**

**Review the 2014 Manjimup Airport Development Feasibility Study to ensure compliance with current standards and maximize the capacity within the current airport site while accommodating for long-term plans. Stage 1 to accommodate Dash 8 C27 aircraft. Stage 2 addition of Code 3 taxiway to accommodate 50-seat turboprop aircraft.**

**MOVED: Leers, M**

**SECONDED: Winfield, C**

**CARRIED: 6/0**

### **10.2 Terms of Reference**

Deputy Airport reporting Officer Sean Tysoe has resigned from the Shire. Position to become vacant, Term of Reference to be amended to reflect this change.

### **MOTION**

**Amend the Terms of Reference removing Sean Tysoe as Deputy ARO and showing position as vacant.**

**MOVED: Leers, M**

**SECONDED: Winfield, C**

**CARRIED: 6/0**

## **11. NEXT MEETING**

11 September 2024 at the Airfield Terminal Building.

## **12. MEETING CLOSED**

The meeting was closed by Chairperson, Cr Cliff Winfield at 6.34 pm.