

**WARRNAMBOOL REGIONAL AIRPORT REFERENCE GROUP (WRARG)
MINUTES**

Date:	Monday 16 September.	Time: 10.30 am.	Location: Airport Aero Club.
Meeting Objective:	Discussion & Advise on Airport Operations and Development, Security, and Emergency Management.		
Attendees:	Stephen Lucas (Chairman) Cr Robert Anderson (Warrnambool City) Cr Jim Doukas (Moyne Shire) John Stuart, Ken Veal, Janelle Wight, Chris Daffy.		
WCC Staff in attendance:	Scott Cavanagh (Director City Infrastructure) Ben Storey (Manager Facilities & Projects) Terry O'Sullivan (Airport Reporting Officer, ARO)		
For Information:	Shane Robe (ARO) Kevin Hickey (ARO)		
Apologies:	Errol Stewart, Troy Bentley.		

No	Discussion	Who	Action
1.	Welcome & Apologies.		
2.	Declaration of conflict of interest.	All.	S Lucas – Hangar Owner / Aero Club. J Stuart - Hangar Owner / Aero Club. K Veal - Hangar Owner / Aero Club. J Martin – Warrnambool Aviation. C Daffy – Midfield Group.
3.	Confirmation of minutes of Meeting 24 June 2017.		Moved: K Veal. Seconded: J Martin. Carried.
4.	Business arising from the Minutes.		Item 6. Construction of 7,300 m ² additional Apron area to expand the main apron and upgrade secondary taxiway to Code C to improve aircraft flow on and off the main Apron. Indicative cost of around \$550,000.00. Works are listed in Council's Capitol Program but not funded. External funding needed for the works most likely from Federal Government.

<p>5</p>	<p>Fees and Charges. Refer attached discussion paper prepared for consideration by Council's Executive Management Team.</p> <p>The "Annual Maintenance Fee" for local based Operators, Hangars 2-14, has been introduced for 2019/2020.</p>		<p>Further investigation required on how best to collect fees and charges.</p> <p>Queried as to how this fee introduced, without proper consultation, as proposed fees and charges is a work in progress.</p> <p>The wording in the lease agreement is not a true reflection of the proposed fee in the discussion paper, it should read Annual Usage Fee.</p>
<p>7.</p>	<p>Airport Management and Operations.</p> <p>7.1. Site Inspection. Chief Executive, Peter Schneider, to undertake an inspection of the Airport early September.</p> <p>7.2. CASA review of Manual of Standards, MOS, for Airports. Works in progress, advice is new standards will be in place later in year.</p> <p>Council will have 2 years to transition to the new MOS and become a Certified Airport.</p> <p>It is imperative to make this transition to ensure we maintain published procedures for the Airport.</p> <p>7.3. Airport Serviceability Inspections, ASI. Currently ASI's are undertaken daily.</p> <p>A review of the inspection regime has been requested.</p> <p>The current Manual of Standards, MOS, state "At an Airport without daily regular transport operations, serviceability inspections may be reduced to before each regular public transport operation or not less than 2 per week. Additional serviceability inspections must be conducted after significant</p>		<p>Noted by Group.</p> <p>Noted by Group.</p> <p>Current level of service being maintained.</p> <p>Council has a duty of care to operate and maintain the Airport to ensure the safe operation of Aircraft.</p> <p>Inspection regime may alter with the introduction of new MOS.</p>

	<p>weather phenomena such as strong wind gust or heavy rain."</p> <p>7.4. Airport Duties and Maintenance. Works Tendered recently.</p> <p>7.5. Obstacle Limitation Surfaces. Survey done 25th June. Some tree trimming required when ground conditions suitable to access with equipment. Obstacle light on Hangar 16 obstructs transitional surface by 300mm. NOTAMS in place for these infringements.</p> <p>7.6. Windfarms. Council in receipt of assessments by Airservices Australia in regard to the Hexham and Willatook Windfarms.</p> <p>7.7. CFA Fire Base Facility. Pump Testing day held 15th July. Training / refresher day scheduled for 30th November.</p>		<p>Contact has been made with CASA seeking clarification.</p> <p>Submissions being evaluated.</p> <p>Noted by Group. Status of the removal / relocation of Hangar 16 raised. Group advised that discussions / negotiations are being dealt with the by Corporate Strategy Directorate.</p> <p>All agreed that both Council's write back to the Windfarm Proponent advising that Council is not in agreement to the requested change to the 10NM Minimum Sector Altitude, MSA, at Warrnambool Airport.</p> <p>Council to write to Airservices requesting the existing and future Windfarms are included on World Aeronautical Charts, WAC.</p> <p>Also requested that Telstra be contacted in regard to the faded markings on the Tower Hill Communications Tower and if Telstra would Obstacle Light it?</p> <p>Noted by Group.</p>	
<p>8.</p>	<p>Aviation Business Park. 2 x Hangars being constructed.</p>		<p>Discussion in progress with one owner regarding terms and conditions of lease.</p>	
<p>9.</p>	<p>RPT / Charter Operator. Council has fielded a couple of enquiries regarding RPT. Nothing of substance has eventuated.</p>		<p>Noted by Group.</p> <p>Requests for flights / charter, Council staff advise customers to contact South Coast Air, Sharp Airlines, or Shortstop.</p>	

10.	<p>On - Off Shore operations. Cooper Energy have in place the Ocean Monarch Gas Rig off the Coast of Peterborough. Sharp Airlines are Flying In Flying Out, FIFO, staff from Essendon Monday, Tuesday, Wednesday, and Friday's. Bristow Helicopters are contracted to transfer staff to and from the Rig.</p> <p>Off Shore Operations for the Thylacine Gas Rig still continue.</p> <p>Easternwell Company currently FIFO staff weekly for on shore works in the Boggy Creek area.</p>		Noted by Group.	
11.	<p>Aero Club. Club working through Lease and finalising plans / costing for upgrade.</p>		Noted by Group.	
12.	<p>Drag Race Facility / Events. To progress a stand-alone facility the Drag Club need to put a proposal to Council.</p> <p>Request received 6 August for Events as follows: Saturday's 30 November, test and tune event, 18 January, big event and 29 February.</p>		Noted by Group.	
13.	<p>Airport Emergency Management and Security. Maintain current status.</p>		Noted by Group.	
15.	<p>Australian Airports Association (AAA) 16.1. National Conference is at Gold Coast in 19-22 November. 16.2. AAA have flagged to have a Meeting in Warrnambool in 2020.</p>		<p>Noted by Group.</p> <p>Be a good thing to showcase Warrnambool plus an economic boost in accommodation, meals, fuel, etc.</p>	

16.	General Business.	All.		
17.	Next Meeting.	Chair.	Monday 9 December.	
18.	Close of Meeting	Chair.	11.20am.	