

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

Date:	Monday 9th December.	Time: 10.30 am.	Location: Airport Terminal.
Meeting Objective:	Discussion & Advise on Airport Operations and Development, Security, and Emergency Management.		
Attendees:	Stephen Lucas (Chairman)) Cr Jim Doukas (Moyne Shire) John Stuart, Ken Veal, Chris Daffy, Errol Stewart.		
WCC Staff in attendance:	Ben Storey (Manager Facilities & Projects) Terry O'Sullivan (Airport Reporting Officer, ARO)		
For Information:	Shane Robe (ARO) Kevin Hickey (ARO)		
Apologies:	Cr Robert Anderson (Warrnambool City, Scott Cavanagh (Director City Infrastructure) Janelle Martin, & Troy Bentley.		

No	Discussion	Who	Action
1.	Welcome & Apologies.		
2.	Declaration of conflict of interest.	All.	S Lucas – Hangar Owner / Aero Club. E Stewart – Hangar Owner / Aero Club. J Stuart – Hangar Owner. C Daffy – Midfield Group.
3.	Confirmation of minutes of Meeting 16th September.		Moved: J Stuart. Seconded: J Doukas. Carried:
4.	Business arising from the Minutes.	All.	Nil.
5.	<p>5.1. Inward Correspondence.</p> <p>5.1.1. Ambulance Victoria re Regional Airports Funding Program and their minimum aeromedical operational requirements.</p> <p>5.1.2. CASA re Airport Serviceability Inspections. Refer Item 9.2.</p> <p>5.1.3. Australian Airports Association (AAA) advising of success in securing the establishment of a \$100 million Regional Airports Program (RAP) by the Federal Government in the 2019-20 Commonwealth Budget. The fund has been designed to</p>		

	<p>provide financial assistance to regional airports to undertake essential aeronautical infrastructure and maintenance projects that enhance safety and accessibility. Refer Item 7.</p> <p>5.2. Outward Correspondence.</p> <p>5.2.1. Moyne Shire re Planning Permit, PI19/173, refer Item 9.1.</p> <p>5.2.2. Moyne Shire re Hexham Windfarm advising that Council is not in agreement to the requested change to the 10NM Minimum Sector Altitude, MSA, at Warrnambool Airport.</p>			
<p>6.</p>	<p>Fees and Charges.</p> <p>Discussion paper submitted to Council's Executive Management Team for consideration and direction.</p>	<p>Ben Storey.</p>	<p>The "Annual Maintenance Fee" for local based Operators, Hangars 2-14, has been introduced as Hangar Site Leases are renewed.</p> <p>Queried again 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>Further investigation on how best to collect fees and charges in progress.</p>	
<p>7.</p>	<p>Funding.</p> <p>Regional Airport Infrastructure Funding. There is a need for a business case to support the current projects being either the runway extension or apron development.</p>	<p>Ben Storey.</p>	<p>Staff have costed the following works that are to be considered by Council as part of annual budget process:</p> <ol style="list-style-type: none"> 1. Construction of 7,300 m² additional Apron area. 	

			<p>2. Strengthen and lengthen Runway 13/31. 3. Spray seal runway 04/22.</p> <p>Cr Doukas suggested that both Councils work together on securing external funding, Federal and State Governments, for the above projects.</p>
<p>8.</p>	<p>Airport Management and Operations.</p> <p>8.1. CASA review of Manual of Standards, MOS, for Airports.</p> <p>Council will have 2 years to transition to the new MOS and become a Certified Airport.</p> <p>8.2. Airport Serviceability Inspections, ASI.</p> <p>Currently ASI's are undertaken daily.</p> <p>8.3. Airport Duties and Maintenance.</p> <p>Works are in transition from sub contract arrangement back to Council day labour.</p> <p>8.4. HEMS4 Facility.</p> <p>Facility to have Generator installed early 2020 which will be auto switch over and also connected to power up the Fuel Site.</p> <p>8.5. Windfarms.</p> <p>Council in receipt of assessments by Airservices Australia in regard to the Hexham and Willatook Windfarms. Construction has commenced on Mortlake South.</p> <p>8.6. CFA Fire Base Facility.</p> <p>Training / refresher day scheduled for Sunday 14th December.</p>	<p>Terry O'Sullivan.</p>	<p>In the new MOS ASI's are required daily, prior to first scheduled "Air Transport Operation" (a passenger transport operation, or a cargo transport operation, that is conducted for hire or reward)</p> <p>Reference Group Members support daily ASI's.</p>

	<p>8.7. Miscellaneous.</p> <p>8.7.1. Path with access gate in place from overflow gravel car park to main car park.</p> <p>8.7.2. Council's after hours staff refreshed on emergency procedures 21st November.</p> <p>8.7.3. Weather cameras recently installed.</p>			
9.	<p>Aviation Business Park.</p> <p>9.1. 2 Hangars being constructed. WCC Planning Department have an application for a Planning Permit, PI19/173, from Myers Planning Group to Moyne Shire for use and development of a vehicle store and waiver of car parking requirements.</p> <p>9.2. Economic Development Officers continue to field enquiries regarding construction of Hangars. The economic development aspect of the Airport is covered in a broader Economic Development Advisory Group.</p>		<p>Warrnambool Bus & Motor Co awaiting approval to construct Hangar.</p> <p>Moyne Shire advised that WCC had no objection to Planning Permit application.</p>	
10.	<p>Aero Club.</p> <p>Club working through lease and finalising approvals, plans, and costings for their proposed redevelopment.</p> <p>Club have cut grass, in nominated areas, and baled it. The full proceeds of the sale of the Hay are to be injected into the Clubs redevelopment.</p>		<p>All progressing well and Club are looking at commencing works around March 2020. The new facility is to be connected to the Airports Sewer System.</p>	
11.	<p>RPT / Charter Operator.</p> <p>Nil to Report.</p>			

12.	<p>On/Off Shore operations.</p> <p>Off Shore Operations for the Thylacine Gas Rig still continue.</p> <p>Beach Energy in discussion with Hangar 2 owner regarding additional office space, amenities, muster room, etc.</p> <p>Anticipated that a lot more activity to occur in this space.</p>	For information.	Noted by Group.
13.	<p>Drag Race Facility/Events.</p> <p>Saturday 30 November, event cancelled due soft wet ground conditions.</p> <p>Saturday's 18 January and 29 February, big events with burnout competition.</p> <p>To progress a stand-alone facility the Drag Club need to put a proposal to Council.</p>		Noted by Group.
14.	<p>Airport Emergency Management and Security.</p> <p>Maintain current status.</p> <p>ARO in discussion with Home Affairs regarding Transport Security Program.</p> <p>Emergency Exercise conducted Wednesday 27th November in the Aviation Park.</p>		Noted by Group.
15.	<p>Australian Airports Association (AAA)</p> <p>15.1 Staff participate in tele-conferences and Webinar's to keep up to date with industry practice and change.</p> <p>15.2. AAA have flagged to have a Meeting in Warrnambool in 2020.</p>		Noted by Group.

16.	General Business.	All.	<p>16.1. Telstra be contacted in regard to the faded markings on the Tower Hill Communications Tower along with consideration to adding Obstacle Lighting as well.</p> <p>16.2. Council to write to Airservices Australia requesting that existing and future Windfarms are included on World Aeronautical Charts, WAC.</p> <p>16.3. Removal of Hangar 16, what's the status and timing for removal?</p> <p>16.4. Aviation Park being used for Cycling Events.</p>	
17.	<p>17.1 Next Meeting</p> <p>17.2 Close of Meeting.</p>	Chair.	<p>Monday 17th February 2020.</p> <p>11.20am.</p>	