

## Notice of Meeting

### AERODROME COMMITTEE

8 June 2021 at 5.30pm  
Riverina Room 76 Capper Street Tumut

### AGENDA

Present

1. Apologies

Declaration of Interest

2. Minutes of Previous meeting  
*Minutes of meeting held 09 March 2021*

#### **RECOMMENDATION:**

That the Minutes of the Aerodrome Committee meeting held on the 9 March 2021 be received and noted.

3. Business arising
4. Agenda Items
  - 4.1 Aerodrome Matters for June 2021 .....3
5. General Business
6. Next meeting

**THE MINUTES OF THE AERODROME COMMITTEE MEETING HELD IN THE RIVERINA ROOM 76 CAPPER STREET TUMUT, ON TUESDAY 9 MARCH 2021**

**COMMENCING AT** 5:30pm

**PRESENT:** Clr John Larter (Councillor Delegate), Fred Kell, Graham Smith, Bridget Ryan, Peter Wilson, Rod Blundell (TAC representative), Tom Moxey, Jon Gregory – RFS.

**IN ATTENDANCE:** Geoffrey Rotgans – Survey & Design Engineer (Council Delegate)  
Heinz Kausche – Executive Director Infrastructure  
Brook Penfold – Coordinator Governance & Risk

**1. APOLOGIES**

Nil

**2. MINUTES OF PREVIOUS MEETINGS**

**AC1/21 RESOLVED:**

That the Minutes of the Aerodrome Committee Meeting held on 10 March 2020 be received.

Graham Smith / Jon Gregory

**3 BUSINESS ARISING**

Old signage at the Aerodrome needs replacement.

**4. AGENDA ITEMS**

**4.1 AERODROME MATTERS FOR MARCH 2021**

**AC2/21 RESOLVED:**

THAT THE COMMITTEE:

1. Received the report on Aerodrome Matters for March 2021.
2. Reviewed the New Committees Framework.
3. Noted that a new draft Terms of Reference is to be issued by Council in-line with the New Committees Framework which will need to be reviewed at the June Aerodrome Committee meeting.
4. Discussed recent developments and put forward strategies and features to be considered for inclusion in the new masterplan.

5. Noted the Expression of Interest process for hangar lots.

Graham Smith / Jon Gregory

## **5 GENERAL BUSINESS**

Discussions on the Masterplan included:

- The possibility of moving the fuel facility/using underground tanks. The Executive Director Infrastructure outlined the current trend to use aboveground tanks for environment protection reasons – above ground tanks are easier to access, maintain, and detect leaks.
- Water supply for Rural Fire Service should be included in the Bushfire Local Economic Recovery (BLER) grant funding.
- Power and sewerage requirements should also be considered where possible.

## **6 NEXT MEETING**

8th June 2021 at 5:30pm in the RHB Riverina Room

There being no further business to discuss, the meeting closed at 6:41pm.

**4. AGENDA ITEMS****4.1 AERODROME MATTERS FOR JUNE 2021**

**REPORT AUTHOR:** SURVEY & DESIGN ENGINEER  
**RESPONSIBLE DIRECTOR:** EXECUTIVE DIRECTOR INFRASTRUCTURE

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**EXECUTIVE SUMMARY:**

To inform the committee of strategic matters concerning the Tumut Aerodrome.

**RECOMMENDATION:****THAT THE COMMITTEE:**

1. **Make any necessary recommendations and endorse the Terms of Reference to the new Council for adoption in September.**
2. **Note the progress of Regional Airport Program Round 1 (RAP1) grant infrastructure project.**
3. **Note the progress of Bushfire Local Economic Recovery (BLER) grant infrastructure project and provide any comments or feedback as necessary.**
4. **Put forward a proposal regarding more hangar space for Council to consider.**

**REPORT:****1. New Terms of Reference**

All committees and their Terms of Reference will need to be adopted by the new Council. The new Terms of Reference will need to be reviewed and endorsed in preparation for the September elections.

**2. \$459K Regional Airport Program (RAP1) Grant Infrastructure Update**

At the time of the meeting, the new southern fencing and most of the drainage should be constructed, and the RFS Taxiway construction should be underway.

**3. \$12.5M Bushfire Local Economic Recovery (BLER) Grant Infrastructure Update**

Council has engaged consultants 'Aviation Projects' to advise on the project. A feasibility study was completed in May with site plans and an issues paper.

An application has been presented to CASA considering the issues presented.

**4. Future Hangar Space**

Following the EOI process for Hangar Lot 8, there are a handful of people interested in a hangar lot at Tumut Aerodrome. Noting that Lot 8 was the last available, it is important that Council takes the opportunity to accommodate these pilots and draw up agreements before the opportunity passes.

Site preparation is estimated to cost \$300,000. The committee is urged to discuss and provide a recommendation to Council.

**ATTACHMENTS**

- 1 Aerodrome Committee Terms Of Reference (DRAFT) [↓](#)



## Aerodrome Committee Terms of Reference

ToR No: SVC-TofR-007-02

**In addition to the Terms of Reference, the committee must abide by the Council Committees Policy and Council Committee Operation Manual.**

**1. NAME**

The name of the Committee is the Aerodrome Committee.

The Aerodrome Committee is an advisory committee to Snowy Valleys Council.

**2. STATUS**

The Aerodrome Committee does not have executive power or authority to direct staff nor does it enjoy the delegation of any powers, functions or duties of Council.

**3. DELEGATION**

All decisions of the Committee will constitute recommendations to Council and other major stakeholders where relevant.

**2. PURPOSE**

The purpose of the committee is to:

- Provide a forum for discussion of strategic planning issues relevant to the Tumut Aerodrome;
- Provide appropriate advice and recommendations on strategic matters relevant to the Tumut Aerodrome.

**3. OBJECTIVES OF THE COMMITTEE**

The Aerodrome Committee is a committee of Council responsive to community needs. The effectiveness of the committee depends on community support.

The focus of the Committee shall be on long-term strategic planning, with the outcome being recommendations for inclusion in Council's Community Strategic Plan and its Delivery Program. Discussions should consider funding priorities, service levels and planning for a sustainable future.

Furthermore, the Aerodrome Committee shall provide comment on aerodrome matters, as presented in Aerodrome Committee reports.

Exclusions:

The Aerodrome Committee is not responsible for the day-to-day administration and operation of the Tumut Aerodrome. Any administrative and operational concerns shall be referred to Council through appropriate customer service channels.

Where a matter is deemed significant enough to warrant discussion and/or a recommendation to Council, it may be raised at a Committee meeting.

#### **4. MANAGEMENT AND OPERATION OF THE COMMITTEE**

##### **a) MEETINGS**

Meetings will be held quarterly at 5:30 pm at Snowy Valleys Council.

##### **b) CHAIRPERSON**

The Chairperson shall be elected by the committee by a simple majority vote taken from members present at the first meeting of each calendar year and shall serve a term of one year. In the absence of the Chairperson, the Committee shall elect a Deputy Chairperson for that meeting.

##### **c) SECRETARIAT**

A staff member from Snowy Valleys Council shall perform the Secretariat duties for the Committee.

##### **d) PECUNIARY INTERESTS AND CONFLICTS OF INTEREST**

Members of the Committee must, having reviewed the agenda for a meeting, or when becoming aware of a potential conflict of interest or pecuniary interest in any matters being discussed by the Committee, immediately advise the Chairperson.

The Committee member must refrain from participating in the discussion and if deemed appropriate by the voting members present, leave the meeting whilst the matter is discussed and not participate in any decision making related to the issue. The interest will be recorded in the minutes.

##### **e) QUORUM**

A quorum of the Committee will be half-plus-one (more than 50%) of appointed voting members present.

In the event that a meeting does not have the required quorum, those members present can determine whether they would like to continue with the meeting as an Inquorate Discussion. In this case, recommendations for decisions cannot be made, but can be carried forward to subsequent meetings where a quorum is present.

##### **f) ATTENDANCE OF NON-MEMBERS**

All residents and rate payers of the Local Government Area can attend meetings of the committee.

##### **g) MEDIA COMMENT AND CONFIDENTIALITY**

The Committee must not make comments to the media on any matter without approval of Councils Communication and Engagement Team.

Members of the Committee should appreciate that the Committee may, from time to time, deal with sensitive matters of a confidential nature. The confidentiality of such information should be respected by all members.

All residents and rate payers of the Local Government Area can attend meetings of the committee.

**5. AMENDING THE TERMS OF REFERENCE**

Recommendations for amendments to the Terms of Reference can be made at any time provided that suggested changes are noted on the Agenda, a quorum is present at the meeting and the majority of voting members present support the recommendation.

Amendments to the Terms of Reference must be approved by Snowy Valleys Council.

**6. HISTORY TABLE**

Version No	Approval Date	Resolution Number	Date to be Reviewed
1.0	18 July 2019	M190/19	01/09/2020