

## Notice of Meeting

# **TUMUT AERODROME COMMITTEE**

Tuesday, 11 June 2024 at 2:30 PM  
Riverina Room, 76 Capper Street Tumut

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**1. COMMENCING AT:**

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**2. PRESENT:**

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**3. ACKNOWLEDGEMENT OF COUNTRY**

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*Snowy Valleys Council proudly acknowledges the traditional owners and custodians of this land and water and pay respects to their Elders past and present.*

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**4. APOLOGIES:**

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**5. DECLARATION OF PECUNIARY INTEREST:**

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*Pursuant to Section 4 of the Code of Conduct, Members are required to declare any direct or indirect pecuniary interest in any matters being considered by the Committee.*

**6. MINUTES OF PREVIOUS MEETING:**

**6.1. MINUTES - TUMUT AERODROME COMMITTEE - 12 MARCH 2024****RECOMMENDATION:****THAT:**

1. The Minutes of the Tumut Aerodrome Committee meeting held on 12 March 2024 be received.

**ATTACHMENTS:**

1. Minutes of Tumut Aerodrome Committee Meeting Dated - 12 March 2024

**Attachment 1 - 20240312 - Minutes - Tumut Aerodrome Committee****Notice of Meeting****TUMUT AERODROME COMMITTEE**

Tuesday, 12 March 2024 at 2:30 PM  
Riverina Room, 76 Capper Street Tumut

**MINUTES**

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Minutes of the Meeting of the Tumut Aerodrome Committee held in Riverina Room, 76 Capper Street Tumut on Tuesday, 12 March 2024

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**1. COMMENCING AT:**

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2.30pm

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**2. PRESENT:**

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John Larter – SVC Councillor

Fred Kell – Committee Member

Graham Smith – Committee Member

Tony Clee - also representing Bridget Ryan – Committee Member

Craig Cullinger – Committee Member

Peter Wilson – Committee Member

Tom Moxey – Committee Member

Jon Gregory – RFS – Committee Member

Glenyce Francis – Observer – has completed a nomination form to become a committee member

Duncan Mitchell – Director of Engineering and Property Services – SVC

Tom Langdon – Major Projects – Project Manager – SVC

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**3. ACKNOWLEDGEMENT OF COUNTRY**

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*Snowy Valleys Council proudly acknowledges the traditional owners and custodians of this land and water and pay respects to their Elders past and present.*

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**4. APOLOGIES:**

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Bridget Ryan – Committee Member

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**5. DECLARATION OF PECUNIARY INTEREST:**

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Nil

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**6. MINUTES OF PREVIOUS MEETING:**

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**6.1. MINUTES - TUMUT AERODROME COMMITTEE - 14 MARCH 2023****TAC.01-24 RESOLVED:**

THAT:

1. The Minutes of the Tumut Aerodrome Committee meeting held on 14 March 2023 be received.

ALL CARRIED

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Minutes of the Meeting of the Tumut Aerodrome Committee held in Riverina Room, 76 Capper Street Tumut on Tuesday, 12 March 2024

**6.2. NOTES - TUMUT AERODROME COMMITTEE - 13 JUNE 2023****TAC.02/24 RESOLVED:****THAT:**

1. The Notes of the Tumut Aerodrome Committee meeting held on 13 June 2023 be received there was no quorum for the meeting.

ALL CARRIED

**6.3. NOTES - TUMUT AERODROME COMMITTEE - 12 SEPTEMBER 2023****TAC.03/24 RESOLVED:****THAT:**

1. The Notes of the Tumut Aerodrome Committee meeting held on 12 September 2023 be received there was no quorum for the meeting.

ALL CARRIED

**7. BUSINESS ARISING:**

Minutes of this meeting are being reported to Council at the 18 April 2024 Council meeting.

Nomination of new Committee member – Glenyce Francis

**8. AGENDA ITEMS:****8.1. AERODROME COMMITTEE MATTERS - MARCH 2024****TAC.04/24 RESOLVED:****THAT THE COMMITTEE:**

1. Receive the Council report of 14 December 2023 in relation to the upgrade of Tumut Aerodrome including the report's recommendations that Council proceeds with Option 3 (Upgraded Code 2 Non-instrument (No RESA) as recommended by the specialist aviation consultants engaged by Council.

ALL CARRIED

**RECOMMENDATION:****THAT COUNCIL:**

2. Endorse the application of Glenyce Francis to become a member of the Tumut Aerodrome Committee.

ALL CARRIED

**9. GENERAL BUSINESS:**

The Director of Infrastructure and Works introduced himself to the committee explaining that this was the first Tumut Aerodrome Committee meeting he had been too and that he commenced at Council in July

Minutes of the Meeting of the Tumut Aerodrome Committee held in Riverina Room, 76 Capper Street Tumut on Tuesday, 12 March 2024

2023. The Director of Infrastructure and Works also introduced Tom Langdon – Major Project – Projects Manager and explained what Toms role at Council was.

### 1. New Committee Member Nomination

The Director of Infrastructure and Works also introduced Glenyce Francis and explained that Glenyce had applied to become a committee member and had completed the Committee Membership Nomination Form on the 26 February 2024. The director explained that this Nomination Form would be sent to all committee members for their endorsement and then reported up to Council as part of the minutes as per the established membership process.

The director also explained that Glenyce Francis was attending this meeting just as an observer.

Cr John Larter – raised an issue about whether due process had been followed for the nomination of Glenyce Francis as a new committee member. The Director of Infrastructure and Works explained that he would follow up and find out what the exact process is.

This follow up has now been completed and for committee member information the process is as follows:

1. Membership to the Aerodrome Committee is generally via an expression of interest from members of the community (extract from Manual below).
  - Glenyce Francis was nominated by Cr Hansie Amour in her capacity as a community member.
2. The nominated member then fills in a "Committee Nomination Form" and presents it to the Aerodrome Committee for recommendation to council for endorsement.
  - Glenyce Francis nomination form was emailed to all committee members on Wednesday 20 March 2024 for endorsement or not to be endorsed.
3. Once committee members have indicated their support or no support of the Nomination the minutes of the Committee Meeting then go up to Council for endorsement – including a recommendation that Glenyce Francis has been endorsed or not endorsed to become a member of the committee.

*Extract from Councils Committee s Operation Manual – Page 7 – Part 4 Appointment and Membership.*

Committee membership is open to all residents or rate payers of Snowy Valley's Council Local Government Area who are committed to the activities of the committee. If neither a resident nor a rate payer, a prospective committee member must be able to demonstrate an interest in the objectives of the committee and ability to attend committee meetings to the satisfaction of Council.

Committee members are not to be charged for membership to committees.

#### Committee Member Nominations

For community committees, membership is generally via an expression of interest from members of the community.

For advisory committees, vacancies may be advertised and expressions of interest sort.

If more nominees are interested in joining the committee than there are vacancies, then current members will vote to decide who will become the nominee to Council to be a member/s. This must be recorded in the minutes.

Committees are responsible for making a recommendation to the Council for the appointment of members. Completed *Committee Member Nomination Forms* are to be completed and attached to the meeting minutes that are reported to Council.

## 2. Tumut – Aerodrome upgrade – Option 3- Adopted by Council 14 December 2024

The Director of Infrastructure and Works distributed hardcopies of the 14 December 2023 Council report for committee members to read and explained in a high-level summary Option 3 (Upgraded Code 2 Non-instrument) (No RESA) as recommended by the specialist aviation consultants.

The Director of Infrastructure and Works outlined the program for the upgrade works being as follows:

- Tenders called, received, and assessed March – May 2024
- Tender report to Council June 2024
- Construction commences – August - September 2024
- Construction timeframe is 9-12 months.

The Director of Infrastructure and Works explained that the construction planning for the project is based around minimising the down time that the main airstrip at the aerodrome is out of action. The works will be staged to minimise down time, however the main airstrip needs to be re-built with a concrete slab so will be out of action for a period of time.

Glenyce Francis - observer - commented that she thought the project contingency was not adequate in her experience.

The Director of Infrastructure and Works – noted.

Jon Gregory – Committee member commented on the design adopted by Council (Option 3) in December 2023 would not meet the firefighting requirements of the RFS and that the comments made by the Deputy Commissioner of the RFS – Kyle Stewart at the Council Workshop held on 19 November 2024 were not necessarily accurate in terms of how the aerodrome operates during a firefighting emergency.

The Director of Infrastructure and Works – noted.

Peter Wilson - Committee member raised a query around what is Council doing to accommodate current aerodrome users when the main runway is out of action? The Director of Infrastructure and Works committed to all committee members that consultation will be undertaken with all aerodrome users on how the works will be managed to minimise disruption to their operations.

The committee members asked if Council could issue a bigger (A3) plan for Option 3 to all committee members which is more legible.

A larger version of the Option 3 plan is attached to these minutes and a hard copy can be mailed to Committee members on request.

## 3. CASA – runway exemptions

Committee members asked if Council had received the CASA runway exemptions approval that was applied for in March 2023.

The Director of Infrastructure and Works stated that Council had received the exemption on 11 October 2023. Below is a summary of the exemptions granted by CASA. A full copy of the CASA exemption is attached to these minutes.

### Summary of CASA exemptions received 11 October 2023

#### Approvals

- (1) *For subsection 2.06(1) of the Part 139 MOS, for the purpose of the proposed works, CASA approves that Snowy Valleys Council is not required to meet the standard specified in subsection 6.17(4) and Table 6.17(4) of the Part 139 MOS in respect of the runway strip width of runway 17/35.*

*Note The standard specified in subsection 6.17(4) is that, for a non-precision approach runway, the width of the runway strip must not be less than that shown in Table 6.17(4). In Table 6.17(4), the runway strip width shown for a code 1 or 2 runway is 140 m.*

- (2) *For subsection 2.06(1) of the Part 139 MOS, for the purpose of the proposed works, CASA approves that Snowy Valleys Council is not required to meet the standard specified in subsection 7.03(2) and Table 7.15(1) of the Part 139 MOS, in respect of the physical dimensions of the OLS for runway 35.*

*Note The standard specified in subsection 7.03(2) is that the physical dimensions of the OLS for approach runways must be determined using Table 7.15(1). Table 7.15(1) determines the dimensions of the OLS for a code 2, instrument non-precision runway on the basis that the runway strip is 140 m wide.*

- (3) *The approvals are subject to the conditions mentioned in section 4.*

#### **4 Conditions**

- (1) *Snowy Valleys Council must ensure that the runway strip width of runway 17/35 is not less than 90 m.*
- (2) *Snowy Valleys Council must determine the physical dimensions of the OLS for runway 17/35 using Table 7.15(1) on the basis that the runway strip width and the length of the approach inner edge of runway 17/35 is 90 m wide.*
- (3) *Snowy Valleys Council must include a copy of this instrument in the aerodrome manual for Tumut aerodrome.*

#### **4. New RFS Fire Control Facility to be constructed out at the Aerodrome.**

The Director of Infrastructure and Works outlined that the RFS would be building their new fire control centre facility out at the aerodrome at approximately the same time as the Council managed Option 3 aerodrome upgrade is happening and that Council and the RFS would need to coordinate construction activities.

Jon Gregory outlined that a Project Control Group (PCG) would be established as per the Heads of Agreement that is coming to the Council 21 March meeting for endorsement and that this PCG would ensure all construction activities are coordinated.

Committee members raised this issue of whether a water line would be established to the new RFS facility.

Jon Gregory took that query on notice and said it would be subject to funding availability.

Committee members raised this issue of whether the facility was fully funded.

Jon Gregory confirmed that RFS did have all the funding required to commence construction of the new facility.

Committee members raised a query about whether the location of the new RFS facility at the aerodrome is fixed as other locations had been discussed in the past.

Jon Gregory stated the location of the new RFS Facility is in accordance with the master plan adopted by Council in 2022.

#### **5. Compulsory Land Acquisitions at the Aerodrome**

Committee members raised a query in relation to the status of the compulsory land acquisitions at the aerodrome.

The Director of Infrastructure and Works stated that the compulsory acquisition process for the land to the North of the runway had now ceased as Council had adopted Option 3 which did not require these properties for that option.



**Note:** Letters have now been sent by Public Works – Infrastructure Property Officer to those property owners on behalf of Council informing them that the compulsory acquisition process has now ceased for those properties located to the North of the runway.

The compulsory land acquisition process is still continuing for the portion of the properties required to be acquired or the parallel taxiway which is part of Option 3 – south and east of the runway.

Committee member Peter Wilson commented that part of his property is being acquired – can Council clarify what the boundary was and was that part of his property?

The Director of Infrastructure and Works pointed out where the boundaries were on the plans presented in the 14 December 2023 report to Council. It was confirmed that the small portion of land for the new “windsock” location was not on Peter Wilsons land.

The Director of Infrastructure and Works raised a query around the status of the land to the south and east – not owned by Council – was it available for sale?

Cr John Larter stated that this land had already been the subject of a subdivision proposal some years ago and Council has a copy of the subdivision plan.

The Director of Infrastructure and Works will look into Councils records in terms of the subdivision plans.

#### **6. Change the default radio frequency for Tumut Aerodrome**

The current default radio frequency for the aerodrome and surrounds is from outside of Tumut – can this be changed?

The Director of Infrastructure and Works committed to investigating how the radio frequency can be changed.

#### **7. Existing fuel facility installed in 2012.**

Committee members raised the issue of the location of the existing fuel facility, and could it be re-located as part of the aerodrome upgrade and or as part of the new RFS building facility?

Committee members also raised an issue around the “Sky Fuel” – now Viva Fuel facility and the charge arrangement that Council takes 5 cents a litre.

The Director of Infrastructure and Works committed to investigating the fuel charge arrangement and also the relocation of the existing fuel facility.

#### **8. Existing windsock**

The existing windsock is currently bent and needs to be straightened; helicopters blow it inside out – committee members requested if it can be relocated.

The Director of Infrastructure and Works committed to getting the windsock fixed and looking at a possible new location.

#### **9. Existing Maintenance costs at the Aerodrome**

Over the last three financial years Council has spent on average \$112,387 on maintenance out at the aerodrome. This general maintenance includes the mowing and tree pruning requirements in accordance with CASA regulations in and around the aerodrome as well as other minor repairs to Council infrastructure and associated staff costs.

In return on average over the last three financial years Council has received \$18,318 in revenue from leasing and general user fees and charges.

On average the net operating loss to Council for managing and operating the aerodrome over the last three financial years is -\$94,068 per annum.

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Minutes of the Meeting of the Tumut Aerodrome Committee held in Riverina Room, 76 Capper Street Tumut on Tuesday, 12 March 2024

Operational Maintenance costs for the last three years are as follows – note these costs do not include depreciation.

**Expenditure**

2020-21= \$72,754 in expenditure  
2021-22= \$197,733 in expenditure  
2022-23= \$66,675 in expenditure

**Income**

2020-21= \$16,205 in income  
2021-22 = \$18,433 in income  
2022-23 = \$66,675 in Income

Councils estimated maintenance costs after the Option 3 upgrade is complete is estimated at \$125,000-\$150,000 per annum.

**10. NEXT MEETING**

There being no further business to discuss, the meeting closed at 4.10pm.

The next Tumut Aerodrome Committee meeting is scheduled to be held on Tuesday 11 June 2024 commencing at 2.30pm.

**Attachments**

1. CASA Exemption approval received by Council on 11 October 2023
2. A3 copy of the Option 3 proposal for the Tumut Aerodrome for Committee members.



**Australian Government**  
**Civil Aviation Safety Authority**

Instrument number CASA 03/23

I, WILLIAM ANDREW TOOTELL, National Manager Regulatory Services, Regulatory Oversight Division, a delegate of CASA, make this instrument under section 2.06 of the *Part 139 (Aerodromes) Manual of Standards 2019* and regulation 11.056 of the *Civil Aviation Safety Regulations 1998*.

A handwritten signature in black ink, appearing to read 'W A Tootell'.

William Tootell  
National Manager Regulatory Services  
Regulatory Oversight Division

11 October 2023

**CASA 03/23 — Tumut Aerodrome (Runway Strip Width) Approval 2023**

**1 Name**

This instrument is *CASA 03/23 — Tumut Aerodrome (Runway Strip Width) Approval 2023*.

**2 Definitions**

*Note* In this instrument, certain terms and expressions have the same meaning as they have in the *Civil Aviation Act 1988*, the regulations and the Part 139 MOS. These include: **aerodrome**, **aerodrome certificate**, **aerodrome operator**, **code 2**, **code 3**, **code 4**, **instrument runway**, **manoeuvring area**, **non-instrument runway**, **non-precision approach runway**, **OLS**, **runway**, **runway strip** and **upgrade**.

In this instrument:

**code 2 aircraft** means an aircraft that is capable of engaging in operations on a code 2 runway, as determined under Table 4.01(3) of the Part 139 MOS.

**higher than code 2 aircraft** means an aircraft that is capable of engaging in operations on only a code 3 or 4 runway, as determined under Table 4.01(3) of the Part 139 MOS.

**illuminated wind direction indicator** has the same meaning as in the Part 139 MOS.

**proposed works** means the proposal by Snowy Valleys Council to upgrade runway 17/35 from a code 1 runway to a code 2 runway, and runway 35 from a non-instrument runway to an instrument non-precision approach runway.

**runway 17/35** means the runway at Tumut aerodrome designated as “runway 17/35”.

**safety case** means the document titled *Safety Case: Non-standard runway strip width – Tumut Aerodrome*, v1.0, prepared by Aviation Projects for Snowy

Valleys Council and dated 15 October 2021, as it exists at the time this instrument commences.

**Snowy Valleys Council** means Snowy Valleys Council, ARN 1074658, in its capacity as the aerodrome operator of Tumut aerodrome.

**Tumut aerodrome** means Tumut aerodrome, aerodrome certificate CASA.ADREG.0146.

**weather observing system** has the same meaning as in the Part 139 MOS.

### 3 Approvals

- (1) For subsection 2.06(1) of the Part 139 MOS, for the purpose of the proposed works, CASA approves that Snowy Valleys Council is not required to meet the standard specified in subsection 6.17(4) and Table 6.17(4) of the Part 139 MOS in respect of the runway strip width of runway 17/35.

*Note* The standard specified in subsection 6.17(4) is that, for a non-precision approach runway, the width of the runway strip must not be less than that shown in Table 6.17(4). In Table 6.17(4), the runway strip width shown for a code 1 or 2 runway is 140 m.

- (2) For subsection 2.06(1) of the Part 139 MOS, for the purpose of the proposed works, CASA approves that Snowy Valleys Council is not required to meet the standard specified in subsection 7.03(2) and Table 7.15(1) of the Part 139 MOS, in respect of the physical dimensions of the OLS for runway 35.

*Note* The standard specified in subsection 7.03(2) is that the physical dimensions of the OLS for approach runways must be determined using Table 7.15(1). Table 7.15(1) determines the dimensions of the OLS for a code 2, instrument non-precision runway on the basis that the runway strip is 140 m wide.

- (3) The approvals are subject to the conditions mentioned in section 4.

### 4 Conditions

- (1) Snowy Valleys Council must ensure that the runway strip width of runway 17/35 is not less than 90 m.
- (2) Snowy Valleys Council must determine the physical dimensions of the OLS for runway 17/35 using Table 7.15(1) on the basis that the runway strip width and the length of the approach inner edge of runway 17/35 is 90 m wide.
- (3) Snowy Valleys Council must include a copy of this instrument in the aerodrome manual for Tumut aerodrome.
- (4) Snowy Valleys Council must ensure that the following details for runway 17/35 are included in the aeronautical data for Tumut aerodrome required to be provided for the purposes of Subpart 175.D of CASR and submitted to the relevant AIS provider:
  - (a) the runway strip width;
  - (b) the physical dimensions of the OLS.
- (5) Snowy Valleys Council must notify CASA in writing of any plans to modify the manoeuvring area at Tumut aerodrome, or to upgrade runway 17 to an instrument runway, before making the modification or upgrade.
- (6) Snowy Valleys Council must install and maintain an illuminated wind direction indicator at the threshold of each instrument runway at Tumut aerodrome.

- (7) Snowy Valleys Council must review the safety case, and revise it as much as is necessary to ensure that it addresses the risks in relation to the proposed works:
  - (a) once during the 3-year period commencing on the date this instrument commences; and
  - (b) at intervals of not more than 3 years after the previous review.
- (8) Snowy Valleys Council must assess the suitability of a code 2 aircraft or higher than code 2 aircraft to operate at the aerodrome, before the aircraft intends to operate at the aerodrome, unless an assessment for an aircraft of that type has already been completed.
- (9) Snowy Valley Council must, within 24 hours after becoming aware of any near miss, incident, accident, or adverse report related to runway operations at Tumut aerodrome, notify CASA in writing of the near miss, incident, accident, or adverse report.

## **5 Repeal**

This instrument is repealed at the end of 30 September 2037.

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## Option 3 – Upgraded Code 2 Non-instrument (No RESA)

RWY DISTANCE	TORA	TODA	ASDA	LDA	RWY DISTANCE	TORA	TODA	ASDA	LDA
Existing RWY 17 Code 1B	1060m	1120m	1060m	1060m	Upgraded RWY 17 Code 2B	1150m (+90m)	1210m (+90m)	1150m (+90m)	1090m (+30m)
Existing RWY 35 Code 1B	1060m	1120m	1060m	1060m	Upgraded RWY 35 Code 2B	1150m (+90m)	1210m (+90m)	1150m (+90m)	1090m (+30m)

### Option 3 - Upgraded Code 2 Non-instrument (No RESA)

1150m x 23m Code 2 non-instrument runway (+90m)

Improved performance / payload for emergency services operations - non-instrument

Pavement strength to be upgraded for design aircraft at MTOW

Runway pavement to be widened to 23m for Code 2 design aircraft

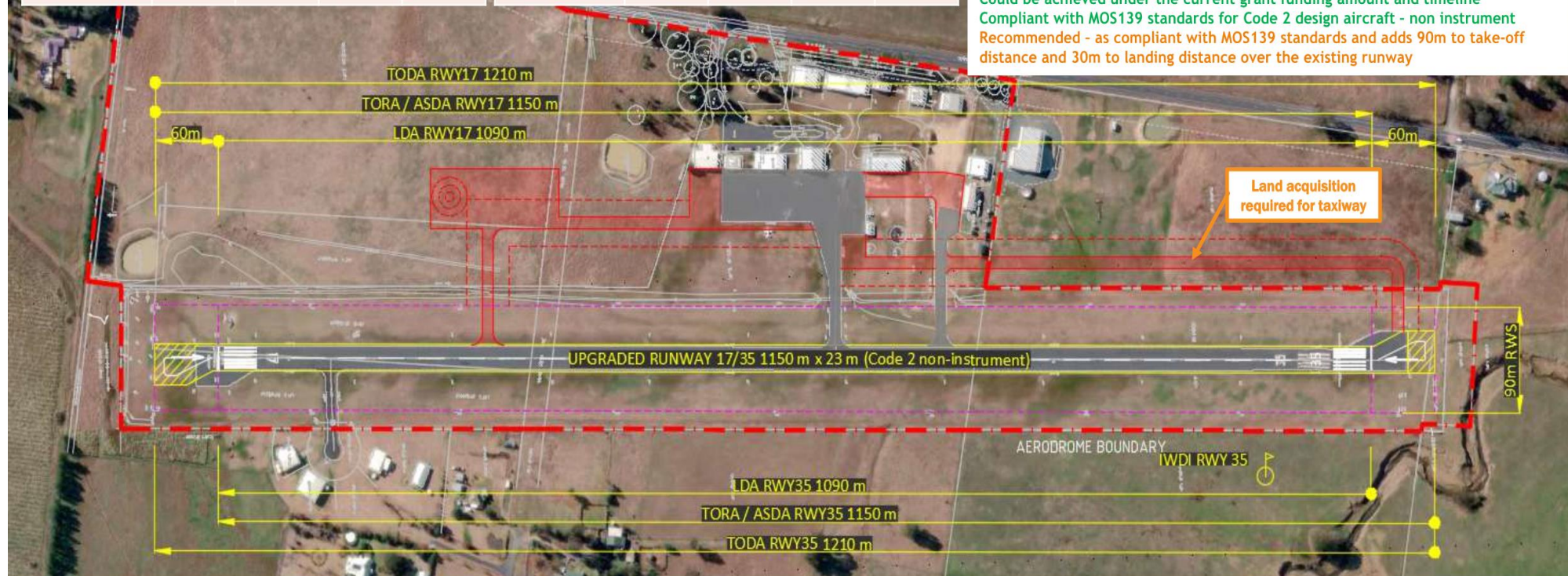
Provide permanent pilot activated runway lighting - PAL / PAPI / LIRL - night operations possible, improved accessibility in reduced visibility conditions

Provide part length (southern) parallel taxiway to improve operational efficiency

**Could be achieved under the current grant funding amount and timeline**

**Compliant with MOS139 standards for Code 2 design aircraft - non instrument**

**Recommended - as compliant with MOS139 standards and adds 90m to take-off distance and 30m to landing distance over the existing runway**



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## **7. BUSINESS ARISING:**

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## **8. AGENDA ITEMS:**

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## **9. GENERAL BUSINESS:**

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## **10. NEXT MEETING**

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The next meeting will be held on the 10 September 2024 commencing at 2.30pm in the Riverina Room, Riverina Highlands Building and/or via video link.