

Notice of Meeting

TUMUT AERODROME COMMITTEE

Tuesday, 11 February 2025 at 4:00 PM
Riverina Room, 76 Capper Street Tumut

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1. COMMENCING AT:

2. PRESENT:

3. ACKNOWLEDGEMENT OF COUNTRY

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

4. APOLOGIES:

5. DECLARATION OF PECUNIARY INTEREST:

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 - 10 SEPTEMBER 2024**RECOMMENDATION:****THAT:**

1. The Minutes of the Tumut Aerodrome Committee meeting held on 10 September 2024 be received.

ATTACHMENTS:

1. Minutes of Tumut Aerodrome Committee Meeting Dated - 10 September 2024

Attachment 1 - 20240910 - Minutes - Tumut Aerodrome Committee



Notice of Meeting

TUMUT AERODROME COMMITTEE

Tuesday, 10 September 2024 at 2:30 PM
Riverina Room, 76 Capper Street Tumut

MINUTES

1. COMMENCING AT:2

2. PRESENT:2

3. ACKNOWLEDGEMENT OF COUNTRY2

4. APOLOGIES:.....2

5. DECLARATION OF PECUNIARY INTEREST:2

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9. GENERAL BUSINESS:5

10. NEXT MEETING5

1. COMMENCING AT:

2:38pm

2. PRESENT:

Craig Cullinger, Fred Kell, Peter Wilson, John Gregory (RFS), Tony Clee (President Tumut Aero Club & TROE), Glenyce Francis, Duncan Mitchell - Director of Infrastructure and Works, Neil Bombardier - GIS and Assets Systems Coordinator.

3. ACKNOWLEDGEMENT OF COUNTRY

An acknowledgement of the traditional custodians of the land was delivered by Craig Cullinger.

4. APOLOGIES:

An apology was received from Bridget Ryan.

Absent: Cr Mick Ivill & Cr John Larter.

5. DECLARATION OF PECUNIARY INTEREST:

Nil

6. MINUTES OF PREVIOUS MEETING:

6.1. MINUTES - TUMUT AERODROME COMMITTEE - 11 JUNE 2024**TAC. 06/24 RESOLVED:**

THAT:

1. The Minutes of the Tumut Aerodrome Committee meeting held on 11 June 2024 be received.

Moved to be accepted by Tony Clee

Seconded by Glenyce Francis

7. BUSINESS ARISING:

RFS Building at the Aerodrome Update

RFS Update. The Project control group meeting for the new RFS building at the aerodrome has been held in August and concept designs are still being developed.

A single footprint design is favoured with all new infrastructure including the new building reverting to council ownership at completion.

Council has entered into a Heads of Agreement with the RFS and Forestry Corporation in May 2024 on how the new facility is to be managed including each parties' obligations in terms of the maintenance of the building, payment of operational costs such as utilities, insurance, cleaning, general maintenance and repair of the building.

The ongoing operational costs of the building which will become the responsibility of Council which include general maintenance and building / public liability insurance which are estimated to be in the order of **\$8,000-\$10,000** plus GST per annum.

The building will be added to Councils books in terms of insurance and depreciation. The final annual depreciation cost to Council is unknown, however the building (Asset) cost is over \$10million so the depreciation expense for council will be significant.

Forestry Corporation has expressed in-principal support for the project however, they have not signed the heads of agreement to become a tenant of the new premise once it is built at the aerodrome.

8. AGENDA ITEMS:

8.1. AERODROME COMMITTEE MATTERS - SEPTEMBER 2024

TAC.07/24 RESOLVED:

THAT THE COMMITTEE:

- 1. Note the update on the Aerodrome Upgrade project report.**

Moved to receive the report by Peter Wilson

Seconded by Tony Clee

Raw Water Supply at the Aerodrome - Update

The Softwoods Working Group headed by Forestry Corporation, Rural Fire Service (RFS) and Humelink West stakeholders are investigating a raw water supply service to the new building facility at the aerodrome. Three possible sources of the raw water have been identified which include Bombowlee Creek, Town Raw Water Supply or a Bore.

The Director of Infrastructure and Works made it clear at the meeting that this work for the supply of a raw water service to the RFS building site at the aerodrome is nothing to do with the current aerodrome upgrade project. It is a completely separate project that is being funded, managed, facilitated and delivered by the Softwoods Working Group led by Forestry Corporation, RFS and Humelink West stakeholders. Council will assist in enabling any future raw water service at the aerodrome but is not responsible for how it is funded or delivered.

Aerodrome committee members flagged that bore water supply in the general area of the aerodrome has high levels of iron.

Aerodrome committee members also raised that the neighbouring housing estate has previously offered raw water supply to the aerodrome. The RFS representative at the meeting commented that the RFS and Softwoods Working Group will evaluate the potential offer in light of their requirements.

Aerodrome Upgrade Update

The Director of Infrastructure and Works provided an update on the upgrade of the aerodrome and stated that the project will be going to tender in either October or November and works will commence either in December or January 2025.

Aerodrome committee members raised the issue that the runway will not be operational due to the upgrade during the up and coming bush fire season. The Director of Infrastructure and Works responded by stating that the works will be staged to minimise the time the runway is not operational - starting with the taxiway works. It should also be noted that as per the briefing to Council in November 2023 from the Deputy Commissioner of the RFS - Kyle Stewart - Tumut and surrounding areas can be serviced by other aerial firefighting resources located in Wagga, Canberra, Cooma and Temora.

Questions were raised by committee members if newly elected councillors who have publicly expressed dissatisfaction with the upgrade project might withdraw council support for either Aerodrome upgrade and or RFS build.

The Director of Infrastructure and Works responded by saying that Council has signed and executed a grant deed (BLERF) to accept funding for the upgrade and Council has also resolved to proceed with Option 3 (Upgraded Code 2 Non-instrument (No RESA) as recommended in the expert consultant's options analysis and reported to Council in December 2023.

In addition, Council have signed a binding Heads of agreement with RFS for the build of the new Fire Control Centre at the Aerodrome as previously discussed.

Aerodrome committee members asked how the budget for the aerodrome upgrade will be controlled. The Director of Infrastructure and Works responded by stating that a Quantity Surveyor has been engaged by Council to provide expert advice on the project budget as the design has progressed. Council has received an estimate at the 75% complete stage and now the 100% complete tender documentation stage - pre tender estimate and the project is still on budget. The real test for the budget will come when the project goes out to tender and is market tested.

Aerodrome committee members asked about the land acquisition process out at the aerodrome. The Director of Infrastructure and Works responded by stating that the Land acquisition process is commercial in confidence, however an offer had been made to the current landowners of the land that the new parallel taxiway is to be built on. Council is still waiting to hear back from the landowners about whether they will accept the offer.

The Director of Infrastructure and Works indicated that the main runway upgrade project can still proceed with or without land acquisition for the Taxiway as it is possible to complete runway upgrades utilising council land. Compulsory acquisition of the land for the new parallel taxiway still an option for Council to pursue if required. The preferred method is to complete successful negotiations between councils legal representatives and the landowners' legal representatives. Those negotiations are progressing expected to be concluded shortly.

Resolution of Council to hold a workshop on how to make the aerodrome more financially sustainable.

Council passed by resolution at the June 2024 meeting for the Tumut Aerodrome Committee to brief councillors on potential revenue sources to assist in the development of a more financially sustainable aerodrome. Committee members requested a breakdown of the current operating expenses and revenue of the aerodrome. Council is happy to provide this information at the future workshop.

The Director of Infrastructure and Works outlined that the intent of the workshop was to come up with a vision or strategy on how to make the aerodrome more financially sustainable. The Director outlined as had been previously reported to the Committee in the past minutes. The aerodrome runs at a significant loss for Council - on average over the last 3 years the loss to Council is over \$100K. Refer to Table 1 below. The most significant costs is the maintenance of trees in and around the aerodrome - a CASA safety requirement.

Table 1. Aerodrome Expenditure and Income

Expenditure Income

2020-21= \$72,754 in expenditure 2020-21= \$15,967 in income

2021-22= \$197,733 in expenditure 2021-22 = \$16,205 in income

2022-23= \$66,675 in expenditure 2022-23 = \$18,433 in Income

Temora Aerodrome / Airpark was discussed as a potential blueprint with some reservations as that model is slightly different to what could be achieved at Tumut.

External landing fees were raised as one potential source of revenue, discussion around is it viable given collection fees and cost of compliance enforcement.

Most suitable month for briefing was established as December with council staff to investigate sourcing an external facilitator and to provide invites to Aerodrome Committee members and Councillors.

9. GENERAL BUSINESS:

Committee members raised a question regarding the *Aerodrome Access Policy* and possible exemptions for vehicles of business with existing leases - council staff can confirm that it is a CASA Requirement that:

- All vehicles airside must comply with the airside vehicle lighting requirements set out in CASA's Part 139 - Manual of Standards for Aerodromes. Council recommends that all airside vehicles display at all times an amber/yellow flashing/rotating beacon light on the top of the vehicle so as to be visible in all directions. All vehicles airside must display an amber/yellow/orange flashing or rotating beacon/warning light mounted on the top of the vehicle so as to provide 360° visibility (emergency vehicles are an exception and should display their emergency warning lights).
- Vehicular access to airside areas is to be minimised and must be reasonably justifiable, for example, the delivery of an item to a hangar which is not able to be reasonably delivered via landside access. No motorbikes are permitted airside.
- Vehicles must not impact on the free and clear movement of aircraft and should not be parked airside unless absolutely necessary.
- Vehicles must be currently registered confirming they are maintained in a roadworthy condition and all drivers must hold a valid state licence for the class of vehicle being driven. In the event that ground equipment cannot obtain state registration, the owner must provide a current statement of vehicle condition from a qualified mechanic prior to accessing the airside for the first time. A vehicle condition statement is valid for a maximum period of 12 months. If the owner still intends for the vehicle to be operated airside, a new vehicle condition statement is required to be presented prior to the end of that 12-month period.

Refer to Page 8 of the adopted *Aerodrome Access Policy* which is on Councils website.

Committee members raised a broken external fence opposite to Gallard's hangar on Wee Jasper road to be fixed. Council will investigate.

Aerodrome Manager to investigate how to change the Default Radio frequency and implement as frequent users are hearing substantial use of the channel from other regional aerodromes.

Fire season starts 1st November predetermined dispatch will be out of Wagga with refuelling and refilling at Tumut on short notice.

10. NEXT MEETING

Committee nominated changing the start time to 4pm with the next meeting to be held on the 11 February at 4pm in the Riverina Room and/or via video link. With Quarterly meetings to follow as listed below:

Q1 2025	Q2 2025	Q3 2025	Q4 2025
February 11th 4pm	May 13th 4pm	August 12th 4pm	November 11th 4pm

There being no further business to discuss, the meeting closed at 3.45pm.

7. BUSINESS ARISING:

8. AGENDA ITEMS:

8.1. AERODROME COMMITTEE MATTERS - FEBRUARY 2025

REPORT AUTHOR: DIRECTOR INFRASTRUCTURE & WORKS

RESPONSIBLE DIRECTOR: DIRECTOR INFRASTRUCTURE & WORKS

EXECUTIVE SUMMARY:

To inform the committee of strategic matters concerning the Tumut Aerodrome including the Aerodrome Upgrade Project.

RECOMMENDATION:

THAT THE COMMITTEE:

- 1. Receive the report on matters for the Tumut Aerodrome Committee**
- 2. Note the update on the Aerodrome Upgrade project**

REPORT:

1. Update on the Aerodrome Upgrade Project – Option 3 – adopted by Council – December 2023

Council's Director of Infrastructure and Works to provide an update including the below points:

- Tender for the upgrade works

Council went to the market with a publicly advertised tender on 7 October 2024 with tender documents requesting the provision of specialist construction / contractor services for the upgrade of the Tumut Aerodrome – Option 3 - RFT2024/04. Tender documents were uploaded to Tenderlink and also formal advertisements placed in all local, regional and national newspaper papers.

A Mandatory Pre-Tender meeting was held on Wednesday 23 October and was attended by 23 x Companies including Snowy Valleys Council Works Department who provided a tender submission.

The tender closed at 3pm Wednesday 6 November 2024, and five (5) tenders were received. Council at its meeting held on 21 November 2024 awarded the tender to SVC Works Department.

Construction commenced in December 2024

- Land acquisition for parcels on southern end of the aerodrome upgrade is progressing with negotiations expected to be resolved shortly.
 - After consultation with the RFS it has been agreed that the Aerodrome – runway can be closed from the 10 March 2025 to allow for the reconstruction of the runway which will take 4-6 weeks with April 24 the scheduled re-opening date.
 - Final construction completion targets June 2025 is still on target.
2. Communication on the aerodrome runway closure has been sent out to Aerodrome users. A copy of the message is below and attached under separate cover is the list of Aerodrome users – contacts that Council has on file.

Subject: Tumut Aerodrome Upgrade – Runway closed for construction

Dear Tumut Aerodrome user,

This email is to advise that the Tumut Aerodrome Runway will be closed to aircraft from 10 March 2025 to 24 April 2025 so that runway widening and pavement reconstruction may be undertaken as part of the Aerodrome Upgrades project.

The following manoeuvring areas will be unavailable to all aircraft during this time:

Runway 17/35

Taxiway B1

Taxiway A22

Taxiway A33

GA Apron

Refuelling facilities are available for helicopters only by communication with the WSO.

A NOTAM request has been lodged with Airservices Australia.

If you have any questions, please contact our Project Manager Bimal Shah – bshah@svc.nsw.gov.au

3. Council have requested a meeting with the Aerodrome committee members to discuss potential financial sustainability strategies for the aerodrome which currently runs at a significant loss for Council each year. This was a resolution from the June 2024 Council meeting:

Snowy Valleys Council Ordinary Meeting Minutes

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12. MINUTES OF COMMITTEE MEETINGS

12.1. MINUTES - FIRST NATIONS LIAISON COMMITTEE - 12 JUNE 2024

M156/24 RESOLVED:

THAT COUNCIL:

1. Note the minutes of the First Nations Liaison Committee meeting held on 12 June 2024.

Cr Hughes /Cr Ivill

CARRIED UNANIMOUSLY

12.2. MINUTES - TUMUT AERODROME COMMITTEE - 11 JUNE 2024

M157/24 RESOLVED:

THAT COUNCIL:

1. Note the Minutes of the Tumut Aerodrome Committee held on 11 June 2024.
2. Hold a Councillor Workshop with the Tumut Aerodrome Committee to discuss the economic opportunities of the Aerodrome.

Cr Ham/Cr Ivill

CARRIED UNANIMOUSLY

4. CASA survey component of the Annual Manual Validation was completed by Airport Surveys. The survey noted the obstacle discussed at the previous meeting and council staff are in the process of arranging access to the private property where the tree is located to either lop or remove the tree. All obstacles highlighted in the report section 4.1.1 and 4.1.2 as within Critical TODA Gradient or effecting one of more STODA will be reviewed and addressed.
5. Council is continuing to investigate how to change the radio frequency at the aerodrome.
6. Damaged Windsock has been replaced on 21 June 2024 - Aerodrome Committee members were notified by email it had been repaired.
7. RFS update on Fire Control Centre and Softwoods Working Group \$13million grant for a Hangar – water supply line to the Aerodrome – other items listed in grant.

ATTACHMENTS:

1. CASA notification (NOTAM) for the temporary closure of Tumut Aerodrome


[Active NOTAM Directory](#)

Active NOTAM Directory

Select a group name and a location (optional) then click the 'Retrieve Directory' button to get a list of NOTAM submitted by the NOF

Note: Click 'Retrieve Directory' to ensure you have the most recent data.

Group: *

Location: 

	NOTAM Id	Type	B Field (UTC)	C Field (UTC)	Summary
<input type="radio"/>	YTMU C26/24	NOTAMR	24 12 18 0458	25 02 28 2230	OBST LGT 1312FT AMSL PSN 351556S 1481214E
<input type="radio"/>	YTMU C2/25	NOTAMN	25 02 26 2000	25 03 10 0600	TWY A2 CLOSED DUE WIP. REFUELLING AVBL CTC WSO
<input type="radio"/>	YTMU C3/25	NOTAMN	25 02 06 1900	25 02 27 0700	TWY A3 CLSD DUE WIP
<input type="radio"/>	YTMU C8/25	NOTAMN	25 03 09 1900	25 04 24 0800	RWY 17/35 CLSD DUE WIP
<input type="radio"/>	YTMU C9/25	NOTAMN	25 03 09 1900	25 04 24 0800	REFUELLING FAC LTD
<input type="radio"/>	YTMU C10/25	NOTAMN	25 03 09 1900	25 04 24 0800	TWY A2, TWY A3, TWY B1, APRON CLSD DUE WIP

8.2. COMMITTEE MEMBERSHIP - APPLICATION APPROVAL - TUMUT AERODROME

REPORT AUTHOR: GOVERNANCE OFFICER

RESPONSIBLE DIRECTOR: DIRECTOR INFRASTRUCTURE & WORKS

EXECUTIVE SUMMARY:

To present nomination and re-nomination for membership of the Tumut Aerodrome Committee (TAC) within the Council committees' framework (policy and operations manual).

RECOMMENDATION:

THAT THE COMMITTEE RECOMMENDS TO COUNCIL:

1. To approve the re-nomination from Glenyce Francis to the Tumut Aerodrome Committee.

REPORT:

Immediately following the election of each new council, all committee Terms of Reference, including existing membership of council advisory committees are reviewed and approved by council.

Given the number of committees, there are regular changes to membership reflecting the changes within the broader community. Member(s) retire or leave town, new members express interest, and existing members recruit suitable candidates to committees that hold specific interest for individuals.

Committee membership is vital for community engagement, collaboration and partnerships. Committee members provide information for Council on usage of facilities, achievements within the community, and opportunities and challenges for future development.

The following applications have been received from interested community members for re-nomination to the Tumut Aerodrome Committee:

Name:	Glenyce Francis (ECM ID3334015) - re-nomination.
Application Qualifications:	Accountant and Lawyer (retired). Private pilot and gliding instructor.
Reasons for Membership:	Secretary/Treasurer, Blue Sky Tumut Airpark Community Association comprising 4 landowners with access to aerodrome. To contribute by providing input and factual information relevant to the efficient planning, management and operation of Tumut Aerodrome.

ATTACHMENTS:

Nil.

9. GENERAL BUSINESS:

1. Re-nomination of Committee Members
2. Review Tumut Aerodrome Committee Terms of Reference

10. NEXT MEETING

The next meeting is scheduled to be held on Tuesday 13 May 2025 commencing at 4pm.