

# Cessnock City Council Cessnock Airport Operational Policy & User Guidelines

<b>Policy Owner:</b>	Integrated Planning & Strategic Property Manager
<b>Relevant Legislation:</b>	Not Applicable
<b>Related Policy:</b>	Not Applicable
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<b>Policy Review Date:</b>	<b>Policy Number:</b>	<b>Document Number:</b>
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## 1. Objective:

The Cessnock Airport Operational Policy & User Guidelines have been compiled by Cessnock City Council for the use of all current and future airport users.

## 2. Policy Statement

### Section 1. Introduction

- To support the objective that Cessnock Airport is a **safe and complying facility** that minimises negative impacts on residential amenity.
- To publish and promote to all users the **Cessnock Airport Fly Neighbourly Policy**.
- To provide for the successful integration of the large number of diverse aviation activities at the airport.
- To provide guidelines for each approved aviation-related activity to allow for the successful integration of each activity into the total airport environment.

- To provide for all users, a comprehensive outline of the ***Airport Emergency Plan*** and the steps in implementing this plan.
- To provide for all current and future users a comprehensive overview of the services and facilities available at the airport.
- To foster a greater awareness of ***Aviation Safety***.
- To promote Cessnock Airport as the ***Gateway to the Hunter Valley***.
- To foster a greater level of communication between Cessnock City Council and all airport users.

## **Section 2. Vision for Cessnock Airport**

Cessnock City Council is committed to a well-planned and serviced aerodrome facility managed in a manner that attracts environmentally responsible economic development opportunities to the Cessnock region.

The mission for Cessnock Airport aligns with Council's Charter in the Local Government Act – to productively use the aerodrome's assets for the economic benefit of the residents of the Cessnock local government area.

Council has identified Cessnock Airport as the gateway to the Hunter Valley and is pursuing three objectives:

- To be a safe and complying facility that minimises negative impacts on residential amenity;
- To promote economic and tourism development across the local government area; and
- To provide a sustainable revenue stream.

## **Section : 3 Cessnock Airport Fly Neighbourly Policy**

### **SECTION 3 – CESSNOCK AIRPORT FLY NEIGHBOURLY POLICY**

- 3.0.1 Cessnock City Council has adopted a ***Fly Neighbourly Policy*** for all aircraft and aviation related activities in the Cessnock Airport Circling Area.
- 3.0.2 The purpose of this policy is to ensure that there is a long term future for all activities at the airport, and to also ensure that there is minimal disruption to the lifestyles of the residents living on the airport boundary and within the airport circuit area.
- 3.0.3 While the ***Fly Neighbourly Policy*** principally relates to the immediate airport environment and the circuit area, to a distance of 3 nautical miles from the airport, it also includes the City of Cessnock.
- 3.0.4 All airport users, and visitors, are reminded that residents outside of these areas can be affected by their operations, and all users are encouraged to continue the policy by minimising the effect of their activities.

### **3.1 Cessnock Airport Fly Neighbourly Policy**

3.1.0 The aim of this policy is to foster a greater awareness of the operational environment for all users at Cessnock Airport and to ensure a set of procedures are in place to preserve as much as possible the lifestyles of the local residents directly affected by airport operations.

The main population areas impacted by the airport operations are:

- the Village of Nulkaba and the City of Cessnock - located to the south of the airport in a direct line on the extended centreline of runway 17\35;
- the Lovedale community – to the east of runway 17\35; and
- the Pokolbin community – to the west of runway 17\35.

Other groups impacted both immediately around the airport boundary and in the circuit area include:

- small-large rural-residential holdings;
- wineries;
- major hotels and accommodation; and
- boutique accommodation.

All of these areas are affected to varying degrees by noise from aircraft activity, and to a lesser extent by the landing of parachutists and balloons on private property.

While residents and local businesses generally accept aviation activities in the area, there are concerns over aircraft noise intrusion on their lifestyle.

Therefore, the following procedures are designed to minimise the impact of aircraft activity as much as possible:

- 3.1.1 Confine all flights to reasonable hours, i.e. after 0800 hrs local time. Circuit training to be carried out between 0800 and 2200hrs local time (refer to section 7).
- 3.1.2 Restrict night circuit flying from last light to 2200 hrs local time, and where possible, on one or two nominated nights only per week. Night VFR (visual flight rules), navigation flights and charter flights using the airport for departure and arrivals will have minimal effect, and can operate outside these hours.
- 3.1.3 Runway 35 is to be used for departures and arrivals in nil wind, light and variable conditions, and where a crosswind is at 90 degrees to the runway.
- This will reduce the noise level experienced by residents of Nulkaba (refer to section 6).
- 3.1.4 Avoid continuous low flying over farm houses or farm sheds. Aircraft in the circuit are to avoid flying at low level over the farm house immediately adjacent to the South West boundary of the airport.
- 3.1.5 Maintain a minimum height of 1000' AGL at all times except for emergency landing training in the designated Low Flying Areas.
- 3.1.6 Avoid continuous flying over populated areas during training exercises.
- 3.1.7 Transit over populated areas is to be no less than 1000' AGL and all pilots are encouraged to add an extra 500' to reduce noise effect.
- 3.1.8 Parachute drop aircraft are to maintain sustained climbs over the open country to the East of the airport.

- 3.1.9 Parachutists are to plan descents to avoid landing on private property outside the Drop Zone.
- 3.1.10 Following the dropping of parachutists, the drop aircraft is to descend in such a manner as to avoid creating a high level of noise. It is recommended that a low rate of decent is used, as this will effectively reduce the noise produced by both the engine and airframe.
- 3.1.11 Ultralight, powered weight shift aircraft and Gyroplanes are to avoid flying within the circuit area, except for circuit training and when approaching for a landing.
- Continuously flying over residential areas, including isolated farm houses and wineries is also to be avoided.

## **Section 4:            Airport Data**

### **4.1    Airport Technical & General Information**

The following information is provided for the benefit of all aircraft pilots, owners and operators using Cessnock Airport.

This information will remain unchanged unless, as a result of an Airport Safety Inspection, or further Obstacle Limitation Surface survey, it is found to require amendment.

***All airport users are reminded that the confirmation of the accuracy of this data is the responsibility of the user.***

▪Airport Name	:	Cessnock
▪Call Sign	:	YCNK
▪State	:	NSW
▪Airport Location	:	S32deg 47.2 min, E151deg 20.5 min 30 sec
Cessnock CTAF	:	CTAF frequency 122.65 mHz
▪Airport Chart	:	SYDNEY WAC 3456
▪Airport Elevation	:	210 ft AMSL
▪Airport Charges	:	As per adopted Fees & Charges
▪Airport Operator	:	Cessnock City Council P O Box 152 Cessnock NSW 2325 Ph 4993 4100 Fax 4993 4200

## 4.2 Runway Information - RWY 17/35

- Runway Bearing : RWY 17/35 - 174 deg magnetic.
- Runway length & width : Tkof 17: Length 1097m x 30m wide  
Tkof 35: Length 1097m x 30m wide

**Note: centre sealed section is on average 23 metres wide**

- Slope : 0.4% down to North.
- Length of Clearway : 60m Southern End.  
60m Northern End.
- Length of Stopway : N/A
- Dimensions of Runway Strip : Length 1217m x 90m wide.
- Pavement Surface/Strength : 5700/450 (65 PSI)
- Taxiway : 7.5m to 8m wide, Sealed, Limited Code A aircraft
- Main apron : 55m x 45m

## 4.3 Lighting Information

**Pilot Activated Runway (PAL) lighting is installed, operating on a frequency of 119.6 MHz.**

- Runway : RWY 17/35 Lights 1097m x 34m  
RWY Threshold - green  
RWY End - red.
- Taxiway : 18m wide, edges marked by blue lights on eastern taxiway.  
Western taxiway is unlit.
- Apron : 55m x 45m  
Apron floodlit.
- Wind Indicator : Illuminated.
- Obstruction Lights : Red light on windsock / AWIS

## 4.4 Runway Distance Supplement

- Declared Distances:

**TORA      TODA      ASDA      LDA**

<b>RWY 17</b>	1,097	1,157(3.23%)	1,097	1097
<b>RWY 35</b>	1,097	1,157(4.00%)	1,097	1097

▪ Supplementary Distances:

<b>RWY 17</b>	1.6%	1.9%	2.2%	2.5%	3.3%	5%
	<800	<800	<800	832	1060	
<b>RWY 35</b>	1.6%	1.9%	2.2%	2.5%	3.3%	5%
	<800	<800	<800	958	1105	

#### 4.5 CESSNOCK AIRPORT

##### December 2013

Location	Elevation	Runway Dimensions	Direction	TORA	TODA	ASDA	LDA
32°47'15" S 151°20'30" E	210FT AMSL	1,097m x 30m Slope : 0.4% down to N	Rwy 17	1,097	1,157 (3.23%)	1,097	1,097
		5700/450/65 psi	Rwy 35	1,097	1,157 (4.00%)	1,097	1,097
		Sealed Runway Strip 1217m x 90m	174 Mag				

Note: The survey information listed above was provided by an approved Airport Surveyor.

##### General

Rwy lighting- PAL frequency 119.6 mHz

Right hand circuits required for HN OPS RWY 35

### **Section 5: General Aviation Operations**

- 5.1.0 All aviation and non-aviation activities approved by the Airport Manager are subject to the regulations and conditions of Cessnock City Council, AirServices Australia, the Civil Aviation Safety Authority, and the controlling sports aviation body. Each approval will have attached, the relevant operational procedures as outlined in this section.
- 5.1.1 Where a pilot, aircraft owner, or operator, fails to comply with the relevant sections, and the Airport Manager judges that a minor breach has occurred, a caution may be given. This caution may be verbal or written.
- 5.1.2 Where a pilot, aircraft owner, or operator, fails to comply with the terms and conditions of the approval, and the Airport Manager considers the breach to be significant the Manager will terminate the approval.
- 5.1.3 The Airport Manager has the authority to immediately suspend a pilot, aircraft owner, or operator, where a serious breach of safety occurs. In the event of an operator being suspended for a serious safety breach, the Airport Manager will provide the General Manager with a report within 24 hours.

- 5.1.4 In accordance with paragraph 5.1.3, the Airport Manager may also delegate the authority to suspend to the Airport Reporting Officers.

## **Section 6:            General Requirements for Aircraft Operations**

- 6.0.0 All aircraft pilots operating within the Cessnock Airport airspace and Cessnock CTAF, are to conform to the Civil Aviation Regulation and associated documents, and Airservices regulations for operations within a Common Traffic Advisory Frequency zone (CTAF). Reference is to be made to CAR 166(1) and AIP ENR 1.1 - 57, part 52.
- 6.1.1 Circuit height is 1000 feet AAL and all circuits are left hand on both runways for day operations for all aircraft. For night operations, the circuit direction is right hand for runway 35 and left hand on runway 17.
- 6.1.2. Aircraft when over flying the circuit are to do so at 1500 feet AAL, and are to let down to circuit height on the “dead side” of the circuit. Descent in the active circuit is not permitted.
- 6.1.3 Aircraft joining the circuit without over flying, are to join on the crosswind or downwind legs at circuit height of 1000 feet AAL.
- 6.1.4 Joining the circuit on base leg or as a straight in approach on final leg, is not permitted, except in an emergency.
- 6.1.5 The carriage and use of the correct air band VHF radio as defined in the CAR’s is mandatory for all aircraft including vintage aircraft, ultralight, microlight and gyroplanes.
- 6.1.6 No aircraft is to use areas other than the designated runways, for take off and landing. The Airport Manager may approve the use of the south western grassed area for use by ultralight and microlight aircraft.
- 6.1.7 Duty runway direction is to be observed at all times. No aircraft is to land contra to the aircraft traffic, except in an emergency. The duty runway direction is to be decided by wind direction and the aircraft traffic established in the circuit.
- 6.1.8 In nil wind, light and variable wind, or direct crosswind conditions, the duty runway is runway 35.
- 6.1.9 Aircraft with a maximum take off weight of 5700 kg or less are to avoid using the runway for taxiing when the taxiways are serviceable. Aircraft in excess of 5700 kg are to use the runway for taxiing.
- 6.1.10 Helicopters air transiting, or hover taxing, are to do so in accordance with CAO 95.7.
- 6.1.11 Helicopter are to land on the grassed area at the north eastern end of the airport and circuits are to be in accordance with AIP ENR 1.1-85, 87, & 88. **Note: helicopters are not required to fly a conventional fixed wing circuit pattern.**
- 6.1.12 All refuelling is to be done at fixed fuel facilities at the North-Eastern end of the airport. Aircraft are **not to operate their engines during refuelling**, unless permitted to do so by written permission from the Civil Aviation Safety Authority. **Note:** turbine powered helicopters are permitted to ‘hot refuel’ under certain operational requirements. Refer to CAO 20.10, Hot Refuelling - Helicopters.

- 6.1.13 Aircraft are not permitted to refuel from drums, portable bowsers, or portable tanks.
- 6.1.14 All pilots, aircraft owners, or operators are required to report to Council any incidents or accidents that occur as a result of their operations, that cause damage to the airport or injuries to staff, contractors, users of the operator's facilities, or members of the public. A report in writing is to be sent to the Airport Manager within 48 hours of the damage or injury occurring.
- 6.1.15 No pilot, aircraft owner, or operator, without the prior approval of the Airport Manager, is to conduct a flying display, parachute display or competition, an aviation related display, or a trade display that involves the exclusive use of any part of the airport, airspace above the airport, or the assembly of more than 20 members of the public as spectators or participants. Approval must be obtained in writing from the Airport Manager, at least 90 days prior to the event. **Refer to Section 13, Air Displays.**
- 6.1.16 All people operating on the airside movement areas of the airport are required to wear high visibility vests or clothing with high visibility striping at all times.

## **SECTION 7: Flying Training, Air Charter & RPT Operations**

- 7.0.0 Flying training, air charter and regular public transport (RPT) operations are encouraged at Cessnock Airport.

A number of flying training and air charter operators have traditionally operated from the airport.

Regular Public Transport flights are not presently conducted.

## 7.1 Conditions for Operations

- 7.1.0 All flying training, air charter and RPT operations are subject to the approval of the Civil Aviation Safety Authority, who grants approval to conduct these operations through the issue of an Air Operator's Certificate (AOC).
- 7.1.1 Each operator is subject to the conditions of the AOC and must operate in accordance with the conditions of the approval. CASA is responsible for ensuring that there is compliance with the conditions of the AOC.
- 7.1.2 Each organisation, holding an AOC issued by the CASA and approved to operate at the airport by the Airport Manager, will comply to the conditions of the Civil Aviation ACT and relevant regulations and also with the requirements of this Airport Manual.
- 7.1.3 Where there is a breach of Civil Aviation Regulation or airport rules, the Airport Manager has the authority to suspend or cancel an operator's approval at any time.

## **SECTION 8: Parachute Drop Aircraft Operations**

- 8.0.0 Parachute Drop Plane operations may be authorised by the Airport Manager and will only be permitted under the following guidelines.
- 8.0.1 Contravention of the conditions of the approval may result in a caution being issued, or in the cancellation or suspension of the approval in accordance with the procedures in Section 5.

### **8.1 Parachute Drop Aircraft Operations Conditions of Use**

- 8.1.0 The Airport Manager may approve the loading of parachutists or observers in designated areas. The operator is to provide a written request to the Airport Manager no later than 14 days prior to the event. The request will include the following details:
- the date, time and the number of operations to be carried out
  - the airport facilities required
  - person responsible for the organising, planning and control of the operation
  - the number of parachutists and observers for each flight
- 8.1.1 The parachute operator is to halt all operations when there is circuit training being conducted.
- 8.1.2 All parachute drop aircraft are to conform to the fixed wing aircraft traffic pattern in accordance with all Civil Aviation regulations and associated documents and Airservice Regulations for operation in a Common Traffic Advisory Frequency zone, particularly **CAR 166 (1)**, Operations on and in the vicinity of an airport, and **AIP ENR 1.1-57**, Subsection 52, Selection of Circuit Direction, Separation, Minima and Height and Councils **Cessnock Airport – Operational Policy and User Guidelines**.
- 8.1.3 Loading of parachutists and observers is to be carried out with the aircraft engines shut down.

- 8.1.4 Parachute drop aircraft are to maintain sustained climbs over the open country to the East of the airport.
- 8.1.5 Parachutists are to plan descents to avoid landing on private property outside the Drop Zone.
- 8.1.6 Following the dropping of parachutists, the drop aircraft is to descend in such a manner as to avoid creating a high level of noise. It is recommended that a low rate of decent is used, as this will effectively reduce the noise produced by both the engine and airframe.
- 8.1.7 Loading of parachute drop planes on Taxiways or Run-up Bays is not permitted.
- 8.1.8 Parachute drop planes are to park in the parking area designated by the Airport Manager. Parking of aircraft at the refuelling area is not permitted.
- 8.1.9 All parachutists are to be landed 5 nautical miles from the airport.
- 8.1.10 Refuelling the parachute drop aircraft from drums is not permitted, all refuelling is to be carried out at the refuelling area.

## **SECTION 9: Hot Air Ballooning Operations**

- 9.0.0 Commercial Hot Air Balloon operations may be authorised by the Airport Manager and will only be permitted under the following guidelines. In considering an application for balloon operations, the Airport Manager will refer to the **AIP ENR 5.5-6, subsection 3 Balloon Operations**.
- 9.0.1 Contravention of the conditions of the approval may result in a caution being issued, or in the cancellation or suspension of the approval in accordance with the procedures in section 5.1.2. The Airport Manager has the authority to immediately cancel or suspend an approval if a serious breach of Civil Aviation Regulations, or airport rules occur.

### **9.1 Hot Air Balloon Operations Conditions of Use**

In reading this section reference is to be made to **AIP ENR 5.5-6, Subsection 3.1.1(c), 3.1.2 (b), (c), (d)**.

- 9.1.0 All balloons are to carry VHF radio and maintain a listening watch on the CTAF frequency when operating from the airport, or when flying within the Cessnock CTAF.
- 9.1.1 The pilot in command must give way to powered aircraft landing, or on final approach to land, by delaying the launch, or if airborne, by climbing or descending.
- 9.1.2 The pilot in command is to ensure that the balloon will not conflict with powered aircraft flying within the airport circuit pattern in use at the time.
- 9.1.3 If overflying the airport, the pilot in command is not to do so at less than 1,500 FT AGL, when within three (3) nautical miles of the airport.

- 9.1.4 Balloon launches will only be permitted prior to 0900 hours daily, unless otherwise authorised by the Airport Manager.
- 9.1.5 Prior to landing on the airport , the pilot in command must obtain the permission of the Airport Manager, who will then alert all airport users.
- 9.1.6 Balloon landing and launches will only be permitted on the grassed area on the north western side of the airport, unless otherwise approved by the Airport Manager. **Landing on the runway or taxiway is not permitted.**
- 9.1.7 Balloon operations are not permitted during the arrival and departure of RPT or heavy aircraft traffic, or when an aircraft is conducting a published instrument approach procedure.

## **SECTION 10:      Ultralight and Microlight Operations**

- 10.0.0 The Airport Manager may approve ultralight and microlight (powered weightshift aircraft) operations at the airport.
- 10.0.1 These aircraft fall into the 480 kg or less gross take-off weight(GTW), or have a downwind leg airspeeds of 70 knots or less. While other aircraft with a higher gross take off weight (GTW) fall within the ultralight category.

**The determining factors for aircraft covered in this section are a GTW of 480 kg or less, and/or an airspeed of 70 kts or less on the downwind leg of the circuit.**

- 10.0.2 In the event of a breach of these conditions, the Airport Manager is to follow the procedures as set out in section 5.

### **10.1 Ultralight and Weightshift Aircraft Operations**

- 10.1.0 Ultralight and microlight operations, both private and commercial are permitted at the airport under the relevant **Civil Aviation Regulations, AIP, and Civil Aviation Orders**. These operations are also subject to the terms and conditions contained in the **Australian Ultralight Federation Operations Manual, and the Hang Glider Federation of Australia, Operations Manual**.
- 10.1.1 Ultralight aircraft with a gross take-off weight in excess of 480 kg and downwind leg airspeeds in excess of 70 knots will conform to the standard aeroplane circuit.
- 10.1.2 Ultralight and Powered Weightshift aircraft with gross take off weights and downwind speeds of 70 knots or less, are to fly **a close in parallel left hand circuit at 500 AAL**.
- 10.1.3 Operations are restricted to daylight hours and in visual meteorology conditions(VMC), unless the aircraft and pilot are certified for flight at night or in IMC.
- 10.1.4 Local flying within the three (3) nautical mile radius circling area, is not permitted. Aircraft are to transit the circuit area only. Minimum height when transiting the circuit area is to be no lower than 500 feet AGL. It is recommended that ultralight and microlight aircraft, entering or departing the circuit, are do so at the normal General Aviation aircraft circuit height of 1000 feet AAL.

- 10.1.5. Letting down to the ultralight\microlight circuit height is to be only on the “dead side” of the circuit.
- 10.1.6 All aircraft approved to use the airport are to be registered and the registration markings are to be displayed on the aircraft.
- 10.1.7 All ultralight and weightshift aircraft are to fly three (3) legs of the circuit and are to maintain not less than 500 feet AAL until on final approach.
- 10.1.8 To avoid lengthy delays to commercial GA aircraft, ultralight and weightshift aircraft are requested to give way to these aircraft, if the pilot in command judges it safe to do so.
- 10.1.9 Carriage and use of an airband VHF radio is mandatory for all ultralight and weightshift aircraft at Cessnock Airport.
- 10.1.10 Ultralight and weightshift aircraft are to be assembled and disassembled at the Ultralight Parking Area on the grassed area on the northern edge of the Western Apron. Vehicle access is restricted to this area and private vehicles must not enter any other part of the aerodrome. **Only vehicles transporting aircraft are allowed in these areas. Visitors vehicles are to remain outside the airport boundary.**
- 10.1.11 Operations are to be restricted during the arrival and departure times of RPT and heavy aircraft traffic, or when an aircraft is conducting a published instrument approach.

## **SECTION 11: Aerotowing & Flight Testing of Production Hang Gliders**

- 11.0.0 The Airport Manager may approve the conduct of flight testing of production hang gliders under aerotow, at the airport.
- 11.0.1 The approval will be subject to the following conditions and a breach of these conditions may result in the suspension or cancellation of the approval.
- 11.0.2 In the event of a breach the Airport Manager will use the procedures outlined in parts 5.1.1, 5.1.2 and 5.1.3 of this section.

### **11.1 Flight Testing of Production Hang Gliders**

- 11.1.0 The operator is to provide the Airport Manager with five (5) days’ notice of the flight testing.
- 11.1.1 All airport operators are to be advised by the Airport Manager of the proposed dates, times, operational heights and test area of the flight testing.
- 11.1.2 Where possible aerotowing and flight testing are to be conducted in the south western quadrant of the CTAF. The Airport Manager may permit the use of the south western grassed area for take-off and landing of the tow aircraft and the hang glider.

- 11.1.3 Operations are confined to daylight hours.
- 11.1.4 Only company and CASA approved test pilots are to be used and passengers are not to be carried.
- 11.1.5 Both aircraft are to carry VHF radios and are to maintain a listening watch on the CTAF.
- 11.1.6 The Airport Manager may require, during certain high traffic conditions that a safety officer equipped with a VHF radio for communication with the test aircraft and other airport traffic, be present on the ground.
- 11.1.7 Operations are not to interfere with other circuit traffic.
- 11.1.8 Operations are to cease during the arrival and departure of RPT and heavy aircraft traffic, or when an aircraft is conducting a published instrument approach.

**Note: Free flight hang gliders, other than those approved for flight testing, are not permitted at Cessnock airport.**

## **SECTION 12 Gyroplanes**

- 12.0.0 Gyroplane operations are permitted at the airport under the following conditions.
- 12.0.1 Single and Double place gyroplanes operating at the airport must conform to the relevant Civil Aviation regulations, Orders and Enroute regulations. These operations are also subject to the rules, regulations and directions of the Australian Rotorcraft Association.
- 12.0.2 Gyroplane operations are to be carried out in daylight hours and visual meteorology conditions (VMC) only.
- 12.0.3 Local flying within the three (3) nautical mile radius circuit area is not permitted. All aircraft are to transit the area.
- 12.0.4 Gyroplanes are to fly a close in parallel left hand circuit at a height of 500 feet AGL.
- 12.0.5 Letting to Gyroplane circuit height is to be on only on the “dead side” of the circuit. It is required that gyroplanes entering or departing the circuit do so at normal circuit height of 1000 feet AGL.
- 12.0.6 Gyroplanes are to fly Three (3) legs of the circuit at a height no less than 500 feet AGL until on final approach.
- 12.0.7 Carriage and use of airband VHF radios is mandatory for all gyroplane operations.
- 12.0.8 Gyroplanes are required to give way to commercial aircraft if the pilot judges it safe to do so.
- 12.0.9 Operations are to be suspended during the arrival and departure times of RPT and heavy aircraft traffic, or when an aircraft is conducting a published instrument approach.

## **SECTION 13: Air Displays**

- 13.0.0 Air displays and competitions may be permitted by the Airport Manager on the condition that the operator has received approval from the CASA, and the event conforms to **Civil Aviation Order Section 29.4, Air Displays**.
- 13.0.1 The operator must also provide a certified copy of a Public Liability Insurance coverage for the display for an amount of \$50m, and in the joint names of the operator and the Council.
- 13.0.2 Air Display means organised flying including cross-country events or contests, such as rallies, air races, navigation and timed events, exhibitions of flying, parachute displays, hot-air balloon displays, competitions, or local flights made for the purpose of carrying passengers for hire or reward performed before a public gathering. The public may, or may not have paid a levy or subscription for the display.
- 13.0.3 The operator is to provide a written request to the Airport Manager no later than 90 days prior to the event. The request will include the following details:
- the date, time and nature of the display
  - the airport facilities required
  - the programme of events
  - person responsible for the organising, planning and control of the event
  - the organisations or individuals participating
  - the expected public attendance
  - location of active, display and public areas
  - method of crowd control and safety procedures
  - copies of public liability insurances for the event for and amount of \$50 million
  - certified copy of the written approval from the Civil Aviation Safety Authority (CASA)
- 13.0.4 Council approval will be forwarded in writing to the operator no less than 60 days prior to the display.
- 13.0.5 At least one Airport Reporting Officer will be rostered by the Airport Manager for duty during the display.  
Air displays and competitions may be permitted by the Airport Manager on the condition that the operator have received approval from the CASA and the event conforms to Civil Aviation Order Section 29.4, Air Displays.

## **SECTION 14: Aerobatic Aircraft**

- 14.0.0 Aerobatic aircraft operations may be authorised by the airport manager and will only be permitted under the following guidelines.
- 14.0.1 Contravention of the conditions of the approval may result in a caution being issued, or in the cancellation or suspension of the approval in accordance with the procedures in Section 5.

## 14.1 Aerobatic Aircraft Operations Conditions of Use

- 14.1.0 All aerobatic operations are to be carried out off the airport and outside of the airport circuit area.
- 14.1.1 All aerobatic aircraft are to conform to the fixed wing aircraft traffic pattern in accordance with all Civil Aviation regulations, associated documents and Airservice Regulations for operation in a Common Traffic Advisory Frequency zone, particularly **CAR 166(1)**, Operations on and in the vicinity of an airport, and **AIP ENR 1.1-7**, subsection 52 Selection of Circuit Direction, Separation, Minima and Height and Councils **Cessnock Airport – Operational Policy and User Guidelines**.
- 14.1.2 The airport Manager may approve the loading of passengers or observers in designated areas. Loading of aerobatic aircraft on Taxiways or Run up Bays is not permitted.
- 14.1.3 Aerobatic aircraft are to park only in the areas designated by the Airport Manager.

## **SECTION 15: Aircraft Recovery**

***In the event of an emergency affecting the safety of persons or the environment, triple O is to be called immediately and the Airport Operations Co-ordinator notified.***

### **15.1 The following rules are to be observed at all times.**

- 15.1.0 The Airport Operations Co-ordinator is to be contacted prior to entering the movement area. If unavailable the Airport Reporting Officer is to be contacted. Any damage to the runway, taxiways or movement areas is to be reported to the Airport Operations Coordinator immediately.
- 15.1.2 Details of all personnel involved in the operation are to be recorded and forwarded to the Airport Operations Co-ordinator.
- 15.1.3 No vehicle is to enter the movement area without approval from the Airport Operations Co-ordinator or the Airport Reporting Officer.
- 15.1.4 Only two vehicles are permitted to be airside during the recovery process.
- 15.1.5 All persons involved with the recovery must be familiar with aircraft circuit and landing procedures, both fixed wing and helicopter.
- 15.1.6 Only the persons required to perform the recovery operation are permitted in the movement area, no spectators are allowed.
- 15.1.7 An orange rotating beacon must be used on the roof of the vehicles at all times the vehicles are airside.
- 15.1.8 A VHF radio tuned to the airport frequency must be carried at all times while operating airside of the airport.
- 15.1.9 All ground markings are to be observed while driving on the airport.

15.1.10 Speed limits on the airport are to be followed at all times.

## **15.2 Speed limits on the airport**

15.2.1 Landside 25 kilometres per hour

15.2.2 Airside 10 km/hr within 15meters of an aircraft / 25 km/h elsewhere

15.2.3 **UNDER NO CIRCUMSTANCES WILL A VEHICLE PASS A TAXIING AIRCRAFT. AIRCRAFT HAVE THE RIGHT OF WAY AT ALL TIMES.**

## **SECTION 16 MOTOR VEHICLE OPERATION**

16.0.0 The Airport Manager may approve the operation of motor vehicles on the airport subject to the following conditions being met. Contravention of the conditions of approval could result in a caution being issued or the suspension or cancellation of the approval as set out in Section 5.

16.0.1 Hold a valid State or Territory license to drive the class of vehicle to be operated.

16.0.2 Understand the terminology used to describe the areas on the airside of the aerodrome and be familiar with there location.

16.0.3 Understand the significance of airport ground markings and markers.

16.0.4 Hold a certificate of proficiency to operate a VHF radio or aircraft radiotelephone and be competent in its use.

16.0.5 Immediately report any accident, incident or damage to the movement area involving the vehicle being operated on the airport, to the Airport Manager.

16.0.6 Be familiar with aircraft circuit and landing procedures, both fixed wing and helicopter.

16.0.7 Attend a familiarisation course before driving on the airport.

### **16.1 The following rules are to be observed at all times.**

16.1.0 No vehicle is to operate within 15meters of an aircraft in the process of fuelling or de-fuelling unless the vehicle specifically meets the requirements of all civil aviation regulations.

16.1.1 Vehicles must not be driven under an aircraft or within 3 meters of any part of an aircraft.

16.1.2 Vehicles must be kept at least 10 meters clear of any aircraft operating either red rotating beacons or strobe lights.

- 16.1.3 Vehicles are not to operate on the airport after official sunset.(except emergency and authorised vehicles.
- 16.1.4 Vehicles must operate their hazard lights and have the headlights on low beam whilst driving on the airport.
- 16.1.5 An orange rotating beacon must be used on the roof of the vehicle, or a red and white chequer board pattern painted over the roof of the vehicle.
- 16.1.6 A VHF radio tuned to the airport frequency must be carried at all times while operating on the airport.
- 16.1.7 All ground markings are to be observed while driving on the airport.

## **16.2 Speed limits on the airport**

- 16.2.1 Landside 25 kilometres per hour
- 16.2.2 Airside 10 km/hr within 15meters of an aircraft 25 km/h elsewhere
- 16.2.3 **UNDER NO CIRCUMSTANCES WILL A VEHICLE PASS A TAXIING AIRCRAFT. AIRCRAFT HAVE THE RIGHT OF WAY AT ALL TIMES**

## **SECTION 17: Emergency Contact**

- 17.0.1 Cessnock City Council has appointed Airport Reporting Officers to assist the Airport Manager in the response to airport emergencies.
- 17.0.2 Each reporting officer will be rostered as an after-hours Duty Officer able to be contacted by mobile phone in the event of airport emergencies.
- 17.0.3 In the event of an emergency affecting an aircraft, or the safety of persons at the airport, the Duty Officer is to be contacted. The Duty Officer will then initiate the appropriate emergency response, and advise Air Traffic Services and the Bureau of Air Safety.
- 17.0.4 Prior to the arrival of the Airport Manager, or the emergency services, the Duty Officer will maintain the safety of the airport.
- 17.0.5 During an emergency the airport will be out of bounds for all persons other than the necessary airport staff and the emergency services personnel. Spectators are not to enter the airport boundary.
- 17.0.6 Following an emergency where the airport has been closed to aircraft traffic, the Duty Officer will conduct a full inspection prior to the re-opening.

## 17.1 AIRPORT CONTACT NUMBERS

### Airport Manager & Operations Coordinator

Mobile 0401 107 557

### Airport Reporting Officers

Mobile 0418 689 972

0401 107 543

0419 187 073

### EMERGENCY NUMBER FOR POLICE & EMERGENCY SERVICES

# USE THE 000 NUMBER

### AMENDMENT RECORD SHEET

Amendment Number	Part & section Effected	Date	Reason
1	4.1	6/4/2000	Phone numbers changed
2	4.2	6/4/2000	Taxiway width changed
3	6.1.5	6/4/2000	Gyroplanes added
4	12	6/4/2000	Gyroplane section added
5	8	22/07/2002	Parachute operations altered
6	14	22/07/2002	Mobile phone No. added
8	14	22/07/2002	Vehicles added
9	14	15/09/2004	Aerobatic section added
10	3	20/06/2012	Recommendation of Airport Consultative Committee
11	4	20/06/2012	Fees & Charges updated
12	6	20/06/2012	General Requirements for Aircraft Operations altered
13	8	20/06/2012	Parachute Drop Aircraft Operations altered
14	15	20/06/2012	Aircraft Recovery added
15	Whole document	18/9/2013	Format change
16	1	20/11/2014	Aligned with Cessnock Airport Strategic Plan
17	2	20/11/2014	Aligned with Cessnock Airport Strategic Plan
18	4	20/11/2014	Updated technical data to align with registration details
19	5	20/11/2014	Updated
20	6	20/11/2014	Updated aircraft operation requirements
21	7.0.0	20/11/2014	Updated introductory remarks
22	8.1.9	20/11/2014	Updated reference to CTAF
23	9.1.6	20/11/2014	Updated permitted operating areas
24	14.1.0	20/11/2014	Updated reference to CTAF
25	17	20/11/2014	Updated contact details for reporting officers
26	4.5	19/6/2015	Data explanation added
27	6	19/6/2015	Safety vest requirement added
28	17.1	19/6/2015	Update Airport Manager telephone number