

Cessnock City Council Cessnock Airport Operational User Guideline

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ACRONYMS

ACT	Federal Legislation	CAR	<i>Civil Aviation Regulation 1988 (Cth)</i>	GTW	Gross Take-Off Weight
AAL	Above Airfield Level	CASA	Civil Aviation Safety Authority	VHF	Very High Frequency air band radio
AGL	Above Ground Level	C/L	Centre Line	PALCC	Pilot Activated Lighting Control Circuit
AIP	Aeronautical Information Publication	CTAF	Common Traffic Advisory Frequency	PAPI	Precision Approach Path Indicator Lights
AOC	Air Operator's Certificate	DST	Daylight Savings Time	RPT	Regular Passenger Transfer
AIRSIDE	Any area inside of the fenced portion of the airport – excluding a hangar or building's physical footprint.	DAMP	Drug and Alcohol Plan which is administered by CASA		
AWIS	Aviation Weather Information Service	ENR	En Route Regulations	EDT	Eastern Daylight Savings Time
CAO	Civil Air Order	ERSA	En Route Supplement Australia	EST	Eastern Standard Time
OGMWS	Outer main gear wheel span	Code A ACFT	OGMWS of 4.5M or less	Code B ACFT	OGMWS of 4.5M or greater

1. GUIDELINE OBJECTIVES

- 1.1. This guideline supports the implementation of the Cessnock Airport Operational policy and in doing so, achieving its objectives. As a result, this guideline sets the following objectives:
 - 1.1.1. provide for the successful integration of the large number of diverse aviation activities at Cessnock Airport;
 - 1.1.2. provide guidelines for each approved aviation-related activity to allow for the successful integration of each activity into the whole airport environment;
 - 1.1.3. provide guidance to Users on how to fly neighbourly;
 - 1.1.4. provide for all Users, a comprehensive outline of the Cessnock Airport Emergency Plan and the steps for implementing this plan;
 - 1.1.5. provide for all current and future Users a comprehensive overview of the services and facilities available at Cessnock Airport;
 - 1.1.6. foster a greater awareness of aviation safety;
 - 1.1.7. foster a greater level of communication between Council and all airport Users.

2. GUIDELINE SCOPE

- 2.1. This guideline applies to all Users of Cessnock Airport including pilots, owners, licensee's, tenants and operators and their staff/agents, and Council staff that operate and implement this guideline.

3. FLY NEIGHBOURLY AND LICENSEE INFORMATION

- 3.1. All users are notified that Cessnock Airport is a certified aerodrome and as such are subject to Civil Aviation Safety Authority rules, regulations and testing programs whilst using or operating from Cessnock Airport. Council implements and enforces CASA DAMP policies and procedures.
- 3.2. While residents and local businesses generally accept aviation activities in the area, there are concerns over aircraft noise intrusion on their lifestyle generated from the use of Cessnock Airport.
- 3.3. All Users undertaking aircraft and aviation related activities in the Cessnock Airport circling area and environment are expected to fly neighbourly to a distance of 3 nautical miles from the airport, including the City of Cessnock, as part of the terms and conditions of their use of the airport.
- 3.4. The main population areas impacted by the airport operations are:
 - 3.4.1. 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;
 - 3.4.2. the Lovedale community – to the east of runway 17\35; and
 - 3.4.3. the Pokolbin community – to the west of runway 17\35.

- 3.5.** Other groups impacted both immediately around the airport boundary and in the circuit area include:
 - 3.5.1.** small-large rural-residential holdings,
 - 3.5.2.** wineries,
 - 3.5.3.** major hotels and accommodation, and
 - 3.5.4.** boutique accommodation.
- 3.6.** Charter or other single arrival or departure flights may be conducted 24 hours a day. Circuit training flights are to be carried out between 08:00 and 22:00 hours local.
- 3.7.** Night operations circuit flying is restricted to flying only from last light to 22:00 hours local time EST and 2200 EDT. Circuit training flights outside these hours has additional fees payable, refer CCC fees and charges.
- 3.8.** Night visual flights, night navigation flights and charter flights using Cessnock Airport can operate provided that circuit training is not conducted. Single arrivals and departures only.
- 3.9.** 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.
- 3.10.** Aerobatics and other fixed wing joy flights should avoid populated areas when conducting operations. These operations must maintain minimum heights in accordance with approved CASA, sports body or warbirds operations manual.
- 3.11.** Maintain a minimum circuit height of 1000' AGL where possible except for emergency landing training in the designated low flying areas.
- 3.12.** Emergency landing training should be avoided over populated areas
- 3.13.** Aircraft without a noise certificate shall only be operated between 0800 -1700 hours daily local time
- 3.14.** Fuel – fuel spills must be reported to Cessnock Airport Administration, call (02) 4993 4228, fees and charges are applicable to fuel spills.
- 3.15.** Pilots or crew must use the yellow fuel “slops: bins located on the airport to dispose of fuel samples. Crew throwing fuel samples on the ground will be subjected to the fuel spill fees.
- 3.16.** Airport Hangar licensees are not able to use their licenced premise for accommodation
- 3.17.** Airport licensees are responsible for ensuring their premises are kept secure. External gates if supplied must be secured by locks to the licenced area.
- 3.18.** Licensees notified here that alcohol is not permitted to consumed airside. Licensees are responsible for any person consuming alcohol on their licenced premise. All other illicit substances are banned from Cessnock aerodrome.

- 3.19.** Airport Hangar licensees are responsible for the safety and conduct of any person on Cessnock Airport related to the use of their licenced premise.
- 3.20.** Airport Hangar licensee's are responsible for informing Cessnock Airport Administration of any sub-licence they have entered into where, an aircraft is stored, parked or another person is using the licensee's exclusive licenced area This includes a list of aircraft stored inside and owners contact details.
- 3.21.** Hangar construction or repair works by contractors is not permitted between the hours of 16:30 and 06:30 hours local time nor between Saturday 1200 and Monday 0630 hours local time – unless approved by Airport coordinator or deputy in an emergency works situation.
- 3.22.** Hangar licensees must inform Airport Administration of contractors working on their licenced premise. Public liability insurance of \$20M is required and all trades persons must be in high visibility clothing and supervised by the licensee or their nominated deputy.
- 3.23.** Hangar licensees are notified that Airport Administration is unable to sign for or receive deliveries on the licensees' behalf.
- 3.24.** Hangar licensees must inform Airport Administration of any crane or concrete boom pumping operation 72 hours in advance minimum which will be working on their licenced area or premise.

4. AIRPORT SERVICE PROVIDER INFORMATION

4.1. Required documentation

- 4.1.1.** All service providers located on Cessnock Airport or Hangar licence holders or other service providers wishing to use the airport to conduct aviation related business must provide the information below to Cessnock City Council via Cessnock Airport administration

1	Record of incorporation	Company name and Valid certificate and date
2	Names and contact details of service provider	Full details of all owners including email addresses for communication and billing purposes
3	Emergency	24/7 contact number in case of emergency
4	Chief Pilot information	Full name, address, contact details and copy of licence of chief pilot
5	Safety Officer Contact	Full name, address, contact details of organisations safety officer
6	Type of service provided	I.e. Air transport and flight training, aerobatics etc
7	Insurance certificates	\$20M minimum PL required
8	Aircraft operated	List of all aircraft operated on the airport or located in licenced premise and copy of each aircraft's insurance certificate
9	Airworthiness Certificates	A copy of each aircraft operated airworthiness certificate
10	Location of operation	Where on Cessnock Airport will you operate from and your physical address
11	Sub licence agreement	Copy of any sub-licence agreement allowing use of licenced area on Cessnock Airport
12	CASA AOC or equivalent documents	Documentation to show approval to operate
13	CASA or Air Services permission to operate without a noise certificate	If applicable
14	Council Letter	Approval to operate service at Cessnock Airport
15	Manuals	Copy of Company emergency plan, and operational manual
16	Vehicles	Details of any vehicles to operate on airside on Cessnock Airport including insurance and registration documentation

- 4.1.2** Any aviation or other type of service provider on Cessnock Airport must comply with all aspects of Council Airport Policy, Cessnock Airport guidelines, CASA Manual, Aerodrome Manual or any other Government regulation or legislation applicable to operations on Cessnock Airport.

5. AIRPORT DATA

5.1. Airport technical and general information

- 5.1.1. This information will remain unchanged unless, as a result of an Airport Safety Inspection conducted by CASA, or further Obstacle Limitation Surface survey undertaken by a certified CASA consultant, it is found to require amendment.
- 5.1.2. Cessnock Airport is under video surveillance 24 hours per day and all activities are monitored. CCTV recordings will be released to the relevant Government authorities when requested.
- 5.1.3. Landing, operating and other associated fees and charges are applicable at Cessnock Airport in accordance with Council adopted fees and charges.
- 5.1.4. All airport Users are reminded that the confirmation of the accuracy of this data is the responsibility of the User of the information.

Airport Name	Cessnock
Call Sign	YCNK
State	NSW
Airport Location	324715S 1512030E
Cessnock CTAF	CTAF frequency 122.65 Mhz
Cessnock AWIS	VHF frequency 134.05 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 Council@cessnock.nsw.gov.au
Airport Administration	Ph 02 4993 4228 (24 Hours) E: airport@cessnock.nsw.gov.au

5.1 Runway Information - RWY 17/35

Runway Bearing	RWY 17/35 - 174 degrees magnetic
Runway length and width	TKOF 17: Length 1097m x 23m wide TKOF 35: Length 1097m x 23m 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 A	8m wide, Sealed, Limited Code A aircraft
Taxiway B	10.5M wide, Sealed Code B aircraft
Main Eastern Apron	69m (width) x 75m (depth)
Western Apron	130m (width) x 45m (depth)

5.2 Lighting Information

Runway	RWY 17/35 Lights 1097m x 23M RWY Threshold – green RWY End – red PAPI RWY 17/35
PALCC	VHF 119.600 Mhz
Taxiway A	Unlit –Blue edge markers
Taxiway B	10.5m wide, edges marked by blue lights on eastern taxiway and orange hold point lights at RWY17 intersection
Taxilane C	Unlit –Blue edge markers
Eastern Apron	55m x 45m Apron floodlit 3 Parking bays for fixed wing Code 2 B aircraft 2 Helicopter bays for maximum rotor diameter 13.0M
Western Apron	Unlit
Wind Indicator	Illuminated with obstacle light
Obstruction Lights	Red light on windsock , Red Light on Prawn Hangar, Red Light on Fuel Area, Red light on Wirraway Hangar
Fuel Area	Lights on demand by pressing switch at pay kiosk

Note: Refer to Air Services ERSA for all current runway distances and supplementary information.

6 GENERAL AVIATION COMPLIANCE REQUIREMENTS

- 6.1 All aviation and non-aviation activities approved by the Airport Operations Coordinator are subject to the regulations and conditions of Council, Air Services Australia, the CASA, and the controlling sports aviation body. Each approval will have attached the relevant operational procedures.
- 6.2 Where Users fail to comply with the relevant all requirements, and the Airport Operations Coordinator has determined that a minor breach has occurred, a caution may be given. This caution will be in writing and kept as a Council record in accordance with Council's Records Management Policy. Users that have received three cautions within a 18 month period will be barred from the aerodrome.
- Alcohol consumption airside is not permitted. In an public event on the aerodrome approval to consume may be given to licensed individuals on receipt of their licence to serve and supply alcohol.
- 6.3 Where Users fail to comply with the terms and conditions of their approval(s) and the Airport Operations Coordinator considers the breach to be significant, they will terminate the approval.
- 6.4 The Airport Operations Coordinator has the authority to immediately suspend a User where a breach of safety occurs as such breaches are deemed significant breaches. In the event of a User being suspended for a safety breach, the Airport Operations Coordinator will provide the General Manager with a report within 24 hours of the suspension being given.
- 6.5 The Airport Operations Coordinator may also delegate the authority to suspend pursuant to clause 6.4 to the Airport Reporting Officers. The Airport Operations Coordinator must record delegating such authority each time it is delegated.

7 GENERAL REQUIREMENTS FOR AIRCRAFT OPERATIONS

- 7.1 Landing fees are applicable at Cessnock Airport. Refer CCC website.
- 7.2 Operators with an AOC, or operating under a Warbirds or other manual or approval authority whom are carrying passengers must comply all requirements of Section 4 and 8 of these guidelines.
- 7.3 Parking on the Eastern Apron is by prior permission only. Fees and charges are applicable to aircraft parking.
- 7.4 Parking on the Western apron is in designated areas only. Fees and charges are applicable to aircraft parking.
- 7.5 Current 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.
- 7.6 Aircraft conducting an instrument approach have right of way over all other aircraft.
- 7.7 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.
- 7.8 Aircraft joining the circuit without over flying, are to join on the crosswind or downwind legs at circuit height of 1000 feet AAL.
- 7.9 Joining the circuit on base leg or as a straight in approach on final leg, is not permitted, except in an emergency.

- 7.10 The carriage and use of the correct air band VHF radio as defined in the CAR is mandatory for all aircraft including vintage aircraft, ultralight, microlight and gyroplanes.
- 7.11 Cessnock Airport does not have an approved grass runway. No fixed wing aircraft is to use areas other than the designated tarmac runways 17/35, for take-off or landing. The Airport Operations Coordinator may approve, upon receiving a completed 'Request for Use' form, the use of the South Western grassed area for operations by ultralight and microlight aircraft on application for such operations for using the South Western grassed area for operations.
- 7.12 Helicopters may use grass areas. The grass areas are open to all fixed wing aircraft declaring an emergency.
- 7.13 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.
- 7.14 Any declared emergency where a grass landing occurs – the pilot in charge or operator must supply a written report to Council within 72 hours on the emergency and actions taken.
- 7.15 In nil wind, light and variable wind, or direct crosswind conditions, the duty runway is runway 35.
- 7.16 Aircraft with a OMGWS of 4.5M or less are to avoid using the runway for taxiing when the taxiways are serviceable. Aircraft in excess of 5700 kg and OMGWS greater than 4.5M are to use the runway for taxiing.
- 7.17 Helicopters air transiting, or hover taxing, are to do so in accordance with CAO 95.7.
- 7.18 Helicopters may 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.**
- 7.19 All refuelling is to be done at fixed fuel facilities at the North-Eastern end of the Cessnock Airport. Aircraft are not to operate their engines during refuelling, unless permitted to do so by written permission from CASA. **Note: Turbine powered helicopters are permitted to 'hot refuel' under certain operational requirements. Refer to CAO 20.10, Hot Refuelling – Helicopters.**
- 7.20 All Users are required to report to Council's Airport Operations Coordinator any incidents or accidents that occur as a result of their operations, that cause damage to Cessnock Airport or injuries to staff, contractors, other Users, staff of Users or members of the public. A 'Cessnock City Council Incident' form can be obtained from the Airport Operations Coordinator or representative and is to be completed and returned to the Airport Operations Coordinator within 48 hours of the damage or injury occurring.
- 7.21 No User, without the prior approval of the Airport Operations Coordinator, 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 Cessnock Airport, airspace above the airport, or the assembly of more than 100 members of the public as spectators or participants. Approval must be obtained in writing from the Airport Operations Coordinator, at least 90 calendar days prior to the event. Users will be required to complete the 'Request for Use of Cessnock Aerodrome' form to request such an approval.
- 7.22 All Users operating on the airside movement areas of Cessnock Airport are required to wear high visibility vests or clothing with high visibility striping at all times.

All Users must provide evidence of appropriate insurance coverage as stipulated in their approvals.

8 FLYING TRAINING, AIR CHARTER AND REGULAR PUBLIC TRANSPORT (RPT) OPERATIONS

- 8.1** All flying training, air charter and RPT operations are subject to the approval of the CASA which grants approval to conduct these operations through the issue of an AOC.
- 8.2** Each User 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.
- 8.3** Each organisation, holding an AOC issued by the CASA and approved to operate at Cessnock Airport by the Airport Operations Coordinator, will comply to the conditions of the Civil Aviation ACT and relevant regulations and with the requirements of the Cessnock Aerodrome Manual
- 8.4** Each organisation, operating on Cessnock Airport must provide the information required in Section 4 of these guidelines to airport administration.

9 PARACHUTE DROP AIRCRAFT OPERATIONS

- 9.1** Parachute drop aircraft operations will only be allowed as part of an air show or other organised event. Users must request permission for such operations when completing the '*Request for Use of Cessnock Aerodrome*' form for an air show or other organised event. Contact airport administration for this form.

10 HOT AIR BALLOONING OPERATIONS

- 10.1** Users wanting to conduct hot air ballooning operations at Cessnock Airport are expected to complete the '*Request for Use of Cessnock Aerodrome*' form. In considering a request for balloon operations, the Airport Operations Coordinator will refer to the AIP ENR 5.5-6, subsection 3 Balloon Operations.
- 10.2** In reading this section reference is to be made to AIP ENR 5.5-6, Subsection 3.1.1C, 3.1.2 (b), (c), (d).
- 10.3** 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.
- 10.4** Balloon launches will only be permitted prior to 07:00 hours daily, unless otherwise authorised by the Airport Operations Coordinator.
- 10.5** Prior to landing on the airport, the pilot in command must obtain the permission of the Airport Operations Coordinator who will then alert all airport Users.
- 10.6** Balloon landing should be on grassed areas unless wet conditions prevent vehicle access. In all instances balloon operators shall call the Airport on 02 4993 4228 to obtain clearance to enter the airport.
- 10.7** Balloon operations are not permitted during the arrival and departure of heavy aircraft traffic, or when an aircraft is conducting a published instrument approach procedure in IFR conditions.

11. ULTRALIGHT AND MICROLIGHT OPERATIONS

- 11.1 The Airport Operations Coordinator may approve ultralight and microlight (powered weight shift aircraft) operations at the airport.
- 11.2 Microlight aircraft fall into the 480 kg or less GTW, or have a downwind leg airspeeds of 70 knots or less. While other aircraft with a higher GTW fall within the ultralight category.
- 11.3 Ultralight and powered weight shift 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.
- 11.4 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.
- 11.5 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.
- 11.6 Letting down to the ultralight\microlight circuit height is to be only on the “dead side” of the circuit.
- 11.7 All aircraft approved to use the airport are to be registered and the registration markings are to be displayed on the aircraft.
- 11.8 All ultralight and weight shift aircraft are to fly three (3) legs of the circuit and are to maintain not less than 500 feet AAL until on final approach.
- 11.9 To avoid lengthy delays to commercial GA aircraft, ultralight and weight shift aircraft are requested to give way to these aircraft, if the pilot in command judges it safe to do so.
- 11.10 Carriage and use of an air band VHF radio is mandatory for all ultralight and weight shift aircraft at Cessnock Airport.
- 11.11 Ultralight and weight shift aircraft are to be assembled and disassembled at the ultralight parking area on the grassed area at the end of Col Turnbull Parade. 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. Visitor’s vehicles are to remain outside the airport boundary.
- 11.12 Ultralight and weight shift aircraft 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.

12 GYROPLANES

- 12.1 Single and double place gyroplanes operating at Cessnock Airport must conform to the relevant Civil Aviation regulations, Orders and En-route regulations. These operations are also subject to the rules, regulations and directions of the Australian Rotorcraft Association. Gyroplanes are subject to landing fees.
- 12.2 Gyroplane operations are to be carried out in daylight hours and visual meteorology conditions **(VMC)** only.

- 12.3 Local flying within the three (3) nautical mile radius circuit area is not permitted. All aircraft are to transit the area.
- 12.4 Gyroplanes are to fly a close in parallel left hand circuit at a height of 500 feet AGL. 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.
- 12.5 Gyroplanes are to fly three (3) legs of the circuit at a height no less than 500 feet AGL until on final approach and use of air-band VHF radios is mandatory for all gyroplane operations.

13 PUBLIC EVENTS / AIR DISPLAYS

- 13.1 Public events can be permitted at Cessnock Aerodrome with approval of Cessnock City Council. The organiser should contact Council for the regulations applicable for holding an event at the Aerodrome. Fees and Charges may apply. Any application made for an event at the Airport requires is to be made a minimum of 3 months in advance and the application should include a comprehensive traffic management plan. Some events may require a Development Application.
- 13.2 Air Displays and competitions may be permitted by the Airport Operations Coordinator on the condition that the User has received approval from the CASA, and the event conforms to Civil Aviation Order Section 29.4, Air Displays.
- 13.3 At least one Airport Reporting Officer will be rostered by the Airport Operations Coordinator for duty during the Air Display as the Council’s representative for safety and local operational matters. Fees will apply.

14 AEROBATIC AIRCRAFT

- 14.1 All aerobatic operations are to be carried out off Cessnock Airport and outside of the airport circuit area unless part of an authorised display by Airport Administration
- 14.2 Low Level aerobatic operations are only approved after receipt of a CASA authorisation to conduct letter or certificate. Approval is at Airport Operations Coordinator’s discretion.
- 14.3 Aerobatics conducted over the field must have a authorised ground radio operator supervising and advising arriving or departing traffic
- 14.4 Aerobatic operations for commercial passengers must not be conducted continuously over the same area to avoid noise complaints.
- 14.5 Aerobatic aircraft are to comply with all other Cessnock operations guidelines and CASA regulations.

15 AIRCRAFT RECOVERY

- 15.1 *In the event of an emergency affecting the structure of an aircraft or safety of persons or the environment, 000 is to be called immediately and the Airport Operations Coordinator notified on (02) 4993 4228 24 hours.*
 - 15.1.1 Failure to contact Airport Administration is serious breach of the guideline protocols further action may be taken where disregard for this instruction 15.1 is not followed

15.2 The following rules are to be observed at all times:

- 15.2.1** Airport Operations Co-ordinator or duty ARO is to be contacted on (02) 4993 4228 prior to entering the movement area.. Any damage to the runway, taxiways or movement areas is to be reported to the Airport Operations Coordinator immediately. Details of all personnel involved in the operation are to be recorded and forwarded to the Airport Operations Coordinator.
- 15.2.2** No vehicle is to enter the movement area without approval from the Airport Operations Coordinator or the Airport Reporting Officer (when delegated to authorise).
- 15.2.3** Only two support vehicles are permitted to be airside during the recovery process, beside airport administration or emergency services vehicles
- 15.2.4** All persons involved with the recovery must be familiar with aircraft circuit and landing procedures, both fixed wing and helicopter.
- 15.2.5** Only the persons required to perform the recovery operation are permitted in the movement area, no spectators, no children or animals are allowed.
- 15.2.6** An orange rotating beacon must be used on the roof of the lead vehicle at all times, and all vehicles associated in the recovery must display hazard lights at all times whilst airside and not be switched off whilst the vehicles are airside.
- 15.2.7** A VHF radio tuned to the airport frequency VHF 122.650 must be carried at all times while operating airside of the airport.
- 15.2.8** All ground markings are to be observed while driving on the airport.
- 15.2.9** Speed limits on the airport (16.3) are to be followed at all times.

16 MOTOR VEHICLE / SERVICE VEHICLE OPERATION

- 16.1** The Airport Operations Coordinator may approve the operation of motor vehicles on the airport subject to the following conditions being met:
 - 16.1.1** Vehicle must have a specific reason to be airside – the vehicle can then be registered with Cessnock Airport Administration for use airside.
 - 16.1.2** No vehicle is permitted on the runway or taxiways without Cessnock Airport Administration prior approval. Exceptions may apply in genuine emergency situations.
 - 16.1.3** A service vehicle such as a ride on mower may be used without approval but cannot be used outside a licensed area.
 - 16.1.4** Cessnock Airport operates under a NO SEAT – NO RIDE rule. No exceptions.
 - 16.1.5** Any vehicle operating on Cessnock Airport must be insured with a minimum public liability amount of \$20 Million dollars
 - 16.1.6** Operator must hold a valid State or Territory license to drive the class of vehicle to be operated if road registered.

- 16.1.7 Be trained by a licensing authority or licensee of hangar in the use of the service vehicle and be over the age of 16 years
- 16.1.8 Any vehicle permitted to be on the runway or taxiways must comply with all section 16 requirements – no exceptions.
- 16.1.9 Understand the terminology used to describe the areas on the airside of the aerodrome and be familiar with their location.
- 16.1.10 Understand the significance of airport ground markings and markers.
- 16.1.11 Hold a certificate of proficiency to operate a VHF radio or aircraft radiotelephone and be competent in its use.
- 16.1.12 Immediately report any accident, incident or damage to the movement area involving the vehicle being operated on the airport, to the Airport Operations Coordinator.
- 16.1.13 Be familiar with aircraft circuit and landing procedures, both fixed wing and helicopter.

16.2 The following rules are to be observed at all times:

- 16.2.1 No vehicle is to operate within 15 meters of an aircraft in the process of fuelling or de-fuelling unless the vehicle specifically meets the requirements of all civil aviation regulations.
- 16.2.2 Vehicles must not be driven under an aircraft or within 3 meters of any part of an aircraft.
- 16.2.3 Vehicles must be kept at least 10 meters clear of any aircraft operating either red rotating beacons or strobe lights.
- 16.2.4 Vehicles are not to operate on the airport after official sunset (except emergency and authorised vehicles.
- 16.2.5 Vehicles must operate their hazard lights and have the headlights on low beam whilst driving on the airport.
- 16.2.6 An orange rotating beacon must be used on the roof of the vehicle or if a secondary vehicle hazard lights are the required minimum.
- 16.2.7 A VHF radio tuned to the airport frequency VHF 122.65 must be carried and be operational at all times while operating the vehicle on the airport.
- 16.2.8 All ground markings are to be observed while driving on the airport.

16.3 Speed limits on the airport

Landside	25 kilometres per hour
Airside	10 km/hr within 15 metres of an aircraft / 25km/h elsewhere

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

17 EMERGENCY CONTACT

- 17.1 Persons parking their aircraft at Cessnock Airport for more than 24 hours must provide full contact details for their aircraft to Cessnock Airport Administration. This includes persons parking their aircraft inside licensee hangars.
- 17.2 Council has appointed Airport Reporting Officers to assist the Airport Operations Coordinator in the response to airport emergencies.
- 17.3 Each Airport Reporting Officer will be rostered as an after-hours Duty Officer able to be contacted by mobile phone in the event of airport emergencies.
- 17.4 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.
- 17.5 Prior to the arrival of the Airport Operations Coordinator, or the emergency services, the Duty Officer will maintain the safety of the airport.
- 17.6 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.
- 17.7 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.

17.8 AIRPORT CONTACT NUMBERS

Cessnock Airport
02 4993 4228
24 hours

USE THE 000 NUMBER

18 RESPONSIBILITIES

18.1 Airport Manager

- 18.1.1** Monitor the implementation of this Guideline and ensure it remains current
- 18.1.2** Ensure the relevant actions listed in Council's Airport Strategy pertaining to this guideline/Airport Operations are successfully achieved.

18.2 Airport Operations Coordinator

- 18.2.1** Operate the Airport in accordance with all laws and regulations, assess and determine applications made by Users for the following:
 - i. Night circuit flying pursuant to clauses 3.6 -3.7;
 - ii. Use of the South Western grassed area pursuant to clauses 7.11;
 - iii. Flying displays in accordance with section 13-14;
 - iv. Parachute display or competitions, and parachute drop aircraft operations in accordance with section 9;
 - v. An aviation related display, or a trade display that involves the exclusive use of any part of Cessnock Airport;
 - vi. Commercial Hot Air Balloon operations in accordance with Section 10;
 - vii. Airspace above Cessnock Airport;
 - viii. The assembly of more than 20 members of the public as spectators or participants;
 - ix. Ultralight and microlight operations in accordance with clause 10
 - x. Ultralight and weightshift aircraft operations in accordance with clause 11
- 18.2.2** Aerotowing and flight testing of production hang gliders on production of flight testing approval instructions issued by CASA
- 18.2.3** Enforce compliance of this guideline pursuant to clauses 5.2, 5.3, 5.4
- 18.2.4** Received incidents or accidents reports from Users and act on them immediately upon receipt
- 18.2.5** Authorise vehicles to enter the movement area (see clause 15.2.2)

18.3 Airport Reporting Officers

- 18.3.1** Assist the Airport Operations Coordinator in the response to airport emergencies
- 18.3.2** Suspend Users in accordance with and pursuant to clause 5.4, where delegated by the Airport Operations Coordinator

- 18.3.3** Authorise vehicles to enter the movement area (see clause 15.2.2)
- 18.3.4** Receive incidents or accidents reports from Users in the absence of the Airport Operations Coordinator and act on them immediately upon receipt.
- 18.3.5** Act as Duty Officer when rostered

18.4 Reporting

The Airport Operations Coordinator will present annual reports on Airport activities and development to Council's Executive Leadership Team.

18.5 Records Management

Staff must maintain all records relevant to administering this policy in accordance with Council's Records Management Policy.

19 GUIDELINE DEFINITIONS

Act	Means <i>Local Government Act 1993</i> (NSW)
Aerodrome	Means Cessnock Airport or Airfield or Aerodrome
Air Displays	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
Airport Manager	As at the date of this Guideline, the Airport Manager is the Works and Operations Manager
Airside	Is determined as any area inside the fenced portion of the airport where aircraft operate excluding the physical footprint of any hangar or building.
Council	means Cessnock City Council
CCC	Means Cessnock City Council
Users	means aircraft pilots, owners, operators', tenants and sub tenants

20 GUIDELINE ADMINISTRATION

Business Group	Works and Infrastructure
Responsible Officer	Works & Operations Manager
Associated Procedure (if any, reference document(s) number(s))	Not applicable
Policy Review Date	Annual from date of adoption unless legislated otherwise
File Number / Document Number	DOC2020/053956
Relevant Legislation and directives	<ul style="list-style-type: none"> ▪ <i>Civil Aviation Act 1988</i> (Cth) ▪ <i>Civil Aviation Regulations 1988</i> (Cth) ▪ <i>Civil Aviation Safety Regulations 1998</i> (Cth) ▪ <i>Air Services Regulations 2019</i> (Cth) ▪ CASA MOS 139 ▪ Australian Rotorcraft Association Regulations and Directives ▪ RAA AUS operations manual ▪ Australia Warbirds Operations Manual ▪ Hunter Regional Plan 2036
Relevant desired outcome or objectives as per Council's Delivery Program	To provide accessible infrastructure, services and facilities to the community
Related Policies / Protocols / Procedures / Documents (reference document numbers)	<ul style="list-style-type: none"> ▪ Records Management Policy (DOC2019/038769) ▪ CASA manual of Standards 139 ▪ Cessnock Airport Strategic Plan 5/02/2020 (DOC2018/032811) ▪ Hunter Regional Plan ▪ Airport Emergency Plan (DOC2019/017179) ▪ AIP ENR (Aeronautical Information Package, En Route) ▪ Australian Ultralight Federation Operations Manual ▪ Hang Gliding Federation of Australia Operations Manual ▪ RAA AUS Operations Manual ▪ AUS Warbirds Operations Manual ▪ Australian Rotorcraft Association Regulations ▪ ANER Mapping ▪ Cessnock Aerodrome Obstacle Limitation Surfaces ▪ EPA Licence 23017

21 GUIDELINE AUTHORISATIONS

No.	Authorised Function	Authorised Business Unit / Role(s)

22 GUIDELINE HISTORY

Revision	Date Approved / Authority	Description Of Changes
1	19/08/2021	New Guideline adopted
2	21/04/2023	New Guideline adopted
3	12/05/2024	Airport Service Provider Information table updated with numbers, Page 6