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CASR PART 139 AERODROME MANUAL

Kempsey Shire Council



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CASR PART 139 AERODROME MANUAL

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0 PREFACE

0.1 AMENDMENT RECORD

Revisions to this manual are dated and a new version number assigned accordingly. In addition to recording the date of change for each section or page of the manual, a summary of the changes made is also recorded.

Version No.	Date	Section & Page	Summary of change(s)
1	As per cover page	Refer to List of Effective Pages (LEP)	Initial Version

0.2 DISTRIBUTION LIST

A copy of this manual is retained in the Commercial Business office at Kempsey Shire Council and is made available to CASA for inspection if requested.

Electronic or printed copies and updates of this manual are distributed as follows:

Copy No.	Manual holder	Electronic	Hard copy
1	Kempsey Shire Council Electronic Document Management System (D22/13898)	X	
2	Advanced Compliance & Risk Management system (AVCRM)	X	
3	Kempsey Shire Council Website (Accessible for Airport Users)	X	
4	Kempsey Airport - On-site copy		X

Kempsey Airport makes this manual available to all relevant persons at the Commercial Assets office.

This manual is occasionally printed, but Kempsey Airport emphasises that any hard copies are uncontrolled and may not be the most up-to-date version. Kempsey Airport makes its best effort to ensure that such hard copies are as up-to-date as possible.

0.3 ABBREVIATIONS AND ACRONYMS

ABBREVIATIONS or ACRONYMS	MEANING
ACN	aircraft classification number
ADP	aeronautical data package
AEP	aerodrome emergency plan
ARC	aircraft reference code
ARFFS	aviation rescue and firefighting services
AGL	aeronautical ground lighting
AHD	Australian height datum
AIP	aeronautical information publication
AIS	aeronautical information service
ALARP	as low as reasonably practicable
AMSL	above mean sea level
ARO	aerodrome reporting officer
ARP	aerodrome reference point
ASDA	accelerate-stop distance available
ATC	air traffic control
AT-VASIS	an abbreviated T pattern visual approach slope indicator system
AVDGS	advanced visual docking guidance system
CASA	Civil Aviation Safety Authority
ERSA	En-route Supplement Australia
ft	feet
FOD	foreign object debris
H24	continuous
IFR	instrument flight rules
ILS	instrument landing system
IWDI	illuminated wind direction indicator
LDA	landing distance available
LVP	low-visibility procedures
m	metres
MAG	movement area guidance sign
MOS	Manual of Standards
MOWP	method of working plan
NAIPS	national aeronautical information processing system
NOF	NOTAM Office
NOTAM	notice to airman
OFZ	obstacle free zone
OLS	obstacle limitation surface
OMGWS	outer main gear wheel span
PAL	pilot activated lighting system
PANS-OPS	Procedures for Air Navigation Services - Aircraft Operations
PAPI	precision approach path indicator
PCN	pavement classification number
RESA	runway end safety area
RTIL	runway threshold identification lights
RV	runway visibility
RVR	runway visibility range
RWY	runway
SMS	safety management system

ABBREVIATIONS or ACRONYMS	MEANING
STODA	supplementary take-off distance
RMP	risk management plan
TDZ	touchdown zone
TODA	take-off distance available
TORA	take-off run available
T-VASIS	T pattern visual approach slope indicator system
TWY	taxiway
VASIS	visual approach slope indicator system
VDGS	visual docking guidance system
VFR	visual flight rules
WDI	wind direction indicator

0.4 DEFINITIONS

TERM	DEFINITION
accelerate-stop distance available	the length of the take-off run available plus the length of the stopway if provided
accident	<p>an occurrence associated with the operation of an aircraft which takes place between the time any person boards the aircraft with the intention of flight until such time as all such persons have disembarked, in which:</p> <ul style="list-style-type: none"> • a person is fatally or seriously injured as a result of: <ul style="list-style-type: none"> ◦ being in the aircraft, or ◦ direct contact with any part of the aircraft, including parts which have become detached from the aircraft, or ◦ direct exposure to jet blast, except when the injuries are from natural causes, self-inflicted or by other persons, or when the injuries are to stowaways hiding outside the areas normally available to the passengers and crew, or • the aircraft sustains damage or structural failure which: <ul style="list-style-type: none"> ◦ adversely affects the structural strength, performance or flight characteristics of the aircraft, and ◦ would normally require major repair or replacement of the affected component, except for engine failure or damage when the damage is limited to the engine, its cowlings or accessories, or for damage limited to propellers, wing tips, antennas, tyres, brakes, fairings, small dents or puncture holes in the aircraft skin, or ◦ the aircraft is missing or is completely inaccessible
aerodrome	an area of land or water (including any buildings, installations, and equipment) intended to be used either wholly or in part for the arrival, departure or movement of aircraft.
aerodrome elevation	the elevation of the highest point of the landing area
aerodrome reference code	<p>refers to the three (3) elements that are nominated by the aerodrome operator, specifically:</p> <ul style="list-style-type: none"> • a code number which is determined by the aeroplane reference field length, and which is applicable to runways • a code letter which is determined by the aeroplane wingspan, and which is applicable to runways, taxiways, aircraft holding bays and parking positions • the OMGWS which is applicable to runways and taxiways
aerodrome reference point	the designated geographical location of an aerodrome
AIP responsible person	for an aeronautical data originator, a person appointed by the originator under regulation 175.445 as responsible for the provision of aeronautical data or aeronautical information published in the AIP
air transport operation	<p>a passenger transport operation, or a cargo transport operation, that</p> <p>(a) is conducted for hire or reward, or</p> <p>(b) is prescribed by an instrument issued under regulation 201.025</p> <p>However, an operation conducted for a purpose mentioned in paragraph 206(1)(a) of CAR is</p>

TERM	DEFINITION
	<p>not an air transport operation.</p> <p>206(1)(a) <i>aerial work purposes, being purposes of the following kinds (except when carried out by means of an RPA):</i></p> <ol style="list-style-type: none"> 1. <i>aerial surveying</i> 2. <i>aerial spotting</i> 3. <i>agricultural operations</i> 4. <i>aerial photography</i> 5. <i>advertising</i> 6. <i>balloon flying training</i> 7. <i>ambulance functions</i> 8. <i>carriage, for the purposes of trade, of goods being the property of the pilot, the owner or the hirer of the aircraft (not being a carriage of goods in accordance with fixed schedules to and from fixed terminals)</i> 9. <i>any other purpose that is substantially similar to any of those specified in subparagraphs 1 to 7 (inclusive).</i>
AIS provider	a person who holds a certificate under regulation 175.055 of CASR
apron	a defined area on a land aerodrome to accommodate aircraft for the purposes of loading or unloading passengers, mail or cargo, fuelling, parking or maintenance
apron taxiway	a portion of a taxiway system located on an apron to provide a through taxi route for aircraft across the apron to another part of the taxiway system
Australian height datum	the datum that sets mean sea level as zero elevation
clearway	a defined area at the end of the TORA, on the ground or water under the control of the aerodrome operator, which is selected or prepared as a suitable area over which an aeroplane may make a portion of its initial climb to a specified height
displaced threshold	a threshold not located at the extremity of a runway
holding bay	a defined area where aircraft can be held or bypassed to facilitate efficient surface movement of aircraft
incident	an occurrence, other than an accident, associated with the operation of an aircraft which affects or could affect the safety of operation
international aerodrome	an aerodrome: (a) designated by the Department as an international airport in Australia; and (b) identified as a designated international airport in Australia on the Department's website.
instrument runway	one of the following types of runway nominated for the operation of aircraft using instrument approach procedures: (a) non precision approach runway (b) precision approach runway (CAT I) (c) precision approach runway (SA CAT I) (d) precision approach runway (SA CAT II) (e) precision approach runway (CAT II) (f) precision approach runway (CAT III A / B / C)
landing distance available	the length of the runway which is declared available and suitable for the ground run of an aeroplane landing
manoeuvring area	part of the aerodrome used for the take-off, landing and taxiing of aircraft, excluding aprons
method of working plan	a plan to ensure that aerodrome works do not present a hazard to aircraft operations
movement area	that part of an aerodrome to be used for the take-off, landing and taxiing of aircraft, consisting of the manoeuvring area and the aprons
non-homogenous runway surface	a runway surface that has different surface finishes across its full width
non-instrument runway	a runway for the operation of aircraft using visual approach procedures
NOTAM	Notice to Airmen - and is a notice issued by the NOTAM Office containing information or instructions concerning the establishment, condition or change in any aeronautical facility,

TERM	DEFINITION
	service, procedure or hazard, the timely knowledge of which is essential to persons concerned with flight operations
NOTAM authorised persons	for an aeronautical data originator, a person/s appointed under regulation 175.445 by the originator authorised to request the issue, review or cancellation of a NOTAM.
obstacle	fixed (whether temporarily or permanently) and mobile objects, structures and parts of such objects and structures, that: (a) are located on an area provided for the surface movement of aircraft, or (b) extend above a defined surface designated to protect aircraft in flight, or (c) stand outside the defined surfaces mentioned in items (a) and (b) above and that have been assessed as being a hazard to air navigation.
obstacle free zone	the airspace above the inner approach surface, inner transitional surface, balked landing surface, and that portion of the runway strip bounded by these surfaces, which is not infringed by any fixed obstacle other than a low mass and frangibly mounted one required for air navigation purposes
obstacle limitation surfaces	a series of planes, associated with each runway at an aerodrome, that defines the desirable limits to which objects or structures may project into the airspace around the aerodrome so that aircraft operations at the aerodrome may be conducted safely
PANS-OPS	Doc.8168-OPS/611 Volume II (Procedures for Air Navigation Services – Construction of Visual and Instrument Flight Procedures) approved and published by decision of the Council of the International Civil Aviation Organization, as in force from time to time
pavement classification number	a number expressing the bearing strength of a pavement for unrestricted operations by aircraft with aircraft classification number (ACN) less than or equal to the PCN
runway	a defined rectangular area on a land aerodrome prepared for the landing and take-off of aircraft
runway end safety area	an area symmetrical about the extended runway centreline and adjacent to the end of the runway strip, primarily to reduce the risk of damage to an aeroplane which undershoots or overruns the runway
runway strip	a defined area, including the runway and stopway, provided to: (a) reduce the risk of damage to aircraft running off a runway, and (b) protect aircraft flying over the runway during take-off or landing operations
scheduled air transport operation	an air transport operation conducted in accordance with a published schedule
secondary power supply	an electrical power supply that: (a) is automatically connected to the relevant load when the primary power source fails, and (b) is derived from: (i) the normal public electrical power supply, but in a way that: (A) supplies power for the aerodrome's functionality from a special substation that is not the normal substation, and (B) supplies the power through a special transmission line that follows a route different from the normal power supply route, and (C) makes extremely remote the possibility of a simultaneous failure of the normal public electrical power supply and the power supply for the aerodrome, or (ii) one or more generators, batteries, or similar devices which deliver a constant, reliable and sufficient supply of electrical power for the relevant aerodrome service
shoulder	an area adjacent to the edge of a pavement so prepared as to provide a transition between the pavement and the adjacent surface
stopway	a defined rectangular area on the ground at the end of the take-off run available and prepared as a suitable area in which an aircraft can be stopped in the case of an abandoned take-off
take-off distance available	the length of the take-off run available plus the length of the clearway if provided
take-off runway available	the length of the runway declared available and suitable for the ground run of an aeroplane taking off
taxilane	a portion of an apron designated as a taxiway and for use only to provide access to, and egress from aircraft parking positions
taxiway	a defined path on an aerodrome on land, established for the taxiing of aircraft from one part of an aerodrome to another. A taxiway includes a taxilane, an apron taxiway, and a rapid exit taxiway

TERM	DEFINITION
threshold	the beginning of that portion of the runway usable for landing
Type A chart	a chart which contains information on all significant obstacles within the take-off area of an aerodrome up to 10 km from the end of the runway
Type B chart	an obstacle chart which provides obstacle data from around the aerodrome
Y location code	the international code prefix used to identify Australian aerodromes

Reference material

Document type	Title
Regulation	Part 139 of the <i>Civil Aviation Safety Regulations 1998</i>
Regulation	Part 175 of the <i>Civil Aviation Safety Regulations 1998</i>
Manual of Standards	Part 139 (Aerodromes) Manual of Standards 2019

DRAFT

1 AERODROME ADMINISTRATION

1.1 OPERATOR'S STATEMENT

The Kempsey Airport Aerodrome Manual has been prepared in accordance with the requirements set out in the *Civil Aviation Safety Regulations 1998 (CASRs)*, and associated *Part 139 (Aerodromes) Manual of Standards 2019 (Part 139 MOS)*.

Kempsey Shire Council has ultimate responsibility for the maintenance and operation of the aerodrome and decides on the allocation of funds for further development of the facilities, major and routine maintenance, operational costs and for the allocation of equipment and human resources.

The contents of this manual describe the systematic approach to the operation and maintenance of Kempsey Airport and demonstrates Kempsey Shire Council's commitment to managing the aerodrome safely and promoting a positive safety culture.

The aerodrome will be operated and maintained in accordance with the procedures set out in this manual, and in any subsidiary materials that are referenced in this manual, unless a temporary non-compliance or deviation from the procedures is necessary to ensure the safety of aircraft, aircraft operations, or individuals using the aerodrome. If the temporary non-compliance or deviation in the procedures is to take effect on a permanent basis, the manual will be updated. CASA will be advised of a temporary deviation or a change to this manual within 30 days.

At all times, Council ensures that the appropriate level of resourcing is provided to support the safe management and operation of the aerodrome.

This manual identifies persons from all levels of the organisation that are responsible and accountable for the safe operation of the aerodrome. As the authorisation holder, Kempsey Shire Council is committed to ensuring that all individuals understand their responsibilities and accountabilities as defined within this aerodrome manual.

Signed:



Op Stmt Signature.JPG

Name: Craig Milburn

Position: General Manager

1.2 ORGANISATIONAL STRUCTURE

An organisational chart which clearly identifies all personnel responsible for the management and administration of Kempsey Airport is below.



Org Chart YKMP.JPG

1.3 KEY PERSONNEL

1.3.1 ACCOUNTABLE MANAGER

Management Position: Manager Commercial Business (Accountable Manager)

Responsibilities:

To ensure Kempsey Shire Council:

- complies with civil aviation legislation;
- operates and maintains the aerodrome safely and with a reasonable degree of care and diligence;
- operates and maintains the aerodrome in accordance with the aerodrome manual for the aerodrome; and
- provides the allocated funds and resourcing.

The accountable manager has a general knowledge of the relevant civil aviation safety legislation and standards that are applicable to the inspection, reporting, operation and maintenance of the aerodrome.

1.3.2 MANAGEMENT POSITIONS (AERODROME OPERATION AND MAINTENANCE)

The position responsible for the operation and maintenance of the aerodrome:

Position: Coordinator Business Development

Responsibilities:

To ensure that:

- the aerodrome facilities and equipment are planned, constructed, installed and maintained in accordance with relevant legislation, including Part 139 MOS standards;
- operations of the aerodrome is in accordance with all relevant legislation and CASRs;
- all personnel are trained in accordance with the Part 139 MOS;
- training records are maintained;
- an on-call ARO roster is maintained;
- removal of infringing obstructions and/or the maintenance of all obstacles below the protected OLS; and
- the co-ordination of all aerodrome activities.

1.3.3 AERODROME OPERATIONS AND SAFETY FUNCTIONS

The Aerodrome Reporting Officers (AROs) are accountable for the ongoing maintenance and serviceability of the aerodrome.

They are front-line operators whose job is, primarily, to ensure that the aerodrome remains safe for aircraft operations, under the direction of the Coordinator Business Development.

1.4 AERODROME MANUAL ADMINISTRATION

This aerodrome manual identifies all elements required by the Part 139 MOS. Information that is not relevant to the aerodrome's operational context or regulatory compliance is marked NOT APPLICABLE or N/A.

All subsidiary materials that are adopted are clearly referenced in the relevant sections of this manual.

This manual and the adopted subsidiary materials will at all times be accessible by those persons who have a role in the operation and maintenance of the aerodrome.

1.4.1 MANUAL CONTROL

The Coordinator Business Development is responsible for reviewing, maintaining, amending and controlling this aerodrome manual.

1.4.2 MANUAL AMENDMENT

To maintain the accuracy of this manual, the aerodrome manual controller will be advised of any changes to the aerodrome's facilities, operating procedures, or of any errors or omissions, so that an amendment can be made.

When an amendment is made, the aerodrome manual controller will update the amendment record in the respective section of this manual.

So that readers can identify information in the manual that has changed, the following procedure has been adopted:

- this manual complies with the Part 139 MOS, Chapter 10.03(2)(c)
- the list of effective pages (LEP) is updated with the section, page and date the change was finalised
- section 0.1 Amendment Record is updated with each new version and details of the change/s.

Within 30 days of any amendment to this manual, written notice of the change and a new version of the aerodrome manual is provided to CASA.

1.4.3 MANUAL REVIEW

This manual will be reviewed annually as part of the aerodrome manual validation process.

1.5 AUTHORISATIONS

1.5.1 AERODROME CERTIFICATE - CONDITIONS

The aerodrome was formerly a registered aerodrome. The aerodrome manual has been submitted to CASA. An aerodrome certificate has yet to be issued.

1.5.2 AERODROME INSTRUMENTS

No approvals, determinations, directions, exemptions or other instruments have been issued by CASA.

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2 AERODROME INFORMATION

2.1 AERONAUTICAL INFORMATION

2.1.1 AERODROME DIAGRAM

A single aerodrome diagram that clearly illustrates all applicable aerodrome facilities prescribed in subparagraph 5.03(1) of the Part 139 MOS has been reported to Airservices. The aerodrome diagram is contained in Kempsey Airport's ADP. The ADP is available in Appendix A in Section 5 of this manual.

2.1.2 AERODROME ADMINISTRATION STATEMENT

The aerodrome's administration information prescribed in subparagraph 5.03(2) of the Part 139 MOS has been reported to Airservices. This information is contained in Kempsey Airport's ADP. The ADP is available in Appendix A in Section 5 of this manual.

2.1.3 AERODROME LOCATION STATEMENT

The aerodrome's location information prescribed in subparagraph 5.03(4) of the Part 139 MOS has been reported to Airservices. This information is contained in Kempsey Airport's ADP. The ADP is available in Appendix A in Section 5 of this manual.

2.1.4 MOVEMENT AREA INFORMATION - RUNWAYS

2.1.4.1 RUNWAY CODE NUMBER

The code number of the runway has been reported to Airservices. This information is contained in Kempsey Airport's ADP. The ADP is available in Appendix A in Section 5 of this manual.

2.1.4.2 RUNWAY BEARING, LENGTH, WIDTH, AND SURFACE TYPE

The bearing, length, width and surface type of the runway has been reported to Airservices. This information is contained in Kempsey Airport's ADP. The ADP is available in Appendix A in Section 5 of this manual.

2.1.4.3 THRESHOLD GEOGRAPHICAL LOCATION & ELEVATION - INSTRUMENT RUNWAYS

The geographical location coordinates, and the elevation of the midpoint of the runway threshold has been provided to Airservices. This information is contained in Kempsey Airport's ADP. The ADP is available in Appendix A in Section 5 of this manual.

2.1.4.4 RUNWAY PAVEMENT STRENGTH RATING

The strength rating of the runway pavement has been reported to Airservices. This information is contained in Kempsey Airport's ADP. The ADP is available in Appendix A in Section 5 of this manual.

2.1.4.5 RUNWAY STRIP LENGTH AND WIDTH

The length and width of the runway strip (RWS) has been reported to Airservices. This information is contained in Kempsey Airport's ADP. The ADP is available in Appendix A in Section 5 of this manual.

- The RWS width for RWY 04/22 has an overall width of 90m, not the 140m required by the Part 139 MOS Table 6.17 (4). This non-conformance has been grandfathered in sub-section 2.7.1 of this manual.

2.1.4.6 RUNWAY SLOPE

The runway slope has been reported to Airservices. This information is contained in Kempsey Airport's ADP. The ADP is available in Appendix A in Section 5 of this manual.

2.1.4.7 RUNWAY DECLARED DISTANCES

The runway declared distances have been reported to Airservices. This information is contained in Kempsey Airport's ADP. The ADP is available in Appendix A in Section 5 of this manual.

2.1.4.8 INTERSECTION DEPARTURE TAKE-OFF DISTANCES AVAILABLE

There are no intersection departures at Kempsey Airport.

2.1.4.9 SUPPLEMENTARY TAKE-OFF DISTANCES AVAILABLE (STODA)

The runway supplementary take-off distances have been reported to Airservices. This information is contained in Kempsey Airport's ADP. The ADP is available in Appendix A in Section 5 of this manual.

2.1.4.10 ESTABLISHED OLS FOR THE RUNWAY

The code number of the runway OLS has been reported to Airservices. This information is contained in Kempsey Airport's ADP. The ADP is available in Appendix A in Section 5 of this manual.

2.1.4.11 TYPE A CHARTS

A Type A chart is not required and has not been prepared.

2.1.4.12 TYPE B CHARTS

A Type B chart has not been prepared.

2.1.4.13 OBSTACLE-FREE ZONE (OFZ)

An obstacle free zone is not identified.

2.1.4.14 ARRESTOR SYSTEM

An arrestor system is not provided.

2.1.5 MOVEMENT AREA INFORMATION - RUNWAY STRIP AVAILABILITY

The runway strip is not available for take-offs and landings.

2.1.6 MOVEMENT AREA INFORMATION - TAXIWAYS

Each taxiway designation, code letter, width, and surface type have been reported to Airservices. This information is contained in Kempsey Airport's ADP. The ADP is available in Appendix A in Section 5 of this manual.

- Taxiway A: Shoulders have not been constructed for this Code C taxiway. The Part 139 MOS 6.45 (1) (d) requires an overall width of a Code C taxiway, including shoulders as 25m, if the taxiway is used by turbine -engine aeroplanes. This non-conformance has been grandfathered in sub-section 2.7.1 of this manual.

2.1.7 MOVEMENT AREA INFORMATION - APRONS

The parking position designation has been provided to Airservices for publication in the AIP. The apron surface type(s) have been reported to Airservices. This information is contained in Kempsey Airport's ADP. The ADP is available in Appendix A in Section 5 of this manual.

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2.1.8 VISUAL AIDS - APPROACH AND RUNWAY LIGHTING SYSTEMS

2.1.8.1 APPROACH LIGHTING SYSTEM(S) (ALS)

The aerodrome does not have a runway approach lighting system.

2.1.8.2 RUNWAY THRESHOLD LIGHTS AND WING BARS

The particulars for the runway threshold lights / wing bars have been reported to Airservices. This information is contained in Kempsey Airport's ADP. The ADP is available in Appendix A in Section 5 of this manual.

- The threshold lighting at each runway end consists of two omni-directional green lights and four red / green threshold / runway end lights, not the Six red / green threshold lights required by the Part 139 MOS Section 9.55 (1). This non-conformance has been grandfathered in sub-section 2.7.1 of this manual.

2.1.8.3 VISUAL APPROACH SLOPE INDICATOR SYSTEM (VASIS)

Visual approach slope indicator system(s) are not provided.

2.1.8.4 TOUCHDOWN ZONE (TDZ) LIGHTING

Touchdown zone lighting is not provided.

2.1.8.5 RUNWAY CENTRELINE LIGHTS

Runway centreline lights are not provided.

2.1.8.6 RUNWAY EDGE LIGHTS

The length, longitudinal spacing, colour and intensity of the runway edge lights have been reported to Airservices. This information is contained in Kempsey Airport's ADP. The ADP is available in Appendix A in Section 5 of this manual.

- The edge lights are spaced at 90m longitudinal distances and this non-conformance has been noted in the grandfathered facilities table in sub-section 2.7.1.

2.1.8.7 RUNWAY END LIGHTS

The colour of runway end lights have been reported to Airservices. This information is contained in Kempsey Airport's ADP. The ADP is available in Appendix A in Section 5 of this manual.

2.1.8.8 STOPWAY LIGHTS

The aerodrome does not have stopway lights.

2.1.8.9 STARTER EXTENSION LIGHTING

The aerodrome does not have starter extension lighting.

2.1.8.10 RUNWAY THRESHOLD IDENTIFICATION LIGHTS (RTIL)

The aerodrome does not have RTIL.

2.1.8.11 PILOT ACTIVATED LIGHTING (PAL) SYSTEM

The availability of a PAL system has been reported to Airservices. This information is contained in Kempsey Airport's ADP. The ADP is available in Appendix A in Section 5 of this manual.

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2.1.9 VISUAL AIDS - OTHER LIGHTING AND SECONDARY POWER SUPPLY

2.1.9.1 AERODROME BEACON

The aerodrome does not have an aerodrome beacon.

2.1.9.2 TAXIWAY LIGHTING SYSTEMS (INCLUDING HOLDING POSITIONS AND STOP BARS)

The lighting systems for taxiways, including taxiway holding positions and stop bars (where provided), have been reported to Airservices. This information is contained in Kempsey Airport's ADP. The ADP is available in Appendix A in Section 5 of this manual.

2.1.9.3 APRON LIGHTING SYSTEMS (INCLUDING VDGS)

The lighting system for the main apron has been reported to Airservices. This information is contained in Kempsey Airport's ADP. The ADP is available in Appendix A in Section 5 of this manual.

VDGS is not provided.

- Illuminance performance for the lights on the RPT apron were designed to emit 5 lux to the parking positions, not the 20 lux required by the Part 139 MOS Table 9.116 (3). This non-conformance has been grandfathered in sub-section 2.7.1 of this manual.

2.1.9.4 OTHER MOVEMENT AREA - LIGHTING SYSTEMS

All other movement area lighting systems provided at the aerodrome have been reported to Airservices. This information is contained in Kempsey Airport's ADP. The ADP is available in Appendix A in Section 5 of this manual.

2.1.9.5 OBSTACLE LIGHTING FOR OLS INFRINGEMENTS

All lit obstacles within the aerodromes OLS have been reported to Airservices. This information is contained in Kempsey Airport's ADP. The ADP is available in Appendix A in Section 5 of this manual.

2.1.9.6 SECONDARY POWER SUPPLY (INCLUDING SWITCH-OVER TIME)

A secondary power supply is not provided.

2.1.10 NAVIGATION AIDS

No navigation aids are provided by the aerodrome operator.

2.1.11 AVIATION RESCUE AND FIRE-FIGHTING SERVICES (ARFFS)

An ARFFS is not provided by the aerodrome operator.

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2.1.12 GROUND SERVICES

2.1.12.1 FUEL SUPPLIERS

Fuel suppliers and their contact details have been provided to Airservices. This information is contained in Kempsey Airport's ADP. The ADP is available in Appendix A in Section 5 of this manual.

2.1.12.2 WEATHER INFORMATION BROADCASTS

The weather information broadcasts provided by the aerodrome operator have been reported to Airservices. This information is contained in Kempsey Airport's ADP. The ADP is available in Appendix A in Section 5 of this manual.

2.1.12.3 GROUND-TO-AIR COMMUNICATION SYSTEMS

Ground-to-air communication systems are not provided by the aerodrome operator.

2.1.12.4 OTHER AVIATION-RELATED SERVICES MADE AVAILABLE TO PILOTS

No other aviation-related services are made available to pilots by the aerodrome operator.

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2.1.13 AERODROME OPERATIONAL PROCEDURES - STANDARD TAXI ROUTES

2.1.13.1 STANDARD TAXI ROUTES DETERMINED BY AERODROME OPERATOR

Standard taxi routes have not been determined by the aerodrome operator.

2.1.13.2 STANDARD TAXI ROUTES DETERMINED BY THE ATS PROVIDER

Standard taxi routes have not been determined by the ATS provider.

2.1.14 AERODROME OPERATIONAL PROCEDURES - SPECIAL PROCEDURES

Special procedures unique to the aerodrome which pilots would reasonably be expected to know in the interests of aviation safety have been reported to Airservices. This information is contained in Kempsey Airport's ADP. The ADP is available in Appendix A in Section 5 of this manual.

2.1.15 AERODROME OPERATIONAL PROCEDURES - NOTICES

Cautionary or administrative notices relating to the safe use of the aerodrome have been reported to Airservices. This information is contained in Kempsey Airport's ADP. The ADP is available in Appendix A in Section 5 of this manual.

2.1.16 AERODROME OPERATIONAL PROCEDURES - LOW-VISIBILITY PROCEDURES

Low-visibility procedures are not established at the aerodrome.

2.2 AERODROME SITE PLAN

A scaled plan of the aerodrome site that clearly shows all applicable aerodrome facilities prescribed in subparagraph 11.01(2)(a) of the Part 139 MOS (except the airport boundary) is included below. A separate drawing showing the boundary is also included below.



Site Plan 1.jpg

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Site Plan 2 - Boundary.jpg

2.3 SITE PLAN - FACILITIES OUTSIDE THE AERODROME BOUNDARY

Kempsey Airport does not own any aerodrome facilities or equipment that is located outside the boundaries of the aerodrome; therefore this subsection is NOT APPLICABLE.

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2.4 AERODROME REFERENCE CODE (ARC) NOMINATIONS

2.4.1 RUNWAYS

The aerodrome reference code (ARC) number, letter and OMGWS for the runway is below:

RUNWAY	ARC NUMBER	ARC LETTER	OMGWS
04/22	2	C	6m up to <9m

* Runway 16/34 has been decommissioned as advised in NOTAM No. C41/21.

2.4.2 TAXIWAYS AND TAXILANES

The aerodrome reference code (ARC) letter and OMGWS for each taxiway and taxilane is below:

TAXIWAY / TAXILANE	ARC LETTER	OMGWS
A	C	6m up to <9m
B	A	< 4.5m
C	A	< 4.5m
C1	A	< 4.5m
D	A	< 4.5m
E	A	< 4.5m

2.4.3 AIRCRAFT PARKING POSITIONS

The aerodrome reference code (ARC) letter for the aircraft parking position is below:

PARKING POSITION DESIGNATION	ARC LETTER
Bay 1 (Sealed)	C
Bay 2 (Sealed)	C

2.4.4 HOLDING BAYS (AIRCRAFT)

Aircraft holding bays are not provided; therefore, this is NOT APPLICABLE.

2.5 INSTRUMENT CLASSIFICATION OF EACH RUNWAY

The instrument classification for each runway end is below:

RUNWAY DESIGNATION	INSTRUMENT CLASSIFICATION
04/22	Instrument non-precision approach runway

2.6 DEVIATIONS FROM PREFERRED STANDARDS

2.6.1 LOCATION OF RUNWAY THRESHOLD

Both runway thresholds are located at the extremity of the runway.

2.6.2 RUNWAY TURN PAD / BYPASS PAD

Runway turn pads / bypass pads are located on both sides of Runway 04/22.

- No runway turn pad marking is provided at the turn pads on RWY 04/22. The Part 139 MOS Section 8.33 requires that a runway turn pad marking must be provided at each turning pad. This non-conformance has been grandfathered in sub-section 2.7.1 of this manual.

2.6.3 RUNWAY LONGITUDINAL SLOPE VALUES

The maximum runway longitudinal slope values expressed in subparagraphs 6.06(1) to (6) of the Part 139 MOS have not been exceeded.

2.6.4 RUNWAY TRANSVERSE SLOPE VALUES

The runway transverse slope values expressed in Table 6.08(2) of the Part 139 MOS have not been exceeded.

2.6.5 RUNWAY SURFACES

2.6.5.1 AVERAGE SURFACE TEXTURE DEPTH

The preferred average surface texture depth of 1 mm has been met on all runways.

2.6.5.2 FRICTION VALUES

The aerodrome is not used for scheduled international air transport operations.

2.6.6 LONGITUDINAL SLOPE DESIGN VALUES ON GRADED RUNWAY STRIP

The design longitudinal slope values expressed in subparagraph 6.18(1) of the Part 139 MOS have not been exceeded.

2.6.7 RUNWAY END SAFETY AREA (RESA)

The preferred RESA length as stated in Table 6.26(4) of the Part 139 MOS has not been met on runway 04/22.

RUNWAY DESIGNATION	ACTUAL RESA LENGTH	REASONS WHY THE PREFERRED RESA LENGTH NOT MET
04/22	60m within RWS	Insufficient land available at either end

- The 60m RESA is located within the runway strip, not at the end of the runway strip as required by the Part 139 MOS 6.26, Table 6.26 (4). This non-conformance has been grandfathered in sub-section 2.7.1 of this manual.

2.6.8 TAXIWAY LONGITUDINAL SLOPE VALUES

The maximum taxiway longitudinal slope values expressed in subparagraphs 6.40(1) and (2) of the Part 139 MOS have not been exceeded.

2.6.9 TAXIWAY TRANSVERSE SLOPE VALUES

The taxiway transverse slope values expressed in Table 6.41(2) of the Part 139 MOS have not been exceeded.

2.6.10 COLOUR OF AERODROME MARKINGS, MARKERS, SIGNALS AND SIGNS

AS Code R13 (signal red) has been used for all aerodrome markings, markers, signals and signs (as applicable).

2.6.11 RUNWAY EDGE LIGHTS ON A REDUCED RUNWAY WIDTH

Runway edge lights are not located more than 3 m from the runway edge.

2.6.12 SPACING OF TAXIWAY EDGE LIGHTS

The spacing of all taxiway edge lights complies with section 9.92 of the Part 139 MOS.

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2.7 FACILITIES WITH RETAINED COMPLIANCE

2.7.1 *NON-COMPLIANT GRANDFATHERED FACILITIES*

At the time of commencement of the Part 139 MOS, the aerodrome facilities in the table at the end of this sub-section do not comply with the new standards. Note: The variations tabled may not be an exhaustive list, and further variations may be added in future amendments to this Manual.

These aerodrome facilities / OLS did meet a previous standard that was in place at the time the facility was introduced, last upgraded or replaced.

These facilities will be maintained in accordance with the requirements set out in the Part 139 MOS for the same facility.

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Kempsey Airport: Grandfathering Investigation

Facility (grandfathered)	Description of non-compliance	Date of installation	Standard Applying
RWY 04/22 Approach inner edge.	The approach inner edge for this Code 2 instrument non-precision approach runway is 900m in width, not the 1400m width required in the Part 139 MOS Table 7.15 (1).	Prior to 24.05.1993	Chapter 10, Table 10-1 the Rules and Practices for Aerodromes (1999) prescribes the approach inner edge width for a Code 2 instrument non-precision runway as 90m wide.
Runway Strip 04/22 overall width.	The RWS width for RWY 04/22 has an overall width of 90m, not the 140m required by the Part 139 MOS Table 6.17 (4).	Prior to 24.05.1993	Chapter 7, Table 7-8 of the Rules and Practices for Aerodromes (1999) requires a Code 2 instrument non-precision runway to have a 90m wide runway strip.
RWY 04/22 transitional surface.	The transitional surface is based on the existing 90m runway strip width, not the 140m width required by the Part 139 MOS Table 6.17 (4).	Prior to 24.05.1993	Chapter 7, Table 7-8 of the Rules and Practices for Aerodromes (1999) requires a Code 2 instrument non-precision runway to have a 90m wide runway strip.
Runway End Safety Area (RESA)	The 60m RESA is located within the runway strip, not at the end of the runway strip as required by the Part 139 MOS 6.26, Table 6.26 (4).	Prior to 24.05.1993	Chapter 7, Section 7.18.2 of the Rules and Practices for Aerodromes (August 1998) allows for the RESA to be located within the runway strip.
Shoulders Taxiway A	Shoulders have not been constructed for this Code C taxiway. The Part 139 MOS 6.45 (1) (d) requires an overall width of a Code C taxiway, including shoulders as 25m, if the taxiway is used by turbine -engine aeroplanes.	Prior to 24.05.1993	Chapter 7 Section 8.9 of the Rules and Practices for Aerodromes requires shoulders on a Code C taxiway if it is used by jet propelled aeroplanes. Aircraft of this type did not operate into the aerodrome when this taxiway was constructed.
RPT Apron floodlighting.	Illuminance performance for these lights were designed to emit 5 lux to the parking positions, not the 20 lux required by the Part 139 MOS Table 9.116 (3).	1986	Chapter 12, Section 11.3.4 the Rules and Practices for Aerodromes (1999) permits apron floodlighting (for smaller aircraft) to be 5 Lux at the parking position. Chapter 12, Section 11 (Introductory Note) of the Rules and Practices for Aerodromes (1999) defines smaller aircraft as Code 3C, such as the F100.
Airside lighting cabling.	The airport lighting cabling and transformers are not "pit and ducted" as per the AS 3000 but are rather direct buried.	1986	Chapter 12 Section 1.5.2 of the Rules and Practices for Aerodromes (1999) permits feeder cables and series isolating transformers to be direct buried.
Runway 04/22 runway edge light longitudinal spacing.	The longitudinal light spacing is 90m, not the 60m required by the Part 139 MOS 9.51 (4), (i), (A).	1986	Chapter 12, Section 9.2.5 of the Rules and Practices for Aerodromes (2000) permits a Code 2 instrument non-precision runway to have a runway edge lighting that is spaced longitudinally at 90m +/- 10m intervals.

Date of Investigation: 15/11/2021

Kempsey Airport: Grandfathering Investigation

No runway turn pad marking provided at the turn pads on RWY 04/22	The Part 139 MOS Section 8.33 requires that a runway turn pad marking must be provided at each turning pad.	Pre-13.08.2020	In MOS Part 139 (2017) turn pads / turning node markings were optional and/or not a requirement.
Threshold / runway end lighting configuration RWY 04/22	The threshold lighting at each runway end consists of two omni-directional green lights and four red / green threshold / runway end lights, not the Six red / green threshold lights required by the Part 139 MOS Section 9.55 (1).	Prior to 24.05.1993	Chapter 12, Section 9.3.5 of the Rules and Practices for Aerodromes (2000) permits the current configuration if the runway is mainly used by aircraft that have a maximum take-off weight (MTOW) of less than 5700KG.

Date of Investigation: 15/11/2021

Kempsey Airport: Grandfathering Investigation

SUPPORTING STANDARDS

RPA Chapter 10 Table 10-1

Obstacles in Airspace											
Table 10-1 — Approach Runways											
OLS & Dimensions (in metres and percentages)	Runway Classification										
	VFR and Circling Non-instrument				Instrument						
	Code No				Non-precision Code No			Precision			
								I Code No		II & III Code No	
1*	2	3	4	1,2	3	4	1,2	3,4	3,4		
OUTER HORIZONTAL Height (m)									150	150	
Radius (m)									15000	15000	
CONICAL Slope	5%	5%	5%	5%	5%	5%	5%	5%	5%	5%	
Height (m)	35	55	75	100	60	75	100	60	100	100	
INNER HORIZONTAL Height (m)	45	45	45	45	45	45	45	45	45	45	
Radius (m)	2000	2500	4000	4000	3500	4000	4000	3500	4000	4000	
APPROACH Length of inner edge (m)	60	80	150 ^a	150	90	150	300 ^b	150	300	300	
Distance from threshold (m)	30	60	60	60	60	60	60	60	60	60	
Divergence each side	10%	10%	10%	10%	15%	15%	15%	15%	15%	15%	
First section length (m)	1600	2500	3000	3000	2500	3000	3000	3000	3000	3000	
Slope	5%	4%	3.33%	2.5%	3.33%	3.33%	2%	2.5%	2%	2%	
Second section length (m)	-	-	-	-	-	3600 ^c	3600	12000	3600	3600	
Slope	-	-	-	-	-	2.5% ^c	2.5%	3%	2.5%	2.5%	
Horizontal section length (m)	-	-	-	-	-	8400 ^d	8400	-	8400	8400	
Total length (m)	1600	2500	3000	3000	2500	15000 ^e	15000	15000	15000	15000	
INNER APPROACH Width (m)								90	120	120	
Distance from threshold (m)								60	60	60	
Length (m)								900	900	900	
Slope								2.5%	2%	2%	
TRANSITIONAL Slope	20%	20%	14.3%	14.3%	20%	14.3%	14.3%	14.3%	14.3%	14.3%	

Date of Investigation: 15/11/2021

Kempsey Airport: Grandfathering Investigation

RPA Chapter 7 Table 7-8

Table 7-8. Runway Strip Width for Non-Precision Approach Runways

Aerodrome facility reference code	Overall runway strip width
1, 2	90m
3 (where the runway width is 30 m)	150m ^a
3, 4 (where the runway width is 45 m or more)	300m ^b

^a Where it is not practicable to provide the full 150m width of runway strip, a minimum 90m wide graded only strip may be provided where the runway is used by up to and including code 3C aircraft, subject to landing minima adjustment.

^b Where it is not practicable to provide the full runway strip width, a minimum 150m wide graded only strip may be provided, subject to landing minima adjustments.

RPA Chapter 7 Section 7.18.2

RESA dimensions

7.18.2 – The whole part of a RESA may be included in the runway strip. In Australia, a RESA originates from the end of a runway, or stopway, if provided. It should be noted that this is different from international practice which defines the origin of RESA as from the end of a runway strip.

RPA Chapter 7 Section 8.9

8.9 TAXIWAY SHOULDERS

8.9.1 – A taxiway shoulder is a prepared area adjacent to the edge of a paved taxiway provided to minimise foreign object damage to aeroplanes, and to buttress the full strength pavement. It is not mandatory that taxiway shoulders be paved, but the surface treatment must be adequate for foreign object damage (FOD) prevention purposes in all seasons.

8.9.2 – Aerodrome reference code letter C, D and E taxiways used by jet propelled aeroplanes are to have shoulders with a tightly bound surface, free of debris and erosion resistant. In the case of taxiways used by Boeing 747 aircraft, the inner 3 m of the taxiway shoulder is to be sealed or of Portland cement concrete construction, or surfaced with bituminous concrete.

8.9.3 – Where a taxiway is required to have shoulders, the width of the shoulders is to be not less than the dimensions specified in Table 7-14:

Date of Investigation: 15/11/2021

Kempsey Airport: Grandfathering Investigation

RPA Chapter 12 Section 9.2.5

Longitudinal spacing of runway edge lights

9.2.5 – The longitudinal spacing of runway edge lights is to be uniform and be:

- (a) $60 + 0/-5\text{m}$ for an instrument runway, except that existing edge lights spaced at $90 \pm 10\text{m}$ apart are acceptable for non-precision instrument runways intended to be used in visibility condition of 1.5 km or better.
- (b) $90 \pm 10\text{m}$ for a non-instrument runway.

Note 1: With GPS technology, virtually any runway can become an instrument runway. Accordingly, any new runway edge lights should be spaced in accordance with subparagraph (a)

Note 2: Existing lights spaced in accordance with previous standards of 200 ft or 300 ft imperial measurements may exceed 60m or 100m respectively. They are deemed to comply with the standards of this paragraph.

RPA Chapter 12 Section 9.3.5

Alternate pattern of low intensity and medium intensity runway threshold lights

9.3.5 – If a runway is used mainly by aeroplanes with a maximum take-off weight of less than 5700 kg, the threshold lights may consist of 6 elevated lights arranged in 2 groups of 3 equally spaced lights, with the distance between the groups equal to half the lateral distance between the two rows of runway edge lights. The outer lights on either side are to be omni directional green lights and the inner lights are to be bidirectional green/red lights

RPA Chapter 12 Section 11, Introductory Note.

Chapter 12
Aerodrome Lighting

11 APRON FLOODLIGHTING

Introductory Note: Previous apron floodlighting standards called for different illuminance specifications for international and domestic aprons, with higher illuminance specifications for the international aprons. With airlines now conducting both domestic and international operations, setting apron floodlighting requirements based on the international or domestic usage is no longer appropriate and can inhibit flexibility of apron usage. This section will use aeroplane size as the criterion for illuminance specification.

ICAO establishes only one apron floodlighting standard. However, Australia will retain the two tier system, viz. a higher illuminance standard for aprons intended to serve larger aeroplanes, and a lower illuminance standard for aprons intended to serve only smaller aeroplanes. For the purpose of this section, aeroplanes bigger than code 3C are treated as larger aeroplanes. Code 3C aeroplanes and aeroplanes smaller than code 3C are treated as smaller aeroplanes.

An existing floodlighting system on an apron currently used by larger aeroplanes which does not meet the specifications of this section does not need to be replaced until the system is due for replacement, or there is a significant change in the usage of the apron by larger aeroplanes.

Date of Investigation: 15/11/2021

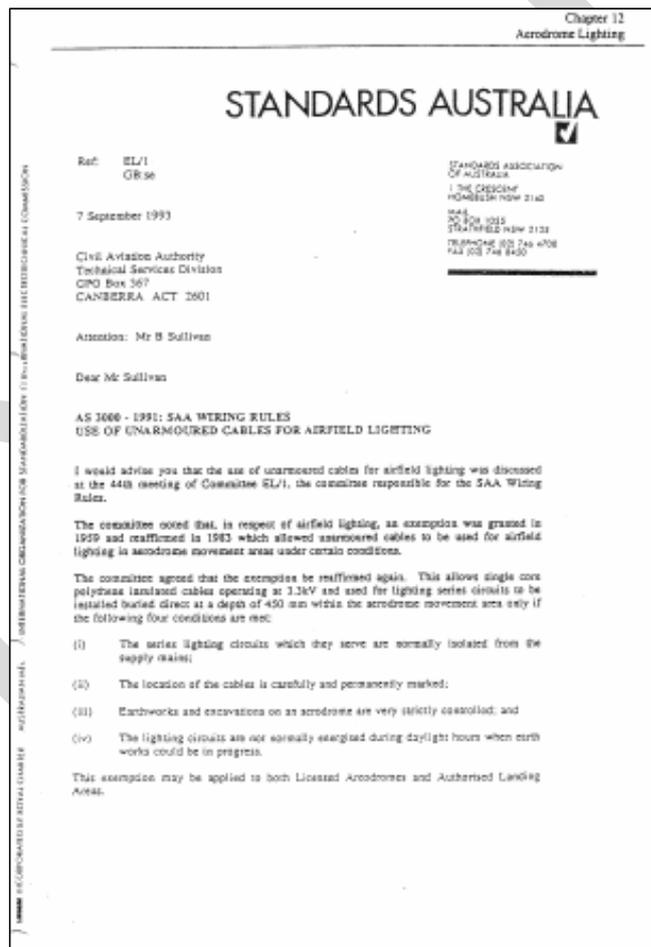
Kempsey Airport: Grandfathering Investigation

RPA Chapter 12 Section 11.3.4

11.3.4 – The average illuminance of an apron intended to be used only by smaller aeroplanes is to be at least as follows:

- (a) at an aircraft parking position:
 - (i) for horizontal illuminance – 5 lux with a uniformity ratio (average to minimum) of not more than 4 to 1; and
 - (ii) for vertical illuminance – 5 lux at a height of 2m above the apron in the relevant parking direction, parallel to the aeroplane centreline;
- (b) at other apron areas, horizontal illuminance graded to a minimum of 1 lux at the apron extremities or 2 lux for apron edge taxiways which do not have taxiway lights.

RPA Chapter 12.



Date of Investigation: 15/11/2021

Kempsey Airport: Grandfathering Investigation

RPA Chapter 12 Section 1.5.2

1.5.2 – Feeder cables and series isolating transformers are to be installed below ground, being:

- (a) directly buried; or
- (b) in pits, ducts or similar receptacles.

Note: Section 1, Appendix II provides guidelines on the use of unarmoured cables on an aerodrome.

Date of Investigation: 15/11/2021

2.7.2 GRANDFATHERED FACILITIES OPTED-IN

All grandfathered facilities remain grandfathered to a previous standard.

DRAFT

3 AERODROME OPERATING PROCEDURES AND SYSTEMS

3.1 REPORTING AERONAUTICAL DATA AND INFORMATION

This section documents the procedures for:

- providing information to the AIS provider (Airservices) for publication in the Aeronautical Information Package (AIP)
- notifying Airservices of any changes that are required to be made to the information that is published in the AIP
- reporting to the NOTAM Office (NOF) any changes to the condition of the aerodrome facility, or any hazards, that may adversely affect aviation safety
- reporting hazards that may adversely affect aviation safety to ATC (*ATC not established at Kempsey Airport*)
- making the aerodrome reports readily accessible to relevant personnel
- retaining reports for at least 3 years
- maintaining the integrity of information that is published.

DRAFT

3.1.1 PERSONNEL WITH RESPONSIBILITIES - DATA ORIGINATOR

3.1.1.1 AIP RESPONSIBLE PERSON

The nominated AIP responsible persons for Kempsey Airport are:

AIP Position	Name	Position
Main	Monika Kompara	Coordinator Business Development
Nominee	Gayleen Burley	Manager Commercial Business
Nominee	Noel Cheers	Business Development Officer

Their nomination has been provided to Airservices on the Aeronautical Data Originator (ADO) form that is available on the Airservices Australia website.

To meet the requirements of CASR 175.445, Kempsey Shire Council ensures that the AIP responsible person has been suitably trained so that they have the knowledge and competence to carry out their responsibilities.

Where a change to the AIP responsible person is required, a new ADO form will be submitted to Airservices informing them of the new appointment. This subsection of the manual will also be updated to reflect the change in nomination.

3.1.1.2 NOTAM AUTHORISED PERSON(S)

Persons who are authorised to request the issue, review, and cancellation of NOTAMs at Kempsey Airport are below:

NOTAM AUTHORISED PERSON(S)
Noel Cheers
Brett Stephenson
Fiona Newberry
Monika Kompara
Mark Jackson
Scott Barnett

To meet the requirements of CASR 175.445, Kempsey Shire Council ensures that these persons have been suitably trained so that they have the knowledge and competence to request the issue, review and cancellation of NOTAMs.

The list of NOTAM authorised persons is recorded in the NAIPS system that Airservices administers.

A NOTAM group manager who is responsible for maintaining and updating the NOTAM group has been nominated and recorded in the NAIPS system.

The NOTAM group manager for Kempsey Airport is Coordinator Business Development.

Where a change to the NOTAM group is required, the NOTAM group manager will update the NAIPS system. This subsection of the manual will also be updated to reflect the change in NOTAM authorised person(s).

3.1.2 CHANGES TO PUBLISHED AERONAUTICAL INFORMATION

The AIP responsible person is authorised to request a change to information that is published in the AIP.

Kempsey Shire Council ensures that all requests for a change adhere to Airservices data quality requirements and are in a format that allows Airservices to readily identify the required change(s) to the existing published data or information, including any consequential changes.

As soon as practicable after becoming aware of a change, a request for a change will be made in writing to Airservices at: docs.amend@airservicesaustralia.com

Kempsey Shire Council ensures that a statement of any consultation undertaken is provided with the request for change if the data is expected to cause an aviation organisation to make plans for changes to the organisations' operating procedures.

Once the request for a change has been submitted, the Aeronautical Data Package / Section 2 of this manual will be amended to reflect the change in aeronautical information.

Kempsey Shire Council endeavours to ensure that long-term changes are planned and incorporated into the AIP. Aeronautical information is updated quarterly. The Airservices document amendment calendar is published on the Airservices website. To best ensure the timely communication of a change to published information, the deadlines for submissions are recorded and monitored by the AIP responsible person.

3.1.3 ADVISING NOTAM OFFICE (NOF) OF CHANGES - AERODROME CONDITIONS / HAZARDS

In the event there is a change to the condition of the aerodrome facility, or there is a hazard to aircraft operations, a NOTAM authorised person will, as soon as possible after the condition or hazard is detected, request the issue of a NOTAM.

To request the issue of a NOTAM, the NOTAM authorised person will complete a NOTAM request form which is available on the Airservices website.

The completed NOTAM request form will be submitted electronically to the NOTAM Office (NOF) at: nof@airservicesaustralia.com

Alternatively, a NOTAM request form will be faxed to the NOF. The fax number for the NOF is: 02 6268 5044

In an emergency or if the matter is urgent, the NOTAM authorised person may phone the NOF to request the immediate issue of a NOTAM. In these circumstances, the NOF can be contacted on: 02 6268 5063.

Urgent reports made by phone will be confirmed as soon as possible by the submission of a NOTAM request form forwarded either by e-mail or facsimile.

On submission of the request to issue a NOTAM, the NOTAM authorised person will obtain a copy of the published NOTAM through NAIPS to check the accuracy of that information which has been published. If an error is discovered, the discrepancy will be reported immediately to the NOF.

NOTAM will normally only be used in the case of operationally significant changes (reportable occurrences) that are required at short notice. The list of reportable occurrences is contained in subsection 3.2.6.1 of this manual.

3.1.4 REPORTING HAZARDS THAT MAY ADVERSELY AFFECT AVIATION SAFETY TO ATC

As the aerodrome is not a controlled aerodrome, hazards that are of an urgent nature and may adversely affect aviation safety for aircraft en-route to the aerodrome will be communicated to Brisbane ATC centre.

The contact phone number is 07 3866 3868.

3.1.5 RECORD KEEPING - REPORTS

Copies of all requests are held on file for a minimum period of three (3) years from the date each request was made, and are located in Kempsey Shire Council electronic document management system in container F21/1620.

The AIP responsible person and NOTAM authorised person(s) have access to all reports held on file.

The accuracy and currency of all active NOTAMs requested by Kempsey Airport is checked by the aerodrome reporting officer during the serviceability inspection process. Refer to subsection 3.2.4.1 of this manual.

3.1.6 REVIEW OF PUBLISHED INFORMATION

The AIP Responsible Person or Nominee will review, at least once annually, the published aeronautical data and aeronautical information for which the aerodrome is responsible. The review will be documented on the ADP Annual Review Checklist which is a subsidiary document and is retained in the electronic data management system, AVCRM.

Kempsey Shire Council ensures the records of each review are kept for a minimum period of three (3) years from the date the review was completed.

In the event inaccurate information is identified during the review, the AIP responsible person will notify Airservices immediately.

3.2 AERODROME SERVICEABILITY INSPECTIONS

This section documents the procedures for:

- scheduling, conducting and reporting on the results of routine aerodrome serviceability inspections and additional aerodrome serviceability inspections should the circumstances require them to be conducted
- taking prompt follow-up action(s) to ensure the correction of any unsafe conditions
- arranging a technical inspection if an unsafe condition is identified
- maintaining records of inspections.

3.2.1 POSITIONS WITH RESPONSIBILITIES

The Coordinator Business Development is responsible for managing the aerodrome's serviceability inspections, ensuring that they occur in accordance with the requirements of the Part 139 MOS, and this manual.

The following is a list of personnel authorised to perform the functions of a reporting officer. The authorisation allows them to carry out serviceability inspections at Kempsey Airport.

NAME	POSITION	FUNCTION
Noel Cheers	ARO	Reporting Officer
Brett Stephenson	ARO	Reporting Officer
Fiona Newberry	ARO	Reporting Officer
Monika Kompara	ARO	Reporting Officer
Mark Jackson	ARO	Reporting Officer
Scott Barnett	ARO	Reporting Officer

All personnel appointed as reporting officers have been trained so that they can competently carry out their duties at this aerodrome, without the need for supervision.

Kempsey Shire Council ensures that all training activities for reporting officers are recorded to verify achieved competencies.

All reporting officers undergo recurrent training every two to five years as is recommended in guidance material published by CASA.

A training schedule has been established and is maintained by the AIP Responsible Person. The training schedule is reviewed regularly to ensure training is completed in a timely manner.

The training records of all reporting officers are maintained by the Business Development Officer.

The ARO are responsible for reporting the results of the inspections.

The Business Development Officer is responsible for taking follow-up action if an unsafe condition is identified during the inspection, and is not able to be rectified by the ARO at the time of inspection.

3.2.2 ROUTINE SERVICEABILITY INSPECTIONS

The aerodrome has no scheduled air transport operations. A minimum of two (2) aerodrome serviceability inspections are conducted each week (at least 48 hours apart).

3.2.3 ADDITIONAL SERVICEABILITY INSPECTIONS

Kempsey Airport ensures that the ARO conducts additional serviceability inspections immediately any of the following occur:

- following an incident or accident
- a severe wind event, a severe storm or a period of heavy rainfall
- if a hazard to aircraft may be present on the manoeuvring area
- when requested in writing by CASA
- when requested by ATC (N/A)
- when a pilot or ARFFS provider reports a hazard. (ARFFS not provided).

3.2.4 INSPECTION PROCEDURES

When conducting a serviceability inspection, the ARO will ensure that the vehicle they use to complete the inspection is:

- in a sound mechanical state to prevent a breakdown, unsafe operation, and any spillage of fuel lubricant or hydraulic fluid
- lit in accordance with the requirements set out in subsection 3.5.3 of this manual
- equipped with a VHF radio capable of monitoring the CTAF.

AROs are instructed to maintain a continuous listening watch of the VHF radio at all times when operating on the manoeuvring area.

Procedures for conducting runway inspections are as follows:

- The ARO will predominantly use the ARO vehicle to conduct the inspection and will drive as slowly as is practical to ensure the inspections are effective.
- The ARO will broadcast their intentions prior to entering the runway using the local CTAF frequency and will keep a listening watch throughout the inspection.
- The ARO will start the runway inspection and travel towards the relevant threshold in a weaving pattern to ensure the entire pavement, markers, markings and lighting systems are checked.
- The ARO will then inspect the runway strip, from along the runway pavement edge, to check the surface for grass height, for any obstructions or holes.
- In the event of a communication failure, the ARO will vacate the runway.
- The ARO will then drive around the perimeter to check the condition of the fencing and gates.
- Throughout the process, the ARO will monitor wildlife activity and harass as necessary.
- In the event the vehicle breaks down, the ARO will broadcast that there is an obstruction on the runway and arrange for a NOTAM to be issued advising that the runway is closed. When the vehicle is removed, the ARO will cancel the NOTAM.
- The ARO will vacate the runway and runway strip for resumption of normal air traffic movements.

3.2.4.1 INSPECTION ITEMS

When performing each serviceability inspection, AROs will check:

1. The surface condition of the movement area (which also includes runway and taxiway strips) looking for the following:

- surface irregularities, including cracking or spalling
- pavement deflections, including rutting or slipping
- water pooling or ponding
- build-up of rubber or other contaminants which may reduce runway surface friction
- surface damage caused by the spillage of corrosive fluids or oil
- subsurface leaks or pressure, including broken water mains or inadequate or defective drainage
- scour or erosion ditches within unsealed areas, including step-downs from sealed runway surfaces
- termite mounds, sink holes or other ground obstacles obscured, or not obscured, by grass
- soft ground, particularly in combination with surface roughness and slipperiness
- any other signs of pavement distress which have the potential to develop into a hazard for aircraft.

2. Aerodrome markings, lighting, wind direction indicators and ground signals for the following:

- loss of visibility markers and markings
- incorrect markers or markings

- any disturbance to the correct intensity level and alignment of lights
 - discoloured or dirty lenses
 - unserviceable lights, incorrectly fitted lights, or lights that are misaligned
 - stand-by power equipment, to ensure that it is serviceable including the availability of fuel (if applicable)
 - the condition of light bases, MAGS and navigation equipment within the movement area, including strips
 - exposed edges around concrete footings and other aerodrome installations within the runway and taxiway strips
 - damage to the wind indicator assembly or mounting
 - for wind indicators – damage to sleeve fabric or loss of conspicuous colour
 - the correct operation of the pilot activated lighting (if installed)
 - the correct operation of the broadcast aerodrome weather station (if installed).
3. The cleanliness of the movement area looking for the following:
- foreign objects, for example, aircraft fastening devices and other aircraft parts
 - work tools, small items of equipment and personal items
 - debris, for example, sand, loose rocks, concrete, wood, plastic, pieces of tyre, mud and any other foreign bodies
 - hazards created during and after construction activity, including hazards arising from vehicles and plant travelling over unpaved, wet or contaminated areas.
4. For any obstacles infringing the take-off, approach, transitional and PANS-OPS surfaces that are visible from the aerodrome, specifically:
- the take-off, approach and transitional elements of the OLS
 - PANS-OPS airspace, including any critical obstacles that would otherwise affect the safety or integrity of PANS-OPS airspace.
5. For wildlife on, or in the vicinity of, the movement area:
- the condition of aerodrome fencing and the security of access points to the movement area
 - monitoring the presence and behaviour of any wildlife on, or likely to be on, the aerodrome, and identifying seasonal and environmental conditions which may act as an attractant
 - monitoring evidence of wildlife shelter provided by aerodrome infrastructure, for example, buildings, equipment and gable markers
 - checking for off-aerodrome wildlife attraction sources, observable from the aerodrome site, for example, mowing activities, seeding, standing water bodies, uncovered waste disposal, deceased wildlife or offal
 - the presence and operating condition of any wildlife hazard mitigating equipment incorporated into the wildlife hazard management procedures for the aerodrome.
6. Where the runway and runway strip surfaces are unrated, an empirical assessment of the runway, and the runway strip if it is available for aircraft operations, will be conducted to confirm their suitability.
7. Aerodrome fencing and signage to:
- identify any damage
 - confirm gates are secured
 - ensure there has been no attempted entry onto the manoeuvring area by either land-based wildlife or unauthorised persons.
8. Active NOTAMs requested by the aerodrome to ensure they are accurate and current.

9. The aerodrome frequency response unit to verify that it is functioning correctly, if applicable.

All items and the areas that are to be checked as part of each aerodrome serviceability inspection are identified in a checklist titled Serviceability Inspection in AVCRM.

3.2.5 COMMUNICATING WITH ATC DURING INSPECTION (IF APPLICABLE)

The aerodrome is not a controlled aerodrome; therefore, this subsection is NOT APPLICABLE.

3.2.6 REPORTING INSPECTIONS RESULTS

At the completion of each aerodrome serviceability inspection, the reporting officer records the following information on the AVCRM Serviceability Inspection Issue Manager Database:

- the date and time the serviceability inspection was completed
- the results of the inspection
- a description of any remedial action taken or scheduled to be taken.

All identified faults that require further corrective action are entered in AVCRM which has a tracking feature which keeps the job open until the work is completed and signed off by the Business Development Officer.

Any works activities that are required to correct these faults are conducted in accordance with the works protocols set out in section 3.10 of this manual.

Faults that remain open are subject to regular monitoring.

In the event the aerodrome serviceability inspection identifies a reportable occurrence as prescribed in subsection 3.2.6.1 below, a NOTAM authorised person is to contact the NOF to request the issue of a NOTAM. This request is to be made as soon as possible after it is observed and in accordance with subsection 3.1.3 of this manual.

The NOTAM authorised person has been instructed to provide as much detail as available. Should additional information become known, a revised NOTAM is to be submitted as soon as possible.

3.2.6.1 REPORTABLE OCCURRENCES TO THE NOTAM OFFICE (NOF)

A report to the NOF will be made on identification of the following:

- published runway information – any change (whether temporary or permanent), including changes to current information contained in permanent NOTAMs or in the AIP
- aerodrome works affecting the manoeuvring area or the obstacle limitation surfaces – includes time-limited works that require more than 10 minutes to restore normal safety standards
- aerodrome lighting / obstacle lighting – outage or unserviceability, unless the outage or unserviceability is fixed immediately, or does not meet the required outage limits
- temporary obstacles to aircraft operations, unless the temporary obstacle is removed immediately
- any significant increase in, or concentration of, wildlife hazards on or near the aerodrome which constitute a danger to aircraft, unless the wildlife causing the hazard is dispersed immediately
- any change to gradients within the take-off climb area that is due to a new or changed

- obstacle which results in a change to the gradient of more than 0.05% from the published gradient data for the runway, unless that new or changed obstacle can be removed without delay
- the emergence of new obstacles, unless the new obstacle is removed immediately
- a radio navigation aid or landing aid owned by Kempsey Shire Council is unserviceable or has returned to service, if applicable.
- any other event which affects the safety of aircraft using the aerodrome, unless the event is ceased immediately.

3.2.7 PROMPT FOLLOW-UP ACTION TO CORRECT UNSAFE CONDITIONS

In the event the aerodrome serviceability inspection identifies an unsafe condition, the aerodrome reporting officer will:

- if urgent, advise the NOF via the phone to request the immediate issue of a NOTAM
- mark the unserviceable portion of the movement area so that it is not available by deploying the appropriate markers, markings, and lighting in accordance with the Part 139 MOS
- submit a request to issue a NOTAM (if applicable)
- if issued, verify the accuracy of the NOTAM information published by Airservices
- arrange for a technical inspection as soon as practicable
- arrange for repairs to the affected area ensuring that works requirements are adhered
- confirm the suitability of the repairs and the serviceability of the affected areas before returning to normal operations
- cancel the NOTAM (if applicable)

3.2.8 TECHNICAL INSPECTION OF IDENTIFIED UNSAFE CONDITION

If any unsafe condition is identified during the serviceability inspection, a technical inspection of the area impacted by the defect or deficiency will be immediately carried out in accordance with section 12.09 of the Part 139 MOS.

When arranging the technical inspection, the Business Development Officer will ensure that the person engaged to conduct the inspection has the required technical qualifications and experience, or demonstrable relevant experience, as required by section 12.10 of the Part 139 MOS.

A copy of the person's qualifications and relevant experience will be included in the resulting technical inspection report or maintained as part of the aerodrome manual.

On receipt of the technical inspection report, the recommendations will be reviewed by the Coordinator Business Development and agreed corrective actions will be entered into a corrective actions plan. Where a recommendation is not supported, the reasons the recommendation was not supported, will also be documented in the corrective actions plan. A timeframe for implementation will be recorded.

The corrective actions plan will be retained in AVCRM and will be reviewed regularly and updated by the Business Development Officer.

The technical inspection report will be retained for a minimum period of three (3) years in the Kempsey Shire Council electronic document management system.

Within 30 days of receiving the technical inspection report, the Business Development Officer will send a copy of the report to CASA via e-mail at: aerodromes@casa.gov.au.

3.2.9 MAINTAINING INSPECTION RECORDS

Completed inspection records are filed electronically in AVCRM and are retained for a minimum period of two (2) years from the date the inspection was completed.

3.3 AERODROME LIGHTING

This section documents the procedures for:

- inspecting and maintaining aerodrome lighting, and obstacle lighting that is maintained by Kempsey Shire Council
- carrying out routine maintenance and emergency maintenance
- monitoring the supply of secondary and stand-by power (if provided)
- responding to a partial or total power system failure
- taking follow-up action(s) to correct deficiencies
- maintaining records of inspections
- monitoring hazardous lights, lasers, and reflection or glare within the aerodrome boundary.

The airport lighting cabling and transformers are not “pit and ducted” as per the AS 3000 but are rather direct buried. This non-conformance has been grandfathered in sub-section 2.7.1 of this manual.

3.3.1 PERSONNEL WITH RESPONSIBILITIES

The following individuals or positions have responsibilities for each lighting-related activity:

Aerodrome Reporting Officer (ARO)	carrying out the lighting inspections, maintaining the records of the inspections, performing maintenance of aerodrome lighting, monitoring of hazardous lights, lasers, and reflection or glare within the aerodrome boundary.
Business Development Officer	taking follow-up action if an unsafe condition is identified during an inspection.
Business Development Officer, ARO or pilot through PAL system	operating aerodrome lighting, including switching systems, back-up supply systems and portable lighting equipment if applicable.

3.3.2 AERODROME LIGHTING - INSPECTION AND MAINTENANCE

The ARO carries out a visual inspection of aerodrome lighting as part of the routine serviceability inspection process. The lights will be switched on so that their serviceability can be assessed.

At least one inspection each week will occur after sunset or before sunrise.

The inspection, reporting the results of the inspection, and any follow-up actions that are required, will occur in accordance with the serviceability inspection process outlined in section 3.2 of this manual.

In addition to the serviceability inspection, inspection and maintenance activities for each lighting system will occur in accordance with the table below.

AERODROME LIGHTING SYSTEMS	INSPECTION SCHEDULE	ITEMS TO BE INSPECTED OR CHECKED	MAINTENANCE ACTIVITIES
PAL	During serviceability inspections	Checked for serviceability	Repair if faulty
All movement area lighting systems	During serviceability inspections	Cleanliness and conspicuity of lights	Maintain grass areas around lights to ensure lights are not obscured and are free from dirt that could degrade the lights colour and conspicuity
All lighting systems	Weekly	Itemised on checklist in AVCRM	

3.3.3 OBSTACLE LIGHTING MAINTAINED BY AERODROME OPERATOR - INSPECTION AND MAINTENANCE

Inspection and maintenance of the obstacle lights maintained by Kempsey Airport occur in accordance with the table below:

OBSTACLE TYPE / LOCATION	OBSTACLE LIGHT TYPE	INSPECTION SCHEDULE	ITEMS TO BE INSPECTED OR CHECKED	MAINTENANCE ACTIVITIES
Lit Tower (on Barnetts Hill) 479FT AMSL BRG 185MAG 2.5NM FM ARP	MIOL steady red	Every 7 days	Serviceability	Repair if faulty

The NBN tower and all 2MC towers listed in sub-section 3.7.10 are maintained by the owners of those obstacles.

Procedures for recording inspection and maintenance activities are included in subsection 3.3.8 of this manual.

In addition, the aerodrome reporting officer carries out a visual inspection of all obstacle lighting in accordance with subsection 3.7.10 of this manual. The inspection, reporting the results of the inspection, and any follow up action(s) that are required are conducted in accordance with procedures included in subsection 3.7.11 of this manual.

3.3.4 PORTABLE RUNWAY LIGHTS - INSPECTION AND MAINTENANCE

No portable runway lights are available for use at the aerodrome; therefore, this subsection is NOT APPLICABLE.

3.3.5 MONITORING SECONDARY POWER SUPPLY

A secondary power supply is not available at Kempsey Airport; therefore, this subsection is NOT APPLICABLE.

3.3.6 MONITORING STANDBY POWER SUPPLY

Standby power is not available at Kempsey Airport; therefore, this subsection is NOT APPLICABLE.

3.3.7 LIGHTING INSPECTIONS AND CHECKS

All lighting systems are checked during serviceability inspections and maintained / repaired as required.

Procedures for recording inspection and maintenance activities are included in subsection 3.3.8 of this manual.

Aerodrome lighting inspections carried out as part of the Aerodrome Technical Inspection will be conducted in accordance with section 3.9 of this manual.

Each lighting system and the list of specific elements to be inspected and checked is contained in the OLS Weekly Lighting Inspection in AVCRM.

3.3.8 MAINTAINING LIGHTING INSPECTIONS RECORDS AND FOLLOW-UP ACTIONS

At the completion of each lighting inspection, the ARO records the following information on the OLS Weekly Lighting Inspection in AVCRM:

- the date and time the inspection was completed
- the person responsible for completing the inspection
- the results of the inspection
- a description of any action taken.

All identified faults that require further corrective action are to be recorded in AVCRM which has a tracking feature which keeps the job open until the work is completed and signed off by the Business Development Officer.

Any works activities that are required to correct these faults are to be conducted in accordance with the works protocols set out in section 3.10 of this manual.

Faults that remain open are to be subject to regular monitoring.

3.3.9 SWITCHING LIGHTS ON AND OFF & INTENSITY SELECTION

The single-stage lighting system is operated by the following:

- Authorised persons using key switch at airport lighting cubicle adjacent to the terminal building.
- A pilot through the PAL system.
- The ARO through the PAL system.

The lights are switched on and off before the first serviceability inspection. There is no intensity selection available.

3.3.10 BACK-UP ARRANGEMENTS FOR PAL SYSTEM

The pilot-activated lighting (PAL) system has been designed so that, if it fails, it can be manually activated.

A bypass switch has been provided that allows manual activation of the lights. The bypass switch is located at the airport lighting cubicle adjacent to the terminal building.

Kempsey Airport has issued written authorisation for manual activation of the lights, if required, to the AROs listed in sub-section 3.1.1.2 of this manual. A copy of the authorisations have been filed in AVCRM.

The AROs listed in sub-section 3.1.1.2 have been issued a key to readily access the manual activation switch at all times when required.

3.3.11 ROUTINE AND EMERGENCY LIGHTING MAINTENANCE

Routine minor maintenance of the lighting systems will be carried out by the ARO. This includes replacing burnt out bulbs, cleaning reflectors and glassware and replacing damaged non-electrical parts which do not require accessing areas containing live components.

Any maintenance outside this scope will be referred to the Business Development Officer who will register the fault in AVCRM and organise for the Council's Electrical Contractor to make the repairs. The defects are tracked in AVCRM until they are completed and signed off by the Business Development Officer.

Emergency Maintenance will be carried out by the Council Electrical Contractor.

The Electrical Contractor switches off the lights in the lighting cubicle.

3.3.12 PARTIAL OR TOTAL POWER SYSTEM FAILURE

If a partial or total power system failure occurs, a NOTAM closing the airport or advising of the unserviceability will be issued.

3.3.13 MONITORING HAZARDOUS LIGHTS, LASERS, REFLECTION OR GLARE

The ARO will check for hazardous lights, lasers, reflection or glare within the aerodrome boundary during serviceability inspections.

The Business Development Officer is to notify CASA in writing immediately when they become aware of any installation, or a proposal to install, or use any installation, equipment or laser, outside the aerodrome boundary that may have lighting or lighting intensity greater than that specified in Figure 9.144(2) of the Part 139 MOS.

Before proceeding to install or use any installation, equipment, or lasers within the boundary of the aerodrome, the Business Management Officer will report the following proposals to CASA so that a hazard assessment can be undertaken:

- installation of any equipment or lighting which would reflect sunlight (including solar panels, lasers, mirrors, or reflective building cladding)
- lighting that will emit multiple colours from a single source
- lighting that will result in rapid change in light colour
- flashing lights
- lighting that may have a lighting intensity that is greater than that specified in Figure 9.144(2) of the Part 139 MOS.

Kempsey Airport will not proceed with any proposal until CASA has assessed, and approved in writing, confirming the installations will not cause a hazard to aircraft operations.

3.3.14 COMMISSIONED LIGHTING SYSTEMS

Kempsey Airport has commissioned lighting systems which were installed in approximately 1986. No commissioning documents can be located.

3.3.15 COMMISSIONING A NEW OR UPGRADING / REPLACING AN EXISTING LIGHTING SYSTEM

Kempsey Airport will not commission a new aerodrome lighting system, or permit the use of a lighting system that has been replaced or upgraded, until:

- compliance statements from the manufacturer and the supplier, or, a test report from an accredited laboratory (as per subparagraph 9.17(1) of the Part 139 MOS), confirm that light fitting types, models and versions comply with the standard for photometric and other relevant characteristic specified in the Part 139 MOS
- a ground check has been completed by an appropriately qualified person and written evidence has been provided that confirms the lighting system meets the requirements of the Part 139 MOS
- if applicable, a flight check has been completed by a CASA approved person and written evidence has been provided that confirms the lighting system meets the requirements of the Part 139 MOS.

Once full compliance with the Part 139 MOS has been confirmed, a NOTAM authorised person is to request the issue of a NOTAM advising that the lighting system is available. The AIP responsible person is to advise Airservices of the particulars of the lighting system for publication in the AIP.

The AIP responsible person will provide a copy of the ground check determination, and the flight check report (if applicable), to CASA via e-mail to: aerodromes@casa.gov.au

All compliance statements / laboratory test reports, ground check, and flight check reports will be retained in AVCRM.

Subsection 3.3.14 of this manual is to be amended to include the particulars of the newly commissioned lighting system(s).

All reports and commissioning records are retained for as long as the lighting system remains in service.

3.4 UNAUTHORISED ENTRY TO AERODROME

This section details how unauthorised persons, vehicles, equipment, mobile plant, animals or other things that may endanger the safety of aircraft, are prevented from entering onto the movement area, including procedures for:

- controlling airside access
- monitoring airside access control points and barriers.

3.4.1 CONTROLLING AIRSIDE ACCESS

To prevent unauthorised access by persons, vehicles, equipment, mobile plant, animals and other things that may endanger aircraft safety, a 1.2m high post and wire stock-proof fence has been installed around the airport boundary.

Kempsey Shire Council ensures that only authorised persons are allowed unescorted access to the movement area and other operational areas of the aerodrome.

For those persons not authorised, escorted access is provided as required.

Access is controlled by the following:

- Airside access gates are kept locked and access is controlled by key pad. A diagram of the gate locations is included at the end of this sub-section.
- Vehicular or pedestrian access is restricted to the apron and aircraft parking area unless specifically authorised by the Airport Operator
- A register of all personal and vehicles authorised by the Airport Operator for airside access is maintained by the ARO in AVCRM.

Restricted access signs are located at regular intervals along the boundary fence, at each airside access gate, and at each building that provides direct access airside. The signs are located such that at least one sign is visible to a person approaching the secure perimeter.

Airport tenants are responsible for controlling airside access through their leased areas. Any unauthorised entry observed by the tenant is to be reported immediately to the ARO.

Only authorised vehicles driven by an airside driver are permitted airside. Refer to section 3.5 of this manual.

Animals are only permitted airside if caged or restrained.

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3.4.2 MONITORING AIRSIDE ACCESS POINTS AND BARRIERS

The ARO carries out a visual inspection of the perimeter fence and airside access gates as part of the aerodrome serviceability inspection. The inspection, reporting the results of the inspection, and any follow-up action(s) that is required, is to occur in accordance with the process outlined in section 3.2 of this manual.

In the event there is evidence of unauthorised entry by persons or wildlife, or the fence or access gates are compromised, the fence or access gates are to be re-secured where possible, and an airside inspection undertaken immediately to ensure there are no unauthorised persons, or wildlife, on the aerodrome.

Damaged fences or gates will be entered in the Serviceability Inspection Issue Database in accordance with the process outlined in subsection 3.2.6 of this manual, and are to be repaired as soon as possible.

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3.5 AIRSIDE VEHICLE CONTROL

3.5.1 PERMIT SYSTEM FOR AIRSIDE VEHICLES

A permit system for airside vehicles is not required as the aerodrome does not, in a financial year, have more than 350,000 air transport passenger movements, or more than 100,000 aircraft movement.

However, the Airport Operator requires all airside vehicular access be approved by the ARO prior to entry and be recorded in AVCRM, including any standing arrangements.

3.5.2 VEHICLES AND GROUND EQUIPMENT OPERATED AIRSIDE

Kempsey Airport requires that all vehicles and ground equipment operated airside are maintained in a sound mechanical state to prevent a breakdown or unsafe operation, and any spillage of fuel, lubricant or hydraulic fluid.

Kempsey Airport requires:

- vehicles operating airside to hold appropriate registration or documentation confirming they are maintained in a roadworthy condition;
- evidence that vehicles comply with lighting and radio requirements (as applicable); and
- a certificate of insurance with valid cover for the use of the vehicle within the airside area of the aerodrome.

A list of authorised vehicles is maintained by the ARO in AVCRM.

To ensure the requirements of this manual are achieved, Kempsey Airport can inspect or can require an inspection to be carried out on any vehicle or ground equipment that is operating airside.

In the event that an inspection identifies an unsafe condition that may create a hazard to aviation safety, the vehicle is to be denied access. If the vehicle is already airside, the operator of the vehicle is to be instructed to remove the vehicle from the airside.

A vehicle that is denied access or has been removed from the airside at the direction of Kempsey Airport is not to be authorised to re-enter the airside until an inspection has been completed and a satisfactory vehicle condition statement has been received.

3.5.3 AIRSIDE VEHICLE LIGHTING REQUIREMENTS

As the aerodrome does not have scheduled air transport operations and the aerodrome is not an international aerodrome, vehicles operating during the day may, as a minimum, use the standard manufacturer-fitted vehicle hazard warning lights.

Vehicles operating at night will display lights that are visible in all directions.

Except for a vehicle that is under escort, all vehicles will be lit when moving or operating on:

- a runway / runway strip
- a taxiway / taxiway strip
- the movement area at night
- during periods of low visibility.

3.5.4 VEHICLES ON MANOEUVRING AREA

Except for a vehicle that is under escort, all vehicles operating airside must have a VHF receiver capable of monitoring the CTAF frequency. All drivers are to maintain a listening watch through the VHF receiver. Only those persons that hold an Aeronautical Radio Operator Certificate (AROC) are permitted to transmit.

3.5.5 AIRSIDE DRIVERS - TRAINING

As Kempsey Airport does not have scheduled air transport operations, drivers not under escort, and who are operating a vehicle airside, are inducted to understand the following:

- the terminology used to describe the movement area
- the purpose and location of all airside areas
- hazardous or prohibited areas on the airside
- the significance of aerodrome visual aids and signs.

All applicants are required to complete an Airport Induction Form.

3.5.6 VEHICLES IN PROXIMITY TO AIRCRAFT

Airside drivers must give way to aircraft.

Airside vehicles are to remain clear of the runway, runway strip, taxiway(s), or taxiway strip(s) when they are in use or available to be used by aircraft unless there is a safety-related or operational requirement for vehicles to operate in these areas.

Airside vehicles are not to be driven:

- in a manner likely to endanger the safety of any person or create a hazard to aircraft operations
- under an aircraft, or within 3 m of lateral clearance, or within 1 m of overhead clearance, of any part of the aircraft, except when required for servicing the aircraft
- within 15 m of refuelling aircraft
- when drivers are affected by alcohol or drugs as per CASR Part 99.

All vehicles operated within 15 m of an aircraft's fuel tank filling points and vent outlets during fuelling operations comply with Appendix 1 of Civil Aviation Order 20.9.

3.5.7 MOVEMENT AREA SPEED LIMITS

Speed limits are explained and provided to all drivers during their driver training and / or induction.

Drivers must adhere to the following speed limits:

LOCATION	SPEED LIMIT (km / h)
Perimeter roads	50km / hr
Apron and within 15m of an aircraft	10km / hr
Taxiways	40km / hr
Runways	100km / hr maximum
During low-visibility operations	20km / hr, excluding Apron and within 15 m of an aircraft

3.5.8 ESCORT SERVICE PROCEDURES

Third parties are not permitted to provide vehicle escorts airside; therefore, this subsection is NOT APPLICABLE.

3.5.9 MONITORING AND ENFORCING TRAFFIC RULES

The aerodrome reporting officer is responsible for periodically monitoring the operation of vehicles airside at random times when driving airside.

Appropriate action is to be taken against drivers who are clearly in breach of this Aerodrome Manual and any other CASA requirements.

Appropriate action may include withdrawing their authority to operate a vehicle airside.

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3.6 AIRCRAFT PARKING CONTROL

3.6.1 AIRCRAFT PARKING CONTROL PERSONNEL

Kempsey Airport does not have scheduled international air transport operations, and there is no hazard resulting from apron congestion.

Kempsey Airport offers limited sealed parking areas and any aircraft requiring parking for longer than 48 hours must contact the ARO.

Fees apply for any aircraft requiring sealed parking for more than 48 hours.

3.6.2 LIAISON WITH ATC - APRON MANAGEMENT

The aerodrome does not have scheduled international transport operations and apron congestion does not create a hazard to aircraft operations. Aircraft parking control procedures have not been established at the aerodrome; therefore, this subsection is NOT APPLICABLE.

3.6.3 ALLOCATING AIRCRAFT PARKING POSITIONS

The aerodrome does not have scheduled international transport operations and apron congestion does not create a hazard to aircraft operations.

Kempsey Airport provides two sealed parking positions that are located on the northern side of the GA apron.

Rotary wing aircraft parking is provided adjacent to the primary windsock, designated by blue markers.

3.6.4 ENGINE START AND AIRCRAFT PUSH-BACK CLEARANCES

The aerodrome does not have scheduled international transport operations and apron congestion does not create a hazard to aircraft operations, therefore, this subsection is NOT APPLICABLE.

3.6.5 AERODROME VISUAL DOCKING GUIDANCE SYSTEMS

Visual Docking Guidance Systems are not available at the aerodrome; therefore, this subsection is NOT APPLICABLE.

3.6.6 MARSHALLING SERVICE

A marshalling service is not provided by Kempsey Airport. This is the responsibility of the aircraft operator.

3.6.7 LEADER (VAN) SERVICE OR FOLLOW-ME SERVICE

A leader (van) service or follow-me service is not available at the aerodrome; therefore, this

subsection is NOT APPLICABLE.

3.6.8 APRON SAFETY MANAGEMENT PROCEDURES

The ARO is responsible for periodically monitoring activities occurring on the apron to check that:

- aprons are free from loose stones and other material that may cause FOD;
- all equipment is appropriately stored in marked equipment storage areas, if applicable;
- vehicles do not pass behind aircraft that are displaying anti-collision beacons; and
- wheel chocks are appropriately positioned on parked aircraft.

As trends may identify changes to apron safety management procedures, reported incidents and hazards are also reviewed by the AIP Responsible Person.

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3.6.9 ALTERNATIVE SEPARATION DISTANCES AND APRON MARKINGS

3.6.9.1 REDUCED SEPARATION DISTANCES - VDGS

The aerodrome does not have VDGS; therefore, reduced separation distances are not permitted.

3.6.9.2 AIRCRAFT TYPE DESIGNATOR MARKINGS

All aircraft type designations have been marked in accordance with the list of aircraft type designators published in ICAO Doc 8643, Aircraft Type Designators.

3.6.9.3 ALIGNMENT LINES

An alignment line beyond the stop line has been marked at all aircraft parking positions where a VDGS is not provided.

3.6.9.4 PUSH-BACK OPERATOR GUIDANCE MARKINGS

Pushback is not provided at Kempsey Airport; therefore, this sub-section is NOT APPLICABLE.

3.6.9.5 PASSENGER PATH MARKINGS

There are no passenger path markings at Kempsey Airport.

3.6.9.6 MISCELLANEOUS AREA LINE MARKINGS

There are no miscellaneous area line markings displayed on the apron(s).

3.7 AERODROME OBSTACLE CONTROL

3.7.1 OBSTACLE CONTROL PERSONNEL

The following person(s) have responsibilities for obstacle control:

INDIVIDUAL OR POSITION	RESPONSIBILITIES
ARO	monitoring surfaces related to the OLS and terminal instrument flight procedures (PAN-OPS)
AIP Responsible Person	notifying CASA or the procedure designer when a proposed or actual infringement of the prescribed airspace is identified
AIP Responsible Person	implementing obstacle control within the aerodrome boundary
AIP Responsible Person	liaison and facilitation of obstacle control outside the aerodrome boundary

3.7.2 MONITORING TAKE-OFF, APPROACH AND TRANSITIONAL SURFACES

Kempsey Airport has established the obstacle limitation surfaces (OLS) for the runway. This met the physical dimensions for approach and take-off runways from a previous standard but does not meet the dimensions set out in Chapter 7 of the Part 139 MOS. This non-conformance has been grandfathered in Section 2.7.1.

The particulars of each surface are shown below:

RUNWAY 04/22

SURFACE	
TKOF	
Inner Edge Width	80m
Distance from threshold	60m
Splay angle	10%
Final width	580m
Overall length	2500m
Desired gradient	4%
APPROACH	
Inner Edge Width	90m
Distance from threshold	60m
Splay angle	15%
Overall length	2500m
First section length	2500m
Slope	3.33%
Second section length	N/A
Slope	N/A
Horizontal section length	N/A
Slope	N/A
Maximum gradient	3.33%
TRANSITIONAL SURFACE	
Slope	1:5 / 20%
INNER HORIZONTAL SURFACE	
Height	45m

Radius	3500m
CONICAL SURFACE	
Slope	5%
Height	55m

The ARO will visually scan the OLS as part of the aerodrome serviceability inspection in section 3.2 of this manual to identify the emergence of any new or potential obstacles.

A survey that assesses the take-off, approach, and transitional surfaces, is completed as part of the aerodrome manual validation process conducted in accordance with section 3.9 in this manual.

This survey is used to verify the accuracy of published information. On receipt of the survey, the results are compared against the aerodrome's information published in the AIP to ensure that there are no new obstacles, or that the height of existing obstacles has not changed.

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3.7.3 PROPOSED OR ACTUAL INFRINGEMENTS - OLS

3.7.3.1 PROPOSED OLS INFRINGEMENTS

If a proposed object or structure is identified as likely to be an obstacle, details of the proposal are to be sent to CASA in writing by the AIP Responsible Person.

On receipt of CASA's written assessment, the relevant planning authority is to be advised of the result of the assessment.

Kempsey Airport will follow up with the planning authority to ensure that those obstacles considered an unacceptable risk to aviation safety are not approved, or that those obstacles that are considered acceptable but subject to additional mitigations are appropriately marked and / or lit.

3.7.3.2 ACTUAL OLS INFRINGEMENTS

Kempsey Airport will not make a runway available for night use until CASA has determined that any obstacle(s) will not adversely affect the safety of night operations.

For any identified obstacles that have been erected without prior notification and which have not been assessed, the aerodrome reporting officer is to:

- ensure an immediate request is made to issue a NOTAM
- take immediate steps to have the obstacle removed
- ascertain the height of the obstacle and consider displacing the runway approach threshold. If the threshold is displaced, the published declared distances will be amended, and the new threshold location appropriately marked / lit
- report the infringement to CASA in writing.

The NOTAM authorised person includes the following information in the NOTAM request:

- the nature of the obstacle
- the distance and magnetic bearing of the obstacle from:
 - if the obstacle is within the take-off area – the start of the take-off end of the runway, or
 - the ARP.
- the height of the obstacle in relation to the aerodrome elevation
- if it is a temporary obstacle – the time during which it is a temporary obstacle.

The request to issue the NOTAM is to be made in accordance with the procedures set out in section 3.1 of this manual.

Once the obstacle has been removed, the aerodrome reporting officer is to cancel the NOTAM (if issued).

3.7.4 HEIGHT OF INFRINGEMENTS - OLS

The heights of buildings, structures, plumes and other developments that infringe the aerodromes OLS are below:

OBSTACLE TYPE	LOCATION & HEIGHT	PENETRATED SURFACE
Unlit Pole	704FT AMS BRG 232 MAG 3.4NM FM ARP	Nil

OBSTACLE TYPE	LOCATION & HEIGHT	PENETRATED SURFACE
Lit Tower	299FT AMSL BRG 351 MAG 1.5NM FM ARP	Conical
Lit Tower	470FT AMSL BRG 108 MAG 3.9NM FM ARP	Nil
Lit Tower	482FT AMSL BRG 108 MAG 3.8NM FM ARP	Nil
Lit Tower	479FT AMSL BRG 185 MAG 2.5NM FM ARP	Nil

3.7.4.1 HAZARDOUS OBSTACLES

CASA has assessed the following obstacles as being hazardous obstacles. The details of their marking and lighting requirements are also below:

OBSTACLE TYPE	LOCATION & HEIGHT OF HAZARDOUS OBSTACLE	PENETRATED SURFACE	MARKING / LIGHTING
Lit TWR	299FT AMSL BRG 351 MAG 1.5NM FM ARP	Conical	Red/White markings Obstacle Lighting
Lit TWR	470FT AMSL BRG 108 MAG 3.9NM FM ARP	Nil	Red/White markings Obstacle Lighting
Lit TWR	482FT AMSL BRG 108 MAG 3.8NM FM ARP	Nil	Red/White markings Obstacle Lighting
Lit TWR	479FT AMSL BRG 185 MAG 2.5NM FM ARP	Nil	Red/White markings Obstacle Lighting

3.7.5 MONITORING VISUAL SEGMENT SURFACES AND CRITICAL OBSTACLES

Terminal instrument flight procedures have been established by Airservices Australia.

The data and drawings of the area around the aerodrome that show the designed approach paths, visual segment surface, circling areas, and the location of critical obstacles, have been provided by the procedure designer, and are available at the end of this sub-section.

The ARO will use this data and drawings to monitor the visual segment surface and the nominated critical obstacles that are visible from the aerodrome as part of the aerodrome serviceability inspection in accordance with section 3.2 of this manual.

The VSS parameters and critical obstacles chart are included below:

AERODROME: (YKMP) OBSTACLES

Serial	Segment	Description	BRG °T ARP	Dist (KM)	Dist (NM)	Elev (ft)	MOC	Nominal Alt (ft)	OIS / Ft Alt (ft)	Approximate Position	
KMP01	25nm MSA West	Mt Banda Banda 1258m	253°	32.9	17.8	4316	984	5300	4320	31 09.59	152 26.33
KMP02	25nm MSA East	Mt Martha Ann 682m trig	349°	40.9	22.1	2430	984	3500	2520	30 42.69	152 41.39
KMP03	10nm MSA	Tinebank Mt 957m	239°	27.4	14.8	3283	984	4300	3320	31 12.02	152 31.32
KMP04	CAT A/B circling	Terrain - 100m cont	241°	5.9	3.2	527	295	840	550	31 05.99	152 42.95
KMP05	CAT C circling	Foy's Knob 220m cont	261°	8.8	4.7	921	394	1320	930	31 05.20	152 40.72
KMP06	RNAV 04 left initial	Terrain - 640m cont	247°	25.4	13.7	2299	886	3400	2520	31 09.88	152 31.50
KMP07	RNAV 04 intermediate	DTM - 1855ft	226°	22.9	12.4	1988	492	2500	2010	31 13.05	152 35.77
KMP08	RNAV 04 intermediate	Terrain - 500m contour	228°	21.2	11.4	1839	492	2500	2010	31 12.12	152 36.27
KMP09	RNAV 04 final FAF-4nm	Terrain - 340m cont	226°	10.6	5.7	1314	246	1630	1390	31 08.40	152 41.34
KMP10	RNAV 04 final 4nm-2nm	DTM - 737ft	228°	9.1	4.9	869	246	1120	880	31 07.73	152 41.87
KMP11	RNAV 04 final 2nm-MAPt	DTM -310ft	244°	5.7	3.1	443	202	650	450	31 05.82	152 42.98
KMP12	RNAV 04 Missed	Terrain - 40m cont	227°	0.9	0.5	330	246	650	410	31 04.79	152 45.77
KMP13	RNAV 22 left initial	Smithtown Mast 565ft	066°	18.6	10.1	565	979	1600	630	31 00.36	152 56.89
KMP14	RNAV 22 final	40m cont	032°	3.5	1.9	330	246	590	350	31 02.85	152 47.35
KMP15	RNAV 22 missed	Gowing Hill 200m	245°	6.4	3.4	855	164	1024	860	31 05.90	152 42.54

Critical Obst Chart.JPG

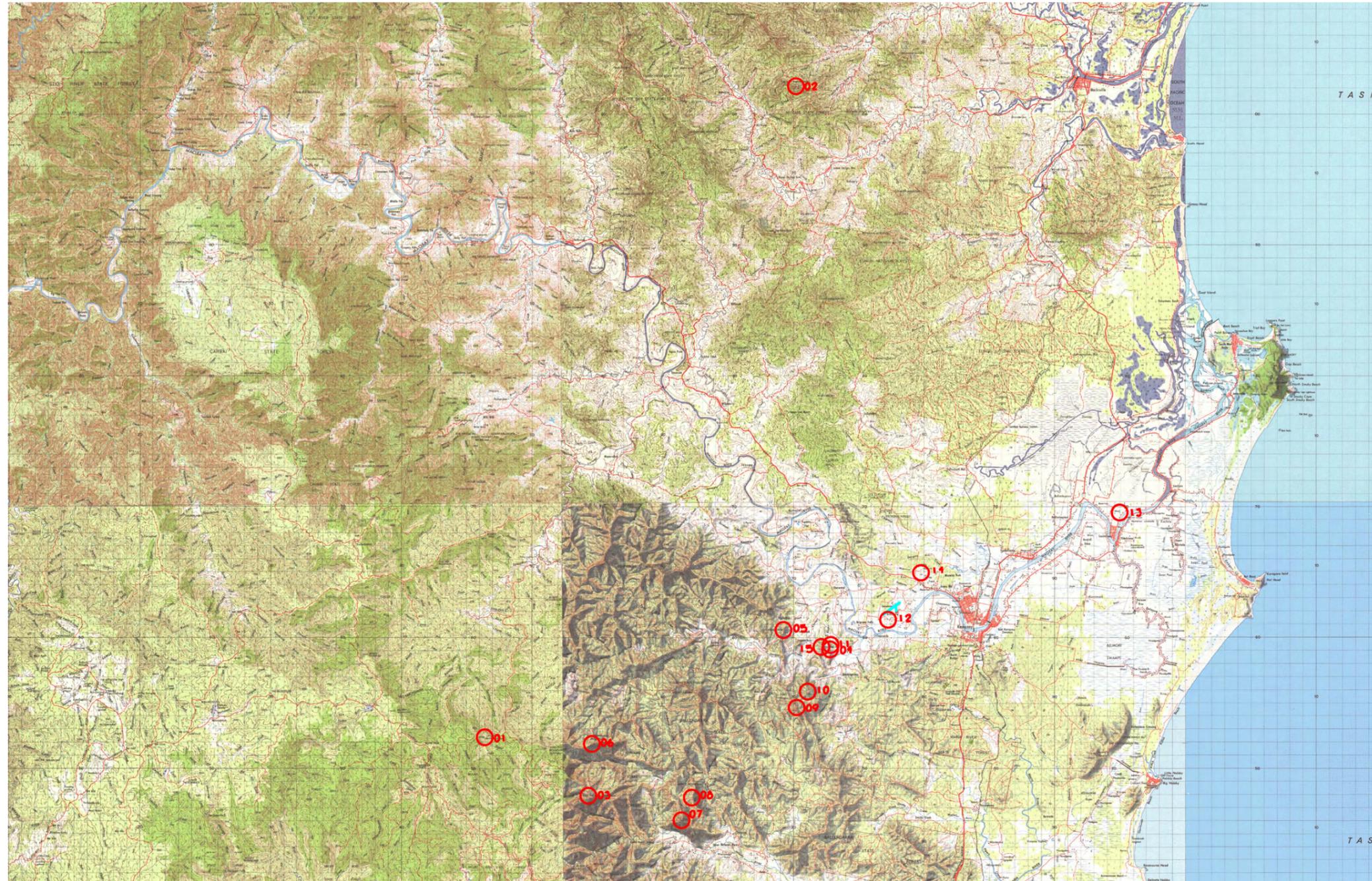
CRITICAL OBSTACLES

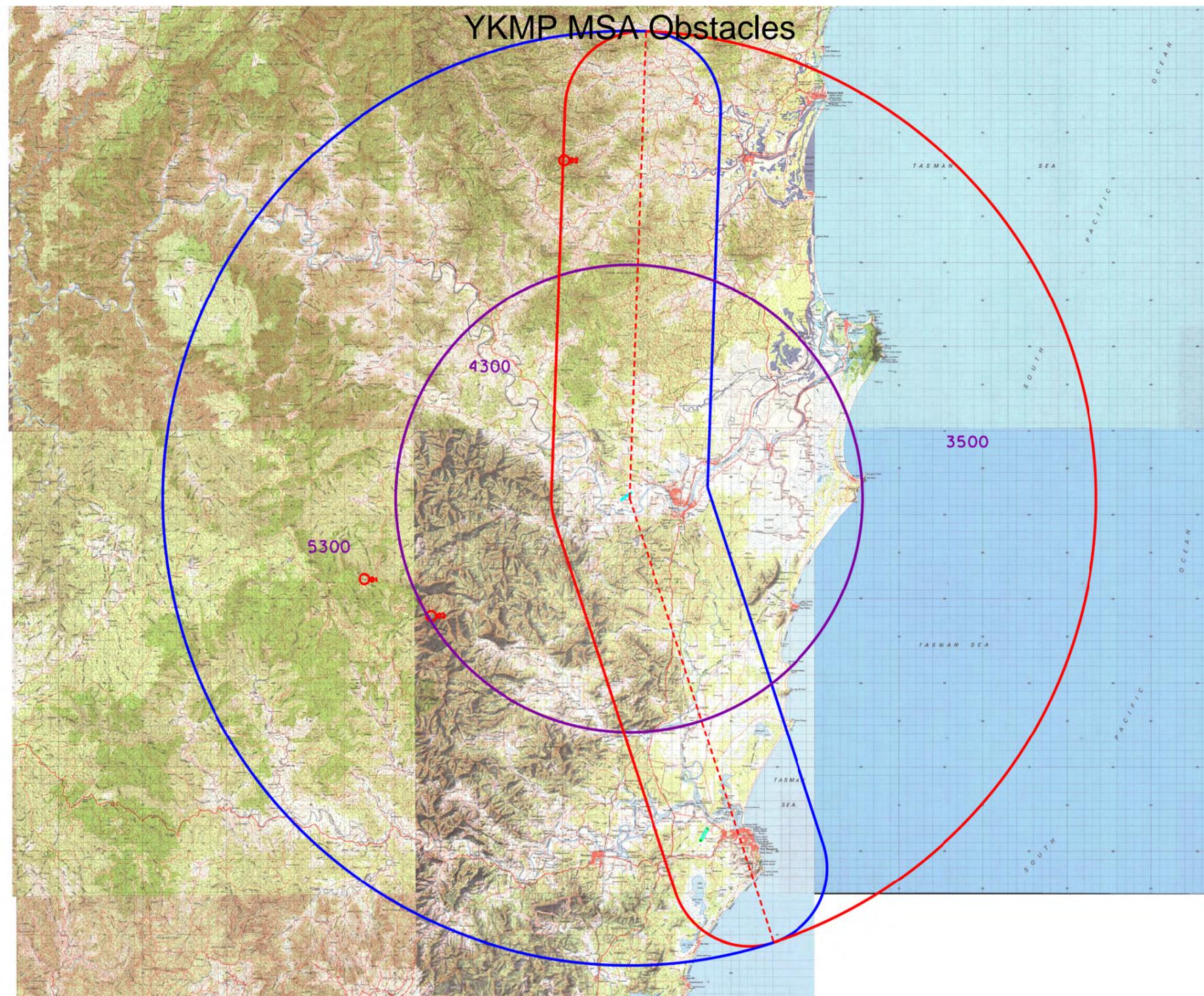
VSS Runway 04	
<p>VSS 04 Parameters: Inner Edge: 90 m Start Pt fm THR: 60m Divergence (L): 15% (8.53°) Divergence (R): 34% (18.53°) End Pt fm THR: 4438 m Height at end point: 650ft / 198m Surface Gradient: 2.38° Nominal Descent Gradient: 3.5°</p>	<p>Not penetrated</p>

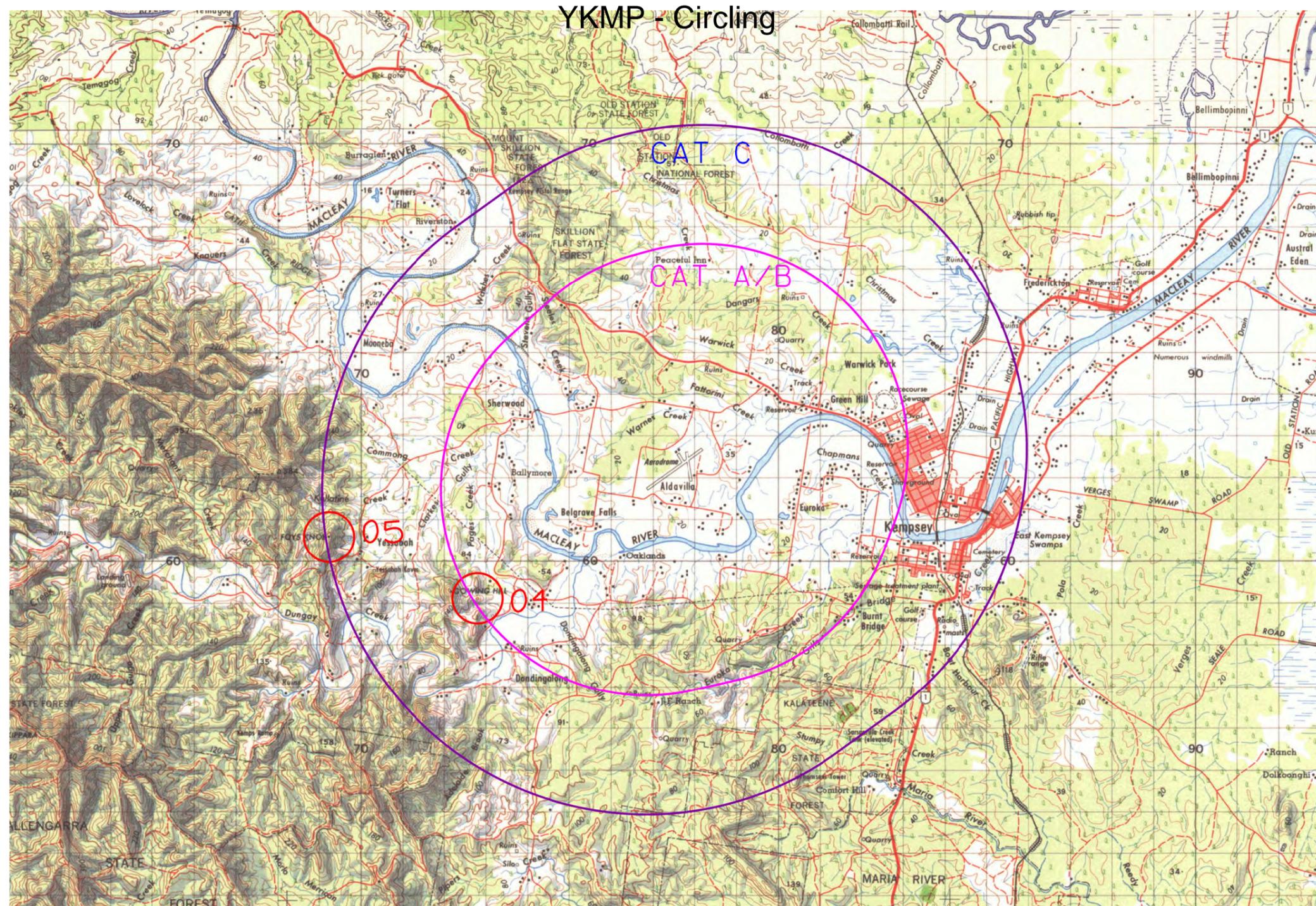
VSS Runway 22	
<p>VSS 22 Parameters: Inner Edge: 90 m Start Pt fm THR: 60m Divergence (L): 15% (8.53°) Divergence (R): 15 % (8.53°) End Pt fm THR: 5074 m Height at end point: 590ft / 180m Surface Gradient: 1.88° Nominal Descent Gradient: 3.0°</p>	<p>Penetration by 1 tree. VSS Approach RWY 22 Survey point #11. Requirement: Lop tree #11</p>

VSS parameters.JPG

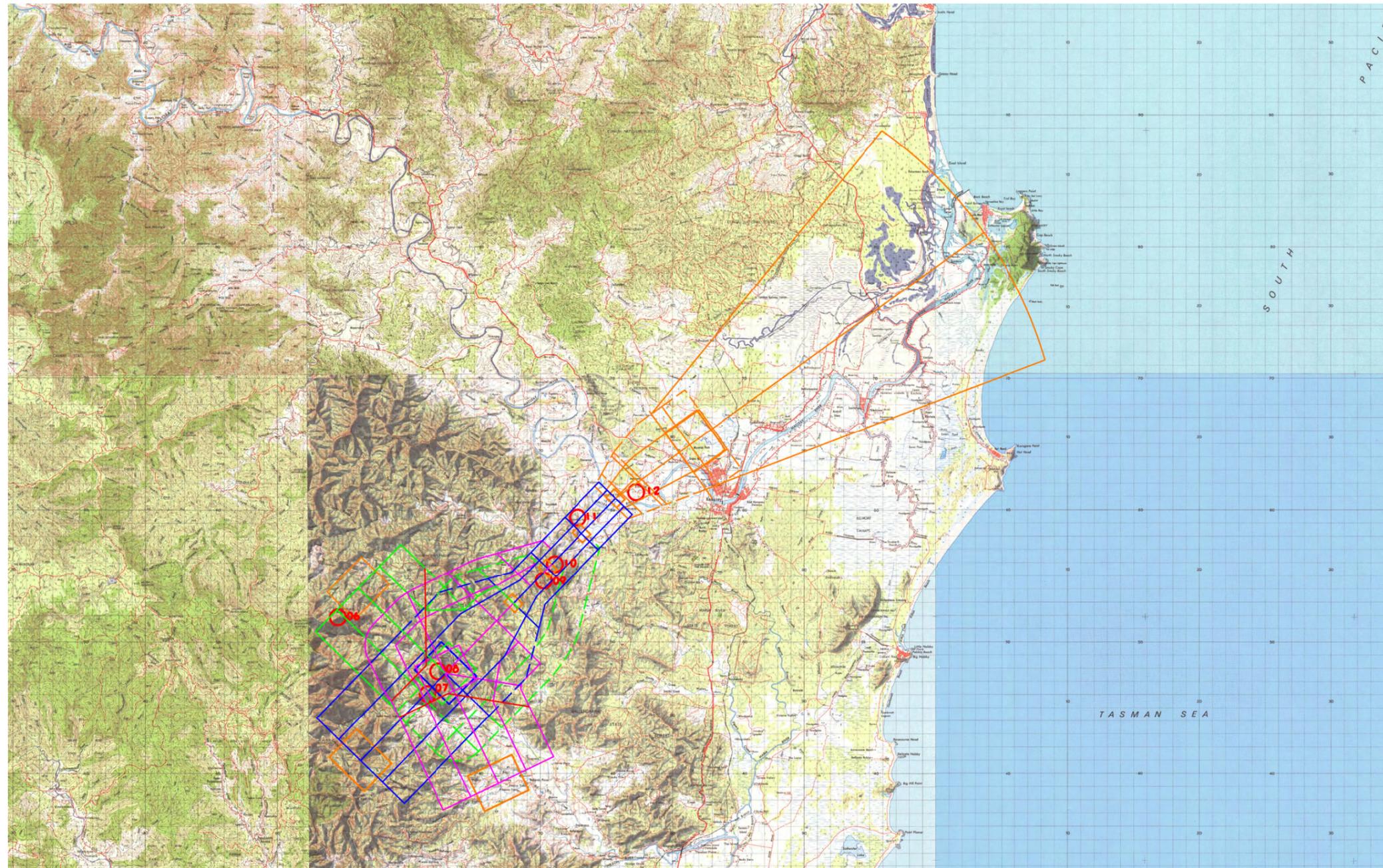
YKMP - Obstacles



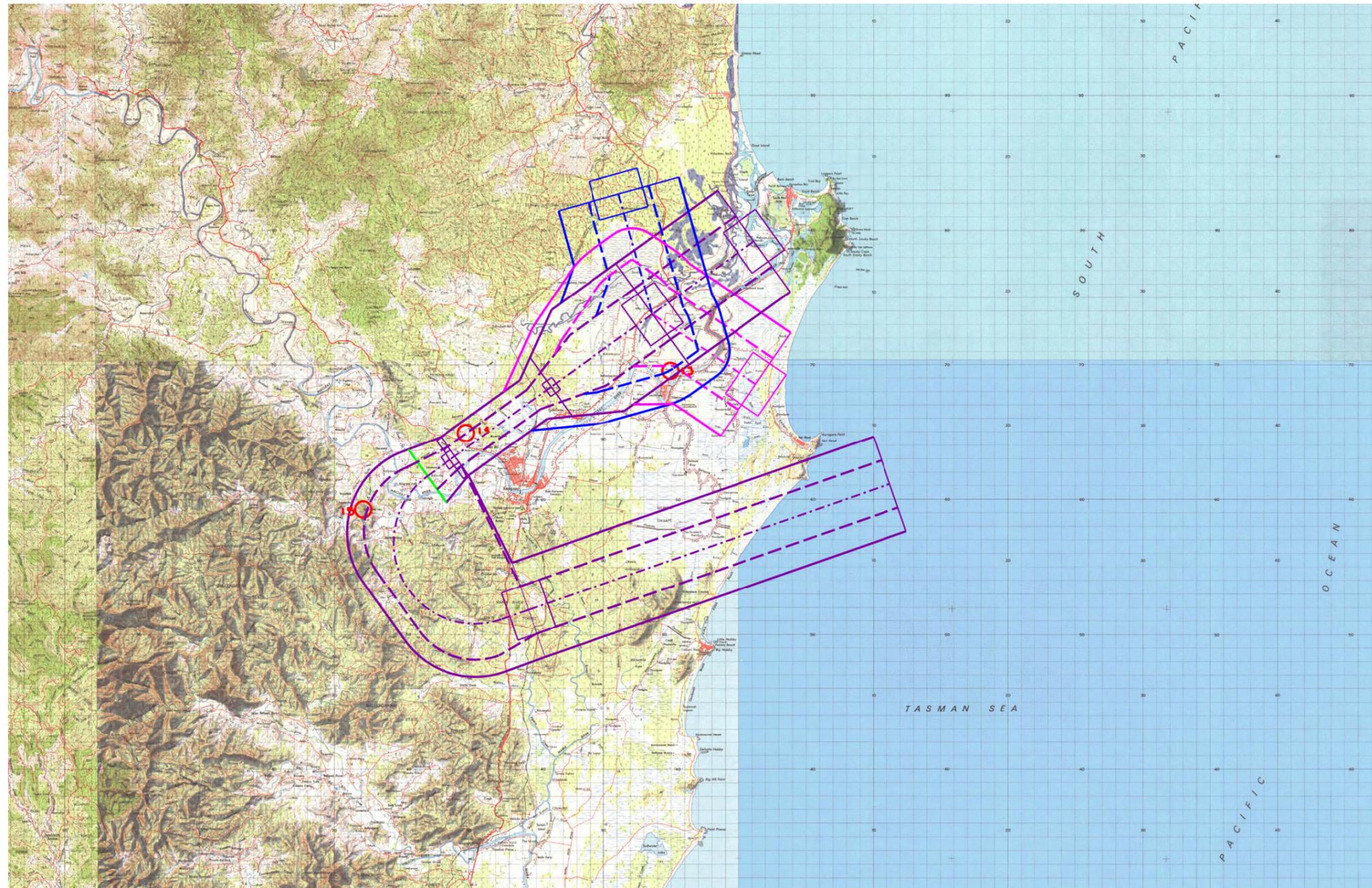




YKMP - RNAV (GNSS) RWY 04



YKMP - RNAV (GNSS) RWY 22



YKMP - VSS RWY 04



YKMP - VSS RWY 22



3.7.6 PROPOSED OR ACTUAL INFRINGEMENTS - PANS-OPS

The AIP Responsible Person is to immediately inform the terminal instrument flight procedures designer as soon as:

- a proposed or actual infringement of the PANS-OPS is identified
- a change to the status of an existing critical obstacle is identified
- there is a proposed development that is higher than the critical obstacle
- a new object or structure has been detected that is higher than the critical obstacle.

The procedure designer's contact details are as follows:

- Name: Airservices Australia
- E-mail: ifp@airservicesaustralia.com
- Phone: 1300 301 120.

3.7.7 HEIGHT OF INFRINGEMENTS - PANS-OPS

The aerodrome has published terminal instrument flight procedures. There are no buildings, structures, plumes and other developments that infringe the surfaces or areas associated with the published terminal instrument flight procedures (as defined in the PANS-OPS); therefore, this subsection is NOT APPLICABLE.

3.7.8 OBSTACLE CONTROL WITHIN AERODROME BOUNDARY

Kempsey Airport does not permit objects or structures, other than approved visual and navigational aids, to be erected within the obstacle restriction area of the aerodrome without the written approval of CASA.

All proposed fixed objects or structures at the aerodrome, whether temporary or permanent, that sit on or above the movement area, or those that extend above the defined height limits, including the OLS, have been and / or will be reported to CASA in writing.

On receipt of CASA's assessment, Kempsey Airport adopts controls appropriate to the recommendations provided by CASA.

3.7.9 OBSTACLE CONTROL OUTSIDE AERODROME BOUNDARY

Kempsey Airport has liaised with local government authorities located within the OLS footprint of the aerodrome and requested they forward development proposals for assessment where the proposal may penetrate the OLS or PANS-OPS of the aerodrome.

Assistance has been provided to ensure the local government authority has suitable processes and information to determine which development proposals should be forwarded for assessment.

3.7.10 OBSTACLE LIGHTS SERVICEABILITY MONITORING PROGRAMME

The following lit obstacles are located within the OLS area of the aerodrome:

LIT OBSTACLES & INSPECTION PROGRAMME

Obstacle Type & Location	Lighting Type	Light Owner	Inspection Frequency
Lit TWR 299FT AMSL BRG 351 MAG 1.5NM FM ARP	MIOL Steady Red. White flashing daylight light	NBN	At least every 7 days
Lit TWR 470FT AMSL BRG 108 MAG 3.9NM FM ARP	MIOL Steady Red	2MC Radio	At least every 7 days
Lit TWR 482FT AMSL BRG 108 MAG 3.8NM FM ARP	MIOL Steady Red	2MC Radio	At least every 7 days
Lit TWR 479FT AMSL BRG 185 MAG 2.5NM FM ARP	MIOL Steady Red	Kempsey Shire Council	At least every 7 days

All obstacle lights are visually observable.

At the completion of each obstacle light inspection, the following information is recorded on the Obstacle Light Monitoring form:

- the date and time the obstacle light inspection was completed
- who performed the inspection
- the results of the inspection
- a description of any action taken.

The results of each obstacle light inspection and any action taken will be maintained by the ARO in AVCRM.

3.7.11 OBSTACLE LIGHT OUTAGE

In the event an obstacle light outage is detected during an inspection, the ARO is to:

- ensure that a NOTAM authorised person requests the immediate issue of a NOTAM
- liaise with the owner of the obstacle light so that the outage is repaired as quickly as possible
- arrange for the obstacle lights owned by Council to be repaired as soon as possible.

If the obstacle light has been determined by CASA, in writing, as essential for aviation safety, the ARO is to:

- immediately report the outage to any aircraft that are manoeuvring, or about to manoeuvre on the affected runway
- immediately close the relevant runway or close the aerodrome until the outage is repaired
- notify CASA of the outage as soon as possible.

3.7.12 CHARTS PUBLISHED BY THE AERODROME OPERATOR

3.7.12.1 TYPE A CHARTS

Type A charts are not required and have not been prepared; therefore, this subsection is NOT APPLICABLE.

3.7.12.2 TYPE B CHARTS

Type B charts have not been prepared; therefore, this subsection is NOT APPLICABLE.

3.7.12.3 PRECISION APPROACH TERRAIN CHARTS - ICAO

Precision Approach Terrain Charts have not been prepared; therefore, this subsection is NOT APPLICABLE.

3.7.12.4 AERODROME TERRAIN AND OBSTACLE CHARTS - ICAO (ELECTRONIC)

Aerodrome Terrain and Obstacle Charts have not been prepared; therefore, this subsection is NOT APPLICABLE.

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3.8 PROTECTION OF COMMUNICATION, NAVIGATION, SURVEILLANCE AND METEOROLOGICAL FACILITIES

3.8.1 CONTROLLING ACTIVITIES NEAR CNS AND MET FACILITIES

The following table provides details on the MET facility at Kempsey Airport, its location on the aerodrome, and the particulars of the service provider. There are no CNS facilities on the aerodrome:

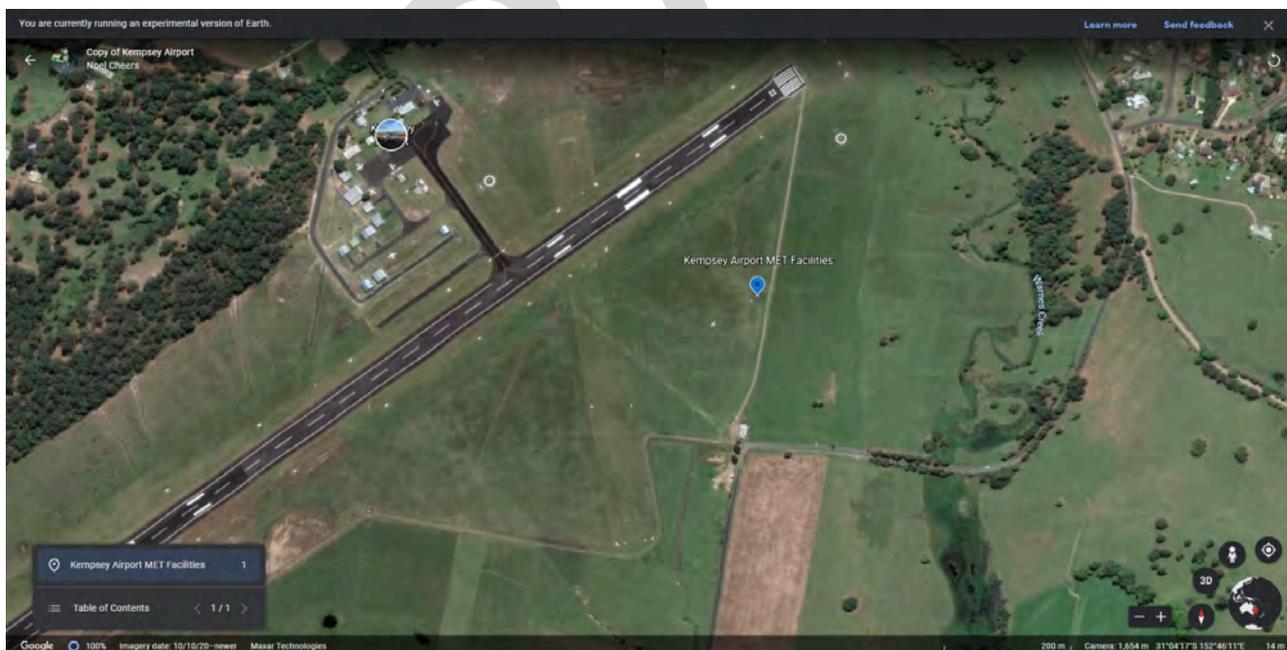
MET FACILITY	LOCATION ON THE AERODROME	SERVICE PROVIDER
AWIS	See location map at the end of this sub-section	Bureau of Meteorology (BoM)

Kempsey Airport ensures that there will not be any interference to the MET facilities at the aerodrome caused by developments, the erection of structures or from work activities within the vicinity of each facility.

Kempsey Airport refers all developments within the aerodrome boundary, near to or likely to affect an existing MET facility, to the BoM for a hazard and impact assessment.

In consultation with each facility provider, the restricted area boundaries have been determined for the MET facility.

Only the facility service provider is permitted to work within each boundary. When ground maintenance is required, the service provider is advised.



AWIS location YKMP.jpeg

3.8.2 SUPPLY AND INSTALLATION OF WARNING SIGNS

Signs have been placed around each communications, navigation and surveillance (CNS) or meteorological (MET) facility to:

- deter unauthorised access from vehicles and persons

- warn of hazardous emissions, including electromagnetic and microwave radiation.

Signs have also been placed at each road access point to each of the ILS critical and sensitive areas to prohibit drivers and pedestrians against entering the area without authority.

The responsibilities for supplying, installing and maintaining the signs have been agreed upon with the service provider and are to occur as follows:

- ARO / Grounds Maintenance Officer has the responsibility associated with the supply, installation and maintenance of signs.

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3.9 AERODROME TECHNICAL INSPECTIONS / MANUAL VALIDATIONS

3.9.1 INSPECTION PERSONNEL

The following is a list of individuals or positions, and their responsibilities in the aerodrome manual validation and reporting process:

INDIVIDUAL OR POSITION	RESPONSIBILITIES
AIP Responsible Person	managing the validation program
AIP Responsible Person	planning the validations
AIP Responsible Person	reporting the validation results and follow-up action
AIP Responsible Person	receiving and considering validation reports
ARO / contractor	taking follow-up action if defects or deficiencies have been identified

3.9.2 INSPECTION ITEMS AND TIMEFRAMES

Kempsey Airport, in a financial year, has less than 10,000 air transport passenger movements and less than 20,000 aircraft movements.

An aerodrome manual validation is carried out in accordance with the following:

VALIDATION REQUIREMENT	FREQUENCY	REQUIRED QUALIFICATIONS AND / OR EXPERIENCE
A check of the approach, take-off, and transitional surfaces to ensure published aerodrome information is accurate to within 0.05% of the published gradient in the AIP-ERSA	The validation is completed annually	The person engaged to conduct the validation is: <ul style="list-style-type: none"> technically qualified or experienced in surveying, or has a sound knowledge and understanding of the standards for obstacle limitation surfaces and can, by appropriate means, validate the accuracy of the current published information in the AIP and have a sound knowledge and understanding of the standards for OLS
A check of the other surfaces associated with the OLS	The validation is completed annually	The person engaged to conduct the validation is: <ul style="list-style-type: none"> technically qualified or experienced in surveying, or has a sound knowledge and understanding of the standards for obstacle limitation surfaces and can, by appropriate means, validate the accuracy of the current published information in the AIP and have a sound knowledge and understanding of the standards for OLS
For an aerodrome with a TIFP, a check of the Kempsey Shire Council's monitoring of the instrument approach procedure-critical obstacles nominated by the procedure designer	The validation is completed annually /	The person engaged to conduct the validation has sound knowledge and experience of the applicable civil aviation safety legislation
A check of the currency and accuracy of information published in the AIP	The validation is completed annually	The person engaged to conduct the validation has sound knowledge and experience of the applicable civil aviation safety legislation

VALIDATION REQUIREMENT	FREQUENCY	REQUIRED QUALIFICATIONS AND / OR EXPERIENCE
A check of the currency and accuracy of aerodrome operating procedures specified in the aerodrome manual and supporting documents	The validation is completed annually	The person engaged to conduct the validation has sound knowledge and experience of the applicable civil aviation safety legislation
A check that personnel appointed as a reporting officer (a) have been trained and assessed in accordance with Chapter 13, and (b) appear to be generally competent to carry out the required duties in accordance with MOS	The validation is completed annually	The person engaged to conduct the validation has sound knowledge and experience of the applicable civil aviation safety legislation
A check that personnel appointed as a works safety officer (a) have been trained and assessed in accordance with Chapter 13, and (b) appear to be generally competent to carry out the required duties in accordance with MOS	The validation is completed annually	The person engaged to conduct the validation has sound knowledge and experience of the applicable civil aviation safety legislation

3.9.3 QUALIFIED PERSONNEL FOR TECHNICAL INSPECTIONS / MANUAL VALIDATIONS

The AIP Responsible Person, at the time of engaging a person to conduct each element of the aerodrome manual validation, is to sight the qualifications and relevant experience of each person(s) to verify that they meet the required qualifications and / or experience as documented in subsection 3.9.2 of this manual.

A person who cannot demonstrate that they have the required technical qualifications and experience, or demonstrable relevant technical experience, will not be permitted to perform the inspection.

A record of qualifications and relevant experience is retained in the report for the annual aerodrome manual validation.

3.9.4 SCHEDULING INSPECTIONS / MANUAL VALIDATIONS AND RECORDING THEIR RESULTS

A Microsoft Outlook calendar is maintained by the Business Development Officer to schedule manual validations.

To allow adequate planning time, a reminder is also set in the calendar three (3) months in advance of the due date.

The calendar is updated when an element of the manual validation is completed, and a new date for the next validation and a three-month advance reminder is set.

The calendar is reviewed monthly.

Irrespective of the schedule, an immediate validation is conducted in the event any of the following is detected during an aerodrome serviceability inspection:

- an unsafe condition is identified
- a defect or deficiency in a part of the aerodrome is identified
- incorrect aerodrome information published in the AIP, or a NOTAM
- any details in the aerodrome manual that are incorrect or not current

- any procedure in use at the aerodrome, which is not in accordance with, or conflicts with procedures in the aerodrome manual.

The results of each manual validation undertaken are presented in a report.

3.9.5 BRIEFING TECHNICAL INSPECTORS

At the time of engagement, the person(s) conducting the manual validation will be briefed on the scope of the validation.

The AIP Responsible Person is to advise the person(s) conducting each element of the validation that they are to include in their report:

- any non-compliance with the Part 139 MOS, including with respect to aerodrome personnel
- any incorrect aerodrome information published in the AIP or NOTAMs
- any information in the aerodrome manual which is incorrect or not current
- any procedure, or practice in use at the aerodrome, which is not in accordance with, or conflicts with, procedures in the aerodrome manual.

3.9.6 POST-INSPECTION / VALIDATION CORRECTIVE ACTIONS

As soon as possible after the aerodrome manual validation has been completed, all errors or anomalies identified in the manual are to be corrected by the AIP Responsible Person.

If necessary, consequential corrections to supporting procedures and to the aerodrome information published in the AIP are also to be made.

3.9.7 PROVIDING CASA WITH INSPECTION / VALIDATION REPORTS

Where the validation identifies incorrect information published in the AIP, NOTAM, or in the aerodrome manual, or any errors or conflicts with the procedures documented in the aerodrome manual, within 30 days of finalising the manual validation, a report is to be provided to CASA by the AIP Responsible Person.

3.9.8 MAINTAINING RECORDS OF TECHNICAL INSPECTIONS / MANUAL VALIDATIONS

Technical inspection reports are retained for a period of at least three (3) years from the date the report was completed.

- Maintained by: AIP Responsible Person
- Stored securely at: AVCRM and Kempsey Shire Council electronic document management system.

3.10 AERODROME WORKS SAFETY

Kempsey Airport always makes all necessary arrangements to ensure that aerodrome works do not create a hazard to aircraft or cause confusion to pilots.

A works safety officer is to be present to directly oversee works safety at all times when the aerodrome is open and available for aircraft operations.

Aerodrome markers, markings and lights required for, or affected by aerodrome works are installed, altered or removed in accordance with the required standards.

Any part of the movement area that is unserviceable as a result of aerodrome works being carried out is marked and lit. Obstacles created as a result of the aerodrome works are assessed and marked, or lit in accordance with the assessment.

Where works are to be undertaken in the vicinity of the MET facility, the service provider is to be consulted to ensure neither the works, nor the vehicles or plant associated with the works affect performance of the facility.

Where significant displacement of a runway threshold is planned, works planning may require consultations with the terminal instrument flight procedure (TIFP) designer and the surveyor that conducts the annual obstacle surveys.

3.10.1 WORKS SAFETY PERSONNEL

The following persons have specified responsibilities for works:

POSITION	RESPONSIBILITY
Coordinator Business Development	works planning
ARO / contractor	conducting works
Business Development Officer	arrangement and notifications

The following is a list of personnel appointed to perform the functions of a works safety officer (WSO):

NAME	POSITION	FUNCTION
Noel Cheers	Business Development Officer	Works safety officer
Monika Kompara	Coordinator Business Development	Works safety officer
Brett Stephenson	ARO	Works safety officer
Fiona Newberry	ARO	Works safety officer
Mark Jackson	ARO	Works safety officer
Scott Barnett	ARO	Works safety officer

All personnel appointed as a WSO have been trained so that they can competently carry out their duties at this aerodrome, without the need for supervision.

Kempsey ensures all training activities for works safety officers are recorded to verify achieved competencies.

All WSOs undergo recurrent training every two (2) to five (5) years as is recommended in guidance material published by CASA, or earlier if deficiencies are identified.

A training schedule has been established and is maintained by the Coordinator Business Development. The training schedule is reviewed regularly to ensure training is completed in a timely manner.

The training records of all WSOs are:

- Maintained by: Business Development Officer
- Stored securely at: AVCRM

3.10.2 PREPARATION OF A METHOD OF WORKING PLAN (MOWP)

Although a MOWP is not required when planning scheduled works, as a means to ensure aerodrome works do not create a hazard or confusion, and that the impact of the works will be clearly understood, Kempsey Airport is to consult with:

- operators based at the aerodrome
- emergency services aircraft that are likely to operate at the aerodrome
- and other key stakeholders.

A list of representatives from each operator / organisation listed above, and their contact details, is maintained by the AIP Responsible Person.

CASA is to be consulted should any safety issues be identified.

In the event Kempsey Airport elects to develop a MOWP, the MOWP will be prepared in accordance with the content and sequencing requirements stated in Chapter 16 of the Part 139 MOS.

The name, position, and function of each WSO will be recorded in the MOWP.

MOWPs will be authorised and signed by either the:

- Accountable Manager
- Project Manager that has written authorisation from the aerodrome operator to sign the MOWP.

Written authorisations will be retained on file.

3.10.3 MOWP NOTIFICATIONS

Unless the works are unforeseen urgent works, the authorised MOWP will be issued not less than 14 days before the works are scheduled to commence by the AIP Responsible Person.

The MOWP is to be issued to:

- air transport operators using the aerodrome
- operators of emergency services aircraft that are likely to operate at the aerodrome
- providers of any communications, navigation, surveillance or meteorological infrastructure or equipment that might be affected by the works (if applicable)
- the WSO
- the project manager
- the works organiser
- the aerodrome security manager (if applicable)
- CASA via e-mail at: aerodromes@casa.gov.au.

A distribution list of all MOWP recipients and their contact details is maintained by the AIP Responsible Person.

The AIP Responsible Person is responsible for ensuring that all recipients receive the MOWP and for regularly reviewing the MOWP Distribution List to ensure it remains current.

In the event a MOWP requires amendment, the amended MOWP will:

- clearly show the information that has changed

- be disseminated to all persons who received the original MOWP
- be issued no later than 48 hours before the change in works commences.

Amendments to the MOWP are the responsibility of the AIP Responsible Person.

A NOTAM providing the time and date of the commencement of the works is to be issued as early as possible, but not less than 48 hours before commencement.

In the event the change in works is due to an unforeseen event and a notification period of at least 48 hours is not possible, a NOTAM is to be requested as soon as possible after the change becomes known, and notification of the change is declared on the AFRU / or requested on the ATIS.

3.10.4 COMMUNICATIONS WITH ATC DURING AERODROME WORKS

WSOs that hold an Aeronautical Radio Operator Certificate (AROC) are authorised to transmit on an aeronautical radio frequency. WSOs without an AROC are only authorised to listen to the aeronautical radio frequency, but not transmit.

WSOs will at all times maintain a continuous radio listening watch.

In the event the runway is unserviceable and the WSO does not hold an AROC, unserviceability markings will be used so that a pilot can clearly identify that the runway is unserviceable.

During CTAF operations, WSOs have the contact number for the operations centre for air traffic service to communicate unexpected changes to the availability of the aerodrome.

3.10.5 TIME-LIMITED WORKS (TLW) OR EMERGENCY WORKS

TLW are only to be carried out if:

- a works safety officer(s) is present in the vicinity of the works
- normal operations are not disrupted
- the movement area can be restored to normal safety standards, and
- any obstacles created by those works removed in not more than 30 minutes.

At all times during TLW, the WSO is to maintain a continuous radio listening watch.

In the event TLW have been stopped to facilitate an aircraft movement, normal safety standards are to be restored not less than five (5) minutes before the aircraft movement is to occur.

Where TLW have been stopped for an aircraft movement, TLW is only permitted to resume:

- for an aircraft arrival:
 - immediately after the aircraft arrival provided the safety of the aircraft is not endangered
 - if the aircraft has not arrived, at least 30 minutes after the aircraft was due to arrive.
- for an aircraft departure:
 - a minimum period of 15 minutes must have elapsed between the aircraft's departure and the resumption of TLW.

3.10.6 NOTIFICATIONS OF TLW OR EMERGENCY WORKS

TLW or emergency works with recall times between 10 and 30 minutes are to be advised by NOTAM.

For TLW, the works safety officer is to ensure that a NOTAM has been issued at least 24 hours before the works commence.

The request for a NOTAM is to be made in accordance with section 3.1 of this manual.

The NOTAM authorised person is to include the following information in the NOTAM request:

- date and time of commencement of the works
- time required to restore normal safety standards.

Emergency works on a runway, or runway strip are not to commence until ATC (local tower, or the air traffic service centre) have been notified and the publication of a NOTAM advising the changes to the aerodrome has been verified. The operations centre for air transport operators with scheduled services occurring during the expected duration of emergency works is also be advised of the changes occurring due to the works.

3.10.7 WORKS AT CLOSED AERODROME

To enable works to be completed when the aerodrome is closed, written notice of the intention to close the aerodrome is to be sent, at least 14 days before the aerodrome closure, to:

- air transport operators using the aerodrome
- each other known organisation using the aerodrome which is likely to be affected by the closure
- CASA.

A distribution list of those receiving the written notification will be retained by: AIP Responsible Person.

A copy of the written notice will be retained by: Councils Electronic Records Management System.

At least 14 days before the aerodrome closure, a NOTAM will also be issued in accordance with section 3.1 of this manual, advising when the aerodrome will be temporarily closed.

3.11 WILDLIFE HAZARD MANAGEMENT

3.11.1 WILDLIFE HAZARD PERSONNEL

The following positions have responsibilities for wildlife hazard management:

POSITION	RESPONSIBILITIES
ARO	monitoring wildlife hazards
AIP Responsible Person / ARO	mitigating wildlife hazards
AIP Responsible Person	Management Plan & Risk Mitigation

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3.11.2 TRAINING OF PERSONNEL

3.11.2.1 TRAINING FOR WILDLIFE HAZARD MONITORING AND REPORTING

At Kempsey Airport, all personnel tasked with wildlife hazard monitoring and reporting are trained, so that they can competently:

- conduct wildlife observations and identify high-risk species
- assess wildlife populations and describe their behaviour
- record information
- collect any remains of a wildlife strike on the aerodrome
- attempt to facilitate the identification of:
 - any wildlife involved in a strike event
 - any resulting damage to an aircraft.
- report the outcomes of observations, monitoring and strike collection activities.

Re-currency training is completed as part of ARO re-currency training, or as required.

The training records of all personnel are kept for a minimum period of three (3) years and are:

- Maintained by: Business Development Officer
- Stored securely at: AVCRM.

3.11.2.2 TRAINING FOR WILDLIFE HAZARD MITIGATION

All personnel engaged in wildlife hazard mitigation are trained, so that they can competently:

- engage in active wildlife management without causing a hazard to aviation safety
- assess the effectiveness of any mitigation measures that are taken.

Re-currency training is completed as required.

The training records of all personnel are kept for a minimum period of three (3) years.

3.11.3 WILDLIFE HAZARD MANAGEMENT PLAN

The aerodrome has a high wildlife hazard management risk. Although the type and frequency of aircraft operations does not trigger the requirement, a wildlife hazard management plan that meets the requirements of section 17.04 of the Part 139 MOS has been established and implemented.

The wildlife hazard management plan is a subsidiary document to this manual and is:

- Maintained by: AIP Responsible Person
- Available at: AVCRM and Kempsey Council electronic document management system

3.11.4 WILDLIFE HAZARD MONITORING

Wildlife hazards at Kempsey Airport are monitored as part of the aerodrome serviceability inspection process as shown in section 3.2 of this manual.

In addition to an inspection of the aerodrome boundary fence, and gates, looking for holes or other potential signs of a breach by wildlife, reporting officers will identify and record the presence of wildlife on and in the vicinity of the aerodrome and wildlife activity on or in the vicinity of the airport.

All wildlife observed on the aerodrome and in the vicinity of the aerodrome are recorded in AVCRM.

All known or suspected wildlife strikes that occur at or in the vicinity of the aerodrome are reported to the Australian Transport Safety Bureau (ATSB).

3.11.5 WILDLIFE HAZARD ASSESSMENT

Any detected wildlife hazard is assessed for risk to aircraft operations.

The hazard assessment process includes completing assessments in AVCRM twice yearly and whenever a spike in activity or unusual increase in numbers is noted.

When assessing the risks, the following data is considered:

- wildlife observations
- reported strike events
- reported near miss events
- times of day or year / weather conditions.

Wildlife hazard risk assessments are maintained and filed by the AIP Responsible Person in AVCRM.

3.11.6 WILDLIFE HAZARD MITIGATION

The following measures have been implemented to assist in mitigating wildlife hazards:

- all gates are kept locked and rubbish appropriately stored;
- grass heights are monitored to prevent seeding and nest;
- open unlined drains are regularly inspected and maintained to prevent water retention;
- in the event dead birds and animal carcasses are located they are quickly removed; and
- bird spikes or barriers have been installed on roosting sites, where required.

In the event a reporting officer(s) detects a source of attraction for wildlife, so that further actions can be considered and implemented to minimise the attraction, a report is to be drafted and sent to Manager Commercial Business.

Wildlife mitigation permit(s) is held at the required intervals and renewal is managed by the AIP Responsible Person.

Wildlife mitigation permits are stored securely on AVCRM.

3.11.7 WILDLIFE HAZARD REPORTING (AIP, NOTAM, ATC, UNICOM)

In the event a wildlife risk is identified on or in the vicinity of the aerodrome, and the risk is a serious or imminent threat and cannot be immediately managed, the reporting officer is to request the immediate issue of a NOTAM.

Known or seasonal hazards are reported in writing to the AIS provider for publication in the

AIP-ERSA.

A NOTAM is requested if the hazard is a higher risk than usual, or is of a short term or seasonal nature.

3.11.8 LIAISON WITH LOCAL AUTHORITIES FOR WILDLIFE HAZARD MITIGATION

Kempsey Airport engages with the local authorities and stakeholders to identify sites within a 13km radius of the airport which may attract wildlife and to ensure that future land uses and development proposals can be carefully considered.

The following operator has land within a 13-km radius of the aerodrome:

LOCAL AUTHORITY & STAKEHOLDERS
Mid North Coast Correctional Centre
Aldavilla Primary School
Booroongen Djugun Aged Care Facility
Various Local Farming Properties

Kempsey Airport monitors this site for the presence of kangaroos and wallabies which inhabit the grassed areas.

An interactive map in AVCRM is used to record and track the activities of these animals.

3.12 LOW-VISIBILITY OPERATIONS

Low-visibility operations are not conducted; therefore, this section is NOT APPLICABLE.

3.12.1 LOW-VISIBILITY PERSONNEL

Low-visibility operations are not conducted; therefore, this subsection is NOT APPLICABLE.

3.12.1.1 RUNWAY VISIBILITY (RV) ASSESSMENT PERSONNEL

No persons at Kempsey Airport are authorised to conduct runway visibility assessments.

3.12.2 VEHICULAR TRAFFIC IN LOW-VISIBILITY OPERATIONS

Low-visibility operations are not conducted; therefore, this subsection is NOT APPLICABLE.

3.12.3 CNS FACILITIES IN LOW-VISIBILITY OPERATIONS

Low-visibility operations are not conducted; therefore, this subsection is NOT APPLICABLE.

3.12.4 MANOEUVRING AREA INSPECTIONS IN LOW-VISIBILITY OPERATIONS

Low-visibility operations are not conducted; therefore, this subsection is NOT APPLICABLE.

3.12.5 MEASURING RUNWAY VISIBILITY

Low-visibility operations are not conducted; therefore, this subsection is NOT APPLICABLE.

3.12.6 COMMUNICATING VISIBILITY MEASUREMENTS TO ATC OR PILOTS

Low-visibility operations are not conducted; therefore, this subsection is NOT APPLICABLE.

3.12.7 TRANSMISSOMETERS

Transmissometers are not installed at Kempsey Airport; therefore, this is NOT APPLICABLE.

3.12.8 LOW-VISIBILITY PROCEDURES (LVP)

Low-visibility procedures (LVP) have not been established; therefore, this subsection is NOT APPLICABLE.

3.12.8.1 SPECIFIC CIRCUMSTANCES FOR LVP

Low-visibility procedures (LVP) have not been established; therefore, this subsection is NOT APPLICABLE.

3.12.8.2 NOMINATED RATE OF AERODROME MOVEMENTS

Low-visibility procedures (LVP) have not been established; therefore, this subsection is NOT APPLICABLE.

3.12.8.3 LVP-RELATED TRAINING AND AUTHORISATION FOR AIRSIDE DRIVERS

Low-visibility procedures (LVP) have not been established; therefore, this subsection is NOT APPLICABLE.

3.12.8.4 CONTROL OF AIRSIDE OPERATIONS

Low-visibility procedures (LVP) have not been established; therefore, this subsection is NOT APPLICABLE.

3.12.8.5 WITHDRAWAL OF NON-ESSENTIAL VEHICLES AND PERSONNEL

Low-visibility procedures (LVP) have not been established; therefore, this subsection is NOT APPLICABLE.

3.12.8.6 SUSPENSION OF VISUAL AND NON-VISUAL AID MAINTENANCE

Low-visibility procedures (LVP) have not been established; therefore, this subsection is NOT APPLICABLE.

3.12.8.7 SECURING AIRSIDE ACCESS AND PREVENTING ENTRY

Low-visibility procedures (LVP) have not been established; therefore, this subsection is NOT APPLICABLE.

3.12.8.8 ALERTING OF LVP

Low-visibility procedures (LVP) have not been established; therefore, this subsection is NOT APPLICABLE.

3.12.8.9 COORDINATING LVP ACTIVITIES WITH ATC

Low-visibility procedures (LVP) have not been established; therefore, this subsection is NOT APPLICABLE.

3.12.8.10 PHYSICAL CHECKS OF LIGHTING AND WARNING DEVICES

Low-visibility procedures (LVP) have not been established; therefore, this subsection is NOT APPLICABLE.

3.12.8.11 PROTECTION OF AREAS FOR ILS

Low-visibility procedures (LVP) have not been established; therefore, this subsection is NOT APPLICABLE.

3.12.8.12 EMERGENCY RESPONSES DURING LVP

Low-visibility procedures (LVP) have not been established; therefore, this subsection is NOT APPLICABLE.

3.12.8.13 LVP STATUS

Low-visibility procedures (LVP) have not been established; therefore, this subsection is NOT APPLICABLE.

3.12.8.14 REVIEW OF LOW-VISIBILITY PROCEDURES

Low-visibility procedures (LVP) have not been established; therefore, this subsection is NOT APPLICABLE.

3.13 DISABLED AIRCRAFT REMOVAL

3.13.1 AIRCRAFT REMOVAL PERSONNEL

The following person(s) have responsibilities for arranging the removal of disabled aircraft:

ROLE	NAME	PHONE NUMBER	AFTER-HOURS PHONE NUMBER
AIP Responsible Person	See Section 3.1.1.1	(02) 6566 3200	0428 687 258
ARO	See Section 3.1.1.2	0428 687 258	0428 687 258

3.13.2 AIRCRAFT REMOVAL - AERODROME OPERATOR & AIRCRAFT CERTIFICATE HOLDER

The registered owner or aircraft operator has complete responsibility for removing their aircraft should it become disabled. All airline operators are therefore expected to have aircraft recovery plans which identify any special equipment that may be necessary.

Kempsey Airport coordinates the aircraft recovery operation to ensure that the disabled aircraft is removed in a timely and efficient manner.

Removal of damaged aircraft may be subject to clearance of Australian Transport Safety Bureau and other investigating teams.

Although the aircraft owner is responsible, Kempsey Airport may, where necessary, initiate salvage action when:

- there is a serious and imminent threat or hazard to other aircraft, vehicles or personnel on the movement area
- the aircraft operator refuses to move a disabled aircraft, or neglects to do so within a reasonable time.

In these instances, Kempsey Airport accepts no responsibility for any loss or damage of any kind resulting from this action, and the aircraft operator shall be held responsible for all costs incurred.

Once a runway is negatively impacted (unavailable), or a reduction in operating length is required, a NOTAM is to be issued in accordance with section 3.1 of this manual.

Appropriate visual aids are deployed, when necessary, to mark unserviceable portions of the aircraft movement area by the ARO.

3.13.3 NOTIFYING AIRCRAFT CERTIFICATE HOLDER

The pilot of a disabled aircraft is expected to notify the holder of the aircraft's certificate of registration in the first instance.

If the pilot is not available, or is unable to notify the certificate of registration holder, the required notification is to be issued by the AIP Responsible Person.

If the certificate of registration is not known to Kempsey Airport, details are to be obtained from the pilot, if possible, or alternatively, from the [civil aircraft register](#) on the CASA website or

recreational aircraft register through the Recreational Aircraft Association.

3.13.4 LIAISING WITH THE ATSB, DEFENCE AND ATC

If the disabled aircraft cannot be immediately removed from the movement area, Kempsey Airport will ensure:

- unserviceability markers, markings and lights are displayed as required
- the NOF is notified of the unserviceability, or changes to the runway or taxiway as applicable.

In the absence of a representative from Kempsey Airport, the pilot is expected to advise air traffic services of the disabled aircraft closing the runway or airport. As there is no Air Traffic Control at Kempsey Airport, this notification is expected to occur on the general area frequency should VHF be available on the ground and the pilot is also expected to call the ARO on-call mobile number detailed in the ERSA. Once a representative from Kempsey Airport becomes aware of the disabled aircraft, they are to confirm with the pilot that the air traffic services have been notified.

The ATSB will be notified immediately of an occurrence that requires their involvement.

3.13.5 EQUIPMENT AND PERSON(S) TO REMOVE AIRCRAFT

The holder of the aircraft's certificate of registration is expected to provide, by the fastest means possible, any specialised equipment and personnel required to remove a disabled aircraft.

Prior to engaging recovery assistance from Kempsey Airport, the aircraft operator is required to indemnify Kempsey Airport from any adverse consequence resulting from any activities during the recovery process.

Kempsey Airport is to advise the aircraft operator of the contacts of any commercial crane operators that may assist in providing equipment for the removal of disabled aircraft.

3.14 AERODROME SAFETY MANAGEMENT

3.14.1 SAFETY MANAGEMENT SYSTEM (SMS)

As the aerodrome has less than 50,000 air transport passenger movements / less than 100,000 aircraft movements in a financial year, a safety management system has not been prepared or implemented.

3.14.2 RISK MANAGEMENT PLAN

As the aerodrome has less than 25,000 air transport passenger movements / less than 20,000 aircraft movements in a financial year, a risk management plan has not been prepared or implemented.

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4 AERODROME EMERGENCY RESPONSE

4.1 EMERGENCY RESPONSE PERSONNEL

POSITIONS	RESPONSIBILITIES
ARO	Initiating emergency response actions by aerodrome personnel and returning the aerodrome to operational status after an emergency
AIP Responsible Person	Maintaining aerodrome emergency response procedures, including emergency preparedness and notifying procedures to initiate an emergency response
Manager Commercial Business	Monitoring the function of the aerodrome response plan in local emergency planning arrangements

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4.2 AERODROME EMERGENCY RESPONSE

4.2.1 AERODROME EMERGENCY PLAN (AEP)

The type and frequency of aircraft operations at Kempsey Airport does not trigger the requirement for an aerodrome emergency plan; therefore, this subsection is NOT APPLICABLE.

4.2.2 LOCAL / STATE EMERGENCY RESPONSE PLAN

Kempsey Airport's emergency response arrangements that meet the requirements of section 24.03 of Part 139 MOS are included in Section 4 of this manual and are also represented in the local / state emergency response plan.

These emergency response arrangements are maintained by the Manager Commercial Business.

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4.3 AERODROME EMERGENCY PROCEDURES

4.3.1 AERODROME EMERGENCY COMMITTEE

The type and frequency of aircraft operations at Kempsey Airport does not trigger the requirement for an aerodrome emergency committee. An aerodrome emergency committee has not been established.

4.3.2 EMERGENCY SERVICE ORGANISATIONS

Descriptions of the roles of each emergency service organisation involved in the Kempsey Airport emergency response arrangements are below:

EMERGENCY SERVICE ORGANISATION	ROLE DESCRIPTION
NSW Police Force (Police)	<ul style="list-style-type: none"> To assume overall co-ordination of the organisations responding to the emergency To represent the coroner at a crash site which may include directing the custody, transport and storage of deceased persons To account for all people on board a crashed aircraft To secure and control the crash site area
Fire & Rescue NSW	To combat fire, carry out rescue procedures and/or contain chemical incidents as required
NSW Ambulance	To provide emergency care, initial triage treatment and transport of injured persons to the hospital
State Emergency Service	<ul style="list-style-type: none"> To liaise with controllers and provide assistance as required. To act as the primary rescue agency.

4.3.3 LOCAL EMERGENCY PLANNING ARRANGEMENTS

To ensure a coordinated response, the following procedures are followed when liaising with authorised person(s) responsible for local emergency planning arrangements:

The Manager Commercial Business will -

- Meet with local emergency planning representatives to discuss and evaluate the emergency response arrangements under the state emergency management legislation and plans
- Arrange visits to the airport to familiarise emergency planning personnel with the airport airside areas and to demonstrate the location and operation of the aerodrome access points, aerodrome emergency facilities and equipment and any hazardous storage facilities at the aerodrome, including fuel.

4.3.4 NOTIFICATION AND INITIATION OF EMERGENCY RESPONSE

An emergency can be activated by anyone observing an aircraft accident or becoming aware of an occurring or an impending hazard at the aerodrome. Activation of an emergency generally begins with the Police being informed of an emergency.

The Police activate and coordinate the relevant emergency authorities commensurate to the severity of the emergency.

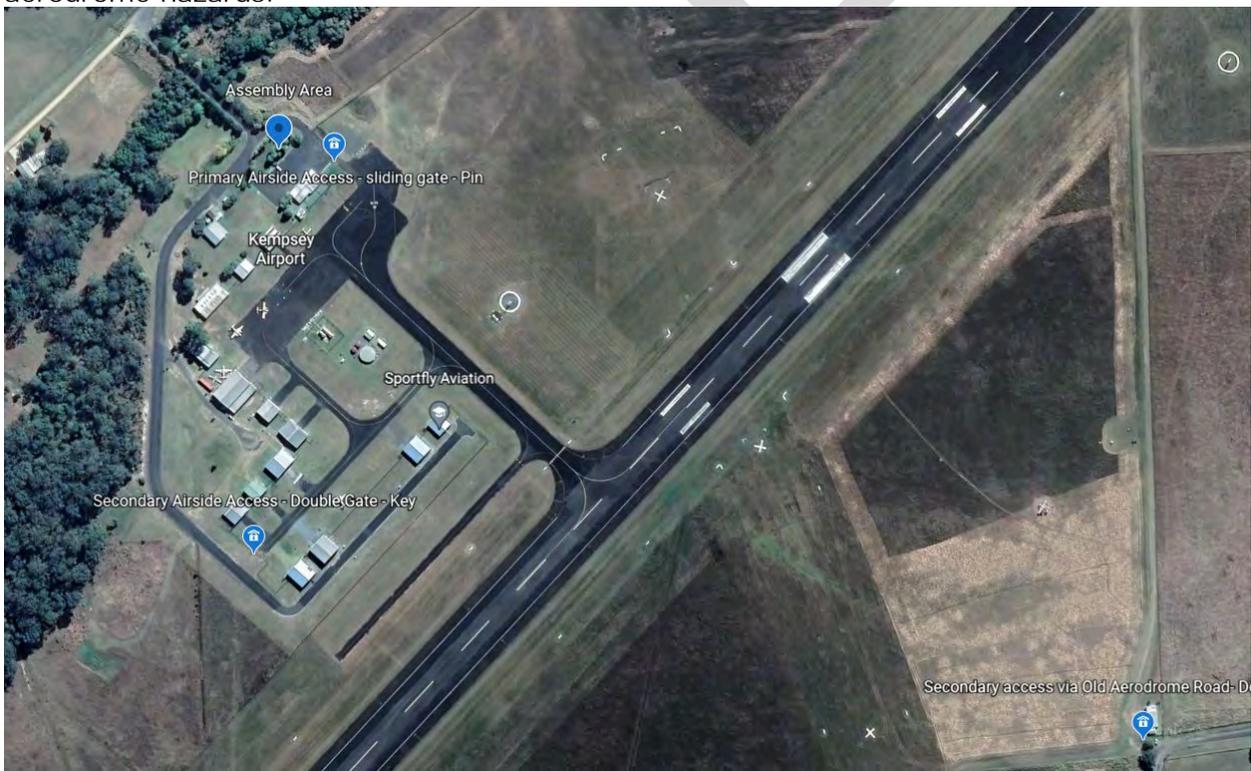
Notification of an emergency will be made without delay.

To ensure agencies respond appropriately, it is important that all known information about the emergency is relayed as accurately as possible. The following information is to be relayed as applicable:

- exact location of the incident (including location details and map references etc.)
- nature of the incident
- type of aircraft
- estimated time of arrival of the aircraft involved and the runway to be used (if applicable)
- number of persons on board (including passengers and crew)
- presence of hazardous materials including dangerous goods
- any other relevant information.

To assist responding emergency agencies, a location map of the aerodrome and its immediate vicinity has been provided and is included at the end of this sub-section.

- primary and secondary access points
- emergency assembly areas
- aerodrome hazards.



YKMP Emergency Location Map - Updated.jpg

4.3.5 ACTIVATION, CONTROL AND COORDINATION OF EMERGENCY RESPONDERS

Kempsey Airport does not have any aerodrome-based emergency responders; therefore, this subsection is NOT APPLICABLE.

4.3.6 AERODROME EMERGENCY FACILITIES

Kempsey Airport does not have emergency facilities available; therefore, this subsection is NOT APPLICABLE.

4.3.7 ACCESS AND MANAGEMENT OF ASSEMBLY AREAS

The procedures for access and the management of assembly areas are described below:

At all times, the ARO will -

- Facilitate aerodrome access via the primary access point shown in Section 4.3.4.
- Escort emergency services' vehicles and personnel to a position 100m upwind of the accident site until the QPS arrives to take control of the emergency response.
- Arrange for non-emergency personnel to be kept landside.

The movement area should be kept clear of all vehicles, equipment and personnel not directly involved in the emergency response to minimise any damage to the movement area and to preserve the accident site.

Due to the possibility of aircraft movements, no emergency response vehicles should proceed to the emergency site without clearance and escort.

4.3.8 RESPONSE TO A LOCAL STAND-BY EVENT

Kempsey Airport is a non-controlled airport and the procedures to respond to a local stand-by event are not required; therefore, this subsection is NOT APPLICABLE

4.3.9 INITIAL RESPONSE TO FULL EMERGENCY

The emergency response procedures for Kempsey Airport personnel to follow for a full emergency are as follows:

The ARO will -

- advise the Police
- advise the AIP Responsible Person
- advise the Australian NOTAM Office (NOF) for the issuing of a NOTAM if required (due to an aircraft emergency) and proceed to crash area or assembly point
- establish a Forward Command Post and arrange for the gate to be manned
- maintain a listening watch for aircraft in the vicinity
- if first on the scene, co-ordinate emergency services until the arrival of Police
- provide escort to crash site.

4.4 READINESS OF EMERGENCY FACILITIES, ACCESS POINTS & ASSEMBLY AREAS

The arrangements for keeping aerodrome emergency facilities, access points and assembly areas in a state of readiness are described below.

The ARO will monitor the:

- accessibility and condition of the access point each time they drive airside.
- assembly area each time an inspection is carried out.
- condition of the vehicle, which will be used as the Forward Control Point (FCP), at each shift.

4.5 EMERGENCY RESPONDER PREPAREDNESS

4.5.1 *SITE INDUCTIONS FOR EMERGENCY RESPONDERS*

To ensure local emergency responders are familiar with the aerodrome and its immediate surrounds, familiarisation tours are conducted.

During these tours, emergency responders are:

- shown the location and operation of:
 - aerodrome access points (including routes to get to the access points)
 - aerodrome assembly areas
 - aerodrome emergency facilities and equipment.
- made aware of hazardous storage facilities and materials at the aerodrome
- made aware of procedures to be followed when responding to an incident, including airside driving hazards.

4.5.2 *EMERGENCY RESPONSE TRAINING*

The aerodrome does not have an AEP; therefore, this subsection is NOT APPLICABLE.

4.5.3 *EMERGENCY EXERCISES*

The aerodrome does not have an AEP; therefore, this subsection is NOT APPLICABLE.

4.6 POST-EMERGENCY RETURN TO OPERATIONAL STATUS

Aircraft operations will only be resumed when:

- circumstances permit aircraft to operate safely
- the airport movement area is secured
- there is no interference to emergency response activities
- all stakeholders are aware that the emergency response has been formally stood down, or a plan has been established to recommence operations while phases of the emergency response have not been finalised.

If the aerodrome has been closed due to the occurrence of an emergency, normal aircraft operations are not to resume until there are adequate aerodrome personnel available to support the resumption of operations, and trained aerodrome personnel have:

- conducted an inspection of the movement area making sure that the runway and taxiway surfaces are free of hazards that may cause damage to aircraft
- provided confirmation that the movement area is serviceable and safe to resume normal aircraft operations
- ensured that areas which remain closed are suitably marked and lit to distinguish their unserviceability
- completed an assessment that any operational equipment on or near the aerodrome as part of the emergency response does not infringe the prescribed airspace (OLS or PANS-OPS)

- if a displaced threshold is required, all components of the OLS will be assessed based on the displaced threshold location
- ensured the accuracy of information published in NOTAM.

Where the emergency is confined, operations are only able to resume under restricted conditions. Kempsey Shire Council ensures all hazards are identified and appropriately assessed prior to the commencement of restricted operations and that the ongoing integrity of the navigational aid is unaffected.

The ATSB is to be consulted as they may require the preservation of evidence which may affect the return of part, or all of the movement area, to service.

4.7 REVIEWS OF AERODROME EMERGENCY PLAN (AEP)

The aerodrome does not have an AEP; therefore, this subsection is NOT APPLICABLE.

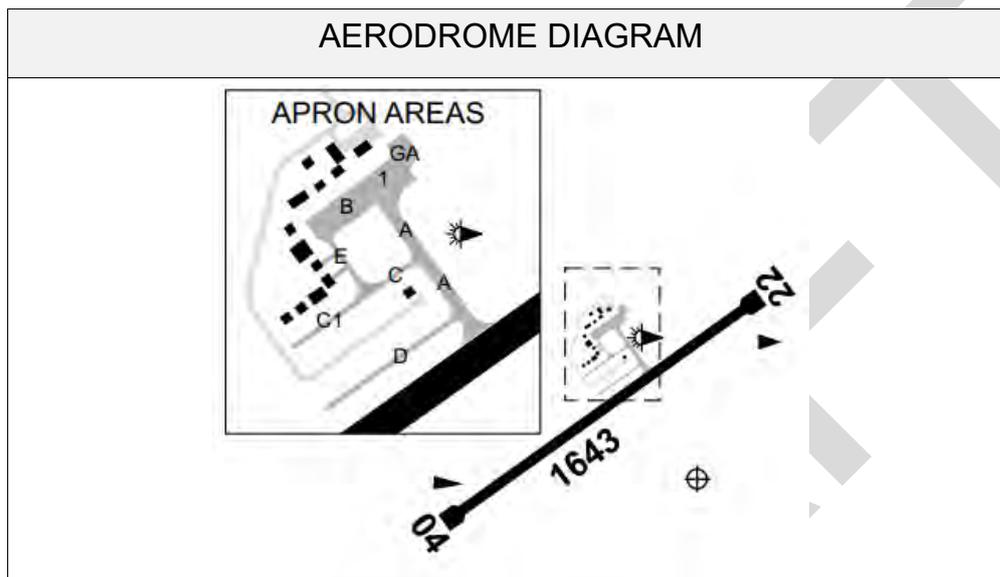
4.8 MONITORING LOCAL EMERGENCY PLANNING ARRANGEMENTS

Procedures pertaining to the function of the aerodrome in local emergency planning arrangements are to be reviewed with local emergency responders at least once every two (2) years.

Documented evidence of each review is maintained and filed by the Executive Support for the Local Emergency Management Committee.

5 APPENDICES

APPENDIX A: AERODROME DATA PACKAGE (ADP) KEMPSEY AIRPORT



AERODROME ADMINISTRATION & LOCATION	
Data/Information	
Aerodrome Name	Kempsey Shire Council
Elevation	54 ft above mean sea level
AVFAX CODE	2053
State	New South Wales
UTC time conversion	UTC + 10
ICAO identifier	YKMP
Lat/Long	310428S 1524611E
Magnetic Variation	12 DEG E
Type	AD
AD Operator Details	
Name	Kempsey Shire Council
Postal Address	P O Box 3078 West Kempsey NSW 2440
Phone	(02) 6566 3200
Email address	ksc@kempsey.nsw.gov.au
Website	www.kempsey.nsw.gov.au
Operating Hours	8.30am to 4.30pm

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A/H Contact details of person nominated to be the contact for any matters arising outside normal business hours	
Name	Duty ARO
Phone	0428 687 258 (H24)
Email	N/A
Fax No.	N/A
Aerodrome use	Public
Remarks	None
UNICOM/CA/GRS	N/A
Passenger facilities	TX/WC
Surface movement guidance	Nil
Aerodrome obstacles	<ol style="list-style-type: none"> 1. Unlit pole 704FT AMS BRG 232 MAG 3.4NM FM ARP. 2. Lit TWR: <ol style="list-style-type: none"> a. 299FT AMSL BRG 351 MAG 1.5NM FM ARP b. 470FT AMSL BRG 108 MAG 3.9NM FM ARP c. 482FT AMSL BRG 108 MAG 3.8NM FM ARP d. 479FT AMSL BRG 185 MAG 2.5NM FM ARP
Lighting colour coding	<p>All - Steady Red</p> <p>2a – Steady Red and white flashing daylight light</p>
Local traffic regulations	<p>Noise Abatement Procedures:</p> <ol style="list-style-type: none"> 1. Three facilities, located under the extended centreline of RWY 04/22 to the NE of the Kempsey Airport, are noise sensitive areas. These are the Aldavilla Primary School, the Greenhill School, and the Booroongen Djugun Aged Care Facility. 2. When landing on RWY 22, pilots should use the minimum power necessary on approach to minimise noise over noise sensitive areas. 3. Where practicable, pilots should use the full RWY length for take-off. 4. Pilots should where safe, practicable and consistent with expected training outcomes, maintain RWY heading after take-off until reaching a height of 1,000FT above aerodrome elevation before making a turn into the circuit. 5. Simulated engine failure practice should not be conducted over noise sensitive areas. 6. Engine ground running, such as during pre-take off checks, may be conducted at any time, but should be kept to the minimum time operationally necessary. 7. Pilots of transponder-equipped aircraft should ensure that, at all times, the transponder is selected to ON/ALT (Mode C). 8. Users of Kempsey Airport should refer to the Kempsey Airport Fly Neighbourly Agreement (FNA) which may be downloaded from the Kempsey Shire Council website at: http://bit.ly/ksc-fna-dec-19. 9. Circuit training, as part of flight training school operations by local and visiting operators, is permitted only between the following hours: <ol style="list-style-type: none"> a. Local Aircraft Operators; <ol style="list-style-type: none"> (i) MON-FRI (except public holidays); <ul style="list-style-type: none"> • Between 0700-1900 Local (excluding HDS) • Between 0700-2200 Local HDS (ii) SAT (except when Saturday is declared as a public holiday) <ul style="list-style-type: none"> • Between 0800-1900 Local (iii) SUN (except when Sunday is declared as a public holiday) <ul style="list-style-type: none"> • Between 0900-1800 Local

Appendix A ADP – Kempsey Airport

	(iv) NSW public holidays <ul style="list-style-type: none"> Between 0900-1800 Local <i>Note: Circuit training is not permitted on Christmas Day</i>
	b. Visiting Aircraft Operators; <ul style="list-style-type: none"> (i) MON-FRI (except public holidays) <ul style="list-style-type: none"> Between 0800-1900 Local <i>Note: Circuit training is not permitted on SAT, SUN, public holidays or Christmas Day.</i>
CTAF	118.9
Charts related to the aerodrome	1. WAC 3357 2. Refer to AIP DAP

MOVEMENT AREA		
RUNWAYS (Designation)	04/22	16/34
Runway Code No. and Letter	Code 2 C	Decommissioned Nov 2021
OMGWS	Less than 9m	
Instrument classification	Instrument non-precision approach runway	
Runway bearings, in degrees magnetic	42 degrees magnetic	
Physical characteristics Pavement Type (for ACN-PCN Determination)	04/22 - PCN 14/F/B/1500 (218PSI)/T	
RWY Surface type	Sealed	
RWY Length, Width	Length 1643m, width 30m	
RWY Strip Overall Length & Width	Length 1763m, width 90m	
RWY Slope	See RDS below	
Aerodrome Reference Code Number	See Declared distances table	
For instrument runways, the geographic location coordinates and elevation of the thresholds	THR 04	
	Latitude: 310435.47S	
	Longitude: 1524530.39E	
	47FT	
	THR 22	
	Latitude: 310404.39S	
	Longitude: 1524620.80E	
	46FT	
The established OLS	2	
Obstacle-free zone	Not provided	
Arrestor system location & description	Not provided	
Runway strip availability	Nil	

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TAXIWAYS		
Taxiway Designation	A	B
Reference Code	C	A
OMGWS	Less than 9m	Less than 4.5m
Width & Surface Type	15m wide asphalt	7.5m wide sealed
Taxiway Designation	C	C1
Reference Code	A	A
OMGWS	Less than 4.5m	Less than 4.5m
Width & Surface Type	7.5m wide asphalt	7.5m wide asphalt
Taxiway Designation	D	E
Reference Code	A	A
OMGWS	Less than 4.5m	Less than 4.5m
Width & Surface Type	7.5m wide asphalt	7.5m wide asphalt
Notes: 1. TWY C, C1, D & E not AVBL to ACFT ABV 5,700KG MTOW & wingspan greater than 15M.		
APRONS		
Designation	Main Apron	GA/Refuelling Apron
Surface type	Asphalt	Sealed
Parking guidance provided	Use of parking bay 1 is restricted to aerial ambulance (excluding HEL). Other ACFT ABV 5,700KG as approved by AD OPR with 72HR PN. GA aprons not AVBL to ACFT ABV 5,700KG MTOW and wingspan greater than 15M	

Intersection Departures	Not available
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RDS						
DECLARED DISTANCES & TAKE-OFF GRADIENTS						
RWY	(CN)	TORA m(ft)	TODA	ASDA	LDA	
04	2	1643 (5390)	1703(5587) 2.40%	1643 (5390)	1643 (5390)	
22	2	1643 (5390)	1703(5587) 4.00%	1643 (5390)	1643 (5390)	
Slope 0.4% 34DM down to SW, 0.5% 45DM down to NE, LVL 850M to NE. RWY Width: 30m RWS width 90m						
STODA						
RWY	1.60%	1.90%	2.20%	2.50%	3.30%	5.00%
04	1409(4623)	1548(5079)	1650(5413)	-	-	-
22	-	954(3130)	1151(3776)	1299(4261)	1561(5121)	-

Appendix A ADP – Kempsey Airport

VISUAL AIDS	
APPROACH & RUNWAY LIGHTING SYSTEMS	
Runway Designation	04/22
Type, length and intensity of the approach lighting system	N/A
Runway threshold lights, colour and wing bars	2 omni directional green lights and 4 red/green lights
Type of visual approach slope indicator system	Not provided
Length of the runway touchdown zone lighting	N/A
Length, longitudinal spacing, colour and intensity of the runway centreline lights	N/A
Length, longitudinal spacing, colour and intensity of the runway edge lights	1643m long, 90m longitudinal and nominally 32 laterally. Runway 04/22 is installed with a low intensity runway edge lighting (LIRL) system, with clear (white) lenses. The system has a single stage of intensity
The colour of the runway end lights and wing bars	Red, green. No wing bars
Length and colour of the stopway lights	Not provided
Starter extension lighting	N/A
Runway threshold identification lights (RTIL)	Not provided
Pilot-activated lighting system (PAL)	A PAL+AA system is provided and can be activated on VHF frequency 119.6
OTHER LIGHTING & SECONDARY POWER SUPPLY	
Location, characteristics and hours of operation of any aerodrome beacons	Not provided
Lighting systems for taxiways, including taxi holding positions and stop bars	The taxiway A is illuminated with blue edge and amber holding point lighting.
Lighting systems for aprons, including the location and type of Visual Docking Guidance Systems (VDGSs)	Floodlighting is provided on the main apron and is connected to the PAL. VDGS not provided.
Other movement area lighting systems (VASI)	The Illuminated Primary Wind Indicator is located north-east of the RPT apron, which is situated on the north-western side of RWY 04/22
Obstacle lighting provided for OLS infringements.	MIOL
Secondary power supply, including its switch-over time	Not provided
NAVIGATIONAL AIDS	
Details of Navigational Aids provided by the aerodrome operator	Nil by operator

Appendix A ADP – Kempsey Airport

ARFFS	
Category of Rescue & Firefighting Services (ARFFS) provided	Not provided

GROUND SERVICES	
Fuel suppliers and their contact details, including regularly monitored after-hours contact details	Jet A1 and AVGAS AVBL H24. MC, V and Aero Refuellers Carnet accepted. Aero Refuellers, PO Box 3109 ALBURY NSW 2640 PH 24H 0413003808
Aerodrome weather information broadcasts provided by the aerodrome operator	1. AWIS PH: 02 9353 6430 – Report faults to AD OPR 2. AWIS Frequency 128.675 – Report faults to AD OPR
Ground-to-air communication systems, for example (AFRU)	Not provided
Any other aviation-related services available to pilots:	None

AERODROME OPERATING PROCEDURES	
STANDARD TAXI ROUTES	N/A
LOW VISIBILITY PROCEDURES	N/A
SPECIAL PROCEDURES	N/A
NOTICES	
Additional Information 1. Significant increase in animal hazard (Eastern Grey Kangaroo) WI AD VCY. Bird hazard (magpies) exists mid field RWY 04/22. 2. If requesting ARO to conduct wildlife check prior to OPS, 1HR PN required (phone call only, no SMS). 3. PJE OPS WI 5NM HJ. CTC AD OPR for additional INFO.	

DESIGNATED AIRSPACE HANDBOOK (DAH)			
DAH Section	Data/Information		
Section 18	Threshold Latitude	THR 04 310435.47S	THR 22 310404.39S
	Threshold Longitude	1524530.39E	1524620.80E

DEPARTURE & APPROACH PROCEDURES (DAP)	
KEMPSEY (YKMP)	
AERODROME CHART	16-Jun-2022 (Am 171)
RNP RWY 04	16-Jun-2022 (Am 171)
RNP RWY 22	16-Jun-2022 (Am 171)

Appendix A ADP – Kempsey Airport

NOTAM	
<p>KEMPSEY (YKMP)</p> <p>DECLARED DIST AND GRADIENT AMD RWY TODA 04 1703(2.40) 22 1703(4.00)</p> <p>SUPPLEMENTARY TKOFF DISTANCES RWY04- 1409(1.6) 1548(1.9) 1650(2.2) RWY22- 954(1.9) 1151(2.2) 1299(2.5) 1561(3.3) AMD EN ROUTE SUPPLEMENT AUSTRALIA (ERSA) FROM 05 060223 TO PERM</p> <p>AERODROME OBSTACLES AMD NOTE 1 TO READ: 1. UNLIT POLE 704FT AMSL BRG 232 MAG 3.4NM FM ARP AMD EN ROUTE SUPPLEMENT AUSTRALIA (ERSA) FROM 05 020011 TO PERM</p>	<p>C15/22</p> <p>C13/22 REVIEW C7/22</p>

AIP PERMANENT CHANGES
Nil

AERODROME CHARTS
Not Applicable

AERODROME OBSTACLE SURVEY DATA
Not Applicable

SPECIAL CONDITIONS
Nil