

CABOOLTURE AIRFIELD OPERATIONS MANUAL (OM)

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1.0 INTRODUCTION

The purpose of Caboolture Airfield, and its controlling body which will be referred to below as the Caboolture Aero Club (CAC), is to maintain an on-going facility for recreational flying, flying training, and other flying related operations as approved by the CAC Committee from time to time. Preservation of this asset will be achieved by users understanding and complying with this **Operations Manual (OM)**.

Users of the airfield will understand that non-compliance with published operational requirements, this manual, and a disregard of day-to-day issues (e.g. noise) have a detrimental impact on the tenure of the lease of the parcel of land known as the Caboolture Airfield and its continued use for GA and recreational aviation activities.

This document seeks to promote the safe interaction between disparate aviation activities. It is important that all Caboolture airfield users are cognizant of the peculiarities of these various aviation related activities and maintain a courteous and tolerant attitude in the interest of safety and good relations.

2.0 AUTHORITY

This manual is issued by authority of the Caboolture Aero Club Inc. as the lessee, operator and manager of the Caboolture Airfield and by the authority invested in the CAC Management Committee by the Caboolture Aero Club Inc. Rules of the Association - Section 4(2)(d) Powers and Moreton Bay Council (formerly Caboolture Shire Council NOTICE OF CONSENT No 1365 dated 14th April 1999). The OM, does not have greater authority than the Caboolture Aero Club Constitution, Rules of the Association, the Airfield Head Lease, Local Government Notice of Consent or Australian Civil Aviation Legislation.

IMPORTANT NOTE

The operational and user access requirements of this OM are additional to Civil Aviation Safety Authority (CASA) regulations and/or those rules issued from time to time by a CASA approved aviation management organisation.

Membership of the Caboolture Aero Club and/or access to Caboolture airfield (YCAB) is contingent on the CAC member, airfield access agreement holder or the airfield user (THIS INCLUDES VISITING PILOTS) operating in accordance with the requirements of this OM and all other State, Local Government and Civil Aviation Legislation.

The version of this OM published on the Caboolture Aero Club Inc. website is the definitive/source document. This OM becomes an uncontrolled document when printed.

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WARNING

All forms of flight and aviation related activities are potentially hazardous. The risks and hazards associated with flying and accessing an airfield are real and all participants must inform themselves of the possible risks involved. All persons participating in aviation activities at YCAB do so at their own risk.

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3.0 SYNOPSIS

A synopsis of this manual is given at Appendix C – YCAB Quick Reference Handout (QRH). This shall be used as a quick reference guide for the initial orientation of airfield users and may be reproduced without CAC Committee approval as additional handout or educational material with newsletters and other posted information notifying of fly-ins and other events from time to time.

4.0 AIRFIELD MANAGEMENT RESPONSIBILITY

4.1 Airfield Management - Overall responsibility for operational conduct and lease agreement compliance is vested in the Caboolture Aero Club Committee of Management.

4.2 CAC Committee Approved Person (CAP) - Day to day management of the airfield including operational activities is vested in the Caboolture Committee Approved Person or his/her delegate. The CAP will monitor ongoing and changing operational requirements, member and other user adherence to the requirements of the OM. The CAP will initially investigate reported breaches of the manual or reported operational incidents. The Committee Approved Person will maintain a log of OM breaches, incidents and accidents and report same to the management committee each month or sooner if warranted.

4.3 Airfield Emergency Response Plan

The CAC airfield emergency response plan provides guidance in the event of an

- Aircraft incident
- Aircraft accident
- Fire or another emergency
- Natural disaster
- Unlawful action affecting operations

As a first responder you may find yourself in a position where it is necessary to take immediate action. **Follow these three basic emergency action steps** and then refer to the **CAC Emergency Response Plan (ERP) Appendix F** for further action and guidance.

1. **Check**, the scene (is it safe?) and the victim/s (if any) - but most importantly make sure you as the first responder stay safe;
2. **Call, 000 first** to activate the EMS system and then call the **CAC Committee Approved Person (CAP) on 0488 922 245**;
3. **Care**, for the victim/s and protect the site, to the best of your ability, until help arrives.

The role of CAC in such matters is to ensure the safety and security of airfield users, airfield operations, and club and member assets.

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5.0 AIRFIELD ACCESS

Pilots of Caboolture based aircraft are required to be full club members. Pilots of aircraft conducting joy flights, adventure flights and other hire and reward flights advertising flights departing from the Caboolture Aerodrome are required to be members of the Caboolture Aero Club.

Visitors in aircraft are welcome and are an integral part of airfield activities. Individual permission to land and take-off is not required.

Any individual, organisation, business, club, or association wishing to operate or conduct an aviation related activity (*for the purposes of this OM an aviation related activity includes not for profit organisations*) from Caboolture airfield, must apply in writing to the CAC for approval to operate from YCAB and complete an Access Licence Agreement with CAC. Full details of the type of operation proposed, along with hours of operation, aircraft type (if any), and personnel and their contact numbers/address etc. who constitute the management of or the responsibility for the conduct of the activity is to be supplied to the CAC.

The committee will consider each application on its merits and advise the applicant in writing whether airfield access approval is granted or refused.

6.0 LEGALITY OF OPERATION

6.1 Pilot Authorisation - It is a requirement of the airfield lease that all pilots operating from the airfield must be currently licensed with CASA, or have a current pilot/student authority issued by an Australian national controlling aviation organisation and be a member of the CAC. (*The requirement to be a CAC member excludes visiting or itinerant pilots.*)

6.2 Flight Training - Flight instruction at YCAB is not permitted unless it is delivered by a CAC approved Flight Training School, with a current airfield access agreement and the training activity is under the direct supervision of an appropriately licensed or certificated flying instructor.

6.3 Multi Engine Training – Simulated Engine Failure on Take-off (EFATO) training is *not* to be conducted at Caboolture.

6.4 Aircraft Registration - It is a CAC requirement that any aircraft operating at YCAB must, as appropriate, be registered with CASA or the CASA approved national recreational aviation controlling authority.

6.5 Carriage and Use of Aircraft Radio - The carriage of a serviceable VHF radio is mandatory for operations at YCAB airfield.

6.6 Proof of Identification - Any airfield user operating at YCAB must provide, if requested to do so by the CAP or a member of the CAC Committee, evidence of aircraft registration, licensing or certification in accordance with the requirements to operate at YCAB documented in this OM. Refer to Section 5.

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6.7 Member Responsibility - This OM has been developed to ensure all members co-exist safely and harmoniously. It is the collective responsibility of all users to ensure that they do not breach the provisions of the airfield head lease, or the conditions detailed in the Local Government Notice of Consent. Ultimately, these factors rest on the willingness of all members to use the facility responsibly and comply with the requirements of this OM for the good of the general membership and the protection of the airfield and our tenure.

If an individual or an approved organisation does not act responsibly, or acts in manner that, in the opinion of the CAC Committee, conflicts with the CAC constitution, CAC rules, Local government Notice of Consent or this OM, and thereby puts the airfield head lease and/or recreational use of the airfield by the membership at risk, then the CAC Committee will act firmly to remove the offender's access privileges and/or terminate CAC membership. (CAC Rule 38)

7.0 AIRFIELD CURFEW

Departures or arrivals are permitted from 10 min after first light to 10 min before last light unless otherwise approved by the CAC Committee. Flying training or circuit practice is permitted from 0700 hrs EST until 10 min before last light. Noise sensitive areas marked on the map at Appendix A are to be avoided. Pilots shall exercise discretion when conducting repeated circuits. Several aircraft each performing a single circuit has the same impact on local residents as one aircraft flying repeated circuits.

8.0 FLY-INS AND EVENTS - SPECIAL PROVISIONS

8.1 Approval - Application for approval to hold a fly-in or special event must be made in writing to the Committee of Management of the Club no later than 2 months before the proposed date.

The application should include details such as the estimated number of participating/visiting aircraft, proposed flying activities, siting of any structures/equipment upon active parts of the airfield, airfield access requirements for supporting groups or vendors etc. Details must also include steps taken by the applicant to ensure that airfield users have continuing use of the airfield equitably *IAW* with normal operating procedures.

8.2 Advising of Airfield Procedures - Implicit with the granting of approval to hold a flying activity or special event is the co-operation of the organizing body in the dissemination of information to participants regarding this OM. The organising body will inform attending pilots of the YCAB OM requirements. This may be achieved by including copies of the synopsis of this OM (YCAB QRH) at Appendix C. Organisers should check the CAC website for the current version of the CAC OM.

8.3 Appointment of an event Safety Officer - The application for approval to hold a fly-in or an event shall be accompanied by the nomination of a person to act as the event Safety Officer for the duration of the activity. The nominee shall have a sound knowledge of OM and the CAC Emergency Response Plan and be a member of CAC, other than a Temporary Member (except by special written approval of the CAC Committee).

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The nominee will have the ability to communicate and enforce the need for adherence to CAC OM requirements to visiting pilots of the group(s) concerned, and individual members or guests who may not be familiar with or knowledgeable of, YCAB's combined operating procedures.

8.4 Accident/Incident procedure – CAC has an Emergency Response Plan, and the first point of contact is the President and the Committee Approved Person (CAP).

The event Safety Officer will be responsible for ensuring that in the event of an accident, breach of flying regulations, or breach of Club rules, that relevant regulatory, OM and CAC emergency response plan procedures and reporting requirements have been adhered to. The event Safety Officer will also inform the CAP in writing within 48 hours of the time of the accident, or breach, with the name of the pilot, the aircraft registration and type, names and addresses of third parties involved, confirmation of current licensing of the pilot in command, membership status of the pilot-in-command, and an adequate description of the circumstances of the accident or breach.

9.0 OVERVIEW - COMBINED OPERATIONS

For the purposes of this OM a combined operation is one in which aircraft with varying operational and performance capabilities are able to operate normally in company with aircraft of a quite different aviation disciplines in the circuit and proximity of YCAB e.g. powered and non-powered aircraft, powered parachutes and helicopters.

9.1 Classes of Aviation at Caboolture - GA (All categories up to 5,700kg MTOW, inclusive of helicopters, except RPT); light sport aircraft, ultralight aircraft, weight shift aircraft (trikes) gyrocopters, gliders, and powered aircraft that may be operating in an “engine off” configuration.

Safely integrating multiple aircraft types at an ALA is dependent upon two factors:

- **Situational Awareness** of the various aircraft types, having consideration of performance, operational, technical and legal constraints e.g. carriage and use of radio. Refer to the current version of AC91-10. If in doubt communicate.
- **Observation/Separation**, where to look for other aircraft in the circuit based on speed, performance, shape and size, and being able to predict what they will do in order to maintain safe separation circuit entry, for take-off and landing.

WARNING

There may be further restrictions on operations by some of these aircraft e.g. GA banner towing, glider aerotowing (parallel operations), and gyrocopters (main rotor spooling up areas). These restrictions will be issued from time to time to operators of those aircraft by the CAC committee.

10.0 AIRFIELD LAYOUT AND DESCRIPTION

The airfield was built on low-lying semi marshland. The runways, although grass, are built to a high standard and are well profiled for drainage. After prolonged heavy rain the runways and taxiways are likely to soften and be adversely impacted by relatively heavy aircraft (>1,500 kg MTOW). Pilot discretion is required when operating from the airfield after heavy rain.

Runway marker cones (primary, cautionary, and restrictive) must be observed and complied with at all times.

Circuit height for YCAB is 1000ft AGL for all aircraft except as per CASA published guidance for the particular aircraft type or by other aircraft when conducted *I*AW an approved syllabus of flying training or the approved self-administering organisation's operations manual.

10.1 Noise Abatement – Noise sensitive areas are the housing estates north and west of the airfield and these must always be avoided (emergencies excluded) especially when conducting circuits below 1000ft AGL. Do not land in the undershoot areas of Rwy 06 and Rwy 29. When taking-off from Rwy 24, turn left at 500ft AGL to avoid housing at the end of the Rwy. When taking-off from Rwy 29 turn **right** at 500ft AGL to avoid housing on the western side of the highway.

NOTE

- 1. INTERSECTION DEPARTURE ON ANY RUNWAY IS NOT PERMITTED (Refer to subsection 10.5 and Local Government Notice of Consent section 3(a)(i)).**
- 2. Straight-in approaches are not permitted on Rwy 06 or Rwy 11, in order to avoid flying over-populated areas (Local Government Notice of Consent section 3(a)(i) and clause 10.1 above). Straight-in approaches are not permitted on Rwy 24 or Rwy 29 during periods of high traffic activity.**
- 3. When operating from Rwy 24 refer to EnRoute Supplement (ERSA) NOISE ABATEMENT PROCEDURES regarding limitation on departures.**

10.2 Runways - Readers are referred to Appendix A of this OM for an airfield map. The map is to be used in conjunction with this information.

10.3 Runway Distance – Rwy 11 is 1210 metres threshold to threshold. The 400 metres sealed section should be used for take-off and landing. There is also a grass surface that may be used to the right of this sealed section within the runway markers and pilots are encouraged to use this when conditions and safety permit to reduce wear on grass areas on the centreline immediately past the bitumen 400 metre section. Gliding operations may use grass left and helicopters grass left or right.

Rwy 06 is 820 metres threshold to threshold. Take-offs may be commenced 250 metres before the threshold providing a take-off distance of 1070 metres. If taking off from this position the pilot must be aware that from this point before the landing threshold, aircraft further down the

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runway may not be visible due to the crest in the runway. Traffic at the threshold of Rwy 11 and 29 will not be visible. Also, aircraft on approach to land on 06 at the normal threshold may be above an aircraft taking off.

An aircraft intending to use a runway other than that generally in use, that aircraft should broadcast its intentions and check for conflicting traffic. Refer to 19.3 (Pilot Selected Runways).

Helicopters may be operating parallel to both runways.

Refer **10.7** for Gliding operations.

Taxiways and grass apron areas may be soft in places after rain. Slope of all runways is less than 1% and the thresholds of all strips and designated taxiways are clearly marked.

10.4 Run-up bays – Are provided in proximity to the threshold of Rwy 06, 11, and 29.

Parking of aircraft is not permitted near run-up bays. Users are encouraged to use run-up bays provided in order to minimise damage to the airfield's grass surfaces, and other aircraft.

10.5 Intersection Departures - for noise abatement and safety of flight reasons (e.g. loss of engine power on take-off), intersection departures are *not* permitted on any runway.

10.6 Helicopters - due to their higher noise footprint are required to arrive and depart from the east. Helicopter flying training and general helicopter operations can be expected at any time during daylight hours.

Parallel helicopter operations are approved at YCAB:

Rwy 06 - Grass Left; **Rwy 11** – Grass Left and Right; **Rwy 24** Grass Right; **Rwy 29**- Grass Right.

10.7 Gliding - operations including glider flying training can be expected at any time during daylight hours. The glider tow aircraft and the gliders broadcast location and intentions on the YCAB ALA VHF frequency in accordance with guidance published in AC91-10 as amended from time to time.

Gliders (and the tow aircraft) are permitted to do non-standard circuits and conduct emergency upset training near the airfield however, the PIC of the glider or the tow aircraft will broadcast their intentions on the YCAB VHF frequency prior to conducting a non-standard activity and must avoid noise sensitive areas at all times.

10.8 Wildlife Hazard - KANGAROOS and large **BIRDS** may be on the operational areas at any time. Pilot caution must be always exercised.

10.9 VHF Communications – YCAB is not a registered or certified airfield. The airfield is subject to heavy circuit activity, particularly on weekends and is located within a busy training area that is also used by Caloundra and Redcliffe aerodromes. A high level of training activity and VHF communication exists within this broadcast area and the carriage of a serviceable VHF radio is mandatory for operations within the YCAB Circuit. (Refer also to subsection 9.0 - Situational Awareness).

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WARNING

Runways and particularly the taxiways are not suitable for heavy or higher thrust aircraft (> 5,700 kg MTOW (e.g. KINGAIR 350) or those using high-pressure tyres. The Club does not encourage use of the airfield by these types of aircraft. Pilots of these types should obtain a briefing on the status of the airfield and obtain prior permission to operate from the CAP.

Pilots of such aircraft types, if permission is granted to operate, use the airfield at their own risk and must comply with YCAB noise abatement requirements. The Club will require any damage caused to the airfield surfaces by such aircraft types to be promptly repaired at the expense of the aircraft's registered operator. If the aircraft's registered operator or pilot in command is unsure that the runways, taxiways and natural earth parking areas will support the aircraft, then YCAB airfield must not be used.

10.10 Taxiways – all runways are accessible by formed and clearly marked taxiways. While the CAC OM requires landing aircraft to expedite their exit from the runway onto a designated taxiway, pilots are reminded that the taxiways are susceptible to wet conditions.

In deference to avoiding unnecessary surface wear, or for reasons of aircraft operational safety, it is acknowledged that a pilot may have to backtrack on a runway or extend their ground run on landing in order to reach a suitable access point to a taxiway or parking area. In such cases pilots must be sensitive to circuit traffic and broadcast their intentions on the YCAB VHF frequency.

Pilots should also note that most of the taxiways are edged with surface drains, between the taxiway and parking areas, or taxiways and runways through which it is not possible to taxi. Care should be taken when departing a runway, or a taxiway to enter a parking area. Use only the clearly marked or mown areas to avoid damage to your aircraft.

10.11 Wind Indicators and Ground Signals - The PRIMARY windsock **White** is positioned at the runway intersection of 06/29. SECONDARY windsocks **Yellow** are mounted on the approach to Rwy 06 and Rwy 11.

Airfield advisory ground symbols will be displayed adjacent to the main windsock. It is unlikely that inbound pilots will see any other ground symbol displayed adjacent to the primary windsock other than the 'Gliding in Progress' symbol which is a double white cross **(++)**. Note however, that gliders may still be encountered when the symbol is not on display if a glider, on a cross-country flight, flies into the airfield and the local gliding operation is not active. For this reason, the gliding in progress symbol is permanently displayed by the primary windsock.

11.0 LAUNCH POINT CONCEPT

Most pilots will be accustomed to airfield operations being at a central point or parking area from which aircraft taxi to and from active runways. At a recreational aviation ALA there are many aircraft types that are unable to taxi (gliders). Equally, these types require all the runway in front of them for their various modes of take-off. To make the operation of such types practical and as safe as possible, an operating base may be established by the support crew near the threshold of the most suitable runway for the activity. This is termed the launch point.

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The launch point is usually established at a point on the airfield that minimises the time and effort required to retrieve the aircraft after landing and remain clear of the active runway so that the launch crew or parked aircraft do not to impede landing or taxiing aircraft. The central feature of “launch point control” is usually a motor vehicle or in the case of YCAB a modified white painted caravan. The surrounding area is mown and provides parking for essential support vehicles and parked aircraft.

The launch point control vehicle is set-up with briefing facilities for training, a shaded rest area, a secondary wind indicator, and a base VHF radio station. This concept also allows for flexibility for these operations however, the flexibility will always be secondary to safety and good airmanship.

Pilots unfamiliar with having people, aircraft and vehicles on the movement areas of an airfield should understand some of the consequences. When approaching to land you may experience aircraft that have previously landed continue to the obvious central point of the airfield; alternatively, if they are operating from the launch point then you may find that they will stop on the runway, turn around, and then taxi back towards you or be retrieved by a motor vehicle. You may experience other aircraft lining up parallel to, but clear of the designated landing strip in preparation for take-off.

This should be on the side of the runway well clear of the designated landing strip. If the aircraft is operating with its engine running the PIC is expected to broadcast their intentions on the YCAB VHF frequency.

12.0 VEHICLE MOVEMENTS ON THE AIRFIELD

Warning

A vehicle is not permitted to cross a runway when an aircraft is established on final to land on that runway (refer to subsection 12.2)

12.1 Approved Vehicles

12.1.1 CAC Approved Motor Vehicles - Only motor vehicles approved by the CAC for airfield access may enter the secure airfield precinct using one of the security-controlled motor vehicle access gates. A gate access card will be issued to members who have applied for and been granted airfield motor vehicle access approval. Tailgating in order to gain access is prohibited.

12.1.2 Vehicle Speed Limits - The maximum speed for all motor vehicles operating on the airfield is 20kph. Drivers must obey all airfield signs and notices and any reasonable instructions given by the Committee Approved Person.

12.1.3 Drivers Licence Required - The operator of a motor vehicle on the airfield must hold a current driver’s licence.

12.1.4 Non-Registered Vehicles - Any motor vehicle not registered with the Qld Department of Transport for road use must be approved for operation on the airfield by the CAC.

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12.1.5 Vehicle Movements near Aircraft Refuelling - Motor vehicles must not operate within 10m of an aircraft that is refuelling or an aircraft that has its engine/s running. If the aircraft engine/s is running the motor vehicle must pass behind the operating aircraft.

12.2 Prohibited Vehicle Movements - *Generally*, vehicles shall not drive on a designated runway or their respective undershoot area.

Refer also to clause 12.2.1, clause 12.2.2 and clause 14.3. A vehicle is not permitted to cross a runway when an aircraft is established on final to land on that runway.

12.2.1 Vehicle Movement in event of Aircraft Accident - In the event of an aircraft accident vehicle restrictions may be overruled by the CAP in favour of emergency response vehicles and accident rescue considerations. Vehicles used under this consideration must have all available lights illuminated and persons participating in rescue activities must take every precaution to ensure the vehicle and their movements do not present a further obstruction of runways or taxiways. (Refer to subsection 4.3 and Appendix F)

12.2.2 Authorised Operational Vehicles - Are permitted to operate on dedicated taxiways, and in some cases the runways, when they are engaged in tasks associated with the airfield operation(s). Such vehicles would comprise mowing equipment, vehicles engaged in a runway inspection, vehicles retrieving or towing aircraft; and vehicles driven by instructors engaged in aviation supervisory activities.

These vehicles must display a flashing anti-collision light or flashing hazard lights when operating on the airfield movement areas, taxiways or runways and must be operated in a manner that does not present a risk to aircraft or other airfield users.

12.2.3 Hangar Access - Vehicles may access aircraft hangars by driving on the internal roadway/taxiways of the airfield. Drivers must obey all airfield signs and notices when operating a motor vehicle on the airfield.

12.3 Carriage of and/or Delivery of Goods - Expressly confined to aircraft parking areas and tie-down points, private or commercial vehicles may enter such areas for the purpose of positioning trailers for loading/off-loading aircraft, and/or to deliver goods, provisions, equipment or persons to or from parked aircraft or hangars. Access for commercial or heavy vehicles must be arranged with the CAC Committee - prior permission is required.

12.4 Movement Between Launch Points - Vehicle movements, other than operational vehicles engaged in their duties, shall only move to, from and between launch points by taxiways or designated perimeter or access tracks. A vehicle is not permitted to cross a runway when an aircraft is established on final to land at that runway.

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12.5 Keys to be Left in Vehicles at Launch Control Points - Parking of vehicles at launch control points is conditional upon the vehicle's keys being left in the ignition. In the event of a wind change requiring a change of a launch control point or an on-field incident or accident, all vehicles must be capable of being moved from the launch control point being while the owners are flying or otherwise absent. There will be no exceptions to this operational requirement. Any member who does not wish to comply with this CAC OM requirement must park their vehicle off the airfield.

12.6 Restriction of Movement in Adverse Weather – Motor vehicles will be prohibited from the airfield precinct if their movement is likely to damage or erode the airfield or access track surfaces. Typically, this will be after rain however, in times of very dry conditions vehicle access may also be restricted to avoid excessive damage to grassed surfaces and the creation of excessive dust.

12.7 Parking of vehicles on Airfield – Parking on taxiways is not permitted at any time. Parking inside a hangar, between hangars or in designated parking areas is permitted however, users must be cautious of underground storm water drainage systems in grassed areas between hangars.

Parking at least 15 metres from the edge of a taxiway to allow aircraft free movement on a taxiway is required. In some areas taxiways pass close to aircraft hangars and the 15 metre clearance mentioned above is not possible. In such cases, vehicles are not to be parked so that they impact on the available clearance between a hangar and the taxiway. In all other circumstances vehicles must only be parked in designated vehicle parking areas. Refer also to Section 11.0 and subsection 12.2.

12.8 Heavy Vehicles - Heavy vehicle access to the airfield requires prior approval of the CAC Committee. An approved heavy vehicle must be escorted by a Committee Person, or a person authorised by the Committee for the purpose. Also refer to sub section 12.3.

12.9 Parking of Trailers – Parking of trailers associated with an aircraft or aviation related activity is restricted to the owner's hangar or the airfield designated trailer parking facility.

13.0 PEDESTRIAN MOVEMENT ON RUNWAYS AND TAXIWAYS

Pedestrian movement on runways and taxiways is prohibited except in case of an emergency, for the conducting of an airfield inspection, when the persons are involved in the manoeuvring of non-powered aircraft e.g. a glider, or are engaged in duties associated with launching of non-powered aircraft, or in the support of aircraft incapable of independent taxiing, or for the purposes of conducting a CAC approved aviation activity. A CAC approved activity includes pedestrian access to and between airfield hangars.

14.0 ASSEMBLY AND DISASSEMBLY OF AIRCRAFT

Subject to waivers at 14.2 below, aircraft shall be assembled and/or disassembled only on the aircraft parking areas. Refer also to subsection 12.9.

14.1 Aircraft Assembly General - Aircraft trailers shall only be taken into aircraft parking areas which are designated as assembly/disassembly locations (See Airfield Plan at Appendix A).

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Trailers may be left parked in situ while flying but members must take all reasonable precautions to ensure that the movement areas of the airfield are not impeded. Refer also to subsection 12.9.

14.2 Assembly and Disassembly at Launch Points - no aircraft shall be assembled or disassembled at an airfield launch point.

The only exemption from this direction are those aircraft that are dependent on a trailer for mobility (e.g. gliders and some trailered LSA aircraft). Trailers must not be taken beyond designated motor vehicle or trailer parking areas.

14.3 Waiver for Trailers on the Airfield - If an aircraft (normally moved by hand, towed by a vehicle or which usually moves under its own power) becomes immobile, or movement by conventional means would cause damage to the aircraft or the airfield, then a trailer or other suitable apparatus may be taken onto the airfield for the purpose of moving the obstruction. The requirements of sub section 12.8 must also be complied with.

15.0 STARTING ENGINES

15.1 Position for Starting - All operators must be mindful that Caboolture is a “recreational aircraft and people place.” Consideration must be made by all pilots, especially those operating aircraft with higher performance engines, of the impact their operation might have on smaller and lighter aircraft.

Care must be exercised so that an aircraft is positioned “pre-start” such that propeller wash does not blow into another other person’s hangar, the aero club facilities, aircraft tiedown areas, car parks, aircraft that are being assembled, disassembled or otherwise worked on, or onto any other aircraft, especially very light aircraft.

15.2 Hand Starting - An aircraft that is to be started by hand without a pilot occupying the control seat, must be restrained by wheel chocks or a serviceable parking brake system - preferably both.

15.3 Aircraft Not to be Left Unattended - No aircraft, whether secured by brakes, chocks, or other means shall be left without an appropriately trained pilot occupying the control seat of the aircraft while the engine is running unless there is provision made in the aircraft POH or flight manual for such action.

16.0 TAXIING and PRE AND POST TAKE-OFF PROCEDURES

For the purpose of this clause non-powered aircraft being taken to and from a launch point or recovered from a runway (e.g. a glider being towed by a motor vehicle) is deemed to be taxiing.

16.1 Departing and Accessing Aircraft Parking Areas - Aircraft shall depart from and return to an aircraft parking area via the taxiway entry point nearest to where their aircraft is or shall be parked. Pilots must plan their taxi routes such that the bulk of movement occurs on the designated taxiways. Taxiing within the designated aircraft parking areas must be minimized and the minimum of power used for safe operations always used. Refer also to Section 15.0.

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Aircraft Not to Taxi on Runways - Aircraft must, whenever practical and safe to do so, taxi on designated taxiways.

At the discretion of the pilot-in-command, according to weight and aircraft type, and operational requirements the runways may be used for taxiing and/or backtracking at times when the taxiways have become water-logged, or the ground surface is soft enough to sustain aircraft induced damage. Pilots of aircraft with tailskids must exercise additional care.

Also refer to the WARNING after sub section 10.9.

16.2 Right of Way when Taxiing - Pilots shall conform to CASA operational requirements as they relate to aircraft right-of-way rules. Pilots must also give way to any aircraft exiting a runway in order to assist in expediting the aircraft's exit from a runway.

An aircraft exiting a parking area must give way to an aircraft moving on a taxiway. Adequate clearance must be given to enable the aircraft on the taxiway to enter the parking area via the access point.

16.3 Pre-take-off and Post Landing Procedures - All pre-take-off and post landing procedures shall be conducted in the areas provided or on grass surfaces such that the aircraft does not obstruct other traffic or airfield users. Aircraft shall not enter the runway for take-off without first having positioned such that the approach and the base leg of circuit are in clear view and must enter the runway from that position only when they are ready for an immediate take-off, having checked that no other aircraft is on final approach or is still occupying the runway.

Aircraft shall obey the standard Rule of the Air of '*giving way to aircraft*' established on final.

After landing, aircraft shall expedite vacating the runway.

16.4 Special Provisions - Non-Powered Aircraft - After landing a non-powered aircraft must be immediately cleared from the runway along a path at 90° to the runway centre line. If necessary, pilots must do this by themselves so that the active runway landing strip does not become unavailable to other circuit traffic.

16.5 Special Provisions - Self-Launching Gliders - Pilots of large and heavy self-launching gliders that are difficult to move quickly by hand, and/or require a substantial engine warm-up period after an engine-off landing so that sufficient power may be used to taxi the glider, must either plan their circuit such that the runway is not obstructed to the inconvenience of other users, or land long and vacate the runway at the runway intersection using their own momentum, or restart the engine in flight and land "engine-on" such that taxiing may be commenced immediately after landing. Self-Launching gliders incapable of independent taxiing will be treated as non-powered aircraft and must comply with the requirements of sub clause 16.5.

16.6 Special Provisions - Gyrocopters Taxiing in Parking Areas - Gyrocopters must not taxi in designated aircraft parking areas with their main rotor blades turning unless they maintain two rotor diameters distance clear of the nearest rotor blade tip and any person, aircraft, vehicle, or structure. This clause does not apply if the main rotor blades are not turning. Refer also to **Section 15.0**.

17.0 PARKING OF AIRCRAFT

17.1 Location - Aircraft must be parked in designated aircraft parking areas and tiedown areas, inclusive of those at launch points.

Under no circumstances is a pilot to occupy a tie down area that has been allocated to and labelled by a resident operator/aircraft owner. If you are unclear where to park, you must seek advice from the CAP or a committee member as to an appropriate area to park and tiedown your aircraft. Offenders may be removed from the area and denied future access to the airfield.

17.2 Parking at Hangars - Owners of, and visitors to, hangars must not leave their aircraft parked such that they impinge on hangar access or hangar taxiways.

17.3 Not to park on Taxiways - Aircraft must not be parked on taxiways, excepting non-powered aircraft queuing for launch at launch points, but only when another taxiway servicing the active runway is available to users.

17.4 Parking Adjacent to Taxiway/Parking Area Access Points - Users at Caboolture must be aware of the variety of aircraft types using the airfield and their individual operational needs. Some gliders and self-launching gliders have wingspans in excess of 25 metres (76 feet) and require significantly more clearance for safe operations than GA and recreational aircraft types. To allow sufficient clearance for the movement and operation of large wingspan aircraft, users must park a distance from their nearest wingtip to a taxiway/aircraft parking area access point of not less than 15 metres.

17.5 Parking Adjacent to Hangars - In consideration of hangars being used by aircraft, (especially large wingspan aircraft) or reasonable access being required by flying school operators to embark and disembark students who may have control of the aircraft, airfield users should exercise common sense. Adequate space in which to manoeuvre an aircraft is required, particularly for ab initio students under instruction. It may be that your aircraft could be struck in passing by an aircraft under the control of a student, novice solo pilot, or a less than attentive pilot.

As a guide and for the purposes of this OM it is recommended that adequate space for safe ground operations in the hangar precincts would be a minimum of twice the wingspan of a Cessna 172, Piper Comanche, or a Single Engine Bonanza aircraft, between your own aircraft and other aircraft or a fixed structure. In the case of flying school hangars, sufficient manoeuvring space shall be left for normal student taxi training activities.

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18.0 WINCH LAUNCHING SYSTEMS for GLIDER OPERATIONS

Launching of an aircraft by motor vehicle towing, winch launching, or reflex cable launching is *not* permitted at YCAB.

19.0 CIRCUIT REQUIREMENTS

19.1 Circuit Procedures - Care must be exercised when flying circuits to ensure that the noise sensitive areas near the airfield are avoided. The noise sensitive areas are marked a locality plan attached to this OM. (Appendix B).

All circuits at Caboolture are Left Hand, **except for Rwy 29 which is Right Hand**. Circuits must be flown in accordance with CASA operational requirements. Refer to the current version of AC91-10.

19.2 Combined Operations – General Awareness - Pilots must be aware that a variety of aircraft types in the circuit with varying performance characteristics and operational requirements may lead to less than desirable separation and possibly a breakdown in separation. Pilots must be considerate of the differing speed and operating requirements for the variety of aircraft types that operate at YCAB. Good airmanship and courtesy are expected.

If you are unsure of the performance and operational needs of another aircraft in the circuit use your radio and ASK. Refer to the current version of AC91-10.

Remember gliders and motor gliders operating “engine off” have right of way in the circuit.

The following information is provided as a guide on some of the differences between the various performance and operational requirements of various aircraft types. For more information on each of the aircraft types that operate at Caboolture consult the Caboolture Aero Club’s web site at <https://cabooltureaeroclub.com.au/>

19.3 General Aviation

GA aircraft and Warbirds are generally heavier and faster, sometimes significantly faster, in the circuit than recreational and other sport aviation aircraft. Single engine and small twin engine GA aircraft are expected to conduct a circuit at 1,000ft AGL and within gliding distance of the operational runway. Warbirds and other aircraft frequently operate from YCAB and conduct formation flying from and in the vicinity of YCAB. Formations joining the circuit may involve a number of aircraft using the same callsign. The formation leader will use a single callsign for the formation until the aircraft break formation for landing and then aircraft on base will use individual call signs which may be similar. i.e. Red One, Red Two, etc.

A high volume of GA helicopter traffic can be expected at YCAB on any day of the week. Helicopters are permitted to conduct circuits as low as 500’ AGL. Do not expect that a helicopter will always conduct a standard circuit at the same height as other GA aircraft. Also refer to sub section 10.6.

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19.4 RAAus Registered Recreational Aircraft - The performance and operational requirements of recreational aircraft can vary from high drag, slow airspeed to low drag, high airspeed.

Unless the PIC advises otherwise a RAAus registered aircraft will conduct a standard GA circuit. Usual approach speed on final is 50 to 60 kts. RAAus registered aircraft are also required to remain within gliding distance of the airfield while in the circuit. High drag, slow speed aircraft (<50kts) are permitted to conduct circuits at 500ft AGL so as not to delay other traffic in the circuit.

19.5 Gliding and Motor Gliders - All Gliders operating at Caboolture will be radio equipped and monitor 125.85.

Gliders at YCAB are aerotowed to launch height behind a 260hp Piper Pawnee. The Pawnee pilot is the pilot in command of the tug/gliders combination and will broadcast the combinations intentions at the time of lining up with the glider on tow. You can expect the combination to climb to a minimum of 500' AGL on runway heading before making a turn. Once having reached 500' AGL the tug pilot will adopt a climb pattern up wind of the airfield and to avoid conflict with GA circuit traffic and noise sensitive areas. The tow pattern will be such that in the event of a "rope break" the glider will always be able to return safely to the airfield. The glider can release the tow rope from the Pawnee at any time.

Gliders will typically (weather permitting) commence a circuit on the downwind leg of the circuit at a height of approx. 1000' AGL and at a speed of 60kts (plus or minus 10 knots). Depending upon the gliders performance they may fly relatively closer or wider in the circuit than a powered aircraft. Remember, once a glider has commenced a circuit it must land and will continue to lose height in the circuit. A glider in the circuit has right of way.

Gliders are flown in the circuit exclusively by management of the gliders performance and rate of descent relative to a nominated aiming point on the selected runway.

You can expect a glider to be established on a stabilised final approach between 500' and 300' AGL depending on the wind conditions. Gliders are fitted with powerful approach control aids (airbrakes) and are capable of steep approaches and high descent rates. Gliders can be flown and landed with a high degree of accuracy in relation to speed, runway heading and landing area.

Motor gliders in general have the same performance attributes as a RAAus aircraft with the engine on (speed and attitude). A motor glider landing with the engine-on is just another powered aircraft.

If a motor glider is operating with the engine-off it will prefix all radio broadcasts with the word GLIDER. A motor glider operating engine-off has speed and operational capabilities the same or very similar to a conventional glider and like any other glider has right of way in the circuit. Refer also to sub section 10.7.

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19.6 Weight Shift Aircraft and Powered Parachutes

Weight shift aircraft (Trikes or powered parachutes) have similar performance to other RAAUs registered e.g. high drag, low airspeed aircraft with the exception that they have very good climbing performance. Hang gliders are not permitted to operate at YCAB.

19.7 Gyrocopters - Gyrocopters can be found in various shapes and sizes from something that is no larger than a single seat full open cockpit (think of a wheeled chair with a small engine, an overhead rotor blade and a pusher propeller) to an aerodynamic, fully enclosed two place cockpit. Generally, gyrocopters are high drag, slow airspeed aircraft that are authorised by CASA to conduct circuits as low as 500' AGL. All gyrocopters have one thing in common with helicopters and that is their ability to conduct a very steep, slow ground speed, final approach to land.

When a gyrocopter lines up for take-off there will be a delay between lining-up and the commencement of the take-off roll while the gyrocopter spins up the main rotor blade to the required operating RPM for safe take-off. Similarly, when a gyrocopter lands the landing roll is very short and will always result in a full stop.

The Gyro will then pause for a short period after landing before it moves on the landing strip. This is to allow for the rotor blade to lose energy and rotational speed.

19.8 Communication between Users - Users of the airfield intending to fly multiple circuits, or to conduct emergency procedure training within the circuit, *IAW* an approved syllabus of flying training must make every reasonable attempt to exchange information with operators of other aviation disciplines who will be active in the circuit at the same time. Priority is not implied or given to any specific type of aviation activity.

19.9 Altimeter Setting - Airfield elevation (QNH) is 40' AMSL.

19.10 Turning after Take-off - A minimum turn height of 500' AGL on take-off applies except to specific aviation activities that operate under exemption from CASA regulations. Refer to AC91-10

19.11 Circuit Congestion – No member, operator or training provider at YCAB has priority over other users. The PIC of an aircraft must not unreasonably dominate a runway via repeated take-offs and landings or low-level operations in deference to a YCAB based flying school or the Caboolture Gliding Club conducting flying training.

Equally, flying school and gliding club instructors shall be sensitive to the needs of other users requiring airfield access for general flying activities, continuation training, currency and/or air tests.

Flying Schools shall *not* monopolise the circuit to the extent club members cannot take-off or land due to congestion caused by schools conducting circuit training. Flying schools shall extend their circuits to allow club members to take-off or land during times of circuit training.

Fundamental to this outcome is courtesy, common sense, and good airmanship. Individual circuit activities that would occupy the circuit area for a significantly longer period of time, adversely impact on other circuit traffic, or traffic wishing to depart YCAB during periods of high circuit

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activity are not permitted.

19.12 Cutting-off in the Circuit – Can be a cause of frustration and anger in combined operations. For example, pilots of heavier or faster aircraft may fly wider circuits in comparison to lower aircraft. The pilot of a slower aircraft conducting a relatively low and close circuit may frustrate the pilot of a faster aircraft by constantly turning onto final in front of the higher performance aircraft and so force a go-around.

Equally, the pilot of a heavier and faster aircraft must not assume they have priority because they entered the downwind leg of a circuit first and thus overtake existing traffic and push the issue.

Pilots turning on to a “close” base leg are reminded that traffic established on final will be on their right or outside them, configured for landing and have right of way. In the case of a gyro, it may be higher and in front of you.

Pilots on final are reminded that aircraft on close base legs may be gliders and therefore have right of way.

The only solution to a cutting-off problem is communication, courtesy and airmanship. All pilots should be capable of adjusting their circuits, via airspeed, distance, aiming point, or holding, sufficient to give due consideration to the performance or operational requirements of different aircraft to maintain separation and facilitate smooth traffic flow.

19.13 Pilot Selected Runways – The pilot in command of an aircraft has the authority to select the runway most suited to the performance and operational requirements for the safe operation of their aircraft however, with combined operations the active runway is usually the one required by aircraft with the poorest cross wind capability. These factors may be less important to pilots of fast, heavy aircraft who are more interested in the length of runway available for safe operations.

All operators at YCAB are advised that any pilot selecting a runway other than the one which is clearly the ‘active’ runway (by virtue of into wind and minimum cross wind component and established circuit traffic), or that has been nominated as the ‘active’ runway by a radio information communication, then such pilot will lose all right of way privileges and shall conduct the landing or take-off procedure such as to give way to, and maintain separation from all other circuit traffic.

NOTE: Runway 24 is not to be used for take-off except in an emergency or inclement weather (Local Government - Notice of Consent section 3(a)(i) rule).

Inclement weather is considered by CAC as meaning when crosswinds preclude the use of all other runways.

19.14 Straight-in Approaches – are not permitted at any time on Rwy 06 or Rwy 11 due to noise abatement. During periods of high traffic activity straight-in approaches are not permitted on Rwy 24 or Rwy 29.

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19.15 Inbound Call - Inbound radio equipped aircraft shall make an initial inbound call at 10 nm from the airfield or at a known geographical feature e.g. Bribie Bridge, Glasshouse Mountains.

NOTE - Whenever possible circuit joins that allow the execution of 3 legs of the circuit are to be flown IAW with CASA guidance found in the current version of AC91-10.

20 HELICOPTER OPERATIONS

As members of the Caboolture Aero Club or signatories to an airfield access agreement, helicopter users are committed to Fly Neighbourly operations. They commit to undertake their operations in a manner which is considerate to local residents whilst maintaining safe operations of the helicopters in accordance with all Civil Aviation Safety Regulations and the requirements of this OM.

In addition to the above objectives helicopter operators (private and commercial) are expected to adhere to the following principles while operating at YCAB:

- Compliance with noise abatement procedures included in ERSA and the CAC OM.
- Plan all flights to minimise flight below 1500ft over built up areas.
- Avoid tight manoeuvres and turns while operating helicopters over populated areas.
- Oval circuits at 500ft for helicopters are to be operated within the airport boundary.
- Self-regulate and ensure that no itinerant helicopter training occurs between the hours of 1900hrs and 0700hrs.

Flight Operations (Arrival/Departure/Circuits)

- Generally conducted to the north of Rwy 06/24 and east of Rwy 11/29

Restricted Areas (no rotary operations)

- Sealed apron at fuel bowser (unless refuelling)
- Taxiways or concrete aprons adjacent to hangars
- Plan to tow aircraft between/next to hangars

Start-up

- Away from restricted areas
- Prolonged engine runs or multiple start-ups to be conducted away from hangars
- Consideration given to noise and rotor-wash

Parking

- Grass areas east of bowser, near main windsock or adjacent to clubhouse.

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21 MANUAL REVIEW, ERRORS OR OMISSIONS AND USER FEEDBACK

This operation manual (OM) is a living document. Member engagement and feedback is encouraged and welcome. Every attempt has been made to issue this OM without error, omission, or conflict with aviation legislation. The OM is provided for the benefit and guidance of all airfield users to facilitate safe operations at Caboolture airfield and to ensure the enjoyment by all aviation participants.

The manual, at times uses assertive language.

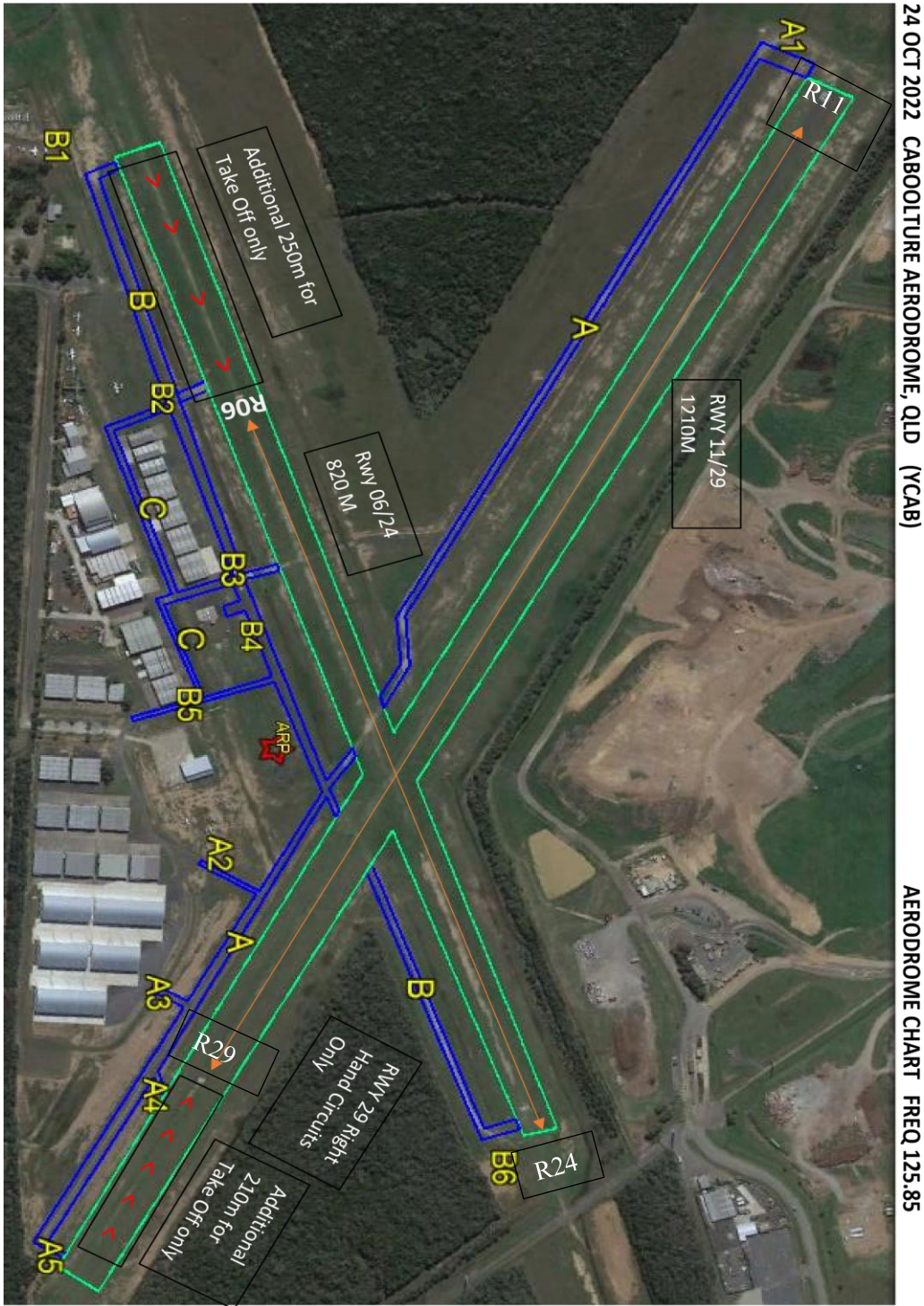
Where used, assertive language seeks to:

- remind users of their regulatory responsibilities,
- facilitate aviation activities that are conducted safely and consistently;
- comply with the conditions of use of the airfield head lease and Local Government Notice of Consent managed by the Caboolture Aero Club;
- adhere to the club's Fly Neighbourly obligations and minimise the impact of aircraft operations on the surrounding residential communities;
- ensure the airfield is maintained and operated *IAW* with CASA, State and Local Government requirements;
- ensure the long-term viability of YCAB as a recreational aviation facility; and
- facilitate the safe and quiet enjoyment of the airfield and its facilities by members, access agreement holders and visitors.

If a member, access agreement holder or other airfield user has a suggestion for inclusion in or amendment to this OM manual please make contact with the Club Secretary at secretary@cabooltureaeroclub.com.au

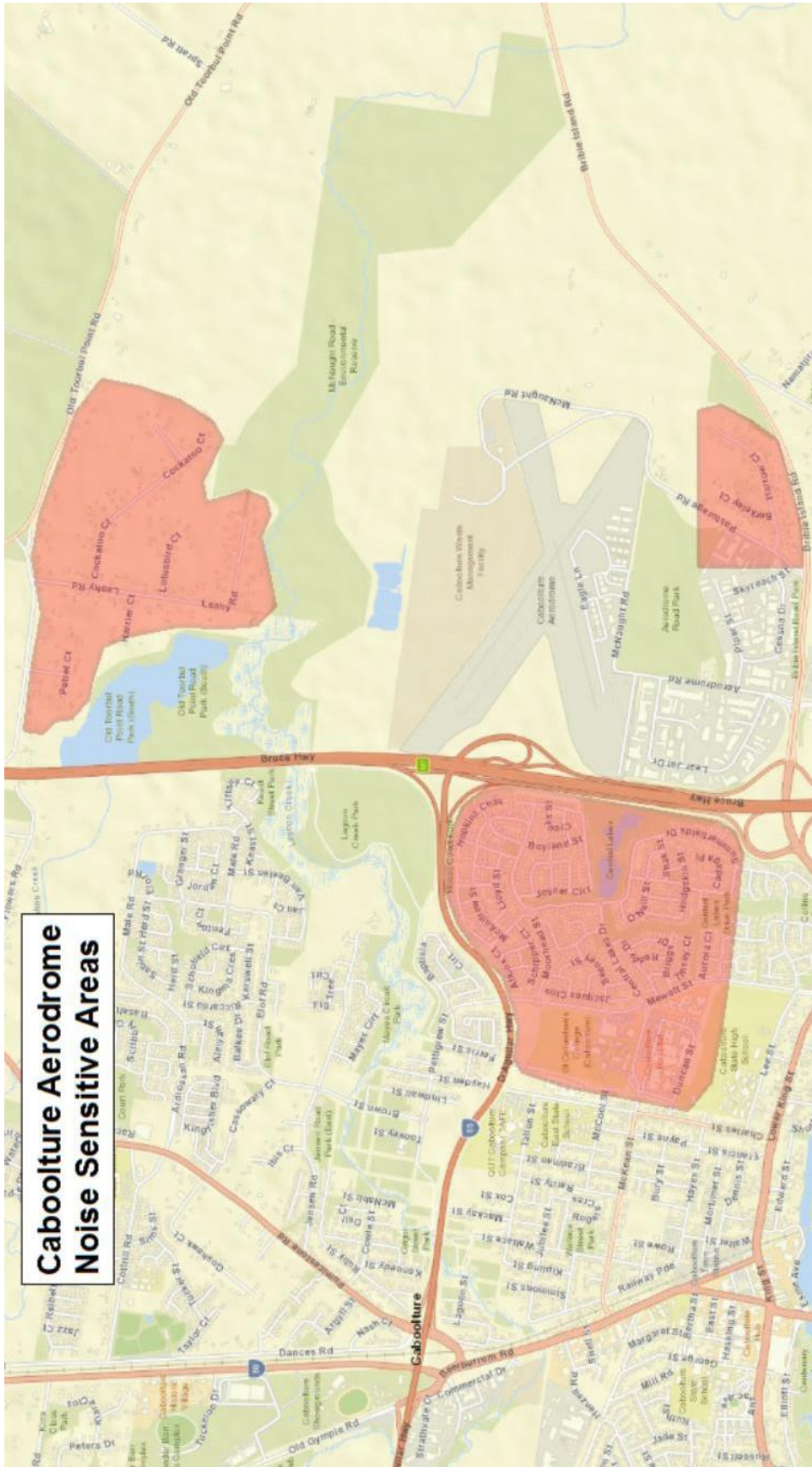
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Appendix A – Airfield Plan



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Appendix B- Plan of Local Noise Sensitive Areas



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Appendix C – YCAB QUICK REFERENCE HANDOUT (QRH)

1. Circuit Direction

All runways *Except* RWY29 are left hand circuits. RWY 29 is **Right** hand circuit.

2. CTAF Frequency – 125.85

3. Preferred Runway

The active runway is the RWY most into wind and the runway being used by other aircraft at the time of your departure or inbound radio broadcast. Other runways may be used with radio notification to other traffic and with priority given to other aircraft already established in the circuit of the runway in use (the active runway) and with awareness of the Glider Launch point operations.

RWY 24 must only be used when wind conditions dictate. If RWY 24 is used for take-off aircraft are requested to turn left before the Bruce Hwy, and then track parallel to or along the Bruce highway.

Straight-in Approaches -are not permitted at any time on Rwy 06 or Rwy 11 due to noise abatement. Straight-in approaches are not permitted on Rwy 24 or Rwy 29 during periods of high traffic activity.

4. Noise abatement and Fly Neighbourly Requirements

Circuits must be flown to avoid noise sensitive and built-up areas to the north, west and south. Intersection departures on any runway are not permitted. Take-off run is permitted with caution to commence in the undershoot area of RWY 06 and RWY 29 to reduce the size of the aircraft noise footprint on departure. Refer also to Appendixes B and D.

5. Night operations

Not permitted

6. Circuit procedures

In accordance with the current version of AC91-10, AIP and ERSA instructions

7. Carriage of VHF radio and use of is mandatory at YCAB Frequency 125.85

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Appendix D - AIRPORT FLY NEIGHBOURLY COMMITMENT

AIRFIELD MANAGEMENT STATEMENT

Permission to operate at YCAB is conditional of the participant understanding and complying with the Caboolture Aero Club fly neighbourly obligations.

As the airfield management group, the Caboolture Aero Club will:

- ensure that members and other users are aware of local environmental noise issues by publishing educational material on our website and in our Operations Manual;
- adhere to guidance published by CASA in AC91-10,
- display material for members and other airfield users on the CAC website; and monitor member compliance with the CAC OM to minimize unnecessary flight over built up areas.

To achieve agreed objectives the Caboolture Aero Club has:

- developed and published procedures to ensure **aircraft take-offs** begin no later than the threshold of the runway in order to maximise height gain after take-off
- developed and published procedures to ensure **aircraft do not land** before the marked threshold of any runway in order to maximise height over built-up areas on approach to a runway
- published requirements for early turns after take-off to avoid built up and noise sensitive areas
- encouraged pilots to fly widened circuits, when safe to do so, to avoid built up and noise sensitive areas
- nominated preferred runways for take-off
- limited engine failure training to specific runways
- not approved fixed wing pure jet operations
- published an OM procedure's quick reference handout (QRH) for pilot briefing on the CAC website
- referenced the OM QRH, in the YCAB notes section of ERSAs for visiting pilots
- placed limitations on low level circuit operations
- a process to follow up community inquiries and complaints about noise issues; and
- communicated with local authorities in relation to regulatory and community service obligations.

Appendix E – Emergency Response Plan

Caboolture Airfield Emergency Response Plan

Section 1	Introduction
Section 2	Preparing for Emergencies
Section 3	Responding to Emergencies
Section 4	Communications
Section 5	Resumption of Operations
Section 6	Post Incident Review
Section 7	Airfield Services and Facilities Diagram

1 INTRODUCTION

This plan has been developed as a supplement to the Caboolture Airfield Operations Manual. It is established to provide guidelines to be followed in the event of any of the following events:

- Aircraft incident
- Aircraft accident
- Fire or other emergencies
- Natural disaster
- Unlawful action affecting operations
- Floods

They are prefaced on the state and local emergency services being activated by eyewitnesses who would contact emergency services as a first action. The incident site will subsequently be under the control of an incident commander appointed by emergency services after their activation. The role of CAC in such matters is to ensure the safety and security of airfield operations, and of Club and members' property.

1.1 Authority to Implement

Responsibility for the implementation of this plan rests with the Caboolture Aero Club President, or Committee Nominated Person. Upon implementation of the plan, a Response Team Leader shall be nominated.

1.2 Implementation

Implementation of this plan will occur after initial assessment of the situation. This assessment should consider the following:

- Aircraft or vehicle type involved
- Specific location of the incident
- Accessibility
- Weather and climatic factors

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- Damage to Property, Buildings and/or Contents
- Number of passengers
- Nature and extent of any injuries
- Any hazardous cargo or biological hazard
- Security of the site

It will be necessary for those involved in the implementation of this plan to exercise initiative, flexibility and judgement in addressing the particular situation.

The primary concern shall be the safety of people and security of airfield operations.

The initial assessment should also consider the seriousness of the incident and determine if flight operations should continue or be suspended.

2. PREPARING FOR EMERGENCIES

The key to successfully responding to any challenging situation is preparedness. Training, knowledge, communication and resource management all contribute a satisfactory outcome.

2.1 Intent

A variety of circumstances may create risks to persons, aircraft, or assets. The intent of planning a response to an incident occurring on or near the airfield is to ensure that appropriate resources are available to respond to any such incident.

Planning must necessarily focus on:

- Management control of the situation
- Co-ordination of resources, including those sourced externally

Effective and clear communication is essential in achieving a successful outcome, as is co-operation between all persons and agencies involved.

3. RESPONING TO EMERGENCIES

The primary focus will be on:

- Notification of emergency services
- Provision of initial first aid assistance to those injured
- Facilitating access to the site by emergency services
- Safety of those involved in recovery actions
- Impact on other airfield users be minimised

3.1 Response Team Composition

The minimum requirement for a response team shall be:

- A Committee Appointed Person, who is be equipped with a mobile telephone and a hand-held VHF radio. **The Club emergency contact number is 0488 922 245.**

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- Response Team Leader, nominally the President, who shall be equipped with keys to all airfield access gates and a mobile telephone. The Response Team Leader has the authority to combine, or expand upon, these functions as required.

3.2 Response Team Roles

The role of each team member should broadly include the following:

Response Team Leader:

The Team Leader shall ensure that emergency services are directed to the incident site via the safest and most practical route, having regard for other airfield activities and natural hazards such as concealed ditches or soft surfaces. Care should be exercised whenever emergency vehicles are to cross any active runway.

In the absence of gate keys initially, the electric gate may be controlled by any available person at the gate with a key card.

The Team Leader shall appoint additional response team members as deemed necessary, and in the case of a protracted recovery operation, arrange for replacement team members, including facilitating their access to the airfield.

The Team Leader shall also decide in consultation with emergency services whether airfield operations should be limited or suspended, and when such limitations or suspension shall be lifted. The decision to suspend airfield operations may include or exclude helicopter operations, refuelling operations, and airfield maintenance, depending upon the proximity of these operations to the incident site, and the likelihood of these operations interfering with access by emergency services.

Note: Emergency Services aircraft are excluded from complying with airfield operational restrictions.

It shall be the responsibility of the Team Leader to remain at the incident site until rescue and recovery operations are complete, or until such time as relieved by a replacement Team Leader.

Committee Appointed Person (CAP):

The Committee Appointed Person (CAP) shall be required to implement any restriction or suspension of airfield operations to enable rescue and recovery operations to proceed. This shall be affected by periodic broadcast on the CTAF frequency, as well as by telephone notification to access agreement holders and flying schools.

If the decision is made to suspend airfield operations, the CAP is responsible for placing white crosses on the affected runways, and their removal before the resumption of operations.

4. COMMUNICATIONS

Effective communication is the key to a successful response. Primary communications will rely on mobile telephones and a hand-held VHF radio.

First contact with emergency services must include identification of the most suitable gate to access the incident site.

4.1 Media Communication

The Club President is the only person approved to make comment to media on behalf of the Aero

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Club. Any requests for comment on the specifics of an incident should be referred to the appropriate emergency services spokesperson. Members assisting with the response must not make personal comments about the incident to the media.

4.2 Communication with other airfield users

The primary means of advising aircraft of any limitation or suspension of operations should be by broadcast on the CTAF frequency utilising VHF radio. Secondary means of notification to aircraft should be by situating white crosses on the affected Rwy's or in the signal pad near the primary wind direction indicator.

5. RECOMMENCEMENT OF AIRFIELD OPERATIONS

The decision to re-instate normal operations at the airfield shall be made by the CAP, after consultation with emergency services.

The decision should only be made after a thorough inspection of the airfield to ensure that there is no hazard to other airfield users, and that any wreckage or debris has been removed from operational areas. A general inspection of the airfield should also be carried out to ensure that all operational areas are serviceable. Care should be taken to examine the operational surfaces for impact damage or damage by heavy vehicles. Maintenance to such damaged areas must be complete prior to return to operation use.

Any changes in operational status, such as temporary closure of any runway or taxiway, will be clearly defined by unserviceability markers.

6. OPERATIONAL REVIEW

Post-incident reviews are an important tool enabling procedures and preparedness to be strengthened so that future incidents are responded to successfully.

6.1 Debriefing of Response Team Members

After resumption of normal operations, the CAP shall convene a de-briefing of all response team members. An invitation will be extended to a representative of the Emergency Services Groups that attended the incident. This should ideally be conducted at a venue away from the incident site and should afford each team member an opportunity to reflect on their role and offer suggestions as to how procedures in this ERP might be improved. The effectiveness and suitability of resources should also be considered.

6.2 Aero Club Committee Review

At the earliest practical opportunity, the CAC President should convene a meeting to review operational procedures and resource allocation, in view of the experience gained. Depending upon the circumstances of the incident, feedback from external agencies involved in the response should be invited.

6.3 Amendments to the Emergency Response Plan

Following any operational review, the Airfield Emergency Response Plan shall be amended to incorporate changes, and the revised plan circulated accordingly.

7. Airfield Services and Facilities Diagram

CABOOLTURE AIRFIELD OPERATIONS MANUAL (OM)

