



MackayAirport

FOR WORKDAYS AND HOLIDAYS

Mackay Airport
Aerodrome Operations Manual

Version	2.3 – 21 November 2024
Approver	Chief Operating Officer
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Glossary

Acronyms and abbreviations

Acronym / abbreviation	Description
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/ASO	aerodrome reporting officer, airport safety officer
ARP	aerodrome reference point
ASDA	accelerate-stop distance available
ASO	Airport Safety Officer
ATC	air traffic control
AVDGS	advanced visual docking guidance system
CASA	Civil Aviation Safety Authority
CASC	Compliance and Airside Safety Coordinator
COO	Chief Operations Officer
ERSA	En-Route Supplement Australia
ft	feet
FOD	foreign object debris
H24	continuous
HoO	Head of Operations (Mackay Airport)
IFR	instrument flight rules
ILS	instrument landing system
IWDI	illuminated wind direction indicator
LDA	landing distance available
LVP	low visibility procedures
m	metre(s)

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MAGS	movement area guidance sign
MAO	Manager Aviation Operations
MIM	Manager Infrastructure and Maintenance
MOS	Manual of Standards
MOWP	method of working plan
NAIPS	national aeronautical information processing system
NOF	NOTAM Office
NOTAM	notice to air missions
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 visual range
RWY	runway
SMS	safety management system
STODA	supplementary take-off distance
RMP	risk management plan
TDZ	touchdown zone
TODA	take-off distance available
TORA	take-off run available
TWY	taxiway
VASIS	visual approach slope indicator system
VDGS	visual docking guidance system
VFR	visual flight rules
WDI	wind direction indicator

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> <p>a person is fatally or seriously injured as a result of:</p> <p>being in the aircraft, or</p> <p>direct contact with any part of the aircraft, including parts which have become detached from the aircraft, or</p> <p>direct exposure to jet blast, except when the injuries are from natural causes, self-inflicted by other persons, or when the injuries are to stowaways hiding outside the areas normally available to the passengers and crew, or</p> <p>the aircraft sustains damage or structural failure which:</p> <p>adversely affects the structural strength, performance or flight characteristics of the aircraft, and</p> <p>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</p> <p>the aircraft is missing or is completely inaccessible.</p>
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> <p>a code number which is determined by the aeroplane reference field length, and which is applicable to runways</p> <p>a code letter which is determined by the aeroplane wingspan, and which is applicable to runways, taxiways, aircraft holding bays and parking positions</p> <p>the OMGWS which is applicable to runways and taxiways.</p>
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.

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Term	Definition
air transport operation	<p>a passenger transport operation, or a cargo transport operation, that is conducted for hire or reward, or</p> <p>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 not an air transport operation.</p> <p>206(1)(a) aerial work purposes, being purposes of the following kinds (except when carried out by means of an RPA):</p> <p>aerial surveying</p> <p>aerial spotting</p> <p>agricultural operations</p> <p>aerial photography</p> <p>advertising</p> <p>balloon flying training</p> <p>ambulance functions</p> <p>carriage, for the purposes of trade, of goods being the property of the pilot, the owner of the hirer of the aircraft (not being a carriage of goods in accordance with fixed schedules to and from fixed terminals)</p> <p>any other purpose that is substantially similar to any of those specified in subparagraphs (i) to (vii) (inclusive).</p>
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, fueling, 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	<p>an aerodrome:</p> <p>designated by the Department as an international airport in Australia; and</p> <p>identified as a designated international airport in Australia on the Department's website.</p>

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Term	Definition
instrument runway	<p>one of the following types of runway nominated for the operation of aircraft using instrument approach procedures:</p> <p>non precision approach runway</p> <p>precision approach runway (CAT I)</p> <p>precision approach runway (SA CAT I)</p> <p>precision approach runway (SA CAT II)</p> <p>precision approach runway (CAT II)</p> <p>precision approach runway (CAT III A / B / C)</p>
landing distance available	the length of the runway which is declared available and suitable for the ground run of an aeroplane landing.
maneuvering 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	a part of an aerodrome to be used for the take-off, landing and taxiing of aircraft, consisting of the maneuvering 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 Air Missions and is a notice issued by the NOTAM Office containing information or instructions concerning the establishment, condition or change in any aeronautical facility, 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	<p>fixed (whether temporarily or permanently) and mobile objects, structures and parts of such objects and structures that:</p> <p>are located on an area provided for the surface movement of aircraft, or</p> <p>extend above a defined surface designated to protect aircraft in flight, or</p> <p>stand outside the defined surfaces mentioned in items (a) and (b) above and that have been assessed as being a hazard to air navigation.</p>
obstacle free zone	the airspace above the inner approach surface, inner transitional surface, baulked 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.

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Term	Definition
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: reduce the risk of damage to aircraft running off a runway, and 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: is automatically connected to the relevant load when the primary power source fails, and is derived from: the normal public electrical power supply, but in a way that: supplies power for the aerodrome's functionality from a special substation that is not the normal substation, and supplies the power through a special transmission line that follows a route different from the normal power supply route, and makes extremely remote the possibility of a simultaneous failure of the normal public electrical power supply and the power supply for the aerodrome, or 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.

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Term	Definition
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.
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 123 of the <i>Civil Aviation Safety Regulations 1998</i>
Act	<i>Civil Aviation Act 1988</i>
Manual of Standards	Manual of Standards Part 139
Advisory Circulars	CASA Advisory Circulars
Civil Aviation Advisory Publications	Civil Aviation Advisory Publications

Forms

Form no.	Title

Preface

Amendment record

(Part 139 MOS – 10.03)

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 this manual, a summary of the changes made is also recorded.

Date of change	Parts and page	Summary of change(s)
May 2021	All	Initial issue
April 2022	All	Full review of Manual and attachments
November 2022	2.1.1 2.1.4.8 2.1.16 3.1.1.2 3.1.4 3.2.1 3.12.8.11	Amended Aerodrome diagram from Appendix from B to C Intersection departure take off distances Not Applicable. Low Visibility Procedures updates and SOP included in AOM Subsidiary. Updated approved NOTAM issuers. Added BNE CN freq Added new WSO Removed reference to ILS
March 2024	1.3.2 and 1.3.3 3.1.1.2	Updated Job Titles Updated approved NOTAM issuers.
November 2024	All	Updated NOTAM language, updated qualified WSOs Karl Sibley and Carla Duck, grammatical changes, reviewed Low Vis Operations, reviewed appendix.

Distribution list

(Part 139 MOS – 10.02(2)(7))

A copy of this manual is maintained as an electronic copy on the Mackay Airport Intranet and website. This manual is made available to CASA for inspection if requested.

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

Copy No. (if assigned)	Manual holder	Electronic Format	Hard copy
Master	Electronic copy on Mackay Airport Intranet and website – Maintained as a Controlled Copy	✓	

Mackay Airport makes this manual available to all relevant persons on our website. Access is also available to staff on our intranet.

Persons printing this manual should be aware that any hard copies are uncontrolled and may not be the most up-to-date version.

1 Aerodrome Administration

1.1 Operator's statement

(CASR 139.110(5)(c))

The Mackay 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).

The contents of this manual describe the systematic approach to the operation and maintenance of Mackay Airport and demonstrates the North Queensland Airports (NQA) group'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 when the aerodrome is operating, the aerodrome manual and any subsidiary materials will be accessible by those personnel who have a role of responsibility.

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, North Queensland Airports (NQA) group is committed to ensuring that all individuals understand their responsibilities and accountabilities as defined within this aerodrome manual.

Signed: 

Name: Garry Porter

Position: Chief Operating Officer

1.2 Organisational structure

(Part 139 MOS – 11.02(a)(i))

An organisational chart which clearly identifies all personnel responsible for the management and administration of Mackay Airport and NQA is available in Appendix A of this manual.

1.3 Key personal

1.3.1 Accountable Manager

(CASR 139.110(1)(5); Part 139 MOS – 11.02(a)(ii); 13.02; 16.08(3); 25.04(2)(4))

Name: Garry Porter

Management position: Chief Operating Officer (COO)

Responsibilities:

To ensure Mackay Airport Pty Ltd:

- 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.

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)

(Part 139 MOS – 11.02(a)(ii))

The management position(s) responsible for the **operation** of the aerodrome is / are:

Management position: Manager Aviation Operations (MAO)

Responsibilities:

- Is responsible for aerodrome operations, the safety functions and the day-to-day running of the aerodrome.
- Ensures that all personnel are trained in accordance with the standards for training aerodrome personnel set out in CASR 139.110.
- Ensures that the aerodrome facilities and equipment are planned, constructed, installed and maintained in accordance with the MOS 139 Standards.
- Ensure that all airport plans and drawings are kept up to date and that any new updates to Aerodrome Manual plans are provided to the Aerodrome Manual Controller for distribution and notification to all holders.
- Ensures the operational integrity and safety of the airport through compliance with all relevant legislative and corporate obligations including coordination of technical and serviceability inspections.
- Ensures that the operations team members actively contribute to the improvement of the airports operation, safety and maintenance systems.
- Ensures that procedures are in place for the formal commissioning of new or repaired lighting systems as described in MOS 139 Chapter 9, Division 2.

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- Coordinates the development, implementation and review of the Mackay Aerodrome Manual to ensure compliance with statutory requirements.
- Responsible for providing timely and accurate aeronautical data and information to AIS providers (Airservices Australia) for publication in the AIP.
- In accordance with MOS 139, Section 10.03(3), the MAO will advise CASA in writing of any amendment to the Aerodrome Manual within 30 days after the amendment is made. If a deviation is made to ensure the safety of aircraft operations, the deviation shall be reported to CASA within 30 days of the event causing the deviation.
- Responsible for implementation and enforcement of noise abatement procedures and wildlife hazard management.
- Ensures pavement evaluations, pavement repairs and airport drainage inspections are undertaken by a suitable qualified person.
- Responsible for provision and revision of all planning documentation, including the OLS, airport facilities, apron parking, electrical and engineering services.
- Responsible for Emergency Planning and the Transport Security Plan
- Has responsibilities under the Aeronautical Information Management - Part 175D

The management position(s) responsible for the **maintenance** of the aerodrome is / are:

Management position: Manager Infrastructure, Property and Capital Projects (MIPCP)

Responsibilities:

- Responsible for ensuring that the development of all airport works relating to pavements are carried out in accordance with adopted plans.
- Manages overall maintenance of airport infrastructure and the airfield.
- Ensure that electrical contractor performs the necessary technical inspections of all Aerodrome Ground Lighting systems as defined Mackay Airport Electrical Maintenance Manual and that the results and corrective measures are appropriately recorded.
- Provide advice to Head of Aviation and Mackay Airport internal departments on airport maintenance activities.
- Coordinate all maintenance of Runway, Taxiway and Apron pavements and aerodrome ground lighting and on other projects requested by Mackay Airport internal departments.
- Ensure that mowing strategies advised by MAO and MIM are carried out.
- Suitably maintain fences, drains, grassed and mangrove areas.
- Ensure that Mackay Airport Infrastructure and Maintenance Staff are trained and competent to perform required duties and refresher training is provided and ensure that period maintenance contractors and other users of Mackay Airport building services facilities are competent in their operation and maintenance.
- Ensure that terminal light and power including standby generating equipment and other building facilities and services are operated and maintained in accordance with prescribed standards.

1.3.3 Aerodrome operations and Safety functions

(Part 139 MOS – 11.02(c))

The following individuals or positions are responsible for the aerodrome's operations and safety functions:

Individual / position: Compliance and Airside Safety Coordinator (CASC)

Responsibilities:

- Monitors the safety of the aerodrome by regular safety inspections to identify any breaches or areas of concern, taking remedial action to rectify deficiencies in aerodrome safety standards.
- Conducts regular safety inspections and compile records and reports for the MAO which will satisfy the requirements of the CASA annual audit.
- Maintains liaison with Air Traffic Control, airlines and other aerodrome users in respect of airport works and serviceability.
- Monitors and maintains the safety of the aerodrome Obstacle Limitation Surfaces clearances.
- Maintains and implements an effective wildlife control program
- Assists the MAO in reviewing, developing and implementing new Airside Driving License training and procedures.
- Assists the MAO in monitoring, reviewing, updating and implementing new procedures applicable to the Aerodrome Manual.
- Issues Notices to Air Missions (NOTAMS) as required and monitors the currency of NOTAMS.
- Fulfils Reporting Officer functions at Mackay Aerodrome.
- Fulfils the roles required by the Mackay Aerodrome Emergency Plan and the Disabled Aircraft Removal Plan and maintains emergency equipment. This includes but is not limited to assist with preparation and co-ordination of emergency tabletop and field exercises, debriefs and familiarisations of external emergency response agencies.
- Co-ordinates all functions of aviation ramp safety and security at Mackay Aerodrome to ensure that aviation regulations and requirements are complied with for the safety of airport users.
- Develops safe work procedures in line with industry practice for persons operating on the ramp and baggage make-up areas.
- Ensures compliance by Freight and Ground handling agents with all relevant airport conditions of use.
- Performs audits of training records, serviceability of ramp vehicles, Workplace Health & Safety, Foreign Object Damage, work procedures and competencies to operate various types of ground service equipment. Fulfils reporting officer functions at Mackay Aerodrome.
- Monitors airport security to ensure compliance with the Department of Home Affairs regulations by regular inspections to identify any breaches or areas of concern.
- Takes corrective action where breaches of security occur or acts on reports from contract security by utilising appropriate and effective communication with offenders

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or recommendations to security agencies or management.

- Conducts regular competency checks on Mackay Airport staff and contractors performing ARO or WSO functions.

Individual / position: Airport Safety Officer (ASO) (ARO)

Responsibilities:

- Ensures the movement area is safe for aircraft operations by continual inspection of airside facilities, including lighting, and identifies reports and marks any unserviceability affecting aircraft operations.
- Maintains daily logs on all operational matters.
- Identifies dangerous practices or situations before an incident or accident occurs.
- Conducts perimeter security and SRA checks and supervision before and during RPT operations.
- Performs surveillance of operating practices to ensure they are conducted in accordance with relevant standards and regulations.
- Monitors the airports OLS for infringements.
- Implements Bird & Wildlife Management procedures, including conducting and recording daily bird counts.
- Performs the role of WSO when undertaking Time Limited Works.
- Emergency Response
 - Provides first response to an aircraft crash on or off airport within reasonable area and establishes command post as per Aerodrome Emergency Procedures – Mackay.
 - Provides first response to a security incident including possible activation of the Terminal Evacuation Plan.

1.4 Aerodrome manual administration

(Part 139 MOS – 10.01(1)(2)(3); 10.02(1)(3)(4); 10.04(1)(2)(b)(c); 11.02(b))

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

(Part 139 MOS – 10.01(4); 11.02(b))

The following individuals / positions are responsible for reviewing, maintaining, amending and controlling this aerodrome manual:

Individual / position	Role / Function
Manager Aviation Operations	Reviewing, maintaining, amending and controlling the aerodrome manual

1.4.2 Manual amendment

(Part 139 MOS – 10.03(1)(2)(3))

To maintain the accuracy of this manual, the aerodrome manual controller(s) 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:

- The amendment record will be updated in the manual to include a written summary of each change and the date on which the change was made.

Within 30 days of any amendment to this manual, written notice of the change and a copy of the changed part of the aerodrome manual will be provided to CASA.

1.4.3 Manual review

(Part 139 MOS – 12.09(6)(a)(ii))

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

1.5 Authorisations

1.5.1 Aerodrome certificate – conditions

(Part 139 MOS – 11.01(3)(c))

The aerodrome was formerly a certified aerodrome. There were no conditions on the aerodrome certificate issued by CASA.

1.5.2 Aerodrome instruments

(Part 139 MOS – Chapter 11.01(3)(a))

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

2 Aerodrome Information

2.1 Aeronautical information

(Part 139 MOS – 11.01(1); Chapter 5)

2.1.1 Aerodrome diagram

(Part 139 MOS – 11.01(1); 5.03(1)(a)-(j))

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 Mackay Airport's ADP. The ADP is available in Appendix C of this manual.

2.1.2 Aerodrome administration statement

(Part 139 MOS – 11.01(1); 5.03(2)(a)-(c))

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 Mackay Airport's ADP. The ADP is available in Appendix B of this manual.

2.1.3 Aerodrome location statement

(Part 139 MOS – 11.01(1); 5.03(4)(a)-(f))

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 Mackay Airport's ADP. The ADP is available in Appendix B of this manual.

2.1.4 Movement area information – runways

2.1.4.1 Runway code number

(Part 139 MOS – 11.01(1); 5.04(1)(a))

The code number of the runway(s) has been reported to Airservices. This information is contained in Mackay Airport's ADP. The ADP is available in Appendix B of this manual.

2.1.4.2 Runway bearing, length, width, and surface type

(Part 139 MOS – 11.01(1); 5.04(1)(b)(c))

The bearings, length, width and surface type(s) of the runway(s) have been reported to Airservices. This information is contained in Mackay Airport's ADP. The ADP is available in Appendix B of this manual.

2.1.4.3 Threshold geographical location & elevation - instrument runways

(Part 139 MOS – 11.01(1); 5.04(1)(d)(i)(ii))

The geographical location coordinates, and the elevation of the midpoint of the runway threshold for each instrument runway have been provided to Airservices. This information is contained in Mackay Airport's ADP. The ADP is available in Appendix B of this manual.

2.1.4.4 Runway pavement strength rating

(Part 139 MOS – 11.01(1); 5.04(1)(e))

The strength rating of the runway(s) pavement has been reported to Airservices. This information is contained in Mackay Airport's ADP. The ADP is available in Appendix B of this manual.

2.1.4.5 Runway strip length and width

(Part 139 MOS – 11.01(1); 5.04(1)(f))

The length and width of the runway strip(s) have been reported to Airservices. This information is contained in Mackay Airport's ADP. The ADP is available in Appendix B of this manual.

2.1.4.6 Runway slope

(Part 139 MOS – 11.01(1); 5.04(1)(g))

The runway slope(s) has / have been reported to Airservices. This information is contained in Mackay Airport's ADP. The ADP is available in Appendix B of this manual.

2.1.4.7 Runway declared distances

(Part 139 MOS – 11.01(1); 5.04(1)(h))

The runway(s) declared distances have been reported to Airservices. This information is contained in Mackay Airport's ADP. The ADP is available in Appendix B of this manual.

2.1.4.8 Intersection departure take-off distances available

(Part 139 MOS – 11.01(1); 5.04(1)(h); 5.12(3)(4))

NOTAPPLICABLE.

2.1.4.9 Supplementary take-off distances available (STODA)

(Part 139 MOS – 11.01(1); 5.04(1)(h))

The runway(s) supplementary take-off distances have been reported to Airservices. This information is contained in Mackay Airport's ADP. The ADP is available in Appendix B of this manual.

2.1.4.10 Established OLS for the runway

(Part 139 MOS – 11.01(1); 5.04(1)(i))

The code number of the runway(s) OLS have been reported to Airservices. This information is contained in Mackay Airport's ADP. The ADP is available in Appendix B of this manual.

2.1.4.11 Type A charts

(Part 139 MOS – 11.01(1); 5.04(1)(j)(i))

NOTAPPLICABLE.

2.1.4.12 Type B charts

(Part 139 MOS – 11.01(1); 5.04(1)(j)(ii))

NOTAPPLICABLE.

2.1.4.13 Obstacle-free zone (OFZ)

(Part 139 MOS – 11.01(1); 5.04(1)(k))

An obstacle free zone is not identified.

2.1.4.14 Arrestor system

(Part 139 MOS – 11.01(1); 5.04(1)(l))

NOTAPPLICABLE.

2.1.5 Movement area information – runway strip availability

(Part 139 MOS – 11.01(1); 5.04(2)(a)(b))

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

2.1.6 Movement area information – taxiways

(Part 139 MOS – 11.01(1); 5.04(3)(a)-(d))

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

2.1.7 Movement area information – aprons

(Part 139 MOS – 11.01(1); 5.04(4)(a)-(c); 5.04(5)(a)(b))

The aerodrome has international operations and / or the parking position designations have been provided to Airservices for publication in the AIP. Each apron, their surface type, the designation and location of primary and secondary parking positions, and the type of parking guidance provided has been reported to Airservices. This information is contained in Mackay Airport's ADP. The ADP is available in Appendix B of this manual.

2.1.8 Visual aids – approach and runway lighting systems

(Part 139 MOS – 11.01(1); 5.05)

Approach lighting system(s) (ALS)

(Part 139 MOS – 11.01(1); 5.05(1)(a))

NOTAPPLICABLE.

2.1.8.1 Runway threshold lights and wing bars

(Part 139 MOS – 11.01(1); 5.05(1)(b))

The particulars for each runway threshold lights / wing bars (if provided) have been reported to Airservices. This information is contained in Mackay Airport's ADP. The ADP is available in Appendix B of this manual.

2.1.8.2 Visual approach slope indicator system (VASIS)

(Part 139 MOS – 11.01(1); 5.05(1)(c))

The particulars of each visual slope indicator system have been reported to the Airservices. This information is contained in Mackay Airport's ADP. The ADP is available in Appendix B of this manual.

2.1.8.3 Touchdown zone (TDZ) lighting

(Part 139 MOS – 11.01(1); 5.05(1)(d))

NOTAPPLICABLE.

2.1.8.4 Runway centreline lights

(Part 139 MOS – 11.01(1); 5.05(1)(e))

NOT APPLICABLE.

2.1.8.5 Runway edge lights

(Part 139 MOS – 11.01(1); 5.05(1)(f))

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

2.1.8.6 Runway end lights

(Part 139 MOS – 11.01(1); 5.05(1)(g); Chapter 9, Division 10)

The colours of runway end lights, and wing bars (if provided), have been reported to Airservices. This information is contained in Mackay Airport's ADP. The ADP is available in Appendix B of this manual.

2.1.8.7 Stopway lights

(Part 139 MOS – 11.01(1); 5.05(1)(h))

NOTAPPLICABLE.

2.1.8.8 Starter extension lighting

(Part 139 MOS – 11.01(1); 5.05(1)(i))

NOTAPPLICABLE.

2.1.8.9 Runway threshold identification lights (RTIL)

(Part 139 MOS – 11.01(1); 5.05(1)(j))

The availability of RTIL has been reported to Airservices. This information is contained in Mackay Airport's ADP. The ADP is available in Appendix B of this manual.

2.1.8.10 Pilot activated lighting (PAL) system

(Part 139 MOS – 11.01(1); 5.05(1)(k))

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

2.1.9 Visual aids – other lighting and secondary power supply

2.1.9.1 Aerodrome beacon

(Part 139 MOS – 11.01(1); 5.05(2)(a))

The location, characteristics and hours of operation of the aerodrome beacon(s) have been reported to Airservices. This information is contained in Mackay Airport's ADP. The ADP is available in Appendix B of this manual.

2.1.9.2 Taxiway lighting systems (including holding positions and stop bars)

(Part 139 MOS – 11.01(1); 5.05(2)(b))

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

2.1.9.3 Apron lighting systems (including VDGS)

(Part 139 MOS – 11.01(1); 5.05(2)(c))

The lighting systems for aprons, including the location and (VDGS NOTAPPLICABLE), have been reported to Airservices. This information is contained in Mackay Airport's ADP. The ADP is available in Appendix B of this manual.

2.1.9.4 Other movement areas – lighting systems

(Part 139 MOS – 11.01(1); 5.05(2)(d))

NOTAPPLICABLE.

2.1.9.5 Obstacle lighting for OLS infringements

(Part 139 MOS – 11.01(1); 5.05(2)(e))

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

2.1.9.6 Secondary power supply (including switch-over time)

(Part 139 MOS – 11.01(1); 5.05(2)(f))

The particulars of the secondary power supply and its switchover time have been provided to Airservices. This information is contained in Mackay Airport's ADP. The ADP is available in Appendix B of this manual.

2.1.10 Navigation aids

(Part 139 MOS – 11.01(1); 5.06)

NOTAPPLICABLE.

2.1.11 Aviation rescue and fire-fighting services (ARFFS)

(Part 139 MOS – 11.01(1); 5.07)

An ARFFS is not provided by the aerodrome operator.

2.1.12 Ground services

2.1.12.1 Fuel suppliers

(Part 139 MOS – 11.01(1); 5.08(a))

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

2.1.12.2 Weather information broadcasts

(Part 139 MOS – 11.01(1); 5.08(b))

Aerodrome weather information broadcasts are not provided by the aerodrome operator.

2.1.12.3 Ground-to-air communication systems

(Part 139 MOS – 11.01(1); 5.08(c))

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

2.1.12.4 Other aviation-related services made available to pilots

(Part 139 MOS – 11.01(1); 5.08(d))

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

2.1.13 Aerodrome operational procedures – standard taxi routes

2.1.13.1 Standard taxi routes determined by aerodrome operator

(Part 139 MOS – 11.01(1); 5.09(1)(a))

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

2.1.13.2 Standard taxi routes determined by the ATS provider

(Part 139 MOS – 11.01(1); 5.09(1)(b))

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

2.1.14 Aerodrome operational procedures – special procedures

(Part 139 MOS – 11.01(1); 5.09(2))

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 Mackay Airport's ADP. The ADP is available in Appendix B of this manual.

2.1.15 Aerodrome operational procedures – notices

(Part 139 MOS – 11.01(1); 5.09(3))

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

2.1.16 Aerodrome operational procedures – low-visibility procedures

(Part 139 MOS – 11.01(1); 5.09(4)(a)(b)(c))

Low-visibility procedures have been established at the aerodrome and the required information has been reported to Airservices. This information is contained in Mackay Airport SOP, Low-Visibility Operations, available in AOM Subsidiary of this manual.

2.2 Aerodrome site plan

(Part 139 MOS – 11.01(2)(a)(i)-(v))

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 is available in Appendix C of this manual.

2.3 Site plan – facilities outside the aerodrome boundary

(Part 139 MOS – 11.01(2)(b))

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

2.4 Aerodrome reference code (ARC) nominations

(Part 139 MOS – 4.01; 11.01)

Runways

(Part 139 MOS – 11.01(2)(c))

The aerodrome reference code (ARC) number, letter and OMGWS for each runway are recorded in the table below:

Runway	ARC number	ARC letter	OMGWS
RWY 14/32	Code 4	Code D	9 m up to but not including 15 m

2.4.1 Taxiways and taxilanes

(Part 139 MOS – 11.01(2)(c))

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

Taxiway / Taxilane	ARC letter	OMGWS
TWY A	Code D	9 m up to but not including 15 m
TWY B	Code C	6 m up to but not including 9 m
TWY C	Code A	Up to but not including 4.5 m
TWY D	Code B	4.5 m up to but not including 6 m
TWY E	Code D	9 m up to but not including 15 m
TWY F	Code D	9 m up to but not including 15 m
TWY G	Code C	6 m up to but not including 9 m
TWY H	Code B	4.5 m up to but not including 6 m
TWY J	Code C	9 m up to but not including 15 m
TWY L	Code B	4.5 m up to but not including 6 m

2.4.3 Aircraft parking positions

(Part 139 MOS – 1.08(2))

The aerodrome reference code (ARC) letter for each marked primary and secondary aircraft parking position is recorded in the table below:

	NOTE: * Limited or with restrictions
Parking position designation	ARC letter
Bay 1	Code C*
Bay 1A	Code D
Bay 1B	Code C*
Bay 1C	Code C*
Bay 2	Code C*
Bay 3	Code C*
Bay 4	Code C*
Bay 5	Code D*
Bay 5A	Code C*
Bay 6	Code C*
Bay 6A	Code C*
Bay 21	Code B
Bay 21A	Code B
Bay 22	Code B
Bay 22A	Code B

2.4.2 Holding bays (aircraft)

(Part 139 MOS – 1.08(2); 6.55(2))

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

2.5 Instrument classification of each runway

(Part 139 MOS – 3.01(2); 11.01(2)(d))

The instrument classification for each runway end is recorded in the table below:

Runway designation	Instrument classification
RWY 14	Instrument Non-Precision Code 4
RWY 32	Instrument Non-Precision Code 4
RWY 05/23 (temporarily decommissioned)	Instrument Non-Precision Code 2 - which has been converted to a taxiway system. Mackay Airport is surveying and protecting the airspace in case of future reinstatement.

2.6 Deviations from preferred standards

(Part 139 MOS – 1.08(3)(4); 11.01(3)(d))

2.6.1 Location of runway threshold

(Part 139 MOS – 6.01(3)(4)(6); 8.26)

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

2.6.2 Runway turn pad / bypass pad

(Part 139 MOS – 6.03(2)(3))

All runway turn pads / bypass pads are located on the right-hand side of the runway as viewed when looking in the direction of take-off from that runway end.

2.6.3 Runway longitudinal slope values

(Part 139 MOS – 6.06(1)-(7))

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

(Part 139 MOS – 6.08(2)(3))

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

The following items are contained within the ADP.

2.6.5.1 Average surface texture depth

(Part 139 MOS – 1.08(4); Table 6.09(1)-1)

Not relevant on grooved runways.

2.6.5.2 Friction values

(Part 139 MOS – 108(4); Table 6.09(1)-2)

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

2.6.6 Longitudinal slope design values on graded runway strip

(Part 139 MOS – 6.18(1)(2))

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)

(Part 139 MOS – 1.08(4); 6.26(4))

The preferred RESA length as stated in Table 6.26(4) of the Part 139 MOS has not been met on the following runways:

Runway designation	Actual RESA length	Reasons why the preferred RESA length not met
RWY 14	90m x 90m Commences from RWY end	Due to the proximity of the boundary fence it is not practical to comply with the preferred RESA length.
RWY 32	90m x 90m Commences from RWY end	Due to the proximity of the boundary fence it is not practical to comply with the preferred RESA length.
		Ninety meters of RESA is provided at each end of Runway 14/32, 60m inside the runway strip and 30m outside of the runway strip. Sixty meters of sealed pavement is provided on each end as blast area.

2.6.8 Taxiway longitudinal slope values

(Part 139 MOS – 1.08(4); 6.40(1)(2)(3))

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

(Part 139 MOS – 6.41(2)(3))

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

(Part 139 MOS – Table 8.03(1))

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

MOS139 compliant colours have been used for all aerodrome markings, markers, signals and signs (as applicable).

2.6.11 Runway edge lights on a reduced runway width

(Part 139 MOS – 9.51(10)(11))

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

2.6.12 Spacing of taxiway edge lights

(Part 139 MOS – 9.92(1))

Taxiway edge lights are not provided.

2.7 Facilities with retained compliance

2.7.1 Non-compliant grandfathered facilities

(Part 139 MOS – 11.01(3)(b))

At the time of commencement of the Part 139 MOS, the following aerodrome facilities / OLS do not comply with the new standards.

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.

Facility (grandfathered)	Description of non-compliance
Taxiway Centreline lighting	Longitudinal spacing of the taxiway lighting on Taxiways A, B and E.
Taxiway Centreline lighting	A mixture of LED and halogen taxiway centreline light fittings are currently installed on a single taxiway lighting primary circuit.
Hold Point lighting	A mixture of LED and halogen taxiway light fittings are currently installed on a single taxiway lighting primary circuit.
Eastern GA Apron Floodlighting	Parking positions do not achieve the minimum average illuminance value.
Western GA Apron Floodlighting	Some parking positions do not achieve the minimum average illuminance value.
Aerodrome Beacon	Flash rate 8 cycles per minute
Aeronautical ground light chromaticity and commissioning	Existing AGL installations commissioning and certification not available.

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Runway 14/32, Taxiway and Apron markings	Designed to previous standards.
Runway 14/32 strip width	Runway graded strip width of 150m. Runway 14/32 strip width presently 150m in width., MOS 139 Section 6.17 for Code 4 RWY requires 280m – Not practicable to achieve desired width. The Standards at the time of construction were Airport Engineering Instructions (APEI) 8.3.4 RPA Table 7-8 Runway Strip Width for Non-Precision Approach Runways, Code 4 <i>Where it is not practicable to provide the full runway strip width, a minimum 150 m wide graded only strip may be provided, subject to landing minima adjustments</i>
Levy road	Infringes Runway 14/32 transverse slope.
OLS	Inner edge width of Runway 14/32 approach surfaces limited to 150m. Fence post out from RWY 14 identified in diagram Appendix C - Aerodrome Facilities Plan.
RESA	Ninety meters of RESA is provided at each end of Runway 14/32, 60m inside the runway strip and 30m outside of the runway strip. Sixty meters of sealed pavement is provided on each end as blast area.
Taxiway Shoulders	Taxiway B (Code C) has 3.5m wide asphalt shoulder. Taxiway E (Code D) has 3m wide asphalt shoulder. Taxiway F (Code D) has 3m wide asphalt shoulder. Taxiway G (Code C) has no shoulders provided.
Slope of EGA	Some locations exceed slopes of 1%.
EGA Apron Taxiways and Taxilanes	Taxiway minimum separation distances are not met.
Take-off Run Available Information signs	Take-off Run Available Information signs not provided.
MAGS	Designed to previous standards.
Eastern GA Helipark	Designed to previous standards.
Western Helipads	Designed to previous standards.
Slope of GA Apron	Some locations exceed slopes of 1%.
OLS transitional obstacles	Vehicles travelling on Bridge Rd north of RWY 14/32 infringe the OLS. Fences identified in OLS Survey
RTIL shields	Frangible mesh shielding to minimize glare of RTIL's for adjacent residents.
No Pre-Threshold area markings south of RWY 32	Additional sealed section beyond gable markers between RWY strip and perimeter road not marked with chevrons. To indicate Pre-Threshold area markings Section 8.16 in MoS Sealed section south of RWY 14/32
Non standard paint colours	White Security Restricted Area markings on RPT Apron. Green License Area markings on aprons
Gable Markers EGA	Does not meet 180m center spacing along the edge of the EGA due TWYs.
Other	Not limited to the above list.

2.7.2 Grandfathered facilities – opted-in

(Part 139 MOS – 2.01 opted-in)

All grandfathered facilities remain grandfathered to a previous standard.

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
- making the aerodrome reports readily accessible to relevant personnel
- retaining reports for at least 3 years
- maintaining the integrity of information that is published.

3.1.1 Personnel with responsibilities – data originator

(CASR 175.445; Part 139 MOS – 11.05(3))

3.1.1.1 AIP responsible person

(CASR 175.445(1)(2); Part 139 MOS – 11.05(3))

The nominated AIP responsible person for Mackay Airport is the Manager Aviation Operations.

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, Mackay Airport Pty Ltd 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)

(CASR 175.445(4)(5); Part 139 MOS – 11.05(3))

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

NOTAM authorised person(s)
<p>Manager Aviation Operations (Mackay): Philip Clark</p> <p>Compliance and Airside Safety Coordinator: Carla Duck</p> <p>Airport Safety Officers (Mackay): Shane Hokins Brandon Ford Dale Parker Stephen Chant</p> <p>Aerodrome Operations Manager (Cairns): Joseph Godolley Emergency and Operational Resilience Manager (Cairns): Robert Keegan Aerodrome Operations Supervisor (Cairns): Mark Musumeci</p>

To meet the requirements of CASR 175.445, Mackay Airport Pty Ltd 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 person(s) is also recorded in the NAIPS system that Airservices administers.

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

The NOTAM group manager for Mackay Airport is the Manager Aviation Operations.

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

(CASR 175.455, 175.460; Part 139 MOS – 11.05(1)(a))

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

Mackay Airport Pty Ltd 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 the change, a request for a change will be made in writing to Airservices at: docs.amend@airservicesaustralia.com.

Mackay Airport Pty Ltd 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.

Mackay Airport Pty Ltd 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 monitored by the AIP responsible person.

3.1.3 Advising NOTAM Office (NOF) of changes-aerodrome conditions/hazards

(CASR 175.470; Part 139 MOS – 11.05(1)(b)(c))

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@aiservicesaustralia.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

(Part 139 MOS – 11.05(1)(d))

Hazards that may adversely affect aviation safety and are of an urgent nature will be reported immediately to the onsite Air Traffic Control (ATC). The aerodrome reporting officer will advise ATC either by radio or phone (as appropriate):

- (1) Phone:

- (a) 07 4951 8431
 - (b) 07 4951 8491
- (2) Radio:
- (a) Tower Frequency is 124.5MHz
 - (b) Ground Frequency is 121.7MHz
 - (c) Approach Frequency is 125.65MHz
 - (d) Brisbane Centre is 135.5MHz

Hazards that may adversely affect aviation safety and are not of an urgent nature will be e-mailed to the onsite Air Traffic Control.

ATC e-mail: mackay.tower@airservicesaustralia.com

3.1.5 Record keeping – reports

(Part 139 MOS – 11.05(2)(a)(b))

A copy of all NOTAMs requested by Mackay Airport are:

Retained by the: Manager Aviation Operations

Stored securely: On the Mackay Airport's electronic filing system – SharePoint

A copy of all requests for change(s) to published information that are sent to Airservices docs amend are:

Retained by the: Manager Aviation Operations

Stored securely: On the Mackay Airport's electronic filing system – SharePoint

Copies of all requests are held on file for a minimum period of three (3) years from the date each request was made.

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 Mackay 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

(CASR Part 175.465; Part 139 MOS – 12.09(6)(a)(i); 12.11(11)(d)(i))

The Manager Aviation Operations will review, at least once annually, the published aeronautical data and aeronautical information for which the aerodrome is responsible. Documented evidence of each review is:

Retained by the: Manager Aviation Operations

Stored securely: On the Mackay Airport's electronic filing system – SharePoint

Mackay Airport Pty Ltd 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

(Part 139 MOS – 11.03(1)(2))

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
- communicating with ATC during the inspection (if applicable)
- 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

(CASR 139.080(2); 139.085(2); Part 139 MOS – 11.03(2)(a)-(d); 13.03(a)-(f))

The Manager Aviation Operations 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 aerodrome reporting officer / airport safety officer. The authorisation allows them to carry out serviceability inspections at Mackay Airport.

Name	Position	Function
Shane Hokins	Airport Safety Officer	ASO/WSO
Brandon Ford	Airport Safety Officer	ASO/WSO
Dale Parker	Airport Safety Officer	ASO/WSO
Stephen Chant	Airport Safety Officer	ASO/WSO
Carla Duck	Airport Safety Officer	ASO/WSO
Karl Sibley	Works Safety Officer	WSO
Philip Clark	Manager Aviation Operations	ASO/WSO
Mark Musumeci	Aerodrome Operations Supervisor (Cairns)	ASO/WSO

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.

Mackay Airport Pty Ltd ensures 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.

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A training schedule has been established and is maintained by Compliance and Airside Safety Coordinator. The training schedule is reviewed regularly to ensure training is completed in a timely manner.

The training records of all reporting officers are:

- Retained by the: Manager Aviation Operations
- Stored securely: On the Mackay Airport’s electronic filing system – SharePoint
the Airport Safety Officer is responsible for reporting the results of the inspections.

The Airport Safety Officer is responsible for taking follow-up action if an unsafe condition is identified during the inspection.

3.2.2 Routine serviceability inspections

(Part 139 MOS – 11.03(1)(a)(i); 12.01(2)(3))

The aerodrome has scheduled passenger air transport operations. An aerodrome serviceability inspection is carried out on each day that an air transport movement is scheduled. A minimum of two (2) aerodrome serviceability inspections are conducted each week (at least 48 hours apart).

Mackay Airport Pty Ltd ensures that the aerodrome serviceability inspections are completed before the first passenger air transport operation occurs.

Should the first air transport passenger movement occur before first light, an inspection of the safety critical elements is completed before the first movement occurs.

The safety critical elements are:

- FOD
- Visual Aids
- Significant hazards

Inspections of the remaining items will re-commence and be completed as soon there is sufficient daylight.

The serviceability inspections occur in accordance with the pre-determined schedule below:

Day of Inspection	Inspection times
Daily	At least 30 minutes before the first daily scheduled RPT movement
Daily	At first light if initial inspection was carried out during hours of darkness
Daily	At last light

3.2.3 Additional serviceability inspections

(Part 139 MOS – 11.03(1)(a)(ii); 12.01(1)(a)-(d))

Mackay Airport ensures that the reporting officer 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 maneuvering area

- when requested in writing by CASA
- when requested by ATC
- when a pilot or ARFFS provider reports a hazard.

3.2.4 Inspection procedures

(Part 139 MOS – 11.03(1)(b))

When conducting a serviceability inspection, the reporting officer 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 Common Traffic Advisory Frequency (CTAF) and / or ATC frequency.

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

Procedures for conducting runway inspections, including the direction of travel, communication procedures, actions in the event of a communication failure or vehicle breakdown etc. are documented in the Daily Aerodrome Inspections SOP.

These are subsidiary documents to this manual. Mackay Airport makes these SOPs available to staff on our SharePoint and Airside Tracker systems.

3.2.4.1 Inspection items

(Part 139 MOS – 12.03(3)-(11))

When performing each serviceability inspection, aerodrome reporting officers will check:

1. The surface condition of the movement area (which also includes runway and taxiway strips) looking for the following:
 - a. surface irregularities, including cracking or spalling
 - b. pavement deflections, including rutting or slipping
 - c. water pooling or ponding
 - d. build-up of rubber or other contaminants which may reduce runway surface friction
 - e. surface damage caused by the spillage of corrosive fluids or oil
 - f. subsurface leaks or pressure, including broken water mains or inadequate or defective drainage
 - g. scour or erosion ditches within unsealed areas, including step-downs from sealed runway surfaces
 - h. termite mounds, sink holes or other ground obstacles obscured, or not obscured, by grass
 - i. soft ground, particularly in combination with surface roughness and slipperiness
 - j. 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:
 - a. loss of visibility markers and markings
 - b. incorrect markers or markings

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- c. any disturbance to the correct intensity level and alignment of lights
 - d. discoloured or dirty lenses
 - e. unserviceable lights, incorrectly fitted lights, or lights that are misaligned
 - f. stand-by power equipment, to ensure that it is serviceable including the availability of fuel (if applicable)
 - g. the condition of light bases, MAGS and navigation equipment within the movement area, including strips
 - h. exposed edges around concrete footings and other aerodrome installations within the runway and taxiway strips
 - i. damage to the wind indicator assembly or mounting
 - j. for wind indicators – damage to sleeve fabric or loss of conspicuous colour
 - k. the correct operation of the pilot activated lighting (if installed)
 - l. the correct operation of the broadcast aerodrome weather station (if installed).
3. The cleanliness of the movement area looking for the following:
 - a. foreign objects, for example, aircraft fastening devices and other aircraft parts
 - b. work tools, small items of equipment and personal items
 - c. debris, for example, sand, loose rocks, concrete, wood, plastic, pieces of tyre, mud and any other foreign bodies
 - d. 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:
 - a. the take-off, approach and transitional elements of the OLS
 - b. 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:
 - a. the condition of aerodrome fencing and the security of access points to the movement area
 - b. 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
 - c. monitoring evidence of wildlife shelter provided by aerodrome infrastructure, for example, buildings, equipment and gable markers
 - d. 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
 - e. 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:
 - a. identify any damage
 - b. confirm gates are secured
 - c. 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.

All items and the areas that are to be checked as part of each aerodrome serviceability inspection are identified in a checklist Daily Aerodrome Serviceability Checklist.

The checklist is a subsidiary document to this manual and is available: on the Mackay Airport's electronic filing system – SharePoint and Airside Tracker.

3.2.5 Communicating with ATC during inspection (if applicable)

(Part 139 MOS – 11.03(1)(g))

When conducting a serviceability inspection, the reporting officer obtains ATC approval to enter and operate within the manoeuvring area.

All instructions issued by ATC will be acknowledged and responded to appropriately. Radio procedures, including terminology, and procedural requirements when operating on the manoeuvring area are documented in the: Airside Vehicle Control Manual (AVCM) and an Airside Drivers Handbook (ADH).

These are subsidiary documents to this manual. Mackay Airport makes these manuals available to all relevant persons on our website. Access is also available to staff on SharePoint and Airside Tracker.

3.2.6 Reporting inspection results

(Part 139 MOS – 11.03(1)(c); 12.03(12))

Mackay Airport Pty Ltd ensures that any significant object found during the serviceability inspection that could reasonably be expected to have an immediate adverse effect on the safety of an aircraft is reported to ATC in accordance with subsection 3.1.4 of this manual.

At the completion of each aerodrome serviceability inspection, the reporting officer records the following information detailed with the Tracker Airside Application and within the Serviceability Inspection Checklists: :

- 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 detailed with the Tracker Airside Application and within the Computerised Maintenance Management System - MEX.

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.

When the fault has been rectified, an entry to confirm the corrective action is complete is made in the is detailed within MEX.

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

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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.

At a controlled aerodrome, the aerodrome reporting officer is to advise ATC of any finding identified during the serviceability inspection that requires the issue of a NOTAM.

3.2.6.1 Reportable occurrences to the NOTAM Office

(Part 139 MOS – 11.03(1)(c); 12.04(1)(a)-(i))

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 Mackay Airport Pty Ltd is unserviceable or has returned to service
- 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

(Part 139 MOS – 11.03(1)(d); 12.04(2)(3(4))

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

- immediately report the unserviceability to ATC (if applicable)
- 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)
- advise ATC (if applicable).

3.2.8 Technical inspection of identified unsafe condition

(Part 139 MOS – 11.03(1)(e); 12.08; 12.09; 12.10(2)(d))

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 Manager Aviation Operations 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 Manager Aviation Operations 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 on file on the Mackay Airport's electronic filing system – SharePoint. The corrective actions plan will be reviewed regularly and updated by the Manager Aviation Operations.

The technical inspection report will be retained for a minimum period of three (3) years at file on the Mackay Airport's electronic filing system – SharePoint.

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

3.2.9 Maintaining inspection records

(Part 139 MOS – 11.03(1)(f); 11.04(1)(d); 12.03(12))

Completed inspection records are:

Filed: Electronically

Stored securely on: Tracker Airside

The results of each aerodrome serviceability inspection 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 Mackay Airport Pty Ltd
- 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.

3.3.1 Personnel with responsibilities

(Part 139 MOS – 11.04(2)(a)-(f))

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

(a) Carrying out lighting inspections

Individual / position: Airport Safety Officer/Mackay Airport Electrical Contractor

(b) Maintaining the records of inspections

Individual / position: Manager Infrastructure and Maintenance

(c) Taking follow-up action if unsafe condition identified during inspection

Individual / position: Mackay Airport Electrical Contractor

(d) Operating aerodrome lighting, including switching systems, back-up supply systems, and portable lighting equipment

Individual / position: Airport Safety Officer

(e) Performing maintenance on aerodrome lighting

Individual / position: Mackay Airport Electrical Contractor

(f) Monitoring hazardous lights, lasers, reflection or glare within the aerodrome boundary

Individual / position: Airport Safety Officer

3.3.2 Aerodrome lighting – inspection and maintenance

(Part 139 MOS – 9.136(2); 9.138(4); 11.04(1)(a))

The reporting officer 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 Electrical Maintenance Manual.

The manual is a subsidiary document to this checklist and is available on the: Mackay Airport's electronic filing system – SharePoint.

3.3.3 Obstacle lighting maintained by aerodrome operator – inspection and maintenance

(Part 139 MOS – 11.04(1)(a))

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

Obstacle type / location	Obstacle light type	Inspection schedule	Items to be inspected or checked	Maintenance activities
Floodlight adjacent Gate 12	Red medium intensity obstacle light	Daily / 6 Monthly / Annually	Items are inspected in accordance with the Electrical Maintenance Manual	Maintenance is undertaken in accordance with the Electrical Maintenance Manual
Floodlight adjacent Freight Apron	Red medium intensity obstacle light	Daily / 6 Monthly / Annually	Items are inspected in accordance with the Electrical Maintenance Manual	Maintenance is undertaken in accordance with the Electrical Maintenance Manual

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

(Part 139 MOS – 9.07(3)(a))

NOT APPLICABLE.

3.3.5 Monitoring secondary power supply

(Part 139 MOS – 9.04; 9.05; 11.04(1)(b))

A secondary power supply is available at the aerodrome. The type, location, lighting systems and the switchover times are recorded below:

Secondary power supply type	Location of secondary power source	Lighting systems	Switchover times	Owner/operator
Diesel powered generator	Air Services Control Tower complex	All airport lighting facilities except apron floodlights and the Runway 14 and 32 WDI	Fully automatic and will assume full load within 10-15 seconds of primary power failure	The generator is owned, operated and maintained by Airservices Australia. If the stand by generator becomes unserviceable, Airservices Australia shall advise Mackay Airport and raise the appropriate NOTAMS.
Terminal generator	Mackay Airport Terminal adjacent to the baggage conveyor systems	building facilities, the RPT apron flood lights and the Runway 32 WDI. The Runway 14 WDI is not provided with standby power from any source.	Fully automatic and will assume full load within 10-15 seconds of primary power failure	This generator is owned and operated by Mackay Airport but maintained by a Contractor as arranged by Mackay Airport.

The secondary power supply will be monitored by Airservices Australia and the Airport Reporting Officers in accordance with the following procedure: Electrical Maintenance Manual.

3.3.6 Monitoring standby power supply

(Part 139 MOS – 11.04(1)(b))

Standby power is available at Mackay Airport.

The standby power supply is automatically activated.

The availability of standby power is notified in AIP ERSA.

The supply of standby power will be monitored by Airservices Australia and the Airport Reporting Officers in accordance with the following procedure: Electrical Maintenance Manual.

3.3.7 Lighting inspections and checks

(Part 139 MOS – 11.04(1)(c))

In addition to the inspections outlined in subsection 3.3.2, 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
Runway edge lighting	Daily / 6 Monthly / Annually	Items are inspected in accordance with the Electrical Maintenance Manual	Maintenance is undertaken in accordance with the Electrical Maintenance Manual
Runway Threshold	Daily / 6 Monthly / Annually	Items are inspected in accordance with the Electrical Maintenance Manual	Maintenance is undertaken in accordance with the Electrical Maintenance Manual
Runway End lights	Daily / 6 Monthly / Annually	Items are inspected in accordance with the Electrical Maintenance Manual	Maintenance is undertaken in accordance with the Electrical Maintenance Manual
Runway Turning Nodes Lights	Daily / 6 Monthly / Annually	Items are inspected in accordance with the Electrical Maintenance Manual	Maintenance is undertaken in accordance with the Electrical Maintenance Manual
RTIL	Daily / 6 Monthly / Annually	Items are inspected in accordance with the Electrical Maintenance Manual	Maintenance is undertaken in accordance with the Electrical Maintenance Manual
PAPI	Daily / 6 Monthly / Annually	Items are inspected in accordance with the Electrical Maintenance Manual	Maintenance is undertaken in accordance with the Electrical Maintenance Manual
Taxiway Centre-line Lights	Daily / 6 Monthly / Annually	Items are inspected in accordance with the Electrical Maintenance Manual	Maintenance is undertaken in accordance with the Electrical Maintenance Manual
Taxiway Holding Points Lights	Daily / 6 Monthly / Annually	Items are inspected in accordance with the Electrical Maintenance Manual	Maintenance is undertaken in accordance with the Electrical Maintenance Manual
Illuminated Wind Indicators	Daily / 6 Monthly / Annually	Items are inspected in accordance with the Electrical Maintenance Manual	Maintenance is undertaken in accordance with the Electrical Maintenance Manual

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Movement Area Guidance Signs (MAGS)	Daily / 6 Monthly / Annually	Items are inspected in accordance with the Electrical Maintenance Manual	Maintenance is undertaken in accordance with the Electrical Maintenance Manual
Apron Flood Lighting	Daily / 6 Monthly / Annually	Items are inspected in accordance with the Electrical Maintenance Manual	Maintenance is undertaken in accordance with the Electrical Maintenance Manual
PAL and AFRU	Daily / 6 Monthly / Annually	Items are inspected in accordance with the Electrical Maintenance Manual	Maintenance is undertaken in accordance with the Electrical Maintenance Manual
Aerodrome Lighting Equipment Room (ALER)	Daily / 6 Monthly / Annually	Items are inspected in accordance with the Electrical Maintenance Manual	Maintenance is undertaken in accordance with the Electrical Maintenance Manual
Standby Generator	Daily / 6 Monthly / Annually	Items are inspected in accordance with the Electrical Maintenance Manual	Maintenance is undertaken in accordance with the Electrical Maintenance Manual
Aerodrome Beacon	Daily / 6 Monthly / Annually	Items are inspected in accordance with the Electrical Maintenance Manual	Maintenance is undertaken in accordance with the Electrical Maintenance Manual

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 Electrical Maintenance Manual, which is available on the Mackay Airport's electronic filing system – SharePoint.

3.3.8 Maintaining lighting inspections records and follow-up actions

(Part 139 MOS – 11.04(1)(d))

At the completion of each lighting inspection, the Manager Infrastructure and Maintenance records the following information on the Fortnightly Serviceability Inspection Form:

- 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 entered into the Computerised Maintenance Management System - MEX. 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.

When the fault has been rectified, an entry will be made in the Fault and Service Request

database confirming the corrective action is complete.

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

3.3.9 Switching lights on and off & intensity selection

(Part 139 MOS – 11.04(1)(e))

The lighting system is operated by: ATC or PAL System.

The data on the operating current and the corresponding intensity selection is recorded in the Electrical Lighting Maintenance Manual.

This is a subsidiary document to this is manual and is available on the: Mackay Airport Airport's electronic filing system – SharePoint.

The procedures for switching lights on and off, including the intensity selection, are in accordance with the Airservices Letter of Agreement 569.

3.3.10 Back-up arrangements for PAL system

(Part 139 MOS – 9.23(1)(b); 11.04(1)(e))

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 on the Eastern GA.

The Mackay Airport Electrical Contractor has been issued a key to readily access the manualactivation switch at all times when required.

3.3.11 Routine and emergency lighting maintenance

(Part 139 MOS – 11.04(1)(f))

Routine maintenance is carried out in accordance with the Electrical Maintenance Manual.

Emergency maintenance is carried out in accordance with the Electrical Maintenance Manual.

3.3.12 Partial or total power system failure

(Part 139 MOS – 11.04(1)(g))

In the event of a partial or total power system failure, the procedures outlined in the Airservices Australia Letter of Agreement LoA 569 are to be followed.

3.3.13 Monitoring hazardous lights, lasers, reflection or glare

(Part 139 MOS – 9.143(2)(a)(3)(4)(5)(8); 9.144(2); 11.04(1)(h))

The Manager Aviation Operations 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 Manager Aviation Operations will report the following proposals to CASA so that a hazard assessment can be undertaken:

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- 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.

Mackay 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

(Part 139 MOS – 9.18(8))

Mackay Airport has commissioned the following lighting systems:

Lighting system	Date commissioned	Commissioning documentation		
		Independent compliance statement / laboratory test report	Ground check report	Flight check report
Runway Lighting	2011	Documentation not available	Documentation not available	Documentation not available
Precision Approach Path Indicator (PAPI) System	2014	Documentation not available	Documentation not available	Documentation not available
Taxiway Lighting and Holding Points	TWY E – 2005	Documentation not available	Documentation not available	Documentation not available
Illuminated Wind Indicator (IWI)	TWYA&B – 2010	Documentation not available	Documentation not available	Documentation not available
RPT Apron Floodlighting	TWY J&H - 2016	Documentation not available	Documentation not available	Documentation not available
Aerodrome Frequency Response Unit (AFRU) + Pilot Activated Lighting (PAL)	2004	Documentation not available	Documentation not available	Documentation not available
Runway Threshold Identification Lights (RTILs)	2011	Documentation not available	Documentation not available	Documentation not available
Aerodrome Beacon	Documentation not available	Documentation not available	Documentation not available	Documentation not available
Movement Area Guidance Signs (MAGS)	2004-2016	Documentation not available	Documentation not available	Documentation not available

3.3.15 Commissioning a new or upgrading / replacing an existing lighting system

(Part 139 MOS – 9.17(1)-(10); 9.18(1)-(8))

Mackay 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 Manager Aviation Operations 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 by the Manager Aviation Operations and stored securely on the Mackay Airport's electronic filing system – SharePoint.

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

(Part 139 MOS – 11.11)

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

(Part 139 MOS – 11.11(a))

As Mackay Airport is a security-controlled aerodrome, persons in security restricted areas are required to display a valid Aviation Security Identification Card (ASIC) or, a Visitor Identification Card (VIC) and be escorted by an ASIC holder. All persons not displaying a valid ASIC / VIC are to be challenged and escorted from the secure area.

To prevent unauthorised access by persons, vehicles, equipment, mobile plant, animals and other things that may endanger aircraft safety, a fence has been installed around the perimeter of the airside boundary:

- Type of fence: Steel chain mesh
- Height of fence: 2.44 m. Several sections are slightly lower to avoid obstructing the approach.

Mackay Airport Pty Ltd ensures that access is only permitted in accordance with the access control procedures:

- Name of procedures: Mackay Airport Transport Security Program (TSP)
- Available at: The Mackay Airport TSP is published and distributed independently of the Aerodrome Manual.

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.

Unmanned airside access gates are:

- Shown on: the Airport Facilities Plan
- Always locked by: Mechanical key and padlock system or proximity card to activate an electronically activated gate
- Keys and / or electronic access cards are issued by the: Security Operations Coordinator.
- A register of issued keys and / or access cards is maintained by the: Security Operations Coordinator.
- An audit of issued and unissued keys and / or access control cards is conducted annually by the: Security Operations Coordinator.

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 Manager Aviation Operations.

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.

3.4.2 Monitoring airside access points and barriers

(Part 139 MOS – 11.11(b))

The reporting officer carries out a visual inspection of the perimeter fence and airside access gates as a part of the aerodrome serviceability inspection process. 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.

Additional fence and access gate inspections are conducted:

By the: Airport Safety Officers

When: As required

These additional inspections are recorded on: Tracker Airside

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 Tracker Airside/checklist/logbook, in accordance with the process outlined subsection 3.2.6 of this manual and are repaired as soon as possible.

3.5 Airside vehicle control

(Part 139 MOS – 11.14)

3.5.1 Permit system for airside vehicles

(Part 139 MOS – 11.14(a); 14.02(a))

A permit system for the operation of vehicles airside has been established.

The permit issuing authority is the: Mackay Airport. The Manager Aviation Operations may grant approval for a Vehicle Operator other than Mackay Airport to be an Approved Issuing Authority for the purposes of issuing Airside Vehicle Permits and/or Airside Drivers Authority in accordance with the Airside Vehicle Control Manual.

Details of the airside vehicle permit system are contained in the: Airside Vehicle Control Manual.

This is a subsidiary document to this is manual and is available to all relevant persons on our website. Access is also available to staff on our SharePoint.

3.5.2 Vehicles and ground equipment operated airside

(Part 139 MOS – 14.03(1)(a)(b))

Mackay Airport ensures 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.

Mackay Airport requires:

- vehicles operating airside to hold state registration confirming they are maintained in a roadworthy condition
- in the event an airside vehicle does not, or cannot obtain state registration, the owner of the vehicle is to provide a statement of vehicle condition from a qualified mechanic prior to accessing the airside for the first time. A vehicle condition statement is valid for a maximum period of 12 months. If the owner still intends for the vehicle to be operated airside, a new vehicle condition statement is required to be presented prior to the end of that 12-month period
- evidence that vehicles comply with lighting and radio requirements (as applicable)
- 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: Manager Aviation Operations
- Available on: the Mackay Airport's electronic filing system – SharePoint.

To ensure the requirements of this manual are achieved, Mackay 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 is not carried out, or the 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 list of vehicles that have been removed from the airside or denied access is:

- Maintained by the: Manager Aviation Operations
- Available on: the Mackay Airport's electronic filing system – SharePoint.

A vehicle that is denied access or has been removed from the airside at the direction of Mackay 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

(Part 139 MOS – 14.05(1)-(11))

As the aerodrome has scheduled air transport operations or is an international aerodrome, all vehicles, during daylight hours and at night, are to display a flashing or rotating light on the top of the vehicle that complies with the specifications listed in subparagraph 14.05(8) of the Part 139 MOS when moving or operating on:

- a runway / runway strip

- a taxiway / taxiway strip.

All other vehicles operating airside during periods of low visibility, or when on the aprons at night, are to display a light on the top of the vehicle. If a light cannot be suitably placed on the top of the vehicle, additional lights are to be displayed so that the vehicle is visible in all directions.

During daylight hours only, a vehicle directly connected to an aircraft is permitted to display the standard manufacturer-fitted vehicle hazard warning lights, rather than a light on the top of the vehicle.

3.5.4 Vehicles on manoeuvring area

(Part 139 MOS – 14.03(4)(8); 14.04)

Except for a vehicle that is under escort, all vehicles operating on the runway, runway strip, taxiways and taxiway strips have a VHF receiver capable of monitoring the CTAF and / or ATC 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

(Part 139 MOS – 14.01(1)-(4), 14.02(b); 11.14(b))

As Mackay Airport has more than 350,000 air transport passenger movements / 100,000 or more aircraft movements, drivers not under escort and who are operating a vehicle airside, are trained to know and 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.

Training details:

- Training method: In accordance with the Airside Vehicle Control Manual (AVCM)
- Responsible for records: Manager Aviation Operations
- Stored securely on the Mackay Airport's electronic filing system SharePoint.

A competency assessment is also conducted.

Competency assessment details:

- Competency assessment method: Airside drivers undergo a written and practical assessment.
- Responsible for records: Manager Aviation Operations
- Stores securely on: the Mackay Airport's electronic filing system – SharePoint.

3.5.6 Vehicles in proximity to aircraft

(Part 139 MOS – 14.03(3))

Airside drivers must give way to aircraft.

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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 three (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

(Part 139 MOS – 14.03(2)(a))

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	40 km/h
Aprons	15 km/h
Taxiways	As conditions require
Runways	As conditions require

3.5.8 Escort service procedures

(Part 139 MOS – 14.01(5))

Only authorised third party drivers are permitted to provide vehicle escorts airside.

At any one time, an escort driver is not authorised to escort more than the following number of vehicles:

Max. number of vehicles: Three (3)

The escort driver is fully responsible for the driver(s) under escort.

All airside drivers providing an escort service are monitored for adherence with these requirements periodically by the reporting officer.

In the event an airside driver or driver under escort is observed to not be following the rules for operating a vehicle airside, or otherwise creating an unsafe condition, all respective vehicles and their drivers are to be escorted from the airside, and any authorisations are withdrawn.

Records of drivers authorised to conduct escorts are:

Maintained by the: Security Operations Coordinator

Stored securely at: Hard copies are stored in the Mackay Airport Management Offices

3.5.9 Monitoring and enforcing traffic rules

(Part 139 MOS – 14.03(2)(b))

The aerodrome reporting officer is responsible for periodically monitoring the operation of vehicles airside in accordance with the following: The Aerodrome Serviceability Schedule.

Appropriate action is to be taken against drivers who are clearly in breach of displayed signage, markings, or speed limits. This may include withdrawing their authority to operate a vehicle airside.

3.6 Aircraft parking control

(Part 139 MOS – 11.15(1))

3.6.1 Aircraft parking control personnel

(Part 139 MOS – 11.15(2)(g)(i)(ii))

As the aerodrome has scheduled international air transport operations or apron congestion, aircraft parking control procedures have been established.

The individuals and roles responsible for planning and implementing aircraft parking control, and the phone numbers for contacting the relevant individuals (during and after working hours) are listed below:

Name	Role	Contact No.	After-hours contact No.
Manager Aviation Operations	Allocation of aircraft parking position	0407 570 208	0407 570 208
Airport Safety Officers	Day to day operations	0418 570 233	0418 570 233

3.6.2 Liaison with ATC – apron management

(Part 139 MOS – 11.15(2)(a))

The arrangements for liaising with ATC are as follows: The ATS Interface Agreement LoA 569 between Mackay Airport Pty Ltd and Airservices Australia in respect of Mackay Aerodrome details the arrangements for the movement area control.

3.6.3 Allocating aircraft parking positions

(Part 139 MOS – 11.15(2)(b))

Aircraft parking positions are allocated in accordance with the procedures that are published on the apron parking plans.

Apron parking plans are:

Maintained by the: Manager Aviation Operations

Available on the: Mackay Airport’s electronic filing system – SharePoint.

Parking position restrictions are adhered to in the bay planning process managed by the: Manager Aviation Operations

Allocated bays are communicated to:

- the airline operator
- the ground handler
- ATC.

As schedule changes may require a reallocation of parking positions, airlines are to advise Airport Safety Officer so that where necessary, parking positions can be re-allocated and changes communicated.

3.6.4 Engine start and aircraft push-back clearances

(Part 139 MOS – 11.15(2)(c))

A FOD check is completed by the airline operator or ground handler prior to an aircraft starting its engines.

Engine start is at pilot discretion.

Anti-collision beacons are to be switched on when started and before an aircraft is permitted to move.

It is the responsibility of the ground handlers to ensure that the area immediately behind the aircraft is clear and that there is no risk of collision or potential jet blast. In the event a hazard is detected, the ground handler is to inform the pilot and aircraft movement will be stopped.

3.6.5 Aerodrome visual docking guidance systems

(Part 139 MOS – 11.15(2)(d))

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

3.6.6 Marshalling service

(Part 139 MOS – 11.15(2)(e))

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

3.6.7 Leader (van) service or follow-me service

(Part 139 MOS – 11.15(2)(f))

The reporting officer is to provide a leader (van) service or follow-me service when requested by the aircraft operator or the ATC. Contact with the reporting officer can be made by:

Radio: 121.7MHz

Phone: 0418 570 233

The safe working procedure for performing a leader (van) service or follow-me service is contained in: the Mackay Airport Follow Me – Escort SOP.

This procedure is a subsidiary document to this manual and is available on: the Mackay Airport's electronic filing system – SharePoint.

3.6.8 Apron safety management procedures

(Part 139 MOS – 11.15(3))

The reporting officer(s) is responsible for periodically monitoring activities occurring on the apron to check that:

- no person, vehicle, or equipment is within the potential jet blast area behind the aircraft
- aprons are free from loose stones and other material that may cause FOD
- all equipment is appropriately stored in marked equipment storage areas
- vehicles do not pass behind aircraft that are displaying anti-collision beacons
- tug operators are adhering to the line marking guidance provided
- 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:

Position / committee: Manager Aviation Operations

3.6.9 Alternative separation distances and apron markings

3.6.9.1 Reduced separation distances – VDGS

(Part 139 MOS – 6.58(1)(4)(a)(b))

NOTAPPLICABLE.

3.6.9.2 Aircraft type designator markings

(Part 139 MOS – 8.49(3)(d))

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

(Part 139 MOS – 8.65(5))

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

(Part 139 MOS – 8.70(4))

All push-back vehicle operator guidance markings at the aerodrome are based only on the nose wheel of the aircraft.

3.6.9.5 Passenger path markings

(Part 139 MOS – 8.76(2)(b))

Passenger path markings do not comply with the dimensions stated in subparagraph 8.76(2)(a) of the Part 139 MOS. Mackay Airport has adopted the standards for pedestrian crossings as stated in the QLD Main Roads Manual of Uniform Traffic Control Devices.

3.6.9.6 Miscellaneous area line markings

(Part 139 MOS – 8.77(2))

Miscellaneous area line markings are used on the apron(s). The location and the purpose of each miscellaneous area line marking is described below:

Location of miscellaneous area line markings	Purpose of the miscellaneous area line marking
Security Restricted Area	Define the Security Restricted Area
Licensed Parking Area	Define licensed parking areas.

3.7 Aerodrome obstacle control

3.7.1 Obstacle control personnel

(Part 139 MOS – 11.06(2)(a)-(d))

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

Individual or position	Responsibilities
Airport Safety Officers	monitoring surfaces related to the OLS and terminal instrument flight procedures (PANS-OPS)
Manager Aviation Operations	notifying CASA or the procedure designer when a proposed or actual infringement of the prescribed airspace is identified
Manager Aviation Operations	implementing obstacle control within the aerodrome boundary
Manager Aviation Operations	liaison and facilitation of obstacle control outside the aerodrome boundary

3.7.2 Monitoring take-off, approach and transitional surfaces

(Part 139 MOS – 11.06(1)(a)(i))

Mackay Airport has established the obstacle limitation surfaces (OLS) for each runway that meet the physical dimensions for approach and take-off runways as set out in Chapter 7 of the Part 139 MOS.

The particulars of each surface are shown on an OLS plan for the aerodrome which is available at Appendix D.

The aerodrome reporting officer 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 technical inspection program 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.

3.7.3 Proposed or actual infringements – OLS

(Part 139 MOS – 11.06(1)(d)(i))

3.7.3.1 Proposed OLS infringements

(Part 139 MOS – 7.01(1); 7.18(1)(b); 17.19(1); 11.06(1)(d)(i))

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: Manager Aviation Operations.

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

Mackay 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

(Part 139 MOS – 7.18(1)(b); 7.19(2); 11.06(1)(d)(i))

Mackay 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:

- advise ATC immediately (if applicable)
- consider limiting aircraft approach and take-off to the runway
- 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.

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The NOTAM authorised person is to include 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:

- advise ATC (if applicable)
- re-open, or re-instate the full runway length (if required)
- ensure a request to cancel the NOTAM is made (if issued).

3.7.4 Height of infringements – OLS

(Part 139 MOS – 11.06(1)(c)(i))

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

Obstacle Type	Location	Height of the obstacle	Penetrated surface
2 x Unlit masts	BRG 018, 3.5NM (6,480M) FM ARP	350FT AMSL	
Unmarked tower	BRG 308, 1.8NM (3,360M) FM THR RWY14	189FT AMSL	1M below Transitional Surface
Lit mast	BRG 342, 3.3NM (6,170M) FM ARP	405FT AMSL	Conical Surface
2 x Lit smoke stack	BRG 272, 2.5NM (4,600M) FM ARP	262FT AMSL	Conical Surface
Terrain	BRG 316, 7.5NM (13,854M) FM ARP	819FT AMSL	RWY 14 APCH
Terrain	BRG 319, 6.4NM (11,858M) FM ARP	508FT AMSL	RWY 14 APCH
Tower	BRG 315, 7.7NM (14,266M) FM THR RWY14	1171FT AMSL	RWY 14 APCH

3.7.4.1 Hazardous obstacles

(Part 139 MOS – 8.109(4); 8.110(1)-(8); 8.111(2)(a)(b))

CASA has not assessed any obstacles as being hazardous; therefore, this subsection is NOT APPLICABLE.

3.7.5 Monitoring visual segment surfaces and critical obstacles

(Part 139 MOS – 11.06(1)(a)(ii))

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, are available at Appendix E.

The aerodrome reporting officer 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.

3.7.6 Proposed or actual infringements – PANS-OPS

(Part 139 MOS – 7.20(3); 11.06(1)(d)(ii)(2)(b))

The Manager Aviation Operations is to immediately inform the terminal instrument flight procedure 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: (02) 6268 4111

3.7.7 Height of infringements – PANS-OPS

(Part 139 MOS – 11.06(1)(c)(ii))

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 PANS-OPS); therefore, this subsection is NOT APPLICABLE.

3.7.8 Obstacle control within aerodrome boundary

(Part 139 MOS – 11.06(1)(e))

Mackay 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, Mackay Airport adopts controls appropriate to the recommendations provided by CASA.

3.7.9 Obstacle control outside aerodrome boundary

(Part 139 MOS – 11.06(1)(f))

Mackay 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 program

(Part 139 MOS – 9.36(1)(3)(a))

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

Lit obstacles & inspection program			
Requirements	Obstacle details	Obstacle details	Obstacle details
Obstacle type	2 x Terrain	Smokestack	Tower
Location of obstacle	BRG 316, 7.5NM (13,854M) and BRG 319, 6.4NM (11,858M) FM ARP FM ARP	BRG 272, 2.5NM (4,600M) FM ARP	BRG 308, 1.8NM (3,360M) FM THR RWY14
Type of obstacle lighting	Red Medium Intensity Obstacle Lights (MIOL)	Red MIOL	Red MIOL
Obstacle light owner	Geoff Jamerson 0428 870 097	Racecourse Mill - Joe Reitano (Engineering Superintendent) 0428 924 108 (07) 4953 8287	Ergon Scott Camilleri (Communications) 0427 966 498
Obstacle inspection frequency	At least once in every 24-hour period.	At least once in every 24-hour period.	At least once in every 24-hour period.
Inspection frequency for obstacle lights that are not visually observable	Not applicable	Not applicable	Not applicable

A plan that shows the location of each of these obstacle lights is available at: Appendix F.

At the completion of each obstacle light inspection, the following information is recorded on the Daily Aerodrome Serviceability Checklist:

- 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/ASO.

Inspection records stored on the digital platform called Tracker Airside.

3.7.11 Obstacle light outage

(Part 139 MOS – 9.36(2)(3)(b))

In the event an obstacle light outage is detected during an inspection, the reporting officer 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.

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

- immediately report the outage to any aircraft that are maneuvering, or about to maneuver 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

(Part 139 MOS – 11.06(1)(b))

3.7.12.1 Type A charts

(Part 139 MOS – 7.21)

NOTAPPLICABLE.

3.7.12.2 Type B charts

(Part 139 MOS – 7.22)

NOT APPLICABLE.

3.7.12.3 Precision Approach Terrain Charts – ICAO

(Part 139 MOS – 7.23)

NOTAPPLICABLE.

3.7.12.4 Aerodrome Terrain and Obstacle Charts – ICAO (Electronic)

(Part 139 MOS – 7.24)

NOT APPLICABLE.

3.8 Protection of Communication, Navigation and Surveillance and Meteorological facilities (CNS and MET)

3.8.1 Controlling activities near CNS and MET facilities

(Part 139 MOS – 11.16(a); 19.02)

The following is a list of all CNS and MET facilities, their location on the aerodrome, and the particulars of the respective service provider:

CNS / MET facility	Location on the aerodrome	Service provider
VOR Facility	211022.9S 1491114.6E	Airservices Australia
DME	210944.1S 1491110.5E	Airservices Australia
NDB Facility (off airport)	211022.8S 1491114.0E	Airservices Australia
AWS	211914.8S 1491045.6E	Bureau of Meteorology

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

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

In consultation with each facility provider, the restricted area boundaries have been determined for each CNS and MET facility. The restricted area boundaries are shown on a plan which is available at Appendix K.

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

3.8.2 Supply and installation of warning signs

(Part 139 MOS – 11.16(b); 19.06(5))

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.

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

Navigational aids are owned, maintained and operated by Airservices Australia as per the Airservices Australia Aerodrome Operator Interface Arrangement for Mackay Aerodrome.

3.9 Aerodrome technical inspections / manual validations

3.9.1 Inspection personnel

(Part 139 MOS – 11.10(2)(a)-(e))

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

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Individual or position	Responsibilities
Manager Aviation Operations	managing the inspection program
Manager Aviation Operations	planning the aerodrome technical inspections
Manager Aviation Operations	reporting inspection results and follow-up action
Manager Aviation Operations	receiving and considering inspection reports
Manager Aviation Operations	taking follow-up action if defects or deficiencies have been identified

3.9.2 Inspection items and timeframes

(Part 139 MOS – 11.10(1)(a)(b); 12.09; 12.11(11))

Mackay Airport, in a financial year, has 50,000 or more air transport passenger movements / 100,000 or more aircraft movements.

A technical inspection program is carried out in accordance with the following:

Inspection requirement	Frequency	Required qualifications and / or experience
An instrument survey of the approach, take-off and transitional surfaces	The inspection is completed annually	The person engaged to conduct the inspection is technically qualified or experienced in surveying and has a sound knowledge and understanding of the standards for OLS
A check of other applicable surfaces associated with the OLS	The inspection is completed annually	The person engaged to conduct the inspection: <ul style="list-style-type: none"> • is a qualified or experienced in surveying and has a sound knowledge and understanding of the standards for OLS, or • has a sound knowledge and understanding of the standards for OLS
For an aerodrome with a Type A chart, the currency and accuracy of the: <ul style="list-style-type: none"> (a) Type A chart (b) distribution list of current Type A chart holders 	This inspection element is NOT APPLICABLE	The review of the Type A chart is completed by a person with tertiary qualifications in civil engineering or surveying, or a person that has the knowledge to interpret the chart and the associated data.
For an aerodrome with a Terminal Instrument Flight Procedure (TIFP) - a check of the Mackay Airport's monitoring of the instrument approach procedure-critical obstacles nominated by the procedure designer	The inspection is completed annually	The person engaged to conduct the inspection has sound knowledge and experience of the applicable civil aviation safety legislation

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Inspection requirement	Frequency	Required qualifications and / or experience
<p>An inspection and assessment of the movement are pavements, drainage and associated strips, including a visual inspection and assessment of:</p> <ul style="list-style-type: none"> (a) pavement condition; and (b) contamination, including from rubber build-up <p>Note: Periodic friction assessment and surface evaluation (as applicable) is undertaken to identify the need for maintenance or special surface treatment before surface conditions deteriorate below the specified limits.</p>	<p>The inspection is completed annually</p>	<p>The person engaged to conduct the inspection has:</p> <ul style="list-style-type: none"> • a recognised degree, diploma, or certificate of civil engineering, or • demonstrable relevant technical experience in civil engineering
<p>An inspection and testing of the aerodrome lighting and electrical reticulation systems, including the following:</p> <ul style="list-style-type: none"> (a) visual aids on the movement area (b) apron floodlighting, including illumination of the apron and parking positions (c) illuminated wind direction indicators (d) pilot-activated lighting systems (e) stand-by and emergency aerodrome lighting (if applicable) (f) the visual approach slope indicator system (if applicable) (g) approach lighting systems (if applicable) (h) obstacle lights and beacons maintained by the {insert aerodrome operator's name} (i) any earthing points on the apron (if applicable) 	<p>The inspection is completed annually</p>	<p>The person engaged to conduct the inspection is:</p> <ul style="list-style-type: none"> • a qualified electrical engineer, or • a qualified licensed electrician with relevant aerodrome lighting knowledge and experience
<p>An inspection and assessment of visual aids on the aerodrome, including the following:</p> <ul style="list-style-type: none"> (a) movement area markings (b) movement area guidance signs, including aircraft parking position signs (c) airside vehicle control signs (d) protection of CNS and MET signs (if applicable) 	<p>The inspection is completed annually</p>	<p>The person engaged to conduct the inspection has sound knowledge and experience of the applicable civil aviation safety legislation</p>
<p>An inspection of equipment or facilities at the aerodrome used for wildlife hazard management, including aerodrome fencing and gates</p>	<p>The inspection is completed annually</p>	<p>The person engaged to conduct the inspection has sound knowledge and experience of the applicable civil aviation safety legislation</p>
<p>An inspection of equipment or facilities at the aerodrome used for aerodrome emergencies</p>	<p>The inspection is completed annually</p>	<p>The person engaged to conduct the inspection has sound knowledge and experience of the applicable civil aviation safety legislation</p>

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Inspection requirement	Frequency	Required qualifications and / or experience
A check of the currency and accuracy of aerodrome information published in the AIP	The inspection is completed annually	The person engaged to conduct the inspection has sound knowledge and experience of the applicable civil aviation safety legislation
A check of the currency and accuracy of aerodrome operating procedures specified in the aerodrome manual and supporting documents	The inspection is completed annually	The person engaged to conduct the inspection has sound knowledge and experience of the applicable civil aviation safety legislation
A check that the safety management system is up-to-date and is functioning as documented}	The inspection is completed annually	The person engaged to conduct the inspection has sound knowledge and experience of the applicable civil aviation safety legislation
An inspection of airside vehicle control arrangements	The inspection is completed annually	The person engaged to conduct the inspection has sound knowledge and experience of the applicable civil aviation safety legislation
A check that personnel appointed as a reporting officer <ul style="list-style-type: none"> (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 inspection is completed annually	The person engaged to conduct the inspection has sound knowledge and experience of the applicable civil aviation safety legislation
A check that personnel appointed as a works safety officer <ul style="list-style-type: none"> (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 inspection is completed annually	The person engaged to conduct the inspection has sound knowledge and experience of the applicable civil aviation safety legislation

3.9.3 Qualified personnel for technical inspections / manual validations

(Part 139 MOS – 11.10(1)(b); 12.10(3)(4); 12.11(13))

The Manager Aviation Operations, at the time of engaging a person to conduct each element of the technical inspection, 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 included in the technical inspection report.

3.9.4 Scheduling inspections / manual validations and recording their results

(Part 139 MOS – 11.10(1)(c))

A calendar is maintained to schedule inspections.

- Person(s) responsible for calendar: Manager Aviation Operations
- Location of calendar: on the Mackay Airport's electronic filing system – SharePoint.

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 technical inspection is completed, and a new date for the next inspection and a three-month advance reminder is set.

The calendar is reviewed monthly.

Irrespective of the schedule, an immediate inspection 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. The results of each technical inspection are presented in a report.

3.9.5 Briefing technical inspectors

(Part 139 MOS – 11.10(1)(d)(i)(ii); 12.08(4); 12.11(8))

At the time of engagement, the person(s) conducting the technical inspection will be briefed on the scope of the inspection, including the technical matters and the locations which must be inspected.

The Manager Aviation Operations is to advise the person(s) conducting each element of the technical inspection that they are to include in their report:

- any non-compliance with the Part 139 MOS with respect of the aerodrome's facility, equipment, operation, or aerodrome personnel.
- any defect or deterioration in any facility, equipment or visual aid which could make the aerodrome unsafe for aircraft operations
- any incorrect aerodrome information:
 - published in the AIP or NOTAMs
 - reported to ATC (if applicable).
- 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

(Part 139 MOS – 11.10(1)(e); 12.08(4))

On receipt of the technical inspection report, each recommendation is to be entered into a corrective action plan and is to be considered. Each recommendation is to be documented and considered by the following person(s):

- Documented by: Philip Clark
- Considered by: Manager Aviation Operations

Where a recommendation has been supported, the agreed corrective actions are to be documented and assigned to an individual who will be responsible for implementing the listed corrective actions. An agreed target date for completion for each corrective action will also be assigned.

In the event a recommendation is not supported, the reasons for not supporting the recommendation are also to be documented in the corrective action plan.

Mackay Airport ensures that corrective action plans are reviewed and updated regularly. Specific responsibilities for corrective plans have been attributed to the following person(s):

- Maintained by: Manager Aviation Operations
- Stored securely on: the Mackay Airport's electronic filing system – SharePoint

In the event CASA requests a written copy of the corrective action plan, Mackay Airport ensures that this copy will be provided to CASA within 30 days and will include a report showing the progress of corrections to any defects or deterioration.

3.9.7 Providing CASA with inspection / validation reports

(Part 139 MOS – 11.10(1)(f); 12.08(7); 12.11(8))

Within 30 days of receiving the technical inspection report, a copy of the report is to be provided to CASA:

- By: Manager Aviation Operations
- Via e-mail at: aerodromes@casa.gov.au

Upon receipt of a written request, a copy of the corrective actions plan, including progress made to address the actions, is to be provided within 30 days to the aerodrome inspector making the request:

- By: Manager Aviation Operations

3.9.8 Maintaining records of technical inspections / manual validations

(Part 139 MOS – 12.08(9); 12.11(10))

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

- Maintained by: Manager Aviation Operations
- Stored securely on: the Mackay Airport's electronic filing system – SharePoint

3.10 Aerodrome works safety

(Part 139 MOS – 11.07)

Mackay 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 are 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 CNS or MET facilities, 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 facilities.

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

(Part 139 MOS – 11.07(1)(2); 13.01)

The following persons have specified responsibilities for works:

Individual / position	Responsibility
Manager Aviation Operations or delegate	works planning
Manager Aviation Operations or delegate	conducting works
Manager Aviation Operations or delegate	arrangement and notifications

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

Name	Position	Function
Philip Clark	Manager Aviation Operations	Works safety officer
Carla Duck	Compliance and Airside Safety Coordinator	Works safety officer
Shane Hokins	Airport Safety Officer	Works safety officer
Brandon Ford	Airport Safety Officer	Works safety officer
Dale Parker	Airport Safety Officer	Works safety officer
Stephen Chant	Airport Safety Officer	Works safety officer
Mark Musumeci	Aerodrome Operations Supervisor (Cairns)	Works safety officer
Karl Sibley	Works Delivery Coordinator	Works safety officer

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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.

Mackay Airport 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 Manager Aviation Operations. The training schedule is reviewed regularly to ensure training is completed in a timely manner.

The training records of all WSOs are:

Maintained by the: Manager Aviation Operations

Stored securely on: the Mackay Airport's electronic filing system – SharePoint

3.10.2 Preparation of a method of working plan (MOWP)

(Part 139 MOS – 11.07(1)(a); Chapter 15; Chapter 16)

Mackay Airport develops a Method of Working Plan (MOWP) for scheduled works unless the:

- works are time-limited works
- aerodrome is closed to aircraft operations during the works and a 14-day written notice period of the impending closure was made
- works are of an emergency nature (to repair unforeseen failure or damage to part of the maneuvering area, or to remove an obstacle)
- works do not require any restrictions to aircraft operations.

MOWPs are prepared in accordance with the content and sequencing requirements stated in Chapter 16 of the Part 139 MOS.

When preparing a MOWP, and so that the impact of the works is clearly understood, consultations are conducted by the: Manager Aviation Operations.

The following operators / organisations are consulted:

- air transport operators using the aerodrome
- operators of emergency services aircraft that are likely to operate at the aerodrome
- ATC (if applicable)
- ARFFS (if applicable)
- providers of any communications, navigation, surveillance or meteorological infrastructure or equipment that might be affected by the works (if applicable).

A list of representatives from each operator / organisation listed above, and their contact details, is maintained by the: Manager Aviation Operations.

Although a MOWP does not require CASA approval, CASA is to be consulted on any safety issues identified in the preparation of the MOWP.

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 who has delegated in the Mackay SMS Part A the signing of a MOWP by:
 - Manager Aviation Operations
 - Manager Aviation Operations and;
 - Manager Infrastructure and Maintenance on behalf of the accountable manager in accordance with MOS Part 139 16.08(4)
 - Project manager that has written authorization from the aerodrome operator to sign the MOWP.

Written authorisations will be retained on file.

3.10.3 MOWP Notifications

(Part 139 MOS – 11.07(1)(b); 15.02(3)(5); 16.10)

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: Manager Aviation Operations or delegate.

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
- ATC (if applicable)
- ARFFS (if applicable)
- 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
- CASA via e-mail at aerodromes@casa.gov.au

A distribution list of all MOWP recipients and their contact details is:

- Maintained by the: Manager Aviation Operations
- Stored securely on: the Mackay Airport's electronic filing system – SharePoint

The following person(s) is responsible for ensuring that all recipients receive the MOWP: Manager Aviation Operations or delegate.

The MOWP distribution list will be regularly reviewed 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: Manager Aviation Operations or delegate.

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

(Part 139 MOS – 11.07(1)(c))

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

(Part 139 MOS – 11.07(1)(d))

A MOWP is not required for 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, subject to ATC instruction, TLW is only permitted to resume in accordance with the following:

- 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

(Part 139 MOS – 11.07(1)(e))

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

(Part 139 MOS – 11.07(1)(f))

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 the: Manager Aviation Operations.

A copy of the written notice will be retained by the: Manager Aviation Operations. 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

(Part 139 MOS – 11.08(2))

The following individuals and positions have responsibilities for wildlife hazard management:

Individual / position	Responsibilities
Manager Aviation Operations / Compliance and Airside Safety Coordinator / Airport Safety Officers	monitoring wildlife hazards
Manager Aviation Operations / Compliance and Airside Safety Coordinator / Airport Safety Officers	mitigating wildlife hazards

3.11.2 Training of personnel

3.11.2.1 Training for wildlife hazard monitoring and reporting

(Part 139 MOS – 17.07(1)(3))

At Mackay 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 every: 24 months

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

- Maintained by: Manager Aviation Operations
- Stored securely on: the Mackay Airport's electronic filing system – SharePoint

3.11.2.2 Training for wildlife hazard mitigation

(Part 139 MOS – 17.07(2)(a)(b)(3))

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 every: 24 months

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

- Maintained by the: Manager Aviation Operations
- Stored securely on: the Mackay Airport's electronic filing system – SharePoint

3.11.3 Wildlife hazard management plan

(Part 139 MOS – 17.03; 17.04)

As the aerodrome has 50,000 or more air transport passenger movements / 100,000 or more aircraft movements in a financial year, 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 the: Manager Aviation Operations
- Available at: Mackay Airport makes this manual available to all relevant persons on our website. Access is also available to staff on our intranet.

3.11.4 Wildlife hazard monitoring

(Part 139 MOS – 11.08(1)(a); 17.01(3))

Wildlife hazards at Mackay 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 following:

- presence of wildlife on and in the vicinity of the aerodrome, which is to include:
 - a count of all birds and animals sighted
 - bird / animal activity, e.g. feeding, flying, nesting
 - species (if known)
 - numbers
 - location.
- seasonal and environmental conditions which may attract wildlife, such as grasses, standing water, uncovered waste, deceased wildlife (e.g. dead rabbits, mice etc.)
- any additional indicators such as new nests or eggs.

All wildlife observed on the aerodrome and in the vicinity of the aerodrome are recorded on the digital platform called Tracker Airside.

A record of wildlife strikes is also included in the following register:

- Wildlife strike register: the digital platform called Tracker Airside
- Stored securely on: the digital platform called Tracker Airside

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). Each month, the wildlife strike statistical reports published by the ATSB are reviewed by the: Manager Aviation Operations

Any reported occurrences near the aerodrome not previously recorded are included in the digital platform – Tracker Airside register.

To detect changes in wildlife hazards, reported wildlife observations and the wildlife strike register are reviewed every month by: Manager Aviation Operations or delegate.

3.11.5 Wildlife hazard assessment

(Part 139 MOS – 11.08(1)(b); 17.02(1))

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

The hazard assessment process is completed in accordance with the procedures set out in the aerodrome's safety management system.

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 by the: Manager Aviation Operations
- Stored securely on: the Mackay Airport’s electronic filing system – SharePoint

3.11.6 Wildlife hazard mitigation

(Part 139 MOS – 11.08(1)(c))

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
- 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
- bird spikes or barriers have been installed on roosting sites.

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 the: Manager Aviation Operations.

Wildlife mitigation permit(s) is held at the required intervals and renewal is managed by the: Manager Aviation Operations.

Wildlife mitigation permits are stored securely on: the Mackay Airport’s electronic filing system – SharePoint

3.11.7 Wildlife hazard reporting (AIP, NOTAM, ATC, UNICOM)

(Part 139 MOS – 11.08(1)(d); 17.05(1))

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(s) is to:

- notify ATC (if applicable)
- advise pilots via the CTAF / Unicom
- 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

(Part 139 MOS – 11.08(1)(e); 17.01(2))

The following is a list of local authorities that have land within a 13 km radius of the aerodrome:

Local authority	Contact
Mackay Regional Council	07 4961 9444

Mackay Airport engages with these local authorities to ensure that future land uses and development proposals can be carefully considered.

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Where existing land use presents a potential risk, site visits are conducted to discuss aviation safety concerns and possible mitigations to reduce those risks. Regular site visits are conducted to ensure mitigations are effective. A record of these sites and the frequency of review is recorded in the table below:

Site	Site inspections
Adjacent Cane Paddocks	Annually
Off-airport Drains	Annually
Manzelmann's	Annually
Shellgrit Creek	Annually
Sportsfields	Annually
Illawong Beach	Annually
Botanical Gardens	Annually
Milton Street Oval Showgrounds	Annually
Thomas Borthwick and Sons	Annually
West Mackay Goose Ponds	Annually
North Mackay Goose Ponds	Annually
Dog Park Goose Pond	Annually
Wakeboard Park	Annually
Mackay Golf Club	Annually
Farm 63 Farrellys Road	Annually
Paget Waste Management Centre	Annually
Racetrack	Annually
Sandfly Creek Estuary	Annually
Gordan Street East Wetland	Annually
Blue Water Lagoon	Annually
Bruce Highway Bridge	Annually
Walz Road Pond 2	Annually
Bakers Creek Golf Course	Annually
Walz Road Pond 1	Annually
Queens Park	Annually
Quarry	Annually
Blue Water Trail	Annually
Mackay Marine Tourist Park	Annually
Mackay Harbour	Annually
Big 4 Holiday Park	Annually
Bucasia Wetland	Annually
Mackay North Water Recycling Facility	Annually

3.12 Low-visibility operations (LVO)

Mackay Airport does not have the facilities to support low visibility aircraft operations when the runway visibility (RV) falls below 800m, the limiting factor being the standby power supply with a switchover time of greater than 1 second.

Although Low Visibility Operations for aircraft are not supported, procedures must be put in place to guarantee the safety of aircraft, personnel and vehicles during conditions of low visibility. In this context, Low Visibility Operations (LVO) refers only to the ground procedures that must be implemented when ATC notifies of its activation.

3.12.1 Low-visibility personnel

(Part 139 MOS – 11.17(1)(e)(i)(ii))

The following person(s) have responsibilities in managing low-visibility operations:

Name	Role	Phone number	After-hours phone number
Philip Clark	Manager Aviation Operations	0407 570 208	0407 570 208
Carla Duck	Compliance and Airside Safety Coordinator	0418 570 232	0418 570 232
Brandon Ford	Airport Safety Officer	0418 570 233	0418 570 233
Dale Parker	Airport Safety Officer	0418 570 233	0418 570 233
Shane Hokins	Airport Safety Officer	0418 570 233	0418 570 233
Mark Musumeci	Aerodrome Operations Supervisor (Cairns)	0418 570 233	0418 570 233
Stephen Chant	Airport Safety Officer	0418 570 233	0418 570 233

3.12.1.1 Runway visibility (RV) assessment personnel

(Part 139 MOS – 23.08)

The following personnel are authorised and have been appointed to conduct runway visibility assessments at Mackay Airport:

Name	Position
Philip Clark	Manager Aviation Operations
Carla Duck	Compliance and Airside Safety Coordinator
Brandon Ford	Airport Safety Officer
Dale Parker	Airport Safety Officer
Shane Hokins	Airport Safety Officer
Stephen Chant	Airport Safety Officer
Mark Musumeci	Aerodrome Operations Supervisor (Cairns)

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Before appointing any personnel, Mackay Airport confirms that each proposed runway visibility assessor has:

- a distant visual acuity of 6/12 or better in each eye separately, and 6/9 or better binocular (with or without correcting lenses)
- a certificate of proficiency in aeronautical radio telephony
- the competence and familiarity to operate on the maneuvering area of the aerodrome during low-visibility conditions
- demonstrated competence in:
 - identifying the location of each point of observation
 - identifying the visibility markers for each point of observation
 - identifying the relevant runway edge lights for making a runway visibility assessment
 - using the conversion table
 - using the visibility markers chart
 - reporting a runway visibility assessment.

After initial appointment, to confirm that the appointed RV assessor(s) continue to meet these requirements, assessments are to be conducted every insert interval frequency e.g. 24 months.

Records to confirm the attributes and qualifications of each appointed runway visibility assessor are:

- Maintained by the: Manager Aviation Operations
- Stored securely on: the Mackay Airport's electronic filing system – SharePoint

3.12.2 Vehicular traffic in low-visibility operations

(Part 139 MOS – 11.17(1)(b))

All airside vehicles operating airside during periods of low visibility are to be lit in accordance with subsection 3.5.3 of this manual.

ATC are responsible for notifying reporting officers that low-visibility operations are in effect.

Once notified, the reporting officer is to ensure:

- airside access is restricted to non-essential vehicles by: carrying out a perimeter fence inspection and check that all security gates are secured
- advise airport tenants that low-visibility operations are in effect and request that they withdraw non-essential vehicles. The Airport Safety Officer is responsible for notifying airport tenants. Notification will occur in person or via phone as required.

3.12.3 CNS facilities in low-visibility operations

(Part 139 MOS – 11.17(1)(c))

The reporting officer(s) is to withdraw access to any airside roadways that could result in vehicles inadvertently compromising CNS facilities.

3.12.4 Manoeuvring area inspections in low-visibility operations

(Part 139 MOS – 11.17(1)(d))

All vehicles used when conducting inspections of the maneuvering area during low-visibility operations are to comply with the airside vehicle requirements stated in subsections 3.5.3 and 3.5.4 of this manual.

All maneuvering area inspections are conducted at the direction of ATC.

The aerodrome reporting officer(s) is to conduct an initial inspection of the maneuvering area to ensure there is no FOD or other objects that are hazardous to aircraft, and that the aerodrome's lighting systems essential to low-visibility procedures are operational, specifically:

- runway edge lights
- PAPIs*
- taxiway lights*
- illuminated MAGS*
- RTIL*.

*Unless specific concerns have been raised for the function of these systems, they are to be checked during the initial serviceability inspection at commencement of low-visibility operations. Ongoing checks during low-visibility operations do not include these lighting systems.

The frequency of additional inspections is conducted in accordance with the following: ATS Interface Agreement between Mackay Airport Pty Ltd, LoA569 and Airservices Australia in respect of Mackay Aerodrome.

3.12.5 Measuring runway visibility

(Part 139 MOS – 11.17(1)(a); 23.09(c)(iii)(iv))

Runway lights are used to measure visibility along Runway 14/32.

The following information is shown on the visibility conversion chart titled Runway Visibility Assessment Conversion Table:

- the actual spacing between each runway light, and
- their distances in metres and the runway bearing from the point of observation.

When performing runway visibility assessments, optical devices (other than medically prescribed sight correction lenses) that enhance normal distance vision are not to be used. Unless otherwise impossible, observations are not to be made through a vehicle's window or windscreen.

To conduct the runway visibility assessment, the appointed RV assessor is to:

- make the assessment from a nominated observation point nominated in the procedure.
- establish the farthest runway light that can be seen and identified, and
- using the conversion chart, determine the distance in metres to the nearest 50 m increment, rounding down to the lesser value.

The RV assessor is to maintain a record of each visibility assessment conducted.

3.12.6 Communicating visibility measurements to ATC or pilots

(Part 139 MOS – 11.17(1)(a))

The RV assessor is to immediately report the visibility to ATC or the pilot, in the following manner:

“RUNWAY VISIBILITY, RUNWAY [runway number], THRESHOLD [distance assessed in meters] (or if applicable MIDPONT [distance assessed in meters]), ASSESSED AT [time] UTC.”

If runway visibility is below 350 m, the RV assessor(s) is to report the runway visibility as “less than 350 m”.

In the event runway visibility varies during the assessment, the RV assessor(s) is to report the lowest value observed.

An RV assessment is only provided to a pilot if the assessment was conducted within the previous 20 minutes. If a pilot commences to taxi after the last CTAF report, a general broadcast is made advising either the details of the last observation, or “more than 20 minutes has occurred since the last RV assessment, there is no current RV information”.

3.12.7 Transmissometers

(Part 139 MOS – 11.17(2))

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

3.12.8 Low-visibility procedures (LVP)

(Part 139 MOS – Chapter 23)

Low-visibility procedures (LVP) that take into account the local conditions, and which meet the requirements of Chapter 23 of the Part 139 MOS, have been established and implemented.

These procedures were developed in consultation with:

- ATC
- aircraft operators operating at the aerodrome
- aerodrome service providers.

3.12.8.1 Specific circumstances for LVP

(Part 139 MOS – 23.02(c)(i))

The specific circumstances in which LVP measures are to be initiated, fully implemented and terminated are documented in the Low Visibility Operations SOP.

This procedure is a subsidiary document to this manual and is available on the Mackay Airport’s electronic filing system – SharePoint.

3.12.8.2 Nominated rate of aerodrome movements

(Part 139 MOS – 23.02(c)(ii))

Mackay Airport does not support aerodrome movements when low-visibility procedures are in effect.

3.12.8.3 LVP-related training and authorisation for airside drivers

(Part 139 MOS – 23.02(c)(iii))

The procedures for training and authorisation of airside drivers and other operational personnel when low-visibility procedures are in effect are documented in the Airside Vehicle Control Manual (AVCM).

This procedure is a subsidiary document to this manual and is available on the Mackay Airport's electronic filing system – SharePoint.

Training records are:

- Retained by the: Manager Aviation Operations
- Stored securely on the Mackay Airport's electronic filing system – SharePoint.

3.12.8.4 Control of airside operations

(Part 139 MOS – 23.02(c)(iv))

The procedures for controlling airside operations including vehicles, drivers and other personnel when low-visibility procedures are in effect are documented in the Low Visibility Operations SOP.

This procedure is a subsidiary document to this manual and is available at on the Mackay Airport's electronic filing system – SharePoint.

3.12.8.5 Withdrawal of non-essential vehicles and personnel

(Part 139 MOS – 23.02(c)(v))

The procedures for withdrawing non-essential vehicles and personnel when low-visibility procedures are in effect are documented in the Low Visibility Operations SOP.

This procedure is a subsidiary document to this manual and is available at on the Mackay Airport's electronic filing system – SharePoint.

3.12.8.6 Suspension of visual and non-visual aid maintenance

(Part 139 MOS – 23.02(c)(vi))

The procedures for suspending routine maintenance on visual and non-visual aids when low-visibility procedures are in effect are documented in the Low Visibility Operations SOP.

This procedure is a subsidiary document to this manual and is available at on the Mackay Airport's electronic filing system – SharePoint.

3.12.8.7 Securing airside access and preventing entry

(Part 139 MOS – 23.02(c)(vii))

The procedures for securing airside access and preventing inappropriate or inadvertent entry when low-visibility procedures are in effect are documented in in the Low Visibility Operations SOP.

This procedure is a subsidiary document to this manual and is available at on the Mackay Airport's electronic filing system – SharePoint.

3.12.8.8 Alerting of LVP

(Part 139 MOS – 23.02(c)(viii))

The procedures for alerting scheduled air transport operations, emergency services aircraft, or other affected organisations to LVP are documented in the Low Visibility Operations SOP.

This procedure is a subsidiary document to this manual and is available at on the Mackay Airport's electronic filing system – SharePoint.

3.12.8.9 Coordinating LVP activities with ATC

(Part 139 MOS – 23.02(c)(ix))

The procedures for coordination of LVP activities with ATC are documented in the Low Visibility Operations SOP.

This procedure is a subsidiary document to this manual and is available at on the Mackay Airport's electronic filing system – SharePoint.

3.12.8.10 Physical checks of lighting and warning devices

(Part 139 MOS – 23.02(c)(x))

The procedures for physically checking lighting installations and warning devices during LVP are documented in the Low Visibility Operations SOP.

This procedure is a subsidiary document to this manual and is available at on the Mackay Airport's electronic filing system – SharePoint.

3.12.8.11 Protection of areas for Instrument Landing System (ILS)

(Part 139 MOS – 23.02(c)(xi))

NOT APPLICABLE as Mackay Airport does not have an ILS.

3.12.8.12 Emergency responses during LVP

(Part 139 MOS – 23.02(c)(xii))

The procedures for emergencies during LVP are documented in the Low Visibility Operations SOP.

This procedure is a subsidiary document to this manual and is available at on the Mackay Airport's electronic filing system – SharePoint.

3.12.8.13 LVP status

(Part 139 MOS – 23.02(c)(xiii))

The procedures for establishing and promulgating a single point form which definitive information about the current status of LVP can be confirmed are documented in the Low Visibility Operations SOP.

This procedure is a subsidiary document to this manual and is available at on the Mackay Airport's electronic filing system – SharePoint.

3.12.8.14 Review of low-visibility procedures

(Part 139 MOS – 23.04)

Low-visibility procedures are regularly reviewed to ensure their continuing effectiveness. Local ATC and other persons or organisations involved are consulted in the review process.

The review is to be completed before the time of the year when low visibility is likely to occur.

Evidence of the review will be maintained by the: Manager Aviation Operations.

3.13 Disabled aircraft removal

3.13.1 Aircraft removal personnel

(Part 139 MOS – 11.13(e)(i)(ii))

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

Name	Role	Phone number	After-hours phone number
Garry Porter	Chief Operating Officer	0417 413 853	0417 413 853
Adrian Miles	Head of Operations (MKY)	0401 565 396	0401 565 396
Philip Cark	Manager Aviation Operations	0407 570 208	0407 570 208
Duty ASO	Airport Safety Officer	0418 570 233	0418 570 233

3.13.2 Aircraft removal – aerodrome operator & aircraft certificate holder

(Part 139 MOS – 11.13(a))

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.

Mackay 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, Mackay 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, Mackay 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 Airport Safety Officers.

3.13.3 Notifying aircraft certificate holder

(Part 139 MOS – 11.13(b))

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* Head of Aviation or his representative.

If the certificate of registration is not known to Mackay Airport, details are to be obtained from the pilot, if possible, or if available, from the CASA website via:

<https://www.casa.gov.au/aircraft/civil-aircraft-register>

3.13.4 Liaising with the ATSB, Defence and ATC

(Part 139 MOS – 11.13(c))

As Mackay Airport is a controlled aerodrome, the pilot is expected to confirm with Air Traffic Control that they are aware of the disabled aircraft.

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

3.13.5 Equipment and person(s) to remove aircraft

(Part 139 MOS – 11.13(d))

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 Mackay Airport, the aircraft operator is required to indemnify Mackay Airport from any adverse consequence resulting from any activities during the recovery process.

Mackay 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)

(Part 139 MOS – 11.09(1); 25.02; 25.03; 25.04)

As the aerodrome has 50,000 or more air transport passenger movements, or 100,000 or more aircraft movements, and scheduled international air transport operations are not conducted, an SMS that meets the requirements of section 25.03 of the Part 139 MOS has been prepared and implemented. The SMS is:

- Maintained by the: Manager Aviation Operations
- Available: on the Mackay Airport's electronic filing system – SharePoint

3.14.2 Risk management plan

(Part 139 MOS – 11.09(2); Chapter 26)

As the aerodrome has 50,000 or more air transport passenger movements, or 100,000 or more aircraft movements in a financial year, an SMS has been prepared and implemented. The procedures to manage risk are contained in the SMS framework.

4 Aerodrome Emergency Response

4.1 Emergency response personnel

(Part 139 MOS – 11.12(2)(a)-(e))

The following individuals or positions have responsibilities in an aerodrome emergency response:

Individuals / positions	Responsibilities
Manager Aviation Operations	Maintaining aerodrome emergency response procedures
Manager Aviation Operations	Notifying procedures to initiate an emergency response
Manager Aviation Operations	Initiating emergency response actions by aerodrome personnel
CEO/COO	Returning the aerodrome to operational status after an emergency
Manager Aviation Operations	Reviewing the aerodrome emergency plan

4.2 Aerodrome emergency response

(Part 139 MOS – 11.12; Chapter 24)

4.2.1 Aerodrome emergency plan (AEP)

(Part 139 MOS – Chapter 24)

An AEP that meets the requirements of section 24.02 of the Part 139 MOS has been established and implemented. The aerodrome emergency plan is:

- Maintained by the: Manager Aviation Operations
- Available: on the Mackay Airport’s electronic filing system – SharePoint

4.2.2 Local / state emergency response plan

(Part 139 MOS – Chapter 24)

An AEP has been established and implemented at Mackay Airport; the Manager of Operations is a member of the Mackay Local Disaster Management Group.

4.3 Aerodrome emergency procedures

4.3.1 Aerodrome emergency committee

(Part 139 MOS – 11.12(1)(a)(i))

An aerodrome emergency committee has been established at Mackay Airport. The position of each member on the aerodrome emergency committee is recorded in the Airport Emergency Plan (AEP) for Mackay Airport.

This is a subsidiary document to this is manual and is available on: the Mackay Airport’s electronic filing system – SharePoint.

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The responsibility of the aerodrome emergency committee is to ensure an appropriate and commensurate response in the event of a real emergency. The aerodrome emergency committee has assisted in:

- preparing and maintaining the aerodrome emergency plan
- planning the emergency response arrangements, including emergency preparation, testing and exercising the aerodrome's emergency plan.

The aerodrome emergency committee conducts a review of the aerodrome emergency plan following a test, an exercise, a real activation of the plan, or at least once annually.

Records of each review will be:

- Maintained by the: Manager Aviation Operations
- Available: on the Mackay Airport's electronic filing system – SharePoint

4.3.2 Emergency service organisations

(Part 139 MOS – 11.12(1)(a)(ii))

Descriptions of the roles of each emergency service organisation involved in the Mackay Airport AEP are recorded in the AEP for Mackay Airport.

This is a subsidiary document to this is manual and is available on: the Mackay Airport's electronic filing system – SharePoint.

4.3.3 Local emergency planning arrangements

(Part 139 MOS – 11.12(1)(a)(iii))

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

Procedures for liaison with the authorised person responsible for local emergency planning arrangements are detailed the Airport Emergency Plan (AEP) for Mackay Airport.

This is a subsidiary document to this is manual and is available on: the Mackay Airport's electronic filing system – SharePoint.

4.3.4 Notification and initiation of emergency response

(Part 139 MOS – 11.12(1)(a)(iv); 24.04)

Notification of an emergency will be made without delay.

To ensure agencies respond appropriately, it is important that all information known 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

- any other relevant information.

To assist responding emergency agencies, location details and / or maps of the aerodrome and its immediate vicinity have been provided. The location details and / or maps show:

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

The location details and / or maps are available in the Airport Emergency Plan (AEP) for Mackay Airport.

This is a subsidiary document to this is manual and is available on: the Mackay Airport's electronic filing system – SharePoint.

4.3.5 Activation, control and coordination of emergency responders

(Part 139 MOS – 11.12(1)(a)(v))

Procedures for activation, control and coordination of aerodrome-based emergency responders during the initial stages of an emergency at Mackay Airport are detailed in the Airport Emergency Plan (AEP) for Mackay Airport.

This is a subsidiary document to this is manual and is available on: the Mackay Airport's electronic filing system – SharePoint.

4.3.6 Aerodrome emergency facilities

(Part 139 MOS – 11.12(1)(a)(vi))

The facilities and specialist emergency equipment that are available at the aerodrome in the event of an emergency, and their procedures for use, are detailed in the Airport Emergency Plan (AEP) for Mackay Airport.

This is a subsidiary document to this is manual and is available on: the Mackay Airport's electronic filing system – SharePoint.

4.3.7 Access and management of assembly areas

(Part 139 MOS – 11.12(1)(a)(vii))

The procedures for access and the management of assembly areas are detailed in the Airport Emergency Plan (AEP) for Mackay Airport.

This is a subsidiary document to this is manual and is available on: the Mackay Airport's electronic filing system – SharePoint.

4.3.8 Response to a local stand-by event

(Part 139 MOS – 11.12(1)(a)(viii))

The procedures to respond to a local stand-by event are described below:

The procedures to respond to a local stand-by event are detailed in the Airport Emergency Plan (AEP) for Mackay Airport.

This is a subsidiary document to this is manual and is available on: the Mackay Airport's electronic filing system – SharePoint.

4.3.9 Initial response to full emergency

(Part 139 MOS – 11.12(1)(a)(ix))

The procedures to respond to a full emergency at, or in the immediate vicinity of the aerodrome, are described below:

The procedures to respond to a full emergency at, or in the immediate vicinity of the aerodrome, are detailed in the Airport Emergency Plan (AEP) for Mackay Airport.

This is a subsidiary document to this is manual and is available on: the Mackay Airport's electronic filing system – SharePoint.

4.4 Readiness of emergency facilities, access points & assembly areas

(Part 139 MOS – 11.12(1)(b))

The arrangements for keeping aerodrome emergency facilities, access points and assembly areas (if any) in a state of readiness are detailed in the Airport Emergency Plan (AEP) for Mackay Airport.

This is a subsidiary document to this is manual and is available on: the Mackay Airport's electronic filing system – SharePoint.

4.5 Emergency responder preparedness

(Part 139 MOS – 11.12(1)(c))

4.5.1 Site inductions for emergency responders

(Part 139 MOS – 11.12(1)(c)(i))

The aerodrome has an aerodrome emergency plan; therefore, this subsection is NOT APPLICABLE.

4.5.2 Emergency response training

(Part 139 MOS – 11.12(1)(c)(ii))

To ensure airport personnel and off-aerodrome responders are adequately trained in responding to an emergency, an initial and ongoing cyclic training program has been established.

A register of training modules is:

- Maintained by the: Manager Aviation Operations
- Available: on the Mackay Airport's electronic filing system –

SharePointTraining records are:

- Maintained by the: Manager Aviation Operations
- Available: on the Mackay Airport's electronic filing system – SharePoint

4.5.3 Emergency exercises

(Part 139 MOS – 11.12(1)(c)(iii))

A full-scale emergency exercise is conducted at intervals not exceeding three (3) years. A series of modular tests are conducted at regular intervals throughout the remaining three-year (3) period.

Following each exercise, a debrief is held to obtain feedback from volunteers and responding organisations. Records of these reviews are:

- Retained by the: Manager Aviation Operations
- Stored securely on: the Mackay Airport's electronic filing system – SharePoint

4.6 Post-emergency return to operational status

(Part 139 MOS – 11.12(1)(d))

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. Mackay Airport Pty Ltd ensures all hazards are identified and appropriately assessed prior to the commencement of restricted operations. In completing this assessment and to ensure the ongoing integrity of CNS and MET equipment, communication navigation and surveillance systems specialists are consulted by: Manager Aviation Operations.

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)

(Part 139 MOS – 11.12(1)(e); 24.05(2))

The aerodrome emergency plan is to be reviewed:

- following a test or exercise
- after the occurrence of a real emergency that requires activation of the aerodrome emergency plan
- at least once annually.

Documented evidence of each review is:

- Retained by the: Manager Aviation Operations
- Stored securely on: the Mackay Airport's electronic filing system – SharePoint

4.8 Monitoring local emergency planning arrangements

(Part 139 MOS – 11.12(1)(e))

An AEP has been established and implemented at Mackay Airport; the Manager of Operations is a member of the Mackay Local Disaster Management Group.

Appendix A.

A1 Appendix subsection

Appendix Aa - NQA Organisational Chart
Appendix Ab – Mackay Airport Organisational Chart
Appendix B – Aeronautical Data Package
Appendix C - Aerodrome Facilities Plan
Appendix Da – OLS 14-32 150 Strip All
Appendix Db – OLS 14-32 300 Strip All
Appendix E - Terminal instrument flight procedures YBMK Obstacle
Appendix F - Plan showing lit obstacles are located within the OLS area of the aerodrome.

A2 Subsidiary subsection

MKY Aerodrome Vehicle Control Manual
MKY Airside Drivers Handbook Manual
MKY Follow Me Escort SOP
LoA 569
Pavement Markings EGA 16-1413
Pavement Markings RPT 16-921
Pavement Markings WGA 16-1461
Low Visibility Operations SOP
Mackay Airport Daily Aerodrome Inspections SOP
Wildlife Hazard Management Plan
Hydrocarbon Storage 16-1254