



BACCHUS MARSH AERODROME OPERATIONS MANUAL (REVISION 4)
Bacchus Marsh Aerodrome Management Inc. 79 105 246 390



REVISION HISTORY

No.	Date	Detail
-	January 2007	Initial Issue
01	August 2007	Reformatted document and rectified minor typographical errors. Updated Section 4 to remove reference to “Car” and replace with “Motor Vehicle”; included reference to towing of glider control vans; and amended rules on fire suppression equipment. Updated entire Section 7 dealing with winch and autotow launch operations. Amended Section 8.4 to make recommendation for base radio call more prominent and added “Unusual Circuit” procedures at 8.5. Removed paragraph previously at Section 9.13 which stated: “A temporary taxiway constructed of gravel adjacent to the displaced threshold may need to be implemented if experience dictates.” Amended various references to “timekeeping vans” and “pie carts” to “Glider Control Vans”. Included contents, index and hyperlinks for electronic access.
02	April 2008	Adopted as Aerodrome Operations Manual.
03	April 2014	Updated hyperlinks to Regulatory documents; added section on “golf buggies” at 4.3; amended changing runway procedures at 4.8; added new section 5.1 on gliding operations; amended landing order at Section 5.3; amended circuit procedures at 5.7; added section 5.8 dealing with crosswind operations; amended advice for overflying aircraft at 5.14; renamed ‘Area Bravo’ to ‘Danger Area D399’ at Section 6; updated winch launching instructions at Section 7.13 to 7.15; updated map graphic on page 12; included ERSA entry at Appendix 2; and some other minor changes
04	October 2020	Re-arranged content to group specific gliding operational information and generally applicable information into separate sections. Added sections on responsibility and code of conduct, airfield information, and access/security. Updated communications content to reflect requirement for carriage and use of radio. Removed reference to Danger Area D399 and appendices. Several minor manuscript changes made.

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1. INTRODUCTION

Bacchus Marsh Aerodrome is owned by the Moorabool Shire Council and leased to, and operated by, Bacchus Marsh Aerodrome Management Incorporated (BMAM) ABN 79 105 246 390. The BMAM committee of management comprises representatives from the various groups of airport users and the airport owner. BMAM's main purpose is to maintain an on-going facility for flying training, recreational flying and other aviation related operations as approved by the committee from time to time. BMAM is legally accountable for ensuring the airfield complies with relevant Workplace Health and Safety legislation, Civil Aviation legislation, Council by-laws, and other applicable laws.

Aspects of light aircraft, helicopter and glider flying at Bacchus Marsh Aerodrome which are particular to the site are administered by BMAM. BMAM has established an Operations Panel as a sub-committee, to advise it on matters related to flight operations and flight safety in the areas in which BMAM has partial or full responsibility.

2. DOCUMENTATION

This Manual is an official document of BMAM and describes those procedures particular to this aerodrome that users and visitors are required to follow.

2.1. Documents containing regulations, procedures and advice relevant to flying operations at the Bacchus Marsh Aerodrome include, but are not limited to:

- Civil Aviation Act [1988](#) & Civil Aviation Regulations [1988](#) & [1998](#)
- Aeronautical Information Publication ([AIP](#))
- Visual Flight Rules Guide ([VFRG](#))
- Gliding Federation of Australia (GFA), Manual of Standard Procedures ([MOSP2](#))
- GFA Operational Regulations ([Ops Regs](#))
- Enroute Supplement Australia ([ERSA](#)) entry for Bacchus Marsh Aerodrome
- Civil Aviation Orders 95.4 ([CAO 95.4](#)) and 95.4.1 ([CAO 95.4.1](#))
- Civil Aviation Advisory Publications [CAAP 166-1](#) and [CAAP 166-2](#)

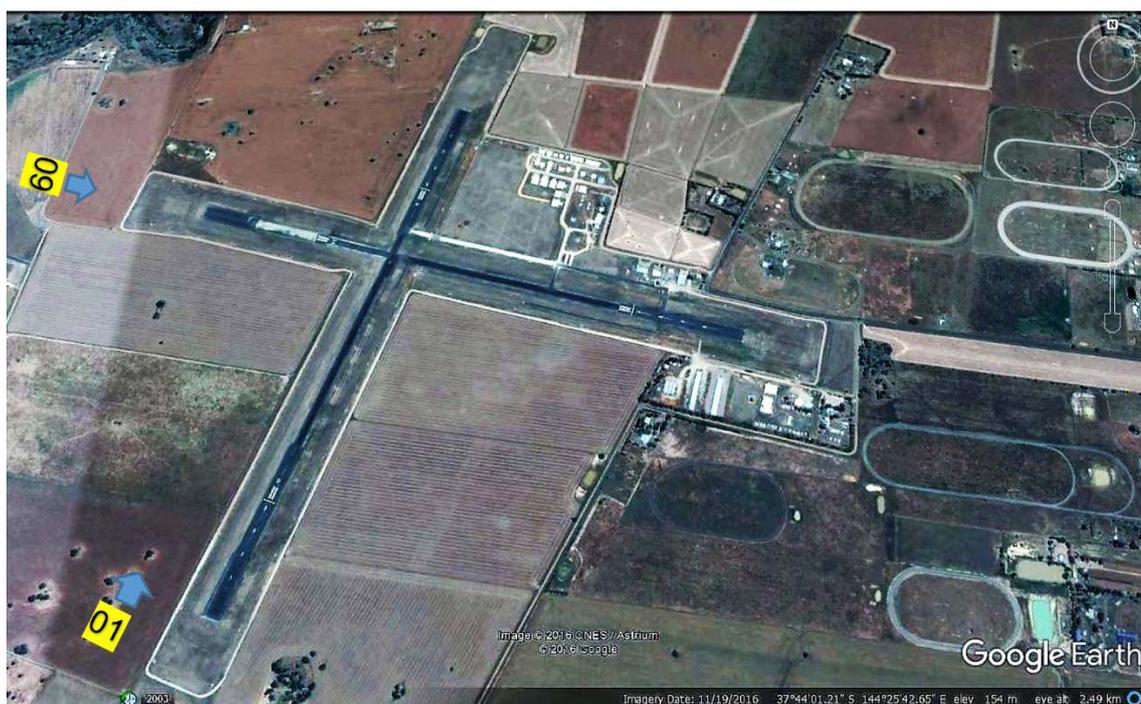
2.2. Changes to operational documentation specific to Bacchus Marsh Aerodrome, such as this operations manual, the ERSA entry or aeronautical chart information, must have the endorsement of BMAM. Prior to endorsing a proposed change, BMAM may consult with other aerodrome users. This consultation may also apply where BMAM is involved in negotiation or agreement with an outside agency, such as CASA or the Aviation State Engagement Forum [AvSef](#).

3. RESPONSIBILITY AND CODE OF CONDUCT

- 3.1. Bacchus Marsh Aerodrome is a public facility, and all stakeholders and visitors are required to act responsibly. Pilots, including students/trainees and other crew, must always act in compliance with all applicable Legal and Regulatory requirements.
- 3.2. All persons at the aerodrome must show respect and courtesy to other users, and act in a manner which poses no threat to the health and/or safety of others.
- 3.3. Any breach of this code of behaviour may lead BMAM to deny access to the aerodrome or the hangar estate for the person concerned.

4. AIRFIELD LAYOUT AND DESCRIPTION

- 4.1. **General Information.** Bacchus Marsh is an uncertified aerodrome, with an elevation of 520 ft (158 m) AMSL. The aerodrome supports commercial, private, sport and recreational flight training and flying operations, and is the largest gliding site in Australia and is home of the Australian Gliding Museum. The aerodrome is also used by visiting aeroplanes and helicopters, often for flight training and navigational exercises. The aerodrome has no Air Traffic Control (ATC) service. An image of the aerodrome sourced from Google Earth follows:



- 4.2. **Runways.** There are two cross runways with wide grass verges, aligned 01/19 and 09/27, respectively 1,554 m (5,098 ft) 1,524 m (5,000 ft) in length. The runways are sealed except for a 175m section before the threshold of RWY 09.
- 4.3. **Displaced Thresholds.** The thresholds are permanently displaced 300m from approach end. The minimum available runway length from the displaced thresholds is 1200m, with a grass over-run area of 125m (minimum). The displaced thresholds facilitate gliding operations, where gliders and glider tugs operate from that portion of the runway 60 meters prior to (downwind of) the displaced threshold.
- 4.4. **Glider Take-off Strips.** Narrow sealed strips to facilitate glider launches are located within the runway on the left-hand side of runways 27 and 19. Glider runway strips must not be used except by gliders, tug aircraft and other authorised aircraft.
- 4.5. **Taxiways.** There is one taxiway north of, and aligned with, RWY 27 running east from the intersection with RWY 01/19 to approximately 60m beyond the displaced threshold. The taxiway is sealed for part of its length and there are two sealed links to RWY 09/27. Taxi lanes link the hangar and flight training estates to the taxiway.
- 4.6. **Wind Indicator and Ground Signal Area.** The windssock and ground signal area are located close to, and north-east of, the runway intersection.

- 4.7. **Parking for Visiting Aircraft.** A parking area for visiting aircraft is located on the north side of the taxiway.

5. COMMUNICATIONS

A Common Traffic Advisory Frequency (CTAF) applies from ground level up to the lower level of overlying Class C controlled airspace (refer charts). The CTAF is 118.8 MHz. BMAM requires all aircraft operating at the aerodrome to carry a radio and broadcast on the CTAF. All pilots should broadcast when turning onto base leg in the circuit to make it easier for other aircraft to identify the calling aircraft's location due to different circuit dimensions flown by powered aircraft, gliders and tow aircraft..

6. FLYING OPERATIONS – GENERAL

- 6.1. The aerodrome operator (BMAM) requires all operations by aircraft to be in accordance with those specified for Certified Aerodromes.
- 6.2. Local procedures are detailed in the ERSA. Changes to any procedures will be promulgated through updates to the ERSA entry.
- 6.3. **Night Operations.** The aerodrome is not equipped with runway and taxiway lighting. Night operations may at times be conducted by the local training organisation using portable lighting. Others wishing to conduct night flying should contact the local training organisation.
- 6.4. **Circuit Direction.** The circuit direction is specified in ERSA. If a non-standard circuit is necessary, the aircraft or glider concerned should make a broadcast indicating the non-standard circuit as soon as practicable.
- 6.5. **Circuit Dimensions.** Glider circuits are typically closer to the runway than those of powered aircraft. Tug aircraft circuits are typically between those of a glider and other powered aircraft. When gliding operations are in progress:
- Powered aircraft (including helicopters) should avoid flying an abbreviated circuit and should adjust circuit legs to keep clear of landing gliders.
 - Helicopter pilots should follow the standard traffic patterns to avoid gliders which may be flying modified circuit patterns (CAAP 166-1, paragraph 3.2.4 refers).
- 6.6. **Unusual Circuits.** A modified circuit may be necessary or carried out intentionally for training. This is acceptable provided a broadcast is made (where possible), and that the aircraft is flown to avoid conflict with other traffic and complies with the published circuit procedures as far as practicable.
- 6.7. **Operational Runway.** In accordance with the ERSA entry, the operational runway shall be set by the gliding operation when gliding is active. If the wind is below 5kts and/or variable, then the operational runway shall be 27 or 19. A change of wind direction and deteriorating visibility (e.g. landing into the sun from RWY27) may result in a change to the operational runway. A broadcast shall be made on the CTAF by the gliding operation advising of the change of duty runway.
- 6.8. **Crosswind Operations.** Crosswind take-off and landing should only be undertaken by pre-arrangement with other aircraft using the operational runway. Aircraft operating on the crosswind runway must broadcast their intentions on the CTAF and should not impede the flow of traffic on the active runway.

- 6.9. **Straight-in Approaches.** When gliding operations are in progress, straight in approaches and joining circuit on base leg are not recommended.
- 6.10. **Landing (All aircraft other than gliders and tugs).** All runways are marked with permanently displaced thresholds. All landings must be made beyond the displaced threshold, irrespective of whether gliding operations are active or not. Low or shallow approaches should not be conducted in order to provide adequate clearance from the gliding operation. Gliders landing on the active runway may not be able to give way to other aircraft.
- 6.11. **Landing (Gliders).** Gliders should land and stop short of the displaced threshold whenever possible. If areas prior to the displaced threshold are occupied, the runway forward of the displaced threshold may be used.
- 6.12. **Landing (Glider Tugs).** Glider tugs are permitted to land before the displaced threshold. However, they should avoid touching down behind the gliding operation where a loss of directional control may pose a hazard to persons and aircraft.
- 6.13. **Take-off (All aircraft other than gliders and tugs).** When gliding operations are in progress, aircraft using the runway should commence their take-off run from the displaced threshold. If this distance is operationally unacceptable, the pilot should:
- Backtrack to a position abeam the front of the glider launch queue, usually alongside the tug aircraft, and then commence the take-off roll once upwind of this position. A radio call should be made stating intentions when backtracking; or
 - Backtrack to use the full runway length. This must be co-ordinated with Gliding Operations prior to start up. Contact can be made in person or using the radio. The gliding clubs will move all gliders and tugs outside of the gable markers.
- In all circumstance, take-off must not commence while the runway is occupied by a glider, tug, vehicle or person ahead of the commencement of the aircraft's take-off roll.
- Note:** If a glider in the take-off position has it wings level, launch is imminent.
- 6.14. **Glider Launching.** Gliders can be launched by aerotow, self-propulsion and by winch. In all cases, vehicles and people may be operating on, or in the vicinity of, the runways in use. Where glider towing is in progress, pilots should remain well clear of gliders under tow. On days when wire launching is used, pilots should establish the locations of either the winch or tow car and the cable, and remain well clear. Over-flying the runway below 2,000FT AGL is not advised, nor is landing without first ascertaining that the cable is on the ground and not across the landing path. The gliding operation shall make an "all stations" broadcast on the CTAF before and during a winch launch. The driver of the winch and cable retrieve vehicle must monitor the CTAF and make broadcasts as necessary.
- 6.15. **Glider Launch Heights.** Aerotow and winch launching are possible up to 4,000FT AGL, but launches to 1,500FT or 2,000FT AGL are normal.

7. FLYING OPERATIONS – GLIDING

- 7.1. Glider operations can be conducted from normal runways associated with an aerodrome or from adjacent sites within the confines of an aerodrome.

- 7.2. Aspects relevant to gliding operations are published in the ERSA entry for the aerodrome. When procedures are changed for intensive short-term gliding activity, a NOTAM will be issued.
- 7.3. Except for gliders approaching to land, powered aircraft have priority in the use of runways, taxiways and aprons.
- 7.4. Gliders are required to conform to the established circuit direction. However, unforeseen circumstances may occasionally compel a glider to execute a non-standard pattern, including use of the opposite circuit direction in extreme cases. A broadcast should be made indicating the non-standard circuit as soon as practicable.
- 7.5. A listening watch on the CTAF must be maintained by the tug pilot. The winch or tow-vehicle driver should also maintain a listening watch during wire launching. The tug pilot or winch/car driver may be able to advise glider traffic information to inbound or taxiing aircraft.
- 7.6. **Landings on Non-Active Runways.** Gliders landing at places other than on the operational runway should broadcast their intentions on the CTAF whenever possible. Unless in an emergency, landings must be conducted so that the glider stops well short of the active runway.
- 7.7. **Aerobatics.** Gliders are not permitted to perform aerobatics, including spin training, within 2NM of the aerodrome below 2,000FT AGL.
- 7.8. **Thermalling.** Gliders are not permitted to perform continuous 360° turns nor to use thermal lift on the live side of the common circuit area (including the circuit area being used by known traffic on a crossing runway) below 2,000ft AMSL and within 2NM.
- 7.9. **Low-Level Finishes.** Low Level Finishes conducted by glider pilots will usually be conducted with prior arrangement with the gliding operation so that other aerodrome users can be informed. This may be prior to the flight commencing, or by radio communications during the flight. If a pilot's attempts to communicate intentions are unsuccessful, the pilot should abandon the procedure.

8. GROUND OPERATIONS – GLIDING

- 8.1. A motorised vehicle involved with the gliding operation may operate on the movement areas, whilst: -
 - (a) engaged in retrieving and delivering winch wire(s) / rope(s); or
 - (b) engaged in retrieving gliders that have landed; or
 - (c) towing a glider or glider operations van or winch out to the launch point at the start of its daily usage; or
 - (d) towing a glider or gliding operations van or winch to the hangar at the end of its daily usage.

- 8.2. **Vehicles Towing Gliders.** A vehicle towing a glider is considered to be a taxiing aircraft and the driver (or another person) must make the required taxiing broadcasts on the CTAF. The vehicles hazard lights or a roof mounted flashing beacon should be turned on to enhance visibility.
- 8.3. **Vehicles Retrieving Gliders.** Only "Golf Buggy" type motor vehicles may drive directly across the operational runway to expeditiously retrieve gliders when it is safe to do so. All other vehicles must enter the runway from the perimeter track closest to the glider. When airside, drivers must: activate hazard lights or beacons; monitor the CTAF; give way to all aircraft; and vacate the runway at the earliest opportunity.
- 8.4. **Placement of Field Equipment.** The gliding launch point is located on either the left- or right-hand side of the operational runway and at least 60 metres downwind of the displaced threshold markings. Gliding control vans, emergency cart and fire trailer shall be located outside the runway markers and at least 100 metres downwind of the threshold.
- 8.5. **Parking of Vehicles.** Vehicles associated with the gliding operations shall park on the perimeter road downwind of the Glider Control Van closest to the displaced threshold, or at places off the perimeter road as directed by authorised gliding personnel or as directed by signage.
- 8.6. **Partially Unserviceable Aerodrome.** Restrictions on use of the aerodrome because of limited serviceability as determined by the Aerodrome Manager of their delegate shall be observed. After sudden heavy rain or for other reasons, the person(s) in control of the gliding operation may introduce additional restrictions on the use of vehicles, roads, parking areas and runways.
- 8.7. **Change of Runway.** The operational runway may be changed as per paragraph 6.7. When the gliding operation determines a change in operational runway is necessary, a broadcast shall be made on the CTAF advising of the change and all launching shall immediately cease. Gliders awaiting a launch are to be towed/taxied to the new operational runway. Glider Control Vans should be moved simultaneously to the new duty runway. Launching shall not commence on the new duty runway until all Glider Control Vans are in place at the new designated launch point. Under no circumstances shall launching continue if an aircraft has begun operations on the new designated operational runway.
- 8.8. **Fire suppression equipment.** During the fire season, from the start of November to the end of April, a fire tanker trailer shall be taken to the glider launch point on all days where there is a gliding operation (including limited or non-rostered operations).

9. WINCH AND AUTO-TOW LAUNCH OPERATIONS

- 9.1. Winch and auto-tow launching of gliders may be conducted from time to time using wire or rope when traffic conditions permit.
- 9.2. Before commencing operations, the gliding operation shall consult with the local Flight training School to ascertain the expected level and nature of their operations, and to co-ordinate the winch/auto-tow operation

- 9.3. The gliding operation shall make an “all stations” broadcast on the CTAF before and during the launch. The driver of the winch and cable retrieve vehicle must monitor the CTAF and make broadcasts as necessary.
- 9.4. Should a winch cable fall across the active runway, this hazard is to be broadcast on the CTAF. Aircraft are to be advised not to commence a take-off or landing to prevent take-offs or landings until the cable is clear.
- 9.5. The launching wire(s) or rope(s) shall be located as close as possible to the gable markers at the side of the runway strip, and more than 21 metres from the edge of the sealed runway.
- 9.6. No launch shall be conducted whenever an aircraft not associated with the gliding operation joins circuit, taxies for take-off, is not past the upwind fence during take-off, or is established on downwind or on final to land.
- 9.7. Any person may give the signal to stop the launch if there is imminent danger in proceeding [e.g. a glider making a modified circuit, aircraft making a crosswind landing, etc.].
- 9.8. It is a requirement that the launch cable(s) or rope(s) shall not remain deployed across any crossing runway or taxiway for any longer than the minimum required for the actual launching of a glider.
- 9.9. UNDER NO CIRCUMSTANCES SHALL A WINCH LAUNCH COMMENCE WHEN ANY PERSON OR VEHICLE IS FORWARD OF THE LAUNCH POINT

10. MOTOR VEHICLES

- 10.1. **Maximum Speed.** The speed on the perimeter track shall not exceed 30 kph in open areas and 20 kph in built areas, trailer parks and tie down areas. Drivers shall obey speed signs or any other restriction notified.
- 10.2. **Drivers.** Motor vehicles shall be driven under the control of a licensed driver. Seat belts must be worn (where fitted).
- 10.3. **Vehicle Lighting.** All vehicles operating on a movement area of the aerodrome must display its hazard warning lights or a flashing beacon.
- 10.4. **Vehicle Radio.** The driver of a vehicle operating on a movement area of the aerodrome must monitor the CTAF.
- 10.5. **Restrictions on Vehicle Movements.** All motor vehicles, with the exceptions noted below, shall always keep to the perimeter track. It is not permitted to drive motor vehicles on the movement area of the Aerodrome, including all areas within the runway gable markers. The following exceptions apply: -
 - (a) Vehicles engaged in airfield inspections, maintenance or works; or
 - (b) Vehicles directly engaged in gliding operations as described at paragraph 8.1; or
 - (c) Vehicles responding to an accident or emergency; or
 - (d) Vehicles accessing hangars on combined road/taxi lanes in the hangar area, where this is the only means of access.