



Gold Coast Sports Flying Club Inc.

1638 Jacobs Well Road

NORWELL QLD 4208.

Airfield Operations & Safety Manual

Heck Field - Norwell

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Introduction

This manual is designed to assist with the safety and daily operations of the airfield known as "Heck Field" which is operated by Gold Coast Sports Flying Club Inc. at 1638 Jacobs Well Road, Norwell, QLD 4208.

This manual becomes part of the club records and supplements our approved bylaws and constitution. This manual will be kept current and a copy will be available at the airport for inspection upon request. This manual can be updated as required with approval of the current GCSFC management committee.

The first issue of this manual was introduced in August 2002 and the revised as required.

In this manual the Gold Coast Sports Flying Club Inc. is also referred to as "GCSFC" or "the club", In all instances these references are to mean the Gold Coast Sports Flying Club Inc.

Runway Map of Heck Field



Features Map of Heck Field

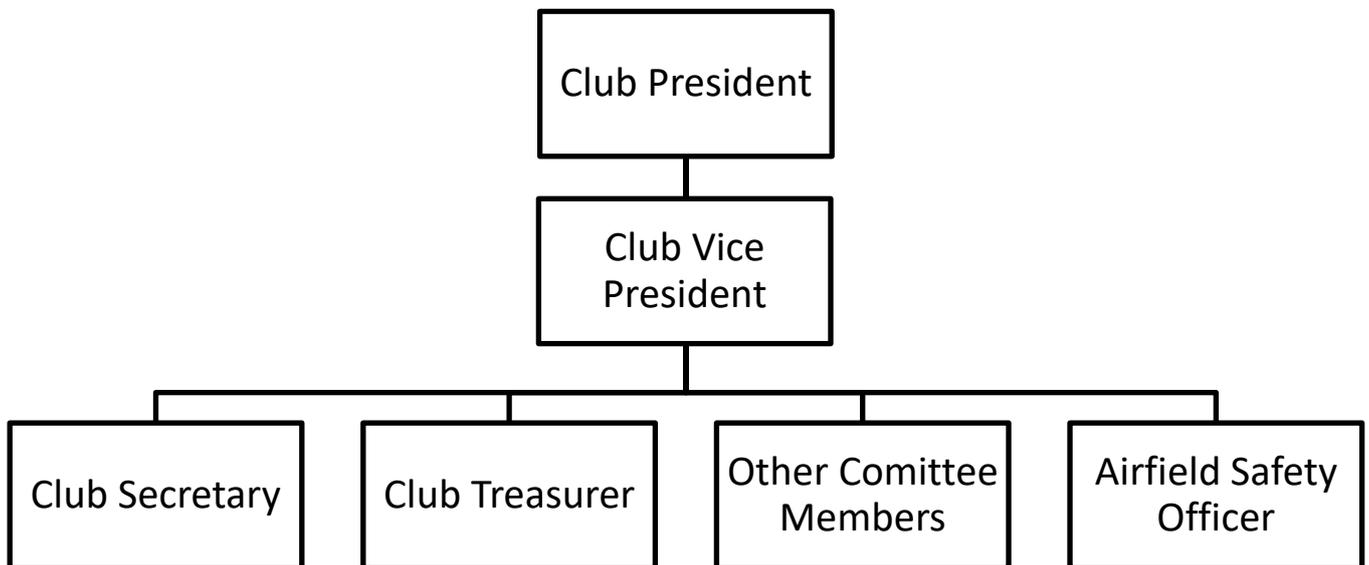


NOTE: Jacobs Well VOR is now decommissioned but still visible from the air.

Heck Field Airfield Organisational Chart

A committee of members voted for each year, manages the Gold Coast Sports Flying Club Inc . The title and responsibilities of these committee members can and does vary based on each person's unique skills, abilities and time available. The Constitution and the club's bylaws, as well as the club being an incorporated association protect Individual committee members.

The GCSFC governing hierarchy is based around traditional club management for small incorporated associations in Australia as per the following management chart.



The club president has the responsibility for the management and direction of the airfield operations and represents the management committee.

On occasion, additional operating staff are charged with responsibilities of managing and operating the day-to-day affairs of the airfield.

Line of succession

When dealing with official club matters, media, police or any other authorities contact should only be made through the club president.

If the club president is not available the matter can then be handled by the club vice president, club secretary etc.

At no time should an ordinary club member be involved with police, media or other authorities.

Airfield Authority

Heck Field is owned by David Heck and is in part leased to the Gold Coast Sports Flying Club. Heck Field is not an ALA as far as CASA certifications are concerned. All pilots and visitors must make their own decision as to the suitability of the airfield for their operations and use the airfield at their own risk. Various obstructions surround the runways and are listed in **Attachment 1**.

The Gold Coast Sports Flying Club Inc is the managing authority of the leased area of the airfield. The club operates at all times within the regulations set down by the Gold Coast City Council, CASA, Recreational Aviation Australia and other authorities as required by law.

The Gold Coast Sports Flying Club Inc, located at Heck Field, provides club members and other aviation enthusiasts with a venue to operate their light aircraft from, and engage in club activities, which include flying activities, training, and aircraft maintenance.

Safety Officer

The Gold Coast Sports Flying Club will appoint a safety officer after the annual general meeting. The safety officer reports directly to the management committee, reporting any breaches and concerns. The committee will then take appropriate action when required.

Airfield Risk Management

An airfield risk analysis and management assessment will be conducted on an ongoing basis, which the committee will then deal with when required. A single point of contact for any safety issues at Heck Field is through email. Please email for concerns to safety@gcsfc.org.au

Runway Identification

The two runways at Heck Field 18/36 and 10/28 are gravel/grass. The runways are approximately 700 m long and approximately 15 m wide. The airfield caters predominately for dry weather operations and has been known to flood several times over the years. The airfield is limited to single engine operations. Warbirds and other loud aircraft are not encouraged to operate from Heck Field.

The runway identification and direction follows...

- Runway 36 – approx. 700 meters
- Runway 18 – approx. 700 meters
- Runway 10 – approx. 700 meters
- Runway 28 – approx. 700 meters

Security

Heck Field operates in daylight hours only. During daylight hours there are normally enough members present to prevent theft, unauthorised use of aircraft, and to stop public from entering dangerous areas of the airfield.

A sign at the front gate advises that Heck Field is an operating airfield and unauthorised access is not permitted. Security cameras and recording devices are installed in compliance with our security policy which is listed in **Attachment 2**.

In the event of unlawful interference with operations, unauthorised access to the airfield or interference with aircraft the Coomera police should be called. Under NO circumstances should members put

themselves in harm's way trying to provide security to airfield operations. In an emergency call police 000.

Maintaining This Safety Manual

This manual may be updated as required and will be kept under the administration of the club committee. The manual will be available to members at all times.

When this manual is updated all previous manuals will become invalid.

Operational Procedures and Responsibilities

While the committee and members in general look out for any conditions which could affect the operation of aircraft, it remains the responsibility of any pilot in command to ascertain that all runways and taxiways are suitable for their intended operation.

Should the runways be considered unserviceable, the committee may deem it necessary to place a white cross, closing the affected runways.

Unusual conditions, aircraft incidents as well as obstructions will also be kept on record.

Unusual Conditions

On occasions Heck Field can be inundated with water during periods of heavy rain and high tides. During these events, runways and taxiways are closed to all traffic including aircraft and vehicles. The airfield will only be returned to service when the management committee agrees that there is no danger to aircraft or damage to the field can occur.

Harvesting and Burn-Off

Sugarcane harvesting and burn offs/brush fires can occur throughout the year. It's up to the pilot in command to decide if their aircraft can be safely operated from Heck Field.

Helicopter Operations

In general helicopter operations are not encouraged except in an emergency or with the permission of the airfield owner. This operations restriction is imposed because of noise considerations and damage to runways and taxiways from helicopter downwash.

Aircraft Incidents

In the event of an aircraft incident or accident at Heck Field, the first priority is the rescue and wellbeing of the aircraft occupants. This takes precedence over all other operations until it is established there is no further danger to life. Under no circumstances should rescue personnel risk injury to themselves or further injury to the occupants or remove obviously deceased persons or cargo until police arrive.

Emergency operations should follow the following priorities.

- The club emergency siren should be activated
- Personnel and equipment should respond to incidents and emergencies
- In the event of injury emergency services should be contacted using 000
- If there is a risk of fuel leakage the fire brigade should be called even if there are no serious injuries using 000

When contacting the emergency services you need to advise the following information.

- Nature of emergency
- Aircraft type & position

- Number of people on board
- Nature of injuries
- Assistance required
- Airfield location including access directions

After the immediate threat passes and emergency services contacted, members should contact the management committee starting with the president. At no time should the wreckage be removed or relocated except when required to extract trapped or at-risk persons.

Photographs should be taken if possible, showing an overall view of the accident area as well as close-up pictures that you think may be helpful to investigators. Photographs can only be supplied to the police or official investigators. The media should not be allowed to access the crash scene. The airfield is private property and media and the public should be kept outside the gate or in the car park area.

If club members acting as rescue personnel are exposed to hazards including fuel, blood and other materials, this should be reported to ambulance or fire and rescue personnel who will provide instructions for decontamination and treatment as required.

The Gold Coast Sports Flying Club has an air-band VHF radio in the Club House, communications cupboard, the microphone and speaker are readily available at all times.

The radio is primarily to be used for emergency situations and advising arriving or departing aircraft of any special conditions.

Fuel storage

Fuel in aircraft tanks is allowed in hangars, plus one approved, correctly rated fuel can for daily use. No bulk supply should be kept in hangars. In the event of a fuel spill, immediate action should be taken to decontaminate the area. If appropriate the club management should be contacted for additional advice.

Airfield Maintenance

Club members maintain Heck Field on a voluntary basis in accordance with the lease agreement with David Heck.

The club owns various equipment including a tractor, ride on lawn mower, motorised hand mower and whipper snipper.

Club members should not operate this equipment without proper familiarisation and training.

Legality of Operations

All pilots and students operating from Heck Field must have a current license issued by CASA, or a certificate authorised by a national controlling body such as Recreational Aviation Australia. It is implicit that pilots and students have a current CASA license or current authorisation and membership of a national controlling organisation.

Flight Instruction

Flight instruction may only be undertaken by a qualified flight instructor relevant to the type of training being undertaken. The flight instructor's authorisation must also be current. It is a requirement that all aircraft operating Heck Field are currently registered by the appropriate controlling organisation.

Proof of Operational Legality

Any pilot operating from the airfield shall demonstrate, by documentation, their compliance with operational legality as specified in this manual on the request of a club committee management member or an authorised officer of the club.

For the purpose of this clause any flight instructor, approved by the Gold Coast Sports Flying Club committee and conducting flight training at the airfield is deemed to be an authorised officer of the club.

All members, visitors and their guests have a moral and legal responsibility to conduct their operations and activities in a manner that is both safe and within the community standards.

If individuals are unable to act responsibly and so put the recreational activities of the membership under threat, then the club will act quickly barring offenders from the airfield and/or removing their membership.

Airfield Curfew

Departures and arrivals are permitted from first light to last light. Circuit training or circuit practice is only available from 07:00 hours to last light.

All noise sensitive areas should be avoided, i.e. private dwellings.

Starting Engines

General constraints: Engine shall only be started on designated aircraft parking areas or other operationally active parts of the airfield to suit type operation. Care shall be exercised that aircraft are positioned pre-start such that any propeller wash does not flow into other persons space, such as, into hangars, onto aircraft that are being assembled, disassembled or otherwise worked upon, or onto any other aircraft.

Wheel chocks or a serviceable parking brake system shall restrain aircraft which are hand started without a pilot occupying the cockpit.

Aircraft are not to be left unattended: no aircraft, whether secured by brakes, chocks, or otherwise, shall not be left unattended with its engine running.

Take-Off Procedures

Departing and Accessing Aircraft Parking Areas: Aircraft shall depart from, and return to, aircraft parking areas via the taxiway entry point nearest to where their aircraft is, or shall be parked.

Aircraft Not to Taxi on Runways: Aircraft shall spend the bulk of their taxiing upon the taxiways and not upon the runways as a continuation of either their landing roll or in a backtracking manoeuvre.

Runway Use - Wet Weather Waiver: At the discretion of pilots, according to weight and type considerations of their aircraft, the runways may be used for taxiing and/or backtracking at times when the taxiways have become waterlogged or the ground surface is soft enough to sustain damage.

Pilots of aircraft with tailskids should exercise additional care. However, pilots shall give due consideration to other users and plan their taxiing activities to minimize inconvenience to, and/or balking of other aircraft.

Right of Way when Taxiing: Pilots shall conform to standard right-of-way rules by taxiing on the right hand side of the taxiway (as they are facing it) thus allowing head-on approaching traffic to pass on their left hand side; and by giving way to traffic approaching on a converging path from their right hand side.

Pilots shall further give way to any aircraft to assist in expediting its exit from a runway. Pilots exiting aircraft parking areas shall give way to any aircraft moving upon a taxiway irrespective of whether the other aircraft is on their left-or right-hand side. Adequate clearance shall be given to enable the aircraft upon the taxiway to enter the parking area via the access point

Pre-Take-off and Post Landing Procedures: All pre takeoff and post landing procedures shall be conducted upon the taxiways or run up areas. Aircraft shall not enter the runway for take-off without first having positioned such that the approach and the base leg of circuit are in clear view and shall enter the runway from that position for an immediate take-off having checked that no other aircraft is still occupying the runway.

UNDER NO CIRCUMSTANCES SHALL AIRCRAFT LINE UP FOR TAKE-OFF AND HOLD but shall make a further clearing turn for observation if their take-off has been balked. Aircraft shall obey the standard Rule of the Air of 'giving way to aircraft' on final approach.

After landing, aircraft shall expedite clearing the runway onto a taxiway.

Parking of Aircraft

Location: Aircraft shall only be parked in designated aircraft parking areas and tie-down areas.

Parking at Hangars: Owners of, and visitors to, hangars shall not leave their aircraft parked in hangar area taxiways such that other owners and/or visitors have their own access impeded.

Not to Park on Taxiways: Aircraft shall not be parked upon taxiways thereby preventing access by other airfield users.

Circuit Regulations

Circuit Procedures: All circuits at Heck Field are Left Hand. Circuits shall be flown in accordance with CAR's, CAO's and/or prevailing regulation of national controlling bodies of sporting aviation disciplines.

Pilots should however be aware that mixing various forms of circuit at the same time may lead to inadequate separation and so must be aware of behaviour patterns of other disciplines and the requirements they are obliged to follow.

Care shall always be exercised when flying circuits that the 'no-go' areas on the airfield and locality e.g., the Gun Club and flying low overhead private dwellings.

Changing Circuit Direction: To change the direction of the circuit, or to another runway the aircraft shall, after announcing its intentions depart the circuit and rejoin in the normal manner.

Combined Operations - General Awareness: The following brief notes are to make you aware of some differences between activity patterns.

General Aviation: Operators of light sporting categories should be aware that GA aircraft are generally faster, and often much faster, in circuit than themselves. Such aircraft therefore fly wider circuits and it is essential that you look away from the airfield on base leg to scan for aircraft on long final approach.

Ultralights/Recreational: GA operators should be aware of the wide range in performance amongst ultralights. Some have performance the same as GA training types, most have much lower performance with limiting airspeeds as low as 50 or 60 knots and may be incapable of reaching 1,000 feet AGL within the confines of the normal 'Standard Circuit'. RAA operating procedures require ultralights to remain within gliding distance of the airfield, therefore circuits by some aircraft should be expected to be close-in to the airfield with height of 500 feet AGL

Altimeter Setting: All aircraft operating locally shall fly with a QNH altimeter setting and altitude reports shall be given with reference to AMSL. Airfield elevation is 10 feet AMSL.

Minimum Airfield Over fly Heights - Go-arounds Except in real emergency, in the case of a go-around no class of aircraft shall fly over any person, aircraft parking area, or building upon the airfield, at a height below 300 feet AGL. ICAO minimum turn height of 500 feet AGL otherwise applies except to specific aviation disciplines operating under exemptions from CAR/CAO's.

Alleviating Circuit Congestion: Qualified pilots shall not unreasonably dominate runways via repeated take-offs and landings at the expense of flying schools conducting circuit work training with students. Equally, flying school instructors shall be sensitive to the needs of qualified pilots requiring continued training practice and/or air tests. The central answer to this clause is communication and goodwill between involved parties.

Cutting Off in the Circuit: This situation is a central problem in combined operations. For example, pilots of faster GA aircraft fly wide circuits in comparison with slower ultralight types. Pilots of the

slower machines in relatively tight circuits can indefinitely deny legal runway access to the faster machines and keep them orbiting by constantly turning onto finals in front of them and so forcing a go-around. Equally, the pilots of faster machines should not automatically assume they have priority because they entered the downwind leg first and thus push the issue.

Pilots flying close base legs are reminded that traffic on long final is both on their right and engaged in landing - and therefore has right of way. Pilots on long final are reminded that aircraft on close base legs may be gliders and therefore have right of way even if they are on your left.

The only solution to a cutting-off problem is not regulation but good airmanship. All pilots should be capable of adjusting their circuits, via airspeed or distance, or holding for a while, to give due consideration to users of different classes of aircraft and thus maintain adequate time separation. Pilots who have neither the skills nor sensitivity to achieve the above have no business, or moral right, to fly at Heck Field.

Pilot Selected Runways: All pilots have an inalienable right to select a runway of their choice for takeoff and landing in deference to the safety of their operation.

Within a combined operation the active runway is usually the one required by aircraft with the poorest crosswind tolerance. These factors may be less important to pilots of fast, heavy aircraft who are more interested in the length of runway available.

All operators at Heck Field -shall therefore understand that any pilot selecting a runway other than the one which is clearly the 'active' runway (by virtue of into wind and minimum cross wind component), or has been nominated as the 'active' runway by a radio information communication, then such pilot shall lose all right of way privileges and shall conduct the landing or takeoff procedure such as to give way to, and maintain separation from, all 'other airfield users'.

Joining Circuit

Inbound Call: Inbound aircraft shall make an initial inbound call 10 nautical miles, or at a known geographical feature e.g. Jumpin Pin, Tiger Field etc., from the airfield.

VHF Radio

All aircraft operating at Heck Field must have an operational and readable VHF radio transmitting on the correct frequency 119.000 MHz.

Vehicles on Runways

At no time should member's vehicles be driven on the airfield runways. If it is required, then vehicles must have their headlights on high beam, hazard lights flashing and where possible have a VHF handheld radio set to the airfield frequency 119.000 MHz. It is the responsibility of the member to maintain clearance from all aircraft operations on the runway and access to the runway by member's vehicles is discouraged at all times.

Vehicle Movements

The maximum speed for all vehicles shall be 5 kph and drivers shall obey all signs and notices. All drivers of vehicles on the Airfield must hold a current driver's license.

Any vehicle not registered with the Department of Transport for road use must be approved by the Aero Club and will require an annual declaration of roadworthiness from the owner of the vehicle.

All vehicles must not operate within 15 metres of an aircraft that is refuelling and vehicles not fitted with suitable spark arrestors must not operate within 8m of an aircraft that is refuelling.

Hangar Access Waiver: Vehicles may access hangars by driving upon the internal access combined roadway/taxiways of Heck Field in the absence of formed roads.

Aircraft Owners and Hanger Owners: Aircraft owners are permitted to enter the airfield by the access gate adjacent to hanger 106. Vehicular traffic on the airfield is to be kept to a minimum due to the wear of the taxiways.

Visitors cars should only be parked in the public car park.

Restriction of Movement in Adverse Weather: Vehicles may be prohibited entirely from the airfield if their movement is likely to significantly damage or erode the airfield or access track surfaces. Typically, this will be after rain, but some forms of operation may be allowed.

Parking of vehicles on Airfield: No parking on taxiways at any time. Parking preferably inside hangar or between hangars whee possible. If that is not possible, parking will be in the public parking areas only

End.

Attachments

Attachment 1

LIST OF HAZARDS

Current as of 30th March 2020

1. Cars driving on the grass adjacent to the cane field towards the entrance to the threshold of runway 28. This appears to have been stopped by a dirt drain/mound placed outside the runway threshold.
2. Trees growing in height at each end of runway 18/36
3. Increasing height of fill material on approach to runway 36 causing lift/sink/turbulence under certain conditions which cannot be predicted accurately.
4. When using runway 18/36, under certain wind conditions the buildings and taxiways between them can cause wind gusts which may affect aircraft operations. This has not been shown to be a major hazard.
5. Over time in recent years, some operators, not members of GCSFC have ignored white crosses on runways, even when work is being carried out.

End.

Attachment 2

GCSFC - CCTV POLICY – Updated April 2020

Policy Title: Closed Circuit Television (CCTV) Policy
CCTV Owner: Gold Coast Sports Flying Club Inc
Category: Operational
Scope: This CCTV policy applies to all members, users & visitors at the GCSFC – Heck Field Facility
Purpose: This policy sets out a framework for the operation of closed-circuit television (CCTV) surveillance systems at Gold Coast Sports Flying Club

Gold Coast Sports Flying Club (GCSFC) has installed closed-circuit television (CCTV) to protect people and assets, in and around the airfield property, (Heck Field), in the most effective manner possible including, where necessary, through the appropriate application of a 24 hour, CCTV surveillance systems.

The primary security use of CCTV is to

- Discourage and/or detect unlawful behaviour in and around the Gold Coast Sports Flying Club airfield, thereby enhancing the safety and security of all people, assets and property at Heck Field.

Other applications and uses of Gold Coast Sports Flying Club CCTV include but are not limited to

- Traffic management, the recording of individual number plates from vehicles coming and going from the airfield.
- The use of CCTV footage for public broadcast on WebCam sites for the purpose of recording local weather conditions. (Club website, OzRunways, AvPlan etc)
- Possible uses for accident investigation.

Appropriate operating procedures shall be applied to all security CCTV applications to ensure effective and ethical management of recorded information. This recorded information will be appropriately maintained and accessed only by authorised users.

All security CCTV systems installed comply with the following:

- All CCTV controls and recorders are located in a secure area with controlled user access.
- Access to CCTV controllers and recorders shall be limited only to authorised users as appointed by the committee.
- CCTV recorder access may include Queensland Police, CASA, RA-Aus only if requested and approved by the committee.
- CCTV cameras and coverage are in the public areas only.

Your access to the Gold Coast Sports Flying Club, Heck Field, and any areas that are subject to recording implies your consent and acceptance that you will be recorded.

End.