



Version: 0.1

Flying Procedure

Benalla Operations

FP 002

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1 ABOUT THIS DOCUMENT

1.1 Purpose

This document describes procedures to be followed by all people involved in gliding operations at Benalla Airfield, Victoria. The intent is not to replicate GFA operational procedures which are taken as given; rather the intent is to outline specific day-to-day operating practices adopted by the Gliding Club of Victoria (GCV) which is based at Benalla.

1.2 Intended Readers

All pilots intending to fly gliders and launch gliders via aerotow, and all people providing ground support for these activities at Benalla airfield while operating under the auspice of the Gliding Club of Victoria (GCV).

1.3 Reference Copy

The current copy of this document is that contained in the GCV Document Management Environment.

2 EXTENT OF APPLICABILITY

2.1 In-Scope

All operations conducted at Benalla Airfield under the auspice of the Gliding Club of Victoria. This includes all:

- Glider flights
- Aerotow launches
- Ground operations in support of those activities.

Pilots from any GFA Gliding Club operating at Benalla, and their supporting personnel.

2.2 Out of Scope

Gliding and launching operations at Benalla airfield which might be managed by the Organising Committee of a major gliding competition. In such events, the Organising Committee will determine and publish special requirements, and will coordinate handover of management responsibilities with GCV personnel.

2.3 Primacy of Airspace Regulations and GFA Procedures

Gliding operations at Benalla are subject to requirements of the National Airspace System published by Airservices Australia.

DOTARS procedures for Operations at Non-Towered Aerodromes apply at Benalla Airfield.

If a conflict or overlap exists between this document and GFA requirements, then GFA operational requirements, as published in the GFA Manual of Standard Procedures, Part 2 – Operations, take precedence. Similarly, the GFA Aerotowing Manual takes precedence in respect to aerotow operations.

2.4 Pilot's Responsibility for Safety

The Pilot in Command (P1) of any glider has primary responsibility for safety during each flight; nothing in these procedures removes or diminishes that responsibility. Pilots in Command of areotow flights have the same responsibility.

All pilots are required to make whatever decisions are necessary to ensure their safety, the safety of their trainees, the safety of other people flying in the vicinity and the safety of ground personnel.

2.5 Date and Duration of Applicability

This procedure comes into effect on the date of issue of this document, and remains in effect until GCV gliding operations at Benalla cease.

3 PROCEDURE

3.1 Roles and Responsibilities of Duty Personnel

3.1.1 Duty Instructor

All operations associated with glider flying at Benalla are to be supervised by a Level 2 Instructor from GCV who is designated before operations begin as the Duty Instructor. That Duty Instructor is responsible for the safety and efficiency of the operation and has sole authority to begin, vary or cease operations on any day.

The Duty Instructor may approach any pilot or ground personnel to discuss any aspect of their performance in the air or on the ground; the Duty Instructor may delegate that role to any GFA Instructor on the Benalla airfield.

The Duty Instructor must approve all Low Level Finishes via radio prior to execution.

The Duty Instructor must approve the release of a tug plane prior to an aerotow retrieve of an outlanded glider.

See “Standing Orders for Duty Instructor” for further details.

3.1.2 Duty Pilot

The Duty Pilot reports to the Duty Instructor and will generally manage activities at the Benalla launch point. Duties include:

- Positioning the Piecart at the launch point
- Sequencing of aircraft to be launched
- Greeting visitors and arranging Trial Instructional Flights
- Assisting the Duty Instructor to assign Instructors to gliding students for efficient use of available resources
- Directing GCV members to assist with ground operations such as glider launching and retrieval to the launch point.

3.2 Flying Operations

3.2.1 Pilot Briefings

GCV will provide pilot briefings in the State Gliding Centre, Benalla, during the soaring season; that is, from November to April, depending on weather patterns.

Topics covered in these briefings include:

- Daily soaring forecast
- Overall weather pattern and trends
- Hazards
- Relevant NOTAMs
- Duty runway (as expected at the time)
- GCV glider allocations
- Potential tasks for glider pilots.

All pilots are strongly encouraged to attend these briefings.

Declarations for gliding badge flights can often be arranged on completion of briefings.

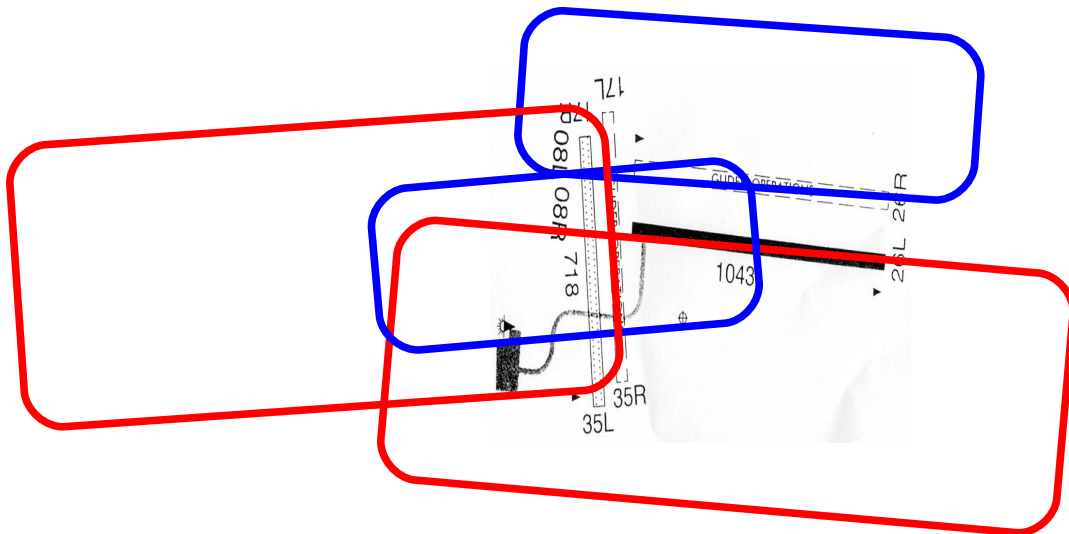
3.2.2 Runways and Circuit Directions

There is sufficient traffic at Benalla airfield to require contra-rotating circuits for Gliders and Sports Aviation aircraft, and GA aircraft, respectively.

- Gliders and Sports Aviation aircraft operate from grass runways: 08L, 26R, 17L and 35R.
- GA aircraft operate from sealed runways: 08R and 26L, and grass runways: 17R and 35L.

Circuits are illustrated on the following diagram; not to scale. It can be seen that, for any particular wind direction, gliders and sports aviation aircraft conduct circuits in different parts of the sky above Benalla.

Circuits at Benalla



Gliders &
Sports Aircraft
Aircraft

Glider pilots must pay particular attention not to conflict with GA traffic in circuit. If operating on the GA side of Benalla airfield, gliders must not descend below 2100 feet QNH.

All pilots should be aware that parallel approaches by gliders and GA aircraft on final are permitted at Benalla.

Glider tow planes utilise glider runways and circuits. Glider pilots should be aware that tugs will generally make wider circuits than gliders, and that they must include a scan outside their circuit for tugs in their lookout procedure when in circuit.

Runways 17L and 35R have no undershoot area, and approaches must be made over fences; fences are highlighted with warning symbols visible from the air. The approach onto Runway 17L is cluttered with buildings as well as by a 2 metre fence; glider pilots are advised to allow additional height margin on final approach to this runway.

The Duty Instructor will determine which runway is to be used for gliding operations on a given day, and will ensure the Piccart is located at the launch point for that runway.

Weather conditions might require a change of duty runway during the day. In this case, the Duty Instructor will announce the change by radio, and the Piccart will be moved to the new launch point.

Operations on Runway 35R are potentially hazardous because of the presence of buildings immediately north of the runway. This runway will generally only be used in the presence of a Northerly wind exceeding 15 knots.

Glider pilots should be aware that Sports Aviation aircraft may also operate from gliding runways. Microlights are based at Benalla, and can be expected to operate at any time in winter and in the early morning and late afternoon in summer.

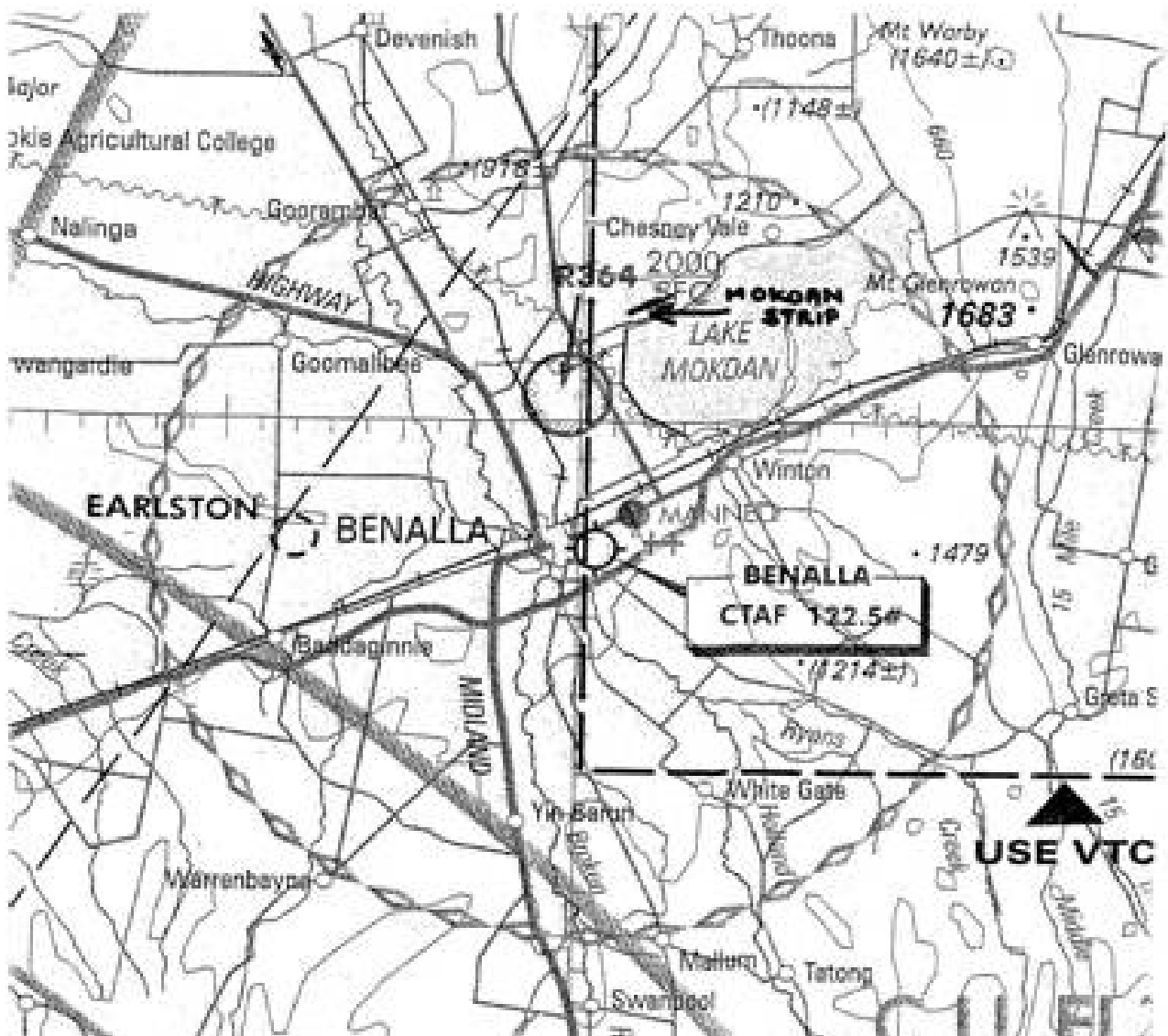
All pilots should be aware that balloons launch from Benalla during the cooler months. Balloon launches typically occur in the early mornings during winter; however, evening flights in light winds are also possible. As always, gliders must give way to balloons in the air.

Landings are not permitted off designated runways except under emergency conditions.

3.2.3 Restricted Area R364

All pilots should be aware of the existence of a Restricted Area to the north of Benalla airfield.

Restricted area R364 is situated immediately to the north of the Benalla airfield. The surface area is 1 nm radius; the vertical extent is from the surface to 2000' above MSL. It encompasses the ADI factory and a safety barrier, the facility harbours sensitive and dangerous material and it is for this reason the restricted area extends well beyond the visible boundary of the manufacturing facility. See map below.



This Restricted Area must not be entered without specific approval.

There are clearly visible features to help you when transiting R364. Either fly west of the railway line, or east near to the dam wall. Beware that there could be conflicting traffic.

The ADI facility is 4 km from Benalla airfield. Therefore, if flying a standard class glider southwards on final glide, flying above the 2000' upper limit of R364 should give a comfortable entry into the Benalla circuit and the opportunity to assess airfield conditions.

Acknowledgement: G. Garlick, GCV, has provided this material on R364.

3.2.4 Aerotow Launching

Refer to GCV Operations Procedure FP 003 "Aerotow Training Notes" for GCV aerotowing procedures. Duties of Tug Pilots are contained therein.

Glider pilots should be aware that operations off Runway 26R require a right hand turn soon after take-off to clear the town of Benalla. GCV Tug Pilots are permitted to commence that turn at any height above 200 feet AGL.

3.2.5 Radio Procedures

Radio carriage is not mandatory in gliders. However, radio carriage is strongly recommended as an aid to safety at Benalla.

Radio procedures at Benalla must conform to requirements outlined in the DOTARS publication "Operations at Non-Towered Aerodromes".

The Common Traffic Advisory Frequency (CTAF) for Benalla is 122.50 MHz.

The Benalla launch point is designated as "Benalla Field" during radio communications.

The GCV office at Benalla is designated as "Benalla Base" during radio communications.

3.2.6 SAR Procedures

When planning to leave the Benalla training area (10 NM radius), all glider pilots must record their intentions in the GCV SAR book which is available at the launch point. Notification of intentions by radio to the launch point once airborne is acceptable provided that a positive acknowledgement is received.

All glider pilots returning to Benalla airfield must register their return in the SAR book. The SAR book will generally be returned to the State Gliding Centre, at the closure of GCV operations. Pilots making a late return to Benalla may need to register their return in the State Gliding Centre.

The Duty Instructor will audit the safe return of pilots. If their return is not registered in the GCV SAR book by 2100 hours, then Search and Rescue action will be initiated.

3.2.7 Emergencies

Flying emergencies, both on and off Benalla airfield, should be reported immediately to the Duty Instructor and the Summer Operations Manager, if present.

The Duty Instructor/Operations Manager will then enact procedures described in the GCV Emergency Response Plan. Copies of this Plan are prominently displayed in the Pie Cart, the State Gliding Centre and the GCV Office, Benalla.

Note. Whilst the Duty Instructor or Operations manager will ensure all requirements of the Emergency Response Plan are met, all pilots and Club personnel share in our duty of care to others. In particular, **if an accident occurs and immediate medical assistance is required, then the first action should be to telephone "000" and request Ambulance assistance.**

3.2.8 Taxiing Off Runways

"Taxiing off" refer to the practice of steering a glider off the runway at the end of its landing roll.

This practice is not encouraged as a routine part of GCV operations, because of the risks it introduces:

- unexpectedly crossing the intended path of a following aircraft
- collision with obstacles such as runway markers
- ground loop triggered by rudder input required to steer the glider on the ground.

Nonetheless, taxiing off does clear runways and can assist safety in that respect.

Gliders landing at Benalla airfield should only taxi off the runway under the following conditions:

- the glider should land on the dead side of the active circuit
- the glider should be sufficiently close to runway markers that another (following) aircraft cannot land between them and the edge of the runway
- the glider should be kept straight until just sufficient energy remains to taxi to a stop without heavy braking
- the departure angle from the runway should be kept shallow – not more than about 20 degrees.

A radio call on final approach announcing intentions will assist following traffic.

3.2.9 Low Level Finishes

Low level finished may be only be conducted by glider pilots who have received instruction by a suitably experienced GFA Instructor, have read and understood GFA Pilot Notes pertaining to Low Level Finishes, and who have been issued with a Low Level Finishes endorsement by the CFI of their club.

Any Low level Finish must be approved by radio by the Duty Instructor at Benalla airfield. If approval is not received, then the proposed Low Level Finish must be abandoned. Blanket approvals will not be issued, and approval must be obtained in each individual case.

To be confirmed.

3.3 Ground Operations

3.3.1 Aircraft and Vehicles at the Launch Point

The Pie Cart marks the location of the Launch Point at Benalla.

Gliders not being readied for flight must be parked off the runway and downwind of the Pie Cart.

Tow planes must be parked upwind of the Pie Cart.

All vehicles at the launch point must be parked so that all aircraft are between them and the active runway, and downwind of the Pie Cart.

3.3.2 Launch Point Access

Vehicular and pedestrian access to launch points must be via perimeter tracks around Benalla airfield. Vehicles of any kind are not permitted on the airfield, including runways and taxiways, unless towing a glider. See diagram below for an airfield map showing perimeter tracks.

Emergency vehicles are exempt from this requirement.

3.3.3 Children and Animals on the Airfield

Children should be accompanied by adults at all times. Particularly close supervision is required if a child is walking on a runway – the supervising adult must ensure that approaching aircraft are not impeded at any time and/or, the child's safety is not put at risk by approaching aircraft (which cannot be heard).

Dogs are a potential hazard on airfields. They may be with their owners at the glider launch point

provide they are on a leash. Dogs must never be taken onto a runway.

3.3.4 Towing Gliders

Vehicles may tow gliders on the Benalla airfield. When doing so, the combination is deemed to be a taxiing aircraft, and the driver must accept the obligations that accompanies that action.

Consider all runways as active.

Taxiways on Benalla airfield are marked with solid and dashed yellow lines across them where they cross runways.

- Stop at all solid lines. Check for aircraft approaching or departing in either directions and give way to them.
- Proceed across dashed lines with caution.

Stop abeam runway markers on gliding runways. Check for gliders and tow planes approaching from either direction or on late Base (of their circuit), and give way to them.

Give way to powered aircraft on taxiways wherever possible. This can often be achieved by briefly pulling off taxiway onto an inactive glider runway or an inactive portion of the airfield, and stopping while traffic passes.

Gliders should only be towed at walking pace.

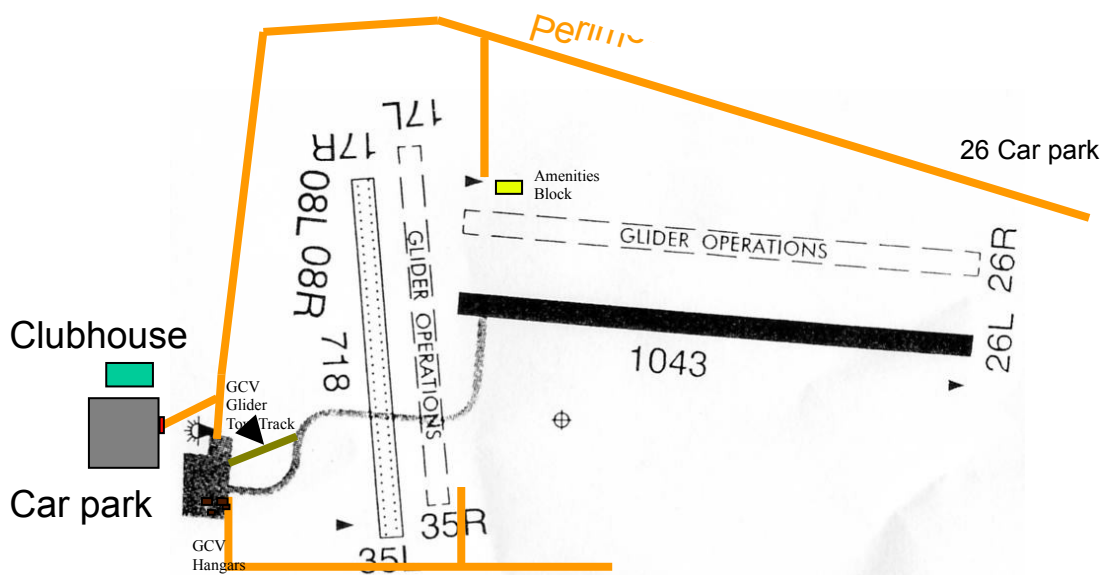
Glider should be towed outside runways (adjacent to markers) when possible. However, there may be times when ground is wet or grass is long that this is not possible.

Always use the correct tow fittings for each glider. GCV single set gliders have dedicated fittings, while IS28 fittings are interchangeable.

GCV has constructed a dedicated tow path for club gliders entering or leaving GCV hangars. See diagram below. This path should be followed even when ground is wet – the base of the path is firm and vehicles will not get bogged. Be sure to cross the obvious drain very slowly.

Taxiways and glider tow paths are shown on the following map of the Benalla airfield; not to scale.

Airfield Layout



Acknowledgement: M. Kirschner, GCV, has provided basic image of airfield layout.

3.3.5 GCV Tractors

GCV operates two small (yellow) tractors for the purpose of towing gliders or the airfield pie cart.

Tractors are potentially dangerous pieces of equipment, and all operators must be licensed drivers in Australia. Members of the public are not allowed to travel on the back of Tractors.

Operators of GCV tractors must familiarise themselves with tractor operating procedures as described in “Airfield Tractor Induction”, and operate the tractors according to those instructions. New operators must acknowledge that they have read and understood these instructions by signing the record book kept in the Piecart.

Tractors are fitted with standard tow fittings at the rear; all gliders and the Piecart should be attached to these fittings. **Under no circumstances must a rope or other towing device be attached to a point above the rear axle of a tractor.**

Tractors are housed under a carport of the eastern side of the GCV CASA-licensed workshop. Tractors should be returned there after the close of each days operation.

Airfield tractors operate on Avgas fuel which can be obtained from the GCV Fuel Store. Keys are kept in the GCV Office (State gliding Centre), and fuel used should be recorded in the fuel register kept in the fuel store.

If maintenance is required, please lodge a green Maintenance Request form with the GCV Office.

3.3.6 GCV Airfield Cars

GCV operates a number of airfield cars assist with towing of gliders and access to airfield launch points. These vehicles are not registers for road use and must never be driven beyond the airfield gate.

Keys for airfield cars are kept in the GCV Office (State Gliding Centre).

Airfield cars operate on Avgas fuel, and can be filled as per GCV Tractors. Fuel usage should be noted as “Other” in the fuel register.

Keys for airfield cars are kept in the GCV Office (State Gliding Centre).

3.3.7 GCV Road Car

GCV operates one registered road car which is available for road retrieves and other Club business. Drivers of this vehicle must hold an Australian drivers license or equivalent overseas permit.

Keys for the road car are kept in the GCV Office (State Gliding Centre).

The road car requires unleaded petrol which can be purchased at any Australian service station. A condition of use is that the car is returned with a full tank of fuel.

If maintenance is required, please lodge a green Maintenance Request form with the GCV Office.

3.3.8 GCV Trailers

GCV operates four trailers for use when road transporting Club aircraft and Duo Discus VH-GCV.

Details and photos to be added.

Trailers are stored in the GCV trailer park. This area is accessed through the gate between the main glider hangar and the GCV Clubman hangar. This gate is not locked, but should be kept closed when not in use to secure the airfield.

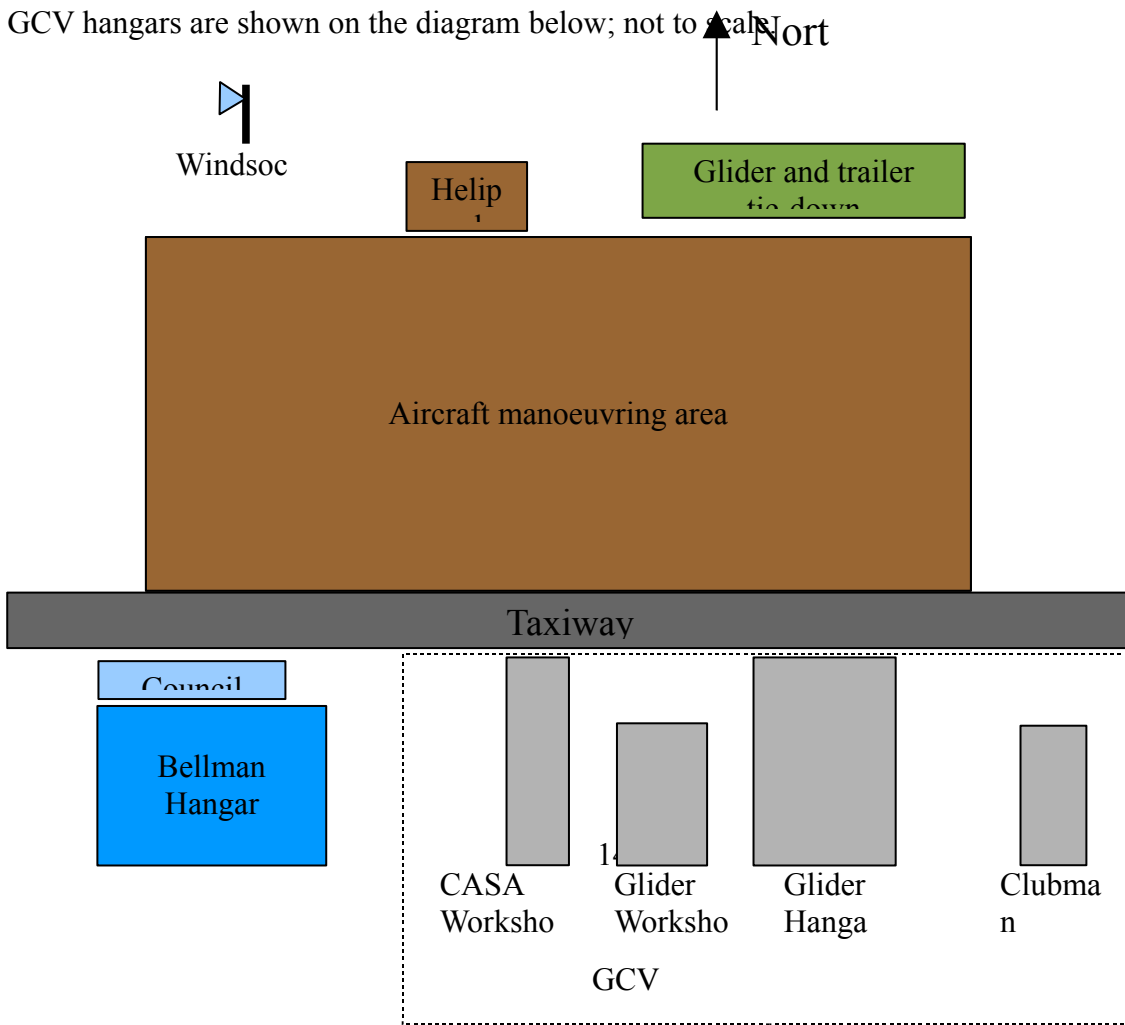
Electrical fittings on these trailers must not be tampered with. If adaptation of trailer electrical connectors to a specific vehicle is required, then a collection of adaptor leads is kept in the GCV Office (State Gliding Centre).

Tyre condition and pressures on all Club trailers should be checked prior to use. A compressor is available in the main Club glider hangar to inflate tyres if necessary.

If a trailer has been used to retrieve an outlanded glider, that glider should be re-rigged that day if possible. If this is not possible, then the trailer should be pegged down on the grass to the North of the Club glider hangar (and well clear of the airfield helipad, if operational). Once the glider has been re-rigged, then trailer should be returned to the GCV trailer park immediately.

3.3.9 Hangars

GCV hangars are shown on the diagram below; not to scale



All GCV aircraft are to be returned to Club hangars at the close of each days flying (unless an outlanding has occurred).

All aircraft are to be cleaned after return to the hangars, and cleaning equipment is provided. Any rubbish retrieved from cockpits, discarded gap seals, etc., should be placed in bins provided – rubbish on hangar floors is a fire hazard.

Battery chargers are provided to charge batteries of all GCV gliders; they should be put on charge each night.

The main GCV glider hangar contains a compressor which is available to maintain tyre pressures in gliders and trailers. This hangar also contains a vacuum cleaner to be used to keep cockpits clean, and equipment to water ballast GCV gliders.

Hangars can be lit if access is required in the evening; switches are located on far walls. All lights must be turned off when work is completed and the hangar is closed.

All hangars are to be locked at the close of each days activity. Locking gliding hangars requires the combined use of drop pins, chain links and padlocks. All padlocks use the same key, and a hangar key is kept in the GCV Office (State Gliding Centre).

The GCV CASA Workshop, which houses GCV tug aircraft, must be locked at all times unless pilots or maintenance staff are in attendance. This is a CASA requirement, and the Club can be fined if this condition is not met. (The implication of this requirement is that the hangar must be locked after morning preparation of tugs. If an additional tug or maintenance is required during the day, then the hangar must be re-opened and re-locked on each occasion.)

Smoking is not permitted in GCV hangars.

Vehicles must not enter, or be parked in, any GCV hangar.

Vehicles must not be parked outside hangars in such a way as to impede aircraft movements along designated taxiways (immediately outside the hangars).

Visiting pilots will normally tie down their aircraft in designated (outside) tie-down areas. However, in the event of extreme weather, shelter may be possible in a GCV Club hangar. Enquires should be directed to the Summer Operations Manager, if present, or to the Duty Instructor.

3.3.10 Grass Cutting

GCV operates a large (red) tractor and slasher combination for cutting grass on the Benalla airfield. Operators of this equipment require a specific endorsement; approach L. McKinlay, R. Grant or the Summer Operations Manager for advice.

The slasher/tractor is stored in the Council owned shed adjacent to the Bellman hangar on the airfield. Key for the shed are kept in the GCV Office (State Gliding Centre).

This tractor operates on diesel fuel. It is filled from the diesel tank located next to the GCV Fuel Store. A key for the tank can be found on the starter key ring kept with the tractor.

This tractor must not be used to tow gliders; it is specifically for grass cutting and other maintenance activity around the Airfield.

Operators should record their operating hours in the logbook kept in the tractor shed; this record should also describe areas of airfield grass which have been cut.

All operators are required to understand and follow the 10-hour lubrication regime applying to this equipment.

3.4 Breaches of Procedure

Breaches of flying procedures should be reported to the Duty Instructor. He or she may choose to address the issue immediately with the person concerned, or may refer it to the GCV Instructors Panel as a matter of flying discipline.

In the event of a matter of flying discipline, GCV Operations Procedure FP 004 “Accidents and Incidents” will apply. In this case, the Duty Instructor can immediately suspend a pilot's flying privileges while a review is conducted.

Breaches of ground handling procedures should be reported to the Summer Operations Manager, if present, or the Duty Instructor.

4 TRAINING

4.1 Requirements

All glider pilots flying at Benalla should familiarise themselves with this procedure. Copies can be obtained from the members area of the Club website.

4.2 Endorsement

Formal endorsements are required for:

- all glider training and type endorsements
- aerotowing, both Basic and Advanced
- dual aerotow operations – both glider and tug plane pilot
- operation of GCV grass cutting tractor and associated equipment.

Pilots should self-brief on the use of airfield tractors, and sign-off their understanding of requirements in the record book kept in the Benalla pie cart.

4.3 Training Material

Title	Author	Date	Comments
Tractors – Airfield Tractor Induction	P. Martin	7 February 2004	Requirements and operating procedures

5 REFERENCES

Title	Author	Date
Operations at Non-Towered Aerodromes	DOTARS	Effective 24 November 2005
GFA Manual of Standard Procedures Part 2 - Operations	GFA	June 2001
Aerotow Manual	GFA	
GCV Operations Procedure FP 003 “Aerotow Training Notes”	T. Vost, GCV	22 March 2001
Standing Orders for Duty Instructor	Updated by G. Garlick, GCV	22 August 2004
Emergency Response Plan	B. Gray, GCV	14 October 2003

6 DEFINITIONS

The following words, acronyms and abbreviations are referred to in this document.

GFA	Gliding Federation of Australia
GCV	Gliding Club of Victoria
DOTARS	Department of Transport and Regional Services
CASA	Civil Aviation Safety Authority
ADI	Australian Defence Industries

7 CONTACT LIST

Name	Role	Contact
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8 DOCUMENT CONTROL SHEET

Contact for Enquiries and Proposed Changes

If you have any questions regarding this document, or suggestions for improvement, contact:

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Record of Issues

Issue No	Issue Date	Nature of Amendment
0.1	30 July 2006	First Draft for review by GCV Instructors Panel