

SUNSHINE COAST GLIDING CLUB



STANDARD OPERATING PROCEDURES

Sunshine Coast Gliding Club document
(Uncontrolled when printed)

Purpose / Foreword

Gliding in Australia is subject to Part 91 of the Civil Aviation Safety Regulations, and other relevant legislation as amended from time to time. Certain exemptions from the provisions of the Civil Aviation Regulations 1988 have been granted to members of the Gliding Federation of Australia (GFA) by way of Civil Aviation Orders 95.4 and 95.4.1. Where exemptions exist, the practices adopted by GFA are outlined in the GFA Operational Regulations approved by CASA.

This Manual of Standard Procedures outlines the rules and procedures by which gliding operations are conducted at the Gympie (Kybong) Aerodrome by members of the Sunshine Coast Gliding Club. The Sunshine Coast Gliding Club (SCGC), which is affiliated with the GFA, and individual members of the club, accept and operate within the laid down requirements of the GFA while operating at the Gympie (Kybong) Aerodrome.

Revision History

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Contents

	Page
Purpose/Forward	2
1. Gympie (Kybong) Aerodrome Operations	5
2. Documentation	5
3. Smoking	5
4. Responsibilities	5
5. Medicals	6
6. Environmental	6
7. Currency, Ratings and Conversions	6
7.1 Currency	6
7.2 Solo	7
7.3 Solo – Power Pilots	7
7.4 Subsequent Early Solo Flights	7
7.5 Off Daily Checks Endorsement	7
7.6 Transition to Single Seat Gliders	8
7.7 Rear Seat Endorsement	9
7.8 Passenger Rating	9
7.9 Independent Operator Rating	9
7.10 Evaluation Pilot Rating	10
7.11 Cross Country Soaring	10
8. Ground procedures	11
8.1 Gliding Markings	11
8.2 Motor Vehicles	11
8.3 Placement of Field Equipment	12
8.4 Duty Runway	13
8.5 Change of Duty Runway	13
8.6 Glider Launching	13
8.7 Parked Gliders	14
8.8 Parked Tug Planes	14
8.9 Visiting Gliders and Gliding Pilots	14
8.10 Visitors	14
9. Glider Winch, Aero- and Auto-Tow Operations	15
9.1 Daily Inspection of Field Equipment	15
9.2 Daily Inspection of Gliders and Flight Equipment	15
9.3 Duty Personnel	16
9.4 Weather Conditions that may Curtail Gliding Operations	19
9.5 Advice of the Commencement of Gliding Operations	20
9.6 Advice of Special Glider or Intensive Glider Operations	20
9.7 Launching of Gliders	20
9.8 Retrieval of Gliders	20
9.9 Cessation of Gliding Activities	21
9.10 General	21
10. Glider Flight Operations	21
10.1 Circuit Direction	21
10.2 Circuits	22
10.3 Thermalling in the Circuit	22
10.4 Landing	22
10.5 Ground Roll	22
10.6 Launching	23

10.7	Aerobatic Operations	23
10.8	Overflying Aircraft	23
10.9	Working with Powered and Other Traffic	23
11.	Communications	25
11.1	CTAF	25
11.2	Approaching the CTAF Boundary Inbound	25
11.3	CTAF Glider Launch Calls	25
11.4	Circuit – Downwind, Base and Final	27
11.5	Departing Motor Gliders and Tugs	28
Annex A	First Solo Checklist	29
Annex B	List of Gympie (Kybong) Aerodrome Users	30

1. Gympie (Kybong) Aerodrome Operations

Gympie (Kybong) Aerodrome is an Aircraft Landing Area (ALA) and has no Air Traffic Control (ATC) service. It is neither a certified aerodrome nor a registered aerodrome.

Gympie (Kybong) Aerodrome is owned by the Gympie Regional Council, and has availability for, beside gliding operations, powered flying operations including recreational, charter, flying training and helicopters.

A Common Traffic Advisory Frequency (CTAF) zone applies from ground level up to the lower level of overlying Class C controlled airspace (refer charts). The CTAF is 126.7 MHz. Aircraft are required to monitor the CTAF within 10 nautical miles.

Gliding operations at Gympie (Kybong) Aerodrome shall be conducted in accordance with this Manual and the documents listed at Paragraph 2: Documentation.

Gympie (Kybong) Aerodrome is located at S26.17.0° and E152.42.1°. Refer ERSA for additional information on aerodrome operations.

2. Documentation

Documents relevant to flying operations at Gympie (Kybong) Aerodrome include:

- Part 91 Manual of Standards, Civil Aviation Safety Regulations
- Part 149 Manual of Standards, Civil Aviation Safety Regulations
- Aeronautical Information Publication (AIP)
- Visual Flight Rules Guide (VFRG)
- Gliding Federation of Australia (GFA), Manual of Standard Procedures (MOSP)
- GFA Operational Regulations (Ops Regs)
- Enroute Supplement Australia (ERSA) entry for Gympie (Kybong) Aerodrome
- Civil Aviation Orders 95.4 (CAO 95.4) and 95.4.1 (CAO 95.4.1)
- BN Visual Terminal Chart (VTC)
- Bundaberg Visual Navigation Chart (VNC)
- WAC 3340 Brisbane

3. Smoking

Smoking is not permitted:

- In, or within 15 metres of, any aircraft or any refuelling operation, or
- In, or within 15 metres of the hangar, clubhouse or the pie cart.

4. Responsibilities

The SCGC is responsible to Gliding Queensland (GQ) for ensuring that gliding operations are conducted in accordance with the requirements of the GFA. The Club shall provide and maintain a Training Panel, which shall be directly responsible to the Club Committee for

ensuring that all flying operations are carried out in a safe and proper manner. The Duty Instructor has absolute authority for daily operations and may terminate flying for any reason at his or her discretion.

5. Medicals

A pilot holding a GFA Instructor authorisation must:

- Be medically examined by a legally qualified registered medical practitioner and be found fit to fly in accordance with the 'Austroads standards', certification of which will be evidenced by the completion of the 'Medical Practitioner's Certificate of Fitness' at Appendix 2 to the GFA Operational Regulations, or
- Hold an appropriate valid CASA Medical Certificate.

A pilot not holding a GFA instructor authorisation must have made the declaration of physical fitness at Appendix 1 to the GFA Operational regulations, or hold an appropriate CASA medical certificate.

No pilot shall fly a SCGC aircraft if there has been a change in his/her medical condition which has the effect of invalidating the medical Declaration or Certificate.

Any pilot who holds an AEI Rating or above is required to hold a Queensland child-related Employment Blue Card and keep this card current.

6. Environmental

If the temperature is forecast to above 35°C, consideration will be given to cancelling gliding activities due to the human factors perspective and lack of tug plane performance.

7. Currency, Ratings and Conversions

7.1 Currency

To fly as the pilot in command, the following currency requirements must be met:

- Have a current CASA pilot medical or a GFA medical declaration and be a financial member of both GFA and SCGC (or a reciprocal club). Proof of GFA membership to be presented on request.
- Have a current flight review.
- Have with them, on the aerodrome, an up-to-date logbook with the necessary authorisations.
- For pilots with less than 75 hours total flying experience, have flown a glider in the previous 30 days or for pilots with over 75 hours total flying experience, have flown a glider in the last 90 days and completed 3 landings.

7.2 Solo

Before flying solo, pilots shall:

- Demonstrate competent flying standards and good airmanship in handling, launch, circuit, landing and simulated emergencies.
- Know and understand the relevant airspace boundaries.
- Have passed an oral test, and demonstrated competency on the operation of radio equipment and radio procedures with appropriate log book endorsement. Any instructor, who holds a CASA or GFA radio endorsement, may conduct radio examinations.
- Complete a GFA medical declaration or if required have a successful medical examination by a GP or an approved CASA medical examiner.
- Demonstrate knowledge of the aircraft's flight manual.
- Be approved by a Level 2 or Level 3 instructor, usually with the concurrence of the CFI. Pilot's logbook endorsed with 'Approved for first solo'.
- The SCGC First Solo Checklist appended at Annex A is to be completed prior to the conduct of the first solo flight.

7.3 Solo – Power Pilots

Before first gliding solo, qualified power pilots shall:

- Have a minimum of six glider launches.
- Demonstrate competency on glider sequences (with no specific exemptions).
- Meet the above solo requirements or produce evidence of acceptable equivalents.
- Be approved by a Level 2 or Level 3 instructor. Pilot's logbook endorsed with 'Approved for first solo'.

7.4 Subsequent Early Solo Flights

A check flight with an instructor is required before each solo flight until signed off in the pilot's logbook with an entry 'Off Daily Check Flights.' The first 3 solo flights are to be conducted within sight and gliding range of the aerodrome. The pilot will also adhere to any additional restrictions the Duty Instructor may impose upon the pilot.

7.5 "Off Daily Checks" Endorsement

To be able to fly solo without the need for a daily check flight, a pilot shall:

- Have completed one or more satisfactory solo flights on at least five separate flying days.
- Be current as defined in paragraph 6.1.
- Be approved by a Level 1, 2 or 3 Instructor. Pilot's logbook endorsed with 'Off Daily Solo Checks'.
- Seek the approval of the Duty Instructor for each flight.
- Remain within glide angle of the strip and have the strip visible, unless the pilot holds a C certificate, and the flight is an authorised cross country flight.
- Undertake a Biennial Flight Review (BFR) within twelve months from the initial date of being taken off daily check flight requirements. SCGC requires

this review to mitigate the likelihood of poor habits forming while conducting mainly solo flights when inexperienced. Subsequent BFRs may extend the time between BFRs to a maximum of 24 months subject to the discretion of the instructor conducting the BFR.

7.6 Transition to Single Seat Gliders

7.6.1 Transition from Dual Glider to Single Seat Low Performance Glider

Transition from dual seat glider to single seat low performance glider such as the KA6 can be achieved by satisfying the following:

- GFA B certificate.
- Minimum 25 hours total gliding experience.
- Minimum 10 solo flights in the IS30 or equivalent aircraft.
- Demonstrated ability to consistently achieve stable approaches and desired touchdown points.
- Demonstrated knowledge of the aircraft flight manual.
- Demonstrated competency in operating any installed electronic equipment.
- Daily Inspection qualified for type.
- Be approved by any L1 or higher rating instructor who is current on type. It is acceptable that a pilot current on type conducts the briefing under the supervision of an instructor who is not current on type.
- The KA6 has a weight limit of 90kg. Should a pilot be unable to satisfy this requirement then, with the approval of the CFI, the pilot may transition directly to the single seat high performance glider, provided that the gliding experience stipulated at Paragraph 6.6.2 is achieved.
- The CFI can vary the above as necessary, considering previous experience, competency and currency.

7.6.2 Transition to Single Seat High Performance Glider

Transition from single seat low performance glider to single seat high performance glider such as the LAK12 can be achieved by satisfying the following:

- GFA GPC Certificate.
- Minimum 50 hours total gliding experience.
- Demonstrated knowledge of the aircraft flight manual.
- Demonstrated competency in operating any installed electronic equipment.
- Daily Inspection qualified for type.
- Be approved by any L1 or higher rating instructor who is current on type. It is acceptable that a pilot current on type conducts the briefing under the supervision of an instructor who is not current on type.
- The CFI can vary the above as necessary, considering previous experience, competency and currency.

7.7 Rear Seat Endorsement

Pilots wishing to obtain an endorsement to operate 'in command' from the rear seat shall have:

- Received training in rear seat flying from a Level 1 instructor or above.
- Demonstrated competency in aircraft handling from the rear seat including steep turns, stalls and spins.
- Completed three satisfactory check flights from the rear seat, of which two include a simulated emergency and/or flying in difficult meteorological conditions.
- Conduct a satisfactory simulated outlanding from the rear seat.
- Be approved by a Level 2 instructor with appropriate logbook endorsement.

7.8 Passenger Rating

Pilots wishing to use the privileges of a passenger rating shall:

- Hold a GFA C Certificate.
- Hold a rear seat endorsement.
- Complete a satisfactory check flight including demonstrating a passenger briefing.
- Satisfy currency requirement – minimum of 3 flights in the aircraft concerned within last 90 days.
- Be approved by a Level 2 Instructor and have an appropriate logbook endorsement.

Pilots carrying passengers, but not air experience passengers, shall:

- Hold a passenger rating and have an endorsement in their logbook.
- Pay at least half the cost of the flight.
- Unless an Independent Operator, seek approval of the Duty Instructor for the flight.

7.9 Independent Operator Rating

A pilot flying a club aircraft as an independent operator shall:

- Ensure that all airspace requirements are complied with and exercise good airmanship. A SAR watch must be nominated with a responsible person.
- Be authorised to exercise all individual ratings.
- Be responsible for the security of club equipment and correct documentation of the flight(s).

7.10 Evaluation Pilot Rating

Pilots wishing to conduct evaluation flights of aircraft, including flights following a Form 2 inspection, a rebuild or repair shall:

- Have suitable experience appropriate to the aircraft for which the rating is given.
- Be familiar with the aircraft's characteristics.
- Be approved by the CFI with appropriate logbook endorsement

7.11 Cross Country Flying

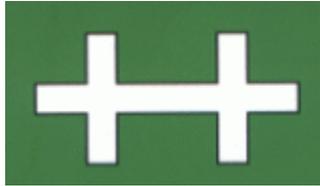
Pilots flying cross country shall:

- Hold a GFA C Certificate.
- Be authorised by the CFI.
- Conduct the flight in accordance with GFA rules and regulations.
- Brief the Duty Instructor on the planned route, possible outlanding areas and/or available airfields, meteorology forecasts, radio frequencies, controlled airspace and restricted area, pre-planned route shortening if thermal lift becomes an issue.
- Be able to rig and de-rig the aircraft to be flown.
- Recognise that SCGC has a SAR responsibility for all gliders flying from its aerodrome.
- Seek the approval of the Duty Instructor and ensure that either he or the Duty Pilot is updated regularly (every 30 minutes) on the flight's progress when within radio range.
- Ensure that the aircraft has a serviceable radio.
- Ensure that the glider trailer is empty and serviceable, tyres inflated correctly, correct electrical cable adapter fitted.
- Ensure that a suitable vehicle is available to tow the trailer, has sufficient fuel and that the keys are available.
- Ensure that derig tools and tie down kit are in the glider.
- Have sufficient food and hydration for the flight.
- Have a mobile phone with preloaded club contact numbers.
- Ensure that if the flight is a badge run, the declaration is lodged with the Official Observer.
- Ensure that the data logger for badge verification is in the glider.
- Ensure that toilet considerations have been met.
- Ensure a navigation device is in the glider.

8. Ground Procedures

8.1 Gliding Markers

The Chief Flying Instructor (CFI), Duty Instructor (DI) or other delegate shall be responsible for confirming that the "Gliding in Progress" marker is clearly displayed at the Gliding Club's windsock prior to the commencement of operations.



8.2 Motor Vehicles

All motor vehicles, with the exception/s noted below, shall always keep to the outside perimeter track and obey speed signs or any other restriction notified. Vehicles, before crossing the end of all runways, are to stop and check for aircraft on final approach or landing. Once clear, the vehicle can cross while still keeping to the perimeter track (outside of the landing area boundary markers). The speed on the perimeter track shall not exceed 30 kph and 20 kph near building areas, trailer parks and tie down areas. In the interests of safety, lights on low beam and hazard lights flashing is recommended.

Motor vehicles shall be driven under the control of a licensed driver. Seat belts should be worn because the speeds, even if kept low, can still be hazardous. It is not permitted to drive motor vehicles across the movement area of the aerodrome, which means within the landing area boundary marker line or across runways.

The following exception applies:

A motorised vehicle may operate within the landing area boundary marker line, i.e. within the movement area, whilst:

- engaged in auto-tow launching;
- engaged in retrieving and delivering winch rope(s)/wire(s);
- towing a glider (with rope or glider-car combination), glider base communications 'Pie Cart' or winch to appropriate launch positions prior to or during the day's operations;
- towing a glider (with rope or glider-car combination), glider base communications 'Pie Cart' or winch to the hangar on completion of the day's activities; or
- retrieving a glider from within the landing area boundary markers.

Any motor vehicle operating within the landing area boundary markers should not exceed 40 kph and should display a flashing light on top of the vehicle. The vehicle driver must have a VHF radio tuned to the CTAF frequency to monitor aircraft movements and, it is recommended, a UHF radio to monitor glider operations when winching. Before leaving, the vehicle driver should inform the Duty Pilot; this allows the duty pilot to be aware of all associated 'gliding' movements within the landing area boundary markers.

In the case that all vehicles with roof-top flashing lights are on other duties, and it is necessary to conduct operations so as not to impact other aerodrome traffic, a vehicle

with lights on low beam and hazard lights flashing is acceptable. However, the VHF radio requirement above is mandatory.

In retrieving a landed glider from some distant part of the Aerodrome Movement Area, the vehicle is to be driven all the way via the outside perimeter track without crossing any runway (if able) until adjacent to the landed glider on the grass verge. If the vehicle is not able to travel outside of the boundary markers, travel may be within those markers and as close as possible to those markers. In positioning the vehicle for a landed glider retrieve, the vehicle should not infringe the 50% area closest to the centre runway. When retrieving the landed glider, the vehicle and glider combination should not infringe the 50% area closest to the centre runway except when crossing that runway. The glider may be hooked on and towing commenced when safe to do so. If the vehicle must cross any runway, the driver is to stop the vehicle before crossing, and check for landing and other aircraft preparing for take-off, before proceeding. A call on the VHF radio, stating intentions, is also advisable.

Where a vehicle may be in potential conflict with a glider or powered aircraft on final, the Retrieve Driver is to relocate the vehicle as near as possible to the landing area boundary markers, if not outside of those markers. In the case the vehicle is retrieving the rope/wire to the glider launch point or is retrieving a glider, as close as feasible to the boundary markers is acceptable. The vehicle must be brought to a complete stop and in the case of a glider being retrieved, the wing of the glider closest to the centre runway must be placed on the ground when a person is walking the wing; a grounded wing indicates to the landing pilot that the vehicle and glider are not moving.

A car-glider combination (glider attached to motor vehicle tow-ball) may travel within the aerodrome boundary markers and on the centre runway as long as the driver maintains a listening watch on the VHF CTAF frequency and a visual watch of the circuit area (left and right joining), particularly the final approach is maintained. It is advisable to make a VHF radio call stating intentions.

With aircraft taking off, the vehicle driver is not to commence operations until the aircraft has passed the vehicle.

8.3 Placement of Field Equipment

As per ERSA (Gympie), the rope/wire placement will be to the west of the 14/32 runway. Therefore, the gliding launch point/s are located as follows:

Runway 32

- The Glider Base Communications 'Pie Cart' will be located in the quadrant south-west (down-wind) of the Rwy32 threshold and outside of the landing area boundary markers.
- The Glider Winching Equipment, if utilised, will be located in the quadrant north-west (up-wind) of the Rwy14 threshold and as close as practicable to, or outside of the landing area boundary markers.

Runway 14

- The Glider Base Communications ‘Pie Cart’ will be located in the quadrant north-west (down-wind) of the Rwy14 threshold and outside of the landing area boundary markers.
- The Glider Winching Equipment, if utilised, will be located in the quadrant south-west (up-wind) of the Rwy32 threshold and as close as practicable to, or outside of the landing area boundary markers.

8.4 Duty Runway

The duty runway shall be selected by the Duty Instructor having regard to:

- current aircraft circuit traffic,
- consultation with glider tow aircraft pilots,
- due regard to the cross-wind component on the runway; and,
- due regard to the headwind/downwind component on the runway.

8.5 Change of Duty Runway

The duty runway may need to be changed to suit wind directional changes that have occurred. However, the Duty Instructor cannot change the duty runway without considering:

- current powered and non-powered traffic in the circuit,
- current powered and non-powered traffic currently outside of the circuit area,
- current powered traffic holding at the taxiway ‘holding point’ or in the process of moving from the manoeuvring area or apron to the taxiway ‘holding point’.

A CTAF call should be made by the Duty Instructor, Duty Pilot or delegate on the appropriate frequency to ascertain traffic requirements. Once agreement is obtained with all traffic, the change of runway can occur.

For gliding operations, the change of the duty runway will be signalled by the simultaneous movement of the Glider Base Communication ‘Pie Cart’ and the Glider Winching Equipment, if utilised, to the new positions. A broadcast shall be made on the CTAF advising of the change of duty runway.

8.6 Glider Launching

Procedures and standard signals in the GFA MOSP shall be used. At Gympie, when winching procedures are in use, a Launch Control Officer will signal/radio the pilot’s launch instructions (also keeping a watch out for circuit/landing aircraft) to the Duty Pilot who will radio those instructions to the Winch Driver.

Any person may give the signal to stop the launch if there is imminent danger (e.g. a glider making a modified circuit, aircraft making a crosswind landing, etc.) by calling “Stop, Stop, Stop” and raising both arms above his head.

8.7 Parked Gliders

Gliders not in immediate use shall be removed to a place as far to the side of the runway strip as is practicable so that they do not impede taking off or landing traffic. Gliders shall not be left unattended unless securely anchored appropriate to the prevailing or expected weather conditions. Glider canopies are never to be left open whilst the glider is unattended.

8.8 Parked Tug Planes

Tug planes not in use shall be parked as far to the side of the runway strip as is practicable upwind of the Glider Base Communications 'Pie Cart' or launch point. The area upwind of and to the side of the launch point shall be kept free of obstructions such as visiting aircraft, ensuring a splay of 45° is clear from the launching glider.

8.9 Visiting Gliders and Glider Pilots

Visiting glider pilots shall operate under the control of the Sunshine Coast Gliding Club. Every visiting glider pilot must be briefed on the following before being allowed to fly at Gympie:

- Aircraft –manoeuvring aircraft within the Gympie (Kybong) Aerodrome Boundary Markers.
- Airspace, circuit direction, radio calls and other pertinent features applicable to Gympie (Kybong) Aerodrome.
- Motor Vehicle –driving within the Gympie (Kybong) Aerodrome Boundary Markers.
- Persons – Movement within the Gympie (Kybong) Aerodrome Boundary Markers.

8.10 Visitors

All visitors shall operate under the control of the Sunshine Coast Gliding Club. Every visitor who will move within the Gympie (Kybong) Aerodrome Boundary Markers for a glider flight or visitors taking photographs, must be briefed on the following before being allowed to move within the Boundary Markers:

- Persons – Movement within the Gympie (Kybong) Aerodrome Boundary Markers.

9. Glider Winch, Aero- and Auto-Tow Launch Operations

Winch, aero-tow and auto-tow launching will be conducted in terms of the GFA MOSP Ops and Operational Regulations.

9.1 Daily Inspection of Field Equipment

Prior to the start of gliding operations, the winch (if planned to be used), tow and retrieve vehicles will be inspected for serviceability including:

- A working VHF radio tuned to the CTAF frequency to monitor aircraft movements in the Gympie (Kybong) Aerodrome area,
- If winching, a working UHF radio so that the driver is in contact with the Duty Pilot, Launch Control Officer, Winch Driver, and other vehicles and
- A flashing ‘on roof’ warning light (if fitted) that is visible to ‘on ground’ and circuit traffic.

9.2 Daily Inspection of Gliders and Flight Equipment

9.2.1 Prior to the start of gliding operations, each glider that is to be launched must be checked by a qualified Daily Inspector for serviceability including:

- Airworthiness validity,
- Minor defects (major defects must be rectified or the aircraft grounded),
- Recurring maintenance items, and
- Daily inspection of glider and operational controls including flight warning systems and radios.

The conduct of daily inspections is to be considered a ‘sterile’ operation.

9.2.2 Sterile Environment

Essential safety checks are to be conducted in a ‘sterile’ environment. Interruptions to the person(s) conducting the essential safety checks may interfere with the continuity or flow of the checking procedure, which may lead to omissions which subsequently jeopardise the safety of the flight. Essential safety checks are Daily Inspections, ABCD and CHAOTIC checks. Persons conducting essential safety checks are not to be interrupted by conversations regarding non-operational matters; hence the name ‘Sterile’ or ‘Operational-only’ conversations. If a person conducting essential safety checks, or an observer, mentions ‘Sterile Ops’ or ‘Sterile Cockpit’, refrain from distracting them, and await completion of the task at hand prior to engaging them further.

9.2.3 Pilot and Support Crew Briefings

Prior to the start of gliding operations and before any glider is launched, pilots, support crew and visitors must be briefed by the Duty Instructor. This briefing will cover:

- Serviceability of support vehicles,
- Serviceability of gliders for flight,
- Serviceability of communication equipment,
- Daily weather conditions,
- Known flight traffic for the day,

- Members undertaking support crew roles,
- Task setting,
- Duty runway, tug pilot and tow out patterns, and
- Other items relevant for the day's gliding operations.

9.3 Duty Personnel

In a gliding operation, there are many people who undertake many tasks prior to the day's activities. However, on the day of gliding operations, there are a number of positions that are crucial to a successful operation. These positions include:

9.3.1 Duty Instructor

As per the GFA directive, the day's glider flight operations must be controlled by a Level 2 or higher instructor. No duty instructor need be present for operations by club members who are Independent Operators (GFA Ops Regs Section 19 refers).

This instructor is responsible for all glider-associated flight operations for the specific day and any questions in regard to flight operations, airworthiness and safety should be referred to this officer if not resolved at a lower level. If the safety of continued flying operations is in question then the day's flying is to be brought to a close.

Any directives from the Duty Instructor, must be relayed to the Duty Pilot so that a central authority has the instructions for the day's flying, its continuance or cessation.

9.3.2 Duty Pilot

The Duty Pilot is located in the Glider Communication Base (or 'Pie Cart' – call sign "*Gympie Glider Base*") and is the central point for all glider flight operations and other aircraft traffic seeking updates on glider activities. At Gympie, because of the topographical conditions, and radio environment, all launch and retrieval traffic must be conducted through the Duty Pilot.

Duties of the Duty Pilot include but are not limited to:

- Awareness of glider and other traffic within 10 nm of Gympie (Kybong) Aerodrome via listening watch on the CTAF frequency.
- Passing on to Launch Control and/or Winch Driver, other traffic tarmac movements especially traffic backtracking without radio call for Rwy32.
- Passing on from Launch Control to Winch Control, any glider pilot take-off instructions.
- Passing on from Winch Control to Launch Control, any information in regard to winch readiness, powered traffic movements, etc.
- Monitoring the glider launch track to ensure negative rope/wire drift on release Monitoring glider launching and calling "Stop, Stop, Stop" on the VHF radio when necessary to cancel the launch.
- Managing the glider retrieval activities.

Anyone appointed to the position of Duty Pilot for the day's flying activities must, at the

minimum, have the following qualifications:

- Radio licence (Flight Radiotelephone Operators License or GFA Radiotelephone Log Book Endorsement).
- Solo level flying experience.
- Launch Control experience.
- An understanding of Glider Winch launching.

If the Duty Pilot needs to remove themselves from the Glider Communications Base, they must take handheld VHF and UHF (if winching) radios with them to maintain 'Base' control or hand over control to another Duty Pilot or other delegate.

Anyone without the above qualifications can operate "in training" under a member with the qualifications.

9.3.3 Launch Control Officer

The Launch Control Officer is based at the Glider Launch Point and is identified by the wearing of an orange jacket with the words *Launch Control* blazoned on the rear of the jacket. The Launch Control Officer is the extension of the glider pilot and is there to convey the pilot's instructions as well as being an extension of the pilot's eyes to ensure a safe and uneventful take-off.

The Launch Control Officer will be equipped with a VHF radio tuned to the CTAF frequency and, when winching operations are taking place, a UHF radio tuned to the frequency used for glider ground operations.

When the glider pilot has commenced his/her cockpit checks, the Launch Control Officer is to ensure that 'Sterile Cockpit' procedures are maintained throughout to the point of launch.

Duties of the Launch Control Officer include but are not limited to:

- Awareness of glider and other traffic within 10 nm of Gympie (Kybong) Aerodrome.
- Passing on to the Duty Pilot, unknown traffic tarmac movements.
- Passing on to the Duty Pilot, launch instructions from the glider pilot.
- Monitoring the glider ground operations frequency when winch launching.
- Monitoring glider launching and calling "Stop, Stop, Stop" on VHF radio and verbally out loud when necessary to cancel the launch. It is also a requirement to visually signal by raising both arms above the head.
- Monitoring the glider launch track to ensure negative rope/wire drift on release, or if not winching, tow aircraft/glider combination climbing safely away.

Anyone appointed to the position of Launch Control Officer for the day's flying activities must, at the minimum, have the following qualifications:

- Radio licence (Flight Radiotelephone Operators License or GFA Radiotelephone Log Book Endorsement).
- Gliding flying experience of at least 3 hours or 10 launches.

When the glider pilot is undertaking the appropriate inspections and checks before take-off, the Launch Control Officer must maintain a listening and visual watch of traffic movements.

If the Launch Control Officer needs to remove themselves from the Glider Launch Point, they must take their handheld VHF and (when winching operations are taking place) UHF radios with them to maintain a situational awareness of aircraft traffic. If the Launch Control Officer will be away from the Glider Launch Point for some time, they must hand over the duties to another Launch Control Officer or in the case of no immediate glider launching, to the Duty Pilot.

Anyone without the above qualifications can operate “in training” under a member with the qualifications.

9.3.4 Winch Driver

The Winch Driver is the operator of the Winch Launching equipment and is located at the opposite end of the field from where the glider will be launched.

The Launch Control Officer will be equipped with a VHF radio tuned to the CTAF frequency and a UHF radio tuned to the frequency used by the SCGC for glider ground operations frequency.

Duties of the Winch Driver include but are not limited to:

- Awareness of glider and other traffic within 10 nm of Gympie (Kybong) Aerodrome.
- Passing on to the Duty Pilot unreported traffic tarmac movements.
- Monitoring the glider ground operations frequency.
- Being prepared for launch instructions and any relayed emergency instructions such as “Stop, Stop, Stop”.

Anyone appointed to the position of Winch Driver for the day’s flying activities must, at the minimum, have the following qualifications:

- Radio licence (Flight Radiotelephone Operators License or GFA Radiotelephone Log Book Endorsement).
- Gliding flying experience of at least 5 hours.
- 10 winch launches in a glider.

Anyone without the above qualifications can operate “in training” under a member with the qualifications.

9.3.5 Retrieve Driver

Persons undertaking glider retrieval or other duties associated with the launching/retrieval of gliders have undertaken a very responsible role in that they are working within the aerodrome boundary markers to facilitate gliding operations but also ensuring no impact to powered and other traffic.

Duties of the Retrieve Driver include but are not limited to:

- Retrieval of landed gliders.
- Relocation of the winch rope/wire from the winch equipment to the glider launch site.
- Monitoring the VHF CTAF frequency for glider and other traffic within the Gympie (Kybong) circuit.
- Advising the Duty Pilot when necessary.
- Monitoring the glider ground operations frequency when winching.
- Being responsible for recording take off and landing times on the flight sheet.

Anyone appointed to the duties of position of Glider Retrieval and Other Duties for the day's flying activities must, at the minimum, have the following qualifications:

- Radio licence (Flight Radiotelephone Operators License or GFA Radiotelephone Log Book Endorsement).
- Be familiar with the following:
 - Aircraft –manoeuvring of aircraft within the Gympie (Kybong) Aerodrome Boundary Markers.
 - Motor Vehicle –driving within the Gympie (Kybong) Aerodrome Boundary Markers.
 - Persons – Movement within the Gympie (Kybong) Aerodrome Boundary Markers

Anyone without the above qualifications can operate “in training” under a member with the qualifications.

9.4 Weather Conditions that may Curtail Gliding Operations

The Duty Instructor must maintain a strong awareness of the prevailing weather conditions at all times. Conditions which may curtail the day's operations include strong cross-wind conditions or approaching storm fronts. If appropriate, advice should be sought from other sources including the tug pilot, airborne gliders and the BOM Weather Radar app.

A weather condition that may curtail glider activities when winching is a westerly cross-wind. Such a condition may not actually stop glider flying but the potential of a rope/wire separation or winch failure may cause the rope/wire to drift east towards the aerodrome manoeuvring area, hangars and parked aircraft.

If any dangerous weather condition occurs, the Duty Instructor will either cancel gliding operations for the day, or temporarily suspend gliding operations. As per information contained in the Communications Section, a “cessation of gliding activities” will be broadcast on the CTAF frequency.

9.5 Advice of the Commencement of Gliding Operations

Thirty minutes prior to the commencement of gliding operations, the Chief Flying Instructor, Duty Instructor, Duty Pilot or other suitably qualified member will broadcast on the CTAF the time for the commencement of gliding operations.

Example:

Gympie traffic, this is Gympie Glider Base, gliding operations will commence at xxxx hours, Gympie

This message is to be repeated twice more at 10 minute intervals.

At 'X' hour, another message will be broadcast on the CTAF to advise that gliding operations have commenced.

Example:

Gympie traffic, this is Gympie Glider Base, Gliding operations have commenced, Gympie

9.6 Advice of Special Glider or Intensive Glider Operations

Sunshine Coast Gliding Club Gliding Club has set days of the week for gliding; this does not have to be advertised as flying residents of Gympie (Kybong) Aerodrome are aware of the schedule. However, when consecutive days of gliding are planned, advice will be provided to those organisations that have registered a 'need to know' with the Secretary of the Sunshine Coast Gliding Club. Similarly, if winch operations are known to be planned, other flying residents should be informed, ideally well before the commencement of such operations. A list of organisations to be informed is contained at Annex B.

9.7 Launching of Gliders

Gliders will be launched utilising the methodology set down by the Gliding Federation of Australia and approved by the Civil Aviation Safety Authority (CASA).

9.8 Retrieval of Gliders

Gliders will be retrieved utilising the methodology set down by the Gliding Federation of Australia and approved by the Civil Aviation Safety Authority (CASA).

9.9 Cessation of Gliding Activities

On the cessation of gliding operations, the Chief Flying Instructor, Duty Instructor, Duty Pilot or other suitably qualified member will broadcast on the CTAF that gliding operations have ceased for the day.

Example:

Gympie traffic, this is Gympie Glider Base, gliding operations have ceased for the day, Gympie

9.10 General

Except in the case of flights by Independent Operators, flying is not permitted in club aircraft unless a Level 2 or Level 3 instructor is present.

All pilots must be financial members of the GFA and SCGC (or a reciprocal club) whilst flying club aircraft.

All pilots must have a flying log book, keep the entries up to date and bring the log book to the aerodrome each flying day. No log book, no fly. The logbook must be presented to the Duty Instructor on request.

Suitable footwear must be worn at all times while on the aerodrome or while flying club aircraft.

Consumption of alcohol is confined to the clubhouse area, and is not permitted until all aircraft and equipment are safely stowed at the end of the day's flying.

Members should either help to get aircraft ready for flying for the day or stay on the field and assist until all equipment is stored away at the end of the day's flying.

Members should assist in normal ground duties taking instructions from the Duty Pilot or the Duty Instructor on the day.

10. Glider Flight Operations

10.1 Circuit Direction

The normal circuit direction at Gympie (Kybong) Aerodrome is left hand but right hand circuits/base joining/final joining may be a necessity for a glider – appropriate CTAF radio calls are mandatory especially in the case of a right hand joining (see 10. Communications Section). The duty 'take off' runway will either be 14 or 32 depending on the wind direction. In accordance with ERSA (Gympie), "mid field crosswind joining is not recommended during gliding operations."

10.2 Circuits

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. It is unwise for powered aircraft to fly abbreviated circuits when glider operations are in progress.

10.3 Thermalling in the Circuit

Gliders are not permitted to perform continuous 360 degree turns and are not to use thermal lift below 1800 feet AMSL (1,500 feet AGL) on the live side of the circuit area unless they monitor the CTAF and give way to and maintain adequate separation from other traffic in the circuit area. Any thermalling turns on the live side of the circuit must be to the left. Refer AIP ENR 5.5 "Gliding Operations" 1.2.10. Solo pilots with less than 30 hours total gliding experience are not to use thermal lift below 2100 feet AMSL (1800 feet AGL) on the live side of the circuit area. This restriction is intended to avoid conflict with powered circuit traffic, as a number of these types of incidents have occurred in the past.

10.4 Landing

Once a glider has been committed to a circuit and landing, it must land ('Soaring' pilot's transition to 'Landing' pilot). Depending on wind strength and direction, or thermal activity in the circuit, the glider pilot may be able to maintain a standard circuit or may have to modify that circuit to land safely.

Therefore, landing options for gliders at Gympie are:

- Runway 14 (grass left, grass right, centre),
- Runway 32 (grass left, grass right, centre),
- Runway 03,
- Runway 21, and
- Outside of the runway boundary markers.

Gliders joining the circuit must make the standard circuit call on the CTAF frequency (see Communications Section).

When landing 03 or 21, gliders should attempt to land either left or right so as not to occupy the total runway on coming to a full stop, and are required to taxi off to the side of the runway at the end of the landing roll.

10.5 Ground Roll

Gliders initial landing run is to be parallel to the runway strip. Pilots landing on 'grass left' or 'grass right' of the main runway or runways 03 or 21 are required to taxi off to the side of the runway at the end of the landing roll. Gliders landing on Rwy14/32 centre are not to taxi off and will bring the glider to a full stop – this is for reasons of safety as other gliders and light powered traffic use the grass runways. Gliders landing on the centre strip should either land short or long so as not to disrupt other landing traffic. Once the glider has ceased its ground roll, the pilot/s shall move the glider from the runway area to the boundary marker line as quickly as possible to minimise impact on other powered and non-powered operations. Gliders shall not land directly behind other gliders.

10.6 Launching

Powered aircraft should not enter the runway if it would interfere with a glider launch that is about to proceed. This means that a powered aircraft must maintain a 'listening watch' prior to moving to the taxiway 'holding' point – see 9.9 Working with Powered and Other Traffic. A glider pilot, when using a winch launch, will not make any 'launching' radio calls on the CTAF frequency until all pre-take-off checks have been completed and the Launch Control Officer has advised the glider pilot that “*Airspace is clear for Launch*”. For aero tow launches, the tow pilot will make all appropriate take off radio calls.

The glider at the head of the launch queue is about to launch if the wings are level. Under ERSA (Gympie), glider winch launches can achieve 2,500 feet; also ERSA states “mid-field crosswind joining is not recommended during gliding operations”.

10.7 Aerobatic Operations

Gliders shall not perform aerobatics, including spin training, within 2 NM (3.7 km) of the Aerodrome or below 2,000 feet AGL. (AIP ENR 5.5)

10.8 Overflying Aircraft

Aircraft should avoid overflying the aerodrome area at weekends due to potentially intensive gliding and power operations, refer ERSA (Gympie). Where an over-flying aircraft is in close proximity to a glider, the glider pilot will radio on the CTAF frequency a position and intentions report; where the over-flying aircraft's call-sign is understood, use that call-sign so that the over-flying pilot knows you have heard their call, else use the *Gympie Traffic* general call-sign.

10.9 Working with Powered and Other Traffic

The operations of powered and non-powered traffic within the Gympie (Kybong) Aerodrome should be seamless and transparent as all flying is regulated and approved by CASA. This manual outlines how glider operations will be conducted at Gympie (Kybong) Aerodrome to minimise any impact to non-glider traffic. Glider pilots and launching personnel should be aware of the following and should, if such activities create a safety issue, stand down or change flight track:

- Powered and other traffic should maintain a listening watch before relocating from the manoeuvring area or apron to the taxiway holding point,
- Prior to moving to the taxiway holding point, a taxiing call should be made; this call will warn the glider pilot preparing to launch or in the circuit,
- Where a powered aircraft is seen taxiing to the taxiway holding point and has not made a taxiing call, and a glider launch is underway, the Duty Pilot or Winch Driver should request the powered aircraft pilot to hold at the taxiway. If no acknowledgement is received and/or the aircraft backtracks onto the runway, the launching glider is to stand-down. The glider pilot is to make a launch stand-down call on the CTAF frequency.

- Powered aircraft may backtrack together. They will then take-off after each other thereby pushing back the glider launch. It becomes even more difficult to launch the glider if they do synchronised circuits.
- The glider launch call from the Rwy14 threshold may not be heard by taxiing aircraft because of the topographical conditions. If it is partly unreadable, it will most likely be ignored. In this case, if using the winch to launch, the Winch Driver will need to contact the powered aircraft to hold at the taxiway holding point. If the powered aircraft has commenced backtracking, the launch has to stand-down. It may be possible to have the powered aircraft hold at the Rwy14 threshold to allow the glider to launch.
- Once the winch launch procedure has commenced the winch will be started and will be standing by; the flashing yellow light on the winch indicates the launch procedure is in progress. This will be followed by a preparing to winch launch call from the glider pilot. Powered aircraft at the holding point should hold at the holding point if the light is flashing. This will occur at both launching positions (14/32) but is more applicable for Rwy14 take-offs. If a holding aircraft pilot believes that they have been held for an excessive amount of time, the pilot should radio Gympie Glider Base to obtain a situation report.
- Powered aircraft on downwind, base and/or final (short or long) that have a glider number two to that/those aircraft, must be aware that the glider, because of a closer circuit and speed, will possibly (probably) cut within the powered aircraft circuit and will land number one. If such a situation may occur, the glider pilot must advise the powered aircraft with an appropriate CTAF radio transmission.
- Powered aircraft on long finals must provide the appropriate positional reports to minimise any impact to other launching/landing/circuit/thermalling glider aircraft,
- In the interests of safety, any traffic in the Gympie (Kybong) Aerodrome area, should contact the Gympie Glider Base (call sign “*Gympie Glider Base*”) to ascertain glider traffic in the area. Any airborne glider pilot must respond to any close proximity traffic providing a position and intentions call.

11 Communications

11.1 CTAF

The CTAF 126.7 MHz is not exclusive to Gympie (Kybong) Aerodrome but is also used at a number of other aerodromes. Therefore, all radio calls shall be kept to recommended radio

calls, calls for safety reasons (for example, a broadcast on the CTAF advising of a change in duty runway) and essential operational matters. The frequency is not to be used for personal chatter.

11.2 Approaching the CTAF Boundary Inbound

In accordance with the AIP, when approaching the aerodrome and at 10NM inbound of the CTAF, all radio-equipped aircraft, which includes gliders and motor gliders, must broadcast on the CTAF:

1. call sign and aircraft type;
2. position (reported as distance with either the radial, bearing, or quadrant from the aerodrome);
3. height; and
4. intentions.

Example: *"Gympie Traffic, glider Golf Foxtrot Bravo, 10nm south-west, at 3,000 feet for landing, Gympie"*.

11.3 CTAF Glider Launch Calls

When the glider pilot is ready to winch launch the glider, the pilot will give two calls on the CTAF frequency:

1. The first call will be a call to advise all traffic in the immediate area of Gympie Aerodrome that the glider is preparing for an immediate winch launch.

Example: *"Gympie Traffic, glider Golf Foxtrot Bravo, preparing to winch launch to 2,000 feet, runway <14 or 32>, possible mid-field cross-wind conflict, Gympie"*.

When aero-towing operations are taking place, the glider tug pilot will make the radio call.

Example: *"Gympie Traffic, glider tug Kilo Papa Uniform, lining up runway <14 or 32>, glider in tow, Gympie"*.

2. Once all the slack winch rope has been taken up, the second call is to advise all traffic in the immediate area of Gympie Aerodrome that the glider is rolling for an immediate winch launch.

Example: *"Gympie Traffic, glider Golf Foxtrot Bravo, rolling for an immediate winch launch, runway <14 or 32>, Gympie"*.

When aero-towing operations are taking place, the glider tug pilot will make the radio call.

Example: *Gympie Traffic, glider tug Kilo Papa Uniform, rolling runway*

<14 or 32>, glider in tow, Gympie”.

Once the winch rope/wire has released at height, the glider pilot will make another (optional) call to inform known circuit/overflying traffic that the rope/wire is falling (and the pilot’s intentions).

Example: *“Gympie Traffic, glider Golf Foxtrot Bravo, established at x,xxx feet, rope away and falling, <optional - intentions>, Gympie”*

11.3.1 Time between two Launch calls

In the interests of providing information to other ground and air traffic and not clogging the airwaves, the time between the two launch calls will be kept to an absolute minimum. Where such time is excessive, the glider pilot is duty-bound to stand-down the launch.

11.3.2 Launch Aborts

Launches may be aborted for many reasons, e.g. cable failure, winch failure, communication failure, etc. If there is a launch failure or abort of any kind, an advisory CTAF transmission must be made.

Example: *“Gympie Traffic, glider Golf Foxtrot Bravo, launch take-off runway <14 or 32> aborted, Gympie”.*

11.3.3 Rope/Wire Infringing the Runway

Where there has been a cable or winch failure and the rope/wire has infringed the runway, an advisory CTAF transmission may be made to warn landing/take-off aerodrome traffic.

Example: *“Gympie Traffic, be advised, cable across runway 14/32, will clear immediately and advise, Gympie”*

It is the responsibility of the Duty Instructor to organise members to remove the offending rope/wire. The Duty pilot is to maintain a visual and listening watch on the CTAF frequency. Further CTAF transmissions will be made on an as required basis.

If, in the event, ground or air traffic are holding, the following CTAF transmission is to be transmitted:

Example: *“Gympie Traffic, be advised, runway 14/32 is clear for traffic, Gympie”*

11.4 Circuit – Downwind, Base and Final

In accordance with the AIP, all radio-equipped aircraft operating into an aerodrome within a CTAF area must broadcast on the CTAF when joining the circuit.

One particular situation unique to gliders is their tendency to be affected by changing weather conditions more than powered aircraft. Modified circuits are a fact of life for gliders, as their pilots have no means of counteracting the effects of lift, sink or wind-shear except by changing the shape of circuits to remain within a safe distance of the landing area. In addition, a modified circuit may also be necessary following a low rope/wire release (or break) carried out intentionally for training or occurring otherwise.

Therefore:

- If a circuit modification is required that may affect other traffic or create a conflict, a broadcast should be made to alert the traffic to the glider pilot's intentions.
- If a radio has failed and a circuit modification is carried out, the pilot is required to transmit intentions 'blind' and comply with the legal requirements to:
 - i. Avoid conflict with other traffic; and
 - ii. Comply with the published circuit procedures as far as practicable.

However, remember: **Aviate, Navigate, Communicate.**

Turning Base and Final calls are recommended, but only if operationally possible. Because of the combination of a short time in circuit and traffic density, it will frequently not be appropriate to make all the circuit calls (turning down-wind, base and final).

It is recommended that a call just before turning base is important to alert powered aircraft (including tugs) on base or long final of your existence.

At all times in the circuit, including base and final, good lookout procedure is essential.

11.4.1 Standard Left Hand Circuit – Downwind, Base, Final - calls

A CTAF transmission to accommodate a modification to joining/turning from the *left*, can be achieved using the below call.

Example: *"Gympie Traffic, glider Golf Foxtrot Bravo, <joining or turning> <left downwind, left base, left final>, for runway <32,14, 03 or 21>, Gympie".*

11.4.2 Modified Right Hand Circuit – Downwind, Base, Final

Conducting any joining/turning manoeuvre from the right can utilise a CTAF transmission similar to that from the left. However, to stress to other pilots that it is not a normal left joining/turning, the words "*repeat, <right downwind, right base, right final>*" should be added to the transmission.

Example: *"Gympie Traffic, glider Golf Foxtrot Bravo, <joining or turning> <right downwind, right base, right final>, repeat <right downwind, right base, right final> for runway <32,14, 03 or 21>, Gympie".*

11.5 Departing Motor Gliders and Tugs

Pilots of powered sailplanes (motor gliders) are to give a "taxiing call" on the CTAF, nominating the intended departure runway. A call should also be made when entering the runway for take-off.

In the case of gliders and/or tugs operating from a fixed point on or near one of the runways and which do not do any taxiing, a "taking off" or "departing" call is sufficient. Gliders shall prefix their call signs with the word "glider". Tugs shall prefix their call signs with the words "glider tug" and shall add at the end of the call "with glider in tow".

Annex A SCGC First Solo Checklist

The Instructor preparing the student for first solo must ensure this check list is completed in full before the First Solo Flight is approved.

Student Name: _____ GFA No: _____

Date	Item	Instructor Initials
	Full GFA Membership is current.	
	All aspects of log book up to date (Including front and back page).	
	Student has current CASA medical or GFA medical declaration appropriate for the flight.	
	Student is 15 years of age or older. DOB.../...../.....	
	Student training record is up to date and endorsed for the purpose of first solo flight including "SPIN" training.	
	Student has relevant CASA Radio Licence or GFA Radio Telephone Operator Endorsement in logbook, knows the CTA frequency and how to use the glider VHF radio.	
	Student has read and acknowledged Club SMS and is familiar with airfield operating procedures.	
	Student has read the glider flight manual and meets ballast requirement for the glider type.	
	Student briefed and confirms safe circuit speed for the prevailing conditions.	
	Cockpit with student is secure i.e. harnesses, canopy locked, rear controls not obstructed.	
	Instructor has hand held VHF Radio on frequency whilst supervising the flight.	
	Level 2 Instructor (or higher) Approval of First Solo Flight.	

Date	Item	Instructor Initials
	First Solo Flight Observed. Competent Yes / No	

Instructor Name: _____ GFA No: _____

Annex B List of Gympie (Kybong) Aerodrome Users

Airport Liaison Officer
Jennifer Beck 0419 784 715

Sunshine Coast Flying School
Jason Matthison (Instructor) 0450 171 400
admin@sunshinecoastflyingschool.com.au

Gympie Aero Club
Keith Caldwell (Secretary) 0418286 408
clubsec.gac@gmail.com

Cumulus Airpark
Ray Gresham
0428 835 451
cumulusairpark@bigpond.com

The Recreational Flying Company
Paul McKeown (CFI)
0407 086 152
paul@recreationalflyingco.com

Mcdermott Aviation
Damien Lindsay (Operations Manager)
54476600
ops@mcdermottaviation.com.au

Facebook – Gympie Aerodrome