



Operations Advice Notice

No. 02/2023

Aerodrome Operational Standards and Procedures

1. OPERATIONS APPROVAL

Gliding Club airfield sites from which regular club operations are conducted require RM/O approval. Occasional or irregular gliding operations may be conducted without prior RM/O approval if operations are conducted in compliance with relevant GFA operational requirements, and the standards and procedures contained herein.

Persons wishing to conduct a gliding operation at an established aerodrome shall consult with the aerodrome operator and other operators based at, or regularly using the aerodrome, to develop a plan for the integration of gliding with other aerodrome traffic.

The procedures to be adopted by a gliding operation will be determined by the nature and volume of peak traffic flows during the proposed period of gliding operations. The CASA [Manual of Standards Part 139 Aerodromes](#), Division 6 'Glider Facilities' and Division 13 'Marking of glider runway strips on an aerodrome' specifies the dimensions and markings of aerodromes for gliding operations and should be read in conjunction with this document. Airports Inspection Sections in CASA can advise on aerodrome layout. Areas of the aerodrome approved for gliding operations will be marked on the aerodrome plan.

Regular gliding operations conducted from privately owned land/airfields without significant 'other' traffic must be conducted in accordance with relevant GFA operational requirements and the requirements contained in this document. However, exemptions may be sought by operators if specific requirements are considered inappropriate or unnecessary. Applications for exemption must be provided to the Regional Manager Operations and be accompanied by a safety case that identifies the hazards and risks, describes how the risks are controlled, and describes the safety management system in place to ensure the controls are effectively and consistently applied. Approved exemptions must be recorded in the Club's Risk Management Plan.

Note: Operators of certified aerodromes, or uncertified aerodromes catering for RPT or Charter Operations of aircraft with between 10 and 30 seats, have a legislative requirement to comply with CASA's Manual of Standards Part 139 - Aerodromes (MOS Part 139). Therefore, at these sites, where there is conflict between the standards contained within MOS Part 139 and those within this document, the standards contained within MOS Part 139 apply. MOS Part 139 does

not apply to uncertified aerodromes and aeroplane landing areas catering for aircraft with less than 10 seats.

2. GENERAL CONDITIONS

When considering an application to conduct gliding operations on a regular basis the following factors should be considered:

- a) siting and layout of the aerodrome;
- b) existence and level of utilisation of radio navigation aids;
- c) the organisation of the surrounding airspace;
- d) the composition and timing of existing traffic movements; and
- e) the proposed amount of gliding traffic and the method(s) of launch.

Reference should also be made to CASA [Advisory Circular AC 91-02 'Guidelines for aeroplanes with MTOW not exceeding 5 700 kg - suitable places to take off and land'](#). This publication set out factors that may be used to determine the suitability of a place for the landing and taking-off of aeroplanes.

2.1 Regular Gliding Operations

Where regular gliding operations have been approved the gliding activity shall be notified in AIP ERSA as follows:

- i. where contra-circuit procedures are in operation the circuit direction from each runway shall be specified.
- ii. where launching is by aerotow and a common circuit direction applies the location of the gliding strip shall be specified, e.g. "Gliding OPS HJ JF within RWY strip" or "Gliding OPS HJ. Gliders operate common circuit direction from separate strips alongside RWS".
- iii. Where launching is by winch or car-tow this shall be included by the phrase "Wire launching".
- iv. the scale of the gliding operation may be a consideration in the selection of a frequency for the aerodrome CTAF, to enhance the ability of gliding traffic to be 'on frequency'.

2.2 Occasional Gliding Operations

Occasional gliding operations for specific events or specified periods of time may be approved by the RM/O at aerodromes, including aerodromes other than those where regular gliding operations occur, provided that adequate notification is given to permit NOTAM action. The standards and procedures in this document are applicable, including obtaining the consent of the aerodrome operator.

2.3 Aerotow Retrieves

Scheduled or unscheduled glider outlandings and subsequent aerotow launches and Powered Sailplane movements are permitted at aerodromes provided the glider is operated so as to cause minimum disturbance to normal aerodrome traffic. For operations at controlled aerodromes, the pilot-in-command must hold appropriate authority to operate at a controlled airport and in controlled airspace.

3. PRIMARILY GLIDING AERODROMES

Aerodromes that are primarily established as "gliding sites" may have runways designed specifically for the gliding operations. However, adequate provision for other traffic should be provided to allow safe use of the airfield when required.

Operations shall be conducted consistent with recommended CTAF procedures (refer [Advisory Circular AC 91-10 'Operations in the vicinity of non-controlled aerodromes'](#)).

The RM/O may provide specific exemptions to operating requirements at sites established primarily as “gliding sites”. However, exemptions will not be provided unless justified by exceptional circumstances.

4. SPECIFIC CONDITIONS FOR MIXED OPERATIONS (GLIDING AND OTHER USERS) INCLUDING OPERATIONS AT CERTIFIED AND MILITARY AERODROMES.

Operations shall normally take place from a designated glider runway of the dimensions specified in the [Manual of Standards Part 139 Aerodromes](#). The use of other suitable parts of the aerodrome as emergency landing areas is permissible.

Where space permits, a glider runway shall be located outside the existing runway, with the glider and tug circuit in the same direction as the normal powered-aircraft circuit. In this situation take-offs and landings on the two runways must **not** occur simultaneously. An aircraft may, however, land or take off from one runway while another aircraft is stationary or taxiing on another.

When space permits at a location, and where the balance and total volume of powered and gliding movements warrants it, the glider runway may be so located as to permit contra-circuits to be flown.

A glider runway within the existing runway shall only be permitted where insufficient space exists to place it outside the runway and where peak powered traffic movements are light enough that conflicts can be readily avoided by only brief delays. Runway markers may be moved to permit additional space for gliding operations.

If a glider runway is unserviceable due to aerodrome works or soft wet surface, gliding operations from an existing runway may be permitted at sites where total movements are light enough to avoid conflict. In such a situation, gliding operations shall be conducted so as to cause minimum disturbance to other traffic.

Where approval is sought for gliding operations at a controlled aerodrome, appropriate procedures for the control of gliding traffic shall be developed in consultation with the Airways Operations Unit and Regional Office prior to such approval being given.

Gliders may be launched by aerotow or self-launch from any aerodrome where gliding operations are approved, or on an ad-hoc or one-off basis from other aerodromes as specified in paragraph 2.2.

Gliders may be launched by wire/rope (either winch or car-tow) at aerodromes where powered aircraft movements are light enough that this does not cause conflicts, provided:

- a) if launch cables must cross any runway or taxiway to provide sufficient length of cable run for the operation, they do so to the minimum extent necessary for the operation and the aerodrome entry in ERSA draws attention to this fact; and either
- b) the glider runway is located outside the runway; or
- c) where the glider runway is located within the runway and markers are moved to accommodate it, all cables are laid out and winch equipment remains at least 21 metres from the runway edge outside the normal portion of runway.

Note: this figure is the spacing from runway edge to runway markers where an 18-metre runway lies within a 60-metre strip.

No aeroplane, glider or vehicle shall be permitted on a glider runway unless it is:

- a) an aircraft taking-off, landing or taxiing; or
- b) a glider or gliders lined up ready for launch and attended by a competent crew; or
- c) a vehicle actually engaged in launching or towing a glider or towing a glider launch cable.

Note: A glider under tow by a vehicle is considered to be a taxiing aircraft.

Adequate parking and tie-down facilities for tug aircraft, gliders and vehicles shall be provided outside the glider runway.

5. PERMANENTLY DISPLACED THRESHOLDS

An application for a permanently displaced threshold for powered aircraft to facilitate a regular gliding operation at a certified aerodrome shall be referred to CASA. At uncertified aerodromes and aeroplane landing areas, application shall be referred to the aerodrome operator. At any aerodrome or aircraft landing area, the position of the displaced threshold shall be at least 60m ahead of the most forward position from which glider tug aeroplanes are permitted to line up to commence the launch of a glider.

6. COMPETITIONS AND FLYING MEETS

6.1 Approvals Required

The gliding organisation must obtain permission to hold a competition or flying meet from the aerodrome operator and nominate a person as organiser. The organiser shall ensure that the competition or flying meet is conducted in accordance with any conditions specified by the aerodrome operator.

6.2 Operations

Operations from within an existing runway, as outlined in section 4, are suitable only where gliding activity is not conducted on an intensive basis. Where it is intended to significantly exceed this for a short period, e.g., for a competition, course or flying meet, guidance shall be sought from CASA in the case of a certified aerodrome, or the Regional Manager Operations in the case of an uncertified aerodrome or aeroplane landing area, at least 21 days in advance and special conditions may be imposed.

6.3 Notifications

CASA shall be notified of the dates and contest area at least 21 days in advance to permit NOTAM action to be taken. The NOTAM should also alert other users to the likelihood or desirability of gliders and tug aeroplanes using a nonstandard circuit direction to expedite traffic flow. Daily route details of gliding competition tasks shall be notified to the responsible Flight Service Unit prior to launching so that these details may be provided to other traffic. The ['Request for the Issue of a NOTAM'](#) form is available from the GFA Documents Library.

6.4 Radio

A competition or flying meet at an aerodrome may well generate 75% or more of all movements during the period of the event. The aerodrome CTAF shall be used as the gliding contest official frequency for the contest period in order to minimise conflicts on the aerodrome and in the circuit area.

6.5 Temporarily Displaced Thresholds

At Certified aerodromes, CASA may approve the establishment of a temporarily displaced threshold for powered traffic for a special event such as a gliding competition provided:

- a) a NOTAM is issued;

- b) gliders and tugs launch at least 60 metres behind the displaced threshold; and
- c) the full length of the runway can be made available on 20 minutes' notice for the movement of an aircraft which operationally requires the full length.

7. OPERATIONAL CONTROL

7.1 Controlled Aerodromes

At controlled aerodromes, responsibility for the control and integration of glider and other traffic rests with Airservices. Procedures shall be developed in consultation with the gliding operator, Airservices and CASA.

7.2 Non-Controlled Aerodromes

At non-controlled aerodromes responsibility for the conduct of gliding operations shall rest with the Club CFI (or delegate) or the Club Operations Manager. This person shall:

- a) accept responsibility for ensuring the gliding operations at that site are conducted in accordance with Civil Aviation Legislation and the GFA Operational Regulations; and
- b) liaise with the aerodrome operator and other aerodrome users as necessary to achieve a harmonious working relationship.

8. OPERATING PROCEDURES

The operating procedures adopted will depend to a large extent on the aerodrome layout and availability of additional space, together with the nature, timing and volume of other aerodrome traffic. Whilst no particular movement numbers are specified, there will be a point at which any given traffic arrangement will reach effective saturation.

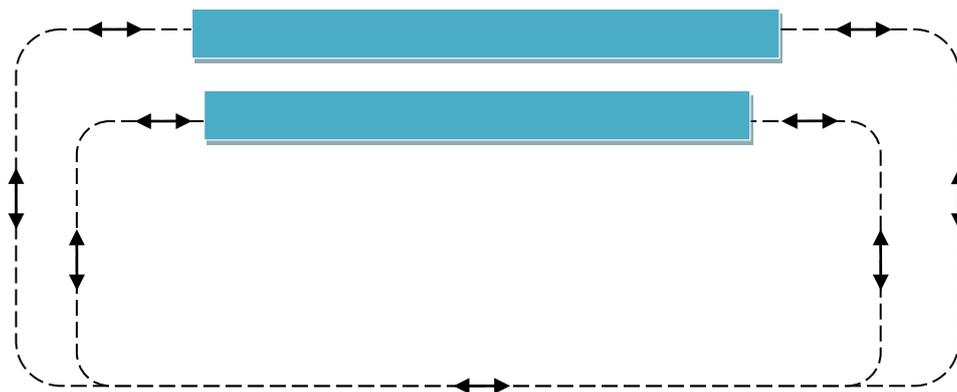
The three standard arrangements are:

- a) Single strip operations, (small operations only) where gliders (and tug aeroplanes if launch is conducted by aerotow) and other aircraft operate from runways within a common runway.
- b) Dual strip operations, (the preferred standard) where gliders (and tug aeroplanes) and other traffic operates to a common circuit direction from separate, closely spaced runways; and
- c) Parallel runway operations, (very busy aerodromes) where gliders and tug aeroplanes operate to a contra-circuit pattern from other traffic, using separate parallel runways with centrelines at least 120 metres apart.

8.1 Dual Strip Operations

This is the preferred and most practical arrangement for allocations where space and traffic density are not limiting considerations. The glider runway may abut directly onto the main runway or be separated by less than 120 metres between centrelines. In this event the normal take-off and landing separation minima specified in AIP OPS will apply as if all operations were being conducted from the same runway, but an aircraft stationary or taxiing on one runway does not affect operations on the other.

If a glider runway is established on only one side of the main runway, consideration should be given to promulgating circuit directions such that the glider runway is always on the inside of the circuit. This will avoid traffic for the glider runway crossing the main runway centreline on final.



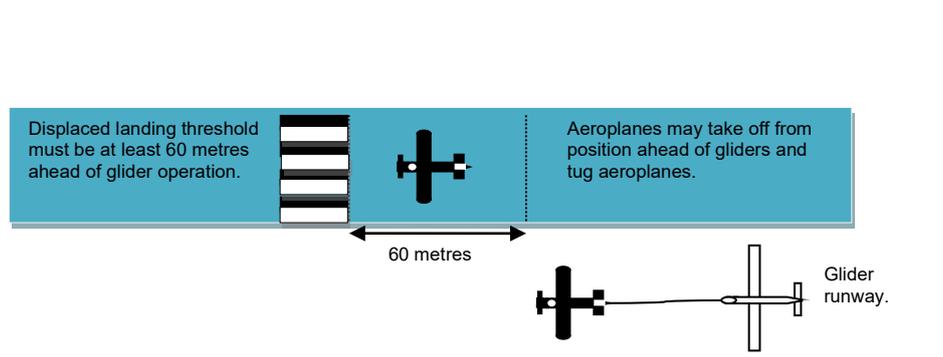
8.2 Single Strip Operations

This arrangement may be permitted where space does not permit dual runway operations and peak powered traffic movements are light enough that conflicts can be avoided by only brief delays. Where the glider runway lies within a single runway, both runways will be deemed to be occupied when an aircraft is taxiing or stationary within the runway or is on final approach to either runway. Aircraft shall have priority to use the runway in the following order:

- a) gliders landing;
- b) powered aircraft landing;
- c) powered aircraft taking-off;
- d) gliders taking-off or being launched; and
- e) any aircraft taxiing.

Tug aeroplanes taking off and landing within the glider runway shall remain at least 10 metres from the edge of the glider runway.

Notwithstanding the above, where a displaced threshold has been established on the runway for powered aircraft operations and gliders and tugs are stationary behind and not closer than 60 metres to the displaced threshold, a powered aircraft may land on the runway provided no glider has commenced a take-off run or is on final approach or landing roll. Similarly, a powered aircraft may commence a take-off run on the runway from a position ahead of a stationary tug aircraft or glider on the glider runway.



8.3 Parallel Runway (Contra Circuit) Operations

Where the volume and timing of aerodrome traffic is such that conflicts in use of the runway(s) cause frequent or prolonged delays, the use of parallel runways separated by at least 120 metres, and promulgation of contra-circuit procedures, will alleviate this. However, it should not be implemented at aerodromes with only a light traffic density, because of:

- a) the complexity of this arrangement, particularly where intersecting runways exist;
- b) its constraints on use of airspace; and

- c) its propensity for being misunderstood by pilots who are unfamiliar with this style of operation.

Where contra-circuits are employed from runways spaced at least 120 metres apart, simultaneous day VFR operations on both runways are permitted.

Where contra-circuits are in use, gliders shall make every effort to avoid flying in the powered aircraft circuit, and vice-versa, below 2000' AGL.

9. WINCH AND VEHICLE TOW LAUNCHING

The requirements for Wire/Rope launching by winch or car-tow at Certified aerodromes, uncertified aerodromes and aeroplane landing areas are detailed at Chapter 5 of the GFA [Winch Launching Manual](#). Wire/Rope launching at certified aerodromes shall only be carried out at those aerodromes that also meet the requirements specified in section 4 of this document.

9.1 Parking of Equipment

Winches, tow-cars and associated vehicles shall be so positioned that whilst parked they do not occupy any portion of the runway or taxiways, nor infringe a 5% take-off gradient. Infringement of the 1:7 transitional surfaces may, however, be permitted. The launch cable shall not remain deployed across any crossing runway or taxiway for any longer than the minimum required for the actual launching of gliders.

9.2 Conspicuity Marking

Winches and tow-cars shall be conspicuously marked (preferably painted either orange-and-white chequers or bright yellow) and shall display one or more white strobe lights whenever the launch cable is moving. Associated vehicles shall display a yellow rotating beacon when being used.

9.3 Personnel Standards

The drivers of all winches and tow-cars shall be trained in accordance with a syllabus of training which covers normal and emergency procedures and the requirements of this document. Additionally, all winch or tow-car drivers operating at aerodromes shall be qualified to operate a VHF transceiver on the frequency promulgated for use in the circuit area.

9.4 Operational Requirements

At certified aerodromes launching operations shall cease and the cable shall be retracted or removed at least 21 metres from the runway edge whenever an aircraft not associated with the gliding operation joins circuit, taxis for take-off or is expected to arrive in the next five minutes.

For uncertified aerodromes and aeroplane landing areas, launching shall cease as above unless separation can be arranged by radio.

Launching may recommence when an aircraft not associated with the gliding operation has taxied clear of the runway or has departed.

Where wire/rope launching takes place from a glider runway within an expanded runway the wire shall not be deployed on, nor the tow-car or cable retrieve vehicle driven on, that portion within 21 metres of the runway edge. All such operations shall be confined to the outer portion.

Whenever a winch or tow-car is unattended, the launch cable shall be retracted or parked off the glider runway alongside the strip markers.

10. NOTIFICATION AND COMMUNICATIONS

The operator of the launch equipment (tug aeroplane, winch or tow-car) shall listen out on the aerodrome frequency (CTAF) for use in the circuit area during launching and shall broadcast

his/her intentions prior to commencing each launch. The launch shall not proceed if it appears likely to conflict with other traffic.

Details of the gliding operations at certified and uncertified aerodromes shall be advised in ERSA, specifying days of operation, situation of glider runways, whether wire/rope launching occurs and other significant information.

Gliders operating within the area promulgated at non-towered aerodromes for mandatory carriage of radio shall maintain communications watch on the CTAF published for that aerodrome and respond to relevant broadcasts made by other aircraft.

Gliders and tug aeroplanes operating at non-towered aerodromes where mandatory carriage of radio is not required shall comply with CTAF procedures in the area promulgated when they are equipped to do so.



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