



Royal Newcastle Aero Club

YMND – General Conditions of Use

Version 1.31 – 24th August 2017

1. Preamble

This document has been compiled for reasons of safety, compliance and standardisation across airside operations at Royal Newcastle Aero Club. The document contains operational and local requirements relevant to RNAC that may not be detailed in legislative requirements within the various sectors of the aviation industry.

All Airfield users are required to read and ensure your understanding of this YMND – General Conditions of Use.

Royal Newcastle Aero Club may amend the YMND – General Conditions of Use document from time to time. It will be your responsibility to regularly review this document and comply as stated. Your continued use of the RNAC grounds, both airside and public, facilities and the Airfield will constitute your agreement to the latest version of the YMND – General Conditions of Use.

2. Definitions

- a. **Aircraft:** Fixed / rotary wing, or any other machine capable of flight.
- b. **Aircraft Operators:** Any person that conducts airside activity at Royal Newcastle Aero Club.
- c. **Airfield:** Maitland aerodrome, YMND, its runways, taxiways and other areas.
- d. **Airmanship:** Basic recognised aviation attributes that promote safety in aviation.
 - i. Being situationally aware.
 - ii. Having a clear understanding of the impact of your actions on others.
 - iii. Complying with all aviation rules, regulations and standard practice as required by CASA.
 - iv. Complying with all special conditions described in the enroute supplement, ERSA.
 - v. Complying with any applicable NOTAM.
 - vi. Complying with any special instruction from the Chief Pilot or his designate.
- e. **Base:** Regarding a conventional circuit or approach with a recognised Base leg.
- f. **CASA:** Civil Aviation Safety Authority.
- g. **Chief Pilot:** An individual nominated by The Board. CASA approved and appointed.
- h. **COU:** Community Operational Undertaking, a separate document.
- i. **ERSA:** Enroute Supplement Australia.
- j. **Final:** Regarding a conventional circuit or approach with a recognised Final leg.
- k. **GCU:** YMND – General Conditions of Use, This document.
- l. **Itinerant Aircraft:** An Aircraft that does not have a RNAC Basing Licence and will utilise the Airfield from time to time. This may include overnight or longer stays at the Airfield.
- m. **NOTAM:** Notice to Airman.
- n. **RNAC:** ROYAL NEWCASTLE AERO CLUB (ACN 000 021 045).
- o. **SOF:** Schedule of Fees, a separate document.
- p. **The Board:** The elected management committee of the Royal Newcastle Aero Club.
- q. **The Club:** ROYAL NEWCASTLE AERO CLUB (ACN 000 021 045).
- r. **Visiting Aircraft:** An Aircraft that visits our field less than 4 times a year.
- s. **WH&S:** Work place Health and Safety.
- t. **YMND – General Conditions of Use:** This document.



3. Previous Verbal Agreements, Arrangements or Understandings

This document supersedes all previous verbal agreements, arrangements or understandings made by RNAC staff, management or The Board from the date stated in the GCU document header being the date of issue.

4. YMND – General Conditions of Use Document

Further to point 3 above, all Aircraft Operators will adopt, but not limited to, the understanding that the YMND – General Conditions of Use document, (this document) be the central, fluid statement regarding fundamental Aircraft Operators and airside operations at Royal Newcastle Aero Club.

5. Using the Airfield and Operations in General

People using the Airfield need to clearly understand that the Royal Newcastle Aero Club is a public company, a club, a public space, a training organisation and an aviation hub for a variety of commercial companies and private operators. That being said, a number of standard protocols need to be followed...

- b. All Aircraft Operators must exercise a high level of Airmanship at all times.
 - i. Being situationally aware.
 - ii. Having a clear understanding of the impact of your actions on others.
 - iii. Complying with all aviation rules, regulations and standard practice as required by CASA.
 - iv. Complying with all special conditions described in the enroute supplement, ERSA.
 - v. Complying with any applicable NOTAM.
 - vi. Complying with any special instruction from the Chief Pilot or his designate.

- c. All Aircraft Operators need to be “*Concessional*” and “*Mindful*” regarding trainee pilots.
 - i. Low hour, inexperienced pilots.
 - ii. First or second solo pilots.
 - iii. Trainee pilots under instruction or test.

- d. All Aircraft Operators will at all times use radio calls in the circuit at RNAC.
 - i. Regarding the aviation industry standard recognised circuit layout, all Aircraft, unless operationally unsafe, will declare their position on “*Base*”.
 - ii. If a “*Base*” call was not possible, than a “*Final*” call shall be made.
 - iii. If radio calls were not possible for any reason, declare your arrival at the RNAC office and organise applicable operational payments with RNAC staff.
 - iv. All Aircraft Operators using radio calls will use their legally assigned Aircraft registration as their call sign.
 - v. “*Bogus*” or “*illegitimate*” call signs are not permitted.

- e. All Aircraft Operators need to be aware of the Community Operational Undertaking, COU. This document sets out community and council understandings regarding the Airfield use and other specific agreements.



6. Visiting Aircraft

Visiting Aircraft are most welcome. It is a requirement that Visiting Aircraft Operators comply with the GCU document, (this document) and also the COU, a separate document. The following is a list, but not limited to, of basic requirements that need to be followed before your arrival...

- a. Visiting Aircraft are required to have third party personal injury and third party property damage insurance.
 - i. Refer to item 13 below, Insurance, of this document.
- b. Notify the RNAC office before arrival to gain initial approval for your visit and any special instruction that may apply to parking or other variables that may impact your stay.
- c. Charges will apply for your movements and a facilities charge for the duration of your stay.
 - ii. See "*Charges and Fees*" detailed below.
- d. Non VH registered Aircraft will need to provide billing details before arrival and obtain approval to stay.
- e. Applicable charges apply in accordance with the RNAC Schedule of Fees, SOF.
 - iii. This is a scaled fee structure based on MTOW, length of stay and parking area needed.
 - iv. Consult the RNAC office staff for further details.

Please Note: As stated above, Visiting Aircraft are most welcome, however your stay cannot be indefinite.

7. Visiting Aircraft here Specifically for Maintenance

Aircraft that use the Airfield, specifically for maintenance are again most welcome. As stated above, full compliance with this GCU, (this document) and the COU, a separate document, will apply. The following again is a list, but not limited to, of basic requirements that need to be followed before your arrival...

- a. All Visiting Aircraft are required to have third party personal injury and third party property damage insurance.
 - i. Refer to item 13 below, Insurance, of this document.
- b. Charges will apply for all movements, however a 14 day grace period for facilities charge will apply.
- c. Beyond 14 days, parking / facilities fees will apply.
 - i. See "*Charges and Fees*" detailed below.
- d. Applicable charges apply in accordance with the RNAC Schedule of Fees, SOF.
 - i. This is a scaled fee structure based on MTOW, length of stay and parking area needed.
 - ii. Consult the RNAC office for further details.

Please Note: Again as stated above, Visiting Aircraft are most welcome, however your stay cannot be indefinite.



8. Itinerant Aircraft at RNAC

Itinerant Aircraft are welcome, however your collective time at RNAC over a 12 month period is capped at 60 days. If you require more time than the capped period, you will need to obtain an Aircraft basing licence to use and operate from the Airfield.

Charges will apply for the duration of your stay. Again these charges will be based on the RNAC Schedule of Fees. It is also a requirement that all fees are payable in advance in good faith of your predicted stay period.

As stated above, full compliance with this GCU, (this document) and the COU, a separate document, will apply. The following again is a list, but not limited to, of basic requirements that need to be followed.

- a. Itinerant Aircraft are required to have third party personal injury and third party property damage insurance.
 - i. Refer to item 13 below, Insurance, of this document.
- b. Notify the RNAC office of your arrival and expected departure dates.
- c. Charges will apply, paid for in advance.
 - i. For all movements, paid via AvData.
 - ii. A facilities fees will apply.
 - iii. If applicable, external parking fee will apply.
- d. Applicable charges apply in accordance with the RNAC Schedule of Fees, SOF.
 - i. This is a scaled fee structure based on MTOW, length of stay and parking area needed.
 - ii. Consult the RNAC office for further details.
 - iii. See "Charges and Fees" detailed below.

9. Aircraft Based at RNAC

By application and approval via The Board, Aircraft Operators may be able to base their Aircraft at RNAC. If you feel you would like to base your Aircraft at RNAC, follow the steps detailed below...

- a. Obtain a copy of the RNAC Basing Licence from the office, email is available, office@rnac.com.au
 - i. All Aircraft that are permanently based at RNAC must have a signed Basing Licence.
 - ii. Amendments to the content of this licence are not possible.
 - iii. Payment in advance is required.
 - iv. Discounts on membership status, annual payment and movements may be available.
 - v. Compliance with insurance requirements is mandatory, refer item 13 below.
- b. Your completed basing licence will be put to The Board for formal consideration.
 - i. The Board's decision would be final.
- c. Parking allocation would be done via consultation.
 - i. Your preference would be considered but not guaranteed.
- d. Once the RNAC Basing Licence is signed, you have a based Aircraft at RNAC.

Please note: For Aircraft routinely kept at RNAC, a Basing Licence is mandatory.

If you have a current RNAC basing licence, understanding and compliance with this document is mandatory.

10. Local Authority

The Board of RNAC have a nominated Chief Pilot or his designate. On the basis of Airmanship, CASA regulations and WH&S...

- a. All airside users will comply with any instruction or direction from the RNAC Chief Pilot or his designate.



11. Commercial Use of the Airfield

If you would like to carry out commercial activities based at RNAC, please contact the office and put forward your proposal. You should clearly articulate what your activities would include with all stakeholders and variables being stated. The outcome of your approach is not guaranteed, however, The Board may enter discussions and a full appraisal would be considered.

12. Charges and Fees

All applicable charges and fees must be paid.

- a. Movements are paid for via AvData therefore full compliance with radio use is required.
 - i. Regarding the standard circuit layout, all Aircraft, unless operationally unsafe, will declare their position on "*Base*".
 - ii. If a "*Base*" call was not possible, then a "*Final*" call shall be made.
 - iii. If radio calls were not possible for any reason, declare your arrival at the RNAC office and organise payment with RNAC staff.
 - iv. All Aircraft Operators using radio calls will use their legally assigned Aircraft registration as their call sign.
 - v. "**Bogus**" or "**illegitimate**" call signs are not permitted.
- b. Visitors overnight or extended stay.
 - i. Please notify the office for all fees and charges applicable.
 - ii. Please see above (4) and comply as requested.
- c. RNAC members and others that have a signed basing licence.
 - i. Basing licenses are usually paid 12 months in advance.
 1. Discounts may be available for annual payment.

13. Insurance

You must have third party personal injury and third party property damage insurance. Specifically:

- a. As a minimum, your policy of insurance must be for an amount not less than \$5,000,000.00.
- b. Proof of insurance including a copy of the policy and/or the Certificate of Currency is to be provided to The Club upon request.
- c. Should you fail to comply with this obligation to insure, you may be denied the use of the Airfield at the sole discretion of The Club.