

MEMORANDUM OF UNDERSTANDING. (MOU)

MATAMATA AERODROME



Between

Matamata Piako District Council – (Aerodrome operator)

Matamata Aero Club

Matamata Soaring Centre

Piako Gliding Club

Piako Model Aircraft Club

NZ Aviation Flying School

Sky Venture Training

Eric Pemberton (Skydiving)

Tony Moore Blue Skies Skydiving

PREAMBLE

The Matamata Piako District Council as the operator of the Matamata Aerodrome recognises the significance of the facility for aviation and wishes to maximise the use of the aerodrome whilst giving all users fair and equitable use.

It is recognised that the aerodrome users have different characteristics to their operations. The MOU is intended to provide a procedure that will allow all users to co-exist and enjoy their aviation pursuits while operating safely and within the rules and guidelines set down by the Civil Aviation Authority of NZ.

1. Prior to the commencement of operations by any aerodrome user a designated representative shall check to see if other operations are being undertaken on the aerodrome.

Subsequent commencement by other users shall not begin until a representative has liaised with the operating users to determine their intentions, intensity of use and other factors that may affect operations.

2. The active runway shall be deemed to be in use when any aircraft is operating on the manoeuvring area, in the circuit or take off/approach area for that runway, or when an aircraft calls overhead, downwind or on 5 mile approach.
3. The Parachute Landing Area (PLA) is the intended Parachute landing area. The two main PLAs are as follows:
Kaimai PLA (Runway 04/22)
Clubroom PLA. (In front of the Skydiving Club and designated by marker cones).
4. During all operations at the aerodrome the following procedures shall be adopted.
 1. Prior to start up and taxi each pilot shall make a radio call to ascertain whether there are any parachutes in the air.
 2. The pilot in command of the jump aircraft shall broadcast the intended PLA and drop details prior to take off and shall maintain a continuous listening watch on the MBZ frequency unless in communication with ATC
 3. The pilot in command of the jump aircraft shall further broadcast his intentions 3 minutes prior to and 10 seconds prior to drop. The PDZ shall be deemed to be in progress from the 3 minute call prior to drop until parachutists have landed.
 4. Vehicles required to be on the active runway shall operate their flashing lights and only remain on the active runway for the minimum time required to complete the task.
 5. Only persons or vehicles authorised by the respective users may enter onto an active runway. All persons shall wear a reflective safety vest at all times while on the active runway.
 6. Gliders and vehicles retrieving gliders shall vacate the runway as soon as possible to ensure that the active runway is not obstructed for other aircraft.
 7. During special events airfield users will liaise their operations with the event director.



8. When the PLA is defined by marker cones and if the PLA is located on a movement area of the aerodrome it will not be available for aircraft during the period it is so defined.
9. If a user group requires to relocate runways it should be discussed with other users prior to the change and it should not happen until a significant change in conditions occurs.
5. The PLA and PDZ shall be activated when the pilot makes his radio calls prior to dropping. The intended PLA “Kamai” or “Clubroom” shall be clearly broadcast the drop pilot. This will signify to all users of the airfield and surrounding airspace that the PDZ may be active and that the parachute landings will be directed to the intended PLA. Aircraft will not loiter, thermal, fly into or release from the tow in the specified drop zone when it is active.
6. No aircraft shall operate in the specified drop sector after the 3 minute call. Gliders or other aircraft unable to comply with this shall communicate with the parachute jump plane to ensure there will not be a conflict between aircraft and parachutists.
7. Model aircraft operations shall operate from the inactive runway and shall maintain a visual watch at all times. Crosses are to be displayed at the threshold while model aircraft operations are in progress.



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