

Alpine Soaring Mount Beauty Inc.

OPERATIONS MANUAL
At Mount Beauty Aerodrome

Version 2.0
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REVISION HISTORY

Version	Date	Detail
1	September 2020	Initial Issue.
1.1	July 2021	Review by C Collings - Operations Manager
1.2	August 2021	More detail of Launch Operations added – C Collings
1.3	August 2021	Minor syntax changes – Phil O’Brien
1.4	September 2021	Removal of references to Auto Tow operations – C Collings
1.5	September 2021	Minor procedural change on VHF CTAF calls during winching – C Collings
1.6	October 2021	Minor corrections noted at 3 Oct Safety Committee Meeting
1.7	May 2023	Minor corrections to launch radio calls as approved in May SC meeting
1.8	June 2025	Procedural changes – sections 5, 6 & 7; minor edits elsewhere – G Levitt
2.0	December 2025	Training club amendments – G Levitt

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1 OPERATIONAL REGULATIONS

Gliding operations are subject to the following Acts, Regulations, Orders and Standard Procedures:

- Civil Aviation Act 1988
- Civil Aviation Regulations 1988
- Civil Aviation Safety Regulations 1998
- (Part 91 and Part 103 of CASR will apply to the operation of sport and recreation aircraft from 2021.)
- Civil Aviation Orders 95.4 (CAO 95.4) and 95.4.1 (CAO 95.4.1) as in force from time to time
- Gliding Federation of Australia, Manual of Standard Procedures Part 2, Operations.

The conduct of operations at Mount Beauty Aerodrome is subject to approval by the Aerodrome Operator, Alpine Shire Council through their designated representative.

Airfield users are obliged to be familiar with the above regulations as they apply to any operations they conduct.

Nothing in this document overrides the regulations above unless by explicitly granted exemption.

This document will not repeat operational requirements defined by the above regulations except where necessary for clarity or emphasis.

This document should be prescribed reading for glider pilots who are not currently familiar with operations at Mount Beauty Aerodrome.

2 DOCUMENTATION

2.1. Documents relevant to flying operations at the Mount Beauty Aerodrome include:

- Aeronautical Information Publication ([AIP](#)), including
- En Route Supplement Australia (ERSA) FAC entry for Mount Beauty Aerodrome (YMBT)
- Relevant Charts – Melbourne VNC, Deniliquin VNC and WAC 3470
- Civil Aviation Advisory Publications CAAP 166-1 and CAAP 166-2
- Visual Flight Rules Guide (VFRG)
- YMBT Airport Operations Manual

2.2. Where there is a difference or conflict in procedure between this document and the YMBT Airport Operations Manual, the YMBT Airport Operations Manual will prevail.

3 MOTOR VEHICLE USAGE

3.1. Motor vehicles of people engaged in gliding must be parked clear of all aircraft movement and overshoot areas.

3.2. Motor vehicles shall not exceed 40 km/h on the Aerodrome. Near to model aircraft activities, the Terminal building, trailer parks, hangar apron and parked aircraft the speed limit is 20 km/h.

3.3. Motor vehicles are not to be driven on the model aircraft runway.

- 3.4. Motor vehicles shall be driven under the effective control of a licensed driver. A motor vehicle may operate on aircraft movement areas, i.e. on the runway strip within the gable marker and in the vicinity of taxiways, whilst:
- engaged in retrieving winch wires or ropes;
 - towing a glider, glider control van, or winch;
 - vehicles operating within the movement areas must be equipped with an operating flashing beacon or operating hazard lights and drivers must monitor the CTAF.
- 3.5. Drivers must give way to all aircraft and vacate the movement area at the earliest opportunity.

4 CHIEF FLYING INSTRUCTOR (CFI)

Role of the CFI

The CFI has day-to-day responsibility for the conduct and oversight of gliding operations, including training operations. The role also includes liaising with the aerodrome operator and other aerodrome users to achieve a harmonious working relationship.

Responsibilities of the CFI

- 4.1. Monitor all aspects of club flying operations.
- 4.2. Authorise a Duty Instructor, for a day on which gliding operations take place that include flight instruction (including BFRs).
- 4.3. Ensure the safety integrity¹ of club operations in conjunction with the club Safety Officer and Club President (Accountable Manager).
- 4.4. Ensure standardisation of instruction (within the club and across instructors) such that the training provided complies with the requirements of the Gliding Australia Training Manual.
- 4.5. Ensure the integration of flight training in aircraft and ground instruction.
- 4.6. Supervise the progress of trainee pilots and maintain a record of pilot training and pilot competencies against the Gliding Australia Training Manual.
- 4.7. Supervise and provide guidance to Level 1 Instructors.
- 4.8. Ensure adequate preparation of candidates for instructor training.
- 4.9. Prepare and submit the annual Active Instructor Returns to the RTO/O.
- 4.10. Collate and report pilot privileges, ratings, endorsements, etc. to the GFA Office as required.
- 4.11. Be the Club's point of reference for all GFA Operational matters.
- 4.12. Represent the Club's Operational safety on the club Safety Committee.

¹ Safety integrity includes:

- (a) Representing the club's operational safety on the club Safety Committee.
- (b) Ensuring that no person, other than by a written decision of the club Safety Committee following a meeting of the Committee, overrides a safety-related decision of the CFI or club Safety Officer.
- (c) Actively promoting compliance with the club SMS and ERP.
- (d) Investigating and ensuring reporting of all accidents and incidents in conjunction with the club Safety Committee.

- 4.13. Inform the Club President and EMO Gliding Australia immediately they become aware that they are unable, as CFI, to carry out any one of the responsibilities mentioned in 5.4 to 5.6.

5 DUTY INSTRUCTOR

Role of the Duty Instructor

The Duty Instructor has responsibility, on a day, for the conduct and oversight of gliding operations, including training operations. The Duty Instructor is appointed by the CFI for the day and must hold a Level 2 instructor rating or higher.

Responsibilities of the Duty Instructor

- 5.1. Monitor all aspects of club flying operations.
- 5.2. Approve a Duty Pilot to administer ground operations for a day on which gliding operations take place other than a day where flight operations are conducted solely by independent operators. The duty instructor may assume the role of duty pilot on days where the number of active participants is minimal.
- 5.3. Ensure the safe conduct of all club flying operations.
- 5.4. Conduct a briefing of all pilots before the first flight of the day.
- 5.5. Oversight the activity of other instructors, including Air Experience Instructors.
- 5.6. Ensure instruction provided complies with the requirements of the Gliding Australia Training Manual.
- 5.7. Supervise and record the progress of trainee pilots such that the CFI can maintain a record of pilot training and pilot competencies against the Gliding Australia Training Manual.

6 DUTY PILOT

Role of the Duty Pilot

The Duty Pilot is responsible for the administration of ground operations on a day on which gliding operations take place other than a day where flight operations are conducted solely by independent operators. The Duty Pilot is appointed by the Duty Instructor for the day and must either hold, or have held, a GFA Pilot Certificate or be authorised in writing by the CFI to act as a Duty Pilot.

Responsibilities of the Duty Pilot

- 6.1. Marshall aircraft and persons on the ground to ensure the safe and efficient conduct of club flying operations.
- 6.2. Maintain a written record of launches – glider registration, PIC and other pilot/passenger names, take-off, landing and flight times, and the name of the person responsible for the cost of the flight.
- 6.3. Oversight and control of glider launch operations and ensure the safe conduct of such operations with respect to aerodrome and circuit traffic.
- 6.4. Administration of Air Experience Flights by qualified Instructors (AEI, L1 and L2).
- 6.5. As necessary, communicate with aircraft to ascertain the flight operational status or intentions of the aircraft.

- 6.6. Provide relevant aerodrome conditions or circuit information as may be requested by inbound traffic.
- 6.7. Respond to any accidents in accordance with the ERP.

7 GLIDING OPERATIONS – GENERAL

- 7.1. Independent operations: No Duty Pilot need be present for operations by Independent Operators (GFA MOSP2, Section 13 refers). On such occasions, a pilot who holds an AEI rating may carry out Air Experience Flights on behalf of ASMB only and are responsible for ensuring the AEF administrative requirements are completed for ASMB.
- 7.2. Duty runway. The duty runway for gliding take-off is usually runway 32; Glider landing is usually made on runway 14.
- 7.3. Launch Point. During any gliding operations there will be only one launch point for all. For operations on runway 32, the launch point is located at the southeast end of the aerodrome, adjacent to the Embankment Drive fence. In the unusual situation where it is necessary to use runway 14 for take-off, the launch point will be chosen by agreement between Duty Instructor/Pilots.
- 7.4. Partially Unserviceable Aerodrome. For practical reasons (e.g. due to rain affected ground) the Duty Pilot may introduce additional restrictions on use of vehicles, roads, parking places and runway strip.
- 7.5. If more than one winch is available there will be an agreement between the Duty Pilots about the winch launch and cable retrieval procedures to be used.
- 7.6. Parked gliders. Gliders not in immediate use shall be removed to a place off, or as far to the side of, the runway strip as is practicable and shall not be left unattended unless securely anchored appropriate to the prevailing or expected weather conditions.
- 7.7. Parked Tugs. Tug planes not in use shall be parked as far to the side of the runway strip as is practical
- 7.8. Visiting glider pilots and independent operators: Visiting glider pilots and independent operators shall operate in accordance with the applicable operations manual of the operating club on the day (ASMB or MBGC).
- 7.9. Visitors. There will be a common safe area for visitors at the launch point, appropriately delineated from operational areas for the safety of those visitors. Gliding club members shall give advice and direction to their visitors on safety requirements. Visitors on the airfield may only leave the safe area in the company and under the supervision of a qualified gliding club member.
- 7.10. Fire suppression equipment. It is recommended that each club provides a serviceable fire suppression extinguisher to be carried in the cable retrieve vehicle.

8 FLIGHT OPERATIONS

- 8.1. Glider operations can be conducted from the runway and adjacent grass areas. Gliders can be launched using a variety of methods including winch launch, aero tow, self-propulsion, vehicle tow. In all cases, vehicles and people may be operating on, or in the vicinity of, the runway in use.
- 8.2. When winching is conducted, aerotow and winch operations shall use the same launch point.
- 8.3. Glider Launching. Each Mount Beauty based club shall operate launches in compliance with its Operations Manual and shall be responsible for supervising the launching of its own gliders. Procedures

and signals will be selected from the methods in MOSP2 as agreed by the clubs and documented in their Operations Manuals.

- 8.4. Any person may give the signal to stop the launch, if proceeding could result in imminent danger.
- 8.5. Circuit Direction. In accordance with the ERSA, the normal circuit direction at YMBT is left hand for runway 14 and right hand for runway 32.
- 8.6. Landing (Gliders). Reciprocal circuits are normally flown with take-offs from runway 32 and landings on runway 14. If operational conditions are suitable landing on runway 32 is also permitted.
- 8.7. Pilots may land on any runway and fly any circuit direction, depending on operational circumstances and at the discretion of the pilot in command. Extreme care is required when landing on runway 32. Be alert to traffic landing on runway 14, and to the proximity of rising ground to the south of the airfield.
- 8.8. Gliders are 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 windshear 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 wire/rope release (or break) carried out intentionally for training or otherwise occurring.
- 8.9. Radio calls should be made at YMBT for aircraft fitted with a radio that are operating in the vicinity of the aerodrome. The YMBT CTAF is 126.0. Conventional radio procedures are used. If a glider radio is unserviceable, then radio failure procedures should be used to maintain the situational awareness of other airspace users (see ERSA EMERG).
- 8.10. Ground Roll. Gliders should make a conventional approach and landing run parallel to the runway and must not taxi clear of the runway unless operationally required and only if no other aircraft can land alongside in the taxi direction. The pilot in command must ensure that the glider does not cause a danger to other aircraft on the manoeuvring area, or in the vicinity of the aerodrome (see regulation 91.375 of CASR. Powered sailplanes may taxi under power providing it is safe to do so (GFA MOSP2, Section 8.1.6). Gliders landing on runway 14 shall aim to complete the ground roll at a safe distance from the launch point. Gliders shall be withdrawn from the runway area as quickly as possible after finishing the ground roll. Gliders shall not land directly behind other gliders.
- 8.11. A glider flying in the vicinity of the aerodrome must either join the circuit pattern or avoid the circuit pattern for the aerodrome (see regulation 91.375 of CASR).
- 8.12. Glider towing aircraft shall endeavour to avoid towing over houses in the surrounding area to minimise noise impacts.

9 LAUNCH OPERATIONS

- 9.1. Daily Inspection. Prior to the start of operations, the winch vehicle shall be inspected for serviceability in accordance with the *Mount Beauty Syndicate Winch Manual*.
- 9.2. Duplicate of 4.11 Fire suppression. Serviceable fire extinguishing equipment shall be carried in the winch vehicle and will also be stationed at the winch.
- 9.3. Radio Watch. The winch or launch vehicle driver, launch point controller and glider pilot will maintain a listening watch using VHF radio on the CTAF.
- 9.4. No launch (winch or aerotow) shall be commenced when an aircraft joins the circuit.

- 9.5. No winch launch shall be commenced when an aircraft taxis for take-off. Departing aircraft must be clear of the aerodrome (including the winch location) before a glider is launched (see regulation 91.370 of CASR).
- 9.6. No winch launch shall be commenced if an aircraft is overflying the aerodrome at an altitude of less than 4,000ft AMSL.
- 9.7. No launch (winch or aerotow) shall be commenced if an aircraft has made an inbound radio call, or a radio call advising the pilot's intention to overfly the aerodrome at an altitude of less than 4,000ft AMSL, with an ETA for YMBT of 5 minutes or less.
- 9.8. Launching shall cease if an aircraft has made an inbound, or overflying, radio call without broadcasting an intelligible ETA or altitude until such time as radiocommunications are established between the launch point controller and the aircraft and separation in circuit is arranged.
- 9.9. Launching shall cease if a hang glider or paraglider is within the bounds of the active circuit area.
- 9.10. Launching may recommence when an aircraft not associated with the gliding operation has taxied clear of the runway (and glider runway if applicable) or has departed and is clear of the aerodrome, including the winch area. An aircraft that is overhead the aerodrome is considered to be clear of the aerodrome if it is at a confirmed altitude of 4,000ft AMSL or greater and has not broadcast an intention to join the circuit.
- 9.11. Warning lights. The winch will display a rotating white beacon whilst launching.
- 9.12. Launch point controller. A suitably experienced person will be designated as launch point controller and will be in charge of winch operations at the launch point. Launching shall be controlled from outside the glider launch point to maintain a clear view of the circuit and runways. The launch point controller shall provide appropriate advice to incoming aircraft.
- 9.13. The launch wire or rope shall be located close to the Eastern side of the grass runway strip.
- 9.14. When retrieving the launch cable, the retrieve vehicle driver is to determine if there is any possible traffic conflict before proceeding.
- 9.15. Communications between the launch point controller and winch driver shall be made using UHF channel 14.
- 9.16. Prior to entering the cockpit the pilot will verify the correct weak link has been selected for the aircraft being launched.
- 9.17. Prior to launch the winch driver, and the launch point controller will look out and listen on CTAF 126.0MHz for approaching aircraft, bearing in mind the possible arrival of non-radio equipped aircraft.
- 9.18. The winch driver must remain outside the winch and maintain a look out for approaching aircraft until such time as the glider pilot CTAF take-off call is made. Sterile cockpit procedures apply at the winch once the glider pilot CTAF take-off call is made.
- 9.19. If a person other than the winch driver is at the winch, that person must not distract the winch driver from their duties. That person must be inside a closed vehicle for the entire duration of the launch.
- 9.20. Once the pilot has completed their pre-flight checks, they will signal the launch point controller to connect the cable. Prior to connecting the cable, the launch point controller must check:

- the canopy is closed and locked,
- the airbrakes are closed and locked,
- the launch area is free from obstructions (people or property),
- the surrounding airspace is clear (i.e. there is no circuit traffic, overflying aircraft or inbound aircraft expected within 5 minutes).

- 9.21. If the circuit area is clear the pilot will broadcast on the CTAF as follows: "**Mount Beauty traffic, glider (golf charlie november) commencing winch launch, runway 32. Caution – beware of cable to 3,000 feet, Mount Beauty**". The pilot may then signal to the launch point controller (usually a thumbs up) they are ready for launch.
- 9.22. The launch point controller communicates with the winch driver on UHF radio; "**Winch, this is Launch, IS28 on the wire, there is no circuit traffic. All out All out (or take up slack)**" as appropriate.
- 9.23. The Winch driver then confirms the communication from the launch controller on UHF radio; "**Launch this is winch, IS28 on the wire, no circuit traffic, all out all out**" (or "**taking up slack**", as appropriate).
- 9.24. The winch driver must make a final check, while standing outside the winch, for aircraft in circuit or landing straight in. If the area is clear the winch driver makes a final call on CTAF as follows: "**Mount Beauty Traffic. Glider winch is commencing launch from runway 32. Beware of cable to 3,000ft, Mount Beauty**".
- 9.25. The winch driver then commences the launch without delay.
- 9.26. If at any stage there is any hazard or abnormality detected, any ground crew can call out on a UHF or VHF radio "**Stop Stop Stop**". On hearing this call, the glider pilot will release the cable. The Winch Driver must abort the launch.
- 9.27. Aerotow CTAF broadcasts will be made by the tug pilot as appropriate.
- 9.28. Launch cables shall not remain deployed across any taxiway for any longer than the minimum required for the actual launching of a glider.
- 9.29. In the event of a broken wire or rope obstructing the active runway a broadcast on the CTAF shall be made advising of the situation, a listening watch maintained, and advice provided to traffic, and subsequently an "all clear call" shall be made when the runway is fully available. The obstruction shall be removed as quickly as is practicable.
- 9.30. Launching cables shall be retracted if launching will not be taking place for an extended period i.e. cables are not to be left lying on the runway strip or across Taxiways.
- 9.31. An aerotow launch is not to commence until the winch cable is clear of the runway and on the ground.
- 9.32. On days when winch operations are being conducted, whether launching is in progress or not, gliders, tugs must not overfly the operational runway, nor fly within a 500 metre radius of the winch except in the course of taking off.

10 COMMUNICATIONS – CTAF

- 10.1. The CTAF 126.0MHz is not exclusive to Mount Beauty Aerodrome but is also used at other aerodromes. Therefore, all radio calls shall be kept to recommended radio calls, calls for safety reasons and essential operational matters. The frequency is not to be used for personal chatter.
- 10.2. Gliders shall prefix their call signs with the word "glider".
- 10.3. Tugs shall prefix their call signs with the words "glider tug" and shall add at the end of the call "with glider in tow", when appropriate.
- 10.4. Approaching the CTAF Boundary Inbound. When approaching the aerodrome and at 10nm and 5nm inbound of the CTAF boundary, it is recommended that all radio-equipped aircraft including gliders and motor gliders broadcast on the CTAF:
- aircraft type and call sign;
 - position (reported as distance with either the radial, bearing, or quadrant from the aerodrome);
 - altitude;
 - intentions; and
 - ETA.
- 7.5 Joining the Circuit. It is recommended that all radio-equipped aircraft operating into an aerodrome within a CTAF area broadcast on the CTAF when joining the circuit.
- 7.6 Turning onto Base and Final. Turning Base and Final calls are at the discretion of the pilot for situational awareness.
- 7.7 If a radio is carried and operational circumstances affect other traffic or create a conflict, a broadcast must be made to avoid the risk of a collision with another aircraft.
- 7.8 Radio failure procedure. If a radio is not carried or is not operational the pilot is required to comply with the requirements to follow Radio Failure Procedures. The pilot should assume the aircraft cannot be seen from the ground.
- 7.9 Departing Motor gliders and Tugs. Pilots of powered sailplanes (motor gliders) are to broadcast on the CTAF a "taxying", "entering runway" and "take off" call, nominating the intended departure runway and intentions.

-- END OF OPERATIONS MANUAL --