

## Airport User's Group Meeting - Minutes of Meeting

<b>Meeting Minutes</b>	Title	<b>Airport User's Meeting</b>
	Date	<b>15/03/2024</b>
	Time	<b>17.00</b>
	Location	<b>Pilot Lounge</b>
	Minutes Taken By	<b>Harvey Sant</b>

Attendees	Name	Role/Team	Initials
<b>User Group Chairs</b>	<b>Antony Hall</b>	<b>Operations Manager</b>	<b>AH</b>
	<b>Jordan Timmins</b>	<b>Duty Manager</b>	<b>JT</b>
	<b>Harvey Sant</b>	<b>FISO Manager</b>	<b>HS</b>
<b>User Group Attendees</b>	<b>Steve Newton</b>	<b>Senior Airport Fire Officer</b>	<b>SN</b>
	<b>Tim Brannon</b>	<b>Airspace FTS</b>	<b>TB</b>
	<b>Alan Austin</b>	<b>AA Helicopters</b>	<b>AA</b>
	<b>Ryan Knowles</b>	<b>Aerohire</b>	<b>RK</b>
	<b>Steve Wilkes</b>	<b>HADAIR</b>	<b>SW</b>
	<b>Daniel Belfort</b>	<b>Airspace FTS</b>	<b>DB</b>
	<b>Stuart Rowlingson</b>	<b>AA Helicopters</b>	<b>SR</b>
	<b>Peter Wheelan</b>	<b>Private Owner Representative</b>	<b>PW</b>
	<b>Steve Silvester</b>	<b>Private Owner Representative</b>	<b>SS</b>
	<i>Private Member</i>	<b>Aerohire</b>	<b>N/A</b>
	<i>Private Member</i>	<b>AA Helicopters</b>	<b>N/A</b>
<b>Apologies / Unable to Attend</b>	<b>Mike Robins</b>	<b>The Flying School</b>	<b>MR</b>
	<b>Bob Kirk</b>	<b>Wolverhampton Flight Training</b>	<b>BK</b>
	<b>Dave English</b>	<b>PDG</b>	<b>DE</b>
	<b>Jeff Smith</b>	<b>Autogyro Representative</b>	<b>JS</b>

Item No	Minutes	Action
1	<p><b>Minutes of the Last Meeting</b></p> <p><u>Night Flying lights</u></p> <p>Concerns raised over difficulties of vacating at RWY 22, due to lack of lights. Risk of overshooting and having to turn around with limited lighting.</p> <p>JT mentioned management are looking into putting reflective lens to help pilots know where to vacate.</p> <p>Something management are looking to implement for next night flying season.</p> <p><u>Other Previous Agenda Items</u></p> <p>Accepted.</p>	JT
2	<p><b>Matters Arising</b></p> <p><u>Airfield security</u></p> <p>SS raised concerns over airfield security. Issues of random people walking around a live airport.</p> <p>Incidents of footballs being kicked at vehicles on the staff car park.</p> <p>Concerns were raised about the new café being busy and the risks of consuming alcohol.</p> <p>JT mentioned that management are looking into none airside fences, to prevent people walking around. Potentially add automatic gates, which may close when aircraft are taxiing through the café crossing.</p> <p>AH mentioned that the café will not be a place to become intoxicated and café workers will ensure workers do not have excess alcohol.</p> <p><u>Super Digital &amp; airport office</u></p> <p>JT confirmed that Super Digital will be moving into the airport office.</p> <p>AH discussed refurbishments that are taking place in the office at present.</p> <p>AH also discussed that the old Super Digital office could be used as a function room.</p>	<p>SS</p> <p>JT</p> <p>AH</p> <p>JT</p> <p>AH</p>

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	<p><u>Airfield lockdowns</u></p> <p>JT asked users for their viewpoint on incumbent airfield lockdown policy.</p> <p>HS mentioned that incumbent airfield lockdown policy sees the entire airfield be closed during an emergency classified by ATSU at 'full emergency' or above.</p> <p>HS mentioned that airfield lockdowns prevent traffic in air from landing and all movements on the ground must stop.</p> <p>HS mentioned that when an airfield lockdown was enforced during an incident, there was confusion, and an inbound aircraft was turned away – who later declared a fuel emergency.</p> <p>HS mentioned that regulatory approval was never given for airfield lockdowns, that the policy goes beyond the powers of a AFIS Unit and does not comply with CAP413 phraseology.</p>	<p><b>JT</b></p> <p><b>HS</b></p>
	<p>TB mentioned that the policy was introduced following a G115 accident in December 2023.</p>	<p><b>TB</b></p>
	<p>JT stated that the airfield goes unlicensed during an emergency and believes it should be the pilot's discretion on what to do.</p>	<p><b>JT</b></p>
	<p>HS mentioned that the ATSU could alert pilots that the airfield is unlicensed due to an incident and request for their intentions, rather than closing the airport, and allowing for pilots to decide themselves.</p>	<p><b>HS</b></p>
	<p>Consensus in the room that the airfield lockdown policy is flawed.</p>	
	<p>AH mentioned that the policy is currently being reviewed and will likely be abolished.</p>	<p><b>AH</b></p>
	<p><u>Tower response during incidents</u></p> <p>TB expressed concerns of the tower sometimes not answering the phones during an incident. TB mentioned there was an incident and the police were confused about where to go and could not get hold of the tower.</p> <p>TB recommended we share details of any emergency phone.</p> <p>JT confirmed that the police had recently visited, and key contact information (including emergency contact details and procedures) were revised and reshared to the emergency services.</p> <p>HS mentioned going forward the tower will try and answer the phone, however, workloads can be high and other tasks may need prioritising.</p> <p>HS confirmed there is an emergency phone, which emergency services will ring directly, and that phone will always be answered immediately.</p>	<p><b>TB</b></p> <p><b>JT</b></p> <p><b>HS</b></p>

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	<p><u>Café Update</u></p> <p>AH mentioned that the top floor will be more of a bar and the bottom floor will be more of a restaurant.</p> <p>AH confirmed we have a restaurant manager on site who is developing a menu and recruiting staff, ready for opening.</p> <p>AH discussed that there is a new staircase being installed with a new balcony.</p> <p>AH discussed the possibility of having an Uber Eats delivery style for the airport. There may be QR codes which you could scan and get food delivered to certain areas on the airport (such as schools and the pilot lounge)</p> <p>SS asked if there be food testing?</p> <p>AH mentioned that once the menu is confirmed, we intend to do food testing before the café opens.</p> <p>AH stated that the target date for the café to opening is May.</p> <p>AH mentioned they plan to use the café for evening events, allow guest speakers to use and have pilot related nights (e.g. a Sky Demon night).</p> <p><u>Pilot Lounge</u></p> <p>JT mentioned that the pilot lounge originally was temporary, to allow pilots to go somewhere whilst the café is closed.</p> <p>JT confirmed we intend on keeping the pilot lounge open on a more permanent basis.</p> <p>JT mentioned the importance of getting the airport back into a community vibe again.</p> <p><u>Night Flying</u></p> <p>JT stated this year's night flying system (opening until 1800 hours 5 days a week rather than closing at 9 on Thursday) was done as a trial.</p> <p>PW mentioned it is no longer night after 6pm past February. PW requested if we could revert to the old system halfway through the year.</p> <p>JT confirmed it was a trial and a review will be taken in the summer on how night flying will take place during the 2024/25 season.</p> <p>PW asked If there an arrangement in place so you can come back later if you wanted to</p> <p>AH said speak to management if you needed lights for a late arrival.</p>	<p><b>AH</b></p> <p><b>SS</b></p> <p><b>AH</b></p> <p><b>JT</b></p> <p><b>JT</b></p> <p><b>PW</b></p> <p><b>JT</b></p> <p><b>PW</b></p> <p><b>AH</b></p>

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	RK mentioned that opening until 6pm is only good for students who live nearby. Students who live far away and work miss out on doing their night rating.	<b>RK</b>
	RK asked when there is a watch extension, can we notify schools to let them know.	
	JT mentioned concerns over payments, as watch extensions are expensive. JT said it would be unfair to allow a pilot to pay hundreds of pounds for a watch extension and the schools don't pay anything.	<b>JT</b>
	RK mentioned he is happy to contribute towards a watch extension.	<b>RK</b>
	JT mentioned management could explore options further.	<b>JT</b>
	<u>Pilot Controlled lighting</u>	
	AH confirmed that the airport has the code, but currently unsure how to use it.	<b>AH</b>
	AH confirmed the current lighting system is a police manufactured system.	
	AH mentioned the airport is keen to introduce some kind of pilot-controlled lighting system. Some airports use a text messaging system.	
	AH confirmed any pilot-controlled lighting must comply with legislation.	
	<u>Barrier</u>	
	JT confirmed the barrier will be reintroduced.	<b>JT</b>
	JT confirmed management are aware of parking issues, due to the barrier being left open.	
	AH confirmed parking passes will be given to tenants and airport staff only.	<b>AH</b>
	<u>Front Gates</u>	
	JT Looking to improve the front gates. Either will replace the front gates or get the front gates repaired.	<b>JT</b>
	JT mentioned pulling the gates open has caused them to break.	
	<u>Getting Aircraft Out of Hangars</u>	
	JT RFFS are becoming a lot busier, especially due to rotors running.	<b>JT</b>
	JT requested that as much notice as possible (at least an hour) needs to be given to get aircraft out of hangars.	
	SS Mentioned issues of not answering the phone (bloke)	<b>SS</b>

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	AH stated we are looking into an automatic system.	AH
	HS mentioned we could add a form onto the website, which will immediately notify the tower who could radio the fire crew.	HS
	JT confirmed that the Pilot lounge will be manned permanently soon, meaning the phones will constantly be manned.	JT
	JT mentioned that we are looking to have a 3 <sup>rd</sup> member on the RFFS some days a week.	
	<u>Out of Hours Movements</u>	HS
	HS reminded everyone that they must ensure they fill out of hours movement forms. This is required to ensure pilots agree to comply with out of hours terms and conditions and agree to accept there is no RFFS or ATSU available.	
	HS stated ATSU will begin chasing if forms are not submitted.	
	HS reminded everyone they need to ensure that they submit movement data after landing; the link to do this is on the website.	
	HS stated it is a legal requirement for ATSU to store movement data.	
	HS also stated, due to the airport management system we have, we cannot book aircraft out until we receive movement data. This is due to the system still seeing the aircraft as flying.	
	<u>16/34 Dip</u>	AH
	AH confirmed there are plans for the 16/34 dip to be removed in the foreseeable future.	
	<u>New Helipads</u>	AH
	AH mentioned that the new helipads have been a great success.	
	AH mentioned 10,000L of JETA1 sold this month, which is the highest it has ever been.	
	<u>Concept of Permanently Operating Air Ground</u>	HS
	HS mentioned that FISOs are difficult to recruit and can take a long time to train.	
	HS confirmed that the airport has a FISO shortage, which at times can make it difficult to operate FISO 7 days a week.	
	HS stated that AFIS is heavily regulated and questioned if there is an advantage of operating AFIS over AGCS.	

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	<p>HS stated that the airport management team are reviewing the provision of service being provided at EGBO and stated management are exploring the concept of potentially moving to a full time AGCS unit.</p> <p>HS confirmed no decision has been made.</p> <p>HS confirmed that moving to AGCS would not be rushed, it would take time and airport users would be consulted during the entire process.</p> <p>HS asked if any airport users had any safety, operational or financial concerns of operating AGCS.</p>	
	<p>TB stated AGCS would be a good move for the airport but mentioned it could have restrictions for certain military traffic, as some military require AFIS or ATC.</p>	<b>TB</b>
	<p>RK mentioned that operating AGCS is better for students, as the R/T is simpler. As EGBO is a training airport, it will be better for students.</p>	<b>RK</b>
	<p>AA mentioned standard of R/T comes down to the instructor and students should refer to CAP413.</p>	<b>AA</b>
	<p>AA stated the provision of service operated does not impact AA helicopters' operations.</p>	
	<p>TB mentioned that the quality of AGCS at EGBO is at a high standard, especially in comparison to other AGCS airports.</p>	<b>TB</b>
	<p>SW mentioned that it will increase airmanship and FISOs are unable to control what is happening in the air anyways, so has little impact on HADAIR.</p>	<b>SW</b>
	<p>HS thanked everyone for their feedback and confirmed that all airport users will be kept up to date on any decisions made.</p>	<b>HS</b>
	<p><u>Pilot Aware</u></p>	
	<p>AH stated we are looking into adding better ADS-B technology in the tower.</p>	<b>AH</b>
	<p>HS confirmed there are ongoing discussions with a couple of suppliers.</p>	<b>HS</b>
	<p><u>GAR Forms</u></p>	
	<p>AH confirmed there are changes to GAR forms and the paper forms will no longer be accepted.</p>	<b>AH</b>
	<p><u>Movement Statistics</u></p>	
	<p>HS confirmed movements in January 2024 were up 15% compared to January 2023.</p>	<b>HS</b>
	<p>HS stated this was positive considering the café was closed.</p>	

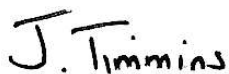
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	<p><u>Fuel</u></p> <p>AH explained how fuel is bought on the airport; done weeks at a time, losing money.</p> <p>AH mentioned other airports buy fuel cheap. Trying to get EGBO to move towards this model in the future but not currently possible, due to current agreement with fuel company.</p> <p>AH mentioned we hope to rival with the cheapest airfields for fuel in 6 months.</p> <p><u>Moving Forward</u></p> <p>JT stated management are working with a consultant, to help drive the airport forward.</p> <p>AH mentioned an airfield plan will be released to outline what the airport look like in 5 years, which will include sharing long term goals.</p>	<p>AH</p> <p>JT</p> <p>AH</p>
<p>3</p>	<p><b>Airprox</b></p> <p>No AIRPROXs since last meeting.</p>	<p>JT</p>
<p>4</p>	<p><b>WASIR</b></p> <p><u>Walking up and down taxiways</u></p> <p>Issues of none pilots walking across the taxiway, to reach the AAA building. AAA are no longer a business, and the building is now a pilot lounge. Only pilots should be walking across the taxiway to reach the building.</p> <p>Management is looking to add a keypad onto the gate next to hangar 3E, to prevent the public from walking on the taxiway.</p> <p><u>Smoking on taxiways</u></p> <p>Have received WASIRs for individuals smoking on the taxiway.</p> <p>If you see individuals smoking on taxiways, contact RFFS immediately.</p> <p><u>Runway 34 Trees</u></p> <p>WASIR received for the size of the trees at the end of runway 34.</p> <p>Management is currently negotiating with the farmer to get these trees cut.</p> <p>AH provided context on why the trees are currently difficult to cut down.</p> <p><u>Other WASIRs</u></p> <p>Other WASIRs are in relation to aircraft incidents.</p>	<p>JT</p>



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5	<p><b>Complaints</b></p> <p>4 complaints since last meeting.</p> <p>Less complaints coming from Claverley.</p> <p>One was near Bridgnorth.</p> <p>1 was near a farm in Swindon.</p>	JT
6	<p><b>Any Other Business</b></p> <p>Working on moving the yellow C from the VCR to the Pilot Lounge.</p> <p>Go Arounds – Rotary vs Fixed Wing</p> <p>Flight schools to speak to ensure they do consistent and standardised go arounds and let FISO Manager Harvey Sant know.</p>	All
7	<p><b>Date of Next Meeting</b></p> <p>To be confirmed – all future meetings are planned to be in person for the foreseeable future.</p>	JT



**Tony Hall**  
Operations Manager

**Jordan Timmins**  
Duty Manager




**Harvey Sant**  
FISO Manager

