

Airport Users Meeting - Minutes of Meeting 20/11/18

Meeting Minutes	Title	Airport Users Meeting
	Date	20/11/18
	Time	16.30
	Location	Boardroom
	Minutes Taken By	B Rawlings

Attendees	Name	Role/Team	Initials
Chairman / Secretary	Brian Rawlings	Operations Manager	BR
	Alan Austin	Austin Aviation	AA
	Chris Caine	Air Midwest	CC
	Darren Harrison	SAFO	DH
	Bob Kirk	WFT	BK
	Gerry Speich	Rotorsport	GS
Apologies	Dave English	PDG	DE
	Dave Howell	Private Owner Rep	DH
	David Morgan	Private Owner Rep	DM
	John Royce	Flightpath	JR
	Steve Wilkes	Hadair	SW

Item No	Minutes	Action
1	<p>Minutes of the Last Meeting</p> <p>Accepted as an accurate and true record.</p>	All
2	<p>Matters Arising</p> <p>Web cameras and website were still being worked upon and it is hoped to have a new website up and running with the webcams during September 2018. BR advised website is now up and running but will continue to be developed. BR advised that a weather feed and webcam had been incorporated. Some tweaks were still required and these would be</p>	Closed

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	<p>reported moving forward.</p> <p>Birmingham Local Airspace Infringement Team. BR advised he had attempted to attend 2 x meetings at Birmingham Airport but both had been cancelled by Birmingham Airport. BR advised he had now got the programme of meetings moving forward for 2019 and would be attending.</p> <p>BL had requested that the location of the fuel bowser near to the Helipads be looked upon. BR agreed to review and report back. BR advised a decision had been made to move the position of the fuel bowser away from helipads during normal operating hours with it being brought to aircraft / helicopters as required.</p> <p>TB stated he was concerned in regard the location of helicopter GCHAP close to the Picnic Area. BR advised that this remained ongoing.</p> <p>BR raised concerns in regard Night Flying and ensuring this facility was utilised. The issue of utilisation was discussed at length as the uptake for Night Flying had been minimal during the first few weeks and that present operators did not have substantial plans to do night flying. BR advised that he would monitor usage over the next few weeks and if necessary might look to reduce available nights as it is presently not covering costs.</p> <p>BR reported that he had been made aware that an airport resident had been found refuelling an aircraft in a hangar and another had overfilled an aircraft allowing waste fuel to spill on the floor. In addition, he also stated that he had noted that some doing standard fuel checks on fixed wing aircraft were depositing this on the tarmac areas causing significant damage to the ground. BR was going to write to all users confirming that these were not acceptable practices and that with immediate effect drip trays were to be used by those refuelling from other sources than the fuel bay. BR advised that signs had been placed on all hangars and that he had noted that new requirements for drip trays and spill kits etc. appeared to being followed.</p> <p>BR reported that he had cause to pull up personnel on the airfield smoking. He asked that all users should abide by the rules clearly stated in the Aerodrome Manual and on signage around the airfield. The only approved place for smoking is the designated smoking area by the CAFÉ. BR agreed to write to all users reminding them of the rules and responsibilities. BR advised that he had written to all users but was again having to action reports of smoking from one facility. He emphasised that breaking this rule can invalidate the airfield insurance and will break the terms of any lease. He advised that moving forward this rule will be enforced.</p> <p>BR raised a concern of the complex nature of the circuits at WHGA when multi runways are in use and that he had concerns that this was becoming too difficult especially if inexperienced or student pilots were flying. He proposed to look at restricting numbers involved moving forward. This was discussed at length and a broad agreement to something being required was agreed. BR advised that he would work at putting some wording together (for all publications) that would be issued for consultation and agreement.</p>	<p>BR</p> <p>Closed</p> <p>BR</p> <p>All</p> <p>Closed</p> <p>All</p> <p>All</p>
<p>3</p>	<p>ATC</p> <p>It was advised to all users that ATS were receiving some static feedback on the radios within the Tower. This was intermittent and only heard internally and not by aircraft. BR advised this was being investigated by engineers.</p>	<p>All</p>

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4	<p>Airprox</p> <p>None had been reported during this period.</p>	
5	<p>Complaints</p> <p>BR advised that two noise complaints had been received by the airport since the last meeting. One being from Beobridge and the other following the departure of the Jet Provost on Rwy 34. BR advised that both had been investigated and that he was happy that both had involved standard flight characteristics. He reported that he had spoken directly to both complainants.</p>	All
6	<p>Wasir</p> <p>BR summarised WASIR's that had been received and actioned.</p>	
7	<p>Instrument Approach</p> <p>BR advised that this remained ongoing. He noted that the CAA CAP1122 had been found to be not fit for purpose and was monitoring progress with other airfields. No airfields to date have been granted approval for an approach.</p>	BR
8	<p>Runway 28/10</p> <p>BR advised that the decision as to whether to proceed with Rwy repairs had been delayed until confirmation in and around Planning Permission for future development had been decided. BR agreed to keep all informed</p>	BR
9	<p>Security</p> <p>BR advised that additional CCTV had been installed on the airfield and was looking to increase the amount of signage and possibly use of dummy cameras in places.</p> <p>BR reported that he had received a telephone call from the police in regard the break-in at the airport in March 2018. They had advised that the person responsible had been identified but that the crown prosecution service had been unable charge him due to insufficient evidence.</p>	BR All
10	<p>Any Other Business</p> <p>AA asked if it would be possible to change the lock on the picnic area gate to a combination lock for ease of access. BR agreed to action</p> <p>CC highlighted to all schools that the rules in regard Designated Training Organisations (DTO) were due to change from the 9th April 2019. He urged all flight schools to make themselves aware of the requirements and action accordingly or risk potential closure.</p>	BR All

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	<p>BR reported that the new Fire vehicle was in place at the airfield along with some updated maintenance vehicles.</p> <p>BR advised that the airfield would be introducing a formal Drone Policy in line with the latest rules and requirements. These would be published within updates to the Aerodrome Manual and SMS documentation due for issue within the next month.</p>	<p>All</p> <p>All</p>
11	<p>Date of Next Meeting</p> <p>Tuesday 9th May 2019 at 16.30hrs</p>	

B. H. Rawlings

Brian Rawlings
Operations Manager

