

Airport User's Group Meeting - Minutes of Meeting 28/09/22

Meeting Minutes	Title	Airport User's Meeting
	Date	28/09/22
	Time	16.30
	Location	Zoom (Virtual)
	Minutes Taken By	B Rawlings

Attendees	Name	Role/Team	Initials
Chairman / Secretary	Brian Rawlings	Operations Manager	BR
	Mike Robins	The Flying School	MR
	Dave Howell	Private Owner Rep	DH
Apologies	Dave English	PDG	DE
	Tim Brannon	Air Midwest	TB
	Mark Wallington	FISO Manager	MW
	Jeff Smith	Autogyro Representative	JS
	David Morgan	Private Owner Rep	DM

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>BR advised the meeting that the planning application had now been submitted by MCR and is live on the Planning Portal. BR updated the meeting that the Planning application remained with the council. He advised that he had been notified that a review of the business case remained to be completed with a target date of the 25th of March 2022. BR updated the meeting that a review of the business case had been completed by an independent company employed by South Staffs Council. However, he had noted several factual errors in the report and that it had showed a complete lack of understanding in regards the operations and potential of the airfield. Whilst these had been highlighted in return MCR remained in conversation with South Staffs in regards the application. Still no date for a formal response could be provided. Ongoing</p> <p>JS asked if the airfield was any further forward with the repairs on runway 28/10. BR confirmed that this is still aligned with the planning application. BR confirmed that works on the self-help basis to bring Rwy 28/10 back into service had started. Whilst repairs were being completed, he had also obtained the first level of approvals from the CAA. In addition, the survey of the airfield /</p>	<p>BR</p> <p>All</p>

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	<p>approaches had been completed. As part of this he would also need to produce a Return to Service programme capturing not just the works but training of staff and personnel who will have not been familiar / used those runways. His plan was to produce a Powerpoint Brief that would be issued to all concerned with confirmation in writing being required that it had been disseminated accordingly within organisations and groups. BR Updated the meeting advising that most of the repairs to the runway were complete and the runway had been remarked. Work continued the taxiways but that the repairs on Taxiway F were more substantial than expected and causing a significant delay. He advised that options were being considered and an update would be provided asap.</p> <p>BR asked all operators to ensure visual circuits to Rwy 16 and Rwy 22 remained within the ATZ. He highlighted he had received complaints from the Seisdon and Trysull areas which if correct suggested that some visual circuits may being extended by pilots. He advised that he would be travelling to the area on a busy day when these runways are in use to monitor flights and aircraft positions in the circuit. He requested that direct flights of both areas be avoided. BR confirmed that this much improved and no further complaints had been received from that area. Closed</p> <p>MR raised a concern in regards a helicopter positioning directly towards the entrance to Hangar 3E and not by landing on the helipads initially. BR agreed to look at this procedure and that it would seek comments from helicopter operators and take it to the Safety Committee for actioning. BR updated the meeting that the helicopters had purchased an electric tug and were now moving helicopters from the helipads in and out of the hangar. He also advised that a change to the wording in the Aerodrome Manual would be made restricting the movement of helicopters close to the hangar entrance. MR confirmed he had not seen any further issues since raising his original concern. BR advised that wording to the aerodrome manual had been completed and the next version was due for formal issue by the end of October 2022.</p> <p>BR advised everyone that the airport was looking to start introducing a Management Software to improve procedures for PPR of flights, operations within ATS and eventually management of the hangars fuel and a portal for users to view their accounts and pay bills. The introduction of this would be gradual and notified accordingly as it progressed. BR advised that this remained ongoing.</p> <p>BR advised that he had spoken at length with the aviation fuel supplier (TOTAL) in regards the trends for prices. They advised that the trend was still very much on the up. At the time of the conversation, they were suggesting a further significant increase would occur at the end of June for the July prices. Currently the trend being at least 25p to 30p per litre for Avgas. Jet A1 not being so badly hit but still trending upwards. BR asked everyone to be aware and plan accordingly. He noted that some airfields receiving new deliveries now where already seeing these increases. BR advised that the situation remained potentially volatile although the last few months had seen some significant drops in prices. However, it was impossible to publish any forecast in regards trends currently. Ongoing</p>	<p>All</p> <p>All</p> <p>All</p> <p>All</p> <p>All</p>
3	<p>Security</p> <p>BR advised the meeting that security around the non-airside side of the airfield remained a concern. He confirmed the Antique centre had been broken into 3 x times and two trailers had been stolen over the weekend 24/25th September 2022 during the day.</p> <p>BR confirmed he written to all tenants to ensure they check their areas secure property and remove any equipment not in use that could be a potential target. He further confirmed that from the 1st November a charge of £30.00 + Vat would be levied to the owners of vehicles (including caravans and trailers) being parked permanently on site and/or not having valid MOT and insurance.</p> <p>John Payne (tenant) had forwarded a comment in regard some visitors (despite being legitimate) walking around by hangar entrances taking photographs. It not being possible to determine if they</p>	<p>All</p> <p>All</p> <p>BR</p>

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	are approved or not. This was discussed at the meeting and BR proposed that specific-coloured bibs would be introduced and issued to approved visitors moving around. This was agreed. BR to action.	
4	<p>Airprox</p> <p>BR advised that an Airprox had been raised by a resident operator on the 25/09/22. BR confirmed that a WASIR was also raised and would be investigated following airport procedures. Details would be published at the next meeting or following any actions deemed as being required. BR actioning</p>	BR
5	<p>WASIR</p> <p>BR briefed the committee on 5 x WASIR's during this last period. There were no further actions required.</p>	All
6	<p>Complaints</p> <p>BR confirmed that only 4 formal complaints had been received since the next meeting which was well below average. He advised that the two areas where these were being received remained Claverley and the Rwy 16 Climbout and asked that this continue to be concentrated upon complying with existing Noise Abatement requests / procedures.</p>	All
7	<p>Any Other Business</p> <p>An email query had been received in regards the use of Slurry seal at a point near a hangar. In one particular during recent the extreme heat had caused some splashing onto the underside of an aircraft and tyre which had required significant cleaning. It was not possible to identify the area concerned. BR agreed to contact the tenant directly and investigate the issue and inspect the area concerned.</p> <p>MR highlighted that RT responses by some FISO's when 'RWY Occupied' were not always standard. He noted that additional wording such as 'Standby' being added at the end. He advised that whilst they were teaching their students to comeback with 'continuing' etc this was leading to confusion. BR agreed to review this with the FISO Manager to ensure all FISO's were aware.</p> <p>BR advised all operators that the Civil Aviation Authority (CAA) would be on site auditing the airfield on the 2nd & 3rd November 2022. It is also possible that they may be on site on the 1st of November 2022 undertaking a FISO validation in the tower.</p> <p>Airport Note: The level of attendance for this meeting was well below the normal. Can all operators please try and ensure representatives are present at the meeting. Many thanks. Brian Rawlings</p>	BR BR
8	<p>Date of Next Meeting</p> <p>To be confirmed - but that future meetings would continue to be undertaken interactively for the foreseeable future.</p>	All

B. H. Rawlings

Brian Rawlings
Operations Manager

