

Airport User's Group Meeting - Minutes of Meeting 30/11/21

Meeting Minutes	Title	Airport User's Meeting
	Date	30/11/21
	Time	17.00
	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
	Jeff Smith	Autogyro Representative	JS
	Dave English	PDG	DE
	David Morgan	Private Owner Rep	DM
	Anthony Rowlands	FISO Manager	AR

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 that the contract had been signed to replace the old steps on the outside of the tower building. The existing lower-level step would be replaced with new, whilst access to the tower would come via new steps installed to the front of the building. The upper set of steps would remain in situ but only be used as a secondary means of escape from the tower and no longer for everyday use. BR confirmed that the lower-level steps were to be replaced imminently. He is looking at an alternative design for the larger set. BR advised that he was waiting for a start date for fabrication with a small technical query outstanding with the fabricator. Ongoing</p> <p>BR advised that that he had concerns in regard the supply of UL91 in the short / medium term. Whilst the airport held sufficient stock now it only had a short shelf life (6 months). The concern in supply being that this was supplied into the UK directly from France and due to the COVID-19 situation could not confirm the next delivery date. He further highlighted that there was no issue with the supply of AVGAS or Jet-A1. BR confirmed that the supply issue remains ongoing. We have the stock, but no pump as parts from the UL91 pump had been used in the Avgas pump to fix issues. Three new pumps have been ordered to replace them, with a lead time of October</p>	<p>BR</p> <p>BR</p>

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	<p>2021. The issues with the Avgas supply had been with Reynolds Logistics lack of drivers and is affecting several airfields UK wide. BR is ordering stock more frequently to try to keep a supply on site. Ongoing. BR advised this was now rectified and supplies were back to normal. Closed</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 stated that he believed that there had been a meeting between the planners and MCR on 29th November 2021 but that he was not aware of the nature or any results from the meeting. Other than he would provide an update as soon as possible. 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. Ongoing</p> <p>MR asked if there had been any issues with other Schools / owners noticing Tarmac from the taxi and runways sticking to the underside of wings. TB mentioned that he had noticed what appeared to be black tar under his craft but hadn't thought anything of it. BR mentioned that the airfield has increased FOD bossing (moving debris from Tarmacked surfaces) and are just about to trial a new type of Tarmac which is harder wearing which should make a difference. MR will forward photos to BR, and BR will take this forward. BR asked if there had been any improvements in regards coverage on aircraft. MR advised that this had improved and that the likely initial issue may have been due to the high temperatures. It was agreed it would be monitored going forward but that the action would be closed. Closed.</p> <p>BR mentioned that he had emailed everyone regarding Motor Vehicle Insurance, as some insurance companies have changed the wording in their policies to exclude cars being insured on any Airfield. BR will write to tenants who park airside to make them aware that their cars may not be insured when on an airport or airside, and to check with their insurance companies. Statement. Closed</p> <p>BR mentioned that there had been over a thousand aircraft movements captured with the new Out of Hours online system, which the airfield didn't know about previously. BR reminded everyone that these forms needed to be completed 24 hours following the flight. Statement. Closed</p> <p>BR confirmed that there is a Health and Safety Airfield inspection taking place on 13th to 15th September, which may include visits to Schools. BR mentioned that all Risk Assessments should be in place. MCR are also taking the opportunity to update the Asbestos Register, and BR will inform tenants when further details are known and access to properties required. BR confirmed this had taken place. Closed</p> <p>BR confirmed that there will be another Barrier Card exercise as there appears to be a large volume of cards in circulation. TB asked BR for an update on both the caravan left on the car park and the unit on site with bollards outside. BR confirmed that the caravan will be going shortly, and the tenant has permission to have the bollards outside as he needs access to the unit to drop heavy items in. JS mentioned that there appears to be a silver vehicle abandoned by Hangar 6. BR will investigate this. BR has also written to some tenants to confirm that they need to clear the areas surrounding their units of vehicles, or they will start to get charged for the vehicle to be parked there. BR advised this was ongoing and it had been noted some cards were being 'passed on' by people to others. BR confirmed if that was found to be the case the card would be cancelled and not replaced. Ongoing</p> <p>BR confirmed that there is a new release of the Aerodrome Manual being released, dated August 2021, and there has been several changes, particularly in Section 4. Statement. Closed</p> <p>BR confirmed that he released an Opnot last week regarding the 19th of September Project Propeller event. He is currently working on times, but there is due to be up to 50 aircraft flying veterans in that day. BR has asked if Schools could ensure that there is no circuit work done that day and mentioned that there will be an ATZ restriction in place at 14.55 for the BBMF Lancaster fly past. The Spitfire will become airborne after this, followed by the Avro Anson. BR will finalise</p>	<p>All</p> <p>All</p> <p>All</p> <p>All</p> <p>All</p>

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	<p>times closer to the event. He mentioned that 3W will be converted as previously for the event and has asked if aircraft are required from 4E and 5E that the airfield is notified before the event, as there will be no access on the day. BR thanked everyone for their assistance in supporting the event that had been once again a very successful day. Closed.</p>	
3	<p>Security</p> <p>BR informed the committee that the authorities were now focusing on security of small airfields following several national issues that occurred within GA including people trafficking and possession of illegal drugs. In particular, the use of airfields outside of normal operating hours. BR asked everyone to follow the rules and the Out of Hours Procedure as published as failure to do so will likely lead to you being challenged.</p>	All
4	<p>Airprox</p> <p>There had been no Airprox during this reporting period</p>	All
5	<p>WASIR</p> <p>BR briefed the committee on 3 WASIR's during this last period. There were no further actions required.</p>	All
6	<p>Complaints</p> <p>BR advised that the number of complaints received had dropped but that some were now being received from surrounding areas slightly further away from the airfield than normal. He raised the question of the width of some visual circuits being flown – especially during busy periods. He requested that all operators consider this and keep circuits tighter to the airfield.</p>	All
7	<p>Any Other Business</p> <p>BR advised the meeting that the airfield had recently completed a CAA formal audit which had gone well and following many changes in regulations over the last 18 months showed we were in a good position overall.</p> <p>BR advised that he had raised concerns in regard some people mis-using the skips including hazardous waste leading to the airport receiving fines. This had also culminated in the keys managed at the fuelbay going missing / not being returned. Consequently, the skips are now covered by CCTV and will only be available during published operating hours / daylight periods. However, any misuse discovered would lead to the facility being removed from any individual or organisation.</p> <p>BR advised the committee that the new fuel pump installation had been delayed again by the</p>	All All

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	<p>contractor who was still waiting for parts to arrive. MR requested that consideration be given to the work being completed early in the week so to avoid any delays running into the weekend busy periods. BR agreed and confirmed that was what was being planned.</p> <p>Without going into detail BR highlighted that there had been a couple of situations of misuse of airfield property and a disregard to airfield procedures over the last few weeks. He highlighted as a licensed airfield these were not acceptable and that safety and security had to be assured as much as physically possible. He asked everyone to consider their actions and if wanting to do anything outside of the normal - please ask first.</p> <p>BR highlighted that the present Covid situation was being monitored and that additional restrictions would be brought back at the airfield but in line with government guidelines. However, he stated that airport staff were taking additional precautions for their individual safety and to try and maintain the airfields licensed status. He further requested that all organisations / businesses review their procedures and ensure they are doing everything to keep people safe.</p> <p>BR provided a couple dates for the diary in 2022:</p> <p>21st May 2022 – Jaguar owners event – linked with possible fly-in. 19th June 2022 – Final Project Propeller.</p>	<p>All</p> <p>All</p> <p>All</p> <p>All</p>
<p>8</p>	<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>	<p>All</p>



Brian Rawlings
Operations Manager

