

Airport User's Group Meeting - Minutes of Meeting 08/06/22

Meeting Minutes	Title	Airport User's Meeting
	Date	08/06/22
	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
	John Royce	Flightpath	JR
	Mark Wallington	FISO Manager	MW
Apologies	Dave English	PDG	DE
	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</p>	<p>BR</p> <p>All</p>

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	<p>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 / 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. More details would be provided shortly. Ongoing</p>	All
	<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>	All
	<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. BR advised that with the change in rules that he was leaving the flight schools / organisations and units to do their own risk assessments in regards Covid procedures. However, he highlighted that casual visitors would still not be allowed in the RFFS Crewroom, Fuelbay Hut or Tower. BR advised that whilst the COVID situation continued to be monitored by the airport it was felt this did no longer need to be part of this meeting at this time. Closed.</p>	All
	<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 be 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 advised that he had met with residents and whilst complaints had become less frequent, they were still being received. He advised that a noise abatement map would be produced for the whole of the ATZ taking into consideration runway use and complaint hot spots. Please also see notes in regard change to the RWY 16 departure profile in Section 6. Ongoing</p>	All
	<p>BR advised that the next CAA Audit would be on the 12th / 13th April 2022. He advised in preparation a programme of refreshing marking on site would be happening. Whilst notifications would be given, he asked all operators to be prepared for amended taxi patterns and some restrictions on runway use. BR advised that the audit had been completed with no findings. He thanked everyone that had been involved in the preparation and audit. Closed</p>	All
	<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. Ongoing</p>	All / BR
	<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</p>	BR

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	ongoing.	
3	<p>Security</p> <p>BR advised everyone that the airfield had been subject to a break-in overnight on the 5th of June 2022. The target had been the Antique Centre. Access had been gained by Crash Gate 1 and down by the gates leading to the overspill areas. In both locations locks / chains had been broken. Movement had been by car and the break-in itself had not lasted more than 3 minutes. Consequently, it was felt that this had been a targeted and planned event.</p> <p>BR asked everyone to be aware that the chain and lock was not being secured properly by personnel entering and leaving site overnight. This had resulted on occasion the gate being left un-secured for extended periods of times. He reminded everyone that the gate is covered by CCTV and that persons / organisations not securing the gate correctly would be stopped for accessing the site out of hours.</p> <p>BR also advised that loops had been welded to the main gates to aid in ensuring the gates were secured correctly.</p> <p>BR advised that the private security firm continued to patrol the site every night.</p>	<p>All</p> <p>All</p> <p>All</p> <p>All</p>
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 8 x WASIR's during this last period. There were no further actions required.</p>	All
6	<p>Complaints</p> <p>BR advised that over the weekend he had received representation from the Highgate Farm and nearby properties in regards direct overflights that had occurred over the Easter weekend. Indeed, the use of 'Flight Radar' showed some 300+ direct overflights over the weekend with one as low as 210ft. This was clearly not acceptable.</p> <p>Consequently, following consultation it has been decided to alter the Rwy 16 departure with a right turn of 10 degrees at the airfield boundary and no left turns below 600ft QFE and no direct overflights of the area. This change will be issued formerly within the next 14 days.</p>	<p>All</p> <p>BR</p>
7	Any Other Business	

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	<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. Ongoing.</p> <p>BR advised that the large-scale fuel increases were also causing an issue in regards fuel accounts. At present fuel invoices are based on 14 days terms but this was causing an issue with cashflow for the airport who still must pay for fuel as used. He advised that it may be required to reduce the terms on the account down to 5 days or in the worst case suspend fuel accounts and ask for fuel to be paid at time of purchase. He confirmed he would be liaising with flight organisations over the next couple of days to agree a way forward.</p> <p>BR reminded everyone that Project propeller would be happening on the 19th of June 2022 and that the OPNOT covering the requirements and restrictions had already been issued.</p>	<p>All</p> <p>All</p> <p>All</p>
8	<p>Date of Next Meeting To be confirmed - but that future meetings would continue to be undertaken interactively for the foreseeable future.</p>	<p>All</p>

B. H. Rawlings

Brian Rawlings
Operations Manager

