

## Airport Users Meeting - Minutes of Meeting 15/08/19

<b>Meeting Minutes</b>	Title	<b>Airport Users Meeting</b>
	Date	<b>15/08/19</b>
	Time	<b>16.00</b>
	Location	<b>Boardroom</b>
	Minutes Taken By	<b>B Rawlings</b>

<b>Attendees</b>	<b>Name</b>	<b>Role/Team</b>	<b>Initials</b>
<b>Chairman / Secretary</b>	<b>Brian Rawlings</b>	<b>Operations Manager</b>	<b>BR</b>
	<b>Anthony Rowlands</b>	<b>FISOM</b>	<b>AR</b>
	<b>David Morgan</b>	<b>Private Owner Rep</b>	<b>DM</b>
	<b>Dave Howell</b>	<b>Private Owner Rep</b>	<b>DH</b>
	<b>John Royce</b>	<b>Flightpath</b>	<b>JR</b>
<b>Apologies</b>	<b>Steve Wilkes</b>	<b>Hadair</b>	<b>SW</b>

<b>Item No</b>	<b>Minutes</b>	<b>Action</b>
<b>1</b>	<p><b>Minutes of the Last Meeting</b></p> <p>Accepted as an accurate and true record.</p>	<b>All</b>
<b>2</b>	<p><b>Matters Arising</b></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 produced the following text for discussion / comment.</p> <p><i>“Use of multiple runways is to cease when more than two aircraft are in or call to join the visual circuit. If additional aircraft join, then all aircraft should revert to the published runway. Approaches to the non-published runway is then to be limited to one approach only with no mixed multiple circuits allowed.</i></p> <p><i>All aircraft are to revert to the published runway if the one or more aircraft are student pilots or an aircraft emergency is declared.</i></p>	<b>All</b>

Item No	Minutes	Action
	<p><i>If Runway 16/34 is required for the approach of larger aircraft, then it shall become the published runway until the aircraft has landed or departed the ATZ”.</i></p> <p>The text was broadly agreed with, but it was also noted that the return of RWY 28/10 to service in the future would aid the situation. BR advised that if receiving no objections / suggested amendments he would be looking to publish accordingly.</p> <p>BR advised that he had not received any adverse comments and that this had been added to the latest Aerodrome Manual issued at the end of April 2019. DH questioned as to how resident pilots would be made aware. BR stated that he would be writing to all residents in regard this change. <b>BR updated the meeting that he had written to all aircraft operators and owners. Closed</b></p> <p>BR advised that MCR would be holding a Public Consultation in regard the proposed development of the ‘Old Cinema Area’. This would be on the 7<sup>th</sup> March 2019 at the Bobbington Village Hall between 14.00 hrs to 19.00hrs. MCR would be present to answer questions and record any comments / suggestions. BR suggested that as many people from the airfield as possible should attend to discuss. <b>BR advised that he had been advised by MCR that the planning application was ready and it was expected that it would be submitted around the end of August 2019.</b></p> <p>YB passed on a question as to a number of facilities available for families within the picnic area and could these be increased. BR advised that a number of picnic tables were present along with stacked chairs to the side and small toy aircraft for the smaller children. He agreed to review and see if anything could be added to enhance the visitor experience in that area. <b>BR advised the committee that he had reviewed the area and did not feel able to improve the area further at this time but remained open to suggestions moving forward.</b></p> <p>YB informed the committee that Chris Caine had been approached by a resident commenting that aircraft operating in the Bridgnorth and areas to the west were undertaking PFL’s repeatedly to the same areas / fields. BR highlighted that some of these may not be WHGA aircraft but that he would write to all operators and owners and ask that they vary locations where they practice these manoeuvres. <b>BR confirmed he had written to all operators and owners and had not been made aware of any further issues. Closed.</b></p>	<p>All</p> <p>All</p> <p>All</p>
3	<p><b>ATC</b></p> <p>Nothing to report</p>	All
4	<p><b>Airprox</b></p> <p>BR advised that there had been one Airprox during the period between a based PA28 and Autogyro. <b>He advised that this was under investigation by the Airprox Board and that he would report further at the next meeting.</b></p>	All
5	<p><b>Complaints</b></p> <p>BR advised that 5 noise complaints had been received during this period. Two had been identified as possibly as RAF Cosford Aircraft. One had been an autogyro doing training. They were contacted and asked to vary locations. One had been a based helicopter undertaking short hop pleasure flights. They had been contacted and asked to vary routes. One had been from the Beobridge area in regards aircraft turning over his property. In case of the last this was approximately the 20<sup>th</sup> complaint from this person recorded in the last 3 years. His property being</p>	All

Item No	Minutes	Action
	directly under the standard circuit pattern. He had been spoken to verbally and had been written to explaining the airfield circuit procedures heights and procedures.	
6	<p><b>Wasir</b></p> <p>BR summarised WASIR's that had been received and actioned.</p>	All
7	<p><b>Instrument Approach</b></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. BR Updated to advise that this remained ongoing and he was seeking clarification as how to respond to questions as part of a new questionnaire issued by the CAA. At this point of time he is unable to answer approximately 15 out of 55 questions required. Consequently, he had written to the CAA advising that over the next 3 months he would be reviewing as to if the application could be continued. BR advised the meeting that at this point in time he would not be pursuing the application further until the CAA might be able to provide guidance as to how they wished to manage applications. He noted that one airfield had even employed a 'specialist' at considerable cost to manage the application, but they had not been able to progress it further. This not being an option for WHGA due to the costs involved and lack of clarity.</p> <p>BR updated the meeting to advise that the application from the airfield had been formerly withdrawn with the CAA. Moving forward this item would be removed from the meeting agenda.</p>	All
8	<p><b>Runway 28/10</b></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. Ongoing</p>	All
9	<p><b>Security</b></p> <p>BR advised that the code for the main gate had been changed as of the 1<sup>st</sup> August 2019. The new code had been advised in writing to all operators, residents and owners. Anyone not knowing the number should contact the airport office. Closed.</p>	All
10	<p><b>Any Other Business</b></p> <p>BR informed the committee that an incident recently had seen a lady with mental health issues enter the airfield and try and gain access to one of the based operators' premises. Whilst this had been dealt with by airport staff and external agencies, a couple of points for aircraft operators had been raised. At the time of the incident the FISO had transmitted to aircraft on the ground and in the air that there was a ground incident in force but had not received total support from operating aircraft who had just tried to continue as normal despite the increased workload in the tower.</p> <p>BR asked all operators to be aware that the wording in the Aerodrome Manual was being changed to emphasise that any such incident may require that flying activities are restricted or stopped. Consequently, moving forward pilots could be asked their intention as to whether they land or leave the circuit / divert. It would be expected that all aircraft operators would comply.</p> <p>The situation was discussed within the committee and a broad agreement reached this was the correct form of action.</p>	All

Item No	Minutes	Action
	<p>BR advised the committee that he had invited Jeff Smith (autogyro operator) to become part of the committee. He had become concerned in regard some of the standards of airmanship, knowledge of procedures and poor RT being displayed. It was hoped that having a voice into the autogyro community would open increased dialogue with the airfield and other operators that would aid standards moving forward.</p> <p>BR advised all operators that a new card machine had been installed at the fuel bay. It had been replaced due to the previous due to become non-compliant in September 2019. Existing account cards and pin numbers would remain the same. JR noted that when using the new machine an 'Is cockpit clear' command appears which after card authorisation has to be pressed to allow fuel to be dispensed. He felt this was confusing and was leading to failed attempts at fuelling. BR agreed to investigate and if necessary, try to have adjusted or for additional signage to be displayed.</p> <p>JR asked if it was the intention for the airfield to repair areas of Taxiway A that were very uneven. BR advised that works were possible would continue with one opposite the airport offices completes last week. BR also emphasised that the undulating surfaces had been subject to NOTAM and entry to within the AIP where the requirement for pilots to manage taxi speeds had been emphasised.</p>	<p>All</p> <p>All / BR</p> <p>All</p>
11	<p><b>Date of Next Meeting</b></p> <p>Tuesday 12<sup>th</sup> November 2019 at 16.00hrs in the Airport Offices</p>	



**Brian Rawlings**  
Operations Manager

