

## Airport User's Group Meeting - Minutes of Meeting 03/08/23

<b>Meeting Minutes</b>	Title	<b>Airport User's Meeting</b>
	Date	<b>03/08/23</b>
	Time	<b>16.30</b>
	Location	<b>Boardroom / Zoom</b>
	Minutes Taken By	<b>B Rawlings</b>

Attendees	Name	Role/Team	Initials
<b>Chairman / Secretary</b>	<b>Antony Hall</b>	<b>Airport Director</b>	<b>AH</b>
	<b>Brian Rawlings</b>	<b>Operations Manager</b>	<b>BR</b>
	<b>Tim Brannon</b>	<b>Air Midwest</b>	<b>TB</b>
	<b>Stuart Rowlingson</b>	<b>AA Helicopters</b>	<b>SR</b>
	<b>Mike Robins</b>	<b>The Flying School</b>	<b>MR</b>
	<b>George Hollies</b>	<b>Aerohire</b>	<b>GH</b>
	<b>Ryan Knowles</b>	<b>Aerohire</b>	<b>RK</b>
	<b>Brett Owen</b>	<b>Instructor</b>	<b>BO</b>
	<b>Randy Leon</b>	<b>TJG Aviation</b>	<b>RL</b>
	<b>Dave Howell</b>	<b>Private Owner Rep</b>	<b>DH</b>
	<b>Jordan Timmins</b>	<b>RFFS</b>	<b>JT</b>
	<b>Stephen Newton</b>	<b>RFFS</b>	<b>SN</b>
<b>Apologies</b>	<b>Dave English</b>	<b>PDG</b>	<b>DE</b>
	<b>Mark Wallington</b>	<b>FISO Manager</b>	<b>MW</b>
	<b>Jeff Smith</b>	<b>Autogyro Representative</b>	<b>JS</b>

Item No	Minutes	Action
<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>BK asked if during Night Flying lights could be placed on RWY 16/34 to show the turn off onto Rwy 22. BR agreed to consult CAP168 and/or speak with the CAA Airfield Inspection team to try and come up with a solution. <b>BR updated that he had no answer from the CAA and that a basic</b></p>	<b>JT/BR</b>

Item No	Minutes	Action
	<p>option would be sourced. JT advised that some of the original temporary lights would be available. BR/JT will investigate. Ongoing</p> <p>BR advised that following the Grob Accident the aircraft were introducing a system called an Aircraft Lockdown. He had been concerned of the actions of a few pilots that had seemed to ignore the issue of the accident and just wanted to keep flying. This was during the RFFS and external service response placing unnecessary workload on ATS Staff. BR advised this was being issued at that point and would be included in the next issue of the Aerodrome Manual in March 2023. There were no comments against the introduction of this procedure. BR updated the meeting that this had appeared effective despite one small point of confusion of application from ATS. This had been debriefed and actioned accordingly. Closed</p>	
3	<p><b>Airprox</b></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. BR advised that no update had yet been received from the Airprox Board. Ongoing</p> <p>BR advised that an airprox had been reported between a based G115 and visiting aircraft. Details and reports had been sent to the Airprox Board. Any outcomes would be published as and when received. Ongoing</p>	<p>BR</p> <p>BR</p>
4	<p><b>WASIR / MOR</b></p> <p>BR reported the committee on 9 x WASIR's during this last period including 3 x off site incidents . MOR's had been filed and actioned. BR highlighted that the immediate responses from ATS and RFFS had been excellent due to the training and experience of those involved. This was further acknowledged by TB.</p> <p>TB had queried about the police response and the fact local police had tried to phone him. BR advised that due to the location with operating borders once a 999 call is made how that is actioned by the police was with their control(s) centres. There was no option to make any further calls due to the workloads in the tower.</p>	<p>All</p> <p>All</p>
5	<p><b>Complaints</b></p> <p>BR confirmed that only 4 normal complaints had been received since the last meeting which was well below average. He advised that the two areas where these were being received remained Claverley and Bridgnorth although 1 x Bridgnorth complaint had been found to be from RAF Cosford. Closed</p>	All
6	<p><b>Any Other Business</b></p> <p>BR re-iterated that any Mandatory Report filed must be informed to the airfield as they are required to keep a log.</p> <p>BR requested from ATS that consideration be given to training that it be pushed that downwind calls be made in the correct position (opposite the upwind threshold) delayed calls can lead to confusion in the circuit such as the number ahead etc and lead to increased workload in the cockpit and ATS.</p> <p>BR stated that two incidents of aircraft moving airside without permission or being in radio contact</p>	<p>All</p> <p>All</p> <p>All</p>

Item No	Minutes	Action
	<p>with the tower. He advised this was unacceptable and should not happen again.</p> <p>BR introduced Antony Hall to the meeting as the new airfield owner and Airport Director. AH advised that he was very much at the beginning stage of handover to the airfield and could not provide further detailed plans at this stage. He advised he would be making efforts to meet people on site and welcomed the input / ideas from anyone. However, he made a point of confirming that despite some rumours circulating that it was his sole intention to keep the site as an airfield and improve it where possible.</p> <p>BR advised that there would be increased work in progress on the airfield and this would be notified by email and Notam. He asked everyone to ensure pre-flight briefings made the required checks before flying.</p>	<p>All</p> <p>All</p>
7	<p><b>Date of Next Meeting</b> To be confirmed</p>	All

*B. H. Rawlings*

**Brian Rawlings**  
Operations Manager

