

Airport Users Meeting - Minutes of Meeting 12/11/19

Meeting Minutes	Title	Airport Users Meeting
	Date	12/11/19
	Time	16.00
	Location	Boardroom
	Minutes Taken By	B Rawlings

Attendees	Name	Role/Team	Initials
Chairman / Secretary	Brian Rawlings	Operations Manager	BR
	Anthony Rowlands	FISOM	AR
	Alan Austin	Austin Aviation	AA
	Dave Howell	Private Owner Rep	DH
	Jeff Smith	Autogyro Representative	JS
	Tim Brannon	Air Midwest	TB
	Josh Woodhall	Air Midwest	JW
Apologies	Steve Wilkes	Hadair	SW
	David Morgan	Private Owner Rep	DM
	Bob Kirk	Wolverhampton Flight Training	BK
	John Royce	Flightpath	JR

Item No	Minutes	Action
1	<p>Minutes of the Last Meeting</p> <p>Accepted as an accurate and true record.</p>	All

Item No	Minutes	Action
2	<p>Matters Arising</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. BR updated the committee to advise wording had changed within the Aerodrome Manual to enforce this. Closed</p> <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. BR welcomed Jeff Smith to the meeting. The issue of how to bring the whole airfield community together to look at flying standards was discussed at length. It was agreed that a safety evening inviting all airfield users together would be arranged. It would be used to encourage more interaction between all parties and promote safety. BR agreed to arrange.</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 must 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. BR confirmed additional signage was now in place. Closed</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. BR confirmed that the AIP entry had been published and that remedial works would be ingoing to make the surface as good as possible. He also highlighted that in the event of a successful Planning Application works on Taxiway A was planned. Closed.</p>	<p>All</p> <p>All</p> <p>All</p> <p>All</p>
3	<p>ATC</p> <p>Nothing to report</p>	
4	<p>Airprox</p> <p>BR advised that there had been one Airprox during the period between a based PA28 and Autogyro. He advised that this was under investigation by the Airprox Board and that he would report further at the next meeting. BR advised that this incident was still with the Airprox Board although internal WASIR reports and MOR actions from the airfield point of view had been completed.</p>	<p>All</p>

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5	<p>Complaints</p> <p>BR advised that 2 noise complaints had been received during the period since the last meeting. One had been from the Beobridge area in regards aircraft turning over his property. In case of the last this was approximately the 20th complaint from this person recorded in the last 3 years. His property being 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. The other was from a farm owner stating that an aircraft had flown lower over property and had scared his horses. This was identified to be a private owner who was overflying his own neighbouring property. The pilot was informed and had apologised directly to the complainant. That had been accepted</p>	All
6	<p>Wasir</p> <p>BR summarised WASIR's that had been received and actioned.</p>	All
7	<p>Planning Application</p> <p>BR advised that the Planning Application was unlikely to be submitted until early in the New Year. He had been advised that this was due to internal review prior to final submission by MCR</p>	All
8	<p>Runway 28/10</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 advised this remained ongoing with the planned submission of the Planning Application now likely to be into the New Year.</p>	All
9	<p>Security</p> <p>BR updated the committee that the review of the barrier cards was almost complete with a significant number of historical cards cancelled and some that could not be properly identified. Allocation of these cards was restricted in line with the airfield policy to airfield employees, business unit owners / employees, aircraft owners and flight instructors. Moving forward this was going to be extended to a list of vehicle registrations against those registered cards.</p>	All
10	<p>Any Other Business</p> <p>TB spoke at length about concerns that he and other Flying Schools had with the set up of private syndicates that were taking away their custom. He felt that this had not been allowed before by previous management. He highlighted one particular aircraft owner that have been involved in that school was now actively trying to poach their customers away. BR advised that there were no laid down rules or agreements (historical or present) in regards the restriction of syndicate aircraft and that he looked to promote all forms of aviation. He highlighted that the one larger syndicate on site and other aircraft operated by another flying school as a group had a very high percentage of either their own flying school members or brand-new pilots brought to the airfield. However, BR stated that in regard the particular aircraft mentioned the airport had not been advised that it had or was about to be sold or that it was now a syndicate aircraft. He further stated that if there was evidence</p>	All / BR

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	<p>that this or any other person / or group were <u>deliberately</u> trying to undermine / damage an established organisation this would be considered as unacceptable by the airfield. He requested that TB provide him a statement in writing along with any evidence if he wished this to be taken further.</p> <p>BR advised the committee that the airport would be hosting Project Propeller 2020 on the 21st June 2020 and that a Wings and Wheels event had been pencilled in for the 15th & 16th August 2020. Further details to follow.</p> <p>TB commented that the Royal Aero Club might be looking for a venue for an event in 2020. As the airport had historical ties with these events it was felt this could be an opportunity to be considered. BR agreed to make contact and investigate further.</p> <p>BR advised that he was considering the introduction of a site wide security response system to be employed by the airport and all users to supplement emergency actions already in place. This would be for alerting and actioning a response to any form of incident that might require the evacuation of the airfield and members of the public. This was broadly supported by those present, but BR agreed to look in more detail in regard communication / potential actions and report back at the next meeting.</p>	<p>All</p> <p>All / BR</p> <p>All / BR</p>
<p>11</p>	<p>Date of Next Meeting</p> <p>Wednesday 5th February 2020 at 16.00hrs in the Airport Offices</p>	



Brian Rawlings
Operations Manager

