

Airport User's Group Meeting - Minutes of Meeting 14/02/23

Meeting Minutes	Title	Airport User's Meeting
	Date	14/02/23
	Time	16.00
	Location	Boardroom
	Minutes Taken By	B Rawlings

Attendees	Name	Role/Team	Initials
Chairman / Secretary	Brian Rawlings	Operations Manager	BR
	Mike Robins	The Flying School	MR
	Tim Brannon	Air Midwest	TB
	Stuart Rowlingson	AA Helicopters	SR
	Stephen Wilkes	Hadair	SW
	Bob Kirk	Wolverhampton Flight Training	BK
	Ryan Knowles	Aerohire	RK
	Brett Owen	Instructor	BO
	Randy Leon	TJG Aviation	RL
	Stephen Miller	Pilot	SM
Apologies	Dave Howell	Private Owner Rep	DH
	Dave English	PDG	DE
	Mark Wallington	FISO Manager	MW
	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>BR advised the meeting that all documentation was now in place for RWY 28/10 to come back into service for the 1st March 2023.</p> <p>BR did a Powerpoint Presentation detailing the process of how this would be done and re-enforcing the flying and noise abatement procedures that would be in place for that runway.</p> <p>He emphasised that the Return to action Plan was to re-introduce the runway operations carefully</p>	

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	<p>as it also included the re-training of ATS, RFFS personnel as well as those flying. Consequently, during this period the following restrictions would be in place for a minimum of one month:</p> <p>A maximum of 3 aircraft remaining in the visual circuit(s).</p> <p>Student pilots are to complete a check flight with an instructor before flying solo on Rwy 28/10.</p> <p>No dual runway operations</p> <p>Duty FISO had the authority to restrict the number of visiting aircraft subject to the traffic situation.</p> <p>BR highlighted that if on any day the ATS staff on duty had not completed their training then Rwy 28/10 would not be available.</p> <p>BR highlighted that lessons learnt from returning to service from COVID had highlighted the following risks that needed to be managed:</p> <p>Unfamiliar with Taxy Patterns – if in doubt ask do not assume.</p> <p>Runway Incursions – Listen to taxi instructions you will likely need to cross other runways. Remember full readbacks.</p> <p>Unfamiliar with circuit procedures / runway allocation rules. Make sure you brief fully before you fly. Remember it may not be the same runway when you return. Be prepared to go around.</p> <p>Increased workloads / stress / overloading – pilots and ATS – especially initially. Keep things standard – if not sure what to do ask.</p> <p>He asked all operators to ensure everyone was briefed and that everyone attend at some point the ZOOM based series of briefings that would be given prior to the 1st March 2023 – Dates TBN.</p> <p>BR advised that the brief would also be available via the airport website.</p> <p>BR advised that some of the repairs remained ongoing on taxiway F and subject to the weather should be complete by the 1st of March 2023.</p> <p>The return to service was discussed at length with all attendees. There was no adverse comments with only the return of this runway being seen as very positive.</p>	ALL
3	<p>Airprox</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>	BR
4	<p>WASIR</p> <p>BR briefed the committee on 2 x WASIR's during this last period. There were no further actions required.</p>	All

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5	<p>Complaints</p> <p>BR confirmed that only 3 normal complaints had been received since the next meeting which was well below average. He advised that the two areas where these were being received remained Claverley and the Rwy 16 Climbout and asked that this continue to be concentrated upon complying with existing Noise Abatement requests / procedures.</p>	All
6	<p>Any Other Business</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.</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.</p>	All BR
7	<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>	All

B. H. Rawlings

Brian Rawlings
Operations Manager

