

## Airport Users Meeting - Minutes of Meeting 12/02/19

<b>Meeting Minutes</b>	Title	<b>Airport Users Meeting</b>
	Date	<b>12/02/19</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>Alan Austin</b>	<b>Austin Aviation</b>	<b>AA</b>
	<b>Chris Caine</b>	<b>Air Midwest</b>	<b>CC</b>
	<b>Darren Harrison</b>	<b>SAFO</b>	<b>DH</b>
	<b>Bob Kirk</b>	<b>WFT</b>	<b>BK</b>
	<b>Dave Howell</b>	<b>Private Owner Rep</b>	<b>DH</b>
	<b>Tim Brannon</b>	<b>Air Midwest</b>	<b>TB</b>
<b>Apologies</b>	<b>David Morgan</b>	<b>Private Owner Rep</b>	<b>DM</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>Birmingham Local Airspace Infringement Team. BR advised he had attempted to attend 2 x meetings at Birmingham Airport but both had been cancelled by Birmingham Airport. BR advised he had now got the programme of meetings moving forward for 2019 and would be attending. However, the meeting planned for February had once again been cancelled by Birmingham</p>	<b>All</b>

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	<p>BR raised concerns in regard Night Flying and ensuring this facility was utilised. <b>BR advised that the uptake for night flying had been reasonable to date with one being the busiest ever. However, it would be still be monitored moving forward.</b></p> <p>BR reported that he had cause to pull up personnel on the airfield smoking. He asked that all users should abide by the rules clearly stated in the Aerodrome Manual and on signage around the airfield. The only approved place for smoking is the designated smoking area by the CAFÉ. BR agreed to write to all users reminding them of the rules and responsibilities. <b>BR advised that he had written to all users but BK suggested that some additional signage may be required to enforce the point when leaving the café area. BR agreed with the suggestion and stated he would action</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. <b>This was discussed at length and a broad agreement to something being required was agreed. BR produced the following text for discussion / comment.</b></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> <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><b>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.</b></p> <p>It was advised to all users that ATS were receiving some static feedback on the radios within the Tower. This was intermittent and only heard internally and not by aircraft. <b>BR advised this was being investigated by engineers but had appeared to have stopped. BK advised he had noted some feedback when adjacent to the tower but had not heard it for some time. BR asked that anyone report the issue if it should happen to them.</b></p> <p>AA asked if it would be possible to change the lock on the picnic area gate to a combination lock for ease of access. <b>BR advised that this had been completed.</b></p> <p>CC highlighted to all schools that the rules in regard Designated Training Organisations (DTO) were due to change from the 9th April 2019. He urged all flight schools to make themselves aware of the requirements and action accordingly or risk potential closure. <b>BR asked all to note that this deadline was now getting closer and urged all to action accordingly.</b></p> <p>BR advised that the airfield would be introducing a formal Drone Policy in line with the latest rules and requirements. These would be published within updates to the Aerodrome Manual and SMS documentation due for issue within the next month. <b>BR confirmed that this had been completed.</b></p>	<p><b>All</b></p> <p><b>BR</b></p> <p><b>All</b></p> <p><b>All</b></p> <p><b>Closed</b></p> <p><b>All</b></p> <p><b>Closed</b></p>
<b>3</b>	<p><b>ATC</b></p> <p><b>BR advised that a recent RWY incursion had highlighted the need for all parties to be vigilant when providing and listening at calls. An aircraft had taxied passed an instruction to ‘Hold at A5’. In the subsequent investigation it appeared that the initial instruction had been missed by the instructor due to an issue in the cockpit but had not been clarified fully as part of a correct readback check by the FISO with the student who had made the taxi</b></p>	<b>All</b>

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	request. It highlighted the need of awareness of all parties concerned and the requirement to keep calls standard and how several small errors can manifest themselves in to something potentially more serious. He asked all users to take note and promulgate accordingly.	
4	<p><b>Airprox</b></p> <p>None had been reported during this period.</p>	
5	<p><b>Complaints</b></p> <p>BR advised that no noise complaints had been received since the last meeting</p>	All
6	<p><b>Wasir</b></p> <p>BR summarised WASIR's that had been received and actioned. Please see ref within Section 3.</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. <b>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.</b></p>	BR
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. <b>BR agreed to keep all informed. Please see in any other business in regards proposed development.</b></p>	BR
9	<p><b>Security</b></p> <p>BR advised that additional CCTV had now been installed on the front of the Airport Offices over looking the main apron and tower areas.</p>	BR
10	<p><b>Any Other Business</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</p>	All

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	<p>questions and record any comments / suggestions. BR suggested that as many people from the airfield as possible should attend to discuss</p> <p>BR highlighted that following a recent CAA visit that it had been clearly stated that under no circumstances should any form of Instrument Approach be undertaken at Wolverhampton Halfpenny Green Airport including what may have previously been known as the 'unofficial procedure'. He highlighted that the instructions received from the CAA included that the airport was now required to MOR any flight undertaking such an approach.</p> <p>BR noted that he was aware that this had raised several issues with operators and that conversations were ongoing between them and the CAA. He clearly stated though that the airport had to and would apply the CAA instruction.</p>	All
11	<p><b>Date of Next Meeting</b></p> <p>Tuesday 14<sup>th</sup> May 2019 at 16.00hrs</p>	

*B. H. Rawlings*

**Brian Rawlings**  
Operations Manager

