

## Airport User's Meeting - Minutes of Meeting 30/03/21

<b>Meeting Minutes</b>	Title	Airport User's Meeting
	Date	30/03/21
	Time	15.00
	Location	Zoom (Virtual)
	Minutes Taken By	B Rawlings

Attendees	Name	Role/Team	Initials
<b>Chairman / Secretary</b>	Brian Rawlings	Operations Manager	BR
	Dave Howell	Private Owner Rep	DH
	David Morgan	Private Owner Rep	DM
	John Royce	Flightpath	JR
	Jeff Smith	Autogyro Representative	JS
	Dave English	PDG	DE
	Tim Brannon	Air Midwest	TB
	Bob French	Air Midwest	BF
	Bob Kirk	West Midlands Flight Training	BK
	Mike Robins	The Flying School	MR
<b>Apologies</b>	Anthony Rowlands	FISO Manager	AR

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

Item No	Minutes	Action
2	<p><b>Matters Arising</b></p> <p>BR advised that the contract had been signed to replace the old steps on the outside of the tower building. The existing lower-level step would be replaced with new, whilst access to the tower would come via new steps installed to the front of the building. The upper set of steps would remain in situ but only be used as a secondary means of escape from the tower and no longer for everyday use. A programme of installation would be published when finalised, but it was expected that access to the picnic area could be either restricted or closed during the construction phases of the bases and installation of the staircases. <b>BR updated the meeting that due to Covid-19, Lockdowns and Furlough of staff the main installation would now be mid - 2021. Ongoing</b></p> <p>BR advised that that he had concerns in regard the supply of UL91 in the short / medium term. Whilst the airport held sufficient stock now it only had a short shelf life (6 months). The concern in supply being that this was supplied into the UK directly from France and due to the COVID-19 situation could not confirm the next delivery date. He further highlighted that there was no issue with the supply of AVGAS or Jet-A1. <b>BR confirmed that UL91 supplies remained unavailable at this moment but that he was working with the supplier Total to resolve the situation. Ongoing</b></p> <p>BR advised that the remedial works to the Café kitchen were in progress and due to be complete this week.</p> <p>Subject to COVID-19 it was hoped the café would re-open from the 2<sup>nd</sup> January 2021 – take away only. However, this was to be confirmed and be subject to a Risk Assessment.</p> <p>BR advised that the café was going to be known as the Tower Café moving forward.</p> <p><b>BR updated the meeting to say that it was hoped to re-open the café from mid-May in line with Government Guidance for Covid-19. However, the mobile catering remained available in the meantime. Ongoing</b></p> <p>BR confirmed that it was hoped to hold both Project Propellor (May-June) and a Wings &amp; Wheels event (August) during 2021. However, these of course remained under review and subject to COVID-19 restrictions. <b>BR confirmed that the Wings and Wheels event for 2021 had been cancelled but hopefully would be planned for August 2022. BR advised that Project Propellor had been moved (due to Covid) until the 19<sup>th</sup> September 2021. Ongoing</b></p>	<p><b>All</b></p> <p><b>All</b></p> <p><b>All</b></p> <p><b>All</b></p>
3	<p><b>ATC</b></p> <p>Nothing to report</p>	<p><b>All</b></p>
4	<p><b>Airprox</b></p> <p>There had been no Airprox during this reporting period</p>	<p><b>All</b></p>
5	<p><b>Complaints</b></p> <p>BR advised the meeting that there had only been 2 complaints since the last meeting. He confirmed that most complaints were around the Claverley &amp; Beobridge area when fixed wing were turning downwind on Rwy 34. BK suggested the option of perhaps doing right hand circuits on some days. BR agreed to investigate this but asked all operators to brief users to try and avoid both areas if possible.</p>	<p><b>BR</b></p>
6	<p><b>Wasir</b></p>	

Item No	Minutes	Action
	BR advised there had been no WASIR's during this period	All
7	<p><b>Planning Application</b></p> <p>BR advised the meeting that the planning application had now been submitted by MCR. The procedure is that it is checked by South Staffordshire Council prior to going live on the portal for comment. It is understood that this checking is taking some time. BR advised he would put out a general note to everyone via email when it is known to be live. <b>BR updated the meeting that the proposed date for a decision on the planning of mid-April was clearly going to be delayed due to South Staffs council manning and the fact that some reports remained still to be completed by them. BR also informed the meeting that he had hosted a visit by South Staffordshire Planning for a walk round of the area and the airfield. In addition, he had been asked to pass comment on some of the aviation-based objections that had been raised. This had been done and returned via MCR. He stated that the comments had remained neutral in nature but had highlighted some elements of comments that were misleading and factually incorrect. Ongoing</b></p>	BR
8	<p><b>Runway 28/10</b></p> <p>This remained linked with the proposed development as detailed within Section 7</p>	All
9	<p><b>Security</b></p> <p>BR advised the meeting that it had been found that someone had decided to switch off the main gate at the isolator to allow access. He confirmed that the resident had been identified on CCTV and that he would be dealing with this directly with them. He emphasised that the power should not have been touched as this throws the automatic timer. The isolator was going to be locked as a precaution.</p>	All / BR
10	<p><b>Any Other Business</b></p> <p>BR updated the meeting in regard Covid Restrictions. He advised that the intention was to keep the same covid restrictions and guidelines in place and that Airport Operators should keep the same procedures in place as presently being undertaken. It remained the intention to keep the main gates closed when the mobile catering was not available and that casual visitors / members of the public (unless flying) should not be allowed airside. It was hoped that this would be reviewed in line with the planned opening of the Café in mid-May.</p> <p>BR discussed the contents of an OPNOT that would be issued immediately in regard the management of risk as many returned to flying after a long break. It was highlighted that the largest risk was around skill fade and workload for all concerned and that this also included airport staff such as FISO's and RFFS crew. He asked that this particular risk be briefed to all personnel returning to flying within their organisations.</p> <p>Following detailed discussion, it was agreed that the OPNOT would include the following restrictions in place within the circuit until at least the end of April 2021:</p> <p>(a) The visual circuit restricted to a maximum of 4 aircraft.</p> <p>(b) In line with published procedures overhead joins should be the standard joining procedure.</p> <p>(c) No dual runway operations.</p> <p>BR asked if it was possible that visual circuits be allowed during Out of Hours flying periods. BR advised that the planning approval of the airfield did not allow this but that this had mainly been</p>	<p>All</p> <p>All</p> <p>BR</p>

Item No	Minutes	Action
	<p>aimed at the evenings for noise abatement and the protection of the local community. He confirmed that circuits would not be allowed in the evening but agreed to investigate the option during other periods.</p> <p>BR raised concerns in regard the cleanliness of Hangar 5w in that some resident pilots were leaving rubbish and waste dumped in the hangar. He asked the residents of the hangar to remove this immediately.</p> <p>BR asked that all operators and owners watch their taxi speeds around the pedestrian crossing area. ATS and himself had noticed that speeds had increased due to the fact there had been no public access during the COVID-19 period. However, with the potential of this becoming active again in the near future he has asked all operators to take note and ensure the need for 'walking pace' to be followed in line with all publications.</p> <p>BR confirmed that the following events had been planned for 2021 (subject to Covid-19 Restrictions):</p> <p>4<sup>th</sup> – 6<sup>th</sup> June 2021. A drive-in cinema event utilising the Main Car Park. More details would be published shortly.</p> <p>28<sup>th</sup> August 2021. Aerobility Fly-in</p> <p>11<sup>th</sup> September 2021. Paranormal Evening.</p> <p>19<sup>th</sup> September 2021. Project Propellor.</p>	<p>All</p> <p>All</p>
11	<p><b>Date of Next Meeting</b></p> <p>To be confirmed - but that future meetings may well be undertaken interactively dependent upon government guidelines</p>	All

*B. H. Rawlings*

**Brian Rawlings**  
Operations Manager

