

Airport User's Group Meeting - Minutes of Meeting

Meeting Minutes	Title	Airport User's Meeting
	Date	15/08/2024
	Time	16.00
	Location	Pilot Lounge
	Minutes Taken By	Harvey Sant

Attendees	Name	Role/Team	Initials
User Group Chairs	Antony Hall	Operations Manager	AH
	Jordan Timmins	Duty Manager	JT
	Harvey Sant	FISO Manager	HS
User Group Attendees	Steve Newton	Senior Airport Fire Officer	SN
	Tim Brannon	Airspace FTS	TB
	Alan Austin	AA Helicopters	AA
	Bob Kirk	Wolverhampton Flight Training	BK
	Peter Wheelan	Private Owner Representative	PW
Apologies / Unable to Attend	Mike Robins	The Flying School	MR
	Ryan Knowles	Aerohire	RK
	Dave English	PDG	DE
	Jeff Smith	Autogyro Representative	JS
	Steve Wilkes	HADAIR Microlights	SW
	Steve Silvester	Private Owner Representative	SS

Item No	Minutes	Action
1	<p>Minutes of the Last Meeting</p> <p>Airfield Security</p> <p>JT mentioned that in the previous airport user group meeting, concerns were raised about random people walking airside and on taxiways.</p> <p>JT Said that concerns were also previously raised about the new café becoming busy and potentially disorderly behaviour due to intoxication.</p> <p>JT Mentioned a lot of the issues of pedestrians roaming airside was due to the previous café being closed. This has been mitigated with the new restaurant opening.</p> <p>JT Said CCTV is going to be installed in certain parts of the airport, including the pedestrian crossing, to allow for better monitoring of airfield security.</p> <p>JT Stated that alcohol consumption in the restaurant is closely monitored by bar staff. Any reports of disorder are sent to airport management. So far, there has been no incidents related to alcohol consumption in the restaurant.</p> <p>BK mentioned issues of pedestrians walking around the taxiways due to certain flying schools not giving clear instructions on how to get there.</p> <p>BK mentioned creating a clear map with numbers for each unit, so people can find schools easier.</p> <p>JT mentioned that a signage company is coming out soon and the airport could explore enhancing signage for flying schools</p> <p>Airport Office</p> <p>JT Mentioned that the previous meeting discussed the airport office being refurbished.</p> <p>JT gave an update that the office is no longer in the building adjacent the main apron and has now moved into the building under the tower. The new airport office is now open</p> <p>Members of the airport user group provided positive feedback of the new airport office.</p>	<p>JT</p> <p>BK</p> <p>JT</p> <p>JT</p>

<p>Airfield Lockdowns</p> <p>HS mentioned that the previous airport user group discussed the purpose of airfield lockdowns and how elements do not comply with CAA regulations.</p> <p>HS stated that discussions remain on going with the CAA and an exact policy will be implemented soon, mutually agreed between the airport and the CAA.</p> <p>HS stated for the time being restrictions on movements will not be enforced unless absolutely necessary; flying at your own risk if the airfield becomes unlicensed (due to an emergency) is the current preference of operation.</p>	<p>HS</p>
<p>Tower Response During Incidents</p> <p>HS mentioned that the previous airport use group discussed concerns with the tower not answering phones during incidents, including the tower potentially not answering the phone to the emergency services.</p> <p>HS stated that the tower has an emergency phone – which is what the emergency services ring.</p> <p>HS reassured everyone that the red phone will always be answered; the normal phone will be answered where practical, however, this is subject to workloads and tasks must be dealt with by importance during an emergency.</p>	<p>HS</p>
<p>Restaurant Update</p> <p>JT mentioned that the previous airport user group discussed progress of the restaurant development</p> <p>JT stated that the restaurant is now open and operating well.</p>	<p>JT</p>
<p>Pilot Lounge</p> <p>JT mentioned that the previous airport user group discussed the pilot lounge and how it initially was temporary, and the airport considered keeping it open permanently.</p> <p>JT stated that after various meetings and assessing the impact of the restaurant, the decision has been made to close the pilot lounge.</p> <p>JT mentioned that due to the success of the restaurant, there is not a need for a pilot lounge anymore.</p>	<p>JT</p>

<p>Barrier</p>	<p>JT mentioned that the previous airport user group meeting raised concerns about parking, due to the barrier being kept open.</p> <p>JT stated that the barrier is now fixed. The barrier code will regularly change, to ensure the code is not leaked.</p> <p>JT reminded everyone that the code should not be shared widely.</p> <p>TB expressed concerns that the barrier code was being shared widely, as various people were parking on the staff car park who should not have access.</p> <p>JT stated that staff parking should be for airport staff and airport residents only (including resident business staff) and that flying school students etcetera should walk.</p> <p>BK suggested disabled parking to help those get to the restaurant.</p> <p>JT stated that this risks the barrier code being leaked and that the Fire Crew are available to escort those in need of assistance.</p>	<p>JT</p> <p>TB</p> <p>BK</p>
<p>Front Gates</p>	<p>JT mentioned that the previous airport use group meeting discussed repairs or replacements to the main gates.</p> <p>JT provided an update that new gates are to be installed and will be electric.</p>	<p>JT</p>
<p>Getting Aircraft Out of Hangars</p>	<p>JT mentioned that it was requested in the previous airport user group meeting that as much notice is given to get aircraft out of hangars.</p> <p>JT mentioned that it is still requested that as much notice as possible is given.</p>	<p>JT</p>
<p>Runway 16/34 Dip</p>	<p>JT mentioned that the previous airport user group meeting discussed the concept of removing the dip</p> <p>JT mentioned this is still on going.</p>	<p>JT</p>
<p>AH mentioned that the airport has a quote and are in talks with various firms about getting the dip removed.</p>	<p>AH</p>	

<p>Out of Hours Movements</p> <p>HS mentioned that it was stated in the previous airport user group meeting of the importance for pilots to fill out an out of hours permit and to submit movement data to the ATSU – if you are to fly after airport operating hours.</p> <p>HS said over 100 permits have been issued since the last airport user group meeting and thanked everyone for their compliance.</p> <p>HS stated there had been a couple of instances of certain out of hours T&Cs being broken, for example flying circuits after hours.</p> <p>HS reminded everyone that circuits, PFLs and go arounds (unless in the name of safety) are not permitted after hours and requested that everyone continues to comply with permit rules.</p>	<p>HS</p>
<p>Permanently Operating Air Ground at WHGA</p> <p>HS mentioned that at the previous airport user group meeting, airport management were considering changing the level of service from FISO to AGCS on a permanent basis.</p> <p>HS said various conversations as a management team and with the CAA had taken place.</p> <p>HS said the decision has been made to remain a FISO Unit on a permanent basis, as AGCS would require movement restrictions which would limit the airport's potential.</p> <p>HS stated consideration was taken to demote to AGCS permanently due to a FISO shortage.</p> <p>HS stated the unit now has a strategic workforce and resourcing plan in place to prevent future FISO shortages.</p> <p>HS stated that the airport has now built a strong relationship with the CAA, and it makes practical sense to remain a FISO Unit.</p>	<p>HS</p>
<p>PW expressed concerns over permanently operating AGCS and was reassured to hear that the airport wants to remain a FISO Unit.</p>	<p>PW</p>

<p>2</p>	<p>Matters Arising</p> <p>Signal Square</p> <p>HS asked the airport users of their viewpoint of the signal square and whether anyone actively uses it.</p> <p>General consensus that the airport signal square provided limited benefits.</p> <p>HS asked the airport users to vote on whether we should keep the signal square or not.</p> <p>No one objected to the concept of the signal square being removed.</p> <p>HS stated management will consult with the CAA on formerly removing the signal square from operation.</p> <p>TB asked whether we could flatten the signal square and put large EGBO letters, to help students.</p> <p>JT stated consideration can be taken whether to physically remove the signal square or not and to potentially replace with something else.</p> <p>BK asked whether the letters are still on the hangar roofs.</p> <p>JT confirmed they are, but the letters are faded.</p> <p>Night Flying</p> <p>JT Asked the airport users for their preferences on how night flying should be conducted.</p> <p>TB Stated at least one night operating until 9pm is more beneficial than having several nights until 6pm.</p> <p>JT Asked airport users if they are happy with one night until 9pm.</p> <p>No airport user objected.</p> <p>JT Confirmed night flying will return at least once a week until 9pm.</p> <p>JT Stated it is the intention of the airport to keep the restaurant open during night flying.</p> <p>JT Stated if it becomes busy, consideration may be taken for there to be a second day of night flying.</p>	<p>HS</p> <p>TB</p> <p>JT</p> <p>BK</p> <p>JT</p> <p>JT</p> <p>TB</p> <p>JT</p>
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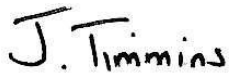
<p>CCTV</p> <p>JT Confirmed CCTV will be installed around the airport in several phases, starting with staff car park, fuel bay, airside triangle and other areas.</p> <p>PW Asked whether we could get an approach camera back on the website.</p> <p>JT Confirmed an approach camera will be readded to the website, looking at the triangle.</p>	<p>JT</p>
<p>AH Confirmed the entire airport will eventually be covered with CCTV, with smart cameras being able to detect movement – causing all neighbouring cameras to zoom in.</p> <p>AH Stated residents could have access to cameras near their buildings, so they could actively monitor what was going on.</p>	<p>AH</p>
<p>GNSS RNAV Approach</p> <p>HS Confirmed the DAP1916 Statement of Need had been submitted to the CAA Airspace Change Group for the implementation of a GNSS RNAV Approach Runway 16 / 34</p> <p>HS Outlined that CAP1616 defines the process for changing airspace and that it is a 7-stage process, with the importance of keeping stakeholders regularly updated.</p> <p>HS Stated you could view progress on the CAA Airspace Portal.</p>	<p>HS</p>
<p>PW Asked whether the NDB Approach still exists or not.</p>	<p>PW</p>
<p>HS Confirmed the NDB Approach no longer exists and that we have been instructed by the CAA that under no circumstances can the NDB approach be flown; the CAA have requested for an MOR to be submitted if the approach is flown.</p>	<p>HS</p>
<p>Tower Emergency Phone</p> <p>HS asked everyone not to ring the tower emergency phone, as there had been instances of people ringing this phone to book out.</p> <p>HS stated that the red emergency phone is what D&D and the emergency services use to ring the unit, during an actual emergency. It must not be used for anything else.</p> <p>HS asked everyone to ring the standard 01384 221378 number.</p>	<p>HS</p>

<p>RedAtlas Customer Portal</p> <p>HS confirmed that the airport is working with RedAtlas to implement a customer portal, allowing residents to view certain bills (e.g. fuel, landing fees etcetera).</p> <p>HS stated you would be able to pay the bills directly on the portal.</p> <p>HS said more information will be given in due course.</p>	<p>HS</p>
<p>Pilot Controlled Lighting</p> <p>AH stated pilot controlled lighting will be implemented soon, with the equipment coming from New Zealand.</p> <p>AH said there would be a slight delay as the pilot controlled lighting is managed through a Vodafone signal, which is currently weak near the airport.</p> <p>AH mentioned Vodafone plan on putting a mast in Bobbington, which would increase the signal significantly – allowing for pilot controlled lighting to be implemented.</p> <p>AH said the lighting would be activated via a text message when entering the ATZ in accordance with regulation.</p>	<p>AH</p>
<p>Runway 10/28 Drone Protection Zone and Rise in Drone Sightings</p> <p>HS stated that there currently is not a DPZ at the end of Runway 10/28.</p> <p>HS outlined that at the end of each runway, there is supposed to be an extended radius for drones not to fly (extends slightly past the ATZ).</p> <p>HS warned residents to be careful if flying low level circuits on 10/28.</p> <p>HS also outlined there has been a significant rise in drone sightings near the airport and one drone was spotted over a 1,000ft.</p> <p>HS Stated upon conversations with the CAA, the CAA stated that there is an 'on going' issue nationwide with drones continuously infringing airspace or flying too high.</p>	<p>HS</p>

3	<p>AIRPROX</p> <p>There has been one AIRPROX since the last airport user's meeting, relating to a close call with a drone</p>	JT
4	<p>WASIR & MORs</p> <p>There has been 3 MORs since the last airport user's meeting.</p> <p>There has been 7 WASIRs since the last airport user's meeting.</p>	JT
5	<p>Complaints</p> <p>There has been 3 complaints from the surrounding area since the last airport user's meeting</p>	JT
6	<p>AOB</p> <p>N/A</p>	JT
7	<p>Date of Next Meeting</p> <p>TBC</p>	JT



Tony Hall
Operations Manager

Jordan Timmins
Duty Manager




Harvey Sant
FISO Manager

