

Airport Users Meeting - Minutes of Meeting 20/02/20

Meeting Minutes	Title	Airport Users Meeting
	Date	20/02/20
	Time	16.00
	Location	Boardroom
	Minutes Taken By	B Rawlings

Attendees	Name	Role/Team	Initials
Chairman / Secretary	Brian Rawlings	Operations Manager	BR
	Josh Jeffrey	Flightpath	JJ
	Alan Austin	Austin Aviation	AA
	Dave Howell	Private Owner Rep	DH
	David Morgan	Private Owner Rep	DM
	Josh Woodhall	Air Midwest	JW
	Bob French	Air Midwest	JW
Apologies	Steve Wilkes	Hadair	SW
	John Royce	Flightpath	JR
	Jeff Smith	Autogyro Representative	JS
	Dave English	PDG	DE

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

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	<p>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 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. BR updated the meeting that he had seen the draft report from the Airprox Board but it still had not been formerly released. He confirmed that the report would be reviewed by the airport when released in line with the WASIR system.</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 that this or any other person / or group were deliberately 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. BR advised that he had received confirmation from the aircraft owner concerned that there was no intention of making that aircraft a syndicate aircraft and that no written statement / evidence had been received. Consequently, the matter had been closed.</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. BR updated the meeting that the Wings and Wheels event for the 15th / 16th August had now been confirmed. He advised that more specific information for both events would be made available over the next few weeks. He confirmed that none of the events would preclude based flying activity but hoped that all would support the event(s).</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. BR advised that he had written to the Royal Aero Club secretary in regards potential events and was awaiting a response. This remained ongoing.</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. BR reported that this was still in progress and would form part of a review of the Emergency Orders (airfield documentation) and he hoped to bring forward proposals at the next meeting.</p>	<p>All</p> <p>All</p> <p>All</p> <p>All</p> <p>All</p>
3	<p>ATC</p> <p>Nothing to report</p>	

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4	<p>Airprox</p> <p>There had been no Airprox during this reporting period</p>	
5	<p>Complaints</p> <p>BR advised that there had been no noise complaints during this period.</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 the meeting that he had spoken with MCR and that modifications were being made to the Business Case and it remained their intention to submit the planning application as soon as possible. However, an estimated date for that had not been confirmed.</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 as detailed above in Section 7.</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. BR advised that the barrier card review had now been completed. Closed</p> <p>BR advised that he had re-issued a Security Notice in regards the lady that had entered the airfield and tried to get to the PDG hangar. He had been advised that the lady had now been released from secure accommodation and it remained a possibility that she could look to return to the airport. He asked that everyone make themselves aware of her details. In the event she was to be seen the airport / FISO in the tower was to be advised immediately or a 999-call made to external services.</p>	All
10	<p>Any Other Business</p> <p>BR asked that a reminder be passed to all pilots that taxi speeds on Taxiway A (especially close to the pedestrian crossing area) be kept to the slow walking pace as published in the Aerodrome Manual and AIP. He advised that he had instructed ATS to 'advise' pilots directly on the radio if they witnessed excess taxiing speeds.</p>	All

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	<p>BR advised that a new voice recorder system was due to be installed in the tower on the 26/02/20. This would bring the facility into line with a change of statutory requirements coming into force.</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.</p> <p>BR confirmed that the airport would be organising a Charity Paranormal Evening at the airfield on the 14/03/20 in aid of the Midlands Air Ambulance. Tickets are £30 each with a 100% of the ticket money going to the charity. He advised that a small number of tickets remained and could be purchased from the airport office.</p> <p>BR passed on his thanks to Air Midwest for their support in assisting the military aircrew that had recently become 'stuck' at the airfield when their aircraft had become unserviceable. He emphasised that such actions really did help make the airfield be seen as a nice and friendly place to come to.</p> <p>BR advised that the airport was looking to head towards paperless issue of all invoices moving forward. The target was to get as many as possible issued by email. He confirmed that the facility to post invoices would remain to those who needed it but that a small admin charge (£1.50) would be applied to cover costs. It was expected that this would come into force from the 1st April 2020.</p>	<p>All</p> <p>All</p> <p>All</p> <p>All</p> <p>All</p>
11	<p>Date of Next Meeting</p> <p>Thursday 14th May 2020 at 16.00hrs in the Airport Offices</p>	

B. H. Rawlings

Brian Rawlings
Operations Manager

