

Airport Users Meeting - Minutes of Meeting 18/05/20

Meeting Minutes	Title	Airport Users Meeting
	Date	18/05/20
	Time	14.00
	Location	Hangar 3
	Minutes Taken By	B Rawlings

Attendees	Name	Role/Team	Initials
Chairman / Secretary	Brian Rawlings	Operations Manager	BR
	Anthony Rowlands	FISOM	AR
	Darren Harrison	SAFO	DH
	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	BF
	Tim Brannon	Air Midwest	TB
	Rick Mayall	Air Midwest	AM
	Steve Wilkes	Hadair	SW
	John Royce	Flightpath	JR
	Jeff Smith	Autogyro Representative	JS
	Dave English	PDG	DE
	Bob Kirk	West Midlands Flight Training	BK
	Mike Robbins	The Flying School	MR
Steve Sylvester	Aircraft Owner	SS	
Peter Wheelan	Aircraft Owner	PW	
Apologies			

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 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. BR confirmed this had now been installed. Closed.</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. BR advised that this was presently going through the design phase, but fabrication and installation dates could not be confirmed due to the impact of COVID-19. Ongoing.</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. BR confirmed this had been implemented. Closed.</p>	All All All
3	<p>ATC</p> <p>Nothing to report</p>	All
4	<p>Airprox</p> <p>There had been no Airprox during this reporting period</p>	All
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>	

Item No	Minutes	Action
	BR advised the meeting that he had spoken with MCR and that due to the COVID-19 situation the application was delayed until further notice	All
8	<p>Runway 28/10</p> <p>This remained linked with the proposed development as detailed within Section 7</p>	All
9	<p>Security</p> <p>BR advised that due to the present COVID-19 situation the main gates remained closed. Personnel were on site daily doing essential maintenance. He also thanked other residents who were undertaking additional security sweeps during the day.</p>	All All
10	<p>Any Other Business</p> <p>BR Gave an update in regards the COVID-19 situation, the impact on the airfield and the slow movement back towards 'normal' operations. He highlighted the following main points:</p> <p>BR had been working with the CAA to produce a Return to Normal Operations Plan which was just in the process of being approved by the CAA. This document would govern how the airport (as a licensed airport) would move back towards normal operations. The focus was to ensure that the environment was safe, and that special consideration would be given towards the questions of skill fade and workload. He further emphasised that this did not just cover pilots but also ATS, RFFS, Maintenance and Airport Office Staff.</p> <p>BR advised that the airport would open licensed on the 23rd,24th May 2020 and from the week commencing 1st June at weekends. The hours would be 09.30hrs to 16.00hrs. Update since meeting: the airport will also now also open on the 27th, 30th and 31st May 2020 – times as above. Additional days may be added moving forward depending on staff availability and a suitable level of demand. These would be published accordingly.</p> <p>BR advised that Flight Organisations and syndicates (3 pilots or more) would need to provide a copy of their Risk Assessment covering COVID-19 measures, social distancing and skill fade. These needed to be provided prior to any flights taking place.</p> <p>BR asked that all operators consider the nature of their first flights and consider perhaps doing some GH to re-familiarise themselves with their aircraft prior to coming back in the circuit.</p> <p>BR advised that following discussion that an OPNOT would be raised and the following temporary limitations would be introduced to foster as safe an environment as possible. These would be:</p> <p>Circuit would be limited to a maximum of 3 aircraft. No non-standard joins. No dual runway operations No out of hours operations without approval of the Airport / Accountable Manager.</p> <p>BR emphasised that aircraft looking to operate Out of Hours and based in hangars managed by the RFFS crew would need to giving notice at least the day before to get aircraft out of the hangar on the day of the flight. In turn they would need to be aware that return flights on the same day could</p>	All All All All All All All

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	<p>mean the aircraft being outside overnight.</p> <p>TB raised the frustration of the flying schools that flight training could not start. He highlighted his frustration that the guidance was not being applied across the board and that some commercial training organisations were already able to operate. BR sympathised but advised that the airport could only operate to the Department of Transport guidelines. He confirmed that the airport would be ready as soon as the guidelines changed. Ongoing</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. Ongoing</p> <p>BR advised that Project Propeller, Microlight Competition and Wings and Wheels event all planned for this year had been cancelled due to the COVID-19 situation. Closed</p> <p>PW raised a question over the suitability of the locks to the hangars especially as there were prolonged periods with the airfield not fully manned. BR confirmed this was being investigated but was struggling at that moment to source suitable security locks (long necked) due to availability during the present COVID-19 crisis. Ongoing</p>	<p>All</p> <p>All</p> <p>All</p> <p>All</p>
11	<p>Date of Next Meeting</p> <p>To be confirmed - but that future meetings may well be undertaken interactively dependent upon government guidelines</p>	<p>All</p>

B. H. Rawlings

Brian Rawlings
Operations Manager

