

Airport Users Meeting - Minutes of Meeting 16/12/20

Meeting Minutes	Title	Airport Users Meeting
	Date	16/12/20
	Time	16.00
	Location	Zoom (Virtual)
	Minutes Taken By	B Rawlings

Attendees	Name	Role/Team	Initials
Chairman / Secretary	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
Apologies	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

Item No	Minutes	Action
2	<p>Matters Arising</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 updated the meeting that due to Covid-19, Lockdowns and Furlough of staff the main installation would not be until early 2021. All designs were complete, and the main foundations dug. However better weather was required prior to the pouring of concrete.</p> <p>BR confirmed that he felt that the airport response to the COVID-19 situation had been generally good and that he was pleased with the procedures that the operators had put in place to try and control and potential spread and control their operations. He re-emphasised the need to ensure that now the airfield was in Tier 3 all procedures were being followed.</p> <p>BR advised he was being approached to give permission to some pilots to undertake certain flights including landaways. He confirmed that he could and would not do that and that the decision as to if the flight was within the guidelines was with the pilot and not the airport.</p> <p>BR reminded all operators that if nonflying passengers were being flown in any aircraft, they must wear a mask in line with the government guidelines.</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. BR updated that with the present uncertainty of Brexit he felt the supply of UL91 would remain an issue for sometime to come and may need to be withdrawn at times. Ongoing</p>	<p>All</p> <p>All</p>
3	<p>ATC</p> <p>Nothing to report</p>	<p>All</p>
4	<p>Airprox</p> <p>There had been no Airprox during this reporting period</p>	<p>All</p>
5	<p>Complaints</p> <p>BR advised that there had been an increase of noise complaints during the period of July to September. He had also been aware that there had been an issue with a certain resident within the Claverley area actively encouraging local residents to complain. Over that period a number of calls had been received from the area but on many occasions, they were not willing to leave full details.</p> <p>Consequently, BR had introduced a system where all complaints had to be submitted via an on-line form via the airport website. This ensured full details were received for actioning and allowed a full document trail to be maintained. All complaints were now being directed via this system. He also confirmed he had informed all local councils of the system and had received their full support.</p>	<p>All</p>
6	<p>Wasir</p>	

