

Airport User's Group Meeting - Minutes of Meeting 28/02/22

Meeting Minutes	Title	Airport User's Meeting
	Date	28/02/22
	Time	16.30
	Location	Zoom (Virtual)
	Minutes Taken By	B Rawlings

Attendees	Name	Role/Team	Initials
Chairman / Secretary	Brian Rawlings	Operations Manager	BR
	Mike Robins	The Flying School	MR
	Dave Howell	Private Owner Rep	DH
	David Morgan	Private Owner Rep	DM
	John Royce	Flightpath	JR
	Mark Wallington	FISO Manager	MW
	Dave English	PDG	DE
	Jeff Smith	Autogyro Representative	JS

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 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. BR confirmed that the lower-level steps were to be replaced imminently. He is looking at an alternative design for the larger set. BR confirmed that the lower steps had been installed but some minor modifications to the handrails on the balcony and the installation of some anti-slip protection to the steps remained to be completed. Ongoing</p> <p>BR advised the meeting that the planning application had now been submitted by MCR and is live on the Planning Portal. BR updated the meeting that the Planning application remained with the council. He advised that he had been notified that a review of the business case remained to be</p>	<p>BR</p> <p>All</p>

Item No	Minutes	Action
	<p>completed with a target date of the 25th of March 2022. Ongoing</p> <p>JS asked if the airfield was any further forward with the repairs on runway 28/10. BR confirmed that this is still aligned with the planning application. He did advise that options for a self-help repair scheme to the runway was being considered. Further information would be issued as and when this progressed. Ongoing</p> <p>BR confirmed that there will be another Barrier Card exercise as there appears to be a large volume of cards in circulation. TB asked BR for an update on both the caravan left on the car park and the unit on site with bollards outside. BR confirmed that the caravan will be going shortly, and the tenant has permission to have the bollards outside as he needs access to the unit to drop heavy items in. JS mentioned that there appears to be a silver vehicle abandoned by Hangar 6. BR will investigate this. BR has also written to some tenants to confirm that they need to clear the areas surrounding their units of vehicles, or they will start to get charged for the vehicle to be parked there. BR advised this was ongoing and it had been noted some cards were being 'passed on' by people to others. BR confirmed if that was found to be the case the card would be cancelled and not replaced. Ongoing</p> <p>BR highlighted that the present Covid situation was being monitored and that additional restrictions would be brought back at the airfield but in line with government guidelines. However, he stated that airport staff were taking additional precautions for their individual safety and to try and maintain the airfields licensed status. He further requested that all organisations / businesses review their procedures and ensure they are doing everything to keep people safe. BR advised that with the change in rules that he was leaving the flight schools / organisations and units to do their own risk assessments in regards Covid procedures. However, he highlighted that casual visitors would still not be allowed in the RFFS Crewroom, Fuelbay Hut or Tower.</p>	<p>All</p> <p>All</p> <p>All</p>
3	<p>Security</p> <p>BR advised everyone that the airfield had persons unknown trying to enter the airfield at night via the main gate. The latest had been 27th February 2022. It appeared that they had forced their way through the gate on foot and had looked at the antique centre. It had not appeared that anything had been stolen or that there had been any other issues on site.</p>	All
4	<p>Airprox</p> <p>There had been no Airprox during this reporting period</p>	All
5	<p>WASIR</p> <p>BR briefed the committee on 1x WASIR's during this last period. There were no further actions required.</p>	All
6	<p>Complaints</p> <p>BR advised that we had become aware of a small number of complaints from the Seisdon and Trysull area and the overflight of aircraft in the visual circuit. He advised that he would be having a meeting with some residents and representatives within the next couple of weeks. Please see further information at Section 7 of these minutes.</p>	All

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7	<p>Any Other Business</p> <p>As detailed in Section 6 BR asked all operators to ensure visual circuits to Rwy 16 and Rwy 22 remained within the ATZ. He highlighted he had received complaints from the Seisdon and Trysull areas which if correct suggested that some visual circuits may be extended by pilots. He advised that he would be travelling to the area on a busy day when these runways are in use to monitor flights and aircraft positions in the circuit. He requested that direct flights of both areas be avoided.</p> <p>BR advised that the next CAA Audit would be on the 12th / 13th April 2022. He advised in preparation a programme of refreshing marking on site would be happening. Whilst notifications would be given, he asked all operators to be prepared for amended taxi patterns and some restrictions on runway use.</p> <p>BR reminded all operators that Out of Hours forms for 2022 should be completed and returned to the airport prior to operating Out of Hours. He noted that a few people had attempted to do this without returning forms. He also reminded everyone that the online Movements form should be completed within 24 hours of the flight and that failure to comply with the procedure could end up with Out of Hours flights not being allowed. Both forms are available online at the following links:</p> <p>https://www.wolverhamptonairport.co.uk/pilot-information - Out of Hours Forms</p> <p>https://www.wolverhamptonairport.co.uk/log-a-movement - Movements Log</p> <p>MR raised a concern in regards a helicopter positioning directly towards the entrance to Hangar 3E and not by landing on the helipads initially. BR agreed to look at this procedure and that it would seek comments from helicopter operators and take it to the Safety Committee for actioning.</p> <p>BR advised everyone that the airport was looking to start introducing a Management Software to improve procedures for PPR of flights, operations within ATS and eventually management of the hangars fuel and a portal for users to view their accounts and pay bills. The introduction of this would be gradual and notified accordingly as it progressed.</p> <p>BR provided a couple dates for the diary in 2022:</p> <p>21st May 2022 – Jaguar owners' event – linked with possible fly-in. 4th June 2022 – Bobbington village Jubilee Celebrations 19th June 2022 – Final Project Propeller.</p>	<p>All</p> <p>All</p> <p>All</p> <p>All</p> <p>All</p> <p>All</p> <p>All</p>
8	<p>Date of Next Meeting</p> <p>To be confirmed - but that future meetings would continue to be undertaken interactively for the foreseeable future.</p>	<p>All</p>

B. H. Rawlings

Brian Rawlings
Operations Manager

