

Airport User's Meeting - Minutes of Meeting 31/08/21

Meeting Minutes	Title	Airport User's Meeting
	Date	31/08/21
	Time	16.00
	Location	Zoom (Virtual)
	Minutes Taken By	K McNaney

Attendees	Name	Role/Team	Initials
Chairman / Secretary	Brian Rawlings	Operations Manager	BR
	Anthony Rowlands	FISO Manager	AR
	David Morgan	Private Owner Rep	DM
	Jeff Smith	Autogyro Representative	JS
	Tim Brannon	Air Midwest	TB
	Mike Robins	The Flying School	MR
	Kerry McNaney	Admin / Reception	KM
Apologies	Dave Howell	Private Owner Rep	DH
	Dave English	PDG	DE
	Bob Kirk	Wolverhampton Flight Training	BK

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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. 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. BR confirmed that the supply issue remains ongoing. We</p>	<p>BR</p> <p>BR</p>

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	<p>have the stock, but no pump as parts from the UL91 pump had been used in the Avgas pump to fix issues. Three new pumps have been ordered to replace them, with a lead time of October 2021. The issues with the Avgas supply had been with Reynolds Logistics lack of drivers and is affecting a number airfields UK wide. BR is ordering stock more frequently to try to keep a supply on site. Ongoing</p> <p>BR advised that the remedial works to the Café kitchen were in progress and due to be complete this week. Subject to COVID-19 it was hoped the café would re-open from the 2nd January 2021 – take away only. However, this was to be confirmed and be subject to a Risk Assessment. BR advised that the café was going to be known as the Tower Café moving forward. The Tower Café is now fully open. Closed</p> <p>BR confirmed that it was hoped to hold both Project Propellor (May-June) and a Wings & Wheels event (August) during 2021. However, these of course remained under review and subject to COVID-19 restrictions. BR confirmed that Project Propeller will be going ahead on 19th September and Wings and Wheels has been moved to August 2022. 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 latest date as per the council website for a decision to be made is 11th September, however this has been pushed back several times due to manning at the council. Ongoing</p>	All
3	<p>Security</p> <p>BR mentioned that there was an issue with rubbish being left at various crash gates, however speaking to the Council, this was classed as littering and not fly tipping and they are unable to do anything about this. BR is monitoring the situation.</p>	BR
4	<p>Airprox</p> <p>There had been no Airprox during this reporting period</p>	All
5	<p>WASIR</p> <p>There have been several WASIR's received since the last meeting:</p> <p>14/05/21 – Autogyro mechanical failure resulting in an aborted take-off. 30/05/21 – A member of the public threatened the pilot of the Adventure 001 flight. 16/07/21 – The R44 crash on the western grass. 03/08/21 – An ATZ incursion by a PC6. 28/08/21 – Grob runway excursion. 30/08/21 – A fire in a bush at the back of one of the Flying Schools.</p> <p>All are ongoing</p>	BR
6	<p>Complaints</p> <p>BR advised the meeting that there were quite a few complaints between April and August this year, the majority being over the Claverley area. BR asked if Schools could be aware of this and avoid over flying the area. He also mentioned that around 30% of our complaints were from one</p>	

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	particular complainant based in the Beobridge area. BR mentioned that the complaints system had moved to an online format in order for us to capture all of the relevant details. JS asked if there was anything in particular that people were complaining about. BR mentioned that it was mainly aircraft turning over properties, and that the last 3 months had been the busiest on record.	All
7	<p>Any Other Business</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.</p> <p>MR asked if there had been any issues with other Schools / owners noticing Tarmac from the taxi and runways sticking to the under side of wings. TB mentioned that he had noticed what appeared to be black tar under his craft but hadn't thought anything of it. BR mentioned that the airfield has increased FOD bossing (moving debris from Tarmacked surfaces) and are just about to trial a new type of Tarmac which is harder wearing which should make a difference. MR will forward photos to BR, and BR will take this forward.</p> <p>BR mentioned that he had emailed everyone regarding Motor Vehicle Insurance, as some insurance companies have changed the wording in their policies to exclude cars being insured on any Airfield. BR will write to tenants who park airside to make them aware that their cars may not be insured when when on an airport or airside, and to check with their insurance companies.</p> <p>BR mentioned that there had been over a thousand aircraft movements captured with the new Out of Hours on line system, which the airfield didn't know about previously. BR reminded everyone that these forms needed to be completed 24 hours following the flight.</p> <p>BR mentioned that most Flying Schools appeared to have sound Covid policies in place and he will continue to let Schools manage these independently. He mentioned that he has largely kept all measures in place for Airfield staff. BR confirmed that there has been one confirmed case of Covid with a student from Flightpath and has mentioned that Schools should remain vigilant and test and isolate where appropriate.</p> <p>BR confirmed that there is a Health and Safety Airfield inspection taking place on 13th to 15th September, which may include visits to Schools. BR mentioned that all Risk Assessments should be in place. MCR are also taking the opportunity to update the Asbestos Register, and BR will inform tenants when further details are known and access to properties required.</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 look into 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.</p> <p>BR confirmed that there is a new release of the Aerodrome Manual being released, dated August 2021, and there has been several changes, particularly in Section 4.</p> <p>BR confirmed that he released an Opnot last week regarding the 19th September Project Propeller event. He is currently working on times, but there is due to be up to 50 aircraft flying veterans in that day. BR has asked if Schools could ensure that there is no circuit work done that day and mentioned that there will be an ATZ restriction in place at 14.55 for the BBMF Lancaster fly past. The Spitfire will become airborne after this, followed by the Avro Anson. BR will finalise times closer to the event. He mentioned that 3W will be converted as previously for the event and has asked if aircraft are required from 4E and 5E that the airfield is notified before the event, as there</p>	<p>All</p> <p>BR</p> <p>BR</p> <p>All</p> <p>All</p> <p>BR</p> <p>BR</p> <p>All</p> <p>All / BR</p>

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	<p>will be no access on the day.</p> <p>BR mentioned that there is an ongoing investigation into how there was a fire in a bush behind one of the airside Flying Schools, and wanted to remind everyone that there is no smoking airside, except for the designated place underneath the Tower, including vapes and e-cigarettes. A WASIR has been completed regarding this, which was in the process of being actioned.</p>	All
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>	All

B. H. Rawlings

Brian Rawlings
Operations Manager

