

Operations Safety Forum (OSF) – Meeting Notes

29th April 2021

Meeting No. **01**

Attendees

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| Barry Hawkins (BH) | Manager Air Traffic Services (MATS) |
| Steve Banaeian (SB) | KB Aviation |
| James Latham (JL) | ATCO |
| Alan Maynard (AM) | Rep - Sport and Leisure GA |
| Dave Mortimer (DM) | FTA |
| James Piper (JP) | FTA |
| Steve Powell (SP) | FCSL |
| Andy Tobias (AT) | Rep - Municipal Hangar tenants |
| James Tester (JT) | Shoreham Aviation Flight Centre |

Apologies

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| Spencer Phillips | Advance Helicopters |
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Notes

| Reference | Description | Owner |
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| OSF 01-N1 | <p>Introduction</p> <ul style="list-style-type: none"> - BH thanked those attending this first of a biannual OSF meeting to be held in Apr and Oct each year - Attendees had been invited to represent a broad spectrum of the aviation community based at Shoreham - Purpose of the meeting was to provide information on key safety and operational matters to prompt debate and obtain feedback from the attendees to improve flight safety and the air operation at Shoreham. BH advised attendees that this was not the forum at which to raise any commercial matters. - The agenda that was put forward was agreed and would become the standing agenda for future meetings. BH advised that he would like to adhere to the nominal timings allocated to each agenda item. If a topic required broader consideration, it would be taken outside the meeting and specific members of the OSF asked to join a working group to debate and propose solutions. | All |
| OSF 01-N2 Outstanding Actions of the Last Meeting | <p>Review of actions</p> <ul style="list-style-type: none"> - There were no 'Outstanding Actions' as this was the first meeting, but in future a review of the actions decided at the previous meeting would take place and recorded here. | All |
| OSF 01-N3 Topical GA matters raised by UK CAA | <p>Topical GA matters raised by UK CAA</p> <ul style="list-style-type: none"> - BH advised that he had received several CAA Information Notices relating to matters relevant to GA activities in the last 6 months and had attended the Local Airspace Infringement Team (LAIT) meeting whose members included Gatwick, Redhill, Goodwood and Lydd. CAA GA staff officers | BH |

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| | <p>also attended the LAIT and provided useful feedback on safety and operational matters applicable to the GA community.</p> <ul style="list-style-type: none"> - BH advised current topics included: <ul style="list-style-type: none"> o Return to Flying - airmanship and skill fade (pilots and ATC) – CAP 1925 released as guidance. It was recommended that this document be considered an ‘essential read’ by those planning flights not having flown for some time because of the recent lockdown. o Airspace Infringements (AI) - controlled airspace (Gatwick) – increased numbers since the easing of restrictions and more aviators taking to the air. <ul style="list-style-type: none"> ▪ Disturbing that the CAA report the presence of a hard-core of GA pilots who think AI reports are an over-reaction by CAA/NATS ▪ Educational Awareness Course available from CAA ▪ GASCO working on webinar on AI as part of their safety training ▪ Threat and Error Management aide-memoire issued and available on the Airspace and Safety Initiative website which would assist the prevention of AI o Local Airspace – It was proposed that periodically ATC provide a presentation (via Teams) on local airspace. Open forum to students from any of the flight training schools. DM/JP asked that ATC co-ordinate with FTA in first instance to ensure that any presentation was made in a suitable part of the training syllabus. The invitation would be issued Airport-wide to join the Teams webinar when date/time agreed. The presentation would include the following: <ul style="list-style-type: none"> ▪ Just Culture ▪ Description of local airspace (within 15 NMs) ▪ Tips and hints ▪ VRPs and potential ‘pitfalls’ ▪ How to avoid AI (X-ref to CAA material and GASCO) - Visits to ATC – to be reintroduced as soon as practicable (when COVID-19 restrictions permit). - Electronic Conspicuity. A feature of the Airspace Modernisation Strategy (Initiative 11). Many based aircraft carry EC equipage; however, some of the on-board systems are not compatible with ADS-B and, thus there were limitations to its current effectiveness. It was intended that a PilotAware ground station be installed at Shoreham during the Summer. - CAA promoting the use of social media to widen the message on safety and airspace infringements. It was envisaged that BCAL would promote selected topics from time to time. - Use of moving maps promoted by the CAA. JP remarked that there was increased use of moving maps in the training syllabus of the commercial pilot flight training. Others concurred that it is becoming more of a feature in the sport and leisure and PPL flying. | |
| <p>OSF 01-N4 Overview of BCAL Safety Reports</p> | <p>BCAL Safety Reports</p> <ul style="list-style-type: none"> - General – BH advised that the Airport was keen to promote the ‘Just Culture’ and asked attendees to encourage others to submit safety reports so that the wider community might learn from the experience - JP suggested that it might help if BCAL established an email address (safety@flybrighton.com?) so that any safety concerns could be sent to the Airport to investigate/address. BH agreed that this idea had merit and that it would be presented to the Chair of SAG for consideration. - Since the “return to flying” post lockdown, ATC had managed operations in the ATZ and on the ground on a PPR basis. This was deemed to accord with the thrust of CAP1925. It had proven successful so far and had not inhibited any flying activity to any great degree. It was intended that the arrangements would be eased at the next milestone (17 May). | <p>JL</p> |

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| | <ul style="list-style-type: none"> - JL updated attendees on recent noteworthy local airspace incidents which provided valuable lessons: <ul style="list-style-type: none"> o Parham Gliding AAIB AIRPROX Mustang/Parham Pawnee. General discussion about glider ops within Class G airspace and the need to apply 'see and avoid'. DM asked if Parham was adequately portrayed on the Shoreham AIP Entry/Charts. Review revealed that Parham is marked on the RNP IAP Chart for Runway 02 and 20. Asked to consider if a warning notice was required in the AIP and a general education piece on local airspace design and activities (<i>NB: Could be covered in 'Local Airspace' brief proposed at Note 3</i>). o BCAL was proactive in habitat management and there had been several deer sightings on the Airport; it was suggested that the animals had probably been displaced by the works to the west and north-west associated with the Monks Farm development. JP remarked that he harboured concern about the deer roaming the airfield at night. JL advised that the deer movements were monitored as best as ATC was able with the cameras which have a reasonable IR capability (but only in the Runway 02 threshold area). Action Plan in place to manage the deer and to reduce the size of the small herd. The situation would be monitored. - During marginal weather, non-standard approaches and circling (in an effort to find the runway and land) were observed by one member. The practice was considered questionable and BH agreed to review this observation further. | |
| <p>OSF 01-N5 Local Runway Safety Team (LRST)</p> | <p>Local Runway Safety Team (LRST)</p> <p>Runway Incursions and Excursions</p> <ul style="list-style-type: none"> - There had been a deer incursion which had delayed take-off. Positive habitat management is being applied to the fauna and flora. - ATC had observed a couple of excursions that had gone unreported preventing timely submission of the MOR and, most importantly, a prompt inspection of the runway for debris (FOD) that could have been dragged back on to the surface. Each was reviewed with the pilot in-command (PIC). One acknowledged the error but another when challenged over the incident, stated that he did not believe he had done anything wrong. The Airport Company consider that it was incumbent on the PIC to report an excursion to ATC and their operations officer/organisation so that the aircraft can be checked, Airfield Ground Lighting (AGL) inspected for damage, etc. This was considered a safety issue and attendees were asked to disseminate the message that PIC should report excursions to ATC as soon as possible after the incident. <p>Apron and Taxiway Safety</p> <ul style="list-style-type: none"> - AGL upgrade of wiring. The wiring was overdue rehabilitation. Phase 1 of the programme (Kilo taxiway) was completed in Nov/Dec 2020. Phase 2 (Alpha/Bravo taxiway) was to start in early May and would last 4 to 6 weeks. The start date for Phase 3 (Runway 02/20) had yet to be determined. - Runway 06/24. AM asked if the 'bumpiness' of segments of 06/24 could be investigated and the unevenness eradicated. BH advised that any remedial works would render the runway unavailable for a few months whilst the ground recovered. It was suggested that 'we walk the ground' to identify the areas of concern, consider potential resolutions and then establish plan of action. - Safety Improvement initiatives to be undertaken in the next 6 months include: | <p>JL / BH</p> |

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| | <ul style="list-style-type: none"> ○ Wig-wags (LEDs) to be relocated ○ Uplighting for K1 boards ○ K5 boards to be moved shortly. | |
| OSF 01-N5 Airport Operations | <p>Airport Operations (next 6 months)</p> <p>Planned Works</p> <ul style="list-style-type: none"> - AGL ground works - current work on Alpha taxiway to continue until mid-June 21) - Apron Markings - Repainting – this would be a 2-phase approach. The western half of the Apron to be completed in mid-May and the eastern half to be undertaken later in the Summer 21. - Northern boundary - Monks Farm Road. Works on the new road to commence in early May and last most of the Summer. The works would involve piledrivers and mobile cranes operating in one of 4 places. Reminder to read NOTAMS daily to identify changes and ATC will provide additional briefing material. - Cala homes – New Monks Farm. There are large earth mounds appearing to the west of the Airport associated with the housing development. Caution during long dry spells when dust might be whipped up in windy conditions. Have been advised these are temporary but no timescale for removal provided. - Airport Boundary Fencing. A 2-metre fence was to be erected around the 10-acre development site on the north-east sector of the Airport. When erected the Airport boundary would be re-defined for licensing of the aerodrome with the CAA - Changes to ground operations <ul style="list-style-type: none"> ○ Grass cutting. The Airport has adopted a 'long grass policy' methodology for the non-maneuvring areas and would manage the grass throughout the year. Unlike previous years, there would be regular topping cuts (as opposed to the current method where the grass grows very long and a farmer takes a silage crop in the summer). ○ Scheduled Operations – airline planning to commence operations to and from Alderney with Islander aircraft in late-Summer. Operations from the Airport Terminal. ○ Increase in the habitat management activity to manage the deer and birds on the airfield. Intent to use bird-scaring cartridges in due course - Changes to airspace operations <ul style="list-style-type: none"> ○ Helicopter Circuits review. The current helicopter training circuit is to be reviewed and options considered. ○ BVLOS operation at Goodwood. Temporary Restricted Airspace established at Goodwood. - Other issues (e.g. policy changes) <ul style="list-style-type: none"> ○ Review of the Engine Ground Running Policy ○ Review of the Out of Hours (OOH) and Indemnity Scheme ○ Review of the Municipal Hangar terms and conditions - Coronavirus. COVID-19 Secure measures still apply to the Airport Terminal and the Fire Station and have been based upon government guidance and the risk assessment. It would be kept under review and updated as new data became available. | BH |
| OSF 01-N6 AOB | <p>AOB:</p> <p>OOH and Indemnity Scheme.</p> <ul style="list-style-type: none"> - AM remarked that the OOH and indemnity scheme had been suspended for the period January to April and asked for clarity as to what would be available with the easing of restrictions being announced by government. | AM |

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| | <ul style="list-style-type: none"> - BH explained the difference between OOH and the Indemnity Scheme and reported that these policies had been suspended because essential works had been ongoing in the RESA (undershoot to Runway 20). These works (involving large plant and machinery) had been undertaken outside of the normal Airport opening hours and thus the runway had been declared unavailable for safety reasons. - BH advised that the ground works in the RESA had recently been completed and the Indemnity Scheme was available to those pilots who had registered. | | |
| Agreed Decisions | | | |
| Reference | Description | | |
| OSF 01 D1 | Agreed that the 'Just Culture' should be promoted at Shoreham | | |
| Closed Actions (to remain on the notes for 3 months then delete) | | | |
| Reference | Description | Action Owner | Date Closed |
| OSF 01 AXX | NIL | | |
| New Actions | | | |
| Reference | Description | Action Owner/s | Target Completion Date |
| OSF 01-A01 | ATC to develop Local Airspace Presentation/Briefing | BH/JL | 30 Jun 21 |
| OSF 01-A02 | Consult Chair of SAG to establish a specific email address for safety reporting | BH | 31 May 21 |
| OSF 01-A03 | Review Shoreham AIP entry and consider additional text to warn of glider operations at Parham | BH/JL | 31 May 21 |
| OSF 01-A04 | All organisations to promote the need to report runway excursions to their supervisor and ATC | All | 31 May 21 |
| OSF 01-A05 | Inspect the surface of Runway 24/06 and consider options to mitigate the 'bumpiness' | BH/AM | 30 Jun 21 |
| OSF 01-A06 | Helicopter Training Circuit to be reviewed | BH/JL | 31 Aug 21 |
| OSF 01-A07 | Policy Review on the OOH and Indemnity Scheme | BH | 31 Aug 21 |
| OSF 01-A08 | Policy Review on Engine Ground Running | BH | 31 Aug 21 |
| Next Meeting | | | |
| Date: | TBA October 2021 | Time: | TBA |
| Venue: | Main Terminal or Teams Meeting | | |
| Footnote: Target Completion Dates | | | |
| <p>'Target Completion Date' (TCD) represents the date the action owner believes to be realistic for the completion of the allotted task. However, as many tasks involve interactions with third parties and <u>it is accepted that allocation of resource to resolve outstanding OSF actions will be affected by the operational requirements of the business</u>, especially during summer months, the TCD listed will be subject to review and may be changed to reflect these constraints, where appropriate, with the agreement of the Chairperson</p> | | | |