

Operations Safety Forum (OSF) – Meeting Notes

19th October 2021

Meeting No. **02**

Attendees

Barry Hawkins (BH)	Manager Air Traffic Services (MATS)
Ben Kirton (BK)	FCSL
James Latham (JL)	ATCO
Spencer Phillips (SP)	Advance Helicopters
James Piper (JP)	FTA
Andy Tobias (AT)	Rep - Municipal Hangar tenants

Apologies

Steve Banaeian (SB)	KB Aviation
Alan Maynard (AM)	Rep - Sport and Leisure GA
Dave Mortimer (DM)	FTA
James Tester (JT)	Shoreham Aviation Flight Centre

Notes

Reference	Description	Owner
OSF 02-N1	<p>Apologies, Agenda and Notes of Last Meeting</p> <ul style="list-style-type: none"> - BH thanked those attending the second OSF meeting of 2021. Whilst the date had been selected to suit all invitees, a few last-minute changes in the personal circumstances of some members resulted in several apologies - All those present acknowledged receipt of the notes of the last meeting (Mtg 01 dated 29 April 2021). Accepted as a true record. - The agenda that was put forward was agreed and there were no comments/changes proposed. - BH advised that he would wish to introduce 3 items under the AOB. 	All
OSF 02-N2 Outstanding Actions of the Last Meeting	<p>Outstanding actions</p> <ul style="list-style-type: none"> - BH provided the following update on the outstanding actions: <ul style="list-style-type: none"> o 01-A01. Work in progress – revised target date 24 Dec 21 o 01-A02. Next SAG meeting at end of week. Will advise in the notes o 01-A03. Reviewed and decided no change required. Action closed o 01-A04. Hopefully organisations had promoted this. Action closed o 01-A05. Inspection undertaken with Alan Maynard in June. Noted the areas of concern. Plan to look at moving the runway 30m north (same orientation) and this to be investigated in the Spring 22. Action closed. If investigation reveals the move would be viable, the proposal would become a project. o 01-A06. Work in progress – revised target date 30 Nov 21 o 01-A07. Work in progress – revised target date 30 Nov 21 o 01-A08. Work in progress – revised target date 30 Nov 21 	All
OSF 02-N3	<p>Topical GA matters raised by UK CAA</p> <ul style="list-style-type: none"> - Based on the feedback from the first OSF meeting, it appeared that a review of the key issues (relevant to GA and helicopter training operations) 	BH

<p>Topical GA matters raised by UK CAA</p>	<p>raised by the CAA in the period between meetings was welcome and, in particular, topics of safety concern should be aired.</p> <ul style="list-style-type: none"> - BH advised that he and JL had attended the most recent Local Airspace Infringement Team (LAIT) meeting whose members included Gatwick, Redhill, Goodwood and Lydd. Current topics included: <ul style="list-style-type: none"> 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"> ▪ The CAA had reported that the ‘bounce back’ of the GA flying had resulted in infringements but the overall figures for AI in 2020 (throughout the UK) was down slightly in comparison to 2019. ▪ Interesting statistic was that there were instances of multiple AIs in single flights. 9% of all infringements thus far in 2021 caused by 13 pilots. ▪ Causal factors for the AI were identified as: <ul style="list-style-type: none"> • Skill fade as a result of pandemic – significant • Pre-flight planning - complacency • Moving map – over reliance and several reports of over-heating devices which caused a distraction. ▪ Analysis suggested that ‘Take 2’ would have prevented many of the AIs. The ‘Take 2’ initiative proposes that pilots avoid the base of controlled airspace by 200 feet vertically and/or remain 2 NM from the lateral boundary of controlled airspace. o Key Strategies for Mitigation <ul style="list-style-type: none"> ▪ Good Threat and Error Management techniques ▪ Sustain basic skills in marking up charts as a back-up (an aide-memoire for flight preparation has been issued and made available on the Airspace and Safety Initiative website) o Better Never than LAIT – The Chair of LAIT had issued promotion material providing links to GA Safety Posters and Safety Sense Leaflets. The poster can be printed at A3 and provided links and QR codes to key safety matters. The posters and associated material were to be distributed with the notes of the OSF. 	
<p>OSF 02-N4 Overview of BCAL Safety Reports</p>	<p>BCAL Safety Reports</p> <ul style="list-style-type: none"> - JL updated attendees on recent noteworthy local airspace incidents: <ul style="list-style-type: none"> o There had been 2 ATZ incursions by aircraft working other ATS agencies. Both incidents resulted from the controller at the other unit not appreciating the presence of the ATZ as it was not marked on their radar screen. This issue was to be raised at the next LAIT to explain it is not only controlled airspace that needs to be considered. - BCAL continued to be proactive in habitat management. <ul style="list-style-type: none"> o Deer sightings had continued. It was proposed that once the fence on the northern boundary of the Airport was complete, herding and removal of the deer from site would be a useful flight safety initiative - Management of the birds (particularly gulls) on the airfield had been challenging. The Airport had finally secured licences from the Police to operate very pistols for the bird-scaring cartridges but there was now a delay in obtaining fire-arms training. The Airport continued to be proactive with the promotion of safeguarding which included statutory (planning requests), crane and drone operations. The assessment works were outsourced to a third party because of the number of requests. No doubt, aviators had noted the high number of crane operations around the Airport in the last 12 months. Of significance, would be the erection of 2 cranes at Free Wharf in Shoreham in early-November. The upper parts of these cranes would be at circa 200ft AGL and the cranes would be lit. Pilots to 	<p>JL</p>

	note that the cranes would be in situ until Q1/2023 and were encouraged to read the NOTAM on the obstacle.	
OSF 02-N5 Local Runway Safety Team (LRST)	<p>Local Runway Safety Team (LRST)</p> <p>Runway Incursions and Excursions</p> <ul style="list-style-type: none"> - There had been a couple of significant runway excursions. <ul style="list-style-type: none"> o One had been investigated and had resulted in the pilot voluntarily giving up his membership to a club aircraft and stopping flying. o The other involved a pilot of a base aircraft landing on a grass taxiway (Foxtrot) stating that it was difficult to differentiate between the grass runway and taxiway. Initial investigation revealed that the runway numbers were visible and the width of the runway (25m) versus the taxiway (12m) was obvious. No damage occurred and the investigation is ongoing. <p>Apron and Taxiway Safety</p> <ul style="list-style-type: none"> - AGL upgrade of wiring. Phase 2 (Alpha/Bravo taxiway) had been completed and the system re-commissioned. It was decided that the taxiway halogen lights should be replaced with LED fittings. However, funds were not available to replace all; so, the initial refit would be limited to the Kilo Taxiway. It was anticipated that the works would be completed by 31 Oct and commissioning of the system could then be undertaken. <i>Note: the Kilo taxiway lighting reinstated 28 Oct</i> - Runway Guard Lights (Wig-Wags) had been installed at holding points A1, B1 and K1. These should help to reduce the chances of incursion to the main runway. Unfortunately, the K1 lights failed soon after installation. New LEDs have been ordered and should be installed by year end. Comment from some quarters had suggested the lights were very bright; however, the consensus of those present was that if they were set at industry-standard levels they were satisfactory. - JP asked when the bad ground markers at the northern end of Rows 11/12 and 13 would be removed. BH advised that they had been installed pending the reinstatement of the ground which had been disturbed during the taxiway cabling works. BH agreed to investigate the plan for completion of the rehabilitation of the ground so that the access to the parking could be reinstated from the Kilo Taxiway. 	JL / BH
OSF 01-N5 Airport Operations	<p>Airport Operations (next 6 months)</p> <p>Planned Works</p> <ul style="list-style-type: none"> - Apron Markings - Repainting – this would be a 2-phase approach. The western half of the Apron had been completed, but the works on the eastern half had been postponed. Further design work was needed to optimise the parking and the proposed activity by an airline from the Airport Terminal needed evaluation and to be impact assessed. - Airport Boundary Fencing. A 2-metre high fence was being erected along the northern border of the airfield (north of Runway 20/02) and should be completed before Christmas 2021. In addition, the plan to erect a similar fence around the 10-acre development site on the north-east sector of the Airport had been delayed until Q1/2022. - Additional Security Fencing. Planning consent had been given to erect a 2-metre high security fence and gates between the eastern end of the Airport Terminal and the Transair building. It was anticipated that these 	BH

	<p>works would be completed before Christmas 2021. Access for visiting pilots to the landside facilities was to be reviewed.</p> <ul style="list-style-type: none"> - Changes to ground operations <ul style="list-style-type: none"> o <u>Grass cutting</u>. The 'long grass policy' adopted by the Airport was working satisfactorily and would continue into 2022. o <u>Scheduled Operations</u>. Airline 'Air Alderney' was making good progress with its application for an AOC. It was anticipated that approval would be gained before the end of November. It was likely that operations would commence with charters and scheduled operations were planned for Spring 2022 onwards. o <u>Security matters</u>. There had been a couple of incidents in the last 6 months of suspicious activity by unauthorised individuals wandering onto the 'airside'. These persons were intercepted, and the Police asked to engage. SP asked if a 'neighbourhood watch' system might be beneficial such that all operators could be notified when concern was raised about 'unknown persons acting suspiciously on site'. JL remarked that the Airport had installed high-definition cameras to cover all of the manoeuvring area (visible from the Visual Control Room) and these were recorded. o Works on the internal areas of the Terminal had commenced to install 'check-in desk and reception' in the Foyer and establish a 'departures/arrival hall' in the former Pashley Suite. Further works were planned and, hopefully, would be largely complete by year end. - Changes to airspace operations <ul style="list-style-type: none"> o <u>Helicopter Circuits review</u>. Good progress had been made in the design of revised helicopter training areas and a defined landing/take off strip and minor adjustments to the circuit inside the airfield boundary. The next phase of the review was to consult the regulatory authorities and to trial the proposed new arrangements. Engagement with the aviation community would follow before any implementation. o <u>BVLOS operation at Goodwood</u>. Temporary Restricted Airspace established at Goodwood continues and is activated from time to time. - Coronavirus. The COVID-19 Secure measures adopted by the Airport were commensurate with the guidelines provided on the government website for GA airfields. The risk was kept under regular review and would be updated as new data became available. 	
<p>OSF 02-N6 AOB</p>	<p>AOB:</p> <p>Global Reporting Format (GRF)</p> <ul style="list-style-type: none"> - JL gave a short brief on the imminent change to the 'surface state reporting of the movement area' known as 'GRF'. This was an ICAO initiative which all states had adopted. UK CAA had issued guidance material on the implementation of the new format which would take effect from 4 Nov 2021. ATC was awaiting a software upgrade which would enable the GRF data to be promulgated on the ATIS. If this could not be implemented on time, then ATC would pass the 'surface state' on the R/T. It would be a series of numbers relating to the runway segmented into thirds in the direction of the runway in use. The system appeared quite complex but for the operations at Shoreham it was anticipated that the combination of numbers used would be limited. All members of the OSF were invited to review the issued CAA documentation and be ready for the change. <p>Noise Abatement</p> <ul style="list-style-type: none"> - BH advised that the noise complaints had increased since the COVID-19 flight restrictions had been lifted. Based owners and operators were asked to refresh their knowledge on noise abatement procedures in the local area and, in particular avoid Lancing College and its grounds. 	<p>AM</p>

	<p>Further, pilots were asked to vary the areas where aerobatics and other unusual manoeuvres were undertaken (i.e. spread the 'perceived noise nuisance' and not go to the same area on consecutive days).</p> <p>Shoreham RNP IAP</p> <ul style="list-style-type: none"> - BH provided a brief overview of the 'terms and conditions' for the use of the RNP Instrument Approach Procedures (IAPs). He explained that during a routine visit by a CAA ATS Inspector to validate a controller, it was noted that an aircraft had filed IFR to fly into Shoreham even though there was no Approach Service available. The Inspector chose to watch how the planned flight developed. Despite being told by the controller that the RNP IAP was not available, the pilot chose to continue to fly the 'approach'. Coincidentally, a free call from another pilot requesting use of the RNP IAP from the opposite direction (approaching from the east) was made. He too was advised that the procedure was not available but again chose to continue. The potential for a mid-air collision was self-evident (opposite direction approaches at the same altitude converging to the same point in space). The potential mid-air was resolved, but the CAA reinforced the need for the ANSP to take positive action to deter use of the RNP IAP when an Approach Service was not available. <i>Note: since the meeting, an AIP change (AD2 Section) has been requested, the Airport website has been updated to show ATS availability each day and a NOTAM issued reiterating that the RNP IAP is not available without the Approach Service.</i> - Because of the establishment of the cranes at Free Wharf, Shoreham, the circling approach minima has increased. The details are set out in a NOTAM and the revised minima will be shown on charts and the AD2 section of the AIP in the 01/2022 AIRAC. None of the members thought that this increase would impact their operations. 	
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Agreed Decisions

Reference	Description
OSF 02 D1	The 'long grass policy' adopted by the Airport would continue into 2022

Closed Actions (to remain on the notes for 3 months then delete)

Reference	Description	Action Owner	Date Closed
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

Outstanding Actions

Reference	Description	Action Owner/s	Target Completion Date
OSF 01-A01	ATC to develop Local Airspace Presentation/Briefing	BH/JL	24 Dec 21
OSF 01-A02	Consult Chair of SAG to establish a specific email address for safety reporting	BH	30 Nov 21
OSF 01-A06	Helicopter Training Circuit to be reviewed	BH/JL	30 Nov 21
OSF 01-A07	Policy Review on the OOH and Indemnity Scheme	BH	30 Nov 21
OSF 01-A08	Policy Review on Engine Ground Running	BH	30 Nov 21

New Actions			
Reference	Description	Action Owner/s	Target Completion Date
OSF 02-A01	Investigate the plan for completion of the rehabilitation of the ground so that the access to the parking could be reinstated from the Kilo Taxiway	BH	30 Nov 21
Next Meeting			
Date:	TBA April 2022	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>			