

Operations Safety Forum (OSF) – Meeting Notes

2nd November 2022

Meeting No. **04**

Attendees

Steve Banaeian (SB)	KB Aviation
Claudine Bloom (CB)	Rep - Municipal Hangar tenants
Barry Hawkins (BH)	Manager Air Traffic Services (MATS)
Ben Kirton (BK)	FCSL (via Teams)
James Latham (JL)	ATCO
Alan Maynard (AM)	Rep - Sport and Leisure GA
Spencer Phillips (SP)	Advance Helicopters
James Piper (JP)	FTA
Bridget Short (BS)	BCAL Management Office
Dave Stevens (DS)	FTA

Apologies

Andy Tobias (AT)
Shoreham Aviation

Notes

Reference	Description	Owner
OSF 04-N1	<p>Apologies, Agenda and Notes of Last Meeting</p> <ul style="list-style-type: none"> - BH thanked those attending the Autumn 2022 OSF meeting. This was the first face-to-face meeting of the Forum, although one member had to join the meeting through Teams. - All those present acknowledged receipt of the notes of the last meeting (Mtg 01/2022 dated 5 May 2022). Accepted as a true record. - No changes to the standing agenda. - BH advised that he would wish to introduce 4 items under the AOB. 	All
OSF 04-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 30 Apr 23. o 01-A06. Revision to helicopter training circuit. Work in progress. Statement of Need submitted to UK CAA and it appears on the CAA ACP Portal (ACP-2022-048). Anticipate response from CAA before year end. Target date for implementation Spring 2023. o 03-A02. Rehabilitation of Runway 06/24. Survey of Runway throughout its length completed in Summer 22. Contractors visited site and BCAL awaiting quotes for work. If financially viable, work could commence during Winter/Spring 22/23 to try and have the runway back in use by the early-Summer. BH to keep members informed. 	All
OSF 04-N3 Topical GA matters raised by UK CAA	<p>Topical GA matters raised by UK CAA</p> <ul style="list-style-type: none"> - As there were a few new members to the Forum, BH provided an overview of the topics discussed at the OSF and explained that much of the discussion on the agenda items was predicated on the Top Ten aviation 	BH

	<p>risks actively managed by BCAL. The usual update in this agenda item related to airspace and related safety issues in the use of that airspace.</p> <ul style="list-style-type: none"> - BH advised that he had attended the Local Airspace Infringement Team (LAIT) meeting on 29 Jul 22. The next LAIT would be held on 17 Nov 22; if there were any important issue arising an addendum to these notes would be distributed. BH advised that the CAA still harboured concerns about the high number of airspace infringements throughout the UK. <ul style="list-style-type: none"> o Airspace Infringements (AI). By 29 Jul 22, there had been 686 AIs reported UK-wide which was 6% higher than at the same point in 2019. o There continued to be concerns about <ul style="list-style-type: none"> ▪ Military aircraft infringements up. During 2019, there were 49 AIs by military aircraft. Up until the end of July 22, there had been 45 AIs. It was noted that there were few military aircraft movements recorded in the South-East. ▪ This year, there had been a revival of GA visitors to the UK from the nearby European countries. By the end of Jul 22 there had been 70 AIs recorded by non-UK-based aircraft. Identified issues arising included: <ul style="list-style-type: none"> • Some pilots mistaking the filing of flight plans with the provision of a clearance through controlled airspace (CAS). • Pre-flight planning standards degraded since intro of the VFR moving maps. ▪ Causal factors for the AI remain extant and despite all efforts by the CAA and LAITs throughout the UK, there has not been any identified improvement in the following causal factors: <ul style="list-style-type: none"> • <u>Ineffective Threat and Error Management (TEM).</u> Distraction in the cockpit and slow/inappropriate reaction to changes in the weather. • <u>Complacency in pre-flight planning and preparation.</u> Routes often flown too close to CAS and knowledge of source material (AIP/NOTAMs) below the standard required. • <u>VFR Moving maps.</u> Insufficient training and over reliance on the equipment. • <u>Skill fade.</u> Pilot overload, degraded aircraft handling, focus on flying rather than planning. Autumn/Winter 22/23 would be the first period available for sustained night flying since 2019. It was anticipated that the skill fade would manifest itself when pilots start night flying to renew licences. o Promotion for Strategy to address AI. Helpful strategies include: <ul style="list-style-type: none"> ▪ AI prevention briefings by CAA (One held at Shoreham in June 2022). These were generally about an hour long followed by a Q&A session. About 20 pilots attended the Shoreham briefing and another could be arranged if there was demand. <u>All pilots (experienced and trainees) would benefit from the exposure to the brief and the discussion generated in order for them not to become an AI stat.</u> ▪ Training organisations should discuss the casual factors with their fraternity and encourage dialogue on the subject. ▪ Goodwood/Shoreham plan to prepare a 'comms brief' for foreign visitors about flying locally in the SE. It was proposed that it take the form of an enhanced PPR tool. ▪ GASCO hold free monthly webinars on the first Monday of each month (1900 to 2030) on AI avoidance. Notified by Skywise alert. 	
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	<ul style="list-style-type: none"> ○ In 2021, only 0.22% of the AI total resulted in prosecution and there have been nil this year. Of the total in 2022, 3% have resulted in suspensions (1% in 2021). Most post-AI engagement by the CAA results in: educational letters (circa 75%), online tutorial/test (2%), contact from the CAA AI office (14%) and practical training at ATO (7%). ○ Use of the Flight Information Service (FIS) in the London FIR and use of 'listening squawks' has caused 2 AI of the Shoreham ATZ. There appears to be a misunderstanding by some that London has access to surveillance data and belief that aircraft when in 2-way communication have been 'identified'. Pilots should favour contact with local airfields when transiting close to or over an ATZ and pilots should ensure that frequency monitoring codes are used appropriately. ○ On 14 Oct 22, the CAA issued a notice about Safety Sense Leaflets (SSL) issued in last 12 months covering a number of subjects relevant to GA operations. The Leaflets can be downloaded from: https://www.caa.co.uk/general-aviation/safety-publications-and-information/safety-sense/ 	
<p>OSF 04-N4 Overview of BCAL Safety Reports</p>	<p>BCAL Safety Reports</p> <ul style="list-style-type: none"> - Flying has been steady throughout the Summer period and into early Autumn. Less peak days but more evened out traffic because of the benign weather and probably the effect of high fuel prices. - <i>RFFS Standby</i>: In the past 6 months, the number of 'local standby' calls for the RFFS has been similar to that in 2021. In Q2/21 and Q3/21 there were 19 and 13 calls respectively. Q2/22 totalled 20 and a further 16 in Q3/22. Typical callouts were for 'rough running engines' and 'birdstrike off-airfield'. All aircraft landed safely. - <i>RFFS Full Emergency</i>: There have been 2 incidents where support from the local emergency services were required. A TB20 recovered to land on Runway 24 with an 'unlocked nose gear'. The aircraft landed safely as the nose gear flicked into position when the aircraft touched down. The other was for a Pitts Special participating in the Eastbourne Airshow; the engine blew a gasket but the aircraft managed to reach Shoreham and land safely. - ATC had raised a Safety Report (MoR) about poor airmanship displayed during a particularly busy session. Selfish ground manoeuvring created blockages on the taxiway and 2 aircraft not adhering to ATC instructions in the circuit. The full report is available on request. - BCAL continued to be proactive in habitat management: <ul style="list-style-type: none"> ○ First year of managing the grass under the 'Long Grass Policy' and appeared to have been effective. There had been few bird strikes since the last report with minor damage to the aircraft. - There had been several cranes erected throughout the Summer at Free Wharf in Shoreham. Notified to airspace users by NOTAM, they had not caused any issues. However, there was proliferation of cranes around the area with the following being erected in the next 6 months: <ul style="list-style-type: none"> ○ Lancing Beach with effect from 21 Nov for 12-month period ○ Western boundary of airfield – new housing development. Occasional crane in situ for next 12 months. ○ North-eastern corner of the airfield, cranes will be used on the development of the distribution centre. Details to be notified in due course <p>The upper parts of the crane structure would be at circa 200ft AGL and each should be lit. Pilots encouraged to read NOTAMs regularly and note the obstacles.</p> 	<p>JL/BH</p>

<p>OSF 04-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 4 runway excursions since the last meeting. Each had been investigated by the aircraft owner/operator but there did not seem to be a particular causal factor. - There were no incursions reported. It appears that the Runway Guard Lights (Wig-Wags) installed at holding points A1, B1 and K1 were helping prevent incursions. 	<p>JL</p>
<p>OSF 04-N6 Airport Operations</p>	<p>Airport Operations (next 6 months)</p> <p>Completed Works</p> <ul style="list-style-type: none"> - Apron Markings – Repainting. The planned painting works on the eastern half of the Apron had been held in abeyance as there were plans to extend the concrete areas in Spring/Summer 2023. - Airport Boundary Fencing. The 2-metre high fence around the 10-acre development site on the north-east sector of the Airport had been completed and this area was now 'landside'. The Aerodrome Layout Plan in the UK AIP was to be amended and the change to the aerodrome boundary had been notified to CAA. - Tidal Wall defence works. The Environmental Agency had completed the upgrade works to the Adur River Flood Defence by Sep 22 and the grass runways were returned to use. <p>Planned Works</p> <ul style="list-style-type: none"> - Changes to ground operations <ul style="list-style-type: none"> o <u>Pavement Extensions.</u> Intent to apply for planning consent to extend some of the paved apron area on main apron and Helipads 2/3. An update on this initiative would be provided in the Spring o <u>Air Alderney.</u> Continue to invest in aircraft fleet. Conducting charter services at the moment with a view to starting scheduled operation in Spring 2023. o <u>Airport Terminal.</u> The Terminal was largely ready to support future passenger services. Border Force arrangements had been established. - Changes to airspace operations <ul style="list-style-type: none"> o <u>Helicopter Circuits review.</u> The CAP 1616 process was applied to the planned revision of the helicopter training circuit. A Statement of Need was submitted and this appears on the CAA portal ACP-2022-048). The CAA advised that the change fell outside of the CAP1616 parameters and thus the matter should be dealt with through local consultation with affected aviation entities and the assigned CAA ANSP/Aerodrome Inspectors. o <u>RNP Runway 02.</u> When the crane is erected in Lancing, it will become an obstacle for the RNP IAP to Runway 02. Consequently, the minima will increase by circa 40ft. A PERM NOTAM for the OCA(H) value for the LNAV (5.5% MACG) to be increased would be issued. The obstacle will be inserted into the AIP AD2 section for Shoreham. - 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 review and would be updated as new data became available. 	<p>BH</p>

<p>OSF 04-N6 AOB</p>	<p>AOB:</p> <p>Visual Circuit Flying</p> <ul style="list-style-type: none"> - BH remarked that it had been noted, on occasions, that the standard of airmanship displayed by some was not conducive to safe and efficient flight in the circuit area. Pilots should be reminded that practice fan-stops should be pre-noted to the controller when the circuit is busy and/or a queue of traffic awaiting departure was evident. Good discipline and correct procedures for joining the circuit were expected at all times. 'Skill fade' was evident from the late calls, incorrect position reports and 'cutting-up' in the circuit which had been noted at times during the Summer. <p>Autumn/Winter Night Flying</p> <ul style="list-style-type: none"> - The letter issued by BH regarding plans for Night Flying through to 31 December had attracted adverse comment. BH advised that the initiative to close early (at 1800 daily), unless there were pre-notified requirements for night flying, was predicated on the request by government to minimise energy use. Aircraft owners/operators were requested to determine their night flying needs and to advise ATC no later than 1600 each day. In effect, PPR was to be applied for all arrival and departures from 1600. ATC would engage operators requesting night flying and co-ordinate movements to ensure that the use of energy on the Airport was contained. A further letter on the subject would be distributed post the OSF meeting. <p>Refuelling Area – Adjacent to Fire Station</p> <ul style="list-style-type: none"> - There had been 2 instances in the past 2 months where poor airmanship was displayed in the area of the 'Refuelling Pumps'. Both of the incidents resulted in airframe damage (albeit light damage) and was preventable. Pilots moving aircraft by hand (post refuel) should position the aircraft such that on start-up the blast of air from the prop is not directed at other aircraft, persons or moveable objects. Patience was required when queuing for the pumps and when moving the aircraft pilots should ensure that the airframe does not come into contact with other aircraft already at the pumps. It was not possible (at the moment) for 2 aircraft to be refuelled side-by-side. - It was also noted that, on occasions, aircraft parking and manoeuvring in the vicinity of FCSL and KB Hangars impacted operations at the 'Pumps' and Alpha taxiway. It was agreed that a separate meeting would be convened with appropriate representatives to investigate the observations made – date to be notified. <p>Shoreham RNP IAP</p> <ul style="list-style-type: none"> - BH advised that the manner in which the published RNP IAPs were utilised by pilots remained an item of interest to the CAA. The CAA reinforced the need for the ANSP to take positive action to deter the use of the RNP IAP when an Approach Service was not available. The extant safety assessment remained valid and further work was being undertaken to address the issues raised by the CAA. In particular, a paper explaining how the Airport wished to exploit the Flight Information Display (installed as part of the VCR Re-fit in October) to enhance safety in local airspace would be developed. <p>Runway 06/24 Maintenance</p> <ul style="list-style-type: none"> - The closure of Runway 06/24 due to the Tidal Wall works provided an opportunity to undertake ground maintenance. Each of the grass runways was rehabilitated in terms of markings. In particular, a full survey of Runway 06/24 was undertaken which identified in more precise terms the undulations. Contractors had been invited to view the runway with AM present. The Airport awaited the cost proposal in order 	<p>All</p> <p>BH</p> <p>BH/JL/ SB/BK</p> <p>All</p>
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	<p>to determine the viability of completing the works to provide a more level surface prior to next Summer.</p> <p>Compass Swing Area</p> <ul style="list-style-type: none"> - SB remarked that the fencing of the 10-acre site had resulted in the loss of the authorised 'Compass Swing Area'. Some owners/operators had their own processes for dealing with compass alignment works. SB asked if another area could be established. BH undertook to raise this with the Airport management. <p>ATIS</p> <ul style="list-style-type: none"> - JP commented on the length of message on the ATIS which he deduced was caused by the amount of data passed about the runway condition. JP asked if the message could be shortened perhaps adopting the methodology of Southend who broadcast that the runway condition/status was available on request. JL agreed to review the matter. 	BH	JL
Agreed Decisions			
Reference	Description		
Closed Actions (to remain on the notes for 9 months then delete)			
Reference	Description	Action Owner	Date Closed
OSF 03-A01	AI prevention briefing by CAA to be arranged for June	BH	31 May 22
OSF 03-A02	Runway 06/24 rehabilitation works to be considered during the Summer closure	BH	31 Aug 22
Outstanding Actions			
Reference	Description	Action Owner/s	Target Completion Date
OSF 01-A01	ATC to develop Local Airspace Presentation/Briefing	BH/JL	30 Apr 23
OSF 01-A06	Revised Helicopter Training Circuit to be established	BH/JL	Spring 23
OSF 03-A02	Rehabilitation of Runway 06/24 – update on potential works	BH	Spring 23
New Actions			
Reference	Description	Action Owner/s	Target Completion Date
OSF 04-A01	Issue clarification letter regarding night flying this Autumn/Winter	BH	9 Nov 22
OSF 04-A02	Arrange meeting to discuss ground ops FCSL/KB Aviation apron	BH	31 Dec 22
OSF 04-A03	Consider establishment of a Compass Swing area on airfield	BH	31 Dec 22
OSF 04-A04	Review the transmission length of the ATIS	JL	31 Dec 22

Next Meeting			
Date:	TBA Apr 23	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>			