



NOTES OF THE SOLENT AIRPORT CONSULTATIVE COMMITTEE MEETING

Date: 25 March 2021

Venue: Virtually via Microsoft Teams

Present: **Fareham Borough Council**

Councillor S Woodward
Councillor T Cartwright
Councillor S Dugan
Councillor J Forrest
Councillor T Harper

Sarah Ward
Richard Jolley

Hampshire County Council

Councillor P Hayre

Gosport Borough Council

Councillor J Beavis

Aerodrome

Heather Churchill – Britten-Norman Ltd
Frank Thompson – Phoenix Aviation
Terry Coombes – Lee Flying Association
Paul Coppin – Lee-On-Solent Microlight Club

Community

Ellie O’Toole – Fareham Innovation Centre/Euroflight Training Ltd
Peter Turner – Hillhead Residents Association
Brian Mansbridge – Lee-On-Solent Residents Association
Mrs R Christopherson – Ranvilles Residents Community Group

Reginal City Airports (RCA)

Marshall Barrand, Projects Director
Martyn Francis, Airport Manager

1. Welcome and Apologies

There were no apologies received.

The Chairman introduced all those in attendance.

2. Consultative Committee Matters:

Terms of Reference

The Committee reviewed the Terms of Reference that had been circulated before the meeting.

The Terms of Reference were approved by the Committee.

3. Airport Management Matters:

Martyn Francis, Airport Manager (RCA) began by introducing the RCA Management Team. He and the other Members of the RCA Management team then delivered a presentation on the various Airport Management Matters.

a) Airport Operation

Martyn began by updating the Committee on several aspects of the Airport Operations, including, outlining the Roles and Responsibilities of RCA and Fareham Borough Council and progress on the short and medium term targets, that were set in 2016.

Following this Catherine Hicks, Stakeholder Manager (RCA) provided details on the Airport's communications with interested parties., As well as providing details on who the main parties are, Catherine shared an engagement programme for 2021 with the Committee.

b) Performance and Complaints Monitoring

Martyn highlighted the Airport's Performance over the past 12 months and the anticipated performance for 2021/22. Martyn also informed the Committee about the current complaints monitoring procedure and confirmed that airport's performance data, including complaints, is reviewed by Fareham Borough Council monthly.

c) Safety and Security

The presentation went on to provide details to the Committee on the airport's safety and security.

Martyn highlighted to the Committee the Airport's excellent safety record and confirmed that compliance with regulations is high and audited regularly by the CAA (Civil Aviation Authority).

It was also highlighted that wildlife and environmental protocols are maintained at all times in order to maintain safety.

Question – What are the airport's plans for increasing helicopter flights and has the impact on residents been considered?

Answer - The rotary corporate market is an area of significant opportunity which the airport aims to capitalise on as it continues to develop its business offering. Rotary operators provide both leisure and business services in this field and we plan to extend our promotions through the use of RCA's database to increase Solent's market share.

Question - Is RCA content with the changes that have been put in place to mitigate the impact on wildlife around the Airport, in particular its proximity to the shoreline?

Answer - Martyn advised that this is under constant review with additional measures being investigated. It was confirmed that a meeting was taking place that same day to explore the possibility of a shallow scrape as a way of mitigating the impact on wading birds in the open space area, due to hydrology issues, which is in the undershoot of the airport.

d) Airspace

The final slide on this item from RCA explained general Airspace topics, including the increasing risk of drone use from delivery services that would need to be monitored and the that the wildlife control around the airport is a constant area of focus.

4. Airport Development

RCA delivered a presentation to the Committee outlining the potential opportunities that are currently being explored to develop the Airport.

Question – Has the impact on residents been taking into consideration when considering the new hard stand for larger corporate and GA aircraft?

Answer – The new hard stand is for parking purposes only and will have no adverse impact.

Question - Is there currently a limit with refuelling?

Answer –

Solent has the capability to support two aviation fuel types (JetA1 & Avgas). The size of tanks limits our throughput (these are 30,000 and 20,000 litres respectively). We operate 2 mobile bowzers to fuel aircraft. The Avgas bowser holds 2,000 and the JetA1 holds 9,000 litres. Each aircraft takes on average 300 litres of fuel. We have a fully trained fuel team which are audited regularly by the fuel suppliers to ensure we work within the required legal standards. The introduction of the fuel farm and fuelling capability in 2017/18 brought significant advantages to the airport. The installation of a self-serve unit will compliment any future growth by allowing more aircraft to be fuelled at any given time.

Question – With the installation of Aeronautical Ground Lighting (AGL), is the intention to increase night flying?

Answer – No, this is purely to improve visibility during operational hours and to aid search and rescue.

Question – Is there a timescale to increase the hangarage capacity?

Answer – There is no definitive timescale. A project is underway to look at the offering of hangarage for both business and aviation and an update will be provided to the Committee in due course.

Question – Is the hope to attract larger aircraft?

Answer – The airport is restricted to 19 passengers on a scheduled flight due to customs and Excise. The acceptable aircraft size is dictated by the runway length and Fire category.

Question – Is the intention to install new hangarage or replace old hangars with new ones?

Answer – Any new hangarage would be in addition to what is already on site.

The Committee discussed at length the opportunities for smaller events taking place at the airport. Including fly-ins, weddings and smaller themed events. RCA informed the Committee that there is a lot of enthusiasm for developing this type of offer at the airport and that this Committee will be very useful in helping develop some of these ideas moving forward.

The Committee were informed of the development of a revised vision for the airport and how this new vision will be developed with all key stakeholders, including input from this Committee. Two independent consultants have been appointed to carry out a strategic review of all aspects of the airport delivery and updates will be provided to this Committee at future meetings.

Question - Will the results of the review be made public?

Answer - Yes, the recommendations will be made available to the public.

5. Any Other Business

The Chairman advised that this item on the agenda is an opportunity for members of the Committee to suggest items to be brought forward as possible future agenda items. The Committee were encouraged to contact the Chairman directly to request items be added to the agenda. As per the Terms of Reference the Chairman would have discretion over which items would be added to each meeting's agenda.

Members of the Committee took this opportunity to express their thanks for a very interesting and informative meeting and looked forward to developing a new vision for the airport together.

It was confirmed that a copy of the presentation would be circulated to all members of the Committee after the meeting.

6. Date of Next Meeting

It was agreed that the next meeting of the Committee would be held during Summer 2021.

(The meeting started at 2.30pm
and ended at 3.15pm)

Solent Airport Consultative Committee 25th March 2021



Regional and City Airports (RCA) Management Team

- Martyn Francis Airport Manager
- Clive Coleman Contracts Director
- Marshall Barrand Projects Director
- Cathy Hicks Stakeholder Manager

Agenda Item 3

Airport Management Matters

- Airport Operations
- Performance and Complaints Monitoring
- Safety and Security
- Airspace

Roles and Responsibilities



Regional & City Airports

Airport Operator and Airfield Manager

- Safety and security
- Aerodrome safeguarding and planning consultation
- Growing the Business
- Operating hours
- Operational policy and procedures
- Managed hangarage contracts
- Aircraft parking contracts
- Grass & Wildlife Management
- Billing, accounting and charges

FAREHAM BOROUGH COUNCIL

Airport Owner & Estate Manager

- Estate Development
- Master Plan
- Development enquires
- Tenancy agreements
- Tenancy enquiries
- Rents & service charges
- Repair & maintenance of buildings

Short and Medium Term Targets Set in 2016



- Increase visitor numbers ✓
- Improve visitor facilities ✓
- Introduce corporate aviation ✓
- Fees & charges consultation ✓
- Increase fire cover ✓
- Stakeholder engagement and communication ✓
- Improve grass management ✓

- Transition to FISO (Flight Information Service Officers) ✓
- Provide aviation fuel ✓
- Provision of Aeronautical Ground Lighting & Navigational Aids ↔
- Review operating hours ✓
- Marketing and promotional activity ✓

Airport Operations - Update

- Flight Information Service Officers (FISO) introduced 2019.
- Fuel provision capability introduced 2018, (JetA1 and AVGAS).
- Airport Rescue and Fire Fighting Service upgraded to Fire CAT A2.
- New hangar building project a success and demand high.
- Managed Hangar demand strong - tenant aircraft continuing to grow, now 90+
- Aircraft movements – lower due to COVID-19 but 2021/22 forecast is strong.
- Cafe 05 open for takeaway during lockdown, outdoor facilities open 12 April.
- Corporate aviation facilities in place utilising RCA corporate brand.
- Boulton (Spitfire) leisure operations developed.

Airport Operations

Flight Information Service Officers



Alex Blake - Senior FISO

- Flight Information Service (FIS) to all aviators.
- Emergency alerting service.
- Overview action to ensure aircraft are safe.
- Operate flight plans.
- Gain airways joining clearances.
- Control all aircraft and vehicles on the manoeuvring area.



Airport Operations

Rescue Fire Fighter Service (RFFS) and Airside Operatives



Mark Ryder - Senior Airport Fire Officer (SAFO)

- Emergency response.
- Aircraft handling and marshalling.
- Aircraft refuelling.
- Wildlife control.
- Airport security patrols and escorts.
- Emergency Planning Committee.



Airport Operations



Airport Operations - Communication

- New Airport website and social media plan to be launched in May/June.
- Refreshed feedback reporting tool imminent.
- COVID-19 has provided the opportunity to update and refresh our stakeholder plans.
- Quarterly e-newsletter established to keep the community well informed.
- Stakeholder engagement programme in place with focus on putting the Airport at the heart of the community.
- The introduction of a customer survey programme (Quality of Service measurement) is currently being explored.

Airport Operations - Operators



Airport Operations - Stakeholders



2021: Solent Airport Stakeholder Engagement Programme

JAN	FEB	MARCH	APRIL	MAY	JUNE	JULY	AUG	SEP	OCT	NOV	DEC
Solent Airport Newsletter	Hillhead Residents' Association Meeting	CEMAST & Innovation Centre Meetings	Solent Airport Newsletter	Hillhead Residents' Association Meeting	Tenants' Breakfast	Solent Airport Newsletter	Hillhead Residents' Association Meeting	CEMAST & Innovation Centre Meetings	Solent Airport Newsletter	Hillhead Residents' Association Meeting	Tenants Breakfast
Lee Residents Association Meeting	Airport Consultive committee		Lee Residents Association Meeting	Café 05 fully open from 17/5	Summer programme of Airport/ community events	Lee Residents Association Meeting	Airport Consultive committee		Lee Residents Association Meeting	RRCG Meeting	Christmas programme of Airport/ community events
	Tenants' Breakfast		Tenants' Breakfast	RRCG Meeting			Tenants' Breakfast		Tenants' Breakfast		
			Outdoor Activities Programme from 12/4				RRCG Meeting				

Performance and Complaints Monitoring

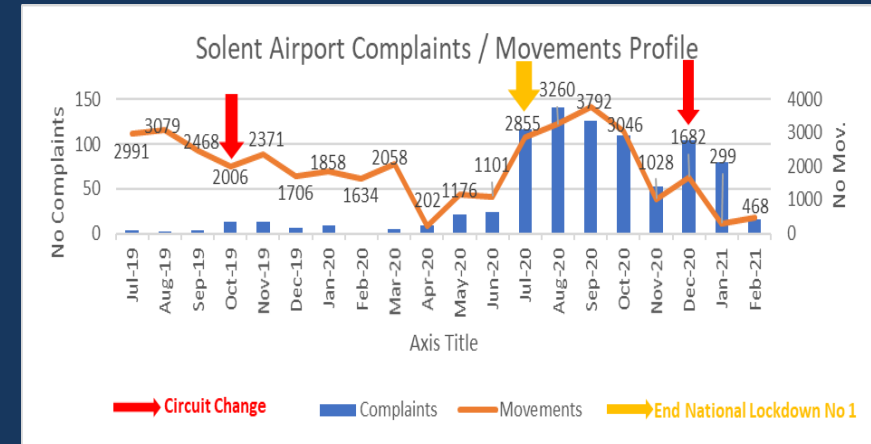
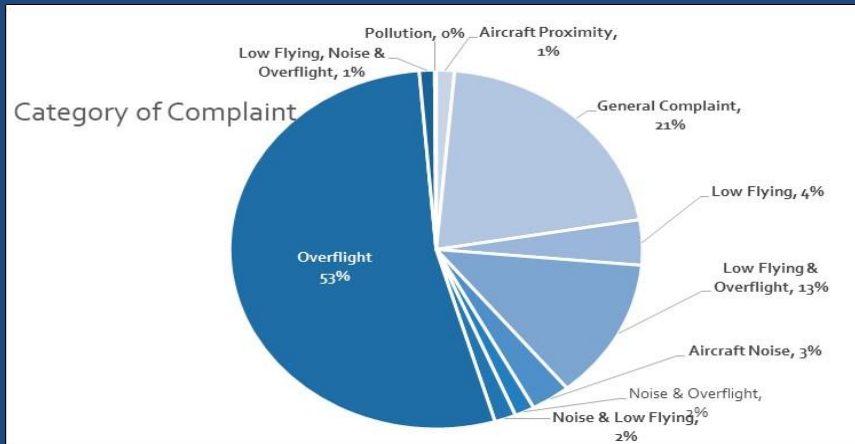
Performance

- As a result of COVID-19, financial performance for 2020/21 has been adversely affected circa 30% on the previous year and budget.
- A slower start is anticipated for 2021/22. April and May are likely to achieve 70% and 90% volumes respectively. A return to normal business is anticipated from June.
- Financial year 2021/22 is expected to meet the budget target of circa 30,000 movements.

Complaints Monitoring

- All feedback is monitored and reviewed by the Airport Manager.
- A review of the current feedback system has been undertaken with a revised version, together with a new reporting dashboard to be introduced in April.
- This will be reviewed monthly with FBC along with all airport performance data.

Complaints Monitoring



Complainant	Phone	Online Form	Emails AM	Emails Ops	Total	% Share
Ranvilles	205	146	189	235	775	91%
Other	10	1	9	19	39	4.5%
Not Given	35	1	0	0	36	4%
Refused	5	0	0	0	5	0.5%
Total	255	148	198	254	855	100%



Safety and Security

Safety

- The Airport has an excellent safety record which is tested regularly with emergency agencies.
- Safety risk categorisation is assessed as low.
- Compliance with regulations is high and audited regularly by the CAA.
- Government agencies recognise Solent as a model General Aviation (GA) airport.
- Fire controls with newer emergency equipment now in operation.
- Wildlife control and environmental protocols are maintained at all times in order to maintain safety.

Safety and Security

Security

- Security enhancements have been made at the Control Tower and at Westgate.
- The introduction of ID Cards, fob and swipe controls assist in enhancing our ability to protect the airport.
- The current monitoring and screening of all crew and staff in addition to the small number of travellers through the airport is operated to standards as directed by the DfT.
- Continuous monitoring of security is in place in order to identify improvements as necessary.

Airspace

- Wildlife control around the airport and the associated risk is a constant area of focus.
- Continued monitoring of our regime and impact assessment to ensure we keep up with safe wildlife control remains crucial.
- Drones and laser pointers pose significant threats of which the team are acutely aware.
- Operating a drone without authorisation within the airport's flight restriction zone (FRZ) is a criminal offence.
- Laser risk applies during take-off and landing. Solent risk remains low as there is no night flying other than Search and Rescue.
- There will be a requirement in future to monitor drone delivery services and associated risks.

Agenda Item 4 Airport Development

The following potential opportunities are currently being explored:

- A retail offering via the control tower and website.
- New Movement database platform to enhance flight record keeping and real time invoicing capability.
- Demand for enhanced corporate facilities.
- Increasing the offering to airport tenants with managed hangarage capacity.
- New hard stand for larger corporate and GA aircraft.
- Fuel self-serve capability.
- Aeronautical Ground Lighting (AGL) to enable flying during the hours of dusk.
- Global Navigational Satellite System (GNSS).
- New hangar capacity.