MINUTES OF THE MEETING OF THE
AIRPORT CONSULTATIVE COMMITTEE HELD AT THE BUSINESS AVIATION CENTRE
ON MONDAY 5 AUGUST 2013 @ 1400 hrs

1). Present

J Sadler  Spixworth PC  (Chairman)
S Fidler  Horsham & Newton St Faiths PC
S Gurney  Norfolk County Council
N Shaw  Broadland District Council
P Gadd  NIA
D Farrimond  NIA
A Cowles  Hainford PC
P Hume  Bristow
B Lashley  Sprowston TC
J Arnott  Old Catton PC
C Mace  SaxonAir
B Garrod  NHV
M Gee  Norwich Aviation Group
M Gislam  DanCopter
J Sayer  Stratton Strawless PC
Z Nelson  Bond
B Blythe  Horsford
B Walker  Taverham PC
A Mackay  KLMUKE
J Yakub  Air Livery

Apologies:

A Bell  NIA
K Barker  Norwich City Council
P Mahoney  KLMUKE
P Debenham  KLMUKE Union
R Pace  NIA

JS confirmed that KLMUKE Union have resigned from the Committee with immediate effect.

2). Minutes of the previous meeting/Matters Arising

An addition to Page 2 of 3 - BL’s proposal regarding a Chairman to be elected from within this Committee to be reworded: ‘in view of the fact that the Government will be bringing out new ACC guidelines in the Autumn of 2013 BL proposed that the ACC continue as is, proposing that a chairman be elected from within the Committee.’

The Vice Chairman then signed the Minutes of 20 May 2013 as a true and fair copy.

Matters Arising:

The Chairman asked JS(SSPC) if he had received a response from the DfT regarding the letter sent by SSPC. JS(SSPC) confirmed that there had been no further correspondence from the DfT to date.
3). Chief Executive’s Report

- Passenger business - Summer 2013 progresses well. We are experiencing our busiest peak hours this summer for a decade. Feedback from airlines indicates that operational service standards are being maintained. Customer Service feedback indicates that the standard of customer care remains high. Year to date we are 10% up year on year in terms of passenger traffic through the airport as a whole.

- Focus from a development perspective now lies on Winter 2013 and Summer 2014 and work is ongoing with airlines and tour operators to establish their plans for these upcoming seasons.

- Offshore - We continue with the strategic objective of making the Airport as offshore friendly as possible for both operators and passengers alike. One notable development just completed is a new private lounge facility in the Airport’s terminal building which is for the use of Bristow passengers. Bristow has held the ambition to provide a facility of this nature for some time and it is very positive that we have finally been able to identify a location suitable for this to be delivered.

- Airports Commission - We continue to represent our views through a consortium of smaller UK regional airports, led by Neil Pakey former chief executive of Liverpool Airport (now at Shannon).

- Norwich Aeropark and Air Livery - The Air Livery project and associated infrastructure was granted planning permission by both Norwich City and Broadland District councils on 29 July. This clears the way for the project to move to the next phase of design and tender work.

- The Aeropark initiative is gathering momentum and the ambition to create at least 1,000 new skilled jobs for local residents over a 10 year period remains on track.

- Operating Framework Agreement - As agreed the OFA is being refreshed and will be circulated when comments have been received from the relevant authorities.

4. 4.1 Site 4 Update

Norwich Aeropark – the project for the Air Livery detailed application for the new hangars and associated infrastructure was granted planning permission by both Norwich City and Broadland District Councils on 29th July 2013. Both Councils worked very closely with each other having formed a joint officer team to consider the application and go through the consultation process on a joint approach. The outcome was that NAL have agreement for an identical planning consent with an identical series of planning conditions attached, so there will be consistency across the development when it takes place. The project will now move into the new phase of detailed design and tender for construction. The construction phase should commence late 2013/early 2014.
The wider Aeropark initiative is also gaining momentum with the ambition to create at least 1000 skilled jobs which are jobs for local residents over the next 10 years. The provision will include education and training.

This will also include a range of aviation activity to be permitted under the outline element of the application, including engineering, aircraft finishing, recycling, general aviation, freight and freight handling.

4.2 Engine Testing Update

The ET facility is now reaching closure for the Judicial review window – although the planning permission was confirmed at Committee in March 2013, the actual notice of planning was not issued until May 2013 – the three month window for JR applications runs from the May notice date. This will close in about a week’s time. NAL do not know if there will be a challenge to the planning permission granted or not.

NAL will not be putting the wheels in motion for the next stage of the project until that JR window is closed. The next stage will then be the detailed design for tendering for the work and agreeing a formal timeline for implementation with Norwich City Council. More information should be available at the next ACC Meeting.

KLMUKE have applied for planning permission for an aircraft recycling facility which consists of a small concrete pad. KLMUKE have to apply for an environment agency permit to break up aircraft which requires a planning consent.

5. Operations and ATS Report

5.1 Operational Occurrences.

- 05 06 13 Passenger aircraft diverted into the airport with a passenger medical emergency. (Edinburgh to Milan).
- 06 06 13 Light aircraft suffered a flying control incident, landed safely.
- 19 06 13 Airborne Auxillary Power Unit Fire, landed safely without incident.
- 02 07 13 Helicopter departed runway 09 not as cleared for runway 27, no other traffic to affect pilot error.
- 03 07 13 Light aircraft taxied beyond ATC clearance limit behind an aircraft pushing back on the main apron.
- 06 07 13 Light aircraft with a rough running engine landed safely.

5.2 Projects

- Construction of hangar 11 on the Western Apron is underway with a 6 month build program.
5.3. Satisfactory ATC and ATC Engineering CAA audit was conducted in May 2013.

5.4. A summer handling procedure has been developed this year to ensure that the peak periods throughout the holiday season are handled efficiently, effectively and safely.

5.5. The Norwich Airport Passenger Action Group (NAPAG) has now launched their Customer Survey on their own webpage at www.napag.co.uk which allows passengers to provide their feedback in relation to the levels of service and variety of destinations available from Norwich International.

JS commented on the fact he would like to see more publicity on the ACC’s achievements.

CM asked if the Press Releases which are now being received from NAL should be extended to receiving Operator’s Press Release information to which the Committee agreed. **CM to action.**

CM suggested that for raising awareness of the Committee – the ACC could produce a one off article through the media to highlight its activities. **CM to action.**

Complaints Register/Register of Late Aircraft Movements/Noise & Flying Complaints were discussed and noted, with a few minor amendments to be carried forward. **JV to action.**

6. **Operating Framework Agreement**

The OFA had been distributed internally within NAL for updates/amendments and on completion will then be forwarded to Norwich City Council/Broadland District Council for their input to the document – once these have been received the draft updated document will be forwarded to Committee Members for their observations prior to the next ACC meeting.

7. **Presentations**

- C Mace gave an excellent presentation on Klyne/Saxonair.

- Zoe Nelson of Bond Helicopters was asked to do an operator presentation at the Next ACC Meeting.

- JS offered the following statement from Spixworth Parish Council following his presentation regarding their future ACC involvement:

  ‘The Parish Council should be a conduit between parishioners who might have complaints about the airports’ operations and the relevant personnel at the airport. It should try to work with the management to resolve problems without giving the impression on unqualified support for the airport. At the same time it was acknowledged that the airport was a major employer for the area and as such its needs should be balanced against other considerations. Local small businesses derive significant income from the proximity to the village.’
S Fidler of Horsham & Newton St Faith’s Parish Council and J Arnott of Old Catton was asked to do small presentations from their parishes at the next ACC Meeting.

PG made the observation that the ACC focuses in on complaints, but the Airport would also like to understand, and the ACC should promote how we benefit the parishes as well, in terms of employment at the airport or working for tenant companies at the airport, and local businesses that do business at the airport. It needs to be a two way flow rather than simply being a forum for raising negative issues.

SG commented that the parish comment is well represented in the fact that there are very little objections to the recent planning applications and overwhelming supported them for the benefits of jobs, economic development, sustainability etc. however residents that have noise and other problems will always bring them to the forefront ahead of any other consideration.

8. **AOB**

- BL asked if the Airport had put in a response to the Beyond Green planning application, with respect to overflying in the development of that area.

  PG confirmed the Airport via RP had responded as a statutory consultee as to the impact on airport operations and safeguarding and would forward a copy to BL.

- MG’s observation from attending two exhibitions recently, one on the NDR and one of future development of housing and businesses in the area and the overflying of aircraft. If granted there will be a sizeable amount of people living under the flight path of the eastern runway and can envisage the various problems this will create.

- JS aired his views on the future of the Aviation Museum if the NDR goes ahead.

- PH will be leaving Bristow shortly but will make the necessary arrangements for someone to attend in his place.

9. **Dates of 2013 Meetings**

- 4th February 2013
- 5th August 2013
- 4th November 2013*

To be held at the Business Aviation Centre (SaxonAir) @ 1400 hrs