

**MINUTES OF THE MEETING OF THE  
AIRPORT CONSULTATIVE COMMITTEE HELD AT THE BUSINESS AVIATION CENTRE  
ON MONDAY 3 NOVEMBER 2014 @ 1400 hrs**

- 1). **Present:**
- |             |                               |
|-------------|-------------------------------|
| J Sadler    | Spixworth PC (Chairman)       |
| P Mahoney   | KLMUKE (Vice Chairman)        |
| A Bell      | NIA                           |
| R Pace      | NIA                           |
| J Arnott    | Old Catton PC                 |
| A Cowles    | Hainford PC                   |
| M Gee       | Norwich Aviation Group        |
| B Walker    | Taverham PC                   |
| S Fidler    | Horsham & Newton St Faiths PC |
| L Wilkinson | Drayton PC                    |
| Z Nelson    | Bond                          |
| B Lashley   | Sprowston TC                  |
| J Wright    | Hellesdon PC                  |
| R Fisher    | Frettenham PC                 |
| D Higgins   | DanCopter                     |
- By Invitation:**
- |            |       |
|------------|-------|
| R Barker   | NAPAG |
| G McBurney | NAPAG |
- Apologies:**
- |          |                       |
|----------|-----------------------|
| P Gadd   | NIA                   |
| J Sayer  | Stratton Strawless PC |
| S Gurney | Norfolk CC            |
| P Norris | Bristow               |
| N Shaw   | Broadland DC          |
| M Gislam | Dancopter             |
| C Hancy  | NHV                   |
| C Mace   | SaxonAir              |
| D Collis | Norfolk CC            |
| H Brunt  | Horsford PC           |

2). **Minutes of the previous meeting/Matters Arising**

Minutes of the meeting held on 4 August 2014 were reviewed and signed as a true and fair copy.

**Matters Arising:**

No matters arising.

### 3. NAPAG/DfT Guidelines

Richard Barker (Chairman) of Norwich Airport Passenger Action Group and Gillie McBurney (Vice Chairman) gave a short presentation at the request of the ACC on the work that the NAPAG carry out and its achievements to date. The purpose of the presentation was to ascertain if the information and work carried out by NAPAG fulfill the new DfT guidelines for the Airport Consultative Committee.

Both NAPAG and the ACC will operate as independent groups with RB or a representative attending the ACC meetings on a 6 monthly basis to update the committee. JS would also be welcome to attend the NAPAG meetings on a similar basis.

**Following the presentation it was proposed by PM and seconded by BL for the ACC to make use of NAPAG's information towards fulfilling the ACC guidelines in respect of passengers at Norwich Airport as issued by the DfT - which was unanimously agreed.**

### 4. Chief Executives Report

- The summer season ended last weekend and was overall a good season, the holiday flights were well used, not quite as strong in load factor terms as anticipated.
- Winter forward bookings are looking good for both schedule and charter flights.
- Thomson is going to introduce a second weekly flight to Tenerife in Winter 15.
- The main areas of focus for route development include Dublin, Paris, Malaga, Alicante and Faro and the development of the KLM service to Amsterdam from being four flights daily in the summer season and three in the winter to being four flights daily all year round.
- Engine Testing – The work on the roads leading to the airfield will commence in approx 2 weeks time. Construction on the airfield will start on 1<sup>st</sup> December with a view to completing the build in May 2015. PG to notify the relevant parishes.
- Public transport – The LEP which covers Norfolk and Suffolk, recently established a Transport Board with a remit to focus on transport infrastructure in the LEP area. AB represents the airport on that Board. The intention is to use the Board to promote a number of different transport and infrastructure schemes in Norfolk and Suffolk areas, and to promote the objectives of the airport to improve public transport links.
- NAL is part of the Regional and Business Airports Group which we, through our new owners, currently chair. The organisation includes Norwich, Exeter, Coventry, Blackpool, Derry, Gloucester, Newquay, Durham Tees Valley and a number of other airports. The objective of the Group is to lobby for the needs of small regional and business airports.

## 5. Operational Occurrences

- NAL has transitioned to the new EASA regulation for Aerodromes as of 24/9/14. NAL is the fourth airport in the country to change from UK CAA regulations to EASA regulations.
- The Airport snow plan has been published for Winter 2014/15. A large de-icing tank has been installed to hold a greater amount of fluid for pavement de-icing.
- The new radar tower has been installed, the fibre optic network has also been installed and the commissioning phase for the equipment starts this week. The current radar above the ATC tower will be switched off, and will be operating on a radar feed provided from Cromer until the new radar is serviceable in May 2015.
- Occurrences:

Two runway incursions in August - Both were light aircraft and both were visitors. A leaflet has been introduced for awareness for visiting aircraft.

Aircraft returned with a cabin pressurisation issue.

Light aircraft returned with navigational problems.

Airprox reported by North Denes.

Unmanned aerial vehicle (UAV) in Controlled Airspace was not visible on radar. Reported to police and CAA. (Due to increasing incidents publicity of the CAS to the general public to be considered).

Light aircraft landed and did a 360 rotation on the ground, broke some of the undercarriage. Two occupants were uninjured. Full emergency declared.

Light aircraft taxied off the end of the runway on to the grass. Under investigation.

Light aircraft had a puncture on landing.

- Complaints Register – this was noted.
- Register of late aircraft movements – this was noted.
- Noise/flying complaints – this was noted.

## 6. Offshore Helicopter Activity

LW followed up with further parish concerns regarding the increase of helicopters training over the Drayton area. This was a generalisation with no confirmed dates and times, more particularly over the summer months.

RP confirmed that training is a necessary part of on-going competence and certification for Pilots and if they are based at NAL there is a requirement for training for based crews.

DanCopter confirmed with the modern type of helicopters being flown, the training requirement is now more for simulators, the amount of the aircraft training over the airfield will start reducing as the crews go to high tech simulators.

BL suggested that Drayton residents wishing to complain use the complaints procedure currently in operation as only one actual helicopter complaint has been recorded from Drayton.

#### **7. Operating Framework Agreement**

JS went through the changes to the OFA which will be reviewed biennially in future.

**The committee proposed, seconded and resolved unanimously to approve the OFA.**

#### **8. AOB**

No other business

#### **9. Dates of 2015 Meetings**

2 February 2015 \*  
11 May 2015  
3 August 2015  
2 November 2015

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

**CHAIRMAN**