

**Minutes of the Norwich Airport Consultative Committee**

**held on Wednesday 11 October 2017 @ 1400 hrs**

**at the Diamond Jubilee Lodge, Hellesdon Parish Council Offices**

1).	<b>Present:</b>	J Sadler	Spixworth PC (Chairman)
		L Wilkinson	Drayton PC
		R Fisher	Frettenham PC
		K Clarke	Horsford PC
		M Maxwell	Norwich City Council
		R Pace	NAL
		P Gadd	NAL
		P Langley	NAL
		A Durand	SaxonAir
		S Fidler	H&NSF PC
		S Prutton	Hellesdon PC
		J Sayer	SSPC
		P Norris	Bristow
		J Latchford	Taverham PC

<b>Apologies:</b>	J Arnott	Old Catton PC (Vice Chairman)
	N Shaw	Broadland DC
	S Gurney	Norfolk County Council
	Z Nelson	Babcock
	L Rogers	Hainford PC
	M Gee	Norwich Aviation Group

The Chairman reminded members of the meeting that resignations and appointments of new members should be sent in writing to the Secretary prior to a new member attending the ACC meetings.

Existing committee members are entitled to send a representative in their place as long as they are a Councillor.

Any reports which a member wishes to bring to the attention of the Committee must be submitted in writing to the Secretary 10 days prior to the deadline for the meeting papers being sent out which must also be approved by the Managing Director.

The Chairman welcomed Marion Maxwell from Norwich City Council to the Committee.

The Chairman also introduced and welcomed Phil Langley who has recently been appointed as Operations Director at the Airport.

Minutes of the previous meeting held on the 12 July 2017 were agreed and duly signed by the Chairman as a true and accurate record of that meeting.

2). **Matters Arising:**

No matters arising from previous Minutes.

3). **Managing Director's Report**

Total passenger numbers year to date until the end of September are on budget and 4% ahead of last year. The airport has performed financially ahead of budget year for the first half of the year.

The Master Plan consultation period has now concluded, the responses have been reviewed. The main highlights to be addressed are a Surface Access strategy, extended operating hours, noise impacts, air quality and climate change. The Master Plan document will be revised appropriately and then consultation will follow with the Heads of Planning at the two LPAs to ensure consistent support before submitting to the respective Cabinet/Committee at the LPAs for endorsement. We would expect that process to be concluded by November/December.

The concession for the Duty Free shop expires in May 2018 and we are in the process of selecting the next preferred supplier.

The catering concession also is up for renewal next year and a process to select the concessionaire for the next period will commence shortly.

TUI have informed us of their intention to reduce capacity to Tenerife in W17 to 1pw down from 2 pw. This is disappointing news but we will continue to work with TUI and Thomas Cook to increase the winter flying choices.

I am delighted that after an absence of one season Thomas Cook will be returning to operate a Dalaman service next summer. This is good news for the airport and complimentary to the TUI offering.

The construction of a replacement fuel farm is likely to start towards the end of this year or early in 2018.

LW pointed out that neither Taverham or Drayton received hard copies of the Master plan which were two of the most affected parishes. RP explained that everyone has an opportunity to respond and this procedure is now generally as a rule carried out online and anyone requiring a hard copy would then receive one at a charge. Hellesdon, Spixworth, HSF and Old Catton received hard copies and it was publicised in the press that these were being held in hard copy version at the above mentioned locations for people to view.

#### 4). Operations and ATS Report

During the quarter, the EASA CAA Aerodrome Audit took place on 07-08 August. The feedback from the audit was very positive; there were no non-compliances raised and only some minor observations.

The revised Low Visibility Operations (LVO) were fully reviewed and a table top exercise held during the LVO/Runway Incursion Committee meeting in September. Following this an Aerodrome Manual and a MATS Part 2 SI have been drafted for issue ahead of the LVO season.

During September, Airside Services has been preparing for the upcoming winter season.

The number of bird strikes has been lower than traditional over the summer period; a contributory factor is the establishment of extra bird scaring cover whilst the NDR is built.

There was one runway incursion over the quarter. A contractor working on the Charlie Taxiway crossed Holding Point C2 heading towards the runway believing the airfield was closed; he was stopped by a member of staff escorting the works.

The internal audit process continued a pace throughout the quarter with the Serious about Standards programme, departmental safety inspections and workplace audits.

Date	Summary	Action
08 Aug	TCAS RA between 2 North Sea Helicopters under a TS , both visual	Reported to CAA, local investigation completed
16 Aug	KLM E190 on route to Amsterdam diverted in with pressurisation issue - aircraft landed safely	Reported to CAA, local investigation completed
18 Aug	RW incursion, WIP on C Taxiway, contractors ventured towards RW believing Airport was closed - stopped by NAL escort, ATC unaware, no aircraft using RW at time.	Reported to CAA, local investigation completed
23 Aug	TCAS RA between 2 North Sea Helicopters under a TS , both visual	Reported to CAA, local investigation completed

29 Aug	Aircraft taxied past cleared Holding Point - conflict resolved by ATC	Reported to CAA, local investigation completed
01 Sep 17	Pilot unable to raise undercarriage, local standby declared, aircraft landed safely	Reported to CAA, local investigation completed

- Update on Drones:

There is a consultation on Drones by EASA which closes on 15 September 2017. Regional & City Airports will be submitting their response. Regulations regarding drones will become much tougher. There will be two operational zones, 'prohibited' and 'restricted' which drones will not be allowed to enter. There will also be electronic identity added together with a greater understanding of the rules.

On the commercial side there are no real issues.

- 4.1 Complaints Register –The register was discussed and noted.
- 4.2 Register of late aircraft movements – discussed and noted.
- 4.3 Noise/flying complaints – discussed and noted.

Any noise/flying complaints need the time and date to be investigated.

5). **Offshore Helicopter Activity**

Nothing to report.

6). **AOB**

None

8). **Date of next meeting**

10 January 2018 - Hellesdon PC Offices @ 1400hrs.

**CHAIRMAN**