

**Minutes of the Norwich Airport Consultative Committee**

**held on Monday 12 April 2017 @ 1400 hrs**

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

1).	<b>Present:</b>	J Sadler	Spixworth PC (Chairman)
		J Arnott	Old Catton PC (Vice Chairman)
		L Wilkinson	Drayton PC
		R Fisher	Frettenham PC
		P Norris	Bristow
		A Durand	SaxonAir
		S Fidler	H&NSF PC
		R Sear	Hellesdon PC
		M Gee	Norwich Aviation Group

**Apologies:**

B Walker	Taverham PC
P Gadd	NAL
R Ryan	Norwich City Council
Z Nelson	Babcock
N Shaw	NCC
L Rogers	Hainford PC
J Sayer	SSPC
R Pace	NAL

Minutes of the previous meeting held on the 6 February 2017 were agreed and duly signed by the Chairman as a true and accurate record of that meeting.

S Fidler to be added under apologies at 6 February 2017 meeting.

2). **Matters Arising:**

No matters arising.

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

The last financial year closed at the end of March and we have had a successful year with passenger numbers increasing by 10% to 514k. The rate of growth will be lower for the current financial year but we look forward to the welcoming additional passengers on the Thomson services with increased capacity.

You will have noticed that the airport is partway through a re-branding exercise. Signage has been replaced, new uniforms ordered and prominent vehicles will have new decals. There will be an official launch to follow later.

The resurfacing of the Charlie taxiway is planned to take place mainly out of hours over the summer period to take advantage of the better light and weather.

The draft Master Plan document has been considered by the NAL management team and referred back to the project manager for fine tuning prior to release to NAL and RCA Boards for approval before the start of public consultation. The timeline for delivery has slipped a little and public consultation, revision and final planning endorsement is now targeted for August 2017.

The Engine Test Facility suffered damage at the beginning of February from what appears to be a badly aligned aircraft high power run. The manufacturer has reported that the ETF must not be used until repairs to the buckled acoustic panels are carried out planned to be complete by the end of April. All tests are therefore taking place on the north apron until further notice. We have advised the planning department at NCC and BDC as to the issue and put a notification on the Airport's website. We are dealing with any noise complaints received as openly as we can.

The International Aviation Academy Norwich will open on 24<sup>th</sup> April. There will be a formal handing over of the keys at the House of Commons on 25<sup>th</sup> April. A formal opening with VIP guest is planned for later in the year.

4). **Operations and ATS Report**

The updated Aerodrome Manual has been published with a go live date of 1<sup>st</sup> April 2017.

The Company Integrated Management System (CIMS) project is well underway. Each departmental manager now has received one to one training/review and is now in the process of reviewing and transitioning documentation over to the CIMS system as we work to align our Operational, Health, Safety, Environment and Quality Management documentation/presentation to inherently cover ISO requirements.

Cascade SMS (Mobile Short Message and email service) part of the OSHENS package has now been adopted after successful trials and will be live from 1<sup>st</sup> April 2017 for the dissemination of information during emergencies.

The airport has recently signed up to the Dementia Friendly Norwich scheme with staff taking part in organised workshops with the group.

Date	Summary	Action
11.03.17	Light aircraft had a problem with undercarriage, full emergency declared, pilot chose to return home base where they landed safely.	Reported to CAA.

14.03.17	AS55 called a 'PAN' with single engine failure, Full Emergency declared. Aircraft landed safely at Norwich.	Reported to CAA.
24.03.17	BHL530 reported Airprox against light aircraft – under investigation. Initial review revealed that aircraft was not painting on the radar.	Reported to CAA. Under Investigation
24.03.17	Reported by helicopter pilot. Both aircraft had been called and the pilots were visual with each other.	Reported to CAA.

4.1 Complaints Register – The new format was explained and noted.

4.2 Register of late aircraft movements – noted

4.3 Noise/flying complaints – noted.

5). **Offshore Helicopter Activity**

Nothing to report

6). **AOB**

- It was unanimously agreed that RB would only attend the AGM to give the committee an update on NAPAG, with survey results being forwarded when available.
- SF sent through an email from one of the local residents in HSF regarding helicopter noise and noise from engine testing. This was addressed at the meeting and a leaflet was given to SF to hand out to his resident/s regarding helicopters and the engine testing was addressed in the MD's report.
- An update on Drones was requested for the next meeting.

7). **Date of next meeting**

12 July 2017 at Hellesdon PC Offices @ 1400hrs.

**CHAIRMAN**