

**Minutes of the Norwich Airport Consultative Committee
held on Wednesday 11th January 2023 @ 1400hrs
Hellesdon Parish Council Office**

Present:	S Gurney	Norfolk County Council (Chairman)
	P Langley	Norwich Airport Ltd
	G Hegarty	Horsham & Newton St Faiths PC
	J Dewing	Saxonair Charter Ltd
	J McClintock	Bristow Helicopters Ltd
	P Daly	Spixworth PC
	K Clarke	Horsford PC
	L Rogers	Hainford PC
	J Anderson	Drayton PC
	J Latchford	Taverham PC
	R Sear	Hellesdon PC

Apologies:	S Reynolds	Bristow Group
	A Giles	Norwich City Council
	B Leggett	Old Catton PC
	J P Williams	KLM Engineering
	R Pace	Norwich Airport Ltd

1) Election of Vice Chairman

Following the sad passing of Cllr Nigel Shaw, SG confirms that a new Vice Chairman needs to be elected. SG provided an overview of what the position entails.

Janet Latchford, Taverham PC has been accepted as the new Vice Chairman for the committee.

2) Minutes of the previous meeting held 13 July and 26 October 2022 and any matters arising:

The minutes of the previous meetings held on 13th July and 26th October 2022 were agreed by those present at the meeting and duly signed by the chairman as a true and accurate record of those meetings.

Matters Arising:

Lighting in ATC compound – PL confirms lighting has been adjusted, GH confirms issue resolved.

EAAA out of hours – PL confirms the EAAA is now providing out of hours data to the airport,

which will be included within the meeting papers going forward.

3) Managing Director Report

Passenger numbers year to date are broadly in line with expectation, 284,000 passengers have used the Airport between April and December 2022. The Border Force strike was not in effect at Norwich Airport and there has been no impact so far. Reflecting on 2022, there is quite a contrast to 12 months ago with passenger numbers at circa 65% of pre-pandemic levels and up by over 100,000 since last year.

We recently experienced a prolonged spell of Winter Operations and staff minimized the impact on operations.

Planning Permission has been granted for up to 120,000 square meters of new development at Imperial Park, located on the north side of the airport. The plans seek to renew the planning consent obtained for Imperial Park in 2020, with an increased amount of proposed total floorspace, from 95,000 square metres to 120,000 square metres. Consistent with the previous consent, the floorspace will be split equally between aviation related development and general employment development.

A community 'warm room' has been set up at the Hellesdon Community Centre to help people struggling to cope with rising energy costs this winter now has a new television, thanks to a donation from Norwich Airport.

Our Net Zero journey continues as we gather more data to inform a detailed carbon reduction plan. We have recently re-launched the cycle to work and Liftshare schemes. The two new schemes are being launched with the aim of saving employees money, promoting fitness, and reducing carbon emissions, as part of our Net Zero strategy. Almost 100 members of staff at Norwich Airport have already signed up to the lift share community and as part of the scheme, they will be able to use priority parking bays on-site by authenticating each journey.

We are also planning to offer Sustainable Aviation Fuel (SAF) to our customers in early 2023.

In addition to this, staff are being offered the chance to join the cycle-to-work scheme – a tax efficient employee benefit saving nearly 40 percent on the cost of a new bike. We are also investigating the installation of a Beryl Bikes stand in the short stay car park.

Our Norwich Airport Jobs Fair is taking place in the Main Terminal on Friday 3rd February between 10am and 3pm in readiness for our next summer season.

Richard Pace
Managing Director
11 01 23

JD advised that Saxonair have recently been awarded with a Sustainability Award from EEEGR following their ongoing work towards Net Zero. Saxonair are undertaking a lot of work with electric aircraft, one currently in the hangar and they are helping to build a second.

Action: JD/PL to arrange a visit to Saxonair for committee members to view the electric aircraft.

Action: JD/JM to liaise with PL regarding Saxonair & Bristow attendance at the airports Jobs Fair.

4) Operations and ATS Report

Summer season has now ended, and winter season commenced on 01 November. Airfield opening hours have returned to normal and staffing levels have been reduced accordingly.

The COVID 19 testing site in the former TNAL offices has closed.

Winter operations procedures have been reviewed and updated.

Head of Airfield Operations has resigned, which presents an opportunity to review the structure of the north side departments.

IFQP Fuel Services Audit conducted – a few findings that can be easily rectified. Overall, the auditor was positive about the marked improvement from the audit conducted last year; particularly in respect of the standard of the documentation which has migrated from NorthAir to Norwich Airport.

Merridale Vehicle Fuel Management System training completed – system to go live in automated mode on 01 Jan 2023.

Mandatory Occurrence reports filed:

Date	Category	Details
02/10/2022	Runway Incursion	Helicopter was given clearance to land. Shortly afterwards, HLE85A called for start to depart. Inbound aircraft was told to land threshold only and HLE told to remain south of runway – HLE then crossed RW without permission.
05/10/2022	Taxiway Incursion	After the BA E195 had landed the aircraft taxied down the Delta taxiway instead of backtracking down the runway and going down the Charlie taxiway.
20/10/2022	Ground Incident	The crew of an E145 on Stand 1, called Tower with request for Airport Fire Services to attend aircraft due possible fuel leak from the wing dripping on to the landing gear.
21/10/2022	Bird Strike	During routine runway inspection bird remains were found abeam the tower north of the Centre line.
24/10/2022	Drone	Pilot observed 2 drones over the Thorpe VRP that were operating without permission.
26/10/2022	Laser Attack	Pilot of E145 reported a malicious laser attack.
28/10/2022	Bird Strike	During a routine inspection, a pigeon carcass was found on the runway.
28/10/2022	In-Flight Medical Emergency	Crew requested medical assistance on arrival for a passenger suffering from a severe headache.

29/10/2022	Bird Strike Unconfirmed	Inbound KLM on RW 27 reported possible bird strike on touch down. Nothing was found on runway or taxiway after inspection.
30/10/2022	Laser Attack	HLE reported being targeted by a laser.
02/11/2022	Unconfirmed Bird Strike	E175 reported possible multiple bird strikes on touchdown and during the rollout. No bird remains were found upon inspecting the aircraft.
03/11/2022	Bird Strike	B737 struck a bird on departure and diverted to Gatwick.
07/11/2022	Unconfirmed Bird Strike	KLM reported suspected bird strike upon landing, no remains found.
09/11/2022	FOD	During a wildlife inspection, a broken bolt was found on the alpha taxiway
10/11/2022	Full Emergency	A139 helicopter declared a PAN due to landing gear indications in the cockpit. The aircraft landed safely.
16/11/2022	FOD	During morning inspection FOD was found on the runway abeam the tower.
21/11/2022	Bird Strike	ERJ-145 reported a possible bird strike during the roll-out phase of the flight.
20/12/2022	Laser Attack	Inbound AW139 helicopter reported been targeted by a green laser.
20/12/2022	Aircraft Technical Issue	Landing C172, reported severe vibration of main undercarriage and difficulty with steering. The aircraft was shut down and towed to the apron.
28/12/2022	Bird Strike	Arriving EMB175 reported possible bird strike. Upon inspecting the aircraft on stand, a gull carcass was found jammed in the undercarriage leg.

5) Offshore Helicopter Activity

JM advises the committee that helicopter activity is relatively quiet with approx. 15 flights per day, however, due to increased offshore activity, this is expected to increase back to normal levels towards the end of the month and remain static throughout the year.

6) AOB

No other business cited.

7) Date of next meeting

12 April 2023

12 July 2023 (AGM)