

Minutes of the Norwich Airport Consultative Committee

held on Wednesday 28th July 2021 @ 1400 hrs

by Zoom, Hosted by Hellesdon Parish Council

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| 1). | Present: | S Gurney | Norfolk County Council (Chairman) |
| | | R Pace | Norwich Airport Ltd |
| | | J Latchford | Taverham PC |
| | | K Clarke | Horsford PC |
| | | N Shaw | Broadland District Council |
| | | J Anderson | Drayton PC |
| | | B Leggett | Old Catton PC |
| | | M Gee | Norwich Aviation Group |
| | | N Carver | Hellesdon PC (Zoom facilitator) |

Apologies:

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| | Clr L Rogers | Hainford PC |
| | J Dewing | Saxonair |
| | K Vincent | Spixworh PC |
| | G Hegarty | Horsham & Newton St Faiths PC |
| | W Easlea | KLM Engineering |
| | R Fisher | Frettenham PC |

Shelagh Gurney – Chairman opened the meeting.

2) Minutes of the previous meeting held 23rd February 2021 and any matters arising:

The minutes of the previous meeting held on the 23rd February 2021 were agreed by those present at the meeting and duly signed by the Chairman as a true and accurate record of that meeting.

3) Confirmation of ACC Secretary

R Pace confirmed the airport will prepare minutes going forward.

4) Managing Director's Report

We have all been living with the Covid 19 crisis since March 2020. One ACC meeting was held in January 2020 and one meeting was held in February 2021. I would like to thank the Chair for her support in not pushing for meetings at a time when the very survival of the airport has been at stake. Moving forward beyond this Annual General Meeting, the usual pattern of meetings will resume and hopefully in person too.

Since the COVID-19 crisis started the focus has been on the required health protection measures for passengers and staff to ensure compliance with Government COVID-19 Secure guidance. All passenger information can be found on the airport's website.

All passenger services, except Aberdeen and offshore helicopter flights, ceased at the end of March 20 with passenger volumes reduced by over 90%. No holiday flights have operated since March 20. The Amsterdam service restarted in August 20 but was suspended again in January 21 and only restarted at the end of June 2021 with a single daily service. The Edinburgh, Exeter and Jersey and TUI Mallorca service restarted in July. Passenger demand continues to be significantly impacted by the Government's foreign travel advice and restrictions as well as destination restrictions. The picture is slowly improving but a significant summer program is now not expected to occur until summer 2022.

The operating hours were reduced to 0800 to 1800 Sat and Sun and to 2000 Mon to Fri. I do not anticipate the airport going back to 0600 to 2130 in 2021.

Total passenger numbers to the year ending 31 March 2021 were just 80k compared to 504k an 84% reduction on prior year with a 100% reduction in holiday passengers, 97% reduction in international travel, 89% reduction in domestic travel and a 31% reduction in offshore helicopter passengers.

The airport has provided workplace testing for staff in accordance with a government scheme. The airport also has a passenger on site testing facility for passengers.

Financial performance has been adversely impacted with significant lost revenue. The airport has made use of the furlough scheme and received a grant equivalent to the annual business rates, but this has provided a contribution of circa 15% to the Airport's cost base. The number of staff employed at the airport has been reduced by 30%. Planning is now underway for the lower resource than expected for the coming winter season. Full recovery is not expected until 2025.

The number of parked aircraft as started to reduce from a high close to 50 aircraft with now approximately 25 aircraft still parked at the airport. This is an indication that recovery is underway, but it will occur first at the larger airports before smaller regional airports.

Despite the pandemic a new hangar and workshop facility was completed for UK KLM engineering who have now taken possession of these new buildings.

The East Anglia Air Ambulance also has an impressive and improved facility which now permits 24/7 operations.

The airport is preparing a planning application for up to 120,000sqm of employment use, split evenly between aviation and general employment at Imperial Park, Norwich Airport.

This application seeks to refresh the principles established recently through the extant planning consents from Norwich City and Broadland District Councils. The application is planned to be submitted in early August.

In conclusion, the last 16 months have been the most challenging in the airport's civil aviation history. Recovery is underway albeit at a slower pace than was originally predicted. We continue to navigate through this crisis with the support of staff and shareholders and look forward to a much more promising and busier 2022.

Following questions relating to funding and APD R Pace added the following:

The airport took advantage of the AGOS scheme/Grant from the Government, the funding received was the equivalent to the airports business rates and as such was passed directly to the council. This scheme has been extended to cover the period Apr – Sept 2021 with applications to be submitted by the end of September 2021 and advises the airport will be submitting an application.

The current Furlough scheme is due to come to an end in September. The airport along with other aviation bodies is lobbying for an extension.

APD – R Pace confirms there is an ongoing consultation regarding APD Tax which aims to stimulate domestic aviation traffic however no changes are expected until April 2023. The consultation is considering the removal of domestic APD but increasing APD on long haul traffic.

The Government has launched a new consultation 'Jet Zero' which is the aviation sectors pathway to net zero by 2050. The airport is adopting its own policy which we hope to launch in the autumn. R Pace happy to present details at the next meeting.

5) Operations and ATS Report

The Airport operating hours remain reduced to 0800 to 1800, 7 days a week. However, promulgated opening hours will increase in July to accommodate the new Exeter service and there has been an operational requirement for the airfield to remain open for additional hours throughout the summer period to extend the flying window for helicopter operators.

The RFFS Category is reduced to Cat 4 with Cat 6 available by easement – the CAA dispensation has been extended until the end of Sep 2021. The RFFS TRA has been revised and approved by CAA and so the Airport will operate at current manning levels when easement ends.

Workplace COVID-19 testing commenced in March. At the beginning of June, staff testing for COVID 19 moved from on-site testing to the Workplace Collect Scheme where staff take a test kit home, self-test and then register the result on the NHS website. The on-site facility has been closed and procedures updated.

Passenger COVID-19 testing commenced on 05 June and is being conducted in the old TNAL offices in the Main Terminal by Lion & Gazelle. Airlines have been advised to direct passengers to NAL website to book COVID-19 tests. No issues so far, the process works well, and the facility has been busy on most days.

The contract with North Air to provide aircraft refueling expired at the end of March and the service was taken in-house in April. Existing North Air staff were transferred across to the new department – Fuel Services.

The EAAA moved back to the Western Apron on 28 April and extended their operating hours until 0130 effective 26 May. They then moved to 24-hour operations towards the end of June 21. Remote switchable airfield lighting for EAAA was commissioned in May and is now operational. Spots 22N and 22S were created on Western Apron to give Bristow an extra parking stand.

Works have commenced on the internal fit out of Hangar 9.

Mandatory Occurrence reports filed:

| Date | Category | Details |
|------------|-------------------|---|
| 20/01/2021 | FOD | 2 large bolts found on Stand 18. Identified from NAL Snow Clearing Equipment |
| 29/01/2021 | Taxiway Incursion | Minibus transiting past 'Tango' without an ATC clearance (18:27) Driver assumed airfield was closed (Extension until 20:00) |
| 13/02/2021 | Local Standby | HLE85E (4 POB) returned to NWI with one engine warning lights. Landed without incident. |
| 24/02/2021 | Airprox | Helicopter – Airprox situation with military aircraft – reported by pilot on return. |
| 06/03/2021 | FOD | Large bolt found on Alpha Taxiway. |
| 30/03/2021 | Runway Incursion | Aircraft appeared to cross illuminated stop bar at Holding Point Bravo 1. |

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| 05/04/2021 | Taxiway Incursion | Helicopter being towed on Taxiway Echo towards the Saxon air Apron, without an ATC clearance. |
| 17/04/2021 | Runway Incursion | Whilst conducting wildlife control shortly after airfield opening, the Operations vehicle strayed approx. 10 metres into the runway strip via the grass area GA16 in the vicinity of B2. The vehicle was free ranging. |
| 29/05/2021 | Local Standby | PA28 declared a PAN with a rough running engine. A local standby was declared but no further assistance was required. |
| 02/06/2021 | Local Standby | On climb-out from runway 09, Student Pilot, PA28 requested to return with a low oil temperature warning. A local standby was declared, and inbound traffic held off. G-SEJW landed safely on runway 09. |
| 05/06/2021 | ATZ Infringement | Cessna 172 entered controlled airspace without clearance, placing himself in proximity to an IFR outbound helicopter. |
| 07/06/2021 | TCAS RA | Traffic information was passed to inbound helicopter on an aircraft which declared "TCAS RA" with the conflicting aircraft still in sight. Helicopter subsequently reported clear of conflict and confirmed he would be |

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| | | submitting a report. |
| 08/06/2021 | ATZ Infringement | A hot air balloon drifted towards the final approach track at approximately 200ft, inbound Loganair reported visual with the balloon reported going around and was subsequently repositioned for a second and successful approach to RW27, by which time the balloon had landed slightly north of the final approach track. |
| 10/06/2021 | Aircraft Ground Incident | A B737 LN-RRH conducting high power engine runs had jumped its chocks in the Engine Test Facility. |
| 16/06/2021 | Medical Emergency | Helicopter returned to airport with a passenger medical emergency. |

Wildlife Strikes:

| Date | Type | Detail | Reported by | Actions |
|------------|-------------|--|-------------|---|
| 03/05/2021 | Bird Strike | From OSHENS: At 1733 the inbound Loganair ABZ reported a bird strike between Bravo and Charlie intersection. During the runway inspection, kestrel remains were found and reported to the tower. No damage was reported by the aircraft crew, blood was found on the side of the aircraft. | Air Ops | Reported in accordance with procedures |

6) Complaints Register

Cllr Gurney advised that the number of complaints is currently much lower than in previous years and that this is due to aircraft movements and passenger numbers being significantly lower. This was noted and agreed by all present.

Cllr Gurney commented on the recent military activity and the noise these aircraft generate. R Pace confirmed there has been agreed activity with the majority conducting training approaches but not landing at the airport. Any noise from these aircraft is usually away from the airfield and is managed directly via the military. R Pace confirmed the Red Arrows would be residence at the airport in August.

7) AOB

No other business was cited.

1) Date of next AGM

Wednesday 13th October 2021 @ 14.00hrs Venue TBC.