

Minutes of the Norwich Airport Consultative Committee

held on Tuesday 23rd February 2021 @ 1400 hrs

by Zoom, Hosted by Hellesdon Parish Council

1).	Present:	S Gurney	Norfolk County Council (Chairman)
		S Prutton	Broadland DC
		N Carver	Hellesdon Parish Council (Acting Secretary)
		P Langley	NAL
		R Pace	NAL
		W Eastleigh	KLM
		J Dewing	Saxon Air
		S Reynolds	Bristow Helicopters
		J Anderson	Drayton PC
		K Vincent	Spixworth PC
		M Gee	Norwich Aviation Group
		J Latchford	Taverham PC
		S Vincent	Old Catton PC
		K Clarke	Horsford PC
		L Rogers	Hainford PC
		D King	Hellesdon PC
		R Fisher	Frettenham PC

Apologies: No apologies received

1) Minutes from the meeting held 15th January 2020 and any matters arising:

Minutes of the previous meeting held on the 15th January 2020 were agreed by those present at the meeting and duly signed by the Chairman as a true and accurate record of that meeting. There were no matters arising from the minutes.

2) Confirmation of ACC Secretary

The requirement for a secretary to the committee was discussed, Cllr Gurney confirmed that the guidelines for Committee meetings on the Government website states that there is a requirement for a properly resourced secretary to be in place for a committee to function. R Pace commented that in short term there is no resource at NAL due to changes that have taken place, however, he will take responsibility to have a secretary in place for the next meeting.

Cllr Gurney spoke with regards to the legislation on meeting frequency and asked for the members to consider this for the Terms of reference at the April meeting.

3) Managing Director's Report

R Pace presented the written report to the committee.

Managing Director's Report 23 February 2021

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 is not expected to re-start until end of March. 17th May could be the date they will look at for air travel to start picking up but working on a week by week basis.

Government Roadmap is very scant on aviation at present and further information on the relaxations will not be announced until 12th April.

There is considerable uncertainty around the timing of resumption of flights and the level of passengers able to use these services. Demand will be weak until the appropriate time when the government is able to loosen the quarantine and passenger testing requirements.

Operating hours have been 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 passengers since April 2020 are 85% lower than the previous year. Offshore passenger numbers have reduced by over 30%, holiday passengers reduced by 100%, domestic passengers by 90% and international passengers by 97%.

Financial performance has been adversely impacted with significant lost revenue and the airport is currently in a loss-making position. The airport has made use of the furlough scheme and applied for the 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%. Support has been provided by Rigby Group to enable the airport to continue to operate.

In addition, we are asking government to:

- Extend business rate relief for UK airports in 2020/21 and retain relief for 2021/22
- Put in place a testing framework that sets out how and when testing will reduce and finally eliminate quarantine for international travel
- Continue business supports measures such as business rate relief and the Job Retention Scheme for the aviation industry
- Implement a 12-month Air Passenger Duty (APD) holiday and remove double-charging of Domestic APD.

- Reverse abolition of airside VAT exemption.

A range of recovery scenarios have been modelled and are all dependent on government policy on how and when travel restrictions will be eased. The current testing and quarantine requirements have effectively closed the industry indefinitely. The Airport understands the need for the restrictions but a pathway to when these restrictions will be removed is essential for recovery. We hope to fly circa 60% of passengers flown in 2019 in 2021. We do not expect full recovery to be completed until 2025.

The airport has registered for asymptomatic testing, run by NHS track and trace. This will be voluntary for staff to participate; this will run along side with the staff working in teams.

The Airport is partnering with a company across all 3 group airports for passenger testing, for both pre departure and on arrival. Most importantly offering an onsite Lateral Flow testing for the Amsterdam flights four hours before departure.

Cllr Gurney asked if any members had any questions following the report.

Cllr Shaw asked about Norwich becoming a Free Port, R Pace responded that Felixstowe port was chosen in the East region and supports this, with the option that they could look to partner with them.

Cllr Latchford asked regarding the number of aircraft parked at the airport, has this been viable option to Norwich. R Pace confirmed there is an arrangement in place for NAL to receive parking fees whilst KLM service the planes. This has been a source of revenue in 2020 and is continuing in 2021. R Pace commented that as the planes diminish this will be a good indication and a positive sign of recovery.

Cllr Gurney asked if Air Livery had been able to continue to operate, R Pace advised they have continued, but it has been a tough and challenging time for all business on site.

5). **Operations and ATS Report**

The report below was circulated to all members prior to the meeting and P Langley verbally presented.

Report 23 February 2021

Main construction works commenced on the Hangar 9 project. Full CAP 1732 airfield survey completed; data will be used to populate UK AIP and make the Airport fully ADQIR compliant ahead of the 5-year IFP review due in 2020. Western Apron remarked to give 3 helicopter spots instead of 2.

Park Run attended by over 40 airport staff and raised over £700 for British Heart Foundation.

ATC Met Audit conducted on 12th November by CAA Met Office Audit Team – good audit with no non-compliance findings and only one observation, which provided guidance on best practice.

Exercise Eagle 2 was held on 20th November – this was the bi-annual live emergency exercise held in conjunction with the local authority. A good exercise that was well supported by all staff with lots of learning for new members.

Meeting held with developer to discuss the Broadway Enterprise Park proposal to the northwest of the airfield, which includes a waste recycling facility, fuel station and various commercial and office buildings.

Tabletop drone exercise conducted, on airfield live exercise was planned for 10th December 2019, but postponed by Police due to operational commitments.

Preparation for EAAA to move to Eastern Apron ahead of works commencing on Hangar 14; move expected towards the end of Jan 20.

R Pace gave a verbal update with regards to the late flights log, this will be sent after the meeting, there were 3 flights operated after 2300, all flights were authorised.

6). **Offshore helicopter Activity**

S Reynolds from Bristow Helicopters gave a verbal update. Due to Covid there passenger numbers have had to be reduced. Bristow Helicopters from Eastern to Western side reducing time that they are running at the airport helping with noise reduction.

7). **AOB**

R Pace confirmed that the next meeting is planned to be the AGM. Cllr Gurney expressed that it was commendable that the airport has managed through this difficult period of time.

N Carver noted two late apologies

S Burton and R Bishop

8). **Date of next meeting**

14th April 2021