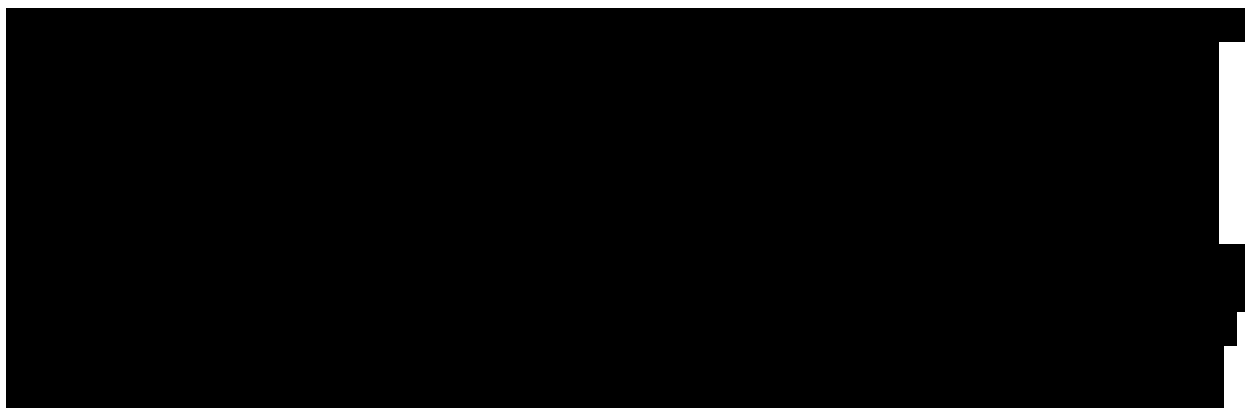


**MINUTES OF CARDIFF AIRPORT ASSESSMENT MEETING HELD AT AVIATION HOUSE,
GATWICK ON 4 SEPTEMBER 2019**

Present

Appointment

Representing



CAA Assessment Meeting Opening Statement

CAA noted that the following Statement of Need and Presentation were received in advance of the Assessment Meeting and confirmed that the documents would be published together with minutes of the meeting on the CAA website. CAA explained the purpose of the meeting and confirmed that the meeting was an Assessment Meeting and not a Gateway. The CAA reinforced that the sponsor was required to provide a broad description of their proposed approach to meeting the CAA's CAP 1616 requirements but the CAA was not deciding whether the proposed approach met the detailed requirements of the CAA's process at this stage. The purpose of the Assessment Meeting (set out in detail in CAP 1616) was broadly:

- for the Sponsor to present and discuss their Statement of Need,
- to enable the CAA to consider whether the proposal concerned falls within the scope of the formal airspace change process,
- to enable the CAA to consider the appropriate provisional Level to assign to the change proposal.

Additionally, the sponsor was required to provide information on how it intended to proceed to fulfil the requirements of the airspace change process and to provide information on timescales. Lastly, the sponsor was required to provide information on how it intended to meet the engagement requirements of the various stage of the airspace change process.

	ACTION
<p>Item 1 – Introduction</p> <p>Introductions around the room took place- no apologies were received. ■ opened the meeting and thanked everyone present for his or her attendance. ■ explained that it was the first Airspace Change Proposal (ACP) he had undertaken and support was being provided by ■ from NATS and ACOG.</p> <p>■ stated that Cardiff Airport (CWL) is 1 of 16 airports located within the Southern part of the UK that are involved in the Future Airspace Strategy Implementation</p>	

<p>South (FASI-S) and CWL are working with Bristol Airport (BRS) to meet the needs of both airports.</p> <p>█ confirmed that CWL had been provided with the meeting agenda in advance of the Assessment Meeting, but if there was anything missing, CWL were happy to adapt and update their presentation accordingly.</p>	
<p>Item 2 – Statement of Need (discussion and review)</p> <p>█ provided a description of Cardiff Airport, explaining that it is a growing, capital city airport, positioned 8.5NM from the city centre and is largely surrounded by agricultural areas with sea to the south.</p> <p>Air traffic operating in the vicinity of CWL are of mixed types and the airport has commercial aircraft, general aviation (GA) aircraft, 2 Fixed Base Operators and a flight training school on site.</p> <p>As of 1 April 2019, CWL has also been responsible for St Athan airfield, which has transitioned from military to civil regulations within some fairly aggressive timescales. The airfield has been classed as a mixed-use aerodrome, which was agreed with █ for St Athan and Cardiff.</p> <p>Air traffic movements at CWL are on the increase and growth predictions are seen as realistic and achievable in line with CWL’s Masterplan for 2040 where the aim is to grow to 3 million passengers per annum.</p> <p>CWL currently operates within class D airspace. The most recent airspace change introduced Performance Based Navigation (PBN) approaches in late 2016. Prior to this, the standard instrument departures (SIDS) and standard arrival route (STARS) implemented in 2006, were based on conventional (circa 1950’s technology) navigation aids.</p> <p>The airspace does become quite busy and congested during special events such as the 6 Nations Rugby Championship each year. The increase is also shared by BRS depending on how fans plan to travel. Other events that have attracted increased congestion in the airspace network were the 2014 NATO Summit, UEFA Champions League Final 2017, the Ryder Cup held at the Celtic Manor in Newport, and events taking place at the Vale Resort complex. CWL is well placed to support these activities and the Welsh Government regularly submits bids for large events.</p> <p>█ highlighted the mix of traffic operating in the vicinity of CWL. █ explained that operations are predominantly instrument flight rules (IFR) but there is also civil, GA, military and visual flight rules (VFR) traffic. CWL is also well placed for any emergency diversions.</p> <p>Global Trek are a new Fixed Base Operator at CWL and they have strong links to the US military, with a further operation established at Belfast International Airport.</p> <p>At St Athan, there is a flying training school, aircraft tear down and MRO activities and Police and Search and Rescue helicopters based at the airfield, therefore there are many different elements to factored in.</p> <p>The CAA is developing an airspace modernisation strategy that combines a number of linked initiatives under a programme known as Future Airspace Strategy Implementation South (FASI-S). To support the main objectives of this programme the Department for Transport have asked a number of airports in the South, CWL being one, to commit to undertaking related airspace changes so the full benefits of</p>	

<p>the national programme are realised. CWL has been in regular attendance at the FASI-S meetings, and ■ explained that it is a useful forum. CWL are working very closely with BRS and have held bilateral meetings as well as a trilateral meeting that also included Exeter. Whilst CWL are aware of their needs, it is also equally important how they work together so that their activities are not detrimental to BRS. CWL believes that the proposed Airspace Change, in conjunction with the FASI-S programme, presents an once in a generation opportunity to shape/develop the future airspace shared by CWL and BRS.</p>	
<p>Item 3 – Issues or opportunities arising from proposed change</p> <p>The Airspace Modernisation Strategy foresees the implementation of PBN based routes in lower airspace around airports in the UK. It also identifies the need to incorporate environmentally friendly arrival and departure routes.</p> <p>The Brecon navigation aid (BCN VOR) is scheduled to be removed by NATS in December 2022 as part of a national VOR rationalisation programme. As many of CWL’s current conventional procedures rely on this navigation aid, its removal and the implementation of FASI-S related changes should be aligned to remove the requirement for multiple ACP’s. ■ stated that if CWL were not involved in FASI-S, they would be putting an ACP forward anyway.</p> <p>The timeline for the airspace change implementation would be December 2022 to align with the removal of BCN VOR. CWL will carry out an ACP in line with the CAA’s CAP1616 process.</p>	
<p>Item 4 – Options to exploit opportunities or address issues identified</p> <p>■ gave a brief on the opportunities identified from the ACP:</p> <ul style="list-style-type: none"> - Redesign of arrival and departure procedures in collaboration with surrounding airspace users, without negating others needs. - Improve safety with the use of improved accuracy navigation techniques. - Increase in continuous climb and continuous decent operations (CDO). ■ explained that CWL is currently placed at 5th in the UK for CDO performance with 88% compliance. - Create greater capacity in the airspace allowing systemised Air Traffic Management. - Reduced impact of noise, where possible, on local communities. - Operational efficiencies reducing fuel burn and CO2 emissions. - Efficiently integrate with the FASI-S project and make best use of the enhanced network capabilities. - Limit and seek to reduce the impact on local communities as well as providing a level of predictability regarding air traffic movements. CWL is in a semi-urban location with consideration given to the city and small local communities. - Maintaining availability of SIDs post BCN VOR removal. 	

<ul style="list-style-type: none"> - Maintaining regulatory compliance and best practise in accordance with the PBN IR and CAP1711. - Ensuring that controlled airspace and associated procedures, including any holds, support the mutual growth of both the CWL and BRS operations. This does not necessarily have to be static holds but different types of holds. - Achieving predictable access to the national airspace structure to meet the demands of both CWL and BRS as designed for FASI-S. - Where practicable, limiting environmental impacts, whilst seeking to realise the potential to enhance the environmental performance of routes in/ out of CWL. 	
<p>Item 5 – Provisional indication of the scale level and process requirements</p> <p>█ identified that this change is provisionally a Level 1 change and will be conducted in accordance with the CAP 1616 process.</p> <p>█ confirmed that an economic assessment would be required with monetised values for greenhouse gases, noise impact and air quality. █ said that there is an intention to produce a noise heat map.</p> <p>█ confirmed that any significant impact on stakeholder’s revenues needs to be monetised and included in the options appraisal.</p> <p>In addition to the monetisation of environmental impacts required for the economic assessment, consideration should be given to all environmental impacts required by CAP1616 e.g. tranquillity and Biodiversity (Areas of Outstanding Natural Beauty and Sites of Special Scientific Interest), greenhouse gases, noise impact and air quality. █ confirmed that CWL are currently searching for a consultant to support with all elements of the CAP1616 process.</p> <p>█ asked at what stage and level the CAA would like to see the monetised values. It was confirmed that, as a minimum, a qualitative assessment of environmental and economic impacts is required for the initial options appraisal (Stage 2B) and a quantitative and monetised assessment would most likely be required for the full options appraisal (Stage 3A); however, this is scalable and proportionate, and where scaled, supporting justification should be supplied.</p> <p>Cumulative impacts also need to be taken into account with BRS and explained to Stakeholders. This is important during the consultation stage, as both CWL and BRS need to take account of one another’s designs and impacts. █ expressed that visibility is of huge importance and has been from the outset. At every stage CWL will be making sure that BRS are factored into the process as well.</p> <p>The CAA stated that they would encourage an engagement strategy from the outset, even though it is not mandated at Stage 1 and 2 of the process, only for Consultation. It was confirmed that this does not need to be as large as a letter drop. █ explained that the intention was to engage the Airport Consultative Committee (ACC) in the early stages and link into the local councils, followed by airspace users and then when the time is appropriate, consultation would take place with the public. █ confirmed from a technical perspective there was nothing to add at this stage and said that the action plan on how to proceed looks reasonable. █ confirmed he is most likely to be involved at later stages.</p>	

<p>The CAA advised that change sponsors have approached the development of Design Principles in different ways; some have developed sample Design Principles before engaging with stakeholders, whilst others have engaged with stakeholders before drafting an initial set of Design Principles and then undertaking a second round of related engagement. The CAA made it clear that it was ultimately up to the change sponsor to determine the approach that they would like to take and that this would be considered at the DEFINE gateway.</p> <p>■ felt there was some risk with a blank sheet of paper approach, as you could find yourself being pulled down rabbit holes. ■ stated that he would prefer to set out some guidance before speaking with Stakeholders. The CAA agreed that providing stakeholders with a framework can be a useful way of initiating the discussion with them and supporting the development of the Design Principles.</p> <p>■ confirmed that CWL had been sent an Airspace Modernisation Letter and that the letter suggested that CWL insert a specified Design Principle which referenced the FASI-S changes in the wider context of the AMS, as second only to safety in terms of priority.</p> <p>■ challenged the suggestion that it should be placed second in the priority order and felt it should be up to the sponsor and stakeholders where it is positioned. ■ stated that the 'blank sheet of paper approach' would be undermined by the suggested AMS related Design Principle being inserted with a specific priority.</p> <p>■ suggested not being too restrictive with the terminology used during engagement at Stage 1. A recommendation was also given to show the CAA how the Stakeholder mapping has been undertaken. ■ confirmed that CWL's Public Relations and Marketing Department currently had a good focus in this area. ■ confirmed that his next steps would be to go to the ACC and provide broad information on the ACP and then further engagement and consultation would follow in due course.</p>	
<p>Item 6 – Provisional process timescales</p> <p>■ confirmed a 4-week submission review period and explained that it is a definite 4 weeks rather than a 'nice to have'. The minimum timescale is two weeks.</p> <p>■ said that CWL would confirm their timeline dates are acceptable with the CAA.</p> <p>■ confirmed that the proposal is subject to ADQ and that CAP1616 does allow scalable elements.</p>	
<p>Item 7 – Next steps</p> <p>The next steps of the process were outlined as follows:</p> <ul style="list-style-type: none"> - Minutes to be sent in one week. - CAA response on the portal within a week. - CWL has a responsibility to commence engagement activities. 	
<p>Item 8 – Any other business</p> <p>■ raised a concern for a delay in the gateway process impacting upon the Brecon VOR timeline and whether there was anything in place to assist in this scenario. The CAA confirmed that any change will need an ACP but it is subject to what level is given.</p>	

█ asked for confirmation that contact details for everyone around the table were available. The CAA confirmed that any questions would go through the Account Manager.	
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ACTIONS ARISING FROM CARDIFF AIRPORT ASSESSMENT MEETING

Subject	Name	Action	Deadline

█ Cardiff Airport
ACP Sponsor