

MINUTES OF LAND'S END TRANSIT CORRIDOR (LETC) ASSESSMENT MEETING HELD VIA TELECONFERENCE CALL ON 5TH DECEMBER 2019

12th December 2019

CAA – Attention: [REDACTED] (Airspace Regulator – Case Officer)

Present	Appointment	Representing
[REDACTED]	AR (Technical) & Case Officer (Chairman)	CAA
[REDACTED]	AS (Environment)	CAA
[REDACTED]	AR (Economist)	CAA
[REDACTED]	AR (Engagement & Consultation)	CAA
[REDACTED]	[REDACTED]	Land's End Airport
[REDACTED]	[REDACTED]	Land's End Airport
[REDACTED]	[REDACTED]	Land's End Airport
[REDACTED]	[REDACTED]	St. Mary's Airport
[REDACTED]	[REDACTED]	St. Mary's Airport

CAA Assessment Meeting Opening Statement

CAA noted that the Statement of Need (SoN), Assessment Meeting Agenda and a copy of the Meeting 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 CAP1616 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 CAP1616) 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>The Chairman welcomed all attendees and led the introductions. The opening statement above was read to all attendees and it was stressed that all parties should work closely together on the project.</p>	

<p>The Chairman invited [REDACTED] to present some background slides in support of the ACP change proposal and the Statement of Need previously submitted to the CAA.</p>	
<p>Item 2 – Statement of Need (discussion and review)</p> <p>[REDACTED] presented the Powerpoint that covered the following main topics:</p> <ul style="list-style-type: none"> • Background to Land’s End Airport & its Governance • Background to the LETC and St. Mary’s Airport (integral to this ACP) • Background to the Commercial Operation and the based airline, Skybus • Background to other users of the Airspace and adjacent Airports/ATCU’s • Statement of Need replicated with further detail on the increasing aircraft movements, an additional CAT operator commencing operations early 2020 and the new RNAV GNSS approaches at Land’s End and St. Mary’s. <p>The Chairman thanked [REDACTED] for the presentation and felt it gave a good background to the Airport and the local airspace.</p> <p>No other CAA comments raised.</p>	
<p>Item 3 – Issues or opportunities arising from proposed change</p> <p>It was felt that the presentation covered the issues/opportunities arising from the proposed change.</p> <p>It was noted that the LETC is currently in Class G airspace and also partly within the RNAS Culdrose AIAA.</p> <p>[REDACTED] emphasised that while this ACP is sponsored by Land’s End Airport, it is in effect a joint application with St. Mary’s Airport (as agreed with [REDACTED] and [REDACTED]) due to the very close relationship between the two Airport’s/ATCU’s and the current agreed/shared procedures in force within the LETC.</p>	
<p>Item 4 – Options to exploit opportunities or address issues identified</p> <p>The Chairman stated that a number of different solutions should be considered (a comprehensive list – Appendix E of CAP 1616 refers).</p> <p>Airspace and non-airspace solutions should also be considered (ie radar installation and/or improved wording for existing airspace design ie strengthen “recommended to contact” to “it is essential to contact” in the LETC AIP entry).</p>	<p>Sponsor</p>
<p>Item 5 – Provisional indication of the scale level and process requirements</p>	

<p>The Chairman stated that the SoN met the requirements of the airspace change process. All other CAA attendees also confirmed that the ACP proposal met the scope required.</p> <p>The meeting considered a provisional indication of the scale level appropriate to this ACP. Level 2 (medium/low impact changes to notified airspace) options were discussed, and agreement was made that this ACP would be provisionally assigned as a Level 2C change; this would be confirmed by the CAA in Stage 2B of the process.</p> <p>The design process and the gateways/stages were explained:</p> <ul style="list-style-type: none"> Stage 1: Define <ul style="list-style-type: none"> Define Gateway Stage 2: Develop & Assess <ul style="list-style-type: none"> Develop & Assess Gateway Stage 3: Consult <ul style="list-style-type: none"> Consult Gateway Stage 4: Update & Submit Stage 5: Decide Stage 6: Implement Stage 7: Post-implementation Review <p>Stage 1, Define, was broken down into elements as detailed on Page 36 of CAP 1616.</p> <p>Stage 2, Page 38, the development of options was discussed in Item 4 of these minutes.</p> <p>Stage 3, consultation & engagement with stakeholders was discussed (Appendix D of CAP 1616 assists with identifying key stakeholders and Appendix C details the consultation and engagement process). Potential stakeholders include:</p> <ul style="list-style-type: none"> • Directly affected Parties • Indirectly affected Parties • Potentially affected Parties • Interested Parties (such as relevant members of NATMAC) • Environmental (Appendix B of CAP 1616) • Communities • Etc. 	
<p>Item 6 – Provisional process timescales</p> <p>Timescales were discussed and [REDACTED] stated that the implementation of increased protection for all users, and in particular the passenger scheduled flights, was a priority but understood that the ACP process needs to be followed. There is no guidance on overall timescales for a Level 2 ACP in CAP 1616 and it was uncertain how long each stage/gateway would take. The Chairman suggested that LEA review the requirements detailed in CAP1616, and consider available resource, to estimate the length of time required to complete each Stage of the process. This estimate could then be used to create a proposed indicative timescale. If this timescale proposal differs from the indicative</p>	

<p>timescale provided in CAP1616, LEA will be required to provide rationale to explain the differences.</p> <p>The Chairman proposed that timings be discussed with [REDACTED] after this meeting.</p> <p><i>Post meeting Note: The Chairman sent [REDACTED] an email on the 5th December 2019 that provided guidance from Page 29 & 74 of CAP 1616. Page 74 states that it typically takes 10 weeks from submission of the completed Stages 1-4 of the ACP for a CAA decision (Stage 5). LEA considers that this seems appropriate for this proposal.</i></p> <p><i>In addition, it was clarified that Gateway Meetings are only required for Stages 1,2 and 3. An indicative timeline will be published to the Portal once agreement has been reached between LEA and the CAA.</i></p>	Sponsor/CAA
<p>Item 7 – Next steps</p> <p>Minutes of this meeting to be uploaded to the CAA portal by Thursday 19th December 2019.</p> <p>Development of Design Principles in accordance with CAP 1616, Step 1B (Page 33).</p>	Sponsor
<p>Item 8 – Any other business</p> <p>It was suggested that, if available, it would be helpful to provide evidence at the appropriate time within the process of any stakeholder engagement that has been conducted to date regarding this proposal.</p> <p>The need to keep written records of every discussion (potential evidence) was stressed.</p> <p>Keep in mind that everything uploaded to the CAA Portal is in the Public domain.</p> <p>It was suggested that Land's End review other ACP proposals to assist with overall understanding of the process.</p>	Sponsor

ACTIONS ARISING FROM LETC ASSESSMENT MEETING

Subject	Name	Action	Deadline
Minutes	[REDACTED]	Produce Minutes of meeting for publication	19 th Dec 2019

[REDACTED]
 Land's End Airport
 ACP Sponsor

