

**MINUTES OF HEATHROW 3.2 SLIGHTLY STEEPER APPROACH ASSESSMENT MEETING
HELD AT CAA OFFICE, KINGSWAY, LONDON
On Friday, 11th May 2018**

Distribution list as below.

Present	Appointment	Representing
████████████████████	Airspace Strategy Manager	HAL
██████████████████	Community Relation Manager	HAL
██████████████████	Airspace Project Manager	HAL
██████████████████	Graduate Scheme	HAL
██████████████████	2R Project Lead	Trax for HAL
██████████████████	Stakeholder Engagement	Trax for HAL
██████████████████	Manager Airspace Regulation	CAA
██████████████████	Principal Airspace Regulator	CAA
██████████████████	Environmentalist	CAA
██████████████████	Communities & Coordination	CAA
██████████████████	Legal Adviser (OGC)	CAA
██████████████████	Economist	CAA
██████████████████	Principal Airspace Regulator	CAA
██████████████████	Airspace Regulator	CAA
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MEETING MINUTES	ACTION
<p>Introduction</p> <p>A quick introduction around the room of those in attendance.</p> <p>████ gave a brief reason for this session following the Framework Brief in November 2017 and Statement of Need submission in January 2018.</p> <p>████ read out the below CAA Assessment Meeting Opening Statement:</p> <p>The CAA has received the 3.2 Slightly Steeper Approach (SSA) Trial Reports in advance of this Assessment Meeting and can confirm that the documents will be published together with the minutes of this meeting on the CAA Website.</p> <p>It must be noted that this is an Assessment Meeting and not a Gateway. The Change Sponsor will be required to provide a broad description of their proposed approach to meeting the CAA’s CAP1616 requirements however the CAA will not at this stage decide whether the proposed approach met the detailed requirements of the CAA’s process. The purpose of the Assessment Meeting as set out in detail in CAP 1616 is broadly:</p> <ul style="list-style-type: none"> • 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. <p>Additionally, the sponsor is 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 is required to provide</p>	

<p>information on how it intends to meet the engagement requirements of the various stage of the airspace change process. (End)</p> <p>It was agreed that the final report from the first SSA trial will be published and the draft report from the second trial to follow once finalised.</p>	
<p>Statement of Need</p> <p>The Statement of Need was submitted by HAL in January 2018 acknowledged by CAA.</p> <p>█ advised there is a slight amendment made to the published version. CAA requested the new version is uploaded onto the CAA website and marked 'version 3'.</p>	<p>HAL</p>
<p>HAL asked if the proposal for permanent 3.2 SSA falls within the scope of the Airspace Change Process in CAP1616? CAA confirmed that it does.</p> <p>█ explained that HAL are proposing the change only for environmental reasons; i.e. this is a step towards HAL's overall commitment to reduce noise, regardless of any proposed expansion.</p> <p>█ explained that early resistance and concerns from airlines over some minor uncertainty regarding increased approach speed resulting in a possible increase in go-arounds were unfounded; the two 3.2 SSA trials have proved there were no operational impacts but that there were small noise benefits. A summary of outcomes by objectives from both trials was communicated and discussed at the meeting.</p> <p>█ asked if there were any themes to the few complaints raised during the trial. █ responded that they comprised comments and questions about the trial rather than actual complaints.</p> <p>█ asked if TEAM was used during the trial. RT confirmed TEAM had been used during the 3.2 SSA trials— trial graphics were shown to the meeting by █ with no further questions raised.</p> <p>Question raised by CS regarding whether any aircrafts have asked to do a 3.0 RNAV instead of 3.2 RNAV. █ confirmed no one requested a 3.0 RNAV and they were not available during the SSA trials.</p>	
<p>Issues or opportunities arising from proposed change</p> <p>HAL would like to maintain the 3.2 SSA trial currently authorised to run until October 2018 and make it permanent thereafter due to the noise / environmental benefits explained.</p> <p>HAL do not consider SSA is a Level 1 ACP. However, whilst CAA agree that this is not a high impact change to the notified airspace design and HAL indicated that it has support from the community, they confirmed this does fall under a Level 1 ACP. █ challenged this interpretation, referring to page 27 of CAP 1616 which recognises a Level 1 change is typically one resulting in "reducing aircraft height over land, below 7,000ft". SSA <i>increases</i> the height of aircraft over ground. However, █ advised that CAP1616 is inconsistent on this</p>	

point and the main body of the text¹ indicates that a Level 1 change covers any change with the potential to affect traffic patterns below 7,000ft.

■ enquired whether SSA could fall outside of the CAP1616 process due to the summary wording on page 27 referring to a Level 1 change as a 'reduction' in traffic height and the fact that only benefit is derived from this project. ■ advised that there was no other legal mechanism for CAA to change the airspace structure other than CAP1616 and confirmed that SSA would need to be categorised as a Level 1 change as it alters traffic patterns below 7,000ft.

CAA recognises that the CAP1616 policy needs to have better clarity on the extent to which the process applied to a change is scalable.

■ advised that as the Airspace Change Process needs to be completed, the currently approved trial extension to October 2018 would need to be further extended. As such HAL would like to apply for a trial extension – ■ advised the CAA will approve an application from HAL for an extension period of 3 months until January 2019.

HAL questioned if SSA requires a consultation, having previously engaged with airlines and local communities with regards to the trial and noting that CAA authorised HAL to continue with the trial. ■ emphasised that the stakeholder engagement carried out for the trials would not satisfy the requirements for a Level 1 change set out in the CAP1616 policy; therefore a consultation is required. However, this is scalable i.e. a Level 1 change does not automatically require a 12-week consultation.

■ expressed concerns that the public will be confused and frustrated on trials that have been tested and beneficially proven, yet there is still requirement for it to be consulted on.

■ noted that CAP1616 was designed in part to address the public perception that trials by change sponsors under the old process were automatically made permanent, where it may in fact be the case that consideration could be given to other options. Whilst the CAA appreciates that options are limited in this specific case and notwithstanding any benefits of the trial, there is now an airspace change process in place to make the trial permanent which has to be complied with.

■ queried as the trials took place before CAP1616 whether this change could fall outside of CAP1616. ■ explained that the permanent change does fall under the CAP1616 process, irrespective of when the trials took place before CAP1616 became live in January 2018.

■ set out principles of consultation and noted that sponsors are encouraged to refer to appendix C on the right audience to target for consultation.

■ raised a concern that HAL will be running a number of other consultations around the same time and will also need to ensure alignment with the Heathrow Community Engagement Board for endorsement of the consultation strategy.

¹ on page 24

<p>█ asked for clarity on the CAA's suggestion that a targeted consultation as opposed to a community-wide consultation could be a suitable level for this type of airspace change. The CAA suggested a targeted one could be done through HAL's community forums.</p> <p>█ questioned whether a WebTag Options Appraisal is required for a 3.2 SSA ACP. CAA acknowledged the fact that HAL have sufficient and qualitative data but still need to ensure that every stage of CAP1616 is addressed, including submission of an Airspace Change Proposal. HAL may be able to present an argument that a WebTag appraisal is not required but that would need to be assessed by CAA on its merit. In order to expedite the process, more than one gateway submission can be combined for assessment at a single Gateway Assessment Meeting. However, each submission will be assessed by the CAA on its individual merit and must be approved before the next submission is assessed. The full 16-week CAA decision period will not be required at Step 5 of the process.</p> <p>CAA emphasised that HAL would need to articulate the evidence from the trials and include them in separate gateway submission documents.</p>	
<p>Options to exploit opportunities or address issues identified</p> <p>None</p>	
<p>Provisional indication of the scale level and process requirements</p> <p>Level 1 – scalable.</p> <p>All stages of CAP1616 apply but the CAA will consider any request that certain requirements of CAP1616 are not proportionate to the nature of this change. Material for multiple submissions may be submitted at one time. CAA will endeavour to accelerate where possible.</p>	
<p>Provisional process timescales</p> <p>To be advised.</p>	
<p>Next steps</p> <ol style="list-style-type: none"> 1. HAL to publish 2nd SSA trial report. 2. HAL are reviewing the business case and associated timescales for the permanent introduction of SSA 	
<p>Any other business</p> <p>None</p>	

ACTIONS ARISING FROM 3.2 SLIGHTLY STEEPER APPROACHES ASSESSMENT MEETING

Subject	Name	Action	Deadline
Meeting Notes	█	Minutes from this meeting to be reviewed and agreed by both parties and published within 2 weeks.	25 th May 2018

Meeting Notes	██████ ██████	HAL to submit a formal application for an extension from October 2018 to January 2019.	End of May 2018
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██████, Head of Airspace Strategy, Heathrow Airport Limited
ACP Sponsor