

<b>Project Title/No:</b>	Scatsta ACP	<b>Meeting Ref:</b>	CPJ-5399-MIN-024 V1.0
<b>Purpose:</b>	Design Principles Focus Group	<b>Date:</b>	05 February 2020
<b>Venue:</b>	Mareel, Lerwick, Shetland	<b>Time:</b>	1400-1630
<b>Attendees:</b>	██████████ (Shetland Islands Council); ██████████ (Eastern Airways); ██████████ (Serco); ██████████ (SSE); ██████████ (Cyrrus); ██████████ (Viking Energy); ██████████ (Babcock); ██████████ (Peel L&P Group); ██████████ ██████████ (Serco); ██████████ (Cyrrus).		
<b>Apologies:</b>	██████████ (SSE).		
<b>Distribution:</b>	Attendees listed above plus: ██████████ (Shetland Islands Council); ██████████ ██████████ (Coastguard SAR); ██████████ (Scottish Environmental Protection Agency); ██████████ (Logan Air); ██████████ (Bristow Helicopters); ██████████ (SSE); ██████████ (Scottish Natural Heritage); ██████████ ██████████ (Scottish Parliament).		

## Notes

Reference	Description
5399-024-N01	Following a welcome address and introductions, Cyrrus provided a presentation on the purpose of the engagement exercise explaining why an Airspace Change Proposal (ACP) process under Civil Aviation Publication (CAP) 1616 had been embarked upon. The presentation (CPJ-5399-PRE-018 V1.0) had been sent to all delegates and all stakeholders who had expressed an interest in being informed despite being unable to attend.
5399-024-N02	Cyrrus provided an Introduction as to the purpose and process of the workshop and explained that the desired outcome was an agreed list of 'Design Principles' that could be taken forward into the Options Development stage of the process. These Design Principles did not need to have unanimous agreement, nor did they have to be complimentary i.e. they could theoretically be contradictory.
5399-024-N03	An overview of the CAP 1616 process was provided to explain the broader process and associated gateways that must be passed in order for the ACP to move to the next stage of the process.
5399-024-N04	Relevant aviation terminology was explained for the benefit of non-aviation stakeholders such that there was a common understanding of what was to be discussed.

Reference	Description
5399-024-N05	The existing operational scenario at Scatsta Airport was presented to provide an understanding of the backdrop against which the ACP would be considered. Scatsta has two conventional navigation Instrument Approach Procedures (IAPs) that, subject to CAA decision, are to be complemented by two satellite navigation based IAPs and a third conventional procedure. These applications are not part of this ACP but are from a previous submission.
5399-024-N06	<p>A summary of the context for change was provided as follows:</p> <ul style="list-style-type: none"> <li>Two energy companies (SSE and Peel) wish to erect wind turbines on Shetland within developments known as Viking and Beaw Field Wind Farms;</li> <li>These wind turbines would present as 'obstacles' to the Airport's Instrument Flight Procedures (IFPs), specifically the Instrument Approach Procedures (IAPs);</li> <li>Assessment of the IAPs against these proposed 'obstacles' has found that for the turbines to be built, changes are required to the IAPs;</li> <li>The Aviation Mitigation Strategy required by the Local Planning Authority (LPA) permission for these wind farms will not be met otherwise.</li> </ul>
5399-024-N07	<p>It was pointed out that this exercise is not about:</p> <ul style="list-style-type: none"> <li>Whether or not the two windfarms should be built or not;</li> <li>Nor is it about a wholesale change to the either the Scatsta Airport flight procedures or the traffic levels.</li> </ul> <p>This exercise is about:</p> <ul style="list-style-type: none"> <li>Mitigating the impact of the wind turbines on the Instrument Flight Procedures (IFPs) serving Scatsta Airport; and</li> <li>Using this opportunity to explore improvements to the IFPs.</li> </ul>
5399-024-N08	An overview of the two windfarm sites was provided to establish their location in relation to the Airport and to explain that Viking windfarm consisted of 103 turbines (tip height of 155m above ground level) and Beaw Field windfarm consisted of 17 turbines (tip height of 145m above ground level).
5399-024-N09	<p>Step 1a of the CAP1616 process is triggered by the submission of a 'Statement of Need' to the CAA. The text of the Statement of Need was presented as follows:</p> <p><i>'Two independent energy suppliers wish to erect wind turbines in the vicinity of Scatsta Airport that would infringe the protection areas associated with the Instrument Approach Procedures (IAPs) serving the Airport were they to be constructed. In order to satisfy the Aviation Mitigation Strategy associated with the Local Planning Authority permission for these wind farms, amendments to these IAPs are required before the turbines can be built. Accordingly, with the support of these two energy companies, the ACP Sponsor proposes to make the required changes to the IAPs. The changes will also affect the, not yet published, GNSS approach designs.'</i></p>

Reference	Description
5399-024-N10	CAP1616 requires ACP Sponsors to seek feedback on the CAA's initial decision with regards to the ACP 'Level' assigned to the project; the CAA had assigned this as a Level 1 change. The levels were explained, and everyone agreed that the CAA had correctly identified it as a Level 1 change.
5399-024-N11	The identification of stakeholders for the engagement activities at Stages 1 and 2 of the process was explained and feedback was sought on whether it was felt that any group or organisation had been inadvertently neglected. It was agreed that the right breadth of stakeholders had been identified and invited to attend.
5399-024-N12	The Draft Design Principles were presented along with the rationale for each. A discussion was then facilitated on whether these draft principles were fit for purpose, whether any changes were required and whether there were any new principles required.
5399-024-N13	<p>The text of the Design Principles was adopted and amended on the screen when suggestions were made such that everyone could view and agree upon them. The changes are indicated in red font in a revised presentation slide deck (CPJ-5399-PRE-018 V1.0-As Amended During Presentation).</p> <p><i>Post Meeting Note: When the Design Principles were validated at the Options Development Workshop, a minor change to the wording of DP10 was made following comments made by [REDACTED] and an additional Design Principle (DP11) was identified by [REDACTED] (relating to the Precision Approach Path Indicators).</i></p>
5399-024-N14	All Design Principles were unanimously agreed to.
5399-024-N15	The lighting of the wind turbines was discussed but it was agreed that this topic fell outside the scope of the ACP. Since this issue formed part of the windfarm planning development process, this was already adequately covered. The meeting was in agreement.
5399-024-N16	Those present were asked if the Design principles should carry equal weighting or whether they should be put in order of priority. It was unanimously agreed that there was no requirement to prioritise them as they all carried equal merit.
5399-024-N17	The ACP schedule and a project 'Next Steps' summary was provided. The Design Principles were to be validated the following day at the beginning of the Options Development and Evaluation Workshop and those present were encouraged to consider if there were any additional matters that should be considered and, if there were, these should be highlighted at the beginning of the next meeting.
5399-024-N18	Cyrrus thanked all the stakeholders for their valuable input, advised that notes would be circulated and closed the meeting. <b>Action:</b> Cyrrus to circulate notes by 12 Feb 20.

## Decisions

Reference	Subject	Description
5399-024-D01	Design Principles	All amended Design Principles were unanimously agreed to. [5399-024-N14]

Reference	Subject	Description
5399-024-D02	Prioritisation	The amended Design Principles should not be placed in an order of priority. [5399-024-N16]

### New Actions

Reference	Description	Owner	Due Date
5399-024-A01	Circulate notes of the meeting. [5399-024-N18]	Cyrrus	12 Feb 20

### Next meeting

Date:	6 Feb 20	Time:	1000-1200
Venue:	The Boardroom, Mareel, Lerwick.		