

## Meeting minutes ACP-2020-28 Assessment meeting

20<sup>th</sup> May 2020

### 1. PARTICIPANTS

The meeting was held over Skype on 20<sup>th</sup> May 2020. Present were

- [REDACTED]
- [REDACTED]
- [REDACTED]
- [REDACTED]
- [REDACTED]

### 2. AGENDA

The agenda was circulated in advance and can be found in the document *Assessment Meeting Agenda ACP-2020-28* which is uploaded to the Portal

### 3. INTRODUCTION

The participants all introduced themselves and their roles

■ read the opening statement which is included below in full

“Assessment Meeting Opening Statement

The CAA has received *Assessment Meeting Agenda ACP-2020-28* and *Statement of need ACP-2020-28* in advance of this Assessment Meeting and can confirm that the documents are required to be published together with the minutes of this meeting on the airspace change portal.

The purpose of the Assessment Meeting as set out CAP1616 is for the Change Sponsor to present and discuss their Statement of Need, provide information on how it intends to fulfil the requirements of the airspace change process and present its provisional timescales. Lastly, the sponsor is required to provide information on how it intends to meet the engagement requirements of the process.”

### 4. STATEMENT OF NEED

■ talked through a presentation covering the Statement of Need. This can be found in *Statement of need ACP-2020-28* uploaded to the Portal.

■ asked if the TDA and flight path were over Peterhead, as if they were the impact on changes to flight patterns under 7,000ft would need to be considered. ■ confirmed that the flight path would go north of Peterhead and not overfly any buildings – but the TDA may cover some of Peterhead. ■ said the impact of this on other air users would be considered.

■ noted that engagement with military air users should be done through DAATM

## 5. POTENTIAL IMPACT OF CHANGE ON OTHER AIR USERS

After ■ had covered a draft list of other air users who may be impacted by the change (slide 5 of presentation) ■ and ■ explained how the stakeholder engagement process works.

1. Change sponsor to create an Engagement Plan covering a list of stakeholders proposed to be engaged, methodology applied and timescales for the engagement activity. This can be shared with the CAA for feedback
2. Change sponsor to engage with other stakeholders in line with plan. This is recommended to be a 4-6 week process for TDAs. ■ pointed out that email correspondence had previously been deemed a suitable approach to engagement for Level 2 airspace change proposals, which are similar in terms of being targeted solely at aviation stakeholders.
3. Change sponsor to submit results of engagement and proposed change request to CAA. This must include a complaint procedure in line with Para 302 of CAP1616.

## 6. PROCESS REQUIREMENTS

### 6.1 Trial plan

Covered in *Statement of need ACP-2020–28*

### 6.2 Stakeholder engagement

■ suggested that Table C1 of CAP1616 be used as guidance for the stakeholder engagement plan.

Stakeholder engagement was discussed in section 5

### 6.3 Noise impact assessment

■ suggested that it was unlikely a noise impact assessment would be required but highlighted that Flylogix will need to prepare one if the proposal is likely to alter traffic patterns below 7000ft over an inhabited area.

### 6.4 Safety assessment

■ said an OSC had been submitted for the flights. ■ confirmed it was being reviewed and there were no issues at this stage.

## 7. PROVISIONAL TIMESCALES

■ opened this section by saying that COVID-19 had been putting demand on the CAA and meant any timescale was provisional and could change.

■ explained that at the start of the year Flylogix had planned to complete the flights in June and July – but COVID-19 had delayed elements of the project and he understood that may not be possible. A 6 week engagement period starting now would run to the start of July. Meaning the details could be published in the AIC on 27<sup>th</sup> August.

■ pointed out that shorter engagement periods were possible and a briefing sheet could be used in place of the AIC – but either would need to be justified by Flylogix and approved by the CAA.

■ commented that Flylogix would consider the options and put a proposal in the Engagement Plan

## 8. NEXT STEPS

- ■ to provide Flylogix with Draft Danger Area Policy Statement for the TDA 1616 process
- ■ to create a Stakeholder Engagement plan and to send to CAA for feedback:

## 9. AOB

■ pointed out that details of previous engagement with stakeholders from 2019 should be included in the stakeholder engagement plan and that they should be used to support the development of the plan itself.

## 10. POST MEETING

After the first version of these minutes, ■ suggested adding the following comment

“Portal outputs should only be uploaded to the relevant stage/step. However, as the Portal does not currently reflect the process stages/steps for TDA process, it may be worth noting that the CAA will progress the change sponsor through the stages/steps that are not required”