

**MINUTES OF COTSWOLD AIRPORT ACP ASSESSMENT MEETING HELD AT CAA HOUSE,
LONDON ON 26 JUNE 18**

1 Jul 18

Cotswold Airport – CEO

Present	Appointment	Representing
████████████████████	Airport Manager/Sponsor	Cotswold Airport
██	████████████████████ Consultant	Cotswold Airport
████████████████████	Case/Project Officer	CAA
████████████████████	Environmental Regulator	CAA
████████████████████	IFP Regulator	CAA
████████████████████	Consultation Regulator	CAA
████████████████████	Economic Regulator	CAA

CAA Assessment Meeting Opening Statement

CAA noted that the following Statement of Need and Cotswold Airport 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>████, as the CAA allocated Project Officer, opened the meeting and lead the introductions. █████ leading for Cotswold Airport introduced the airport team and gave an overview of Cotswold Airport.</p> <p>The Agenda for the meeting was agreed.</p>	
<p>Item 2 – Statement of Need (discussion and review)</p>	

<p>■ clarified that the reason for the version 2 update to the Statement of Need was to realign the previously submitted (16 Sep 2016, under CAP 725) Statement with the new CAP 1616 process and following clarification on the CAP 1122 process following the CAA’s CAP 1122 bowtie briefing (2 May 2018). The current V2 includes significantly more detail, highlighting the issue and opportunity behind this application.</p> <p>■ read out the Statement of Need, and amplified a few points within the statement, including the use of the airport by large Cat D airliners for maintenance or salvage operations and the frequent use by the ■ to date the airport is a VFR airport with no defined approach¹ and both large and small jet aircraft are flying VFR in to the airport on a self-determined approach. A copy of the presentation is included on the CAA webpage.</p>	
<p>Item 3 – Issues or opportunities arising from proposed change</p> <p>■ presented the airport today; a diverse mix from 5 Fixed-Wing flying schools, 2 Rotary Flying schools and high GA movements through to Cat D Airliners, the ■ and executive jets, which are increasing. He stated that the airfield has a 2nm radius FISO controlled ATZ, which is PPR only and has a CAA audit verified very robust Safety Management System and noise abatement procedure. The airport is unique in that is Europe’s largest privately-owned airport, with a large 1973m runway, in clear Class G airspace with no terrain constraints.</p> <p>■ also amplified the strong relationship the airport has with neighbouring RAF Brize Norton, which is manifested through regular monthly meetings and a defined LOA agreement, which provides a radar oversight and assistance for aircraft joining Cotswold Airport from the airways (at Maltby).</p>	
<p>Item 4 – Options to exploit opportunities or address issues identified</p> <p>■ discussed the proposed changes are to:</p> <ul style="list-style-type: none"> • Unlock the airport’s ability to operate in IMC conditions for specific authorised users • Increase an already acceptable degree of safety in VFR by defining approaches for Cat D and executive jet aircraft • This is not for growth or passenger transport but will improve operational capability. <p>■ stated the justification for the application (and associated CAP 1122) was:</p> <ul style="list-style-type: none"> • Improving safety – Cat D matched IFPs to SOPs. • Improving operational capability – the ability to operate all weathers. • Enhancement of existing excellent facility for both Gloucestershire and Wiltshire businesses. <p>■ discussed the work already completed, under CAP 1122; the baseline risk/compliance assessment and the current work to re format this work into the bowtie risk assessment questionnaire.</p>	

¹ Less for GA aircraft which reports entering the ATZ and then uses a standard overhead join, unless requested otherwise or weather prevents.

<p>█ Stated that the CAP 1122 application will need to be submitted and approved separately and this must be completed prior to the submission (Stage 4) of the CAP 1616 ACP. █ also stated to use the project case officer as the POC for both CAP 1122 and 1616.</p> <p>█ asked how the bowtie was developing. █ suggested that the new process was well received, the risk analysis was progressing, although some areas of clarification are sought, such as the minimum requirement for an airport meteorological system.</p> <p>█ agreed to liaise with █ in the CAA Met Authority to define the requirement for this ACP and to risk mitigate under the CAP 1122 bowtie assessment questionnaire.</p>	
<p>Item 5 – Provisional indication of the scale level and process requirements</p> <p>█ stated that this falls within the scope of an ACP and that this is likely to be a Level 1 ACP. █ and █ asked whether this could be a Level 0 change, since there's no change to airspace and this will be within Class G airspace. █ stated that, since our AIP entry requires a significant amendment, therefore it should be considered a Level 1. Although within Class G airspace, the effect on traffic patterns below 7000ft will require analysis.</p>	
<p>Item 6 – Provisional process timescales</p> <p>█ stated that the intent of Cotswold Airport was to aim to submit the airspace change proposal (Step 4) in Mar/Apr 2019.</p> <p>█ suggested that, based on the amount of work previous conducted, this should be achievable and that a case could be made to agree for apply simultaneous decision gateways. However, if the first part of the process failed to pass the gateway, then any subsequent process gateways reviewed simultaneously will not be discussed at that gateway meeting.</p> <p>█, █ and █ discussed that gap analysis should be conducted now to better understand the intended timeline for Cotswold Airport's decision gateway, noting that all packages of work required for that decision gateway must be submitted to the case officer 2 weeks prior to the decision gateway meeting. The CAA holds decision gateways on the last working friday of every month. █ stated that █ and █ should respond back to him with the minutes of the meeting to suggest planned decision gateway timings.</p> <p>Post Meeting Notes:</p> <p>Cotswold Airport proposes the following decision gateways: DEFINE Gateway - Aug 18 DEVELOP and ASSESS Gateway – Oct 18 CONSULT Gateway – Nov 18</p> <p>Prior to submission, the CAP 1122 risk mitigation bowtie work must have been completed and agreed and accepted with █ then included within the package for consideration.</p>	

<p>Item 7 – Next steps</p> <p>█ and █ to conduct Gap analysis on previous engagement work. █ and █ to undertake Design principles work iaw CAP 1616 guidance notes, driven by gap analysis of previous engagement. █ and █ to review timescales and pass proposed timescales for gateways to █. █ asked to confirm with CAA the minimum Met capability requirements for a GNSS Approach (should that be the solution)</p>	
<p>Item 8 – Any other business</p> <p>█ asked for comments and discussion around the room. There were no comments; all noted its seems a clear application and process. █ and █ discussed plate design; █ stated that we will outsource the plate design work and will liaise directly with █ to ensure and agree the plate design is CAP XXX compliant. █ asked to ensure both █ and █ were included on any discussions.</p>	

ACTIONS ARISING FROM [INSERT NAME OF CHANGE PROPOSAL] ASSESSMENT MEETING

Subject	Name	Action	Deadline
Timescales	█	Confirm proposed timescales for gateways to █	NLT 10 Jul
Gap Analysis	█	█ and █ to conduct gap analysis of previous CAP 1122 engagement work.	NLT 10 Jul
Statement of Need	█	Clarification in the minutes of the reason for changing the Statement of Need to v2.	NLT 10 Jul
Step 1b	█	Now proceed onto Step 1b	

█
 Airport Manager
 ACP Sponsor