

**MINUTES OF ASSESSMENT FOR ACP-2020-099 UAS BVLOS IN SEGREGATED AIRSPACE
(OBAN-ISLE OF MULL-COLL) MEETING HELD VIA SKYPE FOR BUSINESS ON WEDNESDAY
16 DECEMBER 2020**

16/12/20

Distribution list

Present	Appointment	Representing
[REDACTED]	[REDACTED]	CAA
[REDACTED]	[REDACTED]	CAA
[REDACTED]	[REDACTED]	CAA
[REDACTED]	[REDACTED]	CAA
[REDACTED]	[REDACTED]	CAA
[REDACTED]	[REDACTED]	
[REDACTED]	[REDACTED]	Skyports
[REDACTED]	[REDACTED]	Skyports
[REDACTED]	[REDACTED]	Skyports

CAA Assessment Meeting Opening Statement

CAA noted that the documentation requirements for this ACP 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; and
- 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> <ul style="list-style-type: none"> • All attendees introduced themselves. • A CAA representative read the CAA Assessment Meeting Opening Statement (also provided above) 	
<p>Item 2 – Statement of Need (discussion and review)</p> <ul style="list-style-type: none"> • A Skyports representative delivered its Assessment Meeting Presentation to CAA representatives, which included a summary of its Statement of Need and consideration of ‘Issues or opportunities’ arising from the proposed change (see Item 3 below). 	

<ul style="list-style-type: none"> • A CAA representative stated that in considering the latest version of the Statement of Need, the CAA has determined that the proposal is in scope of the temporary airspace change process. • A Skyports representative explained that this ACP is part of a wider three-month total COVID-19 UAS BVLOS delivery project, ACP-2020-055, currently in progress, would enable the first portion of the project, with ACP-2020-099 enabling this section and final portion. Furthermore, ACP-2020-099 is proposed to compensate for the loss of UAS BVLOS operations that had been planned to take place under ACP-2020-048 (Bute Region), which had been withdrawn. Skyports had therefore decided to focus operations all around the broader Oban area. • A CAA representative questioned whether this is a business trial or an airspace trial. • A Skyports representative confirmed this to be a business trial. • A Skyports representative confirmed that Dangerous Good UN3733 will be transported during the operation, with an application for permission to do so currently being assessed by the CAA Dangerous Goods Office (DGO). • A CAA representative explained that the proposal would be progressed in accordance with the TDA policy statement (20200721 – CAA Policy for the Establishment of Permanent and Temporary Danger Areas) the requirements of which represent a scaled-down version of CAP1616. 	
<p>Item 3 – Issues or opportunities arising from proposed change</p> <ul style="list-style-type: none"> • A Skyports representative provided a summary of the Issues or opportunities arising from the proposed change, which were as follows: <ul style="list-style-type: none"> - The project is a direct response to the NHS in Scotland for assistance in dealing with COVID-19. The NHS had provided a written request that Skyports perform this project. This project will contribute to the broader understanding of viable responses to COVID-19. - The project will inform the development of a medical drone delivery service with the potential to provide vital access to medical care for hard-to-reach communities. - Effects on local stakeholders could be minimised through airspace design, especially as a result of knowledge gained during the targeted stakeholder engagement exercise already completed for ACP-2020-055 in the adjacent area. - Skyports will have in place a robust process of airspace deconfliction to minimise impact on other airspace users needing access to the volumes of segregated airspace once active (i.e. emergency service operators, commercial helicopter and scheduled services). 	
<p>Item 4 – Options to exploit opportunities or address issues identified</p> <ul style="list-style-type: none"> • A Skyports representative explained that Skyports concluded that to safely conduct its operations it would require a volume of temporary segregated airspace. 	

<p>Item 5 – Provisional indication of the scale level and process requirements</p> <ul style="list-style-type: none"> • A CAA representative set out the process detailed in the now-published temporary or permanent danger area policy document. Skyports had completed Step 1a: Assessment Requirements of the CAP1616 airspace change process. Steps 1B and Step 2 are not required. • A CAA representative highlighted that Skyports would be required to monitor the portal for any complaints. • A CAA representative explained while a COVID-19 project, which warrants prioritisation within the CAA, this does not override the need to go through the airspace change process. The process does allow for engagement to be less than 6 weeks provided justification is given. Skyports should provide this justification post meeting to the CAA to ensure that the proposed length of time is appropriate, as this cannot be accepted in an assessment meeting; however, a CAA representative said that it did sound proportionate and reasonable given the level of existing stakeholder engagement. This rationale for a reduced duration of stakeholder engagement would need to be part of the post engagement summary report. • A CAA representative asked whether Skyports were familiar with the ACP process given the number of ACP applications Skyports had completed to date, if anything needed to be clarified again and, if so, were Skyports happy with the process and template. • A Skyports representative confirmed that they were familiar with the ACP process and happy with the process and template. • A Skyports representative confirmed that in addition to the local aviation stakeholders already identified through ACP-2020-055 and ACP-2020-035 (the latter completed during mid-2020 for proof of concept in the same area), Skyports would engage organisations on the NATMAC list as previously instructed. • A CAA representative offered to review Skyports' target stakeholder list to avoid any key omissions. • A Skyports representative confirmed that a strategy for targeted stakeholder engagement, including justification for an engagement period of fewer than 4 weeks engagement, would be provided to the CAA as soon as possible for review. • A CAA representative highlighted that most people would likely be on leave from this Friday (18 December). • A Skyports representative confirmed an intention to submit the strategy documentation and proposed targeted stakeholder engagement material tomorrow (Thursday 17 December). • Finally, a CAA representative highlighted that within the post engagement report the sponsor should set out how they will collate and report to the CAA any complaints once the proposal has been implemented (if approved). 	<p>Skyports to submit justification for a reduction in the targeted stakeholder engagement exercise duration</p> <p>Skyports to share its targeted stakeholder engagement strategy and engagement materials for CAA review</p>
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<p>Item 6 – Provisional Process Timeline</p> <ul style="list-style-type: none"> • A Skyports representative shared a proposed ACP timeline working back from the target AIP publication date. The timeline factored in a maximum 4-week engagement period; however, (as above) Skyports intended to provide justification for seeking a reduction to 2 weeks given the amount of engagement Skyports had already done in the regional through the other ACPs and the comprehensive picture of the use of the airspace this engagement had generated and the relationships with stakeholders Skyports had cultivated. 	
<p>Item 7 – Next steps</p> <ul style="list-style-type: none"> • A CAA representative confirmed that Skyports must submit the draft minutes to the CAA within one week of the Assessment Meeting to be checked as correct and factual and before publication on the airspace portal. • A Skyports representative confirmed that they would submit the required documents to the CAA including minutes on 17/12/20. • CAA to follow up with names and roles for minutes of this meeting. 	<p>Skyports to submit the draft minutes to the CAA</p> <p>Skyports to submit all required documentation from this meeting</p> <p>CAA to provide a list of names and roles to Skyports for inclusion in the minutes</p>
<p>Item 8 – Any other business</p> <ul style="list-style-type: none"> • A CAA representative asked how our engagement had developed with emergency service stakeholders before and since ACP-2020-048 had been withdrawn, and how this experience would inform engagement for ACP-2020-099. • A Skyports representative confirmed that engagement had improved largely based on the location of this ACP and the earlier engagement process Skyports had adopted since. • A CAA representative advised that any earlier engagement that had already been undertaken in relation to this ACP should be included in the engagement summary report. 	

ACTIONS ARISING FROM UAS BVLOS IN SEGREGATED AIRSPACE ASSESSMENT MEETING

Subject	Name	Action	Deadline
Minutes	Skyports	Submit to CAA draft minutes	17/12/2020
Timescales	Skyports	Submit the proposed timescales for the airspace change to the CAA	17/12/2020
Assessment Meeting	CAA	Provide Skyports with names and roles of CAA representatives attending this meeting	17/12/2020
Assessment Meeting	Skyports	Upload the agenda and redacted presentation to the airspace portal,	17/12/2020
Assessment Meeting	Skyports	Upload CAA-approved meeting minutes to the airspace portal	30/12/2020

Skyports
ACP Sponsor