

**MINUTES OF UAS BVLOS IN SEGREGATED AIRSPACE ASSESSMENT MEETING HELD VIA SKYPE FOR BUSINESS ON WEDNESDAY 6 MAY 2020**

06/05/2020

Distribution list

<b>Present</b>	<b>Appointment</b>	<b>Representing</b>
[REDACTED]	[REDACTED]	CAA
[REDACTED]	[REDACTED]	CAA
[REDACTED]	[REDACTED]	CAA
[REDACTED]	[REDACTED]	CAA
[REDACTED]	[REDACTED]	CAA
[REDACTED]	[REDACTED]	CAA
[REDACTED]	[REDACTED]	CAA
[REDACTED]	[REDACTED]	Skyports
[REDACTED]	[REDACTED]	Skyports
[REDACTED]	[REDACTED]	Skyports

CAA Assessment Meeting Opening Statement

CAA noted that the following – Statement of Need, Assessment Meeting Agenda and Skyports Assessment Meeting 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.

	<b>ACTION</b>
<p><b>Item 1 – Introduction</b></p> <ul style="list-style-type: none"> <li>• All attendees introduced themselves.</li> <li>• A CAA representative read the CAA Assessment Meeting Opening Statement (also provided above)</li> <li>• A CAA representative asked clarification for which Skyports Statement of Need this Assessment meeting was convened to discuss, since Skyports has submitted a similar Statement of Need at an earlier date for an airspace change in support of another project – within the CAA Regulatory Sandbox - involving operating in non-segregated airspace</li> </ul>	

<p>in a location adjacent to his project and a subsequent Statement of Need as a version2 which related to this airspace change proposal.</p> <ul style="list-style-type: none"> <li>• A Skyports representative confirmed that today’s meeting was convened to discuss the Statement of Need in relation to airspace change to enable Skyports operations to assist with Covid-19 response. The other Statement of Need, not to be discussed at this meeting, is in relation to airspace change proposed to support Skyports involvement in the CAA Innovation Team Regulatory Sandbox project. A Skyports representative agreed to resubmit the two Statements of Need with clarification included that the two documents are for two separate projects: the V1 Statement of Need for the operation in non-segregated airspace can remain and V1 for segregated needed to be provided.</li> </ul>	<p><b>Skyports representative will re-submit the two Statements of Need with the clarification sought by the CAA.</b></p>
<p><b>Item 2 – Statement of Need (discussion and review)</b></p> <ul style="list-style-type: none"> <li>• 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 proposed change’ (see Item 3 below).</li> <li>• A CAA representative noted that the dates given in the original Statement of Need had changed to those advertised in the presentation. A Skyports representative explained that this was owing to the highly changeable Covid-19 situation. Nevertheless, a Skyports representative agreed to re-submit the Statement of Need being discussed at this Assessment Meeting with the revised timings</li> </ul>	<p><b>Skyports representative to re-submit the Statement of Need with the revised dates of operations</b></p>
<p><b>Item 3 – Issues or opportunities arising from proposed change</b></p> <ul style="list-style-type: none"> <li>• A CAA representative asked Skyports to provide the CAA with a justification for carrying out this operation at this specific time.</li> <li>• A Skyports representative explained that the Isle of Mull is connected to mainland Scotland by a ferry. The number of ferry services has been reduced as a consequence of the Covid-19 pandemic, which means the Isle is being underserved by transport that is still required to transport medical equipment from the mainland to the Isle. In addition, current arrangements for transporting equipment, such as medical samples, is carried out very informally at the best of time. For instance, samples are transported between healthcare facilities by the person delivering bread every 2-3 days. The Skyports proposed operation would: i) increase the delivery frequency to multiple times every day; ii) increase the speed of the delivery – take-off, flight and landing would take 10 minutes with a small amount of additional time to remove the payload; and iii) at least match and even improve on the ferry frequency to improve Isle connectivity.</li> <li>• A CAA representative asked about Skyports how it had taken into consideration the impacts of its proposed operations on other aviation stakeholders in order that they might be minimised.</li> <li>• A Skyports representative explained that targeted engagement of aviation stakeholders on its proposed airspace change and deconfliction process had already been completed, with feedback reviewed, documented and used to inform adaptations to the original change design to minimise potential negative impacts raised.</li> </ul>	<p><b>Skyports representative to share the informal stakeholder</b></p>

	engagement activity
<p><b>Item 4 – Options to exploit opportunities or address issues identified</b></p> <ul style="list-style-type: none"> <li>A Skyports representative explained that Skyports concluded that to safely conduct its operations it would require a volume of temporary segregated airspace.</li> </ul>	
<p><b>Item 5 – Provisional indication of the scale level and process requirements*</b></p> <ul style="list-style-type: none"> <li>A CAA representative set out the process detailed in a yet-to-be-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. Steps 3 and 4 would commence as soon as this Assessment Meeting is concluded. Within Steps 3 and 4, the Airspace Change Sponsor will prepare the documentation for engagement, informed by any requirements identified during this meeting. Once prepared, these documents must be submitted to the CAA. Following the formal targeted engagement, Skyports must provide details of the stakeholders engaged and feedback received.</li> <li>A CAA representative highlighted Skyports are required to monitor the portal for any complaints. For alterations to traffic patterns under 7000ft over inhabited areas, a traffic impacts analysis will need to be provided to the CAA. Skyports must also explain how it will inform the local community if it will fly over them. The CAA advised that a minor, targeted engagement exercise and not a full-scale consultation exercise would be sufficiently proportionate to the size of the change and the timescales involve. The engagement document must clearly explain the rationale for this approach and how feedback will be collated given Covid-19 lockdown and social distancing.</li> <li>In the event that approval is obtained to the proposed ACP, given the timelines proposed in the proposal it would not be possible to publish this in the UK Civil AIP. Any notification of the airspace structure would need to be managed and agreed with the CAA. As this process is being compressed timewise, higher CAA approval for the change may be required. Owing to the Covid-19 crisis, a safety aspect assessment will be carried out by the UAS team. The CAA decision will be published on the portal.</li> <li>A CAA representative asked about Skyports intention to scale-up since a temporary airspace change is a temporary structure and would not be suitable to enable permanent operations. A Skyports representative confirmed in their opinion that to achieve scale-up, the Sandbox project to develop the capability and regulatory approval to operate in non-segregated airspace is the most appropriate means.</li> <li>A CAA representative acknowledged that the documents for this meeting had not yet been uploaded to the portal but would be done in retrospect of this meeting because of Covid-19 impacts.</li> </ul> <p><i>* When the sponsor submits their gateway materials for each Gateway at the agreed submission deadline, the period between this and the gateway decision will be an analysis by the CAA Airspace Regulatory team (Airspace Regulation) of the documentation submitted, for the purposes of making a recommendation to the CAA Gateway decision maker(s). In conducting the gateway assessment, the CAA is assessing the process employed and its compliance with the guidance stipulated within CAP1616. It is not an assessment of the merits of the submission itself, which is reviewed at Stage 5 - Decision. We may request documentation from the sponsor that is referred to</i></p>	<p><b>CAA will share the details contained within the unpublished policy document.</b></p> <p><b>Skyports to prepare the targeted engagement documentation and share with the CAA</b></p> <p><b>Skyports to upload the documents to the portal in retrospect of this meeting.</b></p>

<p><i>in the gateway submission but has not been provided as part of the Gateway submission materials. We may also request the sponsor to provide information by way of clarification relating to statements or assumptions made in the submission. Any further information sought by Airspace Regulation at this stage is for clarificatory purposes and is only for determining compliance with the CAP 1616 process.</i></p> <p><i>In any instance where a sponsor has not met the requirements of the process, we will inform them after the gateway decision and advise of next steps.</i></p>	
<p><b>Item 6 – Provisional process timescales*</b></p> <ul style="list-style-type: none"> <li>A Skyports representative confirmed that actions were required as soon as possible. Skyports would complete the necessary documentation in the next day and intended the launch the targeted engagement the same day. The engagement exercise would be open for around five days because Skyports has already completed an informal engagement exercise and because speed is of the essence to assist with the Covid-19 response.</li> </ul> <p><i>* The provisional timeline put forward at this assessment meeting will be subject to change by the CAA. This will currently mainly be for two reasons;</i></p> <ol style="list-style-type: none"> <li><i>The SoS has directed us to prioritise GNSS applications which may have an impact on your ACP if we need to direct resource accordingly</i></li> <li><i>The FASI(S) masterplan requires proposals within that plan to be progressed in a coordinated way, in accordance with a programme plan. Once this masterplan has been accepted by us, it may require us to rearrange Gateway bookings to achieve coordination which may include changing a gateway slot that you have previously been targeting.</i></li> </ol>	
<p><b>Item 7 – Next steps</b></p> <ul style="list-style-type: none"> <li>Skyports must submit the draft minutes to the CAA to be check as correct and factual</li> <li>CAA will discuss next steps.</li> <li>Skyports will speak to the UAS team separately regarding any changes needed to its OSC application as a consequence of this meeting.</li> <li>Skyports will submit the required documents to the CAA.</li> </ul>	<p><b>Skyports to submit the draft minutes to the CAA</b></p> <p><b>CAA to discuss next steps</b></p> <p><b>Skyports to speak to the UAS team regarding any changes required to its OSC</b></p> <p><b>Skyports to submit all required documentation from this meeting</b></p>
<p><b>Item 8 – Any other business</b></p> <ul style="list-style-type: none"> <li>A CAA representative will provide a list of CAA representatives on the call.</li> <li>A CAA representative will provide Skyports with the ACP reference number so that Skyports can upload documents to the portal.</li> </ul>	<p><b>CAA to provide a list of CAA representatives at this meeting</b></p>

<ul style="list-style-type: none"><li>• A CAA representative advised Skyports to complete the deconfliction plan detailing how the likes of emergency services will be able to access the volume of segregated airspace. This can be in the form of a deconfliction plan supported by a TOI or a letter of agreement between Skyports and third parties to allow their operations to take place. Skyports will need to submit these documents to the CAA.</li></ul>	<p><b>CAA to provide Skyports with the ACP reference number</b></p> <p><b>Skyports to complete a deconfliction plan and submit with signatories of third parties to CAA</b></p>
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**ACTIONS ARISING FROM UAS BVLOS IN SEGREGATED AIRSPACE ASSESSMENT MEETING**

<b>Subject</b>	<b>Name</b>	<b>Action</b>	<b>Deadline</b>
Statement of Need	Skyports	Clarify the difference between the two statement of needs, and update the dates of proposed operations	07/05/2020
Stakeholder Engagement Feedback	Skyports	Share with CAA	07/05/2020
Targeted Engagement Documentation	Skyports	Prepare and share with CAA documentation	07/05/2020
Policy Documents	CAA	Share information on required airspace change process steps to temporary or permanent airspace change	07/05/2020
Airspace Portal	CAA	Provide Skyports with ACP reference number	07/05/2020
Airspace Portal	Skyports	Upload documentation to the portal in retrospect	07/05/2020
Minutes	Skyports	Skyports to submit to CAA draft minutes	07/05/2020
Next Steps	CAA	To discuss next steps	06/05/2020
Safety Assessment	Skyports	Speak to CAA UAS Team	07/05/2020
Assessment Meeting	CAA	Provide Skyports with names and roles of CAA representatives attending this meeting	07/05/2020
Deconfliction Plan	Skyports	Share the deconfliction plan and signatories with CAA	13/05/2020

Skyports  
ACP Sponsor