

Project Title/No:	5692 – LBA ACP	Meeting Ref:	CPJ-5692-MIN-004 V1.0
Purpose:	CAA Assessment Meeting	Date:	23 September 2021
Venue:	Teams	Time:	09:00
Attendees:	For Civil Aviation Authority (CAA): - Account Manager - Airspace Regulator (Technical) - Airspace Regulator (Technical) - Airspace Regulator (Environment) - Airspace Regulator (Economist) - Airspace Regulator (Engagement & Consultation) - Principal Airspace Regulator - Principal Airspace Regulator For Leeds Bradford Airport (LBA): - ATS Manager For Cyrrus: - Operations Director (Project Lead)		
Apologies:	- Inspector, ATS (Operations)		
Distribution:	Attendees		

Notes

Reference	Description
5692-004-N01	<p>Welcome and introductions</p> <p>CAA opened the meeting and welcomed all. Following introductions, the Opening statement was read out by the CAA:</p> <p>The CAA noted that the Statement of Need, Assessment Meeting Agenda and the Assessment Meeting Presentation were received in advance of the Assessment Meeting and confirmed that the documents must be published by the sponsor, together with minutes of the meeting, on the Airspace Change Portal page. 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:</p> <ul style="list-style-type: none"> for the sponsor to present and discuss their Statement of Need,

	<ul style="list-style-type: none"> to enable the CAA to consider whether the proposal concerned falls within the scope of the formal airspace change process, including determining whether the proposal falls within the scope of a scaled CAP 1616 ACP for the introduction of RNP Instrument Approach Procedures (IAPs) without an Approach Control as described in CAP 1961, to enable the CAA to consider the appropriate provisional Level to assign to the change proposal. <p>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 stages of the airspace change process.</p>
5692-004-N02	<p>Statement of Need</p> <p>Statement of Need was read out to the meeting. Following discussion during the meeting, it was determined that the Statement of Need was acceptable and fell within the scope of the CAP1616 process as a provisional Level 1 ACP. The CAA emphasised that the Level was confirmed at Stage 2.</p>
5692-004-N03	<p>Issues or opportunities arising from proposed change</p> <p>The issues and opportunities, as identified at this stage, were presented to the meeting. Emphasis was made on aligning with the Airspace Modernisation Strategy (AMS), lessons learned from the previous ACP, linking with the FASI-N program and addressing local airspace issues (environmental and other users).</p>
5692-004-N04	<p>Options to exploit opportunities or address issues identified</p> <p>Those identified are:</p> <ul style="list-style-type: none"> Existing airspace does not contain transitions linking from the ATS route network. Improve SIDs with a view of improving the impact to the environment specifically with noise on the initial departure routes. The current design may be reorganised to make it less complex, try and avoid creating chokepoints and where possible eliminate existing ones.
5692-004-N05	<p>Provisional indication of the level and process requirements</p> <p>The CAA responded to the presentation with each delegate providing guidance in turn. Although most points are documented within CAP1616 useful references emphasised were:</p> <ul style="list-style-type: none"> Development of the options appraisals across the process, focusing on the qualitative requirements at Stage 2 and quantitative and monetised impacts at Stage 3 and 4. Reference to CAP1616 – Appendix E. The requirements for environmental assessment include a number of specific metrics that must be used. If the sponsor believes that a quantitative assessment using the metrics specified, will result in no difference in the outputs for a metric, then a qualitative assessment may be used instead when agreed with the CAA.

	<ul style="list-style-type: none"> • In developing environmental design principles, consideration should be given to the Section 106 agreement with LBA and any other relevant planning conditions. • Environmental impacts should be assessed using WebTAG and the TAG environmental impacts worksheets used to monetise noise, CO2 and air quality impacts where appropriate; <ul style="list-style-type: none"> ○ TAG environmental impacts worksheets - https://www.gov.uk/government/publications/tag-environmental-impacts-worksheets ○ Guidance on the environmental impact appraisal (Unit A3)- https://www.gov.uk/government/publications/tag-unit-a3-environmental-impact-appraisal ○ Noise appraisal guid - Guide to WebTAG noise appraisal for non-experts (publishing.service.gov.uk) • All noise modelling should be consistent with the requirements as stated within CAP2091: CAA Policy on Minimum Standards for Noise Modelling. • Retention of all raw data documentation, demonstrating engagement/consultation with all stakeholders. • CAP 1616, paragraph 121 lists the groups and types of stakeholders with whom engagement is expected for a Level 1 airspace change. This includes engaging with elected representatives for those communities likely to be affected by potential impacts associated with the change. • At Stage 3 the consultation should be hosted via The Citizen Space Platform. Nearer the time, the CAA can assist with setting up an account. • Due to the UK withdrawing from EGNOS that no LPVs will be accepted. • Consideration to the early removal of the GAM VOR prior to completion of the ACP – this has been identified as a risk by the Airport. • Keeping the ACP on track with the wider AMS programs and engage early with CAA on any issues to the schedule. <p>Previous ACP, the Section 106 will need to be checked and referenced.</p> <ul style="list-style-type: none"> • The CAA reiterated the purpose of the Gateway meetings and reminded the sponsor that in line with agreed FASI process submissions must be made 4 weeks in advance for the CAA to analyse them. • The sponsor was requested to ensure that Gateway document sets were complete and checked for accuracy prior to submission. • That DPs may contradict one another and are easier to evaluate against if they are distinct.
5692-004-N06	<p>Provisional process timescales</p> <p>Initial timescales for Stage 1 and 2 were discussed with consideration to rescheduling the Stage 1 Gateway given the late start to the project. This will be discussed with ACOG who will inform the CAA in turn. Currently the dates are:</p> <ul style="list-style-type: none"> • Define Gateway – 28 January 2022 • Develop and Assess Gateway – 28 October 2022 <p>Until iteration two of the airspace change masterplan including the associated programme plan has been assessed and accepted by the CAA and Department</p>

	for Transport as co-sponsors of airspace modernisation, the full indicative timeline for this ACP cannot be confirmed.
5692-004-N08	AOB There were no further questions and the meeting finished within the prescribed period.