

# MINUTES OF MODERNISATION OF AIRSPACE - WICK AIRPORT ASSESSMENT MEETING HELD ON MS TEAMS ON 14 DECEMBER 2021

17 December 2021

Distribution list as below:

Present	Appointment	Representing
	Account Manager	CAA
	Airspace Regulator (Technical)	CAA
	Airspace Regulator (Environment)	CAA
	Airspace Regulator (Engagement & Consultation)	CAA
	Airspace Regulator (IFP)	CAA
	Inspector - ATS (Operations)	CAA
	Account Manager (observer)	CAA
	Airspace Regulator (Environment) (observer)	CAA
	ATMS Programme Director	HIAL
	ATMS Programme Project Manager	HIAL
	Airports & Airspace Team Leader	Osprey CSL
	Principal Consultant	Osprey CSL

## Apologies

Airspace Regulator (Economist)	CAA
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## CAA Assessment Meeting Opening Statement

CAA noted that the Statement of Need, Agenda and 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:

- 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 stages of the airspace change process.

	ACTION
<b>Item 1 – Introduction</b>  The CAA Account Manager welcomed all attendees and read the CAA introductory statement above. Following individual introductions, The CAA Account Manager invited Osprey to present the background slide pack. Osprey explained that the purpose of the assessment meeting was to inform the CAA of Highlands and Islands Airports Limited's (HIAL) intent to conduct an airspace change proposal in relation to Wick Airport as part of HIAL's Air Traffic Management Strategy (ATMS) programme.	

<p><b>Item 2 – Statement of Need (discussion and review)</b></p> <p>Osprey presented the Statement of Need (slide 4 of the presentation) that had been submitted to the CAA prior to the Stage 1A Assessment Meeting. The presentation highlighted that HIAL intended to change the service delivery category at Wick Airport which was likely to increase the potential risk of airborne conflicts. In order to mitigate this potential risk, HIAL intends to establish an Approach Control Surveillance (APS) position, combined with Kirkwall Airport's APS, using a cooperative-only surveillance system. In order to comply with current UK regulations and procedures, the proposed service solution requires a reclassification of an appropriate volume of airspace in which Air Traffic Services (ATS) can be provided.</p> <p>HIAL presented contextual background for Wick Airport, including the local airspace construct and details of airport movements.</p> <p>The CAA commented that the provision of a radar service by one approach controller position to 2 airports is not currently in place in the UK and so it would need to be looked at.</p> <p><i>Post meeting note: Following the Assessment Meeting held on 14 December 2021 for Wick Airport (ACP-2021-087), the CAA has since held an internal discussion regarding the wording within HIAL's Statement of Need. The CAA requested that the Sponsor makes the following amendments to the Statement of Need on two areas:</i></p> <ul style="list-style-type: none"> <li><i>• removes the reference to "cooperative-only surveillance system". Regulatory discussions will be required between the CAA's ATM Dept and HIAL as to whether a cooperative-only surveillance system is accepted or not. The term itself is not ACP territory (i.e., the approval of a cooperative-only surveillance system is the remit of the CAA's ATM Dept and falls out of scope of the CAP1616 airspace change process).</i></li> <li><i>• to add clarity (or become broader) with regard to classification of airspace (i.e., reclassification of airspace in accordance with ICAO airspace classifications, or is it a broader assessment to consider prospective airspace structures).</i></li> </ul>	
<p><b>Item 3 – Issues or opportunities arising from proposed change</b></p> <p>The slides attached, briefed by HIAL, indicate the opportunities and issues identified by the Sponsor. HIAL added that it was clear to the sponsor what the stakeholders would be commenting on going forward and that would be the associated airspace to allow the introduction of an Approach Radar position for Wick Airport using a cooperative-only surveillance system.</p> <p>HIAL added that the current HIAL ATMS programme timelines do not currently tie in with those of the Airspace Modernisation Strategy (AMS). For the programme to advance in accordance with the timelines given by the HIAL Board, with the establishment of Wick and Kirkwall Airport's APS positions using a cooperative only system, HIAL would need to use the current suite of services available in CAP 774. This would require the CAP 1616 process to be used to assess the appropriate airspace environment to assess how this can be achieved safely and effectively.</p>	
<p><b>Item 4 – Options to exploit opportunities or address issues identified</b></p> <p>The CAA is obligated to consider the points in Section 70 of the Transport Act in its decision making, so any signposting to that throughout the ACP process will be beneficial to both stakeholders and the CAA. It is important not to pre-determine a solution and the CAA will need to see the evolution and storytelling and how HIAL have narrowed down and evolved the solution utilising stakeholder engagement where appropriate.</p>	

<p>The CAA requested clarification of the Statement of Need and the phrase 'reclassification of airspace' and whether this referred to a change from Class G airspace to some other form of ICAO classification of airspace, or in general about a number of different airspace solutions? Osprey responded that, as they understand it, within the current regulations, a change from Class G airspace could be required. The CAA emphasised that clear messaging will be required early on in the process, especially if some solutions are discounted because they are outside the current regulations relating to establishing an APS position.</p> <p>The CAA stated that HIAL should think carefully about the Design Principles and they belong to the Sponsor and they should represent what the Sponsor wants to and needs to consider, particularly in terms of regulatory compliance. The CAA reminded HIAL that not all stakeholders have to agree with the Design Principles and that all options do not have to meet all of the Design Principles. It is not about trying to achieve everything or please everybody but about demonstrating what the impacts are and providing mitigation where possible.</p> <p>The CAA stated that engagement at Stages 1 and 2 is typically conducted at a representative level rather than with all stakeholders and it will be important for HIAL to explain in their submission the rationale as to how the stakeholders have been selected and why. Appendix D is very helpful on the development of the Design Principles and lists the expected outputs from that activity. The CAA reiterated that where Design Principles are not agreed by stakeholders, a clear explanation as to why decisions have been made will need to be included. At Stage 2, the Sponsor will need to demonstrate how the options align with the Design Principles. The CAA also explained that Stage 3 will be targeted at a wider audience and that the Consultation strategy and all associated materials for the consultation will need to demonstrate the sponsor's awareness of the Gunning Principles and will need to be approved by the CAA first. Further information is contained in Appendix C of CAP 1616. The Sponsor should use the airspace change portal and the consultation will be hosted on Citizen Space.</p> <p>The CAA asked if HIAL had contacted the CAA team conducting the Airspace Classification Review to understand if there was anything raised in the consultation specific to the Wick area that would need to be considered. HIAL responded that the sponsor had not and requested contact details. The CAA Account Manager agreed to forward contact details to HIAL.</p> <p>The CAA explained that the environmental assessment requirements are contained in Appendix B of CAP 1616 with further technical detail in CAP 1616a. The CAA stated that as this ACP is provisionally scaled as Level 1, CAP 2091 applies and therefore at Stage 2, the Sponsor will need to justify which category its noise modelling methodology is required to fall into and which category it currently falls into.</p> <p>The CAA stated that if HIAL believes that it is not proportional to conduct a particular aspect of the environmental assessment, the rational fully explaining this must be submitted to the CAA for consideration. Paragraph B26 in Appendix B of CAP 1616 provides further information and guidance regarding this. The CAA added that in addition to any direct impacts of the change, any consequential impacts must also be assessed. If the Sponsor concludes that there will be no impact for a particular environmental assessment, the rational fully explaining this must be provided within the submissions.</p> <p>The CAA stated that should the introduction of Controlled Airspace be identified as the prime solution, a UK CAA Approved Procedure Design Organisation's input will be required to ensure the design of the airspace takes into account IFP protection areas.</p> <p>The CAA reminded the Sponsor that the options appraisal is a three-phased iterative process. At Stage 2, the sponsor develops a comprehensive list of options that address the Statement of Need and align with the Design Principles. The Initial Options Appraisal would normally be a qualitative assessment based on the examples for all the significant impacts that might be anticipated from the change shown in Table E2 in Appendix E of CAP 1616. The sponsor can scale out some of the impacts with robust justification as to why. At the end of Stage 2, the CAA will confirm the Level of the ACP. A more detailed</p>	<p><b>HIAL CAA</b></p>
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<p>quantitative analysis is expected at Stage 3 and 4 which will be embedded in cost benefits analysis. Appendix E of CAP 1616 gives guidance on how to develop the options appraisal, including examples. Any questions about the methodology required should be directed to the CAA.</p>	
<p><b>Item 5 – Provisional indication of the scale level and process requirements*</b></p> <p>The CAA confirmed that the proposed airspace change fell within the requirements of CAP 1616 and at this stage was provisionally considered to be a CAP 1616 Level 1 project.</p> <p>The category would be confirmed at the end of Stage 2, following the Develop and Assess Gateway.</p>	
<p><b>Item 6 – Provisional process timescales</b></p> <p>Osprey provided the provisional timescales that reflect the sponsor's ambition for the process and are aligned to the guidance provided in CAP 1616.</p> <p>The indicative dates are as follows:</p> <ul style="list-style-type: none"> <li>• Stage 1 'DEFINE' 29 July 2022</li> <li>• Stage 2 'DEVELOP &amp; ASSESS' 25 November 2022</li> <li>• Stage 3 'CONSULT' 31 March 2023</li> <li>• Formal ACP Submission 24 November 2023</li> <li>• CAA Decide 31 May 2024</li> <li>• Target AIRAC 09/2024 (implementation date 5 Sept 2024)</li> </ul> <p>The CAA emphasised that the signing-off at a gateway assessment is the CAA approval that the relevant process requirements and guidance have been followed and it gives the Sponsor approval to move onto the next stage of the process. The purpose is to minimise any work having to be repeated but does not pre-determine the CAA's final decision on whether to accept the ACP. The CAA would analyse and formally agree the timeline.</p> <p><i>Post meeting note: The timeline as detailed above was agreed post Assessment meeting.</i></p> <p>The CAA stated that a 2-week submission time of documentation ahead of a Gateway assessment was agreed by the CAA for this ACP.</p>	
<p><b>Item 7 – Next steps</b></p> <p>The CAA reiterated that redacted minutes of the Assessment Meeting would normally need to be published on the airspace change portal within two weeks of the meeting. However, given the Christmas break, the CAA agreed a deadline of 7<sup>th</sup> January 2022 for publication would be acceptable. The CAA Account Manager requested that the minutes be forwarded to the CAA within one week so that they could be verified, and a timeline analysis conducted prior to returning to the Sponsor for redaction and uploading.</p>	<p><b>Osprey</b></p>
<p><b>Item 8 – Any other business</b></p> <p>Nil.</p>	

**ACTIONS ARISING FROM MODERNISATION OF AIRSPACE - WICK AIRPORT ASSESSMENT  
MEETING**

<b>Subject</b>	<b>Name</b>	<b>Action</b>	<b>Deadline</b>
Minutes		Complete minutes, obtain agreement and upload to the airspace change portal.	7 Jan 2022
Airspace Classification Review		Forward contact details at the CAA for information relating to the Airspace Classification Review	COMPLETE
Airspace Classification Review		To contact the CAA Airspace Classification Review team to understand if there were any issues raised in the consultation that need to be considered.	28 Jan 2022

ACP Sponsor