

**Meeting Minutes**

**Title:** BRS assessment meeting minutes

**Date / Location:** 22.01.2019 Hilton Hotel Gatwick Airport

**Participants:**



**Apologies**

Subject Area	Detail	Action
<p><b>1.0 Introductions and apologies.</b></p>	<p>There were no apologies.</p> <p>█ opened the meeting and welcomed everyone. He commented that the meeting was effectively the last act for the airport individually under FASI(S) before working as a collective.</p> <p>It was highlighted that the Airspace Regulation Group was working independently so that there is no confliction in interest; safety will of course be the overriding factor. The first part of this process is different in that there will not be a dedicated case officer appointed for Bristol at this stage. The case officer role has been removed from the technical regulators and replaced with account managers who will be the main point of contact during the process. Recruitment is underway for these account managers, but they are not yet in place. Once established, they will be the main point of contact, but █ will be point of contact for Bristol during the interim period.</p> <p>Introductions around the room took place – full list of attendees to be provided by █.</p> <p>█ commenced his element of the agenda with an opening statement as follows: -</p> <p>The CAA has received a statement of need and a presentation, regarding Bristol Airports ACP, in advance of this Assessment Meeting and can confirm that the documents will be published together with the minutes of this meeting on the CAA Website. It must be noted that this is an Assessment Meeting and not a Gateway. The Change Sponsor will be required to provide a broad description of their proposed approach to meeting the CAA’s CAP1616 requirements however the CAA will not at this stage decide whether the proposed approach met the detailed requirements of the CAA’s process.</p> <p>The purpose of the Assessment Meeting as set out in detail in CAP 1616 is 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</p>	

<p><b>Issues or opportunities arising from the proposed change. &amp; Options to exploit opportunities or address issues identified</b></p>	<p>change process and to enable the CAA to consider the appropriate provisional Level to assign to the change proposal. Additionally, the sponsor is 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 is required to provide information on how it intends to meet the engagement requirements of the various stage of the airspace change process</p> <p>It was reiterated that this was purely an assessment meeting following the Statement of Need submission and not a gateway. The CAA will therefore not decide at this stage if the statement meets the requirements of the process. The assessment meeting is used to used to identify and provide context to elements of the initial request.</p> <p>Additional information and engagement requirements – full details to be provided by [REDACTED].</p> <p>It was acknowledged that portal issues were hindering Bristol’s access to the site. These were being investigated and resolved through [REDACTED] at CAA. Finally, it was acknowledged that this Statement of Need does fall within the request framework of an ACP.</p> <p>BRS presentation. [REDACTED] provided a pre-amble regarding Bristol Airport, referencing the current planning cap of 10 million passengers per annum (mppa), the Airport Master Plan which considers the potential to serve up to 20mppa by 2045, and the planning application to increase capacity to 12mppa which is being considered by North Somerset Council.</p> <p>This planning application is being consulted on at the moment with the consultation period scheduled to end this week. To date, just under 1000 responses have been received in response to this planning application.</p> <p>No airspace change is required as part of the 12mppa planning application. However, airspace change will be progressed as part of the FASI(S) programme, which presents opportunities to deliver noise and environmental benefits as well as operational efficiencies The Airport Ops department identified that requirement some time ago and this has now been fully recognised by the Airport Board.</p> <p>. Timing presents an opportunity for Bristol to align and integrate itself with the FASI(S) national infrastructure change and act in accordance with the request from The Right Honourable [REDACTED]. Bristol Airport wish to be fully involved with airspace modernisation strategy process, having already identified their own requirement for change through an ACP. This is a growth opportunity that Bristol needs to accommodate the published Masterplan for airport.</p> <p>Bristol has commenced engagement with other stakeholders and adjacent users including both Cardiff Airport and Exeter Airport to start socialising some of the growth plans and existing operational</p>	
---	---	--

<p><b>Provisional indication of level and process requirements</b></p>	<p>issues including routes, the location of the BRI hold, and airspace constraints that cause current restrictions.</p> <p>■ also briefed on the opportunity to resolve and improve on some of the identified environmental issues that were a key consideration for the Airport. Performance based navigation will aid efficiency, continuous decent performance, reduced noise impact on local communities and provide the opportunity for respite consideration. It was acknowledged by Bristol that the potential benefit was available for both Bristol and adjacent airspace stakeholders. Bristol are already collaborating with those adjacent users to take into account their requirements too.</p> <p>BRS believes this is a Level 1 ACP. The ACP process will be fully in accordance with CAP 1616.</p> <p>■ identified that this change is provisionally agreed to be a Level 1 change and will be conducted in accordance with the CAP 1616 process to which all attendees agreed. ■ acknowledged Bristol’s engagement with local communities and stakeholders to ensure preliminary work is completed accordingly. It was reiterated that options and design principles shouldn’t be the same.</p> <p>The table provided the following reference material advice:</p> <ul style="list-style-type: none"> <li>- CAA publications CAP 1378 and CAP 1385 should be taken into account when looking at RNAV/PBN IR procedure design.</li> <li>- UK Air navigation guidance 2017 should be taken into account throughout the process.</li> <li>- DVOF (Defence Vertical Obstacle File) is a useful resource as the military have a more detailed knowledge of lower level obstacles.</li> </ul>	
<p><b>Timescales</b></p>	<p>Finally, ■ briefed on the anticipated timescales of the process with a clearly defined gateway timeline. Timeframes have been identified based on an estimation of available resource – both from Bristol and the CAA. These timeframes are relatively aligned with national programme, but it is understanding that there is a slight delta. That said, ■ confirmed that FASI(S) timeframes are still under development with the only expectation is that all airports complete phase 1B by end of July 2019 and phase 2B by the end of July 2020.</p> <p>■ reiterated that timelines have less flexibility that before so documentation must be received in appropriate timeframes to meet the required gates. Requests for timeframe amendment and gate slippage should be requested in a prompt and suitable manner with appropriate negotiation. IFP is an area of particular concern, where recruitment is taking place.</p> <p>Evidence of two-way engagement is a key requirement. That engagement doesn’t necessarily have to be through consultation, but could be through other mechanisms such as engagement sessions as an example. It is up to Bristol Airport to provide the appropriate evidence of engagement and decide upon the most appropriate means for conduct and collation of evidence.</p> <p>To reiterate the point of contact for Bristol, it was confirmed that</p>	

	<p>■ will be the PoC initially, followed by a transition to an account manager and technical communication. It was emphasised that Bristol are responsible for compiling the minutes of this this assessment meeting; these should be submitted for confirmation and approval prior to publication.</p> <p>Prior to uploading the presentation onto the portal, ■ was advised to double check the gate process and timeline before publication as there appeared to be a couple of gateway errors for correction.</p> <p>Final points from around the table:</p> <ul style="list-style-type: none"><li>- ■: Scalability is a large element on the checklist;</li><li>- ■: IFP will be an element of stage 5. Emphasised that CAP 1385 and CAP 1378 need to be taken into account for PBN IR design.</li><li>- ■: Environmental perspective – the process is as per that specified in CAP 1616. Should Bristol wish to digress, this should be clearly articulated and permission sought before taking a different stance.</li><li>- ■: It is important that stakeholders can easily find the information they need during the consultation process. Expecting members of the general public to hunt through multiple documents to understand the overall picture, especially in a situation like FASI(S) with multiple airports involved, would be unlikely to meet the Gunning Principles and thus be at risk of failing a Judicial Review.</li></ul>	
--	--	--