

**MINUTES OF UAS BVLOS IN SEGREGATED AIRSPACE ASSESSMENT MEETING –
ACP-2022-032 (DUNDEE – STRACATHRO – MONTROSE)
HELD VIA MICROSOFT TEAMS
ON 8 JUNE 2022, 11:30**

8/6/2022

Distribution list

Present	Appointment	Representing
	Airspace Regulator/Case Officer	CAA
	Airspace Regulator (Consultation & Engagement)	CAA
	Airspace Regulator (Environment)	CAA
	Airspace Regulator (Environment)	CAA
	Chief Regulatory Officer	Skyports
	Flight Operations Manager	Skyports
	Regulatory Affairs Associate	Skyports

CAA Assessment Meeting Opening Statement

The CAA has received the Statement of Need, Agenda and Presentation in advance of this Assessment Meeting and can confirm that the documents are required to be published together with the minutes of this meeting on the airspace change portal.

The purpose of the Assessment Meeting as set out CAP1616 is for the Change Sponsor to present and discuss their Statement of Need, provide information on how it intends to fulfil the requirements of the airspace change process and present its provisional timescales. Lastly, the sponsor is required to provide information on how it intends to meet the engagement requirements of the process.

DISCUSSION POINTS	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 (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 the Statement of Need and consideration of “Issues or opportunities” arising from the proposed change (see Item 3). A CAA representative stated that in considering the Statement of Need, the CAA had determined that the proposal was in the scope of the temporary airspace change process. A CAA representative explained that the proposal would be progressed in accordance with the Temporary Danger Area (TDA) policy statement (20200721 – CAA Policy for the Establishment of Permanent and Temporary Danger Areas) the 	

<p>requirements of which constitute a temporary change to the notified airspace design as detailed in CAP1616 (para 296 p89 onwards).</p>	
<p>Item 3 – Issues or opportunities arising from the proposed change</p> <p>A Skyports representative provided a summary of the Issues or opportunities arising from the proposed change, which were as follows:</p> <ul style="list-style-type: none"> • Skyports received a written request from NHS Tayside to conduct a medical drone delivery business trial to complement their existing medical supply chain. • The project was funded through the Mercury Drone Ports programme, a sanctioned project within Angus Council's Mercury Program under the Tay Cities Deal. • Skyports propose to operate a BVLOS drone delivery service between Dundee Ninewells Hospital and the NHS healthcare facilities in Stracathro and Montrose for a period of 8 weeks, 3 hours per day, which is the minimum duration for the NHS to gather a sufficient quantity of data across a range of operating conditions to evaluate the effectiveness of drones as a means of medical delivery. • Skyports will integrate its drone delivery service into NHS's medical supply chain. Skyports will transport medical goods, including but not limited to pathology test kits, medical/pathology samples, pharmaceuticals, medical equipment and PPE etc. by drones. • The medical drone delivery service had the potential to provide hard-to-reach communities vital access to medical care, strengthening the healthcare services and logistic network of the NHS in the region. • Transporting medical goods by drones could reduce the turnaround time for medical tests, shorten patients' waiting time for diagnosis and treatment, and improve the level of healthcare services in general. • A successful trial could allow the NHS to evaluate the merits of incorporating drone delivery into the existing medical supply chain. It could potentially be the blueprint for a reliable and scalable medical drone delivery service in the future. 	
<p>Item 4 – Options to exploit opportunities or address issues identified</p> <ul style="list-style-type: none"> • A Skyports representative concluded that to safely conduct the proposed operations, Skyports would require volumes of temporary segregated airspace for the period of operations. • A CAA representative concurred that as the operator does not have the capability to operate BVLOS with an approved detect and avoid system, the proposed BVLOS activity would need to be contained within segregated airspace. Currently, the CAA policy is that this should be a temporary danger area (TDA). 	

Item 5 – Provisional indication of the scale level and process requirements

- A CAA representative confirmed that there was no scale level associated with this type of Airspace Change as it was a temporary change to the notified airspace design.
- A CAA representative set out the process detailed in SARG Policy: Policy for Permanently Established Danger Areas and Temporary Danger Areas.
- Skyports had completed Stage 1a: Assessment Requirements of the CAP1616 airspace change process. Stages 1B and 2 were not required. Stage 3 could commence as soon as this Assessment Meeting was concluded. At stage 3, the Airspace Change Sponsor would prepare the documentation for engagement, informed by any requirements identified during this meeting. While change sponsors had the option of seeking CAA comments on their material prior to undertaking their engagement activities, this was not a process requirement. The TDA process confirmed that all engagement material/evidence should be sent to the CAA retrospectively as part of the formal airspace change process. Following the formal targeted engagement, Skyports must provide an Engagement Summary Report, detailing the stakeholders engaged and feedback received (including email evidence).
- A Skyports representative explained that the current ACP followed Skyports' previous airspace change proposal (ACP) (ACP-2021-070) at the same location, with a smaller scale and shorter period of operations in response to the feedback from the CAA's assessment and regulatory decision. As a comprehensive stakeholder engagement had been done before, given the nature of operations was fundamentally the same, and the similarity in TDA design and stakeholders affected, Skyports proposed to scale the formal stakeholder engagement process to 4 weeks. A CAA representative agreed that the scaled engagement period was proportionate for this particular ACP.
- A CAA representative suggested Skyports to engage with all members on the National Air Traffic Management Advisory Committee (NATMAC) distribution list in addition to the specific local stakeholders engaged in the previous ACP.
- A CAA representative reminded Skyports to allow the stakeholders to see the specifics of the proposed airspace design from a safety and operational perspective. At the point of submission of the final designs, Skyports should explain who was engaged and why.
- A CAA representative further explained that the stakeholder engagement should focus primarily on the safety and operational aspects of the ACP. Any comments or questions regarding any breach or not of CAP1616 will be decided by the CAA at assessment.
- CAA suggested that Skyports devise a complaint monitoring plan for use during the implementation phase and would be expected

Skyports to engage all organisations on the NATMAC list

<p>to respond to any complaints in a timely manner as well as informing the CAA.</p> <ul style="list-style-type: none"> • All relevant correspondence among Skyports and the stakeholders throughout the engagement process must be retained and summarised in a tabulated format in the post-engagement summary report. The CAA representative further advised Skyports to provide an overview of the feedback and present the comments and Skyports' responses by stakeholder in the summary report. • While not a requirement of the airspace change process, a CAA representative suggested that Skyports produce a targeted aviation stakeholder engagement strategy, and provide relevant files and information that were deemed useful by stakeholders in previous ACPs to the stakeholders in this exercise. Along with the engagement responses, the post-engagement summary report should also detail the engagement methodologies and strategies adopted. • A CAA representative stated that Skyports must take into account the noise impacts resulting from Skyports' activities as per CAP1616 para B81 onwards. Noise impacts, if any, due to consequential rerouting of traffic patterns below 7000ft as a result of this airspace change must be assessed. Environmental impact assessment requirements can be scaled down according to CAP1616 para B26. In this case, Skyports must provide a robust rationale and evidence to do the same. As the ACP progresses, the change sponsor must discuss and agree its approach to assessing drone noise with the CAA. • If the ACP is approved, stakeholders, including communities affected, should be informed of any noise environmental impact, should there be any. 	<p>Skyports to refer to the relevant requirements in CAP1616 Appendix B para B81-B85 regarding environmental impact.</p>
<p>Item 6 – Provisional process timescales</p> <ul style="list-style-type: none"> • A Skyports representative presented the proposed timelines for the airspace change process:- <ul style="list-style-type: none"> ○ The engagement process: 8/6/22 – 6/7/22; ○ Skyports to submit the stakeholder engagement summary report and final designs to the CAA: 8/7/22 ○ Skyports to submit TOI by 8/7/22; ○ The TDA is to be effective from 26/9/22 to 18/11/22. • CAA confirmed this timeline met regulatory requirements and had already approved it prior to the assessment meeting. • Skyports would complete the necessary documentation as soon as possible and then launch the targeted stakeholder engagement exercise. 	
<p>Item 7 – Next steps</p> <ul style="list-style-type: none"> • A CAA representative informed that the minutes of the Assessment Meeting shall be uploaded and published on the airspace change portal in redacted form within two weeks of the meeting; Skyports must submit the draft minutes to the CAA 	<p>Skyports to submit the draft minutes and all</p>

<p>within one week of the Assessment Meeting to be checked as correct and factual and before. A Skyports representative confirmed that they would submit the minutes to the CAA by 15/6/22.</p> <ul style="list-style-type: none"> The agenda of, and the presentation slides shown in this meeting shall also be uploaded and published on the airspace change portal. Whether or not to upload the stakeholder engagement material to the portal was optional. 	<p>required documents from this meeting to the CAA</p>
<p>Item 8 – Any other business</p> <p>None</p>	
<p>Meeting adjourned at 12:06</p>	

ACTIONS ARISING FROM UAS BVLOS IN SEGREGATED AIRSPACE ASSESSMENT MEETING

Subject	Name	Action	Deadline
Minutes	Skyports	Submit draft meeting minutes to the CAA	15/6/2022
Timescales	Skyports	Submit the proposed timescales for the airspace change to the CAA	Completed
Assessment Meeting	Skyports	Upload the agenda and presentation to the Airspace Change Portal	Completed
Assessment Meeting Minutes	Skyports	Upload the CAA-approved, redacted meeting minutes to the Airspace Change Portal	22/6/2022

Skyports
ACP Sponsor

PROPOSED TIMELINE

Week Commencing	May-22					Jun-22					Jul-22					Aug-22					Sep-22					Oct-22					Nov-22				
	2	9	16	23	30	6	13	20	27	4	11	18	25	1	8	15	22	29	5	12	19	26	3	10	17	24	31	7	14	21	28				
Statement of Need Submission		13/5																																	
CAA Assessment Meeting						8/6																													
Stakeholder Engagement (4 weeks)						Start 8/6	4 weeks				End 6/7																								
Engagement Summary Report Submission										8/7																									
Agreement on Final Designs (4 weeks)										8/7	4 weeks			5/8																					
Publication of Final Designs (AIRAC Cycle)														Cut-off 12/8							Publish 22/9														
TDA Complex Active (8 weeks)																					Start 26/9	8 weeks						End 18/11							
Agreement on Deconfliction Process																																			