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| <p><b>Item 1 – Introduction</b></p> <p>Introductions from the CAA and Farnborough attendees and the CAA Account Manager read out the CAA Assessment Meeting Opening Statement.</p>   |               |
| <p><b>Item 2 – Statement of Need (discussion and review)</b></p> <p>■ read out the Statement of Need (slides 4-6).</p> <p>■ confirmed that Farnborough Airport have been formally accepted into the Masterplan and acknowledged the Design Principle required by the CAA regarding the Airspace Modernisation Strategy (slide 7).</p> <p>The CAA confirmed that there are 2 versions of the Statement of Need on the portal, to include the updates recommended by the CAA following the acceptance of Farnborough into the Masterplan.</p> <p>■ stated that there was a potential contradiction in the Statement of Need regarding the opportunity to ‘create the capacity for efficient growth’ and ‘reduce CO<sub>2</sub> emissions’ and suggested that the statement could be better rephrased. ■ stated that the Farnborough team will investigate this and judge whether a further update to the Statement of Need is required.</p> <p><b>[UPDATE:</b> the Statement of Need will remain as per version 2.0]</p>   |               |
| <p><b>Item 3 – Acceptance into the Masterplan</b></p> <p>■ confirmed that Farnborough Airport have been formally accepted into the Masterplan and acknowledged the Design Principle required by the CAA regarding the Airspace Modernisation Strategy (slide 7).</p>   |               |
| <p><b>Item 4 – Risks, Issues and Opportunities arising from the proposed changes</b></p> <p>(Slide 8) ■ stated that Farnborough Airport is behind the other FASI-S ACPs, the majority of which are now in Stage 2 or 3 of the CAP1616 process. However, Farnborough Airport believes they have the potential to ‘catch up’ with the programme and can see opportunities arising from following and learning from the other airports.</p> <p>Farnborough Airport also consider the overlap with the previous Farnborough ACP (conducted under CAP 725) Post Implementation Report to be a potential issue.</p> <p>There is a requirement in CAP1616 Stage 2 to provide a baseline against which new options are assessed. Although no Stage 2 dates have been set, Farnborough Airport think that baseline for Stage 2 should come after the CAA PIR report is published, to avoid any contradictions. The CAA PIR report is expected to be produced by August 2023. Farnborough Airport are also aware that the PIR may suggest remedial actions for the airspace and that this process will have to be managed carefully and separately from the FASI-S ACP, particularly regarding stakeholder confusion.</p> <p>In the previous ACP (under CAP725) the design required relatively large swathes of controlled airspace being required for the containment of Farnborough traffic, which is held down by Gatwick and Heathrow traffic.</p> <p>One key opportunity of this ACP is to investigate any improvements to this situation. Possibilities for improvement will depend largely on Heathrow, Gatwick and potentially Southampton, but by being behind these airports in the process, this enables Farnborough to see how those airports are developing their options and provide them with the ability to capitalise on it. Depending on changes at Heathrow and Gatwick there is the potential to</p> |               |

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| <p>reduce the volume of CAS around Farnborough Airport. SB mentioned that Farnborough should be cognisant of the SID to FL discussions between NATS and CAA which may be of benefit to Farnborough which could support the reductions in CAS Farnborough are seeking.</p> <p>Farnborough Airport also want to capitalise on the technical and performance capabilities of the aircraft that operate from the airport – business jets rather than large passenger airlines.</p> <p>The CAA also raised their plans for updating CAP1616 and suggested this be included as a risk/issue. ■ advised that a related consultation is expected to launch before Christmas and that the updated version is anticipated for Q2 2023. ■ suggested that the impact on in progress ACPs is likely to be minimal but explained that this is entirely dependent on the outcome of the consultation and subsequent decisions taken by the CAA.</p> <p>■ stated that due to the Stage 1 Gateway requested date (April 2023) Farnborough may seek confirmation from the CAA that the Stage 1 process we follow is as per the existing CAP1616 edition.</p> <p>■ advised that it was too early to comment on potential transition arrangements but suggested that the CAA would look to minimise the risk to in progress ACPs and limit the potential need for change sponsors to re-do previously completed work.</p> <p>■ stated that it was too early in the process to provide Instrument Flight Procedures technical guidance, but that the CAA IFP experts will be available during the process if required. ■ also stated that IFP designers should be engaged through the process, particularly at stage 2 and that sponsors should consider and plan the IFP validation activities.</p> <p>■ made a recommendation regarding the Farnborough airport website which needs to separate out the FASI-S ACP from the ongoing PIR. [UPDATE – this work is ongoing]</p>                                    |  |
| <p><b>Item 5 – Provisional indication of the scale level and process requirements*</b></p> <p>Farnborough Airport considers this to be a Level 1 ACP and are aware this will not be confirmed until later in the process. (Slide 9)</p> <p>The CAA stated that if Farnborough Airport believes it is necessary, some proportionality may be applied at certain stages.</p> <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 CAP 1616. 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 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><i>Please note that <u>this text does not apply to airspace change proposals involving the sole implementation of RNP Instrument Approach Procedures (IAPs) without an Approach Control</u>, as Gateway Assessments are not required. Therefore, this text can be removed from the Assessment Meeting minutes.</i></p> |  |
| <p><b>Item 6 – Provisional process timescales*</b></p> <p>Farnborough Airport would like to request 28 April 2023 Gateway with submission of all material 4 weeks prior, Friday 31 March 2023.</p> <p>As this is a FASI-S ACP, subsequent gateways will be discussed with ACOG. (Slide 10)</p> <p><b>Post Meeting note:</b></p>  |  |

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| <p>Following a timeline analysis conducted by the CAA Account Managers and coordinated with ACOG Group, the new DEFINE Gateway date is now targeting 26<sup>th</sup> May 2023.</p> <p>Until iteration three of the airspace change masterplan, including the updated programme plan has been assessed and accepted by the CAA and Department for Transport as co-sponsors of airspace modernisation, the full indicative timeline for this ACP cannot be confirmed. The Gateways above are subject to change.</p> <p><i>* The timeline agreed may become subject to change by the CAA. This is because the Secretary of State for Transport has directed the CAA to prioritise RNP Instrument Approach Procedures (IAPs) without an Approach Control proposals; this may impact Airspace Regulation resource and consequently timelines.</i></p>  |  |
| <p><b>Item 7 – Next steps</b></p> <p>CAA will advise Farnborough Airport on their requested Stage 1 Gateway on Monday 7 November 2022.</p> <p>The CAA requested a map of the potentially impacted area be placed on the CAA portal and reminded the sponsor that CAP 2385 provides guidance on the CAA Portal if required.</p> <p>Farnborough Airport will draft the minutes of this meeting and provide them to the CAA for review. The redacted version of the minutes and the assessment meeting presentation will be published on the CAA Portal within 2 weeks of this meeting.</p>  |  |
| <p><b>Item 8 – Any other business</b></p> <p>The CAA provided some additional guidance to the sponsor regarding aspects of the airspace change process.</p> <p>█ provided a summary of the building blocks to effective engagement, before detailing the engagement requirements of the early stages of the airspace change process. For Stage 1, █ explained that CAP1616 para 121 is specific about categories of stakeholders, and it is up to the sponsor to apply an identification methodology to determine who the relevant stakeholders are within those categories. █ encouraged the consideration of those stakeholders directly, indirectly, or potentially affected, as well as those that might have an interest in the subject or who might be able to provide support to the sponsor. Appendix D, para-D8 provides information on the expected outputs to be seen in the submission. If surveys are used, make sure stakeholders are given the opportunity to provide context. █ stressed the need to provide a clear audit trail to demonstrate what was said, what was heard and what was done with that feedback and why.</p> <p>For Stage 2, █ explained that the same stakeholders need to be engaged and the purpose of the engagement is to demonstrate how the design options align with the statement of need and design principles, whilst also giving stakeholders the ability to provide specific comment on the design options. █ once again highlighted the need for a clear audit trail to be provided.</p> <p>For Stage 3 we can look at scalability, CAP1616 states that 12 weeks is the expected standard, but the CAA can consider a shorter period if justification is presented in the consultation strategy.</p> <p>█ stated that sponsors feel that scalability of ACP's is not well defined in CAP1616, so if Farnborough believe that a certain aspect is disproportionate then reach out to the CAA team and have that discussion with us.</p> <p>█ provided some guidance on the requirements of the Initial Options Appraisal in Stage 2 and advised looking at Appendix E of CAP1616. It is advised to the sponsor that CAP 1616 Appendix E Table E2 should be used as it provides the list of potential costs/benefits that may arise in the assessment of airspace change. However, it is underlined that the list is by no means exhaustive, and the sponsor should endeavour to understand all of the potential costs and benefits that may be relevant for their change proposal. The minimum requirement for Stage 2 is listed in CAP 1616 Appendix E12 but the sponsor is reminded the benefits of providing more detailed quantified analysis by Stage 2; if the sponsor believes it would not be proportionate to quantify costs and benefits in Stage 2 then the requirement would be to explain why, with a suitable rationale, and also to specify the plan for next stage as to what</p> |  |

evidence the change sponsor will collect, and how, to fill in its evidence gaps and to develop the Full Appraisal.

█ listed the documents that should be referred to for environmental assessments: CAP1616 Appendix B, CAP1616a, CAP1498 and CAP2091. Assessments are usually quantitative but may be scaled down to a qualitative level if the sponsor believes there is no impact or that a quantified assessment will result in no difference in the outputs for a particular metric. In this case, the sponsor must submit a rationale along with supporting evidence as per CAP 1616 para B26 to the CAA for consideration. Direct as well as indirect consequential impacts of the intended change in airspace must be assessed (e.g., rerouting of air traffic). █ also stated that the sponsor should ensure local circumstances including any trade-offs are considered during Stage 1 and that views of local communities/environmental groups are accounted for. Design Principles (DPs) may be contradictory to or prioritised over others, however each DP should allow for the development of clear high-level criteria in order to conduct the Design Principle Evaluation (DPE). Stage 2 requires sponsors to present their baseline, traffic forecasts and noise modelling category as per CAP2091. The no decrement criterion requires sponsors currently modelling at a higher category than the minimum required to continue doing so (CAP2091 para 4.10).

**ACTIONS ARISING FROM FARNBOROUGH AIRPORT FASI-S ACP ASSESSMENT MEETING**

| <b>Subject</b>  | <b>Name</b>         | <b>Action</b>  | <b>Deadline</b> |
|-----------------|---------------------|--|-----------------|
| Gateway Date    | CAA                 | CAA will confirm the date of the Stage 1 Gateway.                          | 11 Nov 22       |
| Meeting Minutes | Farnborough Airport | Provide draft meeting minutes to the CAA for review                        | 11 Nov 22       |
| CAA Portal      | Farnborough Airport | Upload a potentially affected area map onto the portal                     | 18 Nov 22       |
| CAA Portal      | Farnborough Airport | Upload the redacted meeting minutes and the presentation to the CAA Portal | 18 Nov 22       |
|                 |                     |  |                 |

Farnborough Airport  
ACP Sponsor