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**MINUTES/RECORD OF DECISION(S) FOR THE INITIAL ASSESSMENT MEETING BETWEEN SPECIALIST AVIATION SERVICES AND CIVIL AVIATION AUTHORITY TO DISCUSS THE PROPOSED INTRODUCTION OF GLOBAL NAVIGATION SATELLITE SYSTEM POINT-IN-SPACE PROCEDURES TO SUPPORT DORSET & SOMERSET AIR AMBULANCE OPERATIONS AT HENSTRIDGE AERODROME (ACP-2022-033) HELD AT 1300HRS ON WEDNESDAY 14 JUNE 2023 AT AVIATION HOUSE, GATWICK (AND VIA TEAMS)**

Present		CAA, [REDACTED]	Chair
		CAA, [REDACTED]	
		CAA, [REDACTED]	
		Specialist Aviation Services, [REDACTED]	
		CAA, [REDACTED]	
		Specialist Aviation Services, [REDACTED]	
		[REDACTED]	
		Avigation, [REDACTED]	
		CAA, [REDACTED]	
		CAA, [REDACTED]	
		CAA, [REDACTED]	
		CAA, [REDACTED]	
		CAA, [REDACTED]	
		CAA, [REDACTED]	
		Pildo Wessex, [REDACTED]	
		Avigation, [REDACTED]	Sec
Apologies		CAA, [REDACTED]	

Ser	Description	Action
1	<p><b>Item 1. Introduction.</b></p> <p>1. <b>CAA's Introductory Statement.</b> CAA explained the purpose of the meeting and confirmed that the meeting was an Assessment Meeting and not a gateway. The ACP-2022-033 DAP1916, a Henstridge-focused PowerPoint presentation, the initial Assessment Meeting agenda and an emergent ATS Safety Questionnaire (V1.0) had been received prior to the meeting and a redacted version of the agenda had been uploaded on the ACP-2022-033; the sponsor was reminded that a similarly redacted copy of the minutes of this meeting was to be uploaded to the ACP portal.</p> <p>2. 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"> <li>a. For the Sponsor to present and discuss their Statement of Need.</li> <li>b. 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.</li> <li>c. To enable the CAA to consider the appropriate provisional Level to assign to the change proposal.</li> </ul> <p>3. 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> <p>4. <b>Decision.</b> ACP-2022-033 would be a CAP1616, Part 1c Level 1 ACP.</p> <p>5. <b>ATM Safety Questionnaire.</b> The ACP-2022-033 ATM Safety Questionnaire continued to evolve at V2.0, as DSAA awaited Henstridge airfield movements data. DSAA opined that the questionnaire would be a living document; CAA advised that this was not the case. The completed questionnaire should be forwarded to the Chair, as soon as practicable, for wider review and discussion within CAA.</p> <p>6. <b>Decision.</b> DSAA undertook to forward the completed V2.0 of the ACP-2022-033 ATM Safety Questionnaire to the Chair by NLT Wed 21 Jun 23.</p> <p><b>Post-meeting Note.</b> <i>The Sec forwarded the completed V2.0 of the ACP-2022-033 ATM Safety Questionnaire to the Chair on Tue 20 Jun 23; action complete.</i></p>	CAA

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2	<p><b>Item 2. ACP-2022-033 Statement of Need.</b></p> <p>7. The ACP-2022-033 DAP1916 (including a corresponding Statement of Need) had been submitted originally on 22 May 22. A subsequent DAP1916 was submitted on 1 May 23, to meet the GNSS Roll-out Programme requirements; this latter DAP1916 was amended subsequently on 16 May 23.</p> <p>8. There were no direct comments pertaining to the ACP-2022-033 DAP1916 and Statement of Need.</p>	
3	<p><b>Item 3. Dorset &amp; Somerset Air Ambulance (DSAA) Mission Statistics.</b></p> <p>9. <b>Overview.</b> DSAA operated from Henstridge, an unlicensed aerodrome in East Somerset. The HEMS task was available 7 days a week, 365 days a year and operated 19 hours a day (0700-0200) utilising the AW169 helicopter supported by a critical care car.</p> <p>10. <b>Mission Statistics.</b> In the year ending 31 Mar 23, DSAA had conducted 1168 air ambulance (AA) missions, which could be seen to equate to approximately 3 missions per day - however, on the peak day during that period, the AA had been tasked 8 times.</p> <p>11. <b>Non-availability Due Weather.</b> In the year ending 31 Mar 23, DSAA had been declared offline (i.e. not available for HEMS tasking) due to weather constraints for a total of 449 hours; this could equate to 24 operating days, which - in turn - could equate to IRO 72 life-saving AA missions.</p> <p>12. Thus, the introduction of PinS procedures could increase DSAA HEMS availability by IRO 72 missions <i>per annum</i> - acknowledging that the HEMS task is “demand led”.</p>	
4	<p><b>Item 4. DSAA Henstridge 2-3 Year Plan.</b></p> <p>13. DSAA’s 2-3-year plan was to deliver more critical care for its patients in the extant 19-hour operation, through a range of operational and infrastructure enhancements:</p> <ul style="list-style-type: none"> <li>a. <b>Improve All-weather Capability.</b> PinS procedures at Henstridge potentially enabling an additional 72 AA missions and, in the future, regional links to helicopter landing sites at key regional hospitals.</li> <li>b. <b>Infrastructure.</b> Second hangar.</li> <li>c. <b>Increased Aircraft Availability.</b> Improved all-weather capability (GNSS PinS) and a second aircraft; the latter was planned for 2025.</li> <li>d. <b>Expanding Reach of Team.</b> Additional critical care car hours and volunteer responders.</li> <li>e. <b>Tasking.</b> HEMS desk - local versus regional tasking was being considered.</li> </ul> <p>14. DSAA’s future aspiration was to conduct H24 operations with a single airframe operating at any one time; the second airframe would afford a level of contingency.</p>	
5	<p><b>Item 5. Henstridge Airspace Context</b></p> <p>15. Henstridge is an unlicensed, small General Aviation (GA) aerodrome located in East Somerset, between RNAS Yeovilton and Compton Abbas aerodrome; there is one non-instrument runway (RW06/24) and the aerodrome reportedly generates in IRO 9,500 movement p.a. (excluding DSAA movements).</p> <p>16. Henstridge is situated in Class G airspace; the nearest controlled airspace to Henstridge is the Class D, the control zones (CTZs) at Bournemouth and Bristol airports (≈15nm SE and ≈20nm NW, respectively). Most flying activity in the vicinity of Henstridge is military and GA.</p> <p>17. A pictorial representation is provided at Appendix 1.</p>	
6	<p><b>Item 6. Current Preferred Options at Stage 1.</b></p> <p>18. Early PinS procedures concepts were offered, less as potential preferred options, more so to illustrate DSAA’s current thinking on approach/departure segment alignment and initial consideration of neighbouring aviation stakeholders and local noise sensitivities.</p> <p>19. Notwithstanding the ensuing discussions, design options would be developed and discussed in consultation with the APDO, as part of the “Stage 2” activities, before being shared with CAA for comment. The emergent concepts are provided at Appendix 2.</p> <p>20. <b>Procedure Ownership.</b> CAP1616 discusses ACP <i>sponsorship</i> and <i>sponsors’</i> responsibilities. From the initial submission of the DAP1916 (in May 22), DSAA (through SAS) was the sponsor and, therefore, deemed the owner of the proposed procedure, as there was no guidance to the contrary. The recently-produced CAP2520, however, sets out specific guidance on “[Procedure] Ownership and [R]esponsibilities”; specifically, CAP2520, Chapter 5, Para 5.3a offered that “[a]t an unlicensed aerodrome/landing sites the <u>ownership of the PinS IAP, and associated roles and responsibilities, will sit with the aerodrome/landing site operator who must ensure compliance with the applicable requirements contained in CAP785B</u>”.</p> <p>21. DSAA had a good working relationship with the aerodrome operator at Henstridge. Discussions between DSAA(SAS) and the aerodrome operator prior to the issue of CAP2520 were that the aerodrome operator welcomed the operational benefit that the procedures could bring DSAA and would support DSAA(SAS)’s sponsoring the ACP. The aerodrome operator made it clear that they did not wish to own the procedure and the associated responsibility. CAA directed that DSAA(SAS) should seek the appropriate exemption to CAP2520, Chapter 5, Para 5.3a.</p> <p>22. <b>Decisions.</b> It was agreed that:</p> <ul style="list-style-type: none"> <li>a. The owner of the proposed procedure at Henstridge would be DSAA (through SAS).</li> <li>b. SAS, on DSAA’s behalf, undertook to ensure that the appropriate justification for an exemption to CAP2520, Chapter 5, Para 5.3a, would be provided to CAA.</li> </ul>	All SAS

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7	<p><b>Item 7. Initial Design Principles.</b></p> <p>23. ACP-2022-033’s initial Design Principles (DPs) were as follows:</p> <ul style="list-style-type: none"> <li>a. <i>DP1</i>. The proposed design must maintain a high level of safety. [From Part 1c]</li> <li>b. <i>DP2</i>. The proposed design should avoid overflight of densely-populated areas, where possible. [From Part 1c].</li> <li>c. <i>DP3</i>. The proposed design should avoid unnecessary complexity.</li> <li>d. <i>DP4</i>. The proposed design should have minimal impact on other airspace users.</li> </ul>	
8	<p><b>Item 8. Extant Operation and Stakeholders.</b></p> <p>24. <b>Type of GNSS Procedure.</b> There was much discussion pertaining to the types of approach that could be proposed at Henstridge and the associated approach minima that might be achieved. Initial information regarding the GNSS Rollout Programme sought applications for “[...] GNSS approaches at an aerodrome without Approach Control and/or at aerodromes with a non-instrument runway and PinS at licensed/unlicensed HLS”.<sup>1</sup> CAP2520 also cites PinS approaches at unlicensed aerodromes.<sup>2</sup> Accordingly, the sponsor’s focus to date has been on the implementation of PinS procedures to support DSAA HEMS operations at Henstridge.</p> <p>25. RNP approaches were also discussed, but doubt existed over the ability to incorporate such procedures at an unlicensed aerodrome with a non-instrument runway. Hence, the sponsor’s focus on PinS procedures. Discussion also pivoted around the subject of proceed VFR versus proceed visually - the constraint of the former upon HEMS operations, <i>versus</i> the operational benefit of the latter.</p> <p>26. <b>Decision.</b> DSAA(SAS) and CAA(█) undertook to discuss these and related matters further outside the meeting, to inform the ACP’s Stage 2.</p> <p>27. <b>“Henstridge Radio” DOC.</b> Currently, DSAA crews contacted “Henstridge Radio”, establishing two-way comms or making “blind calls”, no later than 10nm from the airfield. The extant operation worked efficiently and provided the requisite situational awareness for all parties, allowing the safe and expeditious integration of rotary and fixed-wing traffic within the Henstridge visual circuit environment.</p> <p>28. <b>Integration with RNAS Yeovilton.</b> DSAA(SAS) had an established and good working relationship with aviation stakeholders at RNAS Yeovilton and an agreed and documented set of local operating procedures to which all parties adhered. Any proposed change in DSAA operations as a result of the implementation of the proposed GNSS procedures at Henstridge should be reflected in such procedures; accordingly, RNAS Yeovilton was a key aviation stakeholder with whom DSAA would continue to engage proactively at Stages 2 and 3 (and beyond.)</p> <p>29. <b>Military Centralised Aviation Data Service (CADS).</b> DSAA(SAS) crews had access to and consulted CADS, the MOD’s advisory web-based flight planning service during mission planning, to aid deconfliction with military aircraft operating in their area.</p> <p>30. <b>GNSS Signal Security.</b> DSAA SOPs are such that GNSS signal integrity is assessed pre-flight and periodically during flight through aircraft provided RAIM and SBAS data. Where GNSS signal is either confirmed as or suspected of being sub-optimal, a variety of local procedures can be invoked to ensure the continued safe and efficient conduct of flight.</p> <p>31. <b>Uncrewed Aerial Systems (UAS) Activity.</b> There are UAS operators at Henstridge with whom aerodrome users (including DSAA) have a good working relationship. Existing airfield operation incorporates known UAS operations successfully. Unknown UAS users are an extant known risk to all aviation operations, including those based at Henstridge.</p> <p>32. <b>Stakeholder Engagement.</b> The CAP161 Part 1c afforded ACP sponsors to undertake a scaled-down version of engagement activities, and it was for sponsors top articulate and justify the duration of “Stage 3” engagement with the ACP’s aviation stakeholders. Engagement was not required for “Stage 1” (DPs) and “Stage 2” (Option Development/Appraisal). Stage 3 would form targeted stakeholder engagement.</p> <p>33. <b>Engagement Strategy and Materials.</b> A stakeholder engagement strategy document would be required for Stage 3 activities, outlining the following key areas:</p> <ul style="list-style-type: none"> <li>a. Which stakeholders would be engaged, and how they were identified.</li> <li>b. How those stakeholders would be engaged and how the APDO might be support that engagement.</li> <li>c. What materials would be used to support the engagement activities.</li> <li>d. The timescale over which the intended engagement would be conducted and the rationale for this duration.</li> </ul>	<p>SAS(█) CAA(█)</p>

1. CAA(2023), *GNSS Rollout Programme* ([online](#)), accessed on 16 Jun 23.

2. CAP2520 (2023), *Policy and Guidance for the implementation of helicopter Point in Space operations in the UK*, Chapter 5, Para 5.3a ([online](#)), accessed on 16 Jun 23.

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	<p>34. The engagement materials should include the following information developed in Stage 2:</p> <ul style="list-style-type: none"> <li>a. An assessment of each proposed option (a single option might be proffered) with information relevant to their consideration as potential options. This information should include how the option(s) meet the DPS and qualitative statements on the potential: <ul style="list-style-type: none"> <li>(1) Impact on safety (guidance in CAP 1616, Para E50).</li> <li>(2) Environmental impact (guidance in CAP1616, Part 1c, Paras 350 &amp; 354-358).</li> <li>(3) Economic impact.</li> <li>(4) Positive and negative impact on airspace users.</li> </ul> </li> <li>b. A description of options that have been considered but are not being proposed and the reasons why they are not being proposed.</li> </ul> <p>35. The material should also include information about the operational concept, developed as part of the ATM Safety Questionnaire.</p> <p>36. <b>Extant Weather-related Decision(s)-making.</b> DSAA SAS flight crews have instant access to a SkyLink Aviation Weather Station, via a web page, which provided a comprehensive aviation meteorological service that met DSAA SAS’s operational needs from meteorological stations at - <i>inter alia</i> - Exeter, Bournemouth, Bristol, Dorchester, Southampton and Taunton hospital sites. DSAA also utilised Met Office forecasting data from Bristol and Bournemouth airports and had a direct link with the RNAS Yeovilton met office.</p> <p>37. <b>CAP746 compliance.</b> The barometric pressure sensor of the SkyLink equipment at Henstridge might need to be upgraded to ensure CAP746 compliance for PinS operations.</p> <p>38. <b>Decision(s).</b> DSAA(SAS) undertook to consider the additional meteorological requirements associated with proposed PinS procedures, where necessary, liaising with the CAA (Met Technical Officer).</p> <p>39. <b>HAZID and Risk Analyses.</b> As a key part of the ACP process, all aspects of the potential implementation and operation of the proposed PinS procedure would be subjected to the appropriate HAZID and associated risk analyses and assessment as set out in CAP2304.</p>	DSAA (SAS [REDACTED])
9	<p><b>Item 9. Potential Timeline and ACP Process.</b></p> <p>40. <b>Potential Timeline</b> ACP timelines agreed may become subject to change by the CAA, due to a variety of factors (e.g. technical regulator availability and internal and external prioritisation. Additionally, the Secretary of State for Transport had directed the CAA to prioritise RNP Instrument Approach Procedures (IAPs) Without an Approach Control ACPs; in turn, this might impact Airspace Regulation resource and, consequently, ACP timelines.</p> <p>41. A proposed timeline was offered ahead of the meeting as a basis for discussion. There were a number of information requirements from DSAA before this timeline could be crystalised further into a working assumption for all parties, specifically the anticipated durations of the stakeholder engagement and CAA “decision” activities.</p> <p>42. <b>“Stage 5 “Decide”.</b> The duration of the Decide phase of the ACP would be 16 weeks. Whilst there might be scope to scale this duration commensurate with the complexity of the application, all parties should assume 16 weeks as a planning assumption</p> <p>43. <b>Stakeholder Engagement.</b> The stakeholder engagement requirements for ACP-2022-033 would be scaled-down from the full CAP1616 process; there would be no requirement to engage on DPs (Stage 1) or options development (Stage 2). The sponsor was directed towards CAP1616, Paras 362-367; overarching guidance on consultation and engagement in CAP16161 Appendix C was also available for sponsors.</p> <p>44. Formal consultation would not be required, if the proposal did not trigger additional environmental assessment(s) (see Item 10, below).</p> <p>45. “Relevant stakeholders” was not defined, so might include non-aviation stakeholders; it would be for the change sponsor to identify who their ‘relevant stakeholders’ were, depending on the potential impacts of the proposal. The change sponsor would need to demonstrate, through targeted engagement, that the relevant stakeholders’ views had been considered.</p> <p>46. At Stage 3, the change sponsor should submit an engagement strategy and draft engagement material(s). CAP1616, Para 363, offers guidance on what is to be included in the strategy (<i>inter alia</i>, audience, engagement methodology and timescales). CAP1616, Paras 364 and 365 set out what information developed in Stage 2 should be included in the engagement material(s).</p> <p>47. The sponsor must identify their audience. CAA expects NATMAC members to be engaged (all or provide a rationale as to why some/all are not considered relevant to this ACP) and a rationale to explain which stakeholders are relevant and why. If, in response to stakeholder feedback, additional development of the proposed procedure design or operation is required, there could be a requirement to undertake subsequent engagement activities.</p> <p>48. Once all engagement had been completed satisfactorily, the sponsor would produce an Engagement Summary Report that summarised the stakeholder engagement feedback and, if appropriate, how that feedback influenced the final design. The Engagement Summary Report was submitted at Stage 4, along with copies of all engagement correspondence, which CAA would use to assess the effectiveness of the engagement.</p>	

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	<p>49. <b>Decision(s)</b>. DSAA(SAS) undertook to ensure that:</p> <ul style="list-style-type: none"> <li>a. ACP’s Stage 3 Engagement Strategy document contained the requisite, offered in CAP1616, Para 363.</li> <li>b. Information pertinent to ACP stakeholders to be engaged (and discounted) was supported with the appropriate justification.</li> </ul> <p><b>Post-meeting Note.</b> <i>A copy of the NATMAC distribution list was provided to the sponsor on Fri 16 Jun 23.</i></p> <p>50. <b>DfT Requirements.</b> DfT, through the CAA GNSS Facilitation Team, had communicated that their requirement was that the ACP should be completed and the procedure flown successfully before NLT 31 Mar 24. This could be seen to be placing an undue pressure on sponsor, APDO and CAA (AR) resources, and should be monitored and managed pragmatically by all parties.</p> <p>51. <b>Decision(s)</b>. It was agreed that the sponsor and the Chair would maintain regular and proactive communications to ensure that an ACP timeline could be established, agreed and maintained over the course of the ACP.</p> <p><b>Post-meeting Note.</b> <i>Since the meeting, there had been a series of email discussions between CAA and sponsor regarding the DfT timeline requirement and ACP submission and implementation dates. All parties agreed that the proposed ACP timeline needed to be considered carefully to ensure that implementation could be achieved as soon as practicable, while ensuring not only the sponsor’s ability to undertake the elements of the process correctly, but also the CAA’s ability to ensure that appropriate resource could be allocated to assess the proposal(s), thereby ensuring that the proposal could be implemented safely.</i></p> <p><i>The Sec forwarded the email discussion to the Chair and the Facilitation Team for their collective deliberation.</i></p> <p><b>27 Jun 23.</b> <i>Discussions between the CAA and DfT remained ongoing. CAA acknowledged that once agreement on this matter had been reached, a corresponding ACP-2022-033 timeline could be published to the ACP portal separately.</i></p>	<p>DSAA(SAS) DSAA(SAS)</p> <p>DSAA(SAS) Chair</p>
10	<p><b>Item 10. Any Other Business.</b></p> <p>52. <b>Noise &amp; Environmental.</b> The anticipated change in the number of aircraft movements associated with the implementation of the proposed PinS approach is anticipated to be IRO 72 AA missions (i.e. 144 movements), which equates to approximately 6%. The potential change, therefore, remained below the threshold specified in CAP1616, Part 1c, Paras 355 and 356, i.e. &lt;10%/3,650 movements p.a. Similarly, it was not anticipated that the proposal would impact final approach paths of aircraft to the runway, nor is it anticipated that the proposal would change the environmental impact of aircraft utilising other aerodromes.</p> <p>53. At this stage, the proposal did not prompt further noise and environmental assessment(s). This will be explored and articulated further at Stage 2.</p> <p>54. <b>Economic Considerations.</b> The sponsor was directed to CAP1616, Table E2, to and applying a “light touch”, supported by qualitative statements, on the potential economic impacts (positive and negative) of the proposal, which should be included in any consultation material.</p>	
11	<p><b>Item 11 Conclusion.</b></p> <p>55. <b>Date(s) of Next Meetings (DNOMS).</b> DNOMS would be dictated by the agreed ACP timeline and notified by the most expedient means.</p> <p>56. <b>Decision(s)</b>. It was agreed that the Sec would:</p> <ul style="list-style-type: none"> <li>a. Provide draft minutes for Initial Assessment Meeting attendees’ perusal and comment by NLT Wed 21 Jun 23.</li> <li>b. Subject to responses to sub-para 56a, above, arrange for a redacted copy of the finalised minutes to be uploaded to the ACP-2022-033 portal by 28 Jun 23.</li> </ul>	<p>All</p> <p>Sec</p> <p>Sec</p>

<Signed Electronically>



Sec  
for DSAA(SAS)

Appendices:

1. Henstridge - Airspace Context.
2. Potential Preferred Options at Stage 1.

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Appendix 1 to  
20230627\_ACP\_2022\_033\_Initial\_Assess\_Meeting\_Minutes\_14\_Jun\_23\_V1.0\_FINAL  
Dated 27 Jun 23

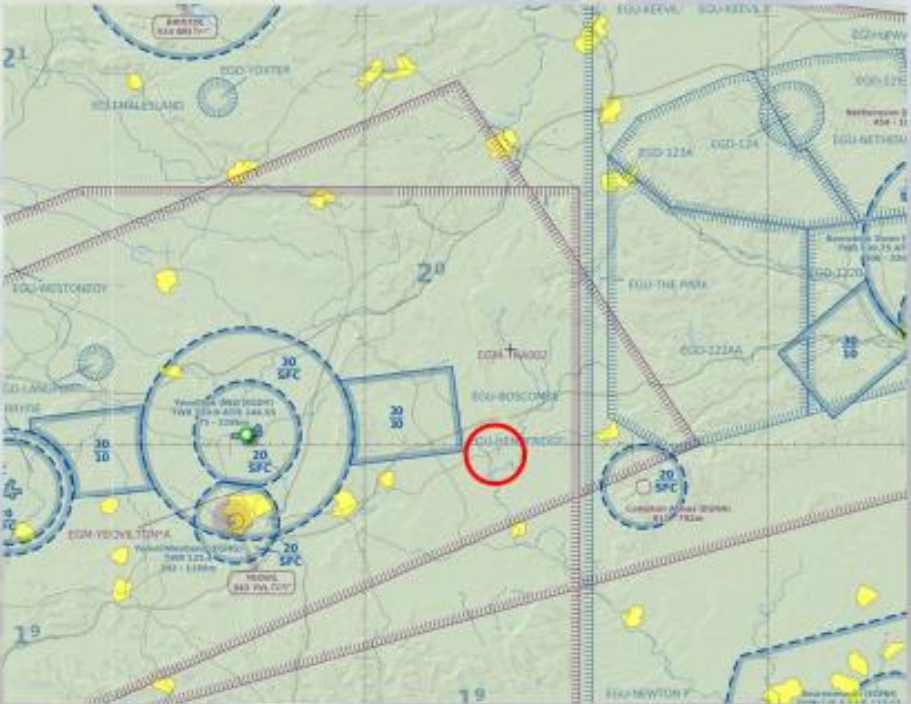
## HENSTRIDGE - AIRSPACE CONTEXT


 Specialist Aviation Services

### Henstridge - Airspace Context




- Unlicensed, small GA aerodrome located in East Somerset, between RNAS Yeovilton and Compton Abbas aerodrome.
- One non-instrument runway (RW06/24).
- Most flying activity in the vicinity of Henstridge is either military or GA.
- Class G airspace.
- Class D.
  - BOH CTZ ( $\approx 15\text{nm SE}$ ).
  - BRS CTZ ( $\approx 20\text{nm NW}$ ).



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Appendix 2 to  
20230627\_ACP\_2022\_033\_Initial\_Assess\_Meeting\_Minutes\_14\_Jun\_23\_V1.0\_FINAL  
Dated 27 Jun 23

POTENTIAL PREFERRED OPTIONS AT STAGE 1



## Current Preferred Options at Stage 1



- Single aircraft ops, no slots required.
- Arrivals (Red).
  - Initial thoughts, 2 potential options.
  - Aligned broadly with existing VFR routing.
  - Sympathetic to Compton Abbas, RNAS Yeovilton and Boscombe.
- Departure (Blue).
  - Two-way comms with RNAS Yeovilton, routing as required by task.



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