

**MINUTES OF ACP-2023-018 & ACP-2023-020 TO INTRODUCE RNP IAP'S AT BENBECULA &
STORNOWAY AIRPORTS ASSESSMENT MEETING
HELD ONLINE ON THURSDAY 5 OCTOBER 2023**

Thursday 5 October 2023

All Attendees

| Present | Appointment | Representing |
|------------------|--|--------------|
| [REDACTED] | Airspace Change Account Manager | CAA |
| [REDACTED] | Airspace Regulator (Technical) | CAA |
| [REDACTED] | Airspace Regulator (Engagement & Consultation) | CAA |
| [REDACTED] | Airspace Regulator (Engagement & Consultation) | CAA |
| [REDACTED] | Airspace Regulator (Environment) | CAA |
| [REDACTED] | Inspector ATS (Operations) | CAA |
| [REDACTED] | Airspace Regulator (IFP) | CAA |
| [REDACTED] | Airspace Regulator (Economist) | CAA |
| [REDACTED] | Aerodrome Operations Manager | HIAL |
| [REDACTED] | ACP Consultant (Trax) | HIAL |
| [REDACTED] | ACP Consultant (Trax) | HIAL |
| [REDACTED] | IFP Designer (Trax) | HIAL |
| Apologies | | |
| [REDACTED] | Airspace Regulator (IFP). | CAA |
| [REDACTED] | Principal Airspace Regulator | CAA |
| [REDACTED] | Inspector ATS (Operations) | CAA |

CAA Assessment Meeting Opening Statement

CAA noted that the following agenda and 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, 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 1616 Part 1C,
- 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 |
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| <p>Item 1 – Introduction</p> <p>Introductions from the CAA and Highlands & Islands Airports Limited (HIAL) attendees and the CAA Account Manager read out the CAA Assessment Meeting Opening Statement.</p> <p>CAA acknowledged that as this is a CAP1616 Part 1C airspace change proposal, the agenda was amended to fit the criteria laid out in CAP1616 (Edition 4), Part1C, pages 97-98.</p> | |

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| <p>Item 2 – Statement of Need (discussion and review)</p> <p>█ read out the Statement of Need for Stornoway and Benbecula Airports (slides 4-6). █ stated that the original change to the approaches at Benbecula Airport had started in 2013 and that due to the withdrawal of the NATS NERL DVOR (end of 2023), it is now becoming critical that these changes are made.</p> <p>Stornoway Airport’s original changes had been subjected to similar extensions in timeframes but is not subject to the same issues with NATS NERL DVOR withdrawal.</p> <p>█ stressed the urgency for the implementation of these procedures to provide resilience and ensure on going life-line services to the remote communities in the event of conventional navaid unserviceability/unavailability.</p> | |
| <p>Item 3 – Confirmation of ACP Level</p> <p>Following earlier email correspondence between HIAL and the CAA, the CAA confirmed both ACPs “will be progressed in accordance with the Part 1C process (Airspace Change Process for RNP Instrument Approach Procedures (IAPs) without an Approach Control Service).” (Slide 7).</p> <p>This was confirmed by the CAA who said a statement to this effect would be uploaded to the Portal.</p> <p>Post Meeting Update The CAA have uploaded a statement to the Portal, confirming both ACPs are Part1C.</p> | <p>CAA</p> |
| <p>Item 4 – Design History</p> <p>(Slide 8) █ provided a summary of the history of these proposed changes, which were begun in 2013/2014.</p> <p>The existing (Cyrrus) designs have already been through a long process of IFP design and have incorporated feedback from previous CAA IFP reviews. They replicate what is currently flown and should already meet the Part 1C Design Principles.</p> <p>HIAL are proposing one ‘Do Nothing’ option and one ‘Do Something’ option for each airport and asked the CAA if this is acceptable and practical?</p> <p>The CAA confirmed that from a stakeholder engagement and technical perspective, providing the rationale for one option was clear and transparent and that no additional stakeholder feedback that suggested alternatives should be pursued was received, that they believe this is a reasonable course of action. The CAA also advised that the history should be explained in the engagement materials to ensure transparency.</p> | |
| <p>Item 5 – Anticipated Timelines</p> <p>The CAA confirmed that a Part 1C ACP is not bound by the normal ACP Gateway schedule (last Friday of each month). HIAL can set their own Gateway dates, with agreement with the CAA and the CAA would expect documents to be submitted to allow a 2–3-week review period, prior to a decision being made.</p> <p>█ asked if two stages could be submitted at the same time, for example, the Stage 2 and Stage 3 documentation. The CAA stated they would prefer a staggered approach, however, would seek confirmation as to whether they could be submitted together.</p> <p>█ asked if HIAL can expect any changes with the new edition of CAP1616 due to be published prior to the end of 2023. The CAA stated that no significant changes are to be expected, but that this would be confirmed with HIAL and added to the minutes.</p> <p>As per slide 9 of the presentation:</p> | <p>CAA</p> <p>CAA</p> |

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| <p>Stage 1 – proposed Gateway & decision to move to Stage 2 – Friday 20 October 2023. Stage 2 – proposed submission to the CAA in December 2023, date to be confirmed by HIAL. Stage 3 – assuming no additional environmental assessments are required, HIAL would submit the required Stage 3 material to the CAA c. March/April 2024.</p> <p>Subsequent Gateways to be confirmed.</p> <p>Post Meeting Update The CAA have confirmed there are no changes expected to the content of the Part 1C process in edition 5 of CAP1616, however the name of the process will change, and the information will be an Appendix to CAP1616.</p> <p>Post Meeting Update The following timeline was agreed by the CAA on 27th October 2023:</p> <table border="0"> <tr> <td>Stage 2 submission - 26 January 2024</td> <td>Stage 2 Gateway - 23 February 2024</td> </tr> <tr> <td>Stage 3 submission - 29 March 2024</td> <td>Stage 3 Gateway - 26 April 2024</td> </tr> <tr> <td>Formal ACP submission - 26 July 2024</td> <td></td> </tr> <tr> <td>17 week DECIDE period - 29 November 2024</td> <td></td> </tr> </table> <p>Target AIRAC - 03/2025 AIS Submission Cut-off Date: Fri 20 Dec 2024 AIRAC Effective Date: Thu 20 Mar 2025</p> | Stage 2 submission - 26 January 2024 | Stage 2 Gateway - 23 February 2024 | Stage 3 submission - 29 March 2024 | Stage 3 Gateway - 26 April 2024 | Formal ACP submission - 26 July 2024 | | 17 week DECIDE period - 29 November 2024 | | |
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| Formal ACP submission - 26 July 2024 | | | | | | | | | |
| 17 week DECIDE period - 29 November 2024 | | | | | | | | | |
| <p>Item 6 – Engagement Activities</p> <p>■ outlined the proposed Stage 3 engagement (slide 10), but confirmed that all relevant stakeholders, including community stakeholders, will be identified once designs are confirmed in Stage 2.</p> <p>The CAA confirmed the scaled down engagement process required for a Part 1C ACP, with no need to engage until Stage 3 and, assuming no additional environmental assessments are required, no need for a formal consultation or use of Citizen Space. The CAA confirmed the engagement requirements for Stages 3 and 4 and the documentation they will expect to be submitted, including an Engagement Strategy, draft engagement material (Stage 3) and an Engagement Summary Report, including all correspondence (Stage 4). The CAA advised that the expectation is all NATMAC members are engaged, however, rationale could be provided as to why some were not relevant and therefore not engaged.</p> <p>Overarching guidance on consultation and engagement in CAP1616 Appendix C may be helpful.</p> <p>The CAA asked if the airports plan to engage separately or together and how long the planned engagement will be? HIAL will carry out the appropriate stakeholder mapping exercises and provide the CAA with the relevant proposal within the Stage 3 Engagement Strategy. The CAA advised that the engagement would need to be carefully managed to avoid stakeholder confusion between the proposals.</p> | | | | | | | | | |
| <p>Item 7 – ATM Safety Questionnaire</p> <p>The ATM Safety Questionnaire is a standard form, which will be provided to HIAL by the CAA as soon as possible. This will need to be submitted as part of Stage 2 and HIAL should complete a separate form for each airport, although it is expected there will be similarities between the two.</p> <p>Post Meeting Update ATM Questionnaire has been received by HIAL.</p> | | | | | | | | | |

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| <p>Item 8 – Next Steps</p> <p>HIAL will draft the minutes of the 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>This will signify the end of Stage 1 and that the CAA approve HIAL to proceed to Stage 2.</p> | |
| <p>Item 9 – Any Other Business</p> <p>The Environmental Regulator confirmed the criteria in CAP1616 for a Part 1C ACP which must be followed, and that a qualitative assessment of option(s) against the required Design Principle related to avoiding overflight of densely populated areas, and any other Design Principles which may be relevant for local considerations is expected. They confirmed that the Air Navigation Guidance 2017 is not applicable but that environmental aspects must be assessed, highlighting paragraph 355 regarding anticipated changes from the introduction of the proposed IAPs that must be presented, and evidence against the criteria listed in paragraph 356 provided in order to scope out further environmental assessments, in particular.</p> <p>The Economic Regulator confirmed that a qualitative economic assessment of the relevant categories of CAP1616, Table E2 will be expected and that information on regards to positive and negative impacts on airspace users should be provided. Details of this assessment and will need to be included in the engagement materials.</p> <p>The Technical Regulator stated that it is important to clearly articulate the safety implications and the impacts on other airspace users and carry out the ATM Safety Questionnaire.</p> <p>The IFP Regulator asked for confirmation if the previous work will be utilised or if it will be a new submission. ■ confirmed that, notwithstanding any updates following stakeholder engagement, HIAL is hopeful that due the process that the IFP designs have already been subjected too, no further changes will be required. HIAL confirmed that the new package of designs for the Benbecula airport had been submitted to the CAA in 2022.</p> | |

ACTIONS ARISING FROM THE STORNAWAY AND BENBECUAL IAP ACP ASSESSMENT MEETING

| Subject | Name | Action | Deadline |
|--------------------------|------|---|-----------------|
| Meeting Minutes | HIAL | Provide draft meeting minutes to the CAA for review. | 12 October 2023 |
| ATM Safety Questionnaire | CAA | Provide copies of the Questionnaire to HIAL. | Completed |
| CAA Portal | CAA | Confirmation that both proposals are Part 1C ACPs. | Completed |
| CAP1616 | CAA | Confirmation to HIAL that there are no changes to the Part 1C process in the upcoming edition of CAP1616. | Completed |
| CAA Portal | HIAL | Upload the redacted meeting minutes and the presentation to the CAA Portal. | 19 October 2023 |

Highlands and Islands Airports Limited
ACP Sponsor