

**Aberdeen International
Airport**



**Aberdeen
International
Airport (AIAL)**

Airspace Change Proposal

Consultation Strategy

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1. Introduction

1.1 Airspace Modernisation

1.1.1 The UK’s airspace is some of the busiest in the world. In 2017 the Department of Transport (DfT) notified aviation stakeholders that, as the demand for aviation is forecast to continue growing, delays and environmental impacts are expected to increase if the UK’s airspace is not upgraded to introduce additional capacity.

1.1.2 In response, the Civil Aviation Authority (CAA) was tasked to develop the UK Airspace Modernisation Strategy (AMS) which was first published in December 2018.

1.1.3 The overall programme of changes required to implement the AMS is considered one of the most significant airspace and Air Traffic Management (ATM) developments ever undertaken. Some of the most important changes described in the AMS concern the widespread adoption of satellite-based navigation technology, known as Performance Based Navigation (PBN).

1.2 Airspace Change Process

1.2.1 Since January 2018 any changes to airspace are required to follow the CAA’s CAP1616 regulatory guidance. CAP1616 outlines a 7-stage process for changing airspace design including community engagement requirements.

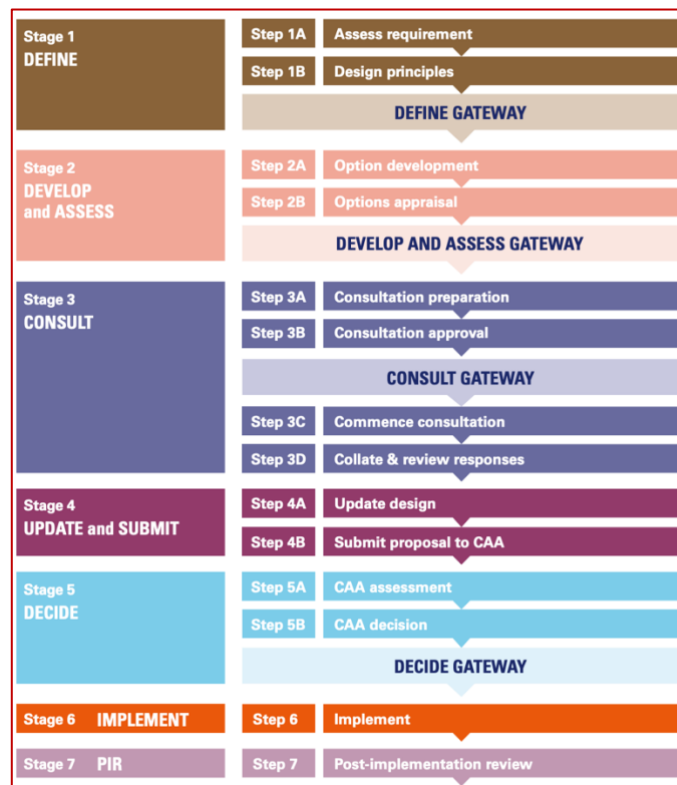


Figure 1: CAP1616 7-stage process

- 1.2.2 The airspace change process should be open and transparent. Stakeholders should be engaged by the change sponsor throughout the airspace change process and have the opportunity to submit feedback in relation to the development of the airspace change proposal.
- 1.2.3 The CAA monitors the progress of an airspace change proposal against the requirements of the airspace change process at key defined points called gateways. At each gateway, the CAA will assess whether the relevant airspace change process requirements have been met. The gateways are there to determine whether the process has been followed up to that point, and whether to approve progress to the next stage.
- 1.2.4 CAP1616 was updated in October 2023 to Edition 5, however, as Aberdeen International Airport Limited (referred to as ‘Aberdeen Airport’ or ‘we’ throughout the rest of this document) was already established in Stage 3 by this date, the CAA confirmed that Aberdeen Airport should continue to carry out Stage 3 in accordance with Edition 4. There is more information about our Airspace Change Proposal (ACP) to date in section 2 of this document.
- 1.2.5 As such, this consultation strategy and all our Stage 3 documentation will be based on the guidance provided in [version 4 of CAP1616](#).

1.3 Aberdeen Airport’s Airspace Change Proposal (ACP)

- 1.3.1 Aberdeen Airport is undertaking an ACP to improve resilience and meet the UK’s AMS. A key element of the strategy is to introduce modern satellite-based navigation, called Performance Based Navigation (PBN), by the end of the decade. For Aberdeen Airport, this means offering modern PBN arrival procedures for resilience and training, alongside our current arrival procedures. It also means reviewing our airspace structures to ensure we are using the minimum volume of airspace necessary.
- 1.3.2 Following the detailed appraisal work undertaken in the Full Options Appraisal (FOA), we have identified the following proposals which we plan to take forward to consultation.
- 1. The introduction of modern satellite-based arrival procedures¹ which would be used by a very small percentage of arrivals for resilience and training purposes; and**
 - 2. The release of a section of the Controlled Airspace (CAS), which is not used by the aircraft arriving or departing from Aberdeen Airport, for the benefit of other airspace users.**
- 1.3.3 The following table presents a very high-level summary of the FOA outcomes. This information is included in this Consultation Strategy document, as it is important to highlight that the FOA showed very few benefits/impacts from these options, and this is important when considering the audience and scale of the consultation.

¹ Required Navigation Performance (RNP 1) Approaches

Assessment category	Assessment outcome summary PBN Arrivals (Vectors to RNP Approach)	Assessment outcome summary Controlled Airspace Option 1
Noise	No material change	No material change from aircraft arriving/departing Aberdeen
Fuel burn and carbon emissions	No material change	No material change
Air quality	No impact	No impact
Biodiversity	No impact	No impact
Tranquillity	No material change	No material change
Resilience	Improved resilience for Aberdeen Airport.	No impact
General Aviation	No impact	27.8nm ³ of CAS released. This improves access and benefits GA operators.
Costs	There are some monetary costs to Aberdeen Airport and Air Traffic Control to implement and deploy the change.	There is a small cost for Aberdeen Airport and Air Traffic Control to implement and deploy the change.
Safety	Improved safety performance	There are some minor amendments required to Aberdeen's existing direct arrival procedures. No adverse impact on safety has been identified.
Airspace Modernisation	Introduces modern satellite-based arrivals at Aberdeen, which is one of the objectives of the Airspace Modernisation Strategy.	Improves GA access to airspace which is one of the objectives of the Airspace Modernisation Strategy

Table 1: High-level summary of FOA outcomes²

1.3.4 We have assessed the PBN arrivals option using an optimistic estimate of 5% of arriving aircraft flying the PBN arrivals, however in reality we expect this to be far lower (c.1%). **Based on the more realistic 1% estimate this would mean less than 1 helicopter flight per day and 1 fixed wing flight per day on average would fly the PBN arrivals.** Based on the 5% estimate this would mean less than 1 helicopter flight per day and around 4 fixed wing aircraft a day on average would fly the PBN arrivals.

1.3.5 Therefore, Aberdeen Airport has proposed to undertake a proportionate, targeted consultation.

1.3.6 This consultation strategy will focus on the key stakeholders who are impacted by the change. These are airlines, General Aviation, and communities within a specific targeted geographical area which was highlighted within the FOA.

² Summary of information contained in the Full Options Appraisal Section 5.2 and 5.6

1.3.7 Aberdeen Airport will also continue to engage with stakeholders who were contacted as part of Stages 1 and 2.

1.4 CAP1616 Stage 3 requirements

1.4.1 The aim of a consultation is that stakeholders who may be affected, both positively and negatively, have an appropriate opportunity to comment on proposals based on a reasonable understanding of them. Enough information must be provided for those consulted to have the opportunity to understand impacts and trade-offs and give informed responses.³

1.4.2 Prior to the commencement of a consultation, the change sponsor is required to develop an appropriate, targeted consultation strategy. CAP1616 outlines what must be covered:⁴

- Who may be affected, positively or negatively, by the change and what their information needs are (including consideration of any seldom-heard audiences)
- How the change sponsor will inform them of the consultation
- How consultation supporting materials will be developed to suit a range of audiences, such as how technical information will be communicated in an accessible way
- What opportunities audiences (including those with no internet access) will have to engage and respond, including the period of the consultation
- What steps will be taken to minimise the changes of the consultation strategy failing and to generate an appropriate level of participation and response if the strategy does fall short of expectations
- The use by the change sponsor of the most up to date and credible, clearly referenced sources to date, with modelling carried out in line with best practices.

1.4.3 The fundamental principles of effective consultation are targeting the right audience, communicating in ways that suits them, and giving them the tools to make informative valuable contributions to the proposal's development. CAP1616 also states that change sponsors should be aware of the Gunning Principles when developing the consultation strategy:⁵

- Consultation should occur when proposals are at a formative stage
- The consultation should give sufficient reasons for any proposal to permit intelligent consideration
- The consultation should allow for adequate time for consideration and response
- The product of consultation must be conscientiously taken into account.

1.5 Purpose of this document

1.5.1 This document is the Consultation Strategy for Aberdeen Airport's Airspace Change Proposal. The purpose is to detail Aberdeen Airport's strategy to ensure an effective consultation on the ACP. It outlines the approach to consultation and how Aberdeen Airport intends to consult with stakeholders and communities.

³ CAP1616 (Edition 4) Page 48, Paragraph 163

⁴ CAP1616 (Edition 4) Page 49, Paragraph 167

⁵ CAP1616 (Edition 4) Page 181, Paragraphs C31-C32

2. ACP to date

2.1 Summary

- 2.1.1 Aberdeen Airport began the ACP to modernise its airspace in November 2019 and passed through Stage 1 of CAP1616 in March 2020. Shortly after this, the project and much of the wider UK programme to modernise airspace was paused due to the COVID-19 pandemic, whilst the aviation industry focused on managing the pandemic, and its recovery from it.
- 2.1.2 The programme was remobilised in March 2021 following the provision of DfT grant funding, allowing Aberdeen Airport to recommence its ACP in May 2021, passing the Stage 2 Gateway in January 2023.
- 2.1.3 Table 2 below summarises the CAP1616 stages already undertaken for this ACP and the stage Aberdeen Airport is now, providing links to previous submission documents with further information.

Airspace change stage	Summary	Link to documents (Also available on the ACP portal)
Stage 1A	In November 2019, Aberdeen Airport submitted its Statement of Need (SoN) to the CAA.	Statement of Need on CAA's Airspace Change Portal
	Aberdeen Airport participated in an assessment meeting with the CAA on 19 November 2019 as part of Step 1A of the CAP1616 process. The purpose of the assessment meeting is for the change sponsor to present and discuss their SoN and to enable the CAA to consider whether the proposal falls within the scope of the formal airspace change process.	Assessment meeting minutes
Stage 1B	At Stage 1B Aberdeen Airport developed a set of design principles with identified stakeholders. The aim of the design principles is to provide high-level criteria that the proposed airspace design options should meet. They also provide a means of analysing the impact of different design options and a framework for choosing between or prioritising options.	Stage 1B Design Principle Submission Report
Stage 2A	Stage 2A requires change sponsors to develop and assess options for the airspace change. In Stage 2A, the change sponsor develops a Comprehensive List of Options that address the Statement of Need and that align with the design principles from Stage 1. Those options are then shared with stakeholder representatives (the same ones engaged with on the design principles). Feedback from the engagement was then used to generate further options where feasible. Finally, all options were qualitatively assessed against the design principles and a Design Principle Evaluation (DPE) was produced. Aberdeen Airport's Comprehensive List of Options is then shortlisted before progressing to Stage 2B.	Stage 2A DPE Submission Document
Stage 2B	Stage 2B requires the Change Sponsor to carry out an Initial Options Appraisal of the (IOA) of the airspace change options which proceed from Stage 2A. The initial appraisal described the options under assessment and the baseline options, before explaining the methodology used to assess each option and the IOA outcome.	Initial Options Appraisal

Airspace change stage	Summary	Link to documents (Also available on the ACP portal)
	Following this the document explained, based on the IOA, which options have been taken forward to Stage 3 and the preferred option(s).	
Withdrawal of Aberdeen Airport from the Airspace Change Masterplan	<p>In September 2023 the Airspace Change Organising Group (ACOG) wrote to the co-sponsors (CAA and DfT) with advice on the proposed withdrawal of Aberdeen Airport from the UK Airspace Modernisation masterplan. The CAA subsequently accepted the proposal.</p> <p>Aberdeen Airport’s ACP was de-coupled from the Masterplan because the proposal no longer had interdependencies with the NERL ACP for the airspace above 7000ft. In addition to this, there were no interdependencies with the other Scottish cluster sponsors (Glasgow and Edinburgh Airports).</p> <p>Withdrawal from the Masterplan allows this ACP to progress on a separate timeline to the rest of the Scottish cluster and does not require Iteration 3 of the Masterplan to be published prior to a Stage 3 gateway. Nonetheless, the ACP does continue to make a valuable contribution to airspace modernisation in the UK.</p>	<p>ACOG Advice to the CAA</p> <p>CAA acceptance to withdraw Aberdeen Airport from the UK Airspace Modernisation Masterplan</p>
Resubmission of Statement of Need	<p>Aberdeen Airport’s original SoN referred to meeting the requirements of (EU) 2018/1048 and removing reliance on Perth (PTH) and Aberdeen (ADN) ground-based navigation aids (VORs) due to NERL’s NAVAID Rationalisation programme. Since submitting the SoN, the UK has withdrawn from the EU, and NERL have notified Aberdeen there is no longer the intention to withdraw the ADN VOR. The reliance on PTH VOR has already been resolved.</p> <p>With these developments in mind, it was prudent to update the Statement of Need to reflect intentions going forwards. Following acceptance of the proposal to withdraw from the ScTMA masterplan cluster, in October 2023 Aberdeen Airport submitted a revised Statement of Need (SoN).</p> <p>All Stage 2 engagement and the development of our Comprehensive List of Options has taken place with regard to this revised Statement of Need.</p>	<p>Revised Statement of Need</p>
Stage 3A	<p>Stage 3A is where the change sponsor is required to plan for consultation and engagement by preparing a consultation strategy, consultation documents and a Full Options Appraisal.</p> <p>This is where Aberdeen Airport is now.</p>	<p>Consultation Strategy</p> <p>Consultation Document</p> <p>Full Options Appraisal</p>

Table 2: Summary of ACP work to date

3. Audience

3.1 Identifying the audience

Existing stakeholders

- 3.1.1 During Stage 1, Aberdeen Airport undertook a stakeholder mapping exercise to identify stakeholders which are affected by current operations and those that could be affected by any changes associated with the ACP.
- 3.1.2 As the ACP process was paused during COVID-19, some stakeholders changed for a variety of reasons. Therefore, another stakeholder mapping exercise was carried out prior to the Stage 2 engagement, to confirm and/or update stakeholders.
- 3.1.3 The list of stakeholders includes representatives from airlines and industry, such as the National Air Traffic Management Committee (NATMAC), General Aviation and other airspace users, and representatives from local councils, environmental groups, and politicians.
- 3.1.4 CAP1616 states that the sponsor must cover who may be affected, positively or negatively, by the proposed changes. As we have stated in the high-level summary of the FOA outcomes (Table 1) and paragraph 1.3.4, there is no material change or no impact for most of our stakeholders, for both proposed changes.
- 3.1.5 The exception to this is a positive impact on General Aviation stakeholders, due to the proposed release of a portion of Controlled Airspace.
- 3.1.6 All stakeholders identified from Stages 1 and 2 form our “existing stakeholders” for our Stage 3 consultation. A list of these existing stakeholders is available at Appendix 1.

Targeted consultees

- 3.1.7 As the design has progressed through the options appraisal phases of the CAP1616 process, the geographical region of those potentially impacted has evolved; and as we moved into Stage 3 it became evident that with our chosen option the impact on many stakeholders, particularly for communities on the ground, is expected to be either negligible or very limited.
- 3.1.8 However, to ensure that we still reach the correct audience for our consultation, we carried out an assessment of where these very limited/negligible impacts of our new arrival routes are likely to be experienced and created a geographical area to identify the audience.

3.1.9 Figure 2 shows the location where the new arrival procedures will join the final approach, with a circle radius of 1.5nm around it.

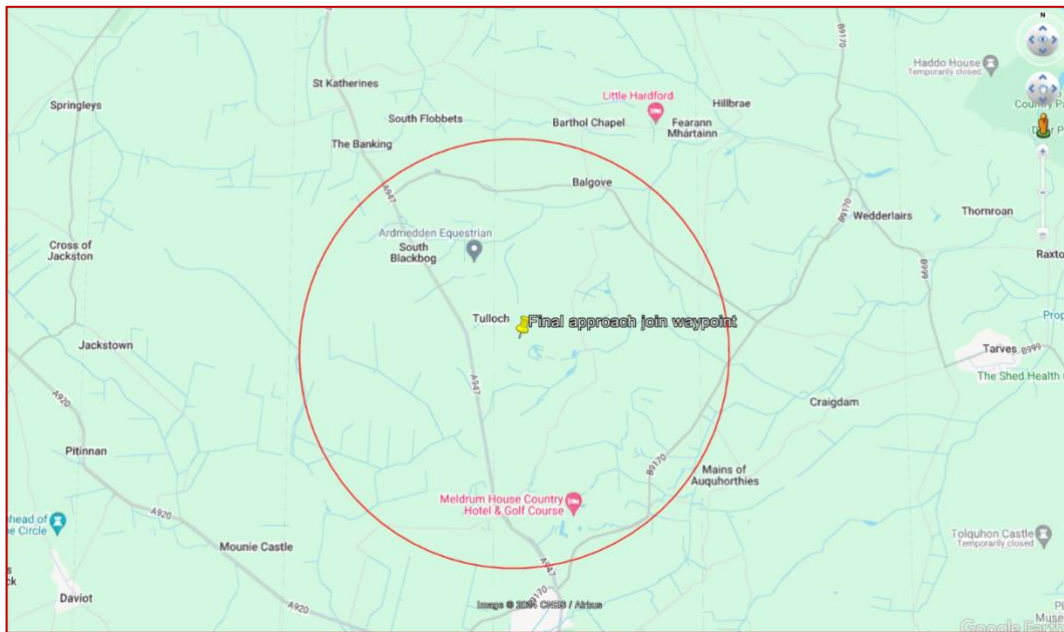


Figure 2: Targeted consultee region⁶

3.1.10 Aberdeen Airport mapped the stakeholders inside Figure 2 and the immediate surrounding areas and have added the following additional stakeholders to our list of consultees.

Residents

3.1.11 As the geographical region outlined in Figure 2 does not necessarily encompass whole villages/towns, Aberdeen Airport has not named specific villages, but has carried out a mapping exercise to identify the specific addresses within this area who will receive information about the consultation.

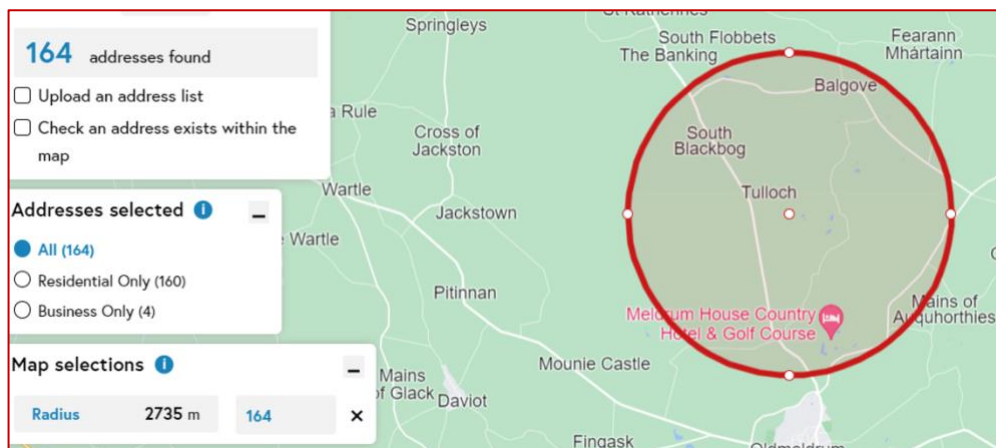


Figure 3: Resident address mapping⁷

3.1.12 More information on how we will notify the residents within this area is detailed in paragraphs 4.1.5 and 4.1.6.

⁶ Google map image using the final approach join waypoint from the Full Options Appraisal

⁷ Google map image combined with Lbox Mapping Software

Additional consultees

Local government

3.1.13 Representatives from Aberdeen City Council are already part of our existing stakeholder list however an additional councillor has been added to the stakeholder list representing Torry/Ferry Hill as they are the current Co-Leader of Aberdeen City Council. We have also added two Aberdeenshire wards of Mid-Formatine, and Turriff and District.

3.1.14 These additions have been made to cover the ward councillors responsible for the geographical region outlined in Figure 2. The areas they cover can be seen in the Figure 4 below, as well as the targeted consultee area.

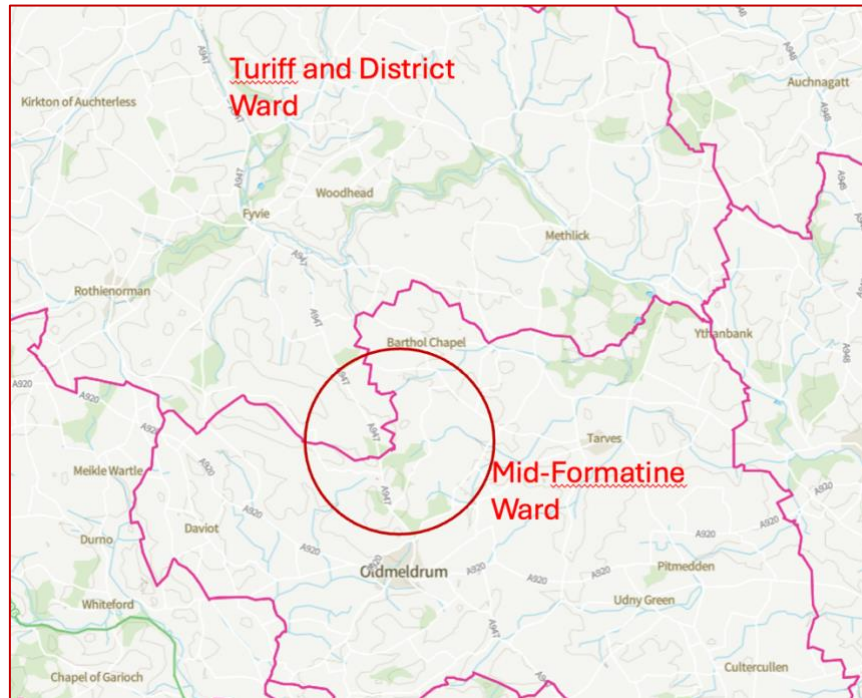


Figure 4: Additional Wards location⁸

MP/MSPs

3.1.15 The following parliamentary stakeholders were added to our list of consultees.

Banffshire & Buchan MP	Minister for Transport
Cabinet Secretary for Transport, Net Zero & Just Transition	Minister for Energy & the Environment

Table 3: MSPs/MPs added to consultee list

CAA advised

3.1.16 As part of the Stage 2 feedback Aberdeen Airport received from the CAA, they advised we add the following stakeholders to our list of consultees.

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⁸ Google maps and data from [Boundaries Scotland](#)

Trump Golf Course (Helicopter Landing Site (HLS))	Aberdeen Royal Infirmary
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Table 4: Consultees added on advice from the CAA

Airlines

3.1.17 Since Stage 1 and Stage 2 engagement has taken place, Aer Lingus has begun operating from Aberdeen Airport, therefore they have been added to the list of additional consultees.

3.2 Information needs of the audience

3.2.1 Aberdeen Airport’s aim for this consultation is to ensure that all impacted stakeholders can participate in a meaningful way.

3.2.2 To ensure that the proposal and the process is fully understood, Aberdeen Airport intends to provide a range of consultation material which will be suited to both existing stakeholders and our targeted consultees. More information on our consultation material is available in [Section 5](#).

3.2.3 Stakeholders will be engaged via online and offline methods to provide all consultees with a wide range of opportunities to learn about the proposals and subsequently provide informed responses. More information on our consultation methods is available in [Section 4.3](#).

3.3 Seldom-heard audiences

3.3.1 CAP1616 emphasises the need to consider any seldom-heard audiences. Therefore, it is important to identify if any sections of the community who may have difficulty engaging with the consultation and who might find some of the proposed activities challenging.

3.3.2 As part of the stakeholder mapping exercise, some hard-to-reach groups had already been identified and form part of our existing stakeholder list in Appendix 1 (Communities).

3.3.3 Following further research into the demographics of the local area, we identified that there are three groups that could be considered as hard to reach.

- Older people
- People with a learning disability
- People with physical disabilities

3.3.4 Therefore, in addition to those outlined in Appendix 1 (Communities), the following groups have been added to our list of consultees. By reaching out to these groups, we hope to provide any members with the means to find out more about our consultation and establish a channel through which they can ask questions and provide consultation responses.

Archway	Enable Scotland (Aberdeen)
Age UK (Scotland)	AbilityNet
SilverCityServers	Aberdeenshire Council - Gypsy Traveller Liaison Officer

Aberdeen City Council - Gypsy Traveller

Liaison Officer

Table 5: Additional organisations

4. Approach

4.1 Notification of consultees

Existing stakeholders

- 4.1.1 Aberdeen Airport will notify the existing stakeholders outlined in Appendix 1 following a successful result at the CONSULT gateway. The email will provide a brief overview of the planned consultation and the start and end dates.
- 4.1.2 At the start of the consultation, which will run for 12 weeks from Monday 29 April 2024 – Sunday 21 July 2024, Aberdeen Airport will email the existing stakeholders identified in Appendix 1 informing them that the consultation has opened and providing them with a link to the consultation material on the Citizen Space Consultation website.
- 4.1.2 Aviation stakeholders who are members of organisations, (those listed in Appendix 1 – Airlines & Industry and General Aviation) will be asked to distribute the email they receive the start of the consultation onto any relevant members of their organisations. The email will state that Aberdeen Airport are happy to receive consultation responses from the organisation(s) as a whole and/or individual members.
- 4.1.3 Due to the limited geographical scope of the consultation Aberdeen Airport will not be asking the local government or the councils listed in Appendix 1 to disseminate the consultation email or information or act as intermediaries.
- 4.1.4 This email will also provide stakeholders with an update of how the scope and proposed changes have evolved since Stage 2, giving them the opportunity to “opt out” of further consultation emails, if they are no longer impacted by the proposals.

Targeted consultees

- 4.1.5 As we have established a targeted consultees area geographically (paragraph 3.1.11), this area will be subject to a leaflet drop at the start of the consultation. It will provide an outline of the consultation and set out how consultees are able to find out more information and respond to the consultation.
- 4.1.6 Aberdeen Airport has also identified a local golf course (Meldrum House Country Hotel & Golf Course) and an equestrian centre (Ardmeddon Equestrian) within the targeted consultee areas, which will receive posters at the start of the consultation.

Additional consultees

- 4.1.7 Aberdeen Airport will notify the additional consultees outlined in tables 3-5 and paragraph 3.1.13 of this document following a successful result of the CONSULT gateway. The email will provide a brief overview of the planned consultation, the start and end dates, and links to the previous submission on the CAA Airspace Change Portal.

4.1.8 At the start of the consultation, Aberdeen Airport will email the additional consultees identified in tables 3-4 and paragraph 3.1.13 of this document informing them that the consultation has opened and providing them with a link to the consultation material on the Citizen Space Consultation website.

4.2 Consultation awareness

4.2.1 It is important that the approach to this consultation remains proportionate with the anticipated impacts of the proposed changes.

4.2.2 Aberdeen Airport has an existing webpage, on its main airport website, dedicated to the Airspace Change Proposal, which can be found [here](#). In addition to this, throughout the ACP to date, a dedicated website has also been established which can be found [here](#). These two locations will be updated with a link to the main Consultation site on the Citizen Space portal.

4.2.3 For the avoidance of doubt, the consultation will be held on the CAA's Citizen Space Consultation website, and this is where all consultation material will be hosted. This website will be linked throughout Aberdeen Airport's consultation materials.

4.2.4 Aberdeen Airport will use existing social media outlets, Facebook, X and LinkedIn to provide a brief outline of the consultation and direct interested parties to the Citizen Space portal. Social media posts will take place at the start of the consultation and approximately 2 weeks prior to the close of the consultation.

4.2.5 Aberdeen Airport has made the decision not to use local media channels, such as local newspapers or local radio to inform the local communities about the consultation. This is due to the limited impacts of the proposed changes. Widespread broadcast of a relatively small airspace change proposal could lead to apprehension about the proposals from members of the public who are not impacted.

4.2.6 A deposit location will be established at Aberdeen Central Library which will house hard copies of the consultation information. This location will be publicised on the Citizen Space Consultation website and on the Aberdeen Airport airspace website.

4.3 Method of consultation

Citizen Space (Consultation website)

4.3.1 The CAA requires the use of Citizen Space as the platform for the Stage 3 consultation. All the consultation material will be uploaded onto the Citizen Space Consultation website. For more information on the full breakdown of consultation material, please see [Section 5](#).

4.3.2 There will also be links provided to the previous Stage 1 and Stage 2 documents relating to the ACP.

4.3.3 Any written responses received by Aberdeen Airport will be transcribed and uploaded onto the Citizen Space Consultation website. Following moderation, which is carried out by the CAA, all consultation responses will be available to view on the portal.

Public drop-in event

4.3.4 As has been outlined, it is anticipated that the impact of the changes to the arrival procedures on stakeholders will be minimal. However, to give those interested the best chance of understanding the proposed changes, interact with the consultation material and provide a response, Aberdeen Airport intends to hold one in-person consultation event.

4.3.5 The event also gives GA and airline stakeholders the opportunity to see the material in-person and ask questions of the technical team.

4.3.6 The event will be held at a location which provides access for public transport and parking and will be held from the afternoon into the evening, to provide those who may be working the opportunity to attend.

4.3.7 Careful consideration will be given to the selection of this location, with it intended that the location will be convenient for those travelling both via public and private transport. The date of the event is TBC; however, it will be prior to the mid-point of the consultation. Information on the date/time and location of the public event will be published on the Citizen Space Consultation website and the Aberdeen Airport Airspace website.

St Mary’s Cathedral Main Hall	Aberdeen Art Gallery
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Table 6: Potential public event locations

4.3.8 The public event will be a drop-in format with attendees able to attend at any point during the event duration. Both technical and non-technical members of the project team will be present to engage and answer any questions.

4.3.9 Printed copies of the consultation materials will be available and display boards of the material will be in situ.

4.3.10 To encourage responses from all audiences, digital technology (QR codes and tablets) will be used to signpost consultees directly to the Citizen Space Consultation website, making it as easy as possible to respond. If required, we will assist consultees with inputting their responses using the tablets available.

4.3.11 Hard copy feedback forms would not be encouraged but would be available if required. Any written responses submitted at the public event will be transcribed by Aberdeen Airport and uploaded to the Citizen Space Consultation website.

Webinars

4.3.12 During the consultation, Aberdeen Airport will host 4 webinars, using video conferencing software to ensure the events are accessible for as many people as possible. The Aberdeen Airport project team will present the consultation material and attendees will be able to ask questions.

4.3.13 The information presented at all the webinars will be the same, however, Aberdeen Airport is targeting different stakeholders at each event, to ensure that tailored discussions and questions can take place.

Webinar #	Audience
Webinar 1	Community consultees
Webinar 2	Aviation/industry consultees
Webinar 3	General Aviation consultees
Webinar 4	Open to all

Table 7: Webinar information

4.3.14 Dates for the webinars are TBC at this stage, however, the dates and times will be published on the Citizen Space Consultation website and the Aberdeen Airport Airspace website at the start of the consultation, with details on how consultees are able to reserve a place and join the webinar.

Deposit location

4.3.15 The consultation materials will be made available at the start of the consultation at the Aberdeen Central Library.

4.3.16 This location has been chosen due to its central location, with access to parking and public transport.

4.3.17 Information at the deposit location will direct individuals to the Citizen Space Consultation website to respond to the consultation in the first instance; however, if consultees are unable to use online methods, feedback forms and freepost envelopes will be available in hard copy.

Individual briefings

4.3.18 During the consultation period, Aberdeen Airport will offer individual briefings to MPs and MSPs. These will be arranged on a case-by-case basis, as and when the political representative takes up the offer.

4.4 Responding to the consultation

Citizen Space Consultation website

4.4.1 The primary method for responding to the consultation is via the Citizen Space Consultation website and all consultees will be directed to the site in the first instance.

Consultation email address and phonenumber

4.4.1 The ACP email address (airspace@aiaairport.com) and phonenumber (0800 298 7040) will be monitored throughout the consultation for consultees to ask any question or request hard copies of the consultation material.

- 4.4.2 Consultees will be informed that they are not able to use the email address to formally respond to the consultation and will be directed to the Citizen Space Consultation website.

Written responses

- 4.4.3 Hard copies of the feedback form will be distributed to consultees on request only, alongside a free-post feedback form, outlined in paragraph 5.3. Any written feedback forms should be sent to the following address:

Aberdeen Airport Airspace Consultation
c/o Cavendish Consulting
1 West Regent Street
Glasgow
G2 1RW

- 4.4.4 All written feedback forms will be transcribed by Aberdeen Airport and uploaded onto the Citizen Space Consultation website.
- 4.4.5 The deadline for written responses is Wednesday 24 July (2359hrs). This is 3 working days after the official close of the consultation, which is Sunday 21 July 2024.

4.5 Encouraging responses

- 4.5.1 Notification emails to existing stakeholders will be issued following a successful Gateway outcome. They will also be emailed at the start of the consultation and at the mid-point. A final email reminder will be issued two weeks before the closing date.
- 4.5.2 Stakeholders participating in the webinars, or the public event will be encouraged to respond to the consultation on the Citizen Space Consultation website.
- 4.5.3 Social media will be utilised at the start of the consultation and two weeks before the closing date.

5. Materials

5.1 Consultation material

- 5.1.1 Airspace change is a complex topic, particularly for those with no technical expertise. It is a requirement of CAP1616 that materials must provide respondents with enough information to ensure they understand the issues and the potential impact of the proposals on them and can give informed responses.⁹
- 5.1.2 Materials will be produced to allow all stakeholders to understand the proposals. Recognising that different stakeholders will have differing levels of interest and knowledge of the proposals; Aberdeen Airport will employ a tiered approach to the main consultation materials:

Tier	Name	Content
1	Summary Document	A short and easy to understand outline of the consultation, with diagrams.
2	Main Consultation Document	This will have more detail on the background of the ACP and the options being proposed by Aberdeen Airport.
3	Full Options Appraisal	This document will contain the full technical data.

Table 8: Core consultation material

- 5.1.3 These documents will be available online at the Citizen Space Consultation website and hard copies will be available at the deposit location.

5.2 Additional material

- 5.2.1 A “Frequently Asked Questions” page will be developed for all consultees. The initial version of this document will contain questions which stakeholders have raised during Stages 1 and 2 of the CAP1616 process, concerning either the process or Aberdeen Airport’s proposals.
- 5.2.2 This document will be updated as the consultation progresses, with any frequent questions that may arise either during the consultation events, or in feedback responses.
- 5.2.3 This document will be available on the Citizen Space Consultation website.
- 5.2.4 Aberdeen Airport will produce a leaflet, which will be distributed to the targeted consultees in the geographical area outlined in paragraphs 3.1.8-3.1.11. This will provide a summary of the proposal and provide details of how interested parties are able to find out more information and respond to the consultation.

⁹ CAP1616 (Edition 4), Page 182, Table C1

- 5.2.5 Aberdeen Airport will produce a poster providing a summary of the proposal and provide details of how interested parties are able to find out more information and respond to the consultation. This poster will be displayed at the locations stated in paragraph 4.1.6 and at the deposit location.
- 5.2.6 Aberdeen Airport will present the consultation material to stakeholders who attend the webinar events. Once the first webinar event has taken place, this presentation will be added to the Citizen Space Consultation website. This presentation will also be used for any stakeholder briefings which may take place, such as those outlined in paragraph 4.3.18.

5.3 Feedback form

- 5.3.1 A feedback form will be available as an Appendix (Appendix B) to the main Consultation Document. The feedback form will contain the same questions as those on the Citizen Space Consultation website.
- 5.3.2 As consultees will be required to respond to the consultation via the consultation website, the feedback form will not be available as a stand-alone document to download. It will only be available at the in-person event by request (see paragraph 4.3.11 for more details) and on request by email or phone. Further details on how consultees can respond in writing will be in the Consultation Document.

6. Consultation length & timeline

6.1 Consultation length

- 6.1.1 The consultation will run for 12 weeks from Monday 29 April to Sunday 21 July 2024. The deadline for online responses is 2359hrs on Sunday 21 July 2024, although postal responses will be accepted up to three working days after this deadline. Responses received after this date may not be taken into consideration.
- 6.1.2 Aberdeen Airport is aware that the summer holidays for schools begin in the Aberdeenshire region from 8 July 2024 and therefore plan to hold the public event and webinars prior to the commencement of the holidays.

6.2 Consultation timeline

- 6.2.1 The table below outlines the key consultation activities and milestones.

Date	Name
March/April	Inform email to existing stakeholders and additional consultees about the forthcoming consultation ¹⁰
Consultation start Monday 29 April 2024	
Monday 29 April	Email to existing stakeholders and additional consultees that the consultation starts on this date, with link to Citizen Space Consultation website
	Distribution of consultation materials to deposit location
	Update to Aberdeen Airport Airspace website with consultation details
Monday 29 April - Friday 3 May	Distribution of leaflets/posters to the targeted consultees in the geographical area
Monday 29 April – Friday 3 May	Social media posts
Monday 13 May – Friday 28 June	Public event 3 x webinars
As required	Stakeholder briefings (MPs/MSPs)
As required	FAQ updates
Monday 3 June – Friday 7 June	Mid-point email to existing stakeholders to encourage responses
Monday 1 July – Friday 5 July	Final Webinar
Monday 8 July	Final reminder (2 weeks to go) email to existing stakeholders, additional consultees, and social media posts
Consultation closes Sunday 21 July 2024 (2359hrs)	

Table 9: Key milestones & activities

¹⁰ Subject to successful Gateway outcome

6.3 Contingency planning

- 6.3.1 While this consultation has been carefully prepared to ensure successful delivery, it is acknowledged that unexpected events can arise that could have an impact on its delivery. Where possible, we will seek to respond to the unforeseen disruptions in a managed and proportionate way.
- 6.3.2 Should any unforeseen events occur; Aberdeen Airport will assess the circumstances and how far the consultation has progressed. Should the public event have already taken place, Aberdeen Airport will endeavour to continue with the consultation as set out in this strategy, as the remaining events take place online.
- 6.3.2 However, should events occur earlier in the consultation, it may be required to reassess upcoming consultation events and the overall timeframe for delivery. Depending on the nature of the occurrence, Aberdeen Airport will consider the following courses of action:
- Additional webinars/online events
 - Rescheduling the public event or increasing the number of public events
 - Extending the consultation beyond 12 weeks (following discussions with the CAA)
- 6.3.3 Should any of the courses of action outlined in paragraph 6.3.2 be required, Aberdeen Airport will inform the existing stakeholders and additional consultees via email. A second leaflet drop will be considered for the targeted consultees if it is proportionate to do so. The Citizen Space Consultation Website will be updated with details, as will the Aberdeen Airport webpage and the dedicated ACP website.

7. Next steps

7.1 Review and categorisation of responses

- 7.1.1 Following the close of the consultation on Sunday 21 July 2024, Aberdeen Airport will collate, review, and categorise the consultation responses. In accordance with CAP1616 (Edition 4) the change sponsor must review the responses and categorise them into those that present information that may lead to a change in the design and those that could not.¹¹
- 7.1.2 Following completion of this, Aberdeen Airport will submit the categorisation document to the CAA, who will review a sample to ensure the categorisation has been done fairly.

¹¹ CAP1616 (Edition 4) Page 55, Paragraph 189

Appendix 1 – Existing stakeholder list¹²

Local government & parliament

Aberdeen City Council	Aberdeenshire West (MSP)
Lower Deeside	North East Scotland (MSPs)
Aberdeen Central (MSP)	Aberdeen North (MP)
Aberdeen Donside (MSP)	Aberdeen South (MP)
Aberdeen South & North Kincardine (MSP)	Gordon (MP)
Aberdeenshire East (MSP)	West Aberdeenshire & Kincardine (MP)

Airlines & industry

BGA Airspace Committee	Loganair
NATS (NATMAC Member)	KLM
ACOG (NATMAC Member)	Lufthansa
Isle of Man CAA (NATMAC Member)	Longside Airfield/North East Aviators/Buchan Aero Club/Aberdeen Air
Airlines UK (NATMAC member)	Ryanair
Edinburgh International Airport	SAS
Glasgow International Airport	Easyjet
Insch Airfield	Swissport
HIAL	TUI
Air Baltic	Wideroe
Air Task (Directflight)	West Atlantic
BA City Flyer	Wizzair
Babcock Helicopters	United States Air Force Europe (NATMAC Member)
Balkan Holidays	Danish Air Transport
Bristow Helicopters Ltd	Aviation Environment Federation (NATMAC Member)
British Airways (NATMAC Member)	British Airline Pilots Association (NATMAC Member)
Eastern Airways	Ministry of Defence (NATMAC Member)
Heavy Airlines (NATMAC Member)	Honourable Company of Air Pilots (NATMAC Member)

¹² NATMAC members from the list provided by the CAA in November 2023. BAe Systems requested to be removed from the Aberdeen stakeholder list.

Military Aviation Authority (NATMAC Member)	RAF Lossiemouth
UK Airprox Board (NATMAC Member)	UK Flight Safety Committee (NATMAC Member)
Aberdeen International Airport Consultative Committee	Navy Command HQ (NATMAC Member)
Nestrans	

Note: Flybe and Stobartair no longer operate from Aberdeen Airport and therefore have been removed from the existing stakeholder list.

General Aviation (GA)

Airspace4All	Airfield Operators Group (NATMAC Member)
British Balloon & Airship Club (NATMAC Member)	Airport Operators Association (NATMAC member)
Strathaven Gliding Club	Buchan Aero Club
Insch Flying Group	Insch Airfield
Deeside Gliding Club	Alexander Air Flight Training (Dyce)
Aberdeen Light Aircraft Association	HJS Helicopters
British Model Flying Association	Cabro Aviation
CHC Scotia Helicopters	CHC Scotia
Grampian Microlight Flying Club	Signature Flight Support Aberdeen
British Parachute Association	Oil & Gas UK
British Microlight Aircraft Association (NATMAC Member)	British Skydiving (NATMAC Member)
Air Task (Directflight)	Gama Aviation
PPL/IR (Europe) (NATMAC Member)	British Business and General Aviation Association (NATMAC Member)
General Aviation Alliance (NATMAC Member)	General Aviation Safety Council
Helicopter Club of Great Britain (NATMAC Member)	Light Aircraft Association (NATMAC Member)
NHV Helicopters	Association of Remotely Piloted Aircraft Systems (NATMAC Member)
Aircraft Owners & Pilots Association (NATMAC Member)	British Gliding Association (NATMAC Member)
Guild of Air Traffic Controllers (NATMAC Member)	British Hang Gliding & Paragliding Association
British Helicopter Association (NATMAC Member)	British International Freight Association
Drone Major	

(NATMAC Member)	
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Communities

Catterline, Kineeff & Dunnottar Community Council	Crathes, Drumoak & Durrish Community Council
Cruden Community Council	Echt & Skene Community Council
Fintray Community Council	Inverurie Community Council
Kemnay Community Council	Kintore & District Community Council
Newmachar Community Council	North Kincardine Community Council
Stonehaven & Distict Community Council	Tarves Community Council
Udny Community Council	Westhill & Elrick Community Council
Meldrum, Bourtie & Daviot Community Council	Newtonhill, Muchals and Cammachmore Community Council
Braeside & Mannofield Community Council	Bridge of Don Community Council
Bucksburn & Newhills Community Council	Culter Community Council
Danestone Community Council	Dyce & Stoneywood Community Council
George Street Community Council	Old Aberdeen Community Council
Abredeem & Stonehaven Yacht Club	Abacus Pre-School
Cornhill Primary School	Friends of Seaton Park
Hazelhead Academy	Marischal College
North East Scotland Cottage	Aberdeen Council of Voluntary Organisations
Disability Equality Scotland	Engender
Mental Health Aberdeen	Organistion for Nepalese Culture & Welfare
Priority Wellbeing Centre Aberdeen	Scottish Association for Mental Health
Scottish Association of Social Work	Scottish Autism
Wings for Warriors	Voluntary Services Aberdeen
Aberdeen Trade Union Council	North East Scotland Climate Change Partnership
Opportunity North East	Ramblers Scotland
Unite the Union	National Trust Scotland
Environmental Protection Scotland	Friends of the Earth
Scottish Environment Link	Scottish Countryside Alliance
Scottish Wildlife Trust	SEPA
Royal Society for the Protection of Birds	Police Scotland
Transport Scotland	Scotland's Charity Air Ambulance
Scottish Ambulance Service	NHS Grampian
Scottish Mountain Rescue	