

Date issued: 26 Jun 24

File reference: 20240626-RAF Honington ACP 2024-019 Assessment Meeting Minutes

### RAF Honington ACP 2024-019 Assessment Meeting Minutes Held on 3 Jun 24

<b>Present</b>	██████████	Airspace Regulator (Technical) and Case Officer (CsO)	Chair
	██████████████████	DAATM Airspace Strategy SO2 (AS)	Via MS Teams
	██████████████████	DAATM Airspace Plans SO2 (AP)	Via MS Teams
	██████████	Airspace Regulator (Technical) (ART)	Via MS Teams
	██████████	Airspace Regulator (Environmental) (AREn)	Via MS Teams
	██████████	Airspace Regulator (Economic) (AREc)	Via MS Teams
	██████████	Airspace Regulator (Engagement and Consultation) (ARE&C)	Via MS Teams
<b>Apologies</b>	Nil		
<b>Secretary</b>	██████████████████	RAF Honington Aerodrome Operator (AO)	Via MS Teams

### CAA Assessment Meeting Opening Statement

CAA noted that Enclosures 1 and 2 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 pre-scaled ACP process/Level 3,
- 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.

Item	Minutes	Action / lead
<b>1. Matters arising</b>	<p>a. This was the first meeting regarding ACP 2024-019 following the submission of the Statement of Need, and was held as the Assessment Meeting to discuss the proposal. The meeting was held on 3 Jun via MS Teams.</p>	
<b>2. Item title</b>	<p><b>Introduction</b></p> <p>a. No apologies were received and all attendees introduced their positions and roles in this ACP.</p> <p><b>Statement of Need</b></p> <p>b. The AO highlighted the three parts to this ACP:</p> <p>(1) <b>ENR 2.2.</b> To relocate the ATZ centre (ARP) for RAF Honington approximately 500m to the West. Increase the ATZ radius to 2.5NM iaw the ANO. Amend the operating times from just Sat-Sun to also include Public Holidays.</p> <p>(2) <b>ENR 5.5.</b> To relocate the Gliding Site centre for RAF Honington approximately 500m to the West.</p> <p>(3) <b>ENR 5.1.</b> As a second order consequence of the above, the FRZ (EGRU234A-C) boundaries detailed in ENR 5.1 would also need to be changed.</p> <p><b>Issues or opportunities arising from proposed change</b></p> <p>c. The AO highlighted that:</p> <p>(1) RAF Honington has undergone a change of use and is now a Tier 1 Military Aerodrome iaw Military Aviation Authority (MAA) Regulatory Article (RA) 1010.</p> <p>(2) An up to date aeronautical survey completed under the CAP 232 and Measured Heights Survey framework has produced new runway data. The Aerodrome Reference Point and centre of the ATZ is historically recorded in the Civ AIP at 522036N 0004648E; however, the survey has calculated that the ARP should be at 522034N 0004622E.</p> <p>(3) Additionally, the runway length is now 2745m in length and therefore as per the ANO, the ATZ radius should be 2.5NM as opposed to the current published radius of 2.0NM.</p>	

(4) With the ARP moving this will also affect the gliding site and FRZ centres in ENR 5.5 and 5.1 respectively.

(5) The ATZ is only published as active at weekends however, it is also requested to include Public Holidays (would increase by approximately 5-7 days per year).

(6) The ARP and runway lengths were updated in the Mil AIP as part of the 03/24 AIRAC Cycle.

(7) The current layout and issues were discussed using Mil Charts and the Mil AIP. These are included within the ACP presentation embedded at Enclosure 2 (Slides 6-9), also uploaded to the ACP portal.

**Options to exploit opportunities or address issues identified**

d. The AO highlighted the changes that would be implemented by moving the ARP and increasing the ATZ radius. This diagram is included within the ACP presentation embedded at Enclosure 2 (Slide 10), also uploaded to the ACP portal.

e. A discussion was held regarding the MOD Tier Status of RAF Honington and whether it met Tier 1 or Tier 2 status. The AO highlighted that the Tier status is defined under MAA Regulatory Articles (RA) and specifically [RA 1010 – Head of Establishment Responsibilities](#). RA 1010 states at Para 2 that any MOD Aerodrome where permanently based MOD Duty Holder (DH) aviation activity takes place, should be classified as a Tier 1 Establishment. Since 611 Volunteer Gliding Squadron (VGS) is permanently based at RAF Honington, and are military registered aircraft under a DH contract, that meets the requirements for Tier 1. The difference in Tiers is the level of MAA Regulation that is applied to the site. Annex A to RA 1010 details the decision making process as a flowchart to assist Heads of Establishments (HoEs), with Annex B detailing the exact regulations that apply to each Tier.

**Provisional indication of the level and process requirements**


f. The CsO highlighted that this would appear to be a Level 3 ACP iaw CAP 1616, but would confirm with the

	<p>Airspace Regulation Principles.</p> <p>g. AREn stated that the MOD was not required to assess the environmental impacts that are a direct result of Mil aircraft, but must assess the consequential environmental impacts from Civ aircraft that are caused as a result of the ACP (CAP 1616i para 2.19). CAP 1616f para 2.36 details the information to include for the description of the current day scenario at Stage 1.</p> <p>h. Additionally, the environmental assessment may be scaled to a qualitative description, provided that the sponsor presents a robust rationale supported with appropriate evidence (eg, any change in tracks, occurrence of funnelling, low activity levels) which is acceptable and confirmed by the CAA (CAP 1616i para 2.16-2.17). At Stage 2, the sponsor must also complete and submit the Habitat Regulations Assessment early screening criteria form (CAP 1616i page 33).</p> <p>i. AREc stressed the points detailed above.</p> <p>j. ARE&amp;C highlighted the requirements of CAP 1616h and specifically those of Chap 2 which details the process overview for Level 3 ACPs. Para 2.30 also details the strategy for stakeholder engagement. It is the change sponsor's responsibility to identify relevant stakeholders and provide a rationale for stakeholders selected, including members on the NATMAC list. Any other local clubs should be identified and engaged with if those activities take place in the area.</p> <p>k. The AO detailed the intent to consult GA users and local airfields within a 10NM radius of RAF Honington, along with national bodies, eg BGA, DAATM etc.</p> <p>l. The change sponsor is welcome to produce an engagement strategy that sets out how effective engagement can be facilitated. There is a template in Appendix B of CAP1616f that can be used. This can be shared with the CAA for comment. Whilst it is not a requirement to produce an engagement strategy, the change sponsor will be expected to demonstrate how effective engagement has taken place as part of the submission at stage 4. The CAA will be looking for evidence of an effective two-way conversation between yourselves and stakeholders, and how this has informed the development of the proposal.</p> <p>m. There is no set duration for the period of engagement, although the length of engagement should</p>	<p><b>CsO</b></p> <p><b>AO</b></p> <p><b>AO</b></p> <p><b>AO</b></p>
--	--	--

	<p>be appropriate and proportionate, with the justification of this outlined within the final submission.</p> <p>n. In terms of stakeholder engagement material, stakeholders should be given sufficient information to be able to understand what is being proposed, determine the potential impacts on them and allow them to give informed responses. The required elements of engagement material are set out in paragraph 2.30 of CAP1616h.</p> <p>o. Post engagement, outputs from stage 3 must be included as part of the final airspace change proposal submitted to the CAA at stage 4. This may include engagement material, any related engagement evidence and an engagement summary report.</p> <p><b>Provisional process timescales</b></p> <p>p. Depending on the outcomes of para 2l and 2m detailed above, the AO could be ready to:</p> <ul style="list-style-type: none"> <li>(1) Commence stakeholder engagement by <b>31 Aug 24</b>.</li> <li>(2) Allow 60 days for stakeholder response up to <b>30 Oct 24</b>.</li> <li>(3) Stakeholder assessment and Stage 4 submission ready to the CAA by <b>30 Nov 24</b>.</li> <li>(4) Assuming a two month assessment period by the CAA for a decision by <b>31 Jan 25</b>.</li> <li>(5) If approved an Aurora CR could be submitted by the AO to meet AIRAC 05/2025 with a submission deadline of <b>14 Feb 25</b> and an effective date of <b>15 May 25</b>.</li> </ul> <p><b>Next steps</b></p> <p>q. As per para 2f the CAA will provide confirmation that this ACP is in scope for Level 3.</p> <p>r. As per CAP 1616h para 2.16, the CAA will provide a list of process requirements for the proposal, and which Stage 2 and 3 elements apply.</p> <p>s. Once received the AO will commence work on the Stage 2 and 3 elements that are required.</p>	<p><b>CsO</b></p> <p><b>CsO</b></p> <p><b>AO</b></p>
<b>3. AOB</b>	a. Nil.	

<b>4. Date of next meeting</b>	a. N/A unless required by CAA.	
--------------------------------	--------------------------------	--

***Signed electronically***

  
 Wing Commander  
 Aerodrome Operator  
 RAF Honington

Enclosures:

1. 20240603-RAF Honington ACP 2024-019-Assessment Meeting Agenda.



20240603-RAF  
Honington ACP 2024

2. 20240603-RAF Honington APC 2024-019-Assessment Meeting Presentation.



20240603-RAF  
Honington ACP 2024