

## Meeting Minutes

### Edinburgh Airport FASI ([ACP-2019-32](#)) | Stage 3 Consult Gateway Submission

Held on Friday 6 September 2024 (1000-1100) on MS Teams

Present	Appointment	Representing
[REDACTED]	Manager Airspace Regulation	CAA
	Airspace Change Account Manager	CAA
	Principal Airspace Regulator (Environment)	CAA
	Airspace Regulator (Engagement and Consultation)	CAA
	Principal Airspace Regulator (Technical)	CAA
	Strategic Airspace Change Manager	CAA
	Head of Airspace	EAL
	Chief Communications and Sustainability Officer	EAL

#### Item 1 – Introduction

The CAA Airspace Change Account Manager welcomed attendees to the meeting. An opening statement was read out to clarify the scope and purpose of the meeting:

The purpose of the meeting was to discuss the work submitted by Edinburgh Airport Ltd (EAL) for the Stage 3 Consult Gateway of the CAP 1616 process. Due to the technical nature of the proposal, the CAA emphasised the importance of correctly preparing the consultation materials. It is essential that stakeholders who may be affected, both positively and negatively, are given an appropriate opportunity to comment on the airspace change proposal, based on a reasonable understanding of it. This is key to ensuring the success of the consultation process.

In accordance with the CAP 1616 process, the CAA requested this meeting with EAL to discuss the outputs and related evidence from the Stage 3 submission.

The CAA has identified several areas where there are gaps in the evidence and raised preliminary queries during the meeting. While the CAA can provide policy and technical guidance on matters relating to consultation, the CAA clarified that it cannot advise on the specific course of action a change sponsor should take regarding the quality or suitability of their proposed designs.

The CAA confirmed that it would prepare minutes summarising the discussion. These minutes will be published on the Airspace Change Portal.

#### Item 2 - Stage 3 Gateway Submission

The CAA provided EAL with a high-level overview of the key areas where it had identified gaps or where it considered clarification was required in the proposed consultation materials but emphasised that this is not an exhaustive list as the regulatory assessment of EAL's Stage 3 submission remains ongoing.

The identified gaps highlighted in the meeting generally related to the consistency and clarity across the proposed consultation materials.

The CAA explained that should EAL decide to proceed to the Gateway, the Gateway would be held at the end of September. If EAL elect to withdraw the submission from the September 2024 Gateway, the CAA would need to identify a new Gateway slot and publish a statement on the airspace change portal explaining EAL’s withdrawal from this Gateway date.

It was emphasised that it would be inappropriate for the CAA to make any recommendation to EAL on potentially withdrawing from the Gateway, as ultimately it is the change sponsor’s decision and responsibility. EAL confirmed they would consider the feedback provided at the meeting and advise the CAA of the intentions in the coming days.

**Item 3 – Timeline and next steps**

Should EAL elect to withdraw from the September 2024 Gateway, the CAA advised that any proposed timeline would be considered in line with the CAA’s published prioritisation policy. EAL will also require to co-ordinate with ACOG given the overall programme plan for Masterplan ACPs.

The CAA confirmed that the ScTMA Masterplan ACPs must be formally assessed by the CAA in parallel at the same Gateway due to the linkage to the Masterplan process. This is due to interdependencies between the airspace change proposals.

█ confirmed the need to speak with the EAL project sponsor regarding next steps, in addition to engaging with Glasgow and NERL who form part of the ScTMA Masterplan cluster. EAL remain fully committed in ensuring that their Stage 3 Gateway submission meets the CAP 1616 process requirements and will prioritise resources where required. EAL were tasked with contacting their CAA Airspace Change Account Manager once a decision has been made on whether to withdraw or to proceed to the Gateway.

**Post meeting note**

*9 September 2024: EAL provided written confirmation to the CAA that they have elected to withdraw their Stage 3 submission from the September 2024 Gateway.*

**Actions arising from the meeting**

<b>Subject</b>	<b>Name</b>	<b>Action</b>
Stage 3 Submission	EAL	Provide confirmation to the CAA of EAL’s intentions regarding the September 2024 Gateway  <b><u>Post meeting note</u></b>  <i>9 September 2024: EAL provided written confirmation to the CAA that they have elected to withdraw their Stage 3 submission from the September 2024 Gateway.</i>
Meeting minutes	CAA	Provide draft minutes to the EAL