

**South Yorkshire Joint Authorities
Governance Unit**
18 Regent Street,
Barnsley, South Yorkshire S70 2HG.

Our ref: DSACC/AIS

Your ref:

Date: 12 October 2016

This matter is being dealt with by: **Andrew Shirt**
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Dear Member

DONCASTER SHEFFIELD AIRPORT CONSULTATIVE COMMITTEE
THURSDAY 20 OCTOBER 2016

I write to inform you that the next meeting of the Doncaster Sheffield Airport Consultative Committee will be held on **Thursday 20 October 2016 at 10.00 am in the Blenheim Meeting Room, Heyford House, Doncaster Sheffield Airport, First Avenue, Doncaster, DN9 3RH.**

Please note car parking is available in Heyford House staff car park; access can be gained by pressing the 'help' button.

The agenda and supporting papers are attached for information.

Yours sincerely



Andrew Shirt
Committee Secretary

Encs

Membership:

Alan Tolhurst OBE (Chair)

Jim Bamford (Nottinghamshire County Council), Councillor Joe Blackham (Doncaster MBC), Councillor Rachael Blake (Doncaster MBC), Andrew Bosmans (FODSA), Councillor Johanna P Churchill (Lincolnshire County Council (Sub for Cllr O'Connor)), Phil Cole (Office of Caroline Flint MP), Mike Cotterill (Peel Airports Management), Councillor Jane Cox (Doncaster MBC), Daniel Fell (Doncaster Chamber of Commerce and Enterprise), Councillor Robin Franklin (Barnsley MBC), Steve Gill (Doncaster Sheffield Airport), Councillor Denise Lelliott (Rotherham MBC), Parish Councillor Norma McCarron (Blaxton Parish Council), Councillor Bill Mordue (Doncaster MBC), Kellie Naylor (Doncaster Sheffield Airport), Peter Nears (Peel Holdings (Management Ltd)), Councillor Pat J O'Connor (Lincolnshire County Council), County Councillor Chris Pearson (North Yorkshire County Council), Councillor David Pidwell (Bassetlaw DC), Councillor Helen Richards (Substitute Member for Bassetlaw District Council), Marina Di Salvatore (West Lindsey District Council), Councillor Ian Saunders (Sheffield City Council), Andrew Shirt (Committee Secretary), Councillor Pam Skelding (Nottinghamshire County Council), Councillor Alan Smith (Doncaster MBC), Councillor Charles L Strange (West Lindsey District Council), Robert Wilkinson (Bassetlaw Development Agency), Yvonne Woodcock (Ex-Officio), Parish Councillor Jennifer Worthington (Cantley with Branton Parish Council) and Richard Wright (Sheffield Chamber of Commerce and Industry)

Purpose of the Doncaster Sheffield Airport Consultative Committee

The Doncaster Sheffield Airport Consultative Committee provides the mechanism for the exchange of information between the Airport Operator (Peel Airports Ltd), users of the airport, local authorities in the vicinity airport and other organisations surrounding the airport which have an interest in the operations and management of the airport. Specifically, the Committee is:

- a. To foster communication and build understanding between the airport, its users, local residents and the business community.
- b. To stimulate the interest of the local population in the development of the airport.
- c. To consider the impact of the airport operation on the environment, surface access, employment, the local and regional economy, and the circumstances of local communities and their residents.
- d. To monitor the implementation of the Airport Operator's commitments made under the S106 Agreement between the Airport Operator and Doncaster Metropolitan Borough Council.
- e. To consider and comment upon consultative reports, as required.
- f. To facilitate constructive discussion to resolve differences, when required.

DONCASTER SHEFFIELD AIRPORT CONSULTATIVE COMMITTEE

THURSDAY 20 OCTOBER 2016

IN THE BLENHEIM MEETING ROOM, HEYFORD HOUSE, DONCASTER SHEFFIELD AIRPORT, FIRST AVENUE, DONCASTER, DN9 3RH.

AGENDA: Reports attached unless stated otherwise

	Item	Page
1	Welcome, Introductions and Apologies for absence	
2	Announcements	
3	Presentation from UK Border Force	
4	Minutes of the meeting held on 14 July 2016	1 - 8
5	Matters Arising	
6	Airport Activities Update Report	Verbal
7	Draft Minutes of the Noise Monitoring and Environmental Sub-Committee held on 15 September 2016	9 - 18
8	Schedule of 2017 Meeting Dates	19 - 20
9	Any other Business	
10	Date and time of next meeting - Annual General Meeting and Ordinary Meeting - Thursday 12 January 2017 at 10:00 am in the Blenheim Meeting Room, Heyford House, Doncaster Sheffield Airport	

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ROBIN HOOD DONCASTER SHEFFIELD AIRPORT

AIRPORT CONSULTATIVE COMMITTEE

14 JULY 2016

PRESENT: Alan Tolhurst OBE (Chair)
V Alty (Robin Hood Airport), A Bosmans (FODSA), M Cotterill (Peel Airports Management), D Lelliott (Rotherham MBC), Parish Councillor N McCarron (Blaxton Parish Council), B Mordue (Doncaster MBC), K Naylor (Robin Hood Airport), Councillor P J O'Connor (Lincolnshire County Council), County Councillor C Pearson (North Yorkshire County Council), D Pidwell (Bassetlaw DC), Councillor I Saunders (Sheffield City Council), A Shirt (Committee Secretary), Councillor A Smith (Doncaster MBC), M Thomas (West Lindsey District Council), Y D Woodcock (Ex-Officio) and Parish Councillor J Worthington (Cantley with Branton Parish Council)

Apologies were received from: Councillor R Blake, Councillor J Cox, Councillor R Franklin, S Gill, M Di Salvatore and Councillor C L Strange

1 WELCOME, INTRODUCTIONS AND APOLOGIES FOR ABSENCE

The Chair welcomed everyone to the July meeting of the Airport Consultative Committee (ACC).

Introductions were made and apologies for absence were noted as above.

2 ANNOUNCEMENTS

A Tolhurst commented that following the April ACC meeting, a number of significant events had occurred nationally. Firstly, the impact of Brexit was currently unknown, along with the UK's political system. In relation to the impact on aviation, commentators seemed to be divided on the subject.

A Tolhurst invited M Cotterill to provide the Committee with the Airport's view on Brexit.

M Cotterill commented that, unfortunately at this current moment in time there remained a number of unknowns; a number of thoughts and potential scenarios had come to light following the UK's vote to exit from Europe; all of which had different outcomes.

It was noted that one of the most significant risks for aviation would be the potential loss of the UK's membership of the European Common Aviation Area (ECAA), which as an EU member, the UK aviation industry currently benefits from access to the ECAA which allows British airlines to fly a route to and from any country in the ECAA. Currently, it was unclear if airlines would no longer enjoy automatic access to this liberalised market.

In terms of airlines operating from Robin Hood, it was indicated that if Brexit occurs then there could, potentially be less passengers arriving into Robin Hood on Wizz Air routes from eastern European areas.

3 PRESENTATION ON UK BORDER FORCE AND POLICING AT ROBIN HOOD AIRPORT

A Tolhurst reported that, unfortunately due to staffing levels, a representative from Border Force was unable to attend today's meeting.

It had been agreed that the presentation be re-scheduled to the October ACC meeting.

4 MINUTES OF THE MEETING HELD ON 14 APRIL 2016

RESOLVED – That the minutes of the ACC meeting held on 14 April 2016 be agreed as a correct record.

5 MATTERS ARISING

i) Vulcan to the Sky Trust – Restoration Project of a Mosquito World War 2 Aircraft

A Tolhurst commented that there had not been any recent communications from the Trust regarding the restoration project of a Mosquito World War 2 Aircraft.

It was noted that the Trust had recently purchased a Canberra WK163 aircraft for restoration.

ii) Membership of the ACC

A Bosmans asked if consideration could be given to allow for a representative to attend ACC meetings from the South Yorkshire Branch of the Yorkshire Local Councils' Associations.

A Tolhurst asked Members for their opinion; no objections were received.

A Tolhurst agreed to consider the request and discuss further with A Bosmans outside of today's meeting. **ACTION: A Tolhurst**

iii) Presentation on Drones and Lasers

It was noted that Members of the ACC had been invited to the June meeting of the Noise Monitoring and Environmental Sub-Committee where a presentation had been delivered on Drones and Lasers.

A Tolhurst informed Members that they had been asked to report any activity to the Airport which they may witness currently taking place in villages close-by to the Airport, in relation to Balloons, Fireworks, Lasers or Drones on the following telephone number **01302 625642**. The Airport could then take action to sanitise the airspace above the particular area.

iv) Car Parking at Robin Hood Airport

Y Woodcock commented that she was pleased to observe that one of the car parks close to the terminal building was currently closed due to it being full to capacity.

M Cotterill informed Members that there had been record levels of demand for onsite car parking, so much so that the Airport was having to construct a temporary car parking capacity to meet demand.

In relation to car parking enforcement, M Cotterill reported that from the beginning of July 2015 to the end of June 2016, 2,797 Penalty Charge Notices (PCNs) had been issued by the private parking enforcement firm, Vehicle Control Service Ltd, who monitored the Airport's access roads on behalf of Peel Investments North and Peel Land and Property. It was noted that 490 appeals had been received; of which 83 had gone to the 2nd stage of the appeals process. Over the 12 month period, there had been 427 less tickets issued than the previous year.

Councillor Mordue reported that a Doncaster MBC vehicle had recently stopped on Hurst Lane to clear-up broken glass and subsequently, in the days following, the Council had received a car parking fine for stopping on Hurst Lane.

A Tolhurst informed the Committee that this issue had been reported at the June meeting of the Noise Monitoring and Environmental Sub-Committee. A Tolhurst requested that the airport follows-up with Stephen Racjan at Doncaster MBC.
ACTION: K Naylor

The Committee was again, of the opinion that stories in the press regarding car parking fines at Robin Hood Airport, could have a reputational risk for Peel Airports Ltd.

In terms of signage, Members asked if the warning signs displayed on the Airport's access roads were visible enough.

M Cotterill assured Members' that the Airport's Commercial Manager was in regular dialogue with Vehicle Control Services Ltd, and that the Committee's comments had, and would again, be passed onto him.

v) Pilgrim Fathers 400th Anniversary

M Thomas informed Members that an Illuminate 2016 Event would take place in Doncaster later in the year. The local councils were currently marketing the event.

It was reported that the Northern Group of the Pilgrim Fathers were currently making plans to progress a memorial trail via a national HLF bid. Visit Lincoln were currently talking to groups in America to attract visitors to the area.

Councillor Pidwell suggested that the Airport makes contact with John Mann MP regarding where it could provide its input.

vi) Portable Noise Monitor – Request from Blaxton Parish Council

Parish Councillor McCarron asked if there had been any progress made with regards to fixing the portable noise monitor.

K Naylor reported that there had been a number of technical problems with the noise monitor; a new modem had now been fitted and a new SIM card was currently on order.

6 MEMBERSHIP UPDATE

RESOLVED – That the Committee notes the changes of membership on the Airport Consultative Committee as outlined below:

- Doncaster MBC have appointed Councillor Alan Smith (in place of Councillor James Hart);
- Doncaster MBC have re-appointed Councillor Joe Blackham, Councillor Bill Mordue, Councillor Jane Cox and Councillor Rachel Blake;
- Rotherham MBC have appointed Councillor Denise Lelliott (in place of Councillor Emma Hoddinott) and
- Bassetlaw DC have appointed Councillor David Pidwell (in place of Councillor Jo White).

7 AIRPORT ACTIVITIES REPORT

M Cotterill provided the Committee with an update on Airport Activities. In summary it was reported that:-

- Passenger numbers continued to grow; from 1st April to 30th June 2016, 330,000 passengers had travelled from Robin Hood Airport over the three-month period, compared to 240,000 passengers who had passed through the airport from 1st April to 30th June 2015.
- Passenger numbers and interest in the Paris Flybe route was suffering a little due to general softening of the market. This has also been seen by other operators at other major airports.
- The possible reason for the low demand on the Paris route was thought to be in respect of the recent terrorist attacks and the slowdown of people taking European city breaks.
- There had been record levels of demand for onsite car parking. This was similar to demand being seen for car parking at East Midlands Airport and Manchester Airport.

Councillor Pearson commented that it was pleasing to see passenger levels growing and demand for car parking increasing. He asked if the airport was making any contingency plans to deal with the increased demand.

M Cotterill explained that the airport was carrying out Capacity Reviews which took into account the anticipated levels of demand for the next 5 years and the options available to the airport to meet demand.

- The 'Meet and Greet' car parking service had been exceptionally well received by passengers and excellent reviews had been obtained.
- To help reduce delays in Central Search and to improve passenger experience, two new security x-ray machines were currently on-order.
- 1,791 tonnes of cargo had been handled by the airport from 1st April to 30th June 2016, compared to 640 tonnes in same period in 2015.
- The Airport were hopeful that they may be able to secure a scheduled freight operation from Robin Hood later in the year.
- The Airport had recently handled delivery of two cargo planes, each filled with 100 tonnes of large and complicated freight items from the USA in preparation for the pop artist Beyoncé's European tour.
- An aid flight to Addis Ababa in Ethiopia had departed from the airport.

A Bosmans commented that the driving directions on the airport's website were still directing passengers from the A1(M) North or South from J34 and taking the A614 heading towards Bawtry and not via the link road. **ACTION: M Cotterill to raise with the Airport's Marketing Team.**

It was noted that satellite navigation systems didn't yet show the new link road.

K Naylor reported that discussions continued with the bus operator and SYPTTE regarding the local bus timetable changes taking place at the beginning of September 2016, which served Robin Hood Airport.

A Bosmans referred to the withdrawal of the Aer Lingus Regional service to Dublin from Robin Hood, asking what measures were being put in place by the airport to mitigate this.

M Cotterill explained that the airline had also withdrawn services at both East Midlands and Cardiff Airports'; this was a strategic decision taken by the airline and not by the airport. The airport were currently in talks with an airline who may be able to operate the route.

8 CAA CONSULTATION: GUIDANCE FOR AIRPORTS ON PROVIDING ASSISTANCE TO PEOPLE WITH HIDDEN DISABILITIES

V Alty, Terminal Services Supervisor at the airport, informed the Committee that the Civil Aviation Authority (CAA) were currently consulting on its proposed guidance (CAP 1411) which set out what UK airports needed to do in order to comply with their obligations under the Passengers with Reduced Mobility (PRM Regulation) in relation to providing assistance to people with hidden disabilities.

Members were informed that hidden disabilities included, but were not limited to, dementia, autism, learning disabilities, anxiety issues, mental health impairments and hearing loss. A significant proportion of the UK population were affected by such disabilities and conditions.

The Committee considered the guidance document, commenting that from their own personal experiences, staff at Robin Hood Airport did an excellent job in helping and providing a high standard of assistance to both physically disabled passengers and to those with a hidden disability.

Members' noted that the airport planned to improve its offering to passengers with hidden disabilities, via staffing training and also by meeting with the Autism and Dementia Society to understand what further improvements the airport could make for passengers travelling with a hidden disability.

V Alty thanked Members' for their comments, adding that a response would now be formulated by airport and submitted to the CAA, taking account of the Committee's comments.

RESOLVED – That the Committee noted that the airport would be providing a written response to the CAA's Consultation by the deadline of Friday 15 July 2016.

9 DRAFT MINUTES OF THE NOISE MONITORING AND ENVIRONMENTAL SUB-COMMITTEE HELD ON 23 JUNE 2016

The Committee noted that there had been an increase in the number of complaints reported to local Parish Councils' in relation to aircraft noise.

A Tolhurst wished to remind Members that all complaints in relation to aircraft noise, must be reported to the airport to allow them to investigate the issue.

Noise complaints could be reported to the airport by calling the 24 hour answering service on 01302 623499, or by email environment@robinhoodairport.com or in writing to the Environment and Community Manager, Robin Hood Airport, Heyford House, First Avenue, Doncaster, DN9 3RH, by leaving their name and address followed by the date of the disturbance, time and any other information to assist the investigation.

RESOLVED – That the draft minutes of the Noise Monitoring and Environmental Sub-Committee held on 23 June 2016 be noted.

10 UKACCS ANNUAL MEETING 2016 - KEY MESSAGES AND OUTCOMES

The Committee considered the key messages and outcomes of the UKACCS Annual meeting held on 8-9 June 2016.

RESOLVED – That the Committee noted the key messages and outcomes from the UKACCS Annual Meeting held on 8 – 9 June 2016.

11 ANY OTHER BUSINESS

- i) Finningley and Blaxton – Construction of new Sports Pavilion

Y Woodcock reported that construction work had recently been stopped onsite, due to the site contractor not obtaining a Crane Permit from Robin Hood Airport, prior to commencing work onsite.

Members commented that they would be interested to understand how a local builder would be made aware of the requirement to notify UK airports.

V Alty agreed to obtain clarification from the Airport's Duty Manager.

Post meeting Note from Daniel Marsden, Airport Duty Manager, 14 July 2016

A local builder may not be aware - but a crane/high reach operator should be as part of their training and licence to operate. As the operator it is *their* responsibility to ensure that if a crane is to be used within 6km of an aerodrome/airfield and its height exceeds 10m or that of surrounding structures or trees. If higher, the appointed person should consult the aerodrome/airfield manager for prior permission to work. This is part of the British Standard Institute Code of Practice for the safe use of cranes (BS 7121).

On the side of the Airport Authority, we obviously have a responsibility to safeguard as well, which is why if prior permission has not been sought, or granted, and a crane/high reach piece of equipment is being used, the operation must be ceased until all necessary risks have been assessed.

ii) Thanks to the Chair and Committee Secretary

On behalf of the Committee, Y Woodcock wished to thank both A Tolhurst and A Shirt for all their hard work.

iii) Valediction – Mr Colin Joy

Y Woodcock informed the Committee that sadly, Colin Joy (Doncaster MBC's Tourism Manager) had suddenly passed away at the beginning of June at the age of 52.

Members' expressed their condolences.

iv) Hedge Rows

Parish Councillor McCarron wished to inform the airport that the hedge rows in the vicinity of the airport now required trimming.

M Cotterill acknowledged the request, informing Members that the hedge rows were scheduled to be trimmed during late August 2016.

v) 2nd Runway at Robin Hood

Parish Councillor McCarron informed the Committee that it had been queried at a recent Parish Council meeting if there were plans for a second runway at Robin Hood.

A Tolhurst informed the Committee that he was unaware of any developments for a second runway at Robin Hood.

V Alty added that, repair works on the taxi ways were scheduled to take place during the winter period.

12 DATE AND TIME OF NEXT MEETING

RESOLVED – That the next meeting of the Airport Consultative Committee be held on Thursday 20 October 2016 at 10:00 am, in the Blenheim Meeting Room, Heyford House, Robin Hood Airport, Doncaster.

CHAIR

Consultative Committee

DONCASTER SHEFFIELD AIRPORT CONSULTATIVE COMMITTEE

NOISE MONITORING AND ENVIRONMENTAL SUB-COMMITTEE

15 SEPTEMBER 2016

PRESENT: A Tolhurst OBE (in the Chair)

Members:- Councillor R Blake (Doncaster MBC), A Bosmans (FODSA), Parish Councillor R Brown (Blyth Parish Council), Councillor T Corden (Doncaster MBC), Councillor J Cox (Doncaster MBC), Town Councillor A Cropley (Bawtry Town Council), Parish Councillor P Edwards (Misson Parish Council), T Henshaw (Doncaster Sheffield Airport), Parish Councillor B Keith (Substitute for Tickhill Town Council), G Levett (Doncaster MBC), K Naylor (Doncaster Sheffield Airport), Parish Councillor C Sheriff (Finningley Parish Council), A Shirt (Committee Secretary), Parish Councillor I Swainston (Auckley Parish Council) and Parish Councillor J Worthington (Cantley with Branton Parish Council)

Guest:- PC M Lane (South Yorkshire Police)

Apologies for absence were received from R Cooke (Doncaster Sheffield Airport), Parish Councillor S Crawford (Austerfield Parish Council), Councillor L Curran (Doncaster MBC), Parish Councillor N McCarron (Blaxton Parish Council), S Racjan (Doncaster MBC) and Town Councillor Gordon Whitehead (Tickhill Town Council)

1 WELCOME, INTRODUCTIONS AND APOLOGIES FOR ABSENCE

A Tolhurst welcomed everyone to the September meeting of the Noise Monitoring and Environmental Sub-Committee.

An extended welcome went to PC Mark Lane, (South Yorkshire Police) and to Tom Henshaw, (Aviation Development Executive, Doncaster Sheffield Airport).

Apologies for absence were noted as above.

2 ANNOUNCEMENTS

A Tolhurst informed the Committee that he had attended a meeting with representatives from the Airport, together with Parish Councillor Brian Keith from Tickhill Town Council to discuss aircraft noise and the Noise Preferential Route (NPR), following an increase in complaints from Tickhill residents.

3 UPDATE ON POLICING AT THE AIRPORT

The Committee received an update from PC Mark Lane regarding Policing operations at the Airport.

PC Lane informed the Committee that South Yorkshire Police's Airport Policing Team based at Doncaster Sheffield Airport consisted of one Sergeant and four Police Constables. Their core function was to deal with the prevention, detection and to respond to all criminal acts occurring within the Airport, along with ensuring public safety and the maintenance of public order.

In addition to patrolling areas within the Airport, Police Officers also provided support to the Airport in respect of aircrafts arriving/departing carrying Firearms, under Section 5 of the Firearms Act. Police Officers were also air-side trained which allowed them to carry out the role of airside drivers, when required.

In relation to Drones and Laser attacks, PC Lane advised Members that the Airport's Policing Team did investigate all instances of attacks.

The Airport's Policing Team would shortly be working in partnership with Officers from West Yorkshire Police on a national day of action at the airport regarding Human Trafficking.

Members were informed that Doncaster Sheffield Airport would shortly become 1 of 5 airports' in the UK to receive diverted aircrafts.

It was explained that aircrafts could be diverted for a number of reasons, for example, when an aircraft was approaching or within UK airspace without prior approval; an aircraft not identifying themselves, which could not be identified by any other means. And an aircraft not talking to Air Traffic Control and not transmitting a recognisable secondary surveillance radar code.

In the event of an aircraft not communicating, authorisation would be given to the RAF to scramble Typhoon fighter aircraft(s) within minutes to protect UK airspace.

The Committee thanked PC Mark Lane for the update.

4 MINUTES OF THE NOISE MONITORING AND ENVIRONMENTAL SUB COMMITTEE HELD ON 23 JUNE 2016

RESOLVED – That the minutes of the Noise Monitoring and Environmental Sub-Committee held on 23 June be agreed as a correct record.

5 MATTERS ARISING

i) Noise Preferential Route

K Naylor provided Members with an update in respect of the one cargo operator who had continuously not followed the Noise Preferential Route (NPR).

Members were informed that this particular aircraft was unable to follow the exact NPR route, due to the NPR not been available in the Aircraft's Flight

Management System. It was confirmed that this aircraft had been given verbal instructions of the NPR route by Air Traffic Control.

ii) Ownership of Old Bawtry Road

It was noted that there was no update in respect of the ownership of Old Bawtry Road.

iii) Portable Noise Monitor

K Naylor informed Members that an engineer would be onsite on 22nd September 2016, to hopefully fix the recent problems associated with the portable noise monitor.

6 MEMBERSHIP UPDATE

RESOLVED – That the Committee noted that Misson Parish Council had appointed Parish Councillor Peter Edwards (in place of Parish Councillor Andrea Wilcox).

7 AIRPORT ACTIVITIES UPDATE REPORT

T Henshaw provided the Committee with an update regarding passenger aviation; cargo operations; general and business aviation; infrastructure improvements and changes of personnel at Doncaster Sheffield Airport (DSA).

In summary it was reported that:-

Passenger Aviation

- Growth rates for the current financial year (from April 2016) were up by 40%.
- August had seen over 145,000 passengers use DSA, this was up by 41% on 2015, and was the busiest month the Airport had ever had.
- During the last 12 months 1,083,333 passengers had used the Airport, which had now surpassed the levels achieved in 2007.
- DSA will imminently see its 10 millionth passenger.
- Flybe continued to perform well, with load factors increasing month on month.
- The Flybe Paris route had been reduced in capacity to better balance demand.
- A Flybe Dusseldorf route would begin operating in October 2016.

A Bosmans asked if passengers were aware of the onward connections available at Charles de Gaulle and Dusseldorf airports’.

T Henshaw explained that, currently there was no interline or codeshare agreements in place at the moment. Discussions were taking place with airlines operating from both Charles de Gaulle and Dusseldorf airports’.

- Flybe would begin to operate a route to Dublin next month, replacing the Stobart Air Service which had been operated on behalf of Aer Lingus. Onward connections on the Aer Lingus network were expected to be available in the next few weeks.
- The Flybe Faro route had been extended into the winter due to demand.
- Wizz Air continued to grow at a considerable rate (33%). A new route to Cluji commenced recently, and Sofia would begin operating in December.
- Thomson had seen encouraging performance through the summer. Two new routes were announced for 2017; Dubrovnik and Bourgas.
- Multi-channel marketing initiatives had taken place with all carriers. Sheffield Train Station was receiving a refresh of the Flybe branding in place.
- DSA had partnered with Sheffield United as their Official Airport Partner.

Cargo

- Cargo was currently 144.6% ahead of the previous year, since April 2016.
- 2,500 tonnes of freight had transited the Airport since April 2016.
- Opportunities to attract scheduled freight carriers were being explored by the Cargo Team with some prospects looking promising.

General and Business Aviation

- The National Police Air Service (NPAS) had agreed a lease on a portion of Hangar '0' site to construct a new base. NPAS Doncaster would consist of up to four fixed wing Partenavia P68 observers and would see the service move into fixed wing operations. The base would cover the whole of the UK.
- Stand 11 had now been redesigned as a fixed Avgas refuelling station. This facility had been installed to enable operators to self-fuel their aircraft 24 hours a day, seven days a week.
- Aero Centre Yorkshire had been exhibited at Farnborough International Air Show in July.
- A light helicopter operator had newly located into Hangar 3. Hummingbird would operate a single Robinson R22 helicopter and offer Private Pilot License PPL(H) training, self-hire and experience days. A training area had been located adjacent to the engine test bay.
- Doncaster Sheffield Flying School had relocated from the terminal to hangar 3 and re-branded as Doncaster Sheffield Flight Training (DSFT). The new facilities and improved airside access provided a more flexible environment for them to grow in their operation.

Infrastructure Improvements and Changes

- The Airport bus service was now served by the X4, a half-hourly express service between Doncaster Interchange, Parrots Corner and the Airport (a journey of only 22 minutes).
- New X-ray equipment had been installed in Central Search, which had dual screen technology to speed-up processing times. All X-ray equipment in Central Search had now been refreshed.
- Runway Rehabilitation was due to commence in January 2017 for a period of 3-4 months. This would involve removing and replacing the top layer of asphalt with associated AGL works. All works would be completed at night.

A Bosmans informed the Committee that East Midlands Airport had announced that it was to close to all air traffic for seven consecutive weekends from 5th November to 19 December 2016 to allow a major runway resurfacing operation to take place. A Bosmans asked if there would be any re-routing of flights / business to DSA.

T Henshaw reported that there could be additional freight operations at DSA during this period; the airport had been in discussion with a number of operators. In relation to passenger aviation it was reported that DSA were not expecting there to be any increases in traffic.

- Current works to taxiway 'Echo' involved constructing fillets to the 'Alpha' intersection which would enable freight aircraft to utilise the remote apron which was closer to the freight shed. The apron was due to be reconfigured to enable two B747 size aircraft to use the apron simultaneously.

On a separate issue, Councillor Blake informed the meeting that signage to the Airport from the A1 North was directing people via Bawtry and not via the Great Yorkshire Way.

Members noted that signage on the A1 was the responsibility of Highways England, and not the Airport. It was confirmed that the Airport had raised this issue several times with Highways England.

A Bosmans wished to raise again that, the driving directions on the Airport's website were still directing passengers from the A1(M) North or South from J34 and taking the A614 heading towards Bawtry and not via the link road. **ACTION: T Henshaw to raise with the Airport's Marketing Team.**

Personnel

- The Marketing Department had recently added a Corporate and Trade Partnership Executive to the Team. Rick O'Toole would now be responsible for liaising with business and trade organisations to increase awareness of DSA's services.

- Following growth in passenger numbers, Ian Smith (Commercial Manager) had now moved into an expanded role as Head of Commercial and Passenger Experience. Ian would also be responsible for managing the terminal commercial activities, whilst managing passenger experience to the growing number of airport users.

RESOLVED – That the update be noted.

8 AIR TRANSPORT MOVEMENTS AND QUIET OPERATIONS POLICY REPORT

The Committee received a presentation from K Naylor regarding Air Transport Movements and Quiet Operations Policy for the period June 2016 to August 2016.

a) Air Transport Movements

The presentation reported on the following:-

- i) The number and type of aircraft movements from June to August 2016.
- ii) The number of arrivals and departures on each runway from June to August 2016.
- iii) The number of arrivals and departures on each runway from April 2005 to August 2016.

b) Quiet Operations Policy Report

The presentation reported on the following:-

- i) The number of complaints received by DSA from 1 June 2016 to 31 August 2016, amounted to 477 complaints.
- ii) DSA's total number of complaints and the type of complaints for the period 1 June 2016 to 31 August 2016.

c) Number of Complaints and Individuals for June to August 2016

The presentation reported that:-

- i) During June 2016, DSA received 166 complaints from 14 individuals.
- ii) During July 2016, DSA received 232 complaints from 49 individuals.
- iii) During August 2016, DSA received 79 complaints from 13 individuals.

d) Number of Complaints and Individuals from each area from 1 June 2016 to 31 August 2016

The presentation reported on the following:-

- i) The number of complaints and individuals from each area from June to August 2016.

- During the period, the highest number of complaints and individuals were noted as follows:-
 - 201 complaints from 25 individuals residing in Bawty;
 - 64 complaints from 1 individual residing in Moorends; and
 - 154 complaints from 19 individuals in Tickhill.
- ii) The percentage of total complaints from each area for the period.
- iii) The number of complaints and comparison figures for June to August 2015 and 2016.
- iv) DSA's annual number of complaints and total movements from 2005 to 2016.
- v) The number of complaints received by the Airport continued to decline year-on-year from 2009 onwards. However, from 1st January 2016 to 31st August 2016 the Airport had received a total of 655 complaints.
- vi) The number of night time departures from Runway 20 for June to August 2016.
- vii) The number of non-NPR aircraft departures from June to August 2016.
- viii) The number of Quota Count Points (QCP) used and QCP Limits from April 2005 to August 2016.
- ix) The number of Quota Count 4 Movements from November 2010 to August 2016.
- x) The number of Engine Tests for June to August 2016.

Parish Councillor Keith informed the Committee that a discussion had taken place at a recent Tickhill Town Council meeting regarding an increase in aircraft noise currently being experienced by residents of Tickhill. Parish Councillor Keith commented that he had personally made complaints to the Airport regarding aircraft noise; he stated that the replies back to him had been very technical and contained a number of aviation abbreviations.

In relation to aircrafts operating over Tickhill, A Tolhurst confirmed that they had been operating within the rules. An article which had been published in 'Tickhill Today' stating that aircraft were operating outside of the official flights paths was incorrect.

A Tolhurst wished to remind Members that, the Airport did operate within the Civil Aviation Authority's rules and the Section 106 Agreement with Doncaster MBC. Members were also reminded that the Noise Monitoring and Environmental Sub-Committee did not have an executive function, the purpose of the Committee was to act as a link with the local communities in the vicinity of the Airport. Members were informed that every complaint received by the Airport was investigated thoroughly and a written reply sent to the individual.

Parish Councillor Keith's comments regarding replies being of a technical nature was acknowledged.

A discussion took place regarding training flight circuits and the number of complaints they generated from local villages. A Tolhurst reminded Members that training pilots were required by the Civil Aviation Authority (CAA) to carry out a minimum of 4-6 take offs and landings, which they carried out by conducting visual circuits of the airfield. Additionally, the Airport had to balance training activity with that of commercial activity. The Airport did understand the concerns of local residents.

Parish Councillor Sheriff informed the Committee that the Airport did circulate to the local Parish Council Clerks a list of dates and times when training flights would operate from the Airport. It was noted that this information was placed on the Finningley Parish Council website.

Councillor Edwards asked if he could be included on the circulation list. **ACTION: K Naylor**

RESOLVED – That the presentation be noted.

9 DEVELOPMENT OF A PERSISTENT OR VEXATIOUS COMPLAINTS PROCEDURE

K Naylor informed the Committee that in light of the number of individual complaints which had recently been received by the Airport this year, it was now appropriate for Members to consider, whether or not, the Airport should adopt a persistent or vexatious complaints procedure.

After discussion, Members suggested that research work be conducted to establish if other airports had a persistent or vexatious complaints procedure in place. It was suggested that the UK Airport Consultative Committees' (UKACCS) and the Airport Operators Association (AOA) be contacted to obtain further information, prior to the Committee making a final recommendation.

RESOLVED –

- i) That Members considered the development of a persistent or vexatious complaints procedure; and
- ii) Agreed that contact be made with UKACC and the AOA to ascertain if other airports had adopted a persistent or vexatious complaints procedure.

10 ENVIRONMENTAL REPORT

K Naylor reported that work towards the Airport obtaining the International Organisation for Standardisation (ISO 50001) Energy Management accreditation was currently on hold due to the increase in passenger numbers.

It was reported that a new Engineering Manager had recently commenced in post at the Airport and that a number of projects were planned to reduce energy consumption within the terminal building.

RESOLVED – That the update be noted.

11 COMMUNITY ACTIVITIES

K Naylor reported that two applications had been received by the Airport to fund projects from the Community Investment Fund.

The Committee was asked to give its consideration to the projects set out below:-

Application Number	Group	Project	Grant Requested	Number of People to Benefit	Comments	Decision
DSA/KN1600 07	Emmaus Catholic and Church of England Primary School, Wybourn, Sheffield	Purchasing of sensory toys and furnishings for a designated sensory room for children with complex special needs	£500.00	20		Supported
DSA/KN1600 08	Endeavour Training Ltd, Fir Vale, Sheffield	Purchasing musical equipment. Endeavour Band project and after school or lunchtime club for the variety of persons they assist with.	£965.94	150 per year	Looking to produce a record that can be sold to generate revenue, as well as providing training for the production and merchandising of the record. Registered Charity.	Supported

RESOLVED –

- i) That the Committee agreed to support two projects highlighted above totalling £1,465.94.
- ii) That the Committee thank Peel Airports for their generosity and continued support with the community projects.

12 ANY OTHER BUSINESS

No further items of business were noted.

13 DATE AND TIME OF NEXT MEETING

RESOLVED – That the next meeting of the Noise Monitoring and Environmental Sub-Committee be held on Thursday 1 December 2016 at 10:00 am in Heyford House, Doncaster Sheffield Airport, Doncaster.

At the conclusion of the meeting there will be a visit to Air Traffic Control. **ACTION: K Naylor to make the necessary arrangements.**

CHAIR

DRAFT

Schedule of Meetings 2017

Airport Consultative Committee

Thursday 12 January (AGM and Ordinary)
Thursday 6 April
Thursday 13 July
Thursday 19 October

All meetings will commence at 10:00 am, in the Blenheim meeting room in Heyford House, Doncaster Sheffield Airport, unless stated otherwise

Noise Monitoring and Environmental Sub-Committee

Thursday 16 March
Thursday 22 June
Thursday 14 September
Thursday 7 December

All meetings will commence at 10:00 am, in the Blenheim meeting room in Heyford House, Doncaster Sheffield Airport, unless stated otherwise

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