

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

Our ref: DSACC/AIS

Your ref:

Date: 17 January 2018

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

DONCASTER SHEFFIELD AIRPORT CONSULTATIVE COMMITTEE
ORDINARY MEETING
THURSDAY 25 JANUARY 2018

I write to inform you that the Ordinary Meeting of the Doncaster Sheffield Airport Consultative Committee will be held on **Thursday 25 January 2018 at 10.15 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)

Andrew Bosmans (FODSA), Phil Cole (Office of Caroline Flint MP), Councillor Mick Cooper (Doncaster MBC), Mike Cotterill (Peel Airports Management), Councillor Steve Cox (Doncaster MBC), Town Councillor Alan Copley (Bawtry Town Council), Daniel Fell (Doncaster Chamber of Commerce and Enterprise), Councillor Robin Franklin (Barnsley MBC), Steve Gill (Doncaster Sheffield Airport), Councillor Martin Greenhalgh (Doncaster MBC), Councillor Denise Lelliott (Rotherham MBC), Parish Councillor Norma McCarron (Blaxton Parish Council), Councillor Jessie Milne (West Lindsey District Council), Councillor Bill Mordue (Doncaster MBC), Kellie Naylor (Doncaster Sheffield Airport), Peter Nears (Peel Holdings (Management Ltd)), County Councillor Chris Pearson (North Yorkshire County Council), Councillor Clio Lyndon Perraton-Williams (Lincolnshire County Council), Councillor David Pidwell (Bassetlaw DC), Councillor Mike Quigley MBE (Nottinghamshire County Council), Marina Di Salvatore (West Lindsey District Council), Councillor Ian Saunders (Sheffield City Council), Andrew Shirt (Committee Secretary), Councillor Anita Smith (Bassetlaw District Council (Substitute Member)), 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

ORDINARY MEETING

THURSDAY 25 JANUARY 2018

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	Minutes of the meeting held on 18 October 2017	1 - 8
4	Matters Arising	
5	Airport Activities Update Report	Verbal Report
6	Community Investment Fund Update	Verbal Report
7	Draft Minutes of the Noise Monitoring and Environmental Sub-Committee held on 7 December 2017	9 - 16
8	Any other Business	
9	Date and time of next meeting - Thursday 12 April 2018 at 10:00 am in the Blenheim Meeting Room, Heyford House, Doncaster Sheffield Airport	

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Consultative Committee

DONCASTER SHEFFIELD AIRPORT CONSULTATIVE COMMITTEE

19 OCTOBER 2017

PRESENT: Alan Tolhurst OBE (Chair)
A Bosmans (FODSA), M Cotterill (Peel Airports Management),
Councillor S Cox (Doncaster MBC), Town Councillor A Cropley (Bawtry Town
Council), Councillor M Greenhalgh (Doncaster MBC), Councillor D Lelliott
(Rotherham MBC), Parish Councillor N McCarron (Blaxton Parish Council),
Councillor B Mordue (Doncaster MBC), K Naylor (Doncaster Sheffield Airport),
County Councillor C Pearson (North Yorkshire County Council),
Councillor D Pidwell (Bassetlaw DC), Councillor M Quigley MBE
(Nottinghamshire County Council), M Di Salvatore (West Lindsey District
Council), Councillor I Saunders (Sheffield City Council), A Shirt (Committee
Secretary) and Parish Councillor J Worthington (Cantley with Branton Parish
Council)

Guest: D Holgate (DCH Consulting Ltd)

Apologies were received from: Councillor M Cooper, D Fell,
Councillor R Franklin, Councillor J Milne, Councillor C Perraton-Williams and
Y D Woodcock

1 WELCOME, INTRODUCTIONS AND APOLOGIES FOR ABSENCE

A Tolhurst welcomed everyone to the October meeting of the Airport Consultative Committee (ACC). An extended welcome went to Diane Holgate, Director of DCH Consulting Ltd. Members were informed that Diane would be observing the proceedings of today's meeting, noting that Yorkshire Wildlife Park were currently considering the establishment of a Consultation Committee to discuss Wildlife Park development.

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

2 ANNOUNCEMENTS

A Tolhurst commented that several high profile events had occurred within the aviation industry since the July ACC meeting.

Firstly, news had emerged mid-September that Ryanair had cancelled up to 50 flights a day through to the end of October, affecting 315,000 passengers due to a pilot shortage. Further announcements had been made by the airline cancelling a further 18,000 flights between November and March, affecting travel plans of another 400,000 passengers.

Secondly, the announcement that Monarch Airlines had been placed into administration was very sad news for the aviation industry.

Furthermore, there had been news that some 4,000 jobs were under threat in Northern Ireland due to a trade dispute between Bombardier and Boeing because the US government had imposed tariffs on imports of Bombardier jets.

3 MINUTES OF THE MEETING HELD ON 13 JULY 2017

RESOLVED – That the minutes of the ACC meeting held on 13 July 2017 be agreed as a correct record, subject to it being noted that Parish Councillor Jennifer Worthington had been present at July meeting.

4 MATTERS ARISING

i) Vision for Transformational Growth

Members were informed that the new Master Plan was currently being developed and would be published in approximately two months' time.

ii) Highway Signage to DSA

A Tolhurst reported that he had received a letter from the Rt Hon Caroline Flint MP on 11 October 2017, regarding highways signage to DSA.

The letter confirmed that the Committee's views had been considered by Mr Scott Cardwell, Assistant Director of Development at Doncaster MBC, noting that DMBC would be happy to work with Highways England should the opportunity of funding arise for sign changes.

It was noted that, if the Committee had any specific concerns regarding signage on Doncaster's local road network, Doncaster MBC would be happy to consider any specific concerns.

A copy of the letter was circulated for Members' information.

iii) Pilgrim Fathers

The following action remained outstanding from the July meeting:-

'Councillor Pidwell stated that he would re-establish contact with the lead person at Bassetlaw District Council in relation to Pilgrim Fathers'. **ACTION: Councillor Pidwell to pass contact details on to K Naylor.**

5 MEMBERSHIP UPDATE

RESOLVED – That Members noted the following changes of membership on the Airport Consultative Committee:-

- Lincolnshire County Council had appointed Councillor Clio Lyndon Perraton-Williams (in place of Councillor Pat O'Connor).
- Nottinghamshire County Council had appointed Councillor Mike Quigley MBE (in place of Councillor Pam Skelding).

6 AIRPORT ACTIVITIES UPDATE REPORT

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

- Following the demise of Monarch Airlines, there was currently a short-term opportunity for the airport to attract passengers who had been affected by cancelled flights however, there was also a risk for the airport in the longer-term. Flybe had seen a rise in demand with forward sales up by 40% due to passengers switching to other airlines.
- The cancellation of Ryanair flights had also created a short to medium term opportunity for DSA with passengers who had booked flights from Leeds Bradford were now booking flights from other airports, including DSA.
- TUI would be adding two new routes to its summer 2018 schedule to Naples and Kefalonia.
- Flybe had reported that passenger numbers were up by 9%, in the April to September 2017 period, compared to the same period in 2016. Several changes to Flybe's schedule were planned for 2018.
- Wizz Air flights continued to be very popular with sales up by 11% year on year. Wizz Air would be discontinuing flights from Sofia to Birmingham, Bristol and DSA from 6 November 2017. Wizz Air had announced that they would be providing additional capacity on other flights in 2018.

Councillor Mordue asked what impact Brexit would have upon Wizz Air's operations from DSA.

M Cotterill provided Members with his own personal views what could potentially happen when the UK leaves the EU. At this stage it was still very difficult to know what the impact could be upon on the aviation industry.

- Freight continued to perform well; during the 1st half of the 2017/18 financial year 3,500 tonnes of cargo had been transported, compared to 3,100 tonnes transported in 2016.
- DSA had secured its first scheduled cargo contract working in partnership with Network Airline Management bringing flowers and vegetables to the UK via a weekly MD11 aircraft service from Nairobi to DSA.
- DSA had secured funding from the Local Enterprise Partnership to create a much larger cargo shed and to make additional improvements around the airfield in order to handle larger planes and facilitate growth in cargo operations.
- The Meet and Greet Car Park continued to be very popular with passengers. The facility now included the option for customers to have their car washed onsite.

- DSA's Premium Lounge continued to be a very popular option for passengers with several days being completely booked-out. The Premium Lounge would be extended early next year to add an extra 20-30 covers.
- DSA had been named the best small airport in the UK by Which? magazine's members. DSA had been awarded the accolade in the category of airports with less than 10 million passengers.
- DSA had recently acquired the naming rights to the Sheffield Arena with it now being renamed as the 'FlyDSA Arena'. The initial three year deal will see the two organisations working in close partnership to promote not only the airport and the venue, but also the wider Sheffield region.

RESOLVED – That the update be noted.

7 AIRSPACE CHANGE PROPOSALS

A Tolhurst informed Members that the Noise Monitoring and Environmental Sub-Committee had recently received a number of presentations on proposed changes to DSA's surrounding airspace.

A public consultation on proposed changes to the airspace around DSA had been launched on 25th September, which outlined potential changes to the routes that aircraft depart and arrive into the airport.

Members were invited to share their views and respond formally to the consultation, noting that the consultation would run until 15th December 2017.

Further details including the full consultation document could be found on the DSA website at www.flydsa.co.uk/about-us/dsaconsultation/

RESOLVED – That Members share their views and respond formally to the consultation.

8 BREXIT - DFT NOTE ON AIR SERVICES AGREEMENTS FOR AIRPORT CONSULTATIVE COMMITTEES

The Committee were provided with a Briefing Note produced by the DfT to help clarify the position on air service agreements and the need for new arrangements to be formalised when the UK leaves the EU.

Members noted that when the UK leaves the EU, Government would need a new arrangement with the EU to secure continued market access to/from the remaining 27 Member States post-brexit. This would be negotiated as part of the UK's wider future relationship with Brussels. The various EU-negotiated agreements with third countries would become legally inoperable for the UK on leaving the EU. Instead, Government would need to seek new bilateral agreements with those third countries. As stated in the Briefing Note, the UK currently rely on EU-negotiated multilateral agreements for its air services access to 17 non-EU markets.

In preparation for Brexit, Members noted that the DfT's priorities were to secure maintenance of the liberal market access currently available under EU-negotiated

agreements and to obtain a clear understanding in this regard at the very earliest opportunity in order to provide much needed reassurance for carriers and airports.

It was noted that the DfT had recently commenced discussions about post-Brexit bilateral air services arrangements with those 17 countries that had negotiated air services agreements with the EU. Those discussions would take place over the coming months with a view to ensuring that, at least a year before Brexit, the UK had reached an understanding with each of the countries involved.

RESOLVED – That Members noted the update.

9 CAA REPORT ON PASSENGERS WITH REDUCED MOBILITY (PRM) SERVICE PERFORMANCE AT UK AIRPORTS

The Committee noted that the UK Civil Aviation Authority (CAA) had published its 'Airport Accessibility Report 2016/17 on 11 August 2017 which assessed the UK's 30 busiest airports between April 2016 and March 2017 on the quality of the assistance they provide to passengers with a disability.

The report showed that the number of people with a disability requesting extra help when travelling by air continued to grow significantly and had now reached over three million journeys in 2016.

The report revealed that the majority of UK airports were providing a 'very good' or 'good' support. But, four airports had not met the CAA's expectations and had been told that they must improve.

The results of the CAA's 2016/17 review showed that DSA's performance had been rated as 'good' for the services it provides for disabled passengers.

Councillor Saunders asked how DSA planned to receive a 'very good' rating in the CAA's 2017/18 review.

K Naylor replied that the airport would be providing additional disability and autism awareness training to all staff and contractors who work in frontline customer services roles at DSA. Open days and further engagement with disability groups were scheduled within the year. Furthermore, DSA had introduced a hidden disability awareness wristband scheme which had been designed to be a sign that allowed the airport to assist passengers through the airport, either independently or with help from the airport's assistance service providers.

The inaugural meeting of the airport's internal Disability Forum had also been held recently.

K Naylor anticipated that the additional staff training, engagement with disability groups and documenting DSA's policies and procedures would enable the airport to move from a 'good' rating to a 'very good' rating in the next review.

Councillor Saunders stated that it may be helpful for the airport to work with the Sheffield Access Liaison Group. Councillor Saunders agreed to provide K Naylor with the appropriate contact details.

A Bosmans reported that FODSA had worked with the airport late last year to carry out a Disability Assessment Audit. A number of action points had arisen which the airport were working towards a programme of enhancements.

RESOLVED – That Members noted the report.

10 UKACC'S DRAFT RESPONSE TO THE DFT CALL FOR EVIDENCE TO HELP SHAPE THE FUTURE AVIATION STRATEGY

A Tolhurst referred Members to the Liaison Group for UK Airport Consultative Committees (UKACCs) draft response on the Government's call for evidence on the development of a new Aviation Strategy for the UK. He added that following consultation on the draft response, he had endorsed the contents of the draft response on behalf of the ACC.

RESOLVED – That the Committee noted the UKACCs Secretariat's draft response.

11 DRAFT MINUTES OF THE NOISE MONITORING AND ENVIRONMENTAL SUB-COMMITTEE HELD ON 14 SEPTEMBER 2017

The draft minutes of the Noise Monitoring and Environmental Sub-Committee held on 14 September 2017 were presented for Members' information.

In relation to the Community Investment Fund, K Naylor informed Members that the airport was current reviewing its decision making arrangements.

RESOLVED – That the draft minutes of the Noise Monitoring and Environmental Sub-Committee held on 14 September 2017 be noted.

12 SCHEDULE OF 2018 MEETING DATES

Councillor Saunders reported that several of the 2018 meeting dates clashed with meetings of the South Yorkshire Pensions Authority; to which he and Councillor Cox were Members.

It was agreed that the Committee Secretary would re-look at the schedule of 2018 meetings and communicate a revised schedule of meeting dates to Members after today's meeting via email.

RESOLVED – That future meetings of the Airport Consultative Committee be held on:-

Thursday 25 January (AGM and Ordinary)
Thursday 12 April
Thursday 12 July
Thursday 18 October

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

13 ANY OTHER BUSINESS

No further items of business were noted.

14 DATE AND TIME OF NEXT MEETINGS

RESOLVED – That the Annual General Meeting and Ordinary Meeting be held on Thursday 25 January 2018 at 10:00 am in the Blenheim meeting room, Heyford House, Doncaster Sheffield Airport.

CHAIR

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Consultative Committee

DONCASTER SHEFFIELD AIRPORT CONSULTATIVE COMMITTEE

NOISE MONITORING AND ENVIRONMENTAL SUB-COMMITTEE

7 DECEMBER 2017

PRESENT: A Tolhurst OBE (in the Chair)

A Bosmans (FODSA), P Cole (Office of Caroline Flint, MP), R Cooke (Doncaster Sheffield Airport), Councillor M Cooper (Doncaster MBC), Councillor S Cox (Doncaster MBC), Parish Councillor S Crawford (Austerfield Parish Council), Town Councillor A Cropley (Bawtry Town Council), Parish Councillor P Edwards (Misson Parish Council), G Levett (Doncaster MBC), Parish Councillor N McCarron (Blaxton Parish Council), K Naylor (Doncaster Sheffield Airport), S Racjan (Doncaster MBC), 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)

Apologies for absence were received from Parish Councillor R Brown (Blyth Parish Council), Councillor L Curran (Doncaster MBC) and Councillor Councillor M Greenhalgh (Doncaster MBC)

1 WELCOME, INTRODUCTIONS AND APOLOGIES FOR ABSENCE

A Tolhurst welcomed everyone to the December meeting of the Noise Monitoring and Environmental Sub-Committee. Introductions were made and apologies for absence were noted as above.

2 ANNOUNCEMENTS

A Tolhurst announced that, sadly Councillor Tony Corden had passed away on 21st November 2017.

It was noted that a letter had been sent to the family of Councillor Corden expressing the condolences of the Committee.

3 MINUTES OF THE NOISE MONITORING AND ENVIRONMENTAL SUB COMMITTEE HELD ON 14 SEPTEMBER 2017

RESOLVED – That the minutes of the Noise Monitoring and Environmental Sub-Committee held on 14 September 2017 be agreed as a correct record.

4 MATTERS ARISING

i) Quiet Operations Policy Report

The following action remained outstanding:-

'K Naylor stated that she would provide A Shirt with a glossary of aviation acronyms to be sent out electronically to Members'. **ACTION: K Naylor**

ii) Induction Notes

A Shirt confirmed that induction notes had now been sent to Councillor Greenhalgh.

iii) Yorkshire Wildlife Park's Planning Consultant

Members noted that Diane Holgate, from DCH Consulting Ltd had attended the October ACC to observe the proceedings of the meeting.

It was noted that Yorkshire Wildlife Park were currently considering the establishment of a Consultation Committee to discuss Wildlife Park developments.

iv) Enquiry from Councillor Cropley (Re: Small Yellow Patches on Vehicles)

K Naylor reported that following the September meeting, a reply had been issued to Councillor Cropley to confirm that the small yellow patches which had appeared on a number of vehicles in Bawtry were believed to be from bees.

v) Community Investment Fund

Parish Councillor McCarron stated that she wished to make additional comments about the Community Investment Fund.

A Tolhurst noted Parish Councillor McCarron's request; her comments would be addressed at agenda item 9.

5 AIRSPACE CHANGE PROPOSALS UPDATE

Members were reminded that a public consultation on proposed changes to the airspace around DSA had been launched on 25th September, which outlined potential changes to the routes that aircraft depart and arrive into the airport.

To date, a number of responses had been received, which were overwhelmingly positive in support of the changes. Members were thanked for their responses.

Members who had not already shared their views were invited to respond formally to the consultation, noting that the consultation would run until Friday 15th December 2017.

R Cooke outlined the post consultation process informing Members that, on completion of the consultation, DSA would analyse all responses submitted and compile a report on the consultation. DSA would then compile a formal Airspace Change Proposal (ACP) for submission to the Civil Aviation Authority (CAA), together with the proposed procedure designs.

The CAA would then assess the ACP in accordance with Civil Aviation Publication 725 and the procedure designs in accordance with the provisions set out in Civil Aviation Publications 778 and 785. A regulatory decision on the ACP was expected in June 2018.

If the CAA approved the ACP and the associated procedure designs, DSA would then anticipate the procedures would be promulgated in the UK Aeronautical Information Publication for implementation around November / December 2018.

Further details including the full consultation document could be found on the DSA website at www.flydsa.co.uk/about-us/dsaconsultation/

RESOLVED – That Members share their views and respond formally to the consultation, if they had not already done so.

6 AIRPORT ACTIVITIES UPDATE REPORT

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

- The first phase of work to widen the runway taxiway fillets, as part of the LEP Cargo Project was almost complete, and ahead of schedule. The second phase of the Cargo Project was to re-configure Hangar 1 to create truck docks which would enable cargo to be off-loaded, screened and then processed to airside. All the additional improvements would enable DSA to handle larger planes and facilitate growth in cargo operations.
- DSA had secured its first scheduled cargo contract working in partnership with Network Airline Management bringing flowers and vegetables to the UK via a weekly MD11 aircraft service from Nairobi to DSA. A second weekly cargo contract had also been secured with a 747 aircraft departing on a Sunday.
- Wizz Air had announced that they would be discontinuing flights from DSA to Sofia in November 2017 and to Lublin from June 2018. It was highlighted that the withdrawal of these routes by Wizz Air were not as a direct result of Brexit.

A Bosmans commented that, despite Wizz Air discontinuing two flights from DSA, Wizz Air was fully committed to the UK. Additionally, there was a large Wizz Air team based at Luton Airport where several Wizz Air aircrafts are based.

Furthermore, TUI were fully also very committed to the Airport, with four new routes available in 2018.

A Bosmans added that, in his role as a FODSA Airport Ambassador, he had spoken to a number of passengers whilst at the Airport, who had informed him that they had travelled from the North, Midlands and further afield to fly from DSA and would consider to fly from DSA in the future.

- Brexit remained a concern for airlines due to the current uncertainty around whether or not they would legally be able to operate their routes in 2019.

- Flybe had announced a new route from DSA to Belfast, which would commence on 15 June 2018.
- A project was scheduled to commence shortly to widen the engine test bay area to create access for trucks and larger aircraft. Works were anticipated to be completed within 3-4 months.
- In order to fulfil regulatory compliance, DSA would be replacing its whole baggage screening x-ray machines. Work to replace the equipment was scheduled to commence in February 2018, with expected completion in May 2018.

A Tolhurst asked if a Member visit to view the new equipment could be arranged when it was fully operational. **ACTION: K Naylor**

- As part of phase two of the Great Yorkshire Way (Bawtry Road to Hurst Lane) the site contractor had closed Bawtry Road from the Parrots Corner junction for a number of days to complete a new roundabout and incorporate it into the existing road network. Phase two was scheduled for completion in spring 2018.

Parish Councillor McCarron referred to a news article published in today's Doncaster Free Press. The article stated that plans were currently being drawn up to build a new Aeronautics Apprentice Training Centre at DSA. It was understood that a hangar would be built on a prime plot of land beside the runway, which would train up to 100 apprentices from local companies.

The news article had also stated that Aeronautical Apprentices could also help maintain the retired Vulcan bomber and work on the Red Arrows if they relocated from Lincolnshire.

It was noted that if plans went ahead, the Centre could be opened by September 2019.

Parish Councillor McCarron asked if DSA were aware of this development.

R Cooke replied that he was unaware of this plan. However, he would speak with the Airport Director to obtain further information.

On a separate issue, P Cole reported that DSA had been recognised as a prospective site for Heathrow Airport's expansion scheme as a Key Logistics Hub in the North of England.

It was explained that, as part of Heathrow building a third runway, Heathrow would establish four Logistics Hubs around the UK as off-site centres for construction and manufacturing. The next round of shortlisting would take place in January 2018.

RESOLVED – That the update be noted.

7 AIR TRANSPORT MOVEMENTS AND QUIET OPERATIONS POLICY REPORT -
SEPTEMBER TO OCTOBER 2017

The Committee received a presentation from K Naylor regarding the Air Transport Movements and Quiet Operations Policy report for the period 1st September to 31st October 2017.

a) Air Transport Movements

The presentation reported on the following:-

- i) The number and type of aircraft movements from 1st September to 31st October 2017.
- ii) The number of arrivals and departures on each runway from 1st September to 31st October 2017.
- iii) The number of arrivals and departures on each runway from April 2005 to October 2017.

b) Quiet Operations Policy Report

The presentation reported on the following:-

- i) The number of complaints received by DSA from 1st September to 31st October 2017 amounted to 63 complaints.
- ii) The number and type of complaints for September to October 2017.
- iii) The number of complaints and individuals for September to October 2017.
 - From 1st September to 30th September 2017, DSA received 40 complaints from 14 individuals.
 - From 1st October to 31st October 2017, DSA received 23 complaints from 8 individuals.
- iv) The number of complaints and individuals from each area from 1st September to 31st October 2017.

A Bosmans observed that half of the complaints received during the period were from one individual residing in Moorends. He asked if K Naylor could provide the Committee with details regarding the amount of time and effort it took her to reply to this individual.

K Naylor explained that the Airport did provide a response to every complaint raised by the individual, and would continue to do so. It was noted that colleagues from the Airport had previously offered to meet with the individual to try and address their concerns; to which they had been declined by the individual.

Parish Councillor McCarron stated that she had received an email from a local Parishioner stating that they had written to the Airport several times and were not receiving a reply. **ACTION: K Naylor to address outside of today's meeting.**

- v) The percentage of total complaints from each area from 1st September to 31st October 2017.
- vi) The number of complaints and comparison figures of 2016 and 2017 for the period September to October.
- vii) DSA's annual number of complaints and total movements from 2005 to 2017.
- viii) The number of night time departures from Runway 20 for the period September to October 2017.
- ix) The number of non-NPR aircraft departures from September to October 2017.
- x) The number of Quota Count Points (QCP) used and QCP Limits from April 2005 to October 2017.
- xi) The number of Quota Count 4 Movements from November 2010 to October 2017.
- xii) The number of Engine Tests for the September to October 2017 period.

RESOLVED – That the presentation be noted.

8 ENVIRONMENTAL REPORT

K Naylor reported that DSA had currently achieved a 1.8% energy efficiency reduction against its target of 3% each year; it was envisaged that the target would be met for the year.

The trust lights within the terminal building had recently been upgraded. The runway lights would be upgraded to LEDs, which would help contribute to reducing DSA's energy consumption.

DSA continued to recycle waste generated onsite. Food waste was collected from the Airport, which otherwise would have gone to landfill or to an incinerator. Category 1 waste (non-EU aircraft waste) continued to be sent to a local incinerator. It was noted that none of the waste generated onsite was sent to landfill.

RESOLVED – That the update be noted.

9 COMMUNITY INVESTMENT FUND UPDATE

K Naylor informed Members that, further to the September meeting a revised Community Investment Fund Guidance document had been produced and would be circulated to Members via email after today's meeting for feedback and comments.

ACTIONS:

- i) K Naylor / A Shirt to circulate the revised document.**
- ii) Members to provide feedback and comments on the document to K Naylor by Friday 15 December 2017.**

Members noted the following key points from the revised document:-

- The Fund would be provided by and administered by DSA and any grant awarded would be made by the Airport Company.
- The fund would be operated by the Environment and Community Officer who would decide on how funds would be allocated.
- Applications would be considered by the Environment and Community Officer, a DSA representative, the Chair of the Airport Consultative Committee and the Vice-Chair of FODSA.
- The applications would be reported on and reviewed by the Airport Consultative Committee.
- The Fund would assist charitable, community, social or environmentally focused projects or initiatives that are sustainable and that fall within a set criteria.
- The Fund would support projects in communities which generally reflect those areas which are represented on the Airport Consultative Committee.
- Applications from those areas close to the Airport and those under the departure or arrival routes would be particularly welcomed and may receive priority in the award of funding.
- The maximum amount of grant available would be £1000 per project application, noting that some awards are likely to be less.

P Cole raised that he did not support the idea of excluding Parish Councils from submitting applications. Furthermore, he queried if the maximum amount of grant available could be increased, or if a requirement could be added to the criteria to state that the airport would only match fund applications.

S Racjan suggested that it would be helpful if a map could be produced showing which areas are eligible to apply for a grant from the Community Investment Fund. K Naylor acknowledged the suggestion and agreed to produce a map.

At this point in the meeting, A Tolhurst invited Parish Councillor McCarron to address the meeting.

Parish Councillor McCarron read out a statement to inform and remind the Committee why the Community Investment Fund had originally been established by Peel and the funding criteria which had been applied at that time. All of which, she recalled had been endorsed and agreed by the ACC.

Furthermore, Parish Councillor McCarron set out her concerns regarding the current Community Investment Fund criteria and her reasoning for contacting Peter Nears earlier in the year. Additionally, she suggested that every Parish Council Clerk be emailed to remind them about the Community Investment Fund.

A Tolhurst and K Naylor clarified and addressed the points raised by Parish Councillor McCarron.

Parish Councillor Worthington asked for clarification if the applications presented at the September meeting were still in abeyance.

K Naylor confirmed that the applications would be held in abeyance until the revised Community Investment Fund criteria had been agreed.

RESOLVED – That the revised Community Investment Fund Guidance document be circulated via email following today’s meeting for Members feedback and comments.

10 FEEDBACK FROM SUB-COMMITTEE MEMBERS

A Tolhurst informed Members that, to establish a two-way communication principle, “feedback from Sub-Committee Members” would now feature on all future agendas to allow Members to formally raise any issues which had arisen within their Parishes / Towns relating to the airport.

Several Members highlighted that they did provide regular feedback to their Parish / Town Councils on airport operations etc.

RESOLVED – That “feedback from Sub-Committee Members” would feature on all future agendas.

11 SCHEDULE OF 2018 MEETING DATES

RESOLVED – That the Committee agreed the following meeting schedule for 2018:-

Thursday 15 March
Thursday 28 June
Thursday 13 September
Thursday 6 December

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

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 15 March 2018 at 10:00 am in the Blenheim meeting room, Heyford House, Doncaster Sheffield Airport.