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Our ref: ACC/AIS

Your ref:

Date: 11 April 2014

This matter is being dealt with by: **Andrew Shirt**
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TO:- ALL MEMBERS OF THE AIRPORT CONSULTATIVE COMMITTEE

Dear Member

**RE: ROBIN HOOD AIRPORT DONCASTER SHEFFIELD –
AIRPORT CONSULTATIVE COMMITTEE - THURSDAY 17 APRIL 2014**

I write to inform you that the next meeting of the Airport Consultative Committee will be held on **Thursday 17 April 2014 at 10.00 am in the Blenheim meeting room, Heyford House, Robin Hood 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
Secretary

Enc

Membership:

Alan Tolhurst OBE (Chair)

J Bamford (Nottinghamshire County Council), Councillor B Barker (Bassetlaw District Council), A Bosmans (FODSA), L Bramall (Sheffield City Council), P Cole (Office of Caroline Flint MP), L Daffern (Robin Hood Airport), D Fell (Doncaster Chamber of Commerce and Enterprise), L Findlay (Directions Finningley), Cllr G Freeman (Bassetlaw District Council (Sub for Cllr Barker)), Mr S Gill (Robin Hood Airport), Mr C Harcombe (Robin Hood Airport), Councillor B Hoyle (Doncaster MBC), Mayor R Jones (Doncaster MBC), Mr T Lindop (Sheffield Chamber of Commerce and Industry), Mr I Lings (Lincolnshire County Council), P Maddison (FODSA), Councillor B Mathers (Barnsley MBC), Parish Councillor N McCarron (Blaxton Parish Council), Councillor H McNamee (Doncaster MBC), Mr P Nears (Peel Holdings (Management Ltd)), County Councillor C Pearson (North Yorkshire County Council), M Di Salvatore (West Lindsey District Council), Councillor P Schofield (Observer), Town Councillor P Scholey (Maltby Town Council), P Skelding (Nottinghamshire County Council), I Smith (Robin Hood Airport), A Storey OBE (Ex-Officio), R Wilkinson (Bassetlaw Development Agency), Councillor Y D Woodcock (Doncaster MBC), Parish Councillor J Worthington (Cantley with Branton Parish Council) and Mr R Wright (Sheffield Chamber of Commerce and Industry)

Purpose of the Airport Consultative Committee

The Committee's purpose is to enable the Airport operator (Peel Airports Ltd), and communities in the vicinity of the Airport, local authorities, local business representatives, Airport users and other interested parties to exchange information and ideas.

ROBIN HOOD DONCASTER SHEFFIELD AIRPORT CONSULTATIVE COMMITTEE

THURSDAY 17 APRIL 2014

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

AGENDA: Reports attached unless stated otherwise

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| 10 | Date and time of next meeting - Thursday 17 July 2014 at 10:00 am, in Heyford House, Robin Hood Airport, Doncaster | |

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ROBIN HOOD DONCASTER SHEFFIELD AIRPORT

AIRPORT CONSULTATIVE COMMITTEE

ORDINARY MEETING

16 JANUARY 2014

PRESENT: Mr A Tolhurst OBE (Chair)
Councillor B Barker (Bassetlaw District Council), Mr A Bosmans (FODSA),
Mrs L Daffern (Robin Hood Airport), Mr S Dishman (Doncaster Chamber of
Commerce and Enterprise), Mr C Harcombe (Robin Hood Airport), Mr P Harris
(Doncaster Chamber of Commerce and Enterprise),
Parish Councillor N McCarron (Blaxton Parish Council), Councillor H McNamee
(Doncaster MBC), County Councillor C Pearson (North Yorkshire County
Council), A Shirt (South Yorkshire Joint Secretariat), I Smith (Robin Hood
Airport), Mr A Storey OBE (Ex-Officio) and Councillor Y D Woodcock
(Doncaster MBC)

Apologies were received from: Mayor R Jones, Mr P Cole, Mr D Fell, Mr S Gill,
Councillor B Hoyle, Mr P Nears, Councillor P Schofield,
Town Councillor P Scholey, Councillor J Summers and
Parish Councillor J Worthington

1 **WELCOME AND APOLOGIES**

The Chair welcomed Members to the Ordinary meeting of the Airport Consultative Committee.

Members were informed that Peter Nears was unfortunately, unable to attend today's meeting. Arrangements would be made for Peter to attend a future meeting.

Apologies for absence were noted as above.

2 **MINUTES OF THE MEETING HELD ON 24 OCTOBER 2013**

RESOLVED – That the minutes of the meeting held on 24 October 2013 be agreed as a correct record, subject to the following amendments:-

- i) That A Bosmans (FODSA) be added to the list of apologies;
- ii) That Minute 7 'Improving Access to Leeds Bradford Airport and the Development of Airport City Manchester – Impact on RHADS' reads:

A Tolhurst summed up by saying that all organisations represented on the Committee needed to become more active in "marketing" RHADS; the task could **not** be left to the Airport alone to undertake.

3 MATTERS ARISING

i) Regional Tourism - Pilgrim Fathers' Heritage Trail

The Committee expressed its disappointment that no progress had been made following the update given at the October meeting.

ACTION:- A Tolhurst to follow-up with S Gill / C Harcombe and establish if Mayor Jones would support the development of a trail.

ii) Wind Farms at Rotherham and Selby

A Tolhurst reported that he understood that the wind farm proposed at Laughton Common, Rotherham had been stopped.

In respect of the application for a wind farm near Selby it was noted that the application had been refused, it was understood that an appeal would be submitted by the developer.

4 MEMBERSHIP UPDATE

Members noted the following changes of membership of the Airport Consultative Committee:-

- i) Rotherham MBC had appointed Councillor Alan Gosling (in place of Councillor Terry Sharman); and
- ii) West Lindsey District Council had appointed Councillor Jeff Summers (in place of the late Councillor Chris Underwood-Frost).

RESOLVED – That the update be noted.

5 AIRPORT ACTIVITIES REPORT

C Harcombe, Head of Aviation Development provided the Committee with an update regarding the commercial, marketing and operational issues at RHADS. In summary it was report that:-

- Following the changes in shareholding at the Airport back in December 2012, there had been significant investment back into the Airport from Peel throughout 2013. A new management structure was in the last phase of implementation.
- £12m had been invested in the FARRRS link road from Peel. The new road would reduce journey times for passengers and cargo operations from Sheffield by up to 15 minutes. It was highlighted that FARRRS would bring an additional 0.5 million passengers within 30 minutes of the Airport and an additional 1 million within a 60 minute drive, taking the total catchment to over 6.2 million. The Marketing Team had commenced marketing the road to airlines etc.
- At the World Routes Conference, the Airport Director and Head of Aviation Development had highlighted to airlines the benefits of the new access road.
- Marketing the Airport was high on the agenda; the marketing budget had been increased by 50% for the 2014/15 financial year.

- A new Airport website would be launched early February.
- A marketing campaign advertising the Airport had been aired on a local radio station. Impact surveys had been carried out by the radio station which had stated the campaign had been successful.
- The Peel Group Board had agreed to fund a research programme regarding why airlines choose to locate at specific airports. The results of which were now being used as evidence by the Aviation Development Team when meeting with new potential airlines.
- The Airport was anticipating passenger numbers for 2014 to be in the region of 720,000. In the next 5 years the Airport wished to see this figure double.
- 2013 had essentially been a year of re-establishing the Airport and establishing who and why the Airport should be serving.
- During December 2013, the Airport had been working in partnership with RDC Aviation, the regional Chambers of Commerce and the Sheffield City Region Local Enterprise Partnership to deliver a regional wide DSA business survey.

The survey had been designed to obtain feedback on business travel trends in order to gauge future route opportunities for travellers within the region. The results of the business survey would play a major role in the vision, strategy and business plan for the next five years.

- In terms of Cargo operations, a 60 tonne 747 charter airline was booked into the Airport next week.
- The Airport were currently recruiting for a Cargo Development Manager; it was anticipated that an individual would be in place shortly.
- It was highlighted that Cessna and BAE Systems were located on site at the Airport and were helping to generate business.
- Discussions were currently taking place with an airline regarding business and leisure destinations. The airline was looking to commence its business schedule in April flying to Belfast and Aberdeen. Leisure flights would commence in summer to October.
- It was noted that Ryanair were losing aircrafts out of their fleet during summer 2014, and had committed to growth at Stansted and Dublin.
- Ryanair would not be operating the Genoa and Tenerife routes from the Airport this summer.
- Discussions were taking place with Wizz Air regarding growth for winter 2014 and summer 2015.
- Representatives from the Airport would be attending a meeting with KLM's Head of UK Commercials later this month in Schiphol, to discuss the potential of creating an Airport Advocacy Group.

- Representatives from the Airport would be meeting with Councillor Shaffaq Mohammed (Leader of the Liberal Democrat Group, Sheffield City Council) to discuss a specific project regarding connections to South East Asia in the next six months.

The Chair commented that he was pleased with the developments taking place at the Airport, which reaffirmed Peel's support for the Airport.

RESOLVED – That C Harcombe be thanked for an informative update.

6 DFT UPDATE ON THE GUIDELINES FOR AIRPORT CONSULTATIVE COMMITTEES

The Chair informed the Committee that in the DfT were inviting comments on revised guidelines for Airport Consultative Committee's.

The proposed updated Guidelines contained a number of changes and additions from the 2003 version, which were intended to support and enhance the effectiveness of ACCs. The two main additions were a set of principles for ACCs and a code of conduct for committee members.

The Chair invited comments from the Committee on the following matters:

- **Principles for Airport Consultative Committees** - Do you agree the principles described in Chapter 2 provide a common basis for all consultative committees to work to? Are there any additions or alternatives that should be considered?

There was consensus by the Committee that they supported the five principles (Independent, Representative, Knowledgeable, Transparent and Constructive) however, having the flexibility for implementing the principles locally was also very important.

- **Member Code of Conduct** – Do you agree that a Code of Conduct would be a useful way to ensure members participate constructively in the work and discussions of the committee? Does the draft Code adequately reflect what should be expected of committee members?

The inclusion of a Code of Conduct was welcomed, but to balance this there was concern that making the process overly bureaucratic should be strenuously avoided.

- **Sharing Best Practice and Knowledge** – Can you suggest some ways in which best practice can be best shared between committees? Do you agree that committees are well placed to work with other organisations on areas of common interest?

The Committee felt that sharing best practice with other committees could be done so via the UKACC. It was suggested that the use of a benchmark between other regional airports could be shared as best practice.

The Committee agreed that it was well placed to work with other organisations on areas of common interest.

Councillor Bosmans commented that in order to increase the Committee's transparency to members of the public and other Committees it was important that the ACC's website contained up-to-date information. **ACTION: A Tolhurst to discuss with S Gill / L Daffern / A Shirt**

Post meeting note:- The Airport Consultative Committee's website (www.rhacc.org.uk) had been removed from the internet due to it been considerably out of date. A temporary web page had been added to the South Yorkshire Joint Secretariat's website.

- **Rest of the Document** – Do you feel the layout of the document is user friendly and easy to understand? Are there any areas of the text you think need clarifying?

The Committee had no comments to make on the layout of the document.

- **Section 35 of the Civil Aviation Act 1982** – Do you agree that Section 35 remains a useful way of ensuring different interests concerned in the operation of an airport are consulted in a fair and equal manner?

Not applicable to Robin Hood Airport.

RESOLVED – That the Chair discusses members' views with the Airport Director prior to a response being submitted via UKACC.

7 **DRAFT MINUTES OF THE NOISE MONITORING AND ENVIRONMENTAL SUB-COMMITTEE HELD ON 6 DECEMBER 2013**

RESOLVED – That the draft minutes of the Noise Monitoring and Environmental Sub-Committee held on 6 December 2013 be noted.

8 **ANY OTHER BUSINESS**

i) **Hedge on Station Road, Blaxton**

Parish Councillor McCarron reported that the hedge on Station Road in Blaxton now required trimming. **ACTION:- L Daffern**

ii) **Vulcan Update**

The Committee asked if there had been any further developments with housing the Vulcan permanently at the Airport.

L Daffern reported that discussions were currently on-going and agreed to keep the Committee informed of progress.

iii) Backing the Airport

Parish Councillor McCarron reported that at a recent Parish Council meeting it was raised that a local land owner had offered his land free of charge to Doncaster Council for the development of a railway station near to the quarry at Blaxton/Finningley with links to the airport. Regrettably, the offer appeared to have been declined.

It was agreed that this be followed up with the Airport Director and Doncaster MBC. **ACTION: A Tolhurst**

9 DATE AND TIME OF NEXT MEETING

RESOLVED – That the next meeting of the Airport Consultative Committee be held on Thursday 17 April at 10:00 am, Heyford House, Robin Hood Airport, Doncaster.

CHAIR



UK Airport Consultative Committees - Liaison Group

From Paula Street - Secretariat
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BY EMAIL

Tamara Goodwin
1/26
Department for Transport
Great Minster House
33 Horseferry Road
LONDON
SW1P 4DR

13 February 2014

Dear Tamara,

Update of the Guidelines for Airport Consultative Committees

UKACCs welcomes the opportunity to comment on the draft updated guidelines for airport consultative committees. We are most encouraged that the updated guidelines remain non-prescriptive and flexible and that the DfT does not wish to upset the existing good governance and working arrangements across all ACCs.

Overall, UKACCs believes the proposed additions to the guidelines will enhance their usefulness and will encourage best practice for all ACCs to embrace at both small aerodromes and large airports. Whilst UKACCs' response is not in any way seeking a one size fits all set of guidelines, it might be helpful if the DfT gave recognition early on in the document to:

- the DfT's view of what it believes constitutes effective consultation and the "critical friend" role of an ACC. For example, should the guidelines encourage or stress an expectation that airports/aerodromes consult early, in a meaningful and adequate manner, on developments and proposals before decisions are taken or finalised rather than just inform their ACC what has been decided.
- the fact that the guidelines and set of principles are for individual ACCs to have regard to and to determine how best to apply at their airport/aerodrome reflecting the nature and scale of their airport's/aerodrome's operation and, in particular, the area of impact from where membership/representation should be drawn.
- acknowledge the fact that whilst not all airports/aerodromes accommodate passenger traffic, a great number of airports do handle passengers. As such the guidelines should address the role

...cont'd

Aberdeen - Belfast City – Belfast International - Birmingham - Bristol – Bournemouth - Durham Tees Valley - Edinburgh - Inverness – Glasgow - Glasgow Prestwick - Leeds Bradford - Liverpool John Lennon - London City - London Gatwick - London Heathrow - London Luton - London Stansted – Manchester - Newcastle - Nottingham East Midlands - Robin Hood Doncaster Sheffield – Southampton

of ACCs in representing the interests of passengers. The passenger experience is fundamental to the operation of larger airports and it is felt that this must be taken on board by ACCs and reference included in the new guidelines where possible. Indeed the need to consider passenger issues has been recognised by some ACCs who have established sub groups to consider such issues

UKACCs has considered the consultation questions offers the following comments to help further improve the guidelines and provide greater clarification in some areas:

Q1. Do you agree the principles described in Chapter 2 provide a common basis for all consultative committees to work to? Are there any additions or alternatives that should be considered?

UKACCs supports the DfT's proposed principles as drafted as they will provide a common basis for all ACCs to work to. However there are specific points in relation to representation and transparency on which UKACCs would like to offer comments and these are addressed in its response to question 4 below.

Q2. Do you agree that a Code of Conduct would be a useful way to ensure members participate constructively in the work and discussions of the committee? Does the draft Code adequately reflect what should be expected of committee members?

UKACCs supports the proposed Code of Conduct for members as it reflects what is expected of members and forms a reasonable basis to help members to participate effectively in meetings. The only issue which the DfT may wish to consider further is the question of consistent/regular non-attendance of members/their organisation as part of members' expected commitment to the work of the committee.

Q3. Can you suggest some ways in which best practice can be best shared between committees? Do you agree that committees are well placed to work with other organisations on areas of common interest?

UKACCs provides a useful forum for exchange of ideas, views and knowledge for ACCs of the largest airports in the UK. There are criteria for membership of the Liaison Group and an annual membership subscription fee which finances the work of the small, part-time UKACCs Secretariat Support Team.

Our member ACCs feel that over the years UKACCs has proved to be an effective route to share good practice and approach to specific common issues either through the use of its website, email and/or information services, and at its Annual Meetings. UKACCs recognises that those smaller airports/aerodromes that do not qualify for membership of the Liaison Group do not currently have a mechanism to share best practice/knowledge. This could possibly be addressed in an informal and self-serving way through the access to the UKACCs website which holds a wealth of information and the contact details for its member ACCs. The UKACCs Secretariat is generally happy to respond to requests from other non-member ACCs to provide advice and share information as and when necessary, provided there is available resource within the team at the time of such requests.

If the DfT believes that there is possibly a greater role for UKACCs, as intimated in the Aviation Policy Framework document last year, careful consideration needs to be given as to how the Liaison Group can be resourced and funded.

As regards working with other organisations, UKACCs advocates the importance of engaging with other key stakeholders and organisations not represented on an ACC. Providing greater encouragement in the guidelines to embrace collaborative working is fully endorsed provided ways and means are left to the discretion of individual ACCs to determine.

Q4. Do you feel the layout of the document is user friendly and easy to understand? Are there any areas of the text you think need clarifying?

UKACCs is generally content with the new layout of the guidelines and structure of the chapters. However, there are a few areas where the guidelines could provide further clarification to assist ACCs.

Principles for ACCs

As mentioned above UKACCs would like to see greater clarification in the guidance in terms of representative and transparency.

Representative

UKACCs considers it important to ensure that all parties, whether members of an ACC, the airport operator or local communities and organisations, understand the overriding purpose and scope of the DfT's guidelines in that they are non-prescriptive and flexible so that they can be applied to all airports and aerodromes from the smallest to the largest and can take into account the scale and nature of an airport's/aerodrome's operation and the area impacted by such operations. For the larger airports the area of impact can cover a wide geographic area some distance away from the airport boundary.

The issue of who is expected to have representation on an ACC is an important, and in some cases, sensitive matter. The guidance therefore needs to have clarity to assist ACCs in determining its membership and to help respond to requests for membership.

UKACCs therefore urges the DfT to provide greater clarity around the statutory definition of "users" and "organisations representing the interests of persons concerned within the locality" i.e. community groups. Such groups vary across the country both in number of residents represented and area covered. It is therefore important that ACCs have sufficient detail to help them determine whether separate membership is appropriate or the interests are already represented eg through a local council. This is particularly relevant in view of the fact that the membership of an ACC needs to be kept to a manageable size with a good balance of interests.

As mentioned above, UKACCs is concerned about the absence in both the guidelines and covering note of the passenger experience and an ACC's role in protecting and enhancing facilities for passengers. The passenger experience is fundamental to the operation of an airport and it is felt this must be taken on board by ACCs of larger airports.

In respect of the category "organisations representing the interests of persons concerned within the locality", the guidelines refer in a number of instances to community/residents' associations. There is no mention of the business, economic or tourism interests in the guidelines although the expectation is that ACCs should have representation from these groups (paragraph 1.9 of the draft refers).

UKACCs also believes that in paragraphs 2.4/2.8 of the draft guidance greater prominence should be made to the role of local authority members in that they have an important representational role on behalf of their constituents, particularly when they represent communities close to or affected by the airport's operations.

Transparent

UKACCs fully agrees with the principle of ACCs being open and transparent and notes that the guidance encourages ACC meetings being open to the public. As the DfT is aware there is a vast mix of practices amongst ACCs on public attendance at meetings. UKACCs hopes therefore that ACCs can continue to determine locally what works best for their ACC and surrounding community.

Paragraph 2.15 asks committees to consider new ways of communicating with interested parties such as through social media. While UKACCs fully supports the need to find new ways of communicating, there is concern about the use of social media given the level of resource the ACCs have. Social media is excellent for communicating messages in a quick and efficient way but careful consideration needs to be given to managing expectations of those who use and comment via social network sites which could generate significant volumes of comments needing response.

Chairmanship

There was a mix of views across the membership of UKACCs about whether there should be a limit on the term of office for the chairman. Some member committees did not see the need to constrain the appointment process for the Chair and felt it was unduly restrictive to limit the number of terms which the Chair can serve, whereas others were content with the DfT's proposals. However, there is common support for ACCs to determine the chairmanship locally in an open and transparent way and the term of office formally reviewed at least every five years. UKACCs does not consider it helpful for the guidelines to state "in line with the principles of the public appointments process" and asks that this be deleted from this paragraph 3.2 of the draft guidelines.

Complaints

UKACCs regrets the omission of the section on complaints in the new guidelines as it believes the current provisions have assisted ACC in the past. UKACCs completely agrees that ACCs should have no involvement in handling complaints. However there is a role for ACCs to monitor trends or patterns of complaints (both noise related and from customers), to consider specific issues (eg. how the airport responds to persistent complainants), and to monitor the airport's ongoing performance in dealing with complaints. UKACCs therefore urges the DfT to reconsider the inclusion of a section on the ACCs role in these aspects of complaints handling.

Q5. Do you agree that Section 35 remains a useful way of ensuring different interests concerned in the operation of an airport are consulted in a fair and equal manner?

UKACCs is firmly of the view that Section 35 should be retained as the statutory basis for consultation, as this reinforces the requirement for airports to have in place robust and effective arrangements for communicating with local communities and all others with an interest in the airport's operations.

Q6. Would it be possible to achieve these objectives in a non-statutory way - for example by the use of best practice guidance alone? Are there any areas where a statutory approach imposes unnecessary or disproportionate costs?

UKACCs believes that the objectives should not be left to a non-statutory remedy, particularly in respect of the UK's largest airports where consultation should be viewed by all parties as a desirable consequence of operating an airport.

UKACCs hopes you find the above comments helpful and that they can be taken into account in the final guidelines.

Yours sincerely,



Paula Street
Liaison Group Secretariat



ROBIN HOOD DONCASTER SHEFFIELD AIRPORT

AIRPORT CONSULTATIVE COMMITTEE

ANNUAL GENERAL MEETING

16 JANUARY 2014

PRESENT: Mr A Tolhurst OBE (Chair)
Councillor B Barker (Bassetlaw District Council), Mr A Bosmans (FODSA),
Mrs L Daffern (Robin Hood Airport), Mr S Dishman (Doncaster Chamber of
Commerce and Enterprise), Mr C Harcombe (Robin Hood Airport), Mr P Harris
(Doncaster Chamber of Commerce and Enterprise),
Parish Councillor N McCarron (Blaxton Parish Council), Councillor H McNamee
(Doncaster MBC), County Councillor C Pearson (North Yorkshire County
Council), A Shirt (South Yorkshire Joint Secretariat), I Smith (Robin Hood
Airport), Mr A Storey OBE (Ex-Officio) and Councillor Y D Woodcock
(Doncaster MBC)

Apologies were received from: Mayor R Jones, Mr P Cole, Mr D Fell, Mr S Gill,
Councillor B Hoyle, Mr P Nears, Councillor P Schofield,
Town Councillor P Scholey, Councillor J Summers and
Parish Councillor J Worthington

1 **WELCOME AND APOLOGIES**

The Chair welcomed Members to the eighth Annual General Meeting of Robin Hood Airport Doncaster Sheffield Consultative Committee.

Apologies for absence were noted as above.

2 **MINUTES OF THE MEETING ANNUAL GENERAL MEETING HELD ON 17 JANUARY 2013**

RESOLVED – That the minutes of the Annual General Meeting of the Airport Consultative Committee held on 17 January 2013 be agreed as a correct record.

3 **CHAIRMAN'S REPORT**

The Chair informed the meeting that the Airport Director had mentioned several times in 2013 that the year would be one of consolidation, with aviation in general being impacted upon by the global economic climate, and with airlines withdrawing to their traditional main operating bases as a means of weathering the austerity storm.

There were some important and interesting developments during 2013, nationally and locally which the Chair wished to report upon:-

Aviation Policy Framework

Nationally, the most significant event was the publication of the Government Aviation Policy Framework, which replaced the 2003 Aviation White Paper. Essentially, the Framework reiterated the important contribution Aviation could make to growth in the UK economy.

Airport Commission

Stemming from the Framework, the other major item to hit the national headlines was the setting up of the Airport Commission, whose interim report was published in December.

The report stated that there was a need for one additional runway in the south east to be in operation in 2030 and a second by 2050.

There would be analysis of developments at Gatwick and Heathrow. It had also been suggested that proposals for the Thames Estuary, Birmingham and Stansted would be considered at a later date.

The Group of smaller regional airports made representation that facilities outside of the south east should be given due consideration in the review, however this seemed not to be the case.

Air Passenger Duty

One particularly unhappy note was the continued frustration felt by aviation and business partners, as well as the public at large, about the imposition of the Air Passenger Duty by the Government.

In the face of strong representations from all sections of society and evidence that other countries had relaxed their policies on passenger duty; the Chancellor announced in the Autumn Statement that APD would increase again from 1 April 2014.

There was general disappointment that there was no sign of reform and concern, even anger, that the competitors had been handed a free pass to grow their Aviation sectors, in particular with emerging markets.

FARRRS Link Road

Turning to the local scene, the major development in the year under review was the start of work on the FARRRS link road. The support for the project from the LEP had been significant and the scheme was now on track for completion, hopefully in 2016, although major projects such as this were often subject to delay.

Members were reminded that the current plan sees a connection being made from the M18 to Parrot's Corner, with further funding being sought to complete the section from the A638 to the airport link road at Hurst Lane. This would be a significant step in the continued development of the Airport as a contributor to the economic growth of the Region.

Business Support

With regard to economic development, the Chair highlighted that the business community continued to support the Airport as best it can. Whilst business people welcome the routes available for leisure there was frustration that there were not more routes available for business purposes.

That, said, attendance late last year by the Airport management at the World Routes Conference was a success and there was increased interest in opportunities at Robin Hood. Some of the interest may link with plans to increase tourism in the region, especially the aim to capitalise on the Pilgrim Fathers' story.

More recently, the Airport launched a survey of business trends with a view to improving connectivity for business within the region. The results of the study would be useful in the debate on the best ways forward for air-rail inter-modality.

The link established between the Airport and Doncaster College, with 6 apprentices starting work at the Airport in the year, was also a further example of strengthening of the relationship with the community.

Cargo

The Chair commented that whilst passenger figures were at a steady level, with 654,478 passing through the Airport, cargo traffic increased by 8% in the year and was evidence of the increased effort which the Airport's management team were putting into this activity. (7,469,438 pax since 2005).

Noise Monitoring and Environmental Sub-Committee

The Sub-Committee had completed its first year in its new guise and was getting to grips with the technicalities of noise monitoring.

The number of complaints had plateaued, although there had been an increase in contacts with individuals (with a small number making as many as 5 complaints in a month).

The bulk of complaints continued to come from residents in Bawtry with one very active resident in Moorends. Training flights tended to generate more complaints than regular scheduled activity.

In terms of runway utilisation, runway 20 was used more than 02, due to the prevailing wind direction.

To increase Members knowledge and experience of airport operations, the Sub-Committee had a briefing on emergency procedures and visited the Fire Section and Air Traffic Control. In addition, the ACC had received an excellent briefing from Gary Weston on his cargo operations.

In summary, whilst activity at the Airport may have been below original expectations, 2013 had not been a bad year, with cargo operations increasing, access to the Airport being improved, and passenger numbers holding up and with increased interest from new operators.

It was also a good year, as Robin Hood's value to Peel Airports Limited was reaffirmed and control was handed back from Liverpool.

The Airports value to the local economy was also further increased, as the Airport Director and his team became more involved in activity at the LEP.

The Chair rounded-up his Annual Report by taking the opportunity to thank the Airport Director and his team for their support and guidance to the Committee and to Andrew Shirt and the Secretariat for their work in keeping the Committee informed and on the correct track.

The Chair extended his personal thanks to Committee Members for their interest and involvement in the life of the Airport and in supporting himself.

RESOLVED – That the report be noted.

4 MEMBERSHIP UPDATE

A report of the Secretary was presented setting out the current membership of the Airport Consultative Committee and the Noise Monitoring and Environmental Sub-Committee.

RESOLVED – That the Committee notes the current membership of the Airport Consultative Committee and Noise Monitoring and Environmental Sub-Committee.

5 SCHEDULE OF 2014 MEETINGS

RESOLVED – That the following schedule of meeting be agreed:-

Airport Consultative Committee

Thursday 16 January (AGM and Ordinary)
Thursday 17 April
Thursday 17 July
Thursday 16 October

Noise Monitoring and Environmental Sub-Committee

Thursday 20 March
Thursday 19 June
Thursday 18 September
Thursday 4 December

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

CHAIR



ROBIN HOOD AIRPORT DONCASTER SHEFFIELD

NOISE MONITORING AND ENVIRONMENTAL SUB-COMMITTEE

20 MARCH 2014

PRESENT: Councillor Y D Woodcock (in the Chair)
A Bosmans (FODSA), Parish Councillor R Brown (Blyth Parish Council),
Councillor T Corden (Doncaster MBC), Town Councillor A Cropley (Bawtry
Town Council), L Daffern (Robin Hood Airport), J Davies (Doncaster MBC),
A Dutton (Robin Hood Airport), Councillor P Knight (Doncaster MBC),
Parish Councillor M Lindley (Finningley Parish Council),
Parish Councillor N McCarron (Blaxton Parish Council), T McDonald
(Doncaster MBC), Councillor H McNamee (Doncaster MBC), A Shirt
(Secretary, South Yorkshire Joint Secretariat),
Parish Councillor Chris Stringer (Mission Parish Council),
Parish Councillor I Swainston (Auckley Parish Council), A Tolhurst OBE
(Chair of the ACC, Ex-officio), Parish Councillor M Wiles (Wroot Parish
Council) and Parish Councillor J Worthington (Cantley with Branton Parish
Council)

Apologies for absence were received from P Cole (Office of Caroline Flint,
MP), Mr S Gill (Robin Hood Airport), Parish Councillor M Marrison (Tickhill
Town Council), S Racjan (Doncaster MBC) and Town Councillor P Scholey
(Maltby Town Council)

1 WELCOME, INTRODUCTIONS AND APOLOGIES FOR ABSENCE

Councillor Woodcock welcomed Members to the March meeting of the Noise
Monitoring and Environmental Sub-Committee. An extended welcome went to Trevor
McDonald, (Enforcement Team Manager South/West, Doncaster MBC) and to
Councillor Pat Knight Doncaster MBC's Cabinet Member for Health and Adult Social
Care.

Apologies for absence were noted as above.

2 MINUTES OF THE NOISE MONITORING AND ENVIRONMENTAL SUB COMMITTEE HELD ON 5 DECEMBER 2013

RESOLVED – That the minutes of the meeting of the Noise Monitoring and
Environmental Sub-Committee held on 5 December 2013 be agreed as a correct
record.

3 AIRPORT DEVELOPMENTS

L Daffern, Head of Terminal Services and Security informed the Committee that
LinksAir would be basing an aircraft at Robin Hood, launching new routes to Belfast
City and the Isle of Man.

The Belfast flights would commence on 7th April 2014 and would run twice-daily on weekdays and a single Sunday return. A number of advance bookings had already been made.

Following feedback received from passengers, the Airport would be installing a 400 square meter cover at the rear of the terminal building. Installation would take place after winter 2014.

Wizz Air would be increasing capacity over the summer period. A new route to Riga would commence on 20th June.

Dayle Hauxwell had now commenced in post as the Airport's Cargo Manager. It was reported that Dayle had vast knowledge and experience in the cargo industry and that he would be a real asset to the Airport.

Members were made aware that the management of Manston Airport in Kent had issued its staff with details of a 45-day consultation to closure notice. It was noted that if the Airport did close, it may result in increased QC4 operations from Robin Hood Airport.

Upgrades to the car park facilities at the Airport were due to be completed by Easter 2014. The Airport would be re-installing the drop-off lane at the front of the Terminal building (a charge of £1.00 would apply for up to ten minutes). Short-stay car parking located directly opposite the Terminal would be free for the first 15 minutes and stays of up to 30 minutes would be charged at £2.50.

A new Robin Hood Airport website was in the final stages of completion, it was anticipated that the new website would be launched week commencing 24th March 2014.

Craig Hewitt the Airport's Travel Trade Sales Executive had recently been working with all the Thomson travel agency stores in South Yorkshire and Lincolnshire on an incentive to entice customers to use Robin Hood Airport. Prior to the start of the incentive sales figures were -16%, following the incentive sales were now better than average at +6%.

A Dutton reported that the Chancellor George Osborne had announced in his Budget on 19 March 2014 that there would be £20m available from the regional air connectivity fund which would allow airports to apply for funding to entice airlines to set up new routes to places within the European Union.

On a separate issue, Councillor McNamee informed the meeting that she had visited the Airport's Terminal building on Friday 21st February 2014 at 7pm to collect a passenger arriving on the Lithuania Wizz Air flight. Highlighting that none of the information screens in the Terminal building had been working. **ACTION: L Daffern to investigate and report back to Councillor McNamee.**

Parish Councillor McCarron asked if there had been any further developments with locating the Red Arrows at the Airport. L Daffern reported that discussions were currently on-going with the Airport's Head of Aviation Development.

A Bosmans reported that there would be one long-haul Thomson flight departing from the Airport in November 2014 to Jamaica. Upon arrival in Jamaica passengers would be joining the Thomson Dream cruise ship for 14 nights.

4 AIR TRANSPORT MOVEMENTS AND QUIET OPERATIONS POLICY REPORT

The Committee received a presentation from A Dutton regarding the Air Transport Movements and Quiet Operations Policy for the period 1 November 2013 to 28 February 2014.

a) Air Transport Movements

The presentation reported on the following:-

- i) The number and type of aircraft movements November 2013 to February 2014.
- ii) The number of arrivals and departures on each runway from November 2013 to February 2014.
- iii) Number of arrivals and departures on each runway from April 2005 to February 2014.

b) Quiet Operations Policy

The presentation reported on the following:-

- i) The number of complaints received from Robin Hood Airport from 1 November 2013 to 28 February 2014 amounted to 11 complaints.
- ii) Robin Hood Airport's total number of complaints and type of complaints for November 2013 to February 2014.
 - iii) Number of complaints and individuals for November 2013 to February 2014.
 - During November 2013, the Airport received 2 complaints from 2 individuals.
 - During December 2013, the Airport received 3 complaints from 1 individual.
 - During January 2014, the Airport received 2 complaints from 2 individuals.
 - During February 2014, the Airport received 2 complaints from 4 individuals.
- iv) Number of complaints and individuals from each area for the period.
 - During the period (November 2013 to February 2014) there had been 7 complaints from 1 individual residing in the Moorends area.

- v) The per cent of total complaints from each area for the period.
- vi) Number of complaints and comparison figures for the 2012 and 2013 period.
- vii) Robin Hood Airport's annual number of complaints from 2005 to February 2014.
 - The total number of complaints received by the Airport continued to decline year-on-year from 2009 onwards.
 - From 1st January 2014 to 28 February 2014 there had been 6 complaints received by the Airport.
- viii) Number of night time departures from Runway 20 for the period November 2013 to February 2014.
- ix) Number of non-NPR aircraft departures November 2013 to February 2014.
- x) Number of Quota Count Points used and Quota Count Points from April 2005 to February 2014.
- xi) A QC4 Atlas Air Boeing 747-400 flight had departed from the Airport on 21st January 2014 at 23:43 on runway 20.
- xii) The number of engine tests for the period.

c Complaints Procedure

Members were reminded that the Airport had developed a Public Noise complaints procedure approved by Doncaster MBC to handle, monitor, investigate and report each complaint lodged by members of the public.

Members of the public could send their complaints to the Airport by writing, calling, sending an email or submitting a complaint via the link on the Airport's website.

The Airport investigates and responds to all complaints in writing within 10 working days to explain why and what has occurred and also issues an apology if something has gone wrong. Data from the Airport's Track Keeping System and fixed noise monitors are accessed to accurately locate the flight path of an aircraft and their noise level.

Members requested that a presentation be given a future meeting on the Airports' Track Keeping System. **ACTION: A Dutton**

RESOLVED – That the presentation be noted.

5 ENVIRONMENTAL REPORT

A Dutton informed the Committee that energy consumption continued to fall at the Airport.

The annual energy consumption figures for the Terminal Building 2012/13 were presented:

| <u>Utility</u> | <u>2012 Annual Consumption</u> | <u>2013 Annual Consumption</u> | <u>Reduction of</u> |
|----------------|--------------------------------|--------------------------------|-----------------------------|
| Gas | 158,173 m ² | 116,729 m ² | 41,444 m ² (26%) |
| Electricity | 2,926,807 KWH | 2,601,355 | 325,454 KWH (11%) |
| Water | 12,201 m ³ | 9,853 m ³ | 2,348 m ³ (19%) |

RESOLVED - That the update be noted.

6 COMMUNITY ACTIVITIES

Parish Councillor J Worthington informed the Committee that Yorkshire Wildlife Park would shortly be re-homing a Polar Bear from Mexico; asking if the Bear would be arriving into Robin Hood Airport.

L Daffern indicated that she was unaware of any forthcoming flight containing the "specialist cargo", however, she would make enquires and report back to the Committee accordingly. **ACTION:- L Daffern**

7 ANY OTHER BUSINESS

i) Hedge on Station Road, Blaxton

Parish Councillor McCarron reported that the hedge on Station Road in Blaxton now required trimming, prior to birds nesting in the hedge. **ACTION:- L Daffern**

8 DATE AND TIME OF NEXT MEETING

RESOLVED – That the next meeting of the Noise Monitoring and Environmental Sub-Committee be held on Thursday 19 June 2014 at 10:00 am in Heyford House, Robin Hood Airport, Doncaster.

CHAIR

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