

**MINUTES OF USE OF IAPs AT CARLISLE LAKE DISTRICT AIRPORT WITHOUT THE
PROVISION OF AN ATC APPROACH SERVICE
ASSESSMENT MEETING HELD VIA TELEPHONE CONFERENCE ON 24 MAY 2018**

24 May 2018

[Insert Distribution List]

Present	Appointment	Representing
██████████ ██████████ ██████████	██████████ (Change Sponsor) ██████████ (Point of Contact) Airspace Regulator (Case Officer)	Stobart Aviation Stobart Aviation CAA

CAA Assessment Meeting Opening Statement

CAA noted that the Statement of Need was received and published in advance of the Assessment Meeting and confirmed that the minutes of this Assessment meeting would be published on the CAA website. CAA explained the purpose of the meeting and confirmed that the meeting was an Assessment Meeting and not a Gateway. The CAA reinforced that the sponsor was required to provide a broad description of their proposed approach to meeting the CAA's CAP 1616 requirements but the CAA was not deciding whether the proposed approach met the detailed requirements of the CAA's process at this stage. The purpose of the Assessment Meeting (set out in detail in CAP 1616) was broadly:

- for the Sponsor to present and discuss their Statement of Need,
- to enable the CAA to consider whether the proposal concerned falls within the scope of the formal airspace change process,
- to enable the CAA to consider the appropriate provisional Level to assign to the change proposal.

Additionally, the sponsor was required to provide information on how it intended to proceed to fulfil the requirements of the airspace change process and to provide information on timescales. Lastly, the sponsor was required to provide information on how it intended to meet the engagement requirements of the various stage of the airspace change process.

	ACTION
<p>Item 1 – Introduction Formal introductions ██████████ confirmed that the Agenda and Minutes template had been received. ██████████ provided the opening statement as above. The Statement of Need has been received and has been published.</p>	
<p>Item 2 – Statement of Need (discussion and review) ██████████ provided background information to the Statement of Need. ██████████ confirmed there are no changes to the core design of the existing IAPs:</p> <ul style="list-style-type: none"> • There is a minor change to the threshold of runway 06, however, the track over the ground and the vertical profile remain unchanged. • Runway has been re-designated (06/24) due to magnetic variation. <p>██████████ confirmed that a Temporary Change is 90 days. Extension can be applied for but this would be considered only in exceptional circumstances.</p>	<p>Change Sponsor and where required</p>

<p>█ confirmed that he is aware of the current engagement with Regional Inspector with regards to safety assurance. █ will continue to liaise with him as appropriate. █ will also share appropriate information with regards to the Safety Assurance.</p> <p>█ provided information with regards to the timelines and key activity in developing Safety Assurance documentation and evidence.</p>	<p>Case Officer</p>
<p>Item 3 – Issues or opportunities arising from proposed change</p> <p>█ stated that the issues associated with this change have been identified through safety management activities. The safety assurance process related to the re-opening of the airport operation are already being progressed with the relevant CAA inspectorate teams.</p> <p>█ stated that the key opportunity from this proposed change is that it allows IFR flight operations to commence from the 4th June.</p>	
<p>Item 4 – Options to exploit opportunities or address issues identified</p> <p>█ confirmed that agreement is in place with another ANSP who is supporting with the provision of experienced qualified ATCOs and the development of the transition and training plans to allow an ATC Approach service to be provided by the end of the 90 day TAC process.</p>	
<p>Item 5 – Provisional indication of the scale level and process requirements</p> <p>█ confirmed that this temporary airspace change application can be considered as Level 2c change but scalable in nature. █ also provided information in relation to why it is not being considered as a Level 0 change. █ acknowledged this.</p> <p>All agreed that we are not necessarily looking at curtailing the overall process but the key aspect is to reduce the timescales whilst fulfilling the process requirements.</p> <p>█ requested that the change sponsor provided a clear Impact Assessment statement. The sponsor is to identify which stakeholders will be affected by the change. This statement can be forwarded by e-mail and will include:</p> <ul style="list-style-type: none"> • A list detailing key stakeholders: <ul style="list-style-type: none"> ○ Spadeadam, NATS, Newcastle, Loganair, GA and other airspace users. • Any one else impacted. • Information regarding to existing local community engagement (media and press). <p>█ also requested that a formal Environmental impact statement will be required. All agreed that there appears to be no change to the environmental impact i.e. this change does not introduce anything new to long standing flight procedures.</p> <p>█ then provided further information with regard to the CAP1616 requirements for temporary airspace changes. This included information regarding the GATEWAYS to be achieved.</p> <p>.</p>	<p>Change Sponsor</p>

<p>█ requested that the sponsor forwards a statement with regards to the request to reduce the consultation phase with key stakeholders. This should include evidence of the work already carried out with key stakeholders as the project has progressed, future meetings and any evidence that will be provided</p> <ul style="list-style-type: none"> • LRST + Cumbrian user group • LoA's • Acknowledgement by Loganair that they have been fully consulted about the proposed change. <p>All agreed that any relevant comments about the change, both positive and negative, would be welcome.</p> <p>█ confirmed that a formal GATEWAY meeting is being held by the CAA on 25th May 18, and the CLDA airspace change request will be considered for both the define and consult gateways.</p>	
<p>Item 6 – Provisional process timescales</p> <p>All agreed that the DEFINE & CONSULT gateways could be accomplished on the 25th May.</p> <p>All agreed that the DECIDE GATEWAY can only proceed once the ATM safety case arguments have been made and assessed. The Change Sponsor requested that an extra-ordinary meeting is arranged as soon as practicable but no later than 1st June 2018.</p> <p>Timeline to be further confirmed after the GATEWAY meeting tomorrow and all understand the critical nature of the process to be followed.</p>	
<p>Item 7 – Next steps</p> <p>Change sponsor to provide the following by COP 24 May 18:</p> <ul style="list-style-type: none"> • The requested statements with reference to the impact assessment and consultation activities. • A copy of the minutes of this meeting. 	<p>Change Sponsor</p>
<p>Item 8 – Any other business</p> <p>All agreed that further catch up meetings will be arranged if required.</p>	

ACTIONS ARISING FROM [INSERT NAME OF CHANGE PROPOSAL] ASSESSMENT MEETING

Subject	Name	Action	Deadline
		Nil	

Stobart Aviation
ACP Sponsor