

## Airport Consultative Forum (ACF)



<b>Topic:</b>	Airport Consultative Forum (ACF)
<b>Meeting Date:</b>	Wednesday 25 May 2022
<b>Meeting Location:</b>	St Mawgan House
	<p>Samantha O'Dwyer (SO) – Chair – CAL MD</p> <p>Cllr P Willis (PW) -</p> <p>Deborah Carter (DC) -</p> <p>Tizzy McLeod (TM) – Cllr St Columb Major Parish</p> <p>Cllr Louis Gardner (LG)</p> <p>Wing Cdr M Kinnear (WCD) – RAF St Mawgan</p> <p>Andrew 'Alf' Evans (AE) – CAAT</p> <p>Nicky Cotterill (NC) – Weston Aviation</p> <p>Melissa Thorpe (MT) – Spaceport</p> <p>Ian Jones (IJ) – Goonhilly</p> <p>Fay Smith (FS) – Minutes CAL</p>
<b>Distribution:</b>	As per the Agreed Attendees

**AGENDA**

1. Welcome and introductions (including apologies for absence)
2. Review the DFT guidelines, agree objective
3. Review draft ToR and code of conduct
4. Airport strategic review
5. AOB

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1.0	Apologies	Actions	
1.1	Apologies were received from Nick Weston (NW), Will Ashworth (WA), Kim Conchie (KC), Tim Bunting (TB), Cllr A Double (AD), Sir R Teverson (RT) and Cllr P Desmonde (PD).		
1.2	<p>Samantha O'Dwyer (SO) opened the inaugural Airport Consultative Forum (ACF) in its new format giving the background of the meeting and how she sees the meeting being run and its purpose within the area and community.</p> <p>SO asked everyone to introduce themselves, their background, their specific interest and connection pertaining to the meeting specifically.</p> <p>SO advised that Cllr Anne Double (AD) the independent chair was unable to attend due to illness.</p>		
2.0	Review the DFT guidelines and agree the objective of the meeting		
2.1	<p>SO ran through the DFT Guidelines which states the structure of how the meeting is formed and who should attend.</p> <p>SO advised that we are not classed as a designated airport as the passenger numbers are less than 2 million (currently!).</p> <p>The DFT guidelines state:</p> <p>“1.1 ACCs are structured forums that provide an opportunity for the exchange of information between aerodromes and interested parties. They make recommendations to the aerodrome management and other bodies when appropriate as well as being a place where there is an opportunity to reach common understanding between interested groups about the nature of the aerodrome operation in the hope that issues can be resolved amicably.”</p> <p>The categories of attendees that need to include are:</p> <ul style="list-style-type: none"> <li>• Users of the aerodrome.</li> <li>• Local Authorities.</li> <li>• Others with interest.</li> </ul> <p><b>Action</b></p> <p>MT to ask for a representative from the LEP to join this meeting.</p> <p>SO to invite others as discussed.</p>	MT	01 AUGUST 2022
2.2	<p>SO then ran through her presentation.</p> <p><b>The Role of committees:</b></p> <ul style="list-style-type: none"> <li>• Create a greater understanding of the aerodrome about airport operations, or impact of plans at the airport.</li> <li>• Committees should recognise the wider role of the airport as an important local employer and influential driver in the local economy, as well as considering the local environmental</li> </ul>		

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	<p>impacts of an airport, including noise. They can also play a vital role in protecting and enhancing the passenger experience at airports.</p> <ul style="list-style-type: none"> <li>• Not dispute resolution nor have any executive or decision-making powers.</li> <li>• But can facilitate constructive discussion.</li> <li>• Hold the airport accountable to any commitments made.</li> <li>• Exchange information and ideas.</li> <li>• Play a vital role in representing and promoting the passenger experience.</li> </ul>	
2.3	<p><b>Principles-Independent</b></p> <ul style="list-style-type: none"> <li>• While the onus is on airports to provide facilities, it is important that they are perceived as independent from the airport in order to maintain confidence.</li> </ul>	
2.4	<p><b>Principles-Representative</b></p> <ul style="list-style-type: none"> <li>• Although personal experience can be useful, members should represent the views of their wider organisation (unless they have been appointed as independent members of the committee), consulting with other members of the organisation before meetings and feeding back afterwards.</li> </ul>	
2.5	<p><b>Principles-Transparent</b></p> <ul style="list-style-type: none"> <li>• Committees should be as open and transparent as possible.</li> <li>• The wider local community and users should be made aware of the committees existence.</li> <li>• The role of the committee and members should be easily accessible.</li> <li>• Committees may wish to explore different ways of communicating with interested parties.</li> </ul> <p>PW asked how the public will be able to access this meeting. SO confirmed that this meeting would not be open to the public and will be run as a normal Airport Business meeting.</p>	

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2.6	<p><b>Principles-Knowledgeable</b></p> <ul style="list-style-type: none"> <li>• While it is not expected that members themselves are experts on every subject the committee discusses, members should seek to gain a general understanding of the issues involved 11 and should have a more in-depth knowledge of the area they represent.</li> <li>• There may be times where the committee wishes to discuss matters that are confidential in nature. This can be handled in a variety of ways, from closing part of the meeting to the public to discussing confidential matters in a separate meeting (such as a steering group or a sub-group).</li> <li>• Would the members be prepared to sign a confidentiality agreement, to be utilised when confidentiality is necessary to discuss certain issues?</li> </ul> <p>The meeting thought that a subgroup of the Airport Users could be formed from the ACF members meeting twice a year to discuss pertinent issues.</p> <p><b>Action</b></p> <p>Set up of Airport User subgroup, agree frequency and duration of meetings.</p>	ALL	10 AUGUST 2022
2.7	<p><b>Principles-Constructive and Effective</b></p> <ul style="list-style-type: none"> <li>• The wide variety of issues that consultative committees can get involved in, and the passion that some of those issues can invoke in people have the potential to lead to unproductive meetings. As far as possible, the committee should take a constructive role in issues, taking the opportunity to influence matters where appropriate. As the committee does not have executive powers, its role is more along the lines of a “critical friend”, to offer advice and encourage the airport to act on its advice by pointing out things that are working well, as well as being objectively (as far as possible) critical of areas where the airport could make improvements.</li> <li>• Airport managers should take the opportunity to engage early enough to allow the committee to advise or be clear about where decisions have already been made.</li> <li>• Where the views of the committee are expressed in response, any minority views should be made clear as well as those where there is agreement.</li> <li>• Consider developing an annual workplan.</li> <li>• Regularly review membership and TOR.</li> </ul> <p><b>Action</b></p> <p>SO asked all to bring to the next meeting items or ideas to discuss that can then be formulated into an annual plan and then be discussed in the next three meetings.</p>	ALL	10 AUGUST 2022

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2.8	<p><b>Set Up</b></p> <ul style="list-style-type: none"> <li>• Funding-not currently available.</li> <li>• Chair and Secretariat should both be independent and have the respect of the membership, able to draw together a wide range of views into a coherent response.</li> </ul> <p>Both LG and PW stated that they are very happy to host the meetings with all attendees confirming this.</p> <p><b>Action</b></p> <p>Confirmation of next meeting venue, date and time.</p>	PW/FS	30 MAY 2022
2.9	<p><b>Agenda</b></p> <ul style="list-style-type: none"> <li>• Understand the significance and importance of the airport to the local community, including local businesses and region.</li> <li>• Strategic review.</li> <li>• Business update; routes, commercial performance.</li> <li>• Impact of operations.</li> <li>• Estate.</li> </ul> <p>The meeting discussed being updated on CAL news such as new routes or updates whilst in discussion so that they are possibly able to connect with businesses attributed to the routes.</p> <p><b>Action</b></p> <p>An update for Winter 2023 covering updates for CAL including routes.</p>	SO/MT	10 AUGUST 2022
2.10	<p>PW raised a concern that there was no way or clear way to disseminate recommendations to the Cabinet at Cornwall Council.</p> <p>LG stated that he was unclear on the best way to do this and would need to investigate this more thoroughly.</p> <p>MT stated that Spaceport are responsible to raise any concerns via the Spaceport Board.</p> <p><b>Action</b></p> <p>Confirmation on the formal procedure of raising comments, concerns or recommendations from the Forum to Cornwall Council Cabinet.</p>	PW/LG/MT/SO	10 AUGUST 2022
<b>3</b>	<b>Review draft ToR and code of conduct</b>		
3.1	SO distributed a copy of the draft Tor for all to read through and sign. SO advised that within the ToR is a confidentiality clause with regard		

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	to the content of discussed matter from this meeting. The attendee is signing on behalf of their organisation or company.		
<b>4</b>	<b>Airport Strategic Review</b>		
4.1	SO then ran through the Airport Strategic Review showing where the Airport had come from and where the future is. This included the challenges with SO stating that this will not be an easy ride however the potential is huge.		
4.2	SO then ran through the review that is being undertaken by CBRE (Global Commercial Real Estate Services). The intention and the scope.		
4.3	<p><b>Questions</b></p> <p>IJ stated that he has contacts with various companies and organisations that he has used previously that may assist the CBRE review and will pass these on to SO.</p> <p>The meeting discussed the inclusion of training and the possibilities this would bring.</p> <p>Environmental impacts were also discussed and the best way of promoting this.</p> <p>AA stated that CAAT will be using green fuel from July 2022 and will happily pass this information onto SO.</p>		
	<p>With nothing to discuss the meeting was closed.</p> <p>The next meeting is Wednesday 10 August 2022 – 10:00 – 12:00.</p>		
<b>5</b>	<b>Any other Business</b>		
5.1	SO asked if there was any other business to discuss.		
	<p>With nothing to discuss the meeting was closed.</p> <p>The next meeting is Wednesday 10 August 2022 – 10:00 – 12:00.</p>		

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**OUTSTANDING ACTIONS**

<b>Agenda Item No</b>	<b>Action</b>	<b>Who?</b>	<b>Deadline</b>
2.1	MT to ask for a representative from the LEP to join this meeting.	MT	01 AUGUST 2022
2.1	Invitation to be sent to all other recommended people for this meeting.	SO	01 AUGUST 2022
2.6	Set up of Airport User Subgroup derived from the ACF attendees.	ALL	10 AUGUST 2022
2.6	Airport User Subgroup – agree frequency, dates and duration.	ALL	10 AUGUST 2022
2.8	Confirmation of the next ACF meeting, date and time	PW/FS	30 MAY 2022
2.9	An update for Winter 2023 covering updates for CAL and Spaceport	SO/MT	10 AUGUST 2022
2.10	Confirmation on the formal procedure of raising comments, concerns or recommendations from the Forum to Cornwall Council Cabinet	PW/LG/MT/SO	10 AUGUST 2022

## Future Meetings

The following meetings are being held in person.

- Wednesday 10 August 2022            10:00 – 12:00
- Wednesday 09 November 2022    10:00 – 12:00
- Wednesday 08 February 2023      10:00 – 12:00