

## Airport Consultative Forum (ACF)



<b>Topic:</b>	Airport Consultative Forum (ACF)
<b>Meeting Date:</b>	Wednesday 27 September 2023
<b>Meeting Location:</b>	Spaceport Offices
<p>Samantha O'Dwyer (SO) – Chair – CAL MD via teams          Cllr A Double (AD) - Independent Secretariat          Amy Smith (AS) – CAL _ Head of Commercial          Steve Gardner (SG) – Aerodrome &amp; Spaceport Operations Manager          Wing Cdr Helen Simpson (WCDR) – RAF St Mawgan          Tizzy McLeod (TM) – St Columb Town Council          Ross Hulbert (RS) – Spaceport Cornwall          Tim Bunting (TB) _ CAAT          Will Ashworth (WA) _ Watergate Bay          Zara Dinnacombe – Fly NQY          Ian Jones (IJ) – Goonhilly          Nick Weston (NW) – Weston Aviation          Lawrence Palk (LP) – Wildanet          Andy Curtis (IC) – Newquay Town Council          Ben Simpson (BS) – Cornwall Council          Fay Smith (FS) – Minutes CAL</p>	
<b>Distribution:</b>	As per the Agreed Attendees

**AGENDA**

1. Apologies
2. Minutes from previous meeting – 31 May 2023
3. Spaceport Update
4. Airport Update
5. Car Parking
6. Marketing Update
7. Future Agenda items
8. AOB
9. Next Meeting – Tuesday 09 January 2024

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<b>1.0</b>	<b>Apologies and Introductions</b>
1.1	Apologies were received from Lothar Berger (LB), Cllr Louis Gardner (LG), Cllr Paul Wills (PW), Tom Conchie (TC), Sir Robin Teverson (SRT).
1.2	SO thanked everyone for attending and introduced to the meeting Andy Curtis representing Newquay Town Council and Wing Commander Helen Simpson who has taken over from Wing Commander Marshall Kinnear at RAF St Mawgan.
<b>2.0</b>	<b>Review the previous minutes</b>
2.1 MA 2.1 (13.05.2023)	SO ran through the previous minutes asking for any amendments or changes that needed to be made. FS confirmed that MA 2.1 has been actioned. This item is now closed.
2.2 MA 3.5 (13.05.2023)	Discussion on a business approach to the Shetland Islands pertaining to the Scotland launch. This will take place offline from this meeting. This action is now closed.
2.3	No other amendments were recorded other than the above action so the minutes from the previous meeting were found to be a true record. All actions will be noted at the end of these minutes.
<b>3.0</b>	<b>Spaceport Update – Ross Hulbert (RH)</b>
3.1	<p>RH thanked everyone and welcomed everyone to the Spaceport Offices. Ross updated the meeting on the activities of the Spaceport team.</p> <ul style="list-style-type: none"> <li>• The Rocket is returning to Spaceport at the end of September 2023. RH thanked both LG and Steve Double MP for their assistance resulting in the rocket returning to Cornwall. This will be free of charge for schools and children to visit however there will be a charge for outside stakeholders. This is hopefully the first step to a Visitor Centre.</li> <li>• RH stated that they are trying to engage nationally with kids and how to inspire them to join the industry in whatever role.</li> <li>• Talked about the office areas, workspaces and other areas. There are only two office spaces which remain vacant at this stage. Mondays seem to be the busiest days when everyone is attending.</li> <li>• The team have been attending activities such as a summer BBQ which was very popular.</li> <li>• RH advised that there will be 'Spotlight' advertising being delivered on social media channels. These will talk about the companies, what they do and what their aims are, raising the awareness of the activities being undertaken.</li> <li>• RH advised the meeting of the projects going forward. There are multiple companies that they are in discussions with who are at various stages with the next launch suggested as 2027/28. The aim for the team is to bring 'in house' their knowledge which they can then offer to others as they are currently the only people with this ability. This will bring in additional funding.</li> </ul>

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	<ul style="list-style-type: none"> <li>• Spaceport is in discussion with the CAA over the next two years as a revision to the current license. SG noted that the interval between the next launch will allow better safety cases to be in place. Each operator will require its own specific license.</li> <li>• Sierra Space which is operating a launch has UK pay loads aboard so there is the possibility of these being returned to Cornwall.</li> <li>• The publicity from the Virgin Orbit documentary has been well received and congratulations to SG for his role.</li> </ul> <p>RH asked if there were any questions or comments.</p>
3.2	<p><b>Questions or comments</b></p> <p>There were no further comments or questions.</p>
<b>4.0</b>	<b>Airport Update – Operations</b>
4.1	<p>SO advised that Mr Boomer is on holiday thus SO will be delivering his prepared report for this meeting.</p> <ul style="list-style-type: none"> <li>• There has now been a press release advising the search for an investment partner. SO ran through the pros and cons of this and what is involved.</li> <li>• During August the Airport has processed approximately 56,000 passengers which is 56% more than the previous year.</li> <li>• The load factors on the flights are looking very impressive - ALC 95%, AGP 95%, FAO 92% and DUS 90%.</li> <li>• The only delays recorded were due to external issues such as the NATS ATC issues. Although these were widespread NQY was only minimally affected on the BFS and LON routes.</li> <li>• Skybus has reported a poor month due to weather conditions.</li> <li>• There are issues at LGW due to sickness levels, therefore, they have reduced the flow of traffic twice a week - Tuesday and Friday; with planned cancellations which will raise to a total of 65. There is no operational resilience in both LGW and LHR.</li> <li>• We have had a great summer however reporting passenger numbers over capacity this having to introduce and develop processes which assist this issue.</li> <li>• The introduction of new screening will be in place by 01 June 2024 with further development to the Departures Lounge.</li> <li>• SO advised that the figures for the approaching Winter season were 11% up on post covid figures.</li> </ul> <p>SO then asked if there were any questions.</p>
4.2	The meeting discussed further the Investment project in more detail. There was also a discussion on the PSO.
<b>5.0</b>	<b>Car Parking</b>
5.1	AD asked for this item to be added to the agenda and asked for an update as there have been issues - no drop off – machines not working, increase in prices. .

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5.2	<p>AS acknowledged that they have been experiencing issues as already mentioned.</p> <p>There has been no increase to the parking charges since 2019 and together with the reduction of the stay from 30 to 10 minutes these have impacted. AS discussed through all of these issues stating that unlike other airports there is no charge for dropping off passengers.</p> <p>In relation to the parking machines AS advised that we are four years into a five-year contract with APCOA. There is no SLA in place and can confirm that her team are working hard in the background looking at what needs to be in place for the future. This is being carried out so not impacting our passengers.</p> <p>AS acknowledged that signage at the airport can be improved and more dynamic and this is also being looked at.</p>
<b>6.0</b>	<b>Marketing Update</b>
6.1	<p>AS advised that Josie will update fully at the next meeting.</p> <p>The Marketing Team are looking at the winter season with tactical route marketing awareness which will be launched in January.</p> <p>Website – this is going out for tender and will be in place by April 2024. Options being looked at which include e-commerce.</p>
<b>7.0</b>	<b>Future Agenda Items</b>
7.1	<p>No future items were raised.</p> <p>IJ added that Goonhilly is happy to host one of the ACF meetings in the future.</p>
<b>8.0</b>	<b>AOB</b>
8.1	<p><b>Will Ashworth</b></p> <p>WA asked that due to the search for an investment partner were all developments for the Aerohub on hold? SO talked through and advised there is a target date of March 2024 for everything to be concluded however SO will keep in contact with the stakeholders.</p> <p>WA asked what happens if no investor is found? SO advised that there is a plan b which will see the Airport carry on working with the Council for the longer term.</p>
8.2	<p><b>Tim Bunting – CAAT</b></p> <p>TB advised that their facilities are up and running however happier now SO will be updating them on the Aerohub as much as she is able.</p>
8.3	<p><b>Nick Weston – Weston Aviation</b></p> <p>NW asked if there was any available hanger space as they are being constantly asked for this. SO stated that she supports additional hangar space however this is on hold due to the search for an investment partner. The meeting discussed this further with the positives coming that there was a need for hanger space from general aviation and commercial.</p>
8.4	<b>Anne Double</b>

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	AD asked why can't existing stakeholders expand as they have expressed the wish to do. SO stated that they are protecting the asset for a future investment partner. SO stated that she realises this is frustrating however reiterated that she will keep in touch with all stakeholders.
8.4	<p><b>FLY NQY – Zara Dinnacombe</b></p> <p>ZD also added the need for additional hanger space for temporary and full-term accommodation.</p> <p>SO advised that the area in question is now Airside due to a CAA Security issue which had to be resolved. The entire area, including all the HAS buildings is now a controlled zone and is accessed by security pass only. The company now situated in the former Aviation Heritage site is called SES (Space Engine Systems) who are developing systems for future launch projects.</p>
<p>With nothing further to discuss SO closed the meeting.</p> <p>The next meeting will be held on 09 January 2024 with the venue being St Mawgan House, far end Offices.</p>	

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**OUTSTANDING ACTIONS**

Agenda Item No	Action	Who?	Deadline
NO ACTIONS FROM THIS MEETING			

**Future Meetings**

The meetings are as follows

Tuesday 09 January 2024	14:00 – 16:00 ~ Cornwall Airport
Wednesday 06 March 2024	10:00 – 12:00 Venue to be decided