

LONDON SOUTHEND AIRPORT

Minutes of meeting No. 89 of the Consultative Committee held on Wednesday, 17 February 2016 at 2pm at Southend Airport

Present: Stuart Greengrass	Chairman
David Osborn	Deputy Chairman
Jon Horne (JH)	COO, LSA
Jo Marchetti (JM)	Community Affairs Co-ordinator, LSA
Councillor A. Partridge	Castle Point Borough Council
Councillor Ray Howard	Essex County Council
Councillor Jill Reeves	Essex County Council
Zhanine Smith (Officer)	Essex County Council
John Dallaway	Essex Chambers of Commerce
Councillor Valerie Morgan	Leigh Town Council
Councillor P.G. Elliott	Maldon District Council
Kerry Martin (Officer)	Maldon District Council
Councillor Jack Lawmon	Rochford District Council
Christine Lyons (Officer)	Rochford District Council
Councillor Vic Leach	Rochford Hundred Association of Parish Councils
Councillor Meg Davidson	Southend Borough Council
Councillor Mary Betson	Southend Borough Council
Councillor T. Callaghan	Southend Borough Council
Carole Leach	Aviation Quality Management Services Ltd
Ron Smithson	Flying Clubs
Derry Thorpe	Southend Trades Council
Nora Goodman	Residents of Eastwood & St. Laurence
Les Sawyer	West Leigh Residents Association
Emma McDonnell (EM)	Minutes

1. APOLOGIES FOR ABSENCE

Apologies for absence were received from Cllr Steptoe, Cllr Weston, Cllr Lamb and Marcus Hotten.

2. MEMBERSHIP

E McDonnell advised that a letter had been received from Rochford District Council confirming that Councillor Joan Mockford had resigned from the Council and therefore can no longer act as a representative on the Committee. Cllr Mary Betson, Southend Borough Council, who was attending for the first time, reported that she had replaced Cllr Graham Longley on the Committee and Christine Lyons (Officer) Rochford District Council had replaced Shaun Scrutton.

2.1 The Chairman to write to Cllr Mockford to express his personal thanks, and that of the Committee, for her commitment over the years and wish her well for the future.

Actioned – remove from minutes.

3. CHAIRMAN'S OPENING REMARKS

The Chairman asked new members to introduce themselves, and he welcomed Cllr Betson, Cllr Callaghan and Christine Lyons who were attending for the first time.

4. ADOPTION OF MINUTES FROM LAST MEETING 18th NOVEMBER 2015

The Minutes of 18th November 2015 were agreed and adopted, with no amendments required.

5. AIRPORT DIRECTOR'S REPORT

The Committee reviewed the report prepared by JH, covering the period November 2015 to January 2016:

(a) Performance

The report contained the following performance figures:

Total aviation movements	November	December	January	Total
2015/16	1,545	1,487	1,630	4,662
2014/15	2,329	2,065	1,940	6,334
Commercial movements 2015/2016	773	842	737	2,352
Commercial movements 2014/2015	1,182	1,062	947	3,191
Passengers 2015/16	51,545	59,963	55,000	166,508
Passengers 2014/15	66,988	73,609	55,023	195,620

(b) Overview

JH reported that passenger numbers are down for the months of November and December and flat in January compared to the same months in the prior year - the reasons for this are as previously described.

easyJet's new service to Lanzarote, which started on 6th November 2015, has performed well to-date. The Lyon service which began in December has had a steady start and loads are growing. easyJet begins its Paris service on 26th February, which will operate four times a week to Charles de Gaulle airport.

The Flybe services operated by Stobart Air to Caen, Rennes and Groningen have all shown double digit growth in passengers in the twelve months to 31 January 2016 in comparison to the prior year. Groningen has benefitted from the significant activity undertaken by SBC in working with the city authority in Groningen and from publicity promoting Southend in Holland. More latterly, the sad death of David Bowie has seen bookings rise as people seek to visit the V&A's David Bowie Exhibition, which is on its final stage of its tour in Groningen.

LSA is expecting the start of a new twice weekly service from Osijek in Croatia. The service will be operated by Croatian airline 'Sea Air' with an Embraer 145 fifty seat jet and is due to commence in March 2016.

Route development activity continues and discussions are developing with a number of airlines regarding potential operations from LSA. Some of these discussions have arisen from contacts made at last autumn's World Routes Conference in Durban. Glyn Jones and Jon Horne will be attending the Euro CONNECT Conference in Vilnius in mid-March in pursuit of more airline interest.

LSA hosted the Aviation Minister, Robert Goodwill MP at the end of January. The Minister arrived by train and was given a presentation about the airport and its development, followed by a tour of the airport and its facilities, before departing by train for London. The Minister was very complimentary about the airport, its development and the role it plays in helping drive development within the local economy. The Minister was particularly interested in the Connect Project with Carlisle and Cumbria and the fact that it would be facilitated by an air service supported by the Government's Regional Air Connectivity Fund, which was announced in the Chancellor's recent Budget Speech.

At the end of October 2015 LSA became the first airport in the United Kingdom to sign up to a local dementia action alliance. It joined Southend's Dementia Action Alliance (SDAA), which was launched in March 2015 to help Southend become a 'Dementia-Friendly' town. The SDAA is made up of businesses, services and community groups all working in partnership with the council. As part of its commitment, LSA has signed up to provide an action plan that will deliver dementia awareness training to all key customer facing staff from the railway station and across the terminal.

The Solar PV site went live on 31st December 2015 when the first power was generated. Although a long time in gestation from the original planning application in October 2014, the site is still on track to ultimately satisfy up to 20% of the airport's electricity requirements and at times of low demand from the airport, surplus electricity will be input to the National Grid.

6. PLANNING ISSUES

The AOD's report included information about the following planning issues:

- (a) Standard Instrument Departures and Standard Approach Routings (SIDs & STARs) Airspace Change Proposal (ACP)

The consultation document is currently being finalised and is due to go out to consultation at the end of February for a period of 12 weeks (minimum). Consultation will finish in May 2016 and will be submitted as a proposal to the CAA over the summer which means, if successful, SIDs should be implemented during first half of 2017.

LAMP (London Airspace Management Programme) Phase 1a went live on 4th February 2016. The new departures routes from LSA tie in to this phase of LAMP and as much as possible replicate the existing departure routes (PDRs). Runway 05 departures to Clacton have been designed to avoid direct overflight of Burnham-on-Crouch as a left turn has been introduced, this also takes the departing flights away from the arriving traffic from the new hold at GEGMU (reporting point) just south of Clacton-on-Sea.

As part of LAMP, arrivals from the South and East will now route via GEGMU. Arrivals from the North will be introduced as part of the next phase of LAMP.

Consultation will be notified through the airport's website and a Press Release. Identified stakeholders will be contacted and informed of the consultation. Stakeholders include the ACC, County Councils through to Parish councils, MPs, airspace users and local aerodromes.

- 6.1 Sam Petrie, Airport Development Coordinator, LSA, to attend the next ACC meeting and provide an update.

JM/SP
18/05/16

(b) New Fire Station

Due to difficulties associated with the chosen site adjacent to the Control Tower (exceeded cost parameters), an alternative scheme is being examined and engineer's reports are awaited at this time.

6.2 JH to provide update at next meeting.

JH
18/05/16

(c) Approach lights – runway 24

This matter is ongoing and an update will be provided when there are developments.

7. INWARD INVESTMENT, EMPLOYMENT AND TRAINING

Included in the AOD's report was information relating to inward investment, employment and training.

(a) Inward investment

Following the collapse of ATC Lasham and the conclusion of the administrators business, LSA has taken back the six hangar bays previously occupied by the company. Negotiations are ongoing with a number of aviation and engineering companies that have expressed interest in the available facilities. LSA expects to ultimately let the hangar space to a number of different companies, with the main hangar being subdivided. This approach increases the potential for letting as it is unlikely that one company will be interested in the entire six bays. Subdivision also lessens the risks associated with any one business failing or leaving. Some discussions are well developed and LSA expects to be able to confirm agreement on part of the hangars in the near future.

(b) Employment and training

As the summer season approaches, LSA is beginning the process of recruiting staff to fill a range of permanent and seasonal roles across the business, from security to baggage handling, catering and front of house. Currently some 25 roles will be advertised.

JH reported that a Recruitment Fair was currently taking place in the Terminal on 16th and 17th February, and 500 people attended the first event which was tremendously encouraging. JH confirmed that the airport would provide the necessary training to any employee to ensure they obtained the skills to carry out their role.

LSA is also endeavouring to secure a global Executive Handling operator for the executive jet business, as the airport wants to grow this element as it moves forward with its objective of 2.5 million passengers over the next three years.

JM provided a brief update to the meeting in relation to the airport's close relationship with South Essex College. In January students visited LSA to discuss the various roles in an airport environment, and staff then visited the College to highlight the different careers available in LSA, including those positions which are not so common. JM reported that the visit was immensely successful and further strengthened the relationship between LSA and the College.

8. PRESS PACK

The pack of newspaper cuttings relating to the Airport was available and noted.

9. COMMUNITY RELATIONS

Included in the AOD's report was information relating to community relations.

(a) Noise

The total number of noise complaints for the Q4 period November, December (2015) and January 2016 was 79 (this excludes complaints for which no aircraft could be found to be operating at the time of the complaint). This compares to 60 for the same Q4 period ending January 2015. Just 7 complaints related to aircraft operating to/from the airport during the agreed night time period; 1 related to a complaint that stated an aircraft departed at 06:25 but the aircraft's actual departure was at 06:30 (during the daytime), 1 was a missed approach due to strong winds at 23:00, 2 were not related to Southend Airport, and the remaining 3 were freight flights. 57 of the 79 complaints (72%) were submitted from the same address in Leigh on Sea (this excludes 5 complaints that did not match any LSA aircraft operations). The Committee will recall that as previously agreed, the Airport will continue to log the complaints from this address, but no further response is made to the complainants having exhausted all reasonable means to address their concerns.

All of the complaints were investigated were found to have been operating within agreed controls.

(b) Environment

Design work on the Surface water drainage system is almost complete in preparation for an application to the Environment Agency. Once these plans have been developed and a new application prepared, Marc Taylor will make a presentation of this to the Committee.

- 9.1 Marc Taylor, Head of Asset Management, Southend Airport, to provide an update to the Committee at the next meeting. **JM/MT
18/05/16**

10. COMPLIANCE WITH SECTION 106 AGREEMENT

The Quarterly Section 106 Return for the three-month period November 2015 to January 2016 was reviewed. Two papers were attached to the Return that:

- gave further information about departing aircraft of over 5.7 tonnes that had been identified as not following the Noise Preferential Routes (NPRs) and advised that infringement notices had been issued in respect of the 1 movement;
- provided more information about the aircraft concerned in respect of which an infringement notice had been issued.

The Committee Members noted the improvement with NPR compliance. For the benefit of new members, JM explained the detail behind the NPRs and the staged process in relation to issuing fines in terms of breaches.

- 10.1 JM to liaise separately with Christine Lyons with regard to NPRs to ensure a full understanding of how this operates at LSA. **JM
25/02/16**

11. MATTERS ARISING FROM MINUTES OF MEETING, 19 AUGUST 2015

11.1 Refuelling Light Aircraft

JH confirmed that the purchase order had been signed and the self-pump refuelling is expected to be repaired before the end of March. **Actioned – remove from minutes**

11.2 Allocation of fines imposed for infringements of Noise Preferential Routes

L Sawyer advised that in relation to the charities to receive the donations (£500 each charity) with regard to the fines received for infringements of NPRs, the Sub-Committee put forward the following for approval:

- Sunday Club
- ‘Unlock a Life for Lockey’
- Mushroom Theatre Company
- The Dengie Project Trust

Approval was given to proceed with the donations. JM to arrange the necessary paperwork for signature and the formal presentation to each charity.

JM
25/02/16

12. POINTS FORWARD DIARY

12.1 Compliance with Section 106 Agreement

As previously minuted, the annual review of the processes in place in relation to managing flights which depart outside the Noise Preferential Routes (NPRs) was undertaken. The meeting was unanimous in that they considered this process was working well, ie infringement notices issued for 1st and 2nd offences, with a £500 fine for a 3rd offence. Following discussion, the Committee agreed that the current system was working adequately and that the process outlined above should be reviewed again in a year's time. **Transfer to Points Forward Diary February 2017.**

PFD
Feb/17

13. ANY OTHER BUSINESS

13.1 Roadworks close to airport

JH informed the meeting that pedestrian crossing points were being introduced close to the Harp House roundabout and that final notification letters were being sent to local residents and businesses to advise them of this accordingly. Works will also be taking place to widen the access road to LSA by the small roundabout adjacent to the retail park. JH to provide update at next meeting.

JH
18/05/16

13.2 Surface Impact Access Routes

Cllr Howard reiterated the Council's desperate concerns in relation to improving the infrastructure to/from Southend, Rochford and the airport.

In relation to the inaugural meeting of the three highway boards which took place on 12th November 2015, with representation from DP World, Tilbury Port and other local organisations, JM advised that LSA did not attend as there was confusion in terms of the date as the date on the agenda submitted and e-mail differed - JM went on to say that they had to chase for the subsequent minutes. Regardless of these administrative issues, JM reported that Kate Willard continues to liaise closely with SBC and the Liaison Group meeting, therefore the airport's feedback is given via these channels.

JH confirmed that the airport took every opportunity to lobby and promote the benefits that arise from improved surface access infrastructure to the airport. There is a clear synergy with the Airport's aspirations and those of the local area. Cllr Howard expressed his belief that physical representation from LSA was required at future highways meetings. JH to discuss this with relevant Airport personnel.

JH
26/02/16

JH confirmed that on 18th February he would be attending a meeting in Dartford with the Department of Transport in relation to signage on the M25 for the Airport.

13.3 Airport Website

Cllr Morgan, Cllr Davidson and Cllr Partridge expressed frustration in relation to the Airport's website and that it was not 'user-friendly' in terms of easily identifying the destinations to which a passenger can fly. JH explained that there was a 'Destination and Airlines' tab which provides the user with a drop-down list of all the destinations which LSA flies to, together with the airline options.

Following detailed discussions, it was agreed that JH would demonstrate to all members the functionality of the website, using a large projector screen, at the next Committee meeting, including how to book a flight.

JH
18/05/16

13.4 Charity Policy

JM reported that LSA has an active fundraising team and encourages employees to become involved in local charities and their community. If members of the Committee wanted to nominate a charity in this respect, then the process to apply and be considered for funding is available on the Airport's website.

ALL TO
NOTE

14. DATES OF NEXT MEETINGS IN 2016

The next Committee dates, all at 2pm, are as follows

- Wednesday, 18 May
- Wednesday, 17 August
- Wednesday, 16 November

The meeting ended at 3.15pm.

Signed _____ Date: _____