

**DRAFT MINUTES OF THE MEETING OF THE
BRISTOL AIRPORT CONSULTATIVE COMMITTEE
HELD IN THE BRISTOL ROOM AT BRISTOL AIRPORT
ON WEDNESDAY 1ST MAY 2013**

Prior to the meeting one minutes silence was held in memory of Mr Peter Lacey, who had been Chairman of the Consultative Committee for five years. He had been a great ambassador for the airport and would be sorely missed.

Meeting commenced: 2.30 p.m. Meeting concluded: 4.07p.m.

Present:

Peter Taplin	Chairman (SW Region and Bristol TUC)
Robert Durie	GWE Business West
Councillor Colin Smith	Bristol City Council (part of meeting)
Councillor Peter Edwards	Bath and North East Somerset Council
Councillor Roz Willis	Weston-super-Mare Town Council
Councillor Hilary Burn	Cleeve Parish Council
Councillor Basil Bucknell	Backwell Parish Council
Councillor Gill Patch	Winford Parish Council
Richard Kent	Head of Development Management, North Somerset Council
Robert Sinclair	Chief Executive, Bristol Airport

Also in attendance:

Alan Davies, Planning & Environment Director, Bristol Airport
James Gore, Head of Communications, Bristol Airport
Jacqui Mills, Public Relations Manager, Bristol Airport
Mike Littleton, Community Relations Manager, Bristol Airport
Inspector Barney Gardom, Avon and Somerset Police
Police Sergeant Nick Parminter, Avon and Somerset Police
Liz Bushell, UK Border Force
Vicky Brice, Secretary

1432. APOLOGIES FOR ABSENCE

Apologies for absence were received from Simon Spooner (CBI), Stephen Grove (ABTA/GTMC), Councillor Tony Heaford (Chew Valley Cluster of Parishes), Councillor Jane Bollen (Yatton Parish Council) and Chris Ware, (Head of Security, Bristol Airport)

1433. DECLARATIONS OF INTEREST FOR LOCAL AUTHORITY ELECTED MEMBERS

No declarations of interest were submitted by local authority elected members at this meeting.

1434. MINUTES – 30TH JANUARY 2013

a) Confirmation of Accuracy

The Minutes of the meeting of the Airport Consultative Committee held on 30th January 2013, copies of which had been previously circulated, were submitted for approval and adoption.

RESOLVED: that the minutes of the meeting held on 30th January 2013 be confirmed as a correct record and be signed by the Chairman.

b) Matters arising – Members noted the slight rise in the aircraft movements during the shoulder periods (minute 1418 refers) which had also been detailed in the report of the Environmental Effects Working Party. In response to a question, it was noted that the health study referred to in the presentation on noise insulation at the previous meeting gave indicative figures of the percentage of people exposed to noise over 55 decibels.

Management advised that the Boeing 787 Dreamliner aircraft would be quieter than the Boeing 767. Boeing have advised that the aircraft is 4dB quieter than aircraft it replaces and its noise footprint is 60% smaller. However, the noise levels at the monitor at Congresbury could not be estimated in advance of flights taking place (minute 1419(c)). An update on Cardiff Airport would be given under the Chief Executive's report (minute 1438 refers).

1435. ARRANGEMENTS FOR THE APPOINTMENT OF CHAIRMAN

Members noted that management were seeking suitable candidates for the role of Chairman, who would need to be independent of the parishes and not closely identified with any sectorial interest. Members were welcome to suggest any potential candidates.

1436. PRESENTATION BY LIZ BUSHELL – UK BORDER FORCE

Ms Bushell, Senior Manager, explained the role of the UK Border Force (which was part of the Home Office combining immigration and HMRC detection), its role in securing the border and how it fitted into the immigration process. Border Force South covered most of the south of England (excluding Dover) and Ms Bushell is responsible for the South West region – covering Bristol Airport, Avonmouth and Portbury Docks. She manages six teams, with staff experienced in each area, to carry out a range of checks on people and commodities – including visits and removal of those staying in the country illegally. In response to questions, she advised that sniffer dogs were used on occasions and that issues dealt with on a regular basis included people trying to enter the country on forged documentation and trying to import drugs. They also manage a second inbound control point and “E” gates to assist at peak times.

At this juncture, Councillor Colin Smith left the meeting.

1437. QUESTIONS TO THE AIRPORT MANAGEMENT

No questions had been received.

1438. CHIEF EXECUTIVE'S REPORT

The Chief Executive presented his report. The following key points were noted.

a) Overview of Current Activities

The airport had a good relationship with the Border Force agency and work well together. Easter had proved a busy time with last minute breaks for holidays in the sun.

b) Passenger Experience Improvements

The new executive lounge had opened in early April 2013, with good reviews. There had been a range of improvements to the north and south sides of the airport, including to the car parks, renovation works and signage. Other enhancements included an increased range of beauty projects in the Duty Free. A new airport control centre would be in place by the end of May 2013. The new bus service from Bath and from South Wales was operational and the Bristol Flyer continued to be a success.

c) Capital Projects

In response to a question, it was noted that plans were being developed for the construction of an enclosed central walkway (as the planning permission) which should improve customer experience when waiting to board a plane and remove the need for passengers to wait in the cold. Efforts were made to keep the wait to no more than 15-20 minutes. The new walkway, which is subject to Board approval, would provide gate lounges with seating. There was no further update on the hotel.

d) New Routes for 2012/13

Three new European routes from Bristol had been announced to Munich, Milan and Hannover, commencing later in the month. The Bristol to Frankfurt route was also popular and the frequency was increasing to two flights a day. The KLM service to Amsterdam had increased its capacity. The Mayor of Hannover (twinned with Bristol) would be visiting on the first flight.

e) Cardiff Airport

In response to a question, the airport management confirmed that the Welsh Government had purchased Cardiff Airport and that possible implications of this purchase were being monitored.

1439. PLANNING MATTERS

a) General Update

Members received a report updating on planning matters, including the central walkway and gate-lounge, approval of reserved matters and to the discharge of planning conditions. Annual reports relating to air quality monitoring and noise contours had been submitted and these were detailed in the report of the Environmental Effects Working Party.

b) Area Navigation

Members noted that it was proposed to introduce Area Navigation (RNAV) with GPS positioning to Bristol Airport for approaches on runways 09 and 27. This system, which used three dimension coordinates in conjunction with satellite GPS systems, would improve flight planning and flight predictability. The airport had consulted with the Civil Aviation Authority and would now consult key stakeholders via the Consultative Committee and those District Councils not represented on the Committee. It was intended to circulate a formal consultation document by 1st July, with a 12 week consultation period, and to present the report to the next meeting of the Committee. The 'Noise Road Map' prepared by Sustainable Aviation was also circulated and, in response to a question, management outlined the bodies involved in this aviation coalition.

1440. POLICING AT THE AIRPORT

Inspector Barney Gardom introduced PS Nick Parminter. He advised that the threat level category for inbound aviation had remained at "substantial" and reported that 95 offences had been recorded last year (excluding the car park fraud), an increase of two crimes when compared to the year before. This was a relatively low amount, with no car crime reported at all between January and March 2013. Visits to other airports also gave an insight into how other constabularies carried out their role. Inspector Gardom drew attention to a couple of incidents which had involved the airport indirectly and, in response to a question, advised that work was on-going in relation to laser attacks.

RESOLVED: that the information be noted.

1441. STATISTICS

a) Passenger

The Committee received a report, a copy of which is inserted in the Minute Book, setting out comparable passenger statistics for January – March 2012 and 2013.

b) Aircraft Movements

The Committee received a report, a copy of which is inserted in the Minute

Book, setting out comparable aircraft movements for January – March 2012 and 2013.

c) Flyer Volumes

The Committee received a graph, a copy of which is inserted in the Minute Book, setting out the total passenger volumes for the Bristol Flyer Service for the period January 2003 to March 2013. It was anticipated that the service would continue to provide a mix of routes through South Bristol, when the South Bristol link road was built.

RESOLVED: that the reports and graph be noted.

1442. NOISE MANAGEMENT

The Committee received report on noise management including a tabled night noise quota report for winter 2012/13, a copy of which is inserted in the Minute Book. The quota use for summer and winter of 2012/13 had been the lowest on record. 7 complaints had been received between January – March 2013 compared to 31 complaints during the same period the previous year. The complaints had general related to noise following a change in runway usage due to poor weather.

RESOLVED: that the report be noted.

1443. SERVICE QUALITY REPORT

The Committee received a report, a copy of which is inserted in the Minute Book, identifying customer feedback and complaints on services provided by the Airport for the period January – March 2013. Six compliments had been received, thanking the teams for the work undertaken during the poor weather. Five complaints had been received relating to assisted passengers, which had been due to a large increase in the number of passengers requiring assistance which had resulted in delays.

RESOLVED: that the report be noted.

1444. PEOPLE UPDATE

The Committee received a report, a copy of which is inserted in the Minute Book, updating on World Host Training, Women 1st Programmes, Best Companies – Employee Engagement Next Steps, Leadership Framework, a new HR Information System and a summary of appointments, promotions and resignations. The airport was proud to be the first airport in Britain to obtain World Host Recognised Business status. The Women 1st Programmes aimed to encourage more women into non-traditional roles and efforts were being made to further engage with employees.

RESOLVED: that the report be noted.

1445. BRISTOL AIRPORT LOCAL COMMUNITY FUND

The Committee received the draft minutes of the meeting held on 22nd March 2013, a copy of which is inserted in the Minute Book. 9 local projects had been supported so far this year. Members noted the deadline for applications to be considered, should they be aware of any local projects which could benefit from this fund. A request for a grant for a defibrillator in Wrington, could be re-considered if it was available for use to the wider community.

RESOLVED: that the minutes of the meeting held on 22nd March 2013 be noted.

1446. BRS PRESS RELEASES

The Committee received copies of BRS press releases issued during the period 1st January – 15th April 2013, copies of which are inserted in the Minute Book. Members welcomed the communication from the airport and noted that information was also available on the website and via social media networks.

RESOLVED: that the BRS press releases be noted.

1447. MINUTES - ENVIRONMENTAL EFFECTS WORKING PARTY

The Committee received the Minutes of the last meeting of the Environmental Effects Working Party held on 10th April 2013, a copy of which is inserted in the Minute Book. This included a summary report and information on noise monitoring data.

RESOLVED: that the Minutes of the Environmental Effects Working Party held on 10th April 2013 be noted.

1448. ITEMS OF GENERAL INTEREST

The Committee received a report, a copy of which is inserted in the Minute Book, updating members on the attendance of the Secretary at the next UK Airport Consultative Committees' Annual Meeting (5th and 6th June 2013), the Aviation Policy Framework, the Work of the Airports Commission, the Acquisition of Cardiff Airport by the Welsh Government and Air Passenger Rights.

RESOLVED: that the report be noted.

1449. ANY OTHER BUSINESS

The Committee congratulated Councillor Jane Bollen on her recent marriage.

1450. DATE OF NEXT MEETING

The next meeting of the Committee would be held at 2.30 pm on Wednesday, 31st July 2013, the deadline for questions being received by the Secretary

being 12 noon on Wednesday 10th July 2013.

There being no further business the meeting was declared closed.