

# Liverpool John Lennon Airport Consultative Committee

**Date :** Friday, 20 November 2015  
**Venue :** Cavern Suite, Liverpool John Lennon Airport, L24 1YD  
**Time :** 10.30 am

## Agenda

**1 Apologies**

**2 Disclosure of Personal Interests**

As in section 7.6 of the Constitution, If a Member has a personal interest in a matter on the agenda or likely to be discussed at the meeting, they should declare it. It is at the Chairman's discretion if the member can speak or take part in the discussion or vote on the matter.

**3 Minutes**

To approve the Minutes of the meeting held on 11 September 2015.

(Pages 5 - 26)

**4 Chairman's Announcements**

**5 Minutes of Sub-Committees**

To receive the Minutes of the Noise Monitoring Sub-Committee held on 16 October 2015.

(Pages 27 - 40)

**6 Membership**

**7 Public question time**

A member of the public may, if present in person at the meeting, address a question to the Chairman. Any such question must relate to the business and responsibilities of the Committee.

Wherever possible 3 clear working days notice of any question should be given to the Secretary. The Chairman may exercise discretion if such notice has not been given. The questions shall be dealt with at the beginning of the meeting or immediately prior to any particular item on the agenda to which they relate.

The Chairman or other appropriate member of the Committee shall

respond and supplementary question(s) will be permitted. A written response may be given if it is not possible to provide the necessary information at the meeting. If necessary, an item shall be placed on the agenda of the next appropriate Committee or Sub-Committee meeting in order to deal with issues raised by the question.

The time allocated to questions at any meeting shall not exceed 30 minutes and the Chairman shall have discretion to vary any of these procedures if it helps the effective conduct of the business of the meeting.

**8 Quarterly Report**

(Pages 41 - 46)

To receive the Quarterly Report by the Airport Company.

**9 Constitution - Code of Conduct and Membership changes**

(Pages 47 - 62)

**10 Complaints and Queries**

To note the complaints and queries received by the Secretary since the last meeting and the responses made by the Airport Company.

**11 Any Other Business**

**12 Date of next meeting**

The next meeting of the Liverpool John Lennon Airport Consultative Committee is scheduled for Friday 12 January 2016 at 10.30 am in the Cavern Suite, Liverpool John Lennon Airport.

**13 Exclusion of the Press and Public**

If the Chairman considered that any items should be discussed privately, the press and public would be excluded from the meeting at this point.

**14 Any Other Business to be discussed in the absence of the Press and Public**

**For further information, please contact:**

Mike A Jones, Democratic Services, Cheshire West and Chester Council  
Tel. 01244 975996, Email: [mikea.jones@Cheshirewestandchester.gov.uk](mailto:mikea.jones@Cheshirewestandchester.gov.uk)

Date of Publication: 13 November 2015

**\* The Cavern Suite is on the first floor of the terminal building, beyond the statue of John Lennon.**

*Please park in the Multi-storey Short Stay Car Park opposite to the Terminal Building.*

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**LIVERPOOL AIRPORT CONSULTATIVE COMMITTEE****11 SEPTEMBER 2015  
(10.30 am - 12.35 pm)**

PRESENT: Councillor Bob Swann, Chairman of Consultative Committee  
 Jim Addison, Liverpool Airport General Aviation Users Association  
 Alan Ascott, ARCH Under the Bridge  
 Michelle Cameron, Liverpool Chamber of Commerce  
 Councillor Cynthia Dereli, Lancashire County Council  
 Councillor Keith Deakin, St Helen's Metropolitan Borough Council  
 Norman Elias, passenger representative  
 Councillor Roy Harvey, Hale Bank Parish Council  
 Councillor Evelyn Hudson, Hale Parish Council  
 Councillor Tom McInerney, Halton Borough Council  
 Marshall Morris, Chairman of Noise Monitoring Sub-Committee  
 Alex Naughton, Merseytravel  
 Steve Parish, Warrington Borough Council  
 Steve Pearse, Friends of Liverpool Airport  
 Tony Rice, Transform  
 Councillor Colin Rowan, Hale Bank Parish Council  
 Angus Tilston MBE, Wirral Transport Users Association  
 Councillor Mark Warren, Frodsham Town Council  
 Jeremy Wolfson, Liverpool City Council  
Liverpool John Lennon Airport  
 Andrew Dutton, Head of Environment  
 Leon Gilmour, Air Traffic Services Manager  
 Danny Williams, Car Park Commercial Manager  
 Robin Tudor, Head of Public Relations, Peel Airports  
Secretariat  
 Mike A Jones, Assistant Secretary

**28 APOLOGIES**

Apologies were received from:

Councillor Terry Aldridge	Lancashire County Council
Andrew Ambrose	Liverpool Airport General Aviation Users Association (LAGAUA)
Paul Cherpeau	Liverpool Chamber of Commerce and Industry
Claire Delahunty	Liverpool LEP
Councillor Michael Roche	Sefton Metropolitan Borough Council

**29 DISCLOSURE OF PERSONAL INTERESTS**

Councillor Mark Warren declared an interest as a pilot for easyJet.

**30 MINUTES**

**DECIDED:** That

the minutes of the meeting of the Consultative Committee held on 29 May 2015 be approved as a correct record and signed by the Chairman.

**31 CHAIRMAN'S ANNOUNCEMENTS**

There were no Chairman's announcements.

### **32 MINUTES OF SUB-COMMITTEES**

**DECIDED: That**

the minutes of the meeting of the Noise Monitoring Sub-Committee on 17 July be received.

### **33 MEMBERSHIP**

**DECIDED: That**

the following appointments since the last meeting be noted:

- Councillor Steve Niblock as representative for Wirral Metropolitan Borough Council.
- Councillor Steve Parish as representative for Warrington Borough Council.
- Councillors Michael Roche and Andy Dams as representatives for Sefton Metropolitan Borough Council
- Councillor Mark Warren as representative for Frodsham Town Council.
- Councillor Allan Harvey as representative for Knowsley Council
- Councillors Terry Aldridge and Cynthia Dereli as representatives for Lancashire County Council.

### **34 PUBLIC QUESTION TIME**

There were no questions from the member of the public present and no questions had been submitted in advance.

### **35 SURFACE ACCESS STRATEGY**

Alex Naughton from Merseytravel provided a detailed update on work which Merseytravel had been doing toward a new Airport Surface Access Strategy (ASAS) for Liverpool Airport. The details of the update are attached as **Appendix A**.

In October 2015, an Airport Transport Forum would be established with representation from the Consultative Committee, which would help to develop an updated ASAS. The Airport was already analysing the data from the Civil Aviation Authority where passengers were interviewed over a year about their opinions and choices, and from that it appeared that about 20% currently used public transport to access the airport.

Members discussed various points including the closure of Lime Street Station, multilingual advertising, signage and rail access.

**DECIDED: That**

the update on surface access be received.

### **36 NEW GNSS APPROACH (CENTRE LINE) PROCEDURE**

Andrew Dutton, Environment Manager at Liverpool Airport, and Leon Gilmour updated the Committee on the consultation on the introduction of a backup system to the ground based Instrument Landing System for approaches to the Airport from around 9 miles. The consultation had involved face to face meetings with Councils closest to the Airport or under the flight path including Cheshire West and Chester,

Warrington, Wirral, Liverpool and Flintshire. Their presentation slides are attached as **Appendix B**.

Andrew Dutton encouraged members to respond to the Airport before 14 October 2015 if they were not the right person within their organisation to participate. Members had received the GNSS (Global Navigation Satellite System) final approach leaflet before the meeting and a subsequent reminder.

There would be a future proposal to extend the use of the technology across the airspace of Northern England in the next few years as part of the NTCA (Northern Terminal Control Area) but this must not be confused with the GNSS consultation proposal.

There was a discussion about light aircraft which tended not to have the technology but the existing ILS system would remain in operation.

**DECIDED: That**

members to reply to the consultation to Andrew Dutton as soon as practical and before 14 October 2015.

### **37 RED ROUTE**

Danny Williams, the Car Parks Commercial Manager, introduced a report on the 'Red Route' which was a no-stopping route along the main approach road to the airport on the Airport's private land. The route and any penalty notices to drivers were operated by a separate company, which had an appeals procedure for disputed notices.

Members discussed the issue and the free parking time limits at the Airport car parks.

**DECIDED: That**

the update be noted.

### **38 QUARTERLY REPORT**

Robin Tudor, Head of Public Relations, presented the Airport's Quarterly Business Report, covering April to June 2015. Overall, there had been a 7% rise in passengers compared to last year, largely due to increased services. Key points (with increases given in comparison with the equivalent period in the previous year) included:

- EasyJet had seen a 2% increase in passenger with a new route;
- Ryanair's throughput for the period increased despite a 7% reduction in capacity;
- Flybe increased services to Belfast City to four times daily;
- Wizz Air increased passenger throughput with an additional service per week to Warsaw and a twice weekly service to Riga;
- Blue Air operated a load factor of 85%;
- Car parking figures remained strong;
- the extension of the perimeter fence to the East of the runway had been granted planning permission by Halton which would enable the Airport to submit the stopping up order to close part of Dungeon Lane;
- Customer Service survey results were presented, showing improvement in 7 of 13 results categories in the last quarter and overall satisfaction only one place behind

Manchester Airport out of 19 Airports. The improvements had been in the areas which had been promoted under the Airport message of 'Faster, Easier, Closer'.

→ The Peel Group had announced a long-term agreement with the Airport's lenders to underpin a major investment programme at the Airport over the following five years.

→ Flybe had announced that it would commence a daily service to Edinburgh from late October, and committed to further expansion by adding capacity to their Isle of Man and Belfast services.

→ The Airport welcomed the conclusion of the Airports Commission that a new runway at Heathrow was favoured for expanding aviation capacity in the UK.

→ Following the likely reduction in APD (Air Passenger Duty) at airports in Scotland, the Airport had responded to a HM Treasury consultation to favour varying rates within England by reducing APD at less congested airports.

→ the Airport had installed Merseyside's first rapid electric vehicle charging point.

**DECIDED: That**

the quarterly report be received.

**39 ANNUAL MEETING OF AIRPORT CONSULTATIVE COMMITTEES**

The Chairman introduced the report on the annual meeting of Airport Consultative Committees which took place at Manchester Airport in June.

The meeting had included an introduction and tour of the airport, and the meeting itself which looked at a broad range of issues concerning the industry and the Committees, including:

- Succession planning for the national organisation;
- Procedures for Passengers with Reduced Mobility (PRMs)
- Implementation of guidance from the Department for Transport for Consultative Committees
- Future airspace changes
- Runway capacity debate

**DECIDED: That**

the report be noted.

**40 COMPLAINTS AND QUERIES**

There was no business under this item.

**41 ANY OTHER BUSINESS**

There was no business under this item.

**42 DATE OF NEXT MEETING**

The next scheduled meeting of Liverpool John Lennon Airport Consultative Committee was Friday 20 November 2015 at 10.30 am in the Cavern Suite at the Airport terminal.



Chairman .....

Date .....

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**Liverpool John Lennon Airport  
Consultative Committee  
11 September 2015  
Minutes  
Appendix 1**

## **Surface Access Strategy – Merseytravel research**

### **Background**

- In 2013 Liverpool John Lennon Airport (LJLA) recorded 4.2 million passengers, the 12<sup>th</sup> busiest airport in the country. However, this is somewhat down from a peak of 5.5 million passengers in 2007. The airport makes a substantial contribution to the city region economy; DIRECTLY through employment and generating tourist visits; and INDIRECTLY through making the Liverpool City Region an attractive location for investment. LJLA also forms a key component of growth in both SUPERPORT LIVERPOOL and Visit Economy priorities.
- Working with LJLA, Merseytravel is conducting research into surface access to the airport, to understand what role this plays in passenger choice and experience, and how improved surface access can assist the growth of LJLA.
- Three elements of primary research have been throughout 2014.
  - 631 interviews with passengers at LJLA
  - 410 interviews with passengers at Liverpool South Parkway (LSP) travelling to the airport
  - 470 interviews with those living within the airport's catchment who do regularly fly but have not recently used LJLA
- This forms Phase 1 of the research, drawing profiles and benchmark data to understand the key issues; Phase 2 will focus on more strategic elements.

## **Conclusions and recommendations**

### **1 Overview**

Liverpool John Lennon Airport has a catchment and current market that extends beyond the initial boundaries of the Liverpool City region and its hinterland. Any plans around surface access need to be informed by this.

A substantial proportion of the airport's market is comprised of inbound passengers (for example visitors from overseas). Given the success and on-going growth of the City Region's visitor economy, this is likely to continue to be a factor. This market brings with it particular needs around information – both in terms with unfamiliarity in how the UK's transport network and in terms of languages. Identification of key languages required for public transport information is a must.

Much of the reaction in this survey has been overshadowed by the introduction of the £2 drop-off charge; it is likely that with familiarity this will not feature so strongly in future research. However, in the short term, there may still be a perceptual issue around this to overcome – and this applies not just to current users but also the non-users. The satisfaction with so many actual car park users (as opposed to drop-offs) is a strong argument in the airport's favour.

## 2 Short-term: The current transport market

### **Actions: Merseytravel**

#### i. Bus from the City Centre

- The bus to LJLA from Liverpool city centre shows factors such as medium customer awareness, poorer uptake than might be expected, confusion over city centre stop locations and complaints about the schedule; together making up a problem that could in part be described as ‘visibility’.
- To counter this, it is suggested that Merseytravel and the bus operators to work together, ensuring:
  - Suitable vehicles (i.e., luggage facilities).
  - Vehicles heavily branded as an airport bus.
  - Running to a schedule that meets the needs of airline passengers.
  - Using bus stops clearly designated as calling points for the airport service (including in particular, a clearly designated interchange facility at Lime Street station, to connect those rail users not travelling via LSP).
  - Good quality information about the facility – and given the levels of ‘inbound’ markets, multilingual considerations need to be reviewed.

#### ii. Link from Liverpool South Parkway

- The research shows LSP is important gateway to/from LJLA, with over ¼ million passengers using it to reach the airport. The data suggests though that there may be potential to achieve greater than this, and that there are geographies where a lack of awareness of both the range of rail services at LSP and the bus to LJLA can be elevated by Merseytravel and its partners.
  - For example, stronger branding of the station as a ‘gateway’ to LJLA, emphasising its proximity (rename as Liverpool Airport Parkway?).
- The bus from LSP shows reasonable levels of uptake but the research suggests it does not in passenger’s eyes emerge as an ‘airport service’. The areas of weakness that need to be addressed are threefold.
  - Firstly, as with the bus from the City Centre, the vehicle needs to be suited for airport passengers and their luggage.
  - Secondly, there needs to be clear and unambiguous signage at LSP, directing passengers who may be unfamiliar with the station towards the airport connection.
  - Thirdly, the vehicle needs to be identifiable as an airport connection, ideally with good frequency/journey time and through rail-bus ticketing provided.
- Given the above issues, consideration needs to be given as to whether ‘heavy bus’ provides the best way of meeting these needs; the solution needs to meet needs of those travelling from LSP to LJLA and vice versa.

### **Actions: Highways Agency**

#### iii. Trunk road links and signposting

- For car users (and indeed for the airport’s own ‘visibility’) specific weaknesses have emerged in terms of signage to the airport.

- Signage to LJLA needs to be monitored to ensure maintenance (i.e., not becoming obscured).
- Signage provision needs to be reviewed to assess whether is adequate. (For example, is it early enough in advance of junctions? Especially for the many drivers who may be unfamiliar with the area?).
- At a more strategic level, the airport needs greater prominence from the key motorway 'gateways' to the region, such as the M6; even allowing for Manchester's greater market share, this 'gap' in information can disadvantage LJLA.

## **Actions: LJLA**

### iv. Information and publicity

- As indicated above, for some modes of transport to the airport, awareness is lower than might be expected. LJLA also appears weaker in terms of information on how to get to the airport in comparison to its competitors. Some indicated actions are:
  - LJLA to review the extent and detail of transport information in comparison to that provided by other airports (bearing in mind that in part this lower satisfaction may be driven by the lower range of transport options actually available).
  - LJLA to review signage within the terminal, to ensure clear and unambiguous direction / detail to public transport for arrivals. (Needs to be managed in conjunction with the improvements in linkages by Merseytravel, above).
- The current dissatisfaction spurred by the £2 drop-off charge should decline over time, but in order to reach out to current and potential users, there is a need to continue 'managing the message' around this:
  - Overcome misconceptions (for example, the often quoted "LJLA is the only airport that charges to drop off").
  - Ensure clarity of what has to be paid, how and where.
  - Highlight the perceived good value offered by long stay car parking.

### v. Research

- To maximise the opportunities for the airport – both in case building and improving surface access – it is recommended that LJLA continues to work with partners such as Merseytravel and the LEPs. This should:
  - Strengthen the amount of available data and information.
  - Ensure no duplication of effort.
  - Help with consistent messages.
  - Identify major connectivity issues at an early stage.

## **Actions: Liverpool City Region LEP**

### vi. Airport profile

- This research highlights the wide role of LJLA, including its geographic footprint reaching far beyond the LEP's boundaries. There is a need to ensure:

- Economic documents do not ‘just’ portray LJLA as an airport offering access to/from the local market but emphasise that it forms a current and potential gateway to/from North Wales, North West, Midlands and further.
- Evidence-building to recognise the above in any data gathered.
- Where possible, neighbouring LEPs (such as Cheshire & Warrington LEP) to share a ‘common message’ around the airport.
- Talk of the Northern Powerhouse and other strategies does not underplay the role of ‘other’ northern airports such as LJLA, when much of the focus gravitates towards Manchester.

#### vii. Research

- There is a need to ensure knowledge is shared. Although assumed this takes place, it is formally recommended that:
  - The LEP shares information around current / future key inbound markets with both LJLA and Merseytravel to a) help build the case for new routes and b) ensure multilingual transport information is developed in accordance with likely demand.
  - The LEP identifies if the Gateway study can again be conducted; to understand in more detail the attraction/dispersal role of LJLA for the inbound market.

### **3 Mid-term: future transport market**

#### **Actions: Merseytravel**

##### i. Expand markets in West Cheshire and North Wales

- The research demonstrates that for current markets in Cheshire and North Wales, there is a lower level of public transport use to reach LJLA and low satisfaction amongst non-users in terms of accessibility to the airport. This points to the proposed Halton Curve re-opening expanding these markets, although this will be subject to:
  - Ensuring appropriate schedules that meet the needs of airport users.
  - Enabling through-ticketing.
  - Seamless transfer from LSP to LJLA (as above).
  - Clear and strong marketing of the new transport options.

##### ii. Improve airport public transport connectivity

- Passengers travelling to airports express dislike for journeys where multiple interchanges are required. This particularly affects LJLA in terms of journeys from Wirral, Lancashire, etc:
  - This reinforces the need for key elements of Merseytravel’s long-term rail strategy, such as better connections between the current Merseyrail Electrics and City Lines – not least so that more services can run direct to LSP.
- There are markets for LJLA which are more local and served by bus (Knowsley, St.Helens, Halton, etc.) There is a need to:

- Monitor whether the Better Bus Area helps grow travel to the airport by bus.
- Identify specific gaps in the transport network.

### iii. The Northern Hub

- This research has implications regarding the Northern Hub electrification and transfer of Transpennine (and other) trains to the Chat Moss line; hence no longer being able to call at LSP). Given that these cover important long-distance markets for the airport, mitigation is called for, whether by:
  - Pressure to retain these services via the current route.
  - Upgrade of another station on the Chat Moss line to serve as an ‘airport gateway’. E.g. Newton le Willows?
  - Increased focus on upgrading the link from Lime St station to LJLA.

### iv. Direct linkage to the airport

- There is a clear desire expressed by both public and private transport users for an improved transport link to the airport, either through this being a rail or a tram route; the general mood dictates against use of bus.
  - Given that the recent business case for a heavy rail link to Leeds/Bradford Airport was relatively weak (lower passenger numbers than LJLA but higher levels of business travel), this makes a rail link an unlikely prospect for LJLA in the short/mid-term.
  - Expanded passenger numbers and other factors may make a tram, train (or tram/train) option more viable, and there will be a need to keep this option under review – if, for example, other developments in the area (such as growth at major employment sites or regeneration in Speke) help make the case.
  - In the near future, the best possible solution may lie in making the transfer to LJLA (either from the City Centre or South Parkway) genuinely seamless, and as close to the perceived quality offered by a rail link as possible.

## **Actions: LJLA**

### v. Expand Product offer

- The biggest single item that will help improve the airport’s quantum lies in building the case the airport offers, encouraging airlines to offer additional links from LJLA – either in terms of new destinations, additional frequencies, new airlines or packages.
  - Strong demand from both users and non-users highlighted that package travel can be a particular stimulant; passengers will ‘follow the package operator’ regardless of airport used.
  - Business travellers tend to have very specific demands in terms of flight times and resource should be devoted to monitoring changes in the LCR economy and composition, which may help make the case for specific links.
  - This research has highlighted key destinations that outbound travellers (currently non-users) may utilise from LJLA. In terms of inbound market there will always be a need to focus on which markets both the LEP and

VisitBritain are targeting for growth. e.g. Europe, North America, Middle East, China, India, Brazil, Russia, etc.

- A strong element of LJLA's offer is the customer satisfaction levels, and those who use it out of choice. The challenge will be to ensure that as passenger numbers grow, this appreciation of good customer service is not lost.

#### **4 Research next stages**

As outlined, this research presents an initial stage, and the following are the next required stages (exact timescales to be confirmed by discussion). This is not a full list, as it is expected that detail will be fleshed out by the steering group.

- Findings from this research needs to be geographically analysed – including being compared with CAA postcode data and current public transport connectivity, in order to highlight both at local and strategic level where gaps and demands exist.
- Monitoring of customer satisfaction and perceptions – there will be an on-going need to measure changes in reaction in current and potential passenger markets, especially to confirm whether initiatives taking place are successful.
- More detail from business users – both those currently using LJLA and those not – in terms of destination demands and transport preferences is required, to fill in data which currently comes from a limited base.
- Qualitative benchmarking, to draw on examples both in the UK and overseas, to understand best practice and results in terms of transport provision to airports which are comparable to / aspired to by LJLA.



# Proposed GNSS @ LJLA Consultation

ACC - 11<sup>th</sup> September 2015

# What is a GNSS?

- General Definition
  - Global Navigation Satellite System
  - Fixed waypoints in space (or SatNav for the aircraft)
- Terminology
  - Approach = Landing
  - GPS = GNSS
  - Runway 09/27

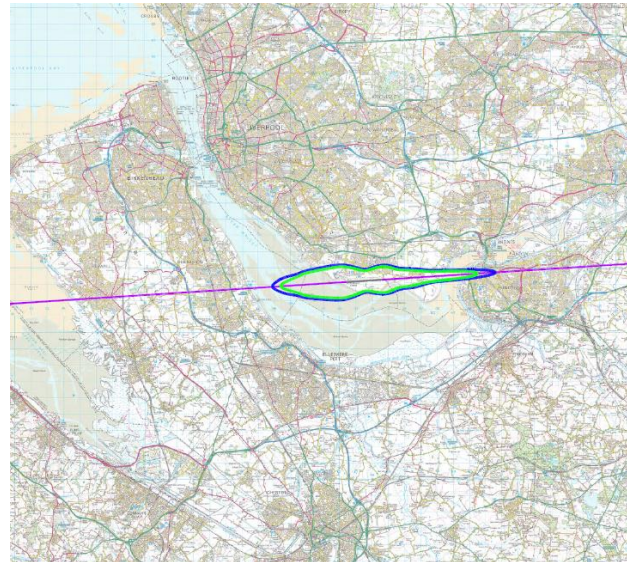
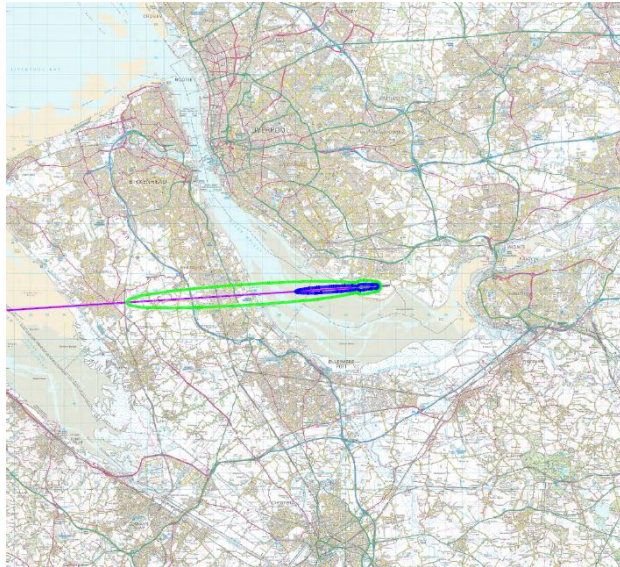
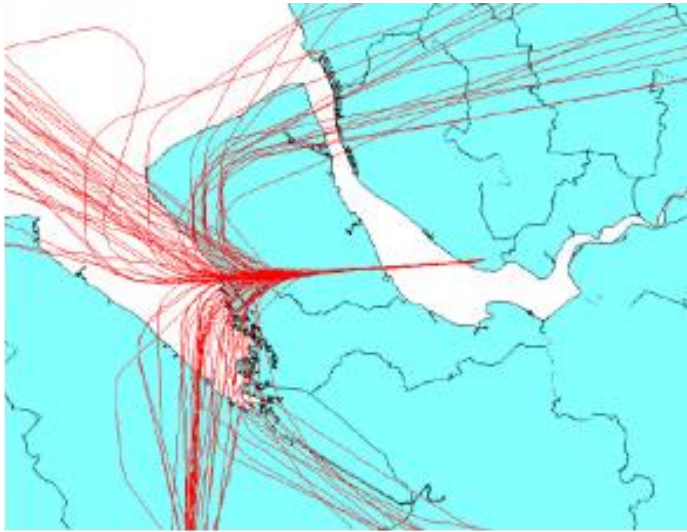
# Why is GNSS Necessary @ LJLA?

- Back-up or alternative option to ILS
- What is ILS?



- The aim of GNSS is replication of the ILS

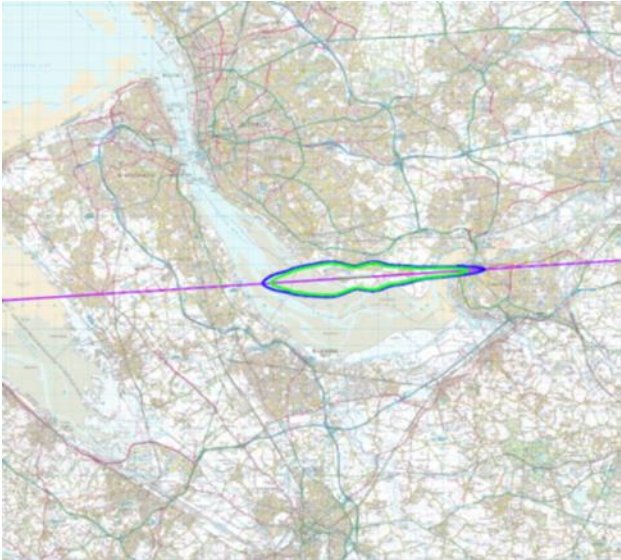
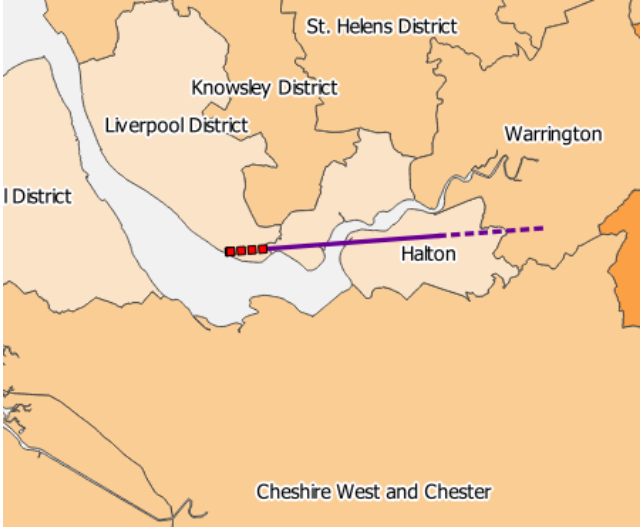
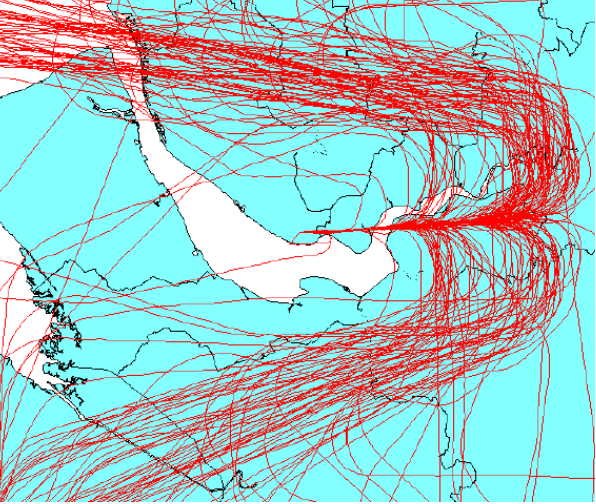
# Runway 09





# Runway 27

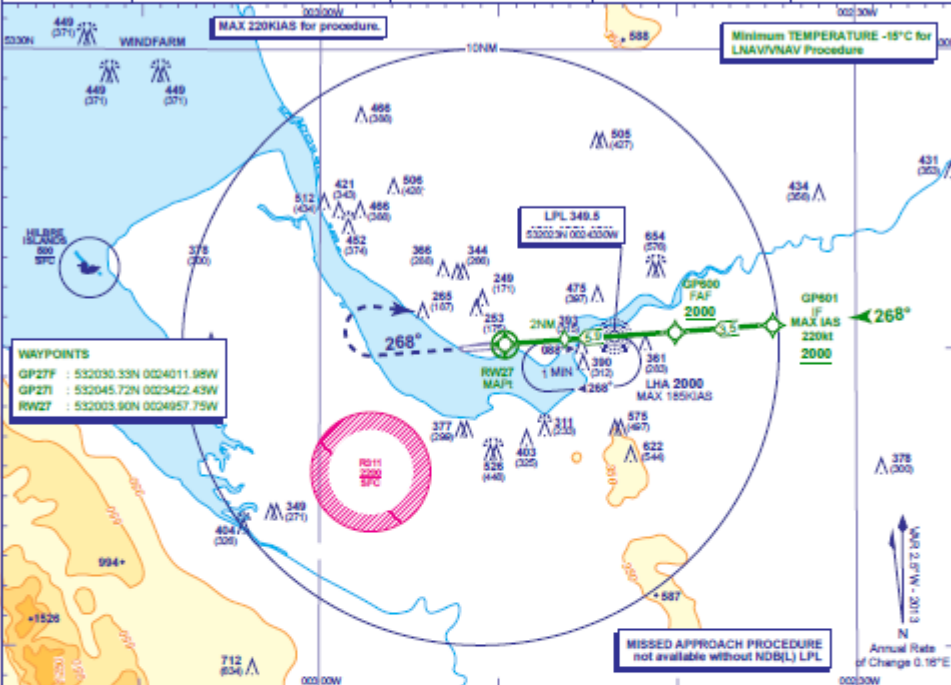
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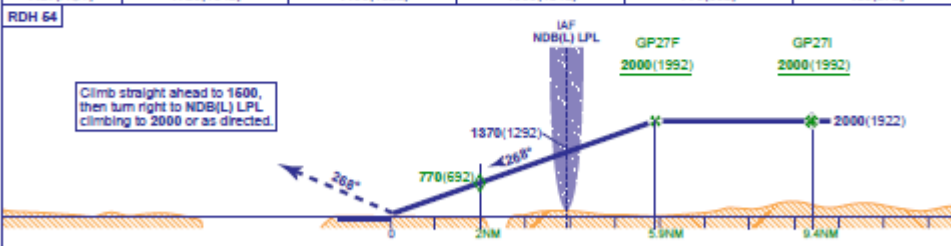
**INSTRUMENT APPROACH CHART - ICAO**

**LIVERPOOL  
RNAV (GNSS)  
RWY 27  
(ACFT CAT A,B,C,D)**

APP 119.850	LIVERPOOL APPROACH	AD ELEVATION 81
TWR 126.350	LIVERPOOL TOWER	THR ELEVATION 78
121.950	LIVERPOOL GROUND	OBSTACLE ELEVATION 1900 AMSL (1922 ABOVE THR)
RAD 118.450, 119.850	LIVERPOOL RADAR	TRANSITION ALTITUDE 5000
ATIS 124.325	LIVERPOOL INFORMATION	BEARINGS ARE MAGNETIC



DME I-LQ	5	4	3	2	1
ALT(HGT)	1720(1642)	1400(1322)	1080(1012)	770(692)	460(372)



NOTE 1  
2

# GNSS Consultation

- Consultation Committees
  - LACC ( 29 May & 11 Sept)
  - NMSC (17 July)
- LA Face to Face Meetings
  - CW&C, Flintshire, Halton, Liverpool, Warrington & Wirral
- Social Media
  - Facebook
  - Twitter
- Consultation Brochure
- Drop in Sessions
  - Wed 19 Aug (10 to 12)
  - Sat 5 Sept (10 to 12)
  - Mon 14 Sept (5 to 7)
  - Fri 9 Oct (2 to 4)

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## Final Approach

Global Navigation Satellite System



Let us know what you think!

Liverpool John Lennon Airport 



# GNSS @ LJLA Short & Long Term

- Civil Aviation Authority (CAA)
  - CAP 725 (7 Step Process)
- Stakeholder Consultation & Comments
  - Report back to your organisations
  - Who will be the point of contact for your organisation (if not you)?
  - Who outside of this room do you want us to speak to?
  - Deadline 14<sup>th</sup> October 2015
- NTCA
- Further questions to:
  - Andrew Dutton, Head of Environment
  - [adutton@liverpoolairport.com](mailto:adutton@liverpoolairport.com)

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**NOISE MONITORING SUB-COMMITTEE****16 OCTOBER 2015  
(10.30 am - 10.55 am)**

PRESENT: Marshall Morris, Chairman  
 Councillor Mary Aspinall, Liverpool City Council Cressington Ward  
 Larry Dack, Speke Estate  
 Norman Elias, Passenger Representative  
 Peter Hargreaves, Environmental Health, Cheshire West and Chester Council  
 Councillor Evelyn Hudson, Hale Parish Council  
 Sean Jackson, Environmental Health, Knowsley Metropolitan Borough Council  
 Dr Ian Rushforth, Environmental Health, Liverpool City Council  
 Wendy Salisbury, Environmental Health, Halton Borough Council  
 Angus Tilston MBE, Wirral Transport Users Association  
 Mark Warren, easyJet  
 Councillor Catherine Williams, Hale Parish Council  
 Councillor Jeremy Wolfson, Liverpool City Council  
 Toby Zorn, Environmental Health, Wirral Borough Council  
Liverpool John Lennon Airport  
 David Briggs, Head of Customer Care, Terminal and Landside Operations  
 Colin Barnes, Environmental Advisor  
Secretariat  
 Mike A Jones, Assistant Secretary

**16 APOLOGIES**

Apologies had been received from:

Ian Gaskell	Environmental Health, Knowsley Metropolitan Borough Council
Simon Osborne	National Trust

**17 CHANGES IN MEMBERSHIP**

There had been no changes in membership since the last meeting.

**18 MINUTES OF LAST MEETING****DECIDED: That**

the minutes of the meeting of the Noise Monitoring Sub-Committee held on 17 July 2015 be agreed as a correct record.

**19 NOISE COMPLAINTS LOG**

The Sub-Committee considered the Noise Complaints Log, which detailed every complaint received and the response to it, for the period 1 July 2015 to 30 September 2015. Colin Barnes gave a presentation to members on the Noise Log which included analysis of the number of noise complaints received by date, number of complainants, administrative area and the total number of complaints compared to the previous year. He also detailed the number of test runs. The presentation is attached to these minutes.

During the period a total of 35 complaints had been received, with the highest proportion (14, or 40%) from Cheshire West and Chester Council's area, mainly linked to the use of runway 27.

Members discussed the contents of the Noise Log and noted the variance in the subjects – several RAF aircraft, people using tracking information online and complaints from areas for the first time.

**DECIDED: That**

the Noise Complaints Log for 1 July 2015 to 30 September 2015 be noted.

**20 INTERIM FEEDBACK FROM GNSS CONSULTATION**

Colin Barnes gave feedback on the consultation which the Civil Aviation Authority (CAA) required regarding the proposed implementation of the Global Navigation Satellite System at Liverpool John Lennon Airport, in the form of a presentation. The presentation is attached to these minutes.

The consultation closed on 14 October 2015 and had involved 92 groups being consulted, with a 53% response rate overall. Of those, 68% indicated that there would be no impact on them, 95% had no concerns, 72% indicated that there would be no change to the local air quality or community noise exposure, and 28% thought there would be minor improvement.

There was overwhelming support and no objections.

The next stage was the CAA decision on adoption on 5 February 2016.

**DECIDED: That**

the update be noted.

**21 ANY OTHER BUSINESS**

There was no business under this item.

**22 DATE OF NEXT MEETING**

The next meeting of the Noise Monitoring Sub-Committee is scheduled for 15 January 2016 at 10.30 a.m. in the Cavern Suite, Liverpool John Lennon Airport.

Chairman .....

Date .....

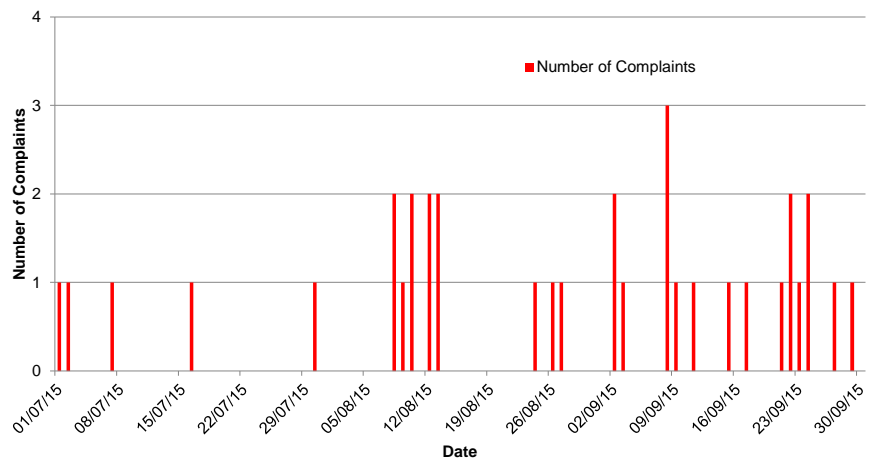


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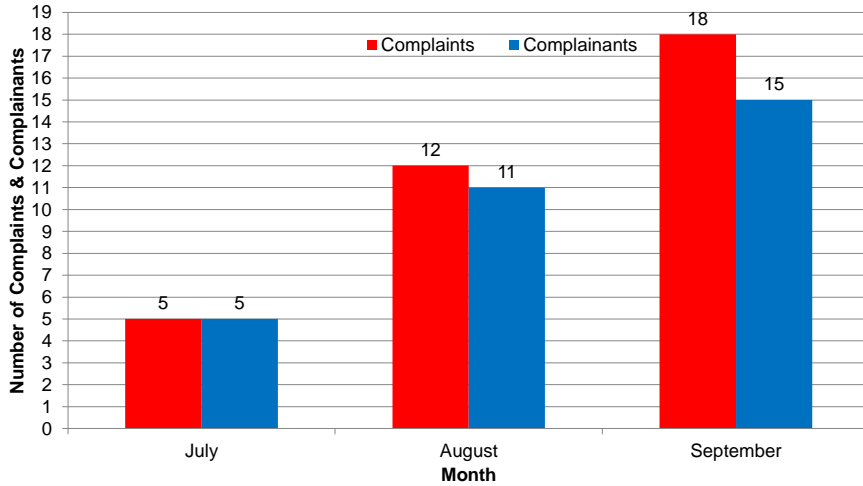


[www.liverpoolairport.com](http://www.liverpoolairport.com)

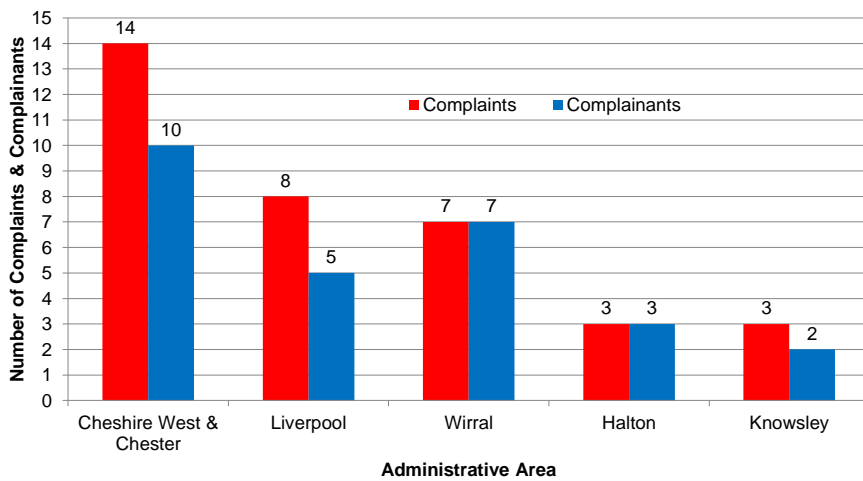
Liverpool John Lennon Airport Noise  
Complaints By Day 1<sup>st</sup> July to 30<sup>th</sup> September 2015



Liverpool John Lennon Airport Complaints and Complainants  
for 1<sup>st</sup> July to 30<sup>th</sup> September 2015

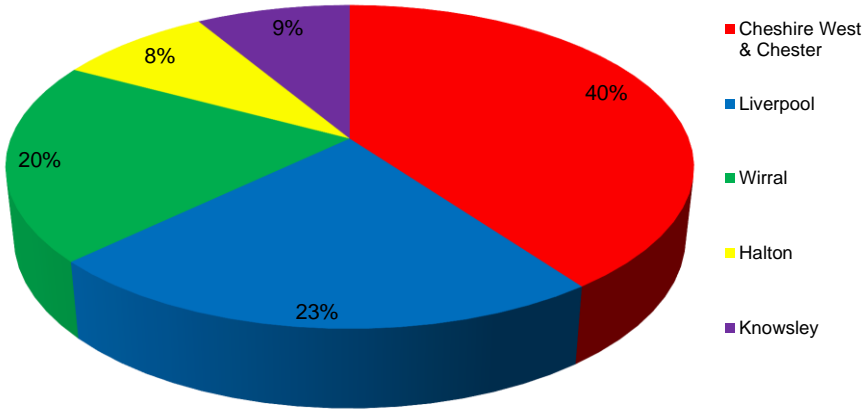


Liverpool John Lennon Airport Complaints and Complainants with  
Administrative Area for 1<sup>st</sup> July to 30<sup>th</sup> September 2015

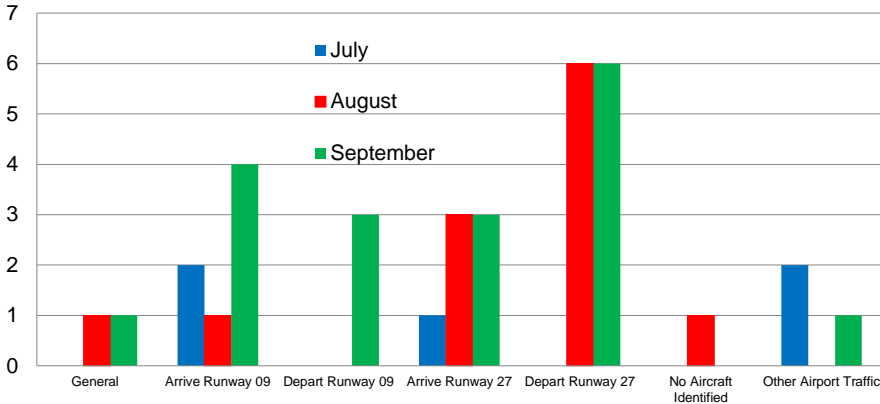




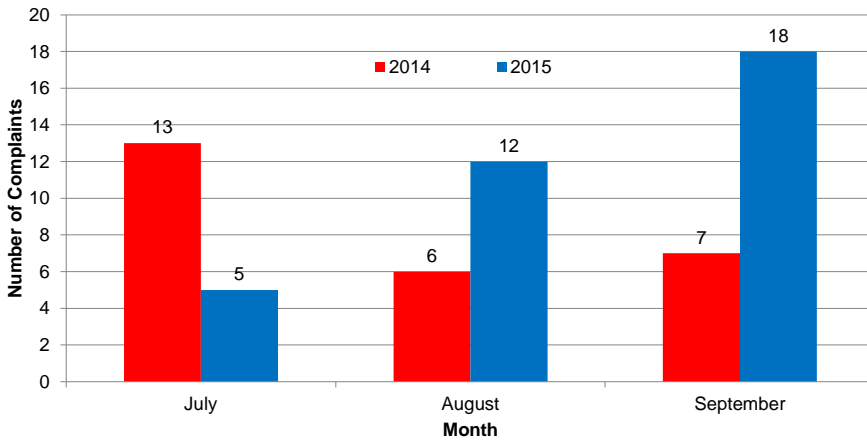
Liverpool John Lennon Airport Percentage of Complaints for Administrative Area 1<sup>st</sup> July to 30<sup>th</sup> September 2015



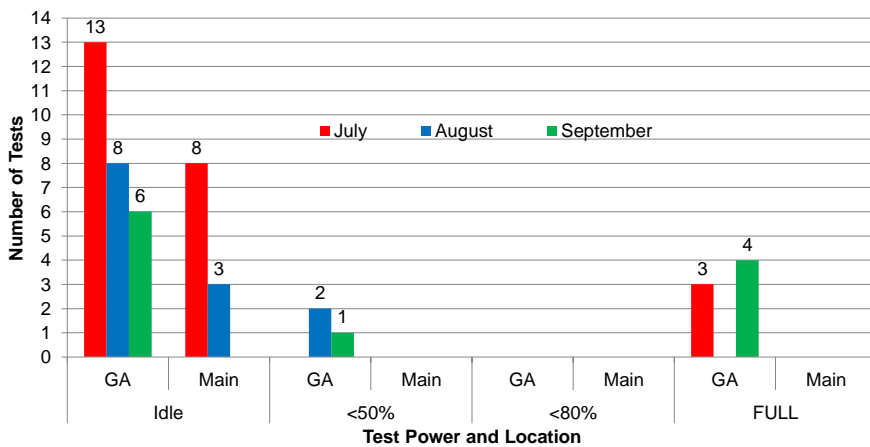
Liverpool John Lennon Airport Operations that caused Noise Complaints for 1<sup>st</sup> July to 30<sup>th</sup> September 2015



### Liverpool John Lennon Airport Complaints Comparison for 1<sup>st</sup> July to 30<sup>th</sup> September 2014 & 2015



### Liverpool John Lennon Airport Engine Test Runs 1<sup>st</sup> July to 30<sup>th</sup> September 2015



**Final Approach**  
Global Navigation Satellite System



Let us know what you think!



# GNSS Consultation Feedback



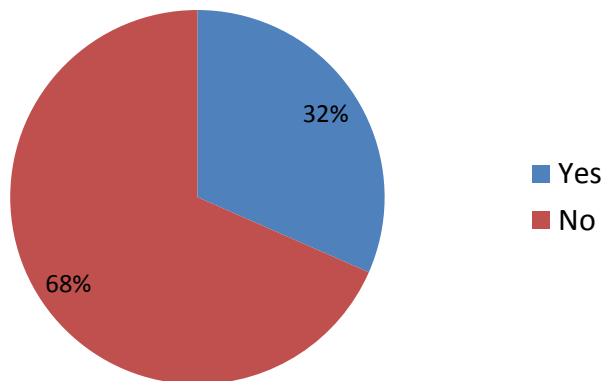
## Consultation Response Summary

	Consultee Groups	Number Consulted	Number of Responses	Percentage Response
1	LACC	26	14	54%
2	NMSC	14	10	71%
3	Airlines	6	6	100%
4	GA Community	5	5	100%
5	Local Authorities	6	6	100%
6	NATMAC	32	5	16%
7	Other ANSP	3	3	100%
		92	49	53%

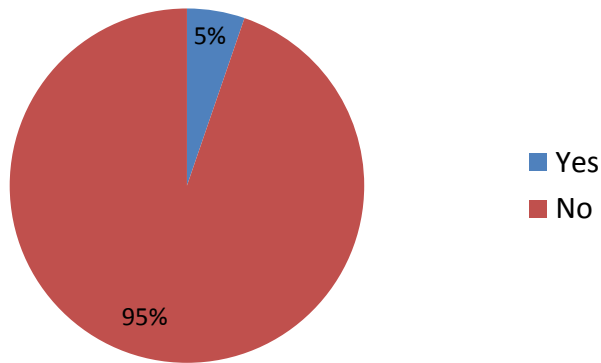


## GNSS Feedback Questionnaire Results

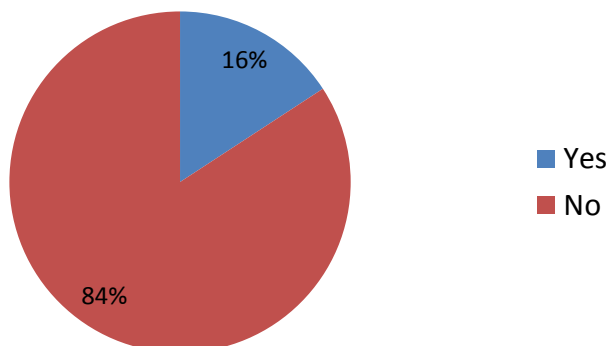
1. Will the proposed GNSS procedure have an impact on you?



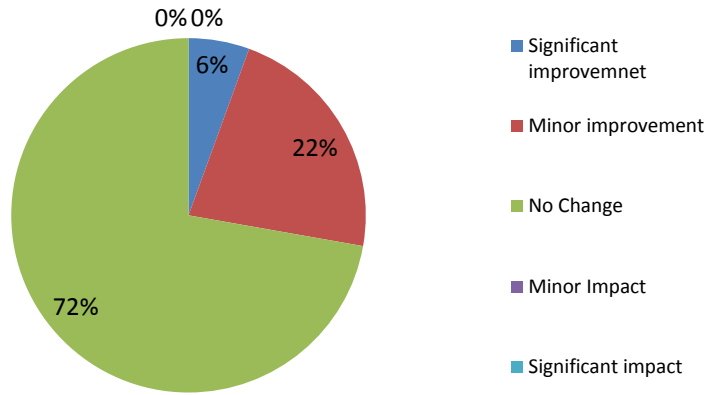
2. Do you have any concerns about the proposed new GNSS arrivals procedure?



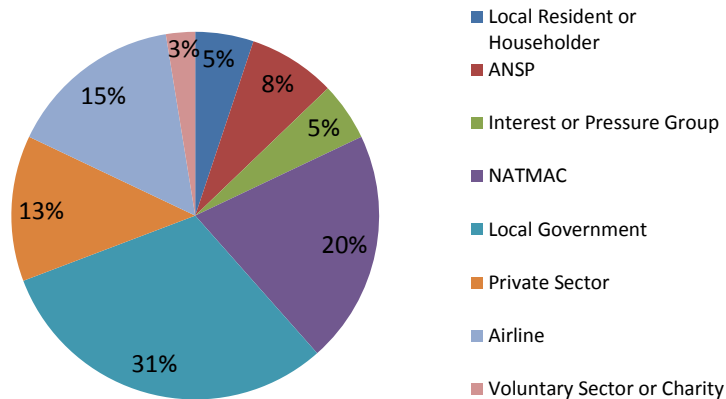
3. Is there anything that the Airport has missed concerning the introduction of GNSS compared to the ILS approach at LJLA?



4: What are your views on the environment impact of the proposed new GNSS Procedures on local air quality and community noise exposure?



5: Which of the following best describes you?



ANSP = air navigation service provider NATMAC = National Air Traffic Management Advisory Committee

## In summary

- overwhelmingly supportive of the LJLA GNSS Approach proposal
- The formal consultation was proportionate to the scale and nature of the Airspace Change
- There were no responses received that objected to the principle of GNSS approaches being implemented at LJLA

## What Next?

Stage	Date
<b>Publish Summary Report</b>	16 <sup>th</sup> October 2015
<b>Formal Submission to the CAA</b>	16 <sup>th</sup> October 2015
<b>CAA Decision on adoption/approval</b>	5 <sup>th</sup> February 2016
<b>AIRAC Cycles</b>	5 <sup>th</sup> February 2016
<b>Proposed GNSS Approach Implementation</b>	28 <sup>th</sup> April 2016
<b>Post Implementation Review</b>	28 <sup>th</sup> April 2017

AIRAC = Aeronautical Information Regulation And Control

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## QUARTERLY BUSINESS REPORT

### 1.0 Liverpool John Lennon Airport - Traffic Statistics

#### **Scheduled Passenger Traffic Performance**

Passenger numbers at Liverpool John Lennon Airport have continued to increase during the busy peak summer holiday period, with over 1.3m passengers choosing to use Liverpool during the third quarter of the year compared to the same period in 2014 - a 7% increase.

<b>Month</b>	<b>2015</b>	<b>2014</b>	<b>Variance (%)</b>
July	431,923	403,932	+5%
August	471,591	439,777	+7%
September	398,280	374,971	+9%
<b>Q3 Totals</b>	<b>1,301,794</b>	<b>1,218,680</b>	<b>+7%</b>

Passenger numbers at LJLA have increased each month since February, taking growth at Liverpool to 6% for the first three quarters of 2015 compared to the same period last year with a total throughput of over 3.3m – almost 200,000 more than 2014. This growth continues to reflect the recent upsurge in business at the Airport following the addition of a number of new routes and airlines now operating from Liverpool.

In summary:

**easyJet** operated a slightly reduced capacity compared to 2014, but passenger numbers remained the same.

**Ryanair** carried more passengers than during the previous quarter based on less capacity.

**Flybe's** new three times daily service to Amsterdam commenced in early September with encouraging passenger numbers to date.

**Wizz Air** have continued to see growth over the previous year, with their new service to Riga and additional flights to Warsaw and Gdansk.

**Blue Air's** route to Bucharest continues to perform strongly, whilst a new route to Cluj, Romania's second city has been announced for Summer 2016, with Bacau returning next Summer too.

Czech Airlines commenced their twice weekly Summer service to Prague and have announced that this service will return again for Summer 2016.

## 2.0 Other Matters

### 2.1 Car Parking

Problems recording the total numbers of vehicle transactions have meant that the data for Q3 is not available, however levels have crime have continued to be recorded as normal and show just four reported incidents of crime during this period.

### 2.2 Planning and Development Matters

#### Extension to airport perimeter fence

The stopping up order was allocated to a case officer in October which allowed the notices of the proposed stopping up to be displayed on Dungeon Lane. The notices had to be displayed for a period of 28 days and adverts were required to be placed in the Liverpool Echo and the London Gazette which have now been published. Following expiry of the 28 days, any objections submitted will be reviewed by the Department for Transport and a decision will be made to determine whether a public inquiry is necessary or not (The date of expiry of the 28 day notice period is 9th November).

### 2.3 ASQ surveys

The table below shows Liverpool's placement in the benchmark group of 19 Airports for the latest Q3 ASQ results (19th being the lowest place and 1st being highest). The table also compares Liverpool's placement against Manchester Airport's as requested by the Committee, with the red and green indicating a higher or lower placement in the benchmark.

	LPL			MAN		
	Q3 2015	Q2 2015	Q1 2015	Q3 2015	Q2 2015	Q1 2015
Overall satisfaction	9	11	10	10	10	13
Overall satisfaction business pax	14	14	17	8	11	13
Overall satisfaction leisure pax	7	8	4	10	9	11
Ease of finding way	2	2	3	13	13	13
FIDS	15	12	16	10	11	12
Cleanliness of toilets	13	17	13	9	10	10
Comfort of waiting/gates	15	15	16	7	9	14
Cleanliness of terminal	14	15	16	10	13	13
Ambience	7	12	14	12	15	16
Speed of baggage delivery	1	2	4	9	11	12
Arrivals passport & Visa ins	3	4	3	9	10	15
Waiting time in check in Q	2	1	5	11	10	9
Waiting time at Sec inspection	1	1	6	15	10	13

Highlights include:

- Liverpool is the best performing airport for waiting times at security inspection and speed of baggage delivery on arrival and second best for waiting times at check-in and wayfinding, continuing to endorse the Airport message of *'Faster, Easier, Closer'*
- The Airport has improved its ranking from Q2 to Q3 in 7 categories
- Liverpool is ranked higher than Manchester in 8 out of the 13 categories
- Areas where the airport continues to score poorly are all being addressed by the improvement works already underway, including new lounge seating, new washrooms and new larger FIDS screens

## **2.4 General Airport update**

### Liverpool City Council invest in the Airport

At the end of October, Liverpool City Council acquired a shareholding in Liverpool John Lennon Airport. This follows the successful restructuring of the Airport's bank facilities earlier in the year. Under the proposals approved by members, the City Council will acquire a shareholding in two joint venture companies to invest on the basis that it will make a commercial return.

The funding will be used to acquire the shareholding and invest in the Airport alongside Peel to further improve its facilities for passengers and airlines, and maximise the opportunity for LJLA and the City Region as a key gateway for the Northern Powerhouse.

This investment from the Council complements its existing role in supporting the local and regional economy and allows the City to share in the financial success of the Airport. They will bring strong support both financially and strategically, with interests aligned to those of Peel and the wider City Region.

### Alliance of regional airports demands action on Air Passenger Duty

Liverpool has joined an alliance of eight regional airports to respond to the Government's discussion paper on the options for supporting English regional airports from the potential devolution of Air Passenger Duty (APD) to Scotland and Wales.

The airports, including Liverpool John Lennon, Newcastle, Birmingham and Bristol have commissioned new research into the costs of devolving APD, which states that without policies to mitigate the effects of APD cuts in Scotland and Wales, English regional airports could see their passenger numbers fall by around 2.2 million by 2025.

Powers to devolve APD to Scotland are currently being debated in Parliament and the Government is also considering devolving the same powers to Wales. The airport alliance say that the impact, particularly for those in the North, is so great that to 'do nothing' is not an option and any reductions in APD in Scotland need to be matched across the rest of the country.

A joint letter has been sent to the Chancellor of the Exchequer, highlighting that if UK-wide matching is not possible, then Scottish reductions should be matched at all non-congested UK airports, in order to meet the Prime Minister's commitment made during the General Election campaign that the government will ensure other airports "don't lose out".

Liverpool John Lennon Airport has also submitted its own response to the HM Treasury Discussion paper reinforcing the messages in the letter to the Chancellor.

#### Written evidence submitted for the Transport Select Committee's inquiry on surface access to airports

The Airport submitted its response in October highlighting the importance of good surface access for regional airports such as Liverpool, for both passengers and employees.

A range of modes of transport are required to meet the Airport's individual needs and to compliment the range of destinations served. However in the current challenging economic climate, the opportunity for regional airports to invest heavily in surface access improvements, either by way of major infrastructure programmes or through subsidies to kick start public transport links, does not exist without support from elsewhere.

The response also highlighted that there needs to be greater recognition within rail franchise agreements and government policy towards the marketing and promotion of services, with through ticketing and ease of purchase aimed at making public transport a far more attractive option for travelers than at the present.

The Airport welcomed support from Merseytravel in making its response.

#### Vueling announce Summer 2016 service from LJLA

Spanish airline Vueling, part of the International Airlines Group (IAG) that includes British Airways, is to commence a three times weekly scheduled service from Liverpool to their base in Barcelona, starting in March 2016.

With the launch of Vueling flights, this will be the fifth new airline to announce services from LJLA in the last twelve months, taking the number of airlines operating at the airport to nine.

Vueling is the largest airline serving the main Barcelona El Prat Airport, and operate almost 300 routes to over 130 cities in Europe, Middle East and Africa, with ninety Airbus 320 aircraft.

### Airport Transport Forum

The Airport and Merseytravel are working together to look at ways to improve public transport access to and from the Airport. This includes updating the Airport Surface Access Strategy (ASAS) and a meeting has recently been held of the Airport Transport Forum (ATF) which is made up of all the key stakeholders who input to agree the ASAS going forward. Representation from the LACC is included in the membership of the ATF.

The revised ASAS will subsequently be presented to the LACC at a future meeting in the coming months.

### Gold Standard CardiacSmart Award

Liverpool John Lennon Airport's Rescue and Fire Fighting Service have once again been awarded the prestigious Gold Standard CardiacSmart accreditation from North West Ambulance Service. This is an outstanding achievement as it is very unusual for an organisation to be awarded the gold standard twice, with the team at the Airport having demonstrated continued improvement upon already high standards.

## **2.5 Press Releases**

The following press releases were issued by the Airport over the past few weeks:

4 <sup>th</sup> September	Czech Airlines to repeat Prague flights from LJLA for Summer 2016
7 <sup>th</sup> September	Flybe connects LJLA to the world as new flights to Amsterdam take off from Liverpool
8 <sup>th</sup> September	Alliance of regional airports demands action on Air Passenger Duty
9 <sup>th</sup> September	Spanish Airline Vueling announce new flights from LJLA
18 <sup>th</sup> September	Airport bosses head to Durban for 2015 World Route Development event
25 <sup>th</sup> September	Celebs fly out from LJLA for a 'Dam' good trip with Flybe
5 <sup>th</sup> October	Passenger numbers continue to rise as Blue Air announce 3rd route from LJLA
23 <sup>rd</sup> October	Aer Lingus' new Dublin service takes off from LJLA with links to the US
26 <sup>th</sup> October	Flybe's latest new service means Edinburgh is now just 75 minutes away
30 <sup>th</sup> October	Peel welcomes City Council decision to invest in Liverpool John Lennon Airport
4 <sup>th</sup> November	9th consecutive month of growth for LJLA

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**Report of the Liverpool Airport Consultative Committee Secretariat**

**DEPARTMENT FOR TRANSPORT GUIDELINES FOR CONSULTATIVE COMMITTEES**

1. At the meeting of the Consultative Committee in November 2014 the new Guidelines for Consultative Committees from the Department for Transport were noted and a decision made to incorporate the Code of Conduct into the Committee's Constitution.
2. The Secretariat has now done this, and has taken the opportunity to update the membership details in the Constitution to reflect where organisations have been added or removed or where representatives have changed.
3. The revised Constitution is attached for approval.

**RECOMMENDED: That**

- (1) the Constitution be approved; and
- (2) all Members of the Consultative Committee and its sub-Committees be asked to agree to the Code of Conduct.

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LIVERPOOL JOHN LENNON AIRPORT  
CONSULTATIVE COMMITTEE

**CONSTITUTION AND STANDING ORDERS**

September 2015

# LIVERPOOL JOHN LENNON AIRPORT CONSULTATIVE COMMITTEE

## CONSTITUTION AND STANDING ORDERS

### 1. TITLE

The Committee's title is the Liverpool John Lennon Airport Consultative Committee.

### 2. TERMS OF REFERENCE

The Committee's Terms of Reference are:-

To:

- (i) advise Liverpool Airport PLC on any matter which it may refer to the Committee;
- (ii) consider any question in connection with the operation of the Airport as it affects the communities represented or the amenities of the neighbourhood;
- (iii) make suggestions to the Managing Director of Liverpool Airport PLC on any matter connected with the administration of the Airport which could further the interests of the communities represented;
- (iv) stimulate the interests of the local population in the development of the Airport; and
- (v) protect and enhance the interests of the users of the Airport.

### 3. CONSTITUTION AND MEMBERSHIP

[Note: the Civil Aviation Act 1982 governs the constitution of the Committee and this Standing Order is subject to S.35 of the Act.]

- 3.1 The Committee consists of Members appointed to represent the organisations and interests listed in Appendix 1.
- 3.2 The named Members who represent the organisations on the main Committee and sub-Committees are listed at Appendix 2.
- 3.3 Membership of the Committee will be reviewed by the Committee at its Annual Meeting.
- 3.4 Applications for Membership will be submitted to the Committee by the Secretary for consideration.
- 3.5 A Member may resign at any time by written notice to the Secretary who will report the resignation to the Committee.
- 3.6 A member unable to attend a meeting may nominate a substitute by notice to the Secretary at least one clear working day before the

meeting, and the substitute may then vote on any matter considered at the meeting for which he or she is nominated.

- 3.7 Members who fail to attend the full Committee or Sub Committee on three consecutive occasions will be asked to submit a written statement to the Secretary explaining the reason for the absence.
- 3.8 The Secretary or the Member will report the explanation to the next meeting of the Committee for consideration as to what action should be taken in that particular case. The Secretary if instructed shall write to the Member's organisation to seek a new representative.
- 3.9 Members will be notified of the Code of Conduct upon joining and will be expected to adhere to it whilst on the Committee. The Code of Conduct is attached at Appendix 3.

#### 4. CHAIRMAN AND VICE-CHAIRMAN

[Note: the Civil Aviation Act empowers the operators of an airport (Liverpool Airport PLC) to appoint the Chairman of the Committee and this Standing Order is subject to that power.]

- 4.1 The Committee will appoint a Chairman and Vice-Chairman at its Annual Meeting.
- 4.2 Nominations for Chairman and Vice-Chairman will be proposed and seconded by Members who will first obtain the consent of the nominee.
- 4.3 If there is more than one nomination for Chairman or Vice-Chairman, the Secretary will ballot Members present at the meeting and declare the nominee with the greater number of votes elected.
- 4.4 In the event of an equality of votes, the Secretary will decide the election by drawing lots.
- 4.5 An unsuccessful nominee for the office of Chairman will be eligible for election as Vice-Chairman.

#### 5. ROLE AND INDEPENDENCE OF THE CHAIRMAN

[Note: The Civil Aviation Act requires the Operators of the Airport (Liverpool Airport PLC) to meet the reasonable expenses of the Chairman, or in the absence of the Chairman, the Vice-Chairman.]

- 5.1 The role of the Chairman is to preside over meetings of the Committee and to represent its interests.
- 5.2 While holding office, the Chairman will not represent the organisation or interests on whose behalf he or she was appointed to the Committee, and that organisation will be invited by the Secretary to appoint a substitute Member.
- 5.3 The substitute member may vote on any matter considered at a meeting which he or she is present.

- 5.4 The Chairman will not vote on any matter unless there is an equality of votes when he or she may decide the matter by a casting vote.

## 6. MEETINGS

- 6.1 The Committee will meet not less than four times every year at such places and times as the Committee may determine.
- 6.2 The Committee will hold an Annual Meeting as the first meeting each calendar year.
- 6.3 If business so requires, the Secretary, after consultation with the Chairman or at the request in writing of at least five Members will call an extraordinary meeting.
- 6.4 The Secretary will circulate an agenda to every Member of the committee at least five working days before each meeting, specifying the business to be considered.
- 6.5 Urgent business may be considered without notice at the discretion of the Chairman.
- 6.6 A 'no smoking' policy will operate at all meetings of the Committee and Sub-Committee.

## 7. PROCEDURE AT MEETINGS

### 7.1 Order of Business

The normal order of business, which may be varied by the Chairman at his discretion will be:

- (i) Appointment of a Member to preside in the absence of the Chairman and Vice-Chairman.
- (ii) To approve the minutes of the previous meeting as a correct record.
- (iii) To receive any announcements from the Chairman.
- (iv) To receive any minutes of Sub-Committees.
- (v) To consider the business specified on the agenda.

### 7.2 Quorum

No business will be conducted unless at least five Members are present at a meeting.

### 7.3 Minutes

- (i) The Secretary will record the decisions of the Committee and submit them to the next meeting as minutes.

- (ii) The Committee will decide whether the minutes are a correct record of the previous meeting and the Chairman will then sign them.
- (iii) No other issues can be raised about the minutes.

#### 7.4 Notice of Items for Agendas

Any items submitted to the Secretary by a Member at least eight working days before a meeting will be included on the agenda for that meeting.

#### 7.5 Voting

- (i) All business will be decided by a majority of Members present by show of hands unless before a matter is put to the vote a majority of Members decide to hold a ballot.
- (ii) If the votes are equal, the Chairman may vote to decide the matter.
- (iii) If a Member asks for this, the Secretary will record his or her dissenting vote or abstention in the minutes.

#### 7.6 Disclosure of Personal Interests

- (i) If a Member has a personal interest (whether financial or otherwise) in any Committee business, he or she must inform the Secretary before the matter is discussed, and
- (ii) The Chairman will decide whether the Member should leave the room during discussion, speak or vote on the matter.

#### 7.7 Interpretation

Any question about the interpretation of these Standing Orders will be decided by the Chairman whose decision cannot be challenged.

### 8. SUB-COMMITTEES AND PANELS

8.1 The Committee may appoint Sub-Committees to assist the work of the Committee with such membership and powers as the Committee may decide.

8.2 These Standing Orders will apply to meetings of Sub-Committees except that:

- (i) a Sub-Committee will appoint a Chairman and Vice-Chairman at its first meeting.
- (ii) no business will be conducted unless at least three Members are present at a meeting.

(iii) the frequency, dates and places of meetings will be at the discretion of a Sub-Committee.

8.3 The Committee may appoint Panels to consider any matter and make recommendations to the Committee.

8.4 A Panel will:-

(i) consist of the Chairman and Vice-Chairman of the Committee and at least three other Members.

(ii) meet as required in private unless the Committee or the Panel otherwise determine.

(iii) otherwise determine their procedures.

8.5 The Committee will decide at its Annual meeting whether to reappoint any Sub-Committee or Panel and may alter its membership or powers or disband it at any other time.

## 9. URGENT BUSINESS

9.1 With the prior approval of the Chairman, the Secretary may take any action on an urgent matter which cannot await the next meeting of a Committee or Sub-Committee.

9.2 The action taken will be reported to the next meeting of the Committee or Sub-Committee.

## 10. INFORMATION FOR THE PUBLIC

10.1 In order to secure the widest possible public interest in the business of the Committee:

(i) the Secretary will circulate agendas and reports to the press and interested bodies when they are distributed to Members of the Committee and its Sub-Committees.

(ii) the public and the press will be encouraged to attend meetings of the Committee and Sub-Committees.

(iii) the Secretary with the prior approval of a Chairman of the Committee may issue press releases at any time about the business of the committee.

(v) a register of attendance will be available which the public and press will be invited to sign.

10.2 Public Questions

(i) A member of the public may, if present in person at the meeting, address a question to the Chairman of the Committee or Sub-Committee. Any such question must relate to the business and responsibilities of the (Sub) Committee.

- (ii) 3 clear working days notice of questions must be given to the Secretary. Questions will be dealt with at the beginning of the meeting, or immediately prior to any particular item on the agenda to which they relate. The 3 day rule is flexible only at the discretion of the Chairman of the Committee.
- (iii) The Chairman or other appropriate member of the Committee shall respond. Supplementary question(s) will be permitted. A written response may be given if it is not possible to provide the necessary information at the meeting.
- (iv) If necessary, an item shall be placed on the agenda of the next appropriate (Sub) Committee meeting in order to deal with issues raised in the questions procedure.
- (v) The time allocated to questions at any meeting shall not exceed 30 minutes. The Chairman shall have discretion to vary any of these procedures, if it helps the effective conduct of the business of the meeting.

#### 11 CONFIDENTIALITY OF ITEMS OF BUSINESS CONSIDERED BY THE COMMITTEE OR ITS SUB-COMMITTEES OR PANELS

An item of business which in the opinion of the Secretary is confidential in nature shall not be circulated to the Press or public, and shall be included at the end of the agenda to enable it to be dealt with by the Committee or Sub-Committee in the absence of the Press and public. Decisions about confidentiality shall be made by the Secretary in consultation with the Chairman (or Vice-Chairman in his/her absence) and the Managing Director of the Airport.

#### 12 NOISE MONITORING SUB-COMMITTEE

The current terms of reference of the Sub-Committee are as follows:-

- “(1) To be a technical sub-committee of the Liverpool Airport Consultative Committee.
- (2) To meet when required (but at least quarterly).
- (3) To act within the technical role identified within the Section 106 Agreement (dated 13 November 2000 between the Airport Company and Liverpool City Council), in particular to consider and progress issues related to the Airport’s proposed:-
  - Quiet Operations Policy
  - Noise Monitoring and Track Keeping System
  - Preferred Noise Routes
  - Sound Insulation Grant Scheme
  - Quota Count System
- (4) To ensure that the reports required to be prepared each year for the Consultative Committee are submitted in accordance with the S106 Agreement, and to advise the Committee as necessary on Noise and Environmental issues.”

### Membership

Chairman	1
Chairman of LACC	1
Speke Estate	1
Environmental Health Department at Liverpool City Council	1
Env. Health Dept, Halton	1
Env. Health Dept, Cheshire West and Chester)	1
Airport Users	1
Passengers' Representative	1
Airlines (currently easyJet)	1
Env. Health Dept Knowsley	1
Env. Health Dept Wirral)	1
Env. Health Dept, St. Helens	1
Hale Parish Council	1
Cressington Ward Councillor	1
National Trust	1
Speke - Garston Ward Councillor	1
Arch Under the Bridge	1
South Wirral Community	1
<b><u>Total</u></b>	<b><u>18</u></b>

### 13 GENERAL PURPOSES SUB-COMMITTEE

The current terms of reference of the Sub-Committee are:

“To meet when required:

- To consider in detail matters relating to Liverpool Airport and the Consultative Committee, and, where necessary, to make appropriate recommendations to the Liverpool Airport Consultative Committee; and
- To deal with matters of urgency on behalf of the Consultative Committee where a decision is required before the next available meeting of the Committee.”

### Membership

Chairman and Vice-Chairman (ex-officio)	2
Disabled Persons	1
Liverpool City Council	1
Hale Parish Council	1
Passenger Representative	1
Friends of Liverpool Airport	1
West Cheshire and North Wales Chamber of Commerce	1
Airlines Representative (currently easyJet)	1
General Aviation (LAGAUA)	1
<b><u>Total</u></b>	<b><u>10</u></b>

Meetings frequency: ad hoc



**MEMBERSHIP OF THE CONSULTATIVE COMMITTEE**

Chairman	1
Vice-Chairman	1
Cheshire West and Chester Council	1
Halton Borough Council	1
Lancashire County Council	1
Liverpool City Council	1
Knowsley Metropolitan Borough Council	1
St Helens Metropolitan Borough Council	1
Sefton Metropolitan Borough Council	1
Wirral Metropolitan Borough Council	1
Hale Parish Council	1
Halewood Town Council	1
Wirral Older people's Parliament	1
Three other representatives of groups such as freight operators, concessionaires, or airline companies etc, to be determined by Liverpool Airport PLC (currently <b>easyJet</b> and <b>Passenger Representative</b> )	3
West Cheshire and North Wales Chamber of Commerce	1
Friends of Liverpool Airport (FOLA)	1
National Trust	1
South Wirral Community (Wirral Transport Users Association)	1
Merseytravel	1
Hale Bank Parish Council	1
Travel industry representative	1
Helsby Parish Council	1
Frodsham Town Council	1
Disabled Persons	1
Liverpool Chamber of Commerce & Industry	1
Liverpool Local Enterprise Partnership (LEP)	1
Warrington Borough Council	1
ARCH under the Bridge	1
Liverpool Airport General Aviation Users Association (LAGAUA)	1
<b>Total Membership</b>	<b>30</b>

**LIVERPOOL JOHN LENNON AIRPORT CONSULTATIVE COMMITTEE****NAMED MEMBERSHIP**

<b>ORGANISATION</b>	<b>NAME</b>	<b>NOMINATED SUBSTITUTE</b>
Chairman	Bob Swann	
Cheshire West and Chester Council	Cllr Ralph Oultram	
Vice Chairman	Mr Marshall Morris	
Halton Borough Council	Cllr Tom McInerney	
Lancashire County Council	Cllr John Fillis	Cllr Cynthia Dereli
Liverpool City Council	Cllr Jeremy Wolfson	
Knowsley Metropolitan Borough Council	Cllr Tommy H Fearn	
St Helens Metropolitan Borough Council	Cllr Keith Deakin	
Sefton Metropolitan Borough Council	Cllr Michael Roche	
Wirral Metropolitan Borough Council	Cllr Steve Niblock	
Hale Parish Council	Cllr Mrs Evelyn Hudson	Cllr Catherine Williams
Halewood Town Council	Cllr Alan Harvey	
Wirral Older People's Parliament	Sharron Santos-Sumner	Therese Irving
West Cheshire and North Wales Chamber of Commerce	Mr Jordi Morell	
Friends of Liverpool Airport	Steve Pearse	David Lovell
Passenger Representative	Norman Elias	
National Trust	Simon Osborne	
South Wirral Community (Wirral Transport Users Association)	Angus Tilston MBE	
Merseytravel	Alex Naughton	
Hale Bank Parish Council	Cllr Colin Rowan	Cllr Ray Harvey
easyJet (Airlines)	Vacant	

<b>ORGANISATION</b>	<b>NAME</b>	<b>NOMINATED SUBSTITUTE</b>
Travel industry representative	Vacant	
Helsby Parish Council	Cllr Andy McPherson	
Frodsham Town Council	Cllr Mark Warren	
Disabled Persons	Lila Bennett (Transform)	
Liverpool Airport General Aviation Users Association	Andrew Ambrose	Jim Addison
Liverpool Local Enterprise Partnership	Claire Delahunty	

## **General Purposes Sub-Committee**

The current named membership is as follows:

Cllr B Swann	(Chairman)
Mr M Morris	(Vice-Chairman)
Lila Bennett/Tony Rice	Disabled persons
Cllr Jeremy Wolfson	Liverpool City Council
Cllr Mrs E Hudson/Cllr Catherine Williams	Hale Parish Council
Mr N Elias	(Passenger Representative)
Mr S Pearse/ David Lovell	(Friends of Liverpool Airport (FOLA))
Mr J Morell	(West Cheshire and North Wales Chamber of Commerce)
Mark Warren	Airline Representative (easyJet)
Andrew Ambrose/Jim Addison	General Aviation (LAGAUA)

## Noise Monitoring Sub-Committee

The current named membership is as follows:

<b>Organisation</b>	<b>Name</b>	<b>Nominated Substitute</b>
Chairman	Marshall Morris	
Speke Estate	Larry Dack	
Environmental Health, Liverpool City Council	Paul Farrell	Dr Ian Rushforth
Environmental Health, Halton Borough Council	Wendy Salisbury	Isobel Mason
Environmental Health, Chester West and Chester Council	Peter Hargreaves	
Passenger Representative	Norman Elias	
Airlines – EasyJet	Mark Warren	
Environmental Health, Wirral Metropolitan Borough Council	Toby Zorn	Normal Joughin
Hale Parish Council	Cllr Evelyn Hudson	Cllr Catherine Williams
Environmental Health, Knowsley Metropolitan Borough Council	Ian Gaskell	
Liverpool City Council - Cressington Ward Councillor	Cllr Mary Aspinall	
Chairman of main Consultative Committee	Bob Swann	
National Trust	Simon Osborne	
Liverpool City Council – Speke – Garston Ward Councillor (or alternative Councillor)	Cllr Jeremy Wolfson	
Arch under the Bridge	Alan Ascott	
South Wirral Community (Wirral Transport Users Association)	Mr Angus Tilston MBE	

## **Code of Conduct**

(from CAA Guidelines to Consultative Committee, April 2014)

**Respect:** Committee members should treat each other with respect and courtesy at all times.

**Commitment:** Committee members should dedicate sufficient time to prepare for and attend meetings, including seeking advice and views from others in their organisation where appropriate.

**Conflicts of Interest:** Members should identify and declare any conflicts of interest (actual, potential or perceived), particularly where members do not represent an organisation.

**Participation:** Members should participate fully in meetings. They should listen to what others have to say and keep an open mind while contributing constructively to discussions. Actions assigned to members should be fulfilled in a timely manner and progress reported back at the next meeting.

**Openness and Accountability:** Members should be open and accountable to each other and the organisations and communities they represent about their work on the committee.

**Confidentiality:** Members should respect the status of any confidential issues they discuss.