

GLOUCESTERSHIRE AIRPORT CONSULTATIVE COMMITTEE (GACC)

Constitution and Terms of Reference of the Consultative Committee (Adopted 15.11.2007)

Introduction

The Gloucestershire Airport Consultative Committee has been established by Gloucestershire Airport Ltd as required under Section 35 of the Civil Aviation Act 1982 (as amended) and conforms to the Department of Transport - Guidelines for Airport Consultative Committees, revised December 2003.

Purpose of the Consultative Committee

- To enable exchange of information and ideas and provide an effective forum for discussion about all matters concerning the development and operation of the airport which has an impact on the users of the airport and on people living and working in the surrounding area;
- Consultation is not intended to detract from or constrain the responsibility of the management to manage the airport;
- The opportunity for consultation should be seen as a positive and interactive process through which the concerns of all interested parties can be considered with a genuine desire on all sides to resolve any issues that may emerge;
- The Consultative Committee is not a dispute resolution forum and does not have any executive or decision-making power over the airport;

Terms of Reference

- To advise the Airport on any matter which it may refer to the Committee;
- To consider any questions in connection with the operation or development of the airport as they affect the communities represented or the amenities of the neighbourhood;
- To make suggestions to the Management on any matter connected with the administration of the airport which could further the interests of the communities represented;
- To represent the interest of the local population in the development of the airport;
- To consider the protection and enhancement of the interests of the users of the airport;
- To monitor the environmental impact of airport operations and the formal procedures for recording aircraft noise complaints and to discuss operating procedures with a view to minimising noise or other adverse effects of the airport;
- To consider the contribution of the airport to the local, regional and national economy;

Officers of the Consultative Committee

Chairman -

The Chairman should be a person not directly associated with the Airport, the Owning Authorities or any body or organisation with a representative on the Committee. The Chairman shall be elected by the Committee and appointed, ideally, for a minimum period of three years. The continuation of the Chair shall be endorsed, or a re-appointment made if necessary, at the first meeting of each calendar year.

The Airport Management may nominate a person for the position that shall be subject to approval by the Committee.

Vice-Chairman -

The Committee shall nominate one of the Members of the Committee to be its Vice Chairman at the first meeting in each calendar year.

Secretary -

The Secretary and administrative facilities for the Consultative Committee meetings shall be provided by Gloucestershire Airport.

Composition of the Committee

The composition of the Gloucestershire Airport Consultative Committee is subject to regular review to ensure that it remains representative of the categories of bodies or organisations which should be consulted. The Chairman will be responsible for maintaining fair representation across the full range of users and local interests. Representation will include -

- The Users and Tenants of the Airport;
- Any Local Authority in which the Airport is situated or whose area is in the neighbourhood of the Airport;
- Parish Councils whose parishes are situated within the Aerodrome Traffic Zone;
- Gloucestershire County Council;
- Local Business Interests;
- Any other organisation representing the interest of persons concerned with this locality;

The Bodies/Organisations currently represented on this Committee shall be as shown in the Appendix, which will be updated as and when necessary.

Committee Members will be appointed as the representative by the body or type of organisations that they are deemed to represent and will express views on behalf of and disseminate information back as necessary.

Tenure - members can remain in office unless they resign or are replaced by the body/organisation they represent. If a member is unable to attend he or she is permitted to send a notified deputy of suitable standing. If a member consistently fails to attend meetings the Chairman has the right to arrange/request a replacement.

The Airport Management will participate fully in the committee proceedings by offering agenda items, attending meetings and by providing relevant information on development matters and the operation of the airport.

Proceedings

Meetings -

The Committee shall meet quarterly (usually on the third Thursday) in the months of February, May, August and November at 6pm at a convenient meeting place arranged by the Management at the Airport.

The February meeting will be deemed the Annual meeting.

Note: Other extraordinary meetings may be held if deemed necessary.

Urgent business may be considered between meetings without notice at the discretion of the Chairman

Agenda -

Agenda items are to be submitted in writing by any Committee member to the Chairman or Secretary at least two weeks before a Consultative Committee Meeting is due. The Chairman will finalise the agenda which will then be distributed by the Secretary to all Committee members at least one week prior to the meeting. The Agenda will be posted on the Airport's web site and notice board.

Minutes -

Draft minutes will be sent to all present at the meeting who will have 14 days to submit any corrections. At the end of this period the minutes will be deemed to have interim approval and will then be circulated to all Members. A précis of these minutes will be published on the Airport's web site and notice board after circulation to the members. The minutes will be formally adopted as a full and fair account of proceedings at the next meeting

Voting -

It is expected that matters will be resolved by consensus and that votes will only be taken on the membership of the Committee.

Public access to meetings -

Meetings of the Committee shall not normally be open to members of the public and local press unless otherwise determined by the Airport Management and the Chairman. The Committee can decide to exclude the public and the press at anytime during a meeting whenever matters considered to be of a confidential nature are being discussed.

Administrative Costs -

The Airport will meet all costs incurred by the provision of venue, administration and secretariat services for the Consultative Committee. The Chairman may have stationary and postage costs reimbursed. Any other expenses incurred by the Committee will be by prior arrangement with the Airport Management.

Appendix

Representation on Gloucestershire Airport Consultative Committee

Members -

Aviation Engineering
Business Aviation
Corporate Jet Services & Air Charter
Flying Training Organisations - Fixed Wing
Flying Training Organisations - Rotary
Gloucestershire Airport Users Association
Helicopter Services - Ambulance & Police
Private Pilots

Tewkesbury Borough Council
Cheltenham Borough Council
Gloucester City Council

Badgeworth & Brockworth Parish Council
Churchdown Parish Council
Down Hatherley Parish Council
Gloucester City Area
Staverton Parish Council
Twigworth Parish Council

Gloucestershire County Council

Gloucestershire Chamber of Commerce

Airport Management -

Chairman, Board of Directors
Airport Director
Commercial Director
Operations Manager / SATCO

Officers -

Chairman
Secretary

Updated 15 November 2007