



## OXFORD AIRPORT CONSULTATION COMMITTEE CONSTITUTION

Dated 21 January 2005

### **1. Introduction.**

The Oxford Airport Consultation Committee is formed under Section 35 of the Civil Aviation Act 1982 (as amended). Its operation is conducted within these Terms of Reference which are based upon the Guidelines for Airport Consultative Committees published by the Department for Trade in December 2003. Any previous arrangements are therefore superseded.

Meetings will take place three times a year at the airport normally in January, May and September.

However the Chairman in consultation with the Secretary shall call an extraordinary meeting of the committee if a major new development, not reported at previous meetings, is planned and scheduled for contract before the next regular meeting.

At present Oxford Airport meets the secretarial and administrative costs of the committee. The committee does not meet individuals' expenses.

### **2. The purposes of the committee are:**

- to enable Oxford Airport, communities in the vicinity of the aerodrome, local authorities, local business representatives, aerodrome users and other interested parties to exchange information and ideas;
- to allow the concerns of interested parties to be raised and taken into account by Oxford Airport, with a genuine desire on all sides to resolve any issues that may emerge through agreed voluntary action;
- to complement the legal framework within which the aerodrome operates;

However, consultation is *not* intended -

- to detract from or constrain the responsibility of Oxford Airport to manage the aerodrome;
- to prevent interested parties from raising concerns directly with the aerodrome, or through other channels.

In addition to involvement with this committee the airport informs interested parties about its operations and receives feedback in a number of ways which may include the following:

airport visits	information leaflets
dedicated telephone comment line	newsletters,
involvement in community events	website
public meetings	public surveys
correspondence with individuals	displays and exhibitions

### **3. The form of consultation**

3.1 The committee provides:

- an opportunity for information exchange between Oxford Airport and interested parties;
- a structured forum for discussion so as to make recommendations to Oxford Airport and other bodies when appropriate;
- the opportunity to reach common understanding between interested groups about the nature of aerodrome operation, thereby increasing the scope for issues to be resolved amicably.
- to promote understanding about aerodrome operations more widely, through dissemination of relevant information by committee members;
- to promote understanding by Oxford Airport of the nature of its impacts on local communities and businesses.

However,

- a consultative committee is *not* a dispute resolution forum;
- a consultative committee does not have any executive or decision-making power over the aerodrome.

### **3.2. Terms of reference**

The committee will consider matters such as:

1. the existing and proposed facilities and services at the airport,

2. input into environmental monitoring of the aerodrome,
3. responses to formal consultation papers issued by government and other regulatory authorities,
4. consideration of the economic, and the social and environmental impact of committee recommendations.
5. consideration of aerodrome issues as they affect the communities represented or the amenities of Oxford Airport;
6. making recommendations to Oxford Airport where this might further the interests of the communities represented;
7. stimulating the interest of the local population in the development of Oxford Airport;
8. monitoring the environmental impact of all aspects of the operation Oxford Airport and to advise on operating procedures resulting from such monitoring with a view to minimizing noise or other pollution from whatever source;
9. protecting and enhancing the interests of users of Oxford Airport;
10. discussing with Oxford Airport formal procedures for recording complaints about aircraft noise and other adverse effects of the aerodrome.
11. considering the contribution of Oxford Airport to the local, regional and national economy.
12. reporting the Airport's management response to specific complaints, the action taken when noise amelioration procedures have been breached and the management's reply to each complainant.

#### **4. Committee Officers**

##### **4.1 Chairman.**

The Chairman will be elected by the committee and will be appointed for a minimum period of three years. The Chairman should not be closely identified with a sectional interest.

The Chairman will ensure that all members are given adequate opportunity to represent their views and that no organization or one group should dominate proceedings

##### **4.2 Secretary.**

The Airport Manager will be the Secretary and the airport will provide other secretarial support as necessary.

The Secretary will :

- prepare minutes of the committee and distribute them to all members;
- issue notices of meetings of the committee and to place on the agenda any matters that are proper for the committee to consider;
- circulate relevant documents;
- assist the committee on policy and technical issues, where appropriate.

## 5. Representation.

### 5.1 Membership

Membership of the committee will consist of elected or nominated representatives of : ( These are listed in more detail at the end of this document)

Local Government:

- Oxfordshire County Council
- District Councils
- Local Parish Councils

Local Interest Groups:

- OXANAG
- CPRE

Airport users

- McAlpines
- Oxford Aviation Training
- Other airport users

Media- the media will be invited to attend

Members of the public may attend.

Ex Officio

- Airport Manager

### 5.2 Advisers

Advisers. The CFI OAT, CFI OAT helicopters and CFI McAlpines as well as being members of the committee will also provide technical advice and

interpretation concerning flying operations to the committee.

### 5.3 Members' tenure.

The term of office for members should be more than one year. Councils may choose to nominate an elected or non elected representative. Where a member is unable to attend, he or she is encouraged to send a notified deputy of suitable standing.

Elected council members and others nominated will be obliged to resign upon loss of office unless they are formally reappointed by councils. Represented councils are asked to forward changes in nominations to the secretary especially following local elections.

Other organizations should nominate a representative as they see fit within their constitutions.

### 5.4 Sub groups

Sub groups may be appointed if necessary. The committee may also from time to time in particular circumstances decide that other arrangements may be more suitable to address a particular matter.

## **6. Organisation of Meetings**

### 6.1 Agenda.

A standing agenda will be promulgated; it will be amended from time to time reflect changing circumstances. The Secretary will call for agenda items in advance of meetings and will then present an updated agenda if necessary at the meeting.

Standing agenda items will include:

- Minutes of previous meeting
- Matters arising
- Summary of aircraft movements
- Summary of complaints
- Planning matters both on and off airport
- Environmental considerations
- Airport development plans

- Government Consultations and legislation
- Any other business

## 6.2 Circulation of documents.

Minutes will be forwarded in advance of meetings. Where it is considered necessary other documents will be circulated in advance to allow representatives to prepare fully and obtain technical advice if necessary. The secretariat will attempt to ensure that the circulation of papers does not breach copyright, privacy or data protection.

## 6.3 Voting.

It is expected that matters will be resolved by consensus. Voting may take place on matters relating to the membership of the committee and its sub-groups. Voting may also take place on matters of discussion but the result is not binding on the airport. The airport's managers will however take very serious note of requests for which the committee has voted.

## 7.0 **Engaging with the Wider Community**

### 7.1 Publicity

Publicizing the role of the committee to the wider community and procedures for making representation will be undertaken and will consist of the following as a minimum:

- A visible notice and information at the airport
- Airport website
- Constitution and contact details to representative bodies
- Local media coverage
- Publication of committee agendas and minutes to representative bodies
- Media coverage
- Publicity in council newsletters
- Visits to the airport by local community groups

### 7.2 Public access to meetings

Meetings of the committee will be open to the press and the public at the discretion of the committee. However the committee reserves the right to hold

meetings, or parts of meetings, in private when matters of a confidential or sensitive nature are being discussed.

### 7.3 Consultation with airport users

It should be noted that Oxford Airport holds also a two monthly Joint Ground and Flight Safety Committee meeting to which all airport users are invited. Apart from safety it also addresses all aspects of the operation of the airport.

## 8 **Complaints**

Oxford Airport provides a dedicated telephone number for the recording of complaints about aircraft noise and other impacts of the aerodrome on the environment. When it cannot be answered by an operator messages will be recorded on an answer phone. A non dedicated Fax number is also provided. In addition complaints can be made via the main airport telephone number which is listed in telephone directories.

Complainants are invited to give their name, address, telephone number and sufficient detail to enable any investigation to be carried out.

All complaints are recorded and numbered in a written register.

The airport will suggest that complainants, if dissatisfied with the airport response on a matter of wider interest, should contact their elected representative or interest group to raise the matter for discussion in committee.

It is not the committee's function to investigate individual complaints as a matter of routine. Where, exceptionally, this is done, for example because of wider issues arising, the secretary will ensure that complainants are given anonymity unless express permission has been given for their identities and addresses to be circulated.

Present contacts are :

Tel: 01865 844297

Fax: 01865 841807

[www.oxfordairport.co.uk](http://www.oxfordairport.co.uk)