Asia/Pacific Airport Coordinators Association (APACA)

Minutes of 17th Meeting of APACA
13 November (Tuesday), 2018
Room: "Frankfurt" on the Ground Floor, Madrid Marriott Auditorium
Madrid, Spain

14 December 2018

1. Administration

The seventeenth general assembly meeting of APACA was held at Room "Frankfurt" on the ground floor, Madrid Marriott Auditorium from 17:00 to 18:00 on 13 November (Tuesday) 2018 at the occasion of IATA 143th Slot Conference in Madrid, Spain. The chair person, Ms. Petra Popovac (ACA - Airport Coordination Australia), welcomed the participants and expressed her appreciation for attending the seventeenth meeting of APACA under the Worldwide Airport Coordinators Group (WWACG). The meeting was progressed according to the agenda items shown in Appendix 1.

The number of participants was 35 representing 12 economies and 16 organizations which constitute more than half of the entire economies and organizations in the Asia/Pacific region. The list of participants is shown on the last page. Thus, the seventeenth general assembly meeting of APACA formed a quorum.

2. Agenda Item 1: Approval of Minutes of 13th meeting

The minutes of the sixteenth general assembly meeting of APACA held on 19 June (Tuesday) 2018 at the room of Fairview IV-V, JW Marriott Parq Hotel Vancouver, Canada was endorsed by the meeting without adjustments.

3. Agenda Item 2: Update of WSG Strategic Review Management Group (WSRMG)

Mr. Takeda (JSC - Japan Schedule Coordination) reported the update of WSG Strategic Review Management Group using the material shown in Appendix 2.

He explained the structure of Strategic Review Governance where the WSG Strategic Review Management Group (MG) was created under the IATA Joint Slot Advisory Group (JSAG). Four Task Forces were also created under the MG; Airport Level (ALTF), Historic Determination (HDTF), Slot Performance Monitoring (SPMTF) and Access to Congested Airports (ACATF). Those Task Forces are working for almost one and half years since its creation.

Firstly, he explained the member of WSRMG and 2018 work plan of WSRMG. There is one member
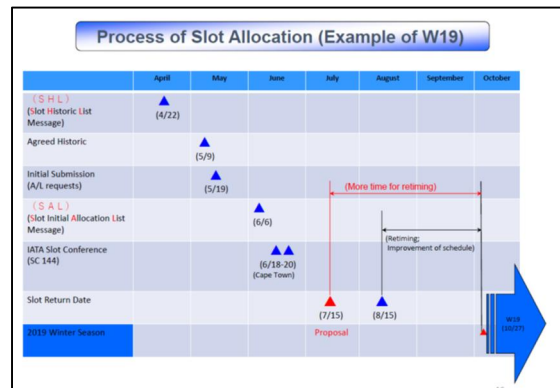
change in airport group in MG. The role of MG is to monitor each task force's progress, review the proposals made by each task force and give them a guidance.

Secondly, the progress of ALTF was reported. There are three member changes; two in airline group and one in coordinator group. It was reported that the principle of enhanced level 2 airport was completed and the development of "Demand and Capacity Management" was also finalized. Now, they are conducting the trial of enhanced Level 2 at four airports to assess the effectiveness of enhanced Level 2 airport. They are also developing "Demand and Capacity Declaration Process" and reviewing the level of coordination and level change procedures. He also referred the comparison table between L1, L2, enhanced L2 and L3 for the clarification purposes.

Overview of existing Airport Levels and the new Enhanced Level 2

	Level 1	Level 2	Enhanced Level 2	Level 3
Definition	• Airport infrastructure is generally adequate to meet demand	• Potential for congestion during some periods of the day, week, season, which cannot be resolved by mutually agreed schedule adjustments between airlines and facilitators	• There is congestion during some periods of the day, week or season, which cannot be resolved through voluntary schedule adjustments. • Slot allocations, within declared capacity limits, are required for all airlines and other aircraft operators. • A coordinator is appointed to allocate slots to all airlines and other aircraft operators based on previous equivalent season actual operations	• Demand for airport infrastructure significantly exceeds capacity of the airport • All airlines and other aircraft operators must operate with an allocated slot • A coordinator is appointed to allocate slots based on historic rights
Mandatory slot allocation	n/a	n/a	Yes	Yes
Coordination Committee	n/a	n/a	Yes	Yes
New Entrant rule	n/a	n/a	n/a	Yes
Slot mobility (swaps)	n/a	n/a	Yes	Yes
Usage requirements (Slot series, 80/20 rule, force majeure rules)	n/a	n/a	No	Yes
Primary criteria for schedule facilitation/ slot coordination	n/a	• Services operated as requested with schedule adjustments as required	• Priority for slots actually operated during the previous equivalent season, excluding ad hoc or single operations • Changes to prioritized slots should have priority over new requests for the same slot within the capacity available.	• Historic Rights (slot series used >80%, based on slots held at HBD)
Monitoring of operations (Services operated at a significantly different time or in a significantly different way)	n/a	Intentional misuse = • Lower priority for future schedule adjustments	Intentional misuse = • Lower priority in the next season or next equivalent season. • Sanctions applied under local regulations and/or national law.	Intentional misuse = • No entitlement to historic precedence • Lower priority for future slot requests • Sanctions applied under local regulations and/or national law.

Thirdly, the progress of HDTF was reported. There are five member changes; two in airline group, one in airport group and two in coordinator group. It was reported that the calendar of activities was reviewed and they concluded the current calendar is best suited. It is, however, recommended that Series Return Deadline (SRD) should be moved one month earlier than current 15 Aug/ 15 Jan. It is also reported that the formal trial of SRD as 15 Jul/ 15 Dec will be conducted in W19 and S20 upon the approval of HOD. They are also reviewing and evaluating the most appropriate length of series of slots.

Fourthly, the progress of SPMTF was reported. There are four member changes; three in airline group and one in airport group. They have collected the actual performance data from 4 airports and reviewed it. Based on the analysis, they have developed the papers on the importance of monitoring/ pro-active monitoring which are now under scrutiny. Force Majeure sub-group was created to review a list of possible force majeure factors. The sub-group of Slot Performance Committee (SPC) and Coordination Committee (CC) was also created to review the effectiveness of SPC and CC.

Process of Slot Allocation (Example of W19)

	April	May	June	July	August	September	October
(S H L) (Slot Historic List Message)	▲ (4/22)						
Agreed Historic		▲ (5/9)					
Initial Submission (A/L requests)		▲ (5/19)		(More time for retiming)			
(S A L) (Slot Initial Allocation List Message)			▲ (6/6)				
IATA Slot Conference (SC 144)			▲▲ (6/18-20) (Cape Town)		(Retiming; Improvement of schedule)		
Slot Return Date				▲ (7/15)	▲ (8/15)		
2019 Winter Season				Proposal			W19 (10/27)

Lastly, the progress of ACATF was reported. There are three member changes; one in airline group and two in airport group. The global survey regarding the current utilization rates of slots and the rate of successful new entrant request was conducted. They have developed the draft proposal to provide coordinators with information about airlines' and airports' business priorities and development plan in advance of initial submission. They are now working on new entrant rule.

As to the time line of Task Forces, the third face to face meeting of four Task Forces took place on 12

November (Monday) at SC143. Next face to face meeting of four Task Forces will be held in June next year at SC144. As 40th ICAO General Assembly will be held in September 2019, the most of pending issues have to be finalized by next face to face meeting.

4. Agenda Item 3: New Association

Mr. Takeda reported the current status of new association using the material shown in Appendix 3.

First of all, he reported that the new association (WWACG) was incorporated in Montreal, Canada as not-for-profit organization on 1 October 2018. This association was founded by the current WWACG board members (7 people) taking an opportunity of IATA JSAG meeting which was held in Montreal on 6 September 2018.

He introduced two important documents; By Law and Internal Rule. By Law is the most important document to incorporate the international not-for-profit organization in Montreal, Canada which was developed with a help of a law firm called "Mcmillan. Internal rule is the document to govern the details of association's activities. Section 9 and Section 10 in both documents are important part to stipulate the members and membership fees. According to those sections, there are three types of members; individual member, joint member and partner.

He then showed several examples taking some members in APACA. The most simple examples of individual member are Changi Airport Group dealing with one Level 3 airport and Korea Airport Schedule Office (KASO) dealing with three Level 3 airport. They are the single coordinator to represent the congested airports in their economy.

Type of Membership				
Membership	**Condition**	**Voting Right**	**Meeting**	**Membership Dues**
Individual Member	Only one coordinator or facilitator in the country	One Vote	Participate	100Euro
Joint Member	More than one coordinator or facilitator in the country	One Vote	Participate	100 Euro for each coordinator and facilitator
Partner	Non-member	No Vote	Observe	Voluntary Contribution

(Example 1)

Economy	Membership	Voting Right	Name	Airport	Meeting	Membership Dues
Singapore	Individual Member	One Vote	Changi Airport Group	1 (L3)	Participate	100Euro

(Example 2)

Economy	Membership	Voting Right	Name	Airport	Meeting	Membership Dues
Korea	Individual Member	One Vote	Korea Airport Schedule Office (KASO)	3 (L3)	Participate	100Euro

He then showed another example where there is a single coordinator but they are the governments or Civil Aviation Authorities. In this case, question remains whether or not the government or Civil Aviation Authority can become the individual member of WWACG. It is up to the Government decision in their economy.

He then showed some example of joint member. Joint member is the case where there are more than one coordinator in their economy. One example is Japan where there are coordinator and facilitator. Japan Schedule Coordination (JSC) are dealing with three Level 3 airport and two Level 2 airport. Whereas Chubu Airport Facilitation are dealing with one Level 2 airport. In this case, there is only one vote which would be given as a joint member. Another example is India where there are three Airport Authorities (Bangalore, Mumbai, Delhi and Hyderabad) dealing with one airport, and one coordinator (Airport Authority of India) dealing with one Level 2 airport and one Level 3 airport. In this case, there is also only one vote which would be given as a joint member.

He then showed another example of joint member. This is a case of Airport Coordination Australia (ACA) who coordinates not only eight Level 3 airport in Australia but also two Level 3 airport and four Level 2 airport in foreign countries. Another case is Airports Coordination Limited (ACL) who coordinates not only seven Level 3 airport and eleven Level 2 airport in UK but also seven Level 3 airport and three Level 2 airport in foreign countries. In those cases, ACA and ACL have multiple votes as proxy.

(Joint Member)

(Example 6)

Economy	Membership	Voting Right	Name	Airport	Meeting	Membership Dues
Japan	Joint Member	One Vote	Japan Schedule Coordination (JSC)	3 (L3) 2 (L2)	Participate	100Euro
			Chubu Airport Facilitation	1 (L2)	Participate	100 Euro

(Example 7)

Economy	Membership	Voting Right	Name	Airport	Meeting	Membership Dues
India	Joint Member	One Vote	Airport Authority of India (AAI)	1 (L3) 1 (L2)	participate	100 Euro
			Bangalore International Airport	1 (L2)	participate	100 Euro
			Mumbai International Airport	1 (L3)	participate	100 Euro
			Delhi International Airport	1 (L3)	participate	100 Euro
			Hyderabad International Airport	1 (L2)	participate	100 Euro

He lastly showed another example of joint member. This a case of Civil Aviation Authority of China (CAAC) who has Macau and Hong Kong as a special administrative region (SAR). In this case, there is only one vote which would be given as a joint member.

Finally, he showed the application form to become a member of new association (WWACG). He explained how to fill out the application form and asked participants to do so as soon as possible.

5. Agenda Item 4: 2020 Tokyo Olympics

Mr. Takeda explained the capacity expansion program for Narita (NRT) and Haneda (HND) toward 2020 Tokyo Olympics using the material shown in Appendix 4.

He stated that Tokyo Olympics will be held from 24 July to 9 August 2020 and Paralympics will be held from 25 August to 6 September 2020. Toward 2020 Tokyo Olympics and Paralympics, the Japan Civil Aviation Bureau (JCAB) is planning to expand the capacity at Narita Airport (NRT) and Haneda Airport (HND) by 40,000 movements per year respectively.

For HND, there are four runways currently handling about 450,000 movements and carrying about 85 million passengers per year. Since there is no place to add another runways at HND, the only way to expand the capacity is to review the current arrival and departure flight routes. The current flight routes to HND are almost contained in Tokyo Bay in order to mitigate the noise issues. JCAB, however, has decided to set up the new approach routes over the heavily populated down town Tokyo area. While JCAB hosted four interactive dialogues with local residents on these new routes, the consensus of local residents has not been reached yet. JCAB is now planning to host fifth interactive dialogues this year in order to reach the consensus with local residents.

For NRT, there are two runways currently handling about 250,000 movements and carrying about 39 million passengers per year. JCAB is upgrading ATC systems in order to accommodate more flights with shorter aircraft separation. Narita International Airport Company (NAA) is building new high-speed exit taxiways in order to reduce the runway occupancy time and also trying to relax the current night curfew by one hour. With those measures, they are trying to expand the capacity at NRT by 40,000 movements per year.
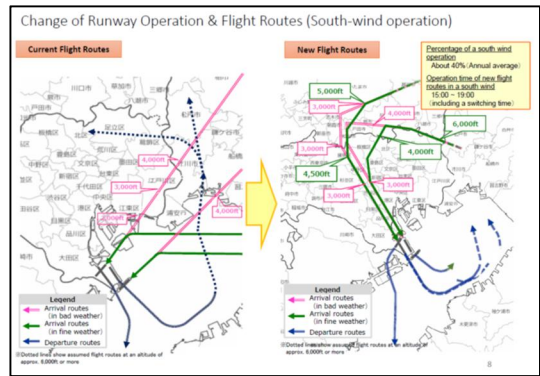
He finally mentioned that JCAB hosted two workshops today on capacity expansion program at HND and NRT toward 2020 Tokyo Olympics.

6. Agenda Item5: Any Other Business

(1) Asian Tea Gathering

Ms. Petra Popovac announced that Asian Tea Gathering would be hosted by Airport Coordination Australia (ACA). Tea Gathering would take place at room "Baden Baden" on the ground floor, Madrid Marriott Auditorium during a lunch time from 12:00 to 13:00 on 15 November (Thursday). The participants were invited to join the gathering.

The list of participants at APACA/17 meeting

No	Economy	No	Member Organization
1	Australia	1	Airport Coordination Australia (ACA)
2	Chinese Taipei	2	Airport Coordination Taipei (ACT)
3	Hong Kong	3	Hong Kong Schedule Coordination Office (HKSCO)
4	India	4	Airports Authority of India (AAI)
		5	Bangalore International Airport Limited (BIAL)
		6	Delhi International Airport Limited (DIAL)
5	Japan	7	Japan Schedule Coordination (JSC)
		8	Central Japan International Airport Co. (CJIAC)
6	Korea	9	Korea Airport Schedule Office (KASO)
7	Malaysia	10	National Slot Coordination Malaysia (NSCM)
8	New Zealand	11	Airport Coordination Limited (ACL)
9	Singapore	12	Changi Slot Coordination (CSC)
10	Sri Lanka	13	Sri Lankan Colombo Airport Coordination (CMB)
11	Thailand	14	Civil Aviation Authority Thailand (CAAT)
		15	Slot Facilitator (DOA)
12	Viet Nam	16	Civil Aviation Authority of Viet Nam (CAAV)