

Asia/Pacific Airport Coordinators Association (APACA)

Minutes of 5th Meeting of APACA 16 November (Friday), 2012 Room Yonge Westin Harbour Castle Toronto

28 December, 2012

1. Administration

The fifth general assembly meeting of APACA was held at room Yonge of the Westin Harbour Castle Toronto from 17:00 to 18:00 on 16 November (Friday) 2012 on the occasion of IATA 131th Slot Conference in Toronto, Canada. The chairman, Mr. Ernst Krolke (ACA - Airport Coordination Australia), welcomed the participants and expressed his appreciation for attending the fifth meeting of APACA under the Worldwide Airport Coordinators Group (WWACG). The meeting was held according to the agenda items shown in [Appendix 1](#).



The number of participants was 32 representing 13 economies and 17 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 fifth general assembly meeting of APACA had a quorum.

2. Agenda Item 1: Approval of minutes of 4th meeting

The minutes of the fourth general assembly meeting held on 15 June, 2012 in Barcelona was endorsed without adjustments.

3. Agenda Item 2: Election of Chair and Vice Chairs

The vice chairman (Secretary), Mr. Hiroki Takeda (JSC - Japan Schedule Coordination) reported the election result of Chair and Vice Chairs of APACA. The call for election was circulated to all the members of APACA on 8 October with a nomination deadline of 26 October. He then received three nominations by the deadline. There was one nomination for Chair, that was Mr. Ernst Krolke. There were two nominations for Vice Chairs, that were Mr. Jitendra Singh and Mr. Hiroki Takeda. The result is shown in [Appendix 2](#).

He asked the participants to endorse the result of the APACA election. The participants gave the endorsement by clapping hands.

Then newly elected Chair and Vice Chairs expressed their determinations to contribute to the activities of APACA in turn.



4. Agenda Item 3: Qualification of Candidate

Mr. Takeda presented the list of qualification and criteria for nominees and list of election process using the material shown in [Appendix 3](#). These were the issues which were identified and discussed among Chair and Vice Chairs before the call for election was circulated. One question was whether or not candidate should be limited to coordinator (level 3 airport) and another was whether only a head of coordinator or facilitator has a qualification.

As to these questions, there were many opinions expressed from the floor. One extreme opinion was any coordinator or any facilitator can have the right to nominate so that equal opportunities to everyone should be secured. Another question was whether or not the person ideally works for the independent coordination organization is appropriate. As to this question, there were also many opinions. One opinion was that this clause should be deleted since most coordinators and facilitators are airport operators or Civil Aviation Authority in Asia/Pacific region.

While many opinions were expressed concerning the qualification of candidate, the Chair, Mr.Krolke, reminded the meeting that those qualification clauses were taken from EUACA and WWACG. These are the common practices observed in EUACA and WWACG. It was agreed to continue to consider further the qualification of candidate by noting the opinions expressed.

It was also pointed out that there are some organizations who have not signed the APACA articles yet. Chair and Vice Chairs will continue to invite those organizations to join in APACA members.

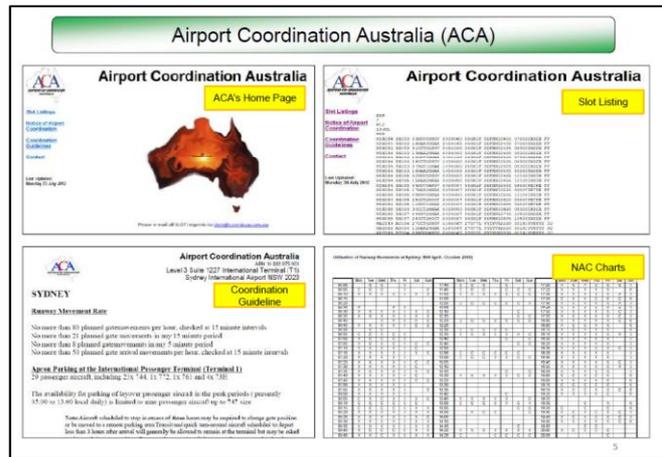
5. Agenda Item 4: Transparency of Coordination

Mr. Takeda presented the transparency of coordination using the material shown in [Appendix 4](#). This material was prepared to show how important the transparency of coordination is to gain the confidence of airlines. He firstly explained the related WSG clauses in relation to Data, Coordination Parameters, Local Rules and Meetings. He then explained the detail of WSG clauses to better understand what kind of items should be disclosed to airlines.

He secondly explained the example of data that is disclosed to airlines by showing the content of data at each website of Airport Coordination Australia (ACA), Airport Coordination Taipei (ACT), Hong

Kong Schedule Coordination Office (HKSCO) and Japan Schedule Coordination (JSC).

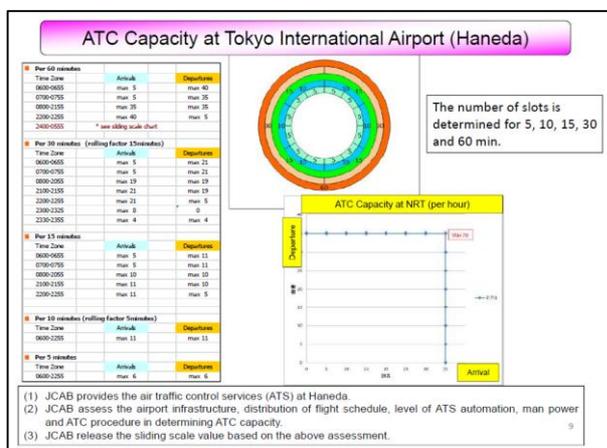
It was stressed that coordinators and facilitators should consider setting up the website to disclose the Data, Coordination Parameters, Local Rules and Meetings to the airlines for transparency purposes since there are only four organizations who have the website in Asia/Pacific region.



6. Agenda Item 5: Coordination Parameters

Mr. Takeda made a presentation on the coordination parameters at Narita (NRT) and Haneda (HND) airport as an example using the material shown in [Appendix 5](#). This topic is somewhat related with the previous agenda item of transparency of coordination. This material was prepared to understand how the coordination parameters were determined at the airport using actual airport data.

He firstly explained Narita International Airport (NRT). Since NRT is constructed and maintained by Narita International Airport Corporation (NAA), NAA is responsible to forecast the noise contour and make consensus with local communities whenever the airport capacity is increased. Once agreed with local communities, the runway capacity will be declared by NAA. Since NRT is located in the inland, the night curfew and operational restriction during night time hours is imposed in order to environmentally protect local residents. Night curfew and operational restriction will be determined jointly by Japan Civil Aviation Bureau (JCAB) and NAA. As to the ATC capacity, the combination of departure and arrival for 30 minutes is determined by JCAB. The number of aircraft parking stand is determined by NAA. All those constraints are informed by JCAB and NAA to JSC and JSC will make the data up to date at the website.



He secondly explained Haneda International Airport (HND). Since HND is constructed and maintained by JCAB, all the constraints including ATC capacity are determined by JCAB. Although HND is located off-shore of Tokyo Bay, the part of noise contour overlaps the residential area. JCAB is responsible to forecast the noise contour and make consensus with local communities whenever the airport capacity is increased. Once agreed with local communities, the runway capacity will be declared by JCAB.

Although there is no curfew at night, the use of runway is restricted, that is, C & D runways that are located far from residential area are only allowed to use. In addition, the number of operations at night is limited. As to ATC capacity, the combination of departure and arrival for 5, 10, 15, 30 and 60 minutes is determined by JCAB since HND is the most crowded airport in Japan. The number of aircraft parking stand is determined by JCAB itself. All those constraints are informed by JCAB to JSC and JSC will make the data up to date at the website.

More or less similar procedure for setting up the constraints is taken at the airport, it was asked that other organizations should explain their procedures so that people can share the information.



7. Agenda Item 6: Force Majeour (Airline’s strike)

Mr. Takeda made a presentation on Force Majeour (Airline’s Strike) using the material shown in [Appendix 6](#). This material was prepared to share the information as to how each organization reacted to U/L calculation facing the airlines strike (Air India).

He firstly referred to the 7.8.1 of WSG (Justified non-utilization of slots) as to industrial action or strikes. No specific detail concerning what type of strike is mentioned in WSG. He then referred to EUACA recommended practices concerning the interpretation of Force Majeour. According to these practices, airlines strike is specified as “Internal strikes within the company that are publicized (though not staff working to rule)” and treated as beyond airline’s control.

He secondary introduced the comment received from Asian coordinators including FAA as to how they treated the Air India’s strikes. It was found that most of coordinators treated Air India’s strike as Force Majour. It was finally recommended that the similar recommended practices like EUACA should be created in APACA.

8. Agenda Item 7: Any Other Business

(1) Slot Performance Monitoring in Europe

Mr. James Cole (ACL – Airport Coordination Limited) made a presentation on slot performance monitoring in Europe using the material shown in [Appendix 7](#).

He firstly stressed that the slot performance and the 80/20 calculation (U/L rule) are completely separate issues. The 80/20 calculation is based on the fact whether the specific aircraft operated or not on the certain day of the week. The objectives of slot performance monitoring are to ensure the adherence to allocated slots, to identify any instances of intentional misuse of allocated slots and to

prevent operations without an allocated slot.

He mentioned that the guideline on slot performance monitoring is under development as best practice in EUACA. This guideline covers types of inconsistencies, source of data, checks with operators and the follow up actions. Sanctions (financial and/ or loss of historic) against intentional slot misuse are placed on the airlines.

He finally asked the meeting to review this initiative in EUACA and make it worldwide guideline in the near future.



The list of participants at APACA/5 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 | Airport Authority of India (AAI) |
| | | 5 | Delhi International Airport Limited (DIAL) |
| | | 6 | Bangalore International Airport Limited (BIAL) |
| | | 7 | Mumbai International Airport Pvt Limited (MIAL) |
| 5 | Indonesia | 8 | Garuda International Airline |
| 6 | Japan | 9 | Japan Schedule Coordination (JSC) |
| | | 10 | Central Japan International Airport Co. (CJIAC) |
| 7 | Korea | 11 | Korea Airport Schedule Office (KASO) |
| 8 | Malaysia | 12 | Airport Coordination Malaysia (ACM) |
| 9 | New Zealand | 13 | New Zealand Coordination |
| 10 | Singapore | 14 | Changi Slot Coordinator (CSC) |
| 11 | Sri Lanka | 15 | BIA Coordination |
| 12 | Thailand | 16 | Slot Coordination Thailand (SCT) |
| 13 | Viet Nam | 17 | Civil Aviation Authority of Viet Nam (CAAV) |

