

Asia/Pacific Airport Coordinators Association (APACA)

Minutes of 7th Meeting of APACA

15 November (Friday), 2013

Room: 203C

Fort Worth Convention Center (FWCC), TX, USA

28 January, 2014

1. Administration

The seventh general assembly meeting of APACA was held at room 203C of the Fort Worth Convention Center from 17:00 to 18:10 on 15 November (Friday), 2013 on the occasion of IATA 133rd Slot Conference in Fort Worth, USA. The chairman, Mr. Ernst Krolke (ACA - Airport Coordination Australia), welcomed the participants and expressed his appreciation for attending the seventh 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 36 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 seventh general assembly meeting of APACA had a quorum.

2. Agenda Item 1: Approval of Minutes of 6th meeting

The minutes of the sixth general assembly meeting held on 20 June, 2013 in Copenhagen was endorsed without adjustments.

3. Agenda Item 2: Survey Result of WWACG Website

The vice chairman (Secretary), Mr. Hiroki Takeda (JSC - Japan Schedule Coordination) reported the survey result of WWACG website which was conducted by IATA just after the SC132. The result is shown in [Appendix 2](#). There were five questions; (1) Have you ever accessed the WWACG website? (2) If yes, how often do you access the WWACG website? (3) If no, why? (4) What part of the WWACG website do you think is most useful? (5) Do you have any suggestions to improve the WWACG website?

As to (1), 39% of airline and 16% of coordinator have never accessed the website which needs to be corrected. As to (2), the majority (57%) of airline is once a year and the majority of coordinator (42%) is every month. As to (3), the majority of airline is that they don't know the existence of the website and the majority of coordinator is that there is no need to do so. As to (4), Airport list, members and diary are most accessed by airline and diary, members and airport list are accessed by coordinator. As to (5), to combine

EUACA and WWACG was proposed by airline and to keep the website simple was proposed by coordinator.

Then, he reported the website statistics which was Google Analytics provided by COHOR from August 2012 to September 2013. There are about 20 accesses a day with two peaks (SHL and SAL) in each season. The most accessed is from European countries, second is from North America and third is from Asia/Pacific. The most viewed pages is airport list, second is schedule conference dates and the third is list of WWACG members.



Finally, he reported that the core group of WWACG analyzed the results and identified some of the items to make WWACG website more attractive to users. As to public recognition, it was proposed to propagate at Airline only HOD meeting, to propagate in ICAO journal, ACI journal, to include WWACG address in SHL and SAL messages, and to link to WWACG website at different website (IATA, ICAO and ACI). As to website, it was proposed to update the information regularly, and to review the structure to find things easily.

4. Agenda Item 3: Introduction of Newly Opened KASO Website

Ms. Junghye Lee, (KASO - Korea Airport Schedule Office) introduced the newly opened KASO website using the material shown in [Appendix 3](#). She firstly explained the primary objectives of establishing KASO website are to ensure the transparency of coordination.

She reported that the website includes the slot data (historic slots, requested slots, allocated slots, and remaining available slots), coordination parameter (runway capacity, environmental constraints, ATC capacity, aircraft parking stands, and terminal capacity), local rules (local guidelines and regulations) and meeting (coordination committee).

Then she showed the home page of KASO which was open on 30 October, 2013 with the address of www.slotkorea.kr. The home page includes submenu of (1) About us, (2) Airport information, (3) Coordination process, (4) Library and (5) Statistics. (1) includes the information of Korea Coordination Committee, the role of KASO and office location. (2) includes the airport information of Incheon, Gimpo and Jeju airports about facility, airport layout, operation hours and coordination constraints. (3) includes the key principle, priorities for slot allocation, allocation procedure, IATA slot conference and flight permission. (4) includes WSG, slot coordination guidelines and airport weather. (5) includes the statistics of aircraft movements, passenger & cargo and monthly slot by time.



She concluded that KASO website will continue to be upgraded to include more comprehensive

information in the future.

5. Agenda Item 4: Slot Monitoring (WWACG Recommended Practice)

Mr. James Cole (ACL – Airport Coordination Limited) presented the draft form of WWACG Slot Guidelines concerning slot performance monitoring. He explained that this document was originally developed by EUACA and agreed by EUACA members. In order to make it worldwide standard, some references peculiar to EU regulation were deleted so that non-EU people can easily accept.



The purpose of this guideline is to ensure the conformity between actual aircraft operations and the allocated

slots. The slot performance monitoring is distinct from the determination of historic and the application of U/L rule (the 80/20 rule).

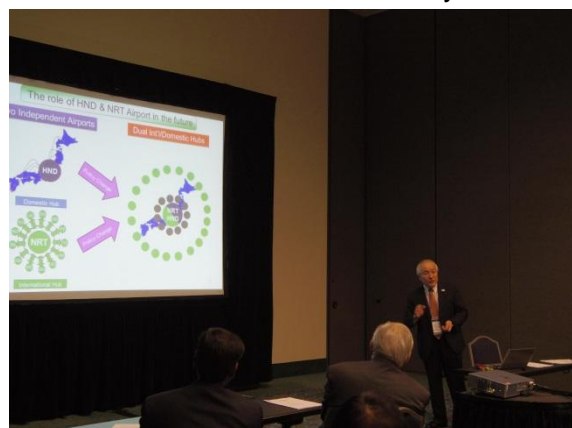
The guidelines include the actions to take (1) before the date of operation, (2) after the date of operation, (3) follow up action, (4) continuing poor slot performance and intentionality, (5) slot performance and the application of the use-it-or-lose-it rule, (6) exceptions.

Many questions concerning the reasonable tolerance for time differences, and follow-up actions were raised since many airports in Asia/Pacific are experiencing the delayed operations. He finally asked the participants to make comments by the end of January, 2014. If people agree, then it will become a WWACG recommended practices through WWACG plenary in the near future.

6. Agenda Item 5: Capacity Expansion of Tokyo International Airport (Haneda)

Mr. Takeda presented the capacity expansion of Tokyo International Airport (Haneda) using the material shown in [Appendix 5](#). This topic was raised because some members of APACA showed the keen interests.

He firstly showed the role of two airports in the past where Narita was almost exclusively used as international and Haneda was exclusively used as domestic. Around year 2000, Japan Civil Aviation Bureau (JCAB) changed the policy that both airports will compensate each other to meet the domestic and international demands in the Metropolitan Tokyo area.



With the completion of D-runway in 2010, international movements of 30,000/year was added at Haneda for the first time. With the continuing demand increase for international flight at Haneda, JCAB decided to expand the international terminal building with the extended pier

of 8 new contact stands.

With the completion of this expansion, international movements of 30,000/ year will be added from S14. In addition, the operation of long haul flights (Europe & North America), which were restricted during late at night and early in the morning, will be allowed during the day time hours. The percentage share of international operations will be 17% from the current 11% in S14.

He finally assured that as the construction work is progressing as originally scheduled, the addition of international flight of 30,000 in S14 is definite.

7. Agenda Item 6: Any Other Business

There was one announcement by Mr. Krolke that Asian Tea Gathering would be held at lobby area on the second floor during the lunch time of 12:00 to 13:00 on 16 November (Saturday). The participants were invited to attend the gathering.

The list of participants at APACA/7 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	Japan	8	Japan Schedule Coordination (JSC)
		9	Central Japan International Airport Co. (CJIAC)
6	Korea	10	Korea Airport Schedule Office (KASO)
7	Malaysia	11	Airport Coordination Malaysia (ACM)
8	New Zealand	12	Airport Coordination Limited (ACL)
9	Singapore	13	Changi Slot Coordination (CSC)
10	Sri Lanka	14	Sri Lankan Colombo Airport Coordination
11	Thailand	15	Slot Coordination Thailand (SCT)
12	Viet Nam	16	Civil Aviation Authority of Viet Nam (CAAV)

