

Asia/Pacific Airport Coordinators Association (APACA)

Minutes of 9th Meeting of APACA

11 November (Tuesday), 2014

Room: Brussels, Lobby Level

Hilton Prague, Czech Republic

17 February, 2015

1. Administration

The ninth general assembly meeting of APACA was held at Brussels, Lobby Level of Hilton Prague from 17:00 to 18:00 on 11 November (Tuesday), 2014 at the occasion of IATA 135th Slot Conference in Czech Republic. The chairman, Mr. Ernst Krolke (ACA - Airport Coordination Australia), welcomed the participants and expressed his appreciation for attending the ninth 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 27 representing 12 economies and 15 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 ninth general assembly meeting of APACA formed a quorum.



2. Agenda Item 1: Approval of Minutes of 8th meeting

The minutes of the eighth general assembly meeting held on 10 June, 2014 in Abu Dhabi National Exhibitions Center (ADNEC), UAE was endorsed by the meeting without adjustments.

3. Agenda Item 2: Election of Chair and Vice-Chair (2)

The vice chairman (Secretary), Mr. Hiroki Takeda (JSC - Japan Schedule Coordination) reported the result of the election for Chair and Vice-Chairs (2) for APACA whose term is from November 2014 to November 2016 using the material shown in [Appendix 2](#).

He firstly covered the process of the election in 2014 and reported some differences compared with 2012 election. He circulated the call for election for APACA to all the coordinators and facilitators in Asia/Pacific region on 2 October, 2014 with a deadline date of 31 October for nomination. The biggest difference was candidate's qualification between 2012 and 2014. Qualification was expanded to "any coordinator and schedule facilitator" in 2014 from "any head coordinator" in 2012 since this qualification scope was an

issue at the previous election and a big debate took place in 2012. There is another difference that a new clause was added to read “**If there is more than one coordinator or one facilitator in the economy, please consolidate to one candidate for one economy in order to maintain the regional balance**”.



Having explained the differences in 2014 election, he reported the result of election. There were three nominations received by the deadline date of 31 October; one nomination for Chair (Mr. Ernst Krolke) and two nominations for Vice Chairs, (Mr. Jitendra Singh and Mr. Hiroki Takeda).

He asked the participants to endorse the result of the APACA election in 2014 by clapping hands. Then newly elected Chair and Vice Chairs expressed their determinations in turn to

contribute to the activities of APACA.

4. Agenda Item 3: Results of HOD Vote SC134 on SC Structure

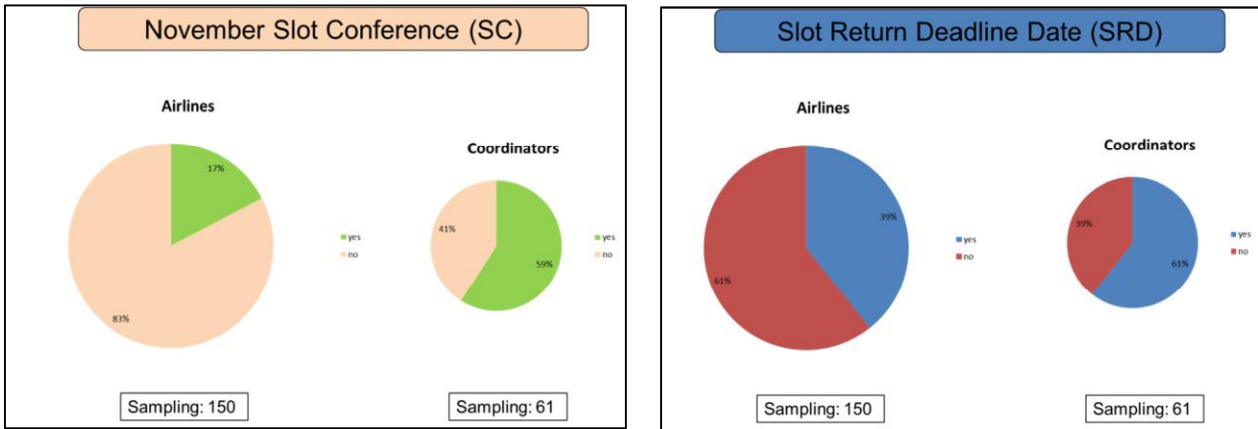
Mr. Takeda reported the results of HOD Vote on two issues; one is a change of date for November Slot Conference (SC) and the other is a change of slot return deadline date (SRD) using the material shown in [Appendix 3](#).

(1) For Slot Conference (SC), JSAG made a decision to shift November SC only backwards by 2 weeks. This was a first proposal for HOD to make decision. According to the result of voting, 30% of the HODs who voted supported moving the November SC.

(2) As to the Slot Return Deadline (SRD), JSAG made a decision to move SRD to 3rd Tuesday of January and 3rd Tuesday of August. This was a second proposal for HOD to make decision. According the result of voting, 46% of the HODs who voted supported changing the SRD.

Therefore neither proposal will be implemented as the voting rules required at least 66.6% majority support for the change. This was a conclusion of HOD voting at SC134.

It was also explained that there is a discussion among JSAG meeting as to the voting scheme. Although a simple majority of 66.6% (2/3) is currently adopted for all the voters of Airline and Coordinator HODs, there exists the opinion that the more balanced judging scheme should be adopted. For example, the majority of Airline HODs (83%) opts for no change of SC timing, whereas the majority of Coordinator HODs (59%) opts for a change of SC timing. As the same token, the majority of Airline HODs (61%) opts for no change of SRD date, whereas the majority of Coordinator HODs (61%) opts for a change of SRD date.



There is a conflict between Airline HODs and Coordinator HODs opinions. Since Airline HODs outnumber Coordinator HODs by almost three times, coordinators opinions are rarely reflected in the current voting scheme, thus more balanced voting scheme should be introduced. JSAG is now moving toward the direction to adopt the more balanced voting scheme.

Finally, slot ID concept was briefly discussed. The matching of flight plan and approved slot will be required in Europe. In order to make it happen, the introduction of Slot-ID is now under discussion. However, there is inconsistency for a proposed Slot-ID on a worldwide basis. It was decided to carefully monitor the new development of Slot-ID.

In this context, the vice-chairman, Mr. Jitendra Singh (Delhi International Airport) raised the issue of conflicting /similar call sign in allocation of slots as required by ATC authorities in India. He requested to know the various measures being taken by other slot coordinators to handle the issue. He informed that as per his information Hong Kong Schedule Coordination Office (HKSCO) also faces the same issue and wanted to know how it is being handled there. It was decided that the information will be collected from Asian coordinators and will be presented in next meeting.

5. Agenda Item 4: Post SAL Activity (The Survey Results)

Mr. Takeda presented the survey results on Post SAL activities which are now under consideration at JSAG meeting using the material shown in [Appendix 4](#).

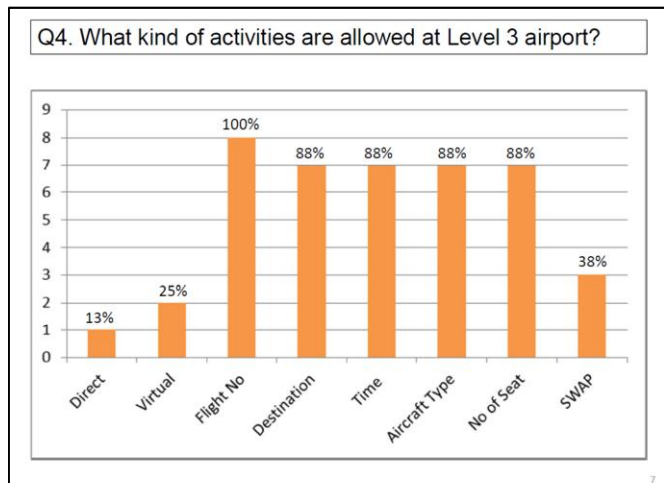
The questionnaire comprising of the following six questions was circulated among APACA members.

- Q1. Do you engage yourself in the post SAL activities?
- Q2. If No, please specify why you don't engage in post SAL activity?
- Q3. Do you limit yourself for the activity of the post SAL as Level 3 airport?
- Q4. Post SAL activity at Level 3 airport
- Q5. Post SAL activity at Level 2 airport
- Q6. Do you have any legal implication on the activity?

Eleven responses out of (46%) were recovered from APACA members; 5 organizations are in charge of

both Level 3 and Level 2 airports, 3 organizations are Level 3 airport and 3 organizations are Level 2 airport.

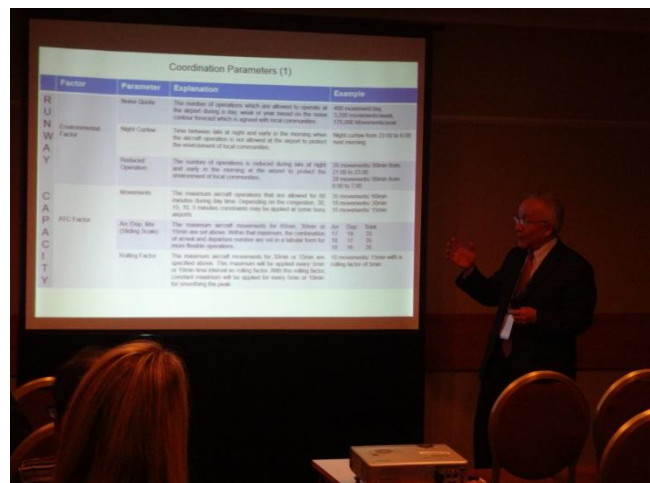
As to Q1, 100% says yes. As to Q3, 87% says yes. As to Q4, the right hand chart shows the results. Direct meeting virtual meeting is not so popular with the rate of 13% and 25%. Change requests of flight number, destination, time change within the parameter, aircraft type, number of seats are widely accepted by coordinators with a ratio of 88% to 100%. The swap request is less accepted with the ratio of 38%. As to Q5, the similar results of Q4 were acquired. As to Q6, 91% says no.



As a conclusion, the survey result shows the Post SAL activities are widely practiced in APACA members. It was reported that this results will be shared with JSAG meeting and WWACG meeting.

6. Agenda Item5: Coordination Parameters

Mr. Takeda presented the draft coordination parameters using the material shown in Appendix 5. He firstly explained the rationale for defining the coordination parameter. According to WSG, coordination parameters are defined as “the operational limits of all technical, operational and environmental factors at the airport”. However, this definition is so broad that specific coordination parameter is not clearly understood.



He then showed the draft tables for better understanding of the coordination parameters at the airport to be set for the coordination system when the slot is allocated or schedule is facilitated. Table includes the runway capacity, parking capacity and terminal capacity. The runway capacity is determined by both environmental factor and ATC factor. Parking capacity is determined by minimum break time and the number of various sized parking stands. Terminal capacity is determined by passenger flow and the check-in counters.

He asked the participants to make comments on this draft and promised to send it to EUACA for comments. He hoped this table should finally be posted as WSG Additional Documents in IATA's website.

7. Agenda Item6: Any Other Business

There was one announcement by Mr. Krolke that Asian Tea Gathering would be held at Athens, Lobby Level (ACA Workroom) during the lunch time of 12:00 to 13:00 on 13 November (Thursday). The participants were invited to join the gathering.

The list of participants at APACA/9 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	Hyderabad International Airport Limited (HYD)
5	Japan	7	Japan Schedule Coordination (JSC)
		8	Central Japan International Airport Co. (CJIAC)
6	Korea	9	Korean Airport Schedule Office (KASO)
7	Malaysia	10	National Slot Coordination Malaysia (MSIA)
8	New Zealand	11	Airport Coordination Limited (ACL)
9	Philippines	12	Cebu Pacific Air, Airport Coordination Australia (ACA)
10	Singapore	13	Changi Slot Coordination (CSC)
11	Sri Lanka	14	Sri Lankan Colombo Airport Coordination
12	Thailand	15	Slot Coordination Thailand (SCT)

