Asia/Pacific Airport Coordinators Association (APACA)

Minutes of 16th Meeting of APACA
19 June (Tuesday), 2018
Room: Fairview IV-V, JW Marriott Parq Hotel
Vancouver, Canada

17 August, 2018

1. Administration

The sixteenth general assembly meeting of APACA was held at room Fairview IV-V, JW Marriott Parq Hotel from 17:00 to 18:00 on 19 June (Tuesday), 2018 at the occasion of IATA 142th Slot Conference in Vancouver, Canada. The chairman, Mr. Hiroki Takeda (JSC - Japan Schedule Coordination), welcomed the participants and expressed his appreciation for attending the sixteenth 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 30 representing 12 economies and 18 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 sixteenth general assembly meeting of APACA formed a quorum.

2. Agenda Item 1: Approval of Minutes of 15th meeting

The minutes of the fifteenth general assembly meeting of APACA held on 7 November (Tuesday), 2017 at the room of "Frankfurt", Madrid Marriott Auditorium Hotel & Convention Center, Madrid, Spain was endorsed by the meeting without adjustments.

3. Agenda Item 2: Election Results of APACA

Mr. Takeda reported the election results of APACA using the material shown in Appendix 2. With a deadline date of 4 June for nomination, there were 3 candidates for 3 positions of Board member of APACA. There are one candidates from Australia, one from India and one from Japan. Secret ballot was not conducted because of enough people for enough positions.

It turned out that Ms. Petra Popovac (ACA – Airport Coordination Australia) was elected as Chair, Mr. Jaideep Singh Thakur (DIAL – Delhi International Airport Limited) and Mr. Hiroki Takeda (JSC) were elected as Vice-Chairs. Their terms of office will continue to June 2020. Ms. Petra Popovac expressed her determination as a Chair of APACA to contribute to the work of APACA reflecting the voice of Asia/ Pacific colleagues. Mr. Jaideep Singh Thakur also expressed his determination as a Vice-Chair of APACA to lead the group to new horizon.

Ms. Petra Povovac (Chair)


Mr. Jaideep Singh Thakur (Vice-Chair)

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

Mr. Takeda reported the updates of WSG Strategic Review Management Group (WSRMG) using the material shown in Appendix 3.

He explained the formation of "WSG Strategic Review Management Group (WSRMG)" under the IATA Joint Slot Advisory Group (JSAG). Then, it was explained there are four Task Forces created under WSRMG.

Firstly, he explained the member of WSRMG and 2018 work plan of WSRMG. There has been no member change 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.
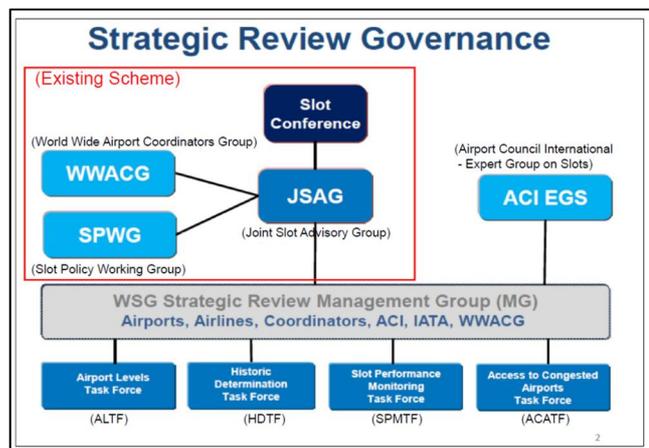
Secondly, the progress of the Airport Level Task Force (ALTF) was reported. There was one member change in airport side in ALTF. It was reported that the principle of enhanced level 2 airport was almost completed, the development of "Demand and Capacity Management" was also finalized. Now, they are conducting the trial of enhanced level 2 at four airports to assess the effectiveness of enhanced level 2 airport.

Thirdly, the progress of Historic Determination Task Force (HDTF) was reported. There was one member change in coordinator side in HDTF. It was reported that the calendar of activities including Slot Return Deadline (SRD) and Historic Baseline Date (HBD) was reviewed. Now, they are reviewing to move SRD earlier than current 15 Aug/ 15 Jan.

Fourthly, the progress of the Slot Performance Monitoring Task Force (SPMTF) was reported. There were two member changes; one is in airport side and the other is in coordinator side in SPMTF. The definition of the Slot Performance and Slot Misuse is discussed. The annexes of Slot Performance Committee (SPC) and Coordination Committee (CC) will be reviewed and improved.

Lastly, the progress of the Access to Congested Airport Task Force (ACATF) was reported. There were three member changes; one is in airline side, one in airport side and one in coordinator side in ACATF.

The global survey regarding the current utilization rates of slots and the rate of successful new entrant request was conducted. Based on the survey, the current new entrant rule will be reviewed and improved.

As to the time line of task forces, the second face to face meeting of 4 Task Forces took place in the morning of 18 June (Monday) at SC142 in Vancouver. From June to October, each Task Force will engage in the monthly international telephone conferences. Third face to face meeting is scheduled to take place at SC143 in November 2018 in Madrid. He also pointed out that as the participation of Asian Coordinators in international teleconference and face to face meeting is quite low, he asked members of each task force to participate in the activities proactively.

Finally, he explained the comparison table of level 1, level 2, enhance level 2 and level 3 which ALTF created so that members can easily understand the differences. He also showed the benefits of enhanced level 2 for airports, airlines and coordinators comparing with level 2 and level 3 airport.

5. Agenda Item 4: Historic Determination in Asia/Pacific

Mr. Takeda reported the questionnaire results on Historic Determination using the material shown in Appendix 4. The questionnaire regarding the historic determination was discussed and agreed at APACA/15 in Madrid. Based on that decision, the questionnaire survey was conducted as a part of work for Historic Determination Task Force (HDTF).

He reported that there were 7 responses out of 16 organizations with the response rate of 44% and he expressed little disappointment. Out of 7, 5 responses were that they exactly follow the Attachment A examples. One response was now considering how to do it. Another response was little different from the Attachment A.

It turned out that most of coordinators in Asia/Pacific follow the international standard shown in Attachment A. There are few organizations who does not. It was recommended that coordinators should follow the Attachment A in determining the eligibility of historics.

6. Agenda Item 4: Draft Article of New Association

Mr. Takeda reported the outline of draft article of new organization using the material shown in Appendix 5. He has been discussing the importance of creating a new coordinators organization which is more formal and robust in the past three APACA meetings. As the work of Worldwide Airport Coordinators Group (WWACG) is now gradually expanding to interact with other international organizations like IATA, ICAO

and Airport Council International (ACI), more formal and robust organization is needed.

He explained major parts of draft article like Scope, Membership, Membership Fees, General Assembly, Voting, Quorum and Board members. It should be noted that, there are three categories for membership; individual member, joint member and partners.

Currently board of WWACG is now moving to establish a new organization in Montreal, Canada in September time frame.

Finally, he asked the participants as to who would be willing to be a member of new organization,

however, there were few members to raise the hands. Most members still seem to need more time for the internal coordination in their countries.

7. Agenda Item6: Any Other Business

(1) Website of Airport Coordination Taipei (ACT)

Mr. Takeda introduced newly modified website of Airport Coordination Taipei (ACT). On top of the screen, there are six menus; About ACT, Coordination Parameters, Slot Information, NAC Charts, Schedule Calendar and Links. He firstly showed the coordination parameters of TPE and KHH in W18. Then slot listing and NAC Chart were shown. He then commented that although most coordinators place ID & PW in order to access slot listing and NAC Chart, there was

none for ACT. It is recommended that the access to slot listing and NAC chart should be limited to airline only because some airlines concerns about the release of their business information. He finally showed the calendar of coordination activities. It is reminded that there are only 6 organizations in Asia/Pacific region who has established the website; Australia, Hong Kong, Indonesia Japan, Korea and Taipei. It is recommended that those who has not established website yet should do so.

(2) Asian Tea Gathering

Mr. Takeda announced that Asian Tea Gathering would be hosted by Japan Schedule Coordination (JSC). Tea Gathering would take place at room "Cambie" on fourth floor at JW Marriott Parq Vancouver during a lunch time from 12:00 to 13:00 on 21 June (Thursday). The participants were invited to join the gathering.

The list of participants at APACA/16 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)
		7	Mumbai International Airport Limited
		8	Hyderabad International Airport
5	Japan	9	Japan Schedule Coordination (JSC)
		10	Central Japan International Airport Co. (CJIAC)
6	Korea	11	Korea Airport Schedule Office (KASO)
7	Malaysia	12	National Slot Coordination Malaysia (NSCM)
8	New Zealand	13	Airport Coordination Limited (ACL)
9	Singapore	14	Changi Slot Coordination (CSC)
10	Sri Lanka	15	Sri Lankan Colombo Airport Coordination (CMB)
11	Thailand	16	Civil Aviation Authority Thailand (CAAT)
		17	Slot Facilitator (DOA)
12	Viet Nam	18	Civil Aviation Authority of Viet Nam (CAAV)