

09 January 2026

## Meeting Minutes Regarding ACP-2016-23 Stapleford IAPs

**Date:** 09 January 2026

**Time:** 09:30-10:00

**Attendees:**

██████████ – Airspace Regulator (Technical)  
██████████ – Airspace Change Account Manager  
██████████ – Egis (Non-contracted Consultant)

**Absentees:**

██████████ – (Sponsor, Stapleford Flight Centre)

**Agenda:**

**1. Declaration of relationship between Egis and CAA on CAP1616 Consultation (Sep-Dec 2025)**

- █████ queried █████ regarding his involvement in the CAP1616 Consultation, noting that any engagement could present a potential conflict of interest with the current Airspace Change Proposal (ACP).
- █████ confirmed that he has not accessed or supported any team involved in analysing consultation responses. Furthermore, Egis has not submitted a response to the consultation.

**2. Summary of CAA's recent communications and actions on this ACP by █████**

- █████ noted awareness of correspondence between the Sponsor and █████ (Airspace Regulator – GNSS) but confirmed no involvement due to his decision-making role as Airspace Regulator (Technical)
- 26 August 2025: Email issued granting an extension for submission until 31 December 2025.
- Leading up to 06 November 2025: CAA conducted an internal review of materials provided. Sponsor was provided with a letter containing guidance following that review and reminded that failure to meet the deadline would require withdrawal and resubmission of the ACP under CAP1616.

- 08 December 2025: Email sent noting Sponsor's intention to seek an extension for submission until 30 April 2026. CAA requested written notification of the request detailing the circumstances and reasons for the extension request, but the resubmission deadline remained 31 December 2025 unless an extension request was accepted by the CAA.
- 07 January 2026: Follow-up letter issued as no response had been received since 08 December 2025. The deadline for resubmission of 31 December 2025 had passed and no formal letter had been received formally requesting an extension to 30 April 2026 along with the justifications for such a request.
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### **3. Summary of Sponsor's Position provided by [REDACTED]**

- It was noted that, following discussions with [REDACTED], the Sponsor is required to produce a full resubmission. This will include a Safety Assessment, Consultation Responses, Environmental Assessment, and Instrument Flight Procedure (IFP) charts, informed by the Aerodrome Survey conducted by APDO.
- The Aerodrome Survey has been commissioned; however, the current status of this work remains unclear.
- Due to [REDACTED] health condition and a major operation in early December, the Sponsor was unable to provide a written update confirming the extension before the deadline.
- The Sponsor has confirmed its intention to proceed with the ACP and indicated that sufficient resources are available to support the work.

### **4. Next Steps**

- [REDACTED] to confirm the status of the Aerodrome Survey with [REDACTED] and consider commissioning an alternative APDO to complete the IFP-related work in a timely manner.
- [REDACTED] will update the sponsor on the details of this meeting. As a result, the CAA anticipate the sponsor will prepare a formal letter requesting an updated deadline for resubmission, along with the circumstances and reasons for any request, and detailed plans to achieve resubmission by any such future date.
- [REDACTED] to follow up with the Sponsor by 30 January 2026 if no response is received within the next two weeks.
- CAA will now review the information submitted so far as indicated in the letter dated 07 January 2026 and inform the sponsor of the outcome of that review, whilst considering any formal correspondence received from the sponsor as a result of this meeting.

Meeting Closed.