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RH6 0YR

Our Ref: ACP 2014-04

[REDACTED]  
Highland and Islands Airports Ltd  
Inverness Airport  
Inverness IV2 7JB

Date: 3<sup>rd</sup> Dec 2020

Dear [REDACTED]

I am writing to summarise the current position with regard to this ACP (2014-04).

In November 2017 you submitted an ACP document. In January 2018 you submitted an updated version of that proposal.

However, there is additional information that we require to be provided by you before we can again commence consideration of your proposal. We have discussed all these in correspondence at various times since January 2018. However, the purpose of this letter is to be completely clear on what is required from you before we can progress the Stage 5 assessment of your proposal.

1. Notification of mature draft CONOPS for CTA-8 and continued development of the LoA, with the CAA Aerodrome and ATS En-route Inspectors.
2. We require evidence/assurance that all relevant aviation stakeholders are aware of the proposed use of FUA for CTA8.
3. There are 3 elements from the CAP725 consultation requirements that are still outstanding:
  - Consultation record summary sheet (e.g. an excel spreadsheet which lists the consultees and confirms when they were contacted, when they responded, whether they were supportive/against/neutral etc).
  - Consultation actions summary sheet (a document that confirms what actions were taken by the change sponsor throughout the consultation e.g. launch date, key meetings/events/briefings etc.)
  - Raw data – all correspondence sent/received by the change sponsor (*eg from the Moray Community Council Secretaries engagement Aug-Sep 17*).

This is not an exhaustive list and we may seek further clarification on any additional information yet to be provided.

When the information listed above has been provided, we will confirm that we are in a position to progress your proposal (known as a completed document check), at which point we will open a call-in window under Annex D to the Air Navigation Guidance 2017, Direction 6.

Yours sincerely,

[Redacted signature]

*p.p* [Redacted name]

[Redacted address]

AAA  
SARG