

BRIGHTON & HOVE CITY COUNCIL

SHOREHAM AIRPORT JOINT COMMITTEE

3.00PM – 9 JANUARY 2004

SHOREHAM AIRPORT

MINUTES

Present: Councillor Turner (Chair); Councillor Peltzer Dunn (Deputy Chair);
Councillors Hamilton, Taylor and Mrs Theobald.

Worthing Borough Council: Councillor Lovell (Deputy Chair)

Also in Attendance:

Brighton & Hove City Council: Peter Wright, Principal Accountant; John Timson,
Accountant; David Fleming, Assistant Director Major Projects and
Procurement; Bob Bruce, Principal Solicitor; Penny Jennings, Committee
Administrator and Lisa Johnson, Committee Administrator.

The Airport: John Haffenden, Airport Manager; Shirley Hobden, Accounts
Assistant.

Adur District Council: Councillor Pitchford as an observer and Alan Perrett,
Head of Development Control.

David Healey, Cluttons

PART ONE

24. APOLOGIES FOR ABSENCE

24.1 Apologies for absence were received from Councillor Williams West
Sussex County Council; Chris Taylor Airport Treasurer, Brighton & Hove City
Council; Ros Howell, Aviation Strategist, West Sussex County Council

25. DECLARATIONS OF INTEREST

25.1 There were no declarations of interest in respect of any item appearing
on the agenda.

26a. MINUTES

26a.1 **RESOLVED** - That the minutes of the meeting held on 26 September 2003

be approved and signed by the Chair.

26b MATTERS ARISING – Withdrawal from contract negotiations by Air Vectis who did not proceed with their proposed flights on viability grounds. In particular the level of anticipated financial support from the Isle of Wight had not been forthcoming.

26b.1 RESOLVED – That the position be noted

27. FORECAST REVENUE OUTTURN 2003/04 AT MONTH 7 (OCTOBER)

27.1 The Joint Committee considered a report of the Airport Manager presenting the forecast of the revenue outturn for the Airport in 2003/04 for month 7 (October) (for copy see minute book).

27.2 **RESOLVED** – That the forecast revenue outturn, showing an estimated surplus of £12,000 compared with a budgeted surplus of £11,000, be noted.

28. AIRPORT STATEMENT OF ACCOUNTS 2002/03 – AUDIT COMMISSION OPINION

28.1 The Joint Committee considered a report of the Airport Treasurer advising that the Audit Commission had completed their audit of the Airport accounts for 2002/03 and were proposing to issue an unqualified opinion (for copy see minute book).

28.2 The audit was covered by the Statement of Auditing Standards, known as SAS 610. This required the auditors to report their findings to a properly constituted governance body before they could publish their signed and final opinion on the integrity of the Airport's accounts. The report will be put before the Policy and Resources Committee at Brighton & Hove City Council and Worthing Borough Council's Cabinet.

28.3 **RESOLVED** – That the Joint Committee note the contents of the Audit Commission's letter.

29. SHOREHAM AIRPORT REVENUE BUDGET 2004/05

29.1 The Joint Committee considered a report of the Airport Treasurer concerning the proposed revenue budget for 2004/05 for the Airport (for copy see minute book).

29.2 The Joint Committee noted that there was no budget for 2004/05 for the services of a consultant surveyor. It was explained that historically, an engineer had filled the role of surveyor to the airport. The Consultant Valuer to the Airport, Cluttons, were in fact chartered surveyors and their fees are included within the budget under Estate Management.

29.3 The Joint Committee noted that the budget for 2004/05 showed a sum of £31,980 for 'energy costs'. Councillors Taylor and Theobald asked how much energy was sourced from renewable sources, and what the level of recycling

was. The Airport Manager confirmed that following talks with West Sussex County Council a member of staff was now involved with sustainability. It was hoped that a report would be presented to the next meeting giving more information as to how the airport was dealing with sustainability. With regard to recycling the Airport already recycles materials, but it hoped to improve this over the next 18 months. The Airport Treasurer confirmed that the Airport was already involved in Brighton & Hove City Council's on-going energy efficiency review and it was anticipated that the Council's Sustainability Commission could provide further advice to the Airport.

29.4 Councillor Lovell confirmed that Worthing Borough Council had already agreed to the recommendations set out in the report.

29.5 **RESOLVED** – That the Joint Committee note, and approve the recommendations as set out in the report and that the airport be forwarded to the Policy & Resources Committee.

30. SHOREHAM AIRPORT CAPITAL PROGRAMME 2003/08

30.1 The Joint Committee considered a report of the Airport Treasurer and Airport Manager concerning the estimated level of capital resources available to the Airport for the years 2003/08 and recommending a capital programme to the owning authorities (for copy see minute book).

30.2 Several Members expressed concern as to whether it should take on a further debt of £250,000, given that the airport has already borrowed £3 Million. This sum would be used for funding such things as the Consultants fees for preparing the development brief on the potential future expansion of the airport. The Treasurer confirmed that it was a prudent figure, which was affordable and sustainable. Some members of the Joint Committee were also concerned that the Task Group should report back to the Committee with an update as to the results of the public consultation on the future of the airport. It was confirmed that the Task Group had been set up as a Joint Task group including Members/Officers from the four authorities. The Task Group would be providing an up dated report for consideration by both Brighton & Hove City Council's Policy and Resources Committee and Worthing Borough Council's Executive in February.

30.3 The Airport Treasurer confirmed that for the Airport to remain sustainable continued funding would be needed.

30.4 **RESOLVED** – The Joint Committee noted the level of projected capital resources allocated to this service for 2004/05 and noted the impact of the capital programme in future years. The Joint Committee further recommended to the Owing Authorities the capital programme for 2003-2008 as set out in appendix 1 and recommended to the Owing Authorities prudential indicators as set out in appendix 2.

30.5 Note: Councillor Taylor did not agree with the recommendations as set out in Appendices 1 and 2.

31. AIRPORT MANAGER'S GENERAL REPORT AND OPERATIONAL ACTIVITY FIGURES

31.1 The Airport Manager referred to the latest updated operational activity figures which had been circulated to members for information (for copy see minute book).

31.2 The Airport Manager confirmed that the number of 'Touch and Go' movements were down, although overall the figures were as comparable with other years and the expected number of air movements was likely to exceed the allowed number. However, the 'Touch and Go' movements were the ones which generally generated the most complaints. The emergency services figures were not included in the S52 figures, but were provided by the Airport Manager

31.3 The Airport Manager confirmed that from the 1st January 2004 the Airport was licensed to hold weddings. This would be reported to the press office. The Airport would be involved in the London Air Show at Earls Court, and would be taking a stand along with a number of businesses based at the Airport. The Joint Committee were also informed of a number of other smaller events the Airport had been involved in.

31.4 **RESOLVED** – The Joint Committee noted the Operational Figures and the Manager's general report.

SUMMARY OF NON-PUBLIC ITEMS

32. ESTATE MATTERS – EXEMPT CATEGORY 9 – REPORTS OF THE CONSULTANT VALUER TO THE AIRPORT

32(a) DEVELOPMENT PLOT 17 A D M EDIE – EXEMPT CATEGORY 9

The Joint Committee considered a report of Consultant Valuer to the airport and gave approval to the granting of a lease on the terms set out in the report.

32(b) TERMINAL BUILDING – OFFICE SUITE J1 – SUSSEX FLYING CLUB – EXEMPT CATEGORY 9

The Joint Committee gave approval to the granting of a lease on the terms set out in the report.

32(c) NORTHBROOK COLLEGE OF DESIGN & TECHNOLOGY – EXEMPT CATEGORY 9

The Joint Committee considered a report of the Consultant Valuer to the Airport and gave officers authority to proceed in principle with further action n negotiating with the college. A further update to be provided to the next

meeting of the Joint Committee.

33. NON-PUBLIC MINUTES – 26 SEPTEMBER 2003 – EXEMPT CATEGORIES 4, 7, 9 AND 12

The Chair was authorised to sign the non-public minutes of the meeting of the Joint Committee held on 26 September 2003.

34. MINUTES OF THE SPECIAL MEETING OF THE JOINT COMMITTEE MANAGEMENT BOARD – 25 NOVEMBER 2003 – EXEMPT CATEGORIES 4, 7, 9 AND 12

The Joint Committee noted and received the contents of the minutes of the Special Meeting of the Shoreham Airport Joint Committee Management Board held on 25 November 2003.

35. JOINT COMMITTEE MANAGEMENT BOARD MINUTES – 3 DECEMBER 2003 – EXEMPT CATEGORIES 4, 7, 9 AND 12

The Joint Committee noted and received the contents of the minutes of the meeting of the Joint Committee Management Board held on 3 December 2003.