

BRIGHTON & HOVE CITY COUNCIL

SHOREHAM AIRPORT JOINT COMMITTEE

3.00PM – 24 JUNE 2005

SHOREHAM AIRPORT

MINUTES

Present:

Brighton & Hove City Council Representatives:
Councillor Turner (Chair); Councillors Peltzer Dunn (Deputy Chair), Hamilton, Meegan, Taylor, and Young

Worthing Borough Council Representative:
Councillor Green (Deputy Chair)

Adur District Council Observer:
Councillor Mockeridge

West Sussex County Council Observer:
Councillor Williams

Airport: John Haffenden, Airport Manager; Shirley Hobden, Senior Administration Officer
Brighton & Hove City Council: Catherine Vaughan, Director of Property & Finance; Peter Wright, Principal Accountant; David Fleming, Assistant Director Major Projects, Procurements and Venues, Anna MacKenzie, Senior Lawyer, David Vine, Consultant Surveyor; Lisa Johnson, Committee Administrator
West Sussex County Council: Ros Howell

PART ONE

ACTION

1. APOLOGIES FOR ABSENCE

- 1.1 Apologies were received from David Healey Consultant Valuer to the Airport and Bob Bruce, Principal Solicitor

2.. Declarations of Interest

- 2.1 Councillor Hamilton noted an interest in item 10 (d) of the Shoreham Airport Management Board Minutes from the

meeting held on 18 May 2005. This item appears in Part Two.

3. MINUTES – PART 1 MINUTES OF THE MEETING HELD ON 11 MARCH 2005

3.1 It was noted that Councillor Meegan (Brighton & Hove City Council) had sent his apologies for the meeting held on 11 March 2005.

3.2 **RESOLVED** - That the minutes of the meeting held on 11 March 2005 be approved and signed by the Chair.

4. AIRPORT MANAGER'S GENERAL REPORT AND OPERATION ACTIVITY FIGURES

4.1 The Airport Manager referred to the latest updated operational activity figures. It was noted that the number of aircraft movements was steady and similar to previous years.

4.2 The Airport Manager informed the Committee that the repairs to the Airport's main municipal hangar, which was damaged by a storm in December 2004, had now been completed.

4.3 At the meeting of the Shoreham Airport Joint Committee held on 24 September 2004, Councillor Young informed the members that Denis Kenyon a helicopter pilot, based at Shoreham, would soon be retiring. It was requested that his achievements be commemorated. Mr Kenyon had taken part in 400 Airshows and had been a world champion freestyle helicopter pilot. The Airport Manager suggested that he be given the 'Freedom of the Airport' and be exempt from paying landing fees during his retirement. This suggestion was warmly supported by members of the Committee.

**Airport
Manager**

4.4 The Airport Manager introduced Mr Vine, the Consultant Surveyor to the Airport. The Consultant Surveyor informed the Committee that repair work was being undertaken to an airside road on the apron. A problem had developed which would increase the cost of repairs. The repair work was to re-tarmac the surface. However, when the tarmac was removed it was discovered that the condition of the concrete, which formed a base under the tarmac, had deteriorated. This concrete was believed to have been laid in the 1930's. It would be necessary to remove the concrete and replace it before the tarmac could be re-laid. The cost of undertaking this was not yet known, but it was suggested that it would be around £40,000, which was double the original estimate to repair the surface. The Consultant Surveyor provided the

Committee with photographs showing the repair work. The Airport Treasurer confirmed that the Repairs and Renewals Fund had a sufficient balance to fund these repairs.

- 4.5 **RESOLVED** – That the Airport Manager's report be noted.

5. SHOREHAM AIRPORT STATEMENT OF ACCOUNTS 2004/05

- 5.1 The Airport Treasurer presented the Statement of Accounts for Shoreham Airport for the financial year 2004/05 to the Committee.

- 5.2 It was noted that the draft accounts had been submitted to Brighton & Hove City Council's Policy & Resources Committee on 22 June 2005 and had been approved by the committee. Councillor Green confirmed that the leader of Worthing Borough Council had also approved the accounts.

- 5.3 Councillor Young referred to page 15 of the Statement of Accounts and requested further details regarding the debtors. It was agreed that a breakdown of the debtors would be provided.

**Airport
Manager/
Airport
Treasurer**

- 5.4 **RESOLVED** – That the Committee:

- (1) Recommend that the owning councils approve the Statement of Accounts for 2004/05 and note that these are subject to audit.
- (2) Note that the net surplus for the Airport for 2004/05 is £89,391, compared with a budgeted surplus of £25,000.
- (3) Recommend to the owning councils that this surplus be transferred to the Airport's General Reserves.
- (4) Note the requirements of the Accounts and Audit Regulations 2003 for continuing earlier approval and publication dates in future years.

SUMMARY ON NON-PUBLIC ITEMS

6. PART TWO OF THE MINUTES OF THE MEETING HELD ON 11TH MARCH 2005

- 6.1 **RESOLVED** – That the Chair was authorised to sign the non-public Minutes of the meeting of the Shoreham Airport Joint Committee held on 11th March 2005

7. MINUTES OF THE SHOREHAM AIRPORT MANAGEMENT BOARD MEETING OF 18TH MAY 2005

7.1 **RESOLVED** – That the minutes were noted.

8. AIR TRAFFIC CONTROL STAFF – Report of the Airport Manager

8.1 **RESOLVED** – That the report be noted.

9. PLOT 5 SOUTH (27 CECIL PASHLEY WAY) – Report of the Consultant Valuer

9.1 **RESOLVED** – The Committee considered a report of the Consultant Valuer and approved the agreement as set out in the report.

10 EUROPEAN EXECUTIVE and ROCKHOPPER SCHEDULED FLIGHTS – Report of the Airport Manager and Airport Treasurer.

10.1 **RESOLVED** - The Committee considered a report of the Airport Manager and Airport Treasurer and approved part of the recommendations as set out in the report, and referred part of the recommendations to the Shoreham Airport Management Board.

The meeting concluded at 4.10 pm

Signed

Chair

Dated this

day of

2005