



FlyDoncaster Limited,
Doncaster Sheffield Airport
Heyford House, First Avenue,
Doncaster, DN9 3RH

Doncaster Sheffield Airport Consultative Committee

Terms of Reference

February 2026

1. Statutory Basis

1.1 Section 35 (1) of the Civil Aviation Act 1982 requires the operator of Doncaster Sheffield Airport (FlyDoncaster Ltd) to provide adequate facilities for consultation concerning the management or administration of the Airport Company which affects the interests of users of Doncaster Sheffield Airport (the Airport), certain local authorities and other local representative organisations.

1.2 The Doncaster Airport Consultative Committee (the Committee) is established as a non-executive, consultative forum to fulfil these statutory obligations.

1.3 The Committee is not a dispute resolution forum, has no decision-making powers and no responsibility for the management or operation of the Airport. FlyDoncaster Ltd will consult with the Committee and keep it informed operational impacts or future plans.

1.4 The Committee and FlyDoncaster Ltd will operate in accordance with the Department for Transport Guidelines for Airport Consultative Committees as updated from time to time (DFT, 2014).

2 Purpose

The Committee provides a structured, balanced, and transparent forum for communication between FlyDoncaster Ltd, airport users, public bodies, and the community. Its purposes are to:

- Facilitate open and constructive dialogue on matters affecting airport operations and future development.
- Represent the interests of local authorities, residents, passengers, businesses, and aviation users.

- Stimulate the interest and involvement of the local population in the airport's development.
- Support the airport in conducting its operations with due regard to environment impacts, community well-being and the local economy.
- Provide feedback and recommendations to FlyDoncaster Ltd, local authorities, and relevant regulatory bodies.
- Promote transparency and accountability in the airport's environmental performance, noise management, and strategic plans.

3. Functions

The Committee will:

3.1 Consider and comment on:

- Airport operational impacts, including passenger and cargo activity.
- Airport development proposals, masterplans and amenities.
- Surface access and transport connectivity.
- Noise, air quality, and wider environmental performance.
- Planning matters affecting the Airport and surrounding communities.
- Proposed changes to airspace, flight paths, or operational procedures.

3.2 Receive reports from:

- Airport management and technical specialists.
- Environmental and noise monitoring teams.
- Relevant regulatory bodies and local authority officers.

3.3 Advise and recommend to:

- FlyDoncaster Ltd
- City of Doncaster Council and neighbouring authorities.
- Government departments or agencies, where appropriate.

3.4 Facilitate information exchange between:

- FlyDoncaster Ltd.
- Local authorities.
- Aviation users and business representatives.
- Community organisations and residents' groups.

3.5 Transparency

- Publish summaries, minutes, and recommendations to promote public understanding of key issues.

4. Membership

4.1 Membership is open to eligible organisations falling within the following statutory categories:

- Airport Users
- Local Authorities
- Local Interest Organisations

4.2 Each organisation may nominate:

- One nominated Members, and
- One Alternate member (who may attend when the Nominated Member is absent).

Only one representative may attend at any meeting.

4.3 Applicants seeking membership must provide:

- Their constitution or terms of reference.
- Details of the area or interest they represent.
- Membership size and governance arrangements.
- Evidence that they meet DfT eligibility criteria.

(Universities, local authorities, and companies operating at the airport are exempt from providing constitutions.)

4.4 Members are expected to consult within their organisation before meetings and provide feedback afterwards.

4.5 FlyDoncaster Ltd, in consultation with the Chair, may approve or decline applications to ensure the Committee remains effective, balanced, and representative.

5. Membership Categories

5.1 Local Authorities

- City of Doncaster Council
- Other neighbouring local authorities as appropriate

5.2 FlyDoncaster Ltd

- Senior representative(s)
- Environment and noise specialists
- Surface access/operations staff (as needed)

5.3 Community and Resident Groups

- Local parish councils
- Community associations
- Resident forums

5.4 Business and Aviation Sector

- Chamber of Commerce
- Tourism interests
- Airlines or aviation operators (where applicable)
- General aviation representatives

5.5 Other Stakeholders

- Environmental organisations
- Emergency services (by invitation)
- Civil Aviation Authority (as observer)

6. Chair

6.1 The Committee will be led by an Independent Chair, appointed through an open and transparent recruitment process.

6.2 The Chair will serve a five-year term, extendable with the agreement of both the Committee and FlyDoncaster Ltd.

6.3 The Chair will act impartially, ensure balanced participation, and uphold the Committee's objectives.

7. Meetings

- The Committee will meet at least quarterly
- Extraordinary meetings may be convened by the Chair or at the request of FlyDoncaster Ltd.
- Meetings may be held in person or via hybrid/online platforms e.g. Microsoft Teams.
- Minutes will be recorded and published within 20 working days on the Website

8. Sub-Committees and Working Groups

The Committee may establish subcommittees to examine specific issues, including but not limited to:

- Noise and environmental management
- Surface access, transport and passenger services.

Each subcommittee will report to the main Committee.

9. Governance and Decision Making

- The Committee is consultative, not executive.
- The Committee will ordinarily reach conclusions by consensus.
- Where voting is required, each member organisation has one vote.
- The Chair does not normally vote but may cast a tie-breaking vote.
- Quorum is 10 voting members including those attending virtually.
- Observers may speak at the discretion of the Chair but do not vote.

10. Transparency and Public Engagement

- Agendas, papers, and minutes will be made publicly available on the Committee website
- The Committee may publish public statements or an annual report.
- The Chair may hold closed sessions when commercially sensitive or confidential matters require it.
- Members are expected to communicate Committee business accurately to their constituents.

11. Conduct

- Members must operate respectfully, impartially, and in the public interest.
- Conflicts of interest must be declared at the start of each meeting.
- Persistent non-attendance may result in membership being reviewed.

12. Review of Terms of Reference

These Terms of Reference will be reviewed:

- Every two years, or
- Earlier at the request of the Chair or majority members

Amendments require the agreement of both the Committee and FlyDoncaster Ltd.