

Committee meeting Edinburgh Airport Accessibility Forum (EAAF)		
Version 1.0	Meeting Date	07/08/2025
Author: D. Newman	Meeting Time	10:00-12:00
Location: On Microsoft Teams Meeting (online)	Approval	EAAF Committee Members

Attendees	Apologies
<ul style="list-style-type: none"> • Maureen Morrison (MM) – Spinal Injuries Scotland (Chair) • Anne McWhinnie (AM) - Alzheimer’s Scotland • Kirsty Henderson (KH) – RNIB • Joanna Martin (JM) – Spinal Injuries Scotland • Shauna Hemphill (SH) – Colostomy UK • Sopic Jenkins (SJ) - The Yard • Michael Moore (MMR) - Guide Dogs UK • Lauris Balkins (LB) - OCS • Emily Kilby (EK) – CAA Accessibility <p>Edinburgh Airport</p> <ul style="list-style-type: none"> • Myles Grima (MG) – Head of Airport Operations & Service • Greg Dawson (GD) – Senior Operations Manager Terminal • Dominique Newman (DN) – Terminal Operations & Accessibility Manager • Zoe Day (ZD) – Senior Customer Service Advisor 	
Notes: Meeting was recorded for minute taking only.	

1. Introduction from the Chair & Update (MM Chair)

- Welcomed everyone, to the meeting and gave an overview of the agenda.
- Introductions made from all attendees.
- MM gave an update on several new committee members joining.
- October meeting original date conflicts with member availability; poll to be sent to determine alternative (avoiding Thursday for EK, Monday not ideal for some).

2. Airport update (Update by DN)

A presentation covering the following points.

- Performance overview.
- CAA Report – Published last month; detailing the Edinburgh Airport rating is now published.
- Annual Report – To be discussed at next committee meeting; will outline aims of all participating organisations.
- Aviation Accessibility Task & Finish Report – Released July; to be reviewed in detail next meeting.
- Review of CAP 1228 underway; consultation expected later this year by CAA. EK confirmed this was going ahead but dates for publishing are confirmed.
- DN suggested a visit to the airport in October for all committee members.
- Members requiring airside access must contact Dominique promptly to submit passport/ID for security clearance.
- Option to bring an additional representative from each organisation.

3. OSC Operations update and feedback

Lauris Belkins (OCS), the new Airport Station Manager for PRM service, introduced himself and summarised operations and training.

New PRM staff receive:

- 2 days classroom training (covering various assistance needs, wheelchair support, aircraft procedures).
- 1-day practical training.
- Buddying with experienced staff during initial weeks

4. Community Suggestion

JM suggested a designated accessible area for baggage belts to assist wheelchair users.

- Possible use of floor vinyl's/signage to mark priority zones.
- Potential for agents to assist during busy periods (including trolley release and luggage handling) Action: Airport to explore feasibility.

MG agreed this would be beneficial and supported exploring the idea. DN tasked to follow up on design.

5. Actions & Next Steps

- Circulate Baroness Report, Aviation Accessibility Report. DN
- Members to read documents ahead of next meeting. All
- Send Doodle poll for rescheduling October meeting. MM
- Share NCAT launch details with committee. MM
- Airport to assess feasibility of accessible baggage reclaim zone. DN

Meeting closed – Thanks to all attendees; next meeting planned for October (exact date TBC).