



Business Advisory Committee
May 3, 2017
Phoenix, Az
MINUTES

Meeting Attendees

Lisa Sasse	Vision Safe	Co-chair
Jim Kelly	Pfizer	Co-chair
Terry Yaddaw	Aerospace Training Technologies	
Keith Yaddaw	JP Morgan Chase	
David Belastock	Dassault Falcon	
Tom Anthony	USC	
Matt Feinstein	Jet Aviation Flight Services	
John Brogan	US AIG	
Art Dawley	Wyvern	
Martin Hamilton	Aircare Solutions Group	
Dan Ramirez	Embraer	
Fred Calvert	EJM Jets	
Greg Marshall	VP Global Programs	FSF
Frank Jackman	VP Communications	FSF
Christopher Rochette	Senior Manager, Events	FSF
Doug Carr	NBAA	Observer

Noted Apologies

Quay Snyder	AMAS	
Tom Huff	Gulfstream Aerospace	
Tom Lilli	Verizon	
Joe Dickinson	Hess Aviation	
Rick Boyer	SCANA Corporation	

Agenda Items

Agenda Item 1: Opening & Welcome	
1.1	Meeting opened by Lisa Sasse and Jim Kelly at 0845
Agenda Item 2: Introductions	
2.1	Introductions were made by all in attendance.
Agenda Item 3: FSF Leadership Update	
3.1	Jon Beatty provided an update on Foundation activities.
Agenda Item 4: FSF update	
4.1	Greg Marshall provided an update on activities associated with Global Programs. The Go-Around Decision-Making and Execution project report was released on 27 March and has thus far attracted interest and positive comments from both the civil and military sectors. There is still the intent to conduct a similar study for business aviation operations.
4.2	Frank Jackman provided an update on publications, including the introduction of a new app for viewing ASW. Frank also requested contributions from members on articles for publication in ASW.
Agenda Item 5: New Members/Review of Attendance	
5.1	The Committee welcomed Keith Yaddow as a new member. Lisa noted that BAC attendance is down from previous years. A few members unable to attend had made themselves available to attend by phone instead, however this facility is not available at a hotel venue. In-person attendance is always desirable.
Agenda Item 6: Review/Adoption of Previous Minutes and Action Items	
6.1	Previous minutes accepted
6.2	Action items reviewed and updated in the attachment.
Agenda Item 7: Terms of Reference Update	
7.1	Greg Marshall tabled a draft amendment to the Terms of Reference. Reference to a Membership Committee has been removed to make this consistent with the ToR of other committees. Also, given the size of the committee, a sub-committee to consider new members adds an additional level of bureaucracy. Lisa Sasse indicated that having a membership sub-committee adds professionalism Jim Kelly suggested the terms for the Chair and D/Chair be reviewed. Jon Beatty suggested having a separate meeting to review the ToR.

	Action: to discuss with Jim, Lisa and Jon for revision.
Agenda Item 9: Current Projects Update	
9.1	<p>OEM Project</p> <p>All OEMs confirm their support for the project, however current market conditions preclude this from being introduced at this time.</p>
9.2	<p>Go-Around Decision-Making and Execution Project</p> <p>Greg Marshall provided an update on feedback on the report.</p> <p>Dan Ramirez advised that Embraer do not support a number of the recommendations from the report. Their view is similar to other OEMs.</p> <p>Greg Marshall advised that the recommendations are provided for industry consideration. He also advised that a number of large operators are very interesting in adopting a number of recommendations from the report, including those considered by some to be contentious.</p>
9.3	<p>Cooperation with NBAA</p> <p>Lisa Sasse – Discussed projects that we could cooperate together on to draw attendance to the FSF BASS meetings. Several ideas were suggested. Follow up discussion at the Fall meeting.</p>
Agenda Item 10: Future Project Proposals	
10.1	<p>Safety manager certification:</p> <p>This item is aligned with other discussion that has taken place with our EAC Chair, Tzvetomir Blajev. The intent is to come up with a global accreditation for safety managers based on a tiered structure. This would recognize increasing levels of knowledge and experience for appropriate categorizing. Dedicated streams would be added to accommodate industry segments such as flight operations, air traffic control, maintenance, etc.</p> <p>Action: This will be pursued separately and updated at each meeting.</p>
10.2	<p>ASAP-like data into ASIAs:</p> <p>The proposal was submitted to Foundation management for further consideration. Jim Kelly provided a further brief and update on this to Jon Beatty. The intent, initially, is to establish this as a beta program with up to 10 operators. This can be managed in-house between Jim Kelly and Greg Marshall. Jeff Mittleman, MITRE, and Cory Stephens, FAA, are supportive.</p> <p>Action: Greg Marshall to follow up with Jon Beatty.</p>
10.3	<p>Go-Around Decision-Making and Execution study for business aviation</p> <p>Work is underway to seek a financial sponsor for this study.</p>
Agenda Item 11: Off-Agenda Items	

11.1	<p>Security: Lisa asked if this should remain a standing item on the BASS agenda? To be reviewed as a part of the call for papers process.</p>
11.2	<p>BAC: Lisa Sasse suggested that it would be good to appoint some maintenance and cabin crew representatives to the committee.</p>
11.3	<p>Safety Roundtable: Terry Yaddow advised that there used to be 30 attendees at the BAC and indicated that we have become less important in relation to politics, plus financial constraints have an impact. Terry also suggested that the single-pilot owners and operators should be here.</p>
11.4	<p>Podcasts: It was suggested that we seek further input from the business aviation community for podcast contributions. Committee members are encouraged to contribute.</p>
11.5	<p>Seminar and future formats: Matt Feinstein suggested inviting FBOs to present on topics such as general and personal security. Fred Calvert suggested more maintenance safety input. Martin Hamilton suggested finding ways to get more connected at with the regional groups. John Brogan suggested working closer with the insurance companies and universities to get them involved. Having the Foundation present at other industry or university events would expand our profile and encourage further participation at events such as BASS. David Belastock advised that the Flight Service Bureau is doing good work on a number of fronts including identifying possible solutions to the inadequacies of the antiquated NOTAM system. The FSF published an article about this issue back in 2004. Tom Anthony said that we should simplify our elevator speech. Jon Beatty provided an update on the Foundation's Mission Statement.</p>
11.6	<p>BASS Attendance Registrations for this year's event are down. It was noted that scheduling for business aviation pilots is an issue. Lisa Sasse suggested we target more new, young pilots to attend. It as indicated that salaries and affordability to attend the event for this group is an issue. A form of scholarship may assist in bringing young people to BASS.</p>
Agenda Item 12: Meeting close	
14.1	<p>Lisa Sasse and Jim Kelly closed the meeting at 1235 thanking everyone for their attendance.</p>

Action Items			
Item No.	Description	Person(s) Responsible	Status
201601	OEM Project The OEM project has been placed on hold pending an upturn in the market. Terry Yaddow to lead the project to update the existing toolkit data.	Greg Marshall / Terry Yaddow	On-going
201602	Safety Manager Certification Greg Marshall to work on mapping out a framework for this and discuss with Tzvetomir Blajev and Jim Kelly	Greg Marshall	On-going
201603	ASAP-like data into ASIAs Proposal submitted to Foundation management and will discuss with Program Committee. To obtain approval to proceed to a beta program.	Greg Marshall	In progress
201604	BAC to provide Christopher Rochette (now Elizabeth Solarzano) with a consolidated list of contact information for other business aviation related groups and publications to attract a broader audience to BASS.	Martin Hamilton	
201605	Safety Manager of the Year Award	BAC	Open
201701	Go-Around Decision-Making and Execution study for business aviation. Currently seeking funding support for this.	Greg Marshall / Lisa Sasse	Open
201702	Terms of Reference Update to ToR to harmonize this with other ToR documents. From a previous action: Lisa suggested we formalize an attendance policy and publish within the ToR From a previous action: Quay suggested having some language included in the ToR for full and ex-officio members and their roles.	Greg Marshall / Jon Beatty Greg Marshall Greg Marshall	Open Open Open

201703	<p>BAC membership</p> <p>Acquire additional members from:</p> <ol style="list-style-type: none"> 1. Business aviation maintenance 2. Cabin crew 	<p>Lisa Sasse / Greg Marshall</p>	<p>Open</p>
	<p>From a previous action:</p> <ol style="list-style-type: none"> 1. Skip Geddes 2. Nat Iyengar 	<p>If approved by the BAC, provide Greg Marshall with contact information</p>	<p>Open</p>

Agenda

Business Advisory Committee

Date: Tuesday, 3rd May 2017
 Location: Sheraton Grand Wild Horse Pass
 Phoenix, Arizona
 Komatke E room
 Time: 0830 - 1200

Item	Time	Topic	Name
	0800 - 0830	Breakfast	All
1	0830 – 0835	Opening & welcome	Lisa Sasse & Jim Kelly
2	0835 – 0840	Attendee introductions	All
3	0840 – 0850	FSF leadership update	Jon Beatty
4	0850 – 0900	FSF staff update	FSF staff
5	0900 – 0910	New members/review of attendance	Lisa Sasse
6	0910 – 0915	Acceptance of previous minutes	Greg Marshall
7	0915 - 0920	Terms of Reference update	Greg Marshall
8	0920 – 0930	Current projects update - OEM project – toolkit update - Other	Greg Marshall All
9	0930 – 1000	Future project proposals - Safety manager certification - ASAP like date into ASIAs - Security - Go-around study - Podcasts	Jim Kelly/Greg Marshall Jim Kelly Lisa Sasse Greg Marshall Greg Marshall
10	1000 – 1030	Break	
11	1100 – 1200	Discussion/ New Committee suggestions	Lisa Sasse/ All
12	1200	Close	