



Business Advisory Committee
September 26, 2017
Alexandria, Va
MINUTES

Meeting Attendees

Lisa Sasse	Vision Safe	Co-chair
Jim Kelly	Pfizer	Co-chair
Terry Yaddaw	Aerospace Training Technologies	
Tom Huff	Gulfstream Aerospace	
Keith Yaddaw	JP Morgan Chase	
John Brogan	US AIG	
Rick Boyer	SCANA Corporation	
Martin Hamilton	Aircare Solutions Group	
John Thomas	Jet Aviation	
Ken Mazzola	Medimpact Holdings	
Greg Marshall	VP Global Programs	FSF
Mike Horan	Altria	Observer
Doug Carr	NBAA	Observer

Noted Apologies

Quay Snyder	AMAS	
Tom Lilli	Verizon	
Joe Dickinson	Hess Aviation	
David Belastock	Dassault Falcon	
Dan Ramirez	Embraer	
Fred Calvert	EJM Jets	
Tom Anthony	USC	
Matt Feinstein	Jet Aviation Flight Services	
Art Dawley	Wyvern	
Ed Williams	The Metropolitan Aviation Group	
Peter Agur	The Van Allen Group	

Agenda Items

Agenda Item 1: Opening & Welcome	
1.1	Meeting opened by Lisa Sasse and Jim Kelly at 1300 Lisa invited Doug Carr to provide a brief on the NBAA position on the FAA re-authorization bill and on the ATC privatization issue.
Agenda Item 2: Introductions	
2.1	All in attendance made introductions.
Agenda Item 3: FSF Leadership Update	
3.1	Greg Marshall, in the absence of Jon Beatty, provided an update on leadership activities.
Agenda Item 4: FSF update	
4.1	<p>Greg Marshall provided an update on activities associated with Global Programs, including IASS, which is only three weeks away.</p> <p>We remain involved with ICAO at different levels, including regionally within Asia-Pacific and South America. Greg is a standing member of the ICAO Global Aviation Safety Plan working group, in addition to being a part of the Fatigue Management for Helicopter Operations working group.</p> <p>We have been asked to be a part of other ICAO working groups, however resourcing is a key restraint.</p> <p>Greg is also a part of an industry group that was formed to review the issue of controlled rest on the flight deck for two-pilot operations. The intent is to present a submission to FAA for them to consider revising their stance on this where it is currently expressly forbidden. This is despite the scientific evidence pointing to this as an excellent fatigue management strategy, one that has been adopted by operators across many States globally.</p> <p>Our Global Safety Information Project funded by FAA is coming to a close with our toolkits being finalized and progressively released on our website. A final report is to be presented to FAA by the end of the calendar year.</p> <p>Mark Millam is currently in Singapore attending a governance meeting of the joint FSF/MITRE Asia Pacific Information Sharing demonstration project.</p>
4.2	<p>Other staff were not present due to attendance at other events.</p> <p>Frank Jackman was attending an aviation risk management meeting assessing 'bow-tie' methodologies currently being used within the industry.</p> <p>Louise Martin and Brett Eastham were both attending a Regional Airline Association seminar.</p>
Agenda Item 5: New Members/Review of Attendance	

5.1	<p>The Committee welcomed Ken Mazzola as a new member. Mike Horan was welcomed as an observer. Lisa again noted that BAC attendance is down from previous years, however a number of apologies were received with genuine reasons for non-attendance.</p>
Agenda Item 6: Review/Adoption of Previous Minutes and Action Items	
6.1	<p>Previous minutes accepted</p>
6.2	<p>The action items were not specifically reviewed but most actions were covered off during the course of the meeting. The action list has been updated accordingly.</p>
Agenda Item 7: Terms of Reference Update	
7.1	<p>This item is carried over from the previous meeting. No further action had taken place, however an additional action appears under 'action items'.</p>
Agenda Item 8: Current Projects Update	
8.1	<p>OEM Project:</p> <p>The OEM project remains on hold due to market conditions. Greg will speak with Terry on a means to update the soft copies of the existing toolkit.</p>
Agenda Item 9: Future Project Proposals	
9.1	<p>Safety manager certification:</p> <p>Jim Kelly provided a brief on the project. Tzvetomir Blajev to look at a similar project on a global basis. Jim advised that 5 people are looking at a literature review to develop a competency-based standard on a three-tier basis. Looking to develop the domains and competencies. Greg provided an international perspective where there is a need for this across all sectors and that international training organisations could be used to address competency requirements. Keith provided some perspective. When, in a previous operation, he was tasked with being the safety person, he wasn't provided with any guidance on this.</p> <p>Mike Horan advised that they are doing something similar in terms of a safety certificate for flight attendants (adds a sense of professionalism to the role).</p>
9.2	<p>ASAP-like data into ASIAs:</p> <p>Jim Kelly provided a brief on this project. Gives the new user access to the ASIAs portal, entry to info-share. Greg advised that the action is on the Foundation to organise a contract between</p>

	<p>ourselves and the aircraft operator.</p> <p>Organisations, like Baldwin, receive the data and send it to MITRE, but then send it to the operators but the operators cannot access ASIAs. This program would allow them to access ASIAs independent of a third party.</p> <p>Doug Carr advised that the NBAA will be on the ASIAs committee.</p> <p>Tom Huff advised that more operators should be in FOQA programs. Some new customers take advantage of the QAR free service for 12 months but once this is over, they don't renew.</p> <p>Keith advised that, with the security considerations of his company, it is difficult to share their information.</p> <p>Need some demonstration of the adoption and use of FOQA.</p> <p>Martin suggested a breakout on this at BASS, supported by Rick.</p> <p>John Brogan, USAIG a big supporter of FOQA. When asked by flight departments or directors what they can do better, always FOQA. John suggested coordinating a meeting of other insurers to look at supporting discounts.</p>
9.3	<p>Security:</p> <p>Lisa asked if we should retain aviation security as a standing part of the BASS agenda. Cyber security and related threats remain very relevant.</p> <p>Greg provided some advice on discussions that have taken place at board level to adopt an AVSEC capability.</p>
9.4	<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>
9.5	<p>Podcasts:</p> <p>The opportunity exists for podcast interviews to be conducted of interested parties. Greg suggested that an interview with Jim Kelly would be good from his perspective of managing safety within a small but busy flight department.</p>
Agenda Item 11: Off-Agenda Items	
11.1	<p>Marketing:</p> <p>Lisa raised the issue of how we advertise our products, since our CFP response rate was low.</p> <p>Doug advised that they missed the print run for attendance at their conference and it had a substantial impact on attendance. Electronic is fine but printed material is crucial.</p> <p>Re advertising for the podcast, who do we produce these to?</p> <p>Rick Boyer, not one safety message is included in the newsletter. There should be one message in each newsletter. (perhaps plan one podcast per month, know what it is</p>

	<p>going to be, who is to be interviewed.</p> <p>Doug asked if there was a direct connection between ASW, the newsletter and podcasts?</p> <p>Doug advised that they do podcasts often. His offer is to interview someone from the Foundation.</p> <p>Terry suggested that the problem is with getting the information known to the broader aviation community, not just members.</p> <p>Martin suggested a new newsletter, specific to business aviation? Seek comments and feedback and publish those. Put the incident summaries at the top. People don't want to read the CEOs stuff first.</p> <p>Mike suggested we need to make some information generally available to attract more people to the Foundation website.</p> <p>Jim, perhaps add some information about what people are doing in terms of meetings.</p>
11.2	<p>Safety Roundtable:</p> <p>Greg sought further clarification on the construct of the safety roundtable meetings. These are primarily arranged by Jim, Lisa and Keith and designed to complement BASS. These are not an NBAA activity and are solely related to FSF. Greg suggested that we explore ways in which we can bring this closer to, or integrate it within, BASS. It was noted that the organizers provide a lot of personal support for the roundtable meetings.</p>
11.3	<p>BASS feedback and discussion:</p> <p>Greg advised that attendance at BASS was significantly down this year and that this has the attention of the Board.</p> <p>Rick advised that the biggest gripe was people not having enough time to ask questions. (Suggest reduce presentations to 2 per session, which allows more time for questions?)</p> <p>Lisa suggested re-introducing the text questions that the presenter can select and answer.</p> <p>Doug Carr advised that NBAA take a deliberate view on how they address their members safety needs during the year. Can the Foundation use BASS as a means of identifying and addressing the safety needs of the business community? What are the biggest 3 issues that the Foundation should focus its resources on and report back to the community through BASS. Industry would then see how their feedback is being used to address topics and what progress is being made. Use the CFP as a means to identify key issues and to present on these and then, perhaps, workshop them?</p> <p>Martin Hamilton likes the idea of breakout sessions.</p>

	<p>Doug advised that the key to this is a strong moderator who can assist the presenter by vetting the questions. If you are able to develop an agenda based on key safety topics, getting the speakers to fill in the slots is relatively easy.</p> <p>Mike Horan suggested teaser videos. Record a presentation and upload the full presentation after the event on the members-only part of the site. Upload a short teaser of the presentation onto the public site. If they want to see it all, they have to become members.</p> <p>Martin suggested a panel session on the role of the vendor within safety. Vendors exist because it is market driven. A safety culture drives the need. Innovation by the vendors is driven by the market. Perhaps bring the vendors up on stage to say what they are doing based on industry demand. Not product specific.</p> <p>Jim, could also invite vendors up on stage to talk for a few minutes on their role in safety and then draw a raffle, or similar.</p> <p>Terry, a lot of the people at safety stand-downs are the same speakers that we have. We need to look at something different.</p> <p>Lisa, video interview of vendors as to what drives them to innovate.</p> <p>Martin, during breaks, put up a slide of exhibitors with a statement on what they are doing for safety.</p> <p>Doug, what have you done lately to address safety? Here are some tools to address safety. Industry led innovative needs that vendors can pick up on.</p>
Agenda Item 12: Meeting close	
14.1	Lisa Sasse and Jim Kelly closed the meeting at 1235 thanking everyone for their attendance.

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 hold
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

	26 Sep: Jim Kelly advised action is underway with USC and others.		
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	Closed
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. 26 Sep: Lisa Sasse advised there is some progress being made with this. Further meetings are to take place.	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	Closed Open Open
201703	BAC membership Acquire additional members from: 1. Business aviation maintenance 2. Cabin crew From a previous action: 1. Skip Geddes 2. Nat Iyengar	Lisa Sasse / Greg Marshall If approved by the BAC, provide Greg Marshall with contact information	Open Open

Agenda

Business Advisory Committee

Date: Tuesday, 26th September 2017

Location: Flight Safety Foundation
701 N Fairfax Street
Alexandria, VA

Time: 1300 - 1700

Item	Time	Topic	Name
1	1300 – 1305	Opening & welcome	Lisa Sasse & Jim Kelly
2	1305 – 1310	Attendee introductions	All
3	1310 – 1320	FSF leadership update	Jon Beatty
4	1320 – 1330	FSF staff update	FSF staff
5	1330 – 1340	New members/review of attendance	Lisa Sasse
6	1340 – 1345	Acceptance of previous minutes	Greg Marshall
8	1345 – 1350	Current projects update - OEM project – toolkit update - Other	Greg Marshall All
9	1350 – 1430	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	1430 – 1500	Break	
11	1500 – 1700	Discussion BASS 2018 Other business	Lisa Sasse/ All
12	1700	Close	