

January 21, 2009 ADF Business Meeting HNL

Adam welcomed everyone to meeting and asked that everyone sign in and get situation.

Joe Miceli made motion to start meeting
Andy Konstas second the motion
Floor carried.

Adam official welcomed the group and thanks those who traveled to Hawaii for the meeting. Adam extended a special thank you to Kyle at Hawaiian Airlines for all his assistance in the local area.

Adam mentioned that the email with the October Business meeting minutes was distributed, and passed around a copy for anyone who did not receive a copy of that email.

Those who had not received the email reviewed the minutes while the group discussed the minutes.

John Schwoyer made motion to accept the minutes from October meeting (with changes)
Matt Berg second the motion
Floor carried
Andy Konstas offered to review/edit minutes for typos and spelling.

Adam started the group discussion and again thanked Kyle for his efforts and assistance to the group. Adam mentioned the loss of Dave Durkin with the TWU extended his sympathy for the loss.

The group discussion went to regulations and some nuances and dynamics within the current system reference to scope and which regulations the NTSB was considering changing. Specifically the discussion went to helicopter operations. The group talked about Jim King, retired Transport Canada manager, viewed the Canadian operations verse US mainland operations. Some fundamental differences and how one crew really does it right. The EMS and oil rig operations flown by Canadian operator Cougar uses a higher standard similar to US 121 operations. Transport Canada has implemented some safe guards to ensure no unnecessary bias is given to an individual mission, specifically on EMS runs the helo crew does not know the specifics of the crash they are to focus on the site, which is now required to have a police officer give as much detail as possible, wind direction, any ceiling indications i.e. clouds covering mountains but not trees, location specifics i.e. wires on N side of road no markings other than poles, road is two lanes with shoulder both side, additionally Transport Canada oil rigs are requiring operations to now have anti ice capability as well as weather reporting capability on the rig giving conditions on deck, wave height, and have a recovery vessel in the water in case of an incident

The group discussed how these changes in Canada and the increased accident rate in the US especially in the EMS operations in US have come to the attention of Congress and

NTSB will be sending a recommendation to FAA for a rule making change. Once this happens ADF will need to write a position letter for Helicopter Operations and the discussion focused on how it needed to be similar to 121 operations with upgraded technology and making use of all available information and resources. Adam said once the NPRC appears he will send an email soliciting comments, opinions, and volunteers.

Adam advised the group that the transition from the Old ADF into the New ADF was official after the end of the last meeting. Mike has received the email confirming the transfer and completion.

Mike briefed that many of the items needed to be redone due to the length of time and slight changes that had occurred since we started the process. The final legal bill as double that of what was expected, again due to this additional work approximately 14k but the process is complete. The law firm discovered we needed to pay fees for not for profit forms and copy of minutes to identify the officers.

Adam thanked Dave Smith for selecting the Law firm due to the complicated nature of the Not-for-profit organization. Additionally thanked Mike for all the expert advice and handling of the finances for the past several years especially in this challenging transition.

The floor joked that we now can apply for bailout – TARP.

Adam said we need to adhere to standards for the Not for Profit groups, specifically the finances, minutes, and reports. Minutes must be posted after approved by BOD, finances must be tracked to the penny and reports associated with meetings need to be published. Expenses and finance tracking will now be done electronically with expense report on web, to eliminate paper and have an easier access and review of assets and expenditures. Adam and Mike have worked on a new expense report to be loaded on the website.

Mike transferred assets from old account to new one with Bank of America (BOA) and this bank was selected for ease of transfer (if new treasure is needed) the account address is D.C.

Brandon confirmed he can download the form on the web site membership documents section and after reviewing the document and format he said he could have it online by the end of the meeting today.

The floor discussed the timing of the expense report, Adam preferred that the expense report be done after each event but the group had some issues. Many times that is not possible. So Adam said he prefer after the event if that is not possible then by the end of the week or no later than end of the month. The users with ADF credit cards are submitting the report for the reason of the expense since the charges are paid non card holders are submitting for reimbursement and reason for expense. The reason for expense is designed so that a report can be extracted to categorize how we are spending money and what events we are working on. In case of an audit these will be important.

The question was raised to the floor if ADF was audited? Not to the knowledge of anyone there. Adam asked Rick if IFLDA has been audited. Rick said no.

Rick and Mike discussed the tracking of expenses and which software was better and which each used and the benefits and features.

Adam reiterated that this is a volunteer organization and that if doing business for ADF do not be a "hero" and charge the business expenses that are appropriate (hotel, meals, transportation). ADF is attending these functions to get the word of safety first and to ensure the interests of the group.

Mike Tempe advised the group of ADF financial report status, which is available upon written request for 2008. Additionally he advised the challenges for 2009 with the dues we collect and that we pay to IFALDA. Mike and Rick discussed the continuation of payment practices that have served both groups in the past.

Adam discussed how ADF is active in the industry and the value it has to its membership, and how we need to show that value. He will continue to use the website to promote and publish the ADF accomplishments. The individuals attending events and meetings need to write a brief report about the event so that it can be published on the site. We need to get our calendars to Brandon to have the web calendar updated to reflect the meetings and our involvement. We need delegates to get an accurate update membership database to Brandon (and Mike) to work from.

Rick discussed IFALDA how little they get paid and budget to build the AGM. Membership is important to all groups and we as board and business members must work diligent to continue to work to the future.

Adam made it our goal to get the membership correct on the web. It will allow group to get information back to the members as well as allow more accurate info to Mike for processing our dues and overall accountability.

Group discussed how to improve web database accuracy with each airline. Each airline has a data base of members and each union has a data base. John mentioned confidentiality issues for both the airlines and unions releasing information about members to outside organizations. Group discussed how we did it in past and how to do it in future. Brandon said best case is get list in format in word, or excel format and Adam tasked the delegates to get list to Brandon for update.

Discussion continued about web, first on web blasting information especially to government email sites. Brandon said that we was waiting for confirmation on specifics prior to "blasting" but once a second email was sent out about information another member send out the web-blaster. So group discussed that prior to sending blasting that we communicate better among ourselves not to send out a blast without clarification or agreement on item in question. Second discussion item was about listing disclaimers; recently there have been emails about jobs and information on site. Group discussed how

that it would best to add a disclaimer that since we are an all volunteer group it would not be fair to ask that every job or information that we post be examined for accuracy or validity and that as a clearing house we do not need to post an end time or even remove jobs once the job was filled. Third item was who is listed on the web distribution list of adfboard, since past board members have taken position that may have conflict of interest and do we need to change the distribution list. Group discussed that now that aware of distribution list that was not necessary.

Brandon discussed the stats of usage on web provided by google confirmed all reviewed data and asked if any one had questions. Discussed the facebook invitation he sent out and asked for thoughts. Adam said he did not mind facebook but wanted the ADF website to clearing house for information and Brandon agreed said it was just a place to get connected. Brandon advised he was entering the data he received and updating the webpage accordingly, the organization chart was updated, the minutes had been loaded but he needed help since they where not together and not listed by years separating them out. John offered to get together with Brandon or send him zip files by years of the past minutes.

The discussion moved to the Red Books, Jim King lent his copy of the Red Books to ADF for copy only a PDF or searchable format to be loaded into the ADF achieves. Additionally to be placed in store for purchase. Patrick is getting pricing from several vendors but the cost was going to be more than expected for the searchable format since several pages of the books are handwritten. The question was posed if we are allowed to distribute the Red Books and the group agreed we where. Once a firm price for the data transfer is given an email will be sent to group for discussion and decision.

Brandon was advised that Ted was having computer issues and that he sent his computer out to be fixed since it crashed when putting in sales from Symposium. Brandon was confused since the previous discussion was to enter them at time of purchase to avoid issues from last year and he had set computer up to do just that. Adam said that Ted advised him that it locked up and crashed hard and was at the repair shop to get it recovered. Adam asked if we needed a new computer to Ted, or whoever takes the VP of Membership role. Mike and Brandon both said the computer was only two years old. John said he take Ted's old computer if you purchasing a new one since his was over eight years old. Adam said to let him know what is best to purchase new computer or keep an upgrade this one. Additionally, Adam asked if anyone was interested in VP membership since Ted is Not continuing on and advised that we also need someone to take over the 800 number monitoring and briefly described the duties associated with it.

Adam said that brings up new business. The new ADF is here and we need to follow up on Board of Directors. Adam stated that when new ADF was made that group discussed expanding the Board and the group discussed board to be one more and President was the tie breaker. Adam said we can vote officially at this meeting on it but also mentioned that elections are coming up and that as of right now all terms are up due to the circumstances of changing from old to new and old board terms extended and no one running. Adam asked if there was a motion from floor for a new Board position; Joe

made motion to add John Schwoyer as an additional Board Member, Patrick seconded motion and the floor carried motion. Adam welcomed back John as a Board Member and then asked about titles and business cards since many are representing group at different levels and wanted to ensure that everyone had business cards. Mike, Matt, Brandon and John all needed new business cards so Adam took information and advised he would have cards made up and sent out. The group discussed the staggering of the terms of two of the existing positions on the board to ensure that the top leadership of ADF would have stability and continuity to continue for years to come. Adam suggested that we can delay that vote and get the word to the delegates and we can put it on the website as well as agenda for next meetings to get feedback and volunteer prior to a vote at the next Symposium.

Adam also discussed Symposium theme and getting a key note speaker; suggestion Fatigue or Human Factors. Adam asked for suggestions for industry experts like Phil Smith and Adam then asked that the names and contact information be emailed to him.

The next meeting will be April 27 Monday in the Denver Area but we need to confirm who host will be.

Brandon advised he will make links available to users on website for hotel and meeting location.

Adam attending various meetings reference Electronic Flight Bag: where does ADF stand on the issue of electronic flight bag, and each group in attendance offered input to FAA to make better information available. Group discussed electronic flight bags. Rick advised that IFALDA is working on a similar situation in Canada.

Adam advised the he felt we had the following items as major issue points for the group to address:

- Helicopter operations position paper- ADF needs to have mandated position of some operational control, of a shared – joint authority to provide any and all possible know information relevant to the safety of the operation.

- Rewrite of 121 Supplemental Regulations is appreciated but the need for single level of safety is paramount and all operations should be 121 domestic or flag.

- NASA workshop – workload March 12 ADF giving National Prospective on Dispatch to give scientific engineers data dispatch workload study, insight to need for human interaction thought process verse data entry into machine for scenario identification and planning. Suggest visit to AOC/SOC to view process in person.

Adam asked Joe to brief and give his officer report

Joe reported that he was selected for ATPAC committee.

Joe attended ATPAC 133 Meeting which was held in conjunction with ATCA while at this forum Joe shared and gathered information on the controller's group's activities.

Then reported back to ADF with minutes from group that updated draft proposals for tower enhancements (i.e. four letter call signs) but along with the enhancements the FAA is encountering some technology limits as well as airlines hesitation due to marketing and market recognition. Another issues Joe said was mixed fleet especially with regional jets at some airports they are working to resolved the issues. Some other issues are phraseology such as change “position and hold” to “Line-up and wait”, however ALPA objects and the airlines pointed out that this does not reduce voice communications. The draft proposal is out and ATCA will work to make changes and report on progress.

Joe reported that Norm Joseph’s was asked to form working group with Delta and NWA to limit VHF communication.

Air Traffic Procedures Advisory Committee must review the airline users to see if group will participate in subcommittee to review.

ATMAC is driver for NextGen changes.

Dec. 4 meeting recognized new meeting consensus of common RTC functions as advisory is bases for the future implementation within FAA

ATMAC Chair is Hank Krakowski

Discussion focuses on NY 77; which are 77 initiatives in NY area ref. airspace, communication, constrictions but you change one section.

The meetings on 23 Jan to discuss what are effects on the entire system with NY77.

Joe updated group on video project advising he taped shots of controllers and will have opening remarks from President in the next months to follow. The airline shots on the scenarios in the two months after the President remarks and with some luck completed for the October Symposium but there are major obstacles that are hindering the progress.

Joe also advised that he is keeping his eyes and ears open for possible speakers for the symposium from government agencies and associations.

Mike reported in addition to the finances that where discussed earlier that the Regional Airline Association (RAA) has meeting to discuss new dispatch training prior to the RAA convention in March. The RAA convention is being held in SLC.

Matt briefed group on FAR 121 changes proposed that concerned their group, specifically in reviewing the summary the major item of concern was that Air Transportation Supervisors of Dispatch must be current in the Dispatch position as well as maintain that currency. Other items in that summary where that the training department must maintain a checklist of items on comp. checks and note areas of weakness and use those notes on the next years comp check and the person taking comp. check must show improvements in areas thought to be weak in the re-evaluation. Lastly 121 Supplemental operations will require additional items to follow more in line with 121 Domestic / Flag operations.

Matt also asked about the logo, specifically which are we using since he has seen several. If we paid for the trademark lets use original.

Andy – IFALDA, defer to Rick, otherwise no new items.

Rick – IFALDA, Sandy could not make it due to a passport renewal issue but he sends his best. He is still working diligently with ICAO issues and will be briefing the group in person at the next meeting. Also on international issues, Dave Porter is working on North Atlantic Manual. Alan was also overwhelmed with his duties at the college but would attend AGM.

IFALDA meetings: February 7- Dublin

May 8-9, Amsterdam – NH Shiphol Hotel (will follow same format as MIA AGM, with Friday registration & welcome Reception, Saturday guest speakers followed by an evening event (researching canal dinner cruise), Sunday business side with elections and if time possible tour

UFALDA meeting June 3-5 Athens; FAA/European Union: Aviation Conference

Adam advised that ADF would consider sponsoring FAA for IFALDA AGM, wanted to get Margaret Gilligan, Associate Director or John Allen, Deputy Director Flight Standard Services. Rick thanked Adam for that consideration and looked forward to hearing more details.

Rick was pleased to announce there group is in final stage of completing the single source website for AFALDA group. Group is mainly consistent of ADF, UFALDA but also a long list of smaller groups and several individual members worldwide.

Rick advised also that Lin was doing well with the finances and the future looked good for AFALDA.

John reported that he was accepted to two committees, NextGen Working Group Task Force as well as JPDO Aircraft Operations. He applied for the JPDO committee and submitted application and background information. He had not heard anything and Joe had made record that ATMAC meeting that ADF was willing to help with NextGen and John had offered his services for that group, since the JPDO had not gotten back to him in several weeks. Both groups contacted John literally hours from each other. John tried to step down from JPDO but the lead said his key members were all on NextGen Working Group Task Force and that he was structuring meetings to maintain group integrity but not overwhelm its members and convinced John family first NextGen and then JPDO.

NextGen is developing the architecture pieces that the JPDO has road-mapped so they can submit it to ATMAC for approval to be forwarded to the Senate for financial backing. The group is in its infancy and is developing several sub-groups to identify how best to achieve the 2018 mid-term goals without losing sight of the 2025 objective of total airspace redesign. John will report back to group on NextGen and JPDO activity.

John also noted that ADF meetings are running longer and asked if five (5) hour meetings should be the plan. Group decided to leave as four but have flexibility in travel.

ADF next meeting schedule was listed for April 27 Denver Area, group is looking for a sponsor and Brandon will place the details for location and hotel on the website. The summer meeting will be July 19 and Brandon will post complete details on the website.

Adam again thanked the group for their dedication and asked if there were any additional items and no one had additional items to present. Adam said if no one had anything else he motioned for the meeting to adjourn, Andy second with the floor carrying motion the meeting was concluded.

HNL Business Meeting Attendees

Adam Giraldes	United / ADF *
Joe Miceli	United / ADF *
Mike Tempe	Horizon / ADF *
Rick Ketchersid	Southwest / IFALDA
Andy Konstas	United / IFALDA
Matt Berg	Continental /ADF
Brandon Caple	Continental / ADF
John Schwoyer	American Eagle / ADF