

CASE ACS General Session Minutes Spring Conference – 2008 ATL, GA

**Monday March 31, 2008
Opening Session**

Open Forum (Job Jar), 0800-1000 hosted by Bill Mato (Jet Blue) and Vinnie Martinez (American Airlines)

The shortage of Level IV Evaluators was discussed

Moderators reiterated the need for candidates to contact Level IVs directly and not rely on hearsay that Level IVs are unavailable

Discussed/reiterated Drug and Alcohol misuse testing program requirements – general discussion

Discussed CACS-5 form and possible changes – general discussion

Discussed criteria, or “deal breakers” for failing (recommending for further pre check ride evaluations) pre check ride evaluations – 3 is only a minimum

Opening General Session, 1000- 1200

Welcome: George Worley (American Airlines)

Moment of silence in remembrance of Andy Monteith

Quick recap of BOD meeting with emphasis on By-Law revisions and requirement for acceptance by membership on closing day of conference

Announcement of next training session – July 13-17, 2008; DFW

Discussed possible CASE logo change, to be taken up by Membership committee

Discussed the importance of reviewing the P and P proposed changes to ensure no conflict exists with By-Law requirements

Roll Call – 56 members present with two proxies - Quorum present

Discussed outstanding membership dues and the policy that members carrying outstanding dues balances will be denied a voting card until paid in full

General announcement of upcoming member audits that need to be completed

Announcement of open committee positions to be filled at this conference;

ACS Vice Chair

Secretary

Standard and Procedures Chair

Database Chair

Previous conference minutes presented and approved as is by the membership, with one abstention

Discussion regarding the value of continuing the Job Jar. Ken Davis (FedEx) to explore other possibilities going forward

Clarified the Level III/IV meeting at training sessions is an open meeting to anyone who wishes to attend

Committee Chair Presentations:

NOTE: At this conference, only committee chair's with specific business to bring the membership spoke during the opening general session

Standards and Procedures Committee - Rex Graft (Comair)

Rex Graft to continue producing/publishing the P and P even though at the conclusion of this conference he will no longer be acting as Committee Chair

Temp revision process discussed; the electronic voting for acceptance of temp revisions did not work as anticipated due to no checks and balances in validating membership participation. Process improvements to be explored by committee

Clarified blank pages process regarding P and P revisions and clarified, going forward, a reduction in blank pages due to enhanced editorial control

George Worley(American Airlines) briefly discussed the proposed CACS-7 changes

Training Committee – Robert Radawiec (Atlantic Southeast Airlines)

Asked membership to provide feedback on last training session

Discussed next training session, dates and location

July 13-17, DFW Embassy Suites

Committee working to complete a CBT event to be completed upon registration for training with the intend of ensuring training attendees are better prepared and equipped with basic knowledge and skills of auditing, and in regard to the standard

Robert Radawiec (Atlantic Southeast Airlines) has been approached by a qualified ISO/AS instructor and presented with class cost information regarding AS 9110 training. Robert is proposing an AS 9110, 5 day Lead Assessor training course be offered to membership the week prior to the summer training session, and asked membership to contact him if interested by the end of April so he can make the necessary arrangements. Course cost to be around \$1000 US, not inclusive of hotel accommodation and meals.

Membership Committee – Mike Zikoski (FedEx)

Mike quickly presented the upcoming/outstanding member audits that need to be completed

Fuel Committee – Richard Boucher (Skywest Airlines)

Committee is attempting to gather accurate contact information for the persons responsible for fuel quality programs at member air carriers in order to present to these individuals the CASE 2A standard and encourage participation

Break into Committee sessions following lunch – 1300-1700

Wednesday, April 02, 2008
Closing Session

Call to order by Gay Bastian (Skywest Airlines) - 0800

By-Laws presented to ACS and ARSS members present for acceptance by membership
Motion to accept By-Laws made by Ken Davis – FedEx
Second to accept By-Laws made by Detlef Reddiehs – Lufthansa Technik AG
Motion carried on unanimous vote

ARSS members excused to allow ACS to carry out remaining section business

George Worley (American Airlines) asked all Associate members and guests to excuse themselves in order to discuss the TACA membership status. Following a brief and high-level explanation of events that emphasized the apparent lack of TACA's management commitment to the CASE organization and auditor misconduct, the membership were asked to consider downgrading TACA's membership to Associate

Motion to downgrade TACA's membership to Associate made by Rex Graft (Comair)

Second to downgrade TACA's membership to Associate made by Glenn Bolton (Lyndon Air Cargo)

One (1) opposed

Zero (0) abstentions

Motion carried to downgrade TACA to Associate member

NOTE: After further explanation the one (1) opposed vote approached the membership and their vote be changed to "For" (in support of) the motion, making the membership decision unanimous

All attending associate members and guests were then invited back into general ACS session

Roll Call – 56 members present with two proxies - Quorum present

Standards and Procedures committee business:

8 of 9 members present at conference supported by various drop in participants, including 2 new voting members: Detlef Reddiehs (Lufthansa Technik AG and David Flowers (Express Jet)

Rex Graft (Comair) explained the goal and procedures executed by the S & P committee, and indicated, going forward:

All major changes will be presented to the membership for approval.

Minor changes would be handled in committee and were identified as editorial and typographical in nature and do not require membership approval, however; would continue to be presented to the membership to ensure continuity and awareness.

Policy and Procedures manual revisions as follows:

- 1-4-0, 2.E
 - Remove 2.E
 - Add new 1 to 1-6-0
 - (no vote info only)

- 1-8-0, 3.1.2
 - Temp revision procedures
 - Jeff Watson, (Skywest) motion to accept
 - Jerry Walker (Empire Air), second
 - Majority For
 - 2 Opposed
 - 0 Abstentions

Motion Carried

- 1-8-0, 3.I current “7” becomes “9”
 - (no vote info only)

- 1-9-0, 2.F change to match By Laws, Unanimous to Majority votes to pass
 - Patrick Thatcher (Go Jet)
 - Vinny - evergreen
 - Majority For
 - 1 Opposed
 - 0 Abstentions

Motion Carried

- 3 issues regarding changes to training requirements
 - 1. recurrent training for 2-A
 - Rich Boucher (Skywest) motion to accept
 - Glenn Delaney (Kallita Charters II), second
 - Majority: For
 - 1 Opposed
 - 2 AbstentionsMotion Carried
 - 2. remove open book option
 - Dave Allison (Delta Air Lines), motion to accept
 - Glenn Bolton (Lyndon Air Cargo), second
 - Majority For

- 8 Opposed
 - 0 Abstentions
 - Motion Carried
 - 3. reduce training interval to once in 4 training
 - Robert Radawiec (Atlantic Southeast Airlines) motion to accept
 - Floyd Estes (Mountain Air Cargo), second
 - Majority For
 - 4 Opposed
 - 3 Abstentions
 - Motion Carried
- 57 votes in room with 2 proxies
 - 2 CACS-10s requiring each sustaining member participate in 1 team audit annually with auditors from another air carrier
 - Tabled and sent for rework by cmte.
 - Unsure of value added
 - Concern for vendors themselves, if small or don't want
 - Mike Zikosky offered some clarification:
 - Team audits can be done together or in separate areas
 - Doesn't accept vendors not liking it – it's our (air carriers) program
 - Each auditor doesn't have to have a separate QA person with them
 - Small vendors don't appreciate it but will do it
 - Meant to be a resource for large vendors and for managers who don't like team audits
 - Mohammed Amhed (Evergreen) expressed concern the requirement will increase the cost to air carriers at what benefit?
 - Gay Bastian (Skywest) recommends a straw vote to determine membership sentiment
 - Gene Swan (Evergreen): can't expect one auditor to do a large facility alone
 - Identify large vendors
 - Do multi-allocation
 - Floyd Estes (Mountain Air Cargo) - Motion to send this back to submitter for further clarification and resubmission at fall conference
 - Aixa Alvarodo (COPA) - second
 - Majority For
 - 0 Opposed
 - 1 Abstention
 - Motion carried to return request to submitter/topic tabled
- Break - -930
- 3-2-0 3.E - PENDCA requirement
 - Robert Radawiec (Atlantic Southeast Airlines) motion to accept

- Glenn Delaney (Kallita Charters II) second
 - Majority For
 - 2 Opposed
 - 1 Abstention

Motion carried
 - Resubmission of PENDCA following 45 days
 - Patrick Thatcher (Go Jet) motion to accept
 - Sean Factor (Airtran), second
 - Majority For
 - 2 Opposed
 - 0 Abstentions

Motion carried
- Info only: CACS-10 submittal deadline 3-3-0, 2.D changed to 20 bus days
 - Fall deadline = September 20, 2008
- Info only: Reminder: 4-2-0, 1.2.F
- Sensitive parts...
- Info only: 3-A Std – conflict with checklist: 7 years vs 2 years in 4-4-0 ¶7C
 - Choose 2 year limit unless further investigation proves otherwise

0930 Break

- CACS-7, 4-2-0 - 1.C addition to form
 - John Stevens (Alaska Airlines) motion to accept
 - Mike Teague (Horizon Air), second
 - Majority For
 - 1 Opposed
 - 4 Abstention

Motion carried
- Modify form to add Allocation Number
 - Ken Davis (FedEx) motion to accept
 - Robert Radawiec (Atlantic Southeast Airlines) second
 - Majority For
 - 0 Opposed
 - 1 Abstention

Motion carried
- CACS-8 form proposed – tabled by S & P committee
 - To aid in analyzing received vendor packages.
 - Send Rex any thoughts, ideas
- CACS-20 – add new question 2.F (2.F becomes 2.G.)
 - Patrick Thatcher (Go Jet) motion to accept

- Vinny Martinez (American Airlines) second
 - Majority For
 - 0 Opposed
 - 0 Abstentions

Motion carried
- CACS-20 – delete question 4.E due to variables and lack of clear guidance
 - Shawn Factor (Airtran) motion to accept
 - Glenn Bolton (Lyndon Air Cargo) second
 - Majority For
 - 0 Opposed
 - 0 Abstentions

Motion carried
- CACS-25, 9.I.43 – internal valve addition
 - Ron Swingle (Continental Airlines) motion to accept
 - Jeff Watson (Skywest) second
 - Majority For
 - 1 Opposed
 - 2 Abstention

Motion carried
- Info only: Apdx1: added usage instructions and removing common items to most airlines
- Policies and Procedures manual scheduled for May 15, 2008 revision publication

Database Committee – Jim Amick (Spirit Airlines)

All 5 members present and worked hard

Review of new procedures for submitting certification packages to register and explanation of new functionality of the database allowing packages to be searched by allocation number rather than certificate number

Statistics of inaccurate or outdated data presented to membership as evidence of the poor quality of certificate packages currently found in the database

All members requested to resubmit all certificate packages for audits accomplished in 2007 to present in PDF format using the new procedure.

Certificate packages to be saved with allocation number as file name.pdf, e.g., 12345.pdf

Certificate packages to included all items listed in the Policies and Procedures manual.

Do not submit certificate packages for transmittals other than UPAUD or ADDVEN.

Always include allocation number on CACS-7. (New CACS-7 will have an added line to capture this information.)

Remove definitions pages from certificate packages before sending.

Send in certificate packages for ALL UPAUD, ADDVEN and CHANGEPOOL transmittals, even if no changes have occurred to certificates or operation specifications.

Sean Factor (Airtran) agreed to submit CACS-10 to define the new procedures for submitting certificate packages. Rex Graft (Comair) will make efforts to incorporate this change into revision 53.

Reaffirmed that ALL vendors submitted for register status (1A and 2A) **SHALL** have a CACS-7 submitted with the certification package as required by the P and P

Fuel Committee – Richard Boucher (Skywest)

Richard clarified number of audits – into plane and storage facility – required to qualify/maintain qualification

Ann Curry briefed the committee on the status of the global fuel standard (AS6401)

- It is in final review
- Next scheduled meeting; June 2008; finish reviewing comments; send to industry
- Another meeting scheduled for September, 2008 with anticipated review and acceptance into industry
- Will be copyrighted and available for about \$80
- Upon release CASE Fuel Committee will review and consider whether or not to recommend to the membership adoption
- Indications are that IFQP is also considering adopting the AS6401
- American oil companies have not committed yet to acceptance
- Europe's JIG is already very close to it

Industry reaction to CASE 2A standard revision has been positive

The committee began developing questions for use in the future CBT (Computer Based Training), in support of keeping in-class time to a minimum

Mike Gerring (Kallita) is developing a cross matrix to JIG for incorporation into the 2A standard

Richard Boucher (Skywest) will try to coordinate a refinery tour with Dennis Butler. Contact him if you're interested

Discussed whether or not to include test cell fuel quality requirements in the 2A standard and general membership opinion (no vote taken) indicated this is more a function of the 1A standard with most major carriers having already developed internal test cell criteria. George Worley (American Airlines) and Robert Radawiec (Atlantic Southeast Airlines) proposed making a final version available on the website

Gay Bastian (Skywest) inquired about the 2A allocation:

Complete in December

Some glitches, but things are smoothing out

Going back to ATA 103 has had positive feedback from vendors and air carriers

George Worley (American Airlines) commented that the Standard and Procedures committee should be actively reviewing all CACS-10s prior to the conference and is within their authority to make changes regarding changes that do not require membership approval

Newsletter Committee – Glenn Bolton (Lyndon Air Cargo)

6 members, two new

Reviewed goals; to support auditor training and present meaningful articles

Policy and Procedures will be revised to reflect change to annual publication of newsletter – as opposed to biannual

Publication scheduled for July-August timeframe

Results/reasons for any failed check rides to be summarily published, after being sanitized to protect members, in order to assist recurrent and initial candidates in preparation

Planning a historical review of the organization in recognition of the upcoming Silver anniversary of Air Carrier Section formation in CASE

Break - 1020

Membership Committee – Mike Zikoski (FedEx)

One outstanding member audit that needs to be picked up:

Saudi Arabian Airlines

Thanks to the membership for stepping up and volunteering for 9 member audits that are coming due!

Announced two new Sustaining members

NetJets

Compass Airlines
This brings total air carrier membership to 60

North American Airlines interviewed as entry level member. They are preparing an auditor candidate

Training Committee – Robert Radawiec (Atlantic Southeast Airlines)

Next training session scheduled for July 13-17, 2008; DFW
Critique sheets from last session indicated the 4 hour Policy and Procedure training was too short and as a result will be changed back to a full day event (scheduled for Tuesday at the upcoming event)

Proposed sidebars for this session may include:

- Composites
- Risk Analysis

Committee desires to incorporate a CBT (computer based training) event into the registration process. The CBT would be required to complete, but no grade will be given and there will be no minimum requirement – no pass or fail. The intent is to assist the trainee by covering elements of the Policies and Procedures manual, and other areas of the standards in order to ensure they are prepared to attend training. There will be no cost to the member for taking the CBT, however; a cost of \$1500.00 would be incurred in order to upgrade the current website with CBT capability.

A membership straw vote was taken and approval granted allowing the committee to proceed with development

The Auditors Handbook is being updated (Auditors Guide) and should be available on the website shortly

Robert has been approached by an RABQSA qualified instructor and quoted prices for AS9110 Aerospace Lead Assessor training. This is the full 5 day course that prepares an assessor for qualification.

- Cost of the course would be around \$1000.00 per person

- This cost does not include travel, hotel accommodations and incidentals, only the instructor

- Robert proposes conducting the training the week prior to the summer training session

If interested contact Robert Radawiec directly **before the end of April**

Robert reminded the membership the two year training recurrent requirement past membership, so look closely at your last training event and make sure you don't run over with the new requirement

Audit and Compliance Committee - Ken Shadursky (USA 3000)

5 members submitted annual activity reports late. A new form is under development which will streamline the annual reporting for members and will be available for use by the 2009 reporting event (for 2008)

Elections to be held

Air Carrier Section Vice Chair
Database Chair
Standard and Procedures Chair
Air Carrier Section Secretary

Checkride/auditor activity:

Two 2A recurrent checkrides; No new 2A candidates
No new or recurrent 3A candidates
One reinstatement to Level III 1A under new procedure
No level IV candidates presented at this conference
Two failed checkrides carried over from last conference; one initial, one recurrent. Both have apparently chosen not to follow through with the plan
One new, initial checkride failure to report. Language barriers cited as issue
3 Checkride extensions were granted and have since been completed
10 auditor moves

Member Activity:

Four members were on exemption;
American Eagle – now off exemption
USA Jet – on exemption until August 08
Champion – on exemption until December 08
Polar Air Cargo – on exemption until 09

Vendor Activity:

No appeals
Two instances of advertising, both handled directly by last auditor

Election:

Standard and Procedures Committee Chair

Patrick Thatcher (Go Jet) ran unopposed and was unanimously elected

ACS Secretary

Jim Amick (Spirit Airlines) ran unopposed and was elected unanimously

ACS Database Chair

Gene Swan (Evergreen International)

John Frisbee (Mesaba)

Gene Swan was elected to ACS Database committee chair

ACS Vice Chair
Robert Radawiec (Atlantic Southeast Airlines) Mohamed Amhed (Evergreen International)

Simon Chandler (UPS)

Simon Chandler was elected to ACS Vice Chair

Ops Committee review – Ken Davis (FedEx)

Confirmed the conference timeline and agenda will remain fairly consistent

Urged members to maintain awareness of the conference schedule and agenda in order to plan effectively

Operations Committee considering some minor changes to scheduling to allow for more flexibility

Rex Graft (Comair) asked membership to notify S and P committee as soon as possible with new vice chair position so he can update the Policies and Procedures manual; Section 5 ASAP

Final Roll Call

Conference adjourned - 1200