

**C.A.S.E. ACS General Session Minutes (Opening)
Spring Conference 2006, Minneapolis, Minnesota**

Monday, May 1, 2006

Spring 2006 Conference began at 10:20 A.M.

George Worley (American Airlines) welcomed the audience to the Spring 2006 Conference. He commended the Database Committee for the morning presentation during the ACS Open Forum (Formerly Job Jar) and he provided an update of that Committee's work.

Roll call was taken by Mike Zikoski (FedEx) at 10:30 A.M.

Mike reminded the audience that they need to be present during roll call at the beginning and at the closure of the conference to be given credit for conference attendance.

Custom Air Transport (CAT) was welcomed as a new Sustaining Member.

Absentees:

Defense Energy Support Center (DESC) (C4).
Independence Air.
Express.Net Airlines (B40).

Proxies:

Horizon Air (041) to Alaska Air (113).

George suggested that corrections to the previous conferences' minutes be given to the Secretary prior to Wednesday's General Session for posting on the C.A.S.E. webpage. This would allow the members to review them prior to vote on Wednesday May 3rd, 2006 to accept the revisions.

Mike Zikoski (FedEx), Membership Committee

Mike provided a status of membership to this conference:

| | | |
|--------------|-----------|--------------------------------|
| Sustaining: | 59 | |
| Associated: | 20 | (2 more than last conference) |
| Entry Level: | <u>33</u> | (33 more than last conference) |
| Total: | 107 | |

More activity on the Associated and Entry Level:

Five new members:

- Aero Republica (B109).
- AmeriJet International Inc. (B110).
- Kalitta Charters (B111).
- Southern Air (B112).
- Wiggins Airways (B113).

There 56 sustaining member votes present for this conference (55 in attendance, one proxy)

Bill Battisti (US Airways), Fuel Committee

Items to be covered in committee :

- SAE-Global Aviation Fuel Handling Standard Working Group (GAFHSWG) update.
- 2-A Fuel Standard Training revision review.
- Fuel Chair nominations.
- Review the 2-A Fuel Vendor Policy & Procedures user guide.
- Review the proposed revision to the ATA 103.

- Discuss the guidelines for 2-A audit entries into the register (3 letter city code or 4 letter city code).
- Fuel Vendor allocation policy & procedures. Creation of a separate register for 2-A audits similar to the ROV Register.
- Limiting 2-A audit access to the register.
- Meeting will be held at the Apple Terrace room.

Andy Monteith (UPS), Audit and Compliance Committee

- Ops. Committee Meeting Notes.
- Fall 2005 Minutes.
- Committee Activity.
- Open Committee Positions.
- Member Audit Status.
- Recurrent Training Status.
- Committee Chair Election Status (Database and Standard & Procedures). Mohammed Ahmed (Evergreen) and Rex Graft (Comair) are candidates for the Standards & Procedures.
- Proxies.
- Level IV Review Board, Schedule TBD (Ops. and A&C Committees Only).
- Level IV Meeting, 7 A.M. Tuesday (Closed Meeting Until 9 A.M.).
- Members on Membership Exemption.
- Vendor Survey System Status.

OLD BUSINESS

- Level IV Evaluator Oversight: Checkrides – versus - Level IV Standardization Meetings (CACs 10).
- Level III Evaluator Program (CACs 10).

NEW BUSINESS

- Matrix Review and Training.
- Combine 2-1-0 and 2-3-1 into one usable reporting statement.
- Develop A&C Procedures. CACS requirements.

Mohammed Ahmed (Evergreen), Standard and Procedures Committee

- CACS-10 was not received to include EASA.
- Select/welcome new committee members.
- Relay/discuss any operations committee issues.
- P&P housekeeping changes for next revision.
- Typos.
- Omissions.
- Inconsistencies.
- Out-of-date items.
- Change 3-2-0, paragraph B, Clarify existing language to show that vendor remains in the register for 3 years.
Richard Boucher - 402
- Change 2-3-1, para. 7.B, add 2-A auditors to the mandatory training requirements.
Ken Davis – POC for Audit & Compliance Committee
- Change 2-3-1, para 7.D, Add oversight process for Level IV Evaluators.
Andy Monteith – UPS
- 4-2-0 & CACS-20, Add new paragraph to show compliance with 145.105. Add corresponding requirement to CACS-20.
Paul Schimanski – ABX Air/462.
- Change CACS-25, para 10.f – Add requirement to add due date of standard used.
Paul Schimanski – ABX Air/462.
- Change CACS-26, step 8.A.3 – Delete due duplicate of step 8.A.7.
Paul Schimanski – ABX Air/462.
- Change Appendix 2 to remove reference to President & Vice President.
Glenn Delaney – Kalitta Air

- Numerous Corrections/Changes to the P&P manual.
Rex Graft – Comair
- Open Discussion.

Gay Bastian (SkyWest) Apologized for the Database performance over the past six months. Some “work around” processes were done which has complicated the Database.

Glenn Bolton (Lynden Air Cargo), Newsletter Committee

- Corrections in the agenda for the Newsletter Committee. Tomorrow in the Executive room.
- Current Vice-Chair has to be elected for this conference.
- There are four members and he requested assistance from the membership.

Vinny Martinez (American Eagle), Training Committee

- Pittins room.
- January 2006 was the first time for everyone regarding training session.
- Lessons learned during the last training sessions.
- Items that could have been better for the upcoming training for the first week of July 9-13, 2006. Same location.
- Test and presentation will be reviewed and should be ready for the next training sessions.
- Side bars will be also discussed (NDT, Human Factors).

Jim Amick (Spirit Airlines), Database Committee

- Chair is open for reelection.
- Braeburn room.
- Confirm/elect Vice Chair & Secretary positions.
- Review 1-A Allocation processes and documentation, and further refine as required.
- Review 2-A Allocation processes and documentation, and further refine as required.
- Present and review data results of audits conducted by Database Committee of database since last conference. Analyze issues and make recommendations for resolving them and preventing recurrence.
- Review any remaining functionality issues of the database, e.g., reports, queries, printouts, fax server issues, etc. Analyze and make recommendations for resolving them.
- Review Security – any remaining and/or new issues.
- Review P&P relating to the Database and develop CACS-10’s for any needed changes to policies, procedures, or simply to correct typo’s and simplify language.
- Review backup program and policies regarding:
 - Backup personnel training status.
 - Hardware & Software backup system.
 - Testing of backed-up data to ensure integrity.
- Database Administrator Procedures Manual status – review and further develop.
- Database Users Guide status – Review, correct and improve, as required.
- Develop List of Reminders and Enhancements for the Members to be given at the General Session.

George reminded the audience to submit the changes to previous conferences’ minutes prior to the vote on them.

Mohammed Ahmed stated the reasons why P&P revision 48 came out late.

Mike Zikoski (FedEx) requested volunteers to perform Membership audits of :

- Air Canada
- Alitalia
- Empire
- Lufthansa

Meeting adjourned at 11:10 a.m.

Wednesday, May 3, 2006

Began at 08:03 A.M

George Worley (American Airlines) welcomed back the audience. He recommended Mohammed Ahmed (Evergreen) present first, to give members more of an opportunity to review the needed changes to the P&P.

George noted that Andy Monteith (UPS) is still accepting members names for this conference elections' to Database Committee and that the Treasurer position elections will be held off until next conference due to the Aeronautical Repair Station Section possibly having a candidate.

Roll call taken by Mike Zikoski (FedEx) at 8:10 a.m.

Glen Bolton (Lynden Air Cargo), Newsletter Committee

Krish De (QANTAS) selected as Vice-Chair.

17-1 The Supplier issue reviewed.

17-2 submission date October 2006.

Proposed that, on the new website, active hyperlinks in previous issues should be maintained in the webpage.

No too much feedback from the audience. Please submit more feedback.

David Madeiros (Hawaiian) made a motion to accept the minutes Spring 2005 and Fall 2005 as revised.

Rex Graft (Comair) 017 seconded.

Unanimous approval

Mohammed Ahmed (Evergreen), Standards and Procedures Committee

Mohammed explained the changes to current revision 48 of the Policies and Procedures:

2-3-1 Paragraph 7B.

This change mandates that all Level III, 2-A auditors attend and pass P&P training every 3 years. Proposed by A&C Committee.

It currently reads:

- B. For recurrent training due after July 2005, all Level III Auditors and Level IV Evaluators qualified to the 1A Standard must attend and pass, with a minimum score of 70%, recurrent training in the C.A.S.E. Policies & Procedures and 1A Standard. All testing will be open book. All recurrent training must be completed a minimum of once every three years. Non-compliance will result in suspension of an auditor's authorization.

The revised version will read:

- B. For recurrent training due after July 2005, all level III auditors and Level IV Evaluators must attend and pass with a minimum score of 70%, recurrent training in the C.A.S.E. Policies & Procedures. Additionally, all auditors and Evaluators qualified to the 1-A Standard must attend and pass recurrent training on the 1-A Standard with a minimum score of 70%. All testing will be open book. All recurrent training must be completed a minimum of once every three years. Noncompliance will result in suspension of an auditor's authorization. All recurrent training must be current no later than the first training session of 2007.

Motion to accept by Ken Nelson (Polar Air Cargo) 542.

Seconded by Jeff Watson (SkyWest) 402.

Unanimous vote

2-3-1 Paragraph 7D.

This change eliminates recurrent checkride requirements for Level IV Evaluators and replaces it with mandatory attendance in the Level IV standardization meetings. Proposed by the A&C Committee. Additional correction from Rex Graft (Comair) from “semi-annual” to “bi-annual” (paragraph D.2).

It currently reads:

- D. To retain Level IV authorization, an Evaluator must:
- 1) Conduct six audits to the appropriate C.A.S.E. standard within the past 12 months. And
 - 2) Successfully pass a check-ride for the appropriate C.A.S.E. standard with a Level IV Evaluator from another member every two years.
 - 3) Note: The two year period is measured from the date of the last check-ride, not from the date accepted as a Level IV Evaluator.

The revised version will read:

- D. To retain Level IV authorization, an Evaluator must:
- 1) Conduct six audits to the appropriate C.A.S.E. standard within the past 12 months. And
 - 2) Actively attend and participate in bi-annual Level IV standardization meetings, through on-site attendance or by conference call. The Audit & Compliance Committee will be responsible for organizing the meeting during normally scheduled Conferences.

Motion to accept by Ron Swingle (Continental) 063.

Seconded by Mason Rashid (United) 120.

Accepted with one abstention and one opposed.

2-3-1 Paragraph 7A.

This change will eliminate redundant and possible contradictory requirements between 2-3-1, paragraphs 7.A and 2-1-0, paragraph 1.M.

It currently reads:

- A. C.A.S.E. authorized auditors and evaluators must continue to function as active C.A.S.E. auditors to retain C.A.S.E. authorization. The C.A.S.E. representative for each company shall annually provide the Audit & Compliance Committee chair with a written statement certifying that each of its auditors has complied with the minimum requirements for retaining their C.A.S.E. Level III or Level IV authorization. If this statement is not provided or the auditor/evaluator fails to meet the minimum requirements listed below, the auditor/evaluator is deleted from the C.A.S.E. authorized auditor roster.

The revised version will read:

- A. C.A.S.E. authorized auditors and Evaluators must continue to function as active C.A.S.E. auditors to retain such C.A.S.E. authorizations. If the auditor/Evaluator fails to meet the minimum requirements listed below, the auditor/Evaluator is deleted from the C.A.S.E. authorized auditor roster.

Motion to accept by Bob Radawiec (ASA) 564.

Seconded by Rex Graft (Comair) 017.

Accepted with One abstention.

Change to CACS-25 item 10f

This change adds requirement to add due date of calibration standards in the calibration record.

It currently reads:

- f) Show the P/N and S/N of the standard used to perform the calibration?

Revised version will read:

- f) Show the P/N, S/N, and due date of the standard used to perform the calibration?

Motion to accept by Andy Monteith (UPS) 510.

Seconded by Floyd Estes (Mountain Air Cargo) 576.

Unanimous vote.

Change to CACS-26, 8A

This change deletes a duplicate item from CACS-26 (8A7 as it is a duplicate of item 8A3).

It currently reads:

- A. Are all storage tanks equipped with the following equipment: [8.D]
1. Floating suction with a means of verifying proper operation or a stand pipe.
 2. Do high level fuel controls operate properly?
 3. Placard adjacent to sump device indicating the volume of fuel in sump piping.
 4. Inlet diffuser.
 5. Gauge hatch with slotted tube
 6. A minimum of one access man-way
 7. Placard adjacent to sump device indicating the volume of fuel in sump piping.
 8. Confined space entry placards at entry points [CFR 29,1910,146, (C), (2)]

Revised version will read:

- A. Are all storage tanks equipped with the following equipment: [8.D]
1. Floating suction with a means of verifying proper operation or a stand pipe.
 2. Do high level fuel controls operate properly?
 3. Placard adjacent to sump device indicating the volume of fuel in sump piping.
 4. Inlet diffuser.
 5. Gauge hatch with slotted tube
 6. A minimum of one access man-way
 7. Confined space entry placards at entry points [29 CFR 1910.146, (C), (2)]

Motion to accept by Rex Graft (Comair) 017.

Seconded by Ken Nelson (Polar Air Cargo) 542.

Accepted with One abstention.

Change to CACS-20 to match the 1-A Standard (3A, 3C)

Discussion from the audience regarding the correction of the paragraph: “descriptions of the systems and procedures used for”.

Change CACS-20, paragraph 3.A

It currently reads:

- A. Does the vendor have a current Quality Control Manual that covers all the manual requirements of the 1-A Standard?[3C]

Revised version will read:

- A. Does the vendor have a Quality Control Manual that includes descriptions of the systems, and procedures used, for: [3C]

The following item will be added as item B and existing item B through M will be renumbered accordingly.

- B. Is the Quality Control Manual current? [3C]

Change CACS-20, paragraph 3.C

This change removes redundant language from CACS-20, paragraph 3.C. Item 3.D asks if the manual is current.

It currently reads:

- C. Does the vendor have a current Repair Station Manual that contains the following 3E]

Revised version will read:

- C. Does the vendor have a Repair Station Manual that contains the following: 3E]

Motion to accept by Bob Radawiec (ASA) 564.

Seconded by Jerome Williams (Gemini Air Cargo) B34.

Unanimous vote.

Change to CACS-20, paragraph 9E and 4-2-0, paragraph 9C

This change is just a clarification of existing requirement. It does not add new or remove any existing requirement. It changes CACS-20 and 4-2-0.

CACS-20 currently reads:

- E. Are training records for mechanics, inspectors and supervisors retained for two years after the person leaves the company? [9C]

Revised version will read:

- E. Are training records for mechanics, inspectors and supervisors retained for a minimum of two years after the person leaves the company? [9C]

4-2-0 currently reads:

- C. Employee training records for mechanics, inspectors, and supervisors shall be retained for two years after the employee has left the company. The records shall be available for inspection.

Revised version will read:

- C. Employee training records for mechanics, inspectors, and supervisors shall be retained for a minimum of two years after the employee has left the company. The records shall be available for inspection.

Motion to accept by Ron Swingle (Continental) 063.

Seconded by Ken Kaiser (ATA) 105.

Unanimous vote.

Change to Appendix 2 DESC membership

This change is a revision to Appendix 2 pertaining to DESC membership exceptions/limitations, which was voted at the 2005 Fall conferences. This change only corrects certain grammatical, editorial and formatting errors. There is no substantive change.

DESC SUSTAINING MEMBERSHIP EXCEPTIONS/ACCEPTANCES.

1. In order to add the Defense Energy Support Center (DESC) as a sustaining member of C.A.S.E., the following exceptions/acceptances have been granted.
 - A. The DESC is part of the U.S. Armed Forces that operates a substantial fleet of aircraft and will not be required to have an operating certificate under 14 CFR Parts 121 or 135. (2-0-0, 2.A.1).
 - B. The DESC, Department of Defense's procurement agency for energy products which includes aircraft fueling operations, will not be required to maintain a C.A.S.E. Level III auditor or Level IV Evaluator qualified to the 1-A standard but must maintain a C.A.S.E. Level III auditor or Level IV Evaluator qualified to the 2-A Standard. (2-0-0, 1B and 2A9).
 - C. Due to regulatory and statutory requirements, presently employed and qualified DESC candidates for C.A.S.E. 2-A standard authorization are exempt from conducting the twelve vendor facility audits to the C.A.S.E. 2-A standard within the twelve month period preceding the application but must perform a minimum of twelve audits to the DESC and/or 2-A standard. Additionally, the candidate is required to complete a written examination of the C.A.S.E. P&P and the 2-A standard. The candidate is also required to:
 - 1) Perform three pre check-ride evaluations with qualified Level III or Level IV C.A.S.E. authorized 2-A standard auditors (2-3-0, 1E and 2-3-1, 2B2),
 - 2) Pass an oral examination by a Level IV Evaluator, and
 - 3) Perform a check-ride (2-3-1, 1E1 – 3).
 - D. All future new hires of the DESC seeking 2-A standard authorization will be required to meet all the requirements as outlined in the C.A.S.E. P&P, sections 2-3-0 and 2-3-1.
2. The sustaining membership of the DESC is subject to the following limitations:
 - A. DESC members shall not hold either the C.A.S.E. President or Vice President position.
 - B. DESC members shall not hold any ACS committee Chair or Vice Chair position.
 - C. DESC members shall not be members of the ACS Audit & Compliance committee.
 - D. DESC shall not vote on, nor participate in discussions pertaining to, ACS 1-A or 3-A technical issues.

Change to Section 4-2-0 paragraph 5.B.3)

This change will further clarify the intention of "inspection personnel".

It currently reads:

- B. The vendor shall maintain an up-to-date roster(s) of: [145.161, C.A.S.E.]

- 1) Management personnel, including the “Accountable Manager”
- 2) Supervisory personnel.
- 3) The names of all inspection personnel

Revised version will read:

- B. The vendor shall maintain an up-to-date roster(s) of: [145.161, C.A.S.E.]
- 1) Management personnel, including the “Accountable Manager”
 - 2) Supervisory personnel.
 - 3) The names of all inspection personnel, which includes receiving inspectors.

Motion to accept by Ken Nelson (Polar Air Cargo) 542.

Seconded by Floyd Estes (Mountain Air Cargo) 576.

Accepted with one abstention.

Change to 4-2-0 paragraph 13 I. 1

This change will require the repair stations to record the revision level of technical data used for maintenance.

Further discussion included that this is not a regulatory requirement and the vendors may challenge this item. By experience of some of the members, most of vendors comply, or would be willing to comply with this requirement. This may be treated as a finding in case this requirement is not part of the Vendor’s Manuals. This change does not affect the vendor’s requirement to comply with the operator’s manuals.

This change also affect CACS-20 paragraph 13 N. 1

Mohammed will review it once more and will submit it to the attendees later in the conference. This would apply in the return to service work package.

It currently reads:

- 1) The description of the work performed or reference to data acceptable to the administrator.

Revised version will read:

- 1) The description of the work performed or reference to data, including revision level, acceptable to the administrator.

NOTE: ADD same language to CACS-20, item 13.N.1), ADD C.A.S.E. ref to 13.I of 4-2-0

Motion to accept by Rex Graft (Comair) 017.

Seconded by Jim Amick (Spirit) 487.

Six opposed.

One abstention.

Motion accepted.

Change to 4-2-0 paragraph 11C, 11D, 11 F

This change removes reference to NFPA 10 and replaces it with C.A.S.E.

Discussion: Change the reference to NFPA-10 due to the fact that other countries do not require complying with the NFPA organization. Change should include specific C.A.S.E. requirements, not only removal of NFPA-10 references. No expectations are established in this Section. No specific frequency of inspection has been considered. NFPA-10 requirements based on the manufacturer recommendation will not be considered by foreign vendors.

It currently reads:

- C. Fire protection devices and systems shall be inspected periodically. [NFPA 10]
- D. Fire fighting equipment and its locations shall be well identified and maintained in serviceable condition. [NFPA 10]
- E. Walkways, doors, and fire extinguishers shall be clear of obstructions and easily accessible. [NFPA 10]

Revised version will read:

- C. Fire protection devices and systems shall be inspected periodically. [C.A.S.E.]
- D. Fire fighting equipment and its locations shall be well identified and maintained in serviceable condition. [C.A.S.E.]
- E. Walkways, doors, and fire extinguishers shall be clear of obstructions and easily accessible. [C.A.S.E.]

Motion to **reject** change by Ron Swingle (Continental) 063.

Seconded by Dale MacMillan (USA Jet Airline) 606.

One opposed.
Eight abstentions.
Motion accepted.

Change to 4-2-0 paragraph 5K

This change will further clarify the intent of the 1-A standard for backup personnel.

Discussion: Title of the backup.

It currently reads:

K. All programs (i.e. shelf life, technical data, tool calibration, and scrap parts) that identify an individual, by title, as responsible for the effectiveness of the program must have a back-up person, by title, to ensure the program's continuity during the primary individual's absence. [C.A.S.E.]

Revised version will read:

K. All programs (i.e. shelf life, technical data, tool calibration, and scrap parts) that identify an individual, by title, as responsible for the effectiveness of the program must have a document stating the back-up person, by title, to ensure the program's continuity during the primary individual's absence. [C.A.S.E.]

Motion to accept the change by Ken Nelson (Polar Air Cargo) 542.

Seconded by Ken Kaiser (ATA) 050.

One opposed.
Motion Accepted.

Change to 4-2-0 paragraph 3G

This change will further clarify the intent of the 1-A standard for vendor's internal audit program.

Typographical corrections were made during the presentation.

It currently reads:

G. The vendor's internal audit and surveillance function shall contain provisions to assure that appropriate corrective action is taken promptly to: [C.A.S.E.]

Revised version will read:

G. The vendor's internal audit and surveillance function shall contain provisions to assure that all discrepancies and corrective actions are documented and implemented promptly to: [C.A.S.E.]

Motion to accept by Krish De (QANTAS) 493.

Seconded by Chris Yeatzel (Astar) 323.

Unanimous approval.

Change to 2-3-1 paragraph 3.D.4 adding a new sub paragraph E.

This change will requires a Level IV Evaluator to assume responsibility for the audit or ensure that an audit is accomplished by a Level III if he/she fails a candidate before register action can be taken.

Discussion: If the candidate fails, the vendor audit becomes the Level IV responsibility, even if the audit is allocated to the candidate. This means the Level IV will have to perform or coordinate another audit to the vendor. The intention of this change is to specify that if the candidate fails, the audit becomes the responsibility of the Level IV.

This has not been an issue with the Level IV's. It is the point of view of some of the attendees, that there is no need for this change. If the Level IV feels that the candidate will not complete the Checkride, it is the responsibility of the Level IV to inform the candidate that the audit will not be counted as a Checkride, however that audit need to be completed under the responsibility of the Level IV.

It currently reads:

4) During the audit phase of the check-ride, the candidate conducts an actual audit of a vendor appropriate for the certification sought; e.g. a repair vendor for maintenance auditor certification, a fuel vendor for fuel auditor certification.

- a) The candidate will conduct the entire audit from the introductory briefing through the exit briefing.
- b) The candidate may use any checklist as long as it covers all aspects of the C.A.S.E. specification.
- c) The Level IV Evaluator shall act as an observer and evaluate the candidate's performance.

- d) The candidate shall complete a Transmittal of Vendor Evaluation Results (form CACS-3). The Level IV Evaluator shall verify that the form is completely and properly filled out and shall return it to the candidate to process per standard practice.

Revised version add the following paragraph e) to above

- e) If a level III auditor or auditor candidate fails the audit portion of his or her checkride, the Level IV Evaluator will assume responsibility for performing a complete audit of that vendor or ensure that one is performed by a qualified auditor.

Motion to **reject** change by Ron Swingle (Continental) 063.

Seconded by Bob Radawiec (ASA) 564.

Seven abstentions.

Motion accepted.

Change to 3-2-0, to adding subparagraphs 3 and 4

This change will mandate sending certain document to the C.A.S.E. Datacenter along with every ADDVEN, UPAUD, or CHANGEPOOL transmittal.

Discussion: This is a clarification of the paragraph. It is a reminder that the documents specified need to be sent to the register. It only applies to the 1-A Standard.

3.F Auditors shall transmit to the C.A.S.E. Data Center, along with the applicable UPAUD, ADDVEN or CHANGEPOOL transmittal, a facsimile or email of the vendor's Air Agency Certificate, their full Ops. Specs. (minus the A-002 definitions section), EASA certificate if applicable, Transport Canada AMO certificate if applicable, and the CACS-7 signed by both parties. These items shall be sent as one multi-paged document, i.e., one fax of all pages, or one scan of all pages formatted in TIF, or other acceptable format. All items shall be sent afresh whenever there has been a change to any certificates previously sent and with every C.A.S.E. Register Action listed above.

4.D Auditors shall transmit to the C.A.S.E. Data Center the items required in 3.F. of this section.

Motion to accept by Jack Tarmey (Miami Air) 590.

Seconded by Andy Monteith (UPS) 510.

Unanimous approval.

Incorporation of EASA requirements to C.A.S.E. Program

The following changes will integrate EASA requirements into the C.A.S.E. program. These requirements will become effective on February 1, 2007.

Sven Kröger (Lufthansa) made a small presentation to update the advances of the C.A.S.E. organization with European Operators.

Corrections in text of Section 4-1-0: Add "an" EASA Certificate. If a vendor holds a EASA Certificate, the supplement has to fill out the checklist.

Add definition of BASA/MIP to 1-2-0 as follows:

BASA/MIP – US / European Bilateral Aviation Safety Agreement (BASA) and Maintenance Implementation Procedures (MIP).

Add the following to 2-3-1, paragraphs 3.D.5).a)

iii) BASA/MIP

Revise 2-3-1, paragraph 3.E.1).b)

It currently reads:

b) For maintenance auditors, a copy of 14 CFR Parts 145 and 121 (subpart L) or 135 (subpart J), as appropriate.

Revised version will read:

b) For maintenance auditors, a copy of 14 CFR Parts 145, 121 (subpart L) or 135 (subpart J) as appropriate, and BASA/MIP.

Revise 2-3-1, paragraph 7.D.2).a).i)

It currently reads:

i) 14 CFR Parts 43, 65, 121 or 135 as appropriate, and 145.

Revised version will read:

i) 14 CFR Parts 43, 65, 121 or 135 as appropriate, 145, and BASA/MIP.

Revise 4-1-0 by adding the following

1-A Supplement 1 US domestic repair station holding EASA certificate Supplement 1 to CACS-20

Change 4-2-0, paragraph 1.D

It currently reads:

D. In addition to complying with this standard, all activities shall be accomplished in accordance with applicable portions of the Code of Federal Regulations: i.e. Title 14 CFR Parts 21, 39, 43, 45, 65, 135, 145, 121 (Subpart L, .455, .457, .458, Appendix I & J), and 49 CFR 173.34 (Subpart J).

Revised version will read:

D. In addition to complying with this standard, all activities shall be accomplished in accordance with applicable portions of the Code of Federal Regulations Title 14 CFR Parts 21, 39, 43, 45, 65, 135, 145, 121 (Subpart L, .455, .457, .458, Appendix I & J), 49 CFR 173.34 (Subpart J), and BASA/MIP (applicable only to US domestic repair stations holding an EASA certificate).

Add Supplement 1 to 4-2-0 with the following note: Effective date February 1, 2007”

Add Supplement 1 to CACS-20 with the following note: Effective date February 1, 2007”

Motion to accept by Ken Nelson (Polar Air Cargo) 542.

Seconded by Mason Rashid (United) 120.

Unanimous approval.

Comment by Andy Monteith (after the approval): A possibility of new level III prospects will require additional Level IV’s to meet the demand. Andy requested the members to consider new Level IV’s candidates.

Changes 2-3-1 paragraph 3.E. 1. Addition of electronic or hard copy documents to the Checkride including the Vendors

The following change will allow a candidate to bring reference material (documents) in hard copy or electronic format to a checkride.

Currently reads:

1) The candidate shall bring to the check-ride evidence supporting his or her qualifications and appropriate reference material, e.g.

Revised version will read:

1) The candidate shall bring to the check-ride evidence supporting his or her qualifications and appropriate reference material (in hard copy or electronic format), e.g.

Motion to accept by Jerry Walker (Empire Airlines) 060.

Seconded by Bill Mato (JetBlue) 630.

Unanimous approval.

Target to have the revision issued is before the training session in July 2006.

George Worley (AA) stated that by accepting the DESC as Sustaining Member, the C.A.S.E. By-laws may have been violated, since some restrictions have been placed to DESC contrary to what the By-laws currently state.

Bill Battisti (US Airways), Fuel Committee Chair

21 attendees on Monday

16 attendees on Tuesday

- Bill opened and welcomes all – attendance sheet distributed.
- Bill advises group with status of the ‘Global Fuel Standard (G16)’ and discusses how the 2-A Fuel Committee is at a ‘crossroad’ i.e. – how do we want to proceed as a committee?

- Bill introduces Ken Secrest as a guest to the Fuel Committee.
- Discussed the possibility of copyrighting the 2-A standard.
- Agreed by vote (16 to 4) to get with the Audit & Compliance committee to incorporate 2-A Auditor surveys (random), via the method utilized with 1-A auditors.
- Richard Boucher (SkyWest) reviewed the guide developed to assist vendors on how to prepare a P & P Manual to meet the 2-A requirements.
- Bill will draft a CACS-10 to change the wording in the 2-A standard addressing the color blindness test and to whom that test applies.
- Revised wording in Section 2, Para C. of the 'Guide' for vendor internal audits to address all elements of the 2-A standard.
- Revised wording in Section 2, Para 2.D addressing Alternate Means of Compliance (AMOC).
- Added to the guide the definition of a 'Back-up Person'.
- Bill and Colette Cody (Northwest) accepted an action item to develop a recurrent training plan.
- Bill discusses the SkyTeam Alliance meeting held the evening of 1 May 2006, and how this can be a positive step for adding more airlines to utilizing the 2-A standard.
- Bill talked briefly about the 2006 allocation process, and how the committee would like to proceed with the 2007 allocation process – further discussion will occur later during the session.
- Discussed the possibility of adding 'Into-Plane Fueling Procedures' into the 2-A standard and CACS-25 checklist.
- Millie Secrest (AirTran) accepted an action item to develop a draft version of the above procedure and checklist.
- Bill discussed current issues with Full-Flow Monitors, and about what API and the FAA AC, same subject.
- Millie Secrest (AirTran) submits an article from the NATA Safety Site (by Jim Gammon) for inclusion into a future edition of 'The Supplier', dealing with same subject.
- Richard Boucher (SkyWest) made a presentation of corrections and updates to the 2-A training program identified during the January 2006 Training Session. A motion to approve the revisions was made by Jeff Watson (SkyWest), second by Daryl McMillan (USA Jet). Motion carried, all in favor.
- Bill, Colette, Ron Swingle (Continental) and Ken Kaiser (ATA) break-away to discuss and develop a 'white paper / executive summary' about C.A.S.E. 2-A to the SkyTeam Alliance folks.
- Richard presented a preview of the impending revision to the ATA 103.
- Based on 103 revisions, need to Revise 2-A standard as follows:
 - Add 10-year usable life limit of fueling hoses.
 - Add requirement for fuel trucks: must have fuel tank recirculation capabilities.
 - Add sump fuel policy to read the same as ATA 103 Section 3.2.
 - Add bonding wire check requirement to read the same as ATA 103 Section 3-10.
- Review and revise Section 9.B and 10.A to read as 13.B.2 in 2-A standard (different policy on sumping).
- Committee discussed what was desired for the Fuel Committee Page on the impending new C.A.S.E. website.
- Jeff Watson (SkyWest) volunteered to be Point of Contact for Fuel Committee web page.
- Finalized fuel allocation process for 2007; submit usage in 3rd Quarter of 2006.

Only 12 members of the C.A.S.E. ACS participate in the fueling program.

Bill gave an overview of the benefits of this global program: background, benefits to the vendors, benefits to the operators, expertise.

DESC members were not present at this conference. The DESC representative sent an email to Gary Main (American) and Christy Williams (C.A.S.E. General Mgr.) apologizing for not being present due to personal reasons. DESC will be present at the next Fall Conference.

There was a question from the audience regarding the amount of international vendors under this standard. Currently there are no vendors. Another question referred to translation of the Standard to other languages. This was not considered but it may be a possibility.

Break at 10:45.

Jim Amick (Spirit) Database Committee

Positive responses to the Database Committee. Good feedback for the new website.

Jim commended the participation of several members into this Committee.

Most of the items were covered on Monday:

- New website and examples were submitted.
- Questions on the timeframe to change to the new database. This change is automatic and it as easy as changing address.

- Committees need to have a list of items that need to be in its own section in new database. Some areas would be password protected for a specific Committee and will not be located into the public areas. Committees' own requirements need to be submitted ASAP to the Database Committee for incorporation.
- Newsflash area is a new feature of the Database.
- CACS-10 form was also requested to be filled out in the webpage (with a print button) and automatically uploaded for other members' review and evaluation. There will also be an area to comment on each CACS-10 prior to submittal for approval.
- Comment: CACS-7 is not editable as intended. It cannot be filled out at this point.
- "Supplier ID" field in the Database will be deleted since this is a field remaining from the old Database, but it creates confusion since it is not used. Only the allocation number is used. The audience believed that this was already deleted. No objections from the members. A CACS-10 will be submitted to amend page 1 of the CACS-20 Form.

Mike Zikoski (FedEx) Membership Committee

Good attendance (25 and 24 for both days)

Four interviews were completed:

- Freedom Air
- Kalitta Charters
- SkyBus
- AeroRepublica
- Asiana

Coordinator position was created to help with the Entry Level.

Air France has interest in joining C.A.S.E., however a new presentation is needed.

Air Midwest visited the Committee with a renewed interest into the organization.

A "Members Due" listing was provided and will be followed up on.

The list of members that need Membership Audits was updated. Three auditors volunteered for the three audits: One is pending (Saudi Arabian), Evergreen will cover Empire Airlines. If Evergreen cannot, Gay Bastian volunteered SkyWest to perform it.

Gay Bastian (SkyWest) pointed out that the attendance roster will go to the Secretary (Arturo Torres TACA Intl.)

Committee responsibilities review for auditing vendors:

- Asiana, Korea. Benedick Jang (Korean Airlines) was going to mentor them. No progress has been made since last conference.
- Air Jamaica, was downgraded to Entry Level.
- SkyBus Airlines, Columbus Ohio. Glenn DeLaney is mentoring. They are in the process of obtaining a AOC. Once this is done, all requirements for Associate Member need to be submitted (training program, vendor program, level II files, etc.) and an application for Associate Membership. An exception may be granted.
- Freedom Airlines is submitting Associate Membership and Sustaining Membership applications. Freedom has a Level III. An interview was held to the Freedom Airlines representative. He was requested to present a description of Freedom Airlines: EMB-145 (30), Dash-8 100 (16).
- Potential European members. Sven Kröger. Update EASA checklist and standard.
- Kalitta Charters II interview. They took over the Reliant Airlines certificate. Entry Level. Membership audit.

Vinny Martinez (American Eagle), Training Committee

Seven full time members worked in the current training material prior to the July 2006 session.

Open book test.

Auditor handbook.

Close book test.

Lesson learned during the last training sessions.

- Do not allow persons to switch classes (to catch a flight).
- A member failed the Open book test.
- Registration process. Enforce registration due date for the July 9-13, 2006 course. This is to avoid problems of space availability.
- Next training session (July 2006) will be held at the Dolce Training Facilities.
- For 2007, training will return to the Embassy Suites at DFW.
- Five volunteers for teaching are available, however more people are required. Vinny requested more assistance.
- Root cause training will be offered during the July 2006 training session. Length of the course is yet to be determined. Either four or eight hours. This will be posted on the website.
- Current webpage to the training session. Below the C.A.S.E. logo a link "Upcoming conference" and "Upcoming training". The information provided will be fed to the training attendance database. Then rooms and classes will be scheduled.
- The registration is not open yet in the webpage.
- Human Factors training will not be available for this upcoming training session.
- Tuesday July 11, 2006 is the Level III/IV meeting.

- CAS training will be reviewed periodically to schedule it.

Andy Monteith (UPS), Audit and Compliance Committee

A plea for new Level IV's was made to the audience.

A request was made to refer to Section 1-9-0, page 2 paragraph 2. C. 2.C. A request to vote on whether to downgrade a member from Sustaining to Associate member. The airline is Independence Air. This is after the fact that an investigation has been done and the Audit and Compliance Committee has recommended to downgrade them.

George elaborated on the investigation process and Independence management has been contacted and agreed to be downgraded to Associate.

Ken Nelson (Polar Air Cargo) 542 made a motion to downgrade Independence to Associate.

Jerome Williams (Gemini Air Cargo) B34 seconded.

Unanimous vote.

Candidates to the open position for the Standard and Procedures Committee Chair (results below)

- Mohammed Ahmed
- Rex Graft
- New Level III - 1A Auditors 5
- New Level III - 2A Auditors 2
- New Level III - 3A Auditors 0
- New Level IV - 1A Evaluator Candidates 2
- New Level IV- 2A Evaluator Candidates 2
- Auditor Relocations/Other Moves/Laid Off 8
- Sustaining Member Exemptions (4)
- Downgrade to Associate Membership 1
- Failed Checkrides (Initial/Recurrent) (4) 2 / 2
- Recurrent Checkride / 1A Recurrent Training Extensions Granted (9) 9
- Special Investigations (6) 6
- Vendor Appeals 0
- Prohibited C.A.S.E. Advertising 3
- Proxies 1

Level IV's meeting was held and an update was presented.

A request for a change to the P&P requiring auditors to have passed a recurrent Checkride of their own prior to being allowed to perform a pre-checkride for an auditor candidate was not able to be submitted on a CACS-10 at this meeting.

C.A.S.E. AIR CARRIER SECTION OPERATIONS COMMITTEE ELECTION STATUS

| Position | P&P Election Schedule | | | | Current Holder | Elected | Next Election |
|----------------------------------|-----------------------|------|----------|-----------|-----------------|-------------|---------------|
| | Spring | Fall | Odd Year | Even Year | | | |
| ACS Chair | | | | | George Worley | Fall 2004 | Fall 2006 |
| ACS Vice-Chair | | | | | Gay Bastian | Fall 2004 | Fall 2006 |
| ACS Training Chair | X | | X | | Vinico Martinez | Fall 2005 | Spring 2007 |
| ACS Newsletter Chair | | X | X | | Glenn Bolton | Fall 2005 | Fall 2007 |
| ACS Audit & Compliance Chair | | X | X | | Andy Monteith | Spring 2005 | Fall 2007 |
| ACS Database Chair | X | | | X | Jim Amick | Spring 2006 | Spring 2008 |
| ACS Standards & Procedures Chair | X | | | X | Rex Graft | Spring 2006 | Spring 2008 |
| ACS Fuel Committee | | X | | X | Bill Battisti | Fall 2004 | Fall 2006 |
| ACS Membership & Promotions | | X | | X | Mike Zikoski | Fall 2004 | Fall 2006 |
| ACS Secretary | X | | X | | Arturo Torres | Spring 2005 | Spring 2007 |

Voting on Standards and Procedures Chair

Mohammed Ahmed made a presentation on his work and his intention to continue as a chair.

Rex Graft continued with this presentation and stated his intention to run as the new Chair. He's been the Newsletter committee chair. He stated that some changes are needed in the Policies & Procedures and the Organization could use his abilities to lead this committee.

Rex Graft has been elected as the new Standards and Committee Chair.

Voting on Database Chair

Jim Amick (Spirit) has been elected to continue as the Database Chair.

George thanked the audience for their attendance and reminded that the Next Fall 2006 Conference will be in Austin, Texas.

Rex Graft (Comair) 017 made a motion for a Roll Call.

Seconded by Dale MacMillan (USA Jet Airline) 606.

Unanimous vote.

Roll Call by Mike Zikoski (FedEx).

Meeting adjourned at 12:20 P.M.

**End of minutes C.A.S.E. Spring 2006 Conference
Minneapolis, Minnesota
May 2006**