2019 Spring Meeting

Dates:
April 2, 2019 thru April 4, 2019

Location:
Embassy Suites
800 Monroe Street
Huntsville, AL 35801
(256) 539-7373

Hotel Information:
The 2019 Spring Meeting will be held at the Embassy Suites in Huntsville, AL. The meeting will begin at 8:00 am on Tuesday, April 2nd. Please note the hotel does provide complimentary Shuttle services to/from HSV airport. Shuttle operating hours are from 4:00am until 10:30pm. You may contact the Shuttle service by calling 1-256-539-7373.

Meeting Attire:
The meeting is intended to conduct organizational business and is considered a professional event. Business casual attire during normal business hours is required.

Presentations:
Tim Willyard will provide the President’s report during the luncheon on Tuesday, April 2nd followed by the Treasurer’s report by Jeff Watson.

General Meeting Information:
Registration will be open from approximately 3:00 pm to 6:00 pm on Monday, April 1, 2019 and will re-open again at 7:30 am on Tuesday morning April 2, 2019.

The Board of Directors meeting will be held on Monday, April 1, 2019 beginning at 3:00 pm. This is a closed meeting and attendance is limited to current members of the Board.

There will be an ACS “Open Forum” and Job Jar following the roll call at 8:00 am on Tuesday, April 2, 2019. The event will be hosted by Mike Teague from Horizon Air. The following topics of special interests will be discussed:

- Pre-Checkride process, ensuring expectations for those giving OJT evaluations.
- Certificate Package updates in the database, several expired certificates have been notices so, need to remind everyone of their obligation.

This will also, be an opportunity for all to share their experiences encountered in the field since our previous meeting.
Elections:
Special Election for the ACS Chair will be taken on Tuesday April 2, during the General Session. Per the By-Law’s, the ACS Chair and Vice Chair elections schedules are out of sync where both positions come due in even years.

The ACS Vice-Chair was elected at the Spring of 2018 and the ACS Chair was elected 6 months ago at the 2018 Fall meeting.

The simplest solution to align the election schedule with the By-Laws is to hold a special election for the ACS Chair. This will have the Vice-Chair due position in the Spring of 2020 and the ACS Chair due in the Spring of 2021.

Training Chair and ACS Secretary positions are up for election during the meeting. We need interested individuals to consider running for these critical positions. To ensure continued success of the organization, we need individuals that are passionate and committed to set up and take an active role in the group. The positions are open to Sustaining Members only and everyone is encouraged to participate. Any interested individuals should seek their managements support/approval and notify Matt Terrill – Chairman of the Audit & Compliance Committee.

Level IV Candidates:
As of now it appears we have no Level IV candidates stepping forward. The organization is always in need of Level IV Evaluators. Any interested individuals should seek their managements support/approval and submit the required Level IV candidate package to Matt Terrill – Chairman of the Audit & Compliance Committee.

Meals / Other Information:
The luncheon will be held on Tuesday, April 2, 2019 from 12:15 pm to 1:30 pm. Hopefully everyone will enjoy the Luncheon prepared by the hotel. The banquet will be on Wednesday, April 3, 2019 with a cocktail reception beginning at 5:00 pm followed by dinner served at 6:00 pm.
Schedule of Events

Tuesday, April 2nd

**General Session roll call**  
8:00am – 8:30am

Job Jar  
8:30 am – 10:00 am

General Session  
10:00 am – 12:00 pm

Luncheon  
12:15 pm – 1:30 pm

ACS/ARSS Committee Meetings  
2:00 pm – 5:00 pm

Wednesday, April 3rd

ACS/ARSS Committee Meetings  
8:00 am – 5:00 pm

Level IV Meeting  
10:00 am – 11:00 am

Cocktail Reception  
5:00 pm – 6:00 pm

Dinner Banquet  
6:00 pm – 8:00 pm

Thursday, October 25th

ACS/ARSS General Session  
8:00 am – 5:00 pm

General Session is scheduled until 5:00 p.m. and will not adjourn until all Air Carrier Section business is concluded. Please plan on staying until 5:00 p.m. as a member will not receive attendance credit if at least one voting representative is not in attendance when for adjournment and final roll call.
Individual Committee Agendas

The following pages contain the agendas for each committee. Agendas may change without notice. Please contact the committee chair for any questions regarding that committee’s agenda.

Spring 2019

Membership & Promotions Committee

General

- Attendance & Call to Order.
- Thanks to the Committee Members.
- Assign an individual to take minutes of the meeting.
- Discuss any old business.
- Discuss any new business.
  - Review website.
  - Update DOD Membership Audit Spreadsheet
  - Review Committee SOP’s.
  - Verify Membership Committee policy and procedures in the CASE P&P.
  - Review Air Carrier list for potential members.
  - Add e-mail addresses to the A&C Committee Members.
  - Develop canned response to requests for CASE info.

Database Committee

General

- Continue with database guide revision.
- Review and compare both supplier table (Pool) and the full performance report. Differences have occurred.
- Field ad hoc requests as submitted by other operating committees.
Individual Committee Agendas

The following pages contain the agendas for each committee. Agendas may change without notice. Please contact the committee chair for any questions regarding that committee’s agenda.

Spring 2019

Fuel Technical Committee

General

- Thanks to the Committee Members.
- Discuss any old business.
- Discuss 2019 training program plan.
- Review/discuss filter monitor requirements.
- Review any issues noted in the field with regards to fuel quality.
- Meet with Maintenance Technical Committee.
- Discuss any new business.

Maintenance Technical Committee

General

- First Meeting call to order.
- New Business
- Update NDT Standard and checklist. (Review and Continue)
- Review and Incorporate OSHA regulations. (Review and Continue)
- Review Electrostatic Standards. (Review and Continue)
- Continue working on 1A research projects. (Calibrated Tool Markings/Labeling)
- Objective Review of Session
- Close Meeting
Individual Committee Agendas
The following pages contain the agendas for each committee. Agendas may change without notice. Please contact the committee chair for any questions regarding that committee’s agenda.

Spring 2019

Audit and Compliance Committee
General

- Ops Committee Meeting Notes.
- Review Fall 2018 Minutes.
- Committee Activity (review progress on delegated assignments)
- One open committee positions (1)
- Member Exemption Status (x) – (# of Member’s on exemption)
  - o List
- Member audit performance – (Allocated/Pendca/Delven) Gene Swan
- Auditor exemption’s (0) – (Training or check ride exemption’s)
  - o List
- Vendor Appeals & Investigations (0) open appeals or investigations
- Recurrent training status – (1A/2A update)
- Election status – (3) positions (ACS Chair special election, Training Chair, and ACS Sec.)
- Proxies (none at this time)
- Level IV Review Board, (none at this time)
- Level IV Meeting, 10:00 am on Wednesday, April 3, 2019 (Closed meeting until 11am)

Old Business
- Detail A&C Appeal and Investigation Processes. What forms are used and provide more detailed structure than what is in the SOP.

New Business
Individual Committee Agendas

The following pages contain the agendas for each committee. Agendas may change without notice. Please contact the committee chair for any questions regarding that committee’s agenda.

Spring 2019

Training Committee

General – April 2nd
2:00 pm – 5:00 pm

✦ Attendance & Call to Order.
✦ Select Secretary for Meeting.
✦ Chairperson’s Report.
  • Review January Training Session.
  • Budget Discussion.
  • Operations Committee / BOD Items.

✦ Meeting Discussions:
  • Classroom course.
  • Sidebars for July 2019.

✦ Continue work on 1-A Classroom Course
✦ Summarize Actions Items & Agenda for the next day.
✦ Adjourn.

General – April 3rd
8:00 am – 5:00 pm

✦ Attendance & Call to Order.
✦ Finish any items from previous day.
✦ Work on 1-A Classroom Course.
✦ Summarize meeting Action Items.
✦ OIT on Digital Chalk for committee members
✦ Adjourn.
C.A.S.E. 2019 Spring S&P Meetings
Standards & Procedures Committee Agenda

1. Call to order

Meeting called to order on April 2, 2019 at XXX XXX. Remarks: 1 voting position is open for a permanent committee member.

NOTE: Voting positions on the committee must be filled by persons employed by sustaining ACS members. A sustaining ACS member may only have one vote on the committee.

Candidates are welcome to offer their services to the committee for consideration.

XX submitted their name to become a member of the committee.

2. Quorum / Attendance Record:

<table>
<thead>
<tr>
<th>Name</th>
<th>Carrier</th>
<th>Day 1</th>
<th>Day 2</th>
<th>Day 3</th>
<th>Remarks</th>
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<tbody>
<tr>
<td>1. Sean Ressler (chair)</td>
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<td>2. Millie Secrest (vice)</td>
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<td>3. David Medeiros</td>
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<td>4. Rick Nelson</td>
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<td>5. Frank Heine</td>
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<td>6. Richard McFarlane</td>
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<td>7. Tom Prussner</td>
<td>Delta</td>
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<td>8. Dave Teeple</td>
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3. Acceptance of the 2018 Fall Meeting S&P Minutes

Remarks: Minutes were distributed shortly after the meeting.

Motion to approve minutes: Vote: In favor: Against Decision: Minutes XXX.
4. Open items – None this meeting

<table>
<thead>
<tr>
<th>Item #</th>
<th>Description / Discussion</th>
<th>Committee Vote</th>
<th>Decision</th>
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<tbody>
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<td>1.</td>
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5. Change Requests (CACS-10 Submissions)

Discussion items for next revision: Discuss (accept/reject/table) proposed changes submitted on CACS-10 forms. The items are either Major (i.e. add new requirements, re-interpret existing requirements, are substantive changes) or minor (i.e. add clarification, remove redundant language, change sentence structure). Major items, whether accepted, rejected, or tabled, will be presented before the membership. It will be decided whether items require membership vote or fall within the committee’s powers to incorporate.

NOTE: Typographical/grammatical errors will be noted/corrected at the discretion of the committee per 1-8-0, para. 2. A.

<table>
<thead>
<tr>
<th>Item #</th>
<th>P&amp;P Reference</th>
<th>Proposal / Discussion</th>
<th>Major</th>
<th>Committee Vote</th>
<th>Decision</th>
<th>Membership</th>
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</thead>
<tbody>
<tr>
<td>1.</td>
<td>CACS-7</td>
<td>Proposal: Add checkbox to CACS-7 for no findings.</td>
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<td>✓</td>
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<td>Discussion:</td>
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<td>2.</td>
<td>3-2-0</td>
<td>Proposal: Modify language for SYSDEL action.</td>
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<td>Discussion:</td>
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<td>3.</td>
<td>4-2-0</td>
<td>Proposal: Add language to clarify “for reference only” tools to 1-A standard:</td>
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<td>Discussion:</td>
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<td>4.</td>
<td>1-6-0</td>
<td>Proposal: Add additional duty to review deviations and exemptions presented to the A and C committee.</td>
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<td></td>
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<td>Discussion:</td>
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C.A.S.E. S&P Committee Agenda – 2019 Spring Meetings
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<th>Decision</th>
<th>Membership</th>
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</thead>
<tbody>
<tr>
<td>5.</td>
<td>CACS-21</td>
<td>Proposal: Change to repair station representative. Discussion:</td>
<td>☐</td>
<td>☐</td>
<td>☐</td>
<td>☐ ☐ ☐ ☐ ☐</td>
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<td>6.</td>
<td>4-2-0 Supp 1-B</td>
<td>Proposal: Add Hungary Discussion:</td>
<td>☐</td>
<td>☐</td>
<td>☐ ☐ ☐ ☐ ☐</td>
<td>☐ ☐ ☐ ☐</td>
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<td>7.</td>
<td>4-2-0 Supp 1-B</td>
<td>Proposal: Change 3.B.5 to match current MAG language. Discussion:</td>
<td>☐</td>
<td>☐</td>
<td>☐ ☐ ☐ ☐ ☐</td>
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<td>8.</td>
<td>4-2-0 Supp 1-B</td>
<td>Proposal: Remove 3.B.14 to match current MAG language. Discussion:</td>
<td>☐</td>
<td>☐</td>
<td>☐ ☐ ☐ ☐ ☐</td>
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<td>9.</td>
<td>4-2-0 Supp 1-A</td>
<td>Proposal: Change 2.C.2 to match current MAG language. Discussion:</td>
<td>☐</td>
<td>☐</td>
<td>☐ ☐ ☐ ☐ ☐</td>
<td>☐ ☐ ☐ ☐</td>
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<td>10.</td>
<td>1-9-0</td>
<td>Proposal: Change ACS Chair election schedule to Spring odd number years. Discussion:</td>
<td>☐</td>
<td>☐</td>
<td>☐ ☐ ☐ ☐ ☐</td>
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<td>11.</td>
<td>CACS-7</td>
<td>Proposal: Add auditor indemnification language to CACS-7. Discussion:</td>
<td>☐</td>
<td>☐</td>
<td>☐ ☐ ☐ ☐ ☐</td>
<td>☐ ☐ ☐ ☐</td>
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<td>12.</td>
<td>CACS-5-1-A</td>
<td>Proposal: Add supplement language. Discussion:</td>
<td>☐</td>
<td>☐</td>
<td>☐ ☐ ☐ ☐ ☐</td>
<td>☐ ☐ ☐ ☐</td>
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<td>13.</td>
<td>4-2-0</td>
<td>Proposal: Replace inadvertently removed requirement. Discussion:</td>
<td>☐</td>
<td>☐</td>
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<td>14.</td>
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<td>Proposal: Discussion:</td>
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<td>15.</td>
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<td>Proposal: Discussion:</td>
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<td>16.</td>
<td></td>
<td>Proposal: Update 5-1-0 for election results</td>
<td>☐</td>
<td>☐</td>
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<td>☐ ☐ ☐ ☐</td>
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<td>Item #</td>
<td>P&amp;P Reference</td>
<td>Proposal / Discussion</td>
<td>Major</td>
<td>Committee Vote</td>
<td>Decision OK With Changes</td>
<td>Reject</td>
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<td>17.</td>
<td></td>
<td>No discussion required.</td>
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<td>18.</td>
<td></td>
<td>Proposal: Correct types, spacing and grammar as needed including LEP and effective pages</td>
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<td>19.</td>
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<td>Discussion: Motion to</td>
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<td>20.</td>
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<td>Proposal: Discussion: Motion to</td>
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<td>21.</td>
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<td>Proposal: Discussion: Motion to</td>
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<td>22.</td>
<td></td>
<td>Proposal: Discussion: Motion to</td>
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<td>23.</td>
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<td>Proposal: Discussion: Motion to</td>
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<td>24.</td>
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<td>Proposal: Discussion: Motion to</td>
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6. Additional Items

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<thead>
<tr>
<th>Item #</th>
<th>P&amp;P Reference</th>
<th>Proposal / Discussion</th>
<th>Major</th>
<th>Committee Vote</th>
<th>Decision OK With Changes</th>
<th>Reject</th>
<th>Info</th>
<th>Vote</th>
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<tbody>
<tr>
<td>Ad. 1</td>
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<td>Proposal:</td>
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C.A.S.E. S&P Committee Agendas – 2019 Spring Meetings
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<th>Major</th>
<th>Committee Vote</th>
<th>Decision</th>
<th>Membership</th>
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<td></td>
<td></td>
<td>Discussion:</td>
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<td>Approve</td>
<td>OK With Changes</td>
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<td>Ad. 2.</td>
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<td>Proposal:</td>
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<td>Ad. 3.</td>
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<td>Proposal: Discussion:</td>
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<td>Ad. 4.</td>
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<td>Proposal: Discussion:</td>
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<td>Ad. 5.</td>
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<td>Proposal: Discussion:</td>
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<td>Ad. 6.</td>
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<td>Proposal: Discussion:</td>
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<td>Ad. 7.</td>
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<td>Proposal: Discussion:</td>
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<td>Ad. 8.</td>
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<td>Ad. 9.</td>
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<td>Ad. 10.</td>
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<td>Ad. 11.</td>
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<td>Item #</td>
<td>P&amp;P Reference</td>
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<td>Proposal:</td>
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<td>Discussion:</td>
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7. Closing Remarks

1. The deadline for the publication of rev 75 is July 15, 2019.
2. CACS-10 submittal deadline for the Fall, 2019 meeting is September 5, 2019.

Meeting adjourned at XXX.