

C.A.S.E. ACS General Session Minutes (Opening) Spring Conference 2005, Wakefield, MA

Monday, April 25, 2005

Began at 10:00 A.M.

George Worley (American Airlines) welcomed the audience to the Spring 2005 Conference, Garry Main (American Eagle) was elected new Vice-President of the CASE organization. Garry will be in charge of selecting new facilities for future conferences.

Early May 2006, we are looking at maybe going to Phoenix or to Orlando. For the Fall Conference, it is yet to be determined. Next conference Fall 2005 will be in Portland.

George explained the process for electing the new president. He also explained details of the operations committee from the previous night. Members to the repair station side were also discussed.

Request for Level IV was made to the attendants. There are over a hundred Level III's and only five Level IV's. A plea was made to step up and go for the Level IV certification. George explained the reasons why he left early the last conference. Board of Directors meeting discussed help needed for Auditing compliance. Training is considering Dallas for next training, Embassy Suites

Bob Rist has been reelected for Chairman, Joe Gramzinski has been elected as vice chair of the Board of Directors.

Roll-call was taken:

In attendance are 49 of the total 58 sustaining members, with five proxies:

Alaska Airlines to FedEx

Express.net to Spirit

Lynden Air Cargo to FedEx

Qantas to Continental

Ryan International to ATA

Frank Wiederman, FAA CASE representative is also in attendance

Andy Monteith (UPS) requested a change to amend the minutes Fall 2004 minutes, after which Rex Graft (airline) made a motion to accept amended minutes from Fall 2005 Ken Nelson (Atlas Air) seconded

– **Unanimous vote**

George mentioned that there will be the Level IV meeting tomorrow and introduced to Chairmen to announce their Committee Agenda:

Bill Batisti (Fuel Committee) Agenda

Review standard 2A and checklist and to incorporate the revision

Discussion of acceptance to Universal Quality Standard. The initial intention was to make a better and one standard. There will be many questions, Air Canada and US Airways will respond answers. This is for tomorrow. Today will be to see where the committee stands.
Good news from vendors, they are complying with the 2A Standard. Bill invited the attendants to visit this committee

Brian Bittner (FedEx) Audit and compliance) Agenda

Two level IV's candidates meeting for Level IV tomorrow (about 0900)

Member status

Allocation performance

Election Wednesday for three positions including Audit Chairman

Brian is leaving his Chair and Andy Monteith is candidate for Chairman

Training committee chair is up for election

Secretary position is also up for election

Vendor survey system follow-up

Level III evaluator program is going to be discussed.

Alert compliance related to BASA/MIP

Recommended changes to audit evaluation.

Mohamed Ahmed (Evergreen) Standard and Procedures Committees

Full agenda for this conference

All are encouragement to attend

Submitted changes need to be discussed by the person proposing the changes

There is a period of two weeks to submit changes prior to each conference

Before voting, it is necessary to realize how this changes will affect your organization

Mike Zikoski (FedEx) Audit Committee

58 Sustaining

21 Associates

30 entry level

109 total

All Nippon requested associate status but they stepped down

3 New membership audits will be discussed

Sustaining member almost lost its status (two or more in a row, will miss the status)

Steady behavior for sustaining and associate membership

Mike explained that several members get information from the website, however when they realize the requirements, they stop the application process

Questions? None

Rex Graft, Comair standing in for Glen Bolton (Lynden Air Cargo), Newsletter Committee

First issue of the supplier for 2005 has been released, he asked if it has been reviewed

Tuesday is usually the day this committee meets after the rest of the committees are finished.

Many items are to be discussed, please read the agenda off the website

Bob Radawiec (ASA) Training Chairman

Bob is stepping down from Chairman. He changed company. Joe Fernandez is a candidate for Chairman of this committee. He requested more candidates.

Joe thanked Bob for his mentorship.

Full agenda. Instructors are needed

Embassy Suites, July 18-21 next training in Dallas

Comments and notes from last training

Auditor handbook will be revised

Alteon will provide a human factor in June 2005. Three persons will be selected to attend and be certified to provide training to the CASE organization on HF. CASE will pay for this, not the operators. For Boeing costumers this course is free of charge. Train the Trainers course may be charge. The auditor will also be certified and take it to his company.

The test for Standards 1A and 3A will be revised.

P&P new test, open book new test

Fuel committee is being revised for the new class

CFR 145 and Part 65 training (side bar) for the next training from the FAA

Once a new revision is made to the P&P, a training class will be developed

Budget and expenses review will be part of the agenda

Two committee members are required during this conference (Vice Chairman and Chairman)

Jim Amick (Spirit Airlines) Database Committee

Jim Bowe (ex AirTran) was the Vice-Chair and a new candidate is required

Increase and solidify the committee is one of the objects to this conference. There is a need for a person available throughout the year

Agenda is posted in the website

If there is an interest for this committee attend.

Suggestions and frustration are welcomed during this committee

Automation of the work of other committees is also being developed

There is a users guide available for the database, please comment if there are changes

George explained that the workload of this organization is the responsibility of all the members. Chairman and Vice-Chair are voluntary positions, and more help is required. George explained that costs cannot be elevated. There must be more than only two members committees if we are to get the work done and sustain our presence in the aviation world. Talk to management for support. There are only four (4) Level IV's are available and many more are needed. One way to present Level IV position to management (as suggested by Joe Fernandez) is that all the work is made by the Level III being evaluated, not the operator auditor.

George thanked the participation of everyone.

Bill Mato (JetBlue) reminded George to tell the audience to participate in the conference.

Gay Bastian (SkyWest Airlines) explained the layout of the hotel.

Meeting adjourned at 11:30.

C.A.S.E. ACS General Session Minutes (Closing)
Spring Conference 2005, Wakefield, MA
Wednesday, April 27, 2005

Began at 8:10 A.M.

George Worley (AA) welcomed the audience and thanked them for their attendance to all the committees. He also thanked the FAA Representative Frank Wiederman for his support of the Organization. Prior to the general meeting and voting, Bill Battisti Chairman of the Fuel Committee had a presentation for the group.

Roll call was made by Mike Zikoski (FedEx)

Numbers Attending????

Evergreen proxy to American (Mohammed departed early from the conference due to personal reasons).

Express.Net proxy to Spirit

Bill Battisti, US Airways (Fuel committee)

17 persons in the committee

Allocation 2005 was discussed. He thanked Gene Swan for his work during this allocation.

Discussion over how CASE will be involved in the fueling

There will be a committee to develop a Global Aviation Fuel Handling Committee Standard (8 Air Carriers, Oil Companies, JIG and Transport Canada) So far there are 17 members total. This standard will be the same standard worldwide.

Defense Energy Support Center (DESC) performs Fuel Audits for the US Government. DESC currently desires to become involved with CASE. Rick Iwanski from the DESC is attending this Conference and would like to take a few minutes of this meeting to provide a presentation of what DESC's mission is and their intention to become part of CASE.

Presentation Agenda by Rick Iwanski from Defense Energy Support Center (DESC)

Welcome

DESC general information

Into-plane program

Customer value added

Conclusion

Value to CASE will be to provide experienced auditors, increase knowledge over 90 auditors.

Increase Fuel Audits at lower cost to the Air Carriers and the Government too.

Billl stated the potential of having DESC part of CASE and how this would open the doors for more CASE exposure around the world.

A short presentation was given by Richard Boucher (Skywest Airlines) and Michael Mugridge (Air Canada) Chairman of GAFHS, for the Global Aviation Fuel Handling Group.

Long Range Goal

Expand the CASE 2A audit program

Develop and maintain one Fuel Quality Standard

Gather Representatives of the airlines, oil companies and into plane suppliers to agree on one Standard

Publish a single global fuel handling/quality standard under the umbrella of SAE

Approach

Agree on general topics then drill down into details

Based on data evidence not “we’ve always done it that way

The Membership asked some questions:

When will it be finished? There is no estimate of the time to finish this project

Anyone or any groups opposing this project? No

What is the cost of this project? Bill answered that there will not be an impact on the operations costs

Procedures for granting waivers are included in this Standard? This Standard does not agree with the issuance of waivers; however an operator may provide an alternate means of compliance Associate members. CASE stated that more members are using the CASE 2A Standard.

Comments from Gary Main (American Eagle), he thanked Bill Battisti for his efforts to have this Standard and encourage him to keep up. Bill also received the support from Arturo Rodriguez (American Eagle Executive)

What is the advantage to have DESC into CASE? The network that DESC has around the world. The expertise, training, etc. Although this has to be examined properly according to the plan, not in a rush

Will there be a new Section of CASE (since DESC is not an air carrier)? There is no way at this point to determine this. Maybe this is the way to go, it is too early to say.

Fuel Committee Report

Bill reported briefly on the following items of discussion during their Committee Meetings.

The DESC is requesting to become members of the CASE organization. Rick Iwanski, Manager of the DESC was introduced and gave a brief presentation to the committee discussing the DESC’s Objectives, Benefits, Commitment, and Long Range Goal.

Bill Battisti gave a brief history on the Global Aviation Fuel Handling Standard Committee. As of May 2005, the SAE Global Aviation Fuel Handling Standard Committee consists of:

8 Air Carriers

4 Oil Companies

3 Into-plane vendors

1 Transport Canada (Canadian Standards Association)

1 Manufacturer

Total members 17 – will limit to 20 members

Concerns with respect to the Global Fuel Handling Standard

Oil companies / vendors may overtake Air Carriers on the SAE Committee and water down the standard to make it easier for the supply side.

The Fuel Committee tasked a group to develop a differences listing and business plan between the DESC and the ability to participate in CASE. The report will be presented to the CASE Membership and Audit & Compliance Committee Chairman for their guidance. If acceptable it will be presented to the Board of directors for their review comment & recommendations.

Discussions regarding the 2A Standard and the changes that would benefit them Membership was discussed during the Committee Meeting.

A recommendation that all CASE Air Carrier members participate and adopt the 2A standard into their Fuel Manual was given to the Membership.

Fuel audit allocation problems were discussed during the Fuel Committee Meeting. A review of the fuel audit allocations in the CASE database is needed. The fuel vendor database contains many double entries and outdated information. The data base needs to be audited. Mike Walker offered to audit and correct the Database.

2- A Standard user guide is going to become available for the Membership this will be coming in the near future.

George introduced Rex Graft, COMAIR Airlines, covering for Glenn Bolton (Lynden Air Cargo), Newsletter Chair to present to the group.

Newsletter Committee Report

The Committee started with one member attending at 2:00 p.m. Newsletter items and possible articles were discussed and the meeting adjourned at 3:00 p.m. It was decided that items pending would be discussed by email

George thanked Rex for covering and asked him to express to Glenn our thanks for a job well done with the Supplier. Jim Amick, Spirit Airlines was asked to present the events of his Committee Meeting.

Database Committee Report

The Databas Committee met at 2:00. Jim was the only attendee until other persons began to show. These attendantee were not level III's and did not have experience on the database, therefore the time spent with these individuals was more of a training opportunity. Because of the lack of Committee Members they were unable to elect a Vice-Chair to replace Jim Bowe.

On Tuesday the committee started at 8:00 with a different persons attending and becoming Members; Candy Law, Omni Air and John Healy, Piedmont
Candy Law.

Business conducted consisted of two CACS-10 forms to:

- Add a line to CACS-7 to enter a vendor Repair Station Number and EASA Number
- Add a section to "audit criteria" in brief/out brief, detailing what items are to be faxed in to the database and what items will not be faxed. Check the FAA button in the register prior to faxing the entire package (Example A002 Section of the Op specs does not change regularly and may not be required to be faxed again)

A significant portion of time was given to Christy Williams, the ARSS Database Chair, to demonstrate to ARSS personnel their newly installed database front-end tool that Gene Swan and Jerry Frederick had been working so hard on.

Jim also encouraged the Membership to become part of this committee and help them further improve the workings of the Database.

George expressed his gratitude to Jim and introduced Mike Zikoski, Federal Express the Membership Committee Chair.

Membership Committee Report

1. Overview

COPA and DHL Americas are being accepted as Associate Members. We have:

23 Associate Members
28 Entry Levels
58 Sustaining
109 total members

Proxies:

Alaska Airlines to FedEx

Express.net to Spirit

Lynden Air Cargo to FedEx

Ryan International to ATA

Evergreen to American Airlines

Frontier to UPS

} Full proxies

} Partial proxies, for second half of the conference

Sven Kroeger (Lufthansa) updated the audience with the incorporation of EASA items to the 1A Standard. Hope to make a presentation during the Fall 2005 Conference. This project has been handled by Sven and Dick Dam (KLM)

Mike reported that audits from the DOD reflects that minimum requirements for training are not being met. Another common finding is the lack of documented vendor surveillance. It was discussed that regarding membership audits, it is required that the operator has all system in place. This appears to be an on-going concern with our Membership.

Members that have offered to mentor Entry Levels Members seem to be anxious to assist and then stop in the process.

More membership information will be available in the webpage. Gene Swan participated in this proposal.

Mike asked for assistance in performing Membership audits. Glenn DeLaney offered to perform one at Virgin America (subsidiary of Virgin Atlantic).

George introduced Bob Radawiec, Training Committee Chair.

Training Committee Report

Bob gave an update on the training committee, and gave special recognition to Joe Fernandez for his extensive work during the committee meetings.

Three auditors have been selected to go to Alteon Training for Human Factors. They will be certified to train and present for the CASE Organization.

Bob announced that Training will be offered again on July 17 – 21, 2005. Registration will open on May 13, 2005, cut out date will be June 24, 2005. The location is: Embassy Suites (South) Dallas, Texas.

Prices for the courses have not changed (\$100.00)

The Committee elected Two New Members:

Ron Cuenca, American Airlines

Arturo Rodriguez, American Eagle/Executive

Tentative Training Schedule was announced as follows:

Sunday, July 17:

Instructor's Technique (6:00 PM to 10:00 PM)

Monday, July 18:

FAA Training CFR parts 65 and 145 (8:00 AM to 12:00 PM)

FAA San Antonio, TX. supporting

NFPA Stds (1:00 PM to 5:00 PM)

Tuesday, July 19:

ACS P&P (8:00 AM to 5:00 PM)

ARSS P&P (8:00 AM to 5:00 PM)

Wednesday, July 20:

ACS/ARSS 1A Std (8:00 AM to 5:00 PM)

2A Std (8:00 AM to 5:00 PM)

Thursday, July 21:

2A Std continued (8:00 AM to 5:00 PM)

3A Std (8:00 AM to 12:00 PM)

Database (1:00 PM to 5:00 PM)

Note: The deduction of \$3,500 of expenses are calculated.

Training Committee Supplies and Equipment

Current as of April 2005:

Computers:	6- Laptops (2 older than 5 Yrs)
Projectors:	4- Portable (USB adapter in work)
Screens:	8- (5 good ones, 3 scrap)
VCR's:	4
Printers/ Copier:	2- (2 good ones, 1 scrap)
Power Cords:	9
Power Strips:	7
Storage Boxes:	8

Bob said that future Training Conference sites include Florida and Texas; dates to be determined.

A new Committee Chairman will be elected today as Bob will be stepping down from his position. Bob thanked the Membership for their support and assured them that he would continue in his efforts to support this Committee.

George introduced and turned the time over to Russ Hollis, United Airlines who is going to report for Mohammad Amed, the Chair of the Standards and Procedures Committee.

Standard and Procedures Committees Report

Russ Hollis, presented to the group the following to be voted on:

1- Change 1-2-0, Par 2.J. Change references from “FAR” to “14 CFR”

FAR – Acronym for Federal Aviation Regulation. Any use of the term “FAR” refers to “14 CFR Part”

Motion to accept the change by Rex Graff (Comair), seconded by Joe Fernandez (Continental).

– **Unanimous approval**

2- Change 4-2-0, revise existing paragraph 1.D. add new paragraph E and renumber existing paragraphs E through H accordingly.

Current language of paragraph D is as follows.

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 (121.455, 121.457, 121.458, Appendix I & J), and 49 CFR 173.34 (Subpart J).

The revised language will read:

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).

New paragraph E will read as follows:

The vendor shall establish a policy that ensures compliance with the air carrier’s or commercial operator’s program and applicable sections of the air carrier’s maintenance manual. [145.205, C.A.S.E.]

Motion to accept the paragraph by Ken Nelson (Polar Air Cargo), seconded by Ken Kaiser (ATA).

– **Unanimous approval**

3- Change 1-9-0, paragraphs 2.C.2 b), 3), 4) and 5)

Current language is as follows.

b) LEVEL IV AUDITOR – Sustaining/Associated members: The Audit and Compliance committee will present the results of their investigation and recommendations to the operations committee for consideration.

The operations committee will review the information provided, allow the individual/member to present their explanation of the non-compliance and determine if any further action is required. For Level IV Evaluator authorization, a recommendation for revocation from the operations committee requires a unanimous vote by the sustaining membership present. The affected member must abstain from voting and that vote will not be counted among the total.

Any action that includes a change in membership status must have a two thirds majority vote of the operations committee.

The revised language will read

b) LEVEL IV EVALUATOR: “The Audit and Compliance committee will determine by unanimous vote if the non-compliance warrants action, up to and including loss of C.A.S.E. authorization(s). If the action being considered is against a member of the Audit and Compliance committee, or against an evaluator whose company is represented on the committee, that committee member must abstain from voting and that vote will not be counted among the total. The Audit and Compliance committee will present the results of their investigation and recommendations to the Operations Committee for consideration. The Operations Committee will review the information provided, allow the individual to present their explanation of the non-compliance and determine if any further action is required. Recommendation for further action must be based upon unanimous consent of the Operations Committee. A recommendation for revocation from the Operations Committee requires a unanimous vote by the sustaining membership present. The affected member must abstain from voting and that vote will not be counted among the total.

c) SUSTAINING/ASSOCIATE MEMBERS – The Audit and Compliance committee will present the results of their investigation and recommendations to the Operations Committee for consideration. The Operations Committee will review the information provided, allow the member to present their explanation of the non-compliance and determine if any further action is required. Recommendation for further action must be based upon unanimous consent of the Operations Committee. A recommendation for changing membership status from the Operations Committee requires a unanimous vote by the sustaining membership present. The affected member must abstain from voting and that vote will not be counted among the total.

Delete existing paragraphs 3), 4), and 5).

Motion to accept the paragraph by Peter Kienzle (Champion Air) seconded by Ken Nelson (Polar Air Cargo).

– **Unanimous approval.**

4- Change 4-3-0, 2A Standard. CACS-25 and CACS-26 checklist audit questions number and letters revised.

The changes are shown in “Blue”, deleted items are shown in “Red”. Revision items were needed to bring the 2-A Standard to current fuel industry requirements.

CACS 25 & CACSS 26 checklist audit questions numbers & letters were revised to agree with the applicable 2-A Standard sections.

Motion to amend the paragraph by Joe Fernandez (Continental), seconded by Bill Battisti (US Airways).

– **Approved with two abstentions**

5- 4-2-0 Change to the paragraph 3E.4

Current language is as follows:

Effective April 6, 2005 - Procedures for revising the training program required by 145.163 and submitting revisions to the certificate holding district office for approval.

Revised language will read as follows:

Effective April 6, 2006 - Procedures for revising the training program required by 145.163 and submitting revisions to the certificate holding district office for approval.

Current language reads as follows:

Beginning April 6, 2005: [145.163]

Revised language will read as follows:

Beginning April 6, 2006: [145.163]

Current language reads as follows:

Procedures for revising the training program?

(Effective April 6, 2005)

Revised language will read as follows:

Procedures for revising the training program?

(Effective April 6, 2006)

Motion to accept by David Madeiros (Hawaiian Airlines), seconded by Richard Boucher

(Skywest Airlines).

– **Approved unanimously**

6- Add definition to advertise. 1-2-0 page 1. CACS-7 Add new paragraph above block to read as follows:

ADVERTISE – Publicize in any form (i.e. promotion or other solicitation of business)

Add new paragraph above signature block to read as follows:

This form should be kept with the file of findings and corrective actions for the IA Standard to which it pertains. This form may only be shared with CASE qualified auditors on-site and is not be posted, copies, faxed or otherwise distributed.

Motion to accept by Gay Bastian (Skywest Airlines), seconded by Jack Tarmey (Miami Air).

– **Approved unanimously**

7- Change 2-3-1 paragraph 4

Revise in it's entirety to better understand qualification procedure. It also eliminates paragraph 6.E since those requirements have been incorporated in the revised version. The revised version will read as follows.

4. Level IV Qualification Process

Level IV Evaluators can only be authorized to evaluate against the standard which they themselves are authorized to audit.

The Level IV candidate auditor must have the following experience and qualifications:

Be an active and authorized Level III C.A.S.E. auditor for three years or have conducted twenty-five audits to the appropriate standard.

Have conducted six vendor facility audits within last six months to the C.A.S.E. standard appropriate for the authorization sought.

Training/teaching experience, i.e.: Participated as a C.A.S.E. trainer, either as a classroom instructor or on-the-job trainer

Have been an active committee participant (either as a full committee member or as an attendee) for at least two years.

Have witnessed two level III check-rides with a Level IV Evaluator. The candidate will submit in writing an analysis of the check-ride to the Level IV and retain a copy for their records.

3. The member's C.A.S.E. representative must submit a written request to the Audit and Compliance Committee Chair for each Level IV candidate. The request must be submitted

sufficiently in advance of a semi-annual C.A.S.E. meeting for the Chair to review the applicant's qualifications, approximately 30 days or more.

4. The request shall:

Verify that the applicant meets the requirements of the training & qualification requirements section of this publication.

Describe how the experience and qualifications are met.

FAA violation record/history.

Include supporting data requested.

List the six vendor audits conducted within the last six months.

Submit the two copies of the analysis of check-ride conducted with the level IV Evaluator.

5. The Audit and Compliance Committee Chair shall verify that the candidate's experience and qualifications meet the requirements in the training and qualification requirements described in this publication.

6. If the candidate does not meet the requirements, the Chair shall send a letter of rejection and explanation to the candidate's C.A.S.E. representative.

7. If the candidate meets the requirements, the Chair shall send a letter to the candidate's C.A.S.E. representative accepting the application and inviting the candidate to a panel interview at the next C.A.S.E. semi-annual meeting.

B. Level IV Interview Process

Candidates with acceptable credentials shall be interviewed and evaluated by an air carrier review board. The review board shall consist of all members of the Audits and Compliance Committee present, the ACS Chair, Vice chair and each of the other standing committee chairs.

A Level IV candidate must meet the acceptance of the review board by a minimum 90 percent affirmative vote. The Audit & Compliance Committee chair shall chair the board.

The review board shall interview each candidate on topics pertinent to the audit function and to the Level IV Evaluator's duties. Examples of pertinent topics to consider are:

Desire to be a Level IV Evaluator.

Level IV Evaluator's review of the candidate's Level III check-ride.

Candidate's instructor/trainer background and experience.

Number and type of audits conducted.

Candidate's version of how to conduct a check-ride.

Candidate's responses to situational questions pertaining to conducting an audit, anti-trust considerations, conflict of interest, and conducting a check-ride.

Problem solving skills and maturity of decisions.

Whatever else a member feels pertinent and valuable for an evaluator to consider in performing a check-ride for a Level III candidate.

Candidates rejected by the board will be so informed immediately by the board chair and their names will not be forwarded to the general membership. The chair shall inform the candidate of the reasons for rejection.

C. Level IV Authorization

The Audit & Compliance Committee chair shall present the names and candidates accepted by the board to the full membership for acceptance.

The Audit & Compliance Committee chair shall present a summary of the board's findings and recommend the candidate be accepted. After a discussion of the board's findings, the candidate shall be available for questions unanswered by the board's evaluation.

A Level IV candidate must meet the acceptance of the General Assembly by a minimum of 90 percent affirmative vote.

The candidate shall be notified immediately of the membership's decision to accept or reject the applicant as a C.A.S.E. Level IV Evaluator.

The Audit and Compliance Committee chair shall issue a Certificate of Designation to each successful candidate as soon as practical.

Motion to accept change by Joe Fernandez (Continental Airlines), seconded by Bill Battisti (US Airways).

- **Approved unanimously.**

8- Change 2-0-0. paragraph 2.A.4

Current language reads as follows:

Agree to complete allocated audits at required/scheduled time. If this is not possible, the scheduled member shall submit a "Schedule Change" transmittal to inform the membership.

Revised language will read as follows:

Agree to complete the on-site audit portion of all allocated audits during the scheduled month (see 3-7-0 for additional details) and communicate on a timely basis the status of assigned or performed audits through the transmittal process.

Motion to accept change as written by Jerry Walker (Empire Airlines), seconded by Ken Nelson (Polar Air Cargo).

- **Unanimously approved unanimously.**

9- Change 3-7-0. New paragraph. Allocated audit rescheduled process including a new flowchart.

Add new paragraph to 3-7-0

3. Allocated Audit Performance to Schedule

To meet one of the key requirements for continued sustaining membership (see 2-0-0), members must perform the on-site audit portion of all allocated audits during the month scheduled by the allocation process or the rescheduled month as set by this process (see Figure 1 for a reschedule process flow chart). Non-compliance may impact sustaining membership status.

Allocated audits can be rescheduled; however, the following process must be adhered to:

The member allocated the audit must contact the C.A.S.E. Representative of all members showing vendor usage in the register and provide a new audit date (month and year) and detailed justification for rescheduling of the audit.

The member representatives must respond within 10 calendar days with any objections to the rescheduling of the audit.

After 10 calendar days if no objections are received, the allocated or rescheduled audit is then rescheduled by the allocated member using the "Schedule Change" transmittal process.

If there are objections, the allocated and objecting members must discuss details of the reschedule justification and objection and come to a consensus. Alternate audit dates and allocation trades should be considered.

If the allocated and objecting members agree on a new audit date, the allocated or rescheduled audit is then rescheduled by the allocated member using the "Schedule Change" transmittal process.

If the allocated and objecting members cannot agree on the rescheduling of the audit and due to a valid business reason the allocated member is simply unable to perform the audit as scheduled, the allocated and objecting members will contact the Audit & Compliance Committee Chair (or designee) who will act as arbitrator and whose decision will be binding.

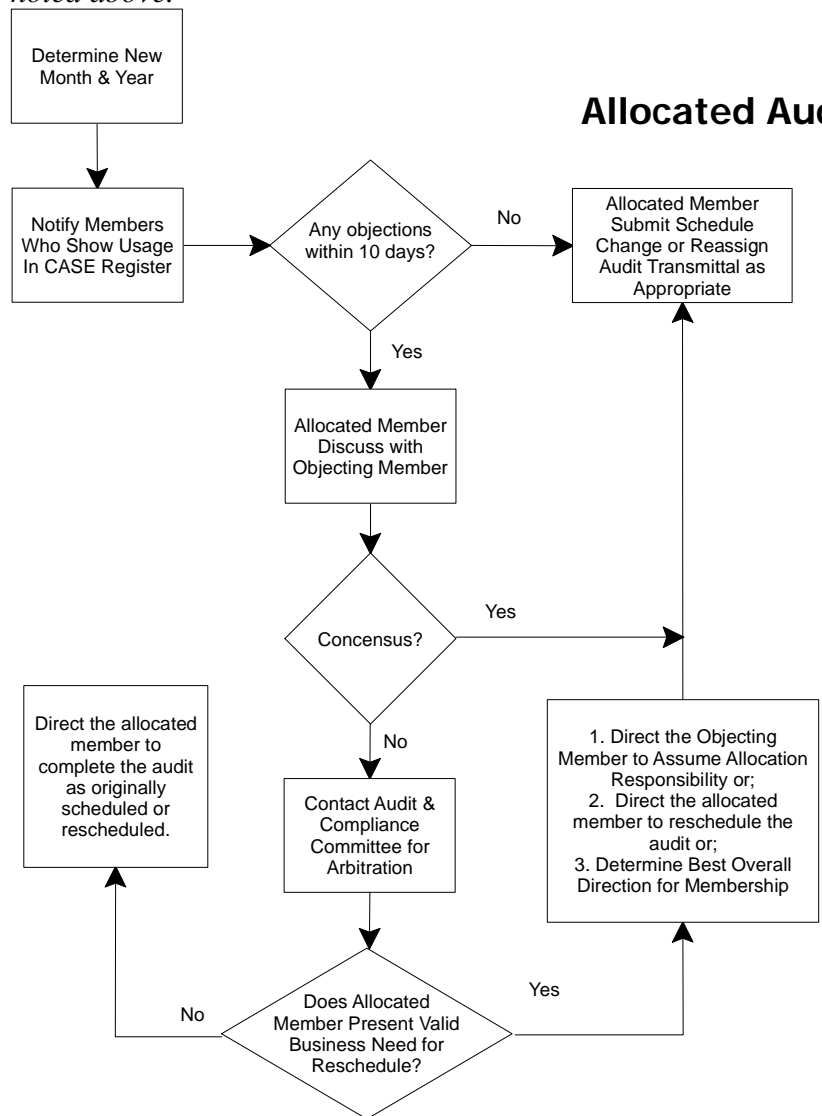
If in the opinion of the Audit & Compliance Committee Chair (or designee) the allocated member has presented a valid business reason for not completing the audit as originally scheduled or rescheduled, the Audit & Compliance Committee Chair (or designee) will direct:

The objecting member to assume responsibility for the allocated audit or;

The allocated member to reschedule the audit either as proposed or during a month and year determined by the Audit & Compliance Committee Chair (or designee).

If the business reason for not completing the audit as originally scheduled or rescheduled is determined to be invalid, then the allocated member will be directed to complete the audit as scheduled.

Note: The Audit & Compliance Committee Chair (or designee) must act in the best overall interest of the C.A.S.E. Sustaining Membership and is not strictly limited to the decision paths noted above.



Motion to amend the paragraph with a new provision to issue a new code in the Database by Joe Fernandez (Continental), seconded by Glenn DeLaney (Spirit Airlines).

- **This motion was rejected unanimously**

Motion to accept this paragraph as it is was made by Johnny Portillo (America West), seconded by Eddie Stockavas (Ross Aviation).

- **Approved with one abstention Joe Fernandez (Continental)**

New committee member was welcomed. Pete Morro , Horizon Air

Russ completed his report and George dismissed the Membership to break for checkout and it was agreed to reconvene and continue with the Audit and Compliance Committee report and elections.

The group met again and George introduced Brian Bittner, FedEx as the Committee Chair to report.

Audit and Compliance Committee Report

Brian reported that he will not be continuing as Chairman and that the Committee has decided as he leaves that changes will be applied to the Committee starting with the duties and responsibilities or it's members. This committee will be divided in to "Audit Committee" and "Compliance Committee". Brian gave a special thanks to the members of this committee specially to Ken Davis and asked the Membership to support Andy in his election to Chairman.

Details of the Audit and Compliance Committee Meetings were as follows:

Committee:

Brian Bittner, Chair

Ken Davis, Vice Chair

Bill Mato, JetBlue

Bob Zitney, ABX Air

Johnny Portillo, America West

Andrew Monteith, UPS

Jack Tarmey, Miami Air

David Weeks, DoD (Non-Voting)

Note: Ed Sewald retired April 15, 2005, from NWA, Committee position open.

New Committee Members:

Jim Hickey, NWA

Ken Shadursky, USA3000

Chris Yeazel, AStar

Guests in attendance were:

25 April 2005 (12)

Name	Member	Name	Member
Jim Hickey	Northwest	John Bruce	Delta
Ken Shadursky	USA3000	Bill Hoffman	USA3000
Russell Henn	Express Jet	Jeff Penn	Independence Air
Chris Yeazel	AStar	Shawn Factor	AirTran
Roy Daniel	UPS	Frank Wiederman	FAA AFS-300
Dick Dam	KLM	George Worley	American

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Name	Member	Name	Member
Bonnie Morrison	JetBlue	Colin Donohoe	JetBlue
Michael Madia	Champion	Shawn Factor	AirTran
Bill Hoffman	USA3000	Jim Hickey	Northwest
John Bruce	Delta	Ken Kaiser	ATA
Jeff Penn	Independence Air	Russell Henn	Express Jet
Richard Parsons	AStar	Geoffrey Pendergast	ATA
Roy Daniel	UPS	Dave Heitmiller	UPS
Ken Shadursky	USA3000	Gay Bastian	SkyWest
Gary Main	American Eagle		

Andy Monteith and Bill Mato led a Job Jar session on Monday morning.
 Many excellent issues were discussed.
 Minutes to be issued separately.
 Minutes from the Fall 2004 meeting were reviewed and accepted.
 Activity during the past 6 months was read and accepted by the committee.

Committee Activity

New Level III 1A Auditors (6)
 New Level III 2A Auditors (1)
 New Level III 3A Auditors (2)
 New Level IV 1A Candidates (2)
 Auditor Relocations/Moves/Laid Off (20)
 Sustaining Member Exemptions (4) (Two still open)
 Piedmont
 Independence Air
 Downgrade to Associate Membership (1)
 ANA, Voluntary
 Failed Checkrides: Initial (1), Recurrent (3)
 Recurrent Checkride/1A Recurrent Training Exemptions Granted (10)
 Special Investigations (2)
 Vendor Appeals (2), (1 Open)
 C.A.S.E. Advertising (10) (3 Open)
 Proxies (6)
 Express.net to Spirit Airlines, Unlimited
 Lynden Air Cargo, FedEx, Unlimited
 Alaska Airlines, FedEx, Unlimited

Qantas, Continental, Unlimited (Verbal)
Ryan, ATA, Unlimited (Verbal)
Evergreen, American Airlines, Unlimited
Deviations to policy voted on by membership
Level IV Checkride deviation – A&C Alert, Feb 05
Revised 1A Standard related to effective date for approved training programs, A&C
Alert, March 05. CACS-10 submitted this conference.
BASA/MIP, A&C Alert, April 05, voted on by membership last conference.

Level IV Review Board and Member Acceptance

After an Air Carrier Review Board held Monday evening, the following candidates were submitted to the membership for acceptance:

Jon Tindle, 1A, American Eagle

- **Accepted by the membership in general session**

Bill Mato, 1A, JetBlue

- **Accepted by the membership in general session**

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		Robert Radawiec	Spring 2003	Spring 2005
ACS Newsletter Chair		X	X		Glenn Bolton	Special Election Spring 2003 2.5 Year Term	Fall 2005
ACS Audit & Compliance Chair		X	X		Brian Bittner	Fall 2003	Special Election Spring 2005 (Was due Fall 2005)
ACS Database Chair	X			X	Jim Amick	Spring 2004	Spring 2006
ACS Standards & Procedures Chair	X			X	Mohammed Ahmed	Special Election Fall 2004 1.5 Year Term	Spring 2006
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 2003	Spring 2005

Candidates

Name	Position	Elected
Andrew Monteith	ACS Audit & Compliance Chair	X
Joe Fernandez	ACS Training Chair	X
Arturo Torres	ACS Secretary	X

New Chart

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		Joe Fernandez	Spring 2005	Spring 2007
ACS Newsletter Chair		X	X		Glenn Bolton	Special Election Spring 2003 2.5 Year Term	Fall 2005
ACS Audit & Compliance Chair		X	X		Andrew Monteith	Special Election Spring 2005 2.5 Year Term	Fall 2007
ACS Database Chair	X			X	Jim Amick	Spring 2004	Spring 2006
ACS Standards & Procedures Chair	X			X	Mohammed Ahmed	Special Election Fall 2004 1.5 Year Term	Spring 2006
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

Open Committee Positions

Reviewed committee needs and elected to replace Ed Sewald and add two additional members. This was to support divestiture of A&C Committee administrative duties.

Jim Hickey, NWA

Ken Shadursky, USA3000

Chris Yeazel, AStar

Member Audit Status

KLM due in September 2005, NWA has volunteered to accomplish.

Discussions with Membership Committee have centered on transferring the tracking, updating and auditing to them.

Will work with Mike Zikoski Membership Chair on agreement to transfer.

Committee Chair Election Status

As of close of committee meetings, only have one candidate for each of the positions up for election

A&C: Andy Monteith (Special Election, 2.5 Year Term)

Training: Joe Fernandez

Secretary: Arturo Torres, Incumbent

Fall Conference:

Newsletter

Vendor Survey System

We are continuing to collect information with the vendor survey system.

Due to workload and complexity of data retrieval and analysis process, unable to analyze the information and provide an update to the membership.

Goal is to provide update at each conference and annually in the newsletter.

Improvements designed to speed analysis and reduce workload are planned and should make it possible to provide consistent information for newsletters and conferences.

BASA/MIP

A&C Alert published to provide relief to 1A standard for repair stations in Germany, France and Ireland.

Coordinated with FAA and complete Ops Committee.

Some have asked for additional information on how to apply.

Will add, in effect, to the following sentence: "Strict compliance with the following requirements in the C.A.S.E. 1A standard are not required to be added to or to remain in the C.A.S.E.

register", ADD: "when evaluated in the context of the differences between Title 14, CFR 145 pre Feb 2004 and post 2004."

Our recommendation is to complete the audit and evaluate any exceptions against the information in the A&C Alert and both versions of the regulations.

As new BASA/MIP agreements are implemented between the countries, the alert will be revised to delete the appropriate countries.

Allocation Responsibilities for Members under Membership Exemption

Members who fall in this category are reminded that their allocation requirements are not waived along with their sustaining membership requirements.

You must deal them away or use them as pre-checkride evaluations for your Level II in training for Level III.

Brian Bittner will revise the exemption letter template to include text that describes the member's responsibilities in this area.

C.A.S.E. Advertising Administrative Changes

CACS-10 went to S&P that revises CACS-7 to prohibit sharing of the form (approved by the membership at general session).

For vendors who are advertising and are in the register, we will contact the last auditor of record and ask them to contact the vendor for corrective action.

The auditor will forward corrective action to the appropriate committee member.

We will track the status, record closure and report the activity to the membership.

Committee Organizational and Administrative Changes

Administrative requirements of committee have grown to point that only improved delegation will allow new Chair's survival (Andy Monteith was elected by the membership in the general session)..

There's 21 individual administrative processes.

A great deal of time was spent discussing ways to accomplish delegation of these processes.

We have decided to divide the A&C Committee into two sub-committees, essentially run by vice chairs (Ken Davis still official vice chair):

Audit under temporary responsibility of Brian Bittner.

Compliance under responsibility of Ken Davis.

As Committee chair, Andy will provide leadership, vision, final committee positions/decisions and be overall responsible for conduct of the committee.

The 21 individual processes have been assigned to individual committee members for accomplishment.

Some things will also be transferred to the General Manager for accomplishment, with oversight by A&C.

Final steps will be taken to transition the Committee and auditor records to an electronic format.

A matrix will be developed and added to the web page to provide vendors and members the information they need to know to contact the right committee member.

Brian will train each individual on their assigned processes as part of the transition to the new chair.

Frank Weideman announced that he will be rewriting the handbook chapter associated with C.A.S.E. and will be looking for our input, which we will be happy to provide.

Brian expressed thanks to all who participated in the A&C Committee Meetings and to the new committee members who have stepped up to give us a hand.

Elections

Level IV Candidates for 1A Standard

John Tindle. American Eagle. Brian explained that he has the background, experience and support from his organization.

Motion to accept him as a new Level IV

– **Unanimous.**

Bill Mato. JetBlue. Again Brian stated that he has the background, experience and support from his organization. Bill has been in CASE since Since 1987 in CASE. He has 50 years of airline quality experience. Charles Taylor award eligible this year.

Motion to accept him as a new Level IV

– **Unanimous.**

Training Committee Chairman

Joe Fernandez. Continental Airlines. Background, experience and support from his organization.

Description of plans to improve this committee.

Motion to accept him as a new Training Chairman

– **Unanimous**

Secretary

Arturo Torres. TACA Airlines. Background, experience and support from his organization.

Motion to accept him as a Secretary

– **Unanimous.**

Audit and Compliance Chairman

Andy Monteith. UPS. Background, experience and support from his organization. Andy described his plans to maintain compliance with Policies and Procedures.

Motion to accept him as a new Audit and Compliance Chairman

– **Unanimous.**

Roll Call by Mike Zikoski (FedEx)

George thanked all that have attended and helped to make this Conference a success. There was a motion to adjourn by Rex Graft (Comair), Glenn DeLaney (Spirit airlines) seconded.

Session adjourned at 1:00 p.m.