

C.A.S.E. AIR CARRIER SECTION

FALL CONFERENCE 2005 COMMITTEE AGENDAS

REVISION 1

(SUPPORT YOUR ISSUES IF YOU EXPECT THEM TO PASS)

Bill Mato, Ken Davis, Brian Bittner and Rocky Ruggieri will present the "ACS Open Forum" (formerly called job jar) on Monday morning October 17, 2005 from 08:00 to 10:00. Industry changes and audit information noted since the last conference will be discussed.

SCHEDULE AND GENERAL INFORMATION

I currently don't have meeting room assignments. I'll ask Gene Swan to post the rooms on the web site or have them posted at the conference as he did at the Spring 2005 Conference.

Frank Wiederman, FAA C.A.S.E. Liaison, is planning to attend this conference.

The C.A.S.E. Board of Directors meeting will be held Sunday October 16, 2005 at 3pm.

Several candidates have submitted their names for Level IV Evaluator. Interviews will begin at 9am Sunday morning (closed meeting).

The Air Carrier Operations Committee meeting will be Monday October 17, 2005 from 7am to 9:45am.

A Level IV meeting will be held on Tuesday October 18, 2005. Time will be announced at the Opening Session. This meeting is closed to the general membership.

The Training and Newsletter Chair positions are up for election. As everyone knows we have been without a Training Chair or Vice Chair since shortly after the last conference. Gay Bastian has been filling the void along with her Vice Chair duties and manager duties at Skywest. I'm asking everyone to search your soul and submit your name to Andy Monteith, Audit and Compliance Chair. Remember we are a volunteer organization and participation of all Air Carriers is pertinent to assure our future. Remind your upper management how much money your air carrier saves by being a member of the C.A.S.E. Organization.

Meals/Other Information

Lunch will be held on Monday October 17, 2005 from 12:30 until 14:00. Guest speaker will be Peggy Sterling, Vice President Safety, Security, Environment and Surveillance at American Airlines.

Committee meetings begin after lunch unless your Committee Chair changes the schedule.

Evergreen Airlines is graciously allowing us to have our banquet and dinner at the Spruce Goose Museum on October 18th. A chartered bus will take us to the museum which is located in McMinnville, OR (approx. 90 minutes). Departure time will be at 4:00 pm.

Audit & Compliance Committee

GENERAL

- Ops Committee Meeting Notes
- Spring 2005 Minutes
- Committee Activity
- Open Committee Positions
- Member Audit Status
- Recurrent Training Status
- Member Audit Allocation Performance
- Committee Chair Election Status (Training, Newsletter)
- Proxies
- Level IV Meeting
- Level IV Interviews

OLD BUSINESS

- Level IV evaluator oversight
- Level IV qualification process
- Level III evaluator program
- BASA/MIP update
- Drug/Alcohol program requirement update (Appendix I & J)
- C.A.S.E. standard interpretation process
- Responsibility matrix
- CACS-5 automation
- Shared drive
- Level IV critique
- Monitoring allocation performance
- Vendor survey process
- Committee leadership indemnification

NEW BUSINESS

- Qualification expiration
- 8300.10 Volume 2, Chapter 95 rewrite
- George Worley letter to membership
- Committee attendance records
- Concept of revising the 1A standard with a focus on 121 and away from 145

Training Committee

- **Elect new Chairman**

Items of Discussion will be:

- Monday class
- Composite
- NDT
- Fuel familiarity class
- Sunday/do we need to hold train the trainer class
- Evening classes?
- Database
- Level III/IV meeting
- What is CASE familiarity class (directed to new auditors)
- CASE rep at the air carrier/repair station class (conference night class?) Anti trust laws as one topic
- Human Factors Training
- AA training center January 2006
- Cost of doing business
- Equipment
- Number of students at training
- Registration listing received from General Manager prior to training
- Class size for 1A standard
- Limit registration
- Class size for 2A standard
- List of instructors
- New volunteer instructors
- Assignment for instructors to attend instructor class
- Assignment of instructors
- Standards and Procedures/1A revision
- Update presentation
- Complete test for 1A standard
- Open book test
- Closed book test
- Instructor's test with P&P/Standard references
- Complete test for P&P class ACS and ARSS

Standards and Procedures Committee

GENERAL

- Select/welcome new committee members
- Relay/discuss any operations committee issues
- P&P housekeeping changes for next revision
 - Typos
 - Omissions
 - Inconsistencies
 - Out-of-date stuff
 - Etc.
- Incorporate EASA requirements into the 1-A standard

Sub Committee

- Change 4-2-0, para I. Clarify requirement for FAA approval of sub-contracted maintenance functions.
Brian Bittner – POC for Audit & Compliance Committee
- Change CACS-7. Revise form to add line for recording air agency certificate number
Jim Amick - Sprit Airlines
- Change 2-2-0, para C.5. Reformat paragraph to better understand requirements
Glenn DeLaney – POC for Membership Committee
- Change 2-3-1, para 5.B. Revision to make the recurrent 1A training standard testing to be closed book
George Worley – American Airlines

Open Discussion

Fuel Committee

General

- Spring 2005 conference minutes review (Bill Battisti)
- 2005 fuel audit allocation process and database status update (Jim Amick)
- DESG membership status (Bill Battisti & Mike Goering)
- Discuss the status of the SAE global fuel standard (Mike Mugridge)
- Review filter element qualification process and requirements (Rich Boucher)

Old Business

- 2A Level III auditor qualification requirements
- Fall 2004 2A Standard revision status

New Business

- Level IV evaluator 2A auditors and candidates
- Review and revise the CASE 2A fuel standard to meet current industry standards

Open Discussion

Database Committee

- Review 1A and 2A allocation process, documentation and refine as required
- Review/analyze results of database audits conducted by database committee and recommend changes to prevent recurrence of findings
- Review remaining functionality issues of the database, e.g., reports, queries, printouts, fax server issues etc.
 - Analyze and make recommendations for resolving them
- Review security and any remaining or new issues
- Review P&P related to the database
 - Develop CACS-10's for any needed changes to policies, procedures, or correct typo's and simplify language
- Review backup program hardware, software and policies
- Backup personnel training status
- Database administrator procedure manual status
 - Review and further develop
- Review database users guide
 - Correct and improve, as required
- Develop list of reminders and enhancements for members to be given at general session

Newsletter Committee

The committee meeting will be held the afternoon of October 18, 2005. This will give committee members a chance to participate in other committee meetings.

GENERAL

- Introductions and getting to know new committee members
- Discuss ways to encourage others to participate in the newsletter publication and the committee activities
- Review past issues (16-1 & 16-2) and discuss any format changes for future issues. Committee members, please bring copies of these to the meeting
- It was decided to publish a 25th anniversary edition of the *Supplier* in the Fall of 2008. (determine the actual start date of the CASE Air Carrier Section)
- Review and discuss the committee developed "Publication Flowchart". The flowchart was e-mailed to committee members for review and comment. Once finalized, submit to Standards & Procedures Committee for inclusion in the C.A.S.E. P&P
- The newsletter published on the web site is now being published with the hyper-link active and usable directly from the web site
- Establish and maintain strong ties to other ACS Committees and to the ARSS Section.
- Articles submitted for publication in the *Supplier* will be verified to ensure that the proper permission has been obtained to reprint articles from another publication or persons outside of the C.A.S.E. organization. If edited, they will be submitted to the author for approval
- Edited articles received from any C.A.S.E. Member will also be submitted to the author for approval

- Continue development of a detailed publication process. Ideas will be submitted to Newsletter Committee for discussion during the conference
- Target date for a newsletter publication handbook is Fall Conference 2006
- Any photos, cartoons, images, etc. that are to be included in the *Supplier* will be relevant to the article or topic in the issue
- Target deadlines to be established for the 1st *Supplier* [vol. 17 #1] of 2006
- Training dates are as follows: (Training; Jan 2006 [DATE ?] + 45 days = March ?)
- Article submission deadline (? 2006)
- *Supplier* review by committee chair, ACS Section Chair and Committee Members (? 2006)
- Tacit approval (? 2006)
- Publication (? 2006 approx. 45 days after training date)

Membership Committee

GENERAL

- Attendance and confirmation of committee membership and contact information

OLD BUSINESS

- Review action items
 - Associate Member contact for C.A.S.E. issues and dues payments
 - C.A.S.E. promotion presentation
 - Mentor agreement and qualification
- Review mentor assignments and progress

NEW BUSINESS

- Conduct interviews for Associate Membership qualifications

OPEN DISCUSSION