

MINUTES OF THE AIRSIDE OPERATORS WORKING GROUP (AOWG)
BURGESS BOARDROOM
FRIDAY, December 7th, 2012

Present: Mikkel Harris (MH-DAO)
Mark Zuill (MZ – Longtail)
Lisa Wilson (LRW – DAO)
George Rhodes (GR – DAO)
Antoinette Foggo (AF – DAO)
Nick Faires (NF – Renaissance)
Karolyn Darrell-Burgess (DAO)
Tim Mahoney (TM – Renaissance)
Joe Mancuso (TM – Renaissance)
John Simons (JS-BAS Serco)
Joyce Ming (JM- US Airways)
Gary Renaud (BFRS)
Chris Marshall (Exxon)

- **Exxon Mobile Pipe Testing**
 - Exxon Inspection Completed **(CM)**

- **Airport Emergency Exercise**
 - Overall, the exercise was a success
 - Many Thanks to JetBlue for their contribution as well as the many volunteers who participated.
 - DAO is satisfied with most SOPs

- **AVOP & Infraction Policy**
 - Gives guidelines to anyone operating airside.
 - Currently awaiting approval from GM before being distributed to all
 - One important note is that if sited for an infraction there will be an appeal process
 - On the topic of cell phone usage on Apron 1, it was suggested that an additional mark on the RAP could help identify who is able to use a phone versus who isn't.

(NF)

- **Reporting Incidents and Accidents**
 - Every individual who walks, talks, etc. on the airfield has the responsibility to report incidents and/or accidents to Airport Duty Officer.
 - An infraction can actually be issued for **NOT** reporting events.

- **Safety Presentation**
 - As a reminder, the viewing of the Safety Orientation Presentation is mandatory for all new employees and if there isn't a response from stakeholders around the airport to set a date for DAO to present this presentation, then DAO will set the dates. **(AF)**

- **Call Out Procedure (Revisited)**
 - Callout Procedures from the Emergency Exercised have been highlighted and are now in the process of going through more specific testing to ensure, checklists, use of pagers, and response times are all acceptable.
 - Initial Callout for a diversion is always to 911.

- **Apron 3 Issues**
 - Looking closer into the service road that runs through Apron 3 is a must. It is definitely a problem for BFRS when transitioning and a suggestion to have vehicles drive further south on Apron 3 to avoid being close to the hangar is a more viable option.

Open Business

- **Parking on Papa**
 - During normal business hours requests for RON on parking area “P” will be coordinated through Lonnie or George Rhodes. After normal business hours the request will be made through the Duty officer as previously done in the past, Air operations will require the logging of each request made to include the following:
 - ✓ Agency making the request
 - ✓ Type aircraft
 - ✓ Reason for RON
 - ✓ Duration

Next Meeting will be held January 4th, 2013