

**MINUTES OF THE AIRSIDE OPERATORS WORKING GROUP (AOWG)
BURGESS BOARDROOM
FRIDAY, MARCH 2ND 2012**

Present: Wendall Burchall (WB – DAO)
Antoinette Foggo (AF – DAO)
Tina Minors (TM – DAO)
Lisa Rawlins-Wade (LRW – DAO)
Jacqueline Horsfield (JH-DAO)
Gavin Kennedy (GK – DAO)

Lawrence Burchall (LB- Air Canada)
Herbie Siggins (HS – Jet Blue)
Kenneth Wainwright (American)

Mark Bourne (MB – BAS-Serco)
Dr. Mark Guishard (MG – BAS-Serco)
Tracey Kelly (TK – HM Customs)
Chris Marshall (CM – Esso)
Tim Mahoney (TM – Renaissance)
Gary Renaud (GR – BFS)
Jeannie Siggins (JS – DCA)
John Simons (JS – BAS-Serco)
Paul Watson (PW – BPS)
Mark Zuill (MZ – LTA)

1. **AF** welcomed everyone in attendance and confirmed the minutes of the previous meeting as correct.
2. **Aerodrome Audit**
AF stated that the draft audit report from DCA had been received noting that some of the concerns were the reporting of safety hazards and accidents were not being submitted in a timely manner. DAO will also be conducting internal audits within the Department as well as with service providers; a few were conducted, however, they were not up to the regulated standards.
3. **ATB Painting**
DAO has entered into an Agreement with W&E for the provision of personnel for the painting of the ATB. These works will be commencing in short order; a schedule will be distributed and persons will be kept up to speed of developments.
4. **Cahow Way Security Gate**
AF noted that this has been temporarily delayed. However, these processes are continuing and once completed, an ASO will provide an update of the SOPs at the end of April.
5. **Interviews for the Air Ops Officer Post**
Mr. Lonnie Bascome, Jr. has been named as the successful candidate for the position of AOO and will be commencing his duties with DAO on Monday, March 5th.
6. **FOD/ Safety Walk**
Renaissance Aviation was the first agency to commence this process and have already completed the grassy areas; **AF** requested that agencies please provide their availability times.

7. **Damage to DAO Property**

AF noted that property in and around the DAO area was still being damaged and further stated that the responsible persons will be held accountable for the cost of repairs.

8. **Airside Vehicle/Equipment Operations**

JH elaborated on the concerns regarding insurance coverage for persons operating vehicles on the airfield and accessing the Apron; a letter to this effect will be sent to agencies. Operators will need to provide proof of coverage in writing and in advance to **AF**. In addition, the covering insurer will need to be aware that the machinery/vehicle (i.e. crane; hi-lift or anything which isn't used directly for air operations) is being brought onto the airfield. This should be done at 24-36 hour time frame for US operations and for London operations, additional days should be allotted.

GR felt that special training should be providing to operators (i.e. crane operators) and that DAO could be leaving them open to a possible liability situation and further questioned the legality and felt the risk shouldn't be taken; **JH** stated that the insurers had made provision for that and that anyone working airside will be AVOP'd; a further discussion ensued. **LRW** further stated that any vehicle performing services airside for any company must be covered by the employing agency.

9. **Student Work Shadow Programme**

DAO is participating in a mentoring programme with various senior high schools. This is an ongoing process.

10. **Cell Phone Usage on the Apron**

DAO is currently exploring options in the matter as well as what steps to implement in the use of such items in terms of safety for all operators. Sgt. Paul Watson gave a brief history of the law stating that any areas on the apron are fall under the Road Traffic Act and any persons utilizing cell phones are liable and will be subject to a fixed penalty fine of \$500. However, the use of hand-held radios or hands free devices was exempt under the Legislation due the specific nature of their use; this would need to be revisited for exact verbiage. **AF** stated that use of cell phones was prohibited on the airfield, taxiway, and runway. **LRW** also gave a brief history and noted that the use of cell phones had increased and were affecting airside operations, primarily from a Customs perspective wherein persons were texting from their phones/blackberries as well as taking photos. **TK** noted that Customs has always been unhappy about the use of cell phone both airside and in the Terminal building. **TK** also expressed concern regarding the use of hand held devices, i.e. iPods, which have become a safety issue especially around equipment. **TK** also noted that only managers with Government issued phones, were allowed to use their devices, but in a discreet manner.

AF stated that as the Aprons are active, it becomes a hazard when the phone is in use. It was noted that some persons utilize their cell phones for business purposes as it is a job requirement. **KW** stated that there needs to be a better way of moving with technology and further stated that in some instances carrier officials are now requesting photographs of situations instead of just written reports and this is becoming more of a requirement; this was concurred by **HS**.

HS noted that the use of cell phones was one of the only ways in which his staff could communicate and would seriously impede his operations if this changed. **AF** noted that on the other side, carriers were complaining about service providers using cells stating this was a hazard and jobs were not being carried out in a timely manner; a further discussion ensued.

11. **AOB**

LRW stated that new shipment of x-ray machines were due to arrive around March 12th at which time there would be a period of transition for the installation; set-up, etc.

MG stated that BWS had come to the end of their transition period for fax transmissions of weather related materials and all documentation would be electronically.

MB – stated in compliance with the OTAR regulations that BAS-Serco would be implementing a runway safety programme commencing in three weeks time. The programme will involve Customs; Firefighters, etc. and will focus on procedural rule changes, proper use of signage; how to utilize equipment properly; etc.

WB stated that DAO was looking at processes to open up the previous route along Longbird Hill; further notification will be provided.

MG advised that NOTAM training will be provided to staff members as required; DAO to supply names and times available in due course.

AF – ARP amendment has been received and everyone will be getting a copy.

Next Meeting – Friday, April 13th 2012