

Bermuda Skyport Corporation Ltd.

**Safety Committee  
Monthly Meeting**

**Meeting Date:** February 20, 2020

**Time**  
: 12:00 pm-3:00 pm

**Location:** Burgess Board Room

<b>Attendees:</b>	<b>Role</b>	<b>Initials</b>
Allisson Russell	Co-Chair	AR
Afton Botelho	Co-Chair	AB
Lonnie Bascome	Member	LB
Tina Minors	Member	TM
Lonnie Bascome	Member	LB
Joseph Butterfield	Member	JB
Derek Burrows	Member	DB
Je-Shae Pace	Member	JP
Katina Weeks	Member	KW
Shaqir Richards	Member	SR
Mark Pacheco, Skyport EHS Director	Minute Taker	MP
Kahnae Bean, EHS Coordinator	Advisor	GM

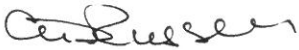
<b>Apologies</b>		
Kathleen Bean	Member	KLB
Chuck Santiago	Member	CS
Miguel Vasconcelos	Member	MV
Michael Darrell	Member	MD
Tyler Fox	Member	TF

<b>Item</b>	<b>Discussion</b>	<b>Action</b>
<b>1.0</b>	<b>Purpose:</b> Monthly meeting to enable consultation between management and staff on safety issues; it also advises the Skyport President on safety issues.	info
<b>1.1</b>	MP opened the meeting and identified the proxy co-chairs for the committee. LB and TM to remain as proxy co-chairs for the meeting. LB to represent employees and TM to represent management.	AR

1.2	<p><b>Safety Moment:</b> Coronavirus update provided. Current situation worldwide reviewed, and measure implemented by Skyport to prevent spread through the terminal if the infection did pass through the airport.</p>	MP
<b>Vortex Review</b>		
2.0	<p>Vortex Incidents from 2020 reviewed with safety committee. Evidence of closure and progress made on open/closed incidents reviewed.</p> <p><b>16 incidents open</b> <b>33 incidents closed</b></p> <p><b><u>Highlighted Incidents</u></b></p> <p><b>2020-0014</b> Aircraft cargo door damaged. In high winds a Menzies loader scrapped a cargo door. Root cause was explored by the committee into whether the wind was the root cause or a contributing factor for the incident. LB to provide MP with a copy of Menzies high wind policy. <b>OPEN</b></p> <p>Feb 20, 2020 – Item open. LB awaiting feedback from Menzies.</p> <p><b>2020-0008</b> Passenger Fall from the air stairs. LB reviewed the incident with the committee and subsequent actions taken. LB and MP collected 6 witness statements following the incident. <b>OPEN</b></p> <p>Feb 20, 2020 – Item open. MP met with SA training manager to review the incident, company SOP's and requirements. MP to follow up with airline agents in an attempt to determine actual vs perceived policy.</p> <p><b>2020-0020</b> – Gate 103 strike. JB shared that M&amp;E has purchased sensors for all the gates. Sensors will add a second point of failure in the gate's operating system. <b>OPEN</b></p> <p>Feb 20, 2020 – Item open awaiting parts.</p> <p><b>2020-0038</b> – AA 308 was forced to go around when attempting to land due to men working in the undershoot area of rwy 12. Root causes into the incident were reviewed with committee. Incident currently under investigation. MP noted the incident had been linked into the Safety System module for the investigation. <b>OPEN</b></p>	Safety Committee

	<p><b>Vortex Safety Issues from 2020 reviewed with the Committee</b></p> <p><b>2020-0020</b> Roof A Project was reviewed with the Committee. DB reviewed the incident with committee and actions taken following the incident. Weighting and securing of the material reviewed by DB. Root cause was examined by the committee, and corrective actions reviewed. Issue remained opened awaiting further action. <b>CLOSED</b></p> <p>Feb 20, 2020 – Investigation conducted by Myron Burchall and analysis of root cause and applied corrective actions reviewed by the committee. Issue Closed.</p> <p><b>2020-0024</b> FOD caused by cement crumbling onto the Apron from old hydrant fuel pumps. DB reviewed the issue with the team and highlighted they have cleaned the area of debris and patched accordingly. Issue to be reviewed for following meeting after inspection to determine closure. <b>OPEN</b></p> <p><b>2020-0025</b> – Sheet metal falling from the NATO Hanger. Reported by Longtail Aviation employee. DB identified this as not being an issue. DB noted his employees had removed the panel several months ago when it had first become loose. The panel is to be secured by M&amp;E. <b>OPEN</b></p>	Safety Committee
2.1		
2.2	<b>2019 Incidents and Issues reviewed by the committee.</b>	Safety Committee
<b>Hierarchy of Controls</b>		
3.0	MP explained the hierarchy of controls with the Safety Committee. Elimination, substitution, engineering, administrative and personal protective equipment for the controlling of hazards were reviewed.	MP
<b>Any Other Business</b>		
4.0	KB and JB reviewed the safety committee inspection conducted on the Terminals Food Service Kitchen areas.	Safety Committee

**Committee Minute Approval**

Allisson Russell	
Afton Botelho	