

Bermuda Skyport Corporation Ltd.

Safety Committee Monthly Meeting

Meeting Date: March 26, 2020

Time : 12:00 pm-2:00 pm

Location: Online; Microsoft Teams

| Attendees: | Role | Initials |
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| 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 |
| Chuck Santiago | Member | CS |
| Michael Darrell | Member | MD |
| Mark Pacheco, Skyport EHS Director | Minute Taker | MP |
| Kahnae Bean, EHS Coordinator | Advisor | GM |

Apologies

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| Kathleen Bean | Member | KLB |
| Miguel Vasconcelos | Member | MV |
| Tyler Fox | Member | TF |

| Item | Discussion | Action |
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| 1.0 | Purpose: Monthly meeting to enable consultation between management and staff on safety issues; it also advises the Skyport President on safety issues. | info |
| 1.1 | 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 |

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| 1.2 | <p>Safety Moment: Physical activity and wellness. Benefits of 30 minutes of exercise a day for long term health.</p> | MP |
| Vortex Review | | |
| 2.0 | <p>Vortex Incidents from 2020 reviewed with safety committee. Evidence of closure and progress made on open/closed incidents reviewed.</p> <p>10 incidents open 47 incidents closed</p> <p><u>Highlighted Incidents</u></p> <p>2020-0014 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. OPEN</p> <p>Feb 20, 2020 – Item open. LB awaiting feedback from Menzies.</p> <p>Mar 26th, 2020 – Update. Menzies is currently on unpaid leave and will provide required documents once back to work. Item to be moved to long term actions if agreed in April meeting.</p> <p>2020-0008 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. OPEN</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>Mar 26th, 2020 – Update. SA training manager has stated it is up to the airlines to determine the level of service they want. BA representative stated they expect the wheelchair assist employee to help their passengers up and down the stairs. Awaiting response from other airline reps.</p> <p>2020-0020 – Gate 103 strike. JB shared that M&E has purchased sensors for all the gates. Sensors will add a second point of failure in the gate's operating system. OPEN</p> <p>Feb 20, 2020 – Item open awaiting parts.</p> | Safety Committee |

Mar 26th, 2020 – Still awaiting parts item to remain open.

2020-0038 – 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.

OPEN

Mar 26th, 2020 – Incident and Safety Issue reviewed with the committee. Summary of investigation, review of risk rating and progress made on corrective actions reviewed. Safety Committee agreed that enough controls were still in place to reduce the risk of a aviation accident. Issue and incident remain open as actions are still to be completed.

2020-0053 - Damage to Fence Between Goddard/Aecon Building and Menzies Garage. While approaching the Security entry point with one of our high-loaders (#4), the right stabilizer was protruding and hooked into the fence resulting in some damage to the bottom of the fence. JB provided a summary of events and the prompt corrective actions implemented by his team. MP noted the report was received through the bermudaairport.com website by the tenant. Important for tenants to report into the system this was a positive from the event. **CLOSED**

2020-0055 and 2020-0057 - Trash collection at Café Boulevard and outside of Cedar Aviation is piling up and is unsightly to passengers eating outside on the patio. KB discussed how frequently this happens. JB discussed the expenses associated with having Skyport's M&E team remove the trash which is the tenant's responsibilities. AR and AB requested MP to send out an email on behalf of the committee to the commercial team requesting assistance for reminding tenants that the removal of their office trash is their responsibility. **OPEN**

2020-0061 – Hazardous observation reported by Skyport's ECA. Reported show Menzies vehicle's utilizing amber lights which did not meet the requirements outlined in CAP 168. LB stated from when examine the picture it was hard to tell if the lights were compliant. **OPEN**

Mar 26th – Safety Committee requested LB to send an email to Menzies upon their arrival back to work and request a driver inspection be conducted of every vehicle used on the Apron. The inspection will include a check of the amber lights ensuring they are in compliance with regulations.

2020-0065 – Confusion caused when a medical divert landed in Bermuda with a passenger complaining of shortness of breath.

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| | <p>BFRS and Port Nurse were unable to determine responsibility for the assessing and transporting the patient. LB and MP reviewed the incident and response with the Safety Committee. LB reviewed a meeting Skyport held with BFRS, Port Health, ATC, Menzies and Skyport reps as a means to define and determine actual process. Process was determined. BFRS will assume responsibility for any passenger on an aircraft located on the Airfield. Port Health will assume responsibility for passengers in the terminal building.</p> <p>CLOSED</p> | |
| 2.1 | <p>Vortex Safety Issues from 2020 reviewed with the Committee</p> <p>2020-0024 - 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. CLOSED</p> <p>Mar 26th – Issue reviewed with the Safety Committee. DB walked the committee through the Issue and implemented CA’s. Area was patched by M&E. Safety Committee accepted CA’s. Item Closed.</p> <p>2020-0025 – 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&E. CLOSED</p> <p>Mar 26th – Issue reviewed with the Safety Committee. DB discussed the issue by providing a summary of the events and the subsequent actions taken by his team. A review of the hangers structural condition was conducted by the M&E team. Safety Committee accepted CA’s. Item Closed.</p> <p>20202-0039 – Fuel spill on Apron 1 caused by a Sunwing mechanics failure to identify a faulty fuel relief valve. 2 separate spill incidents occurred and were grouped into one safety issue for the purposes of investigation and corrective action planning. KB discussed that following an internal investigation, EHS held a debrief to review the incident with BFRS, SOL and Menzies. Training to be conducted for SOL and Menzies in conjunction with the BFRS.</p> <p>OPEN</p> | Safety Committee |
| 2.2 | <p>2019 Incidents and Issues reviewed by the committee.</p> | Safety Committee |

| Any Other Business | | |
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| 3.0 | General discussion with the Committee to discuss how everyone is managing during the lockdown due to COVID 19. Hygiene practices and social distancing reviewed. Update on PHERT committee meetings provided by MP. | Safety Committee |

Committee Minute Approval

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| Allisson Russell | |
| Afton Botelho | |