

Bermuda Skyport Corporation Ltd.

Safety Committee Monthly Meeting

Meeting Date: May 26th, 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
Tyler Fox	Member	TM
Lonnie Bascome	Member	LB
Joseph Butterfield	Member	JB
Derek Burrows	Member	DB
Tina Minors	Member	TM
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

Kathleen Bean	Member	KLB
Miguel Vasconcelos	Member	MV
Je-Shae Pace	Member	JP

Item	Discussion	Action
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
1.2	Safety Moment: COVID-19 Update in Bermuda. On island statistics and review of repatriation flight efforts and government involvement in managing/processing passengers. Reports from passengers have been mixed in how the flights have been managed. Some feel the process is good others feel it has not been well managed.	TM

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>22 incidents open 95 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> <hr/> <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>April 24th, 2020 – LB to follow up upon return to work.</p> <p>March 26th, 2020 - LB to follow up upon return to work.</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> <hr/> <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> <hr/> <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>April 24th, 2020 – Responses to be gathered from Airline Reps.</p> <p>May 26th, 2020 – Responses to be gathered from 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> <hr/> <p>Feb 20, 2020 – Item open awaiting parts.</p> <hr/> <p>Mar 26th, 2020 – Still awaiting parts item to remain open.</p> <p>April 24th, 2020 – Still awaiting parts item to remain open.</p> <p>May 26th, 2020 – Parts on island awaiting pick up by M&E Director.</p> <p>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</p>	Safety Committee
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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.

April 24th, 2020 – Awaiting completion of Corrective Actions by Director of M&E. CAP presented to Skyport for review by BAA.

May 26th, 2020 – Awaiting completion of Corrective Actions by Director of M&E. Skyport review and comments made on CAP plan presented by BAA. Awaiting feedback.

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

April 24th, 2020 – E-Mail with attached pictures sent by Carrie Thatcher to all Tenants at the LF Wade International Airport on behalf the Safety Committee. Request made to Myron Burchall to install a fenced in area to the waste at the freight shed.

May 26th, 2020 – Waste present Infront of Admin Office entrance has been removed from the area and no trash build up reported since the previous month. MP to follow up with MB on freight shed waste.

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.

April 24th, 2020 – E-Mail to be sent prior to opening as Menzies is not operating at normal capacity due to layoffs and stand down orders.

May 26th, 2020 – E-Mail to be sent prior to opening as Menzies is not operating at normal capacity due to layoffs and stand down orders.

2020-0073 and 2020-0074 - Spills detected on Apron 1 Gate 2 on April 13th and gate 5 on April 16th. Manholes removed, and the excess fuel was pumped out. White absorbent pads were placed over the spill area until the BFRS arrived onsite. Determined to be the cause of fuel expansion due to zero fuel being used.

OPEN

April 24th, 2020 – Chris Marshall to relief the pressure in the lines daily to eliminate the hazard.

May 26th, 2020 – No reports of fuel escape and spill to date. LB to close out incident.

2020-0077 - Gate 104a at HM Customs Freight shed was knocked by Menzies cargo dolly and was damaged - gate can close but bottom hinge will need re-welded.

OPEN

May 26th, 2020 – Strike was caused by Damian Campbell of Menzies Aviation. This is not his first instance of causing damage while operating equipment on the Apron. LB to deduct points from his driving record.

2020 – 0078 - Leaks/Flooding: At 1406 HMS Customs called to report hearing water dripping in an electrical closet near room R02 (top of stairs in arrivals area). Emaint to be submitted.

OPEN

May 26th, 2020 – E-Maintenance Work Request submitted work to be conducted.

2020-0079 – Can-Am wildlife vehicle filled with the wrong fuel.

OPEN

May 26th, 2020 – DB to investigate and determine the cause.

2.1	<p>Vortex Safety Issues from 2020 reviewed with the Committee</p> <p>2020-0039 – 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> <p>April 24th, 2020 – PPT completed by KB and reviewed by EHS, shared with BFRS for their review.</p> <p>May 26th, 2020 – Practical Training to take place following return to work. Discussion had on offering theoretical training online through Microsoft Team prior to return to work.</p> <p>2020-0050 - MOR completed by British Airways pilot to BCAA. British Airways Crew Statement - The PAPI on runway 12 are still giving false guidance as they are positioned in the wrong place. 3 or 4 years ago the threshold was displaced but the PAPIs have still not been relocated. Report provided to Skyport by BCAA.</p> <p>OPEN</p> <p>April 24th, 2020 – MP provided background into the Safety Issue. NOTAM was issued: PAPI's unserviceable. Skyport in conjunction with ATC have requested Pilot's to make reports on the conditions of the PAPI's during flights into the island.</p> <p>May 26th, 2020 – First reports provided by Pilot. False guidance only reported by B777. Other aircraft have identified the PAPI's as accurate. More reports are necessary as the sample size is very small due to reduced flights into the island.</p> <p>2020-0051 - Vehicle operations on the runway while airport is open but ATCT is closed. Reported by Donald Gray.</p> <p>OPEN</p>	Safety Committee

2.2	2019 Incidents and Issues reviewed by the committee.	Safety Committee
Any Other Business		
3.0	General discussion with the Committee to discuss the proposed COVID-19 procedures/practices to be put into place at the Airport. JB provided and update to the committee for the physical distancing measures being implemented in the terminal. JB walked the committee through the passenger experience at the terminal from check-in to Departures. MP provided and update on the PPE inventory purchased for Skyport and the requirements to wear a mask or face covering when in any common area. TM discussed what supplies ORAT was procuring for their staff. Extra measures such as disinfecting mats, members of the public being allowed in the terminal to see off the passengers in the check in area, arrivals hall were all discussed and shared with the President.	Safety Committee

Committee Minute Approval

Allisson Russell	
Afton Botelho	