



SAFETY COMMITTEE MEETING October 24, 2019

Attendees: Alan Amato, Geoffrey Green, Don Heidrich, Landon Sock and Leo Mollica.

Absent: Bob Ham, Burt Stevens and Ed Chromczak.

Minutes recorded by Leo Mollica.

-Agenda:

- Review minutes and actions from previous meetings.
- Review recent HIR or FOIR cases.
- Planning next Safety meeting for the Club.
- Other business

-Review minutes and actions from previous meetings:

1. **IN/OUT aircraft hangar Video:** Action: Set day time with Burt and Ed to follow up once the new tug is available. **Landon.**
2. **FRAT tool proposal:** Action: The SC proposed a motion to incorporate a mostly voluntary FRAT as part of pre-flight procedures but there was some observations and suggestion to follow up by creating a sub-committee of CFI's to evaluate the benefits of implementing FRAT as a club SMS procedure relative to applicable members voluntarily adopting it. **Alan.**
3. **Potential HIR/FOIR of N98819 severe flat-spotted investigation:** Action: Disregard investigation. We couldn't identify the pilot involved. It will be reported as an HIR. **Alan.**
4. **Ideas for safety meeting:** Action Elaborate on logistic and presentations contents on topics: a) Flight planning and b) FRAT for 30 minutes lecture, 30' interactive with examples on TV screen in Hangar. **Alan, Landon Leo.**

-Review of new HIR/FOIR:

-On October 24th it was brought to the attention of the OFC officers an apparent improper pre-flight procedure that lead into N4334X grounding due to the right tie down ring breakage. Action: Follow up investigation and HIR reporting. **Alan.**

-Planning next Safety meeting:

-Day/time: Nov 19th 7-8 pm | Location: Hangar | Mode: presenter with slides and chat | Logistics: Food (Landon), Screen (Leo) | Examples: Norwood departure (Landon) + other TBD. Actions: Logistics: **Landon, Leo.** Content: **Alan, Landon,** Advertasing: **Landon** to ask Bruce.

-Other business:

- Safety Goals 2020 & 2019 (review) may require and extra meeting. Action: Evaluate the need and set the day time. **Landon.**
- November, December SCM, Club Safety Meeting and Goal review meeting. Many events: Action: decide and setting event/day/time: **Landon.**
- Gary sent to Leo a great summary with suggestion for Club Operations improvements. Action: Send as a pre-read and discuss in the next SCM for safety related oportunities. **Leo.**
- Are mantainance team and/or MX Officer overwhelmed with the increment of aircraft/member/squaks/procedures? Could this impact on safety? Action: Raise concern to Board. Follow up in the next SCM if it results in a legitim concern. **Landon.**



SAFETY COMMITTEE MEETING
September 12, 2019

Attendees: Don Heidrich, Landon Sock, Ed Chromczak, Leo Mollica.

Absent: Bob Ham, Alan Amato, Geoffrey Green, Burt Stevens.

Minutes recorded by Leo Mollica

-Agenda, (Landon)

- Review minutes from meeting.
- Review recent HIR reports.
- Review recent tire incident with N98819.
- Flight planning and Flight Risk Asset tools review for the club.
- Other business

-Review minutes from previous meetings:

1. **Safety Dashboard with clock in Hangar and Website follow up:**
 - a. Safety clock in the hangar: **Action: Stop the initiative. The Board didn't buy-in the benefits over costs.**
 - b. Safety clock in the Website: **Action: Communicate to the Board the progress with their recommendation. Landon.**
Don managed the concern of having detrimental impact for prospective members when they visit the website by implementing the dual functionality: clock visible if you log in as member and clock invisible if you log in as a guest.
(applauses!!)
2. **Safety improvement suggestion for IN/OUT aircraft hangar:**
 - a. Video pending: **Action: Set day/time with Burt and Ed to follow up once the new tug is available. Landon.**
3. **Others item from previous SCM:**
 - a. **FRAT tool proposal: Action: To follow up with Alan the progress. Alan**

-Review recent HIR reports/forms:

-Committed review the 2 forms (Flight Operation Incident report (FOIR) and the Aviation Hazard or Incident Report (HIR). The forms need to be review with the instructions and will be follow up in the next SCM meeting with Alan championing it.
Action: Follow up in the next SCM. Leo

-Review tire incident in N98819:

-A member brought to the SCM attention the severe flat-spotted tire that presumably happened due to a severe braking or slip landing. Not enough information to make any call. Action: **Start an investigation to evaluate with context its classification and eligibility for reporting. Landon**

-Ideas for next SAFETY meeting:

-Flight planning and risk assessment could be a solid topic for the coming safety meeting. Tentative Sep-Oct. **Action: Landon to follow up with Alan.**



SAFETY COMMITTEE MEETING
Jun 13, 2019

Attendees: Landon Sock, Alan Amato, Geoffrey Green, Burt Stevens and Leo Mollica.

Absent: Don Heidrich, Bob Ham.

Minutes recorded by Leo Mollica

-Agenda, (Landon)

- Review minutes from meeting.
- Review recent HIR reports.
- Ideas for another safety/training event like x-winds
- Review Flight Schedule Pro for board recommendations: Squawks, currency, and CFI recommendations

-Review from previous meeting:

4. **Safety Dashboard in Hangar and Website follow up:**
 - a. Action 1: Reignite the clock motion with OBM in the hangar rather than the PC screen that is impractical. **Landon.**
 - b. Action 2: Re-evaluate the costs/benefits of having in our website the clock. It was pointed out that the counter in the website could be detrimental for prospective members applications when they visit the website as guest or even without login. **Landon.**
5. **Safety improvement suggestion for IN/OUT aircraft hangar:**
 - a. Video pending. Action: Set day time with Burt and Ed to follow up. **Landon.**
 - b. **Training Completed.**
 - c. Sign off procedure. Action: Review in next SCM the procedure. **SCM**
6. Request to add in comments the maintenance reason/s in the scheduler reservation. Completed with new Scheduler.
7. Cross Wind Training/Safety Event: Completed
8. **Others item from previous SCM:**
 - a. FRAT tool proposal. To follow up with Alan the progress. **Alan**

-Review recent HIR reports.

Postponed for next SCM. Action: Follow up in the next SCM. **Leo**

-Ideas for another safety/training event like x-winds

The SCM discussed ideas for safety/training events. The top ideas are:

- a) Ditching instructions: Video with instructions and discussion.
- b) Tower event: Visit KOXC Tower or create a video with controller "interview" based on members questions.
- c) Flying tandem small talk: Invite a guest speaker if we have enough members interested in the topic. Action: Evaluate the interest for these ideas and follow up in the next SCM.

-Review Flight Schedule Pro

Postponed for next SCM. Action: Follow up in the next SCM. **Leo**



SAFETY COMMITTEE MEETING
May 10, 2019

Attendees: Don Heidrich, Landon Sock and Leo Mollica

Absent: Alan Amato, Bob Ham, Geoffrey Green, Burt Stevens

Minutes recorded by Leo Mollica

Meeting expectations, (Landon)

- Review follow up from previous meeting.
- Response from first HIR report
- X Wind Landing/Stall Spin event June 8th
- Safety Proposals for next Board meeting

Action Items. New. and/or follow up from previous meeting:

9. **Safety Dashboard follow up:**

Landon presented to OBM April the Board progress and clock. They suggested to use a computer rather than a clock as an alternative option. Proposals are under evaluation for next round of approval.

Action: Assess cost/benefits of the computer relative to clock with OBM for final approval. **Landon.**

10. **Safety improvement suggestion for IN/OUT aircraft hangar:**

Not significant progress from previous SCM (April) regarding the instructional video. **New 1.** It was suggested that the new scheduler could be a good instrument to track sign off procedures and will be evaluated. **New 2.** SCM would like to pursue a Safety Seminar format to provide awareness, instruction and sign off to the interested members. SCM will evaluate an agenda and work in collaboration with Activities Chairman to assess the goal.

Actions:

- a. **Landon, Burt and Ed** are expecting to recreate a 1st failed video attempt. Once the video is finalized it will be uploaded for members instructions proposes.
- b. **New 1. Landon** to evaluate with Scott the new scheduler capabilities to track sign off procedures on specifics.
- c. **New 2. Landon** will connect with Bruce to evaluate/set as a potential activity. SCM will build an agenda for the event with complementary activities other than just airplane/in-out from hangars. **Leo** will connect with Matt Baker to evaluate opportunities to bring a Flight Simulator safety related challenge and have a member group contest.

11. **Member presenting in max 5' a case or tips related with safety in aviation.**

SCM will identify more member to volunteer 5' pitch related to safety experiences.

- a. **Action:** Identify a volunteer for the next Safety event, OBM or Regular Members Meeting (RMM)

12. **Request to add in comments the maintenance reason/s in the scheduler reservation.**

Action: Pursue as a "must have" with the new scheduler implementation. **Landon.**

13. **Cross Wind Training/Safety Event:**

Day was set Jun 8th. Bruce sent the Flyers. Organization of the event is under progress lead by Bruce.

Action: **SCM** help in the coordination lead by Bruce.

14. **Others item from previous SCM:**

- a. **Agendas structures for meeting types.** Removed from SCM agenda and manage as motion in OBM.
- b. **Need of Safety book.** Disregard at this point.
- c. **FRAT tool proposal.** To follow up with Alan the progress
- d. **Maintenance sheet in the planes:** To follow up with Alan the relevance



SAFETY COMMITTEE MEETING
April 13, 2019

Attendees: Geoffrey Green, Don Heidrich, Landon Sock, Burt Stevens and Leo Mollica

Absent: Alan Amato Bob Ham

Minutes recorded by Leo Mollica

Opening, Meeting expectations, (Landon)

- Review follow up from previous meeting.

Action Items. New. and/or follow up from previous meeting:

15. **Safety Dashboard follow up:**

- a. Don proactively modified the language to: "X days without a Club Safety Issue "and is being tested in the portal.
- b. Landon also progressed with an alternative language "X days without aircraft damage or safety issues"

Both options comply with language rework recommendation from Officers Board Meeting (OBM).

Action: Present the rework to OBM for final approval in both Portal and Hangar. Landon.

16. **Safety improvement suggestion for IN/OUT aircraft hangar:**

Alan presented the motion with 2 alternatives in the OBM (March) as discussed in the Safety Committee Meeting (SCM) (March). The 2 people minimum was voted against. The Sign off minimum was voted favorable.

Actions:

- a. **Landon, Burt and Ed** are expecting to recreate a 1st failed video attempt. Once the video is finalized it will be upload for members instructions proposes.
- b. Additional instructions to promote and audit the sign off procedures and compliance will be following up in coming SCM.

17. **Member presenting in max 5' a case or tips related with safety in aviation.**

Alan asked Tony to pitch his safety event in the OBM (March) as recommended in SCM (March)

- a. **Action: Identify a volunteer for the next OBM or Regular Members Meeting (RMM)**

18. **Request to add in comments the maintenance reason/s in the scheduler reservation.**

Landon requested to Gavin.

Action: Pursue as a "must have" with the new scheduler implementation. Landon.

19. **Evaluate a Cross Wind Training/Safety Event:**

Landon shared tentative days with Burt. Jun 1, 22; July 27; Aug 10.

Action: Landon to send an email to Burt with potential days for availability.

20. **New: How to overall structure meetings agendas and goals in the OBM, RMM, and Committees meetings with the ambition of pursuing more transparency in goals and decisions to all members.**

Action: Discuss in the SCM (May) proposals to revert to OBM.



SAFETY COMMITTEE MEETING
March 14, 2019

Attendees: Alan Amato, Landon Sock, Don Heidrich, Burt Stevens and Leo Mollica

Absent: Bob Ham and Geoffrey Green

Minutes recorded by Leo Mollica

Opening, Meeting expectations, (Landon)

- Review follow up from previous meeting.

Action Items. New. and/or follow up from previous meeting:

21. **Safety Dashboard:**

- a. Landon presented a proposal with a Clock (\$200) that could be placed in Hangar and virtually replicated in the OFC Web Site to provoke awareness to members.

Don thinks it is feasible and "free" to include in the OFC portal.

Action: Present proposal in board meeting. Landon.



- b. **New. Recent prop strike "incident" was brought to the committee** as a recurrent potential hazard when single pilot moves in/out planes from hangars.

- i. Landon suggested a new rule of 2 people minimum for this activity and suggested that single pilots could ask for FBO assistance. Landon asked Atlantic willingness to do this but no answers yet.
- ii. Burt disagreed with the 2 people minimum proposal. He points it out that the hazard could be mitigated via members training and sign off procedure. Burt points it out that hangar in/out coaches doesn't have to be CFI but just any trained member with proven ability to instructs how to handle aircraft in/out in hangar.

Action: Follow up within the Safety Committee next meeting.

22. **Aviation Safety Program document management follow up:**

- a. Alan brought two forms proposal for Committee consideration:
 - a. Aviation Hazard or Incident Report (HIR).
 - b. Flight Operation Incident Report (FOIR).



Action: Additional documents are expected to be issued by Alan to guide the filling.

23. **FRAT tool: Alan continue scoping proposal.**

24. **Member presenting in max 5' a case or tips related with safety in aviation. Landon will ask Francis if he is OK bringing his case to a regular meeting for educational purposes and/or looking back up members. Alan suggested Tony**

25. **Request to add in comments the maintenance reason/s in the scheduler reservation. Landon to follow up this request with Gavin.**

26. **New. Evaluate a Cross Wind Training/Safety Event: Landon to follow up.**



SAFETY COMMITTEE MEETING
February 13, 2019

Attendees: Alan Amato, Geoffrey Green, Landon Sock and Leo Mollica

Absent: Don Heidrich, Bob Ham and Burt Stevens.

Minutes recorded by Leo Mollica

Opening, Meeting expectations, (Landon)

- Review and discuss Survey results
- Understand background and set annual goals
- Brainstorm potential action plans to address goals

Survey Results & background (Alan):

- Based on the survey and a Safety culture Index analysis it was identified that our Club could be described as a **BUREACRATIC SAFETY CULTURE**.
 - This means that we tend to treat safety information in the following way:
 - Information may be ignored
 - Messengers are tolerated
 - Responsibility is compartmentalized
 - Dissemination is allowed but discouraged
 - Failures lead to local repairs
 - New ideas present problems.

Annual goals ambitions (all present):

- A) Substantially improve our Safety Culture Index
- B) Substantially improve the attitudes and behavior that could lead a change from BUREACRATIC SAFETY CULTURE to a POSITIVE SAFETY CULTURE.
- C) Implement an Aviation Safety Management Program to address goals

Action Items to follow up:

1. Draft an **Incident to Accident Dashboard** (Pyramid) to “make visible” the goals and the hazards observed. **Alan** to send a draft.
 - 1.a. Explore the opportunity to have this board interactive in our website linking the description of the hazard, incident or accident with an educational video or text to bring learnings based on observations, incident or accidents. **(To be assigned)**
2. Set the Safety Committee Meetings the **2nd Thursdays of the Month @ 7:30 pm** in Atlantic Conference Room unless indicated otherwise. **Landon**
3. Evaluate HOW to recommend to members the use of proven/available and free tools such **FRAT** (Flight Risk Assessment Tools). **Alan** to send the proposal and recommended apps.
4. Promote the safety topic case discussion during meeting. The idea is to have a **member presenting in max 5’ a case or tips related with safety in aviation**. To test how it works. **Landon** will lead by example at the earliest opportunity.
5. **Static Sheet proposal**. How to get the maintenance relevant info (handy in the planes). **Alan** to propose the template.
6. Establish and or ensure members knows **how to proceed in case of accidents/incident for Club related topic**. **Alan** to custom a Decision tree to guide members into the Do’s and don’ts.
7. Discuss the need to have a **Safety book**. **Committee to consider**
8. Discuss how to get members consistently and progressively engaged. **Committee to consider**
9. Request to include the **reason of maintenance reservation in the scheduler**. **Landon** to communicate to the Maintenance Officers.