

SAFE Minutes

- I. Call to Order – Wednesday February 10, 2010 at 8:02 PM
- II. Roll Call.



Doug Stewart, Chair	Alan Davis-Proxy to Chair	Donna Wilt
Pat Knight, Secretary	Arlynn McMahon – Absent, no proxy	Larry Bothe, Treasurer
Mark Adams, Vice Chair	John Dorcey	Tom Benenson

- III. Minutes of the last telephone conference have been emailed to board members.
Motion to accept the minutes? Larry Second? Tom Motion passes.

IV. Treasurer's Report – Larry

We have \$21,762 in the bank. We had only one expenditure for the month; \$1025 for website work. It was quite high due to the online store and new forum, but we knew it was coming as we approved it at the last meeting. We also spent about \$3000 for our OSH booth space, but that hasn't officially hit yet.

Only a couple new members have joined since the last meeting. Income was negligible, but we did get \$12 from BMC Publications. This is the first of an income stream I am calling Member Purchase Rebates. This is a "kickback" we get from a supporting vendor when one of our members buys a product, in this case a magazine subscription.

Committee member Parvez Dara has been the point person on the budget (Attachment 1). He took last year's budget, our year-end Income Statement, and a bunch of notes from me, and later input from Doug, and created essentially what you see here as an attached file. Yours truly made some formatting and category changes at the end, to hopefully make it easier to read and understand. The background colors and charts are from Parvez.

V. Special Topic: Steve Lasday proposes SAFE Flight Training Safety Committee.

See Attachment #4 for supporting documentation. Steve gave an introduction, and shared his proposal for a flight training safety committee. Question from Doug and Rich is where do we start? Donna – how will we get the small operators to embrace our help? Rich suggested we pattern it after the Aviators Code of Conduct.

Doug moved that we form the SAFE Flight Training Safety Committee. Rich seconded. Vote taken and motion passed. Steve is the chairman. Doug, Mark, Rich, and Michael Maya Charles will be initial members of the committee. Steve left the telecom at 8:28 PM.

VI. Committee Reports – Rich Stowell. See Attachment #2.

Motion to authorize Rich to make needed changes as described. Doug moved, Mark seconded. Motion passed.

Motion to have Paypal as method of payment. Tom moved. Larry seconded. Motion passed.

GaMe Plan: Tom moved that we accept GaMe Plan. Mark seconded. Motion passed.

Rich left the telecom at 8:53 PM.

VII. Old Business.

- A. Library – See attachment #5 for several files from Alan about the library.
In the attachment, Alan needs board guidance/approval of several items.
Tom moved that when Alan is ready to accept live submissions, the beta site will move to the live site. Donna second. Vote taken, motion passed.
- B. Insurance – Doug. The process is moving forward. Hope to have it by Sun n Fun.
- C. Board of Directors election. Per Mark, nominations group has 6 resumes for potential nominees. This does not include the three current directors up for re-election. Note from Pat: she will not stand for re-election. Ends Tuesday the 16th.
- D. 501c3 – Mark. Application is with the attorney for review. Mark met with the attorney. Some changes were made to account titles. We have to be sure we are benefitting the public. Filing fee will be \$750.
- E. Sun n Fun (2010 fly-in dates are April 13-18 (Tuesday - Sunday)) – Doug.
 - 1. Tent size: Doug moved that we do a 30x20 tent which will fill the space @ \$810 Larry second. Motion passed.
 - 2. Floor – none.
 - 3. Breakfast – Doug moves. Seconded. Motion passed.
 - 4. Flutter flags are being designed. Same for new brochure.
- F. AirVenture (July 26 to August 1, 2010) – Doug and John. The only update is that the exhibit space application has been filed. EAA/AirVenture folks are running behind. Their online registration has hit a number of snags. Catering – Ripon College will likely be the choice for catering recommended by several groups/people. Meeting will be July 29.
- G. Mentoring program – Donna. No further information.
- H. Wings Beta Test – Doug. Beta test is up and alive.
- I. Financial support for the website - Doug. Announcement was made to membership. See attachment #3 for that notice. Item is complete.
- J. Cessna Safety Stand Down - Doug. Michael Maya Charles is working with Julie Filucci to try and coordinate with CPCs as venues for presentation.
- K. Audit Committee – Pat. Tabled until next meeting.

VIII. New Business.

A. International Learn to Fly Day (May 15, 2010) – Doug. More is in work on this.

B. FAA Part 23 regulations public meeting in Wichita on February 23 – 24. Doug - We should definitely have representation at this meeting. Donna moved that Doug's expenses be paid to attend this meeting. Mark seconded. Motion passed.

C. Michael Leighton offers and newsletter – Alan. Until we see his book, we need to wait to commit to using or offering the book. Have Alan reply to him that we have a review committee.

D. SAFE email addresses – Rich/Doug. Pat raised an issue about the email address that is shown on the back of the membership cards. What address do we want to use? Rich and Doug reported that the contact info on the back of the Membership ID cards is not pre-printed, but is generated each time Dave Kalwishky spits out cards. We can change that information at any time. Rich asked Jenny to activate the e-mail address SAFE@safepilots.org, redirected for now to Doug at SAFE@dsflight.com. Once that's done, the e-mail address can remain the same and all we'd do in the future is have Jenny change to whom the e-mails are redirected.

E. FAA Advanced Notice of Proposed Rulemaking [Docket No. FAA-2010-0100; Notice No. 10-02] New Pilot Certification Requirements for Air Carrier Operations. Available at: http://www.faa.gov/regulations_policies/rulemaking/recently_published/media/2010-02643_PI.pdf

Pat will head the committee and will enlist Steve Lasday for help. Some comments have been provided by our members.

IX. Board meeting schedule. All meetings are on Wednesdays at 8PM Central Time

March 10, 2010
April 14, 2010
May 12, 2010
June 9, 2010
July 14, 2010

August 11, 2010
September 8, 2010
October 13, 2010
November 10, 2010
December 8, 2010

X. Adjournment
Motion to adjourn? Tom Second? Donna. Motion passes.

SAFE Board of Directors		
Tom Benenson TBenenson@aol.com Term: 2 years	Larry Bothe, Treasurer lbothe@comcast.net Term: 1 year	Doug Stewart, Chair Doug@DSFlight.com Term: 3 years
Alan Davis ADavis@IASAir.com Term: 3 years	John Dorcey wipilot@new.rr.com Term: 2 years	Mark Adams, Vice Chair adamsmark@earthlink.net Term: 1 year
Arlynn McMahon arlynn@aerotech.net Term: 3 years	Donna Wilt dfwilt@aol.com Term: 2 years	Pat Knight, Secretary pknight@earthlink.net Term: 1 year

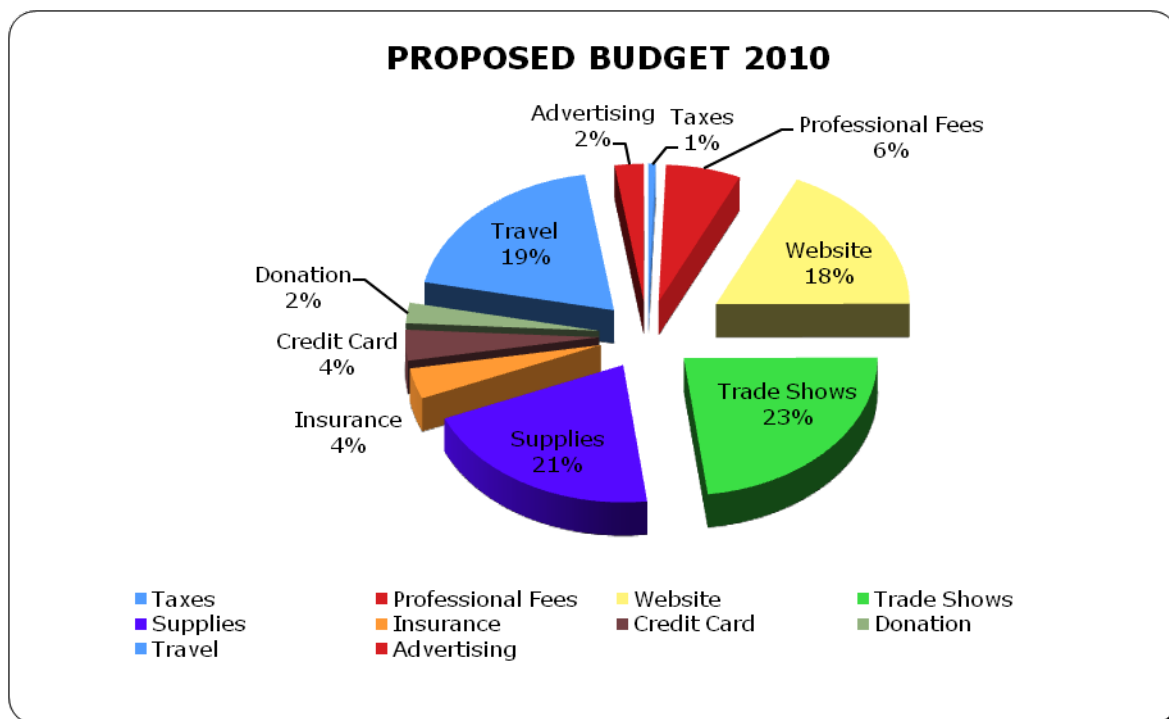
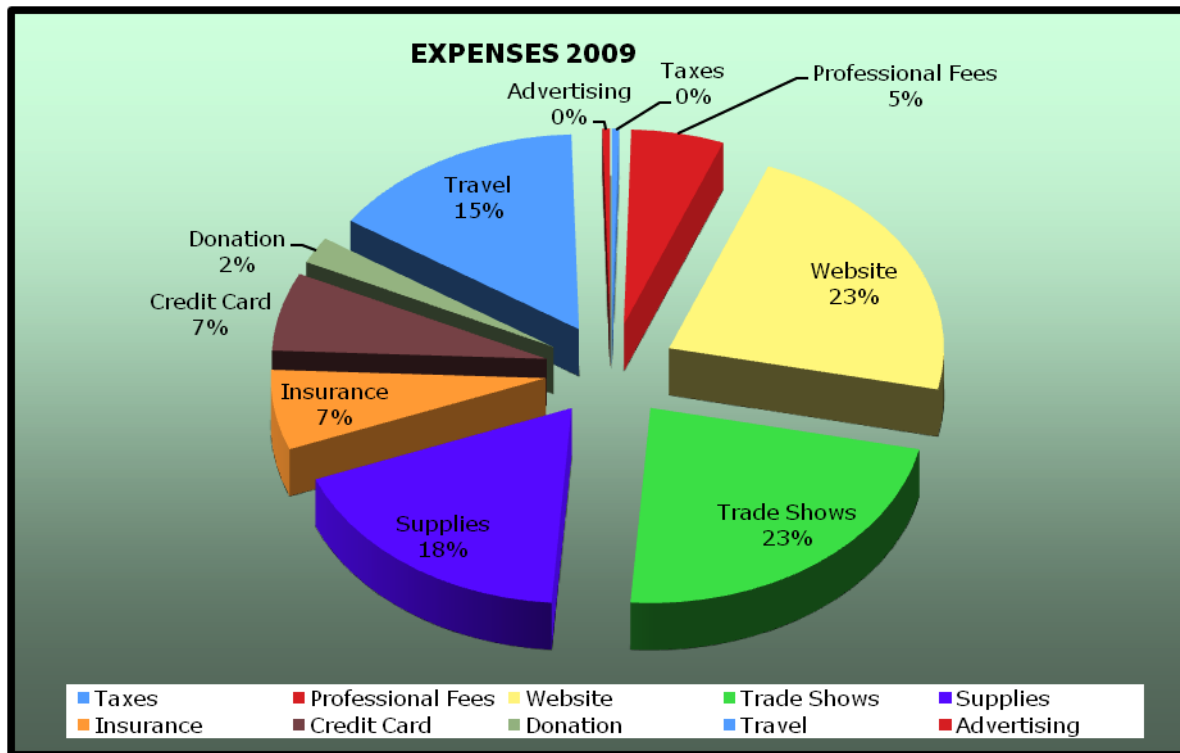
SAFE Board Mailing list: TBenenson@aol.com; lbothe@comcast.net; Doug@DSFlight.com ;
ADavis@IASAir.com; WIPilot@new.rr.com; adamsmark@earthlink.net; arlynn@aerotech.net;
dfwilt@aol.com; pknight@earthlink.net; Rich@RichStowell.com

Attachment #1: Proposed 2010 Budget

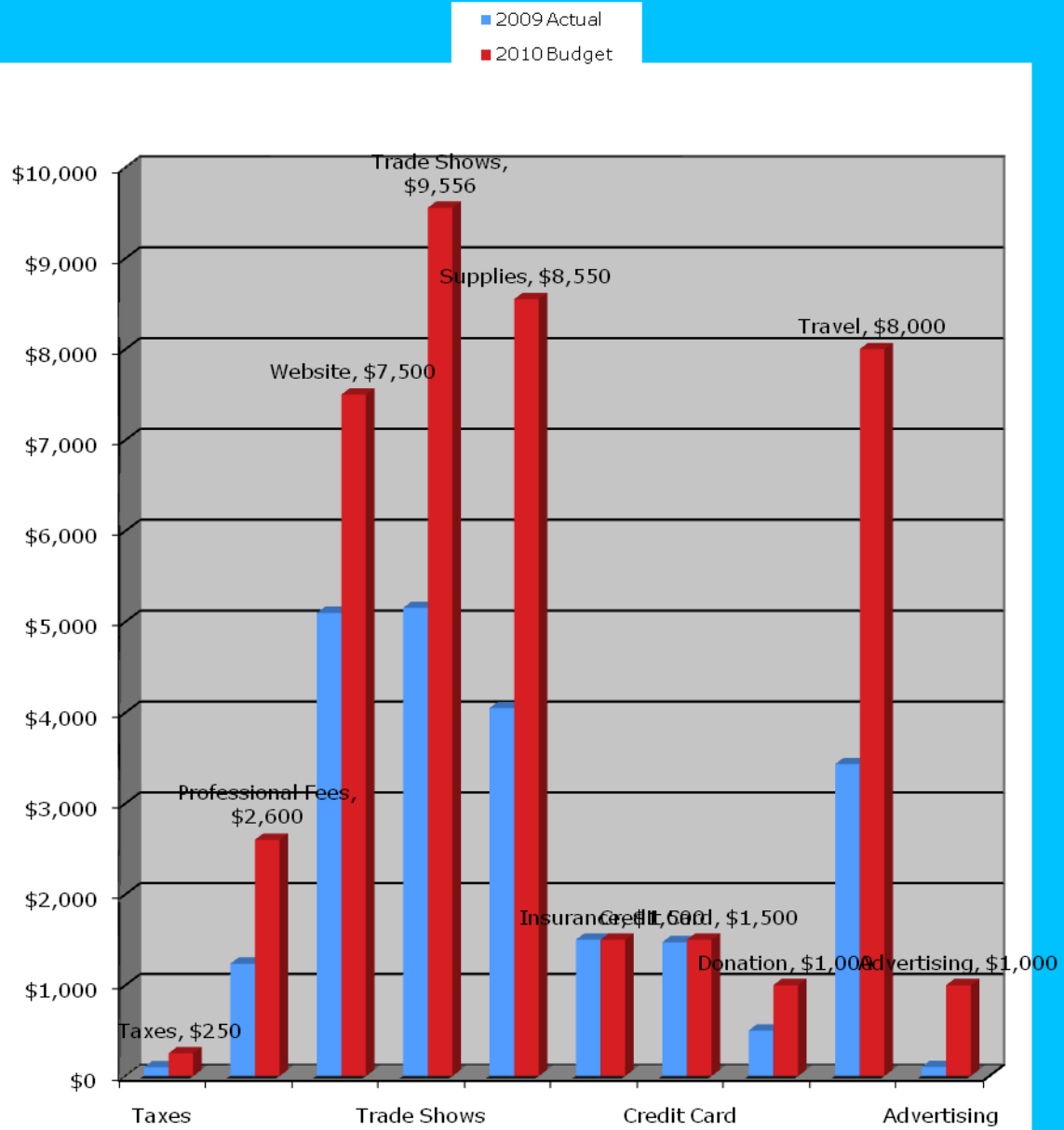
REVENUE	Actual Year 2009	Proposed Year 2010	Variance
Membership	\$40,250.58	\$42,000.00	\$1,749.42
Apparel Sales	1,497.58	4,500.00	3,002.42
Donations	101.64	5,000.00	4,898.36
Corporate Sponsorship	6,500.00	18,000.00	11,500.00
Member Purchase Rebates	0.00	500.00	500.00
Total Revenue	\$48,349.80	\$70,000.00	\$21,650.20

EXPENSES	Year 2009 Actual	Projected 2010	Variance
TAXES			
Sales Taxes	\$45.68	\$250.00	\$204.32
Other Taxes	50.40	0.00	-50.40
PROFESSIONAL FEES			
Legal Fees	1,145.00	2,000.00	855.00
Bank Charges	90.78	100.00	9.22
Accounting Fees		500.00	500.00
WEBSITE	5,097.05	7,500.00	2,402.95
TRADE SHOWS			
Sun & Fun Expense	1,907.00	1,500.00	-407.00
Oshkosh Expense	3,056.00	3,056.00	0.00
Tent, floor, etc., Rental		4,000.00	4,000.00
Banners, Signs, Flags	189.00	1,000.00	811.00
SUPPLIES			
Office supplies	585.20	50.00	-535.20
Printing	519.75	1,000.00	480.25

Postage	374.14	500.00	125.86
Shipping Supplies	84.59	500.00	415.41
Freight Expense	292.37	2,500.00	2,207.63
Membership Cards	493.26	500.00	6.74
Membership premiums	491.40	500.00	8.60
Apparel Purchase	1,209.00	3,000.00	1,791.00
INSURANCE			
Event Insurance	1,500.00	1,500.00	0.00
CREDIT CARD			
Credit Card expense	1,472.30	1,500.00	27.70
SCHOLARSHIP/DONATION			
Scholarship		500.00	500.00
Donation to Others	500.00	500.00	0.00
TRAVEL			
Travel Expense	534.39	5,000.00	4,465.61
Meals and Entertainment	2,192.34	3,000.00	807.66
Food at Trade Shows	705.60		-705.60
MISCELLANEOUS			
ADVERTISING	100.00	1,000.00	900.00
TOTAL EXPENSES	\$22,635.25	\$41,456.00	
NET INCOME	\$25,714.55	\$28,544.00	



Actual 2009 and Proposed 2010



	2009 Actual	2010 Budget
Taxes	\$96	\$250
Professional Fees	\$1,236	\$2,600
Website	\$5,097	\$7,500
Trade Shows	\$5,152	\$9,556
Supplies	\$4,050	\$8,550
Insurance	\$1,500	\$1,500
Credit Card	\$1,472	\$1,500
Donation	\$500	\$1,000
Travel	\$3,432	\$8,000
Advertising	\$100	\$1,000
Total Revenue	\$48,349.80	\$70,000.00
Net Income	\$25,714.55	\$28,544.00
Projected NAV Year End 2010		\$54,258.55
Taxes	\$250.00	
Professional Fees	\$2,600.00	
Website	\$7,500.00	
Trade Shows	\$9,556.00	
Supplies	\$8,550.00	
Insurance	\$1,500.00	
Credit Card	\$1,500.00	
Donation	\$1,000.00	
Travel	\$8,000.00	
Advertising	\$1,000.00	



Attachment #2: Committee Report

-----SAFE Committees Report, 10 February 2010-----

Submitted by Rich Stowell, Committee Coordinator

1. Website:

- New Forum: After some initial bugs that crept in when the Forum first went live, it now seems to be running relatively smoothly. A few points of interest:
 - We now have 250 members registered on the SAFE site. The launch of the Forum and the update reminder to register resulted in about a 20% increase in the number of registrants! Given this, I recommend that SAFE updates occasionally include reminders to members to register on the site.
 - Top Forum poster to date — Tom Benenson
 - Top General Discussion Forum to date — "Earning a Living"
- Library: See the detailed report submitted by LERC Chair Alan Davis.
 - Webmaster Jenny Furst is researching and testing Library-specific search functions. Complicating the issue at the moment is the fact that the Library is set up as Members-Only with restricted access. This aspect might wreak havoc with search engines in general. Other work on the Library would appear to fall under standard webpage design/layout, uploading of content, etc. to be billed at the normal rate of \$35/hr. Without knowing the extent of the work involved, an estimate is not possible although it seems reasonable that we should be able to deploy a rudimentary Library by the end of the month, provided Jenny receives content and direction in a timely manner from the LERC.
- Store / PCI Compliance:
 - SAFE has passed PCI Compliance testing and the site is now secure!
 - We will frequently see "https://" in the URLs of web pages from now on.
 - The secure site seems to be working well with most browsers; those using Internet Explorer, however, may experience numerous errors as part of IE's security defaults. There is a fix, and the instructions have been posted on the SAFE Forum by Dennis Wilt under "Mixed Content Security Warning."
I recommend that the instructions from Dennis (see the end of this report) be included in a SAFE update and posted in SAFE News.
 - Credit Card processing has been installed and tested. SAFE can now accept check and credit card payments through the Store. Direction needed from the Board:

- Confirm whether or not the Board also wants the PayPal and/or Google Checkout modules. These modules are free, but will take about one hour of set-up time by Jenny per module.
 - The Zip Code from which hats, shirts, patches, and other similar products (excluding memberships and charitable contributions) will be shipped for sales tax and shipping rate purposes.
 - Method of shipment of hats, shirts, patches, and other similar products. I recommend USPO Priority Mail shipping. An assortment of Priority Mail shipping envelopes and boxes are available free of charge from the Post Office as part of this service, and bulk quantities of these envelopes/boxes can be ordered from the Post Office (also no charge).
 - The amount to add to the shipping rate. For example, I have \$1.00 automatically added to the USPO shipping rates to cover shipping incidentals. I recommend SAFE do the same.
 - Verify the price of hats, shirts, patches, and other similar products.
- When the Store is finally opened for business, Jenny will need to add a shopping cart in the right column of the site so buyers will know where they are in the purchasing process and what they need to do.
 - Following an order placed through the Store, the buyer receives two auto-generated e-mail confirmations: one from Larry Bothe that actually comes from the credit card processor; the other, from the SAFE site itself. See the following test samples. We can customize these a bit for SAFE:

From: "Larry Bothe" <LBothe@comcast.net>
Date: February 6, 2010 9:36:44 AM PST
To: "Jennifer Furst" <jen@wondergirl.net>
Subject: Society of Aviation and Flight Educators, Inc.
Customer Receipt/Purchase Confirmation

***** TEST MODE *****

Thank you for shopping at SAFE!

===== GENERAL INFORMATION =====

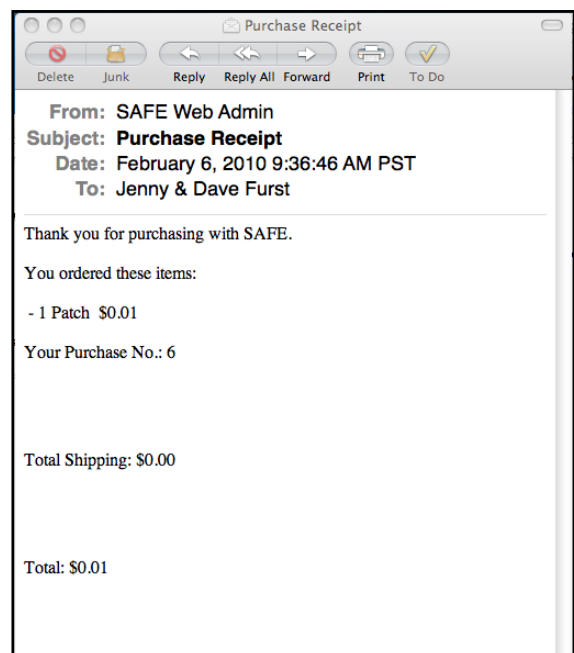
Merchant : Society of Aviation and Flight Educators, Inc.
 Date/Time : 06-Feb-2010 10:36:44 AM
 Transaction ID : 0

===== ORDER INFORMATION =====

Invoice Number :
 Description :
 Total : US \$0.01
 Payment Method : Visa

===== BILLING INFORMATION =====

Customer ID :
 First Name : Jennifer
 Last Name : Furst
 Company :
 Address : PO Box 29
 City : Drummonds
 State/Province : IN



2. Membership Growth:

- The Board received a "95% complete" draft of the GaMe Plan Recruiters's Package for comment and approval. Some comments have been received already. We ask the Board now to approve the concept and its implementation so this document can be finalized.
 - Launch date is still targeted for end of February/early March
 - Cutoff date in July is still being finalized
 - GaMe Plan web pages are being finalized

3. Communications:

- Prepared and distributed a News Release about the SAFE–Lightspeed Aviation partnership
- Prepared and distributed a News Release about the upcoming FAA ANPRM
- Prepared a News Release about the SAFE–Cessna partnership. Awaiting approval to distribute the release.
- Work on a News Release regarding the GaMe Plan membership drive has begun.

4. Affiliation/Sponsorship:

- As previously reported, we have a few corporate supporters who need to provide Promo Codes for the Members-Only area. Two of those sponsors have since provided the necessary information, which has been added to the website.

Respectfully,

Rich Stowell

Instructions from Dennis Wilt on how to fix

Mixed Content Security Warnings in Internet Explorer

If members are having problems with the Mixed Content Security Warning while accessing the SAFE Forum they are likely using Internet Explorer from Microsoft. The following directions will fix this problem:

1. Click on the "Tools" tab at the top of the browser, likely on the right hand side of the page.
2. Click on "Internet Options" at the bottom of the pull down menu. The internet options window will open.
3. Click on the "Security" tab at the top of the window.
4. Inside the box that shows "Internet", "Local Intranet", "Trusted Sites", and "Restricted Sites", click on "Internet".
5. There will be a button towards the bottom of the window that is labeled "Custom". Click on "Custom" and a new window will open.
6. Scroll down to "Miscellaneous" and under "Miscellaneous" there will be a category called "Display Mixed Content". Click on the "enable" button.
7. At the bottom of this window, click on "OK", then click on "OK" again.
8. You are done and the warning should stop popping up.

Attachment #3 – Notice to members on website support.

Greetings **SAFE** Members,

Well, the suspense is over, and I can finally announce that **CESSNA** and **SAFE** have signed a contract giving **CESSNA** the exclusive sponsorship of the **SAFE** website for the next two years.

According to Cessna Pilot Centers Manager, Julie Filucci, "Cessna has long recognized the important symbiotic relationship between building airplanes and teaching people how to fly them. This is embodied in the philosophy behind our Cessna Pilot Centers, the *Safety Stand Down* Flight Instructor Refresher Clinic Cessna developed last year, and now in our relationship with SAFE."

I look forward to our partnership with Cessna, and in having their support as we move ahead, together, to improve the safety of flight through quality aviation education.

While I still have your attention, please don't forget that the nominations for three Board of Directors positions, are still open, but time is running out. You may nominate yourself or someone else, if the person is agreeable to run for the specified terms. The prospective candidate should provide Sherry Rossiter, member, Governance Committee, at ssrossiter@aol.com ♦ a one to two page resume that highlights their expertise and experience that you feel would qualify them for consideration as a Board member including participation activities and any awards or recognition received in the Aviation industry. When emailing your resume to Sherry please include **SAFE NOMINATING COMMITTEE** in the subject line. No more than one person from one institution will be represented on the Board at one time. All nominations will be considered up through **Tuesday, February 16th, 2010**.

So now, if you haven't already checked it out, please go to www.safepilots.org and scroll to the bottom of any page to see the new **Cessna** footer.

SAFE regards,

Doug

Attachment #4:

SAFE Flight Training Safety Committee

Concept, Initiatives and Resources

1. Concept of the Committee

SAFE's mission statement: *The Society of Aviation and Flight Educators (SAFE) seeks to create a safer aviation environment through enhanced education. SAFE provides aviation educators with mentoring, support, and professional accreditation. By providing quality educational materials and other resources, we seek a reduction in aviation accidents, increased professionalism among aviation educators, and lifelong learning by everyone involved in aviation.*

In keeping with SAFE's mission statement, SAFE now needs to form a committee dedicated to the advancement of GA flight training safety. This committee, through research and application of modern safety practices, has the potential to significantly advance safety in flight training operations. Due to recent high-profile safety events, there will soon be a large amount of focus placed upon flight training by the media, manufacturers, training organizations, civil aviation regulatory authorities, and the public at large. SAFE needs to take an intelligent and proactive stance regarding these impending initiatives to establish and maintain its position as the preeminent organization associated with the advancement of safety by professional aviation educators and instructors. This outline presents proposed initiatives to be explored by the SAFE Flight Training Safety Committee (SFTSC). Following each topic of concern are pertinent resource links.

2. Flight Training-Specific Safety Audit Program

Development of a flight training-specific safety audit program (such as the IATA IOSA, IBAC ISBAO, and ACSF Industry Audit Standard) will yield a valid and measurable safety performance metric. An effective measure of an organization's safety culture and safety program effectiveness is the execution of a safety audit. These audits have been used for quite some time now by airlines, charter firms, and MRO companies. There currently exists no safety audit designed strictly for use by a Flight Training Organization (FTO). An audit of this type could be developed based upon an existing audit appropriately modified to gauge FTO compliance with industry-standard operational best practices.

2.1 International Air transport Association (IATA) Operational Safety Audit (IOSA)

<http://www.iata.org/ps/certification/iosa/>

2.2 International Business Aviation Council (IBAC) International Standard for Business Aircraft Operations (IS-BAO)

<http://www.ibac.org/isbao.php>

2.3 Air Charter Safety Foundation (ACSF) Industry Audit Standard

<http://www.acsf.aero/audit/>

3. Safety Management System (SMS)

SMS programs are now accepted globally as the optimum tool to enable effective management of an organization's safety program. SMS is the systematic approach to managing safety, including the necessary organizational structures, accountabilities, policies, and procedures. SMS development has been mandated by ICAO and the FAA is in the process of rulemaking development for SMS here in the US. FTOs need dedicated SMS programs to enable and maintain maximum operational safety.

3.1 FAA SMS Program Office

<http://www.faa.gov/about/initiatives/sms/>

3.2 ICAO SMS

<http://www.icao.int/anb/safetymanagement/index.html>

3.3 Transport Canada SMS

<http://www.tc.gc.ca/civilaviation/sms/menu.htm>

3.4 Australian CASA SMS

http://www.casa.gov.au/scripts/nc.dll?WCMS:STANDARD::pc=PC_91430

3.5 SMS Pro Commercial SMS Support Software

<http://www.aviation-sms.com/Home.aspx>

4. Aeronautical Decision Making (ADM) and Single-Pilot Resource Management (SPRM) Training

ADM is the practical application of aeronautical knowledge to enable safe and effective outcomes regarding flight operations. It builds upon a base level of knowledge correctly applied for an aviation situation. Successful ADM eliminates, or at a minimum, reduces hazardous flight event occurrences. Flight training recipients must have a fundamental grasp of practical ADM. SPRM is the optimization of a pilot's decision making processes, through the effective management of all available resources, information, equipment and people, to achieve safe and efficient flight operations. Modern Technically Advanced Aircraft (TAA), with their advanced pilot-aircraft interface, require that the pilot possess developed SPRM skills to safely and efficiently conduct flight operations. To maintain situational awareness, SPRM skills are absolutely necessary.

4.1 FAA AC 60-22 Aeronautical Decision Making

http://rgl.faa.gov/Regulatory_and_Guidance_Library/rgAdvisoryCircular.nsf/0/CCDD54376BFDF5FD862569D100733983?OpenDocument

4.2 AOPA ASF ADM Safety Advisor

<http://www.aopa.org/asf/publications/sa24.pdf>

4.3 FAA Risk Management Handbook

<http://www.faa.gov/library/manuals/aviation/media/FAA-H-8083-2.pdf>

4.4 Aviation Human Factors ADM Reports

http://www.avhf.com/html/Publications/FAA/ADM/ADM_Reports.asp

4.5 AOPA ASF Single Pilot IFR Safety Advisor

<http://www.aopa.org/asf/publications/sa05.pdf>

4.6 Neil Krey's CRM Developers Paper on SPRM

<http://www.crm-devel.org/resources/paper/spcrm/spcrm1.htm>

4.7 Australian CASA Single Pilot Human Factors Report

http://www.auf.asn.au/safety/CAAP_5_59_1.pdf

5. Upset Recovery Training (URT)

Loss of Control – Inflight (LOC-I) continues to be the leading cause of fatalities and hull losses in the commercial aviation industry today. Training that addresses LOC-I should blend classroom academics along with actual URT flights in an appropriate aircraft. This training needs to be delivered to flight students at an early point in their training career. The industry has now identified the potential benefits of such a training to help pilots recover an airplane that has been upset. The goal of airplane upset recovery training is to increase the pilot's ability to recognize and avoid situations that can lead to airplane upsets, and to improve the pilot's ability to recover control of an airplane to normal flight parameters if it has been upset.

5.1 FAA Airplane Upset Recovery Training Aid

http://www.faa.gov/about/office_org/headquarters_offices/avs/offices/afs/afs200/branches/afs210/training_aids/

5.2 Boeing Aerodynamic Principles of Large-Airplane Upsets

http://www.boeing.com/commercial/aeromagazine/aero_03/textonly/fo01txt.html

5.3 AIAA Research Paper 2008-6871 Airplane Upset Prevention Research Needs

<http://www.volpe.dot.gov/hf/docs/aiaa2008mst.pdf>

5.4 FAA Office of Aerospace Medicine URT Study

<http://www.faa.gov/library/reports/medical/oamtechreports/2000s/media/200917.pdf>

5.5 Council on Unusual Attitude Training & Education (CUATE)

<http://www.stallspin.com/default.htm>

5.6 Rich Stowell's Aviation Learning Center (URT Provider)

<http://www.richstowell.com/>

5.7 Aviation Performance Solutions APS (URT Provider)

<http://www.apstraining.com/>

6. GA Flight Data Monitoring (FDM)

Recent advances in small aircraft avionics technology have made low-cost Flight Data Monitoring (FDM) programs a reality for General Aviation operators. FDM is the technology and methodology for collecting and analyzing data recorded inflight. This collected data yields benefits in the four areas of maintenance, operations management, safety and training. Retrieved digital flight data has greatly enhanced several recent TAA accident investigations. Training effectiveness has also been enhanced through the use of GA FDM programs.

6.1 GA FDM White Paper

http://capacg.com/reference/docs_PDFs/GA%20FDM%20White%20Paper_v3.pdf

6.2 GA FDM Conference Report (large file – 29.7 MB)

http://capacg.com/2009%20GA-FDM%20Conference/09_01_09_GA_FDM_TaskII_Final_Report.pdf

6.3 GA FDM Website

<http://www.ga-fdm.com/>

6.4 Alakai technologies (GA FDM Co.)

<http://www.alakai.us.com/index.htm>

7. Fatigue Risk Management System (FRMS)

Effective fatigue management programs need to be developed and implemented at FTOs. Flight instructors and maintenance personnel should receive training on fatigue management and FTO management also needs to receive education on how to employ a FRMS program to enhance safety at their firm. The current aviation industry economic climate places pressure on an FTO to sustain flight operations at an intense level of activity. This operational pace has the potential to introduce fatigue-related hazards, requiring the use of an effective FRMS.

7.1 FAA Fatigue Management Symposium Proceedings

http://www.faa.gov/about/office_org/headquarters_offices/avs/offices/afs/afs200/media/aviation_fatigue_symposium/aviation_fatigue_symposium.pdf

7.2 ALPA White Paper on Fatigue Management

http://public.alpa.org/portals/alpa/pressroom/inthecockpit/FatigueRiskMSWP_6-2008.pdf

7.3 Transport Canada FRMS Toolbox

<http://www.tc.gc.ca/civilaviation/sms/frms/menu.htm>

8. GA Aircraft Maintenance Human Factors (HF) Training and Procedures

Aircraft maintenance operations are essential to any FTO. Aircraft must be maintained in an airworthy condition and be readily available for training sorties. These maintenance operations need attention in terms of safety programs. Recent advances in aircraft maintenance human factors have resulted in the reduction of maintenance-related safety events. This reduction in events has resulted in financial and operational benefits being gained by FTOs.

8.1 FAA Maintenance Human Factors

<https://hfskyway.faa.gov/hfskyway/index.aspx>

8.2 UK CAA CAP 716: Aviation Maintenance Human Factors (EASA Part-145)

<http://www.caa.co.uk/docs/33/CAP716.PDF>

8.3 UK CAA CAP 718: Human Factors in Aircraft Maintenance and Inspection

<http://www.caa.co.uk/docs/33/CAP718.PDF>

9. Sharing of Flight Training Safety Data

Accumulated safety data is worthless without analysis. To aid in this analysis, sharing of the de-identified data is helpful. Also, safety data sharing can facilitate development of “lessons learned” resources. Training providers, due to the unique nature of flight training operations, will benefit greatly from these data sharing efforts. Trend and event analyses have the potential to allow proactive safety measures to be implemented, resulting in the reduction of safety events, aircraft damage, and a corresponding loss in productivity and student progress.

9.1 FAA Aviation Safety Information Analysis and Sharing (ASIAS) System

http://www.asias.faa.gov/portal/page/portal/ASIAS_PAGES/ASIAS_HOME

9.2 IATA STEADES

http://www.iata.org/ps/intelligence_statistics/steades/index.htm

9.3 Commercial Aviation Safety Team (CAST) ASIAS Brief

http://www.icao.int/anb/safetymanagement/safety%20presentations/ICAO%20CAST%206Oct09_R.ppt

9.4 Next Generation Air Transportation System (NGATS) Joint Planning and Development Office (JPDO) Safety Working Group Paper

http://www.jpdo.gov/library/2009-04-16_ASIAS_ConOps_vFINAL.pdf

Steve Lasday

Feb. 2010

crashinv@gmail.com

Attachment #5: Library.



Library Editorial Review Committee

Report for BOD Meeting – 2-10-10

Since the last meeting, we have added one member to the LERC – Russell Still.

Since the last meeting we have been working on the entrance to the library – a.k.a. the “portals” – that would be used by either users of the library or contributors to the library. Thanks to great effort by Rich, we have developed those and the proto/beta versions were sent out to the BOD for their review and input.

We are now working on the actual library page(s) itself as to organization and operation. We will be further developing the process protocol that will be sent back to any contributor so that they can send their contributions to the LERC for review.

The principal item needing action at this board meeting is the approval of some of Jenny’s time to accomplish programming needed to get the portals and pages transferred from the proto/beta versions that Rich has created into the actual site. The goal is to have the “basic” library up and running before the end of the month so that it can be mentioned in the material for the GaMe Plan membership drive as an “active” benefit of membership.

Along with this meeting submission will be two .pdf files that Rich created from Jenny’s input for some time to work on this process. One is the budget, and one is an explanation sheet of some of the work to be done. I would ask, on behalf of the LERC, that a motion be made to allocate that time to Jenny as noted, since I will not be at the meeting myself on 2/10. The items are fairly self explanatory, but I am sure that in my absence, Rich will be able to answer any questions that arise.

Submitted by,

Alan Davis – Chair, LERC

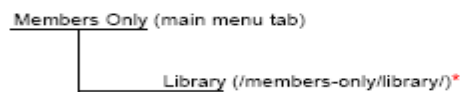
On behalf of the committee – Pat Knight, Tom Bennenson, Russell Still, Alan Davis

(Rich Stowell – ex-officio – he deserves that status and recognition for all of his work on this project!)

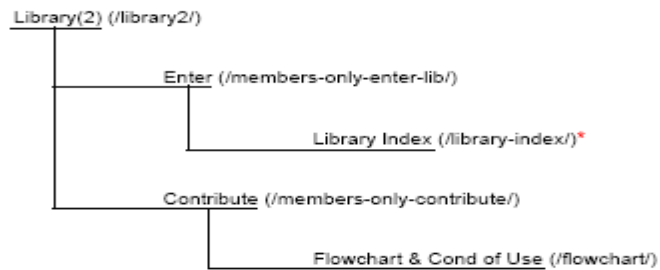
SAFE LIBRARY HIERARCHY & STATUS OF WEB PAGES

HIERARCHY OF PAGES

Live Pages — Available To Registered Members Who Have Logged In:



Beta Pages — On The Website But Not Released To The Membership Yet:



* Note: The live "Library" page and the beta "Library Index" page should be merged to become one-and-the-same.

Proposed Budget
Redeploying SAFE's Library per LERC Requirements

SAFE Board Telecon, 10 Feb 2010

1. Convert Beta Library pages to live, members-only pages * in the correct hierarchy * with appropriately-named urls * merging the existing Library page and its links with the Library Index page * massaging the categories that will appear on the Library Index page	\$35/hr for up to 4 hours of work, after which Jenny will report back to the LERC, which will in turn report to the Board as to her progress and whether or not additional time/money will be needed to complete this task	Up to \$140.00
2. Upload new material contributed to the Library	\$35/hr for up to 5 hours for the uploading of new material, after which Jenny will report to the LERC, which will in turn report to the Board to discuss an ongoing budget to upload material as it comes in	Up to \$175.00
3. Continue to research options for a Library-only search engine	\$35/hr for up to 3 hours, after which Jenny will report her findings to the LERC, which will in turn report to the Board for further direction and to discuss additional budget concerns	Up to \$105.00