



## *Eugene F. Correia International Airport*

### Runway Safety Team Meeting

*Minutes of the EFCIA Runway Safety Team Meeting held on 29<sup>th</sup>  
November, 2017, in the CMC Building at 13:00hrs.*

**Attendees:**

<i>Name</i>	<i>Organization</i>	<i>Designation</i>
1. Mr. Karan Bissessar	OAI	Director of Maintenance
2. Mr. Brian Joseph	OAI	Deputy- Director of Security
3. Mr. William Sanasee	OAI	Aviation Consultant to CEO
4. Mr. Phillip Lynch	OAI	Airport Operations Manager
5. Ms. Nadira Persaud	OAI	Finance Manager
6. Mr. Uditt Stoll	OAI	Environmental Manager
7. Mr. Brian Latchman	OAI	Instructor
8. Mr. Mark Appiaa	GCAA	ATC
9. Mr. Colin Johashen	GCAA	ANS Inspector
10. Mr. Jeffrey Brathwaite	GCAA	AGA Inspector
11. Mr. Shemroy Dean	WAL	Quality Manager
12. Mr. Gavin Harewood	WAL	Pilot
13. Mr. Ramdayal Ramjit	TGA	Safety and Quality Manager
14. Mr. Dale Hing	TGA	Operations Manager
15. Mr. S. Shalim	CAMS	Quality Manager
16. Mr. Kelvin Walker	CAMS	Quality Engineer
17. Ms. Carira Moller	HAI	Maintenance
18. Mr. Christopher Cheong	Jags	General Manager
19. Mr. Orin Walton	LIAT	Country Manager
20. Mr. Ankar Doobay	ASL	Quality/Safety Manager
21. Mr. Louis Sweetnam	Guysuco	Senior Engineer
22. Ms. Sue Chatterpaul	OAI	Secretary – RST

## **ORDER OF BUSINESS**

### **1. Opening Remarks**

Mr. William Sanasee convened the Runway Safety Team (RST) meeting by welcoming all attendees consisting of operators and regulators of the Eugene F. Correia International Airport.

He announced that the representative from ASL would be late and also Captain Barclay from Roraima Airways would not be present due Flight Duties.

Attendees from the Guyana Civil Aviation Authority were invited to offer opening comments.

### **2. Remarks from the GCAA**

Mr. Jeffrey Brathwaite, AGA Inspector, expressed the hope that the Runway Safety Team Meeting will be held on a regular basis, given that it is newly implemented by EFCIA.

Mr. Colin Johashen, ANS Inspector, took the opportunity to highlight that the RST should anticipate hazards and incidents so as to prevent any occurrence which can compromise the safety of aircraft operations. He opined that collaborative efforts are key in runway safety, and observations and suggestions should be brought to the forum to assist in making the EFCIA one of the safest airports in the Caribbean.

### **3. History of Runway Safety Team**

- i. Mr. Sanasee briefed the gathering on the history of the Runway Safety Team and its origins at the ICAO Conference of 2006, where it was presented and accepted by the International Civil Aviation Organization (ICAO).

- ii. He cited the Annexes of ICAO, particularly Annex 19 – Safety Management Systems (SMS) and its various complementary documents such as the Doc. 9850 - SMM and Doc. 9870 - Runway Incursion.
- iii. OAI has an approved Safety Management System Manual which was prepared Mr. Sanasee in 2013. He noted that same will be revised in 2018.

#### **4. Administrative Process of the RST**

- i. The RST is required to put the following measures in place to ensure its smooth functioning:
  - A Safety Policy
  - Terms of Reference
  - Selection of Team
- ii. Mr. Sanasee noted that the team will have a core group of members and that number may vary from time to time depending on matters/issues of runway safety being dealt with.
- iii. The rules and regulations of the RST will be guided by the GCAA Act (2001), in particular Regulation 85 which speaks to runway safety.
- iv. In addition, all activities of the RST will be carried out systematically and follow the guidelines and regulations of ICAO, GCAA and Ogle Airport Inc. (specifically the Airport Operations Manual).
- v. Mr. Sanasee noted that he is in the process of preparing a comprehensive folder containing all documentation and guidelines for the RST. This will be distributed to the RST members.
- vi. One of the persons who will be playing an integral role in the RST will be Mr. Brian Latchman. Mr. Sanasee noted that he is very knowledgeable in the discipline of airport safety, more specifically Safety Management Systems.

Mr. Latchman was invited to give his remarks.

Mr. Latchman explained the importance of the Runway Safety Handbook published by ICAO and the functioning of the RST. He engaged in discussions of specific sections of the handbook relevant to the RST.

He made mention of the following:

- a) Organizational Structure
- b) Membership and Roles
- c) Meeting of the RST
- d) Record Keeping/Data Sharing
- e) Training in Runway Safety

In concluding, Mr. Latchman promised to distribute Appendix G of the RST Handbook which is a list of useful references in runway safety.

## **5. Safety Practices**

Mr. Sanasee emphasized the importance of developing a culture where all feel a sense of obligation and responsibility to ensuring utmost safety in the airport environment.

He noted that the team will have to be engaged in advertisements, training sessions for operators/staff among other activities to create awareness among all airport staff on safety practices and its importance. Feedback was noted to be paramount as well.

## **6. Concluding Remarks**

Mr. Sanasee opened the floor for comments, suggestions, recommendations and remarks from attendees at the meeting. The participants were requested to submit their representative to the RST including an alternate.

## 7. Appointment of Members:

- a) The CEO, OAI will be consulted regarding the rotation of the Chairmanship for the RST.
- b) The appointments will be decided at the next meeting.
- c) Mr. Sanasee/Mr. Latchman will function as facilitators of the meeting.
- d) Ms. Sue Chatterpaul will be responsible for secretarial duties assisted by Ms. Moller of Hinterland Aviation.

*The following appointments were made to the RST:*

<i>Name</i>	<i>Designation</i>	<i>Company</i>
1. Mr. Brian Joseph	Deputy Director – Security	OAI
2. Mr. George Vyphuis	Chief Security Officer	OAI (Alternate)
3. Mr. Shemroy Dean	Quality Manager	WAL
4. Capt. Gavin Harewood	Pilot	WAL (Alternate)
5. Mr. Raj Ramjit	Safety/Quality Manager	TGA
6. Mr. Dale Hing	Operations Manager	TGA (Alternate)
7. Mr. Ankar Doobay	Quality/Safety Manager	ASL
8. Mr. Fazad Khan	Manager	Guysuco
9. Mr. Louis Sweetnam	Senior Engineer	Guysuco(Alternate)
10. Capt. L. Barclay	Pilot	RAL
11. Capt. Gerry Gouviea Jr.	Pilot	RAL (Alternate)
12. Mr. Shukracharia Shalim	Quality Manager	CAMS
13. Mr. Kelvin Walker	Quality Engineer	CAMS (Alternate)
14. Ms. Carira Moller	Maintenance	HAI
15. Mr. Karran Bissessar	Director of Maintenance	OAI
16. Mr. Phillip Lynch	Airport Operations Manager	OAI
17.		

Ms. Sue Chatterpaul

Secretary - RST

OAI

The next meeting will be held on 24<sup>th</sup> January, 2018 at the CMC Building, CAMS, EFCIA.

RST Meeting concluded at 15:45hrs.

*Scribe*

*Sue Chatterpaul*

*Secretary, EFCIA Runway Safety Team*