



Eugene F. Correia International Airport

Runway Safety Team Meeting

Minutes of the EFCIA Runway Safety Team Meeting held on 14th February, 2018, in the AWHWAES Classroom A, CAMS Hangar at 13:30hrs.

Attendees:

<i>Name</i>	<i>Organization</i>	<i>Designation</i>
1. Mr. Karan Bissessar	OAI	Director of Maintenance
2. Mr. William Sanasee	OAI	Aviation Consultant to CEO
3. Mr. Phillip Lynch	OAI	Airport Operations Manager
4. Mr. George Vyphuis DSM	OAI	Chief Security Officer
5. Mr. Brian Latchman	OAI	Instructor
6. Mr. Colin Johashen	GCAA	ANS Inspector
7. Mr. Jeffrey Brathwaite	GCAA	AGA Inspector
8. Mr. Shemroy Dean	WAL	Quality Manager
9. Mr. S. Shalim	CAMS	Quality Manager
10. Mr. Kelvin Walker	CAMS	Quality Engineer
11. Ms. Carira Moller	HAI	Maintenance
12. Mr. Ankar Doobay	ASL	Quality/Safety Manager
13. Mr. Louis Sweetnam	Guysuco	Senior Engineer
14. Ms. Sue Chatterpaul	OAI	Secretary – RST
15. Mr. R.J. Fitt	TGA	Director – Safety and Quality
16. Mr. N. Arzamendi	Bristow	Safety Representative
17. Mr. Simeon Taylor	GCAA	AvSec Inspector
18. Capt. Learie Barclay	RAI	Director of Operations
19. Mr. Yogeshwar Bedyadhar	GCAA	Air Traffic Controller ii

Excused were:

<i>Name</i>	<i>Organization</i>	<i>Designation</i>
1. Mr. Brian Joseph DSM	OAI	Deputy- Director of Security
2. Ms. Nadira Persaud	OAI	Finance Manager
3. Mr. Uditt Stoll	OAI	Environmental Manager
4. Mr. Mark Appiaa	GCAA	ATC
5. Mr. Gavin Harewood	WAL	Pilot
6. Mr. Christopher Cheong	Jags	General Manager
7. Mr. Ramdayal Ramjit	TGA	Safety and Quality Manager
8. Mr. Dale Hing	TGA	Operations Manager
9. Mr. Orin Walton	LIAT	Country Manager

AGENDA

- ❖ Welcome
- ❖ Confirmation of Previous Minutes
- ❖ Discussion of Action List from previous Minutes
- ❖ EFCIA Partial Emergency Response Exercise
- ❖ Any Other Business

CONFIRMATION OF MINUTES

1. Correction to Previous Minutes

- ❖ Mr. Vyphuis was present at the first meeting of the RST. His name was not included in the attendance list. Title DSM follows his name. This also applies for Mr. Brian Joseph DSM.
- ❖ Capt. Barclay's designation is Director of Operations for Roraima Airways Inc. Capt. Gerry Gouveia Jr. is the Manager of Operations.
- ❖ Mr. Raj Ramjit is the Quality Assurance Manager and Mr. Fitt is Director of Safety and Quality.

2. Adoption of Minutes

The Minutes were adopted by Mr. Fitt and seconded by Mr. Shalim.

ANNOUNCEMENTS

- ❖ OAI will be conducting a Partial Emergency Exercise on 1st March, 2018. A full scale exercise will be conducted in February, 2019.
- ❖ An Aerodrome Security Inspection will be conducted at the EFCIA by the GCAA on 22nd February, 2018.

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 reiterated the importance of safety inspections and analysis of information on the airside that must be done by the RST and assured members that their recommendations would be taken to the CEO, OAI for approval and execution.

2. Emergency Exercise

EFCIA engages in full scale, partial and table top emergency exercises. For 2018, a partial exercise will be conducted on the 1st March.

3. Aerodrome Security Inspection

The GCAA conducted an Aerodrome Security Inspection at the EFCIA and granted a one year certification effective September, 2017.

As a result of the GCAA inspection, EFCIA section of the Guyana AIP will be amended accordingly.

4. Depression in the Runway

There have been reports from LIAT, CAL and local pilots of a depression in the runway.

Surveys were done and OAI will conduct remedial work, which is budgeted for in the 2018 capital work programm.

At present, OAI is looking at either using foam injections or an asphalt cap.

These remedial works will ensure that there is minimal disruption of flight operations.

The chairman requested that members of the RST who have suggestions on best practices and methodology for correcting the runway depression, should make recommendations to OAI.

5. Taxiway C

It was reported that there is a clash with movement of aircraft in this area.

Members recommended that there should be another Taxiway for maneuvering to the runway as taxiway 'C' tends to get congested.

It was also recommended that there should be a high speed taxiway from Runway 07 to Taxiway 'B'.

6. Update on Works at the Airport

- ❖ RAI will commence construction of concrete drainage along their hangar. This will cause some delay on the access road to other Hangars.
- ❖ CAMS will be constructing a Quality Control Office at the CAMS fuel farm.
- ❖ Expansion work on the Fire Service Building has been completed.
- ❖ ASL will be constructing two helipads off Taxiway C. A safety analysis on this project is completed and will be circulated to the RST.

7. LIAT Operations

Members were informed that LIAT will be commencing flights from/to Port of Spain, Trinidad effective July, 2018. It was advised that the RST engage in a safety analysis for this new dispensation.

Concerns were raised about small aircraft moving on Taxiway Alpha in close proximity to LIAT aircraft when it is parked with engines running. This is to be investigated.

Action List

1. Team Members were reminded to set up a hazard log book for their entities.
2. The SMS Manual will be completed by the end of March, 2018.
3. CEO has no objection to the Terms of Reference and Safety Policy of the RST. All attendees so gave their no objections. Absent members are to give their comments via phone.
4. Package of all relevant documents of RST including the Terms of reference and Safety policy, will be resent to all members via email.
5. Mr. Sanasee is appointed Chairman of the RST meeting.

RST Inspection

The RST will conduct an inspection of the airside on a date to be decided by the Members.
Mid-March was suggested to be a good time.

Next Meeting

The date for the next meeting is to be decided.

Closing

In closing, Mr. Sanasee reiterated the need for the RST to be proactive and focus on the practical and field aspect of works to be done.

There being no other business, the RST Meeting concluded at 15:30hrs.

Scribe

Sue Chatterpaul

Secretary, EFCIA Runway Safety Team