



## **IS-BAH Standards Board #1 – Geneva May 18<sup>th</sup> 2015 - Minutes**

### Attendees:

Kurt Edwards (KE) – Director General IBAC

Stewart MacPherson (SM) – MacPherson Aviation

Allison Markey (AM) – SafeOps Systems

Diogo Terra (DT) – Xjet

Leah Lenardic (LL) – Vertiport Chicago

Joseph Azzaz (JA) – Sky Valet Cannes

Steve Gulvin (SG) – EVS Aviation

Sonnie Bates (SB) – IBAC IS-BAO Program

Peter Ingleton (PI) – IBAC ICAO Liaison

Mike France (MF) – NATA

Barry Sergeant (BS) – Biggin Hill Airport

Terry Yeomans (TY) – IBAC IS-BAH Program

Apologies received from: Gary Dietz (GD) – AT&T, Jad Donaldson (JD) – Avfuel Corp, GB Singh (GBS) – SRC Aviation, Debbie Laux (DL) – Medaire, Andreas Becker (AB), German Aviation Services, Jay Dankoff (JD) - Convergent Performance.

Bobby Butler – Universal Aviation was unable to participate at short notice and has with regret removed himself from the Standards Board.

### **Convening of Meeting and Introductions.**

Meeting convened at 0840hrs, Kurt Edwards opened the meeting by thanking all the participants for their support of the program, each of the attendees introduced themselves with a brief bio.

### **Standards Board Membership, Election of Chairperson and Vice-Chair.**

The group shows a wide and varied depth of expertise. IBAC had received two names for the position of Chair and Vice Chair in advance of the meeting. Stewart MacPherson was duly nominated by BS, seconded by SG, as Chair with Barry Sergeant nominated by SM and



seconded by AM as Vice Chair. The positions will run in accordance with the Terms of Reference for an initial period of three years. Current list of members attached. Group still looking for representative from a training organisation.

### **Adoption of the Agenda**

Agenda was adopted in whole.

### **Terms of Reference**

The current Terms of Reference (ToR) were reviewed and discussed. Meeting location and date was raised by SM. There is no requirement for it to be held directly prior to EBACE, however it is deemed an event where the majority of participants would be attending without the SB taking place. For logistical reasons at IBAC it is necessary to separate the manual updates throughout the year for the two programs (IS-BAO and IS-BAH), this also has a bearing on the schedules for both Standards Boards.

It was suggested that the need for an aircraft maintenance person to participate in the Standards Board be removed, this was agreed by all. It was further suggested this position could be filled by an airport representative, Biggin Hill Airport fulfil this suggestion in current make up board participants. ToR amended to remove aircraft maintenance and replace with airport operations.

### **IS-BAH Program Summary**

TY gave update on current status of manual sales showing geographical range.

### **Registered Operators & Auditors**

TY gave update on current list of registered operators and auditors. Group discussed the auditor numbers and qualifying conditions for auditor accreditation, in particular the five years' FBO/BAHA experience which has raised some questions by potential auditors. It was agreed that no changes be made to the requirement. SM suggested that the logos of those companies who had achieved registration be posted on the IS-BAH website. **(Action TY/IBAC)**

### **Workshop Program Summary**

TY gave update on workshops including those planned. PI gave update on the ICAO Ground Handling Task Force (IGHTF), it is clear that ground handling activities are on the radar of a number of stakeholders and the launch of the IS-BAH was well timed. SM asked about education sessions ahead of workshops, advised that the IS-BAH program relies on support of the IBAC Member Associations and that we are working with them to find best solution to spread the word and increase numbers at the workshops. SG suggested the option of an



online workshop, this is being worked on currently in conjunction with the IS-BAO program and a solution through a third party supplier.

### **Amendments to Standard and Audit Procedure Manual**

Thorough review of the table of suggestions and changes to the Standard took place (attached).

6. Facilities and Ramp – suggestion by JA to add aircraft cleaning section, JA to provide suggestion – **(Action JA)**

9. GSE Maintenance Requirements – MF to provide suggested rewrite to reduce section – **(Action MF)**

11. Emergency Response Plan – AM to review and provide sample for guidance – **(Action AM)**

### **Other Business**

SM suggested an IS-BAH promotion sub-committee be established, MF, DT, LL, AM all expressed interest to be part of any group. Discussed need for a coordinated single message from the program to establish benefits of implementation of the IS-BAH. **(Action SM/TY)**

Subsequent to the meeting, a major US Insurance company has offered to support the program by providing manuals and workshop attendance for those who enroll in their safety benefits program. This is in line with the current practice for the IS-BAO program.

### **Next Meeting**

Currently planned for day prior to EBACE 2016 (May 23<sup>rd</sup> 2016)

Meeting adjourned at 17:05 hours