



RTCA Paper No: 282-21/SC241-014
EUROCAE Paper No: EUR 333-21/WG121-12

Meeting Minutes of Plenary 7 November 4, 2021

Attendees:

Al Secen (RTCA)
James Sampica
Jon Fifield
Hagop Kazarian (Bombardier)
Iva Pluhackovai (IATA)
Dinkar Mokadam, AFA-CWA
Jeff Gardlin
Ashraf Sherif
Chloe Shen Morosetti (UAL)
Chad Johnson (TC)

Candace Kolander
Bryan Moran
Jim Davis AccuFleet
John Taylor ALPA
Sebastian RESCHENHOFER
David Baron ALPA
Hal Adams
Janis Vegers

1.) RTCA/EUROCAE Policy Statements

- a. Policy statements and meeting tips were reviewed by Al and Sebastian

2.) Welcome and Introductions

- a. Chloe welcomed everyone and summarized the publication of the white paper last December.

3.) Approve Minutes from Meeting 6

- a. Al advised that meetings minutes from meeting 6 have not yet posted. Once they are available, he will distribute the committee for review via electronic ballot. Once the ballot closes and the committee has approved, he will post them to the public site.
- b. Chloe mentioned that the secretary was on vacation and so Al volunteered to act as secretary for this plenary
- c. It was noted that FRAC was not set to close until 5:00 PM ET on Nov 4. Al noted that the large number of comments filed was unexpected and that the FRAC closure and plenary was planned in anticipation of having no or very few comments. But, because the plenary is being held BEFORE FRAC has officially closed, it is possible that HIGH or NON-CONCUR comments may be filed AFTER the plenary has approved closing FRAC. In that case, the document delivery to the PMC and publication may be delayed until plenary approval is received for any late-filed comment.

4.) Work groups update (presentation)

- a. While an attempt was made to discuss each WG in turn, the meeting quickly evolved into the business of the day of discussing updates to the document in FRAC/OC. The comments covered the span of the sections and each working group lead was present and represented their sections in turn. **No separate WG discussions took place.**

- b. Iva P reviewed the comments for WG-1 and the responses to comments to Section 1.
- c. At this point, the Boeing representative indicated he had reviewed all comment responses filed to the Boeing comments and concurred with all of them.
- d. Iva then noted that she had a comment against section 2.2 and requested to review it.
 - i. The comment was to include discussion of vaccination in section 2.2.2
 - ii. After discussion of the applicability of vaccines and the ToR scope of the DO-388() document, it was decided to add language to section 1.2. IATA agreed with the location and substance of the language
- e. It was requested to add to the minutes a note of thanks specifically to Candace Kolander of ALPA for her extraordinary commitment to updating the document and the recorded comments.
- f. The committee then entered into reviewing the HIGH comments
 - i. All HIGH comment responses were reviewed and approved by the commenters
- g. Medium Comments were then reviewed
 - i. Discussion of HEPA filter change intervals was discussed and the text was changed in accordance with comments received and comments from the meeting participants. The originally filed comment and real-time comments were all resolved satisfactorily
 - ii. Remaining mediums were reviewed and the responses were accepted by the commenters present.
- h. A review of all rejected comments was made. The specific reasoning behind the rejections was reviewed and approved by the comments without objection.
- i. A discussion of whether to replace “air carrier” with “operator” took place. Candace and Al took the action to review the use of the target terms contextually before replacing, but it was agreed that changing to “operator” would make the document more useful to industry.
- j. **Document Review (WG1)**
 - i. No specific WG 1 discussion took place. See 4.)a above.
- k. **Compatibility of Chemicals (WG2)**
 - i. No specific WG 2 discussion took place. See 4.)a above.
- l. **Non-Chemical (WG3)**
 - i. No specific WG 3 discussion took place. See 4.)a above..

5.) Discuss new Committee regarding transport of known ill patients

- a. Sebastian R of EUROCAE discussed the request by a EUROCAE member to form a new committee dealing with air ambulance services provided for ill patients.
- b. In leadership calls over the summer, it was decided to not roll this work under SC-241/WG-121, but to create a new EUROCAE WG.
- c. The scope of work of the new group will not encompass airline, business aviation, or general aviation transport of ill passengers but will focus solely on the niche air ambulance services.

6.) Review comment resolution from FRAC/OC

- a. **Resolve any outstanding comments**
 i. Undertaken under 4.) above

7.) Approve DO-388A CLOSE FRAC

- a. Dinkar motioned to close FRAC/OC and was John seconded without objection. FRAC was officially closed subject to the provision in 3.)c above

8.) Approve DO-388A for referral to PMC

- a. John motioned to refer the document to PMC and TAC for approval and publication. The motion was seconded by Dinkar without objection. This motion will be voided if the conditions outlined in paragraph 3.)c above are met, however.

9.) Date of Next Meeting

- a. The committee chair indicated that it would be preferred to enter Active Monitor status unless some agency or industry partner indicated it would be beneficial to continue development of additional documents or update the existing document. No objection was raised at this suggestion
 b. Al took the action to update the committee ToR to indicate they will be in AM status after submission of the current document.

10.) Action Item Review

	ACTION	STATUS
a.	AI for AI (RTCA): Update ToR to AM status - CLOSED	CLOSED
b.	AI for Candace (ALPA) and AI (RTCA): Update “Air Carrier” and “Airline” to “Operator”	CLOSED
c.	AI for AI (RTCA): Edit the document to the final format	CLOSED
d.	AI for Patrick (United): supply minutes for Plenary number 6	
e.	AI for AI (RTCA): Create ballot for approval of meeting minutes for Plenary 6	
f.	AI for AI (RTCA): Create ballot for approval of meeting minutes for Plenary 7	CLOSED

11.) New Business

- a. No new business was introduced

12.) Adjourn

- a. Patrick motioned and Travis seconded to end meeting