



Monday, March 6, 2017
Dallas, Texas
Heli-Expo 2017

Meeting called by: Craig Jennison, TOPS Chair

Regular Membership Meeting - 2017

Minutes: Jen Boyer, Executive Director

Call to Order

Chairman called meeting to order at 3:13 p.m.

Reading of the Antitrust Statement

Boyer

The Executive Director read the HAI antitrust statement.

Attendee Introduction, Establish Quorum, & Welcome Visitors/New Members

Jennison

A quorum was established and the Chairman invited members and guests to introduce themselves.

The Executive Director circulated a sign-up sheet, attached as Appendix I.

Approval of Minutes from Regular Membership Meeting in Hawaii on Oct. 26

Jennison

The minutes were distributed via e-mail/web posting earlier by the Executive Director. No comments were received. The minutes were approved as written. A motion was made to approve the minutes as written by Mark Schlaefli and seconded by Gordy Cox. It passed unanimously.

Report of Officers

Jennison

Chair

The Chair thanked the board and committees for all the behind the scenes work that has taken place to keep TOPS moving forward. He also thanked HAI and HTOC for continuing to work with TOPS for meetings. Also, the chair called out specific past presidents in the room and extended gratitude for their past service. He encouraged those in attendance to please consider supporting TOPS by serving on a committee.

Treasurer

Valenzuela

Written report handed out to regular members. Attached in Appendix II.

The treasurer reported the organization was in strong financial shape. There were no question on the Treasurer's report

Executive Director

Boyer

The Executive Director shared the work she'd done behind the scenes to support the committees, specifically International Membership, Educational Outreach and Audit committees. She confirmed that brochures were reordered and sent to all regular members.

Committee Reports

Jennison

Nomination

Nomination Chair Mandy Nelson was unable to attend so Jennison shared that nominations and voting had taken place. He announced and welcomed the six elected board members for two-year terms: Mandy Nelson (Regular), Gordy Cox (Regular), Paul Tramontana (Regular), Cathy Valenzuela (Associate), Dave Blackwell (Associate), and Tom Belew (Associate).

Standardization

Lincoln

Standardization Chair Eric Lincoln reported the committee reviewed the International Membership Committee's proposals and shared concerns regarding the complexity of standardizing the program among all countries.

International Membership

Lewis

Stephanie Lewis reported that after a year of meetings, discussions and sharing a draft plan with Standardization, Safety and Audit committees, it has become apparent that the complexity of developing the program is beyond the scope of abilities of the group. The committee officially recommended to not expand TOPS into an international program and suggested instead TOPS endeavor to help those who are Part 91 become Part 135 in the interest of increasing safety.

The TOPS Chair commented that TOPS has looked into this in the past, but never this deep. He thanked the committee for its hard and diligent work.

Directors of Safety/Safety Committee

Kain

Directors of Safety Committee Vice Chair Joel Kain expressed excitement in participating in supporting Part 91 operators in becoming Part 135 through a mentoring program. He also suggested the committee look into fatigue management and how to stay ahead of the 135 requirements.

Educational Outreach

Edlund

Marketing Committee Chair Brooke Edlund shared a presentation on the committee's work toward four goals: Booth design and poster design, social media, educating current customers and educating large customers (Expedia, Travelocity, etc.)

Geoff Edlund suggested making artwork available for pop ups so each operator had them for display in their lobbies.

Becker

Audit Committee

Audit Committee Chair John Becker demonstrated how to log onto the TOPS website to access all the TOPS Audit documents in the Audit Toolbox. He walked through each document, emphasizing areas of special interest and new ride-along procedures.

Becker also announced he'd like to step down as audit chair and would very much like to train a replacement throughout the next year. He asked people to please reach out to him if interested.

Directors of Maintenance

Jennison

Currently this committee is dormant and TOPS Chair asked the membership to please encourage their directors of maintenance to participate as each company's DOM is involved in TOPS.

New Business

Boyer

FEI Behavioral Health

ED Jen Boyer shared that FEI has offered to teach a class at our next meeting. Cost was \$1,700 plus expenses. Topics include Family Assistance, Media Response, Next of Kin notification, etc. She asked if the membership was interested in any of these courses.

ACTION: Jen to gather course ideas and survey membership.

It was suggested Jen gather a list of instructors and courses, then survey the membership on what topics they'd be interested in learning for the next meeting.

Adjournment of General Meeting

Jennison

Fall Meeting

The Chair announced HTOC chose Washington, D.C., as the location for the next fall meeting. TOPS will be sharing exact dates and other information as the date gets closer. TOPS and HTOC members will work with HAI to schedule meetings with legislators during this visit.

Adjournment of General Meeting

Meeting adjourned 4:25 p.m. with a motion by John Becker that was seconded by March Schlaefli.

Respectfully submitted:

Jen Boyer

TOPS Executive Director

Name	Company	Phone	e-mail
1 Jen Boyer	TOPS	286-280-3209	jen@topssafety.org
2 Craig Jennison	Teneco Helicopters	907-789-9501	craig-jennison@tenecoair.com
3 Joel Kain	TEMSCO Helicopters	907 228-0858	joel.kain@surveypt.com
4 CHAN VINENZUELA	NOGOT, SEIBER & WILLIAMS	206-334-0458	CHANVIN@NOGOT.COM
5 Gordy Cot	Island Express Helicopters	530-410-3480	gordy@islandexpress.com
6 Dave Blackwell	Spider Tracks Limited	571 216 0422	dave.blackwell@spidertracks.com
7 Brent Decca	Liberty Helicopters	774-535-1575	Brent@libertyhelicopters.com
8 Pat Day	" "	908-433-3701	daypat " " "
9 C. Thompson	CLUBBART-HELICOPTERS	646-342-8876	THOMPSON@CLUBBART-HELICOPTERS.COM
10 Paul Morris	Sensative Helicopters, Inc.	808-937-1747	paul.morris@sensativehelicopters.com
11 Joel Van Brunt	Paradise Helicopters	808-329-6601	joel.vanbrunt@paradiseparadise.com
12 David Watkins	Allianz	303-960-5869	d.watkins@allianz.com
13 Nicolas Peterson	Allianz	303-870-8158	nic.peterson@jugs.allianz.com
14 FRANK BERGON	HILLSBORO AVIATION	503 648 2831	FRANK@HILLSBOROAVIATION.COM
15 Stephanie Lewis		214-735-6099	justthistest@jaboo.com
16 Mike Wilson	CONRAD Helicopters	907-789-5600	m.wilson@conradhelicopters.com
17 Bob Berto	TEMSCO	907 617 1212	bob@temscopar.com
18 Shannon Hasty	NORSTAR TREKKING	907-321-5351	shannon@norstar-trekking.com
19 Michael Stone	Sundance	(909) 821-3998	mstone@sundancehelicopters.com
20 Rich Ramirez	SUNDANCE	(702) 400-3727	RRAMIREZ@SUNDANCEHELICOPTERS.COM
21 John Self	McGRI, Seibok & Wags	808-256-2121	jsself@mcgri.com
22 David Sellers	Blue Hawaiian	808 419 5550	dsellers@bluehawaiian.com
23 Tom Thomas	Blue Hawaiian	808-269-4174	tthomas@bluehawaiian.com
24 DARL EVANS	BLUE HAWAIIAN	808-936-6889	DEVANS@BLUEHAWAIIAN.COM
25 Christine Bassett	Papillon Airways	928-606-0220	christie@papillonair.com
26 Patrick Thakur	SAFARI LIFE	604-377-9119	patrick.tave@saferan.com

27	BAVIS BARTLEY	RYR-FOY UNDO	484 21 941541	bavis@eye-fly.co
28	BRAD SCHAEFER	HELI-ONE	909-202-2924	BRAD.SCHAEFER@HELI-ONE.COM
29	KATHERINE HULST	Safety Design Consultants	206 953 4977	khulst@mac.com
30	Tim Cochran	Part Chair	907-529-1437	TCochran@aol.com
31	BILL PAYNE	Air Payne	716 764-9596	airpayne@aol.com
32	Elise Dumontier	Vector Aerospace	503 861 5788	e.ise.dumontier@vectoraerospace.com
33	ERIC HICKS	Vector Aerospace	(604) 561-9462	eric.hicks@vectoraerospace.com
34	Gregg Lundberg	Blue Hawaiian	808-357-2216	glundberg@bluehawaiian.com
35	Steve Vandelaar	Navistar Helicopters	828-492-8711	Nicou@navistarwater.com
36	Eric Lincoln	Blue Hawaiian Helicopters	808-280-4942	elund@bluehawaiian.com
37	Eric Hamo	Blue Hawaiian Helicopters	808-359-8603	ehamo@bluehawaiian.com
38	Noah Broderick	Hawaii Helicopters	808-756-5144	nbroderick@hawaii-helicopters.com
39	Justin Brooke	Hawaii Helicopters	808-442-8092	JBrooke@hawaii-helicopters.com
40	MARK SCHLAFFLI	SUNDANCE HELICOPTERS	858-775-7808	mschlaefli@sundancehelicopters.com
41	John Becker	Papillon Helicopters	928-606-6143	john@papillon.com
42	Bryant Hanson	"	602-321-1970	brendan.papillon.com
43	Geoff Edlund	Papillon Helicopters	206-683-7705	geoff@papillon.com
44	Brook Edlund	Papillon Helicopters	206-579-9277	brook@papillon.com
45	Tom Belew	SARAH HELICOPTER	214-364-9024	tombelew@papillon.com
46	KEITH CIANFRANI	AVIATION SAFETY CONSULT	267-377-5364	KCIANFRAN@SAFETYHUB
47				PLWT.COM
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TREASURER'S REPORT

Financials

January 1st 2016 – December 31st 2016

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January 1st 2017 – March 2nd 2017

- Please see attached Financials.
- We currently have a Certificate of Deposit Maturing on July 19th 2017 in the amount of \$28,058.63.
- 2017 Membership Invoices were mailed out February 14th 2017. Please let me know if you have not received your Invoice, or have a change in address.

Respectfully submitted;

Cathy L. Valenzuela
Tour Operators Program of Safety
New** 7525 SE 24th Street, Suite 520
Mercer Island, WA 98040
Direct: 206.877.0902
cvalenzuela@mcgriff.com

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03/02/17

Cash Basis

TOUR OPERATORS PROGRAM OF SAFETY

Balance Sheet

As of December 31, 2016

	<u>Dec 31, 16</u>
ASSETS	
Current Assets	
Checking/Savings	
Business Maximizer	19.33
Certificate of Deposit	28,060.26
Checking Bank of America	99,847.01
Total Checking/Savings	<u>127,926.60</u>
Total Current Assets	<u>127,926.60</u>
TOTAL ASSETS	<u>127,926.60</u>
LIABILITIES & EQUITY	
Equity	
Retained Earnings	122,983.81
Net Income	4,942.79
Total Equity	<u>127,926.60</u>
TOTAL LIABILITIES & EQUITY	<u>127,926.60</u>

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Cash Basis

TOUR OPERATORS PROGRAM OF SAFETY
Profit & Loss
January through December 2016

	Jan - Dec 16
Ordinary Income/Expense	
Income	
Bank Adjustment	2,708.33
Contributions/Sponsorships	2,500.00
Membership Dues	54,680.00
Total Income	59,888.33
Expense	
Insurance	
D & O/ EPL Insurance	1,539.00
General Liability Insurance	829.00
Total Insurance	2,368.00
Licenses and Permits	503.00
Marketing	
2016 FALL MEETING - KONA, HAWAI	2,455.06
2016 SPRING BOARD MEETING	1,625.55
Heli-Expo 2016	
Air/Auto/Meals/Hotel	875.70
Booth Furnishings	2,150.17
TOPS 20th Anniversary Event	1,553.83
TOPS Meeting Supplies	3,287.08
Heli-Expo 2016 - Other	339.44
Total Heli-Expo 2016	8,206.22
TOPS Brochure	1,021.52
Website	555.00
Marketing - Other	333.95
Total Marketing	14,197.30
Office Supplies	1,495.92
Postage and Delivery	168.80
Professional Fees	
Gilligan, Ryan & Jorgenson	675.00
Jen Boyer	32,499.96
Total Professional Fees	33,174.96
Reconciliation Discrepancies	2,708.33
Supplies	
Office	
Plaques	169.73
Total Office	169.73
Total Supplies	169.73
Telephone	159.50
Total Expense	54,945.54
Net Ordinary Income	4,942.79
Net Income	4,942.79

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Cash Basis

TOUR OPERATORS PROGRAM OF SAFETY
Income by Customer Summary
January through December 2016

	<u>Jan - Dec 16</u>
Air Pegasus Heliport, Inc.	500.00
Airbus Helicopters	2,000.00
Allianz	2,000.00
Appareo Systems	0.00
AVIALL*	500.00
Aviation Risk Solutions Inc.	0.00
Bell Helicopter	2,000.00
Berkley Aviation LLC	0.00
Black Hills Helicopters	200.00
Blue Hawaiian Helicopters	6,200.00
Dart Helicopter Services LLC	500.00
Era Helicopters, LLC	2,400.00
EuroSafety International LLC	500.00
EUROTEC Vertical Flight Solutions	0.00
Eye-Fly Aviation Video	500.00
FlightSafety Intl.	0.00
Hawaii Helicopters	600.00
Heli-One American Support LLC	500.00
Helicopter Flight Services, Inc.	0.00
Heliproducts Industries Ltd	500.00
Hillsboro Aviation	800.00
Island Express Helicopters Inc.	1,200.00
Jet Support Services, Inc.	500.00
John F Throne & Co	500.00
Liberty Helicopters	1,800.00
McGriff, Selbels & Williams, Inc.	500.00
Metro Aviation DBA	500.00
Nampa Valley Helicopters*	500.00
Northstar Trekking LLC	1,400.00
Papillion Airways, Inc.	9,400.00
Precise Flight, Inc.	500.00
Prism/Argus International, Inc.	500.00
Soloy LLC	500.00
Spider Tracks Limited	480.00
Sundance Helicopters	5,600.00
Sunshine Helicopters, Inc	2,000.00
Temsco Helicopters, Inc	3,600.00
Turbomeca	2,000.00
United Rotocraft-A Div of Air Methods	500.00
Vector Aerospace	500.00
W. Brown & Associates	2,000.00
Zodiac Services Americas	500.00
TOTAL	<u>54,680.00</u>

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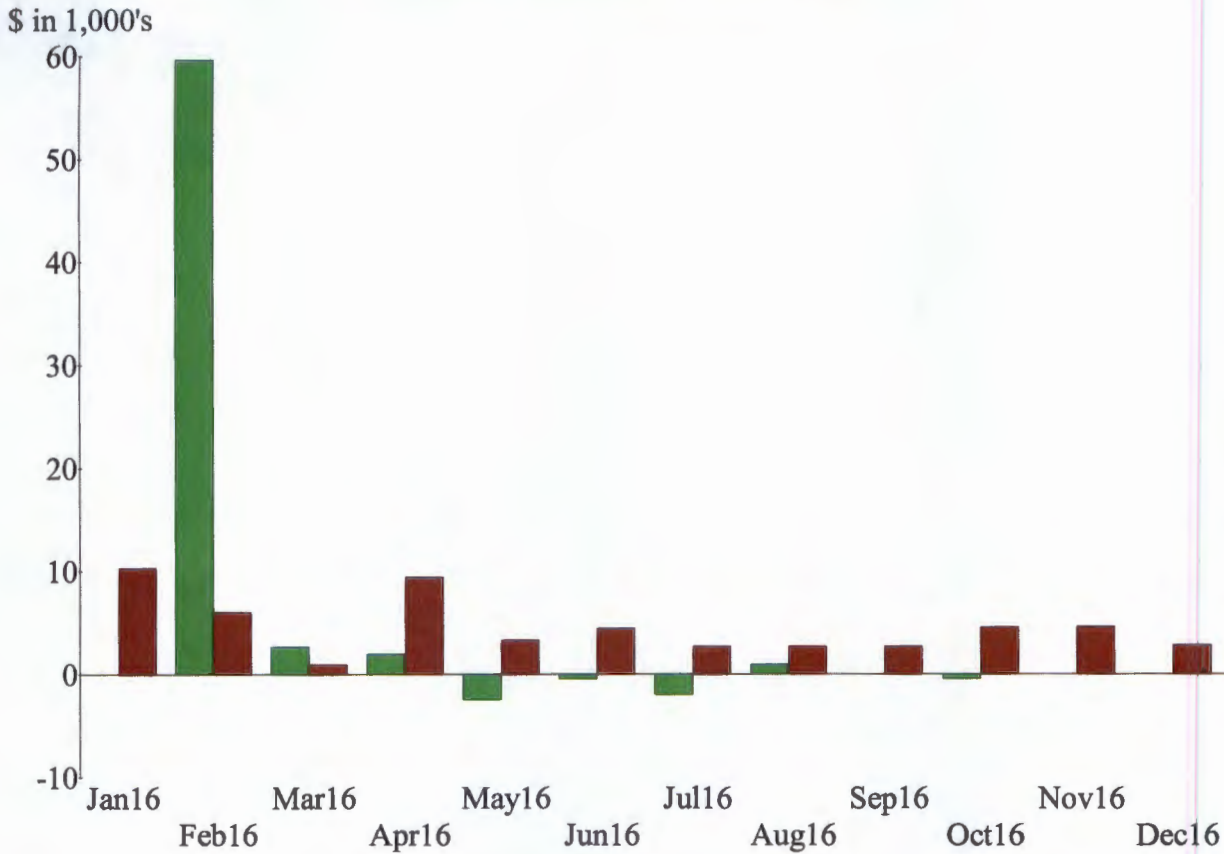
Cash Basis

TOUR OPERATORS PROGRAM OF SAFETY
Expenses by Vendor Summary
January through December 2016

	<u>Jan - Dec 16</u>
CLEAR MIND GRAPHICS	555.00
Craig Jennison	892.02
CSC DE E-Filing	503.00
Grasshopper	159.50
Helicopter Association International	184.95
Jen Boyer	46,325.74
JSfirm, LLC	149.00
Lesley Feldman	425.00
Liberty Mutual Insurance	829.00
Philadelphia Insurance Co.	1,539.00
Ryan Jorgenson & Limoli, P.S.	675.00
TOTAL	<u>52,237.21</u>

Income and Expense by Month January through December 2016

Income
Expense



Expense Summary January through December 2016



Professional Fees	60.38%
Marketing	25.84
Reconciliation Discrepancies	4.93
Insurance	4.31
Office Supplies	2.72
Licenses and Permits	0.92
Supplies	0.31
Postage and Delivery	0.31
Telephone	0.29
Total	\$54,945.54

By Account

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Cash Basis

TOUR OPERATORS PROGRAM OF SAFETY

Balance Sheet

As of March 2, 2017

	<u>Mar 2, 17</u>
ASSETS	
Current Assets	
Checking/Savings	
Business Maximizer	19.33
Certificate of Deposit	28,060.26
Checking Bank of America	99,745.86
Total Checking/Savings	<u>127,825.45</u>
Total Current Assets	<u>127,825.45</u>
TOTAL ASSETS	<u>127,825.45</u>
LIABILITIES & EQUITY	
Equity	
Retained Earnings	127,926.60
Net Income	-101.15
Total Equity	<u>127,825.45</u>
TOTAL LIABILITIES & EQUITY	<u>127,825.45</u>

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Cash Basis

TOUR OPERATORS PROGRAM OF SAFETY

Profit & Loss

January 1 through March 2, 2017

	<u>Jan 1 - Mar 2, 17</u>
Ordinary Income/Expense	
Income	
Membership Dues	6,600.00
Total Income	<u>6,600.00</u>
Expense	
Licenses and Permits	62.00
Marketing	
2017 Heli-Expo	458.40
Website	20.00
Total Marketing	<u>478.40</u>
Photocopies	601.28
Postage and Delivery	129.55
Professional Fees	
Jen Boyer	5,416.66
Total Professional Fees	<u>5,416.66</u>
Telephone	13.26
Total Expense	<u>6,701.15</u>
Net Ordinary Income	<u>-101.15</u>
Net Income	<u><u>-101.15</u></u>

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Cash Basis

TOUR OPERATORS PROGRAM OF SAFETY
Expenses by Vendor Summary
January 1 through March 2, 2017

	<u>Jan 1 - Mar 2, 17</u>
CLEAR MIND GRAPHICS	20.00
CSC DE E-Filing	62.00
Grasshopper	13.26
Jen Boyer	<u>6,605.89</u>
TOTAL	<u><u>6,701.15</u></u>

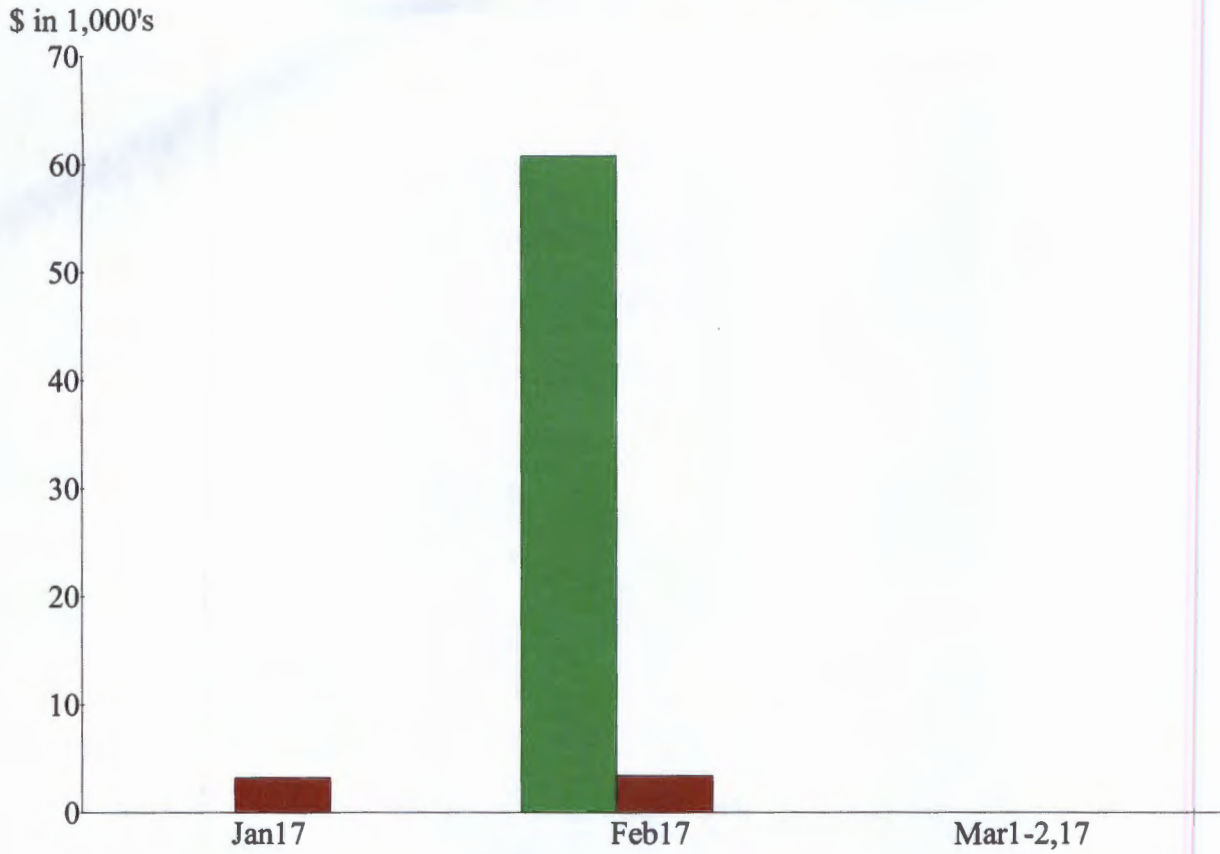
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Cash Basis

TOUR OPERATORS PROGRAM OF SAFETY
Income by Customer Summary
January 1 through March 2, 2017

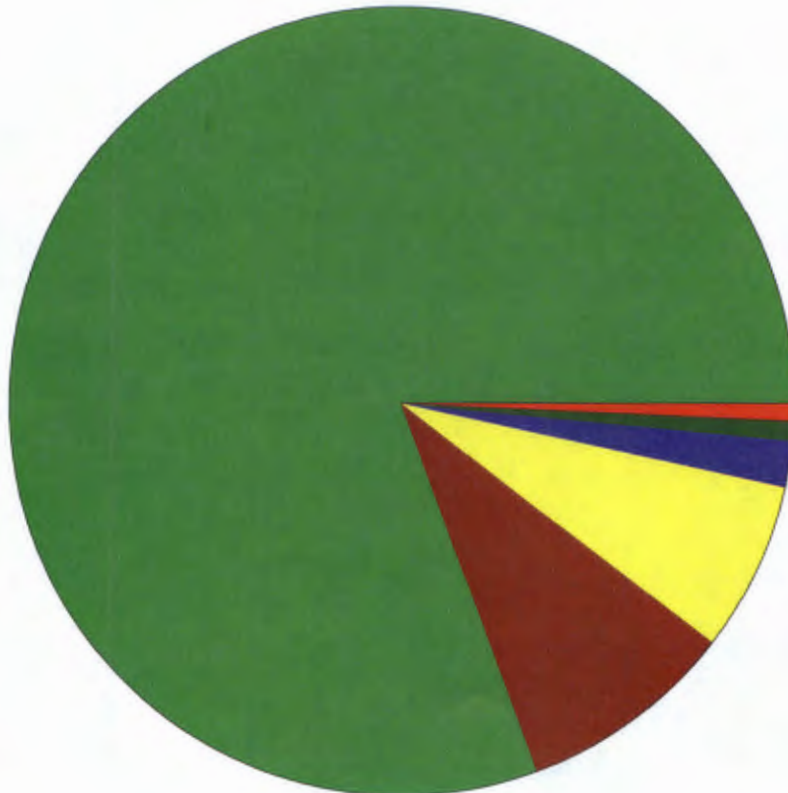
	<u>Jan 1 - Mar 2, 17</u>
McGriff, Seibels & Williams, Inc.	500.00
Nampa Valley Helicopters*	500.00
Temsco Helicopters, Inc	3,600.00
W. Brown & Associates	2,000.00
TOTAL	<u><u>6,600.00</u></u>

Income and Expense by Month January 1 through March 2, 2017

Income
Expense



Expense Summary January 1 through March 2, 2017



Professional Fees	80.83%
Photocopies	8.97
Marketing	7.14
Postage and Delivery	1.93
Licenses and Permits	0.93
Telephone	0.20
Total	\$6,701.15

By Account