



TOPS NEWSGRAM

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Winter 2015 News

This edition of the TOPS NewsGram contains the following:

- General Membership Meeting Recap
- The New Board of Directors
- 2015 Audit Season Preparation
- Fall Meeting – Long Beach, California

Executive Director's Message

There is no question about it, as the more than 65 folks in attendance at the TOPS general membership meeting in Orlando can attest, there is revitalized energy in TOPS. A big thank you to our sponsors for the meeting, Airbus, Avair, Vector Aerospace, Helicopter Flight Services, Hillsboro Aviation, Turbomeca, and Spidertracks. Our Directors of Maintenance, Directors of Safety, Standardization, Audit and Website Redesign committees highlighted their work achieved in just the four months since our last meeting, outlining plans for the rest of the year. Additionally, with three new first time board members, bringing with them energy and fresh ideas, 2015 promises to be a positive year of increased value to our members. I'm excited to watch it unfold.

TOPS General Membership Meeting Recap

TOPS met at Heli-Expo in Orlando, Fla., on March 2, bringing together more than 65 attendees with some coming in from as far away as New Zealand and Hong Kong. The minutes of the General Membership Meeting are posted on the TOPS website. To access, log into the site, Click on "Download Library" in in the left hand column.

Important details and decisions at the meeting include:

- The revitalized Directors of Maintenance committee and new Directors of Safety committee shared their work throughout the last four months, with the Directors of Maintenance having designed a FOD Guidelines recommendation for TOPS members.
- Website Committee reported they'd performed their research and compiled a scope of work. Three bids to redesign TOPS' website are in and the committee is working to reduce the bid costs, then will identify a vendor, receive board approval and get to work on the new design, which they hope to be able to unveil by the Fall Meeting.
- Standardization Committee reported the Program of Safety, Audit Checklist and By-Laws were all in compliance with each other and the committee was identifying new guidelines to govern their work.
- Designs for the 2015 poster were unveiled. The membership preferred one of the designs, but recommended some changes. An updated design will be sent to the membership for approval later this month.

New Members Join the Board

A warm welcome to three new board members, Amanda Nelson from Era, Cathy Grotjahn from Caledonian Insurance, Heidi Rota from Sundance. Also, congratulations to returning board members Franz Bergtold from Hillsboro and Paul Tramontana from Liberty.

Each year, five board members are elected to serve a two-year term. Board members remaining on for the second half of their tenure include Elling Halvorson from Papillon, Patti Chevalier from Blue Hawaiian, Brent Nicewonger from Airbus, Craig Jennison from NorthStar Trekking, and John Kjeksted from Helicopter Flight Services.

2015 Audit Season Prep

With the 2015 Audit Season just around the corner, the Audit Committee would like to remind all regular members of important deadlines and procedures. All 2015 audit documents (Pre-Audit Checklist, Audit Checklist, Auditor Agreement, Audit Fees & Expenses, and Audit Requirements and Procedures) are all online at topsafety.org. Log in and click on Download Library in the Member's Only section.

Deadlines (see Audit Requirements and Procedures for full details):

- **May 1:** Complete and turn in the Auditor Agreement to TOPS.
- **Before Audit:**
 - Operator completes your pre-audit checklist
 - Auditor turns in audit plan to TOPS and Operator
- **September 15:** Last day audits for the season can be turned into TOPS
- **After Audit:**
 - All discrepancies must be addressed
 - Both the auditor and the person in charge of the audit for the operator sign the last page of the document – and note these signatures are binding

Areas of Special Interest for 2015:

- The Emergency Response Plan is up to date and the company conducts emergency response drills to determine the effectiveness of the plan.
- The Human Factors Training Program covers Fatigue Management.
- The operator in compliance with FAR Part 136.

TOPS Fall Meeting – Long Beach, California

Our newest member, Island Express, has generously offered to host the 2015 TOPS and HTOC Fall meetings in Long Beach, California. Typically, the fall meeting takes place in October. As agreed last year, HAI will manage all meeting arrangements. As soon as dates, RSVP information, and hotel room blocks are available, we'll email them to all regular and associate members. Additionally, we'll post them on the TOPS Meeting Information page on the TOPS website.

TOPS Posters for 2015

The membership was shown two designs and weighed in on a preferred poster design that allows members to include their own photograph at the General Membership meeting. The graphic designer is incorporating a few changes recommended by the membership and a final design will be emailed to all regular members for final approval later this month.

Jen Boyer
TOPS Executive Director