



## **Appendix 6.3: KICKOFF MEETING SIGN-IN/SIGN-OUT SHEET**





Safety Assessment Documentation

Safety Risk Management Panel/Safety Assessment Kick off Meeting Attendance Roster							
Location: ABIA P&E offices		Date: Wednesday, May 9, 2018		Time: 9:00 am to 12:45			
Attendee	Role / Position	Email / Contact information	Representing	SMS or SRM Panel Experience (Y/N)	Initials Sign in	Initials Sign Out	
1. Eric Swann	Regional SMS/NAS Integration Specialist	<a href="mailto:eric.swann@faa.gov">eric.swann@faa.gov</a>	FAA Southwest Region, Airports Division	Y	on phone	on phone	
2. Mike Fray	Airport Certification Safety Inspector	<a href="mailto:Michael.Fray@faa.gov">Michael.Fray@faa.gov</a>	FAA Southwest Region, Airports Division	Y	on phone	on phone	
3. Marcelino Sanchez	Program Manager	<a href="mailto:Marcelino.Sanchez@faa.gov">Marcelino.Sanchez@faa.gov</a>	FAA Southwest Region, Airports Division	Y	on phone	on phone	
4. Jeff Stein	FAA, ATCT Support Specialist	<a href="mailto:Jeff.stein@faa.gov">Jeff.stein@faa.gov</a>	FAA Air Traffic Control Tower (ATCT)	Y	JS	JS	
5. Nancy De La Cruz	FAA, ATCT Manager	<a href="mailto:Nancy.delacruz@faa.gov">Nancy.delacruz@faa.gov</a>	FAA Air Traffic Control Tower (ATCT)	not here			
6. Jennifer Williams	Capital Improvement Program Manager	<a href="mailto:Jennifer.williams@austintexas.gov">Jennifer.williams@austintexas.gov</a>	ABIA Planning & Engineering	N	JW	JW	
7. Scott Madole	Airfield Operations Manager	<a href="mailto:Scott.madole@austintexas.gov">Scott.madole@austintexas.gov</a>	ABIA Airfield Operations	Y	m	m	
8. Patty Edwards	Director of Operations	<a href="mailto:Patty.edwards@austintexas.gov">Patty.edwards@austintexas.gov</a>	ABIA Airfield Operations	not here			
9. Paul Greiner	Manager Dept. of Occupational Safety	<a href="mailto:Paul.greiner@austintexas.gov">Paul.greiner@austintexas.gov</a>	ABIA Safety & Security	not here			
10. Shane Harbinson	Planning & Engineering Assistant Director	<a href="mailto:Shane.harbinson@austin.texas.gov">Shane.harbinson@austin.texas.gov</a>	ABIA Planning & Engineering	Y	SH	SH	
11. Joe Mercer	Project Management Engineering Technician	<a href="mailto:Joseph.mercer@austintexas.gov">Joseph.mercer@austintexas.gov</a>	ABIA Planning & Engineering	N	Jen	Jen	
12. Loren Lintner	Airport Duty Manager	<a href="mailto:LOREN.LINTNER@AUSTINTEXAS.GOV">LOREN.LINTNER@AUSTINTEXAS.GOV</a>	ABIA Airfield Operations	Y	LL	LL	
13. LYN ESTABROOK	P&E PROJ. MGR. SUP	<a href="mailto:LYN.C@AUSTINTEXAS.GOV">LYN.C@AUSTINTEXAS.GOV</a>	ABIA	N	LE	LE	
14. Robert Mercado	P&E Proj. Manager	<a href="mailto:robert.mercado@austintexas.gov">robert.mercado@austintexas.gov</a>	ABIA	N	RM	RM	

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Attendee	Role / Position	Email / Contact information	Representing	SMS or SRM Panel Experience (Y/N)	Initials Sign in	Initials Sign Out	
Project Team							
15. Russell Blanck	MP Project Manager	<a href="mailto:rblanck@landrum-brown.com">rblanck@landrum-brown.com</a>	Landrum-Brown	yes	RB	RB	
16. Andrew Kirchhoff	MP Assist. Project Manager	<a href="mailto:akirchhoff@landrum-brown.com">akirchhoff@landrum-brown.com</a>	Landrum-Brown	not attending			
17. Joanne Landry	SRM Panel Facilitator	<a href="mailto:joanne@landryconsultants.com">joanne@landryconsultants.com</a>	Landry Consulting	Yes	JL	JL	
18. Tim O'Krongley	Aviation Planning Director	<a href="mailto:TEOkrongley@garverUSA.com">TEOkrongley@garverUSA.com</a>	Garver	Yes	TEO	TEO	
19. Nathan Polsgrove	Senior Aviation Planner	<a href="mailto:NRPolsgrove@GarverUSA.com">NRPolsgrove@GarverUSA.com</a>	Garver	Yes	NRP	NRP	
20.							
21.							
22.							
23.							
24.							

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