



Appendix 6.3: Kickoff Meeting Sign-In / Sign-Out Sheet



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	eric.swann@faa.gov	FAA Southwest Region, Airports Division	Y	on phone	on phone
2. Mike Fray	Airport Certification Safety Inspector	Michael.Fray@faa.gov	FAA Southwest Region, Airports Division	Y	on phone	on phone
3. Marcelino Sanchez	Program Manager	Marcelino.Sanchez@faa.gov	FAA Southwest Region, Airports Division	Y	on phone	on phone
4. Jeff Stein	FAA, ATCT Support Specialist	Jeff.stein@faa.gov	FAA Air Traffic Control Tower (ATCT)	Y	JS	JS
5. Nancy De La Cruz	FAA, ATCT Manager	Nancy.delacruz@faa.gov	FAA Air Traffic Control Tower (ATCT)	not here		
6. Jennifer Williams	Capital Improvement Program Manager	Jennifer.williams@austintexas.gov	ABIA Planning & Engineering	N	JW	JW
7. Scott Madole	Airfield Operations Manager	Scott.madole@austintexas.gov	ABIA Airfield Operations	Y	m	m
8. Patty Edwards	Director of Operations	Patty.edwards@austintexas.gov	ABIA Airfield Operations	not here		
9. Paul Greiner	Manager Dept. of Occupational Safety	Paul.greiner@austintexas.gov	ABIA Safety & Security	not here		
10. Shane Harbinson	Planning & Engineering Assistant Director	Shane.harbinson@austin.texas.gov	ABIA Planning & Engineering	Y	SH	SH
11. Joe Mercer	Project Management Engineering Technician	Joseph.mercer@austintexas.gov	ABIA Planning & Engineering	N	Jm	Jm
12. Loren Lintner	AIRPORT DUTY MANAGER	LOREN.LINTNER @ AUSTIN TEXAS.GOV	ABIA AIRFIELD OPERATIONS	Y	LL	LL
13. LYN ESTABROOK	P&E PROJ. MGR. SUP	LYN.C.ESTABROOK @ AUSTIN TEXAS.GOV	ABIA	N	LE	LE
14. Robert Mercado	P&E Proj. Manager	robert.mercado @ austintexas.gov	ABIA	N	RM	RM

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	rblanck@landrum-brown.com	Landrum-Brown	yes	RBB	RBB
16. Andrew Kirchoff	MP Assist. Project Manager	akirchoff@landrum-brown.com	Landrum-Brown	not attending		
17. Joanne Landry	SRM Panel Facilitator	joanne@landryconsultants.com	Landry Consulting	Yes	JL	JL
18. Tim O'Krongley	Aviation Planning Director	TEOkrongley@garverUSA.com	Garver	Yes	TEO	TEO
19. Nathan Polsgrove	Senior Aviation Planner	NRPolsgrove@GarverUSA.com	Garver	Yes	NRP	NRP
20.						
21.						
22.						
23.						
24.						