

SECTION 305 TECH SUB COMM

MINUTES

JAN. 6, 2011

3:00PM

CONFERENCE CALL

FACILITATOR	<i>Mario Bergeron, 305 Technical Subcommittee Chair</i>
ATTENDEES	<i>Mario Bergeron, Dale Engelhardt, Rob Edgcumbe, Tammy Krause, Greg Gagarin, David Warner, Michael Burshtin, Kevin Kesler, Anand Prabhakaran, Jeff Gordon, Brian Marquis, Stan Hunter, Steve Fretwell, Charlie Poltenson, Jack madden, Andrew wood, Art Peterson, Camren Cordell, Larry Salci, Leo Penne, Steve Hewitt, Industry Participants: Josh Coran, Richard Trail, Scott Braverman, Frances Nelson, Mike Pracht, Paul Jamieson, Bill Conis, Jan Radtke, Richard Curtis, Rodney McGhee, Michael Wiedman, Eloy Martinez, Joe Moore, Rich de Bella, Al Bieber,</i>
ABSENTEES	<i>Ken Uznanski, John Tunna, Dharm Guruswamy, Charles Bielitz, Karina Jacobsen, David Tyrell, Michael Coltman, Allan Paul, Curtis McDowell, George Weber, Tammy Nicholson, Kevin Lawson, John Oimoen, Michael Treazise, Don Damron, Leonard Evans, Shayne Gill</i>

DISCUSSION/DECISIONS MADE

Mario Bergeron, subcommittee Chair, opened the meeting and provided an overview of the agenda.

Steve Hewitt took the roll of the "Core Team" members present on this conference call meeting and asked that industry participants email a notification of their attendance to him at shewitt109@aol.com.

On a motion by New York and a second by Illinois, the minutes of the December 15th and 16th meetings of the Technical Subcommittee were approved without objection.

Steve Hewitt reviewed the open action items – some were addressed as agenda items – some were not. On the items not covered by the agenda, the following describes the discussions/status of each item:

Technical Subcommittee Presentation on where the subcommittee is on ADA and Platform Heights Requirements: Kevin Kesler reported that he and Jeff Gordon have a summary drafted and have been getting feedback from staff at FRA. Kevin expects to be ready to provide the summary to Steve Hewitt by January 7th for distribution to subcommittee members and for posting on the AASHTO website.

Review panels: Steve Hewitt reported that the Review panels were announced at the December 15-16 meetings of the subcommittee. Steve has notified the panel members that the final versions of the specifications, as approved by the technical subcommittee, are completed and posted on the AASHTO website. Steve also noted that he sent the panel members the requirements documents against which the specs are to be measures. (these can also be found on the AASHTO website)

Review Panel members are:

Single Level Standalone Cars: Bill Bronte, Scott Witt, Ron Adams, John Tunna and Larry Salci (consultant)

Diesel-Electric Locomotives: Bill Bronte, Scott Witt, Ron Adams, Ray Hessinger, John Tunna, Larry Salci (consultant)

Mario Bergeron asked Steve to send an email to Bill Bronte formally notifying him, as Chair of the Executive Board, that the specifications have been posted and are ready for the Review Panels to begin their work.

Larry Salci, who is, once again, the consultant, working with the Review Panels, will write a report with recommendations on each specification. Mr. Salci provided a process and timeline overview to the technical subcommittee members on the call.

It was agreed that Mr. Salci will have the draft reports for each specification completed and distributed to panel members **no later than January 25, 2011** and to Executive Board members **no later than February 1, 2011**. It was, however, also agreed that, as Mr. Salci completes his review and report on either specification, he will provide it to panel members upon completion, rather than waiting until both reports are complete. Mr. Salci is currently working on the review of the Single Level Standalone Cars Specification, and anticipates completing it soon. At that point he will send it out to the appropriate panel members for their review.

It was also agreed that Steve Hewitt will finalize the 2010 Action Item matrix and provide it to AASHTO for

website posting as an open record of actions undertaken and completed throughout 2010. Steve will begin a new Action items matrix from this point forward for 2011 and it will include the items from 2010 that remain open.

Agenda Items:

Summary of the meetings in Washington, DC (Dec. 15/16) and next steps: Chairman Bergeron thanked all subcommittee members for their hard work in completing the specifications, and thanked the many members (over 100) who attended the two days of meetings in Arlington, VA, during which the specifications were finalized and approved by the subcommittee. He noted that this was another significant and outstanding effort and collaboration by all parties involved, including; the Amtrak team, states, FRA and the industry.

With the Review Panels in place and beginning their work; and the specifications posted, as approved, the subcommittee members will now focus attention on completing the development of the Single Level Trainsets specifications.

Standardization Working Group Update: Rob Edgcumbe reported that the Standardization working group has been progressing well. In addition to previous conference calls, a meeting of the group was held during the December 15-16 meetings, and a conference call is scheduled for January 7th. A draft paper with recommendations has been circulated to working group members, and will be discussed on the January 7th conference call. The group plans to have a final document ready to present to the Board at the February 15th Annual Meeting.

It was agreed that, providing the working group comes to an agreement on the draft paper, it will be finalized (as a draft) and sent to Steve Hewitt for distribution to all subcommittee members. The timeline is for all subcommittee members to receive the draft prior to the next conference call of the subcommittee (January 20th). On that call, Mr. Edgcumbe will report on the document and its recommendations and receive feedback from members.

Process to completion of the single level trainset specification: Dale Engelhardt reported on the draft schedule and timeline that he has developed for completing the development of the trainset specification. By the end of the day (Jan 6th) he will provide Steve Hewitt with his proposed schedule and timeline, and Steve will distribute it to the subcommittee members for review and comment.

The teams that were established previously, will remain in place, and work on the trainset spec will, effectively, begin today (Jan 6th) with a target date of final subcommittee approval on or around April 13.

It was agreed that all comments and suggested changes to the schedule and timeline should go directly to Dale Engelhardt. The schedule and timeline will be finalized and approved on the January 20th subcommittee call. At that time the subcommittee will set a date for the approval meeting and begin to look at meeting sites/logistics, etc.

Proposed date for meeting to approve the single level trainset specification: The proposed date given by Dale is: April 13th, assuming the subcommittee approves the schedule and timeline to be finalized and approved on January 20th. At that time the meeting date will also be decided upon and a meeting site(s) will be considered.

Systems Engineering working group update: Kevin Kesler reported on the status of the activities of the Systems Engineering working group. To date the group has made good progress. There has been great participation by subcommittee members, including a great deal of industry input. The group is currently identifying all of the processes and documentation that will need to be defined for a full systems engineering process.

The next conference call of the working group is scheduled for January 13th at 9:00am Eastern. Mr. Kesler welcomes additional participation and encourages any subcommittee member who is interested in joining the working group to let him or Jeff Gordon know via email. They will then provide call-in information for the conference call meeting. Mr. Kesler will send out a format for providing input to the working group by January 7th. On the January 13th conference call the inputs will be consolidated as a set of recommendations.

It was agreed that Mr. Kesler will provide a draft of the recommendations to the subcommittee by January 27th, for review and comment.

Other Items: Steve Hewitt reminded all subcommittee members that the cutoff date for registering for the upcoming Annual Meeting of the NGEN in Washington, DC (February 15, 2011) is January 7th. The meeting is to be held at the USDOT facilities at 1200 New Jersey Ave, SE. It is important to have an attendee list as soon as possible so that Kevin Kesler can secure adequate meeting space.

Mr. Kesler advised the members to submit their names even if that are not confirmed to attend, but intend to be there. The timeline for reserving a meeting space is tight, so the list needs to be in Kevin's hands by next week.

Steve Hewitt agreed to send out another (this will be the 4th) reminder to all potential attendees by January 7th and will provide the list to Kevin early next week. Currently (as of the writing of these minutes) there are 83 registered attendees.

Next Conference Call: It was agreed that the next conference call of the subcommittee will be held on Thursday, **January 20, 2011 at 3:00pm Eastern**

Action Items Update (New)

Steve Hewitt will send a note on behalf of the subcommittee, formally informing NGEC Chair, Bill Bronte that the specifications, as approved by the subcommittee, have been finalized and posted on the AASHTO website and that the Review Panels and Larry Salci are beginning the review process.

Rob Edgcumbe will provide a final draft paper on Standardization, as agreed to by the working group, to Steve Hewitt for circulation to the subcommittee prior to the January 20th conference call. This topic and the recommendations document will be on the agenda for the January 20th call.

Larry Salci will release the specification reports and recommendations to the respective Review Panels as he completes them (single level standalone cars will be first). He will have reports on both submitted to the Review Panels **no later than January 25, 2011** and to the Executive Board members **no later than February 1, 2011**.

Dale Engelhardt will finalize a draft schedule and timeline for completion of the Single level Trainset Specification by the end of the day (Jan 6th) and provide it to Steve Hewitt for distribution to the subcommittee members. Comments to be sent to Dale prior to the next conference call of the subcommittee (January 20th). During that call, the schedule will be finalized and approved.

The date for the subcommittee trainset spec approval meeting will be set on the next call – tentative date is: April 13th. Meeting location is to be determined.

Kevin Kesler will provide an update on the activities of the Systems Engineering working group on the January 20th conference call of the subcommittee, and will provide a draft document with recommendations for review by the subcommittee by January 27, 2011.

ATTACHMENTS



PRIIA Section 305 Tech Sub Committee Meeting

January 6, 2011

The agenda for the meeting is below:

- | | |
|---|---------------------------|
| 1. Roll Call | Steve Hewitt |
| 2. Review meeting agenda | Mario Bergeron |
| 3. Approve Minutes
Review Action Items | Steve Hewitt |
| 4. Summary of the meetings in Washington (Dec 15/16) & next steps | M. Bergeron/D. Engelhardt |
| 5. Standardization working group update | Rob Edgcumbe |
| 6. Process to completion of single level trainset specification | Dale Engelhardt |
| 7. Proposed date for meeting to approve single level trainset Specification | M. Bergeron/D. Engelhardt |
| 8. Systems Engineering working group update | Kevin Kesler |
| 9. Review this meeting:
a) Decisions
b) New Action Items | Steve Hewitt |

***Technical Sub Committee Conference Call Meeting:
Thursday January 6th 3:00 EST: 1-866-209-1307 / passcode 6486648#***

Go to meeting invitation link: <https://www1.gotomeeting.com/join/608558625>

***Please call in a few minutes early so all is in attendance for Roll Call.
Thank you***