# Local Runway Safety Team (L-RST) Meeting

# [Insert Airport Name]

# Meeting Agenda

## [Insert Date and Time]

### [Location]

### Meeting Chair: [Insert Name(s)]

* + - * 1. [Time] – Welcome and Introductions

Brief introduction of all attendees.

Purpose and/or objective of the Local Runway Safety Team (L-RST) Meeting.

* + - * 1. [Time] – Terms of Reference (TOR) (Mandatory for First Meeting and as applicable)

Review of the Terms of Reference with all stakeholders.

* + - * 1. [Time] – Review of Previous Action Items (N/A for First Meeting)

Discuss any action items from the previous meeting.

Update on progress and completion status.

* + - * 1. [Time] – Runway Safety Incidents and Reports

Review of runway safety incidents, near misses, and runway incursion reports.

Analyze root causes and contributing factors.

Discuss any trends or patterns observed.

* + - * 1. [Time] – Identify Risk Factors

Abnormal runway contact, Bird strike, Ground collision, Ground handling, Runway excursion, Runway incursion, Loss of control on ground, Collision with obstacle(s), Undershoot / overshoot, aerodrome, Use of the wrong runway (runway confusion), High Speed Rejected Take-Off, Wildlife Event, Taxiway Incursions, Taxiway Excursions, Damage from Foreign Object Debris (FOD), Unauthorized Remotely Piloted Aircraft Systems (RPAS), Airport Construction, etc.

* + - * 1. [Time] – Runway Safety Initiatives and Programs

Update on ongoing runway safety initiatives and programs.

Evaluate effectiveness and discuss potential improvements.

Identify any resource needs or barriers to progress.

* + - * 1. [Time] – Upcoming Training and Awareness Campaigns

Review upcoming training sessions or awareness campaigns related to runway safety.

Assign responsibilities for organizing or facilitating training sessions.

Discuss strategies for promoting awareness among relevant stakeholders.

* + - * 1. [Time] – Collaboration with Stakeholders

Review communication and collaboration efforts with relevant stakeholders (e.g., air traffic control, airport operations, airlines, etc.).

Identify opportunities for enhancing coordination and cooperation.

Discussion of operational risks from a National Level to be provided by local Air Traffic Control office.

Discussion on current and upcoming airport constructions, technological improvements, and projects.

* + - * 1. [Time] – Open Discussion and Feedback

Encourage team members to share any concerns, suggestions, or observations related to runway safety.

Discuss any emerging issues or areas of improvement.

* + - * 1. [Time] – Action Item Assignments

Assign action items based on the discussions and decisions made during the meeting.

Clarify responsibilities, deadlines, and follow-up procedures.

* + - * 1. [Time] – Next Meeting Date and Adjournment

Determine the date, time, and location of the next meeting.

Summarize key takeaways and action items.

Adjourn the meeting.

Send meeting minutes to all attendees.