

**AIAA TC Meeting  
Reno - February 19<sup>th</sup>, 2004**

**Meeting Minutes**

Convene – Silver Room, Silver Legacy Hotel

- Mike Accorsi convened the meeting and TC members were introduced.
- Previous minutes were reviewed with minor comments and approved.
- Introduction of new AIAA rep for the ADS TC: Erich Knausenberger
- Membership Level: Currently 32 members with 5 International (National limit is 37)
- Mo invited AIAA members to the PIA cocktail hour to be held in a suite at the Silver Legacy Hotel that night. In addition, all PIA meetings are open to AIAA.

Treasury

- Current balance is \$ 12,524.98 as of December 31, 2003.
- Outstanding:
  - Irvin over billed TC \$213.87 for seminar.

**ACTION ITEM:** Irvin to send check to TC for over billed amount.

- Mike noted that the AIAA has the profit for the TC at \$7400 for conference seminar.
  - Based on Dean's figures there is some confusion.

**ACTION ITEM:** Mike to talk with Dean J. and get back to TC.

Awards

- Mike stated that the TC must have 3 nominations - AIAA being very strict this year.
- Mike told the AIAA that the TC was opposed to the requirement and caused an uproar. Can't get around this rule. Need 3 due to the AIAA by October 1, 2004.
- Mo suggested that the nominations be opened up beyond the TC – out to the parachute community.
- The award criteria was reviewed and wording changed:  
“This award is presented to recognize significant contributions to the ~~effectiveness~~ *advancement and/or safety* of aeronautical or aerospace systems through *research*, development or application of the art and science of aerodynamic decelerator technology.”

- Phil and Carl (Awards Subcommittee) shared with the TC the list of potential candidates that they had come up with:
  - Dave Northey – Sr. System Engineer at Irvin GQ
  - Roy Fox – Re-nomination, X-38 & many other significant programs
  - Chuck Lowry – Still consulting at Irvin, Apollo & Orbiter Parachute to name a few
  - Hank Hunter –
- Phil proposed that the candidates were nominated as follows:
  - Rob Sinclair or Carl put together the package for Dave Northey
  - Dean or someone from Pioneer nominates Roy
  - Debbie nominates Chuck
  - Miguel nominates Hank
- Carl noted that it wasn't hard to get 3. They had sifted through about 12 names.
- Tom Rivellini suggested that Chuck Sandy of ILC Dover be nominated, as he was the lead on Beagle II and Mars Pathfinder for the airbags.
  - Good to get a nominee that is involved in planetary work
- Phil asked the question: Is the award for a lifetime achievement or a single event?
  - Historically a lifetime achievement award
  - Carl noted that the award is really a balance between the two
  - Phil also noted that it would be nice to award posthumously but that would pose problems with the acceptance speech. ☺
- Mo suggested nominating John Leblanc and Bill Coe
- Roy suggested nominated Ted Strong
- Phil noted that he thinks the candidates need to be an AIAA member.
  - Chris Hailey (Utah St.) called Carol Stewart (AIAA awards liaison) and confirmed that the candidates DID have to be a member, but that they could join at the time of the nomination.
- It was suggested that the TC ask the PIA for candidates. Mo said that might be a good idea to aid in relations with the PIA.
  - Since the TC and PIA were both currently holding meetings in the same hotel Mo was asked to make an announcement at the PIA plenary session.
- At the end of discussion it was stated that nominations for the award would be kept open in order to receive additional candidates from PIA, etc.
  - Need nominations from PIA by May 1 for review at next TC. Nominations to be sent to Mike Accorsi.
  - Submittal of potential candidates to Mike should have a brief discussion of credentials (ala a resume) – not the full nomination paperwork.
- Awards committee to filter nominations down to 3 for formal nominations in June.
- After June, the 3 nominations for formal submittal are due October 1, 2004.

**ACTION ITEM:** Mike to send email out to TC for nominations as well as put word of award on website.

## Congressional Visit Day

- Date: Wednesday, April 21, 2004 in Washington D.C.
- Early bird deadline is March 19, 2004.
- AIAA has approved that the TC can do a joint visit with the PIA.
- Meetings w/ congressmen and/or their staff
  - AIAA typically sets up meetings with ‘home state’ congressmen/ reps
  - PIA has asked to be able to meet with reps from state that have parachute industry – not just ‘home states’.
  - AIAA sets up meeting times and goes with state teams
- This year PIA has a specific request: “Protect Natick during base closure”
  - Want to keep the parachute team and capabilities together
  - After the last set of base closures it took 3 yrs to parachute orders back up
- Phil is chairman of the PIA subcommittee for CVD
- Currently have 6 representatives and need a few more reps
  - The approach is to use 2 person teams – it’s an intense day of meetings
  - Want a mix of AIAA and PIA
  - TC added 3 more members –
    - Roy volunteered Dean Jorgensen (Vertigo)
    - Bob Frances (Capewell) said he was already going
    - Tim Smith (ILC Dover) said he would like to join the team as well.
- Phil says in terms of dollars spent for research – parachutes are a ‘nit’. Shouldn’t be an issue with regards to base closure.
- Mo noted that decelerators are listed in the ‘miscellaneous’ category
- Carl added that the TC should also capitalize on the JPL accomplishments
- Erich stated that the AIAA is planning on enhancing CVD, but he was not sure exactly what that would entail.
- Teams will meet the day before for a briefing on what will happen and how to proceed.
- Phil said that the PIA CVD working group was having a session on Sat (11-1pm) with Mo as session chair to come up with a unified position. The TC was invited.
- The Natick organization flow was outlined.
  - 75 people in the parachute section report to 5 organizations. It is feared that if Natick closes these people will go to 5 different locations.
  - Base Closure is an all or nothing decision. Congress and the White House have to accept or reject the list in its entirety.
- It was mentioned to work in the Vertical Resupply and BRAC into the CVD pitch.
- Phil talked about lost capabilities that have previously been lost due to base closures. It is against Congressional mandate to not lose capabilities.
- Mike Accorsi said the wording should be more general – not ‘Save Natick’ but to keep the parachute community in tact.
- Mo says we should add to the criteria the effect of closure on an industry.

- The TC sub-committee will put a position paper together.
  - Carl suggested that the TC fold into the message the issue of technology & capability sustainment.
  - Tom Rivellini added that the TC needed to fold in the technology needs for CEV and the moon mission. That the foundation is crumbling that will be needed for CEV.
- Phil suggested talking with NATICK high-powered lobbyists to get help from them on what the TC should do to help.
- Jose discussed the need for a national parachute test facility. Phil mentioned that there is 'no one to pay the bill' – but that CEV could do it in the future.
  - Need to ask Congress to add money into a national test range.
- The parachute community wants to support the 'Bush' initiative.
- Florian Walchak suggested that a TC representative or chair call Yuma and Natick technical directors and ask how the TC can help.

**ACTION ITEM:** TC representative or chair call Yuma and Natick technical directors and ask how the TC can help.

#### ADS Short Course

- May 10-14, 2004 in Yuma, Arizona.
- Currently 35 rolled. Maximum will be 45. 35 is the break even number.
- Mike stated he was going to make an announcement at the PIA meeting the next day.
- Karl will not be a teacher this time due to health reasons. Rick Howard is the substitute.
- The current instructors are: Jean Potvin, Dean Wolf, Steve Lingard, and Rick Howard.
- Scott Delicker will not be charging the TC for administrative costs.
- YPG will be picking up the costs of the 2 helicopter airdrops and data acquisition.
- There will be bus transportation to and from the hotel to reduce any entry issues that would be accompanied with individual cars.
- There are no issues with clearance for the attendees.
- Badges and registration for YPG will be done at the hotel.

#### Webpage/Email

- Mike noted that the webpage has a counter on it and that there's not a lot of activity. The page is more of an archival site and helps with spot item (i.e. short course).
- Jim Warrick and Jim Strickland stated they would be interested in joining the webpage subcommittee.
- An immediate need was to add the conference info and call for papers onto the site.
- It was noted that the email list needed to be made current and correct.

- Erich (AIAA rep) stated that AIAA provides free web space for TC's. Stated that the ADS TC should eventually transfer over. Mike noted that hosting at UConn was not an issue and that he has 500 MB of space.

**ACTION ITEM:** Route AIAA URL to current ADS site.

**ACTION ITEM:** Jim S. to check the AIAA space available by contacting the AIAA webperson. The contact person at the AIAA for the web is Nicole Ogburn. [Nicole@AIAA.org](mailto:Nicole@AIAA.org). Enrich noted that AIAA can provide more space if required. That space was not an issue.

- Mike noted that he has software that can evaluate the TC email list and check for duplications and old nonworking addresses.
  - Question: How does the TC want to get an updated list? Is it ok to send an email to the TC for addresses of potentially interested people?
  - Mike also asked if it was necessary for the TC to maintain the email list. It was decided that it was a valuable tool.
  - Erich said that AIAA could send out info from the TC to its members based on interest codes if the TC wants.

**ACTION ITEM:** Mike to run the email verification software and send emails to TC members for updates to the list or at least ask individuals from the larger organizations (companies) for updated addresses. The software is: "Groupmail" that was purchased by Mike.

- It was noted that the TC needed to work out a system to keep the list up to date. Need a procedure that keeps things current but not too time consuming.
  - Roy Haggard said he had a tech guy that he would ask about doing this work.

**ACTION ITEM:** Mike to give the license info to Jim S.

## **Lunch break**

### ADS Conference

- Officially schedule for May 23-26, 2005 in Munich, Germany.
- Tim Lott stated that Tomas Jung (lives in Germany) has identified some hotels.
- Jean Riley from the AIAA visited the facilities.
- Currently cutting a contract with the Forum Hotel in Munich
- Awards banquet: to be held at Polner Verthaus on Wednesday night.
  - Small micro brew facility. Has a beer garden and room for the dinner.
- Industry Reception: Still looking for a location.
- Need to get call for papers within the next 3 weeks.

- Erich stated that the hotel was one of the nicest in the city.
  - Standard European hotel with onsite restaurants.
  - Room rates approx \$110-120 Euro/night (breakfast not included)
  - Meeting space is extra. No meals included.
  - Has dia up & high speed Internet capability
  - Within 5-10 blocks of the city center
  - Underground metro station (Rosenheimer Platz) right under hotel. Goes to and from airport.
  - Nearby attractions:
    - Deusch Museum
    - Globenspiel
    - Hoffbrau House
    - Shopping District
    - National Theater
    - Various castles
    - 2hr to Rottenburg
- Spouse tour will be a tour of Munich
- Weather: Similar to DC weather. Warming up, Spring.

**ACTION ITEM:** Erich to send pictures from Jean's trip to Mike to put on website.

- Language shouldn't be a problem. 90% of the people speak English. Outside of the city it might be a bit less.
- Registration costs: Depends on attendance and what the TC wants to offer. Will be higher but not radically.
- Tom asked if there were any ITAR issues. Erich was not sure.
- Schedule:
  - Call for Papers next item (by mid-March)
  - Detailed logistics include support equipment, refreshments, audio visual
  - The May Aerospace America & AIAA website will have "Call Paper" details.
  - Cutoff Date: TBD
- The Tech Chairs, Tim and Erich meet at dinner to go over some details.
- Discussions on Proceeding format options:
  - Paper Abstracts (book) given at conference. 1 pg text based on abstract
  - Papers on line. Attendees are given access to the AIAA database for download via a password.
  - CD given out 2 weeks after Conference that includes presentation order & index.
  - On-line access, Cd or both can be done after the conference
- Mo voiced concern about presentations that changed drastically from submittal time.
  - Erich said that the upload to the AIAA website could be delayed to only 2 weeks before conference.

- Erich noted that AIAA encourages electronic format over paper.
  - This format should aid in papers being more final and the same as the podium presentation. No papers brought to the conference.
  - AIAA now has a template for papers that should help as well.
- Erich stated that what is included with the registration can be negotiated for various options:
  1. Abstract book + CD
  2. Abstract book + CD + On-line Access
  3. Abstract book + On-line Access only
- Carl asked that the TC should consider if the higher priced conference + travel will lower attendance. What would be the result?
- Tim said that he will amass info and get a rough estimate of conference price then TC can review and discuss.
  - Erich said that the AIAA could market in Europe and Asia to aid in attendance.
- Roy Haggard was nominated and accepted the position Bloopers Chairman. He will sent out a request within the next month. Roy will work with Paul Mortaloni to get some YPG footage.

### ADS Seminar

- Mike stated that the TC doesn't really have a good grasp on this. He had solicited ideas from 6-7 people, but nothing really 'jelled'.
- Dean suggested a seminar on systems. Start with general basic systems approaches then follow with parachute system case studies.
- Steve Lingard was nominated and accepted by the TC to lead the seminar.
- Steve said he would talk to the AIAA Systems engineering technical chair for speakers.
- Tom suggested Rob Manning from the Mars Project at JPL.
- It was noted that Steve could do the talks on the case studies.
- Schedule: Need for June a list of speakers and topics. Outline of topics with speakers.
- Tom stated that he felt the parachute case studies might be a duplicate of papers to be presented.
- Carl proposed that having an entire day of systems engineering would be fine.
- Mo said that one case study would be good just to tie the seminar to the parachute discipline.
- It was noted that the seminar announcement would be made in conjunction with the conference announcement.

## Database: Linda Hall Library

- Currently 3 collections are in the LHL with 2 more to go: Minnesota and China Lake
- Minnesota Collection:
  - Mike stated he had contacted Bill Gerard (Minnesota) who said that they had a very large collection that was already cataloged. It would be very expensive to duplicate and put in the LHL. Basically, Bill said that Minnesota was not interested.
  - Carl agreed that the Minnesota database was very large, all analog and historical as it goes back in time.
  - Carl suggested that they give the TC their 2<sup>nd</sup> or 3<sup>rd</sup> copies.
  - Mike suggested that the TC move ahead with the other collections, but not hold the process up because of this.
- China Lake Collection:
  - Carl stated that the Navy would not give over the collection. He felt that the TC could wait them out until they feel like giving it to the TC. The group up there is dwindling so the TC could wait them out.
- Current Collections:
  - LHL Cataloging Project
    - Option 1: Using regular staff would take about 42 weeks.
    - Option 2: Hire a person
    - Option 3: Library bears full cost. Cataloging would be a low priority and take a long time.
- Financial considerations:
  - It was noted that the TC has a lot of money. Financially the TC wants a cushion for the Munich Conference.
  - The Short course makes about \$8K.
  - It was stated that the TC could afford hiring someone to speed up the cataloging process and that this was a great way to use the TC money.
  - Tom stated that he was concerned with the quality. That hiring a part time person might lesson the quality of the process.
  - It was brought up that the student scholarship would need to be looked at again as it was implemented last year. This would need funding as well.
  - Christine stated that the TC should be able to do both.
- Abstracts:
  - Karl is currently writing abstracts for German papers.
  - Carl stated that he was more worried about technical support & the TC writing abstracts could hold things up.
- Mo moved to go with Option 2. The motion was seconded, put to a vote and passed.
- Roy suggested that the TC write a SOW for exactly what we want done.
- Ken stated that the TC should have LHL get all the papers without abstracts and give them to the TC. LHL can proceed while the TC writes abstracts.
- Carl stated that the project should just get started and be flexible for both the LHL and TC.

- LHL needs a name for the collection. They are particularly interested in assigning start and end dates to the collection. The TC can work on that later – not a critical item.

**ACTION ITEM:** Mo to write a SOW for the work that the TC wants LHL to perform.

### Award

- Carol Stewart called back from AIAA. Nominees MUST be AIAA members. Nominees are checked, if the nominee is not a member the TC has an option to withdraw the nominee or make them a member.
- TC can appeal to Skip Fletcher (head of AIAA). Other TC's have tried before – 'brick wall'.

### Other Business

#### Journal of Aircraft

- Christine H. represents the ADS TC to the Journal of Aircraft (JOA). She had 2 items to discuss.
  1. The JOA promotes the Design Forum. They are trying to document design processes. They wanted to let the TC know about the venue. This forum helps to archive processes for future people.
  2. The JOA has special sections and would like one based on papers presented by ADS. They are looking at submitting 3-5 papers from the Monterey conference. They put a set of archival papers into a larger forum. This reaches a broader audience. JOA would like the TC to choose the papers for submittal. There would be a paper review process that might require some editing.

**ACTION ITEM:** Mike to send an email to the TC to solicit votes for picking the top 2-3 papers from the Monterey Conference. Christine will follow up with author contact.

- Ken suggested that the conference call for papers let people know that they may be used in the Special Section of the JOA.
- Carl noted that there is a lot of extra work involved to get a paper published in an AIAA journal.
- It was brought up that the TC could vote on both Monterey and Munich papers for the future.

## Membership Upgrades

- AIAA contacted Mike regarding the Member to Senior Member deadline. We need to promote upgrades. There's a specific upgrade form.
- Member to Senior Member after 5 years is basically automatic. Nominee fills out form. The form needs to be signed by another Senior Member.
- For Senior Member to Associate Fellow upgrades there is a nomination packet. Upgrades are limited to a certain percentage. Nominee fills out form and has 2 other associate fellows sign.

**ACTION ITEM:** Mike to check the list and encourage TC members to apply for upgrades.

## Knacke Errata Sheet

- The TC needs to collect errors and have a plan on how to proceed. Need to agree whether 'corrections' are correct.
- Tom suggested that TC members get photocopies of errata from co-workers for next TC meeting. Need a review & working group to go through the errata. Not a rush item.
- Rob Sinclair stated that the magnitude of the errata needs to be assessed. He volunteered to collect the errata then decide what to do with the list.

**ACTION ITEM:** Mike to send request email for collection to Rob. He will discuss with Jean Potvin first.

- It was suggested to generate the errata and talk to Pointer with regards to reprinting the book.

**ACTION ITEM:** Phil to dig through Irvin archives and look for the original errata sheets that went along with Irvin's publishing of Knacke.

## ADS TC Teams

- The TC reviewed the handout that Mike distributed on the status of the current teams.
  - Blooper: Roy Haggard
  - The Conference, Seminar, Short Course, Awards and CVD Teams were all set
  - Database: LHL and Mo with Christine to help
  - Publications: Christine and Mike
  - Web Page & Email: Jim S. & Jim W.
  - Specs & Standards: Dropped
  - Errata: Rob Sinclair

## Student Scholarship

- Student scholarship on back burner until before next short course.

## Sandia Documents

- Carl stated that Sandia has duplicate documents that are already listed. Will send that list to Mike.

## Next TC Meeting

- The TC looked at the hand out from Mike and decided on the following locations for TC meetings:
  - June 2004: Natick, MA
  - September-October 2004: EAFD (Jose suggested/offered)
  - January-February: Jacksonville, Fl. (PIA Symposium)
  - May 2005: Munich

**ACTION ITEM:** Roy to ask for ‘good’ and ‘bad’ tests to use in the blooper video.

## Meeting Adjourned

### List of Attendees:

Mike Accorsi	University of Connecticut
Paul Mortaloni	Yuma Proving Ground
Robert Sinclair	Irvin Aerospace
Debbie Gardinier	Irvin Aerospace
Phil Delurgio	Irvin Aerospace
Tim Smith	ILC Dover
Ray Vasas	Pioneer Aerospace
Ken Desabrais	US Army – Natick Soldier Center
Miguel A. Lopez	AFFTC, Edwards Air Force Base, Ca.
Tom Rivellini	Jet Propulsion Laboratory
Jim Warrick	Wamore, Inc.
Jim Strickland	Sandia National Labs
Chris Madsen	NASA JSC
Mo Gionfriddo	MPG Consultants
Chris Hailey	Utah State University
Carl Peterson	Sandia National Labs
Tim Lott	Textron Systems
Roy Haggard	Vertigo, Inc.
Bob Francis	Capewell
Florian Walchak	Yuma Proving Ground, ECIII, LLC