

**AIAA TC Meeting  
Linda Hall Library - October 16<sup>th</sup>, 2003**

**Meeting Minutes**

Convene

Mike Accorsi, the new TC chair, convened the meeting.

- Introductions were made around the room with new TC members being introduced. New members included Rob Sinclair (Irvin).
- Mike noted that Bruno Kisala would no longer be our AIAA representative. Erich Knausenberger is our new AIAA representative (erichk@aiaa.org).

Treasurer's Report

- It was reported that the treasury has approximately \$12,000.

2003 YIR Article

- Jean Potvin wrote the article and sent it in for the December 2003 issue.

ADS Award

- AIAA has become very stringent on the number of nominations required for awards. They used to have a minimum of 5, but have now reduced it to 3. AIAA wants to keep the level of the awards high.
- AIAA threatened not to give the award in Boston, but Dean took care of the problem. Dean did get into some hot water over it.
- Dean is stepping down as the facilitator on the award. The TC needs a replacement. The job entails mostly making calls to get the nominations. Getting 3 nominations will be a challenge.
- There was much discussion on how to handle this dilemma and how the TC makes sure the quality of the award is kept high because all of the nominees justify the award.
- **Action Item:** It was decided that the ADS TC contact some of the other TCs in AIAA and see if this rule could be fought.
- Carl Peterson suggested presenting the award every 4 yrs instead of every 2. Mike thought that the AIAA would agree to that.
- The overall consensus of the TC was that the No. 1 goal is to keep the level of quality high with respect to the nominees.
- Final Decision: If the TC has 3 candidates great – if not, then only give the award when appropriate.
- Mike looking for a single POC to try and coordinate the award nominations. It was decided that Mike would ask Phil Delurgio and Dean to oversee and get people to get in their nominations.

- **Action Item:** It was decided to send out emails to the TC to try and think of potential nominees. The potential candidates will be discussed at the next TC meeting in 2004.

### Congressional Visit Day (April 2004)

- Phil Delurgio is now the subcommittee chairman for getting PIA attendance.
- Groups/people that want to attend the CVD need to apply in March 2004. During the visit a 1 page informational brochure is handed out.
- Mo Gionfriddo noted that the visit is very interesting and educational, but that the biggest problem is deciding what to ask for. He said that Natick is likely on the base closure list. This would be very detrimental to the industry. Put line in appropriation bill to keep Natick community in one place – wherever that is...
  - They currently report to 5 places – but all collocate at Natick.
- It was suggested that it would be best to have a unified front (PIA & ADS) for more impact. The AIAA makes the TC go to the home state senator while PIA can go to whom ever they want to.
- It was decided to team with the PIA and come up with a list to go to the CVD. Carl suggested that a representative from each company should be selected (Pioneer, Irvin, etc.). TC had 6 representatives last time. The list should include:
  - Pioneer –?
  - Paraflight/Irvin – Elec Puskus/Phil Delurgio
  - Vertigo – Roy Haggard
  - Capewell –?
  - Academia - Mike Acorsi
- **Action Item:** Mike to contact Irvin regarding Elec participation

### Linda Hall Library

- Pre-Discussion:  
Two goals –
  1. Preserve History
  2. Document what's there (catalog) and document retrieval – Question: Is LHL waiting to get the entire library before doing the cataloging?
- TC wants to propose that they start cataloging now.
- Need to discuss copyright issue and how to get around them.
- Discussed how much the TC is willing to spend to get the parachute information into the library system. Mo mentioned that the TC could spend ~\$2-3K to hire a college student to work on the cataloging if the library needs assistance.
- Mike stated that he felt the TC should spend whatever it take money-wise to get the job done as it is very important.
- Jean Potvin interjected that we need to make priorities.
  1. Student to make list of documents for catalog (TC list).
  2. Student could help to get formal Linda Hall library catalog.
  3. Keyword search capability into LHL search engine & abstract.

- Carl Peterson brought up that they are finding duplicates when boxing up the stuff from Sandia. Rather than throw away what should they do with them? He noted that they had also found master documents.
- Tim Lott suggested that duplicates are sent to a data storage facility.
- Jean Potvin suggested taking a few minutes during the short course to discuss finding documents and library catalogs.

Mike Accorsi spoke up that the TC's vision is to establish a library to preserve and allow access to the documents.

**LHL Presentation:** Presentation by Nancy Day (library) and Greg McCoy (systems)

1999 Wrote Memorandum of Agreement that States the same Vision/Mission as Mike noted.

LHL Mission: Develop, organize, preserve and provide efficient access to collections in selected disciplines.

Assumptions – 1

- Project has no immediate urgency. But do want to get done as soon as possible.
- Current owners have right to transfer materials to LHL along with ownership.
- Will be a degree of overlap between the various collections as well as LHL collections.

Currently have 3 collections: Natick, Doeherr, and Sandia

- Can LHL start processing? - Yes
- Know of at least 2 others, but having trouble getting them.

Assumptions – 2

- There will be differences of conditions between multiple copies. LHL will “de-dup” collections to retain best copy.
- Combined collection will yield a collection of (2000-2500 questimate) or unique documents.
- Largest portions of the items will be public domain government reports but there will be materials from organizations or commercial publishers who hold the copyright.

Sandia collection:

- 1<sup>st</sup> priority (doing now) is to separate items to send vs items that must be kept.
- 2<sup>nd</sup> priority – get summer help to go to DTIC and see if classified documents have been downgraded. Needs to be done on document-by-document basis. Tedious work.

NOTE:

LHL keeps reports that have the same title but were published in different forums. They assume they are different. That's a good thing in the TC's view.

### Assumptions – 3

- Small percentage of documents will be classified or limited distribution.
- Committee will offer resources, financial and/or technical, to help meet processing costs associated with the project.
- The committee will be acknowledged as the donor in the LHL public biographic record.
  - Karl Doherr stated that DLR would not go for that. Nancy stated that LHL can deal with that – they will not mention that the committee is the donor. Not a problem for LHL.
- Committee’s concern for preservation equals its interest in accessibility. (I.e. scanning, digitizing, etc.)

### Options for Consideration:

Option 1: Scan all documents and make accessible on the Internet.

#### Pros:

- Documents will be immediately available with no fee to get copies.

#### Cons:

- Copyrighted documents cannot be freely available on the Internet.
- Poor quality original prints will not scan.
- Requires a quality control step for assessing accuracy of scanned images.
- Need to impose an organized structure or index.
- NOT SEARCHABLE

Option 2: Incorporate all the documents into the library’s existing record structure & shelving arrangement.

#### Pros-1:

- Capabilities on established routines workflow & staff skills.
- Publications are accessible by author, title, report number & limited number of standardized subjects.
  - An example printout was handed out to TC for review. Subject headings included:

#### Parachutes:

- Aircraft
- Airdrop
- Aerodynamics
- Rigging
- Safety Approaches
- Testing

It was noted that the TC could help set these to be more specific.  
NO LIMIT TO SUBJECT HEADINGS.

- **Action Item:** TC will create a list of subject headings and give to LHL.

Question: Can we incorporate abstracts electronically? Would like to include existing abstracts, no wish to create abstracts for ones that already don't exist.

LHL says they could incorporate into the search field (the '500' field). They will see if they can make abstracts searchable.

Option 2 (con't):

Pros-2:

- Requests can be placed using the library's ILLIAD web based service. Requestor can choose methods of payment & delivery.
- Record format will conform to a national standard for bibliographic description & library's holdings will be noted in several national databases.
- Bibliographic database structure is stable & projected to remain so (developed in the late 60's).
- Fees:  
Standard delivery is 24-48 hrs: Academic \$12, Non-Academic \$16 < 50 pgs.  
+ \$ 0.25 for each page > 50.  
Rush delivery is 6 hrs, Super Rush is 3 hr, and "Drop Everything" is 1 hr and \$100.

Karl stated that he would ideally want Option 1. LHL stated that they could start with Option 2 and transition to Option 1 later on.

Option 2 (con't):

Pros-3:

- Publications would be associated through subject terms with other parachute works in the LHL collection but not in the combined collection.
- Duplicated copies will be easily identifiable in pre-catalog search against library's records.
- Can begin right away and not wait until all of the collection is at LHL.

Option 2 (con't):

Cons:

- Reprint of journal articles are not retained or catalogued.
- Subject Headings: If more detailed subject terms are required, the library staff will need guidance both to create & assign to individual publications.

LHL asked how many collections were they in total. The TC listed 5 collections that need to be put in the LHL (collections 3-5 are in process):

1. China Lake
2. Minnesota
3. *Sandia*
4. *Doherr*
5. *Natick*

It was noted that no Limited Distribution documents would be sent to LHL. Previous tries at obtaining the China Lake library had failed. They didn't want to send the originals. Mike suggested that the TC ask if a copy could be made and that sent to the LHL.

**TC chose Option 2 as the way to retain the collections.**

- Jean Potvin asked how soon the process could begin. LHL said they would check. Jean suggested getting a student. LHL could teach the intern to catalog.
- Mo asked how much it would cost to get an intern. LHL stated they would look into it and get back to the TC.
- Jean stated he wanted to get started ASAP with intern(s).
- Karl stated that getting the abstracts made electronic should also be a high priority item.

**LHL 'de-dupes' processing:** They can send copies back to the TC. That's the only thing that's non-standard for them. It is however doable.

**Action Item:** Mike to email form to get appropriate acknowledgement from Natick, Sandia, & DLR.

Development Office – Stewart Hoffman

Funding:

- This project is very similar to other projects they deal with.
- Looking for sponsor.
- Two types of costs:
  1. Cost of preservation (scanning)
  2. Cost of speeding up accessibility
- It was suggested to get TC to fund #2. Get Sponsors for #1. #2 will be the main thrust.
- Mike stated it would be a hard sell to go to industry for funding. He would prefer to have the TC fund it.

- High Priority to get a ballpark cost of the task. Potential sponsors: NGC, IAI??
- Pricing examples: Existing catalogs \$3, Original catalogs ~ \$15
- Karl stated that the TC should be the sponsor.
- Jean Potvin suggested that LHL provide prices based on amount of work that could be completed base on a certain timeframe (i.e. 3 months).
- Rick Howard suggested that LHL provide prices for a certain number of documents (i.e. 1000).
- LHL stated that in a 12-month timeframe with in-house personnel only the job could not be completed.
  - The TC definitely wants to speed that up.
- TC wants a game plan from LHL.

**Action Item:** LHL to generate a timeline w/ costs & tasks with and without funding. LHL said they should be able to do with approximately 1 month.

**The meeting was stopped for lunch provided by LHL. After lunch a tour of the library was give the TC. The highlight was the rare books collection room.**

Web Page:

- Need to concentrate on a few tasks that we can do well (seminar course, library, etc). Mike will update and maintain the website as usual.
- Jean noticed that the member list was gone from the website. Mike stated he would re-post the basic information.
- It was stated that the website was good for archival purposes of previous minutes, previous seminars, etc.
- Mike stated that anyone could work on the web page if they wanted or send info to him and he would post.
- Jim Strickland volunteered to categorize some of the pictures and such.

**Action Item:** Mike to request current email lists from TC's (i.e. work contacts, professional, etc.) The list can be used for conference, seminar and short course mailings.

### Short Course:

- Jean Potvin noted the next short course date is May 10-14, 2004 at YPG.
- The website has been updated to reflect the contents of the course. Included are instructions on how to obtain proper clearance to YPG.
  - a. If people are US citizens, the clearance will only take 10 days.
  - b. Non-citizens no based in the US need more paperwork. There are very good instructions for the process. Clearance will take about 2 months
  - c. Expect that most short course attendees will have a short clearance period. All with either be US citizens, YPG employees or from US companies. Only 3-4 Canadian Military, Swedish and German.
  - d. Will keep track of who has registered and who has been cleared.
  - e. Hoping to do a CDS bundle, piggy backed on some planes and or helicopter. If forced out of base due to world events will have a contingency plan.
  - f. Will have an offsite room (hotel conference room) to show video, etc of drops if can't drop.
- Rick Howard of YPG is new member of short course team. Should be very helpful.
- Vance Behr will be unable to teach at the short course this year due to work commitments. This should not be a problem. Will have replacements to teach his section for now and the future.
- Instructors: Jean Potvin, Karl Doeherr, Steve Lingard, Dean Wolf
- The course will be 5 days so there should be enough time to have both standard classroom instruction and air drop demonstrations. The course will include drops, data analysis, and performance prediction and then compare to actual. A design problem will be included as well.
- Most notes will be on CD. Lectures on paper.
- Course Finances:
  - Tuition will be \$1400 a bit more this year.
  - Break-even point is 32 people. Maximum amount of people is 44. Survey shows about 24-32 already)
  - TC might be able to get more money this year as we don't need to split with anyone (previously St. Louis University).

**Action item:** Jean will add a note on the website regarding the possibility of no drop testing due to unforeseen failures. Will state that can bring laptops but no cameras.

### Conference Preliminary Planning:

- 2005 location is Munich, Germany in the May timeframe.
  - General Chair: Tim Lott
  - Co-Chair: Thomas Jann (lives in Germany)
  - Tech Chair: Ken Desabrais, Paul Mortiloni
- Thomas has looked at hotels and locations. He lives 2 hrs away by train (450 mi) so working electronically and via email.
- Noted that it would be nice to have someone on site (close to Munich). Thomas is looking into a professional organization to help set this up (local to Munich).
- Karl mentioned that DGLR said they could not help, as they were too busy with other conferences. (The DGLR is equivalent to AIAA in Germany.)
- Karl says if the TC co-sponsors with DGLR they will want 50% of the profits. A local company that does this will not be the best way to go.
- A milestone schedule needs to be put together.
- A discussion was held on the papers and that many of the presentations were different than the papers turned in. A discussion was held on whether to request papers after the conference and then send out a CD (or hardcopy) after compiling them all.
  - Karl stated that his past experience on asking for papers afterwards was that you never get them.
  - Also discussed asking for a hardcopy at the time of the presentation then the TC could make a CD only.
  -

**Action Item:** Mike/Tim to check into AIAA about CD versus a password to download a pdf file from the web.

### Conference Seminar:

- Potential topics were discussed.
- Mo suggested gliding parachutes saying that the last one was in 1995 by Steve Lingard.
- Carl Peterson suggested that parachute aerodynamics be the topic. An update of the advancement of the technology (i.e. JPL supersonic parachutes).
- Jean suggested that the afternoon be a discussion of heavy payloads.

**Action Item:** Ken Desabrais suggested sending a survey out to the parachute community to see what the interests are. Also wanted to survey if the seminar should be held or perhaps an extra day of the conference could replace the seminar.

- Jean asked the TC if the seminar had to happen during every conference. The answer was yes, it is the same as the award. Must have it every time.
- Another discussion was held on adding 'heavy' papers for 1 hr presentations – basically an added plenary day.
- Hoped to resolve this issue by the end of 2003.

- Tim suggested targeting European interests for the seminar. Karl Doeherr said he doubted there would be any special needs – the US and Europe has common needs.

#### Conference 2007:

- Mo suggested co-locating a symposium with the PIA. In 2007 the PIA already is scheduled to be in a new complex in Reno, Nevada. He mentioned that the PIA was having a conference in January in Reno, that the TC should consider going to the same hotel (Silver Legacy). There is plenty of room for both the PIA and the AIAA. The advantage is that while the AIAA is attending a conference they can see the PA displays and jumpers can see AIAA papers.
- Jean suggested keeping the presentations separate, but next to each other.
- Carl Peterson noted that the TC should check with the AIAA regarding this issue.

#### Membership:

- The TC is allowed 35 members. Currently at 37. Want to get 14 new members.

**Action Item:** Need to try and build the International list.

- Need to think of new potentials as the 14 proposed new members may not all pan out. Any other new names welcome.
- Karl Doeherr said that he had talked with Werner Gabriel (International) and that he wanted to be removed the TC.
- Want new members by next meeting in 2004.
- Tim suggested representatives from Kistler, Boeing, and Irvin Canada.

#### Next ADS Meeting:

- Various locations were discussed for the next TC meeting including Reno, Houston and Florida. The chosen location was Reno during February 20 & 21 as the PIA will also be there.

#### Other TC Business:

- Jean suggested that Dean Wolf head an effort to record and correct the typos and errors in the Theo Knacke manual. The community needs to republish, correct or at least note the problem areas.

**Action Item:** Create new subcommittee to produce something to hand out at the 2005 conference.

- It was suggested that what needs to be done is print an errata section then republish Volume II with new chapters including updated info.

- Karl stated that the TC needs to go step by step to the point giving the attendees at the short course the errata sheets.
- Ken B. noted that the Air Force manual also has errors.
- Carl P. stated that Sandia has the original and agreed that the errors should be noted as well.

Sub-Committees:

Database: Linda Hall Library, Dean Wolf

Publications: Dean Wolf. Get Knacke reprinted with corrections. 2<sup>nd</sup> Edition with new info.

2005 Conference: Tim Lott

Seminar Team:???

CVD Team:???

Award Team: Phil Delurgio?

Short Course/Errata Subcommittee: Jean Potvin

**Action Item:** Mike to send out email to TC community for known errata found in book.

Action Item: Karl Doherr to provide LHL with the translations for keyword search on German document in the library.

**Meeting Adjourned.**

List of Attendees:

Mike Accoris  
 Tim Lott  
 Mo Gianfriddo  
 Bob Corwin  
 Carl Peterson  
 Karl Doherr  
 Rick Howard  
 Jean Potvin  
 Jim Strickland  
 Ken Desabrais  
 Rob Sinclair  
 Debbie Gardinier