

Pavement Survey Kickoff Meeting Minutes

Date: 2024/01/18

Participants:

- Ms. Haruka Hasegawa, Japan Civil Aviation Bureau (JCAB)
- Mr. Yukihiro Yamada, JCAB (Absent, represented by Mr. Horiuchi)
- Mr. Horiuchi Yoshimitsu, JCAB
- Mr. Hirofumi Hisakawa, Project Manager, Nippon Koei
- Mr. Uehara, Supervisor, Nippon Koei
- Mr. Joseph M. Galbreath, Airport Engineer, Nippon Koei
- Mr. Nguyen Phuoc Thang, Director of Science, Technology and Environment Department, Civil Aviation Authority of Vietnam (CAAV)
- Ms. Tran Huong Ly, International Cooperation Official Legal & International Cooperation Department, CAAV

Attachments:

- Project Summary to MOT CAAV.pptx
- 2024-01-18_Airport Pavement Questionnaire_CAAV.docx

Agenda:

- Introduction of participants from JCAB and CAAV.
- Discussion on airport pavement standards and technical cooperation between Japan and Vietnam.
- Presentation by Hirofumi Hisakawa on the project summary, objectives, and schedule.
- Discussion on current Vietnamese standards for airport pavement and the need for a comprehensive system.
- Nguyen Phuoc Thang's insights on Vietnamese standards and their application.
- Discussion on the upcoming site surveys in Vietnam by Nippon Koei.
- Discussion on the translation of Japanese standards to English and the need for a comprehensive system of Vietnamese standards.
- Final comments and arrangements for future communications and meetings.

Key Points Discussed:

Mr. Hisakawa presented the project summary for the basic survey on developing airport pavement standards with Japanese technical cooperation, including objectives, schedule, and methodology.

The study focuses on evaluating current conditions of airport pavement in Vietnam and introducing Japanese standards as a potential model for improvement.

Discussion on the necessity to build a comprehensive system of Vietnamese standards for airport pavement, as current standards issued by CAAV are not comprehensive.

Agreement on the importance of inviting representatives from the Ministry of Science and Technology to the Kick-off Meeting for the Development of Vietnam Standards for Airport Pavement on February 27, 2024.

Plans for Nippon Koei to conduct site surveys of various airports in Vietnam and the need for coordination with local airport authorities.

JCAB and CAAV agreed to communicate further on the draft invitation for the Kick-off Meeting for the Development of Vietnam Standards for Airport Pavement and other related documentation.

Action Items:

JCAB Responsibilities:

- JCAB will prepare and send a comprehensive proposal as an official letter to CAAV regarding the Kick-off Meeting for the Development of Vietnam Standards for Airport Pavement and the organization of the survey, including a detailed schedule and a questionnaire.

CAAV Responsibilities:

- Arrange for site survey permissions for Nippon Koei in Vietnam, facilitating their on-ground activities.
- Provide contact information for airport staff relevant to the site surveys, ensuring effective coordination and communication.

- Provide answers to the questionnaire promptly for the survey's preparation, ensuring timely progress and resolution of inquiries.

Nippon Koei Responsibilities:

- Share Japanese airport pavement standards with CAAV, initially in Japanese and subsequently translated into English, for review and consideration in project planning.

Next Meeting:

Scheduled for February 27, 2024.

Closing Remarks:

The meeting concluded with participants expressing gratitude and anticipation for the upcoming survey and future collaboration.