



**HEADQUARTERS
CIVIL AIR PATROL ARKANSAS WING
UNITED STATES AIR FORCE AUXILIARY
2201 CRISP DRIVE – ADAMS FIELD
LITTLE ROCK AR 72202-4406**

WING STAFF MEETING MINUTES

Wing Headquarters
11 February 2008
1900 -1940 hours

The meeting was called to order by the Wing Commander at 1900 hours.

Buckner did the Roll Call of Required Staff. Those in attendance were: Col. Britton, Maj. Buckner, Lt. Col. Betzold, Lt. Col. Pauly, Lt. Col. Faye Williams, Lt. Col. Weis, Lt. Col. Smith, Maj. Rea, Capt. Warner, Lt. Col. Bishop, Lt. Col. Penton, Maj. Bryan, Lt. Col. Herb Williams, Capt. Wingfield, and Chaplain Sharp.

Safety Briefing – A safety briefing was presented by Lt. Col. Buckner regarding ensuring that there is no frost on any aircraft before taking off. This can be facilitated by calling Central Flying Service prior to a scheduled flight and requesting that they check for frost prior to the scheduled flight.

Hot Wash Briefings on Recent Missions: The first mission discussed was the response over the prior weekend to the tornados over the state the preceding week. The mission was handled a little sloppy regarding sign in, briefing and photo logs. It was pointed out that additional training was needed regarding to photo missions – both taking the photos and keeping the photo log. There needs to be more coordination between the Mission Scanner and the Mission Observer to get the proper perspective for the photos taken and to log the photos so that they are identifiable by the entity authorizing the mission. It was assumed that the personnel were up to speed on the scanner and observer duties and the mission briefing was abbreviated. In the future, a more detailed briefing should be given and training on these procedures should be given at upcoming SAREXs. Maj. Sasse has updated the procedure outline for taking photos and keeping a photo log and will make that available to all personnel.

Col. Britton mentioned that he plans to do forward briefing on taking photos and keeping the photo log by email prior to the next photo mission, which should better orient the Mission Scanners and Mission Observers.

Another problem discussed was a lack of knowledge by the Mission Scanners of the procedures to transmit the photos taken over the satellite link. Several pictures taken were at very high

resolution and they would not transmit. More training needs to be given regarding use of the camera equipment and in transmitting the photos over the satellite link.

Maj. Sasse discussed the need to evaluate our current camera equipment and to find funding to be able to put a camera in each Wing aircraft. The camera should be a standard camera and training on the camera should be offered periodically.

Another problem with the prior weekend's mission was the extreme poor turnout. Although word was sent to each Squadron Commander, only a handful of people showed up for the mission. Wing Staff was not notified and the Alert Roster was not contacted. In the future, the Alert Roster and Google Groups should be used.

Reports from Wing Staff:

Lt.Col. Chuck Bishop reported that since he is currently off work due to medical leave, if there are any electrical jobs that need done, he should be notified so that he can do the work while he is off work.

Lt.Col. Ken Weis reported that he is ready to send out emails soliciting bids on aircraft work.

Maj. Tom Rea reported that of the three ELTs reported over the weekend, only one was an actual ELT and it was quickly dealt with. He also reported that OPSEC training needs to be completed by each Squadron and that so far only Mountain Home has completed this training.

Lt.Col. Herb Williams reported that several personnel were in the process of obtaining Security Badges from the airport. This requires filing an application, giving fingerprints (electronically) and attending a school. In order to go onto the tarmac at the airport, the schooling required is longer. To do this requires proof of citizenship, either a passport, Social Security card, drivers license or birth certificate.

Lt.Col. Penton reported that some problems had been experienced with the aircraft received from Region. The aircraft is using too much oil. It was suggested that although the aircraft is supposed to hold up to 12 quarts of oil, it should be flown at 9 quarts to see if it will maintain that level.

Frank Warner reported that Fed Ex has agreed that on the third Saturday of each month to give a tour of Fed Ex, which will include simulator rides for Cadets and Senior Members and visits to the FAA tower. However, if a Squadron doesn't submit the AE report timely, that Squadron will not be allowed to do the Fed Ex tour until the report is submitted. The AE reports are due by March 15. Frank is checking on hotel rates for those members who will need to stay overnight to do the Fed Ex tour.

Frank is checking with Maj. Claude Hawkins regarding legalities on accepting funds donated from Fed Ex and various casinos. Also, a server and computer has been donated to the Wing and is being set up at West Memphis. There may be more computer donations coming and they will be disbursed as needed.

Frank also reported that Jeff Montgomery at NHQ is looking into providing an SDK version

tracking kit for each Squadron. Funds are also available for flying teachers on a “you fly, we pay” basis. Frank has a list of qualified teachers. He also reported that there are funds available from NHQ for the Squadrons to use for AE education.

Frank reported that there is a T37 cockpit familiarization trainer that is to be picked up soon. This will require a trailer on which to haul the trainer. This trainer is static and has no power. Frank and another aviation tech will try to make some of the gauges on it operational.

Frank suggested having cadets to wash and wax aircraft as a fund raiser. He pointed out that the cost to have this done by airport personnel is around \$200. Cadets could charge \$150 and would be able to raise quite a bit of funds quickly.

Upcoming Missions:

IC Training is currently set for Feb 21, 28 and March 6 at 1800 hours.

ADEM has training scheduled in March and they have invited one of our staff people to act as liaison for them at that training.

Bob Loeber will send an email out regarding table top training for either March 22 or 29.

A SAREX will be held on April 5. Lt.Col. Betzold will provide scenarios for that training.

Blake Sasse will work with Lt.Col. Herndon regarding basic photo training and material in the near future. It was discussed whether this training should be at the Squadron level or at Wing. Maj. Buckner pointed out that better control of the training could be maintained if the training was held at the Wing level. The training will be for senior members and cadets and will cover how to use the cameras and how to fill out the photo log.

There will be a National Check Pilot course at Rogers on April 26. This is listed on WIMRS.

Commander's Agenda:

Col.Britton ask for a status report on continuity manuals. March 1 was the cutoff date for getting the Continuity Manuals completed.

Chuck Bishop will create a page on the Wing's website to show vehicle maintenance. This will assist in tracking maintenance of the vehicles.

Bob Betzold reported that he has not yet inventoried the A/C hourly reports to determine if they were all timely submitted this month.

Col.Britton reported that he had received favorable comments from NHQ regarding Frank Warner's recent visit.

There being no further business, the meeting was adjourned at 1940 hours.

/s/ Reba M. Wingfield

Reba M. Wingfield
Finance Officer
RECORDER

APPROVED ____ February 2008.

/s/ Robert B. Britton

ROBERT B> BRITTON
Colonel, CAP
Commanding

