



**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
19 October 2009
1900 hours**

The meeting was called to order by the Vice Commander at 1900 hours. Those in attendance were: Buckner, Gilbert, Wingfield, Bishop, Middleton, Betzold, Penton, Radford, H. Williams, F. Williams, Rea, and Wood.

The Vice Commander turned the chair over to the Chief of Staff.

Safety Briefing – Jim Gilbert conducted the safety briefing on “Infection Control”. It is a simple process. The most effective control is to wash your hands frequently and avoid large crowds. The biggest germ carrier is money.

PD – Absent

A.E. – Absent

LEGAL – Absent

PA – Absent

PERSONNEL – Needs help the last week before Wing Conference decorating, setting up, and processing registrations.

OPS – An IFR clinic will be conducted in Little Rock soon but the final date has not yet been set. N971CP is now flyable. N9577X is coming up for annual and 901CP had voltage regulator fixed.

CD – Absent

COMMUNICATIONS – Still have 2 repeaters yet to be installed. All a/c have been re-programmed except for 9453X which will be done the next time it comes to Little Rock.

CADETS – Absent

LOGISTICS –Had to get extension on SAV responses for missing oil change receipts, vehicle checklists, etc.

ADMIN – New CAPR 50-17 out on professional development. It is very comprehensive. A new safety officer's specialty guide has been published.

SAFETY – Reported that there were two pending Form 79s, one for the bird strike to N971CP and the other for damage to the van at the cadet activity at Columbus AFB. The bird strike 79 is completed and awaiting review by the Wing CC and Region. A makeup session for the October Safety Stand Down activity has been scheduled for 27 October in the Wing classroom. All staff members who missed the 3 October session are encouraged to attend.

WING ADMINISTRATOR – Nothing to report

HLS – Nothing to report

DISASTER PREPAREDNESS – Nothing to report

IG – Absent

FINANCE – The Wing has a net operating loss for the fiscal year to date of \$1,991.60 and the current balance in the Wing account is \$21,287.29 and the cadet account is \$3,993.14. The WFA will be here the 19-21 of November. CHAPLAIN – Absent

TRANSPORTATION – Absent.

A/C MAINTENANCE – See OPNS for a/c status.

VICE COMMANDER – The October SAREX is now in progress. 14 sorties have been flown so far. There will be a UDF training session this coming Saturday at the HQ during the SAREX. The SAREXs in November and December could end up being postponed for a couple of months if training funds are transferred to the TX Wing.

DDR – Absent

SERVICES COORDINATOR - Absent

EMER SVC – No Form 5s or 91s in September The 104s are not being completed in all blanks. This is a gig if found during an inspection. It will become more transparent when the conversion is made to electronic 104s because anyone can have access to them.

USAF DIR – 20 flight releases during this month were not in electronic format. While still not mandatory by National, Alexander intends that the AR Wing will go 100% in e flight releases beginning in November.

There being no further business, the meeting was adjourned at 1945 hours.

/s/ Doug Wood

Doug Wood
Wing Administrator/Recorder

APPROVED _21__ October 2009

/s/ Joel Buckner

JOEL BUCKNER
Major, CAP
Vice Commander