



**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
9 February 2009
1845 hours**

The meeting was called to order by the Chief of Staff at 1845 hours.

Those in attendance were: Britton, Buckner, Gilbert, Rea, Loeber, Betzold, H. & F. Williams, Wingfield, Alexander (by phone), Bishop, Sasse, Bryant, Penton, Smith, Warner (by phone) and Wood.

Safety Briefing - Doug Wood gave a safety briefing on the dangers of bird strikes and how to react when encountering bird flocks. The recent case of USAir 1549 was an important reminder of how dangerous this can be since Arkansas is in the middle of a migratory waterfowl route.

The Wing CC reminded everyone that they need to make completion of their continuity manuals a number one priority. The upcoming SARX will involve the use of the IMU program from National. He will have a person come up from LA to teach the mission staff how to use IMU in all positions.

The Chief of Staff reported that everyone who has a part of the Inspection Guide Checklist have been sent their portions by email and that these staff members need to take care of their assigned portions.

Director of Communications - Reminded members that if they have equipment, they need to sign an S-8 and return it to him.

Services Coordinator – There will be an SLS held on 7-8 March and a Commander's Call is scheduled for 28 March. The SAF will be on 7-8 April and the Cadet Encampment is scheduled for 14-21 June with back up dates of 20-27 June.

Director of Personnel – She reminded members that she needs their paperwork of accomplishments, training, etc. for their personnel files.

Emergency Services – Tom Rae pointed out if members fly any missions that they need to make sure all blocks on the 104 are completed and signed. No ELT missions occurred last month and most likely we won't have any more since the satellite has stopped looking for 121.5 mhz transmissions.

Counter Drugs – Nothing to report.

Homeland Security – Nothing to report.

Vice Commander – Get the word to all Squadron Commanders that the distributive portion of the SARX is for their flight crews to get training. The other portion of the SARX is supposed to be for training of the mission staff and only “fully qualified” crews should report to the HQ for duty. He announced that Lee Nelson would be the IC in training for the SARX and that there will be one FRO only for the distributive SARX and he will be at the Wing HQ. Local FROs are not to be used.

Director of Operations – Alexander reminded the staff that the FROs for the SARX need to confirm that the PIC for any mission must be a qualified mission pilot and that they should be using the latest Flight Release Report to determine their qualification. The Squadrons need to confirm the status of all their pilots.

Finance – Wingfield reported that the Wing had received its year end audit by its WFA and that the Wing filed its response.

Aerospace Education – Warner hasn’t received any responses from any Sqdns on Fedex visits, nor has he received any requests for visits to schools.

There being no further business, the meeting was adjourned at 1915hours.

/s/ Doug Wood

Doug Wood
Wing Administrator/Recorder

APPROVED _13__ February 2009.

/s/ Robert B. Britton

ROBERT B. BRITTON
Colonel, CAP
Commander