



**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 March 2009
1845 hours**

The meeting was called to order by the Vice Commander at 1845 hours. Those in attendance were: Britton, Buckner, Rea, Loeber, H. & F. Williams, Wingfield, Bishop, Penton, Smith, Nelson, Middleton, Talburt, Green, Killian, and Wood.

Safety Briefing - Doug Wood gave a safety briefing on the dangers of acting on mental cruise control. Those things we do repeatedly are sometimes done on “automatic” and could result in failing to take a necessary step, leading to damaged equipment or even injuries. A copy of the attendance roster is attached to these minutes.

The services coordinator reported the Frank Warner wants to remind Squadron Commanders to continue scheduling tours of the Fedex facility for the Wing cadets.

There were no missions to report on from the previous month.

The aircraft maintenance officer reported that all aircraft are “up”. While several still have lighting issues, they are still operational. He also reported for Alexander that 3 of 8 low level missions have been flown. The CC has received appropriate approvals for low level flights into all adjacent states.

Steve Green reported that a Stan Eval Flight Clinic will be held on 18 April.

Director of Communications – Bishop reported that he brought 10 new radio repeaters from National for all the repeater sites in the State. He has to re-program all radios, including hand helds.

Middleton reported that he is reviewing all Wing Supplements for updating. He will do Safety tomorrow. Each principal staff officer has responsibility to prepare supplements for their areas.

The CD Director reported that the State Police is requesting that the Wing not use 123.4 mhz for CD missions. Bishop will look into alternatives.

Killian reported that he is talking to the Air Base chaplain for recruiting for CAP. He is a CAP member from another state.

The Vice Commander reported that the Wing will have an aggressive training schedule for the remainder of the year. There will be distributive SAREXs scheduled every

month. While there is presently insufficient funds available for all of them, by having them pre-scheduled, we would be eligible for any funds available from National at the end of the annual training schedule. The last date for any flights will be 14 September. The CC requested that crews should be ready for a mission briefing within 15 minutes of being notified.

The Wing CC reported on items covered in the Commander's dashboard. He said while the Wing's overall membership numbers are down for both seniors and cadets, that the short term numbers are up. The Wing is 91.3 % complete on its training objectives. The Wing only has an average of 4 mission pilots per aircraft. This figure needs to be increased to 5 mission pilots per aircraft. Proficiency flying is also down, but Arkansas has a history of bad weather during the winter and he anticipates that this will improve as the weather warms. Also, only 73% of activities have been reported for vehicle utilization, and this has to improve. National uses these figures to calculate where to put resources such as new aircraft and vehicles. Blake Sasse would like to post the minutes from Commanders Call on the website. The CC asked that someone be responsible for recording the minutes at the next call. Also, he announced that Sasse has posted the Wing History for 2006-2008 on the website. The CC commended Sasse for doing an excellent job.

He announced that the new CI Guide dated 1 Feb 09 is available on the CAP website as well as a new CAPR 123-3.

He requested that staff members schedule leadership visits to the Squadrons and to fully utilize transportation vehicles where possible. Don't leave any empty seats.

The Wing CC has made the AZ Wing reports from their CI visit available for all staff through the services coordinator. Also, the continuity manuals should be updated with the new CI Guide.

The Commanders Call has been scheduled for 0900 on 28 March and the IC Staff academy is now going on every Thursday evening for 8 weeks. He encouraged staff members to enroll to attend if possible. He also attended the recent cadet competition and was impressed by the level of professionalism displayed by the participants.

There being no further business, the meeting was adjourned at 1930hours.

/s/ Doug Wood

Doug Wood
Wing Administrator/Recorder

APPROVED _13__ March 2009.

/s/ Robert B. Britton

ROBERT B. BRITTON
Colonel, CAP
Commander