



**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 May 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, Wingfield, Bishop, Penton, Smith, Middleton, Green, Sasse, Betzold, Hawkins, Montgomery, Bradshaw, Nelson, Radford, guest Bradley, and Wood. By conference phone was Alexander, Killian, and Warner.

Safety Briefing - Doug Wood conducted a safety briefing on in-flight electrical fires and loss of vacuum pump in IMC.

PD – Absent

A.E. – The T-37 trainer is in West Memphis. He needs to scrounge a covered trailer for transporting the trainer. The Jonesboro cadets toured Columbus AFB in Mississippi. Fedex tours are on hold because of flu outbreak. He has a fundraising idea to discuss with Wing CC. His report is attached to these minutes.

Legal – Has reviewed several contracts for the Wing CC during the past month.

Finance – We have completed the mid-year remote review by National HQ. We only received one comment in a critical area for failing to have minutes approving one expenditure for aircraft maintenance. We responded by submitting a copy of those minutes. The rest of the comments by the financial analyst were positive. The Wing's current bank balance is \$28,979.86 with year to date receipts of \$69,394.53 and expenses of \$56,816.51 which does not include a pending drawback for MX aircraft time in the amount of \$5,429.60. We have approximately \$15,000.00 in unspent State funds. The finance committee has approved the purchase of a large projector screen and related costs in improvements in the upstairs drill hall to permit multi-media training presentations.

OPS – CAP only has 2 Form 99s to send back. The Wing is showing better participation with FRO briefings. All Wing aircraft are operational ready (OR). He is moving 538C back to Monticello, 9453X will move to JBR, 800P is going back to RUE.

He has a request pending to move 9577X to HOT. The Wing is about 18% behind in flight hours. The flight clinic in June will be in JBR, in July at LIT. The LIT clinic will be targeted for IFR training. The low level surveys have been completed.

IG – The Hot Springs CI was done on time with no problems. The team will be going to JBR next week. The next one will not be until July. He would like help in getting an IG page on the website.

Chaplain – In the process of interviewing chaplains for several squadrons..

SAFETY – Annual ORM refresher training is required for all members, including cadets.

ADMIN – The main thing working on is conversion of wing policy letters to either supplements or operating instructions. There is a new look for Wing Supplements which will be apparent when they are reviewed.

ES – The WIMRS program showed only one sorry flown for AG&FC this month. He noticed that there is no project officer from Wing assigned to these missions. The only other mission was for a missing person in Sebastian County. The PAO was disappointed that there was one day that there were no people for a ground crew. The Wing CC reported that the HQ had decided that since the only crews available were from Monticello and Texarkana at such a long distance that it wasn't feasible to make them deploy. The Wing has 75 members, including 4 on Wing staff, that need to take ICS courses. All vehicles and aircraft are O.R. The only mission of significance was a search for a missing person in Sebastian County

COMM – The modification of the lease agreement with Henderson State is ready. The power point presentation on the radio changeover is almost ready.

CADETS – Absent

Lee Nelson reported on the recent joint exercise he participated in at Corpus Christi, Texas. It was a large and detailed exercise involving several federal and state agencies.

DDR – Absent

PA – The Wing had several press releases published from the Sebastian County missing person mission during the month.

LGT/TRANS – On 9 May 09, the LOG team traveled to Jonesboro for a pre-sav visit and then went on to Batesville.

HLS – Mr. Penton reported that he went to a meeting with FEMA. FEMA is developing an overall disaster plan. They are re-doing the earthquake plan according to ADEM's needs.

PERS – Absent

Vice Commander – Two SAREXs are running concurrently this month. He would like to plan a SAREX for ground teams for next month, or into July.

Notes from the CC – Staff reports should also be submitted to him in writing so that he can have them with him during the month and to keep him informed. Plans have been submitted by the Squadrons for the distributive SAREX. The Squadron CCs should submit an inventory of pilots, etc., for LTC Betzold to update the Wing database. We have still not received a copy of the SAV report. After consultation with the Squadron CCs, he has elected to retain the numerical designations for the Squadrons, since that is part of their charters. However, we can refer to the Squadrons by city name during staff discussions, etc. The next commander's call is scheduled for 27 June. He has been informed by NHQ as a result of the recent SAV that our Wing Administrator cannot serve as Wing Safety Officer or Unit Commander. He has sent an announcement to the Squadrons seeking to find someone who is willing to serve in this capacity and an announcement should be forthcoming by June. He closed by asking for a volunteer to serve as project officer for the Arkansas Game & Fish Commission missions.

SVS COORDINATOR – Reported that 81 members have completed the CAP ground handling test and 94 still need to be tested.

There being no further business, the meeting was adjourned at 2015 hours.

/s/ Doug Wood

Doug Wood
Wing Administrator/Recorder

APPROVED __15__ May, 2009.

/s/ Robert B. Britton

ROBERT B. BRITTON
Colonel, CAP
Commander