



**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
8 June 2009
1910 hours**

The meeting was called to order by the Vice Commander at 1910 hours. Those in attendance were: Britton, Buckner, Rea, Loeber, Wingfield, Bishop, Penton, Smith, Middleton, Betzold, Montgomery, Nelson, Radford, Wood, Henninger, Bryan, Allison, Kaminicki, H. Williams, F. Williams, Hudson, and guest Bradley. By conference phone was Alexander and Killian.

Safety Briefing - Doug Wood conducted a safety briefing on the use of CAPF 26 to report hazards or to make safety suggestions. He also discussed the use of slow flight in CAP aircraft to improve landing skills and observation of ground targets.

PD – Absent

A.E. – Absent

Legal – Absent

Emer Svcs – Only 1 mission last month for missing person. It was cancelled before a team could be launched.

PA – Blake Sasse is now the project officer for the AGFC flights. His report reflected over 20 hours were flown last month.

Personnel – Wing conference is scheduled for 6-7 November. It is planned for the Holiday Inn airport.

OPS – Report has been submitted in writing to CC. There will be a flight clinic in Jonesboro this month. Planning an IFR flight clinic for Little Rock in July. All aircraft are OR except for a minor problem with 836CP. 9577X came to Russellville for an oil change. The mechanic found several nuts and bolts in the engine compartment. Also, recently 9453X had the oil cap safety wired backwards. He is reviewing procedures to prevent this from becoming a maintenance deficiency in the Wing aircraft. The Wing flew 50.3 hours last month which is 29.8 hours short of what we should have flown.

CD Opns – DEA just requested missions for approval by the NOC, beginning in July. 54 members are CD qualified and 12 need to take the on-line qualification course.

ES – The Wing currently has 40 mission pilots, 88 observers, 101 scanners, 155 ground team members and 8 incident commanders.

Commo – No more repeaters have been put out yet. Lee Nelson has worked on the repeater building in Monticello.

Cadets – Cadet membership is a concern at only 189 cadets. Should be 250. Two best squadrons are Rogers and Little Rock. Has \$2,100 in cadet account for encampment. Not enough Squadrons are using cadet O'flights. Seven scholarships have been awarded for summer activities. Registration for encampment is \$75 per cadet and \$90 for senior members.

Logistics – All Form 173s are in before the 10th of this month. Plans to change out internet decals on vehicle during encampment. Still working on re-painting van in Jonesboro.

Admin – Several national regulations are in the process of changing, particularly those pertaining to cadets. A new Wing Supp to CAPR 10-2 is being sent to the units regarding policy for back-up requirements on computers.

HLS/Disaster preparedness – New earthquake plan has been published by ADEM. CAP is part of the ESF 8 group. (Emergency Support Function) Each group is supposed to meet quarterly. CAP will be included in all training.

IG – Two SUIs have been done. Jonesboro had an issue with supply when their folder couldn't be found but that was finally resolved when the folder was found.

Finance – Last year the Wing decided it needed to raise \$12-15,000 to cover expenses above and beyond the money being received from National. To date the Wing still has over \$6,000 in the bank over expenditures and is in good financial condition. The Wing has \$24,661.98 in the bank and the cadet program has approximately \$2,700 in its account. The finance committee just approved the purchase of peripherals and cables to equip the drill hall for classroom activities. Also, it approved the purchase of up to 60 VIP chairs and a desktop computer to operate the drill hall classroom equipment. CAPR 173-1 and 173-2 are being replaced with a new CAPR 173-1 which makes the Wing banking program mandatory.

Chaplain – Form 34s are due to Wing. Have 9 chaplains on board this year, compared to four last year. He needs these form 34s for his semi-annual report.

SAFETY – The Wing SC reported that 80% of the Wing has completed the on-line ground handling video. Wood announced that next month's staff meeting will include a mandatory ORM training video. Mishap Free Certificates of Achievements will be awarded to 10 Squadron Commanders at the Commander's Call on 27 June.

AE – Morris Middleton introduced Keith Hudson as the new external AE officer. Hudson requested copies of the CAP brochure for aerospace students.

Wing CC's comments – Chief Loeber has sent out the list of SAV findings to all directors. He needs everyone to report back their 1) resolved findings, and 2) their plans to keep them from re-occurring. There were 56 answerable findings that have to be addressed and corrected. If not completed by this Friday, he will call individual directors who have not complied.

The Commander's Call will be conducted at Wing HQ on 27 June. On 18 & 19 July we will conduct a Guided Training Exercise (GTE). He will not be here so it will be run by Buckner and Gilbert. This weekend is the 2nd weekend of our distributive SAREX. He wants maximum participation since this will be the final preparation for the GTE in July.

Central Flying Service has been very good to us so he wants to recognize their efforts with a framed Certificate to Central and thank you letters to all the crews.

Final comments – Bishop has a Power Point presentation completed for frequency changes in the aircraft. We will convert over after the GTE.

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

/s/ Doug Wood

Doug Wood
Wing Administrator/Recorder

APPROVED __12__ June, 2009.

/s/ Robert B. Britton

ROBERT B. BRITTON
Colonel, CAP
Commander