



**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 July 2009
1900 hours**

The meeting was called to order by the Chief of Staff at 1900 hours. Those in attendance were: Britton, Buckner, Gilbert, Loeber, Wingfield, Bishop, Smith, Middleton, Betzold, Nelson, Radford, Wood, and Green.

Safety Briefing - Doug Wood conducted a safety briefing on the importance of using correct emergency procedures. He gave an example of an aircraft in IMC crashing from water in the static port and the pilot failing to activate the alternate static source when his flight instruments, airspeed, altimeter and vertical speed gauges, went erratic.

PD – Absent

A.E. – Absent

Legal – Absent

Emer Svcs – Absent

PA – AGFC flights were active out of Mountain Home, Russellville and Rogers squadrons.

Personnel – Absent

OPS – The Jonesboro clinic will be held on 8 August. The IFR refresher clinic has been re-scheduled for October.

CD Opns – DEA is cutting only the first seven days of CD missions. The missions through August are already in WMIRS.

Commo – Has turned in the installation mission on WMIRS, now waiting on approval.

Cadets – Absent

Logistics – Had 28 findings from the SAV, one is completed on Reports of Surveys. Has given out 6 packets to the units involved.

Admin – One item of concern for NHQ regarding safety issues for cadet activities. It is an area of close attention from National. The big emphasis is on safety and ORM. ORM training is now part of Level 1 course. The safety report form has been revised. He is having a problem getting OPR staff responses to publications revisions.

HLS/Disaster preparedness – Absent

IG – Absent

WA – Having a problem with procedures on aircraft oil. The Wing needs to better monitor the oil needs of the aircraft between oil changes. The oil assigned to an aircraft needs to stay with the aircraft when it transfers between units. Also, maintenance has been performed on vehicles before it has been approved by National.

Finance – The Wing has net income for the fiscal year to date of \$9,975.38. The committee will be sending a circular to the membership on printing AR Wing Tee shirts as a fundraiser. More on that later. The committee also has decided to invite either the AG or the AG for air to be the featured speaker at the Wing Conference in November. They also approved the purchase of a new desktop computer for the drill hall media center and approved up to \$1300 for the Wing CC and \$750 for the services coordinator to attend the summer national conference.

Chaplain – Absent

SAFETY –. Wood announced that next month's staff meeting will include a mandatory ORM training video.

AE – Absent

Vice Commander – Next Saturday the distributive SAREX begins and will culminate with a GTE by the USAF on 17-18 July. 14-23 August will be the next distributive SAREX and 1-13 September will be the last SAREX of the fiscal year. Still have a lot of training money available so he recommended everyone to go out and fly. No plans yet for FY10. Has discussed with Wing CC to begin training cycle earlier in the year to avoid down time from bad winter weather.

USAF State Director – New FY training plan is due next month. He got a call from Cindy Maddox at LRAFB inviting CAP to have a couple of members to join the LRAFB Community Council.

Wing CC's comments – Announced the Wing is closing the Forrest City Flight. He wants to put together a team led by LTC Radford to go down there and inventory the hangar, and unit for all Form 73 items. The building will be retained by the Wing until

the lease expires in December. Radford set the date as 24 July and asked for other volunteers.

The CC will work with Middleton to get compliance of OPRs on publications revisions.

The CC asked the services coordinator to set a suspense date for SAV responses.

The CC wants to encourage all AR members to attend the national conference in August since our Region will be hosting it.

The CC is still not getting the standing agenda reports from the Wing staff. The SC is to sort out who is participating and who is not so that he can get compliance.

The Wing will be sending all three 172s to the flight academy later this month.

The CC wants a list of those members who have not yet completed the mandatory ground handling video course.

The CC will be absent during the GTE on 17-18 July but is confident that everything will go smoothly.

Chief Loeber announced that the airport is completing new procedures for ID badges for all personnel having access to the GA ramp. He will be sending out an email to everyone affected on how to get their badges issued.

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

/s/ Doug Wood

Doug Wood
Wing Administrator/Recorder

APPROVED _21___ July, 2009.

/s/ Robert B. Britton

ROBERT B. BRITTON
Colonel, CAP
Commander