



**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 March 2010  
1900 hours**

The meeting was called to order by the Services Coordinator for the Chief of Staff at 1910 hours. Those in attendance were: Britton, Bradshaw, Montgomery, Loeber, Wingfield, Betzold, Penton, Killian, J & F Williams, Rea, Sasse, Thorburn, Green, Bishop, Bryan, Rea Jr., and Wood.

Safety Briefing - Doug Wood conducted a safety briefing on the hazards of resetting circuit breakers more than once by highlighting a recent aircraft crash from a cockpit fire as published in the latest issue of "Light Plane Maintenance".

EM SVCS – No missions last month. Currently working on UDF training.

STATE DIRECTOR - Nothing important to report except he has received preliminary information that Camp Warlord may not be available for the cadet encampment in June. He will confirm that as soon as possible.

PAO – Sasse reported that the 115<sup>th</sup> did not get all their AGFC boat count sorties in for the last month. Attributed it to bad weather and aircraft maintenance. Nothing else to report.

DISASTER RELIEF - Nothing to report.

FINANCE – Wingfield reported that the Wing has a net income to date for this fiscal year of \$1,334.63. The finance committee has approved purchasing a UPS for the AWIN radio, final expenses for the CC to attend the Winter Board, up to \$2,000 for cadet scholarships for National activities, up to \$250 for awards from the Cadet Color Guard competition, and to purchase 3 additional C-182 model airplanes.

CHAPLAIN – Killian reported that he has a chaplain interested in joining the 42<sup>nd</sup> Squadron. He also recently conducted a tabletop CISM exercise with Middleton.

IG - Montgomery announced the next SUI will be at Rogers in April. There is now an online IG course available. It is 6 hours in duration with a final exam.

HLS – Nothing to report.

STANEVAL – Nothing to report.

COMMO – Bishop reported he still has 2 repeaters to go. Morris Middleton is in training as the new Communications Officer.

MEDICAL – Nothing to report.

OPERATIONS – Bradshaw discussed the new online discrepancy log. Wants feedback on how it is working. He has requested that National develop capability in WIMRS to temporarily disable an FRO from list if they are unavailable for a short period of time.

WING ADMINISTRATOR – Wood reported that the HQ security camera system is up and operational. One camera has yet to be moved to the rear gate location. He and Ron Wingfield will conduct an Aviation Merit Badge program for the Boy Scouts of America in May. If any members want to assist, contact him. He also requested that members try to remember to close the interior door at the parking lot entrance to save on energy costs of the HQ.

PERSONNEL – Williams reported that the Wing Conference will be held on 29-30 October this year at the Holiday Inn Airport. Mac McFarland is scheduled to be the featured speaker. There is a new CAPR 39-3 effective on 22 February 2010. The Wing had 2 promotions this month and she announced that Patrick Thorburn is the new assistant to Tom Rea.

LOGISTICS – Bishop reported that the ORMS system is up and running. Everything is now online. If anyone has remaining inventory issues, they should be completed ASAP.

SERVICES COORDINATOR – Loeber announced that a SAREX will be conducted this weekend. 10 April there will be a non-funded safety clinic at Rogers with sessions in the morning and a G-1000 ground school in the afternoon. 17-18 April will be the SLS course at the HQ. The Wing has to upload all fuel receipts into WIMRS for missions. This is the responsibility of the pilot in command. If they have problems, get the info to him at HQ and he will input them. Fuel tickets have to be uploaded in order to get paid. He was informed by Frank Warner that the T37 cockpit familiarization trainer is now located at the Military Museum in Jacksonville.

AEROSPACE EDUCATION – Bryan reported that LRSD is converting Cloverdale Middle School to an aerospace magnet school for 6-7-8<sup>th</sup> grades.

WING CC – Britton reported that the Wing had a vehicle backing accident recently and he is implementing a policy that all members must circle the vehicle for obstacles

before backing up. This will be called "Circle for Safety". He requested that Sasse establish a link on the Wing website that will direct members to the Arkansas Space Grant Consortium. He reminded staff members that responses to the recent CI are due no later than 12 April, except for safety findings. He would like staff to submit preliminary responses to him by 22 March for review. He also directed that N9577X be put in maintenance to replace outdated hoses.

There being no further business, the meeting was adjourned at 1955 hours.

/s/ Doug Wood

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Doug Wood  
Wing Administrator/Recorder

APPROVED \_\_\_22\_\_\_ March, 2010.

/s/ Robert B. Britton

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ROBERT B. BRITTON  
Colonel, CAP  
Commander