

## Maintaining a Flying Club

The meeting commenced at 1900 with Alex MacGyver presenting on the topic of safe and proper aircraft handling. Many of the aircraft are receiving damage due to improper care. Alex explained a few items:

1. Keep windscreens cleaned, solution and proper cleaning cloths are provided by the office staff—please ask.
2. Use soft hands when manipulating switches and levers—do not force anything
3. Asked for increase in volunteers

Mr. Chris Peterson—Manager discussed a few upgrades to the Aero Club that are in process.

1. New weight and balance computer system on the scheduling computer—just fill out the blue items, print, and DO NOT SAVE
2. Working to upgrade fleet but feels it will be a 2+ year process
3. Will implement Automatic Dispatch Program “ADP” by the June Safety Meeting, everyone is requested to verify current information in their pilot folders.
4. Discussed the fact that the Club is hiring a new Clerk for the weekends and will be adding a new full time CFI to the schedule.
5. If you are going to schedule Patrick please call him IN ADDITION to scheduling him online
6. If you are canceling, scheduling, or editing the time of a flight within 24 hours to your expected flight you **MUST** contact your instructor or the Aero Club to alert of the change.  
\*\*\*Violations are subject to a 1 hour rental/instructor charge.
7. The Transportation Safety Administration “TSA” has advised of increased internet communications of Al Queda and similar terrorist organizations attempting to steal, vandalize, or otherwise alter aircraft in the civilian world. This advisement was to alert FBOs and government organizations to increase security and also stated specifics towards targeting government owned aircraft (ours are owned by the USAF). Increased vigilance is requested from each member at the club and when traveling with our aircraft.  
\*\*Make sure you have your military ID

→Ask questions of people you do not know, be on the look out for aircraft taxing that have strange alterations, or anything else out of the ordinary. Contact a club official, instructor, management, or if all else fails contact 911 and let the base police handle the situation.←

Mr. David Ebeling—Operations Officer made some comments on the record keeping and his audit.

1. Continues to find inadequate documentation of BFR
2. Lack of signatures of either pilot or CFI on 1584's and test sheets
3. Expired medicals, temp pilot certificate, and Covenant not to Sue
  - a. David made the point that without all documents in order in the folder the new ADP program will NOT release the pilot for flight!

The meeting ended at 2000 with many questions.