MEMORANDUM FOR 10 MSG/CC

FROM: AFSVC/SVP
2261 Hughes Avenue, Suite 156
JBSA Lackland TX 78236-9854


2. The Aero Club Assessment Tool was used to evaluate the USAFA Aero Club in four distinct areas: installation support, safety, operations and maintenance. Mr. Owen Davies, 10 FSS/CL, Maj Rigoberto Perez, 10 FSS/DD, Ms. Mary Willis, 10 FSS/FSW and Mr. Chris Carper, 10 FSS/FSWA participated in the PMR out-brief on 13 Jun 19.

3. This report identifies strengths and observations. No findings were documented and a response to this report is not required. If there are any questions, comments or concerns, please contact my POC for this PMR, Ms. Stacey Farland, DSN 969-7240, or e-mail stacey.farland@us.af.mil.

[Signature]
JONATHAN A. GRAMMER, GS-15, DAF
Director of Programs

2 Attachments:
1. Executive Summary
2. Inspection Report
USAFA Aero Club Executive Summary

The professional atmosphere of the Aero Club operation is a direct reflection of the attitude, experience and teamwork of the Aero Club Manager, flight instructors and maintenance personnel. The USAFA Aero Club boasted several strengths, to include: noteworthy administrative functions, quality flight instructors and benchmark operational procedures. Mr. Chris Carper, Aero Club Manager is highly experienced with general aviation and has a background that has fostered professional relationships with other organizations at USAFA to include air traffic controllers, the glider program and other flight training squadrons. The club’s administrative office is attached to the hangar, is in good condition and meets the needs of the club while the hangar is fully utilized to store aircraft and perform maintenance. The Aero Club fleet is well maintained by a contract mechanic. Funding has been secured to upgrade aircraft avionics this fiscal year. Mr. Basil Sonin, Operations Assistant, is an asset to the Aero Club operation by development of new programs and procedures to make Aero Club operations more efficient.

Ms. Farland and Lt Col Baker attended the club’s monthly safety meeting and were satisfied with the content and structure of the briefing. The Aero Club Manager presented local information that affected flight operations at USAFA. Overall, the atmosphere of the meeting was pleasant and members seemed pleased to attend.

Ms. Farland conducted a currency flight in the local area with the Chief Flight Instructor/Aero Club Manager, Mr. Chris Carper. Operations prior to the flight, including pilot brief, dispatch procedures and preflighting the aircraft were completed in a professional manner. USAFA offers a unique training environment due to the flight training activities offered on three different runways which requires a high degree of skill and professionalism.
USAFA Aero Club Program Management Review Report
12-13 Jun 19

Programmatic

STRENGTH: The USAFA Aero Club is professional and safe. The attitudes of the Manager, Chief Flight Instructor, Chief of Maintenance and members show great pride in their Aero Club.

STRENGTH: Administrative files and student records are neat, organized and accessible.

STRENGTH: The office is in great condition and meets the needs of the Aero Club.

STRENGTH: The USAFA Aero Club offers the only Federal Aviation Administration (FAA) Testing Center in Southern Colorado. The testing center is being used for members at both Peterson AFB and the USAFA Aero Club.

STRENGTH: The Aero Club has received substantial support from the FSS with regards to programs, initiatives and capital improvements. The marketing department, specifically, has supported the Aero Club by professionally printing operational pamphlets and booklets.

OBSERVATION: The Aero Club is located on the flight line behind a secure gate. Measures are in place to make the Aero Club more accessible to current members and other patrons.

OBSERVATION: Annual inspections have been conducted with the required inspection team, to include the Resource Manager and wing appointed advisors IAW AFMAN 34-152, para 3.10.1. However, individual reports were forwarded to the WG/CC instead of a consolidated report IAW AFMAN 34-152, para 3.10.2. In the future, complete all inspections within the same time frame to allow one consolidated report to be routed.

Operations

STRENGTH: Observed customer service was outstanding. Mr. Carper and his Aero Club team were attentive in ensuring members felt welcomed whether they were there to fly or pay a social visit.

STRENGTH: Aircraft checklists are well organized and contained all required items IAW AFMAN 34-152, para 6.6.

STRENGTH: The meticulous use of dispatching software and other safeguards were in place to ensure that pilots were current and had received all necessary training prior to flying.
STRENGTH: Student folders and documentation were maintained IAW the USAF Aero Club Instructor Standardization Guide. A sample of active student records were reviewed with no documentation errors noted.

STRENGTH: New pilots are provided a locally developed “Airman Information Packet”. The packet contains membership documents, tests and local airfield procedures. The packet is considered a “best practice” and will be shared as a template for other Aero Clubs to develop their own.

OBSERVATION: Membership folders and documentation are maintained IAW AFMAN 34-152, Atch 7. A sample of active membership records were reviewed with only a few documentation errors noted. Staff were provided detailed findings of the reviewed folders.

Safety

STRENGTH: The USAFA Aero Club is managed by highly-experienced and motivated individuals that adhere to strict safety standards.

STRENGTH: The entire safety program represents the standard that all Air Force Aero Clubs should aspire to achieve. Members are held accountable for safety meeting attendance and makeup policies, which students must adhere to prior to flying. The characteristics of the safety program were captured during this PMR so they may be shared with all clubs as another best practice.

STRENGTH(S): General cleanliness and organization of the office and hangar were excellent. The Aero Club Manager and staff have worked hard to maintain a clean and organized space.

Maintenance (Mx)

STRENGTH: The Aero Club hangar and aircraft are well maintained. It is obvious that the Manager and Chief of Maintenance take great pride in the upkeep of the aircraft and hangar.

STRENGTH: Aircraft are mechanically sound but could benefit from avionics upgrades. The Aero Club Manager has received approval to upgrade the aircraft avionics throughout the fleet.

STRENGTH: The Chief of Maintenance has purchased additional tire rims to have tires built in the event there is a flat tire. This effort reduces overall downtime for aircraft and potential loss of revenue.

STRENGTH: Aero Club maintenance operations are extremely organized. Maintenance personnel are utilizing a tool control inventory system. Parts are labeled for serviceability and logbooks are appropriately annotated IAW AFMAN 34-152, para 7.1.1.