



DEPARTMENT OF THE AIR FORCE
AIR FORCE SERVICES CENTER
JOINT BASE SAN ANTONIO LACKLAND TEXAS

MEMORANDUM FOR 10 FSS/CL

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

SUBJECT: United States Air Force Academy Aero Club - Program Management Review (PMR), 7-8 Jun 21.

1. Lt Col Jonathan Koch, AFSVC/SVPCR and Ms. Stacey Farland, AFSVC/SVPCR conducted the USAFA Aero Club PMR 7 – 8 Jun 21, IAW AFI 34-101, *Air Force Morale, Welfare, and Recreation (MWR) Programs and Use Eligibility*, and AFMAN 34-152, *Air Force Aero Club Operations*.
2. The Aero Club Assessment Checklist was used to evaluate the Cannon Aero Club in four distinct areas: Program, Operations, Safety, and Maintenance. Ms. Beth Claude 10 FSS/CL, Ms. Mary Willis 10 FSS/FSW and Mr. Chad Canaan 10 FSS/FSW and Mr. Chris Carper, 10 FSS/FSWA received an out-brief regarding inspection results on 8 Jun 21.
3. This report identifies strengths, observations and recommendations. No findings were noted during this PMR. If there are any questions, or additional comments, please contact my POC for this PMR, Lt Col Jonathan Koch, e-mail Jonathan.Koch@us.af.mil.

DAVID JENKINS, GS-15, DAF
Director of Programs

2 Attachments:

1. Executive Summary
2. Inspection Report

Atch 1

USAFA Aero Club Executive Summary

The USAFA Aero Club is the benchmark example of how an Air Force Aero club should be managed and operated. Their club boasts some of the most experienced instructor pilots, top-notch mechanics, and an overall professional business image. The manager, Mr. Chris Carper, has experience as a former Air Force Pilot, great attention to detail, and an overall aviation know-how, which proves vital to a general aviation operation performing with higher Air Force standards.

The aircraft at USAFA are well-maintained, the paint is in a good condition, and they have updated avionics or a plan is in place to update them in the near future. FSS Leadership have been supportive of the investments into these aircraft. Mr. Carper and his staff do an excellent job at managing the fleet to ensure maximum availability to customers. One problem noted, is the demand for flight training is so high, there is not enough airplanes to meet the current demand. In the past year, the USAFA Aero Club has had to have momentary pauses on new memberships to ensure they could adequately meet demand. There is a desire to purchase additional aircraft, so as financial constraints put on from the COVID-19 pandemic are eased, additional aircraft should be purchased.

During the PMR, the Aero Club held a virtual safety meeting over zoom which both Lt Col Koch and Ms. Farland attended. The meeting lasted approximately 30 minutes, had excellent attendance, and covered pertinent topics to ensure the club has safe operations. One of the most notable actions USAFA does in regards to safety is their analysis of previous aircraft incidents in the interests of mishap prevention. AFSVC will use this practice as a model to implement across the entire Aero Club enterprise.

The USAFA Aero Club is an important force multiplier with the impact it has as a source of flight training for future Air Force Officers in addition to what is offered to the Cadet Wing via standard airmanship programs. The USAFA Aero Club operates with the highest standards and exemplary professionalism in a very busy flight training environment, which is a testament to the USAFA Aero Club staff and outstanding FSS Leadership support.

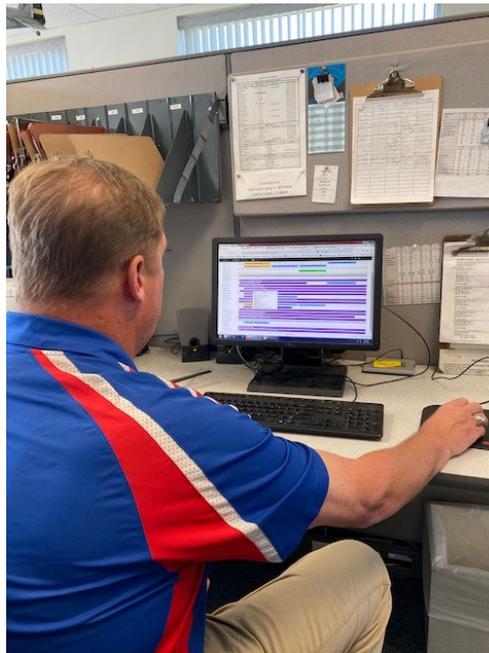
Atch 2

USAFA Aero Club Program Management Review Report 7-8 June 21

Program

STRENGTH(S): The USAFA Aero Club runs a small onsite testing center which offers FAA testing and is an added convenience to their flight training customers.

STRENGTH(S): The Aero Club uses a daily block scheduling system to maximize and ensure aircraft availability for their flight training activities. This method has proven very effective in the management of both aircraft and instructor demand.



STRENGTH(S): The Manager and FSS leadership have a robust plan for all major aircraft purchases to include engine overhauls, paint jobs, and avionics upgrades.

OBSERVATION: Due to the high volume of rentals and flight training accomplished at the Aero Club, the outdated billing process is time consuming and inefficient.

RECOMMENDATION: Explore hiring a full-time clerk so the manager can delegate more of the administrative tasks and find ways to improve efficiencies.

OBSERVATION: Although the space for the Aero Club is adequate it does not allow for any type of continued expansion based on current demand. Additionally, there is no space for a flight simulator, which is recommended to facilitate instrument training.

RECOMMENDATION: Consider either expansion of current facility or construction of a new facility to meet the growing demand for the Aero Club.

Operations

STRENGTH(S): The instructor cadre are highly experienced aviators, many being retired Air Force pilots or airline pilots.

STRENGTH(S): The USAFA Aero Club produces and uses an in-flight guide to ensure instructors, members, and students are able to quickly reference USAFA airfield procedures while operating.

STRENGTH(S): The USAFA Aero Club has developed a check ride prep class for student pilots. The FAA designated pilot examiner gave kudos to the Aero Club for the development of the course and quality of students being recommended for check rides.

STRENGTH(S): All Aero Club staff, including contracted flight instructors and mechanics, are required to wear a daily uniform with shirts being provided by the Aero Club. The shirts allow everyone to be easily recognized and gives an overall professional look in a flight environment.

OBSERVATION: There is no ability to fly at night due to USAFA airfield limitations, which can restrict hours of operations and force repositioning of airplanes to other airfields to complete required training.

OBSERVATION: The USAFA Aero Club has a robust membership of Cadets looking to either expand on their training already accomplished in Cadet Airmanship Programs or to participate in flight training if they did not have the opportunity to in airmanship programs.

RECOMMENDATION: Continue to offer training to Cadets and work on finding ways to partner with the USAFA Flight Training Group and Cadet Wing to offer training in order to prepare Cadets for careers in USAF aviation that align with AETC and 19 AF pilot production goals.

OBSERVATION: Over the past year membership has been paused on several occasions to ensure demand for flight training could be met for existing members with available resources. Additionally, USAFA Aero Club is at its capacity for number of airplanes it can effectively manage and store.

RECOMMENDATION: Consider expansion of personnel, hangar space, and acquiring more airplanes to meet demand.

OBSERVATION: A sampling of membership records were reviewed with only minor discrepancies noted. Findings were briefed with the Aero Club Manager.

OBSERVATION: Membership currency is verified manually by flight instructors and members. Not utilizing an automatic dispatch program allows opportunities for pilots that are not current due to Air Force regulations, to inadvertently dispatch aircraft and fly.

Maintenance (Mx)

STRENGTH(S): Aircraft have been well maintained and received funding for refurbishments via paint, interior and avionics upgrades. AFSVC Contracted Mechanic gave kudos to the Aero Club on a job well done with avionics upgrades.



STRENGTH(S): Maintenance facilities, including the hangar and storage rooms were well-organized and contained proper inventory levels for necessary parts. The Aero Club Manager is actively working on sending out available parts for overhaul as funds come available.

OBSERVATION: Assigned maintenance advisor is new in the position and lacks knowledge of general aviation maintenance principles.

OBSERVATION: Mandatory service bulletins were not being tracked as complied with in aircraft logbooks.

RECOMMENDATION: As time allows, review applicable mandatory service bulletins for compliance and track in aircraft logbooks.

Safety

STRENGTH(S): The Aero Club safety officer does thorough analysis and write-ups of unusual events and mishaps, which are included in the Pilot Information File (PIF) in order to inform other members for the purposes of mishap prevention.

STRENGTH(S): A virtual safety meeting was held during the PMR, which had excellent attendance and covered pertinent topics to the safe operations of the USAFA Aero Club.

OBSERVATION: Spot inspections are not documented regularly by the Aero Club safety advisor, but are conducted.

RECOMMENDATION: During discussions with the 306 FTG safety representative it was recommend that the 306 FTG/SE regularly conduct spot inspect and document the inspections at the USAFA Aero Club to mirror spot inspections conducted at other training units at USAFA.