

# Flight Training Workgroup

## Meeting Minutes For November 21, 2002

**Meeting Place & Time:** Sabena Training Center, 09:00 – 11:30

**Meeting Facilitator:** Michael J. Halloran

### **Members Present:**

Chris Clark	Rhuno Nelson
Kevin Shirer	Dennis Smith
Juergen Tank	Steven Hadley
John Brett	Jay Williams
Jim Pitman	Lee Ruffell
Dave Boles	Randy Payne
Greg Schmidt	Mark Mendelson
Tina Buskirk	Bill Tobey
Berian O’Niel	

**Welcome** - Introduction by Bill Tobey and Jim DeLong of Sabena Training Center, giving a description of their company, history and structure and welcoming everyone that had attended.

### **Agenda Items Covered:**

#### **\* Update on advisory/warning over the Casa Grande AWOS, Greg Schmidt – ATCA:**

Mr. Schmidt, contacted the Casa Grande airport administration concerning an addition of a statement warning pilots about extensive student activity and training in the area. Casa Grande Administration explained that they had not control over the AWOS and to contact FAA Air Traffic Control Division. The person that Mr. Schmidt talked to at FAA Air Traffic Control Division explained that it would not be possible include this kind of statement over the AWOS and further explained that those type of advisories are found in the Airport Facilities Directory for the airport. The Scottsdale FSDO gave an IOU to the group that they would research the possibility of including the statement onto the AWOS. An update would be forthcoming at the next meeting. Along the same subject was an edition to the written procedures that will be adopted by the AFTW and posted on the group’s website. Real-time changes were made to the document for the group’s concurrence. Changes were made and will be posted to the AFTW’s website.

#### **\* Information on website for the AFTW, Jim Pitman Westwind School of Aeronautics.**

Mr. Pitman, presented presented two flyers that are available for printing on the group’s website concerning promotion. The purpose of the flyer is for posting at airport in pilot lounges as well as pilot ready rooms etc. Both describe the purpose of the group, one comes with tear-off url’s that remind people to visit the website. All agreed that the Flyers would add benefit to the group’s promotion.

**\* Practice Area description on sectional chart, David Boles, Lee Ruffell – Pan Am.**

Mr. Lee Ruffell offered a floppy disc, which described computerized photos of practice areas surrounding the Phoenix area. The picture(s) were projected onto the wall for edification by the group. After a brief discussion, it was decided that the practice area would include include a Alpha identifier which describes it's location and an accompanying list describing who frequently uses the area. This list would also include the name and number of a person who could further brief anyone that would call in with questions regarding the practice area. The official Arizona aerobatics boxes were also displayed on the wall to be included with the practice areas. Jim Pitman stated that he would include all the practice areas and aerobatic boxes on an electronic picture for the next meeting. During the next meeting the group would also list common reporting points such as ground reference, radial and DME, VFR checkpoints.

**\* Phoenix Valley Air Traffic Control communication procedures, Mike Halloran – SDL FSDO.**

Mr. Mike Halloran showed the final draft of the Radio Communication Procedures that will be used by the Workgroup and shown on the website. Small revisions were made to accommodate Air Traffic Control's input. After a few corrections to the document, consensus was made and it will be published on the website.

Mr. Halloran also let the group know that the group has gotten regional recognition at the regional Safety Program Managers conference, and explained about the process that might be adopted in other district areas.

Mr. Halloran also offered to the group about facilitating over a period of time for the AFTW. Input was gathered by the group that the host of the facility, do the facilitating of the meeting. This will be tried on the next meeting.

**\*Aerobatic Box Information, Chris Clark – SDL FSDO.**

Ms. Clark explained that there would be aerobatic practice going on and handed out material on it.

The Group agreed to hold the next meeting on December 19, 2002 @ 09:00 – 11:00, at UND at the Williams Gateway Airport. Information will be provided with the Proposed Agenda.

With the above mentioned the meeting was adjourned.