

04 March, 2011

From: Whidbey Island Navy Flying Club Chief Flight Instructor
To: Commanding Officer, Naval Air Station Whidbey Island
Via: Whidbey Island Navy Flying Club Manager

Subj: Minutes of Quarterly Certificated Flight Instructor Standardization Board, held March 4th, 2011

Attendees;

Sam Bovington, CCFI

Ann Benefiel, CFI

David Lowther, CFI

Greg Paul, CFI

Ken Davies, Safety Officer

John Humphries, Manager

Spence Headley, CFI

Steve Kinnaird, CFI

A WINFC Standardization Board was held on March 4th, 2011. Following introductory remarks by Manager John Humphries, the following issues were discussed along with the decisions rendered regarding each issue.

1. Maintenance Check Flights. A new list of approved maintenance check pilots was recently signed out. The list includes most CFIs and also the club maintenance officer Richard Boslaugh. The importance of reviewing the MAFs, reviewing the particular systems on the aircraft, and checking all systems whether they were worked on or not, were discussed and reinforced.
2. Standardization of VFR arrivals was discussed and approved. From now on instructors will teach that halfway down the channel toward Cornet Bay will equate to the normal 2nm out point for a standard pattern where the student will slow the airplane down to the 'approach configuration'. He/she will work to intercept the extended centerline of Bravo South' and equate marking on top of Cornet Bay as the 'abeam position' and switch to 'approach descent' configuration and complete landing checks. The student will then level off at 800 feet (Monkey Hill) and drive in until they are on a good glide path for whatever runway they are assigned. Holding points from either the north or south will be circles tangent to the extended centerline of taxiway bravo. This will standardize our procedures, and also provide 'turns around a point' training for our students when extended holding is required.
3. A review of Commercial Pilot practical Test Standards was completed. CFIs were queried on their knowledge and standards discussed and reinforced, particularly with respect to the higher standards in the landing pattern for airspeed control (+/- 5) and touchdown point (0 to 200 feet normal, 0 to 100 feet short).
4. An overview of the newly installed flight simulators was conducted. It was proposed and approved that a simulator event will become standard for the private pilot trainees to reinforce VOR navigation and airborne calculation of winds, groundspeeds and fuel consumption. It was also agreed that a simulator event will be part of the standard CFII annual standardization check.
5. Stage check procedures were discussed and reviewed. It was reinforced that a stage check is a check, not only of the student's progress, but also of the CFIs paperwork and training jacket maintenance procedures.
6. Recent developments in the acquisition of a Cessna 172 by the club were discussed. It was reviewed and accepted that Ann Benefiel will act as the primary standardization check instructor until all other instructors who intend to maintain currency in the 172 are qualified. The new checklist for the 172 was proposed and accepted, to include a change in the flap position from 'SET' to 'UP' to conform more closely to the Cessna Approved Flight Manual.

The Stan Board Meeting was then adjourned.

Respectfully Submitted,

Sam Bovington