

Aircraft Fleet Maintenance

Office or Department of Academic Affairs

Administrative Unit Assessment

Year Reporting: FY 20 (July 2019-July 2020)

Department and Assessment Report Information

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For which department or area are you reporting?	Aircraft Fleet Maintenance
What is the name and MGA email address of the person responsible for this report?	Robert Hobbs, robert.hobbs@mga.edu

Departmental Mission and Goals

The mission and goals of the department should be consistent over a 5 year period, although some institutional changes may necessitate and prompt a change in mission or goals for specific departments. In this section, you will report the mission statement for your department as well as the long term goals (5 year range) for the department.

What is the mission statement for this department/area? Your mission should explain why the department/area exists and who it serves.	The primary mission of Aircraft Fleet Maintenance is to maintain our fleet of airplanes and helicopters in an airworthy condition to meet the MGA flight training schedule.
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What are the goals for this department? These should be the "big things" the department/area intends to accomplish within 5 years.	Our goal is to maintain our safety record while meeting the flight schedule of the increasing number of student pilots enrolled at MGA. We will continue cost savings where possible and continue to improve our processes and productivity.
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Objectives

Each year, every department should identify objectives the department hopes to accomplish in the next year. These should align with departmental goals and the MGA strategic plan. In the next section you will be reporting on the objectives you set and whether or not you achieved them in FY20. Later in the document you will report on objectives you hope to accomplish in the coming fiscal year, FY21.

Objective 1

Objective 1: What was this department's first objective for this fiscal year? Objectives should be specific, measurable, and achievable within one year.	Meet all aircraft inspection requirements mandated by the Federal Aviation Administration- 100 hour, Annual, Emergency Locator Transmitter, Transponder, Pitot Static.
Objective 1: Detail how your department measured this objective? (Survey, budget number, number of participants, jobs completed, measurable time and/or effort)	Inspections/certifications completed
Objective 1: What was your target outcome for this objective? (1.e. 80% participation, 5% enrollment growth, 7% change in engagement)	100% of inspection requirements
Objective 1: At what level did the department/area achieve on this objective? (This should be a number, i.e. 82%, 6%, 345 attendees, 75% engagement)	100%
Objective 1: Did your department meet this objective?	The department met this objective.
Objective 1: What did your department learn from working toward this objective? What changes will you make based on this effort next year?	We are meeting FAA requirements. Add additional checks to insure compliance.

Objective 2

Objective 2: What was this department's second objective for this fiscal year? Objectives should be specific, measurable, and achievable within one year.	Finalize installations of federally mandated ADS-B systems in all of our aircraft not so equipped.
Objective 2: Detail how your department measured this objective? (Survey, budget number, number of participants, jobs completed, measurable time and/or effort)	All aircraft must have ADS-B installed by 01/01/2020.
Objective 2: What was your target outcome for this objective? (1.e. 80% participation, 5% enrollment growth, 7% change in engagement)	100% of installations completed.
Objective 2: At what level did the department/area achieve on this objective? (This should be a number, i.e. 82%, 6%, 345 attendees, 75% engagement)	100% of installations in 22 aircraft have been completed.
Objective 2: Did your department meet this objective?	The department met this objective.
Objective 2: What did your department learn from working toward this objective? What changes will you make based on this effort next year?	Importance of scheduling aircraft down time with the flight department. Continue to give flight as much advance notice as possible before we "down" an aircraft for maintenance.

Objective 3

Objective 3: What was this department's third objective for this fiscal year? Objectives should be specific, measurable, and achievable within one year.	Reorganize the maintenance hangar.
Objective 3: Detail how your department measured this objective? (Survey, budget number, number of participants, jobs completed, measurable time and/or effort)	Appearance of shop area, time required for maintenance, and flow of aircraft into and out of maintenance.
Objective 3: What was your target outcome for this objective? (1.e. 80% participation, 5% enrollment growth, 7% change in engagement)	Reduce wasted time and energy by 15 to 20 minutes per mechanic per day.
Objective 3: At what level did the department/area achieve on this objective? (This should be a number, i.e. 82%, 6%, 345 attendees, 75% engagement)	100%
Objective 3: Did your department meet this objective?	The department met this objective.
Objective 3: What did your department learn from working toward this objective? What changes will you make based on this effort next year?	We must be open to change and/or experimentation to make the department run more smoothly and efficiently. We will continue to arrange and rearrange the shop as needed.

Objective 4

Objective 4: What was this department's fourth objective for this fiscal year? Objectives should be specific, measurable, and achievable within one year.	Add another layer of inspections on critical or easily overlooked items to maintain safety.
Objective 4: Detail how your department measured this objective? (Survey, budget number, number of participants, jobs completed, measurable time and/or effort)	Discrepancies reported by Flight immediately after an inspection.
Objective 4: What was your target outcome for this objective? (1.e. 80% participation, 5% enrollment growth, 7% change in engagement)	100% no discrepancies reported.
Objective 4: At what level did the department/area achieve on this objective? (This should be a number, i.e. 82%, 6%, 345 attendees, 75% engagement)	100% since implementation of additional steps.
Objective 4: Did your department meet this objective?	The department met this objective.
Objective 4: What did your department learn from working toward this objective? What changes will you make based on this effort next year?	Don't be offended, but welcome others to look over your work. Analyze and see if there are other areas that would benefit from a "second set of eyes".

Future Plans

<p>Please identify and detail three to four measurable objectives for the next fiscal year. In listing the objectives, please use the format shown in these examples. 1) The Department of X will improve services levels by 5% as measured by our satisfaction survey. 2) The department of X will provide training in ABC for at least 73 MGA faculty and staff.</p>	<p>1) Aircraft Fleet Maintenance will meet the requirements of the Federal Aviation Administration. 2) Logbooks will be photographed and archived in the event a logbook is lost or damaged. 3) Repaint 2 airplanes in the MGA scheme and colors.</p>
<p>Based on this assessment, please share your thoughts on the current status and future direction of this department or area.</p>	<p>We are currently able to keep up with the flight demands primarily due to the COVID pandemic. We will need additional personnel if the flight program continues to grow.</p>

Open Box for Additional Comments

<p>Open Text Box For Assessment Comments:</p>	
<p>If the COVID-19 pandemic impacted this assessment cycle, please provide specific details below.</p>	<p>There was a substantial down time in which there was little to no flying. This has allowed maintenance to catch up and perform projects which have been delayed. This puts Aircraft Maintenance in a better position going into the Fall semester. However, this could rapidly change, depending on student flight hours.</p>

