

Aircraft Fleet Maintenance

Academic Affairs

Administrative Unit Assessment

FY 19 (July 2018-July 2019)

Department and Assessment Report Information

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| Prepared on:9/23/2019 5:08:25 PM | By:robert.hobbs@mga.edu |
| 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.

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| What is the mission statement for this department/area? Your mission should explain why the department/area exists and who it serves. | Our primary mission in Aircraft Fleet Maintenance is to provide airworthy aircraft 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 increase the availability and readiness of our flight training aircraft through increased operational efficiency and by adding more maintenance personnel as required. |
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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 FY 19. Later in the document you will report on objectives you hope to accomplish in the coming fiscal year, FY20.

Objective 1

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| 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: How did your department measure 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? (i.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. Improve status sheet information. |

Objective 2

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| Objective 2: What was this department's second objective for this fiscal year? Objectives should be specific, measurable, and achievable within one year. | Begin installation of federally mandated ADS-B system in 22 of our aircraft with a completion date of 01/01/2020. |
| Objective 2: How did your department measure this objective? (Survey, budget number, number of participants, jobs completed, measurable time and/or effort) | Have begun installation through Atlanta Avionics with 8 installations completed. |
| Objective 2: What was your target outcome for this objective? (i.e. 80% participation, 5% enrollment growth, 7% change in engagement) | 7 to 8 installations |
| 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 |
| 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. Give flight a better estimate of when an aircraft will be scheduled for the installation. |

Objective 3

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| Objective 3: What was this department's third objective for this fiscal year? Objectives should be specific, measurable, and achievable within one year. | Update MSDS books. |
| Objective 3: How did your department measure this objective? (Survey, budget number, number of participants, jobs completed, measurable time and/or effort) | Books were updated based on materials in our shop area. |
| Objective 3: What was your target outcome for this objective? (i.e. 80% participation, 5% enrollment growth, 7% change in engagement) | 100% compliance |
| 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? | There were several items which did not have MSDS sheets. Be sure to add MSDS sheet to binder as they are received. |

Objective 4

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| Objective 4: What was this department's fourth objective for this fiscal year? Objectives should be specific, measurable, and achievable within one year. | Implement parts inventory tracking system. |
| Objective 4: How did your department measure this objective? (Survey, budget number, number of participants, jobs completed, measurable time and/or effort) | Completion of project |
| Objective 4: What was your target outcome for this objective? (i.e. 80% participation, 5% enrollment growth, 7% change in engagement) | 100%. |
| 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%. |
| 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? | For the system to work, parts taken from the parts room must be removed from inventory. No part may leave the parts room without being removed from inventory. |

Future Plans

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| <p>Please identify at least 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 to X will provide training in ABC for at least 73 MGA faculty and staff.</p> | <ol style="list-style-type: none">1) Aircraft Fleet Maintenance will meet the requirements of the Federal Aviation Administration2) ADS-B installations will continue so as to meet the mandated deadline3) MSDS will be converted to SDS4) Inventory will continue to be improved and streamlined |
| <p>Based on this assessment, please share your thoughts on the current status and future direction of this department or area.</p> | <p>Aircraft Fleet Maintenance is meeting the demands of the current flight schedule. Our department will continue to evolve and become more efficient to meet the demands of a growing flight schedule.</p> |

Form run:

Tuesday, January 14, 2020