



**DEPARTMENT OF THE AIR FORCE
HEADQUARTERS 51ST FIGHTER WING (PACAF)
UNIT 2067
APO AP 96278-2067**

16 July 2025

MEMORANDUM FOR TEAM OSAN

FROM: 51 FW/DS

SUBJECT: Meeting Minutes, Osan AB Town Hall, 16 July 2025

I. Event Details:

- a. **Focus Topic:** Housing (+ Open Forum Q&A)
- b. **Date:** 16 July 2025
- c. **Time:** 1700
- d. **Location:** O-Club

II. Attendees: The meeting was hosted by Col Ley, 51 FW/CC. Also in attendance were the following agencies:

- a. 51 Fighter Wing Staff
 - i. Chief Vogal (FW/CCC)
 - ii. Public Affairs
- b. 51 Mission Support Group
 - i. Civil Engineering, Force Support
- c. 51 Medical Group
- d. AAFES (Exchange)
- e. DeCA (Commissary)
- f. DoDEA

III. Opening Remarks: The meeting opened with an introduction by Col Ley.

- a. Welcome and Introductions- Speaker Col Elliott.
Ladies and gentlemen, welcome. Thank you for joining us. I want to express gratitude for the feedback provided. Your input has been invaluable in helping our team.

IV. Agenda – Briefed by Mr. Busby (Housing Manager) and Capt Morehead (CEI Flight Commander):

- a. Maintenance/Repair Project Updates – Mr. Busby
 - i. Dinosaur Park: the CES Environmental Team recently conducted lead testing on the new playground at Dinosaur Park. The results identified positive lead levels in the following areas: **Deckboards and Handrails**. MHO has requested removal of contaminated materials. The playground is still an active construction site and remains off-limits to residents. Schedule completion is December, possible push to the right due to lead findings.
 - ii. Painting MFH Towers, entry and first floor, currently in Seoraksan Tower, will move to Jirisan and Hallasan.

- iii. Hallasan Tower Playground: Still under partial closure due to demolition of building 1012.
- iv. Completed Work:
 - Installation of non-slip weather striping
 - ST/CDC Barrier removal
 - Retaining wall SOQ B437
 - Bike & PTD Round up
- v. Projects in Progress
 - MFH Dog Park, Broke ground June 9th.
 - Blinds installation will be handled by the maintenance contractor going forward.
 - Fire Alarm MNS (currently working in ST)
 - FCU Motors & Capacitors (Installation started 14 July JT)
 - HVAC Balancing (residents are encouraged to sign up)
 - LED Lighting upgrade in MFH is 69% complete
- vi. The parking garage project is currently on hold. Warranty repairs for the first floor only are scheduled to begin on 14 Aug. MHO is seeking a new contract/contractor to complete the work for the additional floors.
- vii. Road Markings around JT & HT on hold due to weather, will resume in the fall
- viii. Future Repairs:
 - Tower AHUs
 - Tower Heat Recovery Units
- ix. Summer HVAC Plan:
 - HVAC contractor will provide weekly chiller temp checks
 - Continued PM + MHO Quality Control check
 - MHO & CEI//CC are conducting weekly syncs of open work orders
 - Large FC Motors were ordered IAW CEMIRT recommendation, installation-initiated July 25. 50% ordered FY25, 50% scheduled to be ordered FY26
 - Residents are encouraged to sign up for Airflow checks to identify deficiencies and improve home comfort
 - Portable Air Conditioning units are available and will be provided upon request. Criteria for receiving a portable AC (Internal Temp 78 Degrees or higher)
- x. Fire Testing:
 - Jirisan: Fire Alarm Testing is scheduled for 11 – 15 August 0800 -1200
 - Hallasan: Fire Alarm Testing is schedule for 25 – 29 August 0800 – 1200

- b. Unaccompanied Housing Updates - MSgt Singson
- i. Policy update: All E-4 members regardless of their time in service are eligible to live off base
 - ii. The dorms are at max capacity, and inbound members will be added to the dorm waitlist
 - iii. June launched the dorm library
 - iv. Wifi is now available in the dorm common areas
 - v. Introduction of the new Dorm Council members
 - vi. Upcoming events: Rising 4 summer bash pool party end of AUG date TBD
 - vii. PTD/Bike Roundup completed last April. Service reminder to register your bike/PTD to prevent accidental pickup.
 - viii. Dorm Council Recognition: Col Elliot
 - Recognition (slide)
 - Letters of Appreciation for Dorm Council/ADLs
- c. Questions & Answers
- i. **Weather-Safe Delivery Zone Request Question:**
 - Can we establish a weather-safe delivery zone near the main gate? **Answer:** We are currently working with our ROKAF partners and the Civil Engineering team to develop a covered space for deliveries.
 - ii. **Base Exchange Handicap Parking Question:**
 - Is there progress on expanding handicap and expectant mother parking spots at the Base Exchange? **Answer:** The BX parking lot is being repainted, and we will address improved signage during this process.
 - iii. **Officers' Club Accessibility Question:**
 - Can an exterior ramp be installed at the Officers' Club for strollers? **Answer:** We will investigate this request, but please note that the Officers' Club is scheduled for remodeling.
 - iv. **Road Closure Staffing Question:**
 - Can road closures be staffed even when no construction work is happening? **Answer:** No, this would be too manning-intensive to implement.
 - v. **Shuttle Stop Information Question:**
 - Where can residents find information about shuttle stops? **Answer:** Shuttle stop information will be added to OneStop and the bus shuttle app.
 - vi. **Crosswalk Safety Measures Question:**
 - Will the crosswalk from Hallasan Tower to the school remain, and can speed bumps be added? **Answer:** The crossing will not be removed. We will investigate speed bumps, though priority was given to the OMHS/OES area. Weather permitting, road markings will be repainted. Speed bumps can cause damage in winter due to snow clearing operations.
 - vii. **MFH Capacity Information Question:**
 - Can projected MFH capacity be posted on Facebook? **Answer:** This is unlikely due to OPSEC concerns. However, waitlist information may be

added to OneStop. The waitlist is available at the housing office but fluctuates frequently, making projections difficult.

- viii. **Balcony Cooking Equipment Question:**
- Balconies currently allow propane only - can we use other cooking options? **Answer:** Yes, if the equipment doesn't produce smoke.
- ix. **Parking Enforcement Question:**
- What can residents do if someone parks in a "resident only" spot? **Answer:** Notify SFS, housing cannot enforce parking violations. Housing will coordinate with Security Forces to ensure better response times. The parking tower project update will include improved markings.
- x. **Contractor Performance Issues Question:**
- Can leadership address contractor performance problems? **Answer:** The governing office for contractors is the 411th Contracting Office. Housing's responsibility is to document and notify the contracting office for failed repairs or for the contractors not meeting their obligations. We relay that information to them. It is up to the contracting office to enforce that, as we are the customers and we're paying for a service.
- xi. **Resident Notification for Contractor Work Question:**
- Are residents being told when MX is working in their HVAC closet/changing blowers? Aren't they supposed to leave a note on our door saying work was done? **Answer:** A meeting was scheduled to address this issue on 17 July. Specifically, HVAC work in Mech rooms. MFH Contractor will notify resident 24hr in advance via text and email. For all other work orders, the contractor will schedule an appointment with the resident.
- xii. **Work Completion Notification Question:**
- How will residents know when blower motor installation is complete? **Answer:** Contractor is required to notify residents upon completion. In the event you don't receive notice please contact housing.
- xiii. **Elevator Inspections Question:**
- Tower elevators have monthly inspections, but stickers haven't been updated since March - why? **Answer:** We've been informed that the inspection certificate attached to the elevator is valid until March of next year. Monthly inspections can continue at the direction of the Housing Office, but the certification is valid until March of 2026.
- xiv. **Pet Clean-up Stations Question:**
- In September 2024, housing said pet clean-up stations would be installed in lobbies, but they still haven't been installed - when will this happen? **Answer:** MHO purchased the disposable bags, we are trying to work with the contractor on providing the sanitary wipes and the spray bottles. We must write that into the contract because it is not currently part of it. The contract is up for renewal next year, and that's something that we are looking into
- xv. **Non-Availability Letters Question:**
- Can housing provide non-availability letters to families due to issues in the towers, including current residents? **Answer:** Yes! When a unit is down for major repairs a non-availability letters will be provided. All

units are inspected prior to resident move in. MHO is working hard to address all issues.

- xvi. **Work Order History Access Question:**
 - CONUS and off-base members have tenant rights, but MFH residents do not - why can't we access full work order history? **Answer:** MFH is government-owned and not privatized. No lease contract exists as it is government property managed by base leadership. Currently, there are no plans to provide work order history due to manning constraints. Housing ensures all units are inspected before placing members, and units that fail inspection are placed under major repair. Housing will continue to inspect and address maintenance issues while engaging with contractors to ensure work quality.
- xvii. **Signage Installation Question:**
 - Where are the "Do Not Enter" signs for Hallasan Tower park and garage areas? **Answer:** A work order request has been submitted to the sign shop. Mho will reengage with the shop.
- xviii. **CEMIRT Visit Question:**
 - Is there a CEMIRT (Civil Engineering Maintenance Inspection and Repair Team) visit planned for July? **Answer:** We do not have confirmation that they're coming back in July. We did submit the request. We do know that they get requests all across the Air Force. We are, however, following the recommendations that we receive for them during the winter. We understand that our system was in heating mode and not in cooling mode. However, based on their assessment and their guidance, we are following the recommendations.

V. Other Agencies' Presentations

- a. FSS:
 - i. Upcoming events (Slide)
 - ii. Puppy parade 5k 19 July, will announce any adjustment due to weather
 - iii. Junior Golf Clinic 21,23,25,28,30 July & 1 Aug
 - iv. Harry Potter B-day event 31 July
 - v. Summer reading program finale 8 Aug
- b. Public Affairs: Maj Sumner
 - i. AF-connect App Migration
 - ii. Mustang one stop, sections create for various community servicing agencies to include housing.
 - iii. Request for Live streaming Townhalls, manning constraints does not permit live streaming. Slides and questions will be placed on Mustang Onestop.
 - iv. The remaining questions will be addressed on Mustang Onestop.

VI. Closing Remarks (Col Elliot)

- i. Ready families – Saturday 6 Sep 25 at the O Club
- ii. Tour normalization – 36/24/12-month tour rotations available
- iii. Accompanied members - 36-month tour rotation
- iv. Unaccompanied w/fam separated 12-month tour rotation

- v. Unaccompanied single Amn 24-month tour rotation
- vi. New Fitness center schedule for 2029
- vii. Next Townhall in August – DoDEA Focus, Date and Location: TBD

VII. For questions or concerns, please contact 51 FW Public Affairs at DSN 784-4404 or Commercial +82 (0) 505-784-4404.

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Johnny R. Busby, GS-11, CIV
Housing Manager Osan AB Korea