

## Russell D. Burke

Aircraft Services Inc.

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### **Profile:**

Aviation safety inspector professional with experience instructing, managing and performing manufacturing surveillance and conducting airworthiness certifications. Skilled in managing work teams and communicating in the multi-cultural environment.

### **Employment History:**

#### **Aircraft Services Inc. President**

**1/14 to Present**

Aircraft Services Inc. provides airworthiness strategies for the commercial, general and governmental aviation customers for new and existing businesses worldwide. Our specialties are aviation type, production and airworthiness certification problem solving.

#### **FAA Mike Monroney Aeronautical Center OKC OK**

**10/01 to 1/14**

#### **Aviation Safety Inspector, Instructor**

- Instructor in ASI Job functions (21020) detailing, defining and interpreting 14 CFR Part 21, 43, 45, 47, 91 and Part 183.
- Instructor in Designee Management (23005) detailing FAA Order 8100.8.
- Instructor in Part 21 (21016) detailing and explaining FAA orders 8110.4, 8120.2 and 8130.2
- Instructor in Part 21 Seminar for industry (27903) detailing and explaining FAA orders 8110.4, 8120.2, 8130.2 and 8130.21.
- Instructor in Quality System Audit (QSA) (21415) detailing and explaining FAA orders.
- Instructor in Compliance and Enforcement (12020) detailing and explaining FAA order 2150.
- Instructor in Suspected Unapproved Parts (SUPS) (21026) detailing and explaining FAA orders.
- Instructor in Web CT Distance Learning in Quality System Audit (QSA) (21415)
- Instructor in Nondestructive Inspection (NDI) (22518).
- Branch coordinator assisting the manager in the daily coordination, implementation and delivery of AIR /AVS special instructor assignments and special projects.
- Continuously maintains currency performing field activities.

#### **Aviation Technical Systems Specialist**

- Division manager and coordinator for the ISO 9000 Quality Management System (QMS)
- Division auditor, coordinator and Subject Matter Expert (SME) for all ISO 9000 initiatives.
- Responsible for all aspects of maintaining the ISO 9000:2001 certification.
- Manage and track all corrective/preventative action requests to completion, including those resulting from internal and external audits.
- Provide technical assistance regarding the collection and analysis of quality data to ensure all problems and trends are identified and that corrective action is implemented.
- Manage the initial ISO/QMS indoctrination of new employees.
- Revising and updating all QMS documents using Microsoft Front Page and publishing them to the Division ISO web site.

## **FAA SW MIDO-41 Bethany, OK**

### **Manager, Manufacturing Inspection District Office (MIDO)**

**9/95 to 10/01**

- Review, terminate and approve DAR, DMIR, ODAR and DAS designee appointments using current applicable FAA guidance.
- Overall responsible for planning, organizing, directing, and coordination of all Manufacturing Inspection activities in the MIDO and for direct supervision of the assigned personnel.
- Determines resource needs for project management. Makes recommendations that are cost effective, which reflect organizational goals and needs.
- Prepares and maintains a yearly work program for submittal to the supervisor, identifying anticipated travel to support projected activity (designee supervision/certificate management, ACSEP etc.)

### **Senior Aviation Safety Inspector (SASI)**

- Trained, monitored and recommended for approval fifty individual DAR and DMIR personnel in accordance with current FAA orders, notices and advisory Circulars.
- I develop and prepare weekly, monthly, quarterly, year-end budget and staffing reports for use in staffing and future planning in the MIDO.
- Work directly with the MIDO manager developing application checklists for obtaining STC, PMA, TSO and airworthiness approvals.
- Provide recommendations to the manager on promotions, awards, training and personnel needs for the MIDO.
- Provide extensive assistance and offered guidance to the ACO's in the development, review and approval of complex process specifications employed in the type certification programs.
- Facilitated international meetings with French DGAC developing a certification process to import Dassault Falcon Jet series aircraft into the United States for major modification and delivery.
- Assist the CAA of foreign countries in certification issues and developed working agreements to harmonize various certification processes and procedures.

### **Aviation Safety Inspector**

- Trained, monitored and recommended for approval approximately fifty individual DAR, DMIR, ODAR and DAS personnel. Utilized applicable and current FAA orders, notices, and advisory circulars in this application and oversight responsibility.
- Performed conformity inspections at PAH's and remote locations utilizing guidance from FAA Order 8110.4, 8120.2 and 8130.2
- Issued FAA Form 8130-3 Airworthiness Approval Tag for domestic new products and articles.
- Issued FAA Form 8130-4 Export Certificate of Airworthiness for Aircraft, Engines and Propellers.
- Serve as principal inspector for approximately one hundred and thirty production approval holders; including Air Tractor, Brantly International and Dassault Falcon Jet. I assist these organizations in the development of an appropriate quality management system that meets the pertinent CFR using established policies and advisory material, including on site evaluation techniques.
- Participate in type, production and airworthiness certification boards. I develop certification surveillance plans for all my assigned production approval holders. These plans are matrix in design and describe what functions will be evaluated concentrating on the critical functions that need to be assessed.

**Quality Assurance Specialist (QAS)**

- Conducted NDI evaluations as a team leader at satellite production facilities.
- Performed section manager tasks at informational meetings, conferences, workshops, and other assigned events.
- Participated as a team member on statistical process control (SPC) improvement projects.
- Mentored new employees on QAS administrative processes and procedures.
- Responsible for introducing new management trends and practices such as TQM, Just In Time, and SPC.
- Performed supplier evaluations at subordinate facilities.
- Developed and implemented quality assurance inspection methods for aircraft engines.

**NAVPRO GE Aircraft Engines, Lynn, MA**

**Quality Assurance Specialist**

**9/86 - 9/88**

- Performed Quality Assurance internal audits of the aircraft engine manufacturing process.
- Collected and analyzed manufacturing data and tabulated non-conforming material reports using SPC and Root Cause Analysis techniques.
- Developed engine assembly evaluation plans and milestone charts for various inspection areas.
- Evaluated and analyzed inspection results and reported to division manager.
- Performed as team member on product improvement teams utilizing the SPC principles and practices.
- Provided timely customer support and technical service to other government agencies.
- Mentored new QAS inspectors in procedures and policies.

**USAF 102 FIW Otis ANGB, Bourne, MA**

**Fuel System Specialist**

**9/78 - 9/86**

- Performed shift supervisory duties and instructed subordinates in the accomplishment of the various levels of aircraft maintenance and fuel system repair for F-106, F-15, T-33, C-12, C-131 and various Transit aircraft.
- Developed and implemented procedures for the repair and maintenance of aircraft critical systems.
- Coordinated and controlled precision measurement equipment.
- Mentored and trained new maintenance specialists with emphasis on safety.
- Communicated with aircraft maintenance shops, dispatch and headquarters on a daily basis.
- Requisitioned aircraft components and documented life-limiting items per established procedures.
- Recommended maintenance improvements and prepared safety reports for management.

**Education & Training:**

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| Bachelor of Business Administration              | Anna Maria College<br>Paxton, MA 01612     | June 1992 |
| Associate of Science<br>(Mechanical Engineering) | Massasoit College<br>Brockton, MA 02402    | May 1984  |
| Certificate<br>(Automotive Technology)           | Franklin Institute<br>Boston, MA 02116     | May 1975  |
| Diploma  | Cardinal Spellman HS<br>Brockton, MA 02402 | May 1973  |

**License & Certifications:**

Designated Airworthiness Representative (DAR) DARF-834155-SW FAA 3/19/14  
Licensed Airframe & Powerplant (A&P) Mechanic Certificate No. 15460812 4/26/96

**COMPUTER SKILLS:**

Networks: Networking with Windows NT  
Operating Systems: Windows NT, Windows 2000, MS/DOS 5.0, IBM and MAC  
Programs: Word, Excel, Lotus 1-2-3, Access, PowerPoint, WebCT, and Microsoft Front Page

**References:**

Mr. Nathan Leonard, FAA Manager, AMA-220, MMAC, OKC, OK. 405-802-4907  
Mr. Kenneth Hickman, FAA Manager, ASW MIDO-41, Bethany, OK. 405-798-2052  
Mr. Terry S. Maple, FAA ASI, ASW MIDO-41, Bethany, OK 405-798-2057

**USAF and National Guard Service:**

My Air Force aviation career began in September 1976 with my first assignment, after technical training, at Holloman Air Force Base, 49<sup>th</sup> FIW, Alamogordo, NM. My job duties encompassed aircraft maintenance and fuel system troubleshooting, repair and return to service of F-4, F-15, T-38 and Transit aircraft.

After an honorable discharge in August 1978, I enlisted in the Massachusetts Air National Guard, 102<sup>nd</sup> FIW, Otis ANG Base, Bourne, MA. My job duties were shift supervisor and training coordinator performing aircraft maintenance, troubleshooting, repair and return to service of F-106, F-15, T-33, C-12, C-131 and Transit aircraft. I continued in the MANG until February 1990.

I transferred to the New Hampshire ANG, 157<sup>th</sup> ARW, Pease ANG Base, Newington, NH. My job duties encompassed the fuel system troubleshooting, repair and return to service of KC-135 and Transit aircraft. I continued with this unit until August 1995.

I transferred to the Oklahoma Air National Guard, 137<sup>th</sup> ARW, Will Rogers ANG Base, Oklahoma City, OK. My job duties were section training coordinator and fuel system maintenance specialist performing repairs and return to service of C-130 and Transit aircraft. I continued with this unit to February 1997, when I retired and was honorably discharged with a total service time of 21 years.