

# PORTSMOUTH NAVAL GLIDING CENTRE

## Minutes of Committee Meeting Dated 30<sup>th</sup> June 2009

The meeting was opened at New Clubhouse at 1930.

**Present:** Chairman: David Durston  
 Vice Chairman Tony World  
 Secretary: Alan Turner  
 Treasurer: Chris McCulloch  
 Chief Flying Instructor: John Hale  
 Ordinary Members' Representative: Phil Moore  
 Events Co-ordinator Neil Shaw  
 Junior Special Member's Representative: Nathan Liddle  
 Safety Officer: Martin Heneghan (Left after point 2)

**Apologies:** Finance Manager: Peter Waugh  
 Full Members' Representative: Andy Durston  
 Full Members' Representative: Cat Stevens  
 Full Member's Representative Nick Lambert  
 Special Member's Representative: Gerry Holden  
 Membership Secretary: Kevin Hills

	Item	Action
1.0	<p><b>APPROVAL OF PREVIOUS COMMITTEE MEETING MINUTES AND MATTERS ARISING</b></p> <ul style="list-style-type: none"> <li>• The Chairman welcomed to the meeting Club Safety Officer Martin Heneghan.</li> <li>• The previous meeting's minutes were approved.</li> <li>• The anonymous reporting system has been set up by John Hale. There has yet to be any input by members.</li> <li>• It is planned to set up the Direct Debit payment system for member's accounts next year.</li> <li>• Tony World has now been advised that the planned fire fighting demonstration by Tom Edwards cannot go ahead as the old appliances cannot be discharged in this way.</li> <li>• The continued clearance of rubbish from J Hangar will be done by the Club Members.</li> <li>• Andy Durston continues to liaise with Daz Smith at Yeovilton regarding the acquisition of Service parachutes</li> <li>• Work continues by Barrie Elliott on the setting up of the rule book for the Motor Gliders.</li> <li>• Andy Durston continues to liaise with the Treasurer RNGSA regarding the fees to be paid for the hire of gliders for the recent Ocana expedition.</li> <li>• Work continues on the training log.</li> </ul>	<p>Andy Durston John Hale  Andy Durston  Andy Durston</p>
2.0	<p><b>SAFETY MATTERS ARISING</b></p> <ul style="list-style-type: none"> <li>• The recent accident involving Henry Freeborn was discussed and the standardisation of the briefing of cross country pilots</li> </ul>	

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	<p>considered.</p> <ul style="list-style-type: none"> <li>The Duty Instructor should check the Notams and there should be a flight planning facility in the Clubhouse.</li> <li>Duty Instructors should be mailed with weather reports.</li> <li>Martin Heneghan addressed the meeting on Health Safety and Environmental Issues. Whilst our policies are generally robust we lack cohesive plans on site for all users. Club rules need to be updated which Martin will supervise.</li> <li>Clarification must be obtained from Kevin Hills as to what advice is issued to new members regarding Health and Safety issues.</li> <li>The sign at the intersection of runway 05 /10 remains a problem and the MCA are proving singularly unhelpful. We will produce a log of Health &amp; Safety issues.</li> <li>Another problem in the Inflammable substances store which requires sorting out and rules established on control of stored substances.</li> <li>Control of visitors accompanying trial lesson candidates is another problem with large numbers frequently being present.</li> <li>B.I's are to control these situations and the coned area from which visitors are not to stray re-introduced. B.I's are to be briefed regarding this.</li> </ul>	<p>Kevin Hills</p> <p>John Hale</p>
<p>3.0</p>	<p><b>CHAIRMAN'S REMARKS</b></p> <p><b><u>Families' Day</u></b> was a great success; Neil merits congratulations for taking the lead so effectively.</p> <p><b><u>Real Estate</u></b></p> <p><u>Main Hangar.</u> A recent contractual opportunity was seized, resulting in a short notice swap from Belman 1 to Belman 4 hangars. This allows consolidation of buildings for PNGC use while a longer term solution is under consideration. Meanwhile, the Chairman is seeking to acquire a lease that includes use of surrounding land.</p> <p><u>The hard standing area</u> between the two Belman hangars will be shared with Britten-Norman, with a boundary yet to be defined. It is expected to be fenced by the company to limit access. This is for security reasons to comply with their MOD work contract and is a separate issue from the MCA fence, which is still under consideration. (pmn – PNGC access to the airfield may become restricted to a route along the taxiway past the front of Belman 1, depending on MCE design / requirements). The northern part of the hard-standing area is for PNGC and nominally designated for use by visiting aircraft, particularly RN helicopters, but will include a new bowser parking site. The lease is expected to include the parking areas behind the new clubhouse, which will be for cars, trailers and associated vehicles.</p> <p><u>J Hangar</u> will be retained for vehicles, the purpose being to maximise space in the main hangar for gliders to be kept rigged.</p> <p><u>O Hangar</u> will be retained for members' power planes.</p> <p><u>Q Hangar</u> will be retained as a designated maintenance facility and light aircraft hangar,.</p> <p><u>Policy for use</u> of these is covered by the Hangar policy established by</p>	

the Committee 1 Feb 09; due for review Nov 09.

Use of hangars for private aircraft. The Club policy reflects charging and priority of use. All private assets are subject to written approval, including Service personnel. The CFI exercised delegated authority for allocation of space in the main hangar for storage of gliders; those not being used for longer periods would be cleared if necessary.

#### **Hangar move.**

Leases change on 1 July, which includes local council interests in rates. Working parties are needed to clear Belman 4 and to leave Belman 1 in suitable order.

Equipment storage areas have been designated inside Belman 4; a battery charging area (room on the front rhs). Parachute and SE storage (lhs) and a kitchen/sitting area (lhs). The metal cages (lhs, rhs) and workshop (rhs) will be removed. Concrete workbenches will be retained to support working on gliders and lockers will be transferred for individual glider equipment. Priority will be for PNGC, but there should be enough for one each for all gliders.

A number of other suitable benches and cupboards are being transferred to Q hangar, which will be sorted out and tidied in due course.

Work on the Clubhouse is likely to be stalled for a while, in order to complete the hangar move first.

**Grass areas.** PNGC will maintain the grass areas behind the Clubhouse, Belman 4, and Q hangar, as far back as the airfield boundary fence. Negotiations on leases reflect this. Similarly, the grass area adjacent to Q hangar up to the blue MCA fence, where we hope to bring caravans for notified weekend events.

**Access to the airfield** from the hangars remains a historical omission, borne of the boundary between MCA and SEEDA title interests at the time the land was sold by the MoD. For the time being, this is being addressed most effectively through a co-operative stance. MCA (Estates) plans for completing the blue fence across the front of the hangars are understood to have been shelved for the time being.

#### **General**

Families should be further encouraged; Improved facilities in the clubhouse were particularly appreciated, including those especially for children.

**Safety**, particularly around the launch point should be re-emphasised for all visitors and families. A coned, or designated, area would make the DI's task easier for marshalling guests away from potentially hazardous areas, while leaving them well positioned to see what is going on; vehicles should not be parked in it! Club Rules would be updated and the CFI would brief DIs to ensure clarity of purpose on this.

#### **HANGARS AND FACILITIES**

##### **BACKGROUND**

Revised Interim Lease arrangements to 30 Nov 09

Policy to attract Service personnel

Conformity with Armed Forces practices

Conformity with FAA policies

Changed Business Planning structure

URD established with capacity for RN aircraft

**POLICY (Applicable to Clubhouse; Hard standing; Belman, O & Q Hangars)**

With immediate effect, the following policy will apply to use of hangars and open standing areas allocated to PNGC under MOD lease agreements. The policy expires on 30 Nov 09, or on renewal of MOD lease and demise agreements.

PNGC members may keep aircraft in hangars or on allocated hard standing areas, subject to the Chairman's written prior approval, subject to the following:

- The term 'Aircraft' includes powered aircraft and gliders
- The majority of the aircraft ownership must be by entitled personnel
- The term "RN personnel" includes serving, RNR, RFR and RFA personnel
- Aircraft to be moved in the event of RN operational aircraft requiring space
- Allocation of hangar space will be at the sole discretion of the Chairman
- Chairman's written prior approval required; renewable every 1 Apr and 1 Oct
- Owner wholly responsible for safe, clean maintenance state, and liable for any spillage / clean-up costs. Tools to be properly stowed when not in use
- Aircraft to be clearly marked with owner registration and contact details
- A set of keys (for access only) to be left at PNGC
- Owners to make an active contribution to PNGC goals.
- Proof of insurance and indemnity for MOD liabilities

**CHARGING POLICY**

- RN Personnel. No charge. A nominal administration charge may be applied
- FAA squadron personnel and PNGC Contractors. Specified fixed charge.

**PRIORITY**

Allocation of space will be at Chairman's discretion and written approval, generally in order: RN Personnel; FAA Squadron; other personnel.

Other than aircraft

Any equipment not directly related to aircraft with approval for storage may be stored with the Chairman's written prior approval under the same principles as for aircraft, including clear marking and charging, and keys. This includes trailers, vehicles and spare equipment

Subject to capacity and availability, other moveable assets may be stored under the same Terms and Conditions and at the Chairman's discretion

4.0	<p><b>GENERAL MANAGER'S POINTS</b></p> <ul style="list-style-type: none"> <li>• Tony World advised that he had arranged for a 30 cubic metre skip to be delivered on Saturday morning for use with the changeover from Bellman 1 to 4 and anything for J hangar.</li> <li>• A new inflammable store will be provided behind the Clubhouse.</li> <li>• It is also proposed to negotiate a contract with SEEDA and/or the HPA for grass-cutting most of the airfield. This would entail purchasing an additional tractor this would be self financing.</li> <li>• A new contract between the HPA and the MCA is due to be in place in October/November.</li> </ul>													
5.00	<p><b>OPERATIONS</b></p> <ul style="list-style-type: none"> <li>• The CFI advised that Locks Heath Air Scouts had enquired regarding weekend flying with us . This would involve a party of Scouts and concessionary rates had been requested for winch flying. It was agreed that normal Club rates would be appropriate.</li> <li>• Paula and Francesca Aitken had reported problems with the duty rosters with some instructors not arranging for relief when they could not fulfil a duty on a certain date. Basically this was a lack of communication. RN instructors were the worst offenders. The CFI would monitor this.</li> <li>• Those instructors who were also tug pilots should also perform equal duties on both tasks.</li> </ul>	John Hale												
6.00	<p><b>CAPABILITIES</b></p> <ul style="list-style-type: none"> <li>• Terms of Reference. We should create rules in line with the RNGSA handbook.</li> </ul>													
7.00	<p><b>FINANCIAL</b></p> <ul style="list-style-type: none"> <li>• The Treasurer produced the usual statement of the Club's books:- <table data-bbox="402 1192 990 1398"> <tr> <td>At Bank</td> <td>£44,917.10</td> </tr> <tr> <td>Insurance Claims outstanding</td> <td>£ 9,800.00</td> </tr> <tr> <td>Flying Account Balance</td> <td>£ 9,482.04</td> </tr> <tr> <td>Invoices Outstanding</td> <td>£ 1,251.11</td> </tr> <tr> <td>Advance paid flights</td> <td>£ 3,509.88</td> </tr> <tr> <td>Immediately Available</td> <td>£42,704.96</td> </tr> </table> </li> <li>• We must ensure that the Business Plan is monitored by producing monthly and cumulative figures. We should also list current grant liabilities. Chris to liaise with David Murray on this point.</li> <li>• We must also keep on top of our charging rates.</li> </ul>	At Bank	£44,917.10	Insurance Claims outstanding	£ 9,800.00	Flying Account Balance	£ 9,482.04	Invoices Outstanding	£ 1,251.11	Advance paid flights	£ 3,509.88	Immediately Available	£42,704.96	Chris McCulloch
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8.00	<p><b>DIARY</b></p> <ul style="list-style-type: none"> <li>• Amended to show outstanding program only.</li> </ul>													
9.00	<p><b>ANY OTHER BUSINESS</b></p> <ul style="list-style-type: none"> <li>• Volunteer instructors are required for the August Course.</li> <li>• FAAOA Committee dates are to be obtained.</li> <li>• Neil Shaw thanked all those who participated and assisted in the very successful family's day event.</li> <li>• Fuel costs will rise by up by 5.8p per litre on 1<sup>st</sup> July this takes</li> </ul>													

	<p>the increase in the last 6 months to 25p or 40.5%. We plan to fill up both bowlers before end of July prior to the August increase.</p> <ul style="list-style-type: none"> <li>• In the event of any accidents we must complete the appropriate RINGSA forms.</li> <li>• Both Nick Lambert and Siggie Ingason will be taking part in the next ASS CAT course scheduled during the development week in September. If grant support not available then Siggie's BGA administrative costs will be defrayed by the Club.</li> </ul>	Tony World
10.0	<p><b>DATE OF NEXT MEETING</b></p> <ul style="list-style-type: none"> <li>• 11<sup>th</sup>.August 2009</li> </ul>	

The meeting was closed at 2230

*Alan Turner*

Minutes Secretary  
PNGC

Minutes Agreed to be correct by:

Minutes Secretary

Chairman

Alan Turner

David Durston