

INSTRUCTORS & TUGGIES MEETING – 3 OCTOBER 2009

Chair: Andy Durston (CFI)

Attendees:

Instructors

Ben Bennett
Alan Clark
Geoff Clark
Tom Edwards
John Hale
Martin Heneghan
Gerry Holden
Siggi Ingasson
Nick Lambert
Bill Roebuck
Neil Shaw
Cat Stevens
Graham Tucker
Mike Wood

Tug Pilots

Chas Perry
Chris Adams
Paul Groves
Dave Murray

Both

Barrrie Elliott
Henry Freeborn
Kevin Hills
Tony World

The CFI Opened the Meeting at 18:00

Detail	Action
<p><u>1. Introduction</u></p> <ol style="list-style-type: none">1. The CFI welcomed everyone and thanked them for both their attendance at the meeting, but moreover their hard work throughout the course of the last year.2. Andy went on to thank the many individuals who had given feedback, suggestions and requests for topics at the meeting. It was noted that there were over 100 points that had been collated. This meeting was about setting a direction and that we were unlikely to have time for all of the individual issues.	
<p><u>2. Leadership & Discipline</u></p> <p>1. Standards</p> <ol style="list-style-type: none">1. It was noted that the general standards of flying, ground handling, time keeping, urgency and pro-activity had all slipped over the past few years.2. Members look up to instructors and post-Silver pilots and therefore it is incumbent upon all those people at this meeting to set the standards for other people to follow. <p>2. Criticism / Debriefings</p>	

<ol style="list-style-type: none"> 1. The CFI explained that he had both encountered and had numerous complaints about public 'bollockings' whilst on the airfield. He said that he will be extremely disappointed to hear of any further occurrences of this happening and may issue a formal warning to any instructor over stepping the Mark. PNGC is a club reliant upon volunteers and therefore upsetting people should be avoided. 2. Raising of one's voice should only occur when a situation occurs that is dangerous or will result in imminent damage to kit. Subsequent conversation as to how this situation can be avoided should be more sedate. 	All
<p>3. Duty Instructor</p>	
<ol style="list-style-type: none"> 1. Both duty Instructors should arrive by 08:30. The duty instructor's need to be proactive to get things moving and the kit out to the launch point, aiming for the first launch at 0930. Be proactive in picking up what's happening around, eg. Winch driving. 2. Andy asked opinions on how to better cover BI flying. With elevation of Nick and Siggi to Ass. Cat, we only have 5 BI's. Consensus leaned towards instructors being rostered as BI would help their hours and total flight experience. Proposal to roster BI's only on Saturday, and use Sunday for trial flights by Ass. Cat. and Full. Cat. Most agreed, no obvious objections 3. The CFI had received a suggestion that it may be better to have a fixed A/G Op and a fixed instructor for the whole day. Discussion took place with many points favouring the retention of the current system. 	CFI, Fran
<ol style="list-style-type: none"> 4. Martin Heneghan suggested we needed to ensure we keep up with BI flights, and BI to ask for help or gate collection where needed, and highlight where falling behind to Duty Instructor. 	Duty BI
<ol style="list-style-type: none"> 5. It was agreed that we needed to try to allocate and keep a K13 for the Duty BI, and not use between flights, unless all other usable gliders are already out of the hangar. Whilst it may be tempting, this more than anything can introduce delays to the programme. 	Duty Inst
<ol style="list-style-type: none"> 6. The Preference remains for the Duty BI to use a K13, unless good reason otherwise. That is not to say other aircraft cannot be used where necessary. 	Duty BI / Inst
<ol style="list-style-type: none"> 7. Discussion on the need for a Duty Pilot. AD view was that he did not want to mandate, and up to individual DI's as to how they run the day. He was more than happy if an individual wishes to employ a Duty Pilot 	
<ol style="list-style-type: none"> 8. Tony World said it was important for DI's to know they are expected to be there for the whole day, unless they handle/manage cover at start/end. 	All Inst
<ol style="list-style-type: none"> 9. On A/G operation, this is the first port of call, and presents our image to Police, Coastguard and GA. CFI requested positive effort to use correct and concise phraseology, and think before 	AG Ops

<p>they speak. Perception is key.</p> <ol style="list-style-type: none"> 10. Three incidents of confusion with a/c landing on wrong runway in past 3 weeks. Request to ensure clarity of speech, esp on a windy day. Stand sheltered from wind, or use log-cabin radio! 11. Re-emphasis that GA cannot land alongside anything on the runway whilst we are on there. Tugs and motor gliders excepted. Barrie Elliott pointed out tjat motor-gliders can land on grass (not so easy with BUJI due to low-prop). 12. CFI wanted A/G to be Instructors only due to overview of whole operation being needed. It was agreed that training of a few others may be needed for Wednesdays. Also key is a good handover on what is happening, who is airborne etc, when switching A/G ops. 13. CFI mentioned board to be made avail on Log Cabin to note aircraft callsigns in/out if helpful. SI suggested better on back of radio. Siggie Ingason / Alan Clark to investigate 14. CFI also suggested A/G may be able to better and consistently advise tug or others as to where to go next, to maximise launch rate and unnecessary taxiing. 15. Several comments about A/G (DI) not sitting on the bus doing the job. This does not work, and must be discouraged. If you require a break, please ensure the radio is passed to someone else for that period of time. 	<p>AG Ops</p> <p>Duty Inst</p> <p>CFI / Keith Morton</p> <p>Siggie / Alan</p> <p>Duty Inst</p> <p>Duty Inst</p>
<p><u>3. REFRESHERS</u></p> <ol style="list-style-type: none"> 1. AD flew with 9 Instructors recently. Standard was variable, but a similar theme was perceived in that many were unsure of how to teach the exercises asked of them. Request to all Instructors to stay current on documented approach in Instructors manual on what to teach and how. 	<p>All Inst</p>
<p><u>4. POLICY</u></p> <ol style="list-style-type: none"> 1. T-Card System: New system almost ready to be introduced... T-card. Every single pilot will have one. Red side, and Green side. No pilot classed as Red may fly. Is based on knowledge of rules for flying, not so much currency. 2. Permission to Fly: Every pilot post 1st November will have to ask the Duty Instructor for permission to fly daily. DI must think about currency, NOTAMS (if cross country intended). Will have qualifications etc, level, approvals etc, in a separate folder. 3. New Log Cabin: Plan in progress to build a new stand-alone log-cabin, twice as big. John Hale progressing. Outlook 6-9 months. Separate locker outside for kit. 4. Checking of Flights: Chas spending a lot of time checking tug versus Logstar log, saving ££££s. CFI Thanked Chas for his work. Saying name of P2 before launch to tug is useful and worthwhile. Also gives a prompt for a formal “release” of the 	<p>CFI</p> <p>CFI / All Inst</p> <p>John Hale</p> <p>Duty Inst</p>

<p>flight by the DI. A formal release must be given by the DI, which can either say up-slack and all-out, or just “no reported traffic”. Please be proactive about this as a DI to prevent the tuggy having to keep requesting the launch!</p> <p>5. Debriefing: If an Instructor (or others) witness a situation that gives cause for concern, eg. A bad landing, then before approaching the individual concerned please just go to DI he can then ensure there is only one person speaking to them. Barrie Elliott said that the DI should see the majority, however this prevents the numerous debriefings the individual is otherwise likely to get.</p> <p>6. Hangar Landings: CFI had seen dodgy / dangerous hangar landings in past few months since the move. With immediate effect, no landings on a line closer to hangar than the blue-fence are permitted. There is no restriction on bronze and above only due to this limit.</p> <p>7. Competition finishes must be performed parallel to the main runway. Be safe. Radio ahead for positive communication that nothing to conflict. If two way communication cannot be achieved, no finish is to take place.</p> <p>8. Logstar Notes: Suggested use of training notes on Logstar being useful by Instructors. If unsure how to do, speak to John Hale.</p> <p>9. Logkeepers: Question from Siggie on logging of flights. Was an issue during the recent course. Should we roster? AD said he would rather not progress at this time. However, the DI needs to ensure that a logkeeper is present. It was suggested that a mini-roster for the day was drawn up</p> <p>10. Occurrence book: A/G ops asked to note name in book, runway in use, and any incidents that arise any and every time they change/take a handover.</p> <p>11. Currency: The CFI asked the attendees what the currency rules for flying gliders were. Nobody knew the answer! This is indicative of the lack of documented rules. CFI is re-writing Ops Manual for Gliding and will cover, will send out for preview.</p> <p>12. Circuits and Approaches: Cause for concern on some approaches seen recently, early solo right through to AsCat... worst is shallowing approaches. Request for conscious effort by instructors to lead by example, and pick-up where necessary.</p> <p>13. Crossing of Winch cables request that Tugs never taxi over cables. Ok for vehicles with care.</p> <p>14. Winch Cables: Request for winch cable parachute and cable to be laid out neatly and un-tangled. Alan Clark requested that we always ensure spare cable is pulled to one side, and away from cable, especially when ready to launch.</p> <p>15. Launch Signals: Emphasis needed on the use of clear arm signals by wing-man. We’ve stopped teaching people to do</p>	<p>Duty Inst</p> <p>CFI / Duty Inst</p> <p>All</p> <p>All Inst</p> <p>Duty Inst</p> <p>Duty Inst</p> <p>CFI</p> <p>All</p> <p>Tuggies</p> <p>Duty Inst / Paul Sargent</p>
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<p>this, and need a concerted effort to restart this and standardise. It is a visible sign for everyone on the airfield.</p> <p>16. Ultra-Low Winch Launch Failures: All should be aware we don't do ultra-low cable break exercises any more for ab-initio, whether practice <u>or</u> demonstration. BGA conclusion is that risk outweighs benefit. This is a CFI decision. Only exception is Instructor-Instructor training only. Some concern around this, but reality is that frequency is rare now. AD will seek clarification – ACTION. <i>{post meeting addition: policy promulgated: Instructor's permitted to Demo only and should be done pre solo, PNGC Coaches permitted to teach for instructor courses only }</i></p> <p>17. Winch Drivers: Not enough Instructors and others are current in winch-driving. We all need to show willing and lead on this, be able and ready to do. AD is speaking with Paul Sargent about a more pragmatic training and sign-off approach. Ruling will become that nobody can use past K8 on winch unless a current driver. All instructors are to become current on the winch as it was deemed that you cannot ask of others what you are not prepared to do yourself!</p> <p>18. Grass Cutting ops: AD had had some comments on why do we let grass-cutting happen when we are flying. It is a voluntary task, and whilst we need to maintain safety we have a requirement to keep the grass cut. This activity is encouraged wherever possible, but grass cutting should be de-conflicted through the DI. DI's can/should brief pilots as necessary. Any club member can drive the equipment if trained, but too risky for young people. Request from TW that pilots are aware that every driver is taught they will drive in straight-line parallel along the runway, only turning at Melvil Road. Also comments that if we don't keep grass cut, we have an additional safety issue. Anyone who can help needs to get cleared for driving tractor, to help reduce the burden on the few. Comment on usefulness of having radio contact, but need headset. ACTION: TW/AD to investigate.</p> <p>19. Winch Location: Discussion around whether OK to site winch on west side of runway either to facilitate grass-cutting or otherwise. AD preference is that we stay on the east side.</p> <p>20. Social / Lectures: AD plans to invoke a social programme on Wed evenings. Any volunteers are welcome to cover any aviation-related issues, or for FullCat's on gliding and exams. Has had 3-4 volunteers already for Bronze lectures.</p> <p>21. Wednesday Evenings: AD wished to encourage restart of maintenance sessions on Wed evenings from 7:30 pm. Use work-cards.</p> <p>22. Additional Courses: Possibility that we may increase course-flying we do, and given the burden this may have, we may look at how we remunerate this additional call on time.</p> <p>23. Remuneration for Instructors: Good news.... AsCat &</p>	<p>Duty Int</p> <p>All Inst</p> <p>All!</p> <p>Duty Inst CFI / Manager</p> <p>Duty Inst</p> <p>CFI / All</p> <p>All</p> <p>CFI / Chairman / Manager</p>
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<p>FullCat Instructors get qualified, give their good support, and just get additional workload. AD said thanks to all, and as further thank-you that, subject to finances year-by-year, is that if a Full Cat or Ass Cat misses no more than one duty) and does 5 weekdays of a course per annum then we will get the basic £125 of membership fee back. To those who also do the 50-hours, they will get the other £175 off and therefore completely FREE membership. This is subject to us making a profit in a year and the decision will be announced at the end of the membership year. Situation and rewards re BI will be reviewed separately.</p> <p>24. Tug efficiency: Request to tuggies to take care re unnecessary burning fuel when waiting for a launch, also request from TW to see that next glider team is also ready when the tug is back and to be ready. Be proactive.</p> <p>25. Trial Lesson Briefings: Suggestion to BI's to keep briefing short and sweet, note that people will remember not so much. Bill will speak to BI's to ensure they are ready and briefed before the tug comes. CFI stressed we mustn't cut corners for safety, but that efficiency could be worked on. If necessary, the Duty BI should seek another instructor to perform one or two trial flights for him during the day.</p> <p>26. Student Briefings: Martin Heneghan suggested briefings done off-runway, only bring onto runway when ready. Also to launch the first aircraft that is ready, even if not in order.</p> <p>27. Aero-towing from grass: CFI has no problem with using grass for aerotow launch if cables out, but the launch must take place away from the cables.</p> <p>28. Gliders on Runway: TW suggested don't have 2-3 gliders on runway at peak times, e.g. later in the day when busier, and inevitable will need removal. Graham Tucker asked whether microlights could not use grass to launch or land. ACTION: CFI to speak to their rep to suggest. Tony World said they do a big circuit, no rush to push gliders off when they call downwind.</p> <p>29. Cleaning of Tugs: Andy, as Tugmaster, asked for more support from more Tuggies to clean aircraft etc.</p> <p>30. NOTAMS key to check... TW has access to a daily email, will circ, but DIs need to ensure they know how to get NOTAMS. Can use Spine etc on PC in clubhouse. Issue of key access, and why locked. CFI to get rooms unlocked. New setup will have a map and information facility. DI will know NOTAMS for local area (10 miles), it is the pilots responsibility to know for the area they are flying in.</p> <p>31. Morning Brief: Discussion re usefulness of instigating a daily morning briefing. For several reasons agreed as impractical.</p>	<p>Ass Cat and Full Cat Inst</p> <p>Tuggies</p> <p>Duty BI</p> <p>Duty Inst</p> <p>Duty Inst / Tuggies</p> <p>CFI</p> <p>Tuggies</p> <p>CFI</p>
<p>5. AOB</p>	

<p>1. Tony World said that we need to be quicker to get more kit out of the hangar when member demand increases. Conversely the idea is not to get a glider out just to use themselves, or fly a pupil out of order. i.e. DI needs to be reactive and help facilitate demand and member flying satisfaction and drive launch rates.</p>	<p>Duty Inst</p>
<p>2. Tony World asked about cleaning kit. CFI said he had asked Stuart Pollard to make up three cupboards stocked with bucket and cleaning materials. Graham Tucker suggested last pilot putting glider in hangar is responsible for cleaning. The CFI said that the DI had to be responsible for driving the culture towards doing so.</p>	<p>Duty Inst</p>
<p>3. Bill Roebuck said we must reinforce culture that either people are here first thing, or last thing. If we need to educate any, advise AD of names and he will remind of the informal agreement that you need to be there to assist in either getting kit out or putting it away as a minimum.</p>	<p>Duty Inst</p>
<p>4. Barrie Elliott said he felt students were getting poor briefings before flying, citing a student after 23 aerotows not knowing what direction stick moves controls in. CFI to monitor.</p>	<p>All Inst</p>
<p>5. Siggı Ingason questioned whether “downwind” checks taught here. CFI said no, we now do pre-landing checks. Discussion around right stage to introduce. Feeling that it must be a habit pre-solo. Decision to do on all flights in future from circuit-teach point onwards. Standardise on WULF. Checks should ideally be carried out prior to joining the circuit.</p>	<p>CFI / All Inst</p>
<p>6. Tom Edwards raised an issue with access to loggers / barographs. CFI will look at. Neil Shaw said there has been a combi-lock for some months, code was published to CFI but was delayed to publish pending wider review. Tony World said that in the last 3 years we have lost £4k worth of kits, hence need to lock up. ACTION: CFI to review and publish mechanism. CFI advised instructors of the current code. Only Instructors should know this, so do not promulgate further please. CFI asked Instructors use the sign-out book in the cupboard, to book in and out every time. Intend to ensure we have a facility to download traces onsite, negating any reason to remove from site.</p>	<p>CFI</p>
<p>7. Barrie Elliott requested more training record cards for new members. ACTION: CFI</p>	<p>CFI</p>
<p>8. Bill Roebuck offered better provision for new members, offered come into to support early some days. CFI asked if anyone objected to covering one day for mini-courses. No-one did.</p>	

The next meeting date was to be confirmed, but is likely to be in January.

The meeting was closed at 19:32