

PORTSMOUTH NAVAL GLIDING CENTRE

Minutes of the Committee Meeting held on the 27 April 2010

Present:	Chairman	David Durston
	Vice Chairman (General Manager)	Tony World
	Secretary	Rob Hines
	Ordinary Members Representative	Phil Moore
	Full Members Representative	Cat Stevens
	Treasurer	Chris McCulloch

Apologies:

Full Members Representative	Nick Lambert
Special Members Representative	Gerry Holden
Chief Flying Instructor	Andy Durston
Membership Secretary	Claire Bradley
Junior Members Representative	Nathan Liddel
(Safety Officer) on call as required	(Martin Hengan)

1	<p>APPROVAL OF PREVIOUS COMMITTEE MINUTES AND MATTERS ARISING.</p> <p>1. The previous Meeting's Minutes were approved.</p> <p>2. TORs for Clubhouse works to be issued</p> <p>3. A trial to assess the potential of dual aero towing has been suspended until there is a proper evaluation of the operational benefits against the technical risks.</p> <p>4. Crofton school opportunities to be clarified and agreed (weekday evenings).</p> <p>5. Promotional photos of gliding over Portsmouth and over the dockyard to be completed with more urgency and not wait for courses. This is to capitalise on the large scale graphics being produced through RINGSA Chairman</p> <p>6. Aerotowing costs have been reset against revised fuel costs.</p> <p>7. The Vectis gliding club cannot afford the insurance for N25, hence the existing agreement of the sale have broken down. Other sale options are to be pursued, but Vectis may have first option if their fortunes improve.</p>	<p>GM / Chair</p> <p>CFI</p> <p>GH</p> <p>GH</p> <p>GM</p>
2	<p>SAFETY MATTERS ARISING</p> <p>No safety report received and no issues brought to attention of the Committee</p> <p>BGA Regional Safety Officer Inspection 24 April. No significant shortfalls in safety practices at the club. A full report to be attached later.</p>	<p>MH / CFI</p>

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CHAIRMANS POINTS / UPDATE

1. Business Plan to be established for perusal and agreement next meeting, after FY 10/11 bids are clarified and the 12th periodic report is published for the current year.

2. The Chairman expressed gratitude and appreciation for the considerable work that has gone into recrafting the information to enable PNGC to plan its finances and margins with greater accuracy and, thereby, keep flying costs to a minimum without sacrificing proper investment and support. Some significant capital investments were being made, and cash flow profiles were an important feature of the Business and Financial Management Plan

It was also key to devolving budget areas for local management in the slightly longer term.

3. Amid generally weak investment returns, and MOD cost cutting, assurances that FAAOA would cover where CNR had retracted course funding this year, and Phil Moore was asked to thank the Association . Diversification of streams continued apace and the first CCF courses were deemed a good ‘pilot’ scheme with more demands than capacity. It was good vfm for the cadets, because MOD funding for support, travel and supervision costs had been put in place, and for PNGC because revenues were from individuals, but coordinated holistically. There was scope to increase this area of activity, including with, possibly, low levels of instructor funding costs being met. First, however was to get the courses up and running smoothly and to sort out the club’s status

4. Club Trustee Status – information had been forwarded to HQ as requested, with much reported opposition by the SMT to its current status. PNGC aimed to retain Service Fund status and applauded the excellent governance and work of the SF Auditor, Peter Nicholls who has served us extremely well. RINGSA and HQ have assured PNGC that no changes would be implemented to the Trustee status with consultation, however, costs would accrue if we registered as a Charity under SMT, and then changed to a Board at a later date. The importance of the Service link was emphasised for future tenure and this was best served by SMT and SF status if we could continue such authorisation. Licences. This was again the subject to current meetings led by DE, particularly for airfield operations.

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GENERAL MANAGERS POINTS

1. On 1st June Britten Norman move in to the other Belman; caution needed on operating and taxiway use (and the gate)

2. The club now has a contract for grass cutting, nominally 5 times a year, but in practice on a rolling basis. Billing 3 times a year to be included in the BP profile.

3. Runway weeding needed, but chemicals will be kept separately.

4. Caravans – GVA would be approached to seek agreement for caravans to be allowed access outside the airfield operating area behind the Clubhouse, in support of flying operations. Control was to be exercised by the extant policy for all private capital equipment (attached). this would provide the Daedalus site manager with the assurances of good control, and a means of revoking it if difficulties arose. GM to approach GVA on this basis

GM

5	<p>OPERATIONS</p> <ol style="list-style-type: none"> 1. Equipment allocation for the Summer Exped to be agreed through CFI, who will balance the club needs vs the Exped. 2. The maintenance programme was working well through Geoff Clarke, as we begin the main operating season.. 3. Thanks to Alan Turner for repairing the Log Cabin jacks. 4. The bid for a significantly improved Launch Point vehicle was discussed, but shelved pending an appraisal of what would be best. A double-decked bus was put forward as an idea, but overriding was the need to establish the BP profile as funds were about to dip to a low level (by design). The timing of any capital spend was critical, particularly as outlay from grass cutting and bulk fuel stocks would be slow to yield. The CFI was encouraged to look into it further 	CFI Sec CFI
7	<p>FINANCE</p> <ol style="list-style-type: none"> 1. Statement of the books was discussed, and the anticipated draw down on funds for the new glider; fuel outlay and grass-cutting equipment. BP to reflect. 2. Methods for a direct debit system to be evaluated / investigated further. 	Treas GM
8	<p>FAAOA FEEDBACK</p> <ol style="list-style-type: none"> 1. Phil Moore to ask FAAOA if early notice of the Summer course names could be given. Not only to help student forward planning, but for PNGC to engage early; invariably some parents were known to club members, and it helped add a personal touch. 	PM
9	<p>TRI SERVICE & RINGSA FEEDBACK</p> <ol style="list-style-type: none"> 1. Grass roots funding had come through, a schedule to be developed and monitored on its utility and success, reporting back to secure future opportunities. 	CS
10	<p>DIARY</p> <ol style="list-style-type: none"> 1. All events as in the standing Agenda should be held in a single and coherent source of reference. [pmn Sec is the custodian of the Committee programme as a whole, with CFI lead on flying events.] 2. The principle was agreed that the Families' Day would be all-inclusive and a chance also to invite guests, including those who assist PNGC's cause. All members to think through possible invitations and submit to Sec/Neil Shaw. 	Sec NS
11	<p>ANY OTHER BUSINESS</p> <p>Profile; PNGC needed to do much more to align with RN communications and image. The Chairman highlighted that there were few, if any, links on a range of relevant websites and publications in the RN, which was unacceptable given the amount of funding support received.</p> <p>Paul Carder to be asked to assist with power to O Hangar.</p> <p>New members. The following were provisional memberships were ratified and the following new members welcomed: Robert Rolfe; Morgan Steel; Lee Allinson; Michael Burrow; Russell Oakley</p>	GM

12	<p>DATE OF NEXT MEETING Committee members were asked to report next time their availability, in general terms, on each day of the week. Significant absences were inevitable with key members working away from Portsmouth, and their input was important.</p> <p>DONM - 1 Jun 2010 Clubhouse</p> <p>ATTACHED – hangar and equipment policy for info, principles will apply to caravans if agreed by GVA</p>	<p>Sec</p> <p>Sec</p>
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David H Durston

David Durston
 Captain

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

PNGC – HANGARS AND FACILITIES

wef 01 APR 09

DHD
Capt RN

Renew this policy 31 Nov 09