

Minutes of a PNGC Instructors Meeting held on Saturday 24th March at 1800Hrs

Attendees	Position	Notes
Trev Barnes	CFI	Chair
Geoff Clark	Deputy CFI	
Henry Freeborn	Deputy CFI	
Ben Bennett		
Alan Clark		
Tom Edwards		
John Hale		
Mike Wood		
Tony World		
Gerry Holden		
Siggi Ingason		
Glyn Jaques		
Richard Lovell-Butt		
Chris Moore		
Neil Shaw		
Cat Stevens		
Graham Tucker		
Glynn Jaques		Secretary
Apologies		
Barrie Elliott		
Jerry Lee		

Agenda Item	Discussion/Decision	Action
1 Introduction	The CFI welcomed everyone to the meeting and thanked them for their time. He explained that the focus for the club going forward, would be to increase the Ab-initio flying, with particular emphasis on recruiting younger members, as well as a drive towards more cross-country orientated tasks.	
2 Duty Authorizer	The CFI explained that a Duty Authoriser will be introduced from the 1st April 2012. There will be 4 Duty Authorisers, who will be responsible for all flying activity within PNGC. This role will be carried out by the DCFI's and CFI as follows: Trev Barnes - CFI Barrie Elliott - DCFI (Power) Geoff Clarke - DCFI (Instructor Training) Henry Freeborn - DCFI (Advanced Training) It was also stated that Martin Heneghan would act in the Duty Authoriser role during Wednesday operations. It was explained that the Duty Authoriser would have an overview of all operations and work alongside the duty instructor, which allows for the reduction of the Duty Instructor to an Ass Cat. The Duty Authoriser now has access to the CFI office, which contains all of the documentation, loggers and all associated flying application forms.	
3 Record Cards	The CFI explained that new record cards were being introduced, to cover both Ab-initio and intermediate training. The major difference with the new record cards, relates to the inclusion of instructors comments on the rear of the card. These comments are for the next instructor, to allow for a seamless handover of training standards.	
4 Airfield Layout	The CFI stated that a new Airfield layout was to be adopted, to increase the professional impression of PNGC and to eliminate a number of safety issues that had been raised. The new layout was discussed with explanation of the rationale of the change. The new layout was trialed on Saturday on runway 05 and was found to work well, with a number of issues and changes being suggested by the assembled instructors. This layout was agreed at the meeting and the CFI would update the FOB to reflect these changes to the operating procedures.	CFI
5 Flying Order Book	A number of changes have been made to the flying order book, to reflect the inclusion of the Duty Authoriser and the new Airfield Layout. The CFI stated that this FOB would be issued within the next week and encouraged all instructors to familiarise themselves with the contents and sign asap.	All
6 General	The CFI stated that the current practice of calling Gliders down after 30 minutes is to cease. It was discussed and agreed that 2 seaters should remain airborne for an hour, before being called down, if there was further students	

	to fly. The single seaters are to be kept airborne, as long as the pilot wishes. In the event of another pilot wishing to fly, another glider is to be bought out, however it was stated that the Duty Instructors and Authorisers were to use their discretion, such that members who turned up early, did not only get the non-soarable part of the day early, on, such that they are given priority for gliders and soaring.	All
7	Due to new layout a number of areas of the airfield may be required for landing that has not previously used. Tony	
Airfield Smoothing	World agreed to organize a walk of the entire operating area and arrange for these areas to be filled, flattened and seeded. This task is to be arranged for the next flyable day.	Tony World
8	Mike wood requested that the current Wind Screen wipers be replaced for something that does not scratch the gel coat. It was agreed that a substitute would be investigated.	CFI
AOB	Tom Edwards requested loggers be fitted permanently to the K21's. Agreed Jerry Lee to organize fitting of the loggers.	Jerry Lee