

# PORTSMOUTH NAVAL GLIDING CENTRE

(Company No: 08111423 / Registered Charity No: 1148381)

## Minutes of Committee Meeting – 10<sup>th</sup> June 2013

The meeting opened at the PNGC Clubhouse at 19:30.

<b>Present:</b>	Chairman	Capt David Durston RN (DD)
	Centre Manager/CFI:	Tony World (TW)
	Full Members' Representative:	Lt Rob Hines RN (RH)
	Treasurer:	Chris McCulloch (CMcC)
	Ordinary Members' Representative:	Martin Heneghan (MH)
	Engineering Representative:	Henry Freeborn (HF)
	Special Events Representative:	Neil Shaw (NS)
	Minutes Secretary:	Lloyd Brown (LB)

	Item	Action
1	<b>APOLOGIES</b> Apologies were received from Cat Stevens (CS), John Hale (JH) and Gerry Holden (GH).	
2a	<b>MINUTES OF THE PREVIOUS MEETING</b> The minutes of the previous meeting were approved	
2b	<b>MATTERS ARISING</b> Draft budget plan is being prepared –ONGOING Mini digger purchase /request farmer to level grass ONGOING Q Hangar is in need of painting with members' support – ONGOING Light signals from the log cabin – ONGOING Hangar socket for Log Cabin/UPS – ONGOING Provision of 'spoon' for moving gliders – ONGOING Simulated cable breaks to be pre-notified to DI – ONGOING The hangar air compressor has been replaced- CLOSED Neil Evans has not removed his caravan or settled his account so his employer (Phoenix) will be notified – ONGOING	TW/CMcC  TW  TW TW GH GH  TW  TW
3	<b>CHAIRMAN'S REPORT</b> a. <u>BOARD ACTIVITY:</u> The Chairman re-emphasised the role of the Directors and Trustees as being one of corporate governance and compliance with the charity status requirements. He explained that the Board includes RN staff on an ex-officio basis.	

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	<p>b. <u>TRUSTEE ACTIVITY</u> It was stated that there will be a meeting of the Board of Directors and Trustees in early July. The Chairman reminded the Committee that PNGC exists to provide a service to the Royal Navy and is not primarily a members' club. Involvement of serving RN personnel is to be a prime objective of PNGC at all levels.</p> <p>c. <u>TRI SERVICE/RNGSA</u> NTR</p> <p>d. <u>FAAOA</u> NTR</p> <p>e. <u>POLICY ISSUES</u> The Chairman briefed the Committee on his recent dealings with HCA. This included the fact that the promised licence has yet to materialise and that the Aerodrome Ops Mgr will remain in post for another year, at which point the management of the airfield is due to be put out to tender. Peter Cusdin of SEEDA and HCA is about to retire but Martin Barrow will be remaining. DD and TW hope to meet with Peter Cusdin before his retirement. Finally the Chairman reported that the proposed revised site access procedures have been 'put on ice' for the moment.</p>	<p align="center">DD/TW</p>
<p>4</p>	<p><b>CENTRE MANAGER'S REPORT</b></p> <p>a. <u>BUSINESS UPDATE</u> NTR (This section will report monthly business activity in future)</p> <p>b. <u>AIRCRAFT/ENGINEERING</u> HF advised the meeting that N29,(K13) is due for annual servicing. The CM expressed his surprise as he believes all gliders are serviced over the winter reduced flying period. He checked the CAA website during the discussions which appeared to show both K13s to be out of ARC and he requested HF to urgently check the status of the K13s and to prepare a spreadsheet showing servicing dates for all gliders.</p> <p>An update on tugs was requested and VH was reported to be OK but ZZ appeared to be progressing slowly. The CM asked HF for a progress report.</p> <p>N7 (K21) was reported to have suffered hangar damage to an upper wingtip surface. It was agreed that local repair is possible and HF was asked to initiate this. In order to minimise the risk of such damage it is important that hangar floorspace is maximised and to that end TE will be asked by the CM to move his trailer to the far end of the hangar or to the trailer park.</p> <p>HF was also asked to ensure that the workshop continues to meet EASA standards as no notice audits are possible</p> <p>c. <u>GROUND</u> NTR</p>	<p align="center">HF</p> <p align="center">HF</p> <p align="center">HF</p> <p align="center">TW</p> <p align="center">HF</p>

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	<p>d. <u>CAPABILITIES/ROSTERS/TORS</u></p> <p>There was extended discussion as to the effectiveness of the Duty Roster system. Already, Duty Pilot has been removed as a rostered duty and the rate of non-appearance for the other duties is disappointingly high. It was suggested with noticeably fewer people flying regularly the lack of enthusiasm for such duties is not altogether surprising. There were suggestions that only those who have flown recently should be rostered for duties, but it was agreed that NS would work with Kevin Hills and review the whole system of rostering duties via the website, as many people failing to appear for their rostered duties claim not to be aware of the roster detail.</p> <p>e. <u>POLICY ISSUES</u></p> <p>NTR</p>	<p>NS</p>
<p>5</p>	<p><b>CFI's REPORT</b></p> <p>a. <u>FLIGHT SAFETY</u></p> <p>The CFI reported a safety incident on 8<sup>th</sup> June when a helicopter hover-taxed to the tower in front of 2 landing gliders. Potential collisions were avoided by the gliders cancelling airbrakes and over-flying the glider. MH reported that this had happened previously. The CFI will take up the issue with the Airfield Ops Mgr.</p> <p>b. <u>OTHER SAFETY ISSUES</u></p> <p>The CFI reported a potentially very serious safety incident had occurred recently when the winch battery terminals had been shorted out by part of the stored cable assembly causing the battery to melt. The fire risk was significant and with the propane gas cylinder fitted to the winch, the main propane storage cylinder, the fuel bowser and the hangar in close proximity the potential for a disastrous conflagration was very real. MH was tasked with follow up action including publication of the incident, rectification of the battery storage/cover and liaison with external agencies including the manufacturer</p> <p>c. <u>AIRFIELD ISSUES</u></p> <p>The CFI explained that the issuing of key fobs for the new entrance is on hold as there is the wider issue of vehicle movements on the airfield to be resolved before the new gate can enter service.</p> <p>d. <u>COMPS</u></p> <p>It was reported that the Discus and Duo Discus are to be used at the ISC from 3-11 August. RH will update on collection details. The Chairman asked why the RN were not hosting the ISC as originally planned and TW advised that the RNGSA had decided that the competition was not financially viable. The RAF are not able to support the ISC to the usual level for operational reasons.</p> <p>e. <u>TRAINING PLANS</u></p> <p>NTR</p>	<p>TW</p> <p>MH</p> <p>RH</p>

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6	<p><b>TREASURER'S REPORT</b></p> <p>The Treasurer provided the meeting with a Balance Sheet and Profit and Loss Account (attached) on which he took questions regarding individual topics</p> <p>The Chairman requested that future versions should show the year start date.</p>	CMcC
7	<p><b>MEMBERSHIP SECRETARY'S REPORT</b></p> <p>The MemSec reported by proxy that there are now 64 full members, a significant but not unexpected drop from the 200 plus members at the previous year end and caused by a failure to renew. membership. MH added that there a total of 85 members of the RN expected to fly before 3<sup>rd</sup> July and they will become full members.</p> <p>The Chairman requested the MemSec to produce a full breakdown of membership by category for future meetings.</p> <p>The Committee wished to record its thanks to MH for his efforts in providing flying opportunities for members of the RN.</p>	JH
8	<p><b>DIARY</b></p> <p>The Centre Manager advised there are no changes to the published diary</p>	
9	<p><b>COMMUNICATIONS REPORT</b></p> <p>NTR</p>	
10	<p><b>AOB</b></p> <p>The Chairman invited the meeting to address the issue of the future structure of the PNGC Management Committee. With input from the meeting the Chairman produced the following proposals post-meeting:</p> <ol style="list-style-type: none"> <li>1. <i>Chairman: coincident with the Chairmanship of PNGC LLC, with succession planning as defined within the Company's Articles of Association.</i></li> <li>2. <i>Secretary : coincident with the Minutes Secretary of PNGC LLC</i></li> <li>3. <i>Treasurer : LLG Finance Director until the business transition is completed</i></li> <li>4. <i>CFI : appointed by the Chairman; must be approved by the BGA. Head of Air Operations</i></li> <li>5. <i>General Manager: includes Estates and buildings management</i></li> <li>6. <i>Air Engineering : includes gliders, air equipments, power planes</i></li> <li>7. <i>Ground Equipment : vehicles, winch, auxiliary equipments</i></li> </ol>	

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<p>8. <i>Personnel (HR) : members' rep and point of contact. Includes Membership Secretary and internal database management</i></p> <p>9. <i>Social &amp; Events : includes leadership of sub-groups</i></p> <p>10. <i>IT and Comms : internal and external communications, publicity, branding, effective internal communication, web-based internal and external info</i></p> <p><i>Of course, there will soon be published a range of related activities within each of these areas, with posts made open for volunteers to fill.</i></p> <p>CMcC proposed a low fence be provided to segregate the clubhouse grounds from the adjacent taxiway for the safety of children in particular. The proposal was supported unanimously..</p> <p>CMcC reported that bird ingress to the hangar is still a problem and that netting is still required. All agreed.</p> <p>NS pointed out, supported by others, that the power availability to individual caravans is currently inadequate.</p> <p>HF reported that he intends to organise a series of weekend expeds to sites such as Bicester, Nympsfield and Parham. This suggestion was welcomed.</p> <p>RH suggested a Yeovilton exped and agreed to make investigations.</p> <p>MH briefed the meeting on the plans for 13<sup>th</sup> June when a number of RN personnel were intending to fly (<i>pmn: cancelled due wx</i>).It was agreed a 3,000 aerotow would be available for £40. Gate access will be arranged by TW.</p> <p>MH proposed a vote of thanks to HF for arranging the Eden exped which was supported unanimously. HF in turn thanked all those who helped support the exped.</p> <p>The possibility of offering some kind of financial assistance to Junior Members was discussed and it was decided to put the matter to the forthcoming AGM.</p> <p>The Chairman commented on apparent damage to the PNGC minibus. TW owned up and explained that he had at his own expense arranged for repairs to be carried out.</p> <p>The Chairman requested an update on the number of trial flights outstanding and was satisfied that it was quite possible to provide the required number of flights.</p> <p>The Chairman requested an update on the availability of a new notice board to be fitted to the Clubhouse once repainted. TW explained that the sign is available for fitting when appropriate.</p> <p>The Chairman reported that he had received a complaint from Tom Edwards regarding the quality of aerotowing. It was agreed that this issue is better addressed at an Instructors' meeting.</p>	<p>TW</p> <p>TW</p> <p>TW</p> <p>HF</p> <p>RH</p> <p>TW</p> <p>LB</p> <p>TW</p> <p>TW</p>
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The meeting closed at 2225

Date of Next Meeting: 8 Jul 13

D DURSTON  
Chairman

19 Jun 13