

PORTSMOUTH NAVAL GLIDING CENTRE

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

Minutes of Committee Meeting – 10th February 2014

The meeting opened at the PNGC Clubhouse at 19:30

Present:	Chairman	Capt David Durston RN (DD)
	CFI:	Tony World (TW)
	Finance Representative	Alan Turner (AT)
	Safety Representative:	Martin Heneghan (MH)
	Air Engineering Representative:	Henry Freeborn (HF)
	Ground Engineering Representative	Simon Gutman (SG)
	Estates Representative:	Sarah McCulloch (SMcC)
	Admin Representative:	Siggi Ingason (SI)
	Minutes Secretary:	Lloyd Brown (LB)

	Item	Action
1	APOLOGIES With all present there were no apologies for absence	
2a	MINUTES OF THE PREVIOUS MEETING The minutes of the meeting held on 13 Jan 14 were approved with a correction to para 4c item 1 which stated that golf buggies should not tow K21s. This is not correct and is deleted.	LB
2b	MATTERS ARISING Q Hangar is in need of painting with members' support – ONGOING Provision of 'spoon' for moving gliders – ONGOING- LB to request details from Gerry Holden Birds in hangar – date for cherry-picker- ONGOING BGA fees – CMcC will consult with RNGSA – ONGOING Item 3d – LB advised the Air Cadet trial is postponed until Apr 26 due to the waterlogging. Twenty one PNGC members have been DBS cleared. It was agreed that there would be no membership or administration fees charged in addition to the agreed contract price Item 4b (3) Parachute purchased and labelling complete – CLOSED Item 4b(4) X-ray of spare wing in hand – CLOSED Item 4c(2) Bowser return requested by DD – CLOSED Item 5a – James and Discus u/c -CLOSED Item 5b – D&D land out notification - CLOSED Item 10c – PNGC represented by Richard Croker – CLOSED Item 10 e – ZZ metal bashing -CLOSED	SMcC LB/TW SMcC/HF AT/CMcC

<p>3</p>	<p>STATUS REPORTS BY DEPARTMENT</p> <p>a. The Chairman reported that HCA have declined to renew the PNGC operating licence and he is meeting with MOD and HCA on 28th February. Although no details are yet clear, it is believed that HCA are seeking to increase the level of MOD payments and/or reduce the number of launches allowed. Thus it remains important to maximise the flying rates, even if using the runway. <u>Use it or lose it!</u></p> <p>HCA had also stated a wish to close down the land and hangar leases in order to allow building on PNGC sites at Hangars East and to introduce some complex new terms as well as clear the hardstanding next to the main hangar (ex-Belman 3 area) this space is sought by HCA in order to create space for 6 temporary new structures to re-house Hangars East tenants, but not 'O' Hangar aircraft. For these, U Hangar has been offered. The Chairman has declined all offers pending an improved offer from HCA. He undertook to inform people as soon as something workable had been agreed, but for now, was keen to send assurances that operations will be able to continue, albeit that he is pressing for long-term assurances of the whole.</p> <p>b. (pmn – these have now been retracted and the Chairman awaits a revised offer from HCA). The land and buildings leases are in DD's name and no delegation is currently authorised at all. He also reported that RNGSA is now formally represented in one of the uniformed (only) ex-officio posts on the PNGC Board of Trustee/Directors.</p> <p>c. The CFI reported that club flying was being severely affected by the current bad weather. He also reported that the concrete hard-standings used to position the bus and log cabin are being removed as flight safety hazards. It will be necessary therefore to position launch point vehicles on the disused runways in future. The new West Gate is to remain manned until further notice. The new cameras are not number plate recognition but CCTV to the tower. The instructors' meeting held on 18th was poorly attended. Volunteers were requested to instruct on future courses and some responses have been received. There is no update on the planned work on the runways. Approval has been received for Sea Cadets to hold midweek courses at PNGC using the Grob and the Clubhouse. The CFI stated that there is no current ban on driving across the runway, and in isolated cases this is to be preferred. The reason for not parking at the launch site currently is the waterlogged ground. The committee were briefed on a consultation document issued by TAG, the operators of Farnborough Airport, which includes significant airspace changes. LB agreed to research the document further and report back.</p> <p>d. Air Engineering HF reported that Cof A work is on track. The Duo is back and the Discus is currently away. He will continue to look at better value options for future years. The Grob will require maintenance in March costing some £1200.</p>	<p>LB</p>
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<p>HF was asked to report in future on the running costs, including insurance, of individual aircraft/gliders against income generated.</p>	<p>HF</p>
<p>e. Ground Engineering SG had produced several spread-sheets to show the status of resources within the Ground Equipment department. (to be attached to future minutes) It showed that nearly all fire extinguishers require servicing and it was agreed TW would progress the necessary action. It was also agreed SG would review the formal fire requirements. It was agreed the red tractor should be returned to the LFA asap. SG advised Paul Sargent is to investigate/repair the slipping clutch on one of the buggies. The radiator is being replaced on the winch. Ray Timlett has agreed to refurbish some of the winch panels. SG advised the UJs on the winch are possibly in need of replacement. Further investigation/information is required. SG inquired whether a fuel or credit card could be made available for the purchase of petrol for the buggies. It was regretted that neither is possible and that for the moment it would be necessary for individuals to pay and reclaim.</p>	<p>TW SG SG SG</p>
<p>f. Estates SMcC reported that painting of Q Hangar and the fitting of netting to discourage birds are on hold due to the current weather. She reported that the notice boards in the Clubhouse entrance are to be removed/replaced and that the provision of alternative display facilities is under review. A fixed whiteboard is to be provided in the hangar to enable outstanding tasks/information to be listed. A FOD sweep is required between Bellman 1 and 4 and at least one trailer needs to be disposed of as does the old log cabin. It was agreed to purchase a suitable container to hold firewood for the bar. It was decided not to hire a skip yet but to dispose of rubbish in the wheelie bin where possible.</p>	<p>SMcC SMcC</p>
<p>g. Safety MH stated that he would distribute a Safety Report to committee members asap. Lt Cdr Plenty (RN) from NCHQ is to visit on 4th March for his annual review. The BGA Regional Safety Officer, Tim Freegard will visit on 12th March. The trends extracted from the incident reports for 2013 are almost entirely related to safe separation from powered aircraft which have violated the glider circuit. This will be brought to the attention of the Airfield Ops Manager. MH has placed an Incident Book and Advice for DI in the log cabin.</p>	<p>MH MH/TW</p>
<p>h. Finance AT reported that income for January had been £112 against expenditure of £9000. The reduced income was caused by the weather and the high expenditure by a series of one off costs in relation to aircraft. It was reported that AT has now cleared all members' debts and that the outstanding Development Week fees are imminent. AT advised that the FD (CMcC) will soon be able to delegate some budgetary responsibility to Heads of Departments based on historic</p>	

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	<p>data. HoD are advised to exercise appropriate financial control.</p> <p>i. Admin SI reported that a review of the management of the club website is needed. It is intended that the website will be split into a Public area using best practice from other clubs' sites and a members' site along the lines of the existing pages. Process documents and marketing material will go online. It was agreed that there should be a single PNGC diary online and that all committee members should have write access. Any future club event should be entered in the diary for members' benefit. SI showed the meeting a traffic light spread-sheet which could form the basis of committee members' reports at future meetings and which could also be displayed online as a real time indicator of availability of PNGC resources and plans. The new standard agenda is clearly in need of further review and SI will propose a new standard agenda and reporting system asap.</p>	<p>AT</p> <p>SI</p> <p>ALL</p> <p>SI/LB</p>
4	<p>FUTURE PLANS BY DEPARTMENT</p> <p>This proposed agenda item was thought to be better addressed as part of item 3 and will be removed from the standing agenda</p>	<p>SI/LB</p>
5	<p>ISSUES ARISING FROM 3 and 4</p> <p>This proposed agenda item was thought to be better addressed as part of item 3 and will be removed from the standing agenda</p>	<p>SI/LB</p>
6	<p>SUMMARY OF ACTIONS</p> <p>Actions required are indicated in the right hand column of these minutes and this item may be modified or withdrawn.</p>	<p>SI/LB</p>
7	<p>REPORTS FOR BOARD</p> <p>This item was not required and may be withdrawn</p>	<p>SI/LB</p>
8	<p>DIARY</p> <p>Dinner Dance: 9 May 14 Eden Exped: 23 May 14 Aboyne Exped: 25 Oct 14- 1 Nov 14</p>	
9	<p>ANY OTHER BUSINESS</p> <p>The Chairman reported that all indications are that licensing of the airfield is still intended for completion by this summer.</p> <p>TW reported that electricity consumption for the hangar had increased from ca £50 to an unacceptable and unaffordable level of £400 in January and emphasised the need for energy conservation by ensuring all lights and heaters are switched off on vacating the hangar.</p> <p>It was suggested that a review of first-aid kits is required by a suitably qualified person. It was agreed to seek a volunteer to address this issue from among the club membership.</p>	<p>SMcC</p>

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	<p>It was agreed that a maintenance weekend is required once a list of tasks is identified, or that members should be encouraged to attend on non-flying days to clear tasks.</p> <p>It was agreed that no action would be taken in respect of the damage to N Hangar as it will soon be returned to HCA.</p> <p>It was agreed that John Hale will be asked to provide Kevin Hills with an up to date list of Ordinary and Special members who are not QFIs, tug pilots or under 18. All such members will be rostered for logging duties and action will be taken against those failing to attend for allocated duties.</p> <p>It was agreed that it is inappropriate for under 18s to have responsibility for the significant amounts of cash which can be held by the Duty Logger and they should not therefore perform logging duties.</p> <p>It was noted that some members are still unsure of the functions of the Board of Trustee/Directors. It was agreed that further information will be provided to members.</p> <p>MH requested that the minutes record the death of Lt Jim Gunter and offered the following obituary:</p> <p><i>Lt Jim Gunter who was the CFI at PNGC from 1961- 63 died recently at the age of 95. Jim joined the RN in 1935 and served in HMS Illustrious during the famous Battle of Taranto. He is probably the last of the WW2 veterans who was a prominent member of PNGC and a distinguished member of the RN gliding community having also been the CFI at RNAS Lossiemouth.</i></p>	<p>SMcC</p> <p>LB</p> <p>ALL</p> <p>DD</p>
10	<p>DATE OF NEXT MEETING</p> <p>It was agreed that the next meeting will be held at the Clubhouse at 1930 on Monday 24th March 2014</p>	<p>LB</p>

The meeting closed at 2235

D DURSTON
Chairman

14 Feb 14