

# PORTSMOUTH NAVAL GLIDING CENTRE

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

## Minutes of Committee Meeting – 22nd April 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	<b>APOLOGIES</b> With all present there were no apologies for absence	
2a	<b>MINUTES OF THE PREVIOUS MEETING</b> The minutes of the meeting held on 24 Mar 14 were approved	
2b	<b>MATTERS ARISING</b> Provision of 'spoon' for moving gliders – ONGOING BGA fees – CMcC will consult with RNGSA – ONGOING The red tractor should be returned to the LFA asap Rob Hines trailer disposal fee to go on his flying account First Aid volunteer – JH to identify Special Member – ONGOING Financial summary by aircraft/asset – ONGOING Fire extinguisher servicing – ONGOING John Deere tractor – ONGOING Tractors non slip pedals - ONGOING Bus seats re-upholstery - CLOSED Coolants in hangar – CLOSED Old bar fridge removal – ONGOING Bird netting of Hangar – ONGOING Briefing Material – ONGOING 'Freshers Fairs – CLOSED Remove outdated equipment serviceability entry on website	 HF/SG AT/CMcC SG AT SMcC HF SI/TW SG TW/SG  TW/SMcC SMcC MH SI

PNGC COMMITTEE MEETING 22 Apr 14

	<p>Approval of expenses claims – CLOSED</p> <p>Operation of Work Scheme – CLOSED</p> <p>ATC Cadets Trial – now to be led by Ben Bennett - ONGOING</p> <p>TV coverage of Zoe’s first solo – CLOSED</p> <p>Safety to be first agenda item</p> <p>Departmental reports to rotate</p>	<p>TW/LB</p> <p>LB</p> <p>LB</p>
<p>3</p>	<p><b>STATUS REPORTS BY DEPARTMENT</b></p> <p>a. <b>The Chairman</b> reiterated that the Board’s formal role is one of governance, regularity and probity of business in ensuring that the Charity met its legal obligations, but its existence provided an opportunity for strategic leadership. However, his personal stance is to leave as much determination of the Club’s future in the hands of the Management Committee as practicable, particularly while difficulty remained in eliciting full support from Navy officials to attend the Board on which there has been no progress. He advised the Committee that short-notice Board matters can be addressed if necessary by DD/MW/TW/CMcC as members of the Finance and General Purposes Committee.</p> <p><i>(PMN: – a revised and improved offer had now been received for consideration by 10 May, but no dates for suitable alternatives being ready for O Hangar had yet been identified and the wider topics of long term financial arrangements had not met with any response from HCA, who currently shun all direct communications. Neither had the Navy made its position clear yet through the RNGSA, although it was recognised that these departments moved at a terribly slow pace on such matters.)</i></p> <p>The importance of appropriate communication was re-emphasised both within and without the Club and a nominee for PR duties is required. SI was asked to confer with John Hale to find a suitable ‘volunteer’ from among the Special members</p> <p>The Chairman briefed the Committee on developments regarding the HCA leases. Discussions are ongoing with important issues still to be resolved, but for the moment PNGC will continue to utilise all buildings and land currently occupied.</p> <p>b. <b>The CFI</b> reported that the FAAOA course is going ahead albeit with significantly reduced numbers. He also confirmed the ATC Cadet Trial will commence on the weekend of 26/27 April with groups of 4 plus escort arriving each day.</p> <p>He suggested that a photo-shoot of Junior members who have recently solo-ed should take place and be sent to S&amp;G. He also emphasised the importance of encouraging youth involvement.</p>	<p>ALL</p> <p>SI</p> <p>SI</p>

PNGC COMMITTEE MEETING 22 Apr 14

	<p>The CFI and Chairman had received only hours before the meeting a communication from RCAM, the new airfield management contractors, listing what in their view represented PNGC misdemeanours since the previous Saturday, therefore primarily relating to the FAAOA course operations. There was discussion of the content and it was agreed that it contained many inaccuracies and its written content was as poor as the accompanying photos.</p> <p>The most concerning aspect was that the letter threatened a ban on PNGC operations wef Thu 24<sup>th</sup> 0900 if the CFI did not take action to address the RCAM concerns by 1700 Wed 23<sup>rd</sup>. The meeting agreed that the CFI will contact the Airfield Manager to discuss his concerns, but would in the meantime continue normal operations. It was agreed that it would not be unreasonable to address some of the points made, particularly in respect of uncontrolled runway crossings and unnecessary use of the 'dead side' grass.</p> <p><i>(PMN: A system of obtaining clearance for vehicles and aircraft to cross the runway via the DI radio was instituted Wed am. It worked well and attracted approval from the Tower. The CFI met with the Airfield Manager to discuss the points raised and further meetings are to take place in the coming days.)</i></p> <p>c. <b>Air Engineering</b> HF presented his report at Annex A on which he took questions. The only questions concerned the need for financial information and the progress being made on ZZ.</p> <p>d. <b>Ground Engineering</b> SG presented his report verbally. He reported all vehicles as movable and that both tractors are online. The bus refurbishment programme is proceeding with re-covered seats arriving in a few days and the remaining seats then being sent for re-covering.</p> <p>e. <b>Estates</b> SMcC reported in accord with Annex B. Points arising in subsequent discussion elicited that the need for a licence to net the hangar is being checked with the Police. It was also reported that a request for help in maintaining buildings etc had met with limited success and it was agreed that Special Members need active encouragement to respond to such requests. It was also agreed that despite the uncertain future of PNGC tenancies it is appropriate to continue investing in the fabric of the Clubhouse. The need to install blackout blinds in the Briefing Room was confirmed. A new fridge has been installed in the bus.</p> <p>SMcC was particularly concerned that members of the public were found in the Clubhouse recently, assumedly having tail-gated into the airfield. It was agreed that members should be reminded via the website of the need to ensure non-authorized vehicles do not follow them through the Daedalus West gate and that any unrecognised people seen to be on PNGC premises should be challenged as a member did on this occasion, to his credit.</p> <p>Finally, in anticipation of the need to clear trailers etc from the apron to make way for the new hangars, SMcC sought committee views as to an alternative parking area. It was agreed TW would seek to</p>	<p>HF/AT</p> <p>SG</p> <p>SI</p> <p>TW</p>
--	---	--

PNGC COMMITTEE MEETING 22 Apr 14

	<p>persuade HCA to provide an alternative hard-standing behind the Clubhouse.</p> <p>f. <b>Safety</b> MH pointed out that there were 10 Safety incidents total in 2013; to date there have been 12 in 2014 which is disturbing. The emphasis continues to be GA v gliders in the circuit area. He reported that a Phoenix Aviation pilot had visited the launch point to advise that he will be filing an MOR against PNGC in respect of a buggy crossing the runway in front of a landing aircraft.</p> <p>g. <b>Finance</b> AT reported on the current state of finances from the profit and loss account attached at Appendix C. He also reported that the auditor had suggested PNGC should de-register for VAT but Solent Aviation should remain registered. The Committee supported the suggestion unanimously.</p> <p>AT confirmed the need to minimise expenditure until the future commitments in respect of rent and operating fees are known.</p> <p>A unanimous vote of thanks to Peter Nichols was recorded.</p> <p>Finally, it was agreed that more detail is needed as to future liabilities in respect of the tugs, VH in particular.</p> <p>h. <b>Admin</b> SI's report is shown at Annex D. He advised the Committee that he is actively promoting PNGC and that the Portsmouth News will attend on Saturday to cover Zoe's intended first solo, as may BBCTV South. Carol Vorderman had hoped to be present but will support Zoe by way of Twitter. He has also placed a PNGC feature in the next Lee on the Solent Residents' Association Newsletter.</p> <p>It was reported that there has been no change in membership details since the previous meeting.</p> <p>Finally SI presented a case for a new PC, having established that the two in the Office are fully utilised. It was agreed that SI would source and purchase an additional PC if funds allow.</p>	<p>ALL</p> <p>HF/AT</p> <p>SI</p>
<p>4</p>	<p><b>RESOURCES AND COMMITMENTS</b></p> <p>The point was raised that in recent times several instructors have been lost to PNGC for a variety of reasons, meaning that there are occasions, on Wednesdays in particular, when there are insufficient instructors available to support flying operations.</p> <p>With increasing demand from the RN and the advent of CCF flying the problem is exacerbated and there is a real danger that PNGC will not be able to meet one of its prime objectives, Service flying.</p> <p>There was discussion as to the likelihood of qualifying additional instructors, but the CFIs view was that until the current Juniors become available in some years' time this would be a continuing problem.</p>	

PNGC COMMITTEE MEETING 22 Apr 14

5	<p><b>DIARY</b></p> <p>Dinner Dance: 9 May 14</p> <p>Eden Exped: 23 May 14-1 Jun 14</p> <p>Aboyne Exped: 25 Oct 14- 1 Nov 14</p> <p>It was noted that the PNGC Calendar is being used much more effectively.</p>	
6	<p><b>ANY OTHER BUSINESS</b></p> <p>SG requested the loan of a steam cleaner to progress the winch repainting and the general cleaning of tractors etc.</p> <p>SG requested Wednesday evening help with the bus refurbishment.</p> <p>LB reported that some contact details on the website are out of date and members should be requested to update theirs as necessary</p> <p>MH raised the issue of grass cutting and TW reported that cutting would take place on Thu/Fri.</p> <p>MH pointed out that the log cabin phone is out of credit</p> <p>TW reported that he will be providing members with a sample letter objecting to TAG Farnborough airspace proposals. This should not be replicated exactly as copies will be disregarded.</p> <p>AT reported that all tickets for the Dinner Dance have been sold and arrangements are finalised.</p> <p>DD asked whether reciprocal arrangements had been reached with other gliding clubs. TW reported not.</p>	<p>SG/TW</p> <p>ALL SI</p> <p>TW</p> <p>TW</p>
7	<p><b>DATE OF NEXT MEETING</b></p> <p>It was agreed that the next meeting will be held at the Clubhouse at 1930 on Monday 19<sup>th</sup> May 2014</p>	<p>LB</p>
8	<p>The meeting closed at 2230</p>	

D Durston  
Chairman

22 Apr 14

**REPORT TO PNGC COMMITTEE FROM AIR EQUIPMENT DEPARTMENT**

Ref	Item	Status	Comments
AE1	TUG G-BAVH	S	Next check 50Hrs
AE2	TUG G-BVZZ	U/S	Conversion in progress
AE3	Grob 109B G-CFUG	S	Annual 20.04.15 Next check 50Hrs
AE4	ASK21 G-CKDF N7	S	Annual 20.03.2015
AE5	ASK21 G-PNG N3	S	Annual 30.01.2015
AE6	ASK13 G-CFSD N28	S	Annual 29.01.2015
AE7	ASK13 G-CFGR N29	S	Annual 25.06.2014 Inspector required.
AE8	DUO DISCUS G-CKPE	S	Annual 04.02.2015
AE9	ASK8 G-DDJB N11	S	Annual 02.11.2014
AE10	DISCUS CS G-CHLN 805	S	Annual 16.02.2015
AE11	Softie Parachute	U/S	Repack required, accidentally deployed.

**REPORT TO PNGC COMMITTEE FROM ESTATES DEPARTMENT**

<b>22<sup>nd</sup> APRIL 2014</b>	<b>Item</b>	<b>Status</b>	<b>Comments</b>
<b>Ref</b>			
2/01	Bird Netting	RED	Querying legality of netting during nesting/fledging season. SMC to speak with Police Wildlife Crime Officer to clarify the position
1/01	Firewood Storage	AMBER	Product Found – awaiting purchase
1/02	First Aid Kits	AMBER	Awaiting Volunteer
1/03	Paint Bunk Rooms	AMBER	Michael Cormacy has begun during course. Waiting for volunteers before date is arranged.
1/04	Entrance to Clubhouse	AMBER	Products found – not yet purchased
3/01	Paint Q Hangar	AMBER	Date(s) and volunteers to be confirmed

**REPORT TO PNGC COMMITTEE FROM :- Admin DEPARTMENT**

<b>Ref</b>	<b>Item</b>	<b>Status</b>	<b>Comments</b>
<b>1</b>	Telephone / Internet	<b>RED</b>	Plusnet working on problem No CC payment at airfield.
<b>2</b>	Promoting PNGC	<b>Green</b>	Portsmouth News contacted re Zoe Mallan
<b>2a</b>	Lee Residents association news article	<b>Green</b>	Will be published in June edition
<b>2b</b>	Contact Major Paul Gellender to promote PNGC	<b>Green</b>	Waiting for feedback from Richard Croker. Richard is still going through the 30 names of people who showed interest during the last presentation.
<b>2c</b>	carol Vorderman promoting PNGC and Zoe Mallan	<b>Green</b>	carol Vorderman has agreed to tweet Zoe Mallan's achievement on Twitter.
<b>3</b>	Proposal to purchase new PC for club members		Looking at other options but will require funding approval
<b>4</b>	Membership numbers	<b>Green</b>	John H has supplied membership stats to David Durston



