

# PORTSMOUTH NAVAL GLIDING CENTRE

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

## Minutes of Committee Meeting – 19th May 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)
 Also attending:	 Martin Westwood (MW) John Hale (JH) Jerry Lee (JL)

	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 22 Apr 14 were approved	
2b	<b>MATTERS ARISING</b> Provision of 'spoon' for moving gliders – Target: Jul Mtg BGA fees – CMcC will consult with RNGSA – Target: Jul Mtg Financial summary by aircraft/asset – Target: Jul Mtg Fire extinguisher servicing – budget £500 pa - Target: Jul Mtg Tractors non slip pedals – Target: Jul Mtg Old bar fridge removal – Target: Jul Mtg Bird netting of Hangar – Target: Aug Mtg Photo shoot of Junior Members – Target Jul Mtg Future financial liabilities esp tugs – Target Jul Mtg New PC for office/equipment room – Target: Jul Mtg Steam cleaner loan – Target Jul Mtg	HF/SG  AT/CMcC  HF/AT AT  SG TW CMcC  SI HF  SI TW/SG

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<p>3</p>	<p><b>STATUS REPORTS BY DEPARTMENT</b></p> <p>a. <b>The Chairman</b> welcomed the visitors and briefed the meeting on recent dealings with both HCA and RCAM. He was pleased to report that a recent local meeting, with senior managers of RCAM attending, had been cooperative and productive and he encouraged those now present to maintain a friendly relationship with local RCAM staff, complying with the requirements of the Airfield Manual v8 wherever possible.</p> <p>The meeting was shown a site plan (attached) with the future extent of the PNGC lease boundaries outlined in red. This, as yet unsigned by HCA, lease will expire on 31 Dec 15. There was discussion as to how the new 'estate' might be used to best effect, bearing in mind that 'U' hangar will become a direct replacement for 'O' hangar users although it has yet to be verified as fit for purpose. The shortly to expire lease on 'N' hangar will continue until a clear understanding of HCA's intentions in respect of a suitable alternative are known. The Chairman sees no imminent threat to the future of the Clubhouse and encouraged improvements to continue.</p> <p>It is possible however that PNGC might be given minimum notice to vacate the pan between B1 and B4. To that end there should be a plan in place to mow the grass, using PNGC equipment if necessary, to the east of 'Q' hangar/north of the taxiway on which the trailers could be stored in future; HCA have agreed to provide a suitable surface treatment. All trailers, containers and caravans need to be labelled with owners' names and telephone numbers asap. It was also agreed that the Calor Gas tank and diesel tank should be relocated alongside 'Q' hangar and that the fuel bowser should be kept under cover if possible. The small bowser is to be returned.</p> <p>It was noted that RCAM have indicated an intention to become the sole provider of aviation fuel on Daedalus. If introduced this could result in a loss of some £10k of PNGC income currently received via profits made by Solent Aviation and 'donated' onward to PNGC.</p> <p>Grass cutting of the glider strips and other areas will be the sole responsibility of HCA. It was agreed that an appropriate form of fencing should be installed at the front of the Clubhouse to prevent inadvertent infringement of the western taxiway by club members, their families or equipment. Liaison with RCAM will be necessary to ensure wing clearance from aircraft on the taxiway.</p> <p>The Chairman offered the following detail in respect of ongoing Air Operations:</p> <ol style="list-style-type: none"> <li>1. New Safety Meeting structure at one month intervals agreed with RCAM for all airfield user groups (MH requested to represent PNGC). Last Thursday of each month, commencing 29 May, times tbc Contact AM 02392 551714 / 551 015)</li> <li>2. New Quarterly strategic direction group meetings structure agreed with RCAM and HCA. (pmn: Th 7 Aug and Th 6 Nov: Both</li> </ol>	<p>TW</p> <p>SMcC</p> <p>SG</p> <p>SMcC</p> <p>SG</p> <p>SMcC</p> <p>MH</p>
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	<p>1030-1230.)</p> <p>3. Airfield Operating Manual is at Version 8 and remains the substance of PNGC permissions to operate and will not be changed without prior consultation and agreement. Implied terms of PNGC use within MOD licence includes outside airfield operating hours, when we will provide A-G radio cover. (Glider Base, NOT Lee Radio)</p> <p>4. Reminded the Committee that all ops licence agreements are between MOD and HCA, and not with RCAM. (Leases are directly between PNGC and HCA's Land Agent).</p> <p>5. No agreements with RCAM shall be entered into without prior consideration and agreement of PNGC Board of Directors; this includes local processes for proof of indemnity and operating permissions with RCAM.</p> <p>There was comment that the need to gain approval for runway crossings is significantly increasing the DI's workload. The CFI advised that the use of Argus Gate for accessing 23 launch point has reduced the need for runway crossings, which should be actively discouraged, and that he hopes there will be access to 05 launch point via Argus Gate, the Tower and a new access track shortly.</p> <p>b. <b>Safety</b> MH reported that he had been contacted by the Sea Cadets organisation seeking operational safety information to support their proposals to carry out training at Daedalus using PNGC facilities. A meeting is planned for Sunday 15<sup>th</sup> June for which a host is needed as MH is not available.</p> <p>He also reported that he is getting increasing demands from external bodies who wish to fly at PNGC, eg Highbury and Fareham Colleges, who require details of liability insurance and risk assessments and he suggested a 'standard' information package should be available.</p> <p>The CAA has published its findings of the Nov '13 airprox when a fixed wing GA visitor flew between 2 gliders in the circuit. The risk was assessed as Cat C with a recommendation that the Airfield Operators should publish better arrival instructions for visitors. These findings should be highlighted to RCAM.</p> <p>The recent request from the Services Sports Association for detailed information regarding safety management at PNGC has been addressed by MW and MH and will be forwarded to Paul Jessop.</p> <p>It was reported that 10 incidents had been logged in the last month, the same number as in the whole of 2013. Not all 'incidents' involved PNGC and the Chairman warned against logging RCAM 'errors' on a tit-for-tat basis. MH was asked to present incidents data to future meetings by way of a spread sheet or similar and to send an extract of our log to RCAM for the purposes of improving safety management at the airfield. The Log as a whole is PNGC property and not releasable unless specifically instructed otherwise through PNGC Board Management.</p>	<p>TW</p> <p>ALL</p> <p>TW</p> <p>DD/MH</p> <p>TW</p> <p>TW/MH</p> <p>MH</p>
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<p>c. <b>Air Engineering</b> HF presented his report (attached) on which he took questions. MW enquired whether document packs have now been prepared for all aircraft and where they are kept. HF confirmed this is the case and the packs are in the parachute room. The Chairman emphasised the urgent need for financial information in respect of future commitments, particularly the tugs, and the P&amp;L details for individual resources including aircraft, gliders, and the winch.</p>	<p>HF/AT</p>
<p>d. <b>Admin</b> SI presented his report (attached) and took questions. The Chairman requested an update on ongoing communication with the RN establishments. SI reported that Richard Croker had been approached in this respect, but was not aware of RC's progress to date. DD recommended SI should contact Paul Gellender, or his office, at Temeraire to seek support and that providing personnel and equipment would be coordinated at Committee level as necessary.</p> <p>SI reported that he is hosting a group of disabled visitors on Saturday 24<sup>th</sup> May, each of whom is to receive two winch launches.</p>	<p>SI</p>
<p>There was extended discussion of the need to increase the number of club members responding to requests for help in maintaining PNGC facilities and activities. It was widely accepted that there are too many members who are not honouring the principle of being allowed to join initially in return for using their skills whenever required. It was agreed that this issue would be on the next agenda and committee members were requested to identify skills required within their own departments in order that members can be actively approached to commit to supporting one or more departments.</p>	<p>LB ALL</p>
<p>e. <b>Estates</b> SMcC presented the report for the Estates Dept (attached). She proposed that the £150 received for the trailer disposal should be credited to the flying accounts of three named Junior Members which was supported unanimously.</p>	<p>AT</p>
<p>f. <b>CFI</b> TW advised the meeting that he intends to call meetings of instructors and tuggies, at which he expects better attendance than the last meeting, the purpose of which will be to brief on recent changes and to seek views on a number of issues.</p>	<p>TW</p>
<p>g. <b>Finance</b> AT reported that a tidy up of membership details had taken place following the annual renewal payments resulting in a paid up membership of 133 at present. He is preparing a list of Debtors.</p>	<p>AT</p>
<p>AT talked the meeting through the P&amp;L account which the Chairman asked to be presented electronically at the next meeting.</p>	<p>AT</p>
<p>h. <b>Ground Equipment</b> SG presented his attached monthly reports and in addition provided a paper (attached) detailing the relative merits of retaining the existing golf buggies against purchasing replacement LPG powered Yamaha versions. It was</p>	<p></p>

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	<p>agreed that the content would be considered by TW who would recommend an appropriate way ahead.</p> <p>The Chairman instructed SG to bring the tractors and mowing attachments into a serviceable condition ready for use in good time before 16 June.</p> <p>He also requested that the two 5-ton tractors be made available for the period 2-4 Jun 14 for use by the 9 visiting DC3s which will operate from 17/35 and the Hangar B area as part of the D Day commemorative events.</p> <p>It was agreed that the repair of the Topper equipment should be prioritised and should be complete by 16 Jun 14.</p> <p>SG expressed his disappointment at his inability to request help via the PNGC website and the previously mentioned poor response to any request made.</p>	<p>TW/SG</p> <p>SG</p> <p>SG</p> <p>SG</p>
4	<p><b>RAF AIR CADET TRIAL</b></p> <p>LB made the meeting aware of PNGC performance to date as shown on the attached Sitrep. He advised the meeting that the biggest difficulty to date has been in obtaining sufficient full instructor support. The trial should, weather permitting, be complete by the next Committee meeting at which point it will be necessary to provide written feedback to the RAF Air Cadet HQ, including an indication of PNGC's ability and/or willingness to provide further service if so requested and to what level of commitment and capacity. LB to include on next agenda. The Chairman reminded the group that this was core output business of the club's reason for existence as a charity and was welcomed now that the Navy had rejected using this part of PNGC's (CCF and Youth) capacity.</p> <p>It was agreed that the CFI will discuss this task with the instructor body at the forthcoming meeting.</p> <p>The meeting recorded a vote of thanks to those involved in servicing this contract successfully to date, especially Lloyd Brown and John 'Ben' Bennett..</p>	<p>LB</p> <p>TW</p>
5	<p><b>DIARY</b></p> <p>Eden Exped: 23 May 14-1 Jun 14</p> <p>Midsummer's Day Flying: 21 Jun 14</p> <p>Collingwood flying (2x24): 28/29 Jun 14</p> <p>Families Day: 12 Jul 14</p> <p>Aboyne Exped: 25 Oct 14- 1 Nov 14.</p>	
6	<p><b>ANY OTHER BUSINESS</b></p> <p>HF enquired whether two-year membership is now in force. JH replied that this is not possible using current software.</p>	

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	<p>SI pointed out that Friday evening Scout flying is now booked until 4 Aug 14, but he has no confirmation that instructors are available.</p> <p>SMcC proposed a vote of thanks to the Social Committee for arranging the very successful Dinner-Dance. The meeting agreed unanimously.</p> <p>SI inquired whether it is appropriate to continue selling Trial Flight vouchers as EASA rules will remove the BI category, the holders of which are the mainstay of this lucrative scheme. The CFI' s view was that there will be some equivalent qualification emerge under EASA allowing the current practice to continue so Yes vouchers should still be sold as previously.</p> <p>AT reported that the Logkeeper roster is counter-productive, recently including 3 individuals who are no longer members. Discussion of this and other rosters highlighted serious failings in the current system of rostering duty staff and it was agreed a major review is required. As this task is within the Admin Dept, SI was asked to make proposals at the next meeting having consulted JH and others as necessary.</p> <p>LB reminded the meeting that there had been a previous decision to review launch fees. The meeting agreed that a review is necessary, but better financial information is necessary to inform such a decision and as this should be forthcoming via HF shortly LB was instructed to place this item on the July agenda.</p>	<p>TW</p> <p>SI</p> <p>SI</p> <p>LB</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 Tuesday 24<sup>th</sup> June 2014</p>	<p>LB</p>
8	<p>The meeting closed at 2245</p>	

D Durston  
Chairman

20 May14








## REPORT TO PNGC COMMITTEE FROM ESTATES DEPARTMENT

19<sup>th</sup> MAY 2014

<b>Ref</b>	<b>Item</b>	<b>Status</b>	<b>Comments</b>
1/01	Firewood Storage		Will be purchased in Autumn.
1/02	First Aid Kits		Jackie Pearson to action.
1/03	Paint Bunk Rooms		Michael Cormacy has started. Date to continue TBC (after Eden).
1/04	Entrance to Clubhouse		Products found – to be purchased.
1/05	Blinds – Briefing & Bunk Rooms		Purchased – awaiting fitting (planned to begin Wednesday 14 May).
2/01	Bird Netting		SMc received response from Police Wildlife Crime Officer. Unable to proceed with netting until chicks have flown the nests.
3/01	Paint Q Hangar		Not necessary – postponed UFN.
6/01	429 Trailer Disposal		£150 received. Propose recipients.
6/02	Old Log Cabin		Disposal – To be arranged.

Trailer	Comment
K8	
K13	No Spare Wheel
K21	
Discus	
Duo	

Notes:

## LPG Buggies V's Petrol Buggies

### Executive Summary

PNGC have 2 Golf Buggies used to tow gliders around the airfield. These are less than ideal in a number of areas

- Fuel type
- Inability for PNGC to buy and store suitable fuel in bulk
- Fuel consumption
- Insufficient power to tow heavy two seat gliders

They also have some distinct advantages as well

- Easy to drive
- Speed limiters
- Suitable for our junior members to drive.

The opportunity has arisen to part exchange the existing E-Z-Go TXT petrol buggies for used Yamaha buggies powered by LPG

The total cost of ownership of the E-Z-Go petrol buggies is estimated at £650 per annum per buggy.

The total cost of ownership of a Yamaha buggy running on LPG is estimated at £449 per annum

The cash cost to PNGC would be £900 per buggy, assuming a resale value of £500 for an E-Z-Go buggy, and a purchase price of £1400 (confirmed by email) for a Yamaha LPG buggy

This gives an ROI of 4.5 years per buggy.

As well as the pure financial comparison there are a number of other factors that should be considered.

- The proposed Yamaha buggies have an 11.5HP engine compared with the 9HP of the E-Z-Go's. Since one of the complaints regarding the E-Z-Go's is insufficient power to tow the heavier two seaters, the Yamaha's should be better.
- Improved operational simplicity should also be taken into account. To obtain fuel for the E-Z-Go buggies a member must take a jerry can to the local petrol station and buy five gallons of unleaded petrol. They must then pay for this from their own pocket, before reclaiming the money from the club. Considering the E-Z-Go buggies will use almost 5 gallons each on a busy day this can mean members going to the petrol station twice every weekend.
- By comparison, PNGC already buys LPG in bulk for the winch and bus. Therefore should a buggy run low on fuel it is a simple matter to return to the hanger and refuel. On busy days it would be easy to co-ordinate

this with the tug refuelling so that the buggy driver helps the tuggy and everything gets going again more rapidly.

### Detailed Comparison

	E-Z-Go	Yamaha
Model	TXT Fleet	tba
Year	20xx	tba
Fuel Type	Petrol	LPG
Engine Size (cc)	205	357
Engine Power (HP)	9	11.5
Cylinders	2	2
Annual Fuel Burn (Litre)	346	415
Price per litre (to PNGC)	130p	60p
Estimated Fuel Cost (to PNGC)	£450	£249
Cooling	Air-cooled	Air-cooled
Lubrication	Standard filter and pump system	Filterless & Pumpless "splash" system
Throttle Type	Standard foot throttle	Standard foot throttle
Starting	Push on throttle pedal to start	tba
Transmission Type	Constantly varying V belt	Constantly varying V belt
Gears	Forward & Reverse selected by simple lever	tba, but believed to be same as E-Z-Go
Max speed	23kph	24kph
Parking Brake	Yes, on brake pedal	tba
Electrical System	12V	12V
Tyre size	18.00 x 8.50-8.00	18.00 x 8.50-8.00
Dimensions (mm)	2360*1190*1710	2395*1200*1789
Ground Clearance (mm)	108	110
Turning Radius (mm)	Not given	2800
Seats	2	2
Dry weight (kg)	344	255
Annual Servicing	£200	£200

### Notes:

- In estimating fuel usage & costs it has been assumed that for a given size of engine one running on LPG uses 20% more fuel by volume due to the lower energy density of LPG. This is validated by the Inland Revenue's guide on company cars from which the following statistics have been extracted.

	Petrol	LPG
Engine Size	<=1400	<=1400
MPG	40.8	51.06

- Fuel burn on the current E-Z-Go buggies has been calculated from the reported fuel cost of £900 per annum, at an average price of 130p/litre. This gives a total fuel consumption for both buggies of 692l, or 346l per buggy per year, to the nearest litre. Using the “fudge” factor of 20% for LPG this gives an estimated fuel burn of 415l of LPG per buggy per year.