PORTSMOUTH NAVAL GLIDING CENTRE (Company No. 08111423. Registered Charity No. 1148381)

Minutes of Committee Meeting – 7th October 2014

The Meeting opened in the PNGC Clubhouse at 19.40

Present: Chairman Capt. David Durston RN (DD)
Chief Flying Instructor Tony World (TW)
Air Engineering Representative Henry Freeborn (HF)
Safety Representative Martin Heneghan (MH)
Finance Representative Alan Turner (AT)
Admin Representative Siggi Ingason (SI)
Ground Engineering Representative Simon Gutman (SG)

Estates Representative Alan Clark (AC)
Minutes Secretary Neil Shaw (NS)

	Item	Action
1	APOLOGIES None.	
2a	MINUTES OF THE PREVIOUS MEETING The Minutes of the Meeting held on the 26 th August were approved.	
2b	 MATTERS ARISING Provision for a spoon for moving gliders. TW now has a drawing of this, and this is being made within the next week. Bird netting in Hangar – we have the netting, and just need a cherry picker. Carried forward to next meeting, but may defer to 2015 when guttering can also be replaced. A standard Information pack should be made available for use by organisations (as opposed to individuals) considering flying at PNGC. SI to consider for the next meeting (there are no events planned at present that cause urgency). Intention to use bollards and chains defining safe areas at the launch point to be progressed by AC, with input from HF on design and area to cover. AC had begun a review of options for CCTV or webcam devices in main hangar, with recording capability, and will now discuss further after clarifying the intent. AC to lead supported by SI. After the gliding season is over, a working party will be needed to clear out the side stores of Q Hangar. The storeroom at the northern end of the Clubhouse front corridor has had a new keypad lock fitted and needs redesignating. Aircraft booking, warning out and overdue procedures were too lax, including privately owned aircraft operating under PNGC auspices. MH agreed to submit a suitable and practicable proposal after discussion with the CFI. 	TW AC SI AC AC AC MH

3	CHAIRMAN	
	 The Chairman updated the Committee on the most recent issues arising from HCA as the airfield's owners and how that might affect PNGC. With the current lease expiring in Dec 15, we can expect our tenancy 'footprint' to reduce and, by doing so, to reduce any related service charges as and when they might be applied to us. As yet, there is no more concrete news beyond that which was previously reported. Every effort and encouragement was to resolve any day-to-day difficulties or potential conflicts swiftly and at the lowest level, not necessarily engaging RCAM because as yet LOS is not a registered airfield and there are no known plans for registering as such, albeit that the HCA and local council has indicated their general intent to make LOS a Category 1 aerodrome in due course. 	
4	SAFETY	
	 The issue of the trenches dug on R23 Grass Right had been raised at the last Safety Committee meeting, and were advised by RCAM as being in hand, but that no progress would be made until the runway work started. A new issue had arisen with R05 Grass right where there was a collapsed drain or conduit run that had caused damage to a private syndicate K6. MH had reported to RCAM, but was advised that his request for us to fill the area with top-soil was not acceptable, and we should land on the runway if concerned. Briefings were given to other members, and [pmn] MH has since asked RCAM to inform other airfield users of the increased likelihood of gliders needing to use the runway. An Incident with the winch and retrieve which was cable-pulling was discussed at some length. Swift action was taken to redocument method statements and promulgate. MH was requested, as an additional lesson, to look at the extent to which U-18's can integrate into operations and report on this separately. Three Safety Meetings had been attended overall, with notes published from each. It was a concern that the RCAM Safety & Security log had not been updated since June, and in that time we had raised several issues. MH is revisiting those to ensure that they are recorded. During this period, there has been a trend for visiting aircraft to not follow appropriate procedures, and R/T from the tower has not always clarified the extent of gliding operations. MH had proposed to RCAM a revised form of wording, and that was used successfully last weekend for the first time. RCAM have agreed to countersign Air-Ground licences held by Instructors for Lee Radio use out-of-hours where appropriate. This just requires coordinating. 	МН
5	AIR ENGINEERING	
	 All aircraft are currently serviceable, including the recently finished N29. 	

HF It was highlighted that 2 parachutes are end of life next year, and one this year. Replacement will wait to February in order to maximise the useful life of new purchases. HF will speak to the Treasurer re that plan. A new tailwheel assembly had been obtained, and would be fitted the next time the Grob is with Tim Dews (at the 150-hour or annual service). Tug G-VH is still unlikely to be unavailable for some while. It requires a new wing on life expiry, while G-ZZ is still not ready from major rebuild. Thanks were expressed to Barrie Elliott & Paul Carder for use of their Robin, but this was not an option for long term use. The situation is now difficult, and trial lessons – as well as normal club operations – are likely to be adversely affected. Three actions areas were agreed for providing a solution: HF HF will identify if additional resources or support could expedite VH's return, and if likely timescales and costs mean that under previously agreed arrangements we won't have either VH or ZZ ready in the next 4-5 weeks at most. If not likely in that timescale, the following would apply: TW Either; if the wing were to be restored quickly enough by 3rd party repair, then up to £2k spend was agreed if necessary. TW to investigate with Dave Bullock, and identify costs. TW/HF Or; we would consider the purchase of a tug, that we could re-sell at very little or no loss by careful buying of an adequately competent aircraft at realistic cost. An OOC review would be likely in order to meet the urgency of need without excessive business impact (poor winching conditions due to seasonal effects and airfield works) Work progress on the Junior was deemed too slow. It was the combined opinions of the instructors from their meeting, that N3 should be re-gelled N3 instead of a re-purchase. 6 **ADMIN** Within a week, the membership database will sync correctly with the roster database, and so any members rostered for Logkeeping duties should be current and expected to attend. The CFI would take appropriate action if those nominated for duty do not show up. RCAM still own the issue of providing an effective access and registration system for members' cars as provided by PNGC. • A photo-shoot of Junior members for publication in S&G had SI happened, and will be sent to S&G shortly. A regular paper-based newsletter available on the bus and in the SI clubhouse is still pending. It is likely that Zoe Mallam will edit a trial version. C/Fwd. SI has circulated a document from Yvonne Elliott re policies and procedures for young people. It was requested for all to review.

	 We have requests from Scouts to start flying earlier in the season than usual. SI & SG to consider the dates, sunset times, potential use of Wednesdays instead of Fridays (so kit is already in situ). See full report in the attachments. 	SI
7	ESTATES	
	 Three reports of status were presented, and are attached. In terms of having barriers to segregate the MT in Bellman 4 from gliders, SG was asked to measure dimensions needed, and advise AC so that costs can be reported at the next meeting. 	SG/AC
	 The central heating oil for the clubhouse requires replenishment. AC to ask Paul Sargent to arrange for an order of 1,000 litres. In terms of barriers between the lawn and peritrack outside the 	AC
	clubhouse, it was decided to use plastic chain-link fencing, but to ensure appropriate distance from any wing overlap. There is no requirement from RCAM on this, it is our wish only.	AC
	 It was decided to retain the older, small fuel bowser, as returning it now risks administration difficulties which could too-easily compromise continued ownership of the large bowser. Too many cars were stored behind the clubhouse long-term without authorisation. TW to advise owners of the intended removal and disposal in the absence of a suitable response. 	TW
8	GROUND EQUIPMENT	
	 Report attached. A driving policy for PNGC vehicles has been circulated for comment and inclusion in the PNGC Operations Manual. 	
	 A vehicle maintenance policy will be circulated soon for comment. 1 Yellow tractor is offline at present. 	SG
	 A winter service schedule was proposed. TW was requested to try to formalise CEMAST support arrangements. It was agreed to get a quote from Skylaunch to pressure-check the 	TW
	winch propane tanks.	SG
9	A successful Development Week and Instructors course had just been completed.	
	 We are half-way through the Air Cadet trial, with only two weeks left. 	
	 CEMAST has asked if they could fly on Tuesdays, but it was not certain that a Full-Cat was available to support. It was suggested that TW speak with Ben Bennett, who it was understood may have declared his availability and willingness. 	TW
10	FINANCE	
	 The accounts to 31 August 2014 have been audited independently, as required by Company Law, and found satisfactory. They are attached. 	
	 A question arose on the meaning of £1,744 under "Other Expenses incurred during operations". AT to report in suitable detail. 	AT

	11	ANY OTHER BUSINESS	
		 It was agreed that as of the start of next year, we will have a Cadet Membership category for members up to 18 years of age, priced at £30 p.a., and a Junior membership for those from 18 until they become 25, which will be priced at £120 p.a. (with half available to be reduced by the work scheme) Post Meeting Note: A vote of thanks from the Committee to those PNGC members who gave their time during the Development Week to assist on the Course and in particular those who came to the rescue with the winch on the Monday when the IOW Tug went u/s. Names in no particular order, and apologies if anyone is missing from the list: Chris Terry, Lloyd Brown, Alan Turner, Chris Hensman, Tony Gladman, Richard Lovell-Butt, Ray Timlett, John Travell, Jonny Mion, Lewis Taylor, Paul Carder, Kevin Hills, Tony World, Graham Tucker, Jerry Lee, Martin 	
		Heneghan.Events for the Diary:	NS
		 Halloween/Bonfire party – Sat 8th November @ 19:00 	
		 Members Meeting – Sat 15th November @ 19:30 	
-		o Xmas Party – TBC	
	12	DATE OF NEXT MEETING Tuesday 11 th November 2014 - 19:30 hrs, PNGC Clubhouse Briefing Room	
		Tuesday 11 November 2014 - 19:30 Hrs, PNGC Clubhouse Briefing Room	

The meeting closed at 23:20.

D H DURSTON Captain Royal Navy Executive Chairman, PNGC Ltd

Attached Section reports:

- 1. Administration
- 2. Air Equipment
- 3. Ground Equipment
- 4. Finance
- 5. Estates

REPORT TO PNGC COMMITTEE FROM :- Admin DEPT October 2014

Ref	Item	Status	Comments
1	Photo-shoot of Junior members for S&G	Green	Closed
2	Car registration information to be supplied to security	Amber	Andy Walters to supply information on what he wants from the PNGC
3	Members news letter	Amber	Zoe developing news letter for review.
4	Replacement Log cabin PC fully working	Green	Completed
5	Replacement Log Cabin printer fully working	Green	Completed
6	Membership renewal form updated with protection statement	Green	Completed
7	First draft or Logstar replacement created	Green	Future project to be reviewed by Simon, Siggi and John.
8	Interface from Logstar to PNGC website system	Amber	Program developed by Chris B does not work. John will develop solution
9	Child Protection Officer training at Lasham	Green	Completed
10			

REPORT TO PNGC COMMITTEE FROM AIR EQUIPMENT DEPARTMENT

Ref	Item	Status	Comments
AE1	TUG G-BAVH	U/S	Wing replacement in progress. Fuel tal
			wiring and components from VH wing
			installed. Estimated time to completio
			is end of November-Mid December.
AE2	TUG G-BVZZ	U/S	Conversion in progress. Cowlings to be
			manufactured. VHF Radio and
			Transponder to be installed.
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-PNGC 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
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, accidently deployed.
AE12	Parachutes		Re-pack to take place week commenci
			26 th October. 3 parachutes will be at
			Aboyne, repack to be arranged TBC.

BELLMAN 4 HANGAR

REF	ITEM	ACTION	STATUS
BH/01	BIRD NETTING	Fit anti-bird netting to main hangar doors. Date to be confirmed by Tony World.	PENDING
BH/02	BATTERY HUTCH DEMOLITION	Battery hutch to be demolished, materials removed and area made good. Work to recommence after asbestos scare.	COMPLETE
BH/03	MT/GLIDER BARRIERS	Moveable barriers to be sourced and provided to delineate gliders and M/T areas.	ON-GOING
BH/04	WEB CAMS	CCTV cameras to be installed. Estimates and requirements to be discussed.	PENDING
BH/05	GUTTER TO SOUTH ELEVATION MISSING	_Work required to be assessed when cherry-picker is on site to fit bird netting.	PENDING

CLUBHOUSE

REF	ITEM	ACTION	STATUS
CH/01	FIREWOOD STORAGE	To be purchased in Autumn – Simon Gutman	PENDING
CH/02	PAINT BUNK ROOMS	Work underway but delayed due to N hangar move.	ON-GOING
CH/03	ENTRANCE SIGNAGE	Products fitted. Information for display to be agreed and placed in-situ.	COMPLETE
CH/04	FIRST AID KITS	First Aid kits to be re-stocked. Locations: Bus, Log Cabin, Fire Truck, Winch and Clubhouse.	COMPLETE
CH/05	BLINDS FOR BREIFING/BUNK ROOMS	Blinds purchased and fitting underway.	ON-GOING
CH/06	KEYPAD DOOR LOCK	Purchased and fitted. Room to be used for storage of MT spares and other valued items. Committee to decide on CODE and distribution list.	COMPLETE
CH/07	JUNK – ALL ROOMS	Clubhouse to be cleared of junk. Members will be requested to remove any property being stored. Remaining items to be disposed of.	PENDING
CH/08	LOG BURNER	Log burner to bar in poor state. AC to source spares if possible to repair glazed door. If unsuccessful will source more robust replacement.	PENDING

INFLAM STORE

REF	ITEM	ACTION	STATUS
IF/01	CLEAN UP	Inflam store and fuel bund to be cleaned-up. Junk to be disposed of CLEAN UP INFLAM STORE AND GUEL STORE SEE CB/07	ON-GOING
IF/02	OIL	Central heating oil running low. Discuss replenishment.	PENDING

Q & U HANGARS

REF	ITEM	ACTION	STATUS
		NOTHING PENDING	

CLUBHOUSE GROUNDS

REF	ITEM	ACTION	STATUS
CG/01	BARRIER TO LAWN	AC has been sourcing possible products without much success. Suggest hedge and gates to restrict movement of toddlers – to be discussed.	PENDING
CG/02	4X4 COVER	If no room in Bellman 4 suggest hard surfacing of area adjacent to toilets between wings and erection of canvas framed structure – to be discussed.	PENDING

BELLMAN 4 GROUNDS

REF	ITEM	ACTION	STATUS
BG/01	OLD BOWSER	Old AVGAS bowser to be disposed of – David Durston to arrange.	PENDING

PNGC Ground Engineering Status

07 October 2014	
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Asset	Owner	Maintainer	MOT & Tax	Comment
Fire Extiguishers	Simon Gutman	External, Simon Gutman to manage	N/A	I now have a contact to come and service them
Hanger Crane	tba	tba	N/A	Front dolly bearings U/S and dolly removed by GC for referb
Topper	Paul Sargent	Paul Sargent	N/A	Top of the list for work now N hanger situation has been resolved.
Yellow Tractor 2	Stuart Pollard	Paul Sargent/Stuart Pollard	N/A	Offline for cracked fuel line to be replaced. Work is on going, including service.
5 Ton Tractor No.1	tba	tba	N/A	Current status to be confirmed.
5 Ton Tractor No.2	tba	tba	N/A	Now running, foot brake is U/S so use the hand brake, but can be moved.
John Deere	Paul Sargent	Paul Sargent	N/A	Now reported as running, full service on hold until grass cuting contract finalised
Mazda 4*4 Pickup	Paul Sargent	External, Paul Sargent to manage	Paul Sargent	Off Line, no road tax, until April 2015, Service planned for March 2015
Mini Bus	Paul Sargent	External, Paul Sargent to manage	Paul Sargent	Off Line, no road tax, until April 2015. Service planned for March 2015
Range Rover 2	Simon Gutman	Paul Sargent/Stuart Pollard	N/A	In reserve but can be used if required but pasengers are not to be carried. Refurb required.
Winch	Paul Sargent	Paul Sargent	N/A	Top propane tank is suspect and should not be used. Servcie planned for Jan 2015
Air Tow Ropes	Simon Gutman	Simon Gutman	N/A	We have 4 servicable ropes
Bowser (18,000L)	David Hurst	External, Simon Gutman to manage	N/A	We now have a possible contact to maintainthe bowser engine. Some minor body work will be required to the cab in hte near future.
Bowser (smaller one)	n/a	n/a	N/A	To be return to RN, David Durston handling
Buggy 1	Paul Sargent	Paul Sargent	N/A	Next service planned Feb 2015
Buggy 2	Paul Sargent	Paul Sargent	N/A	Next service planned Feb 2015
Bus	Volenteer Required	External, Simon Gutman to manage	N/A	We now have a possible contact to maintain the bus engine
Diesel Bowser	tba	tba	N/A	
Fendt	Paul Sargent	Paul Sargent	N/A	Servicing on hold until grass cutting requirements finalised
Fire Truck	Richard Marsh(?)	Paul Sargent/Stuart Pollard	N/A	Service planned for Nov 2014
Gang Flail Mower	Paul Sargent	Paul Sargent	N/A	
Log Cabin	Simon Gutman	Simon Gutman	N/A	
Range Rover 1	Mike Burrows	Paul Sargent/Stuart Pollard	N/A	Current Retrieve, Next Service planned Jan 2015
Stiga	Paul Sargent	Paul Sargent	N/A	Service planned for Spring 2015
Trailers	Martin Hennegan	Martin Hennegan/Chris Hennsman	N/A	See Seperate Sheet
Winch Radios	Simon Gutman	Simon Gutman	N/A	N/A
Yellow Tractor 1	Stuart Pollard	Paul Sargent/Stuart Pollard	N/A	Next Service planned for winter 2015/16

NOTES Owners are expected to:

Keep a general eye on the vehicle condition

Servicable no known issues

Take time to clean it once a month, inside and out Check routine items such as fuel, radiator, brake fluid, tyre pressures, etc.

Report any damage or operational problems to the maintainer in a timely manner

Servicable with known issues

Owners are not expected to:
Undertake any servicing or repair work unaided

Maintainers are expected to:

Unservicable or out of date

Arrange for the servicing of vehicles at suitable intervals either inernally or by external engineers as appropriate

Undertake minor repairs within their skill level in a timely fashion

Arrange for major repairs beyond their own skill level with other's or external engineers as appropriate

Trailer	Comment
Flat Bed	Needs a major overhaul
K13	No Spare Wheel
K8	
K21	
Discus	
Duo	

PNGC MT Winter Service Schedule 2014/15

Vehicle	Off Line	Returned to Service
Fire Truck	1 st Nov	14 th Nov
Winch	3 rd Jan	6 th Feb
Bus	3 rd Jan	6 th Feb
Retrieve	10 th Jan	23 rd Jan
Buggy 1	24 th Jan	6 th Feb
Buggy 2	14 th Feb	27 th Feb

Portsmouth Naval Gliding Centre As at 31 October 2014

	31 Oct 2014	31 Oct 2013
Assets		
Bank		
PNGC Barclays current	85,460	72,580
PNGC charities account	33,210	33,210
PNGC Lloyds current	1,003	354
PNGC Lloyds online payment	292	68
Total Bank	119,966	106,212
Current Assets		
Accounts Receivable	11,858	438
Total Current Assets	11,858	438
Fixed Assets		
Aircraft	60,000	60,000
Aircraft equipment	16,449	16,449
Depreciation account	(26,333)	(4,402)
Gliders	259,500	259,500
Miscellaneous assets	33,770	33,412
Motor vehicles & equipment	51,851	51,851
Winch	38,000	38,000
Total Fixed Assets	433,238	454,810
Total Assets	565,062	561,459
Liabilities		
Current Liabilities		
Accounts Payable	2,830	520
Members payments on account	23,181	18,371
Sold trial lesson vouchers	10,026	3,437
VAT	(1,913)	1,153
Total Current Liabilities	34,123	23,481
Non-Current Liabilities		
Grant authority liability	52,000	52,000
Total Non-Current Liabilities	52,000	52,000
Total Liabilities	86,123	75,481
Net Assets	478,938	485,979
Equity		
Conversion balance	474,373	474,373
Current Year Earnings	(2,706)	(6,214)
Retained Earnings	7,272	17,820
Total Equity	478,938	485,979

Portsmouth Naval Gliding Centre For the month ended 31 October 2014

	Oct-14	Sep-14	Aug-14	Jul-14	YTE
Income					
Flying and membership income					
Flying fees	-	476	11,566	7,305	47
Membership fees	-	-	125	-	
Trial lessons	-	-	720	3,410	
Total Flying and membership income	-	476	12,411	10,715	47
Total Income	-	476	12,411	10,715	47
Gross Profit	-	476	12,411	10,715	47
Plus Other Income					
Miscellaneous income	-	-	26	-	
Vehicle usage charges, Minibus	-	-	201	-	
Hangarage & trailers					
Hangarage, AC	2,700	-	200	-	2,70
Trailer storage	-	100	-	-	10
Total Hangarage & trailers	2,700	100	200	-	2,80
Unused Income groups					
Caravan storage	-	-	210	-	
Total Unused Income groups	-	-	210	-	
Total Other Income	2,700	100	637	-	2,80
Less Operating Expenses					
Communications, Website	-	-	40	-	
Fixed asset depreciation account	-	-	2,233	2,233	
Glider BGA fees	-	-	117	-	
Operations, logbooks	-	46	-	-	4
Operations, parachute service/repair	-	-	-	123	
Operations, trial lesson overheads	-	-	6	92	
Secretarial, IT repair	-	76	92	-	7
Secretarial, stationery	-	13	68	2	1
Travelling espenses	-	-	-	33	
Aircraft maintenance total					
Aircraft maintenance, aircraft labour.	-	205	-	-	20
Aircraft maintenance, aircraft parts	-	231	-	-	23
Tug oil	-	48	149	-	4
Total Aircraft maintenance total	-	484	149	-	48
Avgas use					
Aircraft maintenance, aircraft fuel	-	1,551	1,634	1,560	1,55
Aircraft maintenance, motor glider fuel	-	249	379	395	24
Total Avgas use		1,800	2,013	1,955	1,800

Profit & Loss

	Oct-14	Sep-14	Aug-14	Jul-14	YTD
Estates, clubhouse upkeep	-	23	126	126	23
Total Estates management	-	23	126	126	23
Finance director controlled					
De Minimus correction	-	-	-	3,633	
Depreciation account all other assets	-	-	7	3	
Estates, electricity	-	-	120	243	
Estates, rent	-	-	(1,395)	-	
Estates, telephone usage charges	-	-	12	12	
Estates, waste management	-	-	136	111	
Finance, auditor fee	-	-	-	(450)	
Finance, bank charges	-	-	10	10	
Finance, credit card fees	-	-	104	110	
Operation, BGA fees	-	60	336	192	60
Other expenses incurred during operations	-	2,146	1,744	203	2,146
Radio licences	-	<u>-</u>	20	-	,
Total Finance director controlled	-	2,206	1,094	4,068	2,206
Glider maintenance total		415	22	271	411
Aircraft maintenance, glider parts Total Glider maintenance total	<u>-</u>	415 415	23 23	371 371	41: 41 :
lotal Gilder maintenance total	-	415	23	3/1	41:
Ground vehicle fuel total					
Ground equipment maintenance, 4X4 fuel	-	178	61	-	178
Ground equipment maintenance, deisel	-	-	1,286	-	
Ground equipment maintenance, golf buggy fuel	-	83	119	117	83
Ground equipment maintenance, minibus fuel	-	-	50	48	
Total Ground vehicle fuel total	-	262	1,517	165	262
Ground vehicle maintenance total					
Ground equipment maintenance, 4X4	-	-	3	-	
Ground equipment maintenance, bus	-	47	-	-	47
Ground equipment maintenance, log cabin	-	44	-	35	44
Ground equipment maintenance,	-	222	169	33	222
Ground equipment maintenance, winch	-	134	_	-	134
Ground equipment maintenance, yellow tractors	-	7	-	-	7
Total Ground vehicle maintenance total	-	454	172	68	454
Motor glider maintenance total		202	06		202
Aircraft maintenance, motor glider parts	<u>-</u>	203	86	-	203
Total Motor glider maintenance total	-	203	86	-	203
Propane total					
Ground equipment maintenance, propane	-	-	721	19	
Total Propane total	-	-	721	19	
tal Operating Expenses	-	5,982	8,456	9,256	5,982
et Profit	2,700	(5,406)	4,591	1,459	(2,706)