

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

Minutes of Committee Meeting – 20 January 2015
PNGC Clubhouse at 19.30

Present:	Chairman	Capt. David Durston RN (DD)
	Chief Flying Instructor	Tony World (TW)
	Air Engineering Representative	Henry Freeborn (HF)
	Finance Representative	Alan Turner (AT)
	Admin Representative	Siggi Ingason (SI)
	Ground Engineering Representative	Simon Gutman (SG)
	Minutes Secretary	Neil Shaw (NS)

Item	Action
1	
APOLOGIES	
• Neil Shaw (Sec)	
• Henry Freeborn (Air Eng)	
2a	
MINUTES OF THE PREVIOUS MEETING	
The Minutes of the Meeting held on 9 December 2015 were approved.	
2b	
MATTERS ARISING	
1. A pre-notification system would be introduced, aimed primarily at MG / power ops when no DI was present.	MH/TW
2. Barriers purchased and in place (marking to be confirmed)	AC
3. Updated safety issues catalogue requested to be forwarded to CFI, Chairman and ops Director.	MH
3	
CHAIRMAN	
A successful meeting with FBC had been held on 6 January, preliminary to change of airfield ownership on 1 Apr 15, during which the key business parameters of PNGC were set out to senior management. A follow-up meeting was held on 16 Jan, which included HCA, with a number of new challenges identified by the latter. The issues are complex and being worked through by DD and TW.	DD/TW
RCAM reports submitting its plans to the CAA for airfield registration. These remain opaque to tenants, while the likely costs and risks have been flagged to FBC in context of no new aviation tenants having yet been identified to PNGC. This is a major future cost-driver for PNGC.	
Life membership nominations were agreed for Martin Heneghan and Andy Durston.	SI
4	
SAFETY	
a. Rough Ground. RCAM has denied self-help and declines to address on cost grounds, or else a claim of it being outwith their management scope. HCA rejects self-help remedy and continues actively to decline such requests. This may change under FBC ownership for reasons of differences in financial and management constraints between local and	

national public sector arrangements.

- b. Youth activity recommendations agreed by the Committee and are to be implemented, with reports back to the committee in due course, with any associated costs being identified, should they arise. MH

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UPDATES

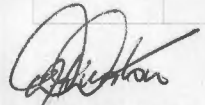
- a. Previous items (minutes of 9 Dec) ai, bi; bii; biii to be reported through monthly routine section reports. Sec (NS) to confirm completed / inclusion. NS/SI/AC
- b. Previous item cii to be introduced on a tiered basis and rates promulgated TW/AT/NS
- c. Previous items (Grnd Eqpt) ei-iv inclusive to be reported next time via department matrix (SG). SG/NS
- d. Previous item e iv open. To be reported next time (fuel bowser protection). This is a vexed issue insofar as we know that plans for development of West site are fluid and will be reviewed by FBC. Nonetheless, likely rough order costs of building a shelter of some sort, and possible options, are to be identified. SG/TW
- e. Item vi open. Carry forward to next meeting and into Business Plan (concept and affordability of identifying Special Member contributions to fund contracted works). AT/CMcC/
TW
- f. A note of appreciation by the Committee was recorded for Jonny Mion, on his departure to Italy for exchange duty. His personal endeavour had made a substantial contribution to successful outcomes for N3, the MG and more. TW

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ARISING

- a. Cadet supervision, especially during non-flying aspects of their visits, were of increasing concern. Constraints and routines were to be rebriefed through the RAF LO, and also to Instructors at the next Instructor's meeting. SI/MH
- b. Security access remained largely ineffective at Daedalus; at best restricting vehicles, rather than filtering personnel access as was needed. Nothing of any utility had yet been set out by RCAM or HCA, and the whole security endeavour remained grossly unaddressed by placing emphasis on temporary 'fixes' by using personnel, rather than capital investment to upgrade material facilities. This would incur significant downstream consequences. DD/TW to raise at forthcoming HCA/FBC/RCAM meeting (pmn date confirmed as 16 Mar in PNGC) TW/DD
- c. Estates. FBC has made known to PNGC (informally, which is all it can do until after 1 Apr) that existing provisional plans to develop the Western site would be reviewed, using the full planning processes. In addition to being properly informed, the FBC website should be monitored and the Committee informed of any developments coming to attention AC
- d. CFI – Juniors are NOT to fly mutual at PNGC (even though BGA might permit under some circumstances). All Instructors to be briefed TW
- e. CFI – SEMAST – now has permission to run a flying training course.

	<p>This is being taken step at a time.</p> <p>f. Night flying expected to recommence.</p> <p>g. Financial - Radios. The bid has gone forward for a rolling programme of capital investments in the fleet. It is hoped that RNGSA will manage this directly to the preferred supplier to avert possible scope for diversion of funds to other causes within the other RNGSA clubs.</p> <p>h. Financial – a Business Plan is now needed, insofar as a range of charges will soon be applied; and also with tenancy agreement(s) terminating later this year. The key issue for PNGC’s future tenancy is affordability, which can only be assessed by reviewing all business plans by all sections in a centrally coordinated manner.</p>	<p>TW</p> <p>TW</p> <p>AT</p> <p>CMcC/AT/ TW</p>
7	<p>DIARY</p> <ul style="list-style-type: none"> • See website • Pmn – 16 March 1100 – 1300 Briefing Room offered to FBC for FBC and HCA management meeting with all aviation tenants. Hangar and spaces to reflect senior management visit 	
8	<p>DONM</p> <p>Tuesday 3 March 2015, 19:30 PNGC Clubhouse</p>	NS



D H DURSTON
 Captain Royal Navy
 Executive Chairman, PNGC Ltd

Attached:

1. Admin and Security Team Report
 2. Estates and Security Team Report *N/A.*
 3. Financial Balance; P&L
 4. Ground Equipment Team Report
 5. Aircraft and Air Equipment Team Report
 6. Membership Numbers Report
- Safety Report.*

PNGC Work Area Tracker

Section:	Admin & Security	Lead Member:	Siggi Ingason	Updated	18 Jan 2015
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Task Area	Status Update (and exception reporting)	Pending Action(s)	Completion Outlook	Urgency	RAG Status	Committee Review?
News Letter	Slow input from members for News Letter	1. Zoe to produce 1 st newsletter	End January 2015	Low	Amber	No
Scouts fully booked	Fully booked for 2015	1. Already taking bookings for 2016	Ongoing	N/a	Green	No
Membership stats	Monthly report on membership numbers	1. Ongoing	Ongoing	Med	Green	No
Child Protection education	1 st education now January / February 2015	1. Ongoing	Ongoing	Med	Green	No
Cubs	Two dates booked for cub flying during 2015	Trial lessons during this period?		Low	Green	Yes
	We have done this for the last few years	No more future events for Cubs?				Yes
News Letter	Lee on the Solent residents association newsletter to be produces about junior pilots	Zoe to produce news article by 21 st February	Ongoing	Low	Green	No

Balance Sheet

Portsmouth Naval Gliding Centre As at 31 January 2015

	31 Jan 2015	31 Jan 2014
Assets		
Bank		
PNGC Barclays current	66,741	70,625
PNGC charities account	33,210	33,210
PNGC Lloyds current	1,003	338
PNGC Lloyds online payment	292	452
Total Bank	101,247	104,626
Current Assets		
Accounts Receivable	12,015	2,495
Total Current Assets	12,015	2,495
Fixed Assets		
Aircraft	78,000	60,000
Aircraft equipment	16,449	16,449
Depreciation account	(26,333)	(11,042)
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	451,238	448,170
Total Assets	564,500	555,291
Liabilities		
Current Liabilities		
Accounts Payable	1,513	1,093
Members payments on account	14,700	18,891
Sold trial lesson vouchers	4,945	5,591
VAT	(3,401)	721
Total Current Liabilities	17,757	26,296
Non-Current Liabilities		
Grant authority liability	52,000	52,000
Total Non-Current Liabilities	52,000	52,000
Total Liabilities	69,757	78,296
Net Assets	494,742	476,995
Equity		
Conversion balance	474,373	474,373
Current Year Earnings	13,298	(15,198)
Retained Earnings	7,072	17,820
Total Equity	494,742	476,995

Profit & Loss

Portsmouth Naval Gliding Centre For the month ended 31 January 2015

	Jan-15	Dec-14	Nov-14	Oct-14	YTD
Income					
Flying and membership income					
Flying fees	-	2,396	4,284	10,839	26,144
Membership fees	600	-	-	-	600
Trial lessons	-	800	1,360	1,200	6,732
Total Flying and membership income	600	3,196	5,644	12,039	33,476
Total Income	600	3,196	5,644	12,039	33,476
Gross Profit	600	3,196	5,644	12,039	33,476
Plus Other Income					
Miscellaneous income	-	-	-	413	413
Hangarage & trailers					
Hangarage, AC	-	2,700	-	3,000	5,700
Trailer storage	-	-	-	-	350
Total Hangarage & trailers	-	2,700	-	3,000	6,050
Total Other Income	-	2,700	-	3,413	6,463
Less Operating Expenses					
Operations, logbooks	-	-	-	-	46
Operations, parachute purchase	-	-	1,114	-	1,114
Operations, parachute service/repair	-	-	210	-	210
Operations, trial lesson overheads	-	-	-	95	95
Secretarial, IT repair	-	-	-	165	241
Secretarial, stationery	-	-	-	59	73
Travelling expenses	-	-	-	56	56
Aircraft maintenance total					
Aircraft maintenance, aircraft ferry flights	-	-	-	63	117
Aircraft maintenance, aircraft labour.	-	-	205	-	410
Aircraft maintenance, aircraft parts	-	-	347	775	1,353
Tug oil	-	-	-	-	48
Total Aircraft maintenance total	-	-	552	839	1,929
Avgas use					
Aircraft maintenance, aircraft fuel	-	-	-	1,425	2,999
Aircraft maintenance, motor glider fuel	-	-	-	324	573
Total Avgas use	-	-	-	1,749	3,572
Estates management					
Estates, clubhouse upkeep	-	-	69	16	107
Heating oil	-	-	587	-	587
Total Estates management	-	-	656	16	694
Finance director controlled					
Estates, telephone usage charges	-	-	26	26	76

Profit & Loss

	Jan-15	Dec-14	Nov-14	Oct-14	YTD
Estates, waste management	-	-	-	247	358
Finance, auditor fee	-	-	-	500	500
Finance, bank charges	-	-	-	10	20
Finance, credit card fees	-	-	106	97	313
Operation, BGA fees	-	-	-	144	204
Operations, airfield use charges	-	-	>	40	40
Other expenses incurred during operations	-	-	206	492	3,609
Secretarial, insurance	-	-	-	9,459	9,459
Total Finance director controlled	-	-	338	11,015	14,579
Glider maintenance total					
Aircraft maintenance, glider labour	-	-	-	90	488
Aircraft maintenance, glider parts	-	-	53	28	689
Total glider maintenance total	-	-	53	118	1,177
Ground vehicle fuel total					
Ground equipment maintenance, 4X4 fuel	-	-	-	-	201
Ground equipment maintenance, golf buggy fuel	-	-	-	121	223
Ground equipment maintenance, minibus fuel	-	-	-	-	18
Total Ground vehicle fuel total	-	-	-	121	443
Ground vehicle maintenance total					
Aircraft maintenance, glider trailers	-	-	27	149	176
Ground equipment maintenance, bus	-	-	34	271	370
Ground equipment maintenance, log cabin	-	-	-	-	56
Ground equipment maintenance, miscellaneous	-	-	-	83	470
Ground equipment maintenance, winch	-	-	-	-	134
Ground equipment maintenance, yellow tractors	-	-	-	5	91
Total Ground vehicle maintenance total	-	-	61	509	1,296
Motor glider maintenance total					
Aircraft maintenance, motor glider parts	-	-	-	-	203
Total Motor glider maintenance total	-	-	-	-	203
Propane total					
Ground equipment maintenance, propane	-	-	-	912	912
Total Propane total	-	-	-	912	912
Total Operating Expenses	-	-	2,983	15,652	26,640
Net Profit	600	5,896	2,661	(201)	13,298

GROUND EQUIPMENT STATUS REPORT Dec 2014

Ref	Item	Status	Comments
PNGC1	Bus	S	See refurb plan, Offline for refurb from 3 rd Jan
PNGC2	Bus Generator	S	
PNGC3	Winch	S	Top LPG tank is suspect, both tanks are past their test date. Offline from 3 rd Jan for service.
PNGC4	Range Rover 1	U/S	Leaking gearbox hydraulic pipe, replacement on order. Will be serviced before return to service.
PNGC5	Range Rover 2	S	Needs significant work but is usable, No front seat passengers please
PNGC6	Tractor 1	S	
PNGC7	Tractor 2	S	Batt was not charging, new dynamo fitted, charging being monitored.
PNGC8	Buggy 1	S	
PNGC9	Buggy 2	S	
PNGC10	Main Bowser	S	Batteries are not charging, alternator needs investigation.
PNGC11	Small Bowser	?	To be returned to the Navy at some point
PNGC12	Stiga	S	
PNGC13	Fendt	S	
PNGC14	Mazda 4x4 Pickup	Offline	No Road Tax
PNGC15	Mini Bus	U/S	No Road Tax, faulty side door handle & lock
PNGC16	Fire Truck	S	Engine serviced, needs new batt and wipers, fuel system may need bleeding
PNGC17	Douglas Tractor (5ton)	U/S	To be returned to the Navy at some point
PNGC18	Douglas Tractor (5ton)	?	Believed in R hanger
GC1	Topper	U/S	Blades incorrectly re-assembled.

GC2	Flail mower	S	
Cab1	Log Cabin	S	
Trail1	Duo trailer	S	
Trail2	Discus trailer	S	
Trail3	K21 trailer	U/S	In the hanger undergoing maintenance
Trail4	K13 trailer	S	Has limited life left
Trail5	K8 trailer	S	Has limited life left
Trail6	Flatbed trailer	U/S	Requires major work, but worth saving
Shop1	Lathe		To be reported on next month
Shop 2	Milling machine		To Be reported on next month
Shop3	Pillar drill		To be reported on next month
Shop4	Large Compressor	U/S	Needs a 16A 240V power feed
Shop5	Small Compressor	S	
Shop6	Large Charger	S	
Shop7	Large Charger	S	
Shop8	Hanger Crane	U/S	Front bogy required re-building
Shop9	Diesel bowser	S	Needs new battery cables.

PNGC Work Area Tracker

Section:	Ground Engineering	Lead Member:	Simon Gutman	Updated	8/12/14
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Task Area	Status Update (and exception reporting)	Pending Action(s)	Completion Outlook	Urgency	RAG Status	Committee Review?
	Range Rover 1	Replace leaking gearbox pipe, annual service	Dec 2014	ASAP	RED	
	Fire Truck Service	Wipers & Battery	14/12/14		Green	
	Winch Winter Service	LPG Tanks, Drive Shaft UJ, Broken Windows, Engine Service, RePaint	Feb 2015		Yellow	YES
	Bus Refurb	Rotten floor, Exhaust, Flooring, Body Work, LPG Tank	Feb 2015		Yellow	YES
	Buggy Servicing	Annual Service	March 2015		Green	NO
	Second Range Rover Refurb	To be planned	2015		Green	NO
	Replacement buggies	Keep looking for something suitable	On going		Green	NO

PNGC Work Area Tracker

Section:	Air Equipment	Lead Member:	Henry Freeborn	Updated	180115
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Task Area	Status Update (and exception reporting)	Pending Action(s)	Completion Outlook	Urgency	RAG Status	Committee Review?
G-BAVH	Work is progressing on the restoration of the spare wing. Re-covering is complete. Spraying has commenced.	<ol style="list-style-type: none"> 1. Spraying of wing. 2. Re-fitment of wing. 3. Completion of 150HR/Annual. 4. Renewal of C of A. 	Late February 2015	High	Red	No
G-BVZZ	Work has temporarily halted whilst resources have been diverted to 'VH'. Work has begun on the manufacture of cowlings by Paul Groves. No further work has been achieved since last committee meeting.	<ol style="list-style-type: none"> 1. Completion of Engine Cowlings. 2. Fitment of VHF Radio. 3. Fitment of Transponder. 4. Final Checks 5. Fitment of panels 6. Certification 	May 2015	Medium	Red	No
G-CTUG	<ol style="list-style-type: none"> 1. Audit completed by BGA on G-CTUG. There were 3 minor Non Conformances raised, these have now been closed. 2. The 50 Hours check due is due weekend 25th/25th of January. 	<ol style="list-style-type: none"> 1. 50 hour check to be completed weekend of 24th/25th January. Jim Hammerton to assist and certify. 	12 th December 2015	Low	Green	No
G-CFUG	<ol style="list-style-type: none"> 1. The motor glider is at Targatt Sailplane services for the 50-hour check. The magneto is with Deltair for overhaul. 2. There is 110 hours remaining until 6000 life extension inspection. 	<ol style="list-style-type: none"> 1. Collect aircraft to Nympsfield. 2. Consider maintenance facility for 6000-hour life inspection. 	January 2015	Low	Green	Yes
N29	Hook release cable to be replaced.	<ol style="list-style-type: none"> 1. Task has been started needs completion. 	January 2015	Medium	Red	No

PNGC Work Area Tracker

N11	Annual Maintenance in progress.	<ol style="list-style-type: none"> 1. Completion of Annual and AD's. 2. Renewal of ARC 3. Application for Complex Maintenance task for recovering of elevators. 	January 2015	Medium	Red	Yes
N3	Glider has been taken to Roger Targatt Sailplanes for Annual Maintenance and ARC Renewal.	<ol style="list-style-type: none"> 1. Glider to be picked up on completion of maintenance. 	January 2015	Low	Green	No

PNGC Membership Status report Jan 2015

Filed by Siggí Ingason

<u>Membership category</u>	<u>No of members</u>		
	08-Nov-14	08-Dec-14	18-Jan-15
FULL	223	221	224
FAMILY	51	50	50
SPECIAL	48	48	48
ORDINARY	29	31	31
ATC_CCF	27	27	0
GrpAcct	26	10	10
CADET	21	21	21
HON_LIFE	13	12	12
YOUTH	9	9	0
SOCIAL	9	9	9
JUN_SPEC	6	6	8
Motor Glider		.	4
Total Excluding temp	462	444	417
Civ Vouch / Cash (temp)	50	51	53
COURSE (temp)	17	16	16
RECIP (temp)	16	16	15
StDunstn (temp)	12	12	12
Toatl temp members	95	95	96
Total club members	557	539	513

PNGC Work Area Tracker

Section:	Safety	Lead Member:	Martin Heneghan	Updated	19/1/15
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Task Area	Status Update (and exception reporting)	Pending Action(s)	Completion Outlook	Urgency	RAG Status	Committee Review?
Documentation	Annual review of Risk Assessments, Method Statements and Notices	1. Ongoing.	February 2015	Low	Green	No
Youth Policy Report	Completed and distributed to Committee	1. Acceptance of the Report and sentencing of the recommendations.	March 2015	Low	Green	Yes
BGA Review of Safety Management	Undergoing a major overhaul by BGA .	1. Any follow-up actions required by PNGC will be brought to the attention of the Committee.	Unknown	Low	Green	No
MOR & Airprox	1. MOR dated 14 th Oct 2014 Atlas helicopter operations contravening airfield rules and conflict with nominated circuit flow.	1. No reply as yet from CAA.	Update requested 19 th Jan 2015	1. Med	Green	No
	2. AIRPROX 2014115 Conflict in the circuit between a Tug combination and Twin a/c.	2. Draft report from CAA issued, no word on the final report or RCAM follow-up action.	TBA	2. Low	Green	No
Airfield Safety Meetings	Held Monthly	No Actions on PNGC.	Next Meeting 29 th Jan 2015	Low	Green	No
Audit	RN Flight Safety - Assurance	Informal visit by Lt/Cdr N Cowlshaw followed by report to the Committee.	4 th March 2015	Low	Green	No
Airfield Safety	Rough Ground	Reported to RCAM through Airfield Safety Committee and RCAM Safety & Security Log (following K6 damage).	Unknown	High	Red	Yes
Airspace	Amendment to Southern England VFR 1:500,000 Chart	At next issue will be annotated with 'Intense Gliding Activity' in the Solent region.	March 2015	Low	Green	No