

PNGC COMMITTEE AGENDA

Monday 20th April 2015 19:30 hrs
PNGC Clubhouse, Daedalus Airfield

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| 1. Apologies | Chair |
| 2. Minutes of Meeting 3 Mar 2015 | Sec |
| a. Approval | |
| b. Matters Arising | |
| 3. Child Protection | SI |
| 4. Chairman | DD |
| 5. Safety – overview and actions | MH |
| 6. Updates (by Team Leaders) | |
| a. Admin & Security (incl membership applications) | SI |
| b. Estates & Security | AC |
| c. CFI | TW |
| d. Financial status and planning | AT |
| e. Ground Equipment | SG |
| f. Air Engineering | HF |
| g. | |
| 7. Key reports to Board of Trustees and Directors | ALL (All to state what they consider the Board needs to know about respective areas in order to direct and resource PNGC adequately.) |
| 8. Diary | SI |
| 9. AOB | Chair |
| 10. Date of Next Meeting | Chair |

Minutes of Committee Meeting – 20 April 2015
Agenda Attached

The Meeting opened in the PNGC Clubhouse at 19.30

<p>Present: Chairman Chief Flying Instructor Air Engineering Representative Safety Representative Finance Representative Admin Representative Ground Engineering Representative Estates Representative Child Protection Officer</p>	<p>Capt. David Durston RN (DD) Tony World (TW) Henry Freeborn (HF) Martin Heneghan (MH) Alan Turner (AT) Siggi Ingason (SI) Simon Gutman (SG) Alan Clark (AC) Yvonne Elliot (YE)</p>
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	Item	Action
1	APOLOGIES LB	
2a	MINUTES OF THE PREVIOUS MEETING The Minutes of the Meeting held on 3 March 15 were approved.	
2b	MATTERS ARISING <ol style="list-style-type: none"> 1. Para 2b2 (crowd barriers-PNGC labelling) TO WORKLIST. 2. Para 5d (bowser shelter) TO WORKLIST. 3. Para 6c (Hangars west planning apps) TO WORKLIST. 4. Para 6e (CEMAST flying) New instructor is need to support this activity. Unfortunately Ben Bennett is currently unavailable. 5. Para 6g (radios) A number of radios have now been delivered for the club gliders. 6. Para 6h (business plan). To be completed by the end of April. 	<p>AC +SG SG AC TW TW All</p>
3	CHAIRMAN DD gave an overview of the transition of the ownership of the airfield to FBC and Explained that we will need to have our business plan in place before the next meeting with FBC to review the forthcoming charges for the gliding club. DD emphasized the need to have a good view of both the income and the expenditure by the various committee categories to ensure we fully understood the future running costs of PNGC. DD assigned the various P&L categories to the committee members so that they can work on their respective areas of responsibilities.	

4	<p>Child Protection presentation</p> <p>YE who is the child protection officer for PNGC presented the Child Protection process which exists for the club. She explained the process for highlighting potential problems and a helpful guide on dealing with any potential problems. YE will also be presenting the same material to all club members after the normal flying is completed at weekends. A notice board exists next to the club office which also contains various information relating to Child Protection.</p> <p>This is fully supported by the Board and has gained in importance under new BGA arrangements at a time when PNGC is seeking to increase its emphasis on youth training within the local and military communities. “All club members are strongly encouraged to attend”</p>	All for info
5	<p>CFI</p> <ul style="list-style-type: none"> a) TW confirmed that he will be stepping down from the CFI position in June. b) HF is expected to be appointed by the BOTD as his successor for a probationary lead-in period. c) The Easter course was successful and future courses are in the PNGC online diary. d) Tuesday CEMAST flying will start again on the 28th April. e) Tony will also be requesting the removal / repositioning of some of the signs on the airfield. 	MH / TW
6	<p>UPDATES</p> <p>1) SAFETY</p> <ul style="list-style-type: none"> a) MH reviewed the current safety issues ranging from poorly sited signs to the uneven ground at the launch points and landing areas. b) MH will be raising the uneven ground problem again in a future meeting with AW to see if they are prepared to resolve the problem. <p>2) Admin</p> <ul style="list-style-type: none"> a) SI presented the monthly membership numbers which now includes the entitled members separated from the total membership. b) SI also confirmed that the issue of members’ first name and flight logs problem on the website has been resolved. 	<p>MH</p> <p>MH</p> <p>SI</p> <p>For Info</p>

3) ESTATES

- a) Alan asked for people to volunteer to support him in his role. He will then identify the support time in the Estates section. All
- b) A discussion took place regarding the rewiring of the hanger, SG has identified a qualified person who could probably do the job. SG will contact the person to get a quote for the breakdown of the work required to complete this job. SG
- c) A concern was raised regarding the mound of rubbish which is forming at the back of the clubhouse. Tony is going to organize a skip to dispose of the waste material. TW
- d) There was a concern raised about the attitude of some members not cleaning up their own litter / waste. The clubhouse needs to be cleaned, please help by disposing of your wait in the bins. All

It's our clubhouse, let's keep it clean and tidy.

4) GROUND EQUIPMENT

- a) Both Range Rovers are in need of repair. One is likely to be scrapped with some parts being kept as spares and the second will be repaired. SG
- b) One of the golf buggies is currently unserviceable and is being repaired. A discussion followed on the use of the buggy's regarding their suitability for towing gliders. The committee decided that they were not suitable for the job and should be replaced with something more substantial. SG
- c) The committee decided that the best course of action was to repair the faulty buggy and then sell both buggys. SG
- d) SG is tasked to come up with alternate solutions for towing the gliders. SG
pmn by Chairman: this is to please take account of any age or policy restrictions set by the airfield owners, which might either restrict the numbers of members eligible to retrieve gliders by towing; or that drive costs for any VOSA or other maintenance standards that might be applied.
- e) The topper needs to be repaired and serviceable ASAP. This will ensure that if we get the grass cutting contract, we can immediately cut the grass. SI to contact Paul Sargent to expedite repairs SI

5) FINANCIAL STATUS

- a) Balance sheet and Profit & Loss statements attached. AT
- b) Flying debts are under control AT
- c) Membership renewal is still ongoing AT
- d) Glider trailer storage payments to be checked to ensure that all owners are charged accordingly. TW to follow up with Sara McCulloch. TW
pmn by Chairman] Storage charging policy has been in place for several years, therefore arrears are payable.

	<p>6) AIR</p> <p>a) The K8 has now been examined and will come back on line soon.</p> <p>b) ZZ update. Current outlook ZZ back on line by Christmas 2015.</p> <p>c) Pawnee tug is currently being serviced with no major issues identified</p> <p>d) N28 vertical fin is being repaired</p> <p>e) Annual inspection is taking place for the motor glider FUG as it's currently out of ARC.</p> <p>f) N3 rudder pedal repaired.</p> <p>g) N7 Tost hook replaced.</p> <p>h) HF has agreed that the Duo Discuss will be used for the Sisteron expedition (Alps trip) later this year. CFI agreed, and the Committee supported this decision.</p>	<p>HF</p> <p>For Info</p> <p>HF</p> <p>HF</p> <p>HF</p> <p>HF</p> <p>HF</p> <p>For Info</p>
7	<p>Diary</p> <p>a) Development Weeks 11-15th May and September (dates TBC) BI's could be used for the 1st day of the course.</p>	<p>TW</p>
9	<p>AOB</p> <p>a) SG needs support in running the scouts evening. Please contact SG if you can help with the Friday night events.</p> <p>b) 11th June Family Day event is currently under review to work out what sort of event – if any - should take place along with any social event in the evening.. HF suggested that the junior members could organize the flying list for the day.</p> <p>c) SI to discuss with junior members as well as Dave Hurst</p> <p>d) HF plans to hold an instructors meeting in June once he takes on the CFI role.</p> <p>e) HF is looking for instructors for the June course. Please contact HF if you're available. BI's can be used for the 1st day of the course.</p>	<p>All</p> <p>All</p> <p>SI</p> <p>For Info</p> <p>HF</p>
10	<p>Date for next meeting was set</p> <p>19th May 2015</p>	

D H DURSTON
 Captain Royal Navy
 Executive Chairman, PNGC Ltd

PNGC Work Area Tracker

Section:	Safety	Lead Member:	Martin Heneghan	Updated	20/4/15
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Task Area	Status Update (and exception reporting)	Pending Action(s)	Completion Outlook	Urgency	RAG Status	Committee Review?
Safety /Operational Documentation	Required by RCAM	1. Electronic versions (.pdf) sent to Airfield Manger (away until 23 rd April)		Low	Green	No
Airfield Safety Meetings	Held Monthly	1. Next meeting 23 rd April 2015 (Thursday) 2. Signs at Milvil Road C1 & F1 cause for concern.	23 rd April TBA	1.Low 2. Med	Green Red	No Yes
Airfield Safety	Rough Ground	Reported to RCAM 7 months ago through Airfield Safety Committee and RCAM Safety & Security Log (following K6 damage). (No action taken by RCAM or HCA to resolve the problem	High	Red	Yes

PNGC Work Area Tracker

Section:	Admin & Security	Lead Member:	Siggi Ingason	Updated	20 April 2015
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Task Area	Status Update (and exception reporting)	Pending Action(s)	Completion Outlook	Urgency	RAG Status	Committee Review?
PNGC Membership Charges Doc.	Membership costs document has 2012 date on document. This needs to be updated.	Identify who has the document that can be updated	ongoing	Med	AMBER	For Info
Generate new PNGC Leaflet	Completed and used at Sultan	none	Ongoing	n/a	Green	For info
Membership stats	Monthly report on membership numbers	Ongoing	Ongoing	Med	Green	Separate file supplied
Personal Flight log on PNGC website	Identified problem for personal flight logs on PNGC website	Problem Resolved	Completed	n/a	Green	For Info
Sportability	Requested 2 weekend slots for disabled people. 10 people per slot i.e.20 winch launches. Same as last year.	Two winch flights for £30 per person	Pending approval	N/a	Green	Yes
BGA return	Review BGA information updated but needs to be reviewed	Review BGA information before submitting return to BGA?	Is this completed?	High	AMBER	For Info

<u>Membership category</u>	<u>No of members</u>				
	08-Nov-14	08-Dec-14	18-Jan-15	27-Feb-15	20-Apr-15
FULL	223	221	224	245	273
FAMILY	51	50	50	50	43
SPECIAL	48	48	48	50	46
ORDINARY	29	31	31	30	25
ATC_CCF	27	27	0		
GrpAccnt	26	10	10	10	11
CADET	21	21	21	17	19
HON_LIFE	13	12	12	14	14
YOUTH	9	9	0	0	
SOCIAL	9	9	9	10	14
JUN_SPEC	6	6	8	7	6
Motor Glider			4	5	4
Total Excluding temp	462	444	417	438	455
<i>Entitled included in above</i>					280
<i>non Entitled included in above</i>					175
Civ Vouch / Cash (temp)	50	51	53	38	57
COURSE (temp)	17	16	16	16	7
RECIP (temp)	16	16	15	15	15
StDunstn (temp)	12	12	12	12	1
Fareham College	0	0	0	12	9
Total temp members	95	95	96	93	89
Total club members	557	539	513	531	544

PNGC Work Area Tracker

Section:	Estates	Lead Member:	Alan Clark	Updated	17/04/15
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Task Area	Pending Action(s)	Completion Outlook	Urgency	RAG Status	Committee Review?
Bellman 4 Hangar	<ol style="list-style-type: none"> 1. Fit anti-bird netting to main hangar doors. 2. Replace missing gutter section to Southern eaves. 3. Security signage to be sourced and purchased for ALL PNGC buildings. 4. Re-wiring of hangar following new supply. 	<ol style="list-style-type: none"> 1. Summer 2015. 2. Summer 2015. 3. Summer 2015. 4. Summer 2015. 	<ol style="list-style-type: none"> 1. Low 2. Low 3. Med 4. High 	<ol style="list-style-type: none"> 1. Green 2. Amber 3. Green 4. Red 	<ol style="list-style-type: none"> 1. No. 2. No. 3. Approved. 4. Yes – Budget
Clubhouse	<ol style="list-style-type: none"> 1. Provide an off-shelf weatherproof wood store. 2. Paint Bunk Rooms. 3. Blinds for Briefing & Bunk Rooms. 4. Remove Junk – All Rooms. 5. Assess repairs to log burner door. 6. Large notice board to be placed in main entrance lobby. 	<ol style="list-style-type: none"> 1. Dec-Jan 2015. 2. On-going. 3. Complete? 4. On-going. 5. Summer 2015. 6. Jan-Feb 2015. 	<ol style="list-style-type: none"> 1. Low 2. Low 3. Low 4. Low 5. Low 6. Low 	<ol style="list-style-type: none"> 1. Green 2. Green 3. Green 4. Green 5. Green 6. Green 	<ol style="list-style-type: none"> 1. Approved. 2. No. 3. No. 4. No. 5. No. 6. No.
Q & U Hangars	<ol style="list-style-type: none"> 1. Cleaning party required for tidy up Q Hangar. 	<ol style="list-style-type: none"> 1. Summer 2015. 	<ol style="list-style-type: none"> 1. Low 	<ol style="list-style-type: none"> 1. Green 	<ol style="list-style-type: none"> 1. No.
Inflam Store	<ol style="list-style-type: none"> 1. Leak to roof detected – Required repairs to be assessed. 	<ol style="list-style-type: none"> 1. To be assessed. 	<ol style="list-style-type: none"> 1. Med 	<ol style="list-style-type: none"> 1. Amber 	<ol style="list-style-type: none"> 1. No.
Airfield & Launch Point	<ol style="list-style-type: none"> 1. Control barriers to demarcate visitor observation areas. Equipment sourced. Exact requirement to be assessed when normal operations established. 	<ol style="list-style-type: none"> 1. Summer 2015. 	<ol style="list-style-type: none"> 1. Med 	<ol style="list-style-type: none"> 1. Amber 	<ol style="list-style-type: none"> 1. Approved.
Clubhouse Grounds	<ol style="list-style-type: none"> 1. Accumulated junk from Clubhouse and Grounds to be burned/removed. Skip required. 	<ol style="list-style-type: none"> 1. On-going. 	<ol style="list-style-type: none"> 1. Low 	<ol style="list-style-type: none"> 1. Amber 	<ol style="list-style-type: none"> 1. Yes.
Bellman 4 Grounds	<ol style="list-style-type: none"> 1. Nothing pending. 				

Portsmouth Naval Gliding Centre - Balance Sheet

Balance Sheet Portsmouth Naval Gliding Centre As at 30 April 2015

	30 Apr 2015	30 Apr 2014
Assets		
Bank		
PNGC Barclays current	64,252.30	75,230.50
PNGC charities account	33,210.43	33,210.43
PNGC Lloyds current	978.43	1,023.43
PNGC Lloyds online payment	301.74	317.14
Total Bank	98,742.90	109,781.50
Current Assets		
Accounts Receivable	2,960.10	9,898.90
Total Current Assets	2,960.10	9,898.90
Fixed Assets		
Aircraft	78,000.00	60,000.00
Aircraft equipment	16,449.37	16,449.37
Depreciation account	(76,161.91)	(17,458.72)
Gliders	268,500.00	259,500.00
Miscellaneous assets	33,770.20	33,411.55
Motor vehicles & equipment	51,851.00	51,851.00
Winch	38,000.00	38,000.00
Total Fixed Assets	410,408.66	441,753.20
Total Assets	512,111.66	561,433.60
Liabilities		
Current Liabilities		
Accounts Payable	582.44	518.90
Members payments on account	14,765.79	19,131.35
Sold trial lesson vouchers	10,490.20	7,590.70

VAT	(3,567.06)	0.00
Total Current Liabilities	22,271.37	27,240.95
Non-Current Liabilities		
Grant authority liability	51,400.00	52,000.00
Total Non-Current Liabilities	51,400.00	52,000.00
Total Liabilities	73,671.37	79,240.95
Net Assets	438,440.29	482,192.65

Equity

Conversion balance	474,372.54	474,372.54
Current Year Earnings	(41,980.43)	(10,005.18)
Retained Earnings	6,048.18	17,825.29
Total Equity	438,440.29	482,192.65

Profit & Loss

Portsmouth Naval Gliding Centre For the 12 months ended 31 August 2014

	Aug-14	Aug-13	Aug-12
Income			
Flying and membership income			
Flying fees	65,381	64,895	-
Membership fees	11,165	12,779	-
Trial lessons	18,597	17,894	-
Total Flying and membership income	95,142	95,568	-
Total Income	95,142	95,568	-
Gross Profit	95,142	95,568	-
Plus Other Income			
Glider hire	390	-	-
Miscellaneous income	5,294	27,208	-
Motor glider hire	263	715	-
Secretarial, insurance rebate/refund.	-	12,000	-
Tug hire	-	1,715	-
Vehicle usage charges, 4X4	-	468	-
Vehicle usage charges, Minibus	311	100	-
Hangarage & trailers			
Hangarage, AC	10,500	10,300	-
Hangarage, GL	300	-	-
Trailer storage	417	942	-
Total Hangarage & trailers	11,217	11,242	-
Unused Income groups			
Caravan storage	893	1,570	-
Total Unused Income groups	893	1,570	-
Total Other Income	18,366	55,017	-
Less Operating Expenses			
Communications, Website	40	-	-
Fixed asset depreciation account	26,313	-	-
Glider BGA fees	351	-	-
Operations, logbooks	-	143	-
Operations, maps	160	384	-
Operations, parachute purchase	1,350	-	-
Operations, parachute service/repair	558	913	-
Operations, trial lesson labour	6	-	-
Operations, trial lesson overheads	351	614	-
Secretarial, IT purchase.	411	96	-
Secretarial, IT repair	744	416	-
Secretarial, stationery	528	173	-
Travelling expenses	390	61	-
Aircraft maintenance total			

Profit & Loss

	Aug-14	Aug-13	Aug-12
Aircraft maintenance, aircraft labour.	117	1,495	-
Aircraft maintenance, aircraft parts	2,883	7,746	-
Tug oil	400	575	-
Total Aircraft maintenance total	3,400	9,816	-
Avgas use			
Aircraft maintenance, aircraft fuel	17,413	12,596	-
Aircraft maintenance, motor glider fuel	2,811	3,151	-
Total Avgas use	20,224	15,747	-
Estates management			
Estates, buildings upkeep.	131	2,242	-
Estates, clubhouse upkeep	1,406	9,338	-
Heating oil	1,443	1,476	-
Total Estates management	2,980	13,056	-
Finance director controlled			
De Minimus correction	13,477	5,892	-
Depreciation account all other assets	20	-	-
Estates, electricity	1,620	1,131	-
Estates, rent	3,605	5,500	-
Estates, telephone usage charges	143	602	-
Estates, waste management	1,321	1,595	-
Finance, auditor fee	960	1,278	-
Finance, bank charges	166	317	-
Finance, credit card fees	1,235	896	-
Miscellaneous payments	1,386	913	-
Operation, BGA fees IR	2,306	4,939	-
Operations, airfield use charges	8	-	-
Other expenses incurred during operations	7,679	11,479	-
Radio licences	20	125	-
Secretarial, BGA Mem	-	54	-
Secretarial, insurance	10,000	35,326	-
Total Finance director controlled	43,944	70,047	-
Glider maintenance total			
Aircraft maintenance, glider labour	4,393	3,963	-
Aircraft maintenance, glider parts	4,049	4,310	-
Total Glider maintenance total	8,442	8,274	-
Ground vehicle fuel total			
Ground equipment maintenance, 4X4 fuel	333	389	-
Ground equipment maintenance, deisel	1,286	2,235	-
Ground equipment maintenance, golf buggy fuel	847	557	-
Ground equipment maintenance, minibus fuel	261	135	-
Ground equipment maintenance, mower fuel	-	124	-
Ground equipment maintenance, petrol	-	107	-
Total Ground vehicle fuel total	2,727	3,547	-
Ground vehicle maintenance total			
Aircraft maintenance, glider trailers	402	120	-
Ground equipment maintenance, 4X4	468	642	-

Profit & Loss

	Aug-14	Aug-13	Aug-12
Ground equipment maintenance, bus	1,255	62	-
Ground equipment maintenance, flail	-	641	-
Ground equipment maintenance, golf buggies	-	77	-
Ground equipment maintenance, log cabin	42	1,017	-
Ground equipment maintenance, Minibus	501	71	-
Ground equipment maintenance, miscellaneous	509	803	-
Ground equipment maintenance, Range Rovers	104	261	-
Ground equipment maintenance, ride on mower	62	750	-
Ground equipment maintenance, topper	-	1,546	-
Ground equipment maintenance, winch	3,571	590	-
Total Ground vehicle maintenance total	6,914	6,579	-
Motor glider maintenance total			
Aircraft maintenance, motor glider labour	1,598	450	-
Aircraft maintenance, motor glider parts	1,399	60	-
Total Motor glider maintenance total	2,997	510	-
Propane total			
Ground equipment maintenance, propane	2,457	2,385	-
Total Propane total	2,457	2,385	-
Total Operating Expenses	125,285	132,759	-
Net Profit	(11,777)	17,825	-

Portsmouth Naval Gliding Centre - Profit & Loss

Profit & Loss

Portsmouth Naval Gliding Centre
For the month ended 30 April 2015

	Apr-15	Mar-15	Feb-15	Jan-15	YTD
Income					
Flying and membership income					
Flying fees	4,726.47	7,633.40	4,169.20	2,756.02	48,159.21
Membership fees	3,573.17	1,255.00	0.00	600.00	5,428.17
Trial lessons	0.00	1,504.00	480.00	592.00	9,308.00
Total Flying and membership income	8,299.64	10,392.40	4,649.20	3,948.02	62,895.38
Total Income	8,299.64	10,392.40	4,649.20	3,948.02	62,895.38
Gross Profit	8,299.64	10,392.40	4,649.20	3,948.02	62,895.38
Plus Other Income					
Miscellaneous income	0.00	0.00	0.00	0.00	412.50
Vehicle usage charges, 4X4	107.10	0.00	0.00	0.00	107.10
Hangarage & trailers					
Hangarage, AC	0.00	2,760.00	0.00	0.00	8,160.00
Trailer storage	0.00	0.00	0.00	0.00	350.00
Total Hangarage & trailers	0.00	2,760.00	0.00	0.00	8,510.00
Unused Income groups					
Caravan storage	0.00	1,235.00	0.00	0.00	1,235.00
Total Unused Income groups	0.00	1,235.00	0.00	0.00	1,235.00
Total Other Income	107.10	3,995.00	0.00	0.00	10,264.60
Less Operating Expenses					
Fixed asset depreciation account	0.00	0.00	1,953.37	2,165.96	49,189.03
Glider BGA fees	117.00	468.00	117.00	114.00	816.00
Operations, logbooks	0.00	0.00	0.00	0.00	46.45
Operations, parachute purchase	0.00	0.00	0.00	0.00	1,324.84
Operations, parachute service/repair	0.00	0.00	0.00	0.00	210.00

Operations, trial lesson overheads	0.00	0.00	0.00	85.56	180.18
Secretarial, IT repair	0.00	0.00	0.00	0.00	240.64
Secretarial, stationery	63.81	56.48	0.00	10.34	288.85
Travelling expenses	0.00	170.33	0.00	61.92	314.25

Aircraft maintenance total

Aircraft maintenance, aircraft ferry flights	0.00	0.00	0.00	0.00	117.36
Aircraft maintenance, aircraft labour.	0.00	616.00	1,369.03	175.00	2,570.03
Aircraft maintenance, aircraft parts	317.15	226.76	180.54	711.39	2,998.00
Tug oil	0.00	0.00	0.00	194.14	242.14
Total Aircraft maintenance total	317.15	842.76	1,549.57	1,080.53	5,927.53

Avgas use

Aircraft maintenance, aircraft fuel	1,407.78	5,349.02	0.00	1,166.40	11,834.03
Aircraft maintenance, motor glider fuel	223.63	732.40	0.00	88.00	1,724.56
Total Avgas use	1,631.41	6,081.42	0.00	1,254.40	13,558.59

Estates management

Estates, buildings upkeep.	52.79	652.04	0.00	0.00	704.83
Estates, clubhouse upkeep	0.00	9.25	315.54	131.66	568.34
Heating oil	0.00	0.00	502.00	0.00	1,088.96
Total Estates management	52.79	661.29	817.54	131.66	2,362.13

Finance director controlled

De Minimus correction	0.00	0.00	0.00	2,296.63	2,296.63
Depreciation account all other assets	0.00	0.00	6.18	6.84	39.92
Estates, telephone usage charges	0.00	0.00	25.78	25.78	153.48
Estates, waste management	0.00	111.14	111.14	246.94	938.44
Finance, auditor fee	0.00	500.00	0.00	0.00	1,000.00
Finance, bank charges	0.00	0.00	10.00	10.00	60.20
Finance, credit card fees	0.00	91.66	67.63	156.64	726.89
Miscellaneous payments	0.00	0.00	415.13	0.00	415.13
Operation, BGA fees IR	0.00	3,496.50	0.00	0.00	4,084.50
Operations, airfield use charges	0.00	0.00	0.00	0.00	40.00
Other expenses incurred during operations	36.34	20.00	316.08	232.74	4,253.35
Secretarial, insurance	0.00	0.00	0.00	0.00	9,458.97
Total Finance director controlled	36.34	4,219.30	951.94	2,975.57	23,467.51

Glider maintenance total

Aircraft maintenance, glider labour	1,234.00	2,586.30	1,468.00	0.00	5,776.55
Aircraft maintenance, glider parts	1,170.06	802.74	177.99	39.62	2,869.50
Total Glider maintenance total	2,404.06	3,389.04	1,645.99	39.62	8,646.05

Ground vehicle fuel total

Ground equipment maintenance, 4X4 fuel	0.00	54.85	0.00	0.00	256.18
Ground equipment maintenance, deisel	531.00	0.00	0.00	0.00	531.00

Ground equipment maintenance, golf buggy fuel	37.23	0.00	0.00	38.21	298.92
Ground equipment maintenance, minibus fuel	63.21	51.78	0.00	0.00	132.92
Total Ground vehicle fuel total	631.44	106.63	0.00	38.21	1,219.02
Ground vehicle maintenance total					
Aircraft maintenance, glider trailers	0.00	18.06	0.00	276.23	534.81
Ground equipment maintenance, 4X4	0.00	86.01	0.00	0.00	184.01
Ground equipment maintenance, bus	0.00	478.36	65.84	397.26	1,293.52
Ground equipment maintenance, Fendt	0.00	3.20	0.00	0.00	3.20
Ground equipment maintenance, fire truck	0.00	0.00	0.00	48.12	48.12
Ground equipment maintenance, golf buggies	0.00	70.81	0.00	0.00	70.81
Ground equipment maintenance, log cabin	29.17	0.00	0.00	0.00	73.23
Ground equipment maintenance, Minibus	0.00	134.08	0.00	0.00	134.08
Ground equipment maintenance, miscellaneous	217.25	55.01	0.00	0.00	543.40
Ground equipment maintenance, winch	0.00	441.14	1,513.44	32.03	2,461.44
Ground equipment maintenance, yellow tractors	0.00	0.00	0.00	0.00	136.51
Total Ground vehicle maintenance total	246.42	1,286.67	1,579.28	753.64	5,483.13
Motor glider maintenance total					
Aircraft maintenance, motor glider labour	0.00	111.00	0.00	522.50	633.50
Aircraft maintenance, motor glider parts	0.00	0.00	0.00	98.03	301.05
Total Motor glider maintenance total	0.00	111.00	0.00	620.53	934.55
Propane total					
Ground equipment maintenance, propane	0.00	0.00	0.00	19.21	931.66
Total Propane total	0.00	0.00	0.00	19.21	931.66
Total Operating Expenses	5,500.42	17,392.92	8,614.69	9,351.15	115,140.41
Net Profit	2,906.32	(3,005.52)	(3,965.49)	(5,403.13)	(41,980.43)

GROUND EQUIPMENT STATUS REPORT April 2015

Ref	Item	Status	Comments
PNGC1	Bus	S	
PNGC2	Bus Generator	S	
PNGC3	Winch	S	
PNGC4	Range Rover 1	U/S	A possible solution to the oil leak has been found & a verbal report will be made at committee.
PNGC5	Range Rover 2	U/S	A possible fix for the overheating gearbox has been found.
PNGC6	Tractor 1	S	Batt charging problems
PNGC7	Tractor 2	S	Batt charging problems
PNGC8	Buggy 1	U/S	Drive system has suffered a major failure. Investigation as the exact problem are ongoing.
PNGC9	Buggy 2	S	
PNGC10	Main Bowser	S	
PNGC11	Small Bowser	?	To be returned to the Navy at some point
PNGC12	Stiga	S	
PNGC13	Fendt	S	
PNGC14	Mazda 4x4 Pickup	S	
PNGC15	Mini Bus	S	
PNGC16	Fire Truck	S	Water pump is squeaking and the tailpipe is rotten
PNGC17	Douglas Tractor (5ton)	S	Runs, but brakes are suspect. To be returned to the Navy at some point
PNGC18	Douglas Tractor (5ton)	S	Known to be usable and in R hanger with J LeBonn
PNGC19	John Deere	S	
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	S	
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
Trail7	Junior trailer	?	Current status unknown. Believed at Roger Target's
Shop1	Lathe	OffLine	Due to hanger power outage
Shop 2	Milling machine	OffLine	Due to hanger power outage
Shop3	Pillar drill	OffLine	Due to hanger power outage
Shop4	Large Compressor (fixed)	OffLine	Needs a 16A 240V power feed
Shop5	Small Compressor (on wheels)	S	
Shop6	Large Charger	S	
Shop7	Small 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	16/4/2015
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Task Area	Status Update (and exception reporting)	Pending Action(s)	Completion Outlook	Urgency	RAG Status	Committee Review?
Range Rovers	RangeRover 1 is U/S due to a leaking gearbox.	Replace leaking gearbox pipe, annual service	Feb 2015	ASAP	RED	NO
	RangeRover 2 is tatty and in need of TLC. Gearbox is now overheating.	Investigate replacement with simple 4*4s	2015		RED	YES
Fire Truck	Serviceable but squeaks.	Replace water pump (Squeaking and worn), replace exhaust tail pipe (rotten)	March 2015		Yellow	NO
Mazda	In Service	Obtain spare key	April 2015		Green	NO
Mini Bus	In Service	Obtain spare key	April 2015		Green	NO
Winch	Waiting top colour coat	Painting party to be organised.	May 2015		Green	NO
	Purchase spare cable	Complete	March 2015		Green	NO
Bus	Bus Refurb, minor tasks to complete	Lack of power & light in the hanger is preventing progress	March 2015		Green	NO
	Bus engine Service, approx 3 years since the last service.	Talk to new potential engineer	March 2015		Green	NO
Buggies	Buggy Servicing	Annual Service, hampered by lack of light and power in the hanger	March 2015		Yellow	NO
	Buggy 1 U/S	Investigate and repair drive system		ASAP	RED	YES
	Keep looking for suitable, and affordable replacements	Ongoing	ongoing		Green	NO
Tractors	Investigate possible conversion to Alternators	Provide budget to the committee	June 1025		Green	NO
Extinguishers	Annual inspection is years over due.	Arrange visit	Feb 2015	ASAP	RED	YES
Workshop Equipment	Compressor needs power and piping	Ask Estates to arrange for a 16A 240V power feed.	tba		RED	NO
	Crane	Rebuild front boggy	tba		RED	NO

PNGC Work Area Tracker

NOTES:

- 1 One of the buggies has a damaged drive system, the exact failure is under investigation. The most likely cause is continued use to pull heavy glassfibre 2 seat gliders. The duty instructors need to “buy in” to only using tractors for K21’s and the Duo and actively recall buggies that go to get these aircraft. This includes towing out in the morning.
- 2 The ongoing lack of power and light in the hanger is preventing progress on a number of projects. This need to be addresses urgently.
- 3 Suitable replacements for the RangeRovers can be obtained for around £1000 (with MOT).
- 4 The main Avgas bowser is seldom run long enough or at sufficient rev to keep the batteries charged. On average I am charging the batteries about every 6 weeks. A possible solution is to install a pair of solar trickle chargers on the cab roof. Estimated cost £300.
- 5 There are battery charging with other vehicles as well. One solution being considered is to fit them with permanent trickle chargers and simply to plug them in when they are parked up in the hanger at the end of each day. Estimated cost £20 per vehicle.