

PORTSMOUTH NAVAL GLIDING CENTRE
(Company No. 08111423. Registered Charity No. 1148381)
Minutes of Committee Meeting- 3 November 2015
PNGC Clubhouse at 19.30

Present:

Chairman	David Durston (DD)
General Manager / Dep. Chair.	Tony World (TW)
CFI/Air Engineering Member	Henry Freeborn (HF)
Estates Member	Alan Clarke (AC)
Ground Engineering Member	Simon Gutman (SG)
Finance Member	Alan Turner (AT)
Admin.& Security Member	Siggi Ingasson (SI)
Safety Member	Martin Heneghan (MH)
Secretary	Chris Moore (CM)

	Item	Action
1	APOLOGIES: <ul style="list-style-type: none">• No apologies were received for this meeting.	
2	MINUTES OF THE PREVIOUS MEETING <p>The minutes of the previous meeting held 10 Sep 15 were accepted.</p>	
3	MATTERS ARISING OUTSTANDING from minutes 10 Sep 15 <ol style="list-style-type: none">1. Item 3.1 <u>Risks associated with new airfield signs</u>. Item closed.2. Item 3.2 <u>Fareham Borough Council</u>. The Chairman (DD) and Vice Chairman (TW) gave updates on the position currently under consideration by FBC, but not yet formalised in print, and the various wider considerations behind the work going on. In overview, there is a growing appreciation that PNGC's future at Daedalus is reasonably assured, which was heartening news, although as yet insufficient clarity can exist about future financial liabilities. In essence, opportunities were being offered that would allow trade-offs against rental payments, whereby PNGC would undertake material works for which it could have the options of using a mixture of own volunteer labour or contracting out. Buildings standards were to be set by FBC, with survey works currently are in hand to establish the scale and scope of the maintenance requirements. Visits from FBC, or their agents, can be	

expected at any time. The issues being considered included a medium term option, or options, and longer term possibilities which should give ample time and opportunity for PNGC to sort out a capital investment programme, as far as that might be possible with the possible support of in-Service charities. It was reported also to seem likely that while published plans for the Western site include developing some of the areas currently occupied by PNGC, the reality was that this would take some time to achieve. Thus, PNGC anticipates extensions to the current lease, albeit in reduced area and modified form with effect 1 Jan 2016. Similarly, the design for renewed electrical supplies needed for the proposed airfield development as a whole could only be realised after the public consultation phase, which has only recently concluded. Within that, plans are being developed for a new sub-station; therefore PNGC would need to live with its frustrations about power supplies for a little longer. Overall, DD and TW stated their general praise for the overall way in which FBC was getting to grips with its newly acquired responsibilities, and the extent to which it was consulting existing aviation tenants in consolidating the airfield and lowering operating costs towards a long-term viable prospect, and one in which the local community could take legitimate pride. This, in turn, would be a legitimate driver for the adjustments needed to PNGC's future activities, including utilising its training capacity for local, and therefore inward, benefit towards its own long-term needs. The Chairman remained keen to assemble the wider membership as soon as anything tangible was heard back and, accordingly, set a provisional near-term date for the AMM of 26 Nov 15, with a backstop alternative of 9 Jan 16 if news from FBC had not been received in time for the first date.

3. Item 3.3 Training Capacity. Training capacity was to be

defined and a mechanism developed to allocate a proportion of that capacity within the local community in order to encourage new club members from within the local community.

HF

4. Item 3.4 Control Modifications for Disabled Flying. This item was closed due to limited spare training capacity within the existing PNGC fleet but would be reconsidered at a future date as the fleet expanded again and the level of demand for disabled flying was defined.
5. Item 3.5 Tenancy of PNGC Estate. Closed as item now covered at 3.2 above.
6. Item 3.7 Supporting Frameworks. Additional management information on the levels of RN flying undertaken at PNGC has now been drawn forward from Logstar and will be reported routinely in the Admin report. Item closed.

SI

4 GENERAL MANAGEMENT TOPICS

1. Airfield Management. The contract for the management of the airfield is up for renewal. FBC is due to start the renewal process by issuing an invitation to tender which will culminate in the award of a new contract in February 2016 for the contract to commence April 2016.
2. Review of Flying Fees. Fees are to be reviewed initially by a sub-group led by TW/HF supported by Chris McCulloch. The proposals will be circulated to members prior to implementation.
3. e-Cigarette policy. The development of PNGC policy on e-cigarettes will be discussed at the Annual Members meeting.
4. Potential Dates for Development Weeks 2016. The Chairman requested the CFI to provide the Secretary of the RNGSA with a list of potential dates for 2016.
5. Outturn of RN Achievement. An outturn of RN achievement was to be provided to the RNGSA Secretary together with a list of RN regular fliers worthy of note.
6. NOTAMS and Flight Planning. A lead for NOTAMS and Flight

TW/HF

HF

SI/AT

HF

Planning was to be established within the Club.

5 UPDATES BY TEAM LEADERS (SEE STATUS REPORTS ATTACHED)

1. Administration:

a. Logstar Data. A limited number of options to link information from Logstar into the PNGC website continue to be investigated. Logstar will remain the Club's definitive source of flying and membership data with additional functions such as the storage and display of documents, notices and rosters being provided through the website.

b. Scout Bookings. The meeting heard that only two Friday nights remain unallocated within the allocated period for 2016.

c. RN Flying Statistics. (Reference item 3.6) In support of providing a greater level of understanding of the support PNGC gives to RN flying all RN entitled flights will be tracked and reported routinely within the Administrative Report.

SI

d. Logbooks and Training Cards. An additional 20 logbooks and a stock of training cards had been made available within the clubhouse.

e. PNGC Membership. Membership numbers had increased by 30 since the last report.

f. Documentation. The hard copy documents held in the log cabin will be refreshed to ensure that they reflect the latest versions held on the website.

SI

2. Estates.

a. Investment in the estate. Investment in the estate has largely been placed on hold due to the current level of uncertainty surrounding the future of the leases. Temporary lighting will be provided in the hangar pending a longer term resolution.

SG

b. Family Room. Members are requested to ensure that the Family Room is left tidy at the end of each day in order to present the very best impression to visitors.

ALL

AC

- c. Donation of Furniture and Wood. Members and friends of the club will be encouraged to discuss the donation of items in advance with AC. A notice giving further guidance will be placed on the PNGC website.
- 3. Air Engineering.
 - a. ZZ Update. The current estimate for completion was June 2016. In order to support the completion of work on ZZ additional project management support would be provided by the Club.
 - b. PAWNEE Update. The work on the Pawnee was progressing well with the assistance of new information provided by the CAA. (The wings are due to go back onto the fuselage within the next few weeks.)
 - c. Motor-Glider. Andy Payne has completed the majority of the 50Hr checks and has volunteered to continue them to completion. The meeting wished to record its thanks to Andy for the work he had undertaken. Opportunities for raising the current utilisation levels are to be investigated and this may include offering the MG for trial flights.
 - d. New K21. Delivery expected in December. After it glider has been delivered there will be a period of time allocated to obtaining the relevant certification prior to the glider entering use with the club early in 2016.
- 4. CFI
 - a. Vehicles at the Launch Point. The number of vehicles permitted to travel to and park at the launch point and the rules under which they will be allowed to operate are to be reviewed. Details of the new operating limitations and procedures will be published separately and are likely to include the use of the minibus to shuttle guests and members to the launch point.
 - b. Insurance Rebates. The following insurance rebates were achieved as a result of gliders being taken off insurance and

HF

not being flown for 30 days or more during the winter months:

2012-13	£1287
2013-14	£1046
2014-15	£1852

5. Financial Report

- a. Income. Income in the October accounts is currently understated as the as the flying undertaken at Aboyne and the money from the sale of the K13s is not yet reflected. In addition, a donation from Solent Aviation generated from the sale of fuel and the operation of the bar will appear in the November accounts.
- b. Debtors. The amount owed to PNGC has been reduced over the last two months from over £10, 000 to £2,500 largely due the receipt of payments relating to the long courses. There are still small amounts outstanding from both COLLINGWOOD and SULTAN but this is also declining.
- c. 5 Year Financial Plan. PNGC is expected to make a super-grant submission to the RNGSA following agreement is reached with FBC on the future lease and related airfield cots. It is hoped that that plan will include an allocation of £15,000 for a re-finishing N3 in the FY 2016 and £12,000 in the FY 2017 for re-finishing 805. The plan will also include an increased allocation of funds to contribute to the upkeep of the hangar and the building of a new clubhouse.

TW

6. Ground Equipment.

- a. Range Rover. The Range Rover has been sold. Further notes are included in the attached ground equipment report.
- b. Tasks Requiring Support. The attached ground equipment report provides a range of opportunities for members to provide support to the ground equipment team.
- c. Winch Damage. The cause of a small amount of damage to the drum door has been identified which has allowed for a

small alteration to the running of the cable back to the drum which should prevent any future damage.

7. Airfield Safety.

- a. Airfield Safety Committee. MH attended the airfield safety committee meeting 24 Sep 15. PNGC submitted two reports relating to two separate incidents involving 805 and a K21 for consideration by the airfield safety committee. HF
- b. Winter Operations. During the winter months PNGC will be required to utilise the runway increasingly dependent upon the condition of the grass strips. It was therefore suggested that same circuits for power and gliders should be considered rather than the current practise of mirror circuits. This will be discussed at a instructors meeting and any amendments to circuits promulgated as required.
- c. Chairman's Support for Safety. The Chairman used the opportunity to remind everyone that safety at PNGC remains the first priority and that this message should be promoted repeatedly at every opportunity both within the Club and with other users of the airfield.

6 **AOB**

1. Junior Trophies. The principle of trophies for our juniors was supported by the committee. The criteria for awards will be developed by SG for consideration by the committee. SG

7 **DIARY (See Website)**

1. Airfield Safety Committee Meeting 26 Nov 15
2. BI Course Nov 27-29 Nov 15
3. Annual Members Meeting 28 Nov 15 tbc.
4. Children's Christmas Party 19 Dec 15
5. Senior's Christmas Party 19 Dec 15
6. Dinner Dance 11 Mar 16.

7. RN Development Week – May 16 tbc
8. FAAOA Course – 13-19 Aug 16

8 DONM

Tuesday 1 December 2015, 1930 PNGC Clubhouse

David Durston
Chairman,
PNGC Ltd

Attached:

- Admin and Security Team Report
- Estates Team Report
- Financial Balance; P&L
- Ground Equipment Team Report
- Aircraft and Air Equipment Team Report
- Membership Numbers Report