



**Portsmouth Naval
Gliding Centre**
(Registered Charity No.1148381)

Daedalus Airfield
Lee-on-the-Solent
Fareham
Hampshire
PO13 9PF

GLIDING

See Distribution

MINUTES OF THE PNGC MANAGEMENT COMMITTEE (MC) MEETING – 17 May 2016

Present	Executive Chairman General Manager/Dep. Chairman Estates Member Admin and Security Member Safety Member Air Engineering Member CFI Ground Engineering Member Secretary	Durstun, David (DD) World, Tony (TW) Clarke, Alan (AC) Ingason, Siggi (SI) Heneghan, Martin (MH) Howell, Dave (DH) Freeborn, Henry (HF) Gutman, Simon (SG) Moore, Chris (CM)	Chairman
Apologies	Financial Member	McCulloch, Chris	

<u>Item</u> <u>(a)</u>	<u>Decisions/ Actions</u> <u>(b)</u>
<p>1. Chairman's Opening Remarks.</p>	<p>a. The Chairman opened the meeting by stating that no new information had been received from Fareham Borough Council (FBC) on PNGC's proposals for a new lease at Lee on the Solent (LOS). It had been agreed with FBC that PNGC should continue to operate from Bellman 4 whilst negotiations on the new lease are on-going. The financial liability for the occupancy of Bellman 4 for the period from the end of 2015 is being analysed by the Board of Trustees who are capturing the potential liability through the operation of a previously adopted costing model.</p> <p>b. The issue of landing fees for gliders has been eased by the purchase of 'Landing Cards', although the current uplift in flying fees prompted by the imposition of landing fees will be maintained.</p> <p>c. The Board of Trustees continue to focus on the long term future of PNGC at LOS and continues to work towards that end.</p> <p>d. As part of maintaining the long term future of the Club, the Management Committee will be asked to address the age/experience profile of the membership. To support this the allocation of places on courses had been given close scrutiny in order to ensure that sufficient places are available to locals who will come back and support the Club. As part of this shift in emphasis, the 24 places previously allocated to the FAA annually had now been restricted to 16. The Club will offer a limited number of places on courses to the Honourable Company of Air Pilots (HCAP) with a request that they, by preference, sponsor candidates from the South of England and the local area.</p> <p>e. Due to the financial challenges facing PNGC all courses will be assessed for their ability to provide an income stream to the Club. It was felt that sponsors would need to be given reasonable notice of increased fees. Fees would remain unchanged for 2016 and a new set of course fees for 2017 promulgated at the end of the year. This review will be undertaken as part of the on-going re-assessment of PNGC's Scale of Charges being undertaken by CMc.</p> <p>f. MH proposed a sub-committee to examine the existing course structures which predominantly rely on aerotow, suggesting that a mix of aerotow, motor glider and winch may give greater flexibility and improved training outputs. The Chairman welcomed this proposal. MH volunteered to lead the creation of a sub-committee which was accepted by the committee members.</p> <p>ACTION : MH</p>
<p>2. Agree Previous Minutes.</p>	<p>The minutes from the meeting of 29 Mar 16 were accepted with the following amendment to paragraph 7. After Red Fire Truck remove: <i>(Fire Safety Cover no longer required.)</i></p>
<p>3. Review of Previous Action Grid</p>	<p>Item 1 - Completed/Closed.</p> <p>Item 2 - Completed/Closed.</p> <p>Item 3 - Now on-going routine business. Closed.</p> <p>Item 4 - Now on-going routine business. Closed</p> <p>Item 5 - Now on-going routine business. Closed</p> <p>Item 6 - Safety Equipment Deemed Sufficient – Closed</p>

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	<p>Item 7 - On-going – C/F</p> <p>Item 8 - Completed/Closed.</p> <p>Item 9 - Completed/Closed</p> <p>Item 10 - Free flights for St. Dunstan's to be maintained – Closed</p> <p>Item 11 - On-going – C/F</p> <p>Item 12 - Completed/Closed</p>
5. Safety Report	<p>a. MH reported that three safety reports had been raised which involved PNGC aircraft and vehicles since the last meeting. After discussing each incident in turn the Committee discussed the dissemination of safety relevant information to Club members and instructors in order that the lessons from any safety related incidents could be learned. The Chairman, as a first action to assist with the dissemination of information, invited MH to obtain copies of the Airfield Safety Committee Minutes. ACTION: MH</p> <p>b. The Chairman invited the CFI to disseminate the Safety Committee Minutes to PNGC Instructors together with any completed safety investigation reports. ACTION: HF</p> <p>c. TW reported that he had raised the introduction of new airfield signs and the standard of maintenance of the grass glider operating areas with Kathy Hicks (KH), a senior RCAM Manager. In particular, he had raised concerns that the location of the new signs posed a danger to gliders, and that the poor maintenance of the grass landing areas posed similar risks. TW received assurances that RCAM would action his concerns and that the signs would be removed. PMN – TW was invited to maintain his contact with KH in order to illicit a programme of works. ACTION: TW</p>
6. Air Engineering	<p>a. DH briefed the Committee on the status of the PNGC aircraft using the AE report which was accessed online via the PNGC Website.</p> <p>b. Time was spent analysing the status of 805 which is currently off-line. The MC agreed to allow a fixed price inspection of the aircraft which would produce an estimate of all work required to return it to flying status. The MC further agreed that if the totality of the work required and the inspection was under £2000 the work was to go ahead. If the estimate of work exceeded this budget the situation would be reviewed at the next meeting of the MC in July. ACTION: DH</p> <p>c. DH reported that Keith Morgan, the BGA Quality Manager, had visited PNGC to inspect the aircraft and the site. The interim report had listed 4 observations and four non-conformities, including a missing placard from within one of the aircraft. DH was progressing rectification action to correct the non-conformities. The Club aircraft were viewed overall as being maintained to a Good Standard.</p> <p>d. The MC gave a vote of thanks to DH for taking on the AE role within the Club and the work he is already undertaking to maintain the aircraft.</p>
7. Ground Equipment	<p>a. SG briefed the Committee on the status of the ground equipment using the GE report accessed via the PNGC website.</p> <p>b. The Committee acknowledged that the Club was suffering from the continued use of some old vehicles which were approaching the end of their lives, which included the Club's two yellow tractors, and that action should be</p>

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	<p>taken to replace some vehicles. The MC noted that the defects affecting the grass cutting equipment had now been rectified and that these vehicles could now be sold with the money raised used to obtain suitable replacements for the yellow tractors. On completion the yellow tractors were also to be sold. It was also felt that the one remaining golf buggy could be utilised as an interim solution.</p> <p>ACTION: SG</p>
8. Admin Report	<p>a. SI briefed the committee on the Admin Reports accessed through the PNGC website.</p> <p>b. SI reported that all MC reports can now be updated and viewed on the Club Website. The reports are only available to Club members.</p> <p>c. SI reported that the BI list on the Website has been re-designed and now shows all BI flights for the following 9 weeks.</p> <p>d. The bus caterers' roster showed that the Club was short of volunteers for a number of weekends and that more volunteers were required.</p> <p>ACTION: ALL PNGC MEMBERS</p> <p>e. CEMAST flying on a Tuesday would only be supportable if sufficient volunteers from within the instructors could be found. The MC noted the demands already placed on a small number of instructors and that support to CEMAST should not be at the cost of support to other activities.</p> <p>f. Corporate Days. A corporate day for Heating at Buxton Group had been arranged for 1 Jul 16. A number of volunteers had already come forward to support the event but more were needed. Volunteers to contact SI.</p> <p>ACTION: ALL PNGC MEMBERS</p> <p>g. Sportability Event. Dates had been proposed for this event but it was lacking both ACat and FCat Support. Could volunteers please contact SI.</p> <p>ACTION: ALL ACat and FCats</p>
9. Estates Report	<p>a. AC briefed the Committee on the status of the PNGC Estate.</p> <p>b. AC confirmed that no work will be undertaken on Bellman 4 or the Club House until the lease on these buildings had been agreed.</p> <p>c. The Chairman reminded the Committee that, whilst the Club's request to FBC had been for three rooms in the Club House, PNGC would continue to maintain the whole of the building for the foreseeable future.</p> <p>d. The old trailers are to be cut up and disposed of as manpower/volunteers become available to assist.</p>
10. CFI's Report	<p>a. HF reported that the PNGC Operating Manual had been updated and sent out to relevant members for comment.</p> <p>b. The Tug Manual is also in the process of being updated.</p> <p>c. Whilst PNGC had lost some instructors from the Club, the CFI had retained their support for a limited number of duties including examinations.</p> <p>d. Due to equipment going missing from the Club Office access to the Office has been restricted.</p> <p>e. VH was serviceable but would require some work during the summer and a stand down would therefore be needed at some point during the summer. The dates of the stand down would be entered into the Club calendar.</p>
11. AOB	<p>a. SI raised the question of membership fees for service members. After discussion the MC felt that the status quo should be maintained due to the benefits currently derived from maintaining PNGC as a service charity.</p> <p>b. AC raised the possibility of keeping a spare K21 main and tail wheel in the hangar to allow aircraft to be brought quickly back online after incurring damage. HF agreed that whilst tyres and inner tubes should be maintained as stock items he outlined a number of problems associated with keeping wheels as stock items, including the tracking of parts on aircraft and maintaining aircraft documentation. It was noted that PNGC could access a</p>

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	next day delivery service when a replacement wheel was required. The MC agreed to stock tyres and inner tubes only. ACTION: DH
12. Chairman's Closing Remarks	The Chairman closed the meeting by establishing two priorities going forward. i. To develop opportunities to grow the Club. ii. The dissemination of safety related information to the Membership.
12. DONM	5 Jul 16

Approved electronically

D H Durston
Capt RN
Chairman

Distribution:

Action:
All Committee Members

Copy to:
Cdre Martin Westwood
Sec/RNGSA

PNGC - Action Grid (Outstanding)

Item No.	Date Inserted	Action	Action Officer	Due Date	Reference from Minutes
1.	29 Mar 16	A bid for funds to refinish N3 to be prepared and submitted to Naval Charities.	TW/HF	5 Jul 16	Para 8.3 (29 Mar 16 Minutes)
2.	29 Mar 16	CMc to undertake a review of the PNGC Scale of Charges.	CMc	5 Jul 16	Para 10.3 (29 Mar 16 Minutes)
3.	17 May 16	Review of PNGC Courses	MH	Dec 16	Para 1f.
4.	17 May 16	Safety Committee Minutes	MH	5 Jul 16	Para 5a
5.	17 May 16	Dissemination of Safety Related Information	HF	5 Jul 16	Para 5b
6.	17 May 16	Follow up report on RCAM Commitment to remove airfield signs located close to glider operating areas.	TW	5 Jul 16	Para 5c

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7.	17 May 16	805 Maintenance	DH	5 Jul 16	Para 6b
8.	17 May 16	Replacements for the two yellow tractors	SG	Sep 16	Para 7b
9.	17 May 16	K21 Tyres and Inner Tubes	DH	Jul 16	