



**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 – 5 JULY 2016

Present	Executive Chairman General Manager/Dep. Chairman Estates Member Admin and Security Member Safety Member Air Engineering Member CFI Ground Engineering Member Finance 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) McCulloch, Chris (CMc) Moore, Chris (CM)	Chairman Sec
Apologies	None		

<u>Item</u> <u>(a)</u>	<u>Decisions/ Actions</u> <u>(b)</u>
1. Chairman's Opening Remarks.	The Chairman opened by welcoming everyone to the meeting.
2. Apologies	All the members of the Management Committee were present.
3. Agree Previous Minutes.	The minutes from the meeting of 17 May 2016 were accepted without amendment.
4. Review of Previous Action Grid	<p>Item 1 – <u>A bid for funds from Naval Charities to re-finish N3</u>. The bid has been prepared and submitted. Closed.</p> <p>Item 2 – <u>Review of charges</u>. The review is on-going. The revised scale of charges is expected to be published in the autumn with the charges becoming effective in 2017 - C/F</p> <p>Item 3 – <u>Establish Sub-Committee to Review PNGC Courses</u>. A course review sub-committee has been formed by MH and will report back to the MC with recommendations - Closed.</p> <p>Item 4&5 – <u>Dissemination of safety committee notes and minutes</u>. The committee now deemed this now routine business for MH to provide CFI with safety related information for dissemination to instructors and members - Closed</p> <p>Item 6 – <u>Follow up action with RCAM on grass cutting and the position of signs on the airfield</u>. In light of the arrival of new RCAM management team it was deemed that the issues relating to grass cutting and the position of airfield signs should be raised once again with the safety committee and reported upon routinely as part of the Safety Member's report to the MC - Closed</p> <p>Item 7 – <u>805 ARC</u>. 805 is now back online - Closed</p> <p>Item 8 – <u>Replacement of the two Yellow Tractors</u>. Prospective buyers for the grass cutting equipment have been identified and the sale of the equipment is expected to be confirmed shortly. The funds from the sale will be used to replace the two yellow tractors. This will now be taken forward as routine business and reports made to the MC by SG as part of the Ground Equipment Issues section of the MC agenda - Closed</p> <p>Item 9 – <u>Spare K21 Tyres and Inner Tubes</u>. DH reported that a stock of spare K21 inner tubes are now held in the hangar - Closed</p>
5. Chairman's Update, Direction and Guidance.	<p>a. The Chairman reminded the MC of the long term objective to grow the membership of PNGC and to this end a second summer course had been created in the PNGC course programme. PNGC aspires to attract new participants from the local area and to do so by creating an attractive lead-in to civil aviation for younger people, as well as enhancing the appeal of gliding per se.</p> <p>b. As part of making PNGC an attractive option to young people interested in a career in aviation our courses may be extended to include navigation exercises in the motor glider. This also has the added advantage of</p>

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	<p>increasing the utilisation of the PNGC assets.</p> <p>c. The Chairman reported that no new information on the leases for PNGC had been forthcoming from FBC. The Chairman emphasised our need to maintain our estate in good order to show that we are looking after the airfield in a status quo that is happy for both PNGC and FBC. He considered that there still remained too many 'loose ends' whereby our 'footprint' was still too big and at significant risk of attracting pro-rata service charges.</p> <p>d. The Chairman encouraged members to propose social events in support of fostering the social ethos PNGC, reminding of the simple message that it is, after all, a club .</p>
6. General Manager's Update	<p>TW echoed the Chairman's ambition to grow the membership of PNGC and stated he would use the review of the PNGC scale of charges to support this ambition. In particular he will investigate options to offer members of PNGC and people from the local area preferential rates for courses whilst maintaining our links with the FAAOA and also growing our links with the HCAP. TW re-iterated that a review of charges would be completed later this year in time for dissemination and implementation by the start of 2017.</p>
7. Safety Report	<p>a. <u>America's Cup Airspace</u>. MH reported that there would be airspace restrictions again this year during the America's Cup racing in the Solent but that they were expected to be less extensive than last year and also cover a shorter period of time. NOTAMS will be available but reminded anyone planning to fly from Lee during July to take account of these restrictions when making their plans.</p> <p>b. <u>Airspace Development</u>. The CAA are investigating the introduction of a buffer zone around existing airspace and the potential of also introducing a 'squawk' code for aircraft operating outside of controlled airspace. The BGA is representing the gliding community on this.</p> <p>c. <u>Temporary Fencing on 17/35</u>. MH will investigate the options of making the fencing more conspicuous for airfield users with the Airfield Safety Committee. He will also investigate whether the fencing could be moved further back from the glider landing areas.</p> <p>d. <u>PNGC Related Safety Incidents</u>. MH reported that there were no incidents involving PNGC aircraft to report.</p>
8. CFI	<p>a. <u>HCAP Summer Course</u>. The CFI reported that Jerry Lee had agreed to support the course.</p> <p>b. <u>BI/IFP Courses</u>. Every effort is being made to increase the numbers of IFP/BI qualified personnel to support the Air Experience flying at weekends. The CFI has identified six candidates and was awaiting dates from examiners to examine the candidates.</p> <p>c. <u>Duo Discus</u>. PNGC had received a request from the BGA for the loan of the Duo. Post meeting discussion concluded that as the period of the loan would coincided with a period when PNGC members were expected to be flying the aircraft that the membership should be given priority and regrettably the BGA request was therefore not approved.</p>
9. Ground Equipment	<p>a. SG briefed the status of the GE equipment from the online status report held on the PNGC website.</p> <p>b. SG reported that options for the replacement of the yellow tractors would be presented at the next Meeting of the MC in August.</p>
10. Air Engineering	<p>a. <u>Aircraft Status</u>. DH briefed on the aircraft status using the status report held on the PNGC website. All 3 K21s and the discus were online.</p> <p>b. <u>N3 Grant</u>. The Grant request to refinish N3 had been submitted and a response expected shortly.</p> <p>c. <u>Work on the K8</u>. DH requested permission to get quotes for the</p>

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	<p>completion of the work on the K8 to be undertaken externally. The MC agreed to this request.</p> <p>d. <u>BGA Inspection</u>. DH reported that all the actions resulting from the BGA inspection had been completed with the exception of the requirement to place a 'Weight' table in one of the K21s which would be completed later this week.</p> <p>e. <u>Parachutes</u>. PNGC currently holds 12 serviceable parachutes. This number will reduce to 11 at the end of this year. As PNGC has 10 flyable seats DH proposed that the 11 parachutes would meet PNGC requirements for 2017 and negates an expected expenditure of approximately £1,700. The MC accepted DH's recommendation but proposed that a bid for a new parachute should be held in case the RINGSA finds itself in an underspend position at the end of the year.</p> <p>f. <u>ZZ</u>. The MC discussed the proposals for completing the work on ZZ. The discussion concluded with an agreed action to obtain quotes for the manufacture of the cowlings which would inform further discussion at the next meeting of the MC.</p> <p>ACTION HF</p>
11. Estates	Investment in the PNGC estate remains on hold whilst the details of the lease remain open.
12. Administration	<p>a. <u>Volunteers Required</u>. Members are reminded that volunteers are required to support a range of club activities. - Volunteers for the bus roster please contact Pete and Sue Hollamby</p> <p>b. <u>Trial Flights</u>. The new Introductory Flight Pilot (IFP) rating, which replaces the Basic Instructor rating, removes the option to give guests control of the glider during the flight. As a result our 'Trial Lessons' at weekends will be re-designated 'Introductory Flights' and the limitations of the flight explained to individuals purchasing any new vouchers and the PNGC website information revised. It will also be necessary to understand the basis on which the BGA vouchers, which PNGC also accepts, are sold as this may affect our ability to honour these vouchers. It is apparent that careful management of future bookings will be required.</p> <p>Action SI</p> <p>c. The VAT implications of this change are to be investigated with the BGA and reported back to the MC.</p> <p>ACTION CMc.</p> <p>d. There are currently insufficient BI/IFP ratings to cover every weekend during the summer. Whilst the number is due to increase in coming months the responsibility to fly guests will fall upon the duty instructors. Volunteers from within the Full Cats and Ass Cats to help with the roster would be welcome.</p> <p>e. The free initial two year membership for military personnel is to be re-introduced. The MC Secretary will brief the Membership Secretary, John Hale</p> <p>Action: CM</p>
13. Finance	<p>a. <u>Income</u>. PNGC will re-set its baseline forecast of income as a range of previous income streams have been reduced or lost e.g. rent from private trailers.</p> <p>b. <u>Costs</u>. There remain a number of uncertainties related to PNGC costs, in particular the costs related to the new lease. Costs remain under review and will be reported routinely to the MC.</p> <p>c. <u>New Airfield Charges</u>. The airfield management team are investigating a</p>

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	range of new charges including fees for the issuing and renewing of car passes. Details will be published as soon as they are received from the airfield management team.
13. Diary Dates	The following dates will be added to the PNGC diary: a. 19 Jul - PNGC Board of Trustees Meeting b. 20-26 Aug – HCAP Course (Note 2x21 and Duo will remain available to PNGC members to fly 20 - 21 Aug 16) c. 12 Nov 16 – BGA Club Managers' Conference.
14. AOB	a. <u>Scout Flying Friday Nights</u> . More instructors are required for Scout Flying on Friday evenings. Volunteers are requested to contact SG. PMN the flying on the 8 th and 22 nd has been cancelled. The 29 th will go ahead supported by MH and Ben Bennett. b. <u>Winch</u> . The minimum age at which members could drive the winch is to be reviewed. ACTION HF c. <u>Power in the Hangar</u> . A quote is to be obtained for the creation of six new power points/sockets in the hangar. ACTION SG
14. Chairman's Closing Remarks	The Chairman thanked everyone for their attendance and support for the meeting.
15. DONM	13 Sep 16

Signed on original

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	CMc to undertake a review of the PNGC Scale of Charges.	CMc	Autumn 16	Para 10.3 (29 Mar 16 Minutes)
2.	5 Jul 16	Quote to be obtained for the fabrication of cowlings for ZZ	HF	Sep 16	Para 10f
3.	5 Jul 16	The information relating to Trial Lessons on the website to be updated to reflect the introduction of IFP and individuals making new bookings briefed on the changes required by IFP	SI	Report progress Sep 16	Para 12 b
4.	5 Jul 16	The VAT implications of replacing Trial Lessons with Introductory Flights to be investigated with the BGA	CMc	Sep 16	Para 12c
5.	5 Jul 16	Sec to brief John Hale on the re-introduction of the two year free initial membership for military personnel	CM	Sep 16	Para 12e
6.	5 Jul 16	The age at which members could drive the winch is to be reviewed.	HF	Sep 16	Para 14b

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7.	5 Jul 16	A quote is to be obtained for the creation of six new power points/sockets in the hangar.	SG	Sep 16	Para 14c