



**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 – 13 September 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>
<b>1. Chairman's Opening Remarks.</b>	The Chairman remarked on just how much successful activity had taken place since the previous meeting, including especially considerable effort in running the Summer courses for the Fleet Air Arm Officers Association (FAAOA) and the Honourable Company of Air Pilots (HCAP). Both owed particular thanks to all instructors, tug pilots, support staff both ground and catering. He felt it important for PNGC to take stock of all that had been learned from these events and how best to match them to PNGC's capacity and future needs.
<b>2. Apologies</b>	a. All the members of the Management Committee were present.
<b>3. Agree Previous Minutes.</b>	a. The minutes from the meeting of 5 July 2016 were accepted with the following single amendment: The review of the current Scale of Charges at Para 4.2 will be limited to a review of course fees.
<b>4. Review of Previous Action Grid</b>	<p>Item 1 – <u>Review of PNGC Scale of Charges</u>. The review of the Scale of Charges was re-defined at Para 3 above and C/F – <b>Action C/F CMc</b></p> <p>Item 2 – <u>Fabrication of new cowlings for ZZ</u>. TW reported that Paul Groves had been approached and had agreed to take on the work and that work continues on ZZ with the anticipation of early completion. – <b>Closed</b>. TW to report as part of Centre Manager's routine brief to the Committee.</p> <p>Item 3 – <u>Advertising of Trial Lessons on the Website following the introduction of the IFP rating</u>. The wording has not yet been amended but this together with the wording on the vouchers will be amended in line with that adopted by the BGA. <b>Action C/F SI</b></p> <p>Item 4 – <u>VAT Implications of Introductory Flight Pilots on Trial Lessons</u>. CMc reported that as a 3 month temporary membership of the Club is offered with each Trial Flight there would be no VAT implications for the Club following the introduction of the IFP rating. - <b>Closed</b></p> <p>Item 5 – <u>Re-Introduction of 2 Year Free Membership for Military Personnel</u>. John Hale has been requested to reinstate the 2 year free membership in Logstar - <b>Closed</b></p> <p>Item 6 – <u>Minimum Age of Winch Drivers</u>. The CFI has contacted the BGA for guidance and will report back at the next committee meeting. <b>Action C/F - HF</b></p>

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	Item 7 – <u>Provision of new power points in the Hangar</u> . SG reported that power had now been available in the hangar - <b>Closed</b>
<b>5. Chairman’s Update, Direction and Guidance.</b>	<p>a. The Chairman set out the main issues that faced PNGC in relation to future training, having previously circulated a note to MC members in advance of the meeting. This is attached to these Minutes. There were many facets to consider, as headlined in the attached Agenda, but the overall position was that too little of PNGC’s training capacity was serving its own needs, and with few of the training course ‘graduates’ over the years ever returning to support PNGC’s own future. The Chairman did not stay for the ensuing discussions, under the Deputy Chairman, about how PNGC might develop its training capacity and how to deploy it.</p> <p>b. The Deputy Chairman outlined that a new allocation of places on courses to be struck between support to the military, potential new members to the club and existing club members. The Club had more opportunities and offers to support courses through sponsorship than it had capacity to deliver and the balance being sought would need to support the long term existence of the Club.</p> <p>c. As part of the discussion on the courses offered by the Club the pricing policy for courses was discussed by the committee members with questions raised on benefits of different charging strategies. MH brought forward John Hale’s example using 7 years of back data on course flights to 2000ft providing copies of the data to the committee members which showed that a fixed price launch to 2000ft during the summer course had resulted in lost revenue to the Club. The document also indicated what should have been a more realistic higher price for these course launches. It was noted that an early decision on 2017 pricing would be required in order for it to go to the FAAOA and HCAP this autumn.</p> <p>d. HF reminded the committee that training was also available at the weekends and over emphasis should not be placed on the two annual courses. This point was accepted unanimously by the committee.</p> <p>e. Conclusions reached:</p> <ul style="list-style-type: none"> <li>i) The emphasis of the courses will be re-established as pre-solo training.</li> <li>ii) Powered flying other than that sponsored by the Club will be restricted to the weekend following each course.</li> <li>iii) It was agreed that the allocation of places for each course would be 4 x FAAOA, 4 x HCAP, 4 x Club Members. The allocation of the 4 Club places will be undertaken by the PNGC Management Committee with the Course Manager providing a list of applicants to the committee for final allocation. Only Club Members will be allowed to fly on ‘a pay as you go basis’.</li> </ul>

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	<p>iv) The nominated course manager for each course would deal directly with the FAAOA and HCAP respectively emphasising the desire for pre-solo candidates.</p> <p>v) All course places will require a non-refundable deposit.</p> <p>vi) PNGC course fees will only cover the provision of flight training and safety on the airfield. PNGC courses will not provide accommodation, travel to the airfield or catering, although course members may utilise any catering/bar facilities as are available to club members on any day. The course fee will not provide for the cost of prizes, flowers, correspondence, log books or other similar items as these should be provided by a separate administration charge.</p> <p>vii) The currently established courses sub-committee led by MH will be invited to develop recommendations on a future pricing structure (to cover both flying fees and course administration), course content, the minutes of each flight, methods of launch, height of launch, the level of a non-refundable deposit, the length of a temporary membership of the club at the end of each course and a policy for carrying forward flying fees not utilised due to poor weather together with a split of the 24 course places available each year between the different sponsoring organisations and club members. Only a small number of these questions have been resolved and further work is still required. The priority for the next meeting will be to establish the price. Those proposals as can be made available will be reviewed and endorsed at the next committee meeting. <b>Action MH</b></p> <p>viii) PMN – There is risk associated with N3 and N7 not being available for the Easter course due to planned maintenance and both the FAAOA and HCAP need to be made aware that the allocation of course places may need to be reviewed in the spring.</p>
<b>6. Centre Manager's Report</b>	<p>a. A decision on our bid for funds to support the refurbishment of N3 is due at the end of September. Quotes from two different companies for the work are being requested for consideration at the next committee meeting.</p> <p><b>Action TW</b></p>
<b>7. Safety Report</b>	<p>a. MH briefed the committee on progress on a range of safety related incidents that have occurred on the airfield in recent months. Any related observations for glider pilots will be relayed to CFI for dissemination to pilots as required.</p> <p>b. In order to ensure that correct follow up actions are completed by all concerned the committee supported a move for the Club to raising S&amp;S Reports in addition to raising issues at the airfield safety meetings.</p>

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	<p>c. A recent incident involving a guest driving onto the airfield and then on to the launch point against the operating procedures agreed with the airfield management has highlighted a need for sponsors to brief visitors ahead of their arrival at the airfield. (See also Para. 14b)</p> <p>d. Agreement has been reached with the airfield management team for the signs on Melville Road to be removed. No date for removal was given.</p> <p>e. Advice is to be sought from the BGA on the current location of the E1 signs.</p>
<b>8. CFI</b>	<p>a. Outline dates for 2017 Courses and Expeditions were agreed and will go ahead if aircraft availability permits.</p> <p style="padding-left: 40px;">Easter Course – Sat 15<sup>th</sup> Apr – Fri 21<sup>st</sup> Apr 17 Eden Soaring Expedition – Sat 29 Jul – Sun 6 Aug 17 Summer Course – Sat 12 Aug – Fri 18 Aug 17 Aboyne Wave Soaring Expedition – Sat 21 Oct – Sat 28 Oct 17</p> <p>b. To de-conflict the courses and AE Flying no AE bookings will be accepted for the following weekends:</p> <p style="padding-left: 40px;">Easter Course W/E 15-16 Apr 17 Eden Expedition – W/E 29-30 Jul 17 &amp; 5-6 Aug 17 Summer Course – W/E 12-13 Aug 17 Aboyne Expedition - No restrictions, normal AE bookings accepted.</p> <p>c. The CFI continues to work to increase the number of instructors from BI up to ease the pressures currently on the existing instructors. It will take time for the position to improve and the committee asked for the forbearance of the members affected.</p>
<b>9. Ground Equipment</b>	<p>a. The Club is currently one tractor down, and no replacement can be obtained until the sale of the grass cutting equipment is completed. Every effort is being made to seek a buyer.</p> <p>b. Limited power supplies have now been established in the hangar.</p>
<b>10. Air Engineering</b>	<p>a. <u>Gliders</u></p> <p>N3 – Bid for funds and quotes for the work to be undertaken are now in progress. N7 – 6,000 hr. examination will be required at the end of December. Quotes for the work to be undertaken are being investigated. LPV – Annual inspection contracted. KPE – KPE’s annual inspection will be undertaken internally by HF.</p> <p>b. <u>Parachutes.</u> The Club’s parachutes are due to be re-packed at the end of November. All parachutes are currently extended 28 days and available to members prior to the re-packing.</p>

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	c. <u>Tugs</u> . The Pawnee is to be taken off-line for the winter and the intention is to inhibit the engine whilst offline. The aircraft will remain as a backup tug which can be brought back at short notice should the primary tug experience any problems.
<b>11. Estates</b>	a. <u>Hangar</u> Brittan-Norman (BN) has been granted permission to place a container in the hangar. Details of the location of the container in the hangar and access routes will be published when further details are available.  b. Following the provision of power to the hangar some LED lighting will be purchased to permit working in the hangar through the winter months.
<b>12. Administration</b>	a. <u>Duty Roster</u> . The duty roster on the Website is to be developed in order to allow names to be changed to reflect any individual changes agreed between members. The administrative costs of the new roster tool will be £80 per year. There is a plan for a ninety day trial starting at the end of September at the end of which a decision will be made on replacing the existing roster tool.  b. <u>AE Flights</u> . The changes to the wording on the website and vouchers relating to the AE flights are on-going. As part of the proposed changes greater emphasis will be given to flights being weather dependent.  c. A question was raised on the feasibility of selling AE flights to 5,000 feet. Following a short debate by the committee a decision was reached which would allow for two 2,500 feet AE flights to be combined allowing for a flight to 5,000 feet if the weather permitted.  d. The AE booking number is to be transferred to a new mobile number. The old landline number will continue to be monitored for calls for a further 3-6 months after introduction.  e. <u>Flight Charges Listed in Club Rules</u> . SI reported that Appendix A of the Club Rules does not include prices for Cadet flying. Appendix A is to be updated. <b>Action TW</b>
<b>13. Finance</b>	a. CMc delivered a short update on the Club's finances. In summary the Club's costs continue to be covered by its income.
<b>13. Diary Dates</b>	4 Nov 16 – RNGSA Committee Meeting 19 Nov 16 – PNGC Members Meeting – Club House 1930  Note changes to summer course dates outlined at paragraph 8a.
<b>14. AOB</b>	a. <u>IFA2</u> . The cross channel power interconnector proposed for the south coast. One option is for IFA2 to be housed in one corner of the airfield. One option for the route of the power cables includes the

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	<p>southern side of runway 05/23 with associated impact on gliding. The Committee will continue to monitor and liaise with the airfield manager.</p> <p>b. <u>Visitors.</u> All visitors should be briefed ahead of their visit to wait at the entrance of the airfield until escorted onto the airfield. Once on the airfield visitors should be directed not to drive beyond the club house. All club members are encouraged to monitor the movement of visitors on the airfield and at the launch point.</p> <p>c. <u>SE Gate.</u> The combination number on the SE Gate has been changed. Members requiring access via this gate should contact the tower for the new number.</p> <p>d. The Chairman and the Committee wish to thank Judy Hale for her long standing work in support of the social activities of the Club over many years.</p>
<b>15. DONM</b>	18 Oct 16 – 1930 PNGC

*Signed on original*

D H Durston  
Capt RN  
Chairman

T World  
Deputy Chairman

Distribution:

Action:  
All Committee Members  
Richard Lovett

Copy to:  
Cdre Martin Westwood  
Sec/RNGSA

Attachment:

Chairman's Draft Guidance – PNGC Flight Training

**Background.** PNGC is not sustaining the number of instructors needed for the club to remain viable in the long term. It needs to increase new membership and to develop a significant proportion of these newcomers into becoming instructors at nationally recognised standards. The club's future at Daedalus has recently become better assured and has now a 'window' of business opportunity in which to develop lines of business needed to sustain its future.

**Aim** – to attract and sustain new members, particularly from the local area, by offering attractive flight training programmes at competitive prices.

**Appeal** – Gliding has good credentials as a 'first step' towards flying careers in aviation. By offering such pathways, new membership can be attractive to people who are likely to retain interest with PNGC. While PNGC core business is gliding, the linkage to powered flying is important to the appeal.

**Creating the appeal.** Aviation is a national and international career path of high standing. PNGC needs to be visibly part of career networks and pathways at those levels, including financial sponsorship. Avenues exist in military and civilian professional environments.

**Communications.** PNGC needs to demonstrate its viability and validity in leading towards nationally recognised sponsorship organisations and companies. There are many, therefore for efficiency, connecting with other 'nodes' and platforms is a central part of what PNGC needs to do.

**Values.** Gliding offers good opportunities for evidence-based leadership selection. These need to be championed and guided in a visible way, especially in personal and team goals.

**Standards.** PNGC's accreditation as a BGA training centre has proved to be not enough on its own, but remains of central importance. A clear 'ladder' of personal goals and progress needs to be championed, tracked and presented.

**Partnerships.** PNGC's positioning as a registered Armed Forces charity, and with particular orientation towards the Royal Navy, provides credible new opportunities to attract and retain new members and a nationally recognised marque. But this is not enough, and other nationally recognised aviation bodies need to form part of PNGC's orientation and communications.

**Capacity.** PNGC training output is limited by its aircraft and instructor numbers. Trade-offs are needed against historical beneficiary organisations, towards those which, in future, will generate higher local numbers of retained members and instructors. Current members' needs require also to be accommodated. In reality, block training weeks are the optimum way of developing individuals' standards and practises, albeit that weekends can offer limited development opportunities.

DHD 4 Sep 16