



**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 – 2 March 2017

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

<u>Item</u> <u>(a)</u>	<u>Decisions/ Actions</u> <u>(b)</u>
1. Chairman's Opening Remarks.	<p>1. The Chairman noted that whilst there were a range of changes being undertaken around the airfield the Club can, and should, continue to adapt and evolve within this new environment.</p> <p>2. The FAAOA will not be sending students to the PNGC courses this year which creates an opportunity to involve more local people and club members in the courses.</p>
2. Apologies	1. Apologies were received from Chris McCulloch and Alan Clarke.
3. Agree Previous Minutes.	1. The minutes from the meeting of 12 th January were agreed with the following amendment: Para 5c. It was agreed that the actual e-mail submission by MH concerned the recording of the loan of aircraft in the MC minutes and not club policy. The first sentence at Para 5c is to be replaced by: <i>'MH submitted a proposal to the committee that the loan of gliders should be included the MC minutes'</i> . Clarification on the recording of loaned aircraft in MC minutes is discussed in AOB and is recorded at Para 15 Item 3 below.
4. Review of Previous Actions	<p>5a. Ongoing - C/F Action SG</p> <p>5b. Complete – output contained in Para 6 below.</p> <p>9a. MOT certificates are not required for vehicles on the airfield. The club will however endeavour to maintain all vehicles to a suitable standard appropriate to the professional operation of PNGC. Closed.</p> <p>10vi. N11 rigged and will be online for the Easter Course – Closed</p> <p>11a. Ongoing – with forecast of completion – Apr 17. Action SI</p> <p>11b. This will be a long ongoing task which will be reported on during normal business in future MC meetings – Closed.</p> <p>11c. Complete – Closed</p> <p>11d. Ongoing – Awaiting arrival of the log books – Action SI</p> <p>11f. Complete – Closed</p> <p>11g. Charges for the use of the workshop were reviewed and set as £50 per month & £15 per week for periods shorter than a month. – Closed</p> <p>13a. Complete – Closed</p>
5. Marketing	<p>1. Marketing of the Club within the local community was discussed by the committee. SI reported that he had advertised PNGC in the local face book pages and discussed an option proposed by a club member to purchase a stock of marketing materials which would support the a PNGC stand at local community events such as the SULTAN Show.</p> <p>2. It was felt that as the materials purchased could be used repeatedly and could help to secure the future of the Club. The principle of undertaking some expenditure to create a stock of materials in support of marketing was therefore approved and a budget of £500 granted.</p> <p>3. Authority to review and approve individual items of expenditure within this budget was delegated to SI. (Note: The deposit required to hire the BGA simulator for such events, which would be income generating, will be paid by the Club and not set against the £500 allocated for the purchase of marketing items.)</p>

<u>Item</u> <u>(a)</u>	<u>Decisions/ Actions</u> <u>(b)</u>
6. 2017 Membership Fees	<p>1. The Committee discussed the options for the 2017-18 Membership fees and agreed the following set of charges:</p> <ul style="list-style-type: none"> • Service £65 • Civilian £415 (Reduced by £5.50 for each hour of work undertaken in the previous year up to a maximum of 50hrs) • Junior £130 (Reduced by £5.00 for each hour of work undertaken in the previous year up to a maximum of 12 hrs) • Cadet £30 • Social £12 • Private Flyer £160 • Family - Free
7. Centre Manager's Report	No new issues reported.
8. Safety Report	<p>1. The last recorded incident in the PNGC Log was Oct 16. PNGC continues to support the airfield safety process, and no reports of any incidents have been passed from the airfield management to PNGC during December, January and February. PNGC as part of the safety management structure maintains its own safety log and undertakes any necessary actions and were relevant reports incidents to the airfield management team.</p> <p>2. MH attended the BGA Club Safety Seminar which is run for Gliding Club Safety Officers. The seminar shares good practices and procedures and communicates to clubs any trends arising from across the UK gliding clubs.</p> <p>3. MH is investigating a new improved safety recording system with incidents being logged at the launch point.</p>
9. CFI	<p>1. Easter Course- Some spare capacity was available and anyone interested in taking part in the course are asked to contact MH. Details are on the website.</p> <p>2. Summer Course – The majority of places are now filled by HCAP.</p> <p>3. Two RN Development weeks are planned for May and Sep. Dates to be confirmed.</p> <p>4. JSAT Course at Daedalus – 1 week in May agreed in principle. It will run Mon – Fri using the 3 club K21s. The club will charge £300 per aircraft plus club rates for all aero-tows.</p> <p>5. Sea Cadets – The administration of the Sea Cadet flying has been transferred to DH.</p> <p>6. Two new instructors are awaiting final paperwork from the BGA.</p> <p>7. There are two changes to be updated in the club operating procedures.</p> <ol style="list-style-type: none"> a. 'Rtn call to airfield' by the tug. b. 'Final call' by gliders
10. Ground Equipment	<p>1. The Bus is back in Service☺! and a huge vote of thanks goes to John Hale and CMc and everyone else who supported the work.</p> <p>2. The search is still on for a new pick up. When one is identified TW and CMc will make an investment appraisal and are authorised to undertake the expenditure required to procure the vehicle.</p> <p>3. The winch stops are to be changed from wire to rope. Action SG</p>

<u>Item</u> <u>(a)</u>	<u>Decisions/ Actions</u> <u>(b)</u>
11. Air Engineering	Aircraft serviceability: (S = Serviceable) LPV – S 805 – S Duo – S Annual due at Lasham N3 – Return due 9 Mar 17 N7 – To go out to Poland shortly after N3 returns KPV – Due back online for the Easter Course N11 – Rigged – due online for Easter Course Pawnee – S VH – Work ongoing – proposed online by end of March Grob – S Parachutes – S ZZ – Cowling has been manufactured.
12. Estates	The general tidy up around the estate continues. Calling notices for assistance will be published on the website.
13. Administration	Membership – 289 Members – numbers available on the website Trial Lessons – 183 outstanding (£14,500) Mini-courses – 4 Outstanding (£720) MG Flight – 1 Outstanding Scout Flying is fully booked for 2017 and 4 bookings have been taken for 2018 Responsibility for the duty roster has passed across to Neil Shaw and the committee expressed its thanks to Kevin Hills for the work he has undertaken supporting the roster over many years.
14. Diary Dates	Committee Members were requested to view the online calendar and inform SI of any additional events that require inserting in the calendar. Action: ALL
15. AOB	<ol style="list-style-type: none"> 1. The committee wished to express its gratitude to Lloyd for his general support to the Club over recent weeks supporting a range of club activities. 2. DH proposed having a PNGC 'Charity Box' which could be used to fund flying scholarships. TW was invited to look at how this might be administered and report back to the committee. Action TW 3. MH proposed that the loan of all aircraft should be recorded in the minutes. The committee supported this. PMN by CM - A list of all future planned loans are to be passed to the secretary at future committee meetings. Action HF 4. MH Reported that Operation Nile at HMS COLLINGWOOD would operate over two weekends (6-7 May and 10-11 Jun) and would involve 24 naval personnel visiting the club each day (12 AM & 12 PM). The committee supported and welcomed this opportunity to expose gliding and PNGC to the local service community. 5. Goodwood has been closed temporarily for the resurfacing of the runway resulting in aircraft relocating to Daedalus during March. 6. The Chairman closed the meeting by stating that the Clubs should be congratulated on the way it is meeting the current challenges with resolve, resource and resilience and that PNGC had a golden opportunity to grow its presence on the airfield.

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16. DONM	PMN by CM – This will be confirmed to committee members by e-mail.

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