

## PNGC MANAGEMENT COMMITTEE MEETING – Wed 28 Apr 2021 1600 - 1800

Aim: To progress PNGC ops/integration at MW and deal with routine issues.

In attendance:

Name	Role	Initials
David Durston	Chairman	DD
Barney Wainwright	Hon Secretary	BW
Tony World	CFI/General Manager	TW
Jamie Steel	Centre Manager MW	JS
Siggi Ingason	Admin	SI
Lee Allinson	Tug Master	LA
Simon Gutman	Ground Equipment	SG
Adrian Noble	Deputy CFI	AN
Jim Chapman	Membership	JC
Dave Howell	Engineering	DH

### Minutes

1. Chairman's opening address (DD)
  - a. Well done for safe start – compliance VVV important. New Commandant & Airfield Operator. Massaging required to win Command support – not home & dry yet.
2. Apologies were received from Martin Westwood.
3. Minutes of last meeting (BW)
  - a. Accepted
  - b. Actions outstanding:
    - i. BW/JC/JS membership discussion **Action: BW/JS/JC**
    - ii. Course dates to be placed onto website **Action: JS/SI**
4. Chairman's MW site progress; overview of club status and direction (DD)
  - a. Site issues ongoing and complicated with many stakeholders, programmes, contractors.
  - b. DD, TW, BW to visit new Commandant next month.
  - c. We must be SAFE and COMPLIANT and able to demonstrate that.
  - d. All members and visitors must be logged on site in case of an incident.
  - e. We could be audited by RN, Army or CAA.
  - f. Thanks to JC for keeping on top of membership matters.
5. Club management structure and TORs (JS)
  - a. Draft ctee structure & TORs sent out in Mar now agreed. All urged by the Chairman to keep them under continual review for relevance and submit proposed amendments as necessary.
  - b. Overview of MG & Bowser to be under CFI rather than Tugmaster.
  - c. Yvonne Elliott will continue as CPO.
  - d. Sam Hepburn will join as Air Engineering member
  - e. Dave Howell will be moving to Centre Manager

### 6. Committee Members

**Post-meeting note: Members are requested to provide summaries of aircraft, ground equipment, IT or other issues prior to the meeting, to provide clarity and save time at meetings.** **Action: ALL**

- a. Safety – Flying (AN)
  - i. Checkflights & some re-checks flown.
  - ii. Link to PNGC's anonymous reporting to be sent out. **Action: AN**
  - iii. Winch authority from CAA still being extended on 6-month basis, consultation nearly complete. When complete charts will be annotated with 'G' (next issue is 2022).
  - iv. Instructor/Tug pilots meeting to be arranged for June. **Action: TW**

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- b. Safety – H&S; Ground; (JS / AN)
- i. Accident procedure – 999 for emergency services, Guardroom & airfield manager to be informed. All other emergency response follows from there. Laid down in DAM.
  - ii. Ground safety better with minibus in use.
  - iii. ISO container door latches should be used.
- c. Membership. (JC)
- i. Total membership 122, 77 mil members.
  - ii. Glidex: training ongoing for members by JC.
  - iii. Discussion regarding membership requirements for visitors confirmed the following:
- *The Tug may not be flown by any visiting pilot without them first becoming a PNGC member and paying the membership fee.*
  - *Visiting Instructors may carry out instructing duties as a reciprocal member with no fee payable unless they wish to fly solo.*
  - *Reciprocal membership is free to all gliding members of another military GC.*
  - *Other visitors who are members of any other BGA-affiliated GC will incur a reciprocal day membership fee of £7.50 to fly at PNGC.*
- d. Estates (JS)
- i. Break-in occurred in early April, one Skylaunch battery stolen. Reported to MGS and Airfield Mgr. (Chairman's D&G – Theft or damage is to be reported to MOD Police asap and in the first instance. Instructions and contact numbers to be displayed in Log Cabin and DI's notes. Follow on report asap to the Guardroom, MGS and AM and logged by DI with MDP incident / crime report number.)
  - ii. Site is not secure despite increased patrolling. Some fencing may be required. Securing kit in ISOs is the best countermeasure for now.
  - iii. Phone number req'd for MOD Police to be in DI file. **Action: JS**
- e. Air Ops, Training (TW / AN)
- i. Mtg on 30/4 with HAAF regarding mixed ops.
  - ii. ROC course 12-13 June at SULTAN for unqualified instructors.
  - iii. Upcoming: 2 x BI training for FI, JC completing course
  - iv. DTO info not yet received from BGA. (Deadline 8/12)
- f. Air Engineering, maintenance, aircraft fleet status (DH)
- i. Good usage of all ac on site (LPV, N7, 805, KPE).
  - ii. N3 in SULTAN, will be taken to MW next month.
  - iii. HGC Astir (480) now at SULTAN, into workshop o/c N3. Est.4-6 wks.
  - iv. Parachute repack 17 May at Lasham. Any private owners wishing to take advantage, contact DH.
- g. Ground Equipment, maintenance and status (SG)
- i. 1 x tractor u/s – now in rebuild, back next month.
  - ii. HGC winch starter cutout repaired.
  - iii. Bus still missing 1 x wheel, now due return next month as fitter was off sick.
  - iv. Chairman note - Thanks to be passed to Stuart Pollard in particular for support in bringing the ground equipment up to a viable state of repair.
- h. Admin, records (SI)
- i. All documents now up to date on website.
  - ii. All docs require a version/date & review date where necessary, before they will be posted.

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- iii. Routine for impounding documents in event of an accident (eg. DI books for a/c and ground eqpt) is with Emergency Orders in the Log Cabin.
- i. Financial matters (TW)
  - i. Nil report from Treasurer; funds are relatively healthy but many unknowns still in pipeline.
  - ii. Course revenue from 3 streams – still to be tidied up.
- j. General Management matters (JS)
  - i. Media/comms, bar manager still to be filled
  - ii. Courses: Readiness to restart courses) – including HGC members, SUL, CWD, civilian trail flights (from 26 June). New online booking should help. Test facility for online payments under development. Issues outstanding: notification to instructor, plus cancellation/rebooking. **Action: SI/JS**
- k. Communications / positioning / Charter / branding (DD)
  - i. PNGC is authorised to operate on the basis of it being open to Armed Forces personnel of all three Services, not just RN. This was also main reason for the recent capital grant award.
  - ii. Martin Westwood has agreed to liaise directly with the RNRMC Communications Officer to meet their Ts&Cs for promoting and publicising PNGC.
- 7. Programme, calendar, events, airfield constraints, plannable issues (JS)
  - a. Programme on website
  - b. BBQ 29 May – JS to poll for attendance **Action: JS**
- 8. AOB
  - a. AN: approached by external full-cat instructors who may assist
  - b. FAAOA and HCAP Courses.
    - i. need to investigate basing/accommodation for courses.
    - ii. MW preferable for flying but Upavon is booked.
    - iii. Appropriate escort to be investigated
  - c. Tug. Recommend fitting FLARM asap (ex-K8) and Txpdr in due course; approx. £1500. **Action: LA**
- 9. Chairman's Summary (DD)  
*[pmn due to IT connection difficulties]*
  - a. As a military club on a military base, it is vital that full compliance with all regulations is auditable and visible at all times and all Committee Members are enjoined to intervene where necessary. Without this, attaining full local Command support may be elusive. Discussion at the meeting included, among many possible examples, the relevance of the Road Traffic Act, even on MOD land, which may apply to vehicle ops and personnel conduct, for instance.
  - b. Army HQ has not yet agreed to PNGC's Licence/Lease application, which means that building approval for the new hangar has not yet been granted. Good initial responses from the Royal Engineers, but no dates can be set until the Army HQ Command chain has approved the activity. Meanwhile, some work for site and building survey assessment is being progressed as essential prerequisites to the build programme itself.
  - c. Grateful thanks to all Committee Members, especially those long-serving who have steered PNGC through the considerable difficulties and obstacles over many years. The Club is now in the strongest position it has been in for a very long time, albeit that we have still some way to go in securing long-term tenure with many outside on-lookers, some of whom have been displaced to make way for us. Accordingly, there is no scope whatsoever to weather even minor incidents, which demands more caution and care than ever before in all that PNGC does.
- 10. DONM June 8 at 1630 via Teams. *Meeting closed at 1815.*