

PNGC MANAGEMENT COMMITTEE MEETING – Wed 1 Sep 2021 1900-2100

Meeting hosted by Tony World on MS Teams

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

Committee Members:

Name	Role	Initials
David Durston	Chairman	DD
Barney Wainwright	Hon Secretary	BW
Tony World	CFI/General Manager	TW
Dave Howell *	Centre Manager MW	DH
Jay Stewart	Incoming Treasurer	JS
Siggi Ingason	Admin	SI
Lee Allinson *	Tug Master	LA
Simon Gutman	Ground Equipment	SG
Adrian Noble	Deputy CFI	AN
Jim Chapman *	Membership	JC
Sam Hepburn	Engineering	SH
Chris McCulloch *	Outgoing Treasurer	CM
Jamie Steel		JAS

MINUTES

- * Apologies were received from DH, JC, LA and CM.
- Chairman's comments:
 - Good to see the club re-establishing safely and effectively after the Covid hiatus, with many positive snippets of feedback from our new hosts at Middle Wallop especially from the Command following participation at 'Wings and Wheels and the air station families' day. Well done and thanks to all involved in the planning and execution; these are also helpful to the club's general cause as we still do not have a clear way forward with licence and lease issues with DIO, MS and Land HQ/Finance.
 - Developing and sustaining a Safe Operating Environment on the ground and in the air remain essential enablers to our existence at Middle Wallop.
 - Emphasis needs to be placed on safety management, with a couple of recent incidents being thoroughly investigated to show that the rules and regulations now in place appear to be sound enough, but that they need to be adhered to rigorously. One instance, by way of example, related to a reciprocal member, and unfamiliarity by the visitor and supervisor with our rules for authorised vehicle use.
 - A self-audit had been helpfully undertaken by Nobby Noble (many thanks to him) to which all committee and club members should pay good heed.
 - A flight safety officer aside from the CFI/DCFI chain needs to be appointed (Action DD).
 - A ground and site safety officer needs to be identified (can be a more junior or recently joined club member and not necessarily an instructor). Action – DD/BW/TW/DH
 - Issues had arisen over the new (on-line) procedure within MOD(N) for approval of Adventure Training. A clear administrative break is needed following a local establishment's internal approval for an AT activity to go ahead, leaving PNGC time and space to make the final decision about the use of its assets.
 - The recent Summer course for Captain Naval Recruitment was successful, albeit with extensive effort needed to address the administration and wider facilities. Scope for future courses has yet to be reviewed.
 - The club needs to generate more instructors; a matter that is central to PNGC's regeneration since moving out of Daedalus.

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3. Minutes of last meeting - Outstanding Actions:

Date	Item	Responsible	Update
14/7/21	BGA Self-Audit	AN	In hand
14/7/21	Glidex to show RN Sports Lottery members	JC	nil
14/7/21	Calendar / Ops diary MUST show lead person for each event	All	Ongoing
14/7/21	List of potential bids for underspend	All	None received – although underspend “v. unlikely”
8/6/21	CG2 graphic / sign needed	JC/JAS	Kevin Hills has agreed to produce a poster.
8/6/21	DI File – needs MOD Police crime reporting number	SH	To be completed Sep 21
8/6/21	Duo Discus residual liability to be agreed with Sports Lottery	TW	Will write to CM Sep 21

4. Safety. AN reported progress of Safety Audit which he will email to all cttee members. The following actions were agreed:

- a. Print off copies of glider manuals Action: TW
- b. Plan for mentoring of post-Bronze pilots Action: SH/LA
- c. Survey of trailers & equipment Action: Chris Hensman
- d. Fire/First aid equipment needs better checking/supervision Action: AN
- e. Bowser/fire training for additional operators Action: TW
- f. Bowser maintenance – hoses LIFEX this year. Action: TW

5. Air Ops, Training (TW/AN)

- a. Integration with AFA/HAAF working well.
- b. FAAOA/HCAP Course went extremely well. 14 students of whom 3 went solo.
Note for future – course students should not be encouraged to stay for the immediately following weekend due to capacity.
- c. Families day most successful – Simulator was central.
- d. Spin training is progressing.

6. Air Engineering (SH)

- a. ZZ: 8 hours to 50 hour check (Chris Adams agreed to do).
- b. Aerotow ropes need to be lengthened. Action: SG
- c. N3: Serviceable (minor defect - Flarm not transmitting)
- d. N7: Serviceable (minor defect - rudder spring)
- e. LPV: Serviceable
- f. KPE: Serviceable
- g. 480: Serviceable
- h. 805: Serviceable
- i. N11: unserviceable

7. Ground Equipment (SG)

- a. Jeep back in service;

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- b. Minibus starter to be replaced;
- c. Heron winch radio is now compatible with other ground radios
- d. Bus generator needs repair urgently
- e. Bowser & Trailer maintenance – as above
- f. Authorised bus drivers should be listed in the bus

8. Site/Estates.

Chairman explained the process and reported progress to date, with the financial abatement case now resting with Army Finance. This is central and critical to PNGC's plans at MW, including for installation of the hangar. The RNRMC capital grant expires at the end of the year, by which time the installation will not have occurred, but there is confidence in extending it as necessary to match the overall project timeline once answers are forthcoming from Land HQ. This liaison is being addressed by the Chairman and Board.

9. Membership (JC)

- a. 6 new members since July – 2 x Army, 1x RN, 1x Cadet, 2 x Civilian

10. Admin, Website - update provided by SI. (SI)

- a. Any non-flying or non-trials day MUST be reported to SI for calendar.
- b. Trial lessons start at 1030.
- c. Servicemen doing trial lessons should arrive at 1100.
- d. On rare occasions there may be a BGA Voucher as well as 3xTrials

11. Financial matters (CM)

- a. Handover to commence when audit is complete.
- b. Financial position is improving, assisted by profit from course flying using increased proportion of winning.

12. Comms & Media - NTR at this stage (DD)

13. Programme, calendar, events, airfield constraints, plannable issues (DH)

- a. Foundation Course 11/12 Sept (Chris Gibson i/c)
- b. RNGSA Dev Week at Upavon 20-25 September – TW to contact SGC
- c. Airfield booking -

14. AOB

- a. Met Office Cross-section – auto email requests to be sent **Action: SI**
- b. Social side of club should not be forgotten

15. Summary (DD)

16. DONM - 20 Oct 21 at 1900

Barney Wainwright

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Cdr RNR
Hon Sec PNGC