

PNGC MANAGEMENT COMMITTEE MEETING – Tue 22 Jan 2023

Minutes

Committee Members		
Name	Role	Initials
David Durston	Chairman	DD
Barney Wainwright	Hon Secretary	BW
Tony World	CFI/General Manager	TW
Adrian Noble	DCFI	AN
Neil Shaw	Safety Officer	NS
Jay Stewart	Treasurer	JS
Siggi Ingasson	Admin/Website	SI
Jim Chapman	Membership	JC
Sam Hepburn	A/C Maintenance	SH
Simon Gutman	Ground Maintenance	SG
Kevin Hills	Tugmaster	KH
Jonny Mion	Military Advisor	JM
Emre Mutlu	Marketing	EM

1. Apologies were received from BW, SH, JS
2. The minutes of last meeting were agreed. Joe Li name error to be updated.
3. Outstanding Actions

Date	Item	Action	Update
14/9/22	Social Programme	SG/JC /SH	Summer BBQ, Winter Event agreed. Dates TBC
17/1/23	Dyneema Repair Demonstration	SG	No progress. JM to source dyneema video online
15/2/22	Fuel Bowser Training/BFI permissions	TW	Ongoing. Expected completion Jul 23
1/11/22	Clearance of SULTAN old MT Office	DH	Started w/e 14/15 Jan...
17/1/23	Pax suitability for flying - Policy	NS/DD	Complete and implemented.
17/1/23	Instructors Meeting	TW	Date TBC within 2 weeks

4. Chairman's comments.

- a. Thanks to TW for hosting the committee at SpecFabs and JM for "volunteering" to take the record of the meeting in absence of the Secretary.
- b. With the start to flying, the chair emphasised three key areas:
 - i. Maintain an impeccable safety record (and safety culture) – This is our key to remaining viable at Middle Wallop in the long term
 - ii. Fostering of Base relations. Whilst we have a lease, flying is dependant on command trusting us to operate. Caution is better than erosion of this trust.
 - iii. Hangar build will commence shortly and may have some sensitivities in the progression of this, so committee asked to be mindful of these.

5. Estates

(TW/DH)

- a. Nil Significant change to Jan meeting.
- b. Briefing room is now functional (when external power available).
- c. Nissan Hut was broken into during Maintenance period. No significant losses found. Dummy Cameras and camera signage have now been installed by AN.
- d. Full CCTV suite to be investigated and costed. System requirement to be discussed with option for expansion.

Actions SI

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6. Planning & Events

(DH)

- a. Nil Change to Dates from previous meeting:
- b. Expeds
 - i. Army/RN Sisteron exped being planned 18 Mar - 8 Apr.
 - ii. *Possible* PNGC exped to Sisteron 7-16 April – Option now discounted
 - iii. Sutton Bank is preferred Autumn exped (14-21 Oct) Details to be promulgated idc from DCFI

Action AN

7. Safety

(NS)

- a. No safety occurrences to report.
- b. Chairman thanked NS for his work to date on safety culture over the winter and fit to fly process.
- c. NS has worked through and updated the club Risk Assessments. These are now with individual Signatories for review and returns are required ASAP. DD will act as final signatory and independent verifier.
- d. Pax suitability for flying - policy now issued. DD noted that relatively speaking, we may be ahead of the curve compared to the BGA and other clubs on this issue and are likely going to be informing future policy and best practice.
- e. Parachutes are becoming a hot topic and the membership needs to be more aware of the daily inspection process but also the weight and fitting restrictions of each of the type of parachute we hold. Those that have differing restrictions are to be identified and marked accordingly.
- f. BW has agreed to attend the Regional Safety meeting on behalf of NS 16 Apr 23.

Action NS/DD

Action NS/DH

8. Air Ops, Training

(TW/AN)

- a. Re-start successful with minor teething issues.
- b. Training focus is instructor progression:
 - i. TW now qualified FI(S) with AN soon to be qualified after assessment from a regional examiner. CFI to arrange RE
 - ii. Number of BIs in training /will start training towards ASSCAT
- c. Instructors meeting to be arranged before Sisteron Exped departs
- d. Change to SPL flying will occur end of 2023. All those who hold bronze XC are advised to apply for new licences before the end of Sep 23. DCFI will issue further guidance after the BGA publish the information later in 2023.

Action TW

Action TW

Action AN

9. Air Engineering

(SH)

- a. MG: Nearing completion. Awaiting order of replacement engine stud to complete work.
- b. N3 returned from Les Clark post ARC & Annual. N7 has now been sent.
- c. 805, 480 being progressed and will be ARC & Annual at SUL with an inspector brought in for the period. Access and passes to be arranged and roster of people to aid in the rigging of the aircraft
- d. SULTAN encroachment: clearance of the old MT office ongoing.

Action DH/TW

10. Ground Equipment

(SG)

- a. Mick Monson has agreed to help with vehicle fleet maintenance management.
- b. Heron Winch now at Middle Wallop. Fault within gear select microswitch found. Part is on order.
- c. PNGC winch will return to SUL this week for further maintenance.

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- d. Service records for all vehicles / assets on the airfield are to be checked and then forwarded to AN. **Action SG**
- e. Bus is U/S owing to electric's failure over the winter.
- f. All generators are currently not serviceable **Action SG**

11. Membership /Trial Lessons (JC/SI)

- a. 15 Trial lessons so far booked for 2023
- b. A number of people have made enquiries about joining the club.
- c. Balance of military/civilian membership was discussed wrt acceptance of new members.
- d. DD pointed out that we must consider what individual new civilian members might contribute to the club. A means of capturing to be reinvigorated **Action JC**

12. Finance (JS)

- a. Treasurer not present – Nil Significant updates.
- b. Grant received for Hangar erection.
- c. JM to Liaise with JS reference Navy First Flights. **Action JM/JS**

13. Branding, Marketing & Website (EM)

- a. EM email brief acknowledged:
 - i. Question from the committee about £1000 committed to internet advertising as service personnel is main audience. SI to investigate cost/benefit with EM and report back to committee. **Action SI**
 - ii. EM requested to liaise with SI over website/media plans. **Action EM**
- b. Proposal of Signage at the Army Air Corps Museum. SI to investigate. **Action SI**

14. AOB

- a. **Winter Maintenance period.** Whilst there has been significant effort from some of the membership, the maintenance period overall missed the required output, with a number of air and ground assets not ready by the restart date. Whilst several factors were at play, the following key lessons were identified:
 - i. Period lacked management oversight
 - ii. There wasn't a maintenance plan ahead of the event.
 - iii. Inspections of assets (air and ground) are required ahead of, or at the start of the period to direct work and allow parts to be sought in good time.
 - iv. A similar principal can be applied to the ground equipment plan.
- b. **Keevil.** Long Term the same operator as Middle Wallop will be taking custody of the airfield at Keevil Airfield (Bannerdown GC).
- c. **Meeting Reports.** All Committee members are reminded to send their updates in writing to the committee ahead of the meeting. The few that were submitted are attached
- d. **Defibrillator.** Will be relocated to Middle Wallop. **Action TW**
- e. **Ground Vehicle Training.** A draft card is to be developed and forwarded to AN for inclusion in the ground training element of flying training. **Action SG/AN**
- f. **Fit to Fly declarations.** Updated Flying policy was presented from work by SI and Martin Westwood as Trustee Lead.
 - i. Concern about legality the terms and conditions being separate to the details being signed. Options to be investigated to amalgamate. **Action JM /SI**

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- g. **Rosters.** Whilst it is acknowledged that all instructors are volunteers, some are volunteering more readily to the duty rosters and those with a disproportionately low numbers are requested to make further effort to fill slots.
- h. **ROCC.** Radio Operators Certificate of Competence (Air Ground) to be arranged in house for Duty Instructors. **Action TW**
- i. DD proposed a general members' meeting; this was agreed for Sat 22 April. To be held at Middle Wallop PNGC Briefing Room.

15. DONM **1900 on Thursday 14 Apr** at Specfabs, Gosport

Jonny Mion
22 Feb 23

Annex:

A. Member Reports

PNGC Management Meeting - Member Reports

Safety

Neil Shaw

1. Open-to-all 'Members Safety meeting' ran on 8th Feb... some 20 people attended.
2. Reviewed & updated all 28 Risk Assessments, added one for Aerobatics. Not a 2-minute job!! Published to those needing to sign-off (in some cases just the odd doc) but 'sign-offs' outstanding in all cases.
3. Safe flying-restart comms & reminders, and several other safety bulletins.
4. 'Flying Suitability' policy & Parachutes:
 - Much further discussion before and after published agreed policy...
 - "Can of worms".... but right we implemented and pursue further.
 - Two young members affected, one of whom very small. Agreed with DD & TW to NOT make exceptions, but - as already planned - to review in practice.
 - Significant further investigation of whether our parachutes have a 'minimum suspended weight' limitation.
 - I've gone from novice to expert in three weeks. 😞
 - How well they fit is key. We must stand by that.
 - Lighter human weight on un-steerable parachutes slows deployment, and adds danger of 'ground drift' on windy days.
 - BGA vague, surprisingly have no proper policy, or past evaluation.
 - Approaches to our three manufacturers made, but two evasive on the matter.
 - Spoke to British Skydiving Association safety/technical lead; and a top fitter/Instructor at Netheravon, plus our fitter.
 - Have enhanced Dave Howell's parachute log, and further discussion/analysis ongoing.
 - Meanwhile identified that we haven't labelled two parachutes that have a max weight of 180lb - action outstanding on Dave H.
 - Tried this smaller parachute on Tom Li on Sunday.
 - Discussions and analysis ongoing... several options under evaluation.
5. Arranged for Barney to cover the 16th April Regional CSO meeting in my absence. Will liaise re our input. Several items already.

Admin and Webmaster status 20 February 2023

Siggi Ingasson

- Log cabin PC had a failure on Saturday 18th Feb, but this has been fixed and it's now fully up and running in the log cabin.
- New Fit to Fly / Medical declaration has been updated. This will be slightly amended / updated again during this week. All updates will be available on the Website as well as the log cabin this coming weekend. The declaration is also on the website on the trial lesson booking page.
- The weekend flight log 18 & 19 Feb 2023 is available on the PNGC website.

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Media and Comms Status Update

Emre Mutlu

- Completed designs of printed advertisement material. Awaiting the Board's decision regarding potential name change to finalise the design and present the final design to the Committee.
- Increase in interest on social media accounts. Received several inquiries (service personnel included) within the last month and interested individuals directed to the Membership Secretary.
- Generated social media content for the marketing campaign. Paid advertisement campaign to start within a week.
- Continued co-operation with Siggi regarding the update & upgrade of the website. Designed an improved Member's section landing page with easy access to most used pages by members, a few touch-ups outstand. Will discuss with Siggi once completed.
- Took over the ownership/responsibility of content generation about PNGC for S&G magazine as well as admin status on PNGC Facebook page. Thanks to Lee Allinson.