

LYNEHAM FLYING CLUB
Building 107
RAF Lyneham
Wiltshire, SN15 4PZ

Flying Club Committee Members*

13 Nov 08

MINUTES OF THE LYNEHAM FLYING CLUB COMMITTEE MEETING HELD AT FLYING CLUB ON 6 NOV 08

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| Present | Flt Lt Suraj Dip Bob McPhee Mr Graham Stokes Mr Keith Hatter Sgt Tony Rimmer Sgt Stu Dawson Cpl Neal MacLennan Ms Sarah Letheran | Chief Ground Instructor CFI Ops Manager Treasurer Instructors' Availability Co-ord ATC Ops Aircraft Owner | Chairman / Sec |
| Apologies | Flt Lt Kirby Mr Alan Twigg | OIC Dep Engineering | |

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| <p>ITEM 1 – MINUTES OF LAST MEETING</p> <p>1. The minutes of the last meeting were approved.</p> | |
| <p>ITEM 2 – MATTERS ARISING FROM THE LAST MEETING</p> <p>2. Outstanding Bills. The trial run had been executed and a number of club members had received their individual bills. The treasurer was waiting for feedback before reconciling all outstanding bills with SFAS.</p> <p>3. Decision. The Treasurer would send all the statements for overdue payments by 15 Nov 08.</p> <p>4. Flying Instructors' Availability. Flying Instructors' availability would have to be actively managed and published on FS Pro.</p> <p>5. Decisions: The Instructors' Availability Co-ord would develop a standard method for Instructors to show their availability on FS Pro.</p> <p>6. Weekend ATC Cover. The cost of lading cards at Kemble Airfield for concentrated circuit flying at weekends was deemed to be too expensive. The committee agreed that it was more cost-effective to make flexible arrangements between Lyneham and Colerne.</p> <p>7. Decision. All Club members would make flexible arrangements between Lyneham and Colerne for weekend circuit flying.</p> <p>8. Technical Logs. Concerns were raised regarding the accountability of aircraft engine oil. A significant amount of oil could not be accounted for, which was inflating the cost of maintenance. To mitigate this, all oil replenishments would need to be entered into the Tech Logs.</p> | <p style="text-align: center;">Treasurer (On-Going)</p> <p style="text-align: center;">Inst Avail c/d (On-Going)</p> <p style="text-align: center;">All Club Members</p> |

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| <p>9. Decisions. The Ops Manger would:</p> <ul style="list-style-type: none"> a. Amend the Tech Log to reflect an oil replenishment column. b. Send an email to all club members to inform them that from now on, they are to enter all oil replenishments into the aircraft Tech Logs. <p>10. Fuel Sample Bottles. The committee was of the opinion that the labels on the Fuel Sample Bottles were too detailed since most of these details were already included in the refuelling log. The Ops Manger informed the committee that CAP 748 Ch 4 Para 1.9 states that all retained sample bottles should be kept cooled and out of daylight and be labelled with the following information:</p> <ul style="list-style-type: none"> a. Grade of Fuel. b. Reason for sample. c. Date and Time of sample. d. Place taken. e. Name of sampling person. <p>11. The committee agreed that a statement on the sample bottles that says to refer to the Fuel Log for details would not constitute a breech to the above rule. The Fuel Log would need to be emended to include a column for time sample was taken.</p> | <p>Ops Manager</p> <p>Ops Manager (On-Going)</p> |
| <p>12. Decisions.</p> <ul style="list-style-type: none"> a. The Ops Manger would add an additional column into the Fuel Log for time sample was taken. b. The Engineering Member would produce new labels that refer to the Fuel Log for compliance with CAP 748 Ch 4 Para 1.9. <p>13. Aircraft Cleaning. The Ops Manager had been in discussion with the RAF Lyneham aircraft washers, who had offered to wash the club aircrafts on a trial basis; the Aircraft owner agreed to the proposal. The aircrafts would be inspected after the washes and the committee would be briefed at the next meeting on whether the washing could be outsourced to the RAF Lyneham aircraft-wash contractor.</p> | <p>Ops Manager</p> <p>Eng Member</p> |
| <p>14. Decision. The Ops Manger would make arrangements with the RAF Lyneham aircraft-wash contractor to wash the club aircraft as a pre-outsourcing trial, and report to the committee at the next meeting.</p> | <p>Ops Manager</p> |
| <p>ITEM 3– TREASURER’S REPORT</p> | |
| <p>15. The treasurer produced a list from the SAGE database for membership fee payments. The list showed that so far only 70 members had paid their membership fee and 44 were still outstanding. However, FS Pro currently showed that there were 148 members with accounts at the club. Therefore, the list needed to be reconciled against FS Pro to determine the exact number of current club members and also identify those not showing on the SAGE database. Since the membership was the main source of income to the club, non payers were placing the club’s financial plan in serious jeopardy and would need to be reminded to settle their membership fee as soon as possible.</p> | |

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| <p>16. Decisions. The Chief Ground Inst agreed to:</p> <ul style="list-style-type: none"> a. Reconcile the SAGE database list with FS Pro and produce an up-to-date membership list. b. Check the account status of all defaulting members and determine how long membership fee had not been paid. c. Delete the account of members that have defaulted for over 2 years. d. Freeze the account of defaulters under 2 years until membership fee was paid. e. Send an email informing all members who had defaulted of their account status and request that the membership fee was settled as soon as possible. | <p>Chief Ground Inst</p> <p>Chief Ground Inst</p> <p>Chief Ground Inst</p> <p>Chief Ground Inst</p> <p>Chief Ground Inst</p> |
| <p>ITEM 4– OPS MANAGER’S REPORT</p> | |
| <p>17. The Ops Manager raised concerns that the fuel sample bottles were not being returned to their appropriate slots within the POL locker. He also informed the committee that the POL locker would be re-located against the wall behind the aircrafts. Additionally, there were some concerns regarding the location of the fuel tank. It should be situated on the concrete but it generally appeared to be mostly on the grass. It was proposed to build a concrete hard-standing onto the grassed area with bunds to stop any fuel spillage. Due to the short winter days, it was proposed to schedule this project for the next Spring.</p> | |
| <p>18. The Ops Manager also informed the committee that due to one of his prescribed medication not being on approved CAA list, his Med Certificate had been withdrawn. He was grounded while he disputed the case with the CAA as neither his GP nor the manufacturer could provide supporting evidence why the medication was not included on the CAA list. He was considering other alternatives such as the NPPL to ensure that he can continue flying and will inform the committee of the progress.</p> | |
| <p>19. Decisions.</p> | |
| <ul style="list-style-type: none"> a. Sarah Letheran would look at options to source the material to build the concrete hard-standing for the fuel tank. | <p>Sarah Letheran</p> |
| <ul style="list-style-type: none"> b. The Ops Manager would discuss the process to obtain permission to dig with the Stn Work Services. | <p>Ops Manager</p> |
| <p>ITEM 5 – ANY OTHER BUSINESS</p> | |
| <p>20. Tea and Coffee. The Chief Ground Inst highlighted that he had been purchasing tea and coffee for the club on a regular basis from his personal funds. Whilst he was not really concerned about it, he felt that the club should set aside some funds for the purchase of tea and coffee.</p> | |
| <p>21. Decision. The Treasurer would identify some funds in the financial plan for the purchase of tea and coffee for the club.</p> | <p>Treasurer</p> |

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| <p>22. Charges for Written Exam. The Chief Ground Inst informed the committee that despite being legitimately entitled to charge for marking written exams at the club, he hadn't charged service personnel. Although, he was charging civilian members and those paying by cheque, he generally tended to donate the money to the club.</p> | |
| <p>23. ATC. The SATCO wanted the Flying Club to ensure that the members were briefed about ATC safety. Since, the majority of the club members would be present at the next AGM, it would be appropriate to invite the SATCO at the AGM to brief the members.</p> | |
| <p>24. Decision. The ATC Ops Rep would invite the SATCO or his nominated representative to the next club AGM.</p> | ATC Ops Rep |
| <p>25. Xmas Flying. Club members should check the ATC manning levels at Lyneham during the coming Xmas stand-down period before booking flying sorties. Concerns were raised regarding unlicensed flying as, without ATC and fire cover, the airfield would technically be unlicensed.</p> | |
| <p>26. Decision. The ATC Ops Rep would investigate whether unlicensed flying would be authorised at Lyneham during the Xmas stand-down period and report at the next meeting.</p> | ATC Ops Rep |
| <p>ITEM 6 – ARRANGEMENTS FOR NEXT MEETING</p> | |
| <p>27. Decision. The Sec agreed to arrange:</p> | |
| <p>a. The next committee meeting in the Flying Club on 2 Dec 08 1730.</p> | Sec |
| <p>b. The Club AGM on 12 Mar 09 at 1900.</p> | Sec |

Suraj

P DIP
 Flt Lt
 Sec
 94382 Ext 3243