

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

Flying Club Committee Members\*

16 Sep 08

**MINUTES OF THE LYNEHAM FLYING CLUB COMMITTEE MEETING HELD AT FLYING CLUB ON 11 SEP 08**

Present	Flt Lt Kirby Flt Lt Si Hulme SSgt Dave Jelly Mr Keith Hatter Mr Alan Twigg Sgt Tony Rimmer Sgt Stu Dawson Flt Lt Suraj Dip	OIC Dep OIC Aircraft Owner Ops Manager Dep Engineering Treasurer Instructors' Availability Co-ord	Chairman       Sec
Apologies	George Murray	Fuels	

	<b>ACTION</b>
<p><b>ITEM 1 – MINUTES OF LAST MEETING</b></p> <p>1. The minutes of the last meeting were approved.</p> <p><b>ITEM 2 – MATTERS ARISING FROM THE LAST MEETING</b></p> <p>2. <b>Membership.</b> There were a significant a number of club members that were yet to renew there club membership fees. Members were still being allowed to book the club's aircrafts; however, this situation was starting to adversely affect the club's finances.</p> <p>3. <b>Decisions.</b> The Ops manager would send an email to all club members to remind them to pay their membership fees by the end of Sep 08; failure to comply would mean that those who still default wouldn't be able to book out any aircraft.</p> <p><b>ITEM 3 – TREASURER'S REPORT</b></p> <p>3. There were quite a significant amount of outstanding bills from the old billing system that had yet to be settled. Previously, members were given their individual bills at the end of the month and the onus was on the members to settle the bills in a timely manner. Unfortunately, the migration to the new system has resulted on certain bills not being sent. Therefore, a large amount of the club's funds that are crucial for balancing of the accounts at the end of the financial year remained un-recovered.</p> <p>4. <b>Decision.</b> The Treasurer would send all the statements for overdue payments by 15 Nov 08.</p> <p><b>ITEM 4 – FLYING INSTRUCTORS</b></p> <p>5. The committee agreed that Mike Durand had a very successful summer. The latter had indicated that that he would be happy to offer his services for Summer 09.</p>	<p>Ops Manager</p> <p><b>Treasurer</b></p>

	<b>ACTION</b>
<p>Whilst the club would be delighted with his offer, it was argued whether the current portfolio of recently qualified instructors would necessitate paying Mike Durand a retainer next year.</p> <p>6. The availability of instructors would become more of an issue now that Mike Durand had departed. Flying Instructors availability would have to be actively managed and published on FS Pro.</p> <p>7. <b>Decisions.</b></p> <p style="padding-left: 40px;">a. The committee would re-assess the availability of instructors closer to the start of the Summer 09 season and decide whether Mike Durand's services would be formally requested.</p> <p style="padding-left: 40px;">b. The Instructors' Availability Co-ord would actively liaise with all flying instructors to request them to provide their availability for publication on FS Pro.</p>	<p></p> <p></p> <p>The Club Committee</p> <p>Inst Availability Co-ord</p>
<b>ITEM 5 – AIRCRAFT OWNERS REPORT</b>	
<p>8. <b>Aircraft Cleaning.</b> The aircraft owner raised his concerns regarding the cleaning of the aircrafts. Whilst, emails were being sent regularly to request members to attend aircraft leaning sessions, the responses had been quite disappointing with the same people turning up. It was proposed for the club to take ownership of the cleaning and to outsource to a contractor. The cost estimate for outsourcing was around £400 per clean; it would need to be carried out 2-3 times a year. The proposal would need to be presented to the club membership for decision.</p>	
<p>9. <b>Decision.</b> The Sec would include the Outsourcing of Aircraft Cleaning as an agenda item at the next AGM.</p>	<p>Sec</p>
<p>10. <b>Aircraft Maintenance Cost.</b> Concerns were raised regarding the cost of aircraft maintenance not being covered by the revenue being generated at the current hourly cost of flying. It was proposed that the cost be increased as follows:</p> <p style="padding-left: 40px;">a. Piper Warriors - Increase by an extra £2.50 p/h</p> <p style="padding-left: 40px;">b. Slingsby - Increase to £45.00 p/h</p>	
<p>11. <b>Decision.</b> The hourly cost of flying would be left unchanged for Sep 08 and would be reviewed at the Oct 08 meeting.</p>	<p>The Club Committee</p>
<b>ITEM 6 –CHARITY TRIAL FLIGHTS</b>	
<p>12. The club had received numerous requests for charity trial flights from different units. Whilst it was agreed that these events would raise the profile of the club, it would also have to be funded by the club. The club was, therefore, limited on the number of charity trial flights it could offer.</p>	
<p>13. <b>Decision.</b> The Sec would include Charity Trial Flights as an agenda item at the next AGM for the membership to decide on the number charity flights that the club would be willing to offer per year.</p>	<p>Sec</p>

	<b>ACTION</b>
<p><b>ITEM 7 – WEEKEND ATC COVER</b></p> <p>14. The ATC Tower weekend consisted of 2 personnel of varying qualifications. The qualifications of the individual on shift determined whether the Lyneham Zone would be opened or not. The flying club always came at the bottom of the priority list and, therefore, weekend flying can be quite restrictive especially during the Summer months. This could be mitigated by purchasing landing cards for Kemble Airfield for concentrated circuit flying.</p> <p>15. <b>Decision.</b> The Committee would assess the impact at the next meeting and make a decision on the way forward.</p>	The Committee
<p><b>ITEM 8 – RAF LYNEHAM FAMILIES DAY</b></p> <p>16. The families' day was deemed to be a great success with plenty of interest generated by the flying club. The Pedal planes had drawn significant interest from the toddlers and, as a result, generated a healthy contribution to the Stn Charity.</p> <p><b>ITEM 9 – ANY OTHER BUSINESS</b></p> <p>17. The RAF Halton Air Cadets would be flying into RAF Lyneham on 22 Sep 08 with a team of cadets joining them by road. The Ops Manager would be hosting the cadets at the Flying club while the DOIC would be hosting them on a ground tour of a Hercules aircraft.</p>	
<p><b>ITEM 10 – ARRANGEMENTS FOR NEXT MEETING</b></p> <p>17. <b>Decision.</b> The Sec agreed to arrange the next committee meeting in the Flying Club on 8 Oct 08 at 1630.</p>	Sec

<Original Signed>

P DIP  
 Flt Lt  
 Sec  
 94382 Ext 3243