

Lyneham Aviation Centre
Building 107
RAF Lyneham
CHIPPENHAM
Wiltshire, SN15 4PZ

Reference:

See Distribution

Date:

06th April 07

RECORD OF DECISIONS FROM LYNEHAM AVIATION CENTRE COMMITTEE
MEETING THU 4th April 07

In Attendance	Sqn Ldr L Matthews Flt Lt R McPhee SSgt Jelly Mr K Hatter Mr A Twigg Ms S Letheran Chf Tech Jakubowski SAC Wier	OIC DOIC Aircraft Owner Ops Manager Dep Engineering Aircraft Owner Dep Treasurer Social
Apologies	Graham Stokes	CFI
	Sgt McLennen	Flight Safety Member

Item (a)	Discussion and Decisions (b)	Actions (c)
1. Matters Arising from the last meeting	1. A new checklist is now in printing and will arrive in the club shortly. A price of £5 will be charged to new members joining the club and a complimentary checklist given to original members. Any lost checklists will be charged at £5. The checklist will be compulsory. 2. Fuel remains an ongoing problem. Discussions are in progress. When bowsers come over for maintenance from Colerne they may be able to leave a small amount of fuel in them to fill our bowser. However know one has been able to commit to this. 3. Membership prices are to increase however this cannot be implemented till accepted at the next AGM 3 rd May 2007. 4. RFCA membership has been paid and we are now currently up to date with subscriptions. 5. PPL exams can now be sat at the club at a price of £20	Ops Manager
2. Aircraft Parking	1. Bolts and a cable are to be installed in the parking bays. This will be used to tie down the aircraft. 2. Aircraft guide lines are to be painted longer	Alan Twigg Treasurer Ops Manager
3. Access to Aircraft	1. A new gate will be installed in the fence shortly. The gate was approved by the old station commander and to deal with the security complications a numbered padlock will be placed on it.	Treasurer

4. Families Day	<p>1. With families day fast approaching the club hope to have a prime location on the main parade square. This will boost awareness of the club on station and provide great publicity. Raffles and a range of prizes will be offered on the day. This would include a range of flights. Keith Hatter and Dave Jelly will be manning the stall. Volunteers would be most welcome.</p>	Ops Manager Dave Jelly
5. Learning Credits	<p>1. Currently there has been some confusion over the usage of ELC's and SLC's. As the Learning centre has refused the usage of them for flying training.</p> <p>To use the ELC for flying training it has to been done with an approved learning provider. At present the club currently is not one. However standard-learning credits can be used towards flying training. To claim these you will need to state it is for your future career development and provide a personal development plan leading up to a CPL or ATPL. DOIC will be in contact with the learning centre to clarify this.</p> <p>It is hoped that this will keep people inspired in flying and contribute to further development in their flying training, gaining a variety of qualifications like a night or imc rating</p>	DOIC
6. Advertising.	<p>1. To promote the club and gain valuable advertising a regular newsletter will be sent out.</p> <p>2. A lynnet and internet site will also be implemented as people had tried to find the club and information on this.</p> <p>3. The LED board on entrance to the camp would be great advertising. The relevant people will be contacted to see about promoting the club on this.</p> <p>4. Flyers will be made and distributed around the base</p>	DOIC OIC Social
7. Aircraft care	<p>1. New covers have arrived for G-FW and G-CC</p> <p>2. G-FW and G-CC require regular cleaning. It has been agreed to have 2 deep cleans a year on each aircraft and 6 washing days.</p> <p>These will be held on the 1st Thursday of every even month at 1730L</p> <p>The next deep clean will be the 7th June 1730-1930L</p> <p>3. A box for the new covers is now in place. Covers are to be placed in here when taken off aircraft. This will soon be painted.</p>	SSgt Jelly
8. AGM	<p>Planning needs to take place for the next agm Thurs 3rd May 2007</p> <p>A report from each of the club officers will be required for the past and forthcoming year. These will also be required from each committee members for their respective duty in the club.</p> <p>The financial plan and membership proposals will need to be voted on by the club members. To aid in this proposal prices at other clubs will be shown. A break half way through the AGM will be implemented</p> <p>Food and venue has been arranged by SSgt Jelly at a price of £3 a head. This will include trays of buffet style food and a beer.</p> <p>A run-through of the AGM will take place in the club on the 26th April 2007.</p>	Committee Members

9. Contracts	<p>1. A contract needs to be drawn up for Mike Durand and the club. Mike Durand will be working 6 days a week Tuesday-Sunday. He will be paid £180pw and inclusive of this is 12 hours instruction. This will effectively be his retainer. Any instruction in excess of 12 hours he will be paid at £15 per hour on top of his retainer.</p> <p>A loose contract will be drawn up for Aircraft owners of G-FW and G-CC. This will mean both parties cannot withdraw the Aircraft from the clubs use without giving prior 4 weeks notice.</p>	DOIC
10. Vote of thanks	<p>1. A vote of thanks to the DOIC for an installing a new computer in the briefing room.</p>	
11. PFA Young Aviator Day	<p>The club has agreed to host the PFA Fly in for underprivileged children subject to OC Ops agreeing to this.</p> <p>There is an estimated maximum number of 12 Aircraft expected. MOD Waiver numbers will be required and a list of names for security reasons.</p> <p>An email will be sent out to all club pilots to see if they would give up some of there time and donate an hours flying to the event. This would flown by them.</p>	OIC
12. Folding Bikes	<p>1. A grant will be applied for to see about the purchase of folding bikes.</p>	DOIC
13. Arrangements for Next Meeting	<p>1. The Committee will meet again on 7th June 2007</p>	Sec

Original signed and on file

James Warrender
LAC
Secretary

Distribution:

Action:

OIC
DOIC
Aircraft Owner
Ops Manager
Sec
Treasurer
Social Organiser
Alan Twigg