

30 JAN 2016

From: Secretary, Monterey Navy Flying Club
To: Commanding Officer, NSA Monterey
Via: President, MNFC BOD; NPS MWR QOL Director
Subj: Minutes of BOD Meeting held 30 January 2016

1. The meeting convened at 1113.
2. Present were the president Jessie Ashmore, vice-president Keith Gray, operations Ralph Love, maintenance Israel Pren, manager Keith Standiford, secretary Terry Norbraten, membership Andrew Bourret, and club CFIs Yoshi Allard and Peter Jenson.
3. Old Business: Status of fuel tank replacement, search for new avionics repair facility, scheduling of required 2016 club meetings and initiatives to increase club membership.
4. New Business:
 - a. The board agrees that attracting and retaining new club members is a major priority as challenges exist with aging aircraft, discontinued avionics parts availability, the 100LL fuel tank replacement and the current inflexible procurement processes.
 - b. With increased membership, attracting and retaining club CFIs will also need to be addressed. While the club currently has an adequate number of CFIs, the issue is that most CFIs are not available during the workweek when student demand is at its greatest.
 - c. A new 100LL fuel tank has finally been ordered, yet we are still awaiting a Navy construction contract to be let before replacement work can begin. We are currently supplying club fuel from a temporary tank, but we will not be able to replace the fuel in that tank once it runs out which makes the replacement contract letting a critical issue.
 - d. Failure to hold and document required club meetings IAW BUPERS 1710.22 for 2015 has been brought to our attention by the NFC program manager. With a new BOD in place, a schedule has been published and adhered to for 2016 with meeting minutes being properly taken and routed accordingly.
 - e. The manager expressed a requirement to investigate drafting local BOD position descriptions to have on file.
 - f. The MNFC local SOP NSDMINST 1710.1 is over 10 years old and in need of update. The secretary and the operations officer will take initial action to align our SOP with the BUPERS 1710.22 by first noting differences between the two and sharing those data points with the

- other BOD members in order to draft a new SOP better aligned with U.S Navy and FAA policies. One additional SOP mandate will be to inform the use of the avionics master in each club aircraft to energize and secure the avionics bus rather than individual avionic equipment power switches (lessen wear and tear on these individual switches).
- g. The manager reported that after the fuel tank replacement contract is finally let, the club will be very close to a minimum operating funds balance situation which will have to be managed by increased student instruction, increased membership and other general utilization of club aircraft to generate the appropriate revenue to rebuild our finances. The manager and the vice-president will take initial action to determine the maximum number of student the club's resources can support in addition to the minimum number of club aircraft hours that must be realized each month to remain solvent.
 - h. The BOD feels that MWR should be engaged to determine an appropriate level of commercial sponsorship they can solicit in support of MNFC activities. Many BOD members have great ideas on revenue generating possibilities, but also understand that these ideas need to be balanced with the legal authority that MWR has acting in this capacity and within the bounds of a NAF instrumentality of the U.S. Government.
 - i. MWR will provide new advertising posters, brochures and business cards that can be passed around and posted at both the DLI Presidio and NPS campuses.
 - j. The membership officer made a most welcome announcement in that his wife Jessica has accepted a volunteer role to help with common administrative activities thereby relieving the manager to concentrate on more pertinent issue. Welcome Jessica!! And, thank you!
 - k. The BOD discussed how we can make information more readily available to quicken the membership application process for new prospects and to better document the process for authorized foreign applicants who either possess an ICAO pilot's license and for those who do not possess an ICAO pilot's license.
 - l. The maintenance officer brought to the forefront concerns for the aging and increasingly difficult process it is to repair old and often faulty avionics equipment installed in our a/c fleet. We also have an approaching mandate for all aircraft to be ADS-B compliant by 2020.
 - m. The manager reported that he will be taking a course to enable him to possess a government purchase card (GPC) so that the process of procuring both consumable and required aircraft parts will be much less of a procurement hassle currently imposed by the blanket purchase request (BPR) process currently mandated by MWR. The current process is an identified obstacle in keeping our fleet of aircraft in required repair and operational condition which greatly impacts club membership satisfaction and retention.

n. The manager is pursuing a favorable resolution of the issue of the local airport authority's past overcharging of electrical use.

5. The meeting adjourned at 1210.

For the BOD,

/s/ Terry Norbraten

Approved:

Megan D. Ryan