

06 AUG 2016

From: Secretary, Monterey Navy Flying Club  
To: Commanding Officer, NSA Monterey  
Via: President, MNFC BOD; NPS MWR Recreation Director  
Subj: Minutes of BOD Meeting held 06 August 2016

1. The meeting convened at 0900.
2. Present were the president Jessie Ashmore, vice-president Keith Gray, operations Ralph Love, manager Keith Standiford, secretary Terry Norbraten, safety Rick Haverstock, maintenance Israel Pren and club CFI Tim Kramer. Missing were MWR and command advisors.
3. Approval vote received for the minutes of last meeting held 21 MAY 2016.
4. Old Business: Status of fuel tank replacement, initiatives to increase club membership and CFIs, updating of the club SOPs.
5. New Business:
  - a. Opened discussion with proposed agenda drafted by club president.
  - b. The BOD has moved to terminate the membership of Tom Stewart (mishap N55527) due to severe negligence on his part to report damage to club leadership.
  - c. The BOD has moved to convene a weekly strike team meeting with NSA MRY leadership to resolve the fuel tank replacement issue. This strike team will consist of BOD president, club manager and secretary to work with NSAs operations advisor to resolve critical club issues with command assistance.
    1. Efforts to request assistance utilizing Navy NAF "super funds" to help with fuel tank replacement costs, considered by the BOD as a critical avenue to resolve the replacement, are unfortunately caught up in delays within the approval chain.
    2. Efforts to renegotiate rental fuel tank costs are underway, but efforts to pay the rental company in a timely manner have met several internal purchasing obstacles causing issues for club efficiency.
    3. Efforts are underway to renegotiate a financially un-survivable cost to a military construction contract for fuel tank replacement that the club can not afford. Club Mgr. had early on canvassed an \$18K bid by a local business to replace the tank which was rejected by purchasing (San Diego). The current \$110K contract

proposed costs, just for labor, are considered overly costly for this transaction.

4. The cost of the rental fuel tank is \$70/day. This is an unsustainable rate waiting for a reasonable replacement contract to materialize. We are now 15 months into this replacement issue (MAR 2015 was the fuel tank unusable discovery date) without a resolution in the near future. Club survivability depends on a quick resolution to this issue.
  5. Discussion on alternatives to fuel tank replacement such as obtaining aircraft specific fuel cards are met with mixed results. Club membership is in the 120 range due to the fact that we offer discounted fuel. This higher membership average helps with club finances. We would lose a significant membership base if we did away with a self serve fuel tank which we have enjoyed for many years. Members who fly club a/c would also have to incur extra hobbs time to taxi across the airport to a self serve tank and back. Another possibility was to purchase a fuel truck in lieu of a stationary fuel tank. This option would prove cumbersome on spill containment, operator qualifications and maintenance issue that are above and beyond the costs of replacing a permanent tank.
  6. Efforts to upgrade club a/c inventory, upgrade avionics and material condition of existing club a/c are critical to increase club membership, a/c training utilization and overall club sustainability. Each of these efforts have been placed on "hold" until the fuel tank issue can be resolved.
- d. MNFC Mgr. reported an update on status of club purchase card issuance and apparent push back on this initiative. The issuance of a club Gov't purchase card will greatly streamline time and costs of procurement of critical safety of flight and routine parts/equipment for club aircraft. Current procurement procedures are outdated, too cumbersome and inefficient for a small NAF operation such as this flying club.
  - e. The MNFC Mgr. will look into options for upgrades to the club's internet connectivity as it has been sparse at best with an outdated and cumbersome system currently in place.
  - f. The MNFC Mgr. will look into mass printing with Cil (MWR) to print new posters, system's workbooks and business cards.
  - g. The BOD has moved to create a FY-17 operations plan to draft a model of where we see the club going as far as a/c utilization, new a/c purchases and growth of club membership. The "ops plan" outline will be discussed at the weekly strike team meeting.

- h. Changes to the MNFC SOPs were submitted to command leadership as a result of the mishap of N55527. Status is awaiting signature by NSAM leadership. Changes were made and approved by the board to streamline with FAA regulations and to improve accountability of student instruction and training efforts.
- i. The meeting adjourned at 1050.

For the BOD,

/s/ Terry Norbraten

Approved:

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Denise Fairbanks

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K. L. Bertelsen, CAPT, USN