

Minutes of Annual General Meeting & Extraordinary Executive Meeting 2015

Saturday 21th November 2015

Venue: Brentwood Hotel

- www.brentwoodhotel.co.nz , 16 Kemp Street, Kilbirnie, Wellington

Present: NZHGPA 2015 AGM

MAN	Ross Gray
TAS	Ian Wood
AKL	Graham Surrey, Stefan Sebregts
BOP	Steve Hopper
MAR	Russ Read
NOR	Guntram Gross
HAW	Bex Rae
STH	Grant Middendorf, Derek Divers, Alan Swann
WTN	Chris Connolly, Steve Cronin
Exec	Evan Lamberton
	Derek Divers
	Grant Middendorf
	Glenn Meadows
	Alan Swann
	Ross Gray
Administrator	Nicky Hamill
Airspace Officer	Nick Taber
Internal Auditor	Kris Ericksen
Apologies	Ewen Tonar (WAI), Dan Campbell (CAN)

Agenda Items

Annual General Meeting – meeting opened 9.45am

1. Welcomes from Evan Lamberton, housekeeping
Present/Apologies: see above table
2. Nomination and Election of vote counters - Kris Ericksen/Grant Firth
3. Tabling and approval of 2014 AGM minutes – proposed to accept minutes Bex Rae, seconded Russ Read – voted unanimously to accept
4. Matters arising from the 2014 minutes – no matter arising
5. President's Report
6. Executive Committee Reports
7. CAA Representative Jeanette Lusty
8. Auxiliary Officers' Reports.

9. AGM Remits (Financial and constitutional issues).
10. Election of Officers
11. Close of AGM

Extraordinary Executive meeting

1. Open of Extraordinary Executive meeting (EEM), Apologies
2. Explanation of how voting rights differ from AGM
3. Auxiliary appointments
4. Executive Remits (Operational and procedural issues)
5. General Business
6. Meeting Close

President's Report 2015

First I need to say that I will not be standing for president at this AGM. I will explain more about that later.

As this will be my last report as president I want to cover some of the things members of the executive committee, the appointed officers and our teams of helpers have achieved over the last year.

You could say the theme of this report is that freedom comes at a price.

Shortly after last year's AGM we were faced with another audit by CAA. These are required by the director of CAA and are there to make sure we comply with all of the rules and can be trusted to continue administering our part of the aviation system. There is a lot of work goes in to preparing for these audits and a day long meeting with our administrator, internal auditor, myself and the officials from CAA who conduct the audit. I want to thank Kris Ericksen for his work as our internal auditor and to Nicky our administrator for their part in contributing to a good outcome from the CAA audit. We maintained our certification and received praise from CAA for the progress we have made on improving quality assurance and general compliance across the organisation. Did you notice anything different? I hope not, it means you are already doing the right things. If you were asked to produce your licence and wof on a launch, or to fill out an incident form or explain your actions sometime, just think of it as your small contribution to our collective freedom to continue flying. While I'm on the subject of audits, CAA has just introduced new rules that will replace the existing system of quality assurance with safety management systems across all sectors of aviation. This is something of a shift in philosophy that focuses on assessing and managing risk throughout the whole organisation. Once the rules have been signed in to law we will have 9 months to produce our implementation plan and two years to get it working. If you want to know more about it go to <https://www.caa.govt.nz/SMS/index.htm> .

How the NZHGPA will implement SMS is a decision the next executive will have to make. We have a report prepared on the early implications of SMS but no decisions have been made. It seems clear to me that the Association will not only need to provide a framework and make significant changes to our OPM and management systems but we will also need to provide guidance, documents and templates to help our members fit in to and comply with the system. In particular the clubs and instructors will need resources to help them assess and manage the risks in their operations. We already have some of the elements of SMS in place through our existing quality systems. In addition many of the initiatives that have been suggested in recent years would support SMS, e.g. training for club safety officers springs to mind. There is little that can be argued about the new rules when the aim is to improve safety by a process that asks us to identify and manage the risks in our own sport. It could be that little would change for ordinary pilots, not much would change for clubs and only a few things would change for instructors. But we do need to go through that process to develop and refine and implement what we say will work for us.

Another area that has seen a huge amount of work in the last year has been on airspace. For those that don't know it by now, New Zealand is in the middle of a 5 year review of all airspace. We have taken this as an opportunity to try to regain and improve on our access to airspace that is free of unnecessary restrictions. Our national airspace officer Nick Taber has provided a detailed report on the progress in various areas but I want to thank him and the club airspace officers and all the other helpers around the country for their contribution to our flying freedom. As pilots we can make their job easier by showing that we take notice of airspace rules, that we are legitimate users of that airspace as much as any other aircraft and that we do not condone flying which is illegal and dangerous to all. We have made great progress in recognising and dealing with airspace issues in the last few years, let's keep it going.

One small initiative in support of legitimate airspace use has been to incorporate recognition of an airband radio licence into your membership cards. Many pilots have taken advantage of this already and if you wish to have your FRTO rating shown on your card please let Nicky know. The radio licence is recognised in Australia where it is required for legal flight near their many small airfields. A big project for us this year has been implementation of a new membership management system. This is a continuation of our ongoing modernisation of the IT systems which started with the website last year and will continue for some time to come as we aim to revamp other areas such as accident reporting, training and examinations, communication...the list goes on. To help us decide the membership system we commissioned a report from a professional IT project manager (also a member, thanks Kyla). The report looked at a range of options including purchasing a copy of the HGFA's custom built system and developing our own custom system. The main factors that made us decide to go with the commercial system you see now were cost (of course), time to implement and most importantly long term reliability. Implementing a new system just a few weeks before nearly 1000 members have to renew and pay their fees was quite a big task that, for the most part has gone very smoothly. I think it gives us some confidence that we chose a robust system that can grow and evolve as the organisation grows and will still be operating reliably in 10 years or more without needing specialist support from the members. Most of the real work on the new system has been done by Wayne Rohrs assisted by Joe Ward, coordinated by Kyla MacDonald and with a lot of extra admin work from Nicky and others. Thanks to all of you.

Now back to the future. I've said I won't be standing for President this year so I should say why. I had a list of things that I thought needed to be done when I accepted this role 3 years ago. That list is pretty much ticked off now but unfortunately I have a new list of things that need to be done which is longer than the original one. With a fast growing organisation (up >20%), increased expectations from all sectors and trying to keep on top of the day to day management of the organisation as well as complete some of the things on the wish list I have simply had to draw a line under the hours that I put in to it. Others might see this job differently and somehow manage their time to match the expectations or vice versa. I can't do that, so I am proposing another way forward. That proposal is contained in the remits I am putting to this AGM, firstly to separate the roles of President and CEO and secondly to employ a paid CEO. For an improvement in governance and management of the Association there are very good reasons to separate these two roles. They have different functions and responsibilities in law and in practice. The president is responsible to the members of an Incorporated Society, the CEO to the government regulators at CAA and the members as pilots. As in any democratic society the president and governing body should be elected by the members but a CEO should always be filled by a selection process that ensures the right skills, knowledge and experience are there. The President and executive committee are the governing body who make policy and guide the direction of the organisation. They will be involved in the implementation of those policies, their skills will be called on. But the bulk of the work to put those decisions in to practice needs to be done by someone who has responsibility for them and can be held accountable. In my opinion it has grown too much to ask this of elected volunteers. So I offer a choice. Pay someone to do that work or hope that somehow it will get done, by volunteers, when it is needed.

To make this as transparent as possible I need to say that if these proposals are accepted by members then I will apply to the new executive for the position of CEO. I still want the opportunity to complete some more of my wish list for the Association. But whoever gets that opportunity, whether it's paid or volunteer, CEO or combined President/CEO I will support them in getting in to the job and I will stay on as CAA delegation holder until the formal transfer can take place.

Thanks to all of the members of the executive I have worked with over the last 3 years, particularly Derek our vice president who's guidance and attention to detail has been invaluable, and to Ross who has been a guiding hand on constitution and policy of many years of experience, to Middy and Swanny for your wisdom and commitment to this voluntary work against a busy personal life and to Ben and Nicky, Kris, Nick and all the club presidents, secretaries, safety officers, committee

members, instructors, senior pilots and everyone else who helps keep this organisation running. I have learned a lot about our Association and the whole aviation system, I've made friends in many places and gained a great deal of satisfaction from the few achievements we've made along the way.

Cheers and beers,
Evan.

Discussion from floor.

Evan briefly showed pack re SMS from CAA. Pointed out website re SMS. Noted that Jeanette Lusty from CAA will be attending meeting re CAA environment, and to answer questions. Introduction of new IT systems rolling out. Concerns about info that used to be accessed but can't now – being worked on and doing best to enhance info and make it better. Different levels of info but totally current and up-to-date, but all online and can be viewed by all members. All pilots can check online that members are current etc, check ratings etc.

Chris Connolly – if you come across some not a member/current, you inform them and they ignore you and fly anyway. What do you do?

Evan – if not a member, inform Evan/CEO and it goes straight to CAA as they aren't a member.

Bex – is there a database for visitors – can they log on?

Evan – can confirm visitors are current members and basic ratings but not on clubs as they aren't club members.

Chris con – same for students?

Evan – yes, all online. Helps to stop those students flying for some time before assoc has info, having accident but we don't know about them yet.

Evan – creating paid CEO position – will leave discussion until remits.

NZHPGA Operations Manager Paragliding Annual Report 2015

Operations Manager – Paragliding

I am stepping down from the PG Operations Manager role at this year's AGM. I would like to thank the rest of the Executive for their hard work over the last three years. The majority of the time this role has been a rewarding experience but I need to dedicate more time to my family and business (and flying). I wish my successor all the best and will endeavour to make the transition an easy one.

I am pleased to report that while accidents and incident reports have increased they have taken less time this year as the majority were of a minor nature.

I have needed to remind some people to respect site rules and NZHGPA rules. The local clubs and national body work hard to maintain flying site access, it only takes a few people to jeopardise continued access to well established sites. An increase in speed flying nationally has presented some issues around flying site protocol and rules. It's really important to communicate the site rules to all visiting pilots, including speed flyers.

Accident reports

Thank you to everyone who completed incident/accident reports this year. It is pleasing to see there has been an increase in the number of accidents reported, although it is never good that they occur.

We have had an increase in the number of minor or near miss incidents reported – these are great opportunities for everyone to learn from with no serious repercussions. I strongly encourage everyone to continue to submit these.

Following CAA being actively chasing unlicensed pilots last year, there have been fewer instances of unlicensed pilots this year.

Equipment checks after incidents –it is very important to complete a thorough equipment check after any incident. It is advisable to complete a Warrant of Fitness to all flying equipment after a reserve deployment, tree landing, mid-air, major glider repair or any other incident where equipment could have been damaged.

Summary of Incidents this year: Landings

The largest number of accident reports (8) were for landing incidents –include rough or turbulent air encountered low to the ground, wind gradients and mistaking wind direction on landing.

Almost all of these incidents could have been prevented by identifying safe landing options early. Being aware of changing weather conditions and adjusting your flight plan according is critical for safe flight.

Launches

Four incidents occurred while launching, generally in strong wind resulting in dragging or wing collapsing.

Assess wind over a number of minutes before launching, even if other people are already flying.

Thermal Flight

Two incidents of pilots entering thermals resulting in wing collapses close to terrain.

Thermic conditions require greater safety margins.

Soaring

Four incidents involving soaring flight. Due to light wind conditions and stalling wings.

Flying at minimum sink (low airspeed) close to the ground doesn't give margin for error.

Speedwings

Four incidents were recorded for speed wing flying this year, majority were takeoff related.

The higher airspeed and close proximity to the ground increases risk.

Groundhandling

Three incidents occurred when groundhandling in moderate to strong wind where pilots were lifted or dragged resulting in injury.

Although it is a very good idea to increase skills by practicing on the ground it is advisable to be prepared for flight, and to not exceed conditions you are prepared to fly in.

Acrobatics

One incident was reported where a pilot landed hard after an acrobatics manoeuvre.

The pilot didn't throw their reserve, with a positive outcome. However it is always advisable to throw a reserve if your wing is uncontrollable.

Maintenance

There has been more members authorised to carry out WOF this past year which will hopefully help alleviate the pressure put on those with WOF authority and enable everyone to ensure their equipment has a current WOF. Any members wishing to obtain WOF authority should continue to work alongside experienced club members to develop the skills and experience required. The maintenance system relies on people volunteering their time.

Extensions to permitted airspace as required for special events

I am not aware of any extensions to airspace completed this last year.

Information affecting airspace safety or changes

I have had little involvement in airspace this past year, our dedicated airspace officer has been doing a great job.

Part 115 Commercial operators

Commercial operators continue to consume a high proportion of my time. Hope fully this will reduce as CAA has undertaken to assume more of this responsibility but this will take some time yet.

Grant Middendorf

28 October 2015

Grant didn't make any further address the floor – no questions from the floor.

NZHGPA HG Training Manager – Report 2015

Hang Gliding training in NZ is very small in numbers and only found in pockets around the country.

Pressure on access to flying sites and airspace restrictions is eroding the possibility to enjoy our flying.

Highlight of my year was holding a successful seminar for Auckland instructors.

17 guys turned up and more than half were attending a seminar for the first time.

This showed me that there is a strong of interest in keeping the sport alive in NZ.

In addition to our usual syllabus we had a frank discussion on the difficulties encountered by instructors.

New requirement for Novice pilots to be supervised by an instructor until completing Intermediate. This has made continuing with the sport a challenge for any new pilot.

Concerns over SMS were raised and many felt compliance would become overly expensive and complex.

For many reasons it is very difficult to run hang gliding training on a commercial scale.

The majority of instructors do not wish to be the operator a commercial school, but would particularly like to assist Novice pilots through to intermediate rating, often on a voluntary basis. This could be great for our membership numbers.

The response from NZHGPA should be to lead the SMS transition in such a way that all instructors can come on board with a minimum of inconvenience.

If we can implement SMS without losing all our experienced instructors then it will be a win win for our sports, if not it will be another nail in the coffin for hang gliding.

NZHGPA Restructure

I think it is worth trying the proposed new structure, I think it comes down to people and it is clear that Evan can manage the NZHGPA well. When we have someone proven capable and willing to continue this work we should be pleased about that and let him/her get on with it.

If for any reason this new structure were not to work, then we can look at other options at that time, for example joining together with other aviation groups or maybe having a private aviation management company take care of our legal and organisational tasks.

Glenn Meadows

NZHGPA Hang Gliding Training Manager

Discussion from the floor:

Guntram Gross – didn't know about instructor seminar – didn't get invite.

Glenn has list of all instructors and everyone got invited. Was on website, in Airborn

Steve Cronin – will you be running any more?

Glenn - maybe in south island in the coming year. Mark Alton organised north island one.

NZHGPA HG Operations Manager – Report 2015

Ross not written a report – restructure at work, no focus on HG for last few months.

First time in position HG ops, one thing in terms of making support for CEO Structure – found it uncomfortable as amateur recreational pilot to authorise commercial pilot certificates. Going forward, professional CEO – vote for that structure.

Discussions from various members re commercial pilot certificates.

Ross – one responsibility of ops mgr to collate and asses and annually report back on accidents HG – usually somebody notices that Airborn hasn't had an article about accidents – not publishing accident statistics. No accident reports all year – maybe last 18 months to 2 years! Anecdotally, aware there were accidents at HG nationals, none reported, plenty of HG flying but no accident reports – not too sure where to take it.

Discussions from various members re accident reporting.

Evan – part of IT project is to improve accident and incident reporting.

Jeanette Lusty CAA arrived.

Further discussions from various members about accident reporting/non-reporting.

Break for morning tea. 10.55

Meeting convened 11.10

NZHGPA Paragliding Training Manager Annual Report 2015

Welcome all paraglider pilots and thanks for taking the time to read my report.

It is with pleasure that I will be standing again this year for the position of paragliding training manager.

Firstly I would like to thank all NZ paragliding instructors for the great service they provide, without instructors the NZHGPA would not survive and the membership would relapse. Please support your local schools as much as possible as they support you.

I would also like to thank the current exec, over the last year I have constantly been astounded at the time and effort they provide to this role and I would not have been able to complete any tasks without Evans, Derek's, Middy's and especially Nicky's help, cheers!

When I started this role my specific aims where to improve standards around Instructor training and also the PG2 syllabus and exams.

I have achieved some steady progress with this throughout the year; however I feel there is still a long road ahead. Many changes to the PG2 exam, VFR exam and other school documentation were improved. I think for myself being an instructor on the ground with many students helps bring some practical solutions to problems within the NZHGPA'S systems. I hope the majority of instructors feel this has been the case, if you don't please feel free to contact me and suggest what you think needs attention.

Next year with the introduction of **Safety Management Systems**, instigated by the CAA, the workload on the NZHGPA exec will be immense.

There is no question in my mind that a paid role of CEO within the NZHGPA is inevitable and the only way the workload of SMS can effectively be initiated, along with all the other exec duties. I ask you to support and embrace this within your clubs.

S.M.S. will be a good opportunity to look at our current systems and revise how instructors need to operate, it will improve safety within the training environment. I hope to have significant impact on making it a pragmatic document that works for instructors that operate within the NZHGPA **Operations and Procedures Manual**. It will require instructors to quantify and document their risk analysis and safety management systems. Most of the larger schools already have achieved this documentation but for the smaller operator it will be a new challenge. In my experience it is better to embrace these new systems and see how they improve your operation rather than `rage against the machine`. It will be the NZHGPA`S task, along with instructors input, to assist you all in implementing the strategies around this to make it a useful document and keep you operational!!

To summarise the tasks I would like to see take priority this year, **If** elected back to Paragliding Training Manager:

1. Implement SMS to be as positively effective and as pragmatic as possible, especially around the points below.
2. Improve the instructor certificate – opmf27
3. Improve how students achieve and record their tasks within the PG2 syllabus.
4. Reduce accidents within the school environment.

Also this year the exec constantly received enquiries and technical questions with regards to operational matters, the answer is often within the OPM. <http://www.nzhgpa.org.nz/members/opmforms>

Ok it's not a stimulating read but the answers are often there, so please check it out and familiarise yourself with the sections that are relevant to you. The document has received a massive overhaul this year by Evan and any previous problems should be ironed out.

To finish I think the NZHGPA is currently strong and an organisation that all pilots and members should be proud to be associated with. The organisation works very hard to assist you and keep you flying without the intrusion of too many rules. So please support us so we can support you, then we can all keep flying epic XC's, dropping Infinity tumble's or just enjoying an evening's cruise in the sunset, that's what it's all about at the end of the day.
Have a great years flying and enjoy!!

Chur Chur, Swanny
(Alan Swann)
Paragliding Training Manager

No discussion from the floor at that time but later....

Discussions/debate re SMS implementation, Instructors Certificate and non-reporting of accidents.

Administrator's Report 2015

By Nicky Hamill

My second year in the Administrator role has been very positive. I have gained more knowledge on the 'how to's and feel confident in the position.

We have talked in the past about updating our members' database and as you may have noticed when renewing this year, this has now been achieved, although not in the financial year. With huge input from key members (Wayne

Rohrs, Kyla McDonald, Joe Ward, Evan Lamberton, Derek Divers and others) we now have a new database that already has proven to be a great time saver, especially with renewals. It has not been without a few teething issues but I believe it will benefit our association and the Administrator's role greatly. Thanks to everyone for their help in getting this up and running. With time, I'm sure I will be able to streamline processes even further.

....Our income for the year has increased again, mostly full memberships – as of now we now have 1005 full members, up from approximately 860 last year. Nearly 200 of those are new members and we have picked up a few more past members that have returned. We have also increased our Visitor and Student memberships and IPPI card revenue. You can see from the accounts that Airborn Expenses have increased somewhat, attributable again to the increased number of full members receiving the magazine (increased number of magazines to print and increased postage costs). Credit Card merchant fees have also increased as more people elect to pay with that method, but we charge that back to those who do. Honoraria increased with the introduction of Airspace Officer and Internal Auditor as positions last year.

However, the association has once again made a healthy surplus for the year and has increased the cash held in our savings account.

I would once again like to thank many of you for your compliments and support during the last year and everyone for your patience. For the most part the Administrator role is enjoyable, made so by lots of contact with very nice pilots/members. I look forward to another good year ahead.

Evan thanked Nicky for her hard work, good humour and tolerance of constant change as we upgraded systems and procedures.

Discussion from the floor.

Brief discussion re increasing membership numbers..Evan confirmed numbers gone up from 700 to just over 1000 now.

Brief talk from Derek re accounts.

Brief discussion re changes to IT systems, membership database.

Brief discussion re budget/lack of prior to AGM, should large sum be placed on interest bearing deposit?

INTERNAL AUDITOR'S REPORT 2015

September 2014: Currency of instructors

December 2014: CAA audit of NZHGPA processes

January 2015: site checks of pilots carrying licences and WOFs; foreign pilots having full NZ licences need to be advised of WOF requirements

April 2015: Site rating requirements in OPM.

May 2015 investigation of club WOF practices:

<https://docs.google.com/document/d/1WJOCIE6aCq2v0v0tSoho7IGVJhpoekYwK2Ohnh3Dg/edit?usp=sharing>

June 2015

Inconsistency between OPM and online renewal system

Launch sites: self-authorising, powered glider, instructors authorising sites for students

Grammatical and spelling errors in OPM.

Aeronautical charts - requirement to carry

Ongoing:

ACC vs CAA accident reporting - inconsistencies
Preparation of draft questionnaire on instructors

Discussion from the floor:

Kris – CAA Audit in Nelson with some of exec.

Discussions re Pilot checks and WOFs, foreign pilots often not aware that needed WOFs

Developed questionnaire re instructors, needs to do more work on that.

Site rating requirements in OPM

Major investigation into club WOF practises and how that relates to OPM

Report on inconsistency between OPM and online renewals systems

Launch sites/powered gliders/instructors.

OPM grammatical and spelling errors in OPM, inconsistent use of technology, aeronautical charts.

ACC/CAA accident reporting – inconsistencies.

2015 REPORT TO EXEC ON THE DISCRETIONARY PROJECTS FUNDING COMMITTEE

The following is a report to the NZHGPA Exec on the activities of the Discretionary Projects Funding Committee (DPFC) for the 2014/2015 year.

A notice was sent to all club secretaries in November 2014, published in Airborn and the NZHGPA online Forum advising of a call for bids to the Discretionary Projects Fund.

Bids could be submitted throughout the year.

Three bids were received over the course of the year:

SOUTHERN CLUB: NICK NEYNENS - X-ALPS

The DPFC received an application from the Southern Club to support Nick Neynens in his X-Alps bid.

The full recommendation and application is here:

<https://docs.google.com/document/d/1xVrEJNWW68VZ2tmo5UC4-SjVaVR-kIZIzjazvOyck4U/edit?usp=sharing>

The DPFC considered that supporting this application will result in many positive benefits for the Association and its members and also considers that Nick and Louis are highly likely to produce the deliverables proposed in the application.

RECOMMENDATION (summerised)

That the NZHGPA Exec provides \$2000 to Nick Neynens, and if the Exec wishes to allocate additional funds the DPFC is fully supportive of an additional \$2000 being granted.

PARAGLIDING COMPETITION COMMITTEE: XCONTEST

The DPFC received an application from the NZHGPA Paragliding Competition Committee to trial a one year subscription to XContest, and had a request referred to it from the Exec for five years funding of Xcontest.

The application is here: <https://docs.google.com/document/d/1n6OJ6DwDioR2tm-EmQYC0Vp2gB96zKVShzyGQeLGAA8/edit?usp=sharing>

The request for five year's funding is here:

<https://drive.google.com/file/d/0B4AsPP6ZAI99RVp0TThkREpELXRtSWhlZXZDSGpmUHB6Mm1J/view?usp=sharing>

The initial amount applied for was \$749 and was for 100% of the first year costs. Subsequent year's subscription fees were initially proposed to be a combination of user fees, support from clubs and sponsors assuming that the first year was successful. The second request was for five years funding by the Association.

The system would be able to be used by both HG and PG pilots.

The proposal fulfils several of the criteria for the DPF and the application is unanimously supported by all three members of the DPFC.

RECOMMENDATIONS

1) That the NZHGPA Exec provides funds to the PCC for actual costs of a two year trial of XContest (approximately \$1500).

2) That the NZHGPA Exec (or sub-committee) undertake a review of the trial prior to the 2017 AGM to consider incorporating ongoing costs of XContest into the baseline NZHGPA budget.

MARLBOROUGH CLUB: FOOTE'S HILL LAUNCH SITE

The DPFC has received an application from the Marlborough Hang Gliding and Paragliding Club to assist with costs associated with developing the Foote's Hill launch site.

The application is here:

https://docs.google.com/document/d/1sCM5nLchw07UIW6tiQFn32W3Y3613q4e_U2_HPICwzA/edit?usp=sharing

The amount applied for is \$1000 and is for approximately one third of the costs.

The Marlborough Club is a small club and this development is a substantial investment for them.

The site would be able to be used by both HG and PG pilots, and would also be used for national competitions.

The DPFC is satisfied with the proposal contained within the application to cover ongoing maintenance costs.

The proposal fulfils several of the criteria for the DPF and the application is unanimously supported by all three members of the DPFC.

RECOMMENDATION: That the NZHGPA Exec provides \$1000 for the Foote's Hill development.

PAST APPLICATIONS - UPDATE

HAWKE'S BAY CLUB: TE MATA PEAK HG RAMPS

The HBHGPA received funding for \$1200 in 2014 to repair and upgrade the hang gliding ramps on Te Mata Peak. In January 2015 a report was received detailing the work that had been undertaken. This can be found here:

<https://drive.google.com/folderview?id=0B4AsPP6ZAI99N09SYng0NUUpqVnM&usp=sharing>

CANTERBURY CLUB: MAGIC MOUNTAIN ROAD

In 2013 an application for \$2450 for maintenance of the Magic Mountain access road was made to the DPFC. Several requests have been made for a copy of the Club minutes supporting the request, along with protocols for collecting and managing of road fees. These are still awaited. If these are received a recommendation can then be made to the Exec.

2015 PROCESS

In light of the application by the PCC the terms of reference for the DPFC were revised to include considering proposals by committees and subcommittees of the NZHGPA. The Exec ratified the revised TOR and criteria.

The changes are bolded in this document:

https://docs.google.com/document/d/1ZVavoUSnLHHq_kNXkXC_BGZVFsoBHOMi0CjJWx9hUi8/edit?usp=sharing

A template was also developed for applications to the DPF:

<https://docs.google.com/document/d/1CsMD05NaL6DQ4EF8RHOMwztRA3wVYNHbRQQUJCiWDM/edit?usp=sharing>

2016 PROCESS

Following confirmation of the 2016 budget for the DPF a notice calling for bids will be published in the next issue of Airborn, and will also be published on the web site and sent to club secretaries.

Mark Alton

Discussions re applications received and progress of them.

NZHGPA Airspace Officers Annual Report - 1st Sept 2014 – 1st Sept 2015

The NZHGPA is now into the second year of the CAA's five yearly review of NZ airspace under the Airspace Navigation Plan which has been driven by Performance Based Navigation. Whilst it presents many challenges it also presents many opportunities and the NZHGPA has grabbed every opportunity to be part of the consultation process to promote and protect the airspace that we fly in.

Summary of airspace matters during this reporting period

1. West Coast Danger Area - Proposed danger area at Denniston – Submission made to move proposed boundary approx. 800m behind launch on Mt Rochfort.

Outcome - Successful; Mt Rochfort launch kept outside of NZD 716 Danger Area.

2. Queenstown – Following on from the NZHGPA's and The Southern Club's three written Submissions last year for the review of Airspace reclassification from Class D to Class C Airspace, the CAA went on to run a special airspace workshop in Aug 2014 in Queenstown to address HG/PG concern's. Of concern was the GAA boundaries and launch site at Crown Terrace. This has now been worked through and despite one boundary being trimmed back slightly due to aircraft flight paths the launch site remains, plus the site has been improved with the granting of an additional GAA to 2100 ft to run alongside the existing 3000ft GAA, to allow for safe passage on exiting to the old landing site.

Outcome – Successful; Launch Site Crown Terrace GAA NZG753 remains with slight boundary change and New GAA NZG757 Arrow Junction became effective on 2 April 2015 notified initially via AIP SUP. It will appear on the VNC effective 12 Nov 15.

Update on Classification Review – The final recommendation report with regard to the airspace classification at Queenstown is complete and awaiting the Director's final decision. CAA can not advise at this time when the decision will be made.

3. Gisborne GAA Submission – Whilst not in the airspace review the NZHGPA put in a special submission for Paramotoring which has been grounded in Gisborne since Oct 2012 after Airways wrote a letter insisting on Transponders (Same letter sent to Nelson).

Outcome – GAA Successful; GAA NZG452 Ormond 1000 ft Permanently active during the day, becomes effective 1st November 2015. Of interest Gisborne airspace will be coming up for an airspace review in May 2016.

4. Nelson – This has been an ongoing battle with CAA and Airways for the past 5 years, due to HG/PG operations not being equipped with VHF Radio or transponder in a transponder mandatory control zone. Initial advice in 2010 from CAA was to apply for a GAA which the THGPC promptly did. In 2012 Airways issued a letter to the Club to be equipped with transponders or cease flying. Numerous meetings pursued over the years with CAA and Airways and subsequent detailed reports followed until eventually it was established that Nelson ATC has the resources and the ability within the CAA Rules to manage non transponder HG/PG operations without a GAA on the Barnicoat Range.

Outcome – Successful; The THGPC has now signed an MOU agreement with effect from 1st Oct 2015, allowing for HG/PG activity in transponder mandatory airspace. Please note restrictions do apply and pilots require a UHF Radio/altimeter for Barnicoat Range general flying, a VHF radio for Saxton Field landing and in

all cases a Tasman Hang gliding and Paragliding Club airspace induction – Contact the THGPC before flying Barnicoat Hill.

5. Paeroa Range – Submission made to extend existing GAA G458 Paeroa Range, Rotarua, further south to the 25 OR arc to 5500 ft.

Outcome - Pending

6. Whangarei MBZ – Whilst not initially part of the review process the NZHGPA requested it be included and the CAA agreed. A submission has been made to remove the existing Transponder Mandatory requirement currently 1500 ft to 6500 ft or reduce the size of Whangarei MBZ B171 to allow for unencumbered hang gliding and paragliding flights heading North West over the high ground at the Mareruetu Forest to the Tangihua Range and also North East from the Mareruetu Forest along the Ruakaka Coastline to Parua Bay.

Outcome – Pending

7. Mount Manguani – Submission made in support of the proposed disestablishment of the existing GAA NZG271 at Mount Manguani to uncontrolled airspace with an upper limit of 1500ft. The Bay of Plenty Hang Gliding and Paragliding club has also separate to the NZHGPA submission, made an application for shielded operations on the beachfront at Mount Maunganui for training purposes.

Outcome - Pending

8. Manawatu – The airspace in some places overlaps by the Wellington and Manawatu The Wellington Club confirmed it is happy with the current airspace - No submission made.

9. Wairapa – Activation for NZM507 East Coast, Wairarapa Consultation. Military zone does not affect Wellington HG/PG operations due to the mostly oceanic coverage and high altitude (above 9500 amsl) - No submission made.

10. Drones - RPAS - In December 2014 the CAA called for submissions to the new proposed rules under CAA Part 101 and Part 102 and I have published various articles this year in Airborn updating NZHGPA members as these rules have progressed. Of interest The NZHGPA drafted a submission and asked for comments from all club airspace officers and whilst there were concerns with such low flying activity it was noted that perhaps there might also be a future use not yet thought of as the technology evolves, such as flight following and photo opportunities for commercial operators.

The NZHGPA Submission raised questions over standardisation and quality of training, airspace knowledge and making RPAS/Drone Operators aware of HG/PG regional flying sites and club point of contact through a link to the NZHGPA Website, perhaps through some form of inclusion in the CAA Aeronautical Information Publication (AIP) which lists airports/airfields.

The NZHGPA also suggested that HG/PG Part 149 Certificate Holders already (as per Part 61 pilot licence holders) have enough airspace knowledge and are qualified enough to hold any future pilot qualification issued by a model aircraft association.

Outcome – Successful; The CAA agreed and have recommended the following wording for inclusion in CAR 101;

CAR 101.205(a)(3)

Make an exception for a person holding a pilot licence issued under Part 61, and for a person holding a certificate issued under Part 149, from the requirement to hold or be supervised by the holder of a pilot qualification issued by a model aircraft association approved by the Director.

New CAA Rule CAR101 and CAR 102 came into effect on the 1st August 2015 and now apply to all RPAS. For the safety of all air users it is important that if you observe any RPAS, Drones, Model Aircraft activity that you are unhappy with than you should speak to your club Airspace and or Safety Officer or if the air safety breach is happening at the time of observation contact your local ATC and ask to file an Air Safety Incident Report

giving the; date, time, description of aircraft, nature of breach and any other information you can obtain on the operator.

11. Google Groups and Dropbox - The implementation last year of the Googles Group email and Dropbox resource library where all submissions, outcomes and airspace correspondence between CAA, Airways and clubs is held, is growing into a very informative library of knowledge and will be a valuable tool for future applications as clubs share the knowledge gained. For anyone club thinking of making an application outside of the airspace review or a submission, then the site can be accessed through your club airspace office.

12. National Airspace Navigation Plan – The initial plan has been updated from 2014-2016 to 2015 – 2018 which has resulted in a reshuffle to some of the regional review dates. Of immediate importance are those airspaces up for review in May 2016 which are;

- Gisborne.
- Napier.
- New Plymouth.

Whilst others have been pushed back to May 2017:

- Woodbourne.
- Nelson, Queenstown.
- Dunedin.
- Invercargill.

Note that under the National Airspace Navigation Plan the CAA is seeking to reduce existing control zone (CTR) sizes through reduced Performance Based Navigation (PBN) tolerances ie; simply put planes flying shortest route on a more direct GPS heading to save time, fuel (money) and be kinder to the environment. Any reduction of a CTR is of course good news for HG/PG activity, but be aware it may also alter flight paths in and out of airports, that is why it is important that clubs look very hard at the airspace they fly in and come the time make a submission.

GAA's that came on line during this reporting period

13. Auckland Airspace Review - GAA Moirs Hill to 4500 ft became Active on Approval 13th November 2014.

14. Hamilton Airspace Review – GAA at Taupiri, Huntley to 4500 ft became Active on Approval from 13th November 2014.

Summary

In the last two years since the National Airspace Review Plan started, the NZHGPA has made 13 airspace related submissions. The CAA Aeronautical Services department has approved 5 GAA's, 1 Operational MOU, 1 Danger Area amendment and currently pending are a further 4 airspace reviews, plus 2 submissions were made on policy documents. The CAA have become very familiar with HG/PG operations (what we do and how we do it) and handled each application with a solution orientated approach. Performance Based Navigation is the biggest shake up of airspace design in our time and there has never been a better opportunity to dust off those maps and take a long hard look at what your club requirements are and ask for them in this review process,

If you don't ask - You don't get

It is important to understand that by making a submission you become involved in the consultation process which means you get to see other air user applications, which may or may not impact on your airspace, but you won't know unless you are involved. Plus as part of that process you now have a voice to; object to protect or support to secure. Best of all as this is a review process it cost nothing to apply, so no matter how small or large your wish list is, get those submissions in and let's make a difference to our sport.

Acknowledgement

I would like to acknowledge and thank the following for their help and time;

1. Club Airspace Officers.

2. Leslie Graham and Jeff Ripley are becoming seasoned professionals when it comes to making airspace submission's having just completed their fourth submission which now includes the two successful GAA's at Moirs Hill and Huntley, plus this year's application for the Paeroroas and Whangarei MBZ, awesome work guys.
 3. Mark Hardman for his three written submissions, emails, meetings, supported by Derick Divers, Ian Hornby, with letters in support from Angus Tapper, Alan Swan, Ian Clark and those that supported these guys by attending the various Queenstown meetings which resulted in saving the Crown Terrace launch and new GAA to land.
 4. Colin Cameron – Successful GAA application for Gisborne Paramotoring.
 5. Tim Percival – Nelson GPS & Map Work for the Nelson submission/MOU's and all those that attended the numerous meetings, ran the induction courses to keep Barnicoat open etc resulting in a successful outcome of an MOU that allows for HG/PG ops in transponder mandatory airspace. Credit to the THGPC Exec over the past 5 years for demonstrating to CAA and Airways that a professional management structure and approach is in place.
 6. Rhys Akers – Application for Shielded Operations for training at Mt Manguani.
 7. Rory Devine – Submission to successfully save Mt Rochfort launch, Denniston Danger Area, West Coast.
- I apologise if I missed anyone of the list, as I know behind the scenes others have also attended meetings and contributed their time and support to their Club Airspace Officers.

Thank You to you all - Great Job

Together we can all help to promote and protect the airspace we fly in

Happy Flying

Nick

Nick Taber

NZHGPA Airspace Officer

31st August 2015

Nick read through summary – Airspace review project has slipped, pushed back a year. Nick will contact clubs re review times and will put together submissions – processing is working very well. Airspace in Queenstown, decision made, now class D. Huge amount of work, secured additional GAA at Crown Terrace. More to come with Queenstown – further consultation, tweaking, still work to do.

End of officer reports – want to say huge debt of gratitude to all committees and exec members, everyone who supports them. Huge amount of work at professionally high level for our sport. Nothing more crucial than airspace and protecting ourselves from being on wrong side of legislation. Freedom comes at cost – put all background in to keep our freedom and go flying. Clubs, help and support them to keep up the good work. Has to involve everyone.

Break for lunch. 12.10pm

Reconvene after lunch 1.10 pm

CAA REPRESENTATIVE – Jeanette Lusty

Thanks for inviting so we can meet. Am team leader flight ops for adventure aviation section. Team of inspectors and airworthy have team of inspectors.

Learnt to fly as teenager, aerobatics, own helicopter co. for 9 years.

Working with NZHGPA over last 3 years, seen an absolute tremendous working relationship

develop, work Kris has done (far above what expected) – delighted with work. Applaud track we intend to go down, 149s developing how we are is in right direction.

Couple years ago Director had meeting with team leaders, said 149 members biggest worry, he delegates authority to them. Tasked team leaders to get 149 up a level. NZHGPA now getting accolades at CAA as proved we are running extremely good business. Director continues to ask for updates. Last year Dan Foley, investigator from coroner's, came with Jeanette to audit. He has continued to help Jeanette, he knows the changes we are making – other units in CAA are aware aswell.

Relationship built with NZHGPA and others in industry – director has specifically said CAA must build relationships with members. If you have an inspector that you aren't happy with to let Jeanette know as they are committed to keeping good relationships with us.

Accident reporting – club level. Suggests that if ever a serious accident – at club level, if you document one page (to 149), no matter what it is, document it, because if you're ever questioned for something more serious and the investigator says how do you do your reporting. If you can show your reporting system then it shows responsibility and that you've done all you can do. Perhaps not to feed all to 149, but report all things not normal it could be very useful.

Evan – report at club level, then more serious to 149, then more serious to CAA.

Jeanette – makes everyone responsible.

Evan – good way to change culture.

Brief exchange Evan/Jeanette re SMS introduction and time-frame.

Adventure unit at a point where more efficient but now landed with drones but busy again with unmanned aircraft. If you're trying to contact and getting held up it's due to the drone certifications.

Launch sites / WOFs – had one operation where enforcement wanted to go and check – Jeanette said no unless their unit present. Unit not happy with way it's done but enforcement override the unit. Should it happen again, unit needs feedback on how it can be improved etc so that checks can be done without people feeling threatened etc. Unit said enforcement were on launch and unit said they should have waited until landed and then checked. Got in road, interrupted pre-flights etc. So, any issues with enforcement, please give feedback so Jeanette can take it back to and one of their unit present.

Grant – can we have club SO there too?

J – yes good.

Evan – didn't know about it

Grant – knew about it, got feedback.

Brief discussion re CAA delegation.

Discussion re if anyone has certification can install and inspect reserves? Recreational and commercial.

J – food for thought. All to say, what you're doing now you're doing well. Evan and Kris and Nicky, all communications incredibly open and fantastic.

Evan – thanks for endorsements. Any questions for Jeanette? Thanks Jeanette.

Election of officers moved until after remits as the remits have impact on elections.

Voting paddles distributed re voting for remits.

AGM Remits

Remit 1. – to be moved to EXEC meeting – change to OPM requirement.

Remit 2.

Restructuring the management of the NZHGPA

Remits:

2.a. That the NZHGPA executive council select and appoint a suitably qualified person to the position of Chief Executive Officer on a part time paid contract to:

1. carry out the responsibilities of a CEO as defined by CAR part 149.
2. formulate amendments to the OPM and Constitution which will clearly define the separate roles of President and CEO.
3. manage the affairs of the NZHGPA.

Discussion from the floor and clarification from Evan on need for changes to our present structure.

VOTES: For – 26, Against – 8, Carried.

Break for afternoon tea 3.10pm
Reconvened 3.30

Remit to be added by Auckland Club: Proposed Graham Surrey Seconded Stefan Sebregts
That the CEO position be recommended by a selection panel. That this panel consists of three members, of which at least one member is not on the Executive. This person should be independent of the Executive and have experience in a senior management role in business or in a sporting or non-profit organisation.

VOTES to accept the remit at the AGM – For – 2, against – 17 Not carried, remit dismissed.

2.b. That the position of CEO may not be held concurrently with being a member of the NZHGPA executive council.

VOTES: For – 29, against – 0, abstained – 5. Carried.

2.c. That the CEO is delegated sufficient authority to effectively carry out the functions of the CEO defined in CAR part 149 and to manage the affairs of the Association until such time as the appropriate amendments have been made to the OPM and constitution.

VOTES: For - 29, against - 0, abstained – 5. Carried.

2.d. That the honorarium for both the President and Vice President be \$1500 each and that no honorarium be paid to the other positions on the executive.

VOTES: For - 8, against - 19, abstained – 5. Lost.

Remit 3.

That we accept the budget presented, adjusted for whatever effect any of the above remits have on our expected bottom line.

A proposed budget was put on the whiteboard by Derek and given a brief discussion. Budget deficit for rest of coming year \$6.6k. For full year the following year \$23.3k deficit.

Proposer: Nicky Hamill 4657 Seconder: Derek Divers: 3529

VOTES: For - 28, against - 6.

Election of officers

2015 AGM Nominations

President	Ross Gray Elected unopposed	Manawatu
Vice President	Derek Divers Elected unopposed	Southern
PG Operations	Kyla McDonald Elected unopposed	Auckland
PG Training	Alan Swann Elected unopposed Mark Hardman Stood Down	Southern Southern
HG Operations	Glenn Meadows Stood down Ross Gray Stood down Mark Alton Elected unopposed	Tasman Manawatu Auckland
HG Training	Glenn Meadows Elected unopposed	Tasman

Auxiliary Positions	Unanimously Appointed	
Medical officer	Paul Brydon	Waikato
Book Room	Ewen Tonar	Waikato
Airspace	Nick Tabor	Tasman
Website	Tony Cowley	Auckland
Content		

Ross, as incoming President thanked Evan for his massive efforts in the last 3 years, obviously realised by CAA as first class effort.

Evan thanked Ross and Nicky and team for support and help.

Evan declared meeting closed 5.45pm.

Steve Hopper introduced himself, Paragliding NZ website.



NZHGPA Extraordinary Executive Meeting 2015

This meeting differs from the AGM in that it deals with operational and procedural matters, rather than the financial or constitutional matters which are dealt with at the AGM.

Attendees: Kris Ericksen, Russ Read, Grant Firth, Graham Surrey, Stefan Sebregts, Steve Cronin, Chris Connolly, Guntram Gross, Ian Wood, Nick Taber, Bex Rae, Grant Middendorf, Evan Lamberton, Ross Gray, Nicky Hamill.

Meeting Opened 5.45pm

Agenda

Remit 1. – moved from EXEC AGM meeting – change to OPM requirement.

Remit for change to the PG3 XC flight distance requirement.

Change the Flight Log Requirements on the PG3 form point c) from:

"Have a documented thermal cross-country flight of at least 30km one way (Within New Zealand)"

Change to:

"Have a documented thermal cross-country flight of at least 30km one way within New Zealand or a 3D GPS track log which documents a thermal cross-country flight of at least 60km one way outside New Zealand"

Proposed by Angus Tapper, Southern Club. NZHGPA Pin 1720
Seconded by Anton Dorner, Southern Club. NZHGPA Pin 4779

The reason for the remit is to give pilots more flexibility to get their PG3 as the XC requirement could be done at any time of the year through travel. During the NZ Winter it is unlikely a pilot would be able to fly a 30km XC inside NZ.

Discussions.

Remit changed to: have a documented 3d track log of a cross country flight of:

- a) at least 30km open distance within New Zealand or
- b) a flight of at least 60km open distance outside New Zealand.

The 3d GPS track log should be presented to the NZHGPA with the PG3 application.

VOTES: For - 12, against – 5, abstentions - 4. Carried.

Ian Wood – PG3 requirement involves a first aid certificate. Why is it necessary to have a first aid certificate for PG3 and if not a valid reason to have it, can it be removed?

Derek - Parapro rating 5 (equivalent to PG3) states that first aid is to be done.

Kris – PG3 originally certified to supervise flights above level on a site ie PG2 to fly at PG3 site.

Further discussions.

Remit: In order to be a PG3 pilot to remove the requirement for a first aid certificate as a prerequisite for PG3.

VOTES: For – 9, against – 10, abstained - 3. Lost.

Differentiate that you can't lose your PG3 rating if your first aid certificate lapses, but you must have a current first aid certificate to achieve your PG3 in the first place.

CEO position. Nominations to be taken for CEO position.

Evan Lamberton – put himself forward for position.

Proposed Nick Taber, Seconded Bex Rae.

VOTES: For – unanimous.

Formalising position that from December to next AGM we will have a CEO and elect Evan Lamberton for the position.

Remit:

To remove the section 7.3.2.2 that says that elected club OSO's automatically have a WOF authorisation to perform WOFs.

Proposed Ross Gray Seconded Graham Surrey

VOTES: For unanimous.

Therefore need to change 7.3.2.8 – completed WOFs should (MUST) be sent to the Administration officer by the OSO (change to Inspecting Officer).

Discussions re porosity meters, where they are, can/should more be ordered?

CEO to trace meters at clubs.

Chris Connolly – 2013 remit passed to put accident reports on website and Airborn. No action on remit.

Evan – accident reports available to view by all members all the time. Bill has access to accident reports.

Alan Swann – NZ HGPA does not control Airborn.

CEO to look at accident reports being published somehow.

Book Club – Ewen Tonar happy to do book club one more year but would then like to hand over.

Discretionary Project Committee – need to vote on members.

Kris Ericksen Nominated by Ross Gray Seconded Chris Connolly

Grant Firth Nominated by Ross Gray Seconded Graham Surrey

Derek Divers Nominated by Evan Lamberton Seconded Grant Middendorf

VOTED For unanimously.

Chris Connolly wants to come up with Survey Monkey to survey needs of membership re acro speed wings XC ridge soaring etc.

Alan Swann – declare conflict of interest

Derek – exec to pre-vet a survey.

Kris to take a mentoring interest, discuss, come back to exec once happy with something.

Derek to negotiate contract with Evan for 7 month CEO.

Meeting closed 6.40pm.