



Royal Newcastle Aero Club

Windsock Tales, #27...



John Tate

RNAC President.

Hello Everyone,

Welcome to "RNAC Windsock Tales" #027.

COVID-19 Coronavirus, what an impact on all of us. Sincerely, I hope everyone is ok and that we are all doing what we can to assist in the slowing and eventual eradication of this dreadful virus...

Some of you may recall that we had an information session planned for Sunday, 29th March. This was cancelled due to the social distancing protocols introduced prior to that date. As a result, the Board of RNAC has put together this edition of Windsock Tales with a view to sharing information that would have been presented during that session.

I want to record my appreciation of each Director's efforts during these difficult times. As you read on you will note the specific skills of each Director and their contribution to RNAC, my thanks to each of you.

Our work load is constant and demanding, financial considerations are paramount. We recently had our first regular phone conference style Board meeting. I expect this mode of meeting will continue for sometime.

I commend our staff Lyn, Glen, Greg and Kristy, each of these folks are working hard individually and as a group to complement the work of the Board. I thank each for their patience and flexibility to cope.

I am anticipating that RNAC will qualify for Government salary subsidies - yet to be confirmed.

We all know that when trouble strikes the primary and immediate responsibility of the Pilot is to fly the aircraft, please be assured that your Directors and Staff are determined to do that.

Should any RNAC member have any specific questions relating to the content below or any other questions relating to RNAC, I would encourage you to email the Board. Please use this email address for your inquiry: lyn@rnac.com.au.

Regards, John.
RNAC President.

Glen Thomson

Greg Kennewell



RNAC HOO/CFI.



RNAC Instructor.

G 'day Everyone,

It has been an interesting time indeed over much of the past year with fires, floods etc. We hope everyone's families, friends and pets are all safe in good health.

For those of us with a couple of years under our belts, many of these events have been experienced previously, but COVID-19 has topped it off. Creating a new challenge for the aviation industry which we now need to manage and respond to.

Here at RNAC we are still continuing to operate for private hire and solo training and consolidation flying, as well as Charter on a case by case assessment.

We have had an exciting start for the year with an influx of ab-initio students learning to fly. TIF's remain prolific with our new pricing structure. Much of our time has been focused on welcoming our new and existing family of students who are all doing well, and helping them progress their aviation journey. We look forward to continuing their aviation journeys when the time is safe to do so, and we are currently looking at what non face to face support we can provide them during this hiatus.

We are also in the process of developing additional training packages which include Private IFR, Single engine and Multi-engine IFR. A key component of the IFR training platform will be the Cessna 182T, which will be upgraded to the new Garmin 375 GPS/ADS-B, see below...



Our social activities, Flying Fun-days and ALAC's (Light Aircraft Championships) have been curtailed for the time being, we look forward to reinvigorating our calendar of events in the near future.

We have also finally managed a dry spell recently between showers, allowing some grass management to occur, my thanks to the eager volunteers who have assisted in this upkeep. Looks great!

Glen & Greg.



Lyn Kauter

RNAC Business Manager, Life Member.

Hello Everyone,

We have sent out emails regarding the reduced hours of operation, but we are still open to any enquiries you may have.

The phones are re-directed on the days we are not there, so don't hesitate to call.

Thank you to everyone for your understanding, especially to the staff, all having taken a reduction in working hours to try to come out of this dreadful period with a viable club for all.

We continue, as does the whole community to watch and heed directives and guidelines from the Australian Government. Be assured we will keep you informed of RNAC activities as they develop.

Stay safe and well

Many thanks,

Lyn Kauter.



Trevor Bright

RNAC Vice President, Life Member.

Hello Everyone,

Four topics today...

1. Membership Database.

At our last information session, I shared with you various software tools and databases I have created. This work has continued with further refinements to our flight record system, FRAS. Since then, it has come to my attention that our “*Members*” database is somewhat limited. Basically, EOFY role-over and archiving process needs to occur. This is work intensive for Lyn and limits our ability to look at historical detail.

Over the last three months I have completely rebuilt our members database. The following improvements have been incorporated into the new system...

- No end of year role-over needed.
- No archiving needed.
- A complete member history is now available from 2015 through till 2030.
- Membership numbers are available through several graphical displays.
- More reporting available via one button selection.
- The addition of reporting both graphical and hard copy reports on members that have not renewed from the year before and new members to RNAC.

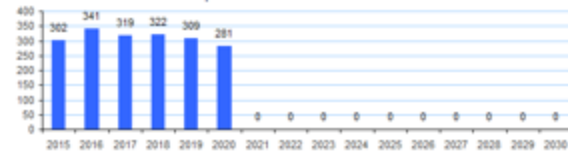
The project was completed around two weeks ago and early feedback has been positive. Several screen shots below...



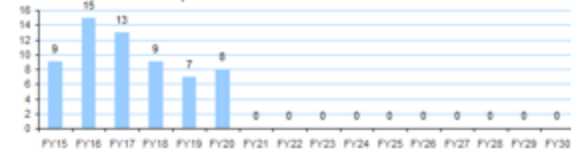
Royal Newcastle Aero Club

Membership Distribution

Active RNAC Membership



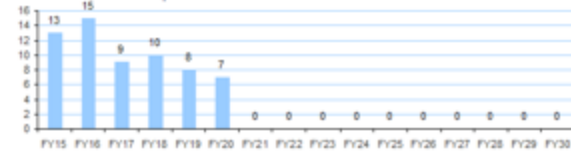
Associate Membership



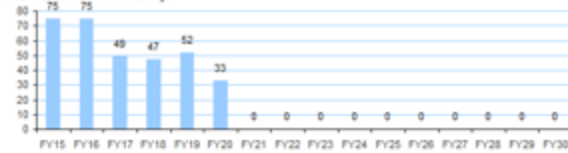
Full Membership



Veteran Membership



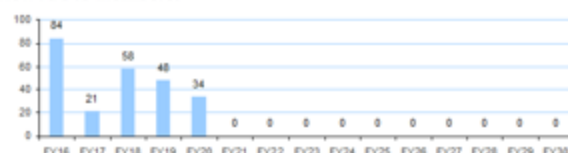
Student Membership



RNAC Members that did not renew from the year before.



New RNAC Members.



As a foot note to this new system, the RNAC Board have offered the database to Central Coast Aero Club. [Program only, no RNAC content](#). This decision was taken as a method of stating our sincere appreciation and thanks for their help over the period of our flying school closure. August 2019 / January 2020.

2. Life Membership Badge.

Some time ago an inquiry from an RNAC member was placed before the board: [Why don't we not have a dedicated badge for our Life Members?](#)

It's taken some time, however I can now say that RNAC has it's own dedicated "Life Member" badge. Each badge is numbered and the recipient has their name engraved on the back.

Basically it is a copy of our unique First Solo Badge, however the colour is all gold, see below...



The Board was hoping for a presentation event in the coming months, however the advent of COVID-19 has completely stopped that possibility in the short to medium term. A decision has been taken to deliver/post these badges to the

applicable recipient over the coming weeks. I hope they are received with appreciation and I would again extend to the recipients, on behalf of all members our collective gratitude and thanks for the significant contribution you have made.

3. Staff Career Development.

Consistent with last year, our staff have been asked to participate in a career development process that involves four fundamental steps...

1. Staff to fill in a feedback/review document.
2. Review session to discuss content and forward planning.
3. Document the session for later review and progress.
4. At Board level, potentially budget for the plans if accepted/required.

Step 1. Is in progress now with Step 2 planned for completion by the end of April. Steps 3 and 4 will be completed before the FY21 budget has been drawn up for formal Board approval.

4. General Conditions of Use – (GCU), Schedule of Fees – (SOF) and Community Operational Undertaking – (COU).

As most members would be aware, these three documents form a significant part of the operations at our club. They are available on our web site or from the office by request. As we approach the end of this financial year, these three documents are now under review. I would anticipate some changes, however the Board is yet to finalise several items.

Some items of interest are as follows...

- RNAC – Container policy.
- RNAC – Airside general access and CASA security compliance.
- RNAC – Heavy vehicle policy.

All stakeholders will be notified as soon as we can.

Please, stay safe.

Kind regard, Trevor.

RNAC Vice President, Life Member.



Marty Burrige

Director / Company Secretary.

Hi All,

Over the 26th & 27th of February 2020 CASA conducted the periodic surveillance audit of our Aerodrome. The CASA aerodrome inspector was accompanied by Greg Kennewell & myself for the 2 days and 1 night the CASA inspector was on site.

The last CASA surveillance audit was conducted in July 2017.

We have since received the official surveillance report. A total of 15 finding(s) have been issued as a result of the audit. Of these finding(s) 4 were safety findings that require a response by 16th April 2020.

The scope of the audit was comprehensive and included the elements measured against the current standards of:

- Data & Document Control
- Personnel Standards
- Equipment, Personnel and Aircraft Movement Controls
- Aerodrome Maintenance
- Aerodrome Manual
- Airside Access Control Systems
- Drug & Alcohol Management Plan (DAMP)

Whilst the findings seem numerous, the context is to advise us as the aerodrome authorisation holder RNAC of:

- Latest standards & conditions resulting in systems deficiencies that, whilst not constituting a breach, have the potential to result in a breach if not addressed, and/or
- Potential areas for improvement in safety performance

An action tracking register is being developed to close out the responses by the due date.

The result of the CASA surveillance audit ensures YMND being a safer more compliant aerodrome.



Image above with compliments of Richard Morrissey, RNAC Director.

Some other budgeted airside activities planned in coming weeks & months are as follows;

- Commence Construction of 3 private hangars in the eastern & western hangar precinct/s from 13/04/20.
- Vegetation Control- Trial herbicide treatment of tree re-growth in the RWY 05 approach.
- Aerodrome Obstacles Survey - for the 2020 annual safety inspection report.
- Twice weekly formalised aerodrome serviceability inspections.

A big thanks to the volunteers & hangar keepers in their assistance around our airfield & hangars toward keeping the grass under control since it's taken off after finally getting some rain!

Martin Burridge
Director / Company Sec.



Richard Morrissey

RNAC Director

Hello to club members.

I have been involved in developing an asset management plan for the club. I have borrowed a line from Wikipedia to explain the basics: -

Asset management is a systematic process of developing, operating, maintaining, upgrading, and disposing of assets in the most cost-effective manner (including all costs, risks and performance attributes).

Key aims of developing an asset management plan for our club are: -

- To give visibility of the costs and benefits associated with providing the agreed standard of service.
- To minimise the whole-life cost, including the operation, maintenance and replacement or disposal of each asset in the system.



As RNAC has a diverse range of assets it is important for our club to have a clear understanding of what needs to be maintained, acquired and disposed in order to provide the standard members want of their club. Some of these assets include: -

- Aircraft
- Buildings
- Grounds Equipment
- Runways
- Taxiways

- Apron Airside
- Airside equipment
- Run up Slabs
- Subsurface Drainage
- Surface Drainage
- Signage
- Road Vehicle Access Roads
- Boundary Fences
- Gates
- Pedestrian Access
- Information Technology
- Furniture
- Grounds
- Flying Club Equipment
- Instruction Aids

Over the next months we will further refine the plan and put into place a strategic approach to what aspects of maintenance and capital acquisition will be considered for funding. An asset management plan will be an important value add for forming not only annual budgets but for budgets developed over a longer time period.

A fundamental concept used in the plan development has been –

If you can measure it - You can manage it!

Regards, Richard.



Ed Pitrolo

RNAC Director

RNAC Budget Update

It's unfortunate that the first review of the 2019/2020 RNAC Budget must be done through the Windsock Tails rather than the planned Information Session. There have been some major modifications to how we're looking at the Budget and stewarding to it. Providing a written explanation will be a bit of a challenge; however, I'll try to keep this simple, clear and as short as possible....but no guarantees!!

Most of the reports generated by our "systems" are geared to tax reporting, accountants and business valuers and are generally difficult to use for managing cash flow and an operating budget. To that end, the Board has endorsed a restructure the work previously done to give us a better idea on how we're tracking against our plan, and how the individual business units are doing.

The major changes to how we look at our income and expenditures are as follows:

- Four distinct Business Units have been nominated and will be tracked and stewarded individually. These are "Flying", "Airfield", "Investment Properties" and "Administration".
 - o "Flying" at this time includes both Flight Training and Private Hire activities.
 - o Joint Venture activity is not included within the Budget.

- We are measuring the Budget activity on a “Cash” basis, which means what goes in and out of our checking account.
 - o This now includes all “Expense” and “Capital” purchases. As we don’t pay taxes, these are generally treated the same on a cash basis....and reflects a significant departure on previous Budget processes.
- As we are a Non-Profit Organisation, we will attempt to avoid the term “Profit”. The changes to these areas will be expressed as a gain or loss.

Due to the significant change in the Flight School Status in 2019, much of the Budget created for the 2019/2020 Fiscal Year was not relevant and needed to be updated. The reorganisation and updating was done in late 2019 for a Revised Budget to cover Jan-June 2020. By nature, this Budget is fixed; however, as changes need to be made, we make them to reflect an “Estimated Final” and this is what we will compare, and report, against the Approved Budget.

For this initial review, only a high-level overview and status is provided.

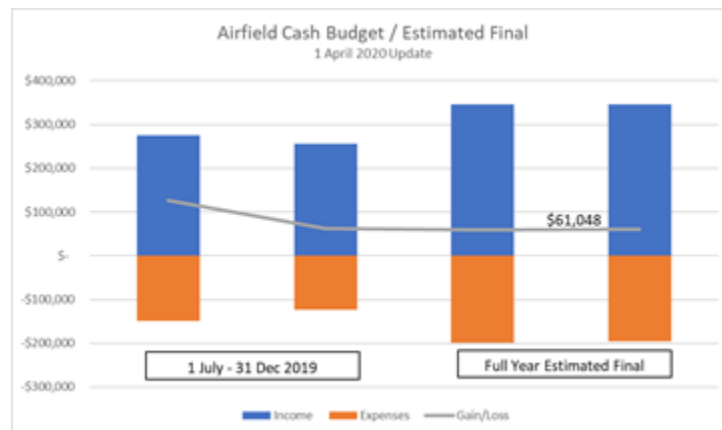
April Update

For the following review, a chart is provided for each Business Unit and RNAC Total. The two bars on the left of each chart reflect the original Budget developed and includes the time period from June – Dec 2019, both Budget and Actual levels. The two bars on the right of each chart shows the full Fiscal Year Budget (2019 Actual plus updated 2020) with the Estimated Final (now that January and February are history). The blue segment reflects the income, orange the expenses and gray line is the gain/loss.

AIRFIELD

This Business Unit comprises all items of Income and Expense which would naturally belong to the Airfield and associated infrastructure. The major items of income include Hangar Leases, Aircraft Basing Fees, Landing Fees and Fuel Sales not used for club aircraft. Expenses are items associated with field maintenance (Equipment, Buildings, Runways and Taxiways), General Insurances, Council Rates and the like.

Through December 2019, this area tracked very close to Budget, with the major difference being the inclusion of expenses for the hangar and associated construction activity on the east side of the field. The Estimated Final position for this area is forecasted to gain just over \$61k.

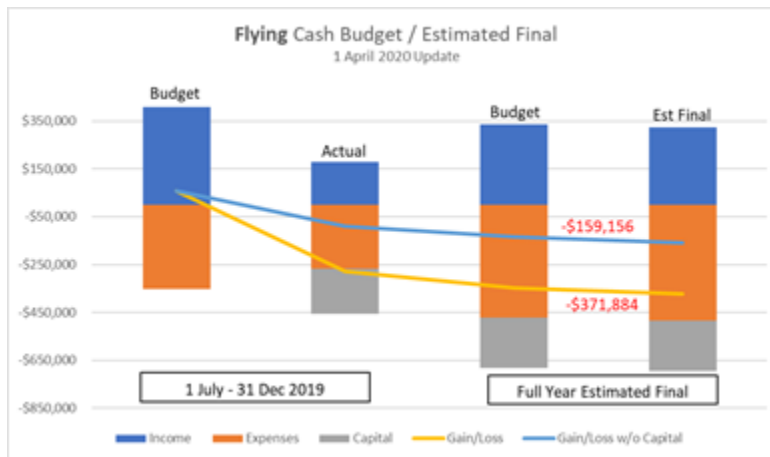


FLYING

This Business Unit includes items associated with Flying, which is both Flight Training and normal Club (private) activities. As it may prove useful to separate these in the future, at this time it is too integrated to do easily. Income for this area captures all Aircraft Hire, Instructional Income and Membership Fees. Expenses are Aircraft Operating Costs (Fuel, Maintenance, Aircraft Insurance, etc.) as well as other costs associated with operating the Flight School. Now included in this category is money spent (and received) for aircraft transactions (C-182 purchase, Pitts sale).

With the unexpected discontinuation of Flight School activity in 2019 along with the associated delays in re-establishing the school, this area is significantly under budget and will not report a financial gain in this fiscal year. The Revised Budget approved by the Board in January included a reasonable ramp-up in monthly flight activity; however, a full-year loss of just less than \$160k was estimated. If the purchase of the C-182 and income from the sale of the Pitts is included to understand the cash position, an overall loss of \$372k was expected.

Unfortunately, with the recent impact of Covid-19 and the discontinuation of all flight training work, the overall impact will now be worse. The Board will be looking at the financial impact of this to update the Estimated Final position.

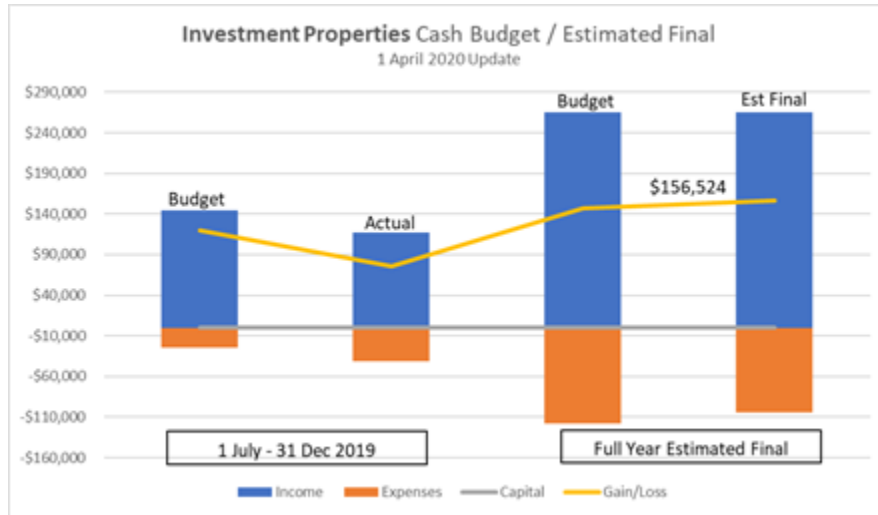


INVESTMENT PROPERTIES

This Business Unit includes the activities associated with the five leased properties and one property which RNAC has not built on yet.

Through December 2019, this area has tracked fairly close to the original budget except lease income on the final property will not be realised since a decision was made to not construct the buildings during this fiscal year. Additionally, major repairs were required to the floor on 47 Mustang Drive.

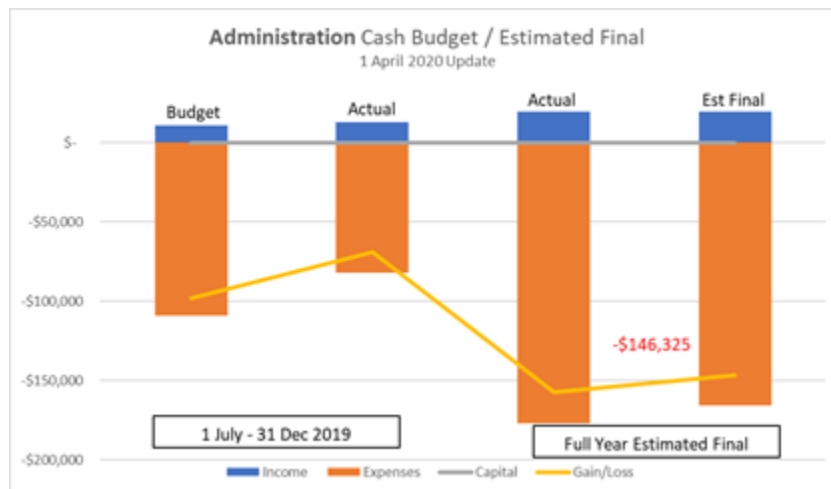
A financial gain for the 12 month period is expected to be just under \$160k.



ADMINISTRATION

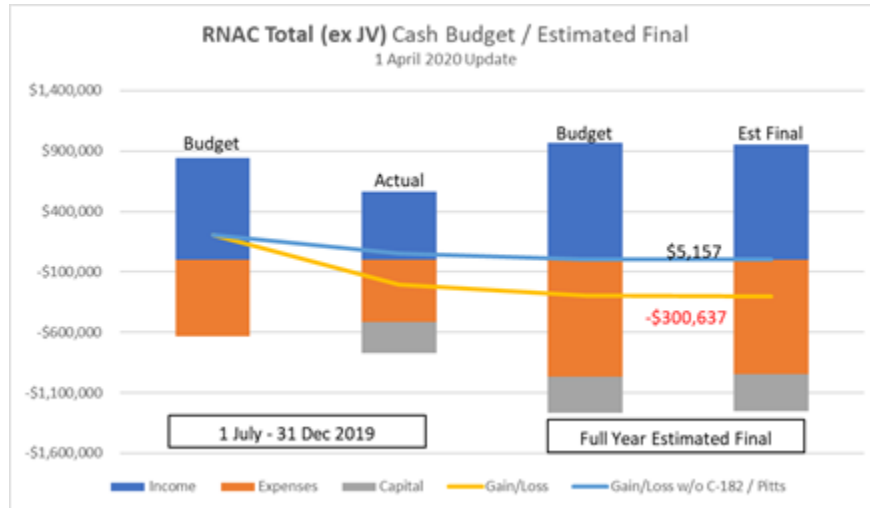
This Business Unit captures all of the overheads which don't fit naturally into just one of the other areas and includes Office salaries and costs, Accounting and Bank Fees, Advertising, IT Support, and general office expenses offset slightly by interest posted on the checking account and other small areas.

Being generally overheads, this area will always show a loss although at this point, the Estimated Final loss is projected to be marginally less than Budgeted, at -\$146k.



RNAC TOTAL

The following chart reflects the total cash position of all of the Business Units combined. At the time this update was developed, it appeared that RNAC would break-even on a combined basis without the aircraft transactions. With the purchase and sale of the aircrafts in 2019, the total cash position will be a decrease of about \$300k. As mentioned previously, the Estimated Final cash position against the Budget will now have to be re-calculated due to the discontinuation of Flight Training activities.



I hope this has been helpful and informative. If you have any questions about the Budget, please do not hesitate to contact me or a Board member.

Regards, Ed.

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Royal Newcastle Aero Club

