

12 March 2011

From: Secretary, Monterey Navy Flying Club Board of Directors

To: President, Naval Postgraduate School

Via: President, MNFC Board of Directors

Sub: Minutes of the Board of Directors meeting held 22 January 2011

2. Attendees: MNFC President Rich Camarena, Maintenance Officer Israel Pren, Operations Officer David Swoboda, Safety Officer Terry Norbraten; Chief Instructor Peter Jenson, Courtney Sylvester MWR, Vice President Malone Hodges, Secretary Bill Sabo plus Club Manager Keith Standiford, Maintenance Chief Joe Fox, and guests.

3. President Camarena called the meeting was called to order at 09:05 at the MNFC clubhouse.

4. **Safety** - Safety Officer Terry Norbraten noted that a box for club squawks and safety suggestions is not in place yet but is being worked on. He indicated that he is contemplating sending out FAA Safety Team (FASST) and AOPA meeting notices to the membership as an inducement to furthering individual safety awareness and education. The next bi-monthly MNFC Safety Meeting will be held March 12 at the club hanger. No Actions Taken.

5. **Operations** – Operations Officer Dave Swoboda indicated that he would get the President's pre-review of email blasts to members regarding new information before sending. He informed that the rewrite of portions of the Club SOP to conform them to BUPERS and FAA requirements has been completed in draft and is under review. Dave urged the BOD to decide whether or not to keep the C-152 and proceed with refurbishments if we decide to keep it. No Actions Taken.

6. **Maintenance** - Maintenance Officer Israel Pren reported that he is working on upgrading the avionics in the Warrior and Mentor. He will create a "wish list" of items with pricing for BOD consideration. Israel Pren and Joe Fox indicated that daily walk-around inspection of all aircraft each day that he is present will be accomplished regularly. The T-34 spare engine was shipped for engine overhaul. Israel indicated that he is continuing his efforts to find a feasible way to provide additional lighting at the fuel pit. No Actions Taken.

7. **Club Business** – Manager Standiford note that members need a refresher course on proper completion of Club Forms. It was suggested that possibly a Procedures Manual was needed. There was some discussion of enhancing the lighting at the clubhouse doorway.... no action was proposed. No Actions Taken.

8. **Training** – Chief Instructor Peter Jenson indicated that we have two new students starting training. He also noted that with the departure of two of our instructors that we need to recruit new instructors to facilitate the training program. No Actions Taken.

9. **Additional Items Discussed** Vice-President Malone Hodges indicated that he is working on getting signs placed at the entrance to the airport to guide new members and visitors to the clubhouse. Coordination with the airport is required. He noted that the club logo has been completed digitally and he distributed logo decals. Malone is working with the club manager on an arrangement, which would allow club members to purchase items with the club logo on them. Malone and Terry are continuing to pursue possibilities of getting a new paint job for the 172 and the 152 from the Navy at NAS Lemoore. No Actions Taken.

10. The next Board of Directors Meeting was set for February 19 at the MNFC clubhouse at 1000. The meeting was adjourned at 1000.

Submitted by the Secretary

William Sabo