



## Minutes of the Association of Drop Zone Operators' Meeting

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**Wednesday, 16 August 2017, 13h00**

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Location: Aero Club boardroom, Rand Airport

Chairperson: Graham Field

Minutes: Graham Field (by recording)

Present: See attached attendance register

### Proceedings

Graham Field (GF) opened the meeting and went through the meeting rules. Apologies noted.

### Apologies:

Long Pete Mauchan	Skydive Cape Town (represented by Mark Bellingan)
Vernon Kloppers	Durban Skydive Centre (represented by Roy Steemson)
Japie Keet	Pretoria Military Parachute Club (Laurel Thatcher unable to represent)
Ian Douglas	Skydive Ballito (no proxy)
Russell Vandrau	Witbank Skydiving Club (represented by Ian van den Berge)
Herman Grobler	Skydive Rustenburg (represented by Graham Field)
Liz Cooper	Adventure Skydives Kruger
Peter Lawson	Pretoria Skydiving Club (represented by Mike Teague)

### Ratification of previous minutes

Minutes ratified.

Proposed: Shaun Smith (SS)

Seconded: Corné Vorster (CV)

### Supplementary Items

Mark Bellingan (MB)	Skydive Saldanha
	Military parachute clubs
Manuel Cordeiro (MC)	Skydive Secunda
GF	RAASA Inspections
	New Aero Club GM
	Nominated attendees ADZO meetings
	Possible changes to ADZO exec

### Adoption of the agenda

The agenda was adopted.

Proposed: Mike Rumble (MR)

Seconded: MC

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## Matters brought forward

### Discussion

Aero Club and Centenary 2020 still ongoing. GF and Vernon Kloppers (VK) have been in contact with Allan Banfield and putting him in touch with Centenary organisers.

Special Events – this is ongoing. GF has not had an opportunity to finalise document. Such events are currently being done under Temp DZs. A fee of R300 payable to PASA was proposed at the previous meeting. Applications to be submitted on the Temp DZ form to NSTO for evaluation of safety aspects. MB requests that all relevant information be included on the form. Any event that is not considered normal operations should be considered a special event. Submit the Temp DZ form even when such an event is at a DZ and not offsite. This allows NSTO to have a clear idea of what is proposed so that safety can be assessed.

The new online First Jump Registers and Monthly forms now online and working well.

MB withdrew proposal for ADZO members to fund an S&T visit to events such as the PIA Symposium. The original request was for each DZ to contribute a small amount over a 2 year period to fund an initial visit to the PIA Symposium in 2019. While MB has kept tabs on international trends via other means (email, Skype, calls) it is important for face to face interaction from time to time. Change happens fast in this sport.

MC suggested the discussion be held over to the next meeting. MB said the last meeting asked for proposals instead of his suggestion above and none had been forthcoming. It is simpler to take the proposal off the table. MR reiterated his willingness to assist with funding as it is valuable. HvW agreed.

*Action:* None *Date:* N/A

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## Aero Club meeting feedback ..... Graham Field

### Discussion

The meeting to note the audio file failed here during this topic – all items in this section are from GF notes / recollection

*Chairman's Note:* The audio file failed. A general discussion on the Aeroclub issues was presented by GF including the following:

The Aero Club has a new General Manager, Alan Evan Hanes.

The Aero Club is at present in a restructuring process and is revising key documents including the Aero Club Constitution to bring it more in line with the membership's requirements. Several of the ARO's have expressed dissatisfaction with the Aero Club generally, the service they receive for their sections and the fees that are charged for membership. The new Aero Club GM has requested some time to address the membership / sections concerned and has promised feedback.

*Action:* None *Date:* N/A

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Demo / Temp DZ forms and clarification on their use ..... Graham Field.

#### Discussion

GF went through the various forms that PASA use with RAASA and explained their usage and format/information required by RAASA.

**Demo:** Latest version of RAASA Form RA-PJE 01-01 (where valene@ is replaced with info@), completed and sent to RAASA, copied to admin

**Temp:** PASA Form 17 (version dated April 2017), completed and sent to admin only with supporting documents and reason for temp DZ under comments section. Admin will then transpose onto RAASA form, get PASA manager to sign (currently GF or MB) and submit to RAASA. Applicants to supply supporting docs (landowner letter – which must be signed and dated - and aerial or similar image showing dimensions, hazards, landing area etc.) The RAASA temp DZ form which we complete and submit states that such supporting docs must accompany (i.e. not just be held on file and available on request).

#### RAASA fees:

Applies to demo / temp DZ applications / new DZ applications

Currently R117 / R230 / R595

Not to be included on monthly PASA reporting - Admin will prompt DZ for payments once RAASA has invoiced at month end.

RAASA fees payable regardless of whether event happened or not.

#### PASA fees:

Applies to demo only.

Currently R150.

To be included on PASA month-end report.

Not payable if the event cancelled for a reason beyond operator's control.

The board was reminded that the idea for Temp DZs is for existing operations to operate elsewhere from time to time as a club go-away etc. It is not intended for an existing operation to continually operate at a different location.

*Action:* Noted by ALL *Date:* Ongoing

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NSTO report ..... Mark Bellingan

#### Discussion

Incident reports – a summary distributed to CI's monthly. Spike in tandem incidents in May (9) – most appear to be packing related and nothing untoward detected. Will monitor.

Trying to set up the dates for rigging seminars. Boss Doug is overseas and can only give his available dates when he returns. Idea is for Tim Hutchings to travel to the various centres to ensure that discussions at these seminars is standardised, that any issues to be considered are dealt with by one person through to solution and to ensure that all riggers are brought up to speed with the online inspection record system. Tim was most involved in the upgrades and tweaks to the online system and probably the most proficient user so it makes sense for him to run these seminars. Too many riggers are still not using the online system and we need to understand why and get everyone on board as soon as possible.

AFF certification course held in June for 3 candidates who all passed and are busy with their post-course requirements. 2 Static Line Instructor pre-course forms on file awaiting a course.

New ratings issued since the last meeting in March: 7 JM, 7 PRO, 2 RP, 1 TM, 1TM Evaluator, 2 Tandem conv., 1 AE HU coach, 1 FS coach with a few AFF instructor ratings to follow soon.

MOPs updates: await feedback from the WS committee, Tandem Evaluators and the group working on an update to the jumpmaster programme.

March was National Safety Month. Very little feedback received but the initiative should continue.

*Conclusion:* Rigging Seminars to be arranged

*Action:* MB *Date:* ASAP

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Admin office limited service 25 August to 10 September ..... Mark Bellingan

#### Discussion

The PASA admin office will be closed from 25 August to 10 September. Any urgent issues during that time can be raised with MB.

*Action:* None

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Medical Emergency Services .....Mike Rumble

#### Discussion

The meeting to note the audio file failed here during this topic – all items in this section are from GF notes / recollection

*Chairman's Note:* The audio file failed. MR presented the topic which included a discussion on the various service providers and their willingness to provide Emergency services to the DZs.

In updating the emergency procedures at Mother City SkyDiving, MR established contact with ER24, Netcare 911 and Western Cape emergency services and they were favourable towards the idea of drop zones providing them with information so that, in the event of emergencies they had information pre-loaded onto their systems. MR recommends doing this to save time in emergencies. MR asked to distribute information to DZOs.

*Conclusion:* MR to send information to admin to distribute to DZOs.

*Action:* MR / Admin *Date:* ASAP

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New DZ Application – Skydive Jeffreys Bay ..... Gerrit van Zyl

#### Discussion

The meeting to note the audio file failed here during this topic and back online towards the end of the discussion – all items in this section are from GF notes / recollection

*Chairman's Note:* The audio file failed. A general discussion was held about the application proposal for EP Skydivers, Jeffreys Bay as well as the changes to and impact on operations at EP Skydivers, Grahamstown.

Gerrit van Zyl and Alexis McNaughton equal shareholders in EP Skydivers, Grahamstown with their own student and tandem gear and aircraft. Keen to expand operations to Jeffreys Bay which is closer to business hub of PE and also experiences better weather.

DZO Gerrit van Zyl, CI Hein Geldenhuys.

There is still a small market Grahamstown and East London and these will be accommodated at Grahamstown when required. There is sufficient equipment for both venues. Grahamstown will be mainly tandems while Jeffreys Bay will do student training, fun jumpers as well as tandems.

The board was satisfied that the proposal was sound and was approved unanimously.

*Conclusion:* There were no objections to the application for a new DZ at Jeffreys Bay.

*Action:* Admin *Date:* ASAP

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## Supplementary – Skydive Saldanha ..... Mark Bellingan

### Discussion

This application is still ongoing and cannot yet be finalised. There have been delays due to various items such as local government election, changes in requirements relating to landing areas, location of hangars.

MB requested that he be allowed to distribute the complete proposal via email to the board for approval should everything be ready before the next board meeting.

It is planned as a student operation at an airfield used in the past for Citrusdal go-aways. The fees have been paid and equipment, staff and aircraft are in place.

MC questioned a conflict of interest as MB is NSTO and the meeting agreed that an S&T representative can be sent to inspect the venue.

*Conclusion:* The board agreed that a final proposal can be distributed via email if ready before the next meeting.

*Action:* MB *Date:* If required

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## Supplementary – Military Parachute Clubs ..... Mark Bellingan

### Discussion

MB has previously worked closely with Laurel Thatcher in relation to military training and the crossover to and possible inclusion of military members within PASA operations. Thatch has now left Bloemfontein and MB wants to approach his replacement to clarify mutual operations and cooperation with relation to incidents. MB works well with the Task Force under Bertus Nagel and there are no issues there.

*Conclusion:* The board agreed that MB approach the military in relation to training between PASA and the military.

*Action:* MB *Date:* No date set

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## Discussion

MC indicated that 2 board meetings ago (October 2016), an application was tabled for Skydive Secunda. The applicant was told to go back to Witbank Skydiving Club of which he was chairman as he had not informed them of his intention to open a new DZ. Yet, when MC attended the previous meeting (March 2017), Skydive Secunda was represented as a member of ADZO. MC asked who approved this application between the two meetings. MC said his understanding is that the club owes R80 000 to SARS for VAT payments.

Ian van den Berge (IvdB) confirmed he has seen the VAT statements and that non-payment issues relate to the period 2010 to 2016 which fall during the tenure of Jason Richardson (JR) as chairman. JR said he had no involvement with bookkeeping at the club and had no knowledge of any VAT bill. IvdB stated that as the chairman, JR was the responsible person. The person with the e-filing login has refused to provide this to the current club committee.

MC said he heard there was a legal letter relating to an intention to sue PASA which the board was not told about. He said he found it unacceptable that the exec took it upon themselves to approve this application with no board involvement.

GF acknowledged that there was a legal letter which related to the delays in getting the approval to commence operations. He read out his reply to the lawyers which also summarised the findings of the ADZO board meeting including the outstanding items required before the application could be processed and that the applicant did not have to wait until the next meeting but could supply this list of 7 items.

MC stated that the revised application should have been circulated to the board and not handled by the exec. MC also stated that the board should have been notified of the applicant's intention to sue as this may have impacted their decisions when voting. MC averred that the exec reacted in response to the pressure of the legal threat rather than following due process. He further stated his opinion that the applicant had destroyed one of the oldest clubs in the country and that the board may well have voted against such an application if they were granted the opportunity to do so and had all the facts at their disposal. His concern is the integrity of the applicant who is now a member of this board.

MR read from the October 2016 minutes: "JR will return by email or in person after disclosing his position and discussing it with WSC openly."

And HvW added from the same minutes: "GF suggested that JR return to the WSC committee to first see if they want him as chairman anymore then resubmit this application. The resubmission need not wait for the next meeting."

MC disagreed stating that this was not his understanding of events.

*Chairman's Note:* Board members are reminded to read the minutes on receipt thereof and to raise any questions then or at the start of the next meeting before the minutes are ratified.

Mike Teague (MT) agreed that matters of a legal nature should be brought to the attention of the full board.

HvW added that the legal costs were raised at the March 2017 meeting but not detailed and discussed/minuted. He mentioned that legal counsel had advised that ADZO had no grounds in the matter between WSC and JR.

MT asked if the legal costs were detailed in the financials. He stated that he had queried this cost and got no clarity. MB stated that queries relating to the financials should be submitted to the auditors ahead of the AGM.

*Chairman's Note:* The ADZO chairman's report to the March 2017 AGM itemised the legal cost of R2 418 and it was read into the AGM minutes and included in the AGM minutes on the website: "We had an unforeseen legal cost of R2 418 relating to a drop zone application dispute." The accompanying table listed it as an expense for Secunda.

HvW asked for clarity from the board on the parameters for the exec to operate between meetings. MC proposed that the exec define what they believe the parameters should be and present this at the next meeting. MB said the intention of the exec has always been to manage the association between meetings and report back at the next meeting. MC agreed but said that the legal matter and approval of the application was not reported on at the next meeting.

GF agreed and took responsibility adding that, had the legal matter escalated beyond one letter, the exec would have included the board in discussions but it was felt this was easily handled and fell within the ambit of the exec to deal with.

A discussion was had on the merits or not of future applications being able to be sent away with just a few missing items to be supplied and to be approved by the exec between meetings.

MC reminded the meeting that this case was different in that the board did not vote and therefore this application was never formally approved.

IvdB reiterated the problems now faced by WSC. No one is prepared to stand as chairperson as no one wants to take on the responsibility of the VAT debt which, with penalties, will run to R100 000. A long-established club, one of the oldest in the country, has closed due to this.

MB stated that the VAT matter was not known to the board or the exec at the time of the application and subsequent approval.

MC proposed that if a member of ADZO brings the body into disrepute, such member can be expelled. MC was tasked with obtaining legal advice and supplying the wording for such a clause.

*Chairman's Note:* This is dealt with in Appendix 1 of the PASA Constitution.

MB stated that any action can only be taken if there is a proven issue or documented legal finding.

MC reminded the meeting of the rules at the start of the meeting that all phones should be off as items discussed here were not to be recorded except by the person taking minutes for that express purpose.

*Conclusion:* No conclusion was reached on the discussion

*Action:* N/A

*Date:* N/A

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Supplementary – RAASA Inspections ..... Graham Field

#### Discussion

GF was notified of an intended RAASA inspection at Skydive Parys and has prepared a list of potential items to have prepared. He raised a concern that much of what may be looked at fall under the oversight of PASA and not RAASA.

MB stated that RAASA's oversight should be administrative. They have inspected the admin office where they were shown all documentation relating to all drop zones, how the PASA system works, how records are kept, the process for administering licences, ratings, renewals and incidents.

MB suggested a meeting be held with RAASA to determine what it is they need to inspect and find a commonly agreed to solution on how best to achieve this.

*Conclusion:* GF to arrange a meeting with RAASA to discuss inspections.

*Action:* GF *Date:* ASAP

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## Supplementary – Nominated attendees at ADZO meetings ..... Graham Field

### Discussion

GF suggested that there be only one representative per DZ at each board meeting. If the DZO cannot attend, they can nominate the CI or a committee member in the case of a club. As an example, JSC nominated Steve Bartels to attend this meeting. As a non-committee member, the exec did not accept this and advised JSC accordingly. SB happens to be present as he has been invited in his capacity as a NED. The person representing a DZ should at least have a working knowledge of the ADZO and it is the responsibility of the DZO sending a proxy to ensure that they are up to speed with recent issues. A representative just filling a seat is of no value.

MC proposed that the representative can be only the DZO or the CI.

GF proposed that the representative can be the DZO or another suitable nominee (with exec approval).

*Conclusion:* ADZO members may only be represented by 1 person (either the DZO or the CI or in the case of a committee by a committee member who has full authority to make a decision on behalf of their DZ)

*Action:* ALL *Date:* Ongoing

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## Drop Zone feedback.....All

### Discussion

No DZ feedback was requested by the meeting chair – this was an oversight by GF and his apologies to all are noted here to all members. GF requests in future that if the Chair skips over any agenda item that the floor to bring this to his attention

*Conclusion:* ADZO to inform Chair of missed agenda items

*Action:* ALL *Date:* Ongoing

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### Closing

GF thanked everyone for attendance.

Closed the meeting 16h30.

Next meeting will be in approximately 6 months.



# Attendance Register



## Attendance Register

Association of Drop Zone Operators

13h00 16 August 2017

Aero Club boardroom

Hangar 50, Hurricane Road, Rand Airport, Germiston

Name	Drop Zone	Signature
Graham Fird	SKYDIVE / PLYS / SKYDIVE / PLYS	[Signature]
ROY STEENSON	DURBAN SKYDIVE	[Signature]
Mike Rumble	Mother City	[Signature]
IAN V BGESE	WATBANK SKYDIVE	[Signature]
Hendri Liebenberg	Bloemfontein Parachute Club	[Signature]
Corne' Vooght	Limpopo Skydive Centre	[Signature]
Rodney Benn	KRUGER	[Signature]
Heupk van Wyk	SKYDIVE / WATBANK / SKYDIVE / WATBANK	[Signature]
Dylan Owen	WSPC	[Signature]
GERRET VAN ZYL	EP SKYDIVERS	[Signature]
STEVE BARTELS	SKYDIVE DURBAN / NED	[Signature]
MANUEL CORDEIRO	SKYDIVE KRUGER / ICALIS	[Signature]
MARK BELLINGAN	SKYDIVE CAPE TOWN	[Signature]
JASON RICHARDSON	SKYDIVE SECUNDA	[Signature]
MIKE TEAGUE	PRETORIA SKYDIVING	[Signature]