



Parachute Association of South Africa

Minutes of the ADZO Meeting

Monday 04 March 2013, 15h00

Location: Grand Central Boardroom, Midrand

Chairperson: Joos Vos

ATTENDANCE AND APOLOGIES:

Present

Chris de Jager	CdJ	Skydive Central
Pam Russell	PR	Skydive Robertson
Ralph Ridge	RR	Adventure Skydives Kruger
Vernon Kloppers	VK	Durban Skydive Centre
Henk van Wyk	HW	Skydive Mossel Bay
Jason Richardson	JR	Witbank Skydiving Club
Mark Bellingan	MB	Skydive Cape Town
Joos Vos	JV	EP Skydivers
Graham Field	GF	Aerial FX/ Skydive Parys
Shaun Smith	SS	Skydive Oudtshoorn
Herman Grobler	HG	Skydive Rustenburg
Eugene Potgieter	EP	Johannesburg Skydiving Club
Manuel Cordeiro	MC	Icarus

Apologies

Long Pete Mauchan

Constant Benade

Boss Doug

Peter Lawson

JV opened the meeting at 15h09, welcomed all and went through the meeting rules.

The minutes from the previous meeting were accepted by all present:

- Proposed: VK
- Seconded: SS

The following additional agenda items were added under General:

- Boss Doug (MC)
- Tandem World Record (MC)
- Explanation on New Drop Zone Application fee and the forfeit of 50% (RR)

Matters brought forward (JV)

The following matters were brought forward from the previous meeting.

1. New drop zone application checklist
 - a. RR & MC were to propose a structure for the PASA Office to check new applications' paperwork. RR said they are not ready and were granted an extension. The structure is very similar to the current process and will just enhance what is in place with tick boxes to check as criteria are met.
 - b. RR & MC agreed to the request to email the information before the next meeting.
2. Previous Chairman's allegations and cases.
 - a. JR could not get a clear answer from Norman [Langeveldt], who said he was also in the dark as to the progress of this. It was discussed and agreed that if Norman can't get the information and won't pursue it then nobody will and that ADZO energy is better spent on more pressing issues.
 - b. Mark Horning was the complainant. With so little information coming from this, it seems likely the case is not even open anymore.
 - c. The matter will now be left, ADZO will acknowledge what happened and leave the criminal case behind us to concentrate on more pressing matters.
 - d. All agreed this will not return to the agenda for the next meeting.
3. It was decided to keep the ADZO minutes brief from now on, stating main points and conclusions instead of minuting everyone's input and statements.
4. All were reminded that no non-ADZO representatives will be allowed in this meeting. This will streamline discussions and decisions.
5. Kevin Storie and the Tandem Pax insurance policy.
 - a. Nothing has come of it and this will not be pursued further.
6. GF's approved aircraft list with procedures etc.
 - a. GF asked for 3-4 week extension. The basic setup is complete, but specifics are still needed. This will be complete in 30 days.
7. Skydive Oudtshoorn
 - a. SS will give feedback as this is an agenda item.
8. Skydive Rustenburg
 - a. HG gave an update on the drop zone. The aircraft is back, coming from Wonderboom until proper hangar space is available. Rigs are available. Static Line operations are being put in place but HG will come back to ADZO before restarting. HG and GF were complimented on their efforts and progress.
9. Skydive PE
 - a. Donavon Crerar was to submit a letter regarding Skydive PE but this was since not necessary because Trevor Harvey wants to take the drop zone over. Trevor Harvey was going to put in an application today.
 - b. Until further notice, Skydive PE is closed.

10. Angels Way

- a. Dale Jowett (DJ) and VK were going to try to settle on an operational agreement and submit this to Safety and Training. VK said that an agreement cannot be arrived at the liability is too high. At the instructor's course, the NSTO, evaluators, instructors and Management Council representatives evaluated the site and declined the application due to the close proximity presenting high risk and/or safety issues.
- b. The original suggestion was that if they could arrive at an agreement, that VK was willing to abide by then it could be accepted. It is not VK's obligation to accept anything proposed.
- c. RAASA should not be involved in this agreement.
- d. ADZO has made every effort to investigate the request but a resolution cannot be found.
- e. These minutes serve to confirm that the application was declined.

Objection to minutes of ADZO Board meeting of 17 July 2012 (JV)

A letter dated 21 Oct 2012 from Steve Bartels (SB) was read to the meeting claiming damage to his reputation by the allegations made with regard to the Angels Way application and stating that Pierre Laubscher's (PL) statement that SB has lost his objectivity is offensive.

The content of a statement cannot be objected to if it reflects what was said but the complaint was acknowledged.

A discussion followed regarding the role of RAASA and recent meetings between RAASA and PASA representatives to clarify this.

The dual role of PL as RAASA and as a jumper/PASA member can be either an asset or a liability. S&T, display jumps, etc. are not his concern. RAASA's role must be clear. GF met with Neil and Pierre to explain that operational issues are not in RAASA's domain and that RAASA is administrative.

S&T is dealt with internally in PASA.

RAASA should also not deal directly with our members.

RAASA is not the operational approval body; PASA is.

GF does not accept the minutes of the RAASA meeting so some time is required to straighten this out.

A conference call will be made between the Exec, NSTO and a meeting arranged with RAASA.

ADZO members are not to contact PL / RAASA directly but to respect the communication channels and lines of authority so that roles and authority are not blurred. Members are to go via the ADZO Exec or NSTO based on the nature of the issue.

This is the first time we have had problems with RAASA. The roles must be clarified with them and a clear mandate drawn up.

Chairman's report (JV)

DISCUSSION		
JV presented the chairman's report. Updates to the web administration system are budgeted. Thanks to Durban and Robertson's "Groupon" specials – almost 50% of 2012's FJS's came from there. Only ADZO members and invitation members may now attend ADZO meetings. Proposal presenters will be invited for their presentation only. Briefer minutes and main points only will be minute The ADZO Exec was thanked for their efforts.		
CONCLUSION		
ACTION	Responsible	Deadline

DISCUSSION		
<p>JV confirmed the membership fees to be ratified at the AGM: PASA fees increase by R20 to R450 (including R150 SSA). Aero Club increase by R30 to R330 (remind meeting that PASA has no control over that). All other members' fees remain unchanged.</p> <p>JV presented the ADZO budget, highlighting that Demo fees increased to R150. Affiliation fees increased from R1500 to 2000. New DZ fees remain unchanged but 50% will be forfeited for declined applications. The Tandem Passenger cap increased from 500 to 650. All with effect from 1 April 2013.</p> <p>The proposal to differ the annual affiliation fees based on drop zone type was discussed. RR proposed that it stay at R2000 across the board, seconded by SS with no objections.</p> <p>RR objected to 50% deposit being kept as this discourages people wanting to join the association. Counter-concerns were discussed that people no longer take the requirements or business plan seriously and waste the ADZO's time when they apply ill-prepared and before the required prerequisites are in place. Applicants are not arriving prepared because there is no penalty. This will encourage preparation.</p> <p>For technical rejections it was suggested that ADZO can waive the forfeited fee. Discussions followed: Will the initial paperwork check before allowing him to the meeting prevent this problem? A small admin fee if everything is in place but it is rejected over a technicality would be fair. R15 000 must be paid before we allow him to present at the meeting. The reason for the charge is to receive the benefit of 20 years of research and development and the established infrastructure, the administration required, etc.</p> <p>Provided the tick box system is applied, the following will be applied from now on: Application must be submitted in full a minimum of 2 weeks before the meeting. Payment of the R 15 000 must be deposited up front, before the applicant may present to the meeting. R500 will be forfeited for declined applications, regardless of the reason. The above was proposed EP and seconded HG, with no objections.</p>		
CONCLUSION		
<p>Annual affiliation fees will be set at R 2 000 for all drop zone types.</p> <p>The following new drop zone application rules will apply from now on:</p> <ul style="list-style-type: none"> • Check list will be used • Application must be submitted at least 2 weeks before the ADZO meeting at which it is presented • The R15 000 fee must be deposited in full before presentation is allowed to the ADZO • R 500 administration fee will be forfeited for declined applications, regardless of the reason. 		
ACTION	Responsible	Deadline

NSTO Report (MB)

DISCUSSION
<p>MB presented the Safety Report. The MOPs were submitted to RAASA and are available on the PASA website and printed copies are available to members. It remains a live document. RAASA requested that our discipline procedures are included, but we refer to our constitution which deals with that so we need to engage RAASA.</p>

An Instructors course was held in Durban, where out of 8 candidates, 2 passed, 2 were offered the chance go home and upscale and 4 did not make it. CI's are asked ensure their candidates are up to speed. We are also training more evaluators and trainee evaluators attended this course too.

It is National Safety month – all are asked please do *anything* relating to safety.

Boss Doug from PISA approached us many years ago to do test jumping. He paid for a licence to do testing. He has been retrenched but they might still need some testing. PISA has approved that Boss Doug takes over that licence and NSTO proposed to let him continue with that licence. There were no objections

The Tandem incidents are of particular concern with 4 injured passengers. Incidents will be put against Tandem Masters and tracked.

Packing errors (9) are also a concern – step-throughs, for example, are not acceptable. If a tandem master uses a packer the tandem master is still held responsible.

MB asked that when severe injuries occur drop zones are please to give him a quick phone call ASAP, so that if MB gets CAA/RAASA/press calls, he has the heads up and we look professional and informed.

Be careful also if media is going to get involved. The NSTO no longer speaks to them due to a history of misquoting and out of context or partial quotes. NSTO deals only by email as a result.

Give facts, no speculations. Don't give the press anything to use incorrectly. Remember to appoint a liaison officer and keep manifest informed.

NSTO will undertake to send notification of basic incident facts to CI's who can disseminate to their instructor body, with offer of more detail on request. Currently we wait until we know before we share. We just inform that there was an incident without any speculation / opinion / further info.

MC raised the concern that unprepared candidates arrive at the instructors courses. It was discussed at the last course and proposed to have a pre-course to prevent false expectations putting candidates on the back foot from day one - which affects their confidence. In the past we took 1-2 weeks where we taught them then evaluated them but we no longer do. For a nominal fee an evaluator can run a pre-course for candidates. Particularly with so many tandems now, not enough students being trained and new and future instructors are not getting enough training.

MB will think of an appropriate format for a pre-evaluation course and propose it. It will not be hard to arrange. This will shorten the evaluation too. Anyone can go. No prerequisites.

Also discussed was the possibility of evaluating instructors annually, with no conclusion.

CONCLUSION

Boss Doug will take over PISA's licence for testing purposes.

MB will think of an appropriate format for a pre-evaluation course and propose it.

ACTION	Responsible	Deadline
MB to propose an appropriate format for a pre-evaluation course	MB	Next meeting

Elect ADZO executive committee (All)

DISCUSSION

JV, CdJ and GF are available to stand again.

MC proposed that all 3 stay in their positions.

JR seconded.

None against.

CONCLUSION

ADZO Executive Committee will be: JV, CdJ and GF

ACTION	Responsible	Deadline

Elect 2 (two) PASA Management Council representatives (All)

DISCUSSION		
The meeting asked the ADZO Exec to elect the Management Council (MC) representatives internally after the meeting.		
CONCLUSION		
Chairman's edit: <i>For the record, the two MC representatives remain unchanged from the previous year – JV and CdJ.</i>		
ACTION	Responsible	Deadline

Communications and the role of RAASA (GF)

DISCUSSION		
<p>GF summarised the 31/01/2013 meeting with RAASA. The intention was to set out roles of PASA and RAASA and administration of parachuting in SA. GF just received the minutes and will still address their accuracy before closing the issue.</p> <p>The meeting went well and RAASA acknowledged and encouraged PASA's self-management according to our approved MOPs.</p> <p>RAASA must clearly understand that S&T in PASA is not a single individual and that everything we do has a paper trail and is an application of our MOPs.</p> <p>Regarding the drop zones' annual renewal applications to RAASA – Neil de Lange (NdL) said it is always in place and it is annually renewed only to keep details updated. It is not a "re-approval". It is approved already.</p> <p>For idle/dormant DZs, this keeps the airspace for us which is a good thing as it is difficult to regain that again if we give it up.</p> <p>The issue of commercial operations was raised. There are other ways to operate skydiving in the country (outside of PASA) if it is commercial. You can run it under an AOC but if you want to skydive, you'd need to bring it back to PASA.</p> <p>Our MOPs define tandems as part of our training and introduction and we should do everything not to deviate from this. We need aircraft to facilitate the sport, as CAA agreed to years ago.</p> <p>The door has been left open for another meeting with RAASA and we should take that up to clarify things, but the sentiment pre-minutes was very positive.</p>		
CONCLUSION		
GF to clarify minutes with RAASA		
ACTION	Responsible	Deadline

Drop Zone updates (JV)

DISCUSSION		
<p>JV reminded all of the procedure to bring a dormant operation back into operation. The air space will be retained so that they can be revived again without too much difficulty.</p> <p>Dormant drop zones must be notified that those inactive for longer than 6 months must approach the ADZO exec before commencing operations. Those inactive for longer than 12 months are considered closed and someone else will have the right to apply to operate at that location.</p>		

EP reported that JSC has a squatter proximity problem and the council plans to build a fence. They plan to take operations every 6 weeks to Potchefstroom, completely moving operations each time. They want to get some advertising out there to take advantage of the Potchefstroom University students. Taking operations closer to them may attract more and give an alternative location for JSC if forced to move. More regular night jumps are also to be offered there.

ATNS suggested JSC move to Potchefstroom - 50km from current JSC location.

EP has spoken to the council about their buying the club as community centre and extra development ground.

It was suggested that JSC do not wait to be forced out and rather start a gradual move now.

JV will ask Neeve to produce a list based on the ADZO criteria of dormant drop zones and have notification sent to them.

Definition of "minimum operation" must be strictly established. The new DZ application checklist was suggested as a guide: if you fall out of those criteria, you are not running an adequate operation.

HG pointed out that "Drop Zone Membership Requirements" already documents the minimum requirements for different types of operations. This should just be reused/ adapted to currency rules for a drop zone. This was added to MC and RR's checklist task.

Skydive Oudtshoorn Update: Shaun Smith (SS)

SS gave feedback on the operation.

5 skydivers, 3 of whom are MB members. The offer was two loads minimum to open the drop zone for them. Over the past year, none have called him to skydive and he thinks they don't want him to operate there. SS requested input from the ADZO.

If there is no skydiving happening at Oudtshoorn, the operation will fall outside of the currency criteria. With the Aero Club withdrawing SS's exclusivity of operating there and the lack of activity the business sense of the drop zone was questioned.

The previous attempt for a drop zone at Oudtshoorn was also not successful and the DZO lived there. SS agreed and said the drop zone is for sale.

CONCLUSION

JV will ask Neeve to produce a list based on the ADZO criteria of dormant drop zones for notifications to be sent out.

Existing Drop Zone Membership Requirements and RR/MC's checklist for new drop zone applications shall be used to extend RR/MC's task to produce a drop zone currency requirements list.

ACTION	Responsible	Deadline
JV to brief PASA Admin on the dormant DZ list and letter to be sent to them.	JV	Immediately
RR & MC to complete the new drop zone application checklist and a currency requirements checklist.	RR & MC	

Skydive PE proposal (Trevor Harvey TH)

DISCUSSION

If applicant is not present we cannot consider the application. TH cannot attend and will apply at the next meeting he can attend.

CONCLUSION

ACTION	Responsible	Deadline

DISCUSSION		
<p>DC presented his proposal – that he was responding out to a need for a club in the area. The proposal was circulated.</p> <p>Concerns were raised about tight landing area and many surrounding obstacles between the landing area and the water, presenting a difficult environment for inexperienced jumpers, with few outs. DC said jumping would stop with unfavourable wind directions and that Skydive Plett ran successfully with similar limitations.</p> <p>Landowner permission is obtained but still awaiting letter from the Trust manager as the owner lives overseas. The municipality said they have no problem in principle but DC is still negotiating with them. Noise will be managed with route planning.</p> <p>Previous requests for the same location by VK resulted in denials due to viability issues and noise complaints</p> <p>DC asked for 3 months of non-student operations before extending to student operations.</p> <p>The shortage of sport skydiving facilities and runways in KZN was acknowledged. A longer period of B Licence and higher drop zone operations was suggested by JV as a better approach.</p> <p>MB would like the tight drop zone to first run as a B Licence and above. Landowner permission must be in place before ADZO can give the go-ahead. Jeffreys Bay was an example of that failing. Calculate the flight path before the noise issues arise and work it all out beforehand. Decisions made at Skydive PE cannot be repeated. PASA MOPs will rule your operation.</p> <p>MB was otherwise comfortable. Realistically it is a 500m wide landing area which can be tricky and must be trained. DC must work out a condition-scenario landing strategy.</p> <p>DC's request for A licence and above operations was turned down with the counter-suggestion of 6 weeks or more of operating to learn the winds.</p> <p>MB had concerns based on DC's previous history, suggesting another instructor to help as isolation is not good.</p> <p>DC said DJ will help from an instructor perspective initially to avoid working in isolation. DC acknowledged he is learning from historical mistakes.</p> <p>A vote was taken. With landowner permission first, then "B-Licence and up only" operations and weekly reporting back to MB for 6 weeks before any consideration of lowering experience will be taken, the majority voted in favour of the application with no objections raised.</p>		
CONCLUSION		
<p>The application was approved, provided all outstanding permissions are first obtained in writing and under the restrictions imposed by MB.</p>		
ACTION	Responsible	Deadline

Supplementary Items

DISCUSSION
<p>1: Type C Drop Zone Applications</p> <p>The 2008 discussion about Type C drop zones (SJO) required RR and MB were to come up with criteria regarding Instructor ratings and reasons in order to apply for it. They were not formally documented but the requirements were alluded to.</p> <p>RR and MB are to finalise that and document it formally.</p>

SJO applicant needed:
 An Instructor rating.
 Recommendation from a CI saying he can do it.
 A reason (why it is not worth going through another existing SJO).
 No negative impact on existing operations
 HG highlighted that the requirements exist already in the PASA forms.

MB and RR will formalise what was agreed to in the minutes.

2. Tandem Record.

MC: Tandem world record: 165 in a day (Guinness World Record)

MC had a request by a woman to do this. 13 July in Parys if Parys will do it. MC needs at least 3 aircraft (7am-5pm sunlight) and many tandem masters.

Awaiting confirmation in writing that the planes will be available. The woman organising will also assist with passenger bookings.

CONCLUSION

MB and RR will formalise into a document what was agreed to in the minutes

ACTION

Responsible

Deadline

MB and RR to document SJO requirements

MB & RR

Next meeting

Closing

The Meeting was closed at 17h55

Minutes recorded by: Claire King (CK)