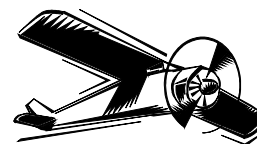


FENLAND AERO CLUB - Committee

Fenland Airfield, Jekils Bank, Holbeach St Johns Spalding, PE12 8RQ

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MINUTES OF THE COMMITTEE MEETING OF THE FENLAND AERO CLUB

Present:	Paul Brian Neil Buck	Claire Buckley Robin Hoile	Carl Husain Tim James	Angelo Sapiano Peter Watson
Present:	James Baldwyn	John Parker		
Ex-Officio Members:	Steve Brown CFI, Fenland Flying School (Ex Officio)			
Others in Attendance:	Kerry Allen, Runways (Ex Officio) Braden Connolly (Club Member, Observing Only)			

THURSDAY 17 OCTOBER 2019

Meeting Convened at 7pm

1) **Apologies:** Martin Williams

2) **Previous Minutes:** 19 September 2019

The Chairman (Peter Watson) read out the minutes from the previous committee meeting 19 September 2019.

The minutes of the previous meeting were approved.

3) **Chairman's Report** (Peter Watson):

The chairman commented that he believes the new Committee is now active, however the Committee still needs a Runway Manager. Peter described the duties required. He then asked for a volunteer or volunteers for Runway Manager.

There were no volunteers.

The Chairman then went on to ask whether the committee thought the Club is running as it should... Tim James responded: "Yes, perfect... excellent chairman".

No one disagreed.

Peter moved on to the Treasurer's Report.

4) **Treasurer's Report** (Peter Watson):

At the request of the Treasurer, Melissa Baker (FAC Bookkeeper) has sent out further financial reports. These are 30 or 40 pages long detailing what's happening to the money and where it's going. However, due to a PC problem and possible security issues, the Treasurer explained he would not be distributing these to committee members just yet.

Peter reported that the Main (current) account has £78,282; the Savings account £26,108; the Charity account £337, and therefore reported that Fenland Aero Club is solvent.

It was brought to the Treasurer's attention by the previous club treasurer that our bookkeeper doesn't charge us very much money for the work she does for us, that we should consider giving her a pay rise. A short discussion followed.

Tim James proposed this should be left to the discretion of the Treasurer.

There were no objections.

5) Secretary's Report (Claire Buckley):

a) New Members: James Merton (Flying Member); Krasa Zbigniew (Flying Member); Terrance (Terry) Lake. All introduced via the Fenland Flying School. Also a new Social Member (Martin W Buckley).

b) Unpaid Members:

The Secretary reported that the last updated 'Red List' was compiled at the beginning of October 2019 by Mary Payne our Membership Secretary. This showed 17 flying members still unpaid. Thanks to Lisa at the flying school this has now been reduced to just 4 unpaid members. Most, it appeared, had either relocated or stopped flying with the school.

As a result, four reminder letters were sent by the Secretary to the postal addresses of the remaining unpaid members. One had responded and subsequently paid. Therefore under Rule 3.9 the committee were notified of the remaining three, now deemed to be no longer members of the Fenland Aero Club. They were: Mark Franklin, Roger Lamb and Robin Turner. The Committee wished them well thanking them for their past membership.

The Secretary asked the flying school should anyone look to rent or wish to revalidate they ask the member to show they are a fully paid flying member first.

c) Helicopter Flying School: The Secretary reported on further contact with Robert Stilgoe the helicopter instructor wishing to start a helicopter flying school at Fenland.

She said that although Robert was still interested, he was not able to do anything before the end of the year due to personal reasons. That this has moved on to the 'back burner' until the New Year. Robert agreed to keep in contact.

d) Keys Returned:

Crosby Johnson returned a padlock key for the Nissan Hangar. He asked that his £5 deposit be given to our Charity Account.

Phil Tiller returned a Nissan hangar padlock key, a barrier key, front door key and his fuel discount card. He was refunded £25. Phil has become a Social Member as he is not flying at Fenland in the short term, although he is looking for a flying group. He expects to remain at Fenland.

e) Dropbox Upgraded:

The Secretary reported that due to an increase in stored files we were required to upgrade our Dropbox to the next level – 2TB of storage [*the Secretary incorrectly stated 2GB at Committee*]. This at a subscription cost of £95.88 per annum.

f) Fenland Aero Club (Licensing) Ltd

The secretary went on to add in closing her report that Tim James had agreed to become a director of FAC (Licensing) Ltd. A completed form was posted to Companies House the previous Monday as we were still awaiting an authorisation code sent by Companies House to do this online. Once this has been received we will complete the process.

The Secretary commended her report to the Committee.

The Chairman asked for comments.

Referring to unpaid members Tim James commented it was good we chased up the money - "excellent". Angelo Sapiano added that it looked like there wasn't much to collect. That it looked like we simply need to keep our records up to date. The Secretary agreed.

6) IER & Event Manager's Report (James Baldwin):

James reported that as of this Saturday [19th October 2019] we will be on Saturday and Sunday IER cover. He thanked everyone for volunteering. This will continue to early December as it's likely the last two weeks of December will be cancelled with the run up to Christmas and limited volunteers.

In order to achieve this we have taken on board people who are not Aero Club members. James proposed a 'free' membership without voting rights.

Some discussion followed.

The Chairman stated we should offer these new volunteers free Social Membership. The Secretary asked for clarification: "Are we offering everyone free Social Membership for IER duty?"

The Chairman asked if anyone objected to that.

There were no objections. Free Social Membership for IER duty was agreed.

James went on to report that he and Peter Watson (Chairman) met with Dave Almey of Skycraft concerning additional IER cover during the week. James raised the matter of the 2-minute response time and that this should not be an issue. Paul Brian gave explanation this was removed for safety reasons. However, James accepted that the Dave Almey's idea was not going to be suitable as the CAA would not agree to this. This was confirmed as Ray Nicholson said the CAA would object to this.

James went on to say that Ray was visiting the CAA at Gatwick to propose we operate the 'Sandtoft model'. James explained this was Saturday and Sunday only cover.

The Chairman suggested we should check the insurance details.

At this point, Tim James asked the Chairman if this would be an appropriate time to report back on his discussions with the flying school concerning IER cover. Tim stated his report could add to what James had already provided.

Tim gave some background and made reference to the last committee giving consideration to this and other matters. There was some interaction with members. Tim continued with his point about whether there were some duties the flying school could undertake:

1. Grass cutting costs are £7,000 per year. Tim suggested the flying school could take that over.
2. The sale of JetA1 fuel. The flying school would purchase and sell JetA1.
3. Marketing the airfield. The flying school would market the airfield.
4. The flying school would maintain the airfield.
5. The flying school would extend the IER into the weekday.

Tim said these activities would defray the costs of hiring someone.

Some discussion followed concerning these points.

The Chairman asked whether this one additional person would cover our fire protection?

James Baldwin said we need a minimum of two on fire duty... that they [*the flying school*] would need two people employed. Steve Brown said they would need a driver and a dedicated fireman.

Paul Brian stated he felt the airfield is going backwards... he said the whole thing's been a bit of a struggle and we're going down to weekend cover.

Carl Husain added that he felt that it is right and interesting that we explore all avenues, and particularly look at things from a different perspective. But in order to discuss this we [*the committee*] need a proposal from the school.

Further questions concerning the sale of JetA1 and the need for the airfield to be licensed were asked by Neil Buck; that we would not sell much JetA1 without fire cover.

Angelo Sapiano asked what was in place some years ago to get all these jobs done.

Paul Brian responded at length stating it was due to Humphrey Penney – Eplane...

More comments followed. Tim explained about 'Men in Sheds; James confirmed that Skycraft are now not a consideration due to insurance issues; he also mentions Ray's visit to the CAA about weekend fire cover.

Peter Watson referred to the Treasurer's Report stating the club expects a profit of £4,000 to £5,000 next year. He went on to say this is insufficient to employ two people to run the fire cover for the airfield. He asked the committee to think where the costs [*the money*] is going to come from.

The Chairman asked the flying school if they are going to provide a basic idea and how this might work – cost wise? Steve Brown said he will try...

To a question put by Angelo Sapiano about marketing JetA1 fuel, and selling it, Paul Brian responded that they do it out of the goodness of their heart, when it's practicable... but being quite honest it's a bit of a push at the best of times he said.

Tim James asked to what extent our membership fees are going up in line with airfield inflation every year. It was agreed by the Chairman that we need to think about that, but not now. He said that's what we need to think about with this proposal, then the Committee could decide what was needed to meet our extra costs.

Events Manager's Report (James Baldwyn):

a) VAC (Daffodil Day): James gave a report about the VAC Daffodil event and landing fees, requested from the previous committee meeting. He said in previous years the VAC had kept the landing fees. This year there was some confusion. He added we pushed back a little this year as we could not tell who were VAC and who were ordinary visitors. The VAC said they would look into it and let us know the registrations. We never heard back he said.

There followed discussion about landing fees.

It was agreed that James will speak to them again.

b) Aerobatics: we had a couple of complaints last year which were dealt with.

7) **Fuel Manager** (Carl Husain):

Carl reported that at the end of last month, the end of September, the club sold 6,970 litres of 100LL, this translated to about £13,300 worth of sales; 1,321 litres of UL91 - £2,550 of sales. Without having the full details available at the time, he went on to add that he believed we had sold 400 litres of JetA1 fuel in the same period. He added that since then we have sold quite a lot more [*of Jet A1*]. So that particular period was slow for Jet A1.

Carl went on to report that at the end of September we had 7,500 litres of 100LL remaining, 3,751 litres (about 55%) of UL91, and 65% of the tank of Jet A1 remaining.

When the new committee took over at the end of July that was about 70%. So we had sold 5% of the tank of JetA1 he said. Since that time we have had 10,000 litres of 100LL delivered so we are well over half of the 100LL, with just under the half for UL91. By getting the 10,000 litres of 100LL enabled us to get it 3 pence per litre cheaper, from a different supplier. A significant saving.

He further reported that he had not had chance to do anything with the water sampling pump. He hoped to do that in the coming few weeks.

Carl asked if there were any questions.

Angelo asked how much we paid for the 100LL. Carl said we purchased this supply of 100LL for £1.10 per litre.

James Baldwin asked if Carl expected any fuel price changes. Carl explained about our purchase of 100LL, which was delivered on the 2nd October. We had managed to get it at September's price just prior to the destruction of the refineries in Saudi Arabia. However, he added that he didn't expect this to affect prices as much as anticipated.

Also some explanation was given in a response to a question about UL91 supplied from Poland. Carl said it was not expected to be viable due to small quantities being supplied – it couldn't be supplied at a competitive price.

8) Hangar Manager's Report (John Parker):

a) John reported there was little movement. Ricky Boor had returned to Fenland. Bay 8 which we are hoping to adopt, had still not been cleared. John said he didn't deal with Humphrey [*Penney*] any more, instead he deals with Mrs Wright. He added we will start to pay rent when Humphrey is out.

b) A quote had been obtained to purchase a security camera for the Nissan Hangar area. It is £365 subject to the wiring already being there. John explained the camera is to be installed on the beam at the end of the new hangar row. It was agreed that the more security we had the better.

The Chairman asked if there were any objections to the purchase. There were none.

c) John said that the guidance lighting for the helicopter JETA1 refuelling approach had been installed at the south easterly corner of the grass parking area. Pictures had been posted on the Fenland Facebook Group page.

d) The west side dyke had been cleaned out by the neighbouring farmer Jim Ashton. Three land drains had also been cleared. Discussion followed as to what contribution we would like to make towards it.

It was accepted that £200 would be a reasonable amount to pay.

9) Safety Report (Tim James):

a) Tim explained about our Safety Management System. It requires the Club to have a meeting to discuss safety events that have occurred in the current month. Collate them at the end of the year, and make any necessary changes to the Safety Management System.

b) Tim reported that the Club had received one written complaint this month, received from Angelo Sapiano. Tim read out in detail the nature of the complaint concerning an incident on 5th October 2019. This was a complaint by Angelo that radio calls were not being answered by Fenland Flying School, even though other calls from other pilots were being answered. That on many occasions it was claimed calls Angelo made were not answered by the school. In response, the school said they would never ignore calls on the radio, but they also have lots of other things to do, which sometimes may prevent them from answering.

Tim stated he could not corroborate the complaint one way or the other as he had insufficient information to come to a conclusion. Angelo was given opportunity to comment and make his points. In response, Steve Brown (FFS) said no radio calls were received by him from Angelo's aircraft during that period. Some heated discussion followed. **The Chairman intervened. Although the matter was submitted as a safety issue, the Chairman invited Angelo to submit a written complaint to the Secretary if he felt he needed to take this matter further. Angelo agreed.**

c) Tim continued his report by reminding all members of the Committee they are also all members of the Safety Committee. He handed out copies of the Safety Management System and urged everyone to read it. Tim gave explanation of the system.

He reminded everyone that the system is a 'trust' system; a robust system. He said we are not looking to apportion blame but to prevent incidents from happening again in line with CAP 168.

d) Also brought to Tim's attention were incidents whereby pilots have been refuelling with the beacon and radio on. Even though the risk maybe low, the consequences could be catastrophic.

e) Tim further reported that we still have aircraft coming in too low over the road on approach to runway 18. This is still identified in the IER procedures as the main hazard on this airfield he said. Tim went on to say this is a problem not from visitors but from Fenland based aircraft.

In conclusion, Tim said he thought it would be useful the Club publishes a safety report or bulletin asking members to comply with the rules. This, he suggested, to be compiled by the CFI submitted to Tim James and the Secretary for circulation to the members.

The Chairman asked if there were any objections. There were none.

However, Angelo was not satisfied as to the way his complaint had been investigated. Tim James disagreed. Tim added he was not able to attend the airfield due to personal reasons. As a result he had others to help him with his investigation. Angelo did not accept the outcome.

The Chairman moved the committee on to the next item.

10) **Septic Tank** (Peter Watson):

Peter reported that he had just completed a 20-page application for a licence to discharge from a septic tank into the ground hoping the Environment Agency will accept grandfather rights.

Alternatively, if this is not successful, Peter suggested we can install a low-level (above ground water) treatment plant, costing about £7,000. The plant will be (5m x 2m) installed by ourselves with help from Mr Wright who will dig the hole. Peter went on to say the plant will have a 50mm pipe to the drain at the top of the airfield [*roadside*].

The Chairman asked the Committee if they agreed to that, in principle?

The Committee agreed.

Peter went on to say that the current system needs modifying as rain water flows into our system. He said he will get someone to modify this.

In response to a question from James Baldwyn, Peter reiterated we are being told by almost everyone this work will cost up to £30K, therefore we are seeking the least cost at this point in time. He added, the club should have obtained a licence years ago – it did not.

11) **Electrical Works & Toilet Refurbishments** (Tim James):

Tim said he was given the names of 4 contractors, 2 were not interested. He saw an additional contractor recently and said that person would sub-contract the electrical works to John Heanes.

Tim went on to say that key to this is getting Kerry's storage onto the airfield and her items out of the back yard. This led to a discussion as to the progress of this. **Tim confirmed Mrs Wright had given permission for the storage to be relocated.**

Kerry Allen (Runways) was given information by John Parker of someone who could help locate the storage container, although there was some confusion as the storage location had been identified

as a possible location for the proposed helicopter flying school. John confirmed that Kerry's storage container had priority, as the helicopter flying school is now on the back burner until 2020.

Tim asked for the Committee's approval that once Kerry's container is installed we can get John Heanes (electrician) to fit a light and some power points.

There was no objection.

12) **Windsock** (Claire Buckley):

Claire explained she had followed through with some of the work Jeff Helm (previous committee) had undertaken. She had spoken with Sky View Systems Ltd and McWilliam Technology who would liaise with each other to produce an illuminated windsock and anemometer that could send data back to the tower by radio. Sky View would supply the anemometer and McWilliam would manufacture the windsock and the mast and its fittings.

A question was asked as to what would the cost be. Claire said she could not say just yet but believed this might be about £5,000 including installation. However, she added she hoped to have further information in the next 7-10 days concerning this.

Claire is to report back at the next committee.

13) **Heating in the Foyer** (Peter Watson & Robin Hoile):

Peter and Robin agreed to meet on the following Monday to put in the basic pipework. The outside work (raising the outside level to the door sill) is to be done later. Robin mentioned he had obtained quotes for the old hanger area re-surfacing, although this would be addressed in the next item 'Airfield Working Party.'

14) **Airfield Working Party** (Agenda Item):

The Chairman stated we need a working party to do a number of jobs around the airfield: runway lighting, painting. Fences, replacing ceiling tiles in the club house, and wall lights, as well as tiles in the tower also in need of replacement. The Club is required to undertake maintenance as part of the airfield lease.

Peter said people are needed to organise the work, not necessarily to do the work. Discussion followed. Robin spoke of the issues of the runway lighting. He also found some lights had water in them, also that some of the cables need extending.

It was agreed Peter would liaise with the Secretary to produce a list of works required to see if any members would step forward to help. Otherwise the club would have to contract out the work.

15) **Fenland Flying School Report** (Steve Brown):

Steve referred to the first meeting of the new Committee in August, that at the time there was some confusion about his status as Ex Officio. He said it was implied he was not a proper committee member. He added it was said at the time the Secretary would look into it.

The Secretary responded saying that in accordance with the Fenland Aero Club rules (4.10) by virtue of his position as CFI of Fenland Flying School Steve is a member of the committee (with rights and privileges) except the right to vote. The Secretary had previously spoken to the Chairman and a couple of past committee members concerning this. She further added that she believed past committees had been incorrect in their interpretation and that this was communicated to Steve.

The Chairman ruled that Steve is a 'proper' committee member, but he cannot vote in Committee.

Steve went on to say that he has made a written complaint. The Chairman acknowledged this and said this would be dealt with later in the meeting.

Also, concerning the earlier complaint about RT, Steve said he encourages anybody to come into the flying school if they didn't get a reply on the radio and wanted to say so. He didn't know why Angelo didn't do that on this occasion. Steve denied there was prejudice involved.

Angelo disagreed. There was some heated exchanges between Angelo and Steve.

The Chairman stopped the exchange saying he will close the meeting if it continued.

Angelo gave reference to a FAC Rule but needed time to find it. The Chairman gave Angelo time to find his reference, and would come back to that matter after the next item.

16) **Runways Restaurant** (Kerry Allen):

Kerry had nothing to report except that she required help getting her storage container into its location. This had already been covered by the Airfield Working Party earlier in the meeting. John Parker will text over some numbers to help Kerry.

James Baldwin asked if Kerry had any more concerns with the kitchen... that all the cupboards have been changed to metal ones. Kerry confirmed that they had all been changed.

16a) **Safety Matters** (Additional):

Before moving on, the Chairman forgot to mention that he had obtained some quotes for re-surfacing the area in front of the old hangar.

A tarmac quote was £4,000 plus VAT. Parquet block paving was quoted as £1,500. He said they were still looking at other quotes.

Tim James added that the disabled parking spaces should be brought up to standard. But this was for the future.

The committee then briefly returned to the point Angelo wished to raise: Rule 5.12 was read out by Angelo. Paul Brian spoke to Angelo's point. **The Chairman dismissed the matter saying this had been agreed at the AGM.**

17) **Complaint by Steve Brown:**

The Chairman said he will go through what the complaint is about and because Steve is involved, the committee may ask him to leave. During this time copies of Steve's complaint were handed out.

Angelo stated he had not known about the complaint and that if this was about Martin Williams; Angelo said he thought this had already been dealt with and that he believed the committee shouldn't even be discussing this.

The Secretary stated that under Rule 8.19 the committee is required to hear formal complaints.

The Chairman said this is a complaint about whether Martin had the right to be a committee member. At the AGM 2019 not one person was voted on to the committee, apart from Peter (as Treasurer). The Chairman added that there was absolute chaos at the AGM as a result of people talking over each other. Peter said we should have voted each person on to the committee, and we didn't. In the end Ray asked if everybody was happy with the names and everyone said yes. And here's where it all went wrong Peter said. Peter went on to say he understood the history between Steve and Martin. The Chairman added there is now awkward and aggressive attitudes on the committee from that time [*as a result*].

The Chairman said Martin was on the [*nomination*] paper. He was proposed by Alan Gray our President and seconded by Charles Ackland [*at committee the name was incorrectly stated by the Secretary as Claydon*], both proposer and seconder were confirmed as paid up members.

For whatever reason Peter said, Martin left half-way through. Peter continued: "When it came to a vote, none of us were voted in apart from myself (as Treasurer), but nothing else. It was put your hands up and that was the end of it... there was confusion."

The Chairman said this will not happen at the next AGM. It [*the last AGM*] was out of control. Angelo added there was also bad behaviour by people at the AGM who were shouting and no-one said anything about that behaviour. The Chairman agreed; that everyone was to blame. Angelo disagreed, he said it was only the people taking part [*in the shouting*].

Steve Brown said the previous secretary stated (in the opinion of the previous secretary) he [*Martin*] was not elected. Steve believed that Martin had got on to the committee due to the [*AGM*] minutes; that the previous secretary believed the minutes [*of the AGM*] are wrong.

Peter went on to say that in his opinion we can either say yes he's fully on this committee, or we can say politely he should resign. These are the two options.

More discussion and exchanges followed.

The Chairman asked the Committee if any intended not to vote one way or the other on the complaint. By a show of hands, six committee members indicated they would not vote on the matter.

There was a consensus that past issues should have been dealt with at the time. As a result, these have now been inherited by this committee and it is distracting when the committee should be managing present and future matters of the club and of the airfield.

Further comments and discussion followed, some heated, including a suggestion this be put to members at an EGM.

It was concluded by the Chairman saying he would approach all committee members privately (excluding ex officio members) seeking each member's opinion on the matter.¹

There was general agreement to this idea.

The Secretary asked the committee if they wished this discussion to be minuted. They did.

The Chairman then asked if there was any other business; there was not.

The meeting closed at 9.20pm.

¹ ***After the committee meeting, a decision was made by the Chairman to put this matter to all qualifying club members in a mass email-out, as he considered committee membership is not the remit of the Committee but of the Fenland Aero Club members. That any decision made needed to have the support of the majority of the membership.***

Signed Date

FAC Chairman