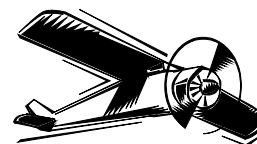


# FENLAND AERO CLUB - Committee

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## MINUTES OF THE COMMITTEE MEETING OF THE FENLAND AERO CLUB

<b>Present:</b>	Paul Brian Neil Buck	Claire Buckley Robin Hoile	Carl Husain Tim James	Angelo Sapiano Peter Watson
<b>Apologies</b> :	Kerry Allen James Baldwin	John Parker Martin Williams		
<b>Ex-Officio Members:</b>	Steve Brown CFI, Fenland Flying School			
<b>Others in Attendance:</b>				

## THURSDAY 19 SEPTEMBER 2019

Meeting Convened at 7pm

1) **Apologies:** Kerry Allen, James Baldwin, John Parker, Martin Williams

2) **Previous Minutes:** 22 August 2019

The Chairman (Peter Watson) read out the minutes from the previous committee meeting 22<sup>nd</sup> August 2019. Two corrections were made prior to reading: the date of the McMillan Coffee Morning had been changed to Friday 27 September. The election of Vice-Chairperson: the body of the text should have said 'Vice-Chairperson' not 'Chairperson'.

**After reading, Peter asked if there were any objections. There were none. The minutes of the previous meeting were approved.**

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

Peter commented there were lots of things to report from the last meeting: issues concerning the Septic Tank and reports from other people, therefore he wished to move quickly on to the next item, Treasure's Report.

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

As of the 10<sup>th</sup> September 2019 Peter reported £68,694.99 was in our Current Account, £26,000 in our Savings Account, and £337.00 in our Charity Account.

We had spent £10,875.00 on Insurances and a large amount on two lots of fuel.

Peter had asked Melissa Baker (FAC Bookkeeper) to do a forecast on finances for the coming year. This included Fuel Sales and Landing Fees - our common sources of revenue. It was forecast that FAC would make the same amount of profit as last year, around £4,000-£5,000. With large amounts of expenditure expected due to Septic Tank matters and Toilet Refurbishments, Peter reported this would significantly reduce our balances in the coming months. Therefore, we need to be careful with our spending.

**This was acknowledged by the Committee.**

5) **Secretary's Report** (Claire Buckley):

a) **New Members:** Austin Bridgeman (Flying Member). Introduced by Fenland Flying School.

**b) Unpaid Members:** The Secretary reported on Unpaid Members. Three previously unpaid flying members had since paid in full. In addition, it was found that four members had relocated without informing FAC.

The Secretary went on to say that she had spoken to Mary Payne the FAC Membership Secretary. The proposal is, starting 01 April 2020, Mary would email a reminder to the unpaid member after 30 days (as is normally the case). If a member failed to pay after 45 days (a further 15 days later) a reminder letter from the Secretary would be sent. If payment was still outstanding after 60 days (a further 30 days later) a telephone call would be made to the member. This method covered three separate data points and potentially reduced the time of indebtedness considerably.

**There were no objections from the Committee.**

**c) Privacy Policy, GDPR:** The top two filing cabinet drawers had been identified as being suitable to store our growing number of documents.

The Secretary reported that the FAC office door padlock had to be broken a few weeks earlier after the combination lock had become 'scrambled' preventing access to the office. Simon Cooke used the RFFS bolt cutters to break the lock. At the time, it was said that this was not the first time the combination lock had given trouble. A replacement padlock was installed the same day.

A question was asked as to FAC office access for IER. The Secretary stated that a key to the FAC padlock is located in the Tower and that spare keys have been distributed to members of the Committee who require them: [Carl Husain (Fuel Manager), Peter Watson (Chairman), Claire Buckley (Secretary) and James Baldwyn (IER Manager)]; that should anyone else require a key, to let the Secretary know.

**There were no objections.**

**d) Business Enquiry, Helicopter Flying School:** The Secretary reported on a meeting held at Fenland with Robert Stilgoe, a helicopter flying instructor, on Sunday 8<sup>th</sup> September. Robert is currently based at Cambridge. He would like to establish a Helicopter Flying School at Fenland. Also present at the meeting was Peter Watson (Chairman).

Robert met Ray Nicholson in the tower, and Steve Brown and Paul Brian in the Flying School. Much of the discussion focussed on ground movement of aircraft around the refuelling area. Robert expects to relocate a Robinson R22 and later a Robinson R44. It was a positive meeting.

The Secretary said that John Parker had looked into available hangar space. This proved not to be an option as the new hangar access height is 10'4" maximum, insufficient for an R22. John suggested a container located alongside Hanger 1, the same location used by the previous Helicopter Flying School at Fenland. This was communicated to Robert. The next step is for him to bring an aircraft over to Fenland in order to give further evaluation.

Steve Brown (FFS) asked if FAC had informed Mrs Wright of the enquiry. The Secretary read out Clause 5.9.3 of the FAC Airfield Lease relating to licensing procedures. This referred directly to the granting of a license for a helicopter flying school. That we are a long way from proposing this until further evaluations are made. Nonetheless, The Secretary informed Steve that a courtesy letter had been drafted, but due to the Wright's being away in Cyprus, this had yet to be delivered.

**No objections were raised.**

**e) Pooleys Update:** A request from Pooleys was received. The Fenland entry in Pooleys has been updated to reflect current facilities. Updated information was confirmed with Ray Nicholson (ATC), Steve Brown (FFS) and Kerry Allen (Runways Restaurant).

**This was acknowledged.**

**f) Enquiry for Sponsorship:** was received from a local motorcycle racer, Gavin Mills from Sutton Bridge – a British 125 GP Champion.

It was agreed by the committee that this was not suitable, especially as we expect to undertake a number of costly refurbishments and changes. The Secretary also added that we have no brand, and could not see how sponsorship would work for us.

**The Committee agreed this would not benefit FAC. That on behalf of FAC the Secretary would write back to Gavin, declining his proposal, but wishing him well in his future career.**

**g) Request to Attend the Committee Meeting** was received from Braden Connolly, a flying member since November 2017. He wishes to attend our next meeting in October.

**This was fully supported by the Committee.**

**h) Director Appointment for FAC (Licensing) Ltd:** The Secretary reminded the Chairman that FAC still needs to appoint a new director for FAC (licensing) Ltd to replace Steve Pearson who has requested on a number of occasions he wishes to stand down. That FAC needs to appoint a new director first before Steve can 'resign'.

**Tim James offered to step into the role, but wanted further information first. The Secretary agreed to provide Tim with information.**

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

James was not present (apologies received). The following is a written report by James which was read to the committee by the Secretary:

**a) IER:**

*“(Skycraft) I went back to Mike Faulkner and confirmed that the club is interested in finding out what Skycraft can offer for IER. Mike did remind me that Mrs Wright was paying E-Plane £5k per year (albeit a rent discount I believe) for providing the cover, and they were looking if a similar arrangement was possible.*

*I spoke with Mrs Wright and informed her of the new lead for IER cover during the week, she was happy to hear there may finally be a solution, but wasn't prepared to commit or comment on any deals to match the E-Plane arrangement. There was some confusion between myself, Mike and Dave Almey, and we were all waiting for each other to get in touch – that's now been cleared up, however Dave is now on holiday, so I should have more information by the next committee meeting.”*

**b) Events:**

*“I've had contact from Anne Hughes – Chairwoman of the VAC. They are wishing to come back to Fenland for the 2020 Daffodil Fly-In. I proposed the date of 19<sup>th</sup> April [2020] which was agreed on. The [MacMillan] Coffee Morning is booked on Facebook and I believe Tim James has printed some posters, now for the date of Friday 27<sup>th</sup> September.”*

Some discussion followed concerning IER cover:

Steve Brown said he spoke to Dave Almey; Dave had confirmed he would not be on site. Carl Husain asked if this solution would be acceptable to the CAA; Paul Brian commented on the 2 minute-rule response time. Tim James asked whether the FFS might become involved?

**There was doubt Skycraft would be an acceptable solution.**

**The Chairman asked that Committee come up with a plan.**

Discussion then turned to Daffodil Day, proposed 19<sup>th</sup> April 2020.

Tim James asked whether FAC can keep the Landing Fees. Paul Brian asked what had been done historically concerning landing fees?

**It was agreed that James would be asked about the landing fee arrangement in 2020; that we needed to get things 'nailed down'.**

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

Carl reported as of August we had sales of 6,800 litres of AVGAS and 1,800 litres of UL91. That sales during that period were respectively £12,900 for AVGAS and £3,471 for UL91.

There was comment and discussion concerning precision tank testing and the integrity of our fuel tanks, and if we could measure any leakage, and what rate would this be? Carl stated that at sea level leakage was not expected, but Forest Aviation gave assurance that a very small leak could be found and this was most likely to manifest itself as water entering the tank rather than fuel leaking out. This would develop very slowly and allow us to plan our actions. Comment was given to the possibility of water contamination; that we could test for water in the tanks in the same manner that we test the fuel daily. Neil Buck asked if there was a more modern (electronic) version of water testing. **Carl went on to say that we should investigate getting the sample hand pump recommissioned to allow us to remove any water at the bottom of the tank.**

Carl further reported, last month [August] the self-service computer POS system failed. This was replaced under our service agreement, and that he hoped to extract additional data from this 'upgraded' but still limited system.

#### 8) **Septic Tank** (Peter Watson):

Peter reported that FAC should have upgraded the septic tank system 5 years ago, and that lots of people and 'consultants' had given misleading or incorrect advice; that information on the Environment Agency's website concerning this topic is not helpful.

To replace the FAC system it's estimated to cost £27K-£30K. And because we use it to the fullest extent, particularly at weekends, we expect to generate about 4,500 litres of effluent.

The current system was installed in 1984. We are currently discharging our overflow onto land not into flowing water. What is required is a permit to discharge. Last year it would have cost £120, now it will cost £2,600. The overseeing body is the Environment Agency.

After much discussion concerning the current state of the soak-away, discharging into nearby flowing water and fields, and whether any permit applied for at this time would provide retrospective cover; it was generally agreed that action must be taken now in order we are not liable to penalties.

**It was agreed that FAC will apply for a permit to discharge and that we should find someone to test the ground for pollutants.**

#### 9) **Electrical Works & Toilet Refurbishments** (Tim James):

Tim reported that updated quotes from John Heanes for electrical work have been received.

Concerning the toilet refurbishments, it had been noticed that tiles and splash backs had not been included in the drawing and an update to the drawings and specifications has been requested, and that we need to get people to quote for it [the work]. Tim further added that it was a priority to get the yard at the rear of the kitchen completed first.

**It was agreed that an updated specification be requested.**

10) **Windsock** (Agenda Item):

Lighting (for night-flying) and an anemometer proposed by the previous (18/19) committee.

**The Secretary will request information from Jeff Helm for the next committee.**

11) **Heating in the Foyer** (Agenda Item):

Because of the installation of new double doors to the entrance of the clubhouse and restaurant, the foyer space behind it is expected to get cold during winter. It was generally proposed that a radiator with a thermostatic valve be located in this area. The cost is expected to be about £600-£700. Also, the outer door sill bottom is causing an obstruction to wheelchairs.

In response to a question by Paul Brian as to how high does the ground level each side of the bottom sill need to be raised, Robin Hoile gave explanation and volunteered to look into the issue.

**The committee agreed this action.**

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

It was generally proposed that a working party be created in order to attend to general maintenance matters around the airfield; that the old hangars in particular are in need of some fresh paint.

**This was unanimously agreed, and a suggestion was made that the first AWP would be on Sunday morning, 20<sup>th</sup> October.**

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

Steve said there was not much to report. However, there is an issue with an outside gate not self-closing. Perhaps this could be one item for the Airfield Working Day (AWP)?

**Peter Watson and Carl Husain said they would look at the gate on Monday at 10am.**

Following this item, mention was given to the new container required by Kerry Allen (Runways Restaurant) for storage; that permission would be required from Mr & Mrs Wright.

**This was acknowledge.**

14) **Any Other Business** (AOB):

A reminder was given by Tim James about the Safety Review.

Peter Watson said a quote was needed for tarmac for the front of the old hangars as the existing surface is becoming unsafe. Paul Brian commented that tarmac does not last long; that some other material might be better. **This should be considered first.**

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

**The meeting closed at 8.37pm.**

Signed ..... Date .....

FAC Chairman