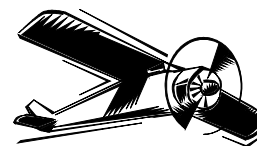


FENLAND AERO CLUB - Committee

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DRAFT MINUTES OF THE COMMITTEE MEETING OF THE FENLAND AERO CLUB

Present:	James Baldwyn Paul Brian	Claire Buckley Robin Hoile	Carl Husain Tim James	John Parker Angelo Sapiano
Present:	Peter Watson	Martin Williams		
Apologies	Neil Buck			
Ex-Officio Members, and Others in Attendance	Kerry Allen (Runways Catering) Ex Officio Member Steve Brown (CFI, Fenland Flying School) Ex Officio Member Alan Gray (President, Fenland Aero Club)			

THURSDAY 22 AUGUST 2019

The meeting convened at 7pm

As this was the first FAC committee meeting of the 2019/2020 term, Alan Gray, President of Fenland Aero Club took temporary chair of the meeting to explain procedures and processes.

This was challenged and questioned by Steve Brown. Explanation and meaning of Ex-Officio as it relates to FAC was given by Alan. Some heated discussion then followed. This also included matters unrelated to the current agenda. Further heated discussion followed as to the make up of the current committee. Personal accusations were made.

Alan Gray again reminded individuals with anything to say, they must go through the chair. That personal accusations must be taken elsewhere and resolved; that businesses and committee must work together as a team. Alan went on to make further comments about committee proposals and procedures.

Committee business according to the published agenda resumed at 7.30pm.

1) Election of Chairperson

Alan Gray invited volunteers for the post of Chairperson.

Angelo Sapiano and Peter Watson put themselves forward. Both were duly seconded.

After a show of hands by qualifying committee members, Peter Watson was voted as Chairperson of the Fenland Aero Club & Committee 2019/2020. It was also agreed, in addition, Peter would continue his role as Club Treasurer, a role agreed at the AGM 18th July 2019.

Alan Gray, stepped down and Peter Watson took the chair for the remainder of the meeting.

2) Election of Vice-chairperson

As before, through the chair, members were invited to volunteer.

James Baldwyn, Tim James and Angelo Sapiano volunteered. All were duly seconded.

After a show of hands by qualifying committee members, James Baldwyn was voted as Vice-Chairperson of the Fenland Aero Club & Committee 2019/2020. In addition, James will also continue with his role as IER Manager, and Events Manager.

3) Election of Secretary

Invitations for volunteers were again sought through the chair.

Claire Buckley was the only member to volunteer. Claire was duly seconded.

After a show of hands by qualifying committee members, Claire Buckley was voted as Secretary of the Fenland Aero Club & Committee 2019/2020.

4) Apologies: Neil Buck

5) Minutes of previous committee meeting 20 June 2019 and Matters Arising, were deferred to the end of the meeting.

6) Treasurer's Items (Peter Watson):

Peter stated there are a number of high cost issues the committee needs to address:

Sceptic Tank replacement, costing as high as £27,000, Fuel Tank integrities and Toilet Refurbishment. Our Insurances had also increased this year to £10,000.

Paul Brian, asked what are our priorities.

Peter stated that Sceptic Tank investigations are required in order not to be penalised for illegal outflows; that advice from the Environment Agency concerning our Sceptic Tank should first be sought. Is our current arrangement in breach of any rules and regulations, now or in the future? Is our current system adequate for the future?

Also, The Fuel Manager (Carl Husain) will look into tank integrity. There was some discussion concerning this. A risk assessment should be made.

It was agreed to seek outside advice and opinion from both the Environment Agency and third-party consultants. The committee approved the spending of up to £700 for professional advice and/or consultants. Peter will report back.

Fuel Manager (Carl Husain) to look into Fuel Tank integrity and to create a risk assessment for tank fracture or split.

7) Secretary's Items (Claire Buckley):

a) New Members:

Three new members were introduced to the Club during the month July/August. Two Associate Members, with one Full Member introduced by the Flying School. A reminder was given to complete forms correctly, making sure there are proposers and seconders.

b) Unpaid Members:

The club still has a number of unpaid members. After almost 150 days since membership payments were due, 26 members had so far not responded to requests by our membership secretary Mary Payne. According to Mary, there are currently 28 Flying Members and 3 Associate Members listed.

The previous committee's minutes were mentioned (20 June 2019):

- i) ***Late payment or non-payment of club fees whilst continuing to use the club facilities.***
- ii) ***A means of withdrawing the fuel card from members no longer entitled to the discount.***

Discussion followed, specifically relating to Hangar Contracts and Fuel Discount Cards. There was opinion by two committee members whereby after the appropriate notice, aircraft should be removed from hangars and parked on the grass – and subsequently be charged for parking. However, it may be that some have simply 'moved on' and failed to respond to previous reminders.

The overall opinion was to harden our attitude to non-payers, especially if members are shown to be well overdue, and are still using club facilities and privileges.

It was agreed that the Secretary would investigate and a more formal approach be made in order to obtain overdue payments; that unpaid members are made aware as to matters of contracts and agreements relating to facilities and privileges.

c) NATS Airfield Survey:

According to the previous Secretary, and the FAC Schedule of Works, our NATS Airfield Survey is overdue. Currently, Dropbox (cloud documents record) shows our last survey was in September 2016 and that we are required no later than one year, plus sixty days, to submit a survey under CAP 232. The current Secretary confirmed that FAC has not as yet received a reminder notice.

Tim James reported that the schedule is likely to be incorrect; that a survey was conducted last year. He stated he believed we are current.

It was agreed that this is a mistake in our record keeping and a survey is not required, although the Secretary will continue to monitor this.

d) Privacy Policy Review & GDPR:

FAC is due to undertake a Privacy Policy review. This relates to our registration with the Information Commissioner's Office as to how we use and store member's information. The item is included in our Schedule of Works.

The Secretary stated that access to FAC stored information should be limited to Chairman, Treasurer and Secretary in order to reduce the likelihood of lost or misplaced information; legitimate requests for information from other committee members should be channelled through these persons. In addition, that the security of the storage of original membership forms and contracts should be improved. The Secretary said that the filing cabinet in the FAC office should be utilised for document storage, and that the outside mortice lock to the building should be kept locked when the building is not in use.

The committee agreed to the points raised and that the Privacy Policy will be updated to reflect this.

e) Cambridgeshire Business Enquiry:

FAC had been approached by a helicopter flight instructor with a view to relocating to Fenland to operate a helicopter flying school. The Secretary provided every committee member present with a copy of the email enquiry, and some background information about the flight instructor. The Secretary sought the committee's approval to take this further; to ask the instructor to visit Fenland to meet committee members, and Fenland Flying School. To also give opportunity to meet him and for him to see our facilities.

The short discussion was positive.

The committee approved the request to invite the instructor to Fenland with a view to more formal discussions.

8) Chairperson's Items (Peter Watson):

a) AGM Minutes 18 July 2019 & Matters Arising: Deferred

9) Electrical & Building Refurbishment (Tim James):

Reported on the electrical refurbishment work needed for the electrical switchboard distributor in the toilets' corridor. This is required due to potential fire and safety issues.

A quote had been obtained (£7,488) from local electrician John Heanes to relocate the switchboard distributor and associated wiring. This includes installing a new protective metal cabinet at the exterior underneath the gents toilet window within the fenced area, and to tidying up and making safe wiring exposed to weathering. Would a NOTAM be required for the fuel system, as the electrical supply to the fuel management system will be removed for a couple of days?

It was agreed this would be left for further discussion at the next committee meeting.

10) IER & Event Manager's Report (James Baldwyn):

James reported that Mike Faulkner (a life-long member of FAC) who works part-time at Skycraft Ltd made contact about IER coverage. Skycraft are a team of five operating a company that supplies airplane parts to light aircraft owners. The offer is to run RFFS Tuesday to Saturday, with FAC covering Sundays. James asked Mike to arrange a meeting with Skycraft's Dave Almey.

Mention was also made of recruiting external volunteers, from the local area. It was suggested that these would be non-voting 'Specialist Members' in order to satisfy the requirements of FAC Rules.

James will report back at next committee as to any progress.

James Baldwyn (Events Manager) also reported on the recent Wings & Wheels Event in July.

Peter Watson (Treasurer) informed the committee a total of £5,796.55 was banked. James went on to say, that although we were disappointed by the lack of landings (fees) due to the windy conditions, it was FAC's best year ever at this event.

As our landing fees were to be donated to the Lincolnshire Air Ambulance Service, together with the £80 raised by the Ukulele Band, Tim James proposed the committee agree to raise the FAC donation to a total of £350. And that we should make a special cheque presentation for publication.

This was agreed by members of the committee.

James reported that the British Aerobatics Association would like to return to Fenland in 2020. The dates 2-3 May 2020 and 24-25 July were proposed.

James is to advise.

A reminder was made by Tim James for a coffee-morning fundraising event on behalf of the McMillan Trust on Tuesday 17 September [later corrected to Friday, 27th September]

James, Tim and Kerry Allen (Runways) to liaise

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

John requires volunteers for hangar maintenance, as the old hangar in particular requires maintenance – together with some other areas. A reminder was given that our lease with the Wrights requires FAC to adequately maintain the buildings.

Peter Watson reminded the committee that members are not insured for 'above ground' work.

A request for an additional new security camera was made to improve our security following a report that some items had gone missing from the Nissan Hangar. *Crosby Johnson, Flying Member, was present to observe proceedings for this item, and remained to the end of the meeting.*

A quote for a new camera was requested by the Treasurer Peter Watson.

John also mentions that he has informed Mrs Wright that we will not pay for the Nissan Hangar and Hangar Bay 8 until Humphrey Penney has fully vacated.

Steve Brown asked if there is a waiting list for hangar space. The consensus was that space is often filled as soon as it becomes available.

The Secretary will contact the FAC membership secretary to inquire if this is the case.

Peter asked about the cost to resurface the old hangar and whether this is affordable given our current priorities.

Tim James asked about our arrangements for disabled aircraft parking areas. Peter informed him that space is given at the front of the main FAC building to the left of the fuelling area. Also, there is a wheelchair in the IER section of the FAC building at the rear for disabled use.

12) Runway Manager's Report (Position Vacant):

John Parker is to ask David Murfitt if he would like to continue in the role.

13) Fuel Manager's Report (Carl Husain):

Carl reported on the recent fuel pumps electrical maintenance and inspection. Some seals were replaced and it was requested that safety warning signs be attached to the two venting pipes in front of the clubhouse. These have been ordered and should arrive shortly.

There was some discussion as to the condition of the fuel tanks; what is the life expectancy of our tanks, and how they might be maintained.

Carl went on to add that according to information Jet A1 is not been used often. He reported that at this time, we have plenty of AVGAS and U91 fuel.

Carl will liaise with our fuel service providers concerning fuel tank maintenance.

14) Fenland Flying School & Safety Matters (Steve Brown):

Steve raised concerns as to his position with the Committee; he wished to know whether he is a Committee member or not. There was discussion concerning Ex-Officio. Steve wanted to discuss the suitability of members. A number of exchanges followed. The chairman gave reminder that the Committee were here to discuss current FAC business, not argue past issues from history.

Conversation was then given to the state of the role of honour board; that information was not been kept up to date. **It was agreed that further enquiries should be made as to the cost of getting the board updated.**

15) Runways Catering (Kerry Allen):

Kerry reported that she has very little storage for the kitchen and asked the Committee to provide more storage. A short discussion followed as to where this might be located and as to what type of container storage would be needed. Martin Williams proposed that this would be acceptable; James Baldwin seconded the proposal.

It was agreed that Runways would be provided with extra storage space located outside to the rear of the Clubhouse.

It was also agreed that John Heanes (electrician) would be asked to look into the electrical maintenance issue.

16) General Safety Matters (Tim James):

Tim James wished to undertake a general safety review and suggested that safety related incident forms be located at Point 'C' at the movement logging point, at the flying school and at the refuelling station. Slips and falls be reported and forwarded onto the Committee.

This was approved and agreed by the Committee.

Tim also raised the matter of the fencing from the clubhouse to the fuel pumps. That the fencing should be similar to that in front of the clubhouse. **Peter Watson and John Parker will help to get this repaired and improved.**

Comment was also made about planes coming in over the road at the threshold of Runway 18 at insufficient height, and is FAC doing everything in its power to prevent this? Steve Brown (CFI) reminded the committee that pilots must observe the Rules of the Air at all times. **It was generally agreed that this should be monitored and pilots reminded of their responsibilities.**

17) AOB:

Tim James requested that FAC send a sympathy card about any bereavements of past or present members. **It was agreed by the Secretary to endeavour to do this, if information of deaths of individuals is received.**

Carl Husain wanted to give consideration to asking the previous committee to 'shadow' the new committee. The Secretary mentioned that this has happened in her role as Secretary. **Nothing specific was agreed.**

The Chairman asked if there was any further business; there was not.

The meeting was closed at 09.30pm

Signed
FAC Chairperson

Date.....