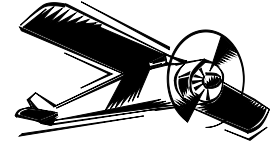


# FENLAND AERO CLUB - Committee

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

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

<b>Present:</b>	James Baldwyn, Paul Brian, Neil Buck, Claire Buckley, Robin Hoile, Carl Husain, Tim James, John Parker, Peter Watson,
<b>Ex-Officio:</b>	Steve Brown (FFS)
<b>Others in Attendance:</b>	

**THURSDAY, 23 JANUARY 2020**

**Meeting Convened 7pm**

1) **APOLOGIES:** Kerry Allen, Angelo Sapiano. Martin Williams

2) **Previous Minutes (12 December 2019):**

There was discussion about the previous minutes. The Chair asked if the minutes could be signed. **The minutes were approved.**

3) **CAA Airfield Audit (Agenda Item):**

Peter Watson thanked everyone who got involved before the day, and on the day. The outcome was that the Club got a “glowing” report from the CAA. He said that one or two people asked [the inspectors] for advice about what we should do, and that was all dealt with. It was a really good audit and well done all those people he said.

4) **Chairman’s Report (Peter Watson):**

Peter Watson outlined what he was dealing with concerning a Septic Tank system. He confirmed that the Club has applied for a licence [to the Environment Agency]. This cost £2,700. After this [is granted] we then pay for a licence every year. He believed this would take 6 weeks from the beginning of the year, but the Club would be semi-legal for our septic system.

The Chairman went on to say he hoped we would have grandfather rights to keep running the system as the tank was installed in 1983; to keep running the Club’s system – as it is.

Discussion followed concerning the airfield barriers not being locked; the need to improve the disabled parking spaces and a request from Paul Brian for a back door key for the clubhouse.

**Peter offered to get a back door key cut for Paul.**

5) **Treasurer’s Report (Peter Watson):**

Peter reported that the Club has £337 in the Charity Account; £26,126 in the Saving Account; and £43,601 in the Current Account. Peter added that this was £17k - £20K lower due to recent fuel purchases. It was mentioned this was a cash flow situation as we have stock.

In response the Fuel Manager (Carl Husain) added that a large amount of fuel was put in this time as we haven’t used a lot of fuel, it was pretty much all out of date he said.

Also with the CAA inspection anticipating they might ask for the records, Carl said he wanted a decent amount of fuel in there to refresh the tanks instead of having to have it re-tested.

Peter reported that the Nissan Hangar and Hangar 8 have now been handed over to the Club from Mr & Mrs Wright [our Landlords]. E-Plane has removed their aircraft and spaces are available. Peter went on to say that the Club expects to make between £1,000 to £1,200 profit on each hangar with full occupancy over the year.

#### 6) **Secretary's Report (Claire Buckley):**

The Secretary reported that information about the funeral of Annette Laming, Robert Laming's wife, had been circulated to the membership. Also a card of condolence had been sent to Robert and his family by Alan Gray (Club President) on behalf of the Club and its members.

**New Members:** The Secretary welcomed new flying members Jason Bushit and Kevin Shraine, both introduced by the flying school in the last month.

**Companies House:** The Secretary reported that for the first time in a long time Fenland Aero Club (Licensing) Ltd now has a full complement of three Trustee Shareholders on the Board. They are Tim James, Simon Cooke and John Parker. Claire told the Committee that the company's required accounts are up to date and filed with Companies House.

**Volunteer Memberships:** The Secretary stated that the Club has a new form of membership [to satisfy the requirements of IER and RFFS]. As a result we should make changes to the Club Rules Section 2, Memberships to reflect this. In addition, Claire said that the Committee might consider the formation of a sub-committee as mentioned [at a previous Committee] in order to review some of the Rules to put to the members at the next AGM.

**Website Updates:** The Secretary added that the new revised Airfield Manual, 29Dec 2019 Revision 2, had been uploaded to the Fenland Airfield website as had the flying events as proposed by James [Baldwyn]; and that a copy of the manual had also been placed at Point 'C' for access [fulfilling operational requirements].

#### 7) **IER & Events Manager (James Baldwyn):**

James reported the completion of the first group of re-fresher [IER/RFFS] training just a couple of weeks ago with another the following weekend; he said first aid training will precede that.

James went on to add that the fire truck was fully serviced just before Christmas, although it had been reported that there might be a hydraulic leak on the steering box. He would look into this.

One of the things mentioned at the CAA Audit he said, was that we need to be doing some timed runs and some more training activities throughout the year – testing different parts of the fire truck out... James said he would keep up with that.

In conclusion James said he will be standing down as IER manager and that Dave Westall, previously of the Yorkshire Air Museum, will be taking over.

The Chair asked if we needed the Committee's approval.

Discussion followed.

**There were no objections to James' replacement. However, James agreed to introduce Dave to members of the Committee who had not met him.**

**Events:** James confirmed that flying events are now public on Facebook [and the airfield website]. He said the key one is the Helicopter Fly-in and that he had emailed the British Helicopter Association for advice. This event to be on 31 May.

**The Chair asked who will be looking into airfield procedures and safety.**

Discussion followed.

**It was agreed that a risk assessment would be required as well as suitable and experienced IER cover. James is to report back...**

The Events Manager went on to add that he was also looking at using the club in the evening in association with Kerry. There are two afternoon events possibly moving into the evening, one just for members, and one for the public and members with BBQ, possibly a band and a fly-in - camping – trying to make more of the evenings in the summer.

James reported that he had a couple of emails from a Chris Livesey of the University of The Third Age having an anniversary on 03 June. James said they had come to us at the recommendation of Mike Faulkner to get 10 of their members to fly around East Anglia over their clubs – a total of two hours flying and ten members in aircraft.

Discussion about not-for-profit flying followed.

Paul Brian gave particular mention to this topic in that it can easily cross over to the Wingly side – and that there can be no indemnification in most places.

**It was agreed this would need further consideration and agreement [with interested parties].**

**Wings & Wheels:** James stated that the website is live reminding the Committee the event is on Sunday 16 August. Leaflets will be published soon. He said he is talking to the Classic Car Magazine looking at [advertising] for £75 plus VAT. He went on to say that he has had quite a few traders and exhibitors already come back to him about the event.

James said he would like to build a sub-committee later on in order to bring everything together asking for volunteers, Tim James, Claire Buckley and Carl Husain offered to help.

**James agreed he would email everyone [involved in IER] concerning the key locations; look into the helicopter risk assessment; and look further at the University of the Third Age proposal.**

**8) Sezanne – 2020 Visit (John Parker):**

John outlined our previous visit to Sezanne and suggested we might like to offer their Chairman a couple of dates from which they could choose to visit us. The difficulty he said was that they only have a limited number of club aircraft in which to visit, therefore the number would be low.

Discussion followed.

**It was agreed that we would find two dates in our year to offer Sezanne to visit.**

**9) Fuel Manager's Report (Carl Husain):**

Carl reported that the CAA inspection were happy with the fuel arrangements we have at the moment. No issues were reported.

He said that as we all have not been flying recently the fuel was getting old. He said the last uplift of JetA1 was in August of last year with 100LL in October – this had to be refreshed.

Carl reported that we have 14,800 litres of 100LL; nearly 5,000 litres of UL91; and 13,400 litres of JetA1. Plenty of it he said.

A question was raised concerning price. Carl said the price was cheaper this time... but said 50 per cent of the fuel we had in the tanks already was at a higher price. Carl asked what the Committee wanted to do as to the price of the fuel at this time.

Discussion followed.

**It was agreed the fuel prices should remain the same.**

John Parker raised a point as to whether we should offer free landing fees in order to encourage more visitors to take up fuel. However, it was said by Peter Watson, that until we have an airfield [fully operating] this was not likely to happen. A reminder was made that we have an offer in Flyer Magazine of free landings to visitors [with the Flyer voucher] during March.

**10) Hanger Manager's Report (John Parker):**

John confirmed that New Hangar contracts have been done [that FAC now has Hangar 8]. Peter confirmed that Carol Evans has her place [in Hangar 8], and that the others [in Hangar 8] are to pay the Aero Club via Mary Payne [the FAC Membership Secretary] not Mr & Mrs Wright.

John reported that he has another member with a Flexwing coming into the Nissan Hangar. John said he is also a full-time fireman... John went on to say there are now no vacant spaces in the Nissan Hangar.

**A question was asked about an official waiting list. This was confirmed. Steve Brown asked to have the Marchetti put on the list. This agreed.**

James Baldwyn asked if the keys are the same as all the others. This was confirmed. James also asked that we get fire extinguishers in both hangars. James confirmed that he would email Fenland Fire [our suppliers] for more extinguishers.

Peter Watson raised the point that the Club has no database on pilot/owner insurance in FAC hangars; therefore there was a question as to whether we would be adequately covered [by insurance].

**He went on to propose to that the Committee that we get in contact with all members asking for a copy of their insurance. Peter added that Ray [Nicholson] had volunteered to get in touch with everyone and provide the Committee with the information.**

**Peter asked if there were any objections to this proposal. There was some discussion as to insurances. There were no objections.**

**11) Airfield Runways (Carl Husain & Peter Watson):**

Carl Husain reported that the only thing to come up during walking the runways with David Beale and the CAA Inspectors is that in the touch-down areas we are getting quite a dip [in the ground], particularly this side of the 36 marker he said.

Carl went on to say that David Beale suggested periodically the turf should be lifted and consolidated. He asked if anyone had any experience of this... is it getting worse?

Steve Brown said it was [getting worse]; steadily getting worse over the last few years – all over.

Discussion followed.

**It was agreed an email would be circulated to all members about the condition of the runways and taxi-ways, reminding members to seek advice from the flying school before flying.**

***[An email was sent to all members on 26 January 2020 ]***

John Parker gave report of his attempts to contact William Wright for the trench digging, this was unsuccessful, but he did manage to speak to Mrs Wright instead. Mrs Wright said she will have a look at a 'grip' dug out. John said he also investigated the grass cut price from an alternative source. However, it was agreed our current service provider is more competitive.

John suggested that it might be better if our current grass cut service provider could also weed the numbers and the markings three times a year – as he likely has the certification to do this.

**It was agreed that John would get a price for weeding/spraying the numbers and markings.**

Carl Husain asked if we might mention the licensing of runways 08/26 [following comments from the CAA Inspector]. The Chair agreed.

Discussion followed concerning the licensing of runways 08/26.

**The Chair asked the Committee if anyone thought the Club should license 08/26. No one on the Committee responded. It was agreed this decision be deferred.**

James Baldwyn said he had seen on Sky Demon a yellow [warning] banner for Compton Abbas saying soft field landings made without braking actions and wide turns. He asked the Committee if there were any objections if he contacted Sky Demon to do similar for Fenland for the winter period.

Discussion followed.

**It was agreed to NOTAM the airfield closed to fix-wing visitors for another week.**

## **12) Subscriptions & Fees 2020 (Tim James):**

Tim James mentioned a previous meeting he had with Peter Watson and Claire Buckley concerning this subject saying the last time subscriptions and fees were reviewed was in 2016.

Tim handed members of Committee a 'white paper' from which he detailed his presentation.

He said there have now been major changes to our cost base which we need to take into account. He went on to cite an increase in our rent by 10 per cent; the insurance premiums have gone up by a substantial amount, although he was unable to say how much exactly, but said it was thousands. There are possible other further increases in insurance premiums due to other liabilities he said. Tim added inflation had been 13.3 per cent [since 2016] based upon the Bank of England's inflation calculator – an average of 3.2 per cent per annum.

He continued by saying there is a need to take care of security which is a major issue; the need to update facilities for the sewerage; an aging fuel tank and the need to replace some of our assets including our electrical installation which he said he would come on to shortly; these are now urgent, as well as the need to continue to improve the facilities for members. And to that list we can add the runways he said.

Tim went on to say the Committee had been working on minimising the future liabilities by having a Safety Management System [SMS] that covers every aspect of our operations; Peter Watson has been working on the sewerage; we are working on the Safeguarding, which Tim said he'd mention in the Safety Report; a new Windsock; an updated website to provide better communication for members; and overdue electrics to comply; taken on more hangar facilities, better Club house facilities...

The recommendation [to Committee] is that the membership for flying goes up by 10 percent, to £242 pa; Associate Membership up by £10 [to £65]; and Social Membership to remain the same. It's also proposed that landing fees are increased by 10 percent, he said.

Hangar Fees to increase by 10 percent to reflect the increase in rent and insurance costs.

Fuel prices to remain the same and this should be a beneficial rate to members, but make provision in the future for the fuel tank [replacement] of a separate contingency fund.

Tim went on to say that it is better to make increases little and often rather than to make a major increase, adding the difficulty in providing justification to the members. He again reminded Committee of the increase in liabilities and the runway reparations.

A round-the-table discussion followed.

**The Chairman asked if anyone objected in principle to raising all the fees. There were no objections.**

**The Chairman asked who is going to take charge putting together a plan to present at the next meeting. Tim James and Paul Brian agreed to do this.**

In addition, Carl Husain agreed to get the [fuel] figures together [for analysis]. Neil Buck gave mention of Wickenby where fuel prices are high, and Sturgate where landings are free and fuel prices are low. He asked if Committees over recent years had undertaken a cost-benefit analysis.

**It was agreed the Committee needed to look at this, as a separate matter.**

### **13) Safety Report (Tim James):**

Tim James reported that we had one reported incident, an accident when Paul Brian was hit in the eye by a collet from a spring on the door of the fuel hut. Although Peter said the spring had now been removed, Tim said this highlighted the importance of keeping up with maintenance and that a maintenance log should be kept.

Tim went on to say that a safety report should be completed as it had been reported that hare coursers were on the runway again. This was confirmed. Tim said that a report should be made showing we are keeping a record and on top of the situation; that a safety report should be made for any and every incident on the airfield. This way we collate statistics, and they justify the actions we take.

Steve had nothing to report about Safety from the flying school, but said the safety forms should be collated and uploaded... In response, Tim said he spoke to the Secretary about this. These are filed in Dropbox with hard copy stored in the FAC office.

Paul Brian asked the Secretary if she had a response from the police following her last report. Claire confirmed that a PC James Perring PC86 had contacted her asking for information as he said they were keen to gather intelligence. Claire said she had no further contact since even though she had passed on further information to them.

**Tim James said the signs at the end of the runways must be done as a matter of priority and said we have to have a system in place so that they are not obscured by weeds.**

**James Baldwin said he was obtaining bigger signs.**

**Safeguarding:** Tim James said the last safeguarding plan was submitted by Simon Cooke and Ray Nicholson that was just the ATZ. Tim referred to CAP 736. He said it's the CAA and Government's wish that we register a safeguarding plan with the local authority, and that we encourage the LA to register the plan with the Land Registry he said.

He added that this would protect the ATZ and the long finals out to a distance of 13Km. The CAA Inspectors and David Beale were keen that we do that.

**Tim said he would get together with Simon, Ray and the Chairman and draw up the plans.**

**There were no objections to Tim doing this.**

**14) Electrical Works Update (Tim James):**

Tim James said he is keen to get John Heanes [electrician] into do it but he needs access to the back yard.

There was discussion concerning Kerry's container.

Tim James wished to remind the Committee that we have C2s and C3s on the [electrical] report that required urgent action. He said that if we don't do it and something happens he wondered whether our insurance would be valid.

**The Chairman said he would make a priority to speak to Kerry about the container as this was holding up the proposed electrical works.**

**15) Illuminated Windsock (Claire Buckley):**

At the previous Committee meeting Claire asked Steve Brown if the flying school would give consideration to contributing to the cost of the illuminated windsock and anemometer system, up to a third was suggested.

Steve said he had considered it, but wondered whether this had been thought through or was it opportunistic mischief on the part of the Secretary. He said on the one hand this was brilliant as this could be the start of a new sensible and mutually advantageous relationship. If the school covers a third of the cost of the Aero Club expenditure presumably, he said, this would be reciprocated – if the school needed a new aeroplane... or we [the flying school] wanted to refurbish the [school] kitchen...

In response Claire said that she took this to mean no.

Steve went on to add should the school contribute a third of the cost what would be the position of the title [ownership] of the windsock... if the school departed the airfield would the school be able to take a third of the windsock? Would the Aero Club buy it back he asked?

Claire acknowledged that Steve had given this detailed consideration.

**She said that as a result of the increasing cost of this project, explaining the reason why the price had escalated to £13,000 from the original £8,000 [anemometer, data communications and a self-charging psu for these systems] she asked the Committee to agree this be deferred, especially as the airfield is seeing a downturn in revenues due to the weather; that we cannot afford such a cost at this time.**

**The Committee agreed.**

The Chairman reminded members that this project was first proposed and started by the previous Committee.

Paul Brian clarified the flying school's position and that concerning night flying.

**16) Airfield Working Party (Peter Watson):**

Peter asked that someone volunteer to collate all the jobs needed to be done on the airfield; that if someone sees a job that needs doing in the next few weeks they go to that person who will make a note of it. Then we can work out a plan of who can do them he said.

**The Committee agreed that such a process be adopted.**

Discussion followed.

**James Baldwyn volunteered.**

Further discussion followed about someone who had approached Paul Brian wanting to fly a drone in the ATZ who does fencing. Peter Watson said he would call him the next day.

**17) Runways Report (Kerry Allen):**

Kerry Allen was not present. No report was received.

**18) Flying School Report (Steve Brown):**

Steve asked the Secretary if she would add into the email to all members a request to call into the flying school with their flying documents.

Steve added that he had reports of the state of the toilets, that they are not being cleaned properly.

Discussion followed.

Mention was given to the state of the runways. Peter Watson said he had the name of a grass specialist and said he will be following through with this to bring us back to where we should be.

Steve confirmed with Peter that they would have a chat about minuting his statement. Peter agreed, if we can bring the problem to a close he said.

**19) AOB:**

Neil Buck asked if there was any remedial work that could be done to encourage the runways to drain better, even if it's shoving lots of spikes into the ground.

Peter Watson said he had spoken to a couple of farmers about how it was done and what we can do at the moment. Yes, it should be spiked he said explaining about a machine that does this job. Peter said that he believes our grass cutter's company has a machine that does that on golf courses.

Peter added that if it could be done now, just to help to get some drainage, then yes he said.

Carl Husain said David Beale had said we had spiked the airfield in the past, but it hasn't been done in the last couple of years.

**There was no other business.**

**The Chairman closed the meeting at 08:50pm**

**Signed .....** **Date .....**

**FAC Chairman**