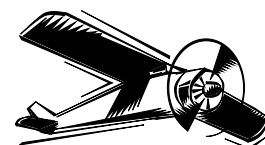


FENLAND AERO CLUB - Committee

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

EGCL / Tel: 01406 - 540330 / Email: secretary@fenlandairfield.co.uk



MINUTES OF A MEETING OF THE FENLAND AERO CLUB

Present:	James Baldwyn, Neil Buck, Claire Buckley, Carl Husain, Tim James, John Parker, Angelo Sapiano, Peter Watson, Martin Williams.
Ex-Officio:	Kerry Allen (Runways).
Others in Attendance:	

WEDNESDAY, 29 APRIL 2020

Video Conference Meeting Convened 7pm

1) APOLOGIES: There were no apologies received.

2) PREVIOUS MINUTES:

There were two Committee meetings in March 2020; Thursday 19 March 2020 and an extraordinary meeting on Saturday 21 March 2020. **The Committee agreed the minutes for the 19 March be limited to the direct business of the Committee, and approved the minutes of the 21 March.**

Tim James (Safety Officer) stated that the Committee had agreed to incorporate the SMS Committee Meetings (AM 3.2) into the Committee agenda as a separate item at the beginning of the new Committee in 2019. The Secretary confirmed this, however apologised that this was not minuted at the time [other than a reminder of the need for a Safety Review given by Tim James recorded in the minutes of September 2019]. The Secretary went on to say that from October 2019 Safety Reports were included in all the meetings.

The Secretary confirmed a written contemporaneous record of the entire meeting of the 19 March 2020 is on file [in the FAC Dropbox//Secretary/...].

3) CHAIRMAN'S & TREASURE'S REPORT (Peter Watson):

Peter had previously made written reports concerning the current situation; these had been circulated to committee [See Annex A&B]. Peter said the airfield is open but is limited in operations. Peter asked for comments from the room.

Angelo said the runways are good and that he had completed a maintenance flight the previous Sunday. Peter asked him to record it in the aircraft movement log at point 'C' when he was able. There were no other comments concerning Peter's reports other than the Secretary highlighting Peter's comments that this Committee may have to plan to continue beyond the time of the AGM. Peter acknowledged this and said the way we are doing things [the video conferencing] appeared to be working.

Tim James commented that he was at the airfield on the 07 March 2020 in the afternoon for a couple of hours, and with all that had gone on the Committee missed the fact that the Committee should be commending Peter on the action he took with the accountable manager and others to get the runways working; and that probably we had lost that in the kafuffle of what happened since.

Peter added that it was David Beale who drove it [the repairs to the airfield], but Tim said we took action, adding that although the runways would be okay now the club would have had the same problem next winter [if we hadn't]. Tim commended Peter for his action.

Peter went on to say that later in the year we must put on to the agenda to continue the work we have done; and that later in the year we should not miss the time to carry on with that work... if we have another wet winter [the work we have done] will help; the club simply cannot afford to hire a firm to do the drainage work for us.

Peter was asked if the Committee are being asked to approve both the Chairman's and Treasure's Report; Peter agreed.

As to the Treasurer's Report Tim believed we [the Club] have come out of things quite well; he said we've had 4 or 5 months when we've not been able to do anything, and to come out £15,000 down is quite a good result in view of all the things we've done over the year he said.

Peter agreed.

It was generally agreed that the money will come back and that this was not too concerning at the moment.

4) SECRETARY'S REPORT (Claire Buckley):

Claire had previously distributed to Committee a proposal, Video Committee Meeting & Communications April, 2020 [see Annex C].

She Proposed this be adopted by the Committee; it was seconded by Angelo Sapiano. There were no objections to the proposal, however it was stated the Committee might wish to have this method of meeting as an option in the future should there be bad weather for example.

The proposal was agreed and adopted by unanimous consent.

The Secretary had also distributed a report prepared by Mary Payne, the Membership Secretary, reporting the current status of the Club's membership renewals.

At the end of the membership year 2019-20 we had 203 paid-up members. These are:

41 Social Members; 41 Associate Members; 121 Flying Members;

As of 28 April 2020, we have 96 renewed members; these are:

15 Social Members; 23 Associate Members; 58 Flying Members;

It was agreed that we just need to work harder to try and get people back to the club after this is all over [COVID19].

5) SAFETY REPORT (Tim James):

Tim began by asking if anyone had any comments on his circulated report [see Annex D].

There were no comments.

Tim went on to say if the members are happy to receive the report then the only decision that was needed was the Safeguarding proposal.

Tim said he discussed the Safeguarding proposal with Peter Watson on the 07 March, and also with David Beale, but there were other matters going on he said. Also he had spoken to Ray Nicholson about it; Ray didn't think it was a good idea due to the expense and as he also thought what had already been done was sufficient.

Tim explained about the proposed electronic version; that it does have advantage to us and that the local authorities can bring up our safeguarding plans on Google Maps, making sure any developments do not infringe upon our safeguarding.

Tim James was asked to clarify what the request for the additional money was for. Tim described our work previously obtaining large maps and our meeting with the planning department of South Holland District Council. Subsequently a letter was received from 'people in the know' informing us that there is a system we can use which will be much more accessible and practical.

Neil Buck asked if this would mean it would show up on local area searches. Tim said it would.

Tim James went on to say that more people would be able to use our information.

Discussion followed.

Around the room, the Committee agreed that Safeguarding was a good thing and getting the information out to the public we are an airfield was considered important and offered some protection against any future developments in our area.

Funding for the electronic Safeguarding was agreed.

Tim James then went on to speak about Mandatory Occurrence Reporting (MOR).

He encouraged members to click on the link and go onto the website to look at the reporting procedure. Tim said we are all the Safety Committee and it is incumbent on us to be able to brief members or others who want advice; or if we see something on the airfield we think should be reported then we need to report it on behalf of the organisation, whoever witnesses the event.

6) FUEL MANAGER'S REPORT (Carl Husain):

Carl said, unsurprisingly, the club hadn't sold much fuel.

He reported we have about 50% in the AVGAS tank and about 60% in the JetA1 tank. He went on to say AVGAS is still available and that he and David Beale did a risk assessment on doing less frequent fuel testing. Carl reported that there was no water in the tanks or had been found in the records he had access to; as a result it was decided we could reduce this to weekly testing. He said the date of the last test will be recorded on the noticeboard adjacent to the payment terminal [see Annex E].

Carl confirmed that a couple of helicopters had been in for AVGAS, and also the air ambulance service is aware that we still have JetA1 available.

In response to a question about offering JetA1 at a discount, Carl gave assurance that we have months before we need to worry about this and also there is space in the tank to freshen it up – it's not an issue for the moment he reported.

Also to a question about a good time to buy fuel at low prices; Carl said it is, but if we are storing it we have to worry it doesn't time out.

Peter gave thanks to the work Carl had been doing over this time. Carl confirmed that he now had the fuel logs and test cards in the FAC office in the portakabin.

7) AIRFIELD RUNWAYS REPORT (Peter Watson):

Peter confirmed that people are visiting the airfield once a day to check security, the runways and running up the fire truck to make sure once things improve we are ready to fly again; he confirmed this is being logged.

Discussion followed about maintenance flights. James gave concern as to local reaction. He suggested a notice on social media that flights at Fenland were following current guidelines.

There were no objections to this suggestion.

8) EVENTS MANAGER'S REPORT (James Baldwin):

James confirmed that he's cancelled everything up to the end of May. He also asked if anyone had any disagreement if Wings & Wheels this year was cancelled. There were no objections.

Reluctantly, he said, we will go ahead and cancel Wings & Wheels.

James said he will review the rest of the events on a monthly basis.

This was agreed.

9) HANGAR MANAGER'S REPORT (John Parker):

John had nothing to report as everything was quite due to the current situation.

10) RUNWAYS RESTAURANT REPORT (Kerry Alan):

Kerry said she had nothing to report, however she keeps checking the freezers and other things [in the clubhouse]. She added that now the government is saying bars and restaurants can open as takeaways she was thinking she might open up a couple of afternoons; or do takeaway Sunday dinners perhaps.

11) FENLAND FLYING SCHOOL FFS (Steve Brown):

No report had been submitted in writing for consideration concerning the business of FFS, however the Secretary said that there was an outstanding complaint by Steve Brown concerning David Beale which under Rule 8.19 the Committee needs to consider.

Discussion around the room followed.

It was the decision of the Committee that the actions of Steve Brown against the authority of David Beale as accountable manager were deemed unprofessional and unsustainable to the successful and safe operation and management of the airfield.

The Committee did not uphold Steve Brown's complaint.

The Committee after further discussion also considered the matter of the 07 March 2020 and the flying school's refusal to accept the authority of the accountable manager to be one of serious misconduct.

The Committee agreed to ask the Club President, Alan Gray, if he would again use his office to ask Steve to consider the seriousness of the matter; that this is a final opportunity given to Steve Brown and the flying school.

12) AOB:

There was no other business proposed.

Peter Watson thanked the Committee members for their attendance and also those who had helped to arrange the first FAC Committee video conference meeting.

The Chair closed the meeting at 8.40pm

SignedPeter Watson..... Date ...28 May 2020.....

FAC Chairman

ANNEX A

Chairman's Report April 2020

Since the last meeting in March and the situation of the Covid virus we have been making contact by email and phone, and now a meeting through the internet, many many thanks to those who have made this possible.

Some of our members have been in touch regarding their subscription & hanger payments to the club. I believe all have now been told to pay (rather than one lump sum) smaller amounts as suits their financial situations , until things improve. I feel we should make every effort we can, so we do not loose members.

Sadly Robin wrote to me to resign his position on the committee, he is going to fly from another airfield. I thanked him for all his help that he has given to FAC and he would be welcome back at any time.

The airfield gets a visit most days for Safety, Fuel checks, Fire Truck engine run up, Hanger checks, Grass cutting and Runway Inspections. Many thanks to those members that have been able to help with these tasks. We have stayed open for the Emergency Services and hopefully for the members to fly again soon. I believe the members should be informed of this.

It would soon be time for the AGM, but I am sure that it will have to be delayed . So I think we should plan to carry on looking after Fenland Airfield & Club as a committee. If everybody is agreeable and happy with this situation and the members are informed and happy also. Any suggestions gratefully received .

At the last meeting there was a great disagreement between committee members as to the duties and responsibilities of the FAC Accountable Manager. I feel the committee should clarify and place into the rules (if necessary) so that we stand united in future. Please let us have your thoughts on this.

Best regards
Peter Watson
Chairman FAC

ANNEX B

Treasurer's Report April 2020

You have all been sent copies of our financial reports which in the end show we were down by 15K to 16 K on previous years. This of course was due to a bad winter on fuel sales, landing fees, etc and a lot of spending on vital improvements to the clubhouse, hangars and airfield.

Some of the extra costs were:-

- Airfield Insurance
- Septic tank system
- Clubhouse Kitchen Equipment
- Clubhouse Electrics
- Clubhouse Heating
- Clubhouse exterior maintenance
- Wheelchair Entrance
- Aircraft Fuel Dispensing System
- Hangar Upgrade
- Control Tower Upgrade & Maintenance
- Airfield Maintenance
- IER Equipment
- FAC Promotions

All of the above were necessary for the safety of the Airfield & its Operations.

Now with the Covid19 problems we all know that things will not improve in the near future, as will be the same for some of our members.

All this said ,our bank accounts show Current Acc £23,453 & Savings Acc £51,148 so we are still able to operate safely. Our accounts will be audited in the next two months.

Peter Watson
FAC Treasurer

ANNEX C

Video Committee Meetings & Communications

April 2020

Under conditions where Fenland Aero Club Committee members are unable to assemble in person due to circumstances of national importance, UK Government announcement or proclamation, or other circumstance as decided by the Fenland Aero Club Committee, and notwithstanding Rule 5.14 and 5.16, the Committee may, using any method of communication available, conduct its business without personal face-to-face assembly.

This might be by, but not limited to, telephone conferencing, video conferencing, email or mobile texting.

In order for any Committee decision to be valid, the number of Committee members in virtual attendance or engagement shall be in accordance with Rule 5.13.

The Video Committee Meeting and Communications Rule is considered to be of limited duration, brought under authority of Fenland Aero Club Rule 4.1.

This rule amendment is deemed to be expired (4) four-months after the date of its ratification by a Committee majority agreement; or by AGM or EGM under Rule 4.1; or extended, or cancelled prior to this period by Committee satisfying the requirements of Rule 5.13 in virtual attendance or engagement.

In all consideration, compliance or disagreement, this proposal is bound by Club Rule 9.3.

ANNEX D

Safety Matters April 2020

Amended SMS MORs

The Audit report identified that our MOR procedures were not fit for purpose and we were given until 26 April 2020 to rectify this.

The Safety Management System (SMS) has been amended (within the timescale) so that MORs procedures are now in place. Signs are in place in the fuel sheds , Reporting Point and once FFS is back in operation there too. A copy of the MORs Reporting Notice are attached below.

We now need to work on familiarisation of members through the website and the next safety bulletin. Once we are able to meet across a table again it is proposed we do a familiarisation session for committee members, ATC, IER manager, FFS personnel.

In the meantime members should feel free to look at the system and reporting website.

A failure to report a MOR is a non-conformance with our SMS it is therefore incumbent on us all to be aware of the system and to be able to advise others.

There are no reported safety incidents that I am aware of.

Safety Committee Meetings

It was agreed at an earlier meeting of the committee (August or September) that Safety Committee Meetings would be incorporated on the agenda as a distinct "Safety Matters " agenda item to be discussed within the meeting. This suspended SMS 3.2(a) until such time as the committee do decide otherwise.

Corvid 19

Eventual return to flying will be dictated by HM Government rules.

Safeguarding

As reported earlier safeguarding maps have been prepared ready for distribution the the 4 relevant Local Authorities. The Secretary and I visited the Planning Chief Officer at South Holland council to introduce our Safeguarding System. Since then we received a, not so subtle, hint that there is a better way of providing a more workable system which would enable local authorities a more practical way of determining if planning applications would offend our safeguarding. Following discussions with the Chair, Accountable Manager and Secretary on 7 March 2020 it was agreed that we would commission Richard Vousden to produce a system for us at a cost of £500. I held off as following this and other matters occurring on the same date and with regard to the poor state of our monetary affairs.

I believe we should now commission this work and I ask the committee to approve / re-approve this expenditure.

Outstanding matters arising from the CAA Audit

Review of aerodrome manual to incorporate Daily Operations Manual into it. This should be done to ensure there are no anomalies with regard to the FFS license. I will look at this and discuss with the Secretary before putting this to the committee.

Aerodrome Trespass / Hare Coursing

Our airfield signs are out-of-date the 1982 aviation act was superseded by the Aviation and Maritime Act 1990 in 1990!

We need to ensure we get in place regulation signs that conform to these regulations. I have agreed with James that I will look to get these in place as soon as possible. I will follow up with Carl and FAC Secretary. Cost unknown at this time.

TRJ 27/04/2020

See annex below:

MANDATORY OCCURRENCE REPORTING (MOR)

- Any person that **observes** an occurrence should report it.
- Any occurrence that endangers a person (s) in the air or on the ground, a MOR should be completed.

MOR is based upon on 'Just Culture' similar to our own Safety Management System (SMS).

MORs report the facts and are anonymous. If the CAA want further information they will contact the person who completed the MOR.

You will not be in trouble if you report something already reported, or it doesn't quite fit the list; that would be a Voluntary Occurrence Report (VOR) - there is no distinction.

If the MOR/VOR happened on the airfield, let us know by completing one of our SMS report forms ANONYMOUSLY - to let us know a MOR or VOR has been completed.

A MOR or VOR can be completed on line:

<https://www.aviationreporting.eu/AviationReporting/>

Just follow the online instructions. If you have a problem, call in at the flying school office, or ring one of the emergency numbers on the SMS notice board adjacent to this notice.



Following is an indicative list from EU Reg 376/2014 (CAP382). You will find this at ANNEX A in the Aerodrome SMS Section of the Aerodrome Manual, and on the Fenland Airfield web site:

www.fenlandairfield.co.uk/members/membership-downloads.html

Air operations:

Unintentional loss of control, landing outside of an intended landing area, poor aircraft performance in normal conditions, climb, take-off, landing, runway excursion or incursion, Inability or failure to achieve required aircraft performance expected in normal conditions during take-off, climb or landing, runway incursion/excursion, aircraft not being airworthy, aircraft parts falling off, inadvertent entry into IMC.

Technical occurrences:

Your plane breaks e.g. any mechanical fault or failure of any part of your aircraft which has or could have endangered flight safety.

Interaction with air navigation services and air traffic management:

Bad communications or airspace infringement.

Emergencies and other critical situations:

Any occurrence leading to an emergency services call for fire, explosion, smoke, toxic gases or toxic fumes in the aircraft; the incapacitation of the pilot leading to inability to perform any duty.

External environment and meteorology:

Colliding with things, like, birds and obstacles; blinded by fireworks, lasers, flying objects; a collision on the ground or in the air, with another aircraft, terrain or an obstacle; bad weather, like icing, or Carburettor icing.

In summary, anything that has, or could in future endanger air safety, should be reported

ANNEX E

Fuel Manager's Report April 2020

FENLAND AERODROME – Daily Operations Manual

COVID-19 EMERGENCY - Temporary Fuel Testing Procedure.

Daily fuel testing will be suspended until the airfield is allowed to return to normal operation. Weekly testing will be carried out, if possible, but this procedure also applies if periods between testing are longer.

Please see the risk assessment at annex 1 below for judging the confidence in this change.

Fuel checks should be carried out as per the Fenland Aerodrome Daily Operations Manual Para 1.0 with the following amendments:

1.1(a) The pilot is responsible for establishing that a recent fuel check has been carried out and no contamination found. Only competent and trained personnel should undertake fuel testing

1.1(c) The daily tins need only be used if the previous check was less than 7 days previous otherwise, the fuel from the jar may be emptied (filtered) directly to its tank of origin or, in inclement weather, into the jerry can.

1.1(g) If the fuel test card is not available, a credit card may be used and the receipts submitted as described.

1.1(k) Sign the Daily Record Check Sheet kept in the committee office in the portacabin for the duration of the COVID-19 emergency.

FENLAND AERODROME – Daily Operations Manual

COVID-19 EMERGENCY - Temporary Fuel Testing Procedure.

ANNEX 1

Risk Assessment for Extended Period Fuel Testing

Risk Medium:

Contaminated fuel being dispensed to aircraft with no testing for the period of COVID-19 movement restrictions.

Action to Reduce Risk:

- 1. A Review of fuel test logs for any contamination found showed none.**
- 2. A test of the bottom of each Avgas tank for water using water detecting paste on the bottom of the dipstick showed none**
- 3. Fuel tests carried out weekly.**
- 4. Avgas tanks tested monthly as in 2 above.**

Risk after the above actions implemented – Low

Signed for Fenland aero Club Committee:

Date:

COVID-19

**DUE TO THE COVID-19 VIRUS IT WILL NOT BE
POSSIBLE TO CHECK THE FUEL EVERY DAY
Weekly checks will be carried out if possible
and the last check shown here.**

**Please ensure that there is no water in the
dispensing nozzle and check the aircraft
tanks for water after settling**

Last check

