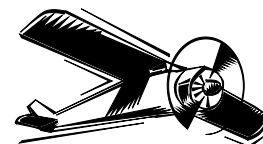


FENLAND AERO CLUB - Committee

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

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



MINUTES OF THE COMMITTEE MEETING OF THE FENLAND AERO CLUB

Present:	Paul Brian, Neil Buck, Claire Buckley, Robin Hoile, Carl Husain, Tim James, John Parker, Peter Watson, Martin Williams.
Ex-Officio:	Steve Brown (FFS), Kerry Allen (Runways).
Others in Attendance:	Mick Hammerton, Crosby Johnson.

THURSDAY, 12 DECEMBER 2019

Meeting Convened 7pm

- 1) **APOLOGIES:** James Baldwyn, Angelo Sapiano.
- 2) **PREVIOUS MINUTES:** 14 November 2019

Copies of the previous minutes had been circulated to all committee members seven days prior.

The Chairman [Peter Watson] went around the table asking if there were any objections to the draft minutes of the previous meeting.

Two members raised matters: Paul Brian said he thought there was a certain amount of inaccuracy in the minutes; that some things had not been properly represented. Steve Brown stated he sent the Secretary an email not seeing why his full statement he read out [at the previous meeting] couldn't be minuted verbatim – he saw no reason why that shouldn't happen; that he saw no reason why fingers shouldn't be pointed...

Discussion followed. The Secretary gave mention to vicarious liability as the reason why allegations or personal accusations would not be minuted.

Paul Brian said he wished to make a point for the minutes, a point of clarification... a point of order.

Referring to the last time the committee convened the committee touched on the type of membership Martin [Williams] had and whether it qualified him to be on the committee, saying there was a revelation there not qualifying him [Martin] to be on the committee.

The Chair in response said he had questioned Martin and in the Chair's opinion his decision stood.

Further discussion followed, with reference to Rule 3.9 by the Chairman as it applied to another member also on the Committee.

Steve Brown went on to ask if any committee member specifically asks to have something minuted, are they entitled to have that thing minuted?

The Chair agreed except if it didn't involve names that could cause problems. The Secretary agreed.

More discussion followed, with some personal exchanges and comments made between members.

The Chairman declared the discussion finished. The Secretary added that statements would be faithfully minuted with some exceptions.

3) **CAA AIRFIELD AUDIT (Agenda Item):**

The Chair outlined the work James Baldwyn had been doing [Audit Sub-committee] and his meeting with David Beale [Accountable Manager] stating that most of the things required have been dealt with, or are being dealt with. In addition the Chair mentioned Carl Husain [Runway Manager] and the Airfield Working Party – that some work was still required.

Martin Williams and Tim James agreed that the [sub-committee] meeting was worthwhile, and useful.

Tim spoke about the runway incursions; that larger signs were required and that they were not present for Runway 26, with signs not visible at the other end [Runway 08] as for most of the year the signs at 08 are obscured by weeds and nettles. Carl confirmed that the weed killer had not taken, likely due to being washed away.

Tim reminded committee that under the Aviation and Maritime Security Act 1990 the signs have to be visible. He went on to comment on the recent runway incursion [by hare coursers] saying that David Beale felt there should be a trench down the side [of the field adjacent]. Though the coursers entered by 08 they went out at the farmer's field at the other end. It was suggested we talk to the farmer next door and put a ditch down the side of Runway 26, which may help to drain the airfield.

John Parker stated that he had 08 done the previous Sunday. Discussion continued concerning the 26 end. Tim went on to add that if a ditch were dug starting at the runway intersection up to the end of Runway 26, it would help to drain Runway 26 – and the farmer's field; that perhaps we should be talking to the farmers to do that on a Riparian basis – that would help solve the drainage and if a ditch [were dug] across the other end that would stop the incursions he said.

Tim further added that the only concern was that the fire truck needs to get across; that the suggestion was that a couple of ramps were strapped to the side of the RFFS vehicle to aid access.

Tim reported [from the sub-committee meeting] that it was felt that we should have only one manual rather than a number of manuals with repeated information. He said we should have specific sections in the Airfield Manual, citing RFFS and Daily Ops as examples, which could be printed out – there's no need to have separate manuals, adding that the CAA CAP 168 is not bothered how many manuals we have but they have to be kept up to date, and that the potential for errors is high.

The Chair agreed, if the CCA are okay with that.

Tim James also said he was asked to look into Safeguarding:

Tim explained Safeguarding giving reference to CAP 738. Safeguarding he said was for official airfields that had been development using Ministry of Defence or Government funding. But all General Aviation airfields are encouraged to have a Safeguarding Plan lodged with the local authority. He added this means they [the local authority] has a duty to consult with us if they are going to put anything within a 13Km radius of the airfield... particularly the development of wind turbines in our area.

The Secretary asked if Tim could send her notes from the audit sub-committee meeting – He agreed.

It was agreed that for the CAA inspection we would manage with the Airfield Manual we have, with revisions, and look at absorbing the information into one manual after the audit. And that Tim would continue to look at the Safeguarding matters consulting with Steve [Brown], with the purchasing of some Ordnance Survey maps centred on Fenland.

4) CHAIRMAN'S REPORT (Peter Watson):

Peter reported on the last Airfield Working Party [AWP] which he said went extremely well, and that we will need another one shortly to finish things off.

The Chair asked if we were now to sign off the previous minutes?

The Secretary said there was not unanimous consent - that there were objections. Changes had been made to the original draft minutes, and that a revised copy of the previous minutes is available. The Secretary proposed this be put to the vote by the Committee.

A proposal was also made by Martin Williams that this formally be put to a vote. Steve Brown asked to see the revised copy of the previous minutes first – an amended copy was provided.

In the meantime, the Chair moved on to the next item on the Agenda.

5) TREASURER'S REPORT (Peter Watson):

Peter reported that the balances in our bank accounts are £71,753 [main account], £337 in the charity account, and £26,150 [in the savings account].

Peter went on to outline some of the places this money might go:

He spoke about the money put aside should the fuel tanks need replacing and the money needed to get us back into operation. He said the costs are estimated to be approximately £68,000 to £75,000. He added that we also require a fuel float for when Carl [Husain] orders fuel and that could be up to £15,000 at high times. Another annual bill is £12,000 [insurances?], and also our annual rent of approximately £45,000 – paid quarterly. These are large sums we have to allow for.

The Treasurer asked if there were any questions:

Tim James said that if the club's finances are inadequate... then we need to think about membership fees and where the money is coming from. He added that if there is a contingency for the fuel tanks it's time we had a contingency fund that was put aside and not touched.

Discussion followed concerning this.

Peter went on to say this doesn't mean we can't spend money; he outlined requirements for new runway lighting, estimated £1,000; also Hangar 8 and the Nissan hanger coming under the Club's management.

As to the likelihood of the tanks requiring replacement, Carl Husain [Fuel Manager] said he had spoken to Forest Aviation [Fuel Support Services] who test the tanks – this was raised a couple of months ago.

He was told [by Forest Aviation] that if anything happens to the tanks it would happen very slowly – and likely find water is going into the tanks rather than fuel coming out. He also added that once we discover this, we are going to have a significant amount of time to consider what to do next. Carl said he didn't think it was something, suddenly next month; we're going to have to find £68,000.

Tim James said what we have got is a situation where the Club's resources are not sufficient to meet potential liabilities. This was agreed.

Therefore, he went on to say, we need to work harder to increase the Club's resources; that means we have got to look at membership fees, landing fees, and we have to look at charity starting at home rather than we give the Air Ambulance money – we need to start building the Club's resources up otherwise we are going to be having the same conversation again.

Further discussion followed concerning contingencies, revenues and finances. Tim was also concerned with the lack of activity at the airfield. He said he would like to see micro-light training accessible to younger entrants to flying, as well as helicopter training at Fenland – gaining more critical mass Tim said.

Steve Brown asked Tim where he got his figures from to say it's much cheaper to learn on microlights... You think it is, but it is not Steve said.

It was agreed by the Chair that Tim and Peter would look into the Club's membership fees and landing fees and put a proposal to the Committee to submit to the AGM if it's considered appropriate.

6) SECRETARY'S REPORT (Claire Buckley):

The secretary reported that there was one new flying member, Tim Dighton proposed by Paul Brian and seconded by Lisa Brian through the Flying School. Fenland Aero Club welcomes Tim.

TV Licence: a refund had been requested by cheque in the post to the Aero Club.

AIP Amendments: The Secretary confirmed that we now have three nominees able to amend the AIP details on the AIS website; these are Ray [Nicholson], Steve [Brown] and James [Baldwyn]. David Beale the Accountable Manager retains the overall authority to nominate other change sponsors.

The Secretary went on to say that although changes have been made to the AIP entry reflecting RFFS cover for weekends only, James should continue with the NOTAMs until we see the changes in the AIP – this was not expected until the end of February.

Second Banking Authority: Tim James was proposed and seconded with no objections to be the FAC second person having authority to make online banking payments should Melissa Baker the FAC Bookkeeper be unavailable. The Secretary said this information would be passed to Melissa who will make the arrangements.

CCTV Matter: The Secretary raised an issue reported to her by Kerry [Allen] that a member was alleged to have been mis-using the CCTV system, and that the Secretary was seeking permission to change the login details.

Discussion followed.

It was agreed the Club should review the overall security of the CCTV system and give consideration to the management of the system by a named person. In the meantime, a new login would be arranged and passed to committee members that require it. This would be actioned by the Secretary with advice from Jeff [Helms] and obtain the contact details of the original installers of the system.

7) IER & EVENT MANAGER'S REPORT (James Baldwyn):

James had given his apologies. No report had been submitted.

The Chair moved on to the next item on the Agenda.

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

Carl reported that we hadn't used much fuel so there wasn't much to report.

He said that in November we had used about 1200 litres of AVGAS 100LL, 250 litres of UL91, and used less than 10% of the tank of JetA1. So as of Monday [09 December 2019] we have got 2,200 gallons of 100LL, 535 gallons of UL91, and approximately 7,500 litres of JetA1.

Peter Watson asked about the JetA1 fuel... if we don't use it...

Carl responded by referring to CAP 748, saying that rule also applies to AVGAS as well. He said we will need to do fuel uplift in the next month of all three [fuels]. He added that he was trying to leave it as long as possible in order to get a decent sized load delivered otherwise it could turn out expensive due to delivery.

Peter sought clarification by asking if we could have only a small load just to keep ourselves...

Carl agreed, but it would cost us more he said; we either put the fuel price up, or take a hit. This was agreed.

Carl further reported that we have had more instability again with the fuel point of sale system. He mentioned issues from a couple of weeks previous – going on and off. Carl said he got Tokheim to have a look at it who decided something needed replacing. Carl went on to add that although he gives them his contact number every time, they do not always come back to him to tell him what they'd done.

He mentioned in gathering a report for the meeting it [the system] told him the licence key for the POS had expired and we needed a new licence key. He called them [Tokheim]. Nothing happened, but checking now, it's all working again. He said we have to phone them up... to understand what is the state at any one time unless we try it.

Carl asked that we remain proactive and let him know if problems are found.

The Chair said as long as the fuel is fit to be used...

Carl said the fuel is fit to be used... that he was thinking about placing an order this week to be delivered... early in January. Also, the six months for the JetA1 is... the 28th January.

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

John had nothing to report other than to say he is liaising with Peter Watson regarding the occupancy of Hangar 8 and the concreting [required in front of the old hangars].

Peter went on to give an outline of his negotiation with the Wrights for Hangar 8 and the Nissan Hangar, and the recommendations from Alan Plummer stating that the costs must be covered by two-thirds occupancy. Peter added that costs hadn't been finalised yet... we are still in negotiations; that we also need vacant possession.

Peter also spoke about the reasons why the area in front of the old hangars was in need of new concrete, that there had been some slips and falls. Prices had been obtained as high as £1700, but we have a Club member who is a concreting expert who will do it for £600 – 4 metres by 8 metres.

Discussion followed.

There were no objections from Committee this be done.

10) AIRFIELD RUNWAYS (Carl Husain & Peter Watson):

It was agreed that some items had been covered previously about the Airfield Working Party. Peter said there is to be another Airfield Working Party to finish off with the signs, weeding... colour for the PAPI Lights [LITAS].

Peter didn't have a date for the next Airfield Working Party as yet, but said he'd try to have a look at that again in the next week – when people can come out again.

11) HARE COURSERS (Agenda Item):

The Chair mentioned the threshold of RWY 08, a trench had been dug. John Parker confirmed this. Attention was given to RWY 26, down the side of the field and across the bottom [the threshold] previously discussed in committee Item (3) CAA Airfield Audit.

John said he thought the land is owned by David Wright (John's brother). Tim suggested we might like to have a chat with him. John said he'd speak to him.

Steve Brown said what he's likely to say is he's going to lose some farmland if a ditch were put in there, and he's probably going to want some sort of compensation.

The Secretary said, following a comment made at the previous committee meeting, she had written a letter to the Police & Crime Commissioners Office asking for help to prevent hare coursers. They had written back and told her they were treating this as a complaint we would be contacted shortly.

Discussion followed concerning this topic.

Neil Buck mentioned the police operating a Hare Coursers task force in Lincolnshire. He said the local hunts in particular have lots of problems with hare coursers. If we are not already talking to them, it might be an idea to start talking to them he said.

Peter Watson said we need to be proactive with this as there will be many [in the area] complaining about this.

12) TOILET REFURBISHMENT UPDATE (Tim James):

The report distributed to committee is in two sections because they are related Tim James said.

He said the electrics will not wait. He explained the categories C1, C2, C3.

C1, is danger to life and limb, C2 is urgent, C3 is improvement required; we have got lots of C2s and C3s he said – especially with regard to the clubhouse. A report was sent in July, with a picture of an overheating circuit board. Tim said he has real concerns, unless we address this.

The Chair asked whether John Heanes [electrician] knows about this – knows what he needs to do.

Tim said that John Heanes had to quote for the worst-case scenario.

Peter asked for clarification: we need to do this now... It's £6,240. There were no objections. Tim further added that we would need a NOTAM as the fuel would be off-line maybe for 2 or 3 days.

It was agreed that Tim would talk to John Heanes and get a start date; liaise with Carl [about fuel services] and Steve about the NOTAM.

As to the second section [of his report], the toilet refurbishment: Tim said clearly we can't afford this and he thinks it should go back to the AGM, and in the meantime do what we can to increase revenues and raise more money... **Tim will present the proposal at the next AGM.**

An electrical cabinet will be put on the back wall. Kerry's container is to be moved. We will need to brick-up the toilet window. Tim further said that we ask MPL [the installers] we are minded to give the go-ahead but we need the approval of the AGM. Other than prices rising they are happy to hold the quote if possible.

The Chair asked the committee if there were any objections to the toilet refurbishment project being deferred to the AGM.

There were no objections.

13) ILLUMINATED WINDSOCK & ANEMOMETER (Claire Buckley):

Claire Buckley updated the Committee on progress to date.

Quotations had been received but lacked a price for the re-charging system for the DC power supplying the anemometer electronics and communications – solar or wind. As a result Claire said she had added in an additional £1,000 to cover this cost – although felt this was high, but considering we will be required to install the concrete base to their specification it was reasonable.

The total cost therefore in Claire's estimation would be £8,281

She went on to add that a contribution from Fenland Flying School of about one-third would not be unreasonable considering FFS would benefit, and the illuminated sleeve would be in lieu of manning the tower. Claire asked Steve Brown to give consideration to this.

Some discussion was given to the concrete base and its installation.

The Chair asked the Committee, in principle, if there was any objection to spending up to £8,000 on a new windsock and anemometer. There were no objections.

14) SAFETY REPORT (Tim James):

Tim James reported that another incursion was reported on the 29 November by hare coursers.

No other Safety Reports were handed in Tim said.

Peter Watson added that his hangar base issue was part of a Safety Report filled out previously. Peter said this was the reason why the concreting was done [in response to a safety concern]. He said all of it would have to be done in front of the old hangars, but that would do for now – we can do it bit by bit.

15) FENLAND FLYER UPDATE (Claire Buckley):

Claire said the A4 PDF edition of Fenland Flyer had now been published and emailed to all members. And also we have now received the A5 magazine edition available for members of the public. She asked the Committee if they would like to take a dozen or so and distribute them around the areas – pubs, especially as we are now into the run up to the Christmas.

Claire also thanked Neil Buck for his positive comments about the pdf edition, and that she had also received positive comments from the membership. She said it's now up to us to use this as a platform to raise awareness of who we are and what we do.

Tim asked if the pdf version could be put on the FAC website. Claire said she would be doing this in the next couple of days.

16) AIRFIELD WORKING PARTY (Agenda Item):

The Chair (Peter Watson) wished to highlight what's coming up and what's been done. But first he said Mr & Mrs Wright have a conservatory which they said FAC might wish to put on the front of the Clubhouse – as extra space, for a small rent. He asked the Committee if they might wish to consider the offer. Pictures were passed around.

Peter went on to mention the roof on the old porta-cabin - it's leaking badly. As we have computers in the office we need this repaired. He said we are getting phenomenally high quotes, from £1,700 to £3,500 to put roofing felt on.

Discussion also followed about the porta-cabin.

When put to the committee by the Chair, the committee agreed in principle the conservatory was a good idea.

The Chair referred to a picture of a traditional aircraft hangar-type building illustrating signage. He proposed we could have something similar on the old hangar, and a sign on the grass saying Fenland Aero Club – Visitors Welcome he said - signage to get more people to visit.

It was agreed this was a good idea.

Peter said he was hoping to work out a date for another Airfield Working Party to finish of the bits and pieces around the airfield; to send out an email in the next week.

17) RUNWAYS RESTAURANT REPORT (Kerry Allen):

Kerry said that Runways had been really quiet.

Tim said it would be helpful if we encourage visiting pilots to leave a review on Sky Demon.

Kerry said that Kat [Baldwyn] is sorting out a website and taking over her Social Media. Peter added that in the past people who used the restaurant regularly were encouraged to take out a Social Membership, which would help with the funds.

Peter suggested Kerry put up a sign to catch the eye of visitors about Social Membership.

Discussion followed.

Neil Buck said that it is part of the overall improvements being proposed – to make it a lot more inviting to the general public. Perhaps we could have discussion about introducing a discount or loyalty scheme - encouraging people to keep coming back. Also to consider something more proactive on the website - having a camera web feed of the airfield.

Further discussion followed about a webcam, the website and our internet bandwidth – discussion to improve how the public might perceive the Club especially during the winter months.

It was proposed that we should review the website, but also review the whole of the IT – the bandwidth available and how we can separate it out from the [CCTV] security system.

The Chair asked Carl Husain whether he would have time to look at this later.

Paul Brian said the windsock at Hold Echo was in a sorry state. It was suggested by Peter Watson to relocate the sock to Hold Whiskey – with a new sleeve as this is in full view of the public at the roadside.

18) FENLAND FLYING SCHOOL REPORT (Steve Brown):

Steve said he was not happy with the way things are minuted. Referring to the previous meeting he said he really didn't see why his statement couldn't be minuted verbatim. He went on to say, as it stood in the draft minutes [of the previous meeting] the paragraph that refers to that statement, a lay person looking at it is going to think... he said it makes him look 'ridiculous'.

Steve read back the section in the previous draft minutes he referred to: "Steve's statement contained a number of allegations against individuals, and allegations against the current Committee." They are going to want to know what these allegations are he said. He went on to add that they are not allegations, they 're facts... I don't see why the facts can't be reported, he said.

Steve further stated that it [the draft minutes] didn't say that it was discovered that Martin Williams membership history did not qualify him to be on the Committee. Steve then repeated some of the allegations he made in his email of 22nd November 2019 to all committee members, and at the previous committee, saying these should have been included.

A point of order was raised by Martin Williams that this was supposed to be a report of the Fenland Flying School; it was not he said.

Steve asked the Chairman for the points to be minuted.

The Chairman requested the Secretary to minute the points made by Steve Brown, in this meeting.

Steve Brown continued by telling the committee he is checking member's licences and medicals but asked the committee as to the status of checking visiting pilots' documents also, but didn't know if he had the authority to do so – that it's up to the committee to do so or not, he said.

The Chair said there must be a CAA rule on that...he would look into it. The Chairman asked Steve if he was going to check all FAC members. Steve confirmed this.

Steve reported that more rain had fallen and another closed-to-visitors-NOTAM was needed. This was accepted. Clarification was sought as to the period of time in order to pass the information to James to publish the NOTAM.

A discussion followed about IER cover and as to the cover at the weekends [even though we are NOTAM'd closed to visiting fixed wing aircraft].

The Secretary referred to the revised minutes of the previous meeting [14 November 2019] and asked if these could be approved. Paul Brian asked if they had the amended minutes. The Secretary confirmed this – amendments had been made and handed out [to Steve], also confirming these had not been emailed out to all committee members.

The Secretary clarified that she would minute the points made by Steve at this meeting as instructed to her by the Chairman, but stood by her point [to Committee] about vicarious liability, protecting the Club and Members.

The Secretary asked if the Committee could not agree [the previous minutes] by unanimous consent, then could she put it to the Committee to agree the [now amended] previous minutes.

The Chair asked the Committee if there was disagreement to the previous minutes as they stood at that time. There were no disagreements.

The Chair declared the previous minutes passed [approved].

The Chairman then asked around the table if there was any other business.

19) AOB:

Neil Buck [speaking of the previous issue] said that this type of matter is going to come up again - it will continue to do so. He said he understood to a certain extent both points of view. Neil said that Steve should have the right to put anything on the record, and could also understand the Secretary's concern about... vicarious liability of the Committee. He asked is this actually the case?

The Chairman confirmed this having received the advice from a solicitor.

Neil went on to add that he was going to raise the point that an individual committee member's statement shouldn't necessarily render the Committee, the Club or anyone else liable – that's their own personal belief, he said.

The Chairman responded by saying if we don't deal with it, then it could.

Some discussion followed.

In closing, the Chairman added there was a phrase said in anger at the end of the [last] meeting about Steve protecting his business. Peter went on to say that he expected anyone with a business to protect their business, but pointed out that this Committee has not attacked Steve in his business so far and will not attack Steve in his business for the rest of this thing [committee].

Peter asked the Committee if they agreed. The Committee agreed.

And that's the end of it, Peter said.

A move to close the meeting was proposed.

The Meeting closed at 08:46pm

Signed Date

FAC Chairman