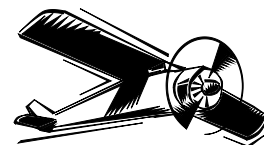


# FENLAND AERO CLUB - Committee

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## DRAFT MINUTES OF A MEETING OF THE FENLAND AERO CLUB

<b>Present:</b>	Neil Buck, Claire Buckley, Carl Husain (later), Tim James, John Parker, Angelo Sapiano, Peter Watson, Martin Williams
<b>Ex-Officio:</b>	Kerry Alan (delayed)
<b>Others in Attendance:</b>	Mary Payne

**THURSDAY, 23 JULY 2020**

**Video Conference Meeting Convened 7pm**

- 1) APOLOGIES:** James Baldwyn, Carl Husain (later)
- 2) APPROVAL OF PREVIOUS MINUTES (25 June & 01 July 2020) See Item (6)**
- 3) CHAIRMAN'S REPORT** (Peter Watson):

The Chairman reported meetings in the last month with John Wright and James Baldwyn; he stated that the Committee had a lot to get through and much of the content of those meetings will be raised in the meeting later. As a result he went onto the Treasurer's report.

- 4) TREASURER'S REPORT** (Peter Watson):

Peter said the Committee had received the final year ended accounts and would go around the room asking for their approval prior to sending to members. But first he stated that at the bank as of the beginning of the week there was deposited £51,160 in the Savings Account; £67,239 in the Current Account. Peter asked for comments around the room.

Comments were given concerning the grant received and had this been included. Committee wished for clarification before accounts would be approved for member distribution. The Secretary believed this should be in the current year's accounts not in the year ended as the grant was received after the year end date. Peter said he would enquire of Bulley Davey and whether the accounts should be redone. Although the accounts were approved they would not be sent to members at this time; this conditional upon further enquiries of Bulley Davey.

**Peter would report back to Committee.**

## 5) SECRETARY'S REPORT (Claire Buckley):

The Secretary said she had received information that member David Baird's wife had died. Claire added that she would leave it into the following week before passing on condolences to David as friends from the club were currently offering their support.

Claire introduced Mary Payne (Membership Secretary) to raise two matters:

Mary said members had commented to her about paying a full year's membership when they have not had access to the airfield, and she felt uncomfortable about this. She wanted to suggest the Committee allow three months free membership.

[Carl Husain entered the meeting]

Discussion followed.

**It was agreed that Mary would write to members giving three options: accept the reduction (£55) by receiving a refund if they had already paid the full amount; carry forward the reduction into next year's membership; or if a member had already paid the full amount asking if they would leave it as a contribution to the club.**

The Chairman added that this is a club not a business and we do this in good faith for our members who are our friends.

The Secretary invited Mary to raise her next point about a member of a flying group who had missed their payments for two years. The Secretary declared an interest in this matter and stated she would not be commenting further.

**Mary raised the matter with Committee. Peter said in view of Claire declaring an interest in this matter, he would be writing to the member concerned.**

The Secretary reported from 12 July 2019 to 21 July 2020 the airfield had recorded a total of 1,735 aircraft movements logged at Point Charlie; this in context with 38 missed flying days due to the lock down from 26 March 2020 to 03 May 2020.

**Mary left the meeting.**

The Secretary raised a matter concerning data protection which Committee had been copied. Following an email sent by the flying school to members she had received two complaints about an alleged misuse of emails. As a result she wrote to Lisa at the flying school asking if they had registered with the Information Commissioners Office. The Secretary was of the belief the flying school needed a registration and to publish a privacy policy as they could not handle or process personal information under the Club's own registration. The flying school wrote back saying registration was not required.

The Secretary said she had emailed the complainants updating them. She went on to add that as far as she was concerned this matter was closed.

The Chairman invited comments around the room.

Neil Buck commented that he had spoken to Lisa and was told they had sought advice about this and that they say they do not require ICO registration.

The Secretary accepted this adding she believed the flying school were using their own data not data from the aero club; that she was responding to members' complaints.

**It was agreed that it was the flying school's business and considered this matter closed.**

Claire raised the matter of the airfield website. This needed a system update as the original system was out of date. She said Mark Fitzsimmons completed this as he had access to the FTP of the website.

**At an earlier Committee a budget of £750 was made available for reworking the website. It was agreed to first approach Kat (Baldwyn) to see if she wished to proceed with the website redesign. If not the Secretary would ask Mark Fitzsimmons to undertake this work.**

#### **6) PREVIOUS MINUTES (25 June 2020; 01 July 2020):**

The Chairman asked Committee to approve the minutes of 25 June 2020 following their distribution to Committee members earlier. **These were approved subject to matters arising:**

##### **Matters Arising 25 June 2020:**

- **Question of planning requirements for the proposed signage:**

Martin Williams reported that the club requires an Advertisement Consent Application with detail of location and a block plan. Martin said he would make the application for no charge, but there is a fee required by the South Holland District Council for £132 and a mapping fee (copyright for the map). Martin believed we could get a map to cover the area required for £30.

**This was agreed by Committee.**

Tim James said he had one matter arising which he would bring up in his Safety Report.

- **Requirement for two CO2 extinguishers at Hold Bravo:**

Claire Buckley said she had spoken to Dave Westall (RFFS) who had obtained a quote for this and a cabinet to locate at Hold Bravo. She said it was for £117 plus VAT. Claire informed the Committee that she had approved this as it was required as soon as possible. The Committee agreed.

The Secretary also asked Committee to approve the minutes of the 01 July and whether they wished these published.

The Chairman asked for comments from around the room.

**The Committee agreed to publish the minutes of the 01 July 2020 to the website and that the Secretary would circulate the draft response 03 July 2020 to Committee members for their approval prior to sending to Steve Brown.**

#### **7) SAFETY REPORT (Tim James):**

**Airfield Signage;** Tim said he has asked Ray [Nicholson] twice about this and Ray said he had contacted the CAA about this. Tim explained that he did not want to put up signage prohibiting people coming onto the airfield unless they [the signs] meet the legal requirements of the CAA; this due to the police preferring to prosecute under airfield regulations not hare coursing.

**MOR Notices;** Tim reported that there had been several incidents on the airfield and said people, generally, have been reluctant to fill in MOR notices. He said the notices are not personal; if something endangers life on the airfield and if you see it as a committee member you are to file a MOR on behalf of the organisation [Fenland Aero Club & Airfield] and to pass a copy on to the Secretary to file in Dropbox.

**A Safety Bulletin** was written and all members received a copy. Tim said he had stressed social distancing in the bulletin as this [Covid19] is not over. Tim gave reminder that the CFI should also receive a copy of the Safety Bulletin. This was acknowledged.

Tim went on to say that the bulletin did not include the use of the radio; Tim said this was because the Accountable Manager who received a [draft] copy for his comments, said the paragraph was not correct and he wanted it removed. Tim said David Beale did cite some other legislation and Tim did offer him the opportunity to write a paragraph, but he declined Tim said.

There were two incidents on the airfield with the report the two front pages circulated last night, Tim said. One refers to an aircraft cutting in front of another aircraft on final. He said he did not wish to go into the detail; as this was covered in the Safety Bulletin; the person concerned did give his apology, although Tim reminded the complainant involved that the purpose of the SMS Safety Management System is to prevent repeat incidents; it's not simply about apologies.

The second incident Tim reported was a visitor who did a non-standard join and landed on an occupied runway. Steve Brown CFI called the visiting pilot's airfield to discuss. Tim said he believed the flying school should have filed an MOR, but they declined. He went on to add that if the CFI had been on the ground Tim would have expected the CFI to ask to see that pilot's licence.

Tim asked Committee if they agreed that the CFI should request to see a pilot's licence if there was erratic flying at the airfield... that it's in everyone's interest that the CFI be authorised to challenge such behaviour.

The Chairman asked for comments from around the room.

The Secretary reminded Committee that the airfield website has a section called Airfield Information. It has information about the airfield with an image similar to the published plate.

**The Committee remained undecided on the matter concerning the CFI challenging pilots.**

Tim reported that the club had submitted return-to-flying details to the CAA; this was sent off by the Accountable Manager. The clubhouse risk assessment had been done by Peter, Claire and Kerry. Tim said this enables Kerry to operate the restaurant and take away services if she wishes. Tim emphasised that the club must observe social distancing and his concern was people congregating in the entrance foyer area. He said that it had been agreed that David Westall (RFFS)

would 'police' that area. Additionally, the flying school has produced a risk assessment and David Beale the accountable manager had approved it.

The CFI had provided a report which was circulated to committee saying an aircraft had taken off with a tail wind giving some details, and also congratulates Liam Leys on being qualified to operate air to ground radio.

Tim announced he intended to stand down from Committee and all duties and responsibilities in the next month citing his own personal circumstances.

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

Carl reported that the club sold a lot of fuel last month [June]; 2,500 litres 100LL to non-members and 1,250 litres 100LL to members; 1,075 litres of UL91 to non-members and 516 litres UL91 to members. He said the club also sold 1,200 litres of JetA1 fuel. We've used a fair amount of fuel, considering last month the school wasn't flying he said (they had a total of 196 litres). He explained that because we haven't got to the end of the month he was not able to give accurate figures for July and he was giving his report sitting in the FAC office at the airfield due to the fact he had just taken delivery of 12,000 litres of AVGAS 100LL; as fuel was getting down a bit, and due to the acrobatics weekend that weekend. Also more UL91 and sufficient JetA1 to refresh the current fuel; this being delivered early next week Monday or Tuesday he said.

The current price of the fuel delivered (the 12,000 litres) was 93p per litre, 6p a litre more than we paid last time; with the normal calculation that would put our non-member price at £1.69p per litre. The club purchased the UL91 for 95p per litre that would put the UL91 with the current calculation at £1.60p, so he suggested raising this to £1.69p as well.

Carl reported that the fuel installation is fine; we have inspections coming next month [July] so the installation will be as current as it ever was.

The Secretary thanked Carl for being at the airfield a 7pm at night; and attending the meeting.

**Angelo Sapiano had a question concerning VAT on fuel. Carl said he would send Angelo our fuel invoice.**

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

John reported that there was little going on; that he currently had one small space. He said he had a list of two wanting to come in at the moment.

#### **10) AIRFIELD REPORT (Peter Watson):**

Peter said because of what happened last year with the weather and the state of our runways which have been neglected regards to their levels for different reasons we should resurface parts of runways 18 and 36. He said this is only a suggestion at the moment.

The suggestion is from Alpha going south to Bravo, just on the centre section of 18/36 that it be drained and resurfaced. Peter suggested mid-September to the end of October.

Runway 08/26 would be available all the time along with the western taxiway. Peter was hoping he could get a meeting organised with John Wright, Martin Williams, John Parker and himself.

The Chairman invited comments from around the room.

**The Committee agreed that this work is required and that everyone is kept informed. Peter said he would update Committee next week.**

**11) EVENTS REPORT** (James Baldwyn – not present):

Peter Watson the Chairman had spoken to James. There was a request to hold “Wings & Wheels” later in the year.

Peter invited comments from around the room.

**This was agreed in principle however the Committee needed to know what window of opportunity existed should we need to cancel. The concern is safety and within published guidelines especially if the public are invited. To be confirmed.**

**12) AGM** (Claire Buckley):

The Secretary gave outline of the factors involved; that we did not have a crystal ball and could not predict the future. A number of members had already reported they would not be attending any AGM this year due to COVID19 uncertainties; that this Committee too is also vulnerable. Club Rules made it impractical to operate nominations under current conditions. What was needed she said was to put this to the members using a poll survey; she had spoken about two months previously.

Did the members agree or disagree to this Committee continuing to manage business to the next AGM in July 2021. She acknowledged this would not be popular with some, but a decision was required.

It was explained that the poll could be corroborated by someone other than a committee member; that the poll could be verified from the membership number.

The Chairman clarified to Committee before asking for comments. He said what the Secretary is proposing is that we ballot the members saying do they want this Committee to stay on for another year. Peter added that he assumed we would replace Tim. The Secretary said that there should not be less than five committee members [Club Rule 5.3].

The Chairman invited comments from Committee.

**It was agreed that Neil, Martin and Angelo would help Claire with this. Also it was agreed to provide funding of between £40-£70 per month for up to 3 months for the polling software.**

**13) MEMBER’S COMPLAINT RECEIVED** (Club Rule 8.19)

A letter of complaint was received by the Secretary from a member. This was circulated to Committee prior to the meeting.

**Discussion was held. It was agreed a member of committee would speak to the complainant.**

#### **14) FENLAND FLYING SCHOOL REPORT (See Attached Annex A)**

The Chairman acknowledged the receipt of the report and asked for comments around the room.

Neil Buck asked that Steve Brown and David Beale (and whoever else needs to be there) get in a room and talk. Neil said that Steve, genuinely, is a little bit concerned that the same events could occur again. Neil went on to add that all Steve wants is some clarification as to where his responsibilities lie and where they end... to get to a position where everyone can understand their responsibilities; to draw a line and move on and get on with the more pleasurable day-to-day running of this club.

Tim James said earlier this year he and the Secretary did a considerable amount of desk-research on the rules and regulations of the club. Tim added that he completely disagrees with Steve; he's totally wrong; the rules are perfectly clear in the manual. Steve has a licence agreement with the club to fulfil certain duties and responsibilities. His line manager is the accountable manager... we can have a meeting, agree things and go away, but then get another letter from Steve asking more questions... Tim said he really likes Steve, but didn't agree with him [on this matter].

Tim went on to add that it's about time we get professional about this; we need to deal with the flying school, they carry out duties on the airfield for the club; let's just draw a line on this. The flying school are not on the Committee; the Club does not have a member of the Club on the flying school's board... we are two separate organisations. He concluded by saying he agreed, we do need to draw a line on this and start to get on.

Carl Husain asked what is the purpose of this [proposed] meeting? We've said before the rules are quite clear. Carl said, there seems to be an element wanting to argue the point; for there to be a rightness and wrongness of points of view, and that would be a complete waste of time he said. If we are all rubbing along together and something isn't clear then we just talk to each other about it; we don't have to have a meeting about every molecular detail.

Neil responded, that if this is the decision of the Committee, fine, but let's communicate it to Steve. Neil went on to say there are responsibilities on the airfield; if the buck stops with David Beale then Steve does not have a problem with that; Steve's concern is the arrangement David Beale had with the CAA was one of oversight and not day-to-day... and if something happens, Steve is the one that carries the can... He and David Beale need to have a conversation as to where their responsibilities lie.

Tim added, we offended Steve when we made other people responsible for promulgating NOTAMs without referring to Steve... that is clear in the manual; the accountable manager in conjunction with the CFI and that's the way it should go back to...

Peter Watson said the Fenland Flying School does not issue NOTAMs; these are their words from the last couple of years Peter said. He can refer to a number of people who have asked to issue a NOTAM to be told by the flying school – they do not do it. Peter accepted they probably should but that's what they've said; this is why this [07 March and subsequently] had occurred... that's what caused it he said. If you want to put it back as it was, then I am one hundred per cent for that.

**15) RUNWAYS RESTAURANT (Kerry Allan)**

Kerry reported that the News had said if you're getting a takeaway meal every customer has to wear a mask; they don't have to wear it in the restaurant, but by law they have to wear a mask.

The Chairman agreed.

Kerry added that if they sit in the restaurant they don't have to wear a mask. Peter acknowledged this. Kerry went on to say if they come in to order food they have to wear a mask.

Kerry asked if Runways should supply masks?

**It was suggested the price of the mask could be put on the bill. This was agreed.**

Kerry explained she wouldn't be back to Runways for a little while due to health issues. She told Committee that Julie would be running things in the meantime.

Kerry also asked for a few signs to say people have to wear masks if ordering food. Peter agreed this.

**Confirmation was provided that the acrobatic weekend was still happening.**

**16) FLYING SCHOOL, MICROLIGHT SCHOOL , HELICOPTER SCHOOL (Peter Watson):**

The Chairman said that he had received expressions of interest from two flying schools/microlight schools to base their business at Fenland. Until this was made more certain he has agreed with the people concerned this would remain confidential before bringing more specific detail to Committee.

Peter opened this for views and comments from Committee.

**A number of views were expressed. It was decided that continuing dialogue with the interested parties can continue.**

**17) NEW HANGAR (Peter Watson):**

Peter said there is space for a new hangar 120 feet long by 50 feet wide currently on the ground brand new supplied by John Wright. Peter said he was in negotiations with John who is in favour of having another school and currently working on how the hangar can be erected and how much it would cost and who would pay for it.

**Peter said he would let Committee know more detail as soon as he had more information.**

Committee had no questions.

**18) AOB**

**As there was no other business, the Chairman closed the meeting at 09.33pm**

**Signed** ..... Peter Watson ..... **Date** ..... 27 August 2020 .....

**FAC Chairman**



## ANNEX A

### REPORT FROM Steve Brown, Fenland Flying School.

#### Safety

After this long period of inactivity, it is very easy to become a little rusty, even the Accountable Manager can get it wrong as his attempt to take-off with over 10kts of tail wind goes to show (thankfully, the FFS staff were on hand to prevent tragedy!) This is just another example of possible 'skill fade' that any of us are likely to suffer from. Another good reason for having that extra level of protection afforded by professionals in attendance at the airfield.

Also, something that needs addressing is, the high incidence, lately, of having aircraft landing on runway 26 when the runway is occupied by another aircraft.

Just to remind everyone, the eastern end of runway 26 has NO taxiway, therefore when aircraft enter the runway and backtrack, they are now blocking it and must depart before another aircraft can land. There is NO hold point at the threshold. If runway 26 is in use, pilots should ensure they have time to backtrack and depart. If landing aircraft cannot time their arrival in order to allow a backtracking aircraft to depart, then they MUST carry out a go-around and NOT land on an occupied runway. It may seem tempting and courteous to allow an arriving aircraft to land that may have appeared on final, but if they haven't allowed enough time for the departing aircraft to take-off and make the runway available, then they only have themselves to blame. This all seems to have been 'forgotten' since the lockdown and it may be a good idea to remind people?

It may be appropriate to ensure this information is more widely publicised, for example in the flight guides, before a serious accident is caused.

Also, on a safety note, it would be appropriate to remind pilots to keep a very good look-out in the circuit. Perhaps pilots should be reminded that not everyone carries out the same size circuit and they should allow for possible conflict, especially on 'final'. And to remind pilots that just because a radio call has not been heard, it doesn't mean there is no traffic there!

Finally, following on from the unauthorised use of the ground station comments....

The flying school would like to encourage those that want to help out with the radio to get their qualification. Hats off to Liam who has gone the extra mile and acquired his operators' licence to help out the club; it would be good if more members followed his example, after all we will need them when Ray retires! Anyone wishing to add that extra string to their bow can find all the help they will need at the flying school.

Regards

S W Brown CFI, Fenland Flying School Proprietor.