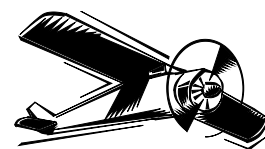


FENLAND AERO CLUB - Committee

Fenland Airfield, Jekils Bank, Holbeach St Johns Spalding, PE12 8RQ
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MINUTES OF A MEETING OF THE FENLAND AERO CLUB

Present:	James Baldwyn, Claire Buckley, Carl Husain, Tim James, John Parker, Angelo Sapiano, Peter Watson, Martin Williams
Others in Attendance:	

THURSDAY, 24 SEPTEMBER 2020

Video Conference Meeting Convened 7pm

- 1) APOLOGIES:** Kerry Allen.
- 2) PREVIOUS MINUTES: 27 AUGUST 2020.**

The Chairman asked for comments around the room. The Secretary raised a matter in the text in the Safety Report section which resulted in the removal of a sentence. In addition, the Fuel Manager asked for the removal of a sentence in his report. The Committee gave agreement to the changes in the draft minutes.

The minutes were approved.

2a) MATTERS ARISING:

Flying Instructor: The Secretary informed Committee that an email was sent via the Fenland Flying School for the attention of Paul Brian; that the Committee had unanimously agreed to provide Paul with Flying Instructor member status under Club Rule 2.2(e)(4).

Bank Charges: The Secretary asked whether the Treasurer had looked into the matter raised by a member. The Treasurer informed Committee this was still on-going.

Airfield Website: The Secretary said that she had provided a proposal concerning the re-design of the website to Mark Fitzsimmons of Xigen Design. Mark had agreed to do this in his own personal time at a reduced cost of £1,000. The Committee gave no objection to this.

Flying Documentation: The Secretary said she had written to Steve Brown asking for the name of the member who had refused to show documents; and if he was happy for the Chairman to check their documents instead. It was confirmed that the documentation was seen by the Chairman. The Chairman confirmed that everything was valid.

Signage Planning Application: Martin Williams said he had the maps for the location and the site plan drawn up. Needed was information about the colour of the signs (yellow with a blue edge).

Also a cheque for £132 was needed made out to South Holland District Council to send with the application. The Treasurer said he would speak to the Bookkeeper about this.

The Chairman asked Committee if there were any further Matters Arising.

A Comment was made about Simon Cooke requesting to see FFS insurances and being refused; it was stated this was a compliance matter; further information to be sought.

3) CHAIRMAN'S REPORT (Peter Watson):

The Chairman reported that the weekends had been busy and that things had been running okay, apart from some minor matters.

Peter said there was more maintenance work required in the tower. The IER/RFFS caravan has had the donated carpets laid with IER equipment moved to the caravan. The runway lights had been maintained (for night flying). Peter went on to say another working party was needed asking for someone to take on the organisation for this.

He reported that John Wright had erected some of the steel work and laid concrete for additional hangar space.

4) TREASURER'S REPORT (Peter Watson):

Peter reported that £24,680 is deposited in the Current Account; £75,000 deposited in the Savings Account. He went on to add that he still hadn't sorted the bank charges, but said he will be having a meeting with the bank and with Simon (Cooke) as he had recently spoken to the bank about other matters.

5) SECRETARY'S REPORT (Claire Buckley):

The Secretary reported that 7 new members had joined Fenland Aero Club during the last month. Claire said she had spoken to Mary Payne the Membership Secretary asking to make sure the member application forms are completed correctly. Mary will follow through with this.

Following approval of the AGM 2019 minutes at Committee 27 August 2020, the Secretary said she sent the minutes to all club members with an associated poll starting 11 September 2020 at 14:30hrs, closing 7 days later 18 September 2020 at 5pm.

The poll question asked: "Having read the minutes of the 2019 AGM, do you approve or disapprove them, or would you prefer they be deferred to the next AGM in July 2021?"

The Secretary reported a very low turnout with a total of 17 members responding, 2 of which were postal replies. The results were: Approve 15; Disapprove 1; Defer 1. Claire added that the response represented 11% of the qualifying club membership, and that under Club Rule 4.2 represented a quorum, as we do not have any other governing rules providing guidance for this current situation [Covid19 limitations and restrictions].

The Secretary read out the comments given by the member who disapproved the AGM 2019 minutes.

Discussion followed.

The Chairman said he had ruled on this matter in September 2019 following a review of the facts at that time which included information from the minute taker. Further, following the mail out to members in October 2019, Peter said all members on this committee are valid.

From this recent response from members, it was the opinion of the Committee that club membership approved the minutes of the 2019 AGM.

6) SAFETY REPORT (Martin Williams):

Martin referred to his written report circulated to Committee members 24 September 2020:

“Having taken over from Tim in the last month I would like to thank him for the job he has carried out. He has kindly offered to be on hand to help with any queries that I may have.

I have visited the airfield every weekend and have spoken to the IER, Tower and the caterers, whilst also carry out a visual inspection.

*I noticed that a new lid has been fitted to the sandbox at the fuel pumps,
Thanks for that.*

IER reported a cause for concern when an air ambulance landed at the airfield close to the road to pick-up a patient from an ambulance. This report was passed on to FFS for their comments, I understand that FFS have sent a statement to the secretary.

I am planning to create a spreadsheet to include a record of inspections and dates for policy reviews, and other items e.g. electrical tests, boiler servicing etc.”

Martin said he would make comment of other safety issues later in the meeting.

7) FUEL MANAGER’S REPORT (Carl Husain):

Carl referred to his written report circulated to Committee members 24 September 2020:

1. Fuel usage is healthy with 9,494 litres 100LL and 1217 litres UL91 being sold. We have also sold a quantity of JetA1 (to be detailed verbally after checking manual records today).

We have taken 1 delivery of Avgas this month:

13,000 litres 100LL @ £0.92/litre

3,500 litre UL91 @ 0.94/litre.

These prices are only slightly higher than the previous delivery so pump prices have been left as they were.

2. Fuel Mark Up.

I have been asked to give an assessment on the cost of reducing the members' rate for Avgas to the same level as the concessionary rate that Fenland Flying School (FFS) enjoy. There are many ways of looking at this, but the bottom line is "what effect will it have on the club's finances?" We cannot predict how much fuel will be sold in the future, so the most reliable comparison is the reduction of income for the period we have detailed records for ending in July this year, that is: Sept 2019 to July 20 inclusive – 11 months, Year 2019/2020.

Current fuel mark up, for reference, THESE FIGURES DO NOT INCLUDE VAT which would be added and then reclaimed on sale:

	<i>Non-members</i>	<i>Members</i>	<i>FFS</i>
<i>100LL</i>	<i>48p</i>	<i>34p</i>	<i>18p</i>
<i>UL 91</i>	<i>39p</i>	<i>25p</i>	<i>N/A</i>
<i>Jet A1</i>	<i>34p</i>	<i>29p</i>	<i>N/A</i>

The easiest way to visualise this is to just subtract 16p/litre from the sales, to members, of 100LL and 11p/litre for UL91 as follows:

<i>Grade</i>	<i>Members 2019/2020 (Litres)</i>	<i>Reduction of income @ 18ppl mark up (-16ppl)</i>
<i>100LL</i>	<i>8686</i>	<i>-£1390</i>
<i>UL91</i>	<i>4825</i>	<i>-£531</i>
	<i>TOTAL</i>	<i>£1921</i>

Notes:

- 1. Jet A1 not included as we have not, to my knowledge, sold to members since the gazelle was sold.*
- 2. The mark up on UL91 was raised, temporarily, at the July delivery so that UL91 remained at a pump price no lower than 100LL so the table shows a slightly more pessimistic value if used as the basis of a forecast. These figures, of course, mean nothing unless reviewed in the context of the clubs finances as a whole for that period.*

It should also be noted that there is no effective method of controlling members discount cards. The system keeps no records of any given card issued to or of how many cards are in circulation. FFS use a different discount card where all their purchases are logged and can be separated out. Extending this to members may be an option but will incur cost and considerable extra management as Tokheim will have to enrol and unenroll each card leading to delays in issuing. These cards can, however, be barred individually, unlike the blanket members discount cards which are "bar all cards or bar none."

Carl gave explanation of his written report.

The Chairman proposed to Committee that fuel to members only (discounted fuel) is reduced to the same price as the fuel price available to the flying school; this until the 01 January 2021 at which time it will be reviewed. The proposal was seconded by Angelo Sapiano.

The Chairman asked for comments from around the room.

Discussion followed.

The proposal, amended to be reviewed at the end of January 2021, passed by a Committee vote of 5 to 3: reducing the price of discounted fuel to qualifying club members by 16p per litre (plus VAT). This would be effective as soon as the Fuel Manager was able to make the adjustments.

Club Members would be informed by email.

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

John reported a complaint had been received that the door of hangar 8 was sticking. This has been adjusted he said.

Mary Payne had asked John about the cub in the old hangar once owned by Bill Taylor as to whether it is insured. It should be owned by a club member and be insured. John would contact Mary to request proof of insurance for the aircraft.

John went on to report of a meeting with John Wright and Dino Wright. It's likely that the hangar being erected will be taken down and a larger hangar put up in its place. John said nothing is agreed and does not affect the aero club at the moment – nothing is signed

9) AIRFIELD REPORT (Peter Watson):

Peter reported that two more runway lights are left to do; the signs have been reinforced, for example 'Whiskey' had been knocked down and has been put back. Peter said we need a works party to paint the fences and do the stairway up to the tower and other places. Peter said he would organise the working party.

Peter added that there were some deep rucks in the runways which have now been filled with sand saying he intended to do more of the same at the weekend.

10) EVENTS REPORT (James Baldwyn):

James reported the next event was the Pie Fly-in at the weekend. This is likely to be cancelled due to poor weather forecasted, although the auto-giro fly-in was still possible as they are unaffected by high wind conditions.

He added that the Christmas fly-in will be reviewed nearer the time.

11) IER/RFFS REPORT (James Baldwyn):

James said the carpet has now been fitted in the caravan. He thanked Tim James for its donation. The fire kit has now been moved into the caravan. Carl asked about the rubbish outside the portacabin; he offered to help move it.

James said that Dave Westall had been advertising on a few Facebook groups and has brought in a few more volunteers to IER, 6 or 7 more he said. James believed we now have about 20 IER volunteers.

12) FENLAND FLYING SCHOOL REPORT:

Discussions took place concerning the report submitted by the flying school 23 September 2020.

The Committee rejected a number of comments made by the flying school as well as its position concerning fuelling with passengers in the cockpit citing the now withdrawn (May 2020) CAP748 document. The Aerodrome Manual 7.14(d) is quite clear on this matter it was said.

As to returning fuel to the tanks, it was not considered a problem provided that reasonable precautions are made and a revision of procedures implemented. It was reported that the Accountable Manager would contact the CAA requesting further clarification on this topic since CAP748 was withdrawn 13 May 2020.

Also stated was that any future agreements with any commercial organisation operating on the airfield must exclude those organisations from the Fenland Aero committee as there is opportunity for an organisation to seek advantages. Also said was that the members of this committee have experience in the world either through business or by making their own way in the world. Similarly, the wider membership also; the submitted report is not what the Committee or the wider membership would expect or accept of any professional colleague.

It was agreed to arrange an additional meeting to discuss how the Committee might proceed.

13) RUNWAYS RESTAURANT (Kerry Allan not present):

As Kerry was not present Peter gave an update.

He reported that Julie had everything running well in line with the guidance and current restrictions. Peter confirmed that Kerry is being paid to make sure the area is cleaned in accordance with Covid19 guidelines.

In response to a question, Peter confirmed that Kerry had received an amount of money for keeping the Clubhouse open and running during the lockdown period together with an extra amount to pay someone to go around cleaning to keep the restaurant Covid19 secure.

James said that a QR code is to be implemented for Covid19 'Track & Trace'.

14) FLIGHT TRAINING ORGANISATIONS (Peter Watson):

The Chairman outlined the expression of interest from a flight training organisation submitted to the Committee in July.

A Microlight training school had also expressed interest but they felt that Covid19 had got in the way and wished to reconsider this in the New Year/Springtime 2021.

Discussion followed.

It was agreed to form a sub group in order to decide how the Committee wished the airfield to be managed in the future and what duties and requirements would be needed. It was also agreed that any professional legal work required for the issue of new licences would be paid for by the aero club.

15) AOB

Requested was a date for a second meeting to discuss some of the matters arising.

The Secretary said a date would be provided at the beginning of the month.

The Secretary informed committee that Robert Stilgoe previously a helicopter instructor based at Cambridge had made contact again saying he was still interested in locating to Fenland, but Covid19 put back his plans. Claire said she invited him to revisit us when he is able.

The Secretary also informed Committee that she had received an email from David Petters saying he is concerned how close the fire truck is being parked to his Chipmunk in the old hangar; the fire truck should be parked within the lines. David added that he first noticed it parked incorrectly on Thursday 10 September and again on Thursday 24 September.

The Committee noted this, agreeing it would make sure the truck was parked correctly in future.

The Secretary said that David Petters had also made a request for some signage. Peter gave explanation.

Discussion followed.

The Committee gave no objection to David's request.

James Baldwyn gave suggestion for a shelter for the fire truck on the side of the caravan out of the way of the hangar. In response Peter said he thought the perfect place for the truck was between the new hangar being erected and the engineering workshop.

Peter asked further consideration be given after the weekend.

A question was asked concerning the engineering workshop. Peter gave explanation as to its current status.

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

The Chairman closed the meeting at 21:26hrs.

Peter Watson

22 October 2020

Signed **Date**

FAC Chairman