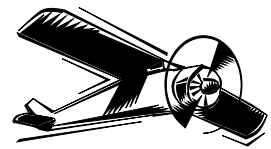


# FENLAND AERO CLUB – Management Team

Fenland Airfield, Jekils Bank, Holbeach St Johns Spalding, PE12 8RQ  
EGCL / Tel: 01406 - 540330 / Email: [secretary@fenlandairfield.co.uk](mailto:secretary@fenlandairfield.co.uk)



## MINUTES OF A MEETING OF THE FENLAND AERO CLUB MANAGEMENT TEAM

<b>Present:</b>	Jeff Helm (JH), Alan Plummer (AP), David Capon (DC), David Petters (DP), Michael Humphrey (MH)
<b>Others in Attendance:</b>	James Baldwyn, Liam Leys, Rynardt Spies, Rob Rowley, Crosby Johnson

### MONDAY, 07 DECEMBER 2020

Video Conference Meeting Convened 17:30

1) **APOLOGIES:** None

#### 2) **OUTSTANDING ACTIONS**

AP reported that the Local Restrictions Support Grant (Covid), £2000 for 4 weeks commencing 5 November, has been applied for to South Holland District Council.

DP reported that he and DC have had 2 meetings with the landlords since the last management team meeting, good progress has been made and a licence extension for Fenland Flying School (FFS) to May 1, 2021 has been consented. This allows for further discussions in the new year for both Fenland Flying School and any other flying schools that may wish to base at Fenland in future. The landlords are keen to grow the airfield whether that be microlights, helicopters or gyrocopters. **Action JH/DP to contact the helicopter flying school that was interested at the beginning of the year but delayed due to Covid.**

Mrs Wright also raised the question over weekly fuel testing and wanted to know whether it was safe and legal. DP assured Mrs Wright that FFS are still carrying out daily fuel checks but will check with the CAA. AP stated that FFS have never accepted the weekly fuel checks and have always carried out daily fuel checks when at the airfield. **Action DP to check with the CAA before any change from daily fuel checks in future.**

DP finished by saying that Dino Wright is away for the next month and that a further meeting will take place mid January.

JH confirmed that Dino Wright had been sent the FAC insurance, FFS insurance and FFS licence documents by email as requested.

### **3) HANDOVER**

JH now has access to the bank.

JH has a spare set of fuel keys should the need arise for Jet A1 PPR when FFS are unavailable.

David Parfrey had emailed suggesting photos of the FAC management team (and future committees) are put on the Fenland Airfield website and/or Facebook as a “who’s who”. This was agreed. **Action JH.**

JH asked DC if he had access to the hangar waiting list. DC waiting to hear back from John Parker.

A discussion followed on the cleaning of the clubhouse toilets with the restaurant being closed. If Kerry was not at the airfield, alternative arrangements could be made. **Action DC to speak to FFS and Kerry to discuss the optimum toilet cleaning regime.**

### **4) ADMIN**

The licences for Microsoft Office need to be renewed. **Action JH.**

JH to check with Kerry on the last gas safety check and last premises (alcohol) licence payment. **Action JH.**

The airfield fuel pump electrical safety check and precision tank test (for leaks) are both due. JH to confirm with Carl. **Action JH.**

### **5) FINANCE**

AP will be at the airfield on Wednesday to produce interim accounts until the end of November.

There was some confusion over accrual accounting vs cash accounting, the airfield has always used accrual accounting. AP to report back on the effect of Covid on FAC finance.

DC raised a question on the recent invoice from Mossops (solicitors). JH reported that we have received 2 invoices this year regarding the termination of the FFS licence, one in October for £283.33 and the recent one for £709.50. JH has requested an itemised breakdown. AP stated that payment was already approved by the previous committee.

### **6) AIRFIELD OPERATIONS**

JH reported the portacabin is leaking badly. The previous committee approved the repairs and Dave Westall will start the work next week.

Peter Watson stated we had applied to the council for planning permission for a Fenland Airfield sign on the old hangar by the road. JH has asked Peter to confirm as no planning application can be seen on the South Holland planning portal website.

Tim James had mentioned to JH that the CAA advised us to merge the aerodrome manual with the daily operations manual. **Action JH to discuss with Tim James.**

DC asked about the accountable manager position. JH informed that David Beale has resigned but will stay on until a replacement is found and Ray Nicholson will deputise for David.

Ray Nicholson had given JH some suggested drawings on the RW26 taxiway extension that was mentioned in the October committee minutes. Ray indicated it was early days and would need buy in from everyone including the members. **Action JH to follow up with the management team and FFS.**

No safety forms have been submitted.

JH asked if the management team meetings should continue weekly. The consensus was to have one more weekly meeting followed by a Christmas break and then move the meetings to monthly.

The meeting closed at 17:57

Next meeting: Monday December 14 at 17:30.

# Whaplode Fen

CRANE'S GATE  
Drain

Drain

Windssock

Hold B

Taxiway to Hold D

Hold D

36  
Unlicensed 08 / 26

30m

18m

3m

26

**NOTES**  
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ANY DISCREPANCIES ARE TO BE REPORTED TO  
THE DESIGNER IMMEDIATELY UPON DISCOVERY.  
IMMEDIATELY UPON DISCOVERY.



**KEY:**

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Drawn: S.C.  
Date: Oct 2020  
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File: FAC Runways

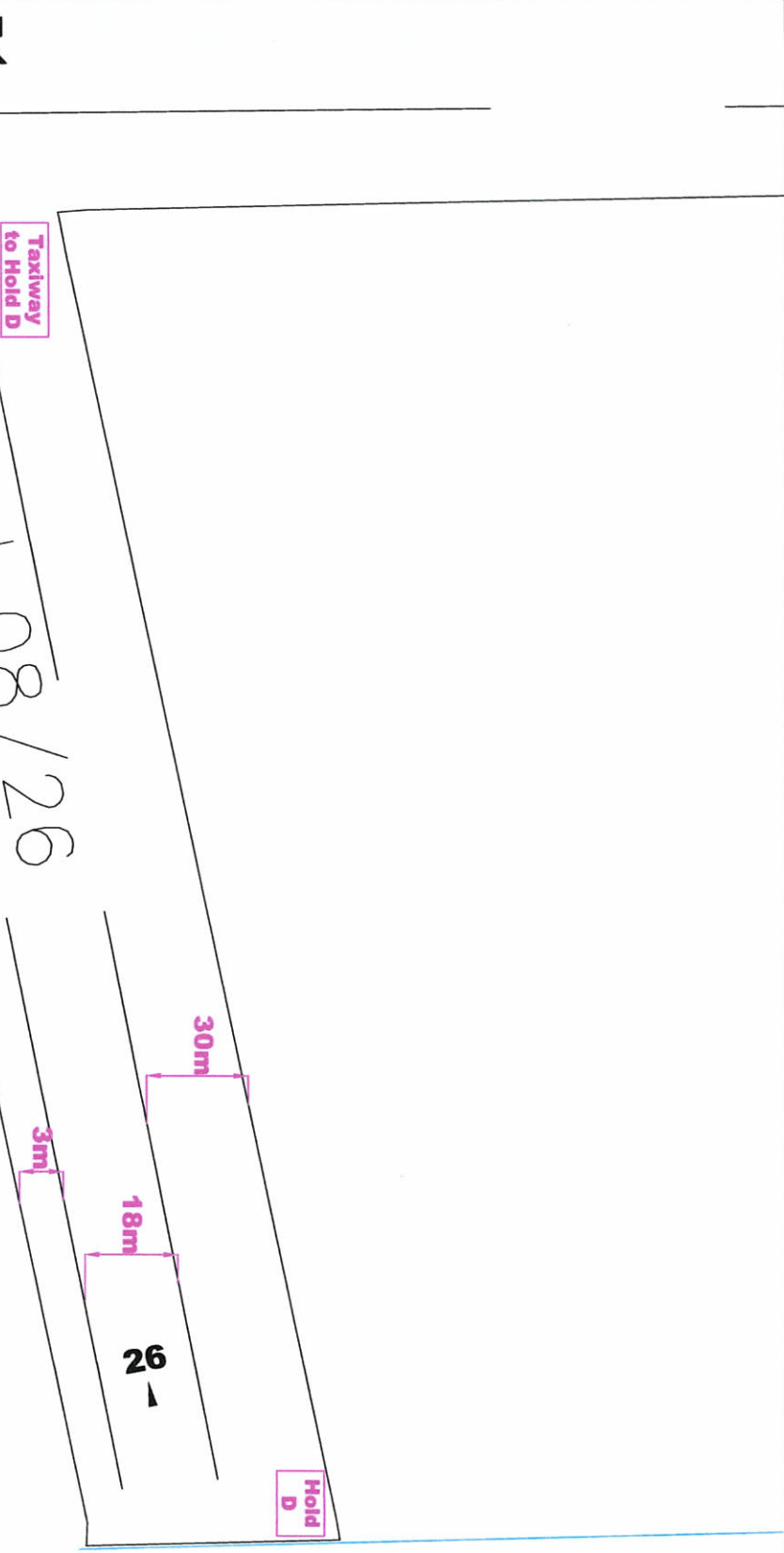
Fenland Aero Club  
Fenland Airfield  
Hobbeach St Johns  
SPALDING  
Lincs, PE12 8RQ  
RUNWAY 26 TAXIWAY & DELTA HOLD  
Aerodrome Plan Safety Plan

DWG. NO. RW 08 & 26 Taxiway

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**KEY:**



**36**  
 Unlicensed 08 / 26

**FENLAND  
 AERO CLUB**

Drawn: S.C.  
 Date: Oct 2020  
 Scale: Not to Scale  
 File: FAC/Runways

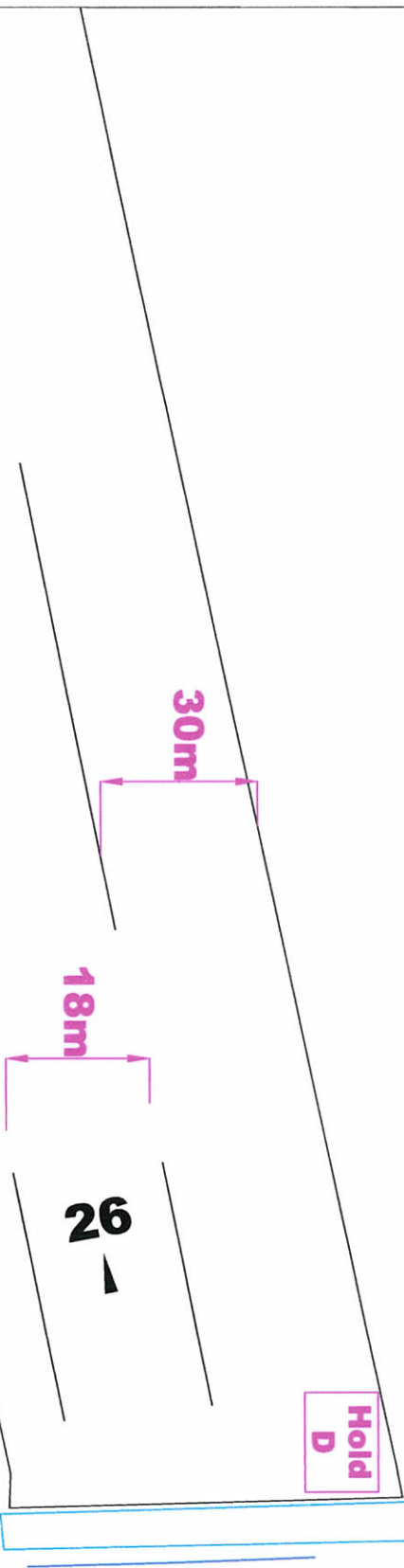
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 Fenland Aero Club  
 Fenland Airfield  
 Holbeach St Johns  
 SPALDING  
 Lines, PE12 8RQ  
 RUNWAY 26 TAXIWAY & DELTA HOLD  
 Aerodrome Plan Safety Plan

DWG. NO. RW 08 & 26 Taxiway

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THE ATTENTION OF THE PROJECT MANAGER  
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KEY:



# FENLAND AERO CLUB

Drawn: S.C.  
Date: Oct 2020  
Scale: Not to Scale  
File: PAC Turnways

Revision: SC (Oct 20)

Fenland Aero Club  
Fenland Airfield  
Holbeach St Johns  
SPALDING  
Lincs, PE12 8RQ

RUNWAY 26 TAXIWAY & DELTA HOLD  
Aerodrome Plan Safety Plan

DWG. NO. RW 08 & 26 Taxiway

1/1

