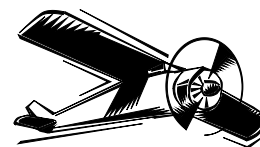


# FENLAND AERO CLUB – Management Team

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

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

<b>Present:</b>	Jeff Helm (JH), Alan Plummer (AP), David Petters (DP), Michael Humphrey (MH)
<b>Others in Attendance:</b>	Rob Rowley, Neville Stamford, Steve Pearson, Fenland Flying School

### MONDAY, 18 JANUARY 2021

Video Conference Meeting Convened 17:30

**1) APOLOGIES:** David Capon

#### **2) MATTERS ARISING**

None. All actions from the previous meeting will be covered later in the agenda.

#### **3) ADMIN**

JH stated that two new flying members had joined, Malcolm Springall and Carl Wade.

The CAA have contacted David Beale and this year's audit will be a desktop audit meaning the CAA will review our aerodrome manual, documentation and processes remotely. They enquired whether we had submitted our safeguarding map to the council (we have), asked for up to date contact details and also enquired whether we had further considered licensing runway 08/26.

Discussion followed as to the benefits and requirements and further investigation is needed.

**Action JH to respond to the CAA and engage others in discussing 08/26.**

#### **4) FINANCE**

AP presented the accounts for December 2020 and the current year to date. It is difficult to predict income during the first few months of 2021 but is estimated that we will end the financial year with a deficit of around 11k before Covid grants. Covid grants currently amount to 27k of which 10k has been defrayed to FFS and Kerry. Another grant of 6k should be available for the recent lockdown, but the application to South Holland District Council is not yet open.

AP asked whether the current defrayment to FFS and Kerry should be increased by £1500 per business. Whilst there is no legal requirement to share, there is an expectation that a percentage

will be shared with any business on the site that does not have their own rateable value. JH stated that an email had been received today from the Valuation Office Agency through SHDC in response to requests by FFS and Kerry to have separate rateable values, the outcome being that the VOA do not wish to change the current structure.

Discussion followed. DP stated that it would not be in the club's interest for any business on the airfield to go under. MH thought the £2000 grant should continue and that the additional 6k grant will be available soon. AP stated there was a conflict between deferring payment until the 2021/2022 budget was established against the need for Covid grants to support business now and not later. We need to be both prudent and fair.

It was unanimously agreed that, provided FFS and Kerry have not received any Covid support from other sources and that the businesses intend to continue at Fenland, we would defray another £1500 to each business. **Action JH to contact FFS and Kerry.**

JH asked whether the members Covid fuel discount should continue after the end of January. AP said that a full review should take place after the next fuel delivery. JH said that fuel sales to non-members this year are still high. It was agreed to leave all fuels prices as they are for the time being.

## **5) AIRFIELD OPERATIONS**

DP reported that lockdown has stifled discussions with the landlords. The mid January face-to-face meeting has been postponed although there has been some phone communication with the Wrights regarding the FFS licence. The management team are in the progress of drafting a renewed licence. DP stated that the licence needs to be worded much clearer so as not open to interpretation.

JH presented the results of the members survey regarding any future flying schools (see graph below). We had 59 responses, mostly from flying members. Across the board, around 50-60% of members are pro more flying schools, 20% don't mind either way, and 20-30% are against any more flying schools. There were also a good number of feedback comments. In terms of any helicopter flying school, members were worried about the size of the airfield supporting more schools, fuelling and mixing with other aircraft in the circuit. Likewise, for both helicopters and aerobatics, noise is potentially a big issue for our neighbours. Members also commented whether the runways and infrastructure would need upgrading to support an expanding airfield. JH stated that we may need to review our airfield procedures for any helicopter school and that it would be

unlikely that additional income from future flying schools would support the level of infrastructure upgrade required. DP commented that we would need to consult members for each specific future flying school once the scope of each operation was defined, there would be a big difference between one instructor and one aircraft vs a fleet of aircraft per school. AP questioned the driver for introducing more flying schools to Fenland. DP replied that the decision is up to the members. JH stated that the driver was likely be a flying school approaching us to request being based at Fenland. It was agreed that due diligence should be done on any future flying school to inform member decisions.

Discussion followed on the licence issued to the British Aviation Academy and it was agreed that the management team would arrange a meeting with Adrian Willis. **Action ALL.**

JH reported that a number of people had emailed about the new hangars regarding leaks and condensation, electrics tripping out and poor lighting. Steve Pearson commented that a significant amount of airfield income comes from hangarage and the airfield generally needs sprucing up. AP commented that we need proposals over 3-5 years and that now is not a good time to start a large project. JH suggested some remedial work could be undertaken given there are some obvious holes in the hangar roof and that we should talk to the landlords. Row Rowley offered his services as a chartered electrical engineer to assess the electrics in the hangar. **Action JH to come up with options for the hangars and DP to talk to the landlords.**

DP reported that he had contacted the CAA regarding the daily vs weekly fuel checks. The CAA had responded that fuel samples should always be taken daily before fuel is dispensed.

## **6) QUESTIONS FROM ATTENDEES**

Steve Pearson enquired whether the sample fuel used for daily checks should be returned to the tanks. DP and AP responded that our current processes for the cleanliness of fuel testing equipment would not support the CAA requirement and to consider valuing £1500 a year vs the liability of fuel contamination. **Action DP to follow up with the CAA to get clarity on returning tested fuel to the tanks and what process and equipment changes would be required.**

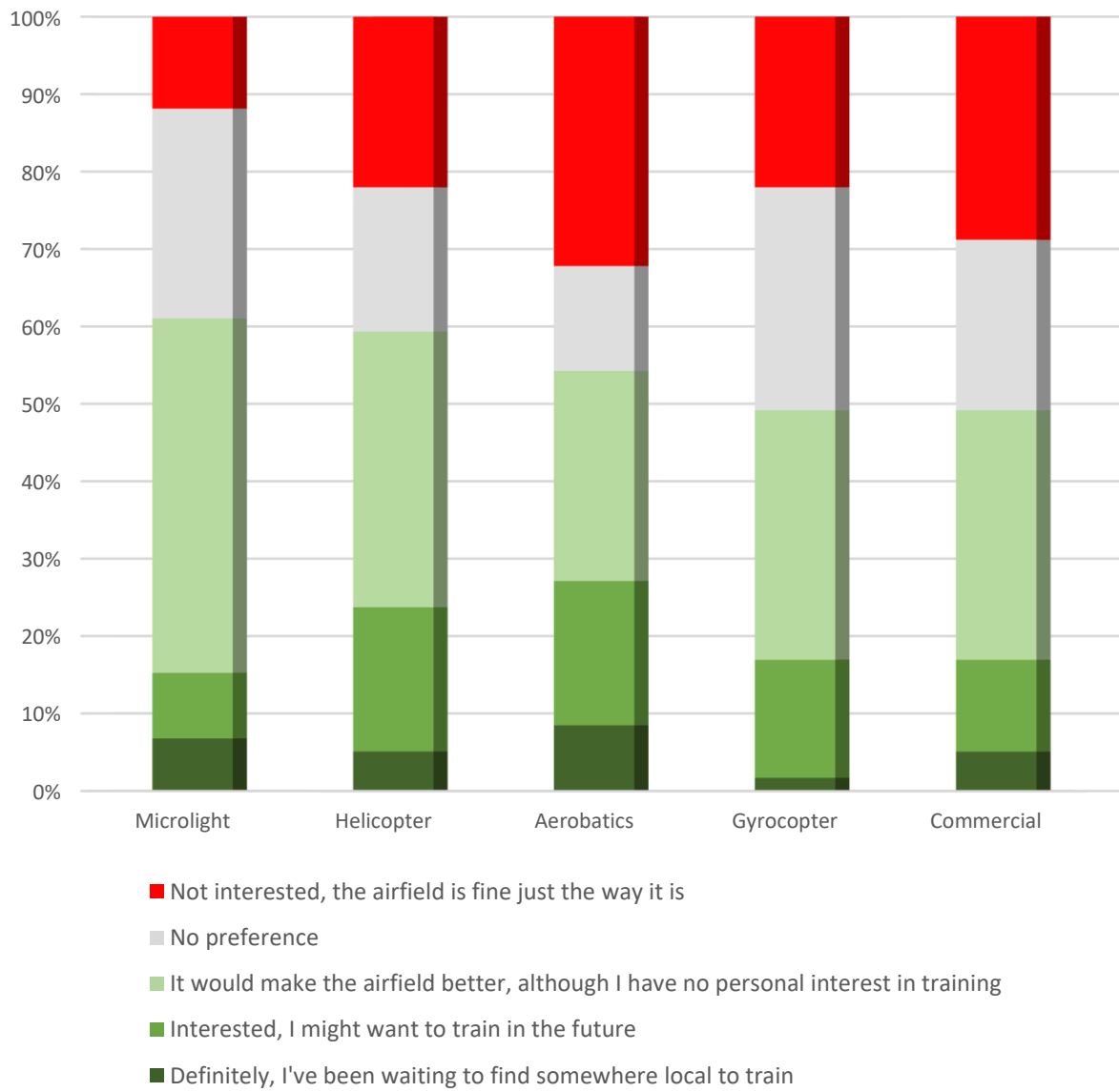
## **7) AOB**

There was no AOB.

The meeting closed at 19:04.

Next meeting: Monday February 15, 2021 at 17:30.

### Future flying schools at Fenland (59 responses)



<b>Fenland Aero Club</b>				
<b>Income and Expenditure Account</b>				
<b>DRAFT</b>				
<b>April 2020 to 31 December 2020</b>				
	<b>Previously Reported</b>	<b>December</b>	<b>Year to</b>	<b>Estimated</b>
	<b>1 April 2020 to</b>	<b>2020</b>	<b>Date</b>	<b>Full Year to</b>
	<b>30-Nov-20</b>			<b>31-Mar-21</b>
	<b>£</b>	<b>£</b>	<b>£</b>	<b>£</b>
<b>Income</b>				
Membership Flying	13998	1750	<b>15748</b>	20997
Membership Associate	1227	154	<b>1381</b>	1841
Membership Social	606	75	<b>681</b>	908
Landing Fees	4286	83	<b>4369</b>	4500
Parking	661	60	<b>721</b>	900
New Hangars	22449	2883	<b>25332</b>	33776
Old Hangars	9225	1248	<b>10473</b>	13964
Events	333	0	<b>333</b>	333
Donations	0	200	<b>200</b>	200
Other Income	484	0	<b>484</b>	484
Unallocated Income	0	1076	<b>1076</b>	1076
	<b>53269</b>	<b>7529</b>	<b>60798</b>	<b>78980</b>
<b>Fuel</b>				
Sales	76834	3208	<b>80042</b>	86000
Purchases	53047	0	<b>53047</b>	53047
Opening Stock	23631	0	<b>23631</b>	23631
Less: Closing Stock	15523	-2636	<b>12887</b>	8027
<b>Surplus on Fuel</b>	<b>15679</b>	<b>572</b>	<b>16251</b>	<b>17349</b>
	Fuel GP%	20.41%	17.83%	20.30%
		20.17%		
<b>Gross Surplus after Fuel</b>	<b>68948</b>	<b>8101</b>	<b>77049</b>	<b>96329</b>
<b>Direct Expenses</b>				
Hangar Costs	887	219	<b>1106</b>	1400
Fuel Costs Tokheim	1598	200	<b>1798</b>	2350
Forest Aviation	1275	0	<b>1275</b>	2550
Pressure Testing	0	0	<b>0</b>	600
Other	234	52	<b>286</b>	500
	<b>3994</b>	<b>471</b>	<b>4465</b>	<b>7400</b>
<b>Overheads</b>				
Insurance	8222	1028	<b>9250</b>	11500
Rent	33186	4148	<b>37334</b>	49779
Light & Heat	3744	467	<b>4211</b>	5500
Airfield General Maintenance	1550	0	<b>1550</b>	2250
Mowing	4312	0	<b>4312</b>	5500
Portacabin Roof	0	0	<b>0</b>	1700
Rates	0	0	<b>0</b>	0
Fire Truck Repairs etc	935	0	<b>935</b>	1100
Printing, Stationery and Telephone	381	92	<b>473</b>	700
Professional Fees	500	0	<b>500</b>	500
Audit	0	0	<b>0</b>	975
Book-keeping	1326	184	<b>1510</b>	2200
Legal	1000	593	<b>1593</b>	2100
Advertising	0	0	<b>0</b>	0
Clubhouse Expenses	3460	160	<b>3620</b>	5000
Cleaning	2186	136	<b>2322</b>	3000
Computer & IT	164	172	<b>336</b>	448
Clubhouse Events	0	0	<b>0</b>	0
Licences	2239	161	<b>2400</b>	2600
Refreshments & Sundries	1580	54	<b>1634</b>	2000
Barclaycard Charges	1122	62	<b>1184</b>	1579
Depreciation	1050	130	<b>1180</b>	1500
Donations	0	337	<b>337</b>	350
	<b>66957</b>	<b>7724</b>	<b>74681</b>	<b>100280</b>
<b>Surplus (-Deficit) for the period</b>	<b>-2003</b>	<b>-94</b>	<b>-2097</b>	<b>-11352</b>
Covid Support Grant Received	25000	2000	<b>27000</b>	27000
Less: Support to Runways and Fenland Flying School	-2400	-7600	<b>-10000</b>	-13000
<b>Surplus after Grant</b>	<b>20597</b>	<b>-5694</b>	<b>14903</b>	<b>2648</b>