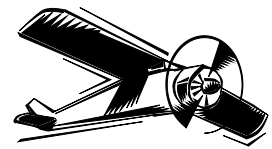


FENLAND AERO CLUB – Management Team

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



MINUTES OF A MEETING OF THE FENLAND AERO CLUB MANAGEMENT TEAM

Present:	Jeff Helm (JH), Alan Plummer (AP), David Petters (DP), Dave Capon (DC)
Others in Attendance:	Rob Rowley

MONDAY, 15 MARCH 2021

Video Conference Meeting Convened 17:30

1) APOLOGIES: Michael Humphrey

2) MATTERS ARISING

JH stated that the idea to erect a post box on the fence was problematic due to the quality of the fence. It was agreed to wait for lockdown to end to have post reinstated.

3) ADMIN

We have one new flying member Miles Riches who is using the airfield for CPL hour building.

JH asked about forthcoming membership renewals, which led AP into the finance section.

4) FINANCE

AP presented the first draft of a budget for 2021/2022. He is checking with Mary on membership figures and rent payments. At this stage it is difficult to know what the effect of Covid and post-Covid might be on next year, especially in terms of fuel sales which are significantly down this year. DC asked if there were concerns over the budget, AP replied his only concern was matching increases in rent and will investigate this further. JH stated that pilots not having flown for a while might take time to restart which could lead to delayed membership renewals. It was agreed by all that Mary should send out a standard membership renewal request but with an note for members that have financial difficulties to get in touch. **Action JH to contact Mary regarding membership renewals.**

AP continued with the finance for the current year. It is expected to end the year with a 14k deficit, although with Covid support this becomes a surplus of 9k.

JH asked if the finances allowed for some tidying up around the airfield e.g. holes in carpark, new fences. AP replied modest amounts of spending would be ok. JH said he would walk round the airfield with a couple of members when Covid allows and make a list of everything that needs doing.

AP reported a dilemma with fuel. The JET A1 is 2 years overdue on an internal inspection, the fuel maintenance company want a gantry for safety and this needs to be done before we top up the tank to ensure the old fuel doesn't go off. We have also been advised that weekly samples should be taken from the bottom of the tanks and filters should be drained. JH has purchased a copy of JIG 4 which although is intended for small airports, has useful guidance. A discussion followed including how we can test the bottom of the AVGAS tanks. One of the problems is that all the current documentation is guidance, the CAA withdrew CAP748 in May 2020. DP asked what the costs would be for us to follow JIG 4 guidance. JH replied that equipment costs should be minimal, he has already purchased a hydrometer and thermometer to check fuel density, to indicate any early contamination. AP stated a represent from Gulf would be happy to visit the airfield and review our processes when Covid permits. DC asked us to also involve the Accountable Manager. In terms of progressing the Jet A1 gantry, AP stated we are still waiting for a drawing from Frosts.

Action AP to chase up Frosts.

JH raised the mark-up of fuel for non-members, members and FFS. With the reduction in members price for Covid to match the FFS price, FFS have no additional discount in lieu of airfield duties performed. Various solutions were discussed, AP asked if we could defer a decision until the next tranche of fuel is ordered, likely to be late April/early May.

5) AIRFIELD OPERATIONS

The VAC had been in contact, they would like to push their event at Fenland back to June 5.

James Baldwyn had contacted JH after earlier discussions and proposed to jointly manage events at Fenland through JH by both himself and Kerry. Whilst nothing will happen before Covid uncertainty is resolved, having events at Fenland keeps us on the map. If we can have a Wings and Wheels this year in one form or another, we will try. JH stated that delegating positions outside any committee such as IER/RFFS manager, gives continuity through committee changes. Everyone agreed with James and Kerry looking after events.

JH has purchased new first aid kits and eye wash stations for both the AVGAS shed and Jet A1 cabinet, given the existing first aid kits were almost a decade past their expiry date.

The government are offering LFT (lateral flow testing kits) for free. **Action JH to talk to Dave Westall and Kerry to see if they would like any for their teams.**

It was agreed to defer the previous discussion on temporary hangarage until the next meeting.

FFS intend to start flight training at Fenland on April 13.

The IER/RFFS crew intend to provide fire cover at Fenland on weekends commencing April 3 to coincide with the return to solo flying that week. Dave Westall had requested 6 “as new” fire helmets at a total of cost of £900 to complete the fire kit refresh, this was approved.

Kerry and JH had investigated the cost of refreshing the tables and chairs in the clubhouse, comparing new and used. New would be in the region of 3-5k. Numerous members have commented on the dated clubhouse image and tiredness of the current table and chairs. Concerns were raised over used tables not being any better than what we already have and that if we do the job we should do it properly. A capital budget of 5k was agreed in the next financial year, the team would like to see the proposal and designs prior to purchase.

DC gave an update on the draft FFS licence, Covid has stopped any meetings with the landlords.

Action DC to update FFS. Action JH to send the latest draft licence to the team. The helicopter instructor (initially with one Robinson R22 and one Robinson R44) is still interested to come to Fenland in spring. Members will need to vote once the landlords have confirmed further hangarage will be available. DP said we need to find a way to consult members formally without an AGM or EGM, electronic voting etc. DC replied that an AGM or EGM allows for discussion.

Action DP to follow up hangarage with the landlords.

JH reminded the team that we need to talk to the BAA.

6) QUESTIONS FROM ATTENDEES

None

7) AOB

There was no AOB.

The meeting closed at 19:07.

Next meeting: Monday April 19, 2021 at 17:30.

Fenland Aero Club				
Income and Expenditure Account				
April 2020 to 28 February 2021				
	Previously Reported 1 April 2020 to 31-Jan-21 £	January 2021 £	Year to 28-Feb-21 £	Estimated Full Year to 31-Mar-21 £
Income				
Membership Flying	17934	1693	19627	21000
Membership Associate	1534	154	1688	1800
Membership Social	757	76	833	900
Landing Fees	4573	0	4573	4600
Parking	601	-167	434	500
New Hangars	28327	2944	31271	34000
Old Hangars	11257	352	11609	12600
Events	333	0	333	333
Donations	237	0	237	237
Other Income	484	0	484	484
Unallocated Income	369	0	369	0
	66406	5052	71458	76454
Fuel				
Sales	81522	1490	83012	83500
Purchases	53047	0	53047	53047
Opening Stock	23631	0	23631	23631
Less: Closing Stock	11472	-1347	10125	9725
Surplus on Fuel	16316	143	16459	16547
	Fuel GP%	20.01%	19.83%	19.82%
Gross Surplus after Fuel	82722	5195	87917	93001
Direct Expenses				
Hangar Costs	1225	95	1320	1500
Fuel Costs Tokheim	1998	201	2199	2420
Forest Aviation	1275	969	2244	2250
Pressure Testing	0	0	0	0
Other	311	26	337	500
	4809	1291	6100	6670
Overheads				
Insurance	10278	302	10580	10880
Rent	41482	4148	45630	49780
Light & Heat	4731	935	5666	5950
Airfield General Maintenance	1550	0	1550	2250
Mowing	4312	0	4312	5500
Portacabin Roof	1786	39	1825	1786
Rates	0	0	0	0
Fire Truck Repairs etc	935	0	935	1100
Printing, Stationery and Telephone	542	43	585	700
Professional Fees	500	0	500	500
Audit	0	0	0	975
Book-keeping	1690	180	1870	2200
Legal	1593	0	1593	2100
Advertising	0	0	0	0
Clubhouse Expenses	3620	0	3620	5000
Cleaning	2335	180	2515	3000
Computer & IT	336	0	336	448
Clubhouse Events	0	0	0	0
Licences	2487	249	2736	2800
Refreshments & Sundries	1634	7	1641	2000
Barclaycard Charges	1263	25	1288	1717
Depreciation	1311	131	1442	1500
Donations	337	0	337	350
	82722	6239	88961	100536
Surplus (-Deficit) for the period	-4809	-2335	-7144	-14205
Covid Support Grant Received	36357	180	36537	39770
Less: Support to Runways and Fenland Flying School	-13000	-3000	-16000	-16000
Surplus after Grant	18548	-5155	13393	9565