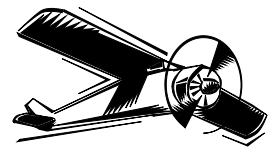


# FENLAND AERO CLUB – Management Team

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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), Dave Capon (DC), Michael Humphrey (MH), Steve Brown (SB), Kerry Allen (KA)
<b>Others in Attendance:</b>	Liam Leys, James Baldwyn, Luke Adams

**MONDAY, 26 APRIL 2021**

Video Conference Meeting Convened 17:30

**1) APOLOGIES:** None

**2) SAFETY MEETING**

SB witnessed a space heater (flame) in the hangars. AP stated this may invalidate our insurance.

**Action DP to talk to the owner to remove asap.**

**3) MATTERS ARISING**

SB asked for an update on one of the proposed rule changes at a previous meeting. JH replied it was agreed to clarify the wording and take to the members at the next AGM.

JH reported that Covid test kits were available in the caravan for any “worker” that wanted to test themselves.

**4) ADMIN**

JH welcomed new members to the club: John Jennings (associate), Andy Smith (flying) and Gordon Sargent (flying). Membership renewals are on par with previous years with generally a 20-30% reduction in members from the end of March to the AGM. We are currently at 30% and this should go down by the time of the AGM. No membership renewal reminders have yet been sent.

JH raised that there had been an agreement in previous years to give the IER volunteers free social membership, however this had been recorded on the membership spreadsheet as a combination of social, social honorary and volunteer (no voting rights) members. It was agreed that all the IER volunteers should be given gifted social membership, which includes voting rights. AP asked about

the process to ensure all new IER volunteers complete social membership application forms, JH said he would liaise with Dave Westall.

JH reported that Mary Payne had resigned as membership secretary. She no longer flies and decided it was time to pass the role to someone else. She had contacted JH a month ago and handover was already underway.

JH informed Kerry that an annual gas check was due. The FAC notes left with the septic tank permit stated that the tank needed to be emptied every 6 weeks. Discussion followed that this should only need to be done once a year.

Claire Buckley had emailed JH to raise a couple of points on both late payment renewals and temporary memberships. According to the rules if you haven't renewed by the end of April you are deemed to have resigned from the club, however in the past members have renewed up to the AGM. DP replied we need to follow the rules and that after May 1 any membership renewal should be processed as a new member. JH asked what would happen on May 1 to members with aircraft in hangar spaces who don't renew on time. Discussion followed. DP suggested that since we haven't yet sent any membership renewal reminders, for this year only we should agree to extend the renewal deadline by 14 days from the date of the reminder email, this was agreed.

JH explained the previous use of temporary membership after speaking to the flying school and Simon Cooke. It would be onerous to have to process a temporary FAC membership form for each trial lesson, but we need to add clarity to the rules for the terms of temporary membership. AP replied that we might want to consider shorter membership durations than 1 year but at a higher pro-rata cost. It was agreed to suggest a rule change to the members at the next AGM.

JH asked if the next AGM on June 30 should be in person in the clubhouse, or virtual like the EGM. DP replied it depends on the Covid situation and the number of people likely to come to the AGM. SB asked about provision for voting at a virtual AGM, JH replied this was difficult to achieve in a virtual meeting without a separate meeting before and after the voting. Liam asked if the AGM could be done in the hangar. DP asked if a hybrid AGM would be possible but JH replied the broadband speed of the airfield wouldn't support this. AP stated that if there is any chance of a high number of people at the AGM then an in-person AGM wouldn't be practical. It was agreed to defer the decision until the next meeting.

Finally JH informed the team that Mrs Wright has requested copies of all insurance relating to the premises. SB asked what the obligation was under the lease. DP said clause 7 of the lease states the requirement. **Action JH to send Mrs Wright the requested information after approval from our insurance company. Action JH to contact the hangar members to ask for up to date aircraft insurance certificates.**

## **5) FINANCE**

AP presented the draft year end figures showing a deficit of just under 10k before any covid support grants are applied. Applying the covid grants received and not defrayed, we have a surplus of 13k. AP recommended the club keeping 20k of the annual covid grants and defraying a further £1500 to each of the 2 businesses on the airfield. MH informed that a “restart grant” was recently issued by the government and that we should receive a further grant of 12k, paid automatically, to support the club into the next financial year. JH stated that we also have full rate relief in the next financial year. DP stated that it was in the club’s interest to support the businesses on the airfield. The £1500 defrayment was agreed. **Action JH to make payments as per previous terms.**

AP presented the draft balance sheet and assets, showing capital and reserves of £132k.

JH reminded the team that the latest AVGAS purchase was +10ppl and that sale prices need to be addressed, especially with the Covid discount still in place. April fuel sales were over 10,000 litres, on par with a normal April. AP asked for deferred authority for himself and JH to look at fuel pricing in greater detail and propose revised pricing. FFS pricing was also discussed and the lack of discount they currently receive on top of members pricing.

## **5) AIRFIELD OPERATIONS**

JH had been contacted by the British Aerobatics Association regarding their 2 annual events at Fenland. Dates proposed are 10<sup>th</sup> and 11<sup>th</sup> July and 28<sup>th</sup> and 29<sup>th</sup> August. This was approved. In addition an aerobatic training camp was requested on 29<sup>th</sup> and 30<sup>th</sup> May. It was felt that 3 aerobatic weekends in a short time period was too much for the neighbours, especially on a bank holiday weekend.

Mr Wright had approached KA and JH regarding a regular (once a month) evening car event in the airfield carpark. AP said we would need to check/notify our insurance company. DP said the event would be great to promote the airfield and the restaurant. KA was happy to open the restaurant on the evening of the events. **Action JH to contact our insurance company for confirmation.**

JH reported that James Baldwin has resigned as events manager and was thanked for his time and enthusiasm.

Luke Adams was invited to speak regarding an incident where his aircraft was worked on, including an engine run, without his permission. A full inspection will now be required. A discussion followed. It was agreed that it was unacceptable to tamper with another aircraft. SB asked whether we could find Luke a different hangar space. **Action JH to speak to Luke about alternative hangarage.**

JH had received an email from Murray Spittal, Accountable Manager, regarding three observations at the airfield:

a) Improved airfield signage. Existing signs are worn and there should be better signage at holds Alpha and Bravo to prevent runway incursions. Liam suggested a new sign to encourage pilots to taxi to Charlie and not stop at Bravo. **Action JH/DP/SB/Murray to get together and recommend a plan for new signage.**

b) The floodlight outside the old children's play area has no hazard markings. DP suggested removing the post. **Action JH/DP/SB/Murray to review.**

c) There is a lot of excavated soil at the edge of the 08 taxiway. Murray would like the soil removed. There was a previous plan to use the soil to level the runway, but further investigation has shown the soil to not be suitable. Discussion followed. **Action MH to survey the soil and propose a solution.**

MH also offered to weedkill the 08/26 markings, prior to any re-chalking.

JH asked that SB have delegation to request grass cutting in line with the annual budget. This was approved.

## **6) QUESTIONS FROM ATTENDEES**

None

## **7) AOB**

DP stated that we need to provide better communications to the members to keep them informed of our decisions. He also suggested a regular non-political email newsletter in the style of the previous Fenland Flyer.

The meeting closed at 19:28. Next meeting: Monday May 17, 2021 at 17:30.

<b>Fenland Aero Club</b>		
<b>Draft Income and Expenditure Account For The Year Ended 31 March 2021</b>		
		<b>Draft Actual</b>
		<b>Full Year to</b>
		<b>31-Mar-21</b>
		<b>£</b>
<b>Income</b>		
Membership Flying		21502
Membership Associate		1841
Membership Social		908
Landing Fees		4594
Parking		504
New Hangars		34420
Old Hangars		12617
Events		333
Donations		300
Other Income		231
Unallocated Income		<u>77250</u>
<b>Fuel</b>		
Sales		85188
Purchases		53047
Opening Stock		23631
Less: Closing Stock		8000
<b>Surplus on Fuel</b>		<u>16510</u>
	Fuel GP%	19.38%
<b>Gross Surplus after Fuel</b>		<u>93760</u>
<b>Direct Expenses</b>		
Hangar Costs		1379
Fuel Costs Tokheim		2398
Forest Aviation		2135
Pressure Testing		0
Other		734
		<u>6646</u>
<b>Overheads</b>		
Insurance		11296
Rent		49780
Light & Heat		5838
Airfield General Maintenance		1550
Mowing		5112
Portacabin Roof		1825
Rates		-89
Fire Truck Repairs etc		935
IER Equipment		900
Minor Equipment		420
Printing, Stationery and Telephone		712
Professional Fees		500
Audit		960
Book-keeping		1609
Legal		870
Advertising		0
Clubhouse Expenses		3899
Cleaning		2149
Computer & IT		489
Clubhouse Events		0
Licences		2439
Refreshments & Sundries		2403
Barclaycard Charges		1711
Depreciation		1500
Donations		0
		<u>96808</u>
<b>Surplus (-Deficit) for the period</b>		<b>-9694</b>
Covid Support Grant Received		39500
Less: Support to Runways and Fenland Flying School		-16000
<b>Surplus after Grant</b>		<u><b>13806</b></u>