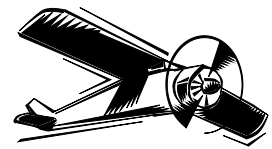


FENLAND AERO CLUB – Management Team

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), David Petters (DP), Dave Capon (DC), Michael Humphrey (MH), Steve Brown (SB)
Others in Attendance:	Braden Connolly, Rob Rowley

THURSDAY, 20 MAY 2021

Video Conference Meeting Convened 17:30

1) SAFETY MEETING

JH reported a safety email had been received. The reporter had been asked to complete a safety form.

2) APOLOGIES

Alan Plummer had sent a resignation email to the management team on May 8. The team thanked Alan for his contributions since the EGM. JH asked if the team were still authorised to make decisions. DP stated we are still a quorum with four voting members and six including ex-officio. Given the proximity to the AGM on June 30, it wasn't realistic to replace Alan with someone new through an EGM and we have to take a pragmatic approach. JH asked what would happen if a management team vote ended up with two for and two against, it was agreed that a hung motion would not be passed.

3) MATTERS ARISING

JH had followed up with the insurance company regarding the space heater in the hangar. Any portable heating needs to be notifiable to our insurer, whether we are covered could depend on whether we were aware. It was suggested that hangars are checked on a regular basis. Regarding any events, our insurer recommended we inform them of all events rather than a crib sheet to decide if our insurers need to be informed.

JH asked to formalise the decision to action or not action the previous legal advice quote of around £5500. Discussion followed. It was agreed not to go ahead with the quote.

JH asked DP to talk about the two complaints received as a result of the full report being sent to members. Rob Rowley left the meeting. Ray Nicholson had emailed the management team stating incorrect information in the report in that he did not authorise the opening of the airfield post-Covid and requested a retraction and apology. Further investigation agreed with Ray, an amendment was subsequently issued to all members. The correction email led to a second complaint from a different member refuting all events, a reply was sent stating email evidence was used.

4) ADMIN

We have had lots of new members this month; Marcus Hawkings (flying), Bas Louis (social), Joshua Brown (flying), Alastair Burton (flying) and Gregory Pelling (flying). JH stated that our membership renewal rate is currently 81% which is slightly better than a normal year, we have already surpassed our annual membership income budget by 2k.

JH raised an anomaly on the membership charges and fees form, in that only flying membership is stated as pro-rata until the end of the financial year. However the website states associate membership is also pro-rata and pro-rata associate memberships have been charged for 5 years. It was agreed to leave the pro-rata associate memberships as is.

Rob Rowley rejoined the meeting.

One flying member with hangarage has not paid their membership fee. DC referred to rule 3.9 and A.3. It was agreed to write a letter to the member asking for payment otherwise the aircraft will be removed from the hangar. **Action JH to write a letter.**

In 2020 due to Covid only 50% of members renewed by May 1. This would exclude many members from being eligible for the committee under the 2 consecutive year rule. JH proposed that we should suggest to the members at the AGM to vote to change rule 5.5 so that for 2020 only, continuous membership would include those members that renewed by July 1.

WPD (Western Power) had requested invoicing/bank payments as opposed to credit card payments in-hours. Due to the admin overhead, it was agreed to keep the current credit card payment method.

5) FINANCE

JH presented the monthly accounts for April. Fuel sales were 15k vs a 100k annual budget, landing fees £620 vs a £6k budget. So all on track. No more analysis can be done at this early stage in the

financial year. The previous 2020/2021 accounts are being prepared by our accountant and will be available shortly. Account balances £54336 current, £75005 savings.

The fabrication of the Jet A1 fuel gantry is ongoing. Our fuel maintenance organisation were happy to fabricate the ladder and platform as an alternative, but wanted FAC to provide exact measurements. **Action DC to talk to Frosts to chase progress.**

5) AIRFIELD OPERATIONS

One of our associate members had suggested Cromer as a reciprocal airfield. Landing fees are similar to Fenland, good restaurant, not many based aircraft and it is a popular destination to benefit our members. This was agreed. **Action JH to contact the owner of Cromer.**

MH had looked at the soil spoil on 08 and recommended there is too much soil to remove. The best solution would be to spread it thinly over a narrow patch on the edge of the 08 taxiway without affecting useability, once the grass has grown back it would be invisible. **Action MH to get a quote for the soil levelling.** MH also thought it would be worth getting a full runway laser level survey to identify where the areas of concerns are. Runway markings will be sprayed with weedkiller once the weather improves.

JH reported that a propeller in the new hangar has been damaged due a collision with another aircraft, requiring an engine shock test. A discussion followed about liability, especially if no-one takes responsibility or an aircraft was moved by a non-owner. In-hangar CCTV was discussed but it was felt the light and number of cameras required to cover the whole hangar would not make this a viable solution. Insurance companies are involved. **Action JH to remind all the hangar members to be very careful when moving aircraft.**

Dave Westall has requested a new fire truck. DP briefed the team that the goal is to improve the firefighting equipment and media capacity. A number of trucks for sale had been suggested. The suitability of a truck for soft grass was discussed. JH asked about off airfield access, the truck is not insured for driving on roads and it has always been down the fire crew to make a risk assessment. The current wide wheels on the fire truck would not pass an MOT. It was agreed a moderate upgrade with a second truck was beneficial but the members would need to be asked at the AGM. Dave Westall had informed the members that only trained IER crew can use the fire truck. A discussion followed. SB asked if a solution is for FFS to be IER trained. **Action DP to talk to Dave Westall about the use of the fire truck by members.**

JH stated he will circulate the latest draft FFS licence after the meeting, for final comments prior to presenting to the members at the AGM. It is broadly based on the previous licence. No response has yet been received from the helicopter school in terms of CV and references, so a helicopter school licence has not been progressed.

JH asked if DP's updated covid policy was approved to publish on the website. This was agreed. Kerry is planning on re-opening the restaurant indoors Friday through Sunday until the weather improves. This was agreed.

6) AGM, June 30 2021

JH asked if the AGM will be in person or virtual. DC said it was uncertain whether large groups would be allowed by time of the AGM. DP thought it would be irresponsible to have a face to face meeting especially with the Indian Covid variant. JH asked about how voting would work if one vote depends on the result of a previous vote and voting would need to be confidential. An adjourned AGM was suggested where voting on rule changes would take place after the first meeting, followed by the election nominees in a second meeting/vote. It was noted that having the EGM virtually led to a far wider reach of members than any previous AGM and ran more orderly. JH said we need another meeting before the deadline for AGM rule changes.

7) QUESTIONS FROM ATTENDEES

Braden asked if we should accept committee nominations by email if the rules do not prohibit this. It was agreed a process through the secretary could work who would then transfer them to the notice board.

8) AOB

MH said he would talk to Humphrey about purchasing the fire truck building.

The meeting closed at 19:33. Next meeting: Monday June 7, 2021 at 19:30.

Date: 18/05/2021
Time: 14:49:55

Fenland Aero Club
Profit and Loss

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From: Month 1, April 2021
To: Month 1, April 2021

Chart of Accounts:

Default Layout of Accounts

	<u>Period</u>	<u>Year to Date</u>	
Sales			
Sales - Avgas	12,334.76	12,334.76	
Sales - Jet A1	2,485.83	2,485.83	
Sales - Landing Fees	621.69	621.69	
Sales - Parking	95.28	95.28	
Sales - New Hangar	2,696.00	2,696.00	
Sales - Old Hangar	1,344.00	1,344.00	
Sales - Hangarage Nissen hut	163.55	163.55	
Sales - Flying membership	1,540.75	1,540.75	
Sales - Social Membership	74.55	74.55	
Sales - Associate Flying Membership	148.75	148.75	
Other Sales	70.00	70.00	
		21,575.16	21,575.16
Purchases			
Purchases - Avgas	15,190.00	15,190.00	
Purchases - Jet A1	2,250.00	2,250.00	
Purchase Charges	76.83	76.83	
Less Closing Stock	(6,907.69)	(6,907.69)	
		10,609.14	10,609.14
Direct Expenses			
Hangar Costs	319.35	319.35	
Direct Fuel Costs	25.98	25.98	
		345.33	345.33
Gross Profit/(Loss):		<u>10,620.69</u>	<u>10,620.69</u>
Overheads			
Airfield - Electricity	460.15	460.15	
Airfield - General Maintenance	1,302.00	1,302.00	
Printing, Stationery & Telephone	43.11	43.11	
Professional Fees	215.65	215.65	
Licences	2,829.00	2,829.00	
Premises Expenses - Clubhouse & Tower	238.95	238.95	
Clothing Costs	50.00	50.00	
Refreshments	348.34	348.34	
		5,487.20	5,487.20
Net Profit/(Loss):		<u>5,133.49</u>	<u>5,133.49</u>