

# FENLAND AERO CLUB – Management Team

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## MINUTES OF THE MEETING OF THE FENLAND AERO CLUB COMMITTEE

<b>Present:</b>	David Petters (DP), Jeff Helm (JH), Rynardt Spies (RS), Robin Hoile (RH), Graham Kiddy (GK), David Capon (DC), Steve Brown (SB), Colin Albone (CA), Ziggy Krasa (ZK), Lee Dickens (LD)
<b>Remote:</b>	Peter Begley (PB), Abi Kilian (minutes)

**TUESDAY, 16 August 2022 19:00**

### AGENDA OF THE SAFETY MEETING OF THE FENLAND AERO CLUB

Nothing to mention.

### AGENDA OF THE COMMITTEE MEETING OF THE FENLAND AERO CLUB

#### **2. Apologies**

Brayden Connolly, Kerry Allen, Phil Parsons

#### **3. Minutes of previous meeting**

DP asked if everyone had any comments / objections to the previous minutes to which there were none. Minutes were passed.

#### **4. Matters arising**

a. Correspondence with digger contractor, letter from Mr Wright

DP - the contractor Mr Wortley is demanding £840.00 to be paid for the digger / dumper truck and the removal of the soil which we didn't ask to be moved. Mr Wortley was told by JH and DP that he has a contract with Mr Wright not the Aero Club. Mr Wortley said Mr Wright informed him that the club should be paying for it and therefore Mr Wortley has threatened to take us to court to get payment. DP has replied to Mr Wortley stating that it wasn't our contract, we are not liable to pay for it, we didn't ask for the work to take place and the CAA won't have liked it as they are potentially trespassing. DP has not heard anything further since the response to Mr Wortley. DP wrote a letter to John Wright and spoke with him in person; John said he did want the soil moved but didn't ask for any work to take place especially without permission from the club. The letter from John was referenced and it stated that John never asked Mr Wortley to start works on removing the soil pile. Mr Wortley says Mr Wright DID authorise the work. As for the 40 foot container John didn't think he needed consent as there was one there before. He remains adamant that we do not lease that part of the land the container is sat on, the lease says otherwise DP confirmed. He also complained about the fence from the eplane and the flying school, it shouldn't be there and it makes the workshop airside which DP said it technically should be airside hence we stopped cars parking there.

DP asked if anyone had any comments regarding the letter. RS asked if the Mr Wortley issue had been resolved to which JH confirmed from our point of view it's resolved and he was informed to go back to Mr Wright if he had any issues.

**ACTION: DP will reply point by point to John's letter.**

b. Code of conduct proposal (by BC)

DP asked if everyone had read the code of conduct and for thoughts from the room.

DC said he has gone through it and has serious concerns regarding the code of conduct. If a code of conduct has to be introduced then the only democratic way is to put it to the members for a vote. DC thinks lots of members won't be keen. RH asked why it's being introduced. DP confirmed one of the reasons for the implementation for the code of conduct was due to members' behaviour. Some of the points need to be looked at and tweaked before going to the members but DP is for the code of conduct. DP referenced the 2.9 disciplinary process. CA seconded the use of the 2.9 disciplinary process and stated the members should have a say on the code of conduct. RS stated that before the AGM a situation occurred where two members were posting on Facebook on behalf of the club and personal comments were made. RS suggested this page needs to be addressed and enforce a group rule on the page which could tie in with the code of conduct. JH suggested adding the code of conduct onto the Facebook page and you have to sign up to it before being approved as a member. DP suggested extending the current content in Annex c to include points of the code of conduct (see FAC Rules Annex C). DP questioned if the code of conduct should be incorporated in the rules, be a stand alone document or if one is needed at all? PB stated it felt like we are creating another document and is it not simpler and neater to just add to the rules instead. DP agreed with this.

**ACTION - DP suggested to pick out sections from the code of conduct the committee is in favour of keeping and removing and come back next month to discuss when BC is back in. This can then go to the members and possibly the next AGM, once a code of conduct has been confirmed and agreed upon.**

JH - 'CAA audit update' the auditor didn't like the IER response times. She is questioning documentation on the response times. JH said there is no need to document this and Simon has replied to this effect. JH confirmed we agreed to make some changes to the Aerodrome manual to include a lighting and LITAS check at the start of the night flying season and then every week we are night flying. The runway checklist and Aerodrome manual have been updated. There is a new CAP791 document about management changes and infrastructure changes whereby the CAA wants to be notified of any such changes. JH has included a one liner into the manual to reflect this. JH asked if everyone was happy he uploaded the updated manual on the website if there were no objections. Everyone agreed.

**ACTION: JH to upload the updated manual onto the website.**

## 5. Club administration (Secretary)

a. New members

1883	<b>Flying</b>	Mariscotti	Liam
1884	<b>Flying</b>	Tansley	Chris
1885	<b>Social</b>	Johnson	Mike
1886	<b>Flying</b>	Beighton	Chris

1887	<b>Flying</b>	Richardson	Craig
1888	<b>Flying</b>	Corbin	Chris

SB asked when a new member is accepted what correspondence does that person receive. JH confirmed they get a welcome email, membership card if they want one and a list of reciprocal airfields. SB asked for it to be reiterated for new members to familiarise themselves with the Fenland Aerodrome manual.

b. Work schedule items

Process of minutes - one of the members asked for the minutes to be submitted sooner. JH suggested for the minutes to be signed off electronically and sent out within 1-2 weeks. Everyone agreed.

**6. Finance (Treasurer - absent)**

a. Proposal for price increases

JH confirmed we made an increase in April 2016. Flying membership fees went up by £20. Associate membership increased by £5, social members stayed the same and hangar fees went up by 7%. No change to landing fees. In summary we have not had a lot of change in recent years. DC questioned BC's 'recommended' increase. JH confirmed it was a suggested approx 12% increase with hangarage increasing by approx 15%. It's not a massive rise.

JH mentioned utility bills have doubled so members should be understanding of a price rise and this will only kick in in April next year. DP referenced the previous AGM and how we have to fill the £35,000 deficit. RS asked what the hangarage is at the moment. DP confirmed £1500 a year for the new hangars. We are undervaluing ourselves. DP stated the recommended increase is reasonable especially considering inflation and should cover approx £20,000 leaving us with £15,000 leftover to cover.

DP asked if anyone was against BC's recommendations. No one was against it.

**ACTION: DP/JH suggested BC decides the timeline and communicates this to the members.**

**7. Fuel (Fuel manager)**

JH said that fuel has come down. We haven't had an order for a while though. DP asked when we were next due for an order which JH confirmed an order will be placed in a couple of weeks time.

**8. Safety matters (Graham Kiddy)**

DP opened this section stating that Runway and Taxiway maintenance are big talking points. GK said they are working on filling the cracks. DP stated there is a NOTAM out for 'work in progress' and suggested the need to start obstacle marking the cracked area on Taxiway Charlie. DP asked for SB's feedback. SB responded by stating that no incidents have occurred to date but the cracks are vast. DP stated there are a couple of cracks running down the runway length and these are the ones to be concerned about. Marker flags were suggested to mark out the areas needing work. GK stated a local source/contact is required for the soil. GK can't see a solution to the problem. It's the soil type that is the issue and is the root cause of the cracks. DP responded by stating the cracks will be an ongoing issue year on year but to keep filling with soil etc to help with this. DP suggested rolling in the spring but GK confirmed you would need a very heavy roller. Scarifying would help with the grass recovery but it won't help with the cracks.

**9. Airfield general (Airside/non-airside manager)**

#### a. Signs and runway markings (DC)

DC - regarding aircrafts on fuel pumps and parking. Signs are needed on the fence on the other side stating 'no parking / keep clear' and by the pumps stating 'please remove aircraft after refueling'. DC has found a place who would do them 600 x 450 in aluminum for £35 each plus VAT. DC suggested 2 of each. The signs are a normal red background with white lettering. DC asked for thoughts. DP is in favour of the signs and the number of signs.

DC has line marker spray paint and will give the markings a go on 26. DC will keep an eye on effectiveness and cost to complete the works.

DP stated the need to tidy up the airside signs to conform with the CAP168. Whiskey is white and red but should be yellow and black. Bravo needs to be changed to yellow and black. We need to move 08 down to Charlie, we need 26/36 in white and red and we need a black on yellow Charlie 08 arrow pointing down to Charlie. Alpha is also wrong.

DC said the exits need to be made clear as people are coming off the wrong exits. Alpha needs to be made more prominent to show where to exit / taxi at. DP asked if people are still using the eastern taxiway since they stopped cutting the grass. SB stated people still taxi down the long grass.

DC suggested we get a list of signs needed and get a bulk order which will help with quote costs.

**ACTION: DC to order the signs.**

#### b. ATC and IER volunteers (Jeff Helm)

JH confirmed 4 people have expressed their interest in IER and 7 people for the radio but they questioned the commitment. DP confirmed the commitment was 24 shifts within 2 years and no repayment for the course will be required.

SB confirmed he can do all the training and will talk to Humphrey re the tests and organising these.

DP brought up airground rostering and JH confirmed there are 3 active on the roster.

JH confirmed the CAA has updated their guidance on providing a dedicated radio operation. DP confirmed to carry on as we are and if the CAP changes we will abide.

**ACTION: DP will email out to the airground volunteers and inform them of the process and will speak with SB and Humphrey to work out tasks.**

#### 10. IER/RFFS (IER manager) Lee Dickens

JH will email out to the new volunteers regarding IER and invite them to join a shift.

LD gave a briefing on IER - lots of the guys are moaning about the equipment. Their vehicle's clutch needs to be seen to asap. LD suggested the club members should come have a chat with the team as he has a good group with lots of knowledge between them. LD suggested that the flying members need to commit to some duties for IER or at least come chat to the team. DP confirmed in the next newsletter he will include a bit about members who have spare seats in aeroplanes and who are willing to offer IER space. DP suggested to communicate to members that no matter how much time you can free up and be available it's worth getting trained up.

LD brought up the vehicle issue and procuring another one to transfer all equipment onto. DP suggested LD find something suitable and bring it to the committee for discussion.

LD questioned if it is worth phoning a mobile mechanic and getting the current vehicle fixed. DP said it needs to work so arrange to get that done within a budget.

**ACTION: DP confirmed in the next newsletter he will include a bit about members who have spare seats in aeroplanes and who are willing to offer IER space. LD to get the current vehicle fixed and look at the potential purchase of a second vehicle.**

## **11. Hangars (Hangar manager)**

### **a. Issue PA28**

PB mentioned a handover hasn't happened with RS yet.

PB - PA28. RS said apparently the PA28 can't be pulled out of the hangar space without its wing impacting the Skybolt. RS hasn't been down to confirm this but has been informed of this. A possible solution is placing the aircrafts where they should be and marking the space out on the floor. JH confirmed all the owners need to be there to agree on markings and placement.

### **b. Issue CAP vs Cessna**

JH gave a brief history re this issue. The Cessna group are stating it is very tight to get their aircraft in now. PB stated it is wrapped in various signs. The CAP could be pushed back with space to walk around it. PB will make contact with the owners and negotiate positioning. RS said that since the CAP has moved forward he thinks there are issues impacting other owners. DC said the hangar manager has the right to move aircrafts into different bays and positions. DP stated members need to realise that space is limited and they need to be accommodating on the space they get given / moved into. As a member you rent a space but not a specific designated space.

PB stated a clean up is needed in the old hangar - fuel is being stored in it which isn't safe and there are many items from previous members still left in the hangars. PB asked for it to be made clear that anyone who has a cabinet needs to label it so it can be identified in future. We need to get a working party set up to skip these items if members don't come forward to claim them. The new hangars have less unwanted items in them but a spring clean is required. DP stated that Bay 8 hangar door is jammed. RS confirmed it needs to be grinded. DP confirmed repairs to the doors need to be done on the hangars.

**ACTION: PB will reach out to owners re the Cessna/CAP issue**

**PB will run a working party when he is up in the next month to skip items in the old hangars.**

## **12. Events (Events manager)**

DP has been in contact with event organisers from Duxford, East Kirkby and Matt Wikins at Old Buckenham who have said they will help us with setting up the Airshow. FDDs - we have a company R5 displays who quoted £3,200 to run an event and worth a discussion when we get to that point. We have a couple of people come forward from the membership who have FCC quals who will help with the airshow side of the events. Different themed fly-ins for next year will be looked at. DP has been in touch with the Historic Aero Engines group. DP has looked into bouncy castles and family friendly options. Nothing organised for August / Sept. A Fly in could be arranged still - any ideas welcomed. CA suggested engaging the Air Ambulance for our events. DP confirmed to engage with them. JH - The Spalding Youth Aviation group is coming on 17th August 2022 at 11am. LD will be helping out with this. PB suggested working with smaller manageable groups to access the old hangars.

## **13. Fenland Flying School (Steve Brown)**

SB confirmed there are no new official complaints and nothing to report.

DP asked if there were any questions for Fenland Flying School. There was not.

## **14. Runways Restaurant (Kerry Allen)**

### **a. Licence**

Kerry has handed in her resignation and stated her last day will be 31st October, following 3 months notice. As of 1st Nov we need a new restaurant licence in place as a minimum as we require one in place for the lease.

DP questioned if the club want to run the restaurant and keep 100% of the profits but have the cost of a manager and everything that comes with hiring a FT member of staff or do we stick to the current format. DP suggested a 6 day a week restaurant would be welcomed. JH confirmed putting an advert out on Facebook. SB suggested if we were to employ someone it would have to be on a low wage and topped up by profit sharing. DC suggested a license with pay back. CA said it is better to stay as we are with the licence but with the option of the coffee machine on days when the restaurant isn't open. JH read out the contract/deal that was deferred because Kerry was new and then Covid kicked in but is still applicable for the potential new occupant. DP asked how best to find suitable applicants. JH confirmed there were 22 applicants last time with documented interviews. DP confirmed a sub committee will be needed and asked who would like to be on this sub committee. CA, RH, JH and BC were confirmed on the sub committee.

DP confirmed decorations/ face lift will have to be done. No further comments on the restaurant.

**ACTION: an advert to be produced for Facebook re Runways Restaurant opportunity.**

#### **15. Questions from attendees**

None.

#### **16. AOB**

RS brought up the purchase of the new CCTV system.

Ziggy brought up repairs of the fence. CA confirmed he sent the snag list.

CA asked about the potential of webcams being installed up on the roof so people can see the runways from home. DP said There were issues with social media and access to this feed in the event of an incident. DP said there isn't anything legally against having a webcam looking at the runways but we need to give it some thought around management and how to move forward ethically.

**ACTION: RS and JH to discuss CCTV.**

**DP/RS to review the snag list CA sent over before the next meeting.**

#### **17. Date of next meeting**

Wednesday 21st Sept 2022, 1900 confirmed.

#### **18. Closure of meeting**

Meeting closed at 21:15