

FENLAND AERO CLUB Committee

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

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MINUTES OF THE MEETING OF THE FENLAND AERO CLUB COMMITTEE Tuesday 18th October 2022 19:00

Present:	David Petters (DP), Braden Connolly (BC), Jeff Helm (JH), Robin Hoile (RH), Steve Brown (SB), Steve Goundry (SG)
Remote:	Dave Capon (DC), Colin Albone (CA), Oliver Wheeldon (OW), Abi Kilian (AK),

AGENDA OF THE SAFETY MEETING OF THE FENLAND AERO CLUB TUESDAY 18 OCTOBER 2022

SB stated that he had some concerns regarding the aerobatics people taking over the airfield and the parking of cars on the runway. The judges seemed put out when SB asked them to move the parked cars from the runway. DP confirmed this needs raising with the aerobatics team. SB asked what the club got out of it to which DP confirmed its good for footfall and publicity, the club also sold fuel and took landing fees. DP explained that the event organiser should have been the one to make contact with us / our event organisers and we need to be more vigilant around communication and the organisation of our events. DP said they need to be familiar with the aerodrome manual and follow this next time. DP asked if anyone was aware of any safety issues over the past month. No one commented. Safety meeting was closed.

AGENDA OF THE COMMITTEE MEETING OF THE FENLAND AERO CLUB TUESDAY 18 OCTOBER 2022

2. Apologies

Phil Parsons
Kerry Allen
Rynardt Spies
Graham Kiddy
Ziggy Krasa

3. Minutes of previous meeting

DP confirmed these were signed off electronically.

4. Matters arising (JH)

a. Price rises

JH led this section.

BC explained there was one negative email re the fuel tanks and a complimentary email.

JH suggested we get quotes to replace the fuel tanks.

DP confirmed replacing the fuel tanks shouldn't be something we have to do imminently as they get a yearly inspection but getting some figures/quotes would be good for future reference.

DP brought up price rises - JH confirmed as of 1st November landing fees have increased and he has contacted the card machine company to reflect this.

ACTION:

JH to get some quotes for replacing the fuel system.

b. Outcome of complaint against the Wrights at the AGM (DC)

DC led this section.

There was a complaint made on 10.07.22 . It was a lengthy email but it comes down to two main points.

DC read his report to the committee.

DP asked for this report/bullet points to take forward in the next committee meeting.

BC explained the issue with the AGM is that we didn't adjourn the meeting or give warnings which makes it difficult for us to take a view later on that might carry a severe penalty.

BC said we need to be clear with members about their behaviours and any disruptiveness during meetings - they should be asked to leave if needed. DP seconded this.

DP asked for DC to summarise his report and we can as a sub committee/ whole committee have a discussion with the landlords about future behaviours. In this discussion we can explain we are not going to go down the disciplinary route but there is zero tolerance to bad behaviour. SB added they mustn't make any future uncorroborated allegations and this be made clear to them.

SB suggested to follow up the meeting with a letter. DP asked for any objections to this plan of action to which there were none.

DC confirmed he will send his report onto JH.

ACTION:

DC to send his written summarised report to JH.

DP, BC and JH to have a conversation with the landlords in the first instance and follow the meeting up with a letter reiterating what was spoken about.

5. Club administration (Secretary - JH)

a. New members

JH confirmed there have been three new flying members - Matthew Grinstead, Stuart Nisbet and Andy Woods.

b. Work schedule items

None.

6. Finance (Treasurer - BC)

BC explained we are broadly in the same position as last month. We are now just short of a £15,000 deficit for the year. We are in line with the forecast for the start of the year - closer to £30,000 which doesn't factor in the price rises coming into effect by end of this month so hopefully we can claw some of this back but being mindful we have more costs to incur in terms of restaurant change over.

JH - on the P&L, landing fees are up 26% year to date compared to last year and fuel is up around 10% in terms of litres sold compared with this time last year. This is good. Utility costs are rising though.

BC said we should consider a reward approach for members/licensees if they bring in membership.

JH asked if we put social membership up which BC confirmed it went up from £25 to £30.

BC suggested he put forward a proposal on membership rewards for the next meeting.

ACTION:

BC to put forward a proposal on membership rewards for the next meeting.

7. Fuel (Fuel manager - JH)

We need to order some more fuel soon and the price is likely to go back up 25ppl again. Fuel order was around £40,000 last time. BC stated that cash flow is becoming an issue to be aware of.

8. Safety matters (GK - apologies from GK)

DP asked if OW wanted to add anything to this section.

OW confirmed he received an email from Ray and Simon regarding supervision of the newly trained and examined tower persons. DP stated as a fresh airground operator, once fully trained you should be under supervision.

OW asked what the post training plan being proposed is.

BC - understood that the person who holds the licence needs to sign off each novice and ensure they are meeting standards. In order to sign them off they need to supervise them and review their standards. BC suggested SB to supervise the novices until they reach the required standards. SB said this seems sensible. JH said the Club holds the license and the committee delegates licensee duties to a suitably qualified person. DP suggested the CFI is the way forward - you take the exam and you are supervised by the CFI as he is our representative on site. DP asked if this seems acceptable with SB and

OW to which they agreed.

JH added that the CAP452 says you need to get your radio license, then once their competence has been demonstrated the licensee can produce a written authorisation / sign off.

OW confirmed on demonstrated competence that sounds reasonable and will respond to Simon and Ray.

JH stated to make it clear they will have to sit with an experienced operator until they have demonstrated their competence which will take a period of time .

DP asked for comments to which there were none.

JH - it was brought to our attention that if there is no planned cover in the tower at weekends we should NOTAM - Simon will let JH know on a Friday if there is no weekend cover and JH will let SB know and a NOTAM raised as necessary for no A/G

OW brought up the paperwork needed for Jaz on the specifications on the runways which OW and JH need to sort.

ACTION:

OW and JH to sort the paperwork for Jaz re runway specifications.

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

a. Snag list update

DC led the airside section and explained that the concrete under the markers need to be looked at but he isn't convinced there is any. A working party needs to be set up to inspect this. BC confirmed there is definitely concrete at Alpha. DC confirmed a proper examination needs to take place.

DC confirmed there are more signs to be put up. Graham is busy at the moment so this is on hold currently.

Spray marking on 26 wasn't very successful so we need to experiment with a roller and paint to do the runway boundary markers.

DC explained that the weed spraying should be put on hold until March 2023 and the weeds seen to before the growth season starts.

DP brought up the aerodrome signs; the CAP 168 around the bravo area - the wrong colours have been used on the signs. DP confirmed we need to normalise the signs around the site and he will send a list to DC so he can obtain quotes for the signs. DP will send this over to DC this week.

A sign is required airside on the gates from the parking area as people keep going through the flying school instead of through the gate. DP asked for a 'C with an arrow pointing towards the gate'. Placing it to the right of the gate with a left hand arrow would work. DC confirmed he can get a sign sorted for that. It was agreed there should be a no entry sign on the other side which has been misplaced.

ACTION

DP to get the signs around the site marked out for DC to get some quotes.

DC to get a sign sorted to stop people from walking through the flying school and using the allocated gate instead.

DP confirmed CA did a snag list for the fences which needs forwarding on to contractor - JH/DP will sort.

Non airside - ZK was not present at the meeting so no update was given. DP asked for comments to which there were none.

DP mentioned that the potholes in the driveway are starting to open up again.

10. IER/RFFS (IER manager) (JH)

a. Etiquette towards volunteers

JH mentioned an email received from a member. DP summarised for the committee. The complaint was about the etiquette between one member to another member. DP will meet with both parties.

DP asked about IER numbers - JH confirmed they are still low.

DP suggested we need incentives for members to get IER trained.

BC suggested SG to do some sort of promotion and incentivise getting IER trained or a cheaper membership if you are IER trained. BC suggested SG could help with this once his feet are under the table.

DP asked what it costs for training someone - BC confirmed around £150 per person.

BC suggested we might want to ask who has got first aid training through their work so we don't need to put them through training again.

11. Hangars (Hangar manager - PB)

PB was not present to provide an update but it was mentioned that the working party went ahead and the tidy up has been completed. The skip has gone.

SB mentioned that someone contacted him wanting hangarage overnight to which he thought we could squeeze him in.

12. Events (Events manager)

DP confirmed we have one event in the diary - the Pup and Auster Fly in booked for Sunday 14th May. They are coming to us from Skegness and would like some sort of launch laid on. DP will talk with SG regarding the lunch option.

Chipmunks and bulldogs will all happen this year but welcomed thoughts on events.

No one had any further comments.

ACTION:

DP to talk with SG re a lunch for the Pup and Oster fly in for Sunday 14th May.

13. Fenland Flying School (SB)

SB led this section - we have 6-8 people coming through for the RT ground operators. It is going to be a long and slow process getting them tested and examined. SB explained there is someone at Cambridge who we could engage with to speed things up and confirmed he will make contact.

SB raised the issue with the radio in the flying school. JH said he will talk with Lee about it.

DP asked if any skills tests passed recently to which it was confirmed there were a few.

SB added a new chipmunk has arrived and formation school can begin.

ACTION

SB to engage with the Cambridge person re examination following RT ground operator training.

14. Runways Restaurant

a. Handover to Steve Goundry

JH confirmed Kerry finished last Sunday and is handing keys over by Thursday latest.

SG gave an update on the restaurant. Opening day is Thursday 3rd November 2022. SG said he will be shadowing the flying school opening times Tues - Sunday with no cut off times for food during the day. They will be open from 9am to when the flying school closes. Beer pumps will go on and lots of change re food and events will take place. SB asked if the name will be kept the same to which SG confirmed it will still be called Runways and prices will stay fairly static.

BC said there are some things that need to be done in readiness for SG starting - tiling in the kitchen. deep clean, carpet cleaning, electricity to go in the kitchen, rewire the boiler, fridge behind the bar which we inherited needs to be replaced. DP asked if we had the budget to replace the flooring to which BC said there is no additional budget. BC said there are a couple of things that SG would like to do such as the renovation of the toilets and flooring. BC stated it will cost around £3,000 for repairs and maintenance therefore approvals outside of the committee are not required. Ongoing cleaning is noted inside SG's licence and therefore BC has given the cleaners their notice - their last clean is 31st October 2022.

DP asked if there were any objections to the changeover fees mentioned by BC to which there were none.

JH confirmed he will update the website re the new opening days / times (9am - 5pm). JH asked about getting a tea and coffee station set up in the meantime until SG starts. SB confirmed he will own the tea and coffee until SG officially opens.

JH has confirmed that the landlords have been made aware of the licensee changes but we need to write out to the members. SG is writing a bit to members regarding the restaurant.

SG confirmed he will be doing a Bluelight discount and a members discount.

DP asked if there were any questions / comments for SG to which there were none.

SG left the meeting.

ACTION:

JH to update the website with the new opening days and times for Runways Restaurant.

15. Questions from attendees

None.

16. AOB

DP said since writing to a member last month on how he operates and his concerns around his lease and the club rules he hasn't had a response to date.

DC asked about the outcome of the proposal from Jim and Carol on the Gyro flexwing school.

DP confirmed on 10.06.22 there was a meeting which Jim and Carol attended but without a business plan. DP left it with them to submit a business plan which they have yet to submit. BC said we should message them again as this was their proposal and explain in order to move forward we need a business plan submitted.

DC asked for an update on fuel cards and reissuing them so it was one per member only - JH will follow this up.

DP raised OW asking for the accountable manager to be incorporated into the committee discussion . DP didn't see any issue with involving OW in the safety discussions, with a no voting privilege. DP asked if OW would be happy with that to which OW confirmed he doesn't want to be a part of the committee but is useful attending these meetings. DP asked if there would be any objections from committee members to the accountable manager integration with an ex officio membership - there were no objections.

SB asked if the committee had considered a leaving present for Kerry. It was agreed that DP will sort something for Kerry's leaving present.

ACTION:

DP to email out to Jim and Carol explaining that in order to move forward we need a business plan for the Gyro Flexwing school.

JH to look into fuel cards and the cancelling and reissuing of them.

DP to sort Kerry's leaving present.

17. Date of next meeting

Wednesday 23rd at 1800.

18. Closure of meeting

Meeting closed at 21:04