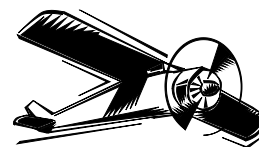


# FENLAND AERO CLUB – Committee

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

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

<b>Present:</b>	Braden Connolly (BC), Rynardt Spies (RS), Colin Albone (CA), Josh Brown (JB), Steve Brown (SB), Kerry Goundry (KG), Rex Ford (RF)
<b>Remote:</b>	Pete Begley (PB)

**Thursday, 20 July 2023 18:30**

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

- 1. Safety matters**  
Nothing to report.

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

- 2. Apologies**  
No apologies
- 3. Election and roles**  
Already elected in the meeting on 5<sup>th</sup> July 2023. All present signed declaration in accordance with rule 5.4.
- 4. Minutes of the previous meetings (5<sup>th</sup> July, and 18<sup>th</sup> May)**  
JB shared apologies for the late release of the minutes to the committee as they had only been prepared the night before.

Only issue raised was that the minutes included the date of the next meeting before it had yet been agreed and the time of that meeting was listed incorrectly. JB to correct minutes in the system.

BC signed and approved both the minutes from the 5<sup>th</sup> July 2023, and 18<sup>th</sup> May 2023.

- 5. AOB**  
SB raised that it had been suggested that we have a suggestion box. All agreed it is a good idea. JB to action prior to next meeting.

RS shared that he was looking at electronic sign-in, either via mobile phone or something in the hangar. JB to add to action list.

JB raised the issue of confusion around the casting vote in the prior meeting and shared some guidance found on both the gov.uk website in relation to charity meetings, and that of other CASC rules, along with guidance from Robert's Rules of Order. All of which

pointed in the direction that in a small committee of 12 members or less the chair gets a second casting vote in the event of a tie. The specific language around 'second' would infer the chair still can make an ordinary first vote. The committee discussed and agreed to proceed with recognising the casting vote as a second vote the chair must make in the event of a tie.

## **6. Matters arising**

JB and BC went through the overdue and upcoming items in the works schedule and actions list. JB to compile and update list with new owners.

BC to pick up issue of certificates for filling station inspection that was previously done.

JB to confirm status of aerodrome survey.

JB to find list of fire extinguishers, and RF to check extinguishers are in place and serviced once list has been found.

RS/BC to pick up fuel pump inspection.

RS to pick up insurance.

JB to update noticeboard with information about new committee

JB to share updated contacts list with Oliver Wheeldon.

JB raised issue with banking as he did not yet have access and Mel our bookkeeper who has been making payments is due to go away. JB also shared issue regarding paying in cash and needing a plan to deal with that. BC also commented that we had investigated secondary authorization and organising someone to hold a debit card. JB added that having a card would help manage Starlink which requires a card to pay and is currently on Jeff Helm's account. BC proposed JB to hold card, CA seconded, all agreed.

RF raised question about plaques of Don Cousins and Mr and Mrs. Wright along with the Sezanne Sword. BC to affix up in the foyer.

JB raised action around portacabin clean up. KG and Runways to look through items in the cabin to see if there is anything they'd like to make use of in the clubhouse/restaurant.

## **7. Club administration**

JB shared that there was nothing else to report as everything had been covered by the works schedule and action list.

## **8. Memberships**

### **a. New members**

SB shared that there have been 5 new full flying members, 3 new associate members and 2 new social members who have joined the club.

### **b. Rex's membership status**

RF left the meeting for this agenda item to be discussed.

BC shared that this had been a query that was raised in the AGM. The main question

to answer is whether he is the resident engineer at Fenland – as that would make him an ex-officio member. It was noted that he is not a resident on the airfield that is leased to the club and holds no official relationship with the club.

BC added that he had invited RF to this meeting because there is very little difference between an ex-officio member and a guest as he gets no vote.

SB felt RF ought to be a member since he uses the facilities.

BC noted that honorary membership can only be voted on at an AGM, though if recognised as the resident engineer he would receive membership as an ex-officio member.

SB raised that Humphrey Penny is down as resident engineer and therefore gets honorary membership. SB asked whether it was correct for them both to have honorary membership. The committee discussed and was unclear as to the relationship between Humphrey and RF.

BC questioned whether Humphrey was an honorary member in an ex-officio capacity when originally in the building that RF is now in. SB responded that Humphrey was also running the school so had membership from that capacity.

BC raised that earlier when JB printed off the letterhead, he noticed it had yet to be updated and still mentioned that Fenland is home of E-Plane Ltd. Since that was recognised as being the resident engineer in that hangar, off the airfield property, then it stands that anyone in that same property in that capacity should also be recognised as well.

It was acknowledged that many on the airfield turn to Rex when in need of engineering assistance. He is also usually on site every day during opening hours.

CA shared he was in favour of recognising Rex as residential engineer. SB shared he was in favour of replacing Humphrey with Rex in terms of honorary membership.

BC proposed that we de-recognise Humphrey as resident engineer, without changing his honorary membership as that was voted in the AGM and recognise RF as resident engineer which therefore makes RF an honorary member and gets ex-officio membership as a resident engineer of the airfield. All agreed in favour.

RF returned to the meeting and accepted to become an ex-officio member and recognised as the resident engineer on the airfield. The committee shared that it recognised that RF is the person people come to for assistance whenever needed.

### **c. Instructor membership**

BC explained that the rules state instructors employed by Fenland should be offered honorary membership. BC declared an interest in this item as one of the instructors operating the Chipmunk was doing so under the Fenland Flying School DTO.

BC explained that there had been a question as to whether the rules cover all people working for Fenland Flying School under their DTO, or whether it is specifically those under the employment of Fenland Flying School.

RF asked for clarification around the Chipmunk and FFS arrangement. BC explained that FFS are the ones to go to for hiring or training with the Chipmunk and it is all arranged through them.

SB shared that Paul is also contracting under FFS and isn't directly employed by them.

CA proposed to make a minor rule change to clarify that all instructors operating at Fenland Airfield under the Fenland Flying School's ATO/DTO are members in line with what the rule currently states. RS seconded, and all agreed.

## 9. Finance

### a. FAC Runways Contra Charges

BC explained that last year work was undertaken to renovate the kitchen and clubhouse at Runways expense. That work included the toilets and some electrics in the main clubhouse. A small portion of the bill around £3,700 ended up being paid for by the club as it was organised through a club contact. There was no dispute to the amount owed and Runways are happy to pay in full.

BC also explained that at the same time the club owes Runways around £1,000 for IER and Tower meals. It was noted that these meals are charged the club at 50% of the menu price as per the licence agreement. This bill is for  $\frac{3}{4}$  of the year and a full year of meals would likely run the annual cost at £1,200 - £1,300 a year.

BC shared that Runways have proposed to offer 10% more on the amount they owe the club if taken as credit. This would equate to around £4,100 in credit the club could use towards IER and Tower meals for those volunteers. This would both pay back the amount owed to the club for work they undertook to improve the clubhouse, along with an extra gift on top. Both the coffee machine and the oven Runways installed would be signed over as securities to the club until that debt was cleared.

RF raised that he felt this wasn't in the club memberships best interest, and that he personally felt the club was funding a great opportunity for a commercial venture of Runways. What followed was a debate into the value of the restaurant and its general operation. BC shared that he felt this was the best licence agreement we have had in years. RS added that he had visited several times during the week in the past and was unable to even buy a coffee because we did not have an active restaurant. RS would rather have a situation that he couldn't sit because it was full as opposed to people turning up and not having an option of a restaurant at all.

SB asked whether Runways are able to pay the money. BC shared that they are happy to pay, they're simply offering us this credit as an option, and we are free to decline it and request payment.

SB asked what happens if a situation arose that we no longer require IER or Tower meals. BC proposed to update the agreement with a clause to withcall the outstanding amount if the club needed the cash flow, or the credit was no longer required for IER/Tower meals.

BC proposed that rather than taking the circa £3,700 we take credit of £3,700 + 10%

which would roughly equate to £4,100. Their coffee machine and oven serve as collateral, and should the club need the money or no longer need the services of IER + Tower they would be able to request the outstanding amount to be paid at any time. 4 voted in favour, 1 abstained.

## **10. Fuel**

### **a. Fuel Discount Cards**

JB shared that thanks to Jeff Helm's work we are now able to clone discount cards and offer them to members again. Several members are now using these cards with success.

### **b. Familiarity with fuel processes**

RS and BC shared that they were both unfamiliar with the fuel process and have an action to become familiar with it. RS to dip fuel on Saturday morning following the meeting and go through it with Jeff Helm.

## **11. Safety matters**

Nothing to report.

## **12. Airfield general**

### **a. Estate walk-around**

JB raised that an estate walkaround was overdue and agreed to do one with RS.

RF shared that there was an un-managed non-airside black waste bin. RF has managed empty the 470kg of waste that was in it and contacted the waste company on behalf of the aero club. Unfortunately, the company has sold that half of the business and the company they sold out to won't pick up the bin. RF has placed it between the portacabin and the hangars with a lock to avoid future issues of it filling up.

### **b. CAA taxiway issue**

BC will pick this up with RS, SB, and Oliver Wheeldon.

BC shared that there were three options: An exemption that it's deemed safe, change our licensed runway, or move runway to where the taxiway is.

SB felt an exemption was the best option. BC said that would likely result in a change of accountable manager. SB said he would be happy to become accountable manager. BC to have a conversation with Oliver Wheeldon.

## **13. Accountable manager**

BC noted that the accountable manager (Oliver Wheeldon) was at Oshkosh and apologised for not informing Josh about inviting the accountable manager, so he was not present for this meeting.

## **14. IER / RFFS**

### **a. Fire extinguishers serviced**

The extinguishers had been identified as serviced as covered earlier by the works schedule and actions. SB shared that their presence had been noted on the day too.

### **b. RF shared that he is happy to be on IER as he is often here already and would be quick to respond regardless of whether he was on IER or not.**

## **15. Hangars**

PB shared that six people were now on the waiting list for hangars. We have had a new

microlight join in the old hangar and talking with the first two on the waiting list. Overall reflection was that things are healthier than a few months ago. It was also noted that there have been no bumps or incidents reported or complaints about weeds or anything.

PB was expecting queries and complaints about the state of new hangars as we move into the winter.

SB asked about the state of the end hangar where the Yak was. PB shared that this will be filled with Ollies Auster and that all was in place.

## 16. Events

### a. FlyBall

JB shared that the airfield had been invited to participate in the FlyBall competition and that this was happening the day prior to Wings and Wheels. The main benefit to the club is that we would get landing fees.

CA raised that he would not be able to deal with this given the Wings and Wheels prep. BC asked whether it would conflict with Wings and Wheels prep. The committee agreed that it would only conflict as much as any other aircraft flying in on that day would and we have no plans to close the airfield the day before to prepare for the event.

KG offered to hand out balls through the restaurant if that is all that was required.

JB to enquire and find out more information about the competition and what was involved.

### b. Cancer fly

CA raised this topic and felt it needed committee agreement.

BC shared that it was agreed in a previous committee meeting and all that remains is organising it. All that needed doing was picking a day, arranging some pilots to do it, and organise with Addenbrookes.

CA proposed 1<sup>st</sup>/2<sup>nd</sup> weekend of August. Committee agreed any weekend would do if it doesn't conflict with Wings and Wheels.

### c. Wings and Wheels '23

CA shared that he had been in contact with the police and highways department and had not received any comments back and was assuming all was good on that side of things.

BC queried whether neighbours had been approached and recommended contacting the parish council. **CA to ring parish council.**

CA expressed uncertainty in creating a risk assessment and said he would ask Jeff for one from previous years. BC raised that the risk assessments from previous years would be unlikely to cover everything for this specific event. RF offered to help as he already creates risk assessments through his work. **CA and RF to complete risk assessment and plan to manage those risks.**

BC shared a list of items that the committee should have insight on and agreement

before wings and wheels can go ahead. BC shared IER and Radio plan along with assurances of who is going to do it and what backup was in place if those people were unable to fulfil those positions on the day. BC added that he felt it was unlikely that we would see plans for all these items during this meeting but wanted to confirm that the committee was happy that the items on the list are correct and not missing anything. There were no additions made to the list.

BC raised concern around the car parking issue, specifically the lack of insurance regarding the use of a field off the airfield property for use as a car park where trips and falls may be a hazard. RF highlighted that aircraft and cars should not overlap. BC shared that if someone trips and falls in a support car park then we are unlikely to be covered.

BC also raised a question about the fencing plan and a discussion about fencing requirements occurred. **CA and RF to pick this up as part of the risk assessment and plan for the event so that we can make an estimate to the count of posts that are required.**

CA shared that he had arranged St John's Ambulance to offer first aid cover. Assurances of this to be uploaded to Dropbox.

CA noted that a normal toilet has been swapped with a disabled toilet, at an additional cost of £30 as per a previous meeting discussion.

BC asked what the process was for emptying the first three bays of the new hangar so that it can be used for stalls, etc. SB shared that this is usually done on the morning of Wings and Wheels. PB asked whether anyone from those hangars had been contacted yet, and followed up that some residents may have genuine concern about leaving their aircraft outside, especially if there is bad weather. **PB to look at current residents and share with CA. PB to see whether a plan is required to move aircraft into an alternative hangar.**

BC raised we'll need to reconvene as early as possible to agree to running Wings and Wheels. The committee agreed that we need to have a plan with all items covered shared with committee within 2 weeks. Committee to agree to a plan and if not then worst case cancel with appropriate notice.

### **17. Fenland Flying School**

SB shared the only issue was the one ongoing with G-SAPI. BC felt like the matter had been resolved as per previous committee meetings. SB raised that the change in share arrangement is a mockery as the shares are minuscule ~2%, and that thus they aren't really shareholders. BC to look at evidence and bring back to committee.

### **18. Runways Restaurant**

Nothing to report.

### **19. Questions from attendees**

No further questions.

### **20. Date of next meeting**

The next meeting would be to discuss Wings and Wheels plans specifically, either virtually or in person for ideally no later than 2 weeks from this meeting.

Next full meeting to be in August. JB to setup poll for a few dates about a month from now. It was noted that Thursdays seem to work quite well so we will try for Thursdays in August.

**21. Closure of meeting**

The meeting closed at 20:20.