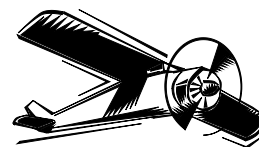


FENLAND AERO CLUB – Committee

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MINUTES OF THE MEETING OF THE FENLAND AERO CLUB COMMITTEE

Present:	Braden Connolly (BC), Rynardt Spies (RS), Josh Brown (JB), Steve Brown (SB), Rex Ford (RF)
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Saturday, 12 August 2023 16:15

AGENDA OF THE COMMITTEE MEETING OF THE FENLAND AERO CLUB

1. Apologies

Apologies from Kerry Goundry, Colin Albone, Pete Begley, and Oliver Wheeldon. JB also shared apologies from SB who will have to join late as he is currently with a student.

2. Wings and Wheels Event Manager

BC proposed that RF take on event management of the Wings and Wheels event now that Colin Albone has stepped down as Events Manager. All agreed.

3. Site plan

RF thanked JB for producing visual site plan based on documents and physically going around the site with RF. RF proceeded to talk through the plans covered in the site plan.

BC asked about the item that identifies the pay entrance. RF clarified that this would be pushed far enough back to avoid any bottleneck in the entrance. RF main entrance would be both the entrance in and exit out later in the day.

RF raised that the train track now is more than just a train track as they need extra area to demo their model trains. RF to find out whether they need to be indoor or outdoor and what power requirements are needed.

RF explained what the model aero club are bringing. BC raised that he felt it could be considered more of an attraction rather than an exhibitor.

BC raised the need for a policy on what is considered a classic car and asked whether classic cars get free entrance. It was discussed, RF said the goal was to make money for the club. It was decided that classic cars would be asked to make an optional donation but may enter for free.

BC felt the official definition of a classic car is a model that is out of production for 10 years. The definition was discussed, and it was decided that classic cars would be considered pre-2000 with some discretion for modern classics and unique vehicles.

4. Stall holders

JB raised that there were still four payments that we could not attribute to a stall. RF

identified one of the stall holders mentioned was stall 32. BC raised that the list only went up to 31. RF shared updated list with JB to update records.

5. Parking

SB joined the meeting.

SB raised that he felt there was not enough parking space allocated. JB shared that by the tools calculations we should be able to meet the estimated capacity of 700 if parking was marshalled effectively with minimal spacing.

JB raised the key difference between this year and previous years is the parking of aircraft from hangars. It was identified that 9 aircraft in the hangars need to be vacated. 2 spaces in the old hangar would be available as the chipmunks would be out. 2 spaces in hangar 8 would be available on the day. And row 1 would be identified as parking of aircraft from the hangars with space for ~6 aircraft.

6. St John

RS asked about tent. JB shared that we need to provide a tent. RF confirmed and shared that a tent would be available to use for St Johns on the day.

RF shared a quote for payment, JB raised the need for an actual invoice with payment details, dates, and reference. RF to find and share back.

7. Posters

RF shared invoices from CA for expenses of vinyl banners and raffle tickets. JB to arrange payment of expenses.

BC requested that the posters do not cover the current signage, instead they could go on the fence.

8. Airside Separation

RF has ordered barrier mesh to prevent airside and non-airside of the event. Lee has acquired fence stakes for this. RF shared invoice with JB for expenses.

9. Skip Hire

RF enquired whether the person who did the concreting would be able to arrange a skip. SB shared it was Tim Deighton and he would discuss with him to arrange. RF shared it would ideally need to be before the 27th, no later than the Saturday.

10. Chairs

RF reported that Lee and Ian went through the old chairs in the old hangar, separated the ones that were solid and repaired the ones that were weak. Estimated 30 – 32 chairs all now serviceable. RF believes this would be enough for the concert band and a couple for those who were taking payment.

11. Advertising

RF asked whether we wanted to get any ads in local news. Could try a direct approach. BC anxious about advertising it due to our capacity. Happier to promote flying visitors rather than drive in visitors. RS raised we were likely too late for magazines, all agreed and felt that forums and Facebook groups are likely the best option.

12. Hangars

RF raised that we need to be contacting those owners in hangars 1, 2 and 3. Whether they mind the aircraft being moved out or whether they'd like to move them out themselves. Whether the two fabric covered aircraft would prefer to remain inside of a

hangar.

RF felt we need to also notify the owners of aircraft in hangars 4 through to 8 that they would not be able to access their aircraft on the day, and they need to move it out prior to the 27th at 06:00.

BC questioned the time and it was agreed that it could be 07:00.

RF requested committee ask the hangar manager to ask aircraft to be vacated from hangar, and added that they be asked whether they are happy for them to be moved by competent people or move by themselves. JB to action.

13. Toilets

RF raised that the toilets may block hangar entrance if sited where currently located on the site plan.

BC asked whether toilets could be placed next to St Johns tent. JB raised that he felt the toilets probably don't want to be too close to food areas and it might be too public there.

BC asked when the toilets would be dropped off and picked up. RF said they would arrive on Friday 25th and be removed on Tuesday 29th. It was discussed and felt that the placement would have an impact if placed as in current plan.

BC raised that they could be placed at the very end of the concrete area after bay 8. All agreed.

14. Food

RF raised uncertainty of ice cream vendor but certain he would be able to find a replacement if necessary.

RF shared an overview of third-party food vendors. All offering 10% takings as a donation to the club. Romanian food trailer offering BBQ and beans to coffee. Bubble tea and noodles stall offering Asian street food. Burger and hot dog van.

RF shared that Runways would be open with a limited menu of hot dogs and burgers.

15. Face Painters

RF shared that the second face painter who was coming would be in the show area. The first face painter would be around the clubhouse.

Second face painter would be attending for a four-hour period, for free, and donate to the club.

JB asked about liability insurance for both face painters. RF confirmed we now have copies for both.

16. Pitches

The committee reviewed the stall holders list and checked to ensure that appropriate space was available for both indoor and outdoor stall holders.

BC raised a question regarding the stalls that had blank or no for liability insurance but not seen. RF shared he is working on that. JB raised that the sheet may be out of date and will update based on RF's latest paperwork.

BC felt if someone says no then we would have to refund and say thank you but we're unable to have you come. RF to pick up with CA.

RF shared that an email has gone out asking them to supply liability and that if not we may not be able to have you. RF believes the language around the term 'may' is important as it gives us optionality.

17. Payment Terminal

BC shared that the credit card terminal had confirmation that it's being dispatched and is on its way. BC to share details with RS to setup.

RS queried about replacement of the old terminal. BC said that could be dealt with after the event.

18. Insurance

BC raised that we are uninsured on the event until we share details with the insurer. BC felt the risk assessment was satisfactory to share with the insurers. RF to come in and finish up latest documents. RS to share with insurers.

19. Proposal to proceed with the event

BC proposed that based upon approval from insurers we are happy to go ahead with the plans before us. RS felt yes, based on the work done so far and the points covered in the plan. All agreed with the proposal.

BC asked SB for his opinion even though he didn't get a vote. SB was 50/50 main concern was still the parking situation. BC felt the core risk there was being inundated and having to turn people away who may be disappointed. Further discussion of parking ensued. BC raised that wording of overflow parking should be worded as off the airfield but provisioned by the landlords.

20. Questions from attendees

No further questions.

21. Date of next meeting

To be decided.

22. Closure of meeting

The meeting closed at 17:35