

FENLAND AERO CLUB Committee

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MINUTES OF THE MEETING OF THE FENLAND AERO CLUB COMMITTEE

Thursday 17th August 2023 18.30

Present:	Braden Connolly (BC), Steve Brown (SB), Rynardt Spies (RS), Josh Brown (JB), Rex Ford (RF)
Remote:	Peter Begley (PB)
Others in attendance:	Michelle Parrett (MP), minute taker (remote)

AGENDA OF THE SAFETY MEETING OF THE FENLAND AERO CLUB THURSDAY 17TH AUGUST 2023

SB reported a visiting a/c landed in the parking area on their first visit to the airfield and managed to stop just inches before the ditch on the western taxiway after crossing.

- Issue
 - Pilot did apologise but didn't seem to appreciate the gravity of his error.
 - CAVOK.
 - Runway 26 was in use.
 - Rated as a 3, probable that it will happen again.
 - Consequence 4, less than catastrophic.

PB asked whether it would have been captured by CCTV. BC reported it would likely have done so.

SB shared that we have had several people lining on the parking area but none we are aware of have done so before.

RF mentioned the plans and runway markers should help prevent this. RS shared there are plans to re-do the markings and ensure they are maintained and distinguishable.

BC shared we'd done this several times before, but they degrade over time, and it likely needs to be a managed process.

SB asked whether it was worth discussing fuel situation. BC shared this would be covered later in the meeting as per agenda.

AGENDA OF THE COMMITTEE MEETING OF THE FENLAND AREO CLUB THURSDAY 17TH AUGUST 2023

2) Apologies

Kerry Goundry
Colin Albone

3) Minutes of previous meeting

SB mentioned that the minutes generally didn't state what people voted for but stated who abstained on one of the votes and it looked as though it was singling them out. All discussed. JB to update.

BC approved minutes with correction.

4) Matters arising

BC shared news of recent role resignations;

- Colin stepping down as Events Manager;
- RS stepping down as Fuel Manager.

BC confirmed the sword and plaque are now mounted in the lobby, sword is above the door and plaque to the side of the door so these are now visible.

Outstanding actions, electronic sign in system, suggestion box (label for the landing fees box), to deal with the anonymous prize donor for the two events, clear up the portacabin, transfer Starling from Jeff's credit card, set up secondary authorisation on banking and set BC and RS on there also. To update the internal contact list to share with Ollie for the CAA and satisfy CAP 168. Also, an outstanding action for BC to discuss taxi way and runway licence issue with RS, OW and SB.

5) Club administration (Secretary)

Work schedule – filling station inspection, still outstanding the certificate for that. BC chased Ricky who was going to look into that, the inspection had been completed it was the certificate that was still outstanding.

JB had reached out to Jeff last night concerning the Aerodrome survey. This is just to review the survey and see if any changes are required, waiting to hear back from Jeff on that.

JB confirmed fuel pump inspection was conducted today and other items are upcoming on the main agenda.

In relation to Insurance, RS confirmed that he had spoken with the Insurers this week, RS has sent over all information requested and will look to negotiate a deal and will update. BC would expect another increase this year. RS because there is an ongoing case, it might be harder to find another alternative provider, there will not be many options for Insurance until that expires.

JB references Tokheim support, does not have the details, might be renewals but will take an action to check with Jeff to see what that is about. **Action JB.**

JB needs to review the GPR policy at the start of September and by the end of September the replacement of pump 3 hose will be due, which is the Jet A1 hose. SB queried this, JB confirmed it was on the work schedule, and will check to see if this has already been completed and update the records. **Action JB.**

Landlords letter – JB thinks all are aware of the letter and RF was due to speak to the landlords. RF confirmed that he had spoken with the Wrights. In RF's view it was not about the Wrights being awkward it is a question of access rights; RF was shown a plan which did indeed appear to show access rights. Christine Wright intended to contact her Solicitors and obtain all plans that have been in place since the lease has been created. RF did not believe antagonising the landlords would be conducive, he felt that they were not unreasonable people but felt that they needed respect. From the plan shown, which was an older plan, the lease does show a right of access by the landlord which is adjacent to the runway. How it is accessed is questionable. RF feels it would be beneficial to try and ease the tensions with the landlords.

SB asked how often this access has been used by the landlords in the last 23 years. RF the issue isn't about whether it has been used, it is whether the access is there in the lease document and can be exercised by the landlord, there was an access into the field which John has taken off, he has tried to make the site safer for Fenland Aero Club. SB disputes this point.

RF reiterates that at the moment this is nothing more than opinion until the lease document clarifies it. BC is content there is provision in the lease for the landlord to access across the airfield to adjacent field/property, if there is no other reasonable way for them to access. RF have said to the Wrights they must give due and reasonable notice that they wish to access so that Fenland can cover their provisions of any licence agreement. BC reiterated they still only have that right if there is no other reasonable way to access. BC fortunate to have RF who have a good relationship with the landlords, and no one wishes to antagonise the landlords, but we must recognise that this letter in its own right is designed to antagonise.

BC advises that we are happy to give RF more time but there will come a point where we will have to write back. RF sure that it can be resolved with a bit of give and take on both sides. RS believes that the action Christine is taking to obtain all the leases might aid in finally determining the status of the land. BC did not wish to open wider discussion on this point tonight as agenda time does not allow.

6) Memberships

SB has not received a definitive list for which he apologises, believes there are a couple of new members, which would be added on to the next meeting.

7) Finance (Treasurer)

RS confirms last year the club finished with a £28k deficit which is not sustainable. RS confirmed if appropriate changes were made, taking into account electricity and wings and wheels (budgeting around a £2k profit) and field margins we could exit the year end with a £2.5k profit, which is quite the turnaround considering the deficit. There will be minor tweaks made to margins. RS will send around documents to all. BC confirmed this was worth circulating and could then be confirmed at the next meeting as the year's budget. **Action: RS to circulate budget documentation.**

RS it is worth noting this budget assumes that there will be no rent increase by the landlord, if this right is exercised then hangarage will have to go up at the very least. BC warned that that increase could be sharp, there would be a combined inflation impact if they elect to raise the rent. PB queried if the margin increases mentioned by RS would be clear on the sheet, or are they worth talking through. RS advised the margin increase are mainly field, and they won't go above where they were pre covid. We are running a significant discount specifically for members since the 2020 Committee (not existing Committee members). BC confirmed that fuel was sold at a loss for a while. RS this is the third year of selling at 18p mark-up, he advised that because of the Fenland flying school licence, they are limited to a 10% mark up. For members we won't bring the mark up to £0.32p in one go we will try and work with the mark up as fuel deliveries come in and try and move it to a more sustainable level. The budget is based on a £0.25p average members mark up so a £0.07p increase will be required between now and April. PB questioned what the non-members mark-up would be? RS non-members would be £0.48 which is comparable to other airfields as RS has checked. RS currently we are £0.10p a litre cheaper for members than other airfields so this is a necessary change. RS does not believe the non-member mark up was changed at all, the mark-up was changed for members to protect them during the Covid period and beyond.

BC the proposal is that we will increase member mark up as we get cheaper fuel deliveries, we won't bring the price down in line, so rather than putting members prices up we don't pass on discounts until we achieve a more reasonable margin on fuel. RS confirmed this, but also worth noting at the moment fuel prices are increasing. RS the pump price will have to increase eventually but do it in margins to try and balance it. RS had produced two spreadsheets, one to show interim and one for desired outcome which RS will send out.

BC to make changes we need to vote.

RS at the moment we are on a fixed mark up, RS proposes we switch to a %, which makes sense for budgeting purposes as we know margins on the field. BC simplify this, target is

that we mark-up as Fenland Flying school allows 10% on purchase price, UL 91 and 100LL and Jet A1 at 10% and move to a 25% mark up for members on UL91 and 100LL and 40% on Jet A1 and non-members 35% on UL 91 40% on 100LL and 49 % on Jet A1.

RS confirmed that those are the numbers that match pre covid. BC if we voted to let the fuel manager to work to those numbers, we have the flexibility to manage the fuel outside this meeting. JB queried if increasing those numbers for members would impact memberships especially if not based here. RS has looked at other comparatives and we are significantly cheaper the proposed increases would just move Fenland in line with other airfields.

SB concurs happy to move to a percentage. RF cost of equipment and maintenance of all equipment also needs to be factored in.

BC proposes a vote in line with RS's proposals as outlined, all in favour, proposals passed.

8) Fuel (Fuel Manager)

a. Fuel adapter

RS confirmed he had placed an order for 100L fuel and also placed an order for 4000 litres of UL91 from the same supplier, Puma. After the order they wanted clarification as to whether it was feeding into a underground tank or above ground tank. As it was underground they said they could not deliver because they were pumping in at 200 litres a minute and because of the pressure this could split the tank. RS then received a further call to say they were going to pump it into a bowser and gravity feed it, that plan changed because of contamination fears. It was agreed the driver would look at the tank when here and then a decision could be made. On the day of delivery, the driver looked at the inlet for the UL91 and RS was shown adapters that were required, and reducers and he believed he needed a fuel pipe smaller in diameter than the filler we have, he could attach his pipe to that pipe with a reducer and it would not pressurise the tank. RS liaised with RF as RS had not dealt with fuel deliveries before. RF had the same discussion with the driver, RF asked the flow rate wand was told minimum 200 and further discussion happened as to who could provide this. RF confirmed the engineering company on site offered to make it out of the materials identified to the tanker driver, who confirmed the materials would be suitable. RS eventually the welder from the engineering company discussed this, the driver provided a fuel adapter to ensure it fitted correctly. This pipe and adapter were provided the next day. RS was away on holiday when the next fuel delivery was attempted, it didn't fit and only 2000l of the 4000l ordered was able to be delivered.

BC thanks RS for the efforts.

RF concurred that the situation described by RS is how it happened. BC thanked RF for this help.

SB wasn't aware of the problem or the solution. When the delivery arrived, SB wasn't around. There was confusion. SB spoke to Forest today, they are the experts, and they advised we

are lucky the airfield is here, you cannot pump into the tanks. BC that is clear now. SB queried whether any paperwork had been produced, it was confirmed it had not been.

BC updated that we have learnt from this, and we have spoken how we can communicate better. No one had intended anything reckless, and it was done with best intentions.

RF clarified the club has not suffered the cost of this it was paid by RF. JB confirmed that RF had declined repayment as RF had told him that as it was done through cash it would be hard to prove legitimate transaction as there would be no paper trail. SB the money is not the issue, it was the dangerous situation the club was put in.

JB asked what we can take away as learnings. RS if you cannot deliver gravity fed, we cannot order, there might be need for a bowser, or replace tank to an above one. BC always make sure the most knowledgeable people on the Committee are aware and we take expert external advice if there is any doubt, which we can do with Forest.

JB asked about whether there's anything we can do to help future fuel managers avoid these kinds of situations. RS there is a need to include documentation on how to test the fuel, and how to take a delivery. This needs to be included in the dropbox folder on the how to's.

b. Communication of fuel deliveries to CFI

RS updated he had received three deliveries one had been communicated with prior to delivery, the other deliveries booked in, received no delivery updates until the driver turned up. No communication in terms of deliveries so hard to pass on any details. RS suggested going forward be very clear that we need further delivery updates. SB indicated just knowing what has been ordered would be handy. Going forward CFI needs to be CC'd into order emails. **Action: BC to ensure CFI is CC'd into future fuel orders.**

RF brings up a concern over contamination. 100LL and Jet A1 have never been delivered on the same day and always in different tankers. BC need to rely on our suppliers on this issue.

SB Forest came today to maintenance, and they were specific about not pumping fuel into this tank. RS might cause a potential problem in the future, SB very few people buy it.

c. Fuel prices and changes to markups

Discussed and voted on under Finance update.

d. JetA1 out of hours arrangements

JB advised a few weeks ago the Police helicopter people made contact and they would like to have an arrangement similar to the air ambulance (who have an arrangement where they can pick up Jet A1 out of hours, they have our aerodrome manual and a key, they also fitted a light so they can come at night). The Police people would like a similar arrangement. There is a keylock safe, so could include a key, and JB wondered whether a better process could be introduced, as currently they come, and we then invoice them.

BC could think of a wireless payment method or we can just get them to contact us when they take the fuel then we can invoice. But if there is a key in the safe we may be able to make arrangements with other Corporate bodies. Good money is made on Jet A1 so it is worth pursuing, in so long as they are willing to test the fuel themselves.

BC will take this forward after his return from holiday.

9) Safety matters

None.

10) Airfield general (Airside/non airside Manager)

Airside

RS spoke to Lee, need to get 2608 in a better state, presuming that is what will be used for Wings and Wheels, needs makers and numbers fixed. We looked at chalk, however it is short notice, Lee proposed we burn the weeds and markers with a torch and then pour spray paint on the numbers, this should get it to and past Wings and Wheels, and if that is done on a bi-weekly/monthly basis, that would be a more permeant maker than what we have now. BC concurs with this view. RF advised that Lee has spoken with him and RF is happy to provide the torch and use of the van to take it down to where required. RS confirmed Lee and he would do it two evenings before Wings and Wheels.

Need to discuss the taxiway that remains outstanding with CAA.

SB raises the Fire truck, does it need NOTAMS. Discussion as to who knew how to do NOTAMS. RF queried if the fire truck was a mandatory requirement. BC confirmed fire cover is a mandatory requirement at weekends. Jeff to be requested to show some Committee members how to do NOTAMS. RS would check to see if it is on dropbox. **Action JB/RS**

Non airside

Airfield issue tracker issued by JB following a walk around conducted by JB and RS. Still a few outstanding areas to look at. There for reference only. JB has spoken to Dave Elmy about the padlock on the airside barrier and get that reinstated, it will be replaced and back soon.

JB will also look to clean and wash the decking area around the cabin based on the conversation around insurance. RS was happy to help. RF offered use of his steam cleaner and JB will speak to RF about this.

BC asked Ricky to do the metering on the clubhouse for us and he will get a contractor to come back and rectify and fix the toilets. Need to stop Mick from doing temporary repairs, and BC would speak to Kerry Goundry.

BC requested a poll for prioritisation for outstanding issues. JB would look to do this. BC need to add Starling to this.

11) Accountable Manager

OW not present – no update.

12) IER/RFFS (IER Manager)

BC informed Pete is keen to continuing with Rex and Lee to support and help.

a) First Aid training

BC confirmed Lee is trying to arrange and the suggestion is that people who will train are people who have done 6 duties in the last year, or regular people who do training.

BC advised RF had offered to be a fireman, and RF confirmed this so long as his age was not a barrier. BC we can then have two less trained fire fighters ready so long as we have one trained on site which will help with our rostering. BC stated that it felt like progress.

b) Fire truck

BC has recently ordered a master cylinder which Lee has replaced alongside the other cylinder previously replaced. It is the clutch that has gone and BC after phoning around has found a garage able to assist. Dave Almey picked it up yesterday morning, BC will pass over details to a Committee member during his absence. Dave will pick up, then it will need to be test drove, reloaded, including the first aid kit which is in the flying school and all remaining stuff is in the caravan.

13) Hangars

PB advised there is a couple of spaces for aircraft which are now filled. One leaver, space offered to Ricky Boar, should be in situ for September. There is a space in hangar 5 which was temporarily filled, gone to the next on the waiting list that will fit, and it is a Foxbat owned by John Ketts, not a member but familiar with Fenland, and is now filling in the forms. Should be in situ by September.

There is one small space in the Nissan Hangar for a microlight and one or two small giros down the side of the old hangar.

From the 1st September we should be a full occupancy which is good from a revenue point of view. In terms of the waiting list there will be two people on the list.

BC is there a list of occupants that we can communicate to with bays 1-3 in relation to Wings and Wheels. PB apologies for people communicating with him on the hangar email address.

PB will take bullet points which have been sent and draft them into an email for those occupants in bays 1-3. If there are any objections the two spaces, we have in theory could be shuffled into those but will see if there are any issues and provide any feedback on the WhatsApp group. RF reminds that there is a clause that allows the Club to use hangars for functions. PB does not foresee problems and thinks there will be enough space if needed.

14) Events (Event Manager)

a) Flyball Update

JB has looked into this, it was more involved than we initially anticipated, because it is the day before Wings and Wheels it is not feasible to pursue.

b) Wings and Wheels

BC advised that a separate meeting took place on Saturday. Wings and Wheels was approved to go ahead and details passed to Insurers. RF had a request for a pitch at Wings and Wheels for an organisation selling alcohol, he strongly felt that this should be refused by the Committee. Further discussion as to whether this should be allowed. As there was no revenue it would be refused as it was felt it was not appropriate.

RF advised vintage car club would be bringing 8/9 vehicles.

RF confirmed Wrights remain supportive, and confirmed the car park is covered by the club's liability insurance. RF confirmed the raffle would be going ahead, after a query from SB.

15) Fenland Flying School (Steve Brown)

Nothing to report.

16) Runways Restaurant

KG not present, no update. BC confirmed that Runways have lost their chef and there has been issues with stock.

17) Questions from attendees

18) AOB

RF provides an update on SB's complaint in relation to Angelo. RF feels that SB's complaint is justified. The aircraft is registered to Biggleswade Flying Group the aircraft is owned by Biggleswade Flying Group Ltd. The shares for Biggleswade Flying Group are in two forms, A&B shares. Cipiano holds 100% of the A shares and originally held all of the B shares. A shares are the controlling shares, the shares which dividends are paid to and the shares that hold voting rights, and they are all held by one person, Cipiano. The B shares have no voting right,

no dividends, it is a hollow share. BC they would have equity. RF according to Companies House, there is only one Director, Cipiano, if it were a genuine group operating aircraft, the other group members would be down as Directors, so they have a say in how the aircraft is being operated. Cipiano has the controlling interest, is the only Director, has the dividends. The co-owners are only there because he allows it, and he has granted the shares. The members are not constant, they do change. Two members may not be club members although this has not been confirmed.

RS commented it was clear he is drawing money out of the company. RF satisfied that that the aircraft is being used commercially and is being made to look like a group operated aircraft.

BC stated his main concern is the type of share that the group of shareholders is holding, if they are A shares, then it would be more relaxed. RF everything points to one Director.

SB in essence, he is operating a business at the airfield and the rules state that he has to have a licence agreement with the Aeroclub, and he does not have one. If the Committee allow this to continue it will be allowing him to flouting the rules.

BC will declare an interest at this point, he does have a ltd company that owns an aircraft, not in Angelo's aircraft, but a company is a legitimate way of owning an aircraft. BC has four owners, each put in equal money, all A shareholders and all are Directors.

RF there is no conflict of interest, right to declare but it is being operated in the correct way, being operated with the people that have a licence to do that.

SB states that the aircraft is being hired. RF confirms that looking at the accounts there is some form of monetary payment that occurs on a monthly basis.

BC has been unsuccessful about communication with Angelo, and would rather resolve this peacefully. RS states that we need to establish who is flying the aeroplane, are they members of the club and then get that information and present to Angelo, invite them to a meeting.

RF if as a Committee you invite him to a meeting and he choose to ignores it, then as a committee you have acted in the best interest of the members, if you allow it to continue you are making a precedent for every other club member.

RF will draft a communication to Angelo highlighting the above and JB will send. **Action: RF and JB**

19) Date of next meeting

To be confirmed.