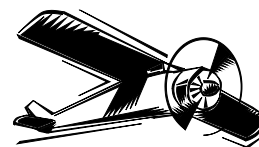


FENLAND AERO CLUB – Committee

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

EGCL / Tel: 01406 - 540330 / Email: secretary@fenlandairfield.co.uk



MINUTES OF THE MEETING OF THE FENLAND AERO CLUB COMMITTEE

Present:	Braden Connolly (BC), Josh Brown (JB), Lisa Brian (SB), Rex Ford (RF), Lee Dickins (LD)
Remote:	Pete Begley (PB), Colin Albone (CA), Oliver Wheeldon (OW), Rynardt Spies (RS)

Thursday, 28 September 2023 18:30

AGENDA OF THE SAFETY MEETING OF THE FENLAND AERO CLUB

1. Safety matters

LB started the meeting regarding safety concerns. No significant issues were raised from the team.

BC questioned, a case of a very low pass at Wings and Wheels. RF mentioned that the pilot had sought permission, but there might have been a misunderstanding about the altitude and suggested an internal MOR might be more appropriate than an external one to strengthen procedures when someone asks for permission to do a fly by. BC emphasized that their role is to provide information regarding traffic rather than granting permission. RF highlighted that his concern was to avoid any potential black mark over the club and the tower.

An additional point was raised by LB about an air prox. The CAA had contacted them about an instance they didn't have any information on. The pilot involved didn't sign the movements book and was therefore unidentifiable. JB mentioned he had received an email about it which he responded to after discussing it with Steve. LB confirmed that Steve would follow up with CAA stating their lack of knowledge about the incident. The team discussed the possibility of contacting the pilot for the landing fee, using the aircraft's registration.

The safety meeting concluded with no further issues raised.

AGENDA OF THE COMMITTEE MEETING OF THE FENLAND AERO CLUB

1. Apologies

BC noted the apologies for absence from Kerry. He mentioned the possibility of RS and OW joining online later. BC also noted that Steve was unable to attend but had sent LB to represent him. BC also welcomed LD who he had invited along as he had been instrumental in the running of Wings and Wheels and our IER efforts.

2. Minutes of previous meetings

The minutes of the meetings held on the 12th and 17th of August were up for approval. JB noted that the date for the 'wings and wheels' meeting was erroneously listed as Thursday instead of Saturday. The correction has been made in the system. No other corrections for the minutes of the 12th of August were raised by the members present. RF proposed the approval of the minutes, which was seconded. The minutes were therefore signed off by BC.

The minutes of the 17th of August, which was a full meeting, were also discussed. RF expressed that they were an accurate record of the discussions held and proposed their approval. No changes or comments were brought forward for these minutes. BC signed off on the document, marking its approval.

3. Matters arising

JB mentioned there were some actions from the previous meeting that would not be covered in the main agenda.

NOTAMs

JB explained that they have moved to a new digital system for issuing NOTAMs and have finally received a username and password for it. LB has done some preliminary training on this system.

However, BC suggested that anyone authorised to use this system should receive a briefing from Steve to ensure they are capable of issuing a NOTAM correctly. LB and JB agreed that the system was relatively simple to use and that any issues would be run past Steve for approval before a NOTAM was issued.

Outstanding actions

JB also mentioned an action to prioritize airfield issues and communicate with Angelo, which he has yet to complete, both of which would be addressed in the upcoming agenda. He added that he has paid the renewal invoice for the Tokheim support contract, which was listed in the work schedule from the previous meeting. All other matters are covered in the agenda and work schedule items.

4. Club administration

a. Unitel Contract

JB highlighted the renewal of the Unitel telephone contract, which if not renewed soon could result in a price increase; a question about telephone lines in relation to the club considering going digital; and the need to understand the club's current telecommunication costs.

RF suggested exploring Vodafone's offer of unlimited internet and landline for £10 per month. BC questioned the necessity of this as the club doesn't make many calls. JB explained that the club still requires a connection for the fuel system and it currently has two separate lines to support this.

LB raised issues with the club phones, stating that they often go to voicemail and sometimes do not allow callers to leave messages. BC suggested looking into VoIP for incoming calls. JB planned to discuss this with RS.

b. Work Schedule Items

JB discussed several items on the work schedule. He had not received a response from Ricky regarding the certificate for the filling station or the submetering for the clubhouse. BC offered to contact Ricky.

Upcoming items include the renewal of the Dropbox Plus subscription and the need to check and possibly order more Jet A1 testing capsules. There is also a need for a deep clean of the kitchen extractor and ducting. RF pointed out that the grease traps needed regular maintenance, which was not happening. This had caused overflow and unsightliness. BC noted that the grease trap needed to be replaced. LB raised the need to check the lights for night flying, and LD noted that at least four lights were missing.

c. Security Concerns

Security for the hangers was discussed, with concerns raised about the number of keys in circulation. It was suggested that former members may still have keys. LD suggested changing the code. LB suggested a systematic check of keys.

d. Marker Board Replacement

LD suggested a new design for the marker board, using PVC piping to create A frames. The plan was to make one and test it before making more. There was discussion about the need for the marker board to be frangible, and Ollie suggested that the PVC pipe would shatter on impact, causing minimal damage.

e. Task Management Platform

JB discussed the use of Basecamp as a task management platform. He has been using the platform and finds it useful. He proposed subscribing to the platform for \$15 per user per month and inviting everyone to join as guests. The committee agreed to this proposal.

5. Memberships

LB provided an update on new memberships. It was noted that there have been a significant number of social memberships recently. LB explained that these social members are largely people who frequent the restaurant and desire the associated discount. For the month of August, there were 13 new members, one of which is an honorary member. The remaining 12 were split evenly between social and flying members. Out of the flying members, five are students. One flying member, who recently bought a share in the Lima Delta, decided to sell her share due to affordability issues, but she remains a member until April.

6. Finance

a. Finance Update & Insurance Budgeting

RS informed the meeting that the last insurance payment made was considerably higher than expected, resulting in a potential miss on the target by approximately £4,000. Despite the setback, he expressed optimism that the shortfall may be offset by under-spending in the airfield general, which was initially budgeted for £9,000.

b. Deposit Card for cash

JB reported that he was currently holding £4,000 in cash from predominately the wings and wheels event but also landing fees, which he was trying to deposit into the account. He expressed the need for a deposit or debit card to facilitate this transaction and mentioned that he was working with Simon to get this sorted with the

bank. RF suggested depositing through a personal account and then transferring across which JB said he was already doing for the landing fees. JB also mentioned that the process of getting signatories for the deposit card was in progress.

c. Update on Bank Signatories

JB raised the issue of updating the bank signatories. It was discussed and agreed that the chairman, the secretary, and the treasurer would be the new signatories as previously agreed in the first meeting of the committee. The minutes from the meeting will be used to update the bank on the changes. It was also agreed that every payment would need two signatories. Mel, the bookkeeper, could initiate payments but would need one of the three officials to countersign.

d. Proposal for Prepaid Debit Card

JB proposed to sign up for a prepaid debit card from Equals Money which has a plan for charities and non-profits. The card would mainly be used to pay for expenses like Starlink and Basecamp. The card comes with a £10 fee, but the annual £50 fee is waived for charities and non-profits. PB proposed this and RS seconded it. The proposal was passed with everyone in favour.

7. Fuel

BC highlighted that the club needed to order fuel. The committee discussed the increase in fuel sales and the need to purchase more fuel. RF suggested that the fuel price should be increased as it was expected to rise significantly. BC concurred that the fuel price needed to be increased before the new fuel arrived to avoid a sudden price shock. RF suggested that if the fuel price increased, the price should also be increased for the fuel already in the tank.

The team discussed the current fuel charges and decided to increase the prices as agreed in the last meeting. RS stressed that the fuel margins needed to be increased, not just due to the rising retail price, but also to ensure the club's survival. BC confirmed that he would adjust the prices within the agreed parameters from the last meeting.

BC then moved onto the topic of fuel ordering. He reported that the club had about a month of fuel left and he had requested quotes for 12,000 litres immediately or 18,000 litres in four weeks. The club was awaiting a quote from CYMA and had received a quote from Puma for 100LL.

RF raised the question of whether any calculations were done to determine if there was any natural loss of fuel over the month. BC said he would ask Jeff during his briefing the next day.

Finally, BC confirmed that he would order fuel the next day and would not spend more than £50,000, moving money around as needed. The club's normal fuel expenditure was around £30,000. The fuel price increase would be communicated to LB the next day for adjustment in their prices.

8. Safety matters

a. Low fly pass incident at Wings and Wheels

The committee discussed a recent low fly pass incident at Wings and Wheels where it was believed a radio operator had authorised it. OW clarified that radio operators are unable to give any positive instruction. LB further explained that radio operators can only provide known traffic information and the pilots make their own decisions

based on that. RF and OW discussed the incident further, with OW stating he had filed an MOR and would follow up with the CAA regarding the incident.

b. Radio Communication Recording Solution

The committee discussed the need for a recording solution for radio communications. RS stated that he would need to source another raspberry pi and an antenna would need to be installed. The approximate cost of the project was estimated to be around 70 pounds. The committee agreed on the usefulness of having a recording of all radio communications. PB proposed the recordings be held on a 28-day rolling basis, but OW suggested a longer period due to the duration of MOR processes. RS suggested a system that records only the segments, which could hold up to two months of recording on a 64GB card.

Following a discussion on the best way to implement this, BC proposed a budget of 150 pounds for LD and RS to establish a recording solution. PB seconded the proposal. OW requested that a monthly archiving process be included in the plan to ensure a year's worth of information can be retained. RS agreed to work on a consistent way to move the files. The proposal was unanimously agreed upon by the committee.

9. Airfield general

a. Radio Operator Tracking and Obligations

OW proposed the idea of implementing a log for radio operators to sign in and out, to capture dates, names, and times of operation. This was suggested for better understanding of how the radio operation is manned and to ensure that obligations are being fulfilled. This idea was supported by BC. LB mentioned the existence of a core group of radio operators and the interest of new operators in training. It was agreed that having a log would be beneficial and easy to implement.

Further discussion was held on the club's previous decision to pay for operator training and licensing in return for a commitment of certain number of shifts from each operator. It was suggested that operators who haven't fulfilled this obligation should either catch up or repay the club on a pro-rata basis. It was proposed to give these operators three months to fulfil their obligations.

LB mentioned that some operators who were trained have shown no interest in fulfilling their commitments, while others are keen and regularly booking slots. It was suggested that a reminder or a proposed rota could help to get the less interested operators involved. BC proposed to send letters to operators who are not fulfilling their obligations and asking them to either catch up on their shifts or repay the club for their training.

A discussion was also held on the benefits of having a radio operator, with consensus that it is beneficial for safety and encourages more people to fly in. It was agreed to revisit the radio operator booking process to ensure it is as effective as possible.

The possibility of asking previously involved radio operators to return was discussed, but LB noted that those who had left the role had done so definitively. It was agreed that BC would investigate the situation with the trained operators and formulate a plan to ensure the radio is adequately manned.

Finally, the possibility of extending a call to all members to express interest in becoming radio operators was proposed. It was agreed to assess the situation with the current operators before taking this step.

b. Airfield Taxiway Issue

OW gave a summary about an ongoing issue from an audit that was conducted in March of the previous year. A new auditor who previously worked at Heathrow had brought up an issue with the runway edge strips. The auditor has not relented on this issue, despite attempts to push back.

OW proposed a solution to the only remaining issue from the desktop audit, which is the end strip side strips. He suggested that there is no issue with the two ends of the runway. At one end there is a displaced threshold and if measured from the end of the runway, there is plenty of room from the road to the threshold. At the other end, there might not be enough room within their curtilage, but there is a farmer's field which could serve as a reasonable clear way. The issue comes with the side strips, the clearways down the side of the runways.

OW went on to say that one of the options could be to deal with this issue by proposing some pragmatic solutions to the CAA. He also suggested that they could consider licensing a longer and perhaps better runway and just move the problem further away from a licensing perspective.

BC suggested that the easiest thing to do would be to move the taxiway to 15 meters away from the edge of the runway. If the CAA is not satisfied with that, they could offer to mow the field differentially or use white paint as a last resort. OW agreed with this and suggested that white paint creates a perennial task and a maintenance issue, so they shouldn't volunteer in the first instance.

OW asked the committee if he is authorized to make the proposal of nominally moving the taxiway to the first 15 meters from the ditch. The committee agreed, provided that the CFI, Steve, is happy with it. BC confirmed that Steve was content with this solution as per a prior WhatsApp conversation.

c. Movement Logs Location and Digitization

BC initiated the discussion on the location of the B movements log which is in the fuel shed when the clubhouse is locked. RS confirmed he's working on the solution which includes developing a digital movements log. BC suggested, as an interim measure, to have a second movements log in the fuel shed. He also proposed moving the out-of-hours movement log from the box to the fuel shed. BC agreed to create a new one for the fuel shed, which he promised to place there the next day.

d. Aerodrome Survey

The meeting discussed the overdue aerodrome survey. JB explained the confusion about the best approach due to vague CAA requirements about who should conduct the check surveys. The last full survey was questioned due to it not being done by a qualified surveyor. The surveying company disagreed with the need for a qualified surveyor, citing a change in responsibility as outlined in CAP 1732. However, after JB's research and discussions with various stakeholders, including a third-party advisor, it was determined that the aerodrome is regulated by CAP 232, which requires a competent surveyor to conduct the survey annually.

RF suggested interpreting the written word in the legislation and confronting the authority with their own definitions and requirements. OW proposed a pragmatic approach, suggesting a quick lookout from the tower on a weekly basis to monitor any changes, instead of getting caught up in politics and bureaucracy. This practical approach received support from other members, including safety manager BC.

The worst-case scenario, as pointed out by OW, would be the CAA requiring a full survey during the next on-site audit if they found the check survey invalid, resulting in a cost of around five grand. The proposed plan of action was approved, with either the safety manager or air side manager responsible for signing off the annual check survey.

10. Accountable manager

OW mentioned that he has nothing further to report in relation to the Accountable Manager. He will provide updates on the progress of the conversation with Jazz and potential replacements. He will also inform the team regarding the outcome of the ongoing MOR conversation. BC acknowledged OW's comments and expressed his gratitude.

11. IER/RFFS

LD presented an overview of the challenges faced by the IER team, including issues with equipment and staffing. He mentioned that Peter S will be taking over from him in November after a brief period of transition. LD also discussed the upcoming first aid training for the team and a plan to order a new batch of foam for emergencies. He highlighted the need for better equipment and hopes to arrange for donations from local fire crews and charity organizations. LD also mentioned a possible grant from a wind farm company that could help with costs. A proposal was made to offer first aid training courses at the cafe, which could benefit the club and the community. LD emphasized the need to recruit more members for the team and maintain a good level of training and preparedness. He also proposed a more varied and unpredictable training regime for the team.

12. Hangars

PB reported on the occupancy status of the hangars. New member will be moving into Hanger 5 in October. A current member will be filling the second vacant spot in the new hangars. However, a space was recently vacated in the new hangars. PB is currently in talks with two potential occupants to fill the spot. In the old hangars, another microlight from will be added in October, filling the lean-to section. PB will continue efforts to fill the remaining spots and may seek to advertise the availability if needed. He also noted a potential issue with mice in the old hangars and may investigate pest control options. BC offered to place down some poison as he has a pest control licence and agreed to do so the next day.

13. Events

RF provided a debrief on the Wings and Wheels event. He expressed satisfaction with the overall event turnout, despite a few issues. He highlighted the participation of the Fenland Model Aero Club and Peterborough Steam Society, which added value to the event.

RF raised concerns about the cost of the face painter, which resulted in a net loss for the club. He also noted an issue with the children's cups and saucer ride, which cost the

club £215. RF suggested that for future events, attractions and rides should not expect the club to bear financial risks.

RF noted that classic cars at the event resulted in loss of potential revenue due to free entry for drivers and passengers. He suggested implementing a registration and payment system for classic car entries in future events. He also recommended a pre-event briefing for volunteers and helpers in future events to ensure smoother operations.

RF recognized the contribution of volunteers and helpers, emphasizing the need to acknowledge their efforts. He suggested improvements such as cutting the grass at the Enfield entrance and Burgess, controlling the number of stalls and their offerings, and clarifying booking procedures.

RF proposed the re-booking of the band for next year's event, considering the positive response they received. He also suggested the exploration of commercial sponsorship from retail motor dealers or double-glazing companies.

In the financial review, JB reported total income of £5,053 and costs of £1,883, resulting in a profit of approximately £3,169.

PB raised the possibility of considering an air show to potentially increase future success. However, concerns were raised about the financial risk and licensing requirements associated with an air show. The committee agreed to take these considerations into account in future event planning.

LB, LD, JB, and RS also shared their views and suggestions on the event. They praised the event's success and suggested improvements such as better utilization of space, improved food provisions, and the consideration of smaller, more frequent events. JB and LD highlighted the long-term benefits of such events, including new memberships and greater visibility for the club.

Overall, the committee was pleased with the event's success and expressed gratitude to all those who contributed to its organization and execution. They agreed to consider the suggestions made during the discussion for future events.

14. Fenland Flying School

a. Updates and notices

LB brought forward issues from Steve, including the sticking taps in the gents' toilets which lead to water waste. BC suggested adding this to the task list for replacement.

LB mentioned the potholes in the car park and the gravel under the stairs needing replacement, which BC confirmed are already on the list for repair.

The issue of the radio exam was brought up, with LB needing to find a budget for potentially two other people to go through the RT process.

LB highlighted the runway lights, and the non-functioning foyer light were also noted, with BC planning to ask an electrician to look into the latter.

LB asked about the progression of G-SAPI, which RF suggested they discuss under

'any other business'.

LB also raised the question of when the cameras would be installed, which BC suggested should be limited to committee access for data protection reasons.

LB also announced an audit for the school next week.

b. New Flying School Members

LB mentioned the addition of three to four new students. Some recent passes were also acknowledged.

c. Radio Training Budget

CA brought up the topic of training budget for radio, inquiring if they would decide to allocate funds for it. BC clarified that they would try to recover budget from those who had been trained but were not participating, rather than setting up a new budget.

15. Runways Restaurant

No updates.

16. Questions from attendees and AOB

RF brought to attention the matter concerning G-SAPI and a letter he composed to Mr. Sapiano. He inquired about the approval and delivery status of the letter. BC intimated that JB would discuss the matter.

JB acknowledged that he had not made progress on it due to other responsibilities. He mentioned having received an email about the topic but not having the time to go through it thoroughly. RF proposed that the letter should originate from the secretary and be officially endorsed by the chairman of the committee for greater impact. JB agreed to send the letter once his workload allows. The committee concurred on the importance of addressing the issue, as Mr. Sapiano's actions were seen as bending club rules and potentially encouraging similar behaviour from other members.

JB also mentioned some of the extra duties he was working on, including dealing with the Valuation Office Agency which required the yearly submission of a rent and lease details form. He had also reviewed the GDPR policy and confirmed that no changes needed to be made after the review.

17. Date of next meeting

BC proposed that the date of the next meeting should be communicated via WhatsApp, as per the usual practice. RF agreed, stating that it has worked well so far. BC then closed the meeting, expressing gratitude for the team's hard work and patience. He highlighted the substantial number of topics covered in the meeting and thanked everyone for their outstanding contributions. RF responded with appreciation.

18. Closure of meeting

The meeting closed at 21:20