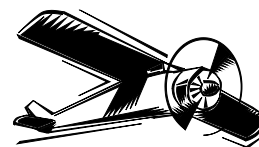


# FENLAND AERO CLUB – Committee

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

EGCL / Tel: 01406 - 540330 / Email: [secretary@fenlandairfield.co.uk](mailto:secretary@fenlandairfield.co.uk)



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

<b>Attendees:</b>	Peter Begley (PB), Colin Albone (CA), Rynardt Spies (RS), Steve Brown (SB), Peter Tyers (PT), Oliver Wheeldon (OW), Lisa Brian (LB), Peter Suckow (PS), Anna (A), Chris (C)
<b>Apologies:</b>	Joshua Brown, Braden Connolly

**Thursday, 25 April 2024 18:30**

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

#### 1. Safety matters

The meeting began with a discussion about unauthorized access to the airside area with loose dogs. SB raised the issue of two dogs wandering onto the airfield during a CAA audit. OW described the incident and emphasized the need for action to prevent future occurrences. The CAA might bring this up in the next audit, requiring evidence of corrective measures taken.

SB also highlighted additional unauthorized activities, such as a car and a lorry accessing the airside area without permission. The committee discussed potential solutions, including installing fencing or barriers and sending a letter to the Wrights, who own the adjacent land, outlining the airside rules.

OW recommended a risk assessment of the entire airfield perimeter to identify any other areas vulnerable to unauthorized access.

**Decision:** A letter will be sent to the Wrights (and the individual residing on their property), including the relevant CAA audit report. In addition to the letter the club will look to establish appropriate signage in the areas identified.

**Action:** Draft and send the letter to the Wrights.

**Action:** Review and establish appropriate signage and fencing, particularly at the end of new hangars

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

#### 1. Apologies

RS noted apologies from Braden, and Josh.

## 2. Minutes of previous meetings

RS asked if everyone was happy with the minutes of the previous meeting. CA proposed, and PB seconded the approval of the minutes.

**Decision:** The minutes of the previous meeting were approved.

## 3. Matters arising

### a. CAA Audit Findings and Observations

OW provided a synopsis of the recent CAA audit, noting that the audit team was larger due to the presence of a trainee. The audit revealed several observations and one ongoing Level 2 finding concerning the taxiway strip. OW emphasized the importance of addressing all observations seriously to avoid future findings.

RS will ensure the audit report is forwarded to all committee members. OW suggested forming a working group to address the audit findings and observations.

### b. Western Taxiway

The discussion focused on the ongoing issue with the western taxiway and the need to apply for a variation from the CAA. SB proposed submitting a variation to keep the existing taxiway and runway as is, based on his discussions with the auditors. OW emphasized the importance of providing empirical evidence to support any application for a variation. After a contentious discussion, it was agreed that a variation application would be drafted and reviewed as a first step.

**Action:** SB to draft an application for a variation for OW and committee to review.

### c. AGM

RS noted that the AGM would be held on the last Wednesday of June (26th). A newsletter from the Chairman would be sent to members to remind them about the AGM and invite them to stand for the committee. Additionally, it was agreed to investigate getting a PA system for the AGM.

**Action:** RS will prepare and draft newsletter with the chairman.

**Action:** CA to investigate PA system for AGM.

## 4. Club Administration

### a. Voucher for Flyer magazine

RS mentioned that there was no additional information available about the voucher for Flyer magazine and that this item would be deferred to the next meeting.

## 5. Memberships

LB reported that the club had five new flying members, two associate flying members, and one social member in March. A total of 172 members had renewed their memberships, with 48 still pending.

**Action:** LB to send reminder email to members who have not yet renewed their memberships.

## 6. Finance

RS presented the financial report, noting that the club had made a loss of almost £10,000 for the year. He mentioned that energy costs were expected to decrease with a potential switch to a new energy supplier, Octopus.

**Action:** RS to investigate potential switch to new energy supplier.

**Action:** Ensure all outstanding payments, such as heating oil, are collected.

## 7. Fuel

RS noted that the fuel levels needed to be checked to ensure they did not run out. SB agreed to check the fuel levels the next morning.

## 8. Safety matters

The discussion on safety matters was covered earlier under the safety meeting section.

## 9. Airside matters

### a. Pest control quote

RS presented a pest control quote of £2,750 plus VAT per annum. The committee decided to seek additional quotes before making a decision.

### b. End of life of the drainage pipe under 08/26

RS read a report from Josh regarding the drainage pipe under runway 08/26. The pipe is nearing the end of its life and may need to be inspected and potentially sleeved or lined. The committee decided to check the lease to determine if the responsibility for the pipe lies with the club or the landlord.

## 10. Non-airside matters

### a. Car park and entrance clean up

PS reported that the IER crew volunteered to clean up the entrance of the airfield and car park. Susan (from the IER team) had proposed reaching out to local schools and artists to paint the western fence of the car park. The committee approved a budget of up to £200 for the clean-up and painting project.

**Decision:** Budget approved of up to £200 for the car park and entrance clean-up and painting project.

### b. Portacabin clean up

RS mentioned that the portacabin needs to be cleaned up, and there is leftover catering equipment and supplies. It was decided to consult Karolina to determine if any of the equipment is still needed.

**Action:** CA to consult with Karolina regarding left over catering equipment

## 11. Accountable manager

OW had no further updates, emphasizing the importance of addressing the audit findings and observations.

## 12. IER/RFFS

PS reported on ongoing training and equipment needs, including the need for new gloves. The committee agreed to obtain quotes for the gloves and approve the purchase via WhatsApp. PS also reported on progress of ensuring all training documentation is up to date and in line with the aerodrome manual.

**Action:** PS to obtain quotes for new gloves and seek approval via WhatsApp

## 13. Hangars

PB reported that the old hangars are now optimized, with one new tenant moving in. The hangars are fully occupied except for potential gyro and fold-wing micro-light spaces. PB noted no recent complaints or issues.

## 14. Events

### a. Aerobatics Weekend (May 18<sup>th</sup> – 19<sup>th</sup>)

The committee discussed preparations for the Aerobatics Weekend. PB volunteered to be the committee representative for the event. The need for Tower cover and coordination with the aerobatics club was emphasized.

### b. BAeA Open day and aerobatic fly-in (July 27<sup>th</sup>)

The committee noted an email from Josh regarding making this an open day and aerobatic fly-in. This item will require further discussion in future meetings.

### c. Air Race (August 17<sup>th</sup> – 18<sup>th</sup>)

The committee had not received any new information about the air race course and decided to defer this item to the next meeting.

**Action:** RS to follow up with Braden and air race organizers for more information

### d. Wings and Wheels (August 25<sup>th</sup>)

PT discussed preparations for the Wings and Wheels event, including the need for stallholder and vendor agreements, pitch sizes, and fees. The committee agreed to charge food vendors a £20 upfront fee plus 10% of takings, while stallholders will pay a flat rate of £15 (outside) or £20 (inside).

**Decision:** Food vendors will be charged a £20 upfront fee, plus 10% of takings. Stallholders will pay a flat rate of £15 (outside) or £20 (inside).

**Action:** PT to finalize vendor agreements and confirm pitch sizes

## 15. Fenland Flying School

LB mentioned there would be a number of dates when the flying school would be closed and the need for someone to test the fuel during those periods. PT offered to assist with

fuel testing.

**Action:** LB to provide list of dates when the flying school would be closed and arrange fuel testing cover and training.

#### **16. Runways Restaurant**

A and C discussed the electricity bill issue and the need for an official invoice. RS confirmed that they are looking to switch suppliers to reduce costs. A and C also discussed preparations for the Wings and Wheels event, including the potential locations for the barbecue and the need for additional bins.

**Action:** Provide an official invoice for the electricity bill.

**Action:** RS to investigate switching energy supplier.

#### **17. AOB**

The committee discussed a range of additional items, including the need for a disabled toilet, ongoing issues with the air-to-ground payback, and the requirement for a budget to train new personnel.

**Action:** RS to follow up with Braden on the air-to-ground payback and training budget

#### **18. Date of next meeting**

The date for the next meeting will be decided via a WhatsApp poll, likely towards the end of May.

#### **19. Closure of meeting**

The meeting closed at 21:15