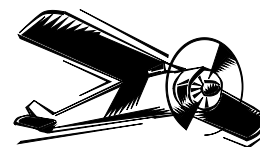


# FENLAND AERO CLUB – Management Team

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

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## MINUTES OF THE MEETING OF THE FENLAND AERO CLUB MANAGEMENT TEAM

<b>Present:</b>	Oliver Wheeldon (OW), Ziggy Krasa (ZK), Jeff Helm (JH), Steve Brown (SB)
<b>Others in Attendance:</b>	Lisa Brian (LB), Lee Dickens (LD), Josh Brown (JB), Rynardt Spies (RS)

### MONDAY, 09 DECEMBER 2024 @ 18:00

**1) APOLOGIES:** Pete Suckow

**2) SAFETY MEETING (chaired by CFI - safety forms and safety issues)**

No issues reported. LB stated that the runway joining procedures leaflet had been well received.

**3) MINUTES OF PREVIOUS MEETING**

The minutes of the meeting held on 01 October 2024 were published to the website and noticeboard on 27 November 2024. JH stated that all previous minutes were now up to date.

**4) UPDATES ON ACTIONS FROM PREVIOUS MEETINGS**

No updates.

**5) CLUB ADMINISTRATION AND MEMBERSHIP**

OW had reported that Steve Hunter had stepped down October 16, followed by Colin Albone on November 10. Since the management team was subsequently below minimum numbers, OW and ZK used club rule 5.21 to co-opt Jeff Helm onto the management team on November 14. Josh Brown has also offered to continue to help the management team, which was welcomed. JH suggested that given the number of electronic systems the club has, future committee nomination sheets should ask for technically competent members, with the treasurer role requiring financial competence. **Action JH to update the committee nomination templates.**

LB informed that the flying school are closing Christmas Eve evening, and re-opening on January 2, 2025. Traditionally the airfield has been closed on Christmas Day and Boxing Day. Fuel testing was discussed and we need to NOTAM any periods of no A/G, ground staff, restaurant or weekend IER.

LD kindly offered to help with fuel testing. Before informing the members, we need to clarify whether the restaurant will be open over Christmas.

**Action ZK to check with Karolina regarding Christmas restaurant opening.**

**Action JH to inform members of Christmas opening and update FAC website.**

**Action JH to co-ordinate daily fuel testing throughout Christmas.**

**Action JH to raise relevant Christmas NOTAMs for A/G, ground staff, restaurant and IER.**

## **6) FINANCE**

JH presented the accounts from April to November. All bills to date have now been paid and we are about 11k up on this time last year. There is a 3k end of year stock adjust currently held off the P&L, but this is compensated by a 2k repayment from the Goundrys. Fuel sales and visitors are slightly down but fuel markups have increased. Most of the additional income has come from the restaurant paying their own electricity. JH estimates that if we continue the year with no exceptional purchase we should break even +/- 3k. OW asked about club surplus, JH replied that the bank is currently 69k so reserves are slightly down. We should aim for a 10k "profit" next year. Future cost increases were discussed but it was thought that if we focus on events next year, both fly-ins and member events, that should lead to more landing fees and fuel sales and therefore not require any member fee increases in FY 25/26.

Suggested projects for next year include better hangar lighting, CCTV upgrade and phone system upgrade.

JH also raised whether we take forward the move to a Limited company prior to April 1, 2025 to minimise liability towards all members. **Action JH to investigate a move to Ltd company and implications.**

## **7) FUEL**

The Tokheim maintenance contract had expired in August. This has now been renewed but JH had to escalate to Tokheim management to avoid paying for a full site survey.

UL91 has been NOTAMd unavailable for the last couple of weeks due to no stock. UL91 sales had been very low this year even after reducing the price to match 100LL and sell at cost price. JH had canvassed opinion from members with Rotax engines, most bring in fuel from a petrol station. The current UL91 buy price is 25ppl+vat more than 100LL which will not entice visitors to choose UL91 over 100LL. JH had investigated replacing UL91 with MOGAS but to be comparable to petrol station prices we would have no markup. Forest Aviation advised us not to leave the tank empty

for long periods, they could easily switch the UL91 to a second 100LL tank at the next service in February.

**Action JH to extend the UL91 unavailable NOTAM until 31/03/2005.**

**Action JH to create a plan to switch the UL91 tank to 100LL for approval at the next meeting.**

#### **8) AIRSIDE AND ACCOUNTABLE MANAGER**

SB had raised the issue of moles on the airfield around the 26/36 intersection. JH had spoke with PPM and the moles can be gassed under our pest control contract, however the airfield cannot be used on the day (Monday) and it would need to be a dry day. It was agreed to monitor and SB to co-ordinate with PPM if it becomes more of an issue.

National Grid have asked Fenland for a meeting to discuss any airfield implications of their pylon project. The pylons are planned around the edge of the north to east side of the ATZ. OW agreed to meet with them, JH to co-ordinate.

We are waiting to hear back from the CAA regarding the taxiway variance.

#### **9) IER/RFFS AND A/G RADIO**

2 members have passed their A/G radio exams. JH asked if we have ROCC operator details, training records and scans of licences. LB replied she has details but these to be put into Google Drive. OW asked how the rota was managed as we don't seem to have a process to NOTAM no A/G if necessary. JB suggested we could use Basecamp for ROCC and IER rotas, shift logs and team chats. **Action JB to setup Basecamp for ROCC and IER rotas.**

7 members of IER spent a morning training with the crew at Spalding Fire Station, with further visits planned next year. It is hoped this will lead to more joint activities between our IER and the fire service.

#### **10) NON-AIRSIDE**

Air Ambulance would like to install a weather station non-airside on the airfield at their cost (approx 30k) to give the emergency services better weather coverage across the area. We would have full access to the weather data. This was approved.

SDHC had not invoiced our premises (alcohol) licence for a year or two due to an issue at their end. This has now been rectified and paid.

The fat trap by the tower steps is no longer working effectively. The restaurant have offered to purchase and maintain their own under-sink fat trap.

ZK reported that we had a recent 5 year EICR electrical inspection, a quote has been sent through with approx. 5k of remedial works which includes the high priority and low priority issues. ZK will ask for a requote of just the high priority issues. The fuel pumps electrical test is also due, ZK will follow this up.

SB reported some minor damage on the portacabin roof from the storm, ZK will investigate.

### **11) HANGARS**

JH reported that the hangars are full with a healthy waiting list. LD asked if any aircraft were fuelled in the hangars if members bring in their own fuel. JH will remind members that aircraft should be taken out of the hangars for refuelling and will include a reminder on the next members email.

### **12) EVENTS**

The Vintage Piper Aircraft Club would like to come to Fenland on August 2, 2025, with August 3 as a reserve day. It will be a gathering of their members although some may fly in. This was approved.

Wings and Wheels 2025 was discussed. We need a person to lead the event planning, JH will ask for volunteers on the next members email.

British Aerobatics wish to come to Fenland for a 3 day training camp from Friday June 13, 2025 to Sunday. This was approved. Previously pilots have paid a fixed fee of £25. This was based on our old landing fees and a future fee of £40 was agreed.

### **13) FENLAND FLYING SCHOOL**

Nothing to report.

### **14) RUNWAYS RESTAURANT**

No representation.

### **15) QUESTIONS FROM ATTENDEES AND AOB**

LB had received visitor reports that the windsocks at the model aircraft club are brighter than ours. The CAA had also noted our windsocks needing a refresh on their previous audit. **Action JH to get quotes for new windsocks.**

The meeting closed at 20:03

Date of next meeting: w/c January 13, 2025 (TBC)