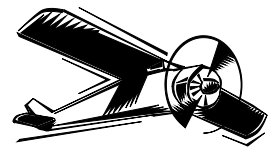


# FENLAND AERO CLUB – Management Team

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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>	Lee Dickins (LD), Rynardt Spies (RS)

**TUESDAY, 22 APRIL 2025 @ 18:30**

**1) APOLOGIES:** Lisa Brian, Josh Brown

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

No safety issues reported.

**3) MINUTES OF PREVIOUS MEETING**

The minutes of the meeting held on 5 March 2025 were published to the website.

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

None

**5) CLUB ADMINISTRATION AND MEMBERSHIP**

There some membership renewals still to process. JH reported that last year we had 228 members of which 123 were flying members and around 30k of income. We currently have 124 renewed members of which 70 are flying members and around 19k of income. **Action JH to send out membership renewal reminders.**

JH suggested the last Wednesday in June for the AGM, June 25, 2025, this was agreed. The meeting format will likely be the same as last year. **Action JH to email members the AGM notification.**

**6) FINANCE**

The bank balance is £88717 with a fuel stock of about 14k. The profit and loss for the financial year is showing a small profit but we need to wait for the accountants for a final figure.

## 7) FUEL

AVGAS sales this financial year are 94k vs 79k litres last year, about a 20% increase. With the current markups, our fuel price to non-members is comparative with other airfields.

JH has been approached by the MOD requesting use of the airfield to fuel a Wildcat helicopter for a Holbeach Range exercise taking place in the last 2 weeks of September. OW stated we will need a risk assessment. This would also be a good opportunity to define formal helicopter approach/departure procedures. Arrivals direct to the air ambulance lights on the east side of the airfield would be safest. JH to meet with the MOD to talk through the specific requirements.

JH is also meeting the company proposing the Chinook refuelling next week and discuss the issues we raised.

## 8) AIRSIDE AND ACCOUNTABLE MANAGER

The CAA have contacted OW to perform a desktop audit. The airfield manual and daily ops manual have been updated with previously agreed findings. **Action JH to distribute the individual changes from the previous version.**

OW suggested we produce formal job descriptions for all the FAC roles, we currently only have Accountable Manager and Fuel Manager defined.

Simon Cooke as licence holder would like to be involved with the new definition of Accountable Manager. A discussion followed on the role of Managing Director of Fenland Aero Club Licensing Ltd, a company for the sole purpose of holding the airfield licence. **Action JH to speak to Simon Cooke regarding the relationship between Accountable Manager and Managing Director.**

LD and ZK have refreshed all runway markings. The company replacing the broken glass windows in the tower has not responded so we will look to replace the glass ourselves.

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

The lack of fire cover at weekends was discussed. There are very few IER members who fly, most are social members. It was agreed to a) always NOTAM no weekend fire cover if the rota has not been filled by each Friday afternoon and b) promote fire cover with the existing crew and new members.

OW asked if we had official records of fire truck maintenance. JH replied the truck used to have an annual service from a local garage each year. **Action LD to arrange a fire truck service.**

## **10) NON-AIRSIDE**

The air conditioners in the tower and restaurant are due for service at £160, this was approved.

Lincs Air Ambulance wish to proceed with the weather station installation at no cost to us. The site they have proposed isn't suitable due to proximity of the runway. New suggestions were the back of the flying school or on the portacabin roof. The location will need power and data, Lincs Air Ambulance will pay for the power installation. JH will respond.

ZK is struggling to get the damaged car park lighting pole resolved with the company that damaged the pole. **Action LD to contact the company to try and make progress.**

The EICR outstanding issues will be actioned soon.

## **11) HANGARS**

The test UFO light in the new hangars worked well. Club members can do most of the work.

**Action ZK to obtain a lighting quote for both old and new hangars.**

## **12) EVENTS**

JH suggested we advertise the Spalding Flower Parade. In the past the club have provided a coach to/from the airfield, but to keep costs down we could help pilots organise their own taxis. Fenland will be advertised at the event in banners and programmes.

A Wings and Wheels meeting is arranged for Saturday.

## **13) FENLAND FLYING SCHOOL**

Nothing to report.

## **14) RUNWAYS RESTAURANT**

No representation. Early closing of the restaurant outside licensed hours was discussed. **Action ALL research options for food and drink when the restaurant is closed, for example a vending machine.**

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

OW asked about the next FAC flyout, this is on May 3 to Cardiff.

The meeting closed at 20:15.

Date of next meeting: TBC