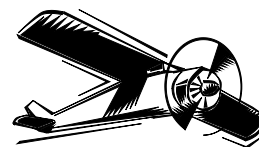


# FENLAND AERO CLUB – Committee

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

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

<b>Present:</b>	Josh Brown (JB), Colin Albone (CA), Peter Begley (PB), Steve Brown (SB), Lisa Brian (LB), Peter Tyers (PT)
<b>Remote:</b>	Braden Connolly (BC), Peter Suckow (PS)
<b>Apologies:</b>	Rynardt Spies, Oliver Wheeldon

**Wednesday, 20 March 2024 18:30**

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

#### 1. Safety matters

The safety meeting was opened and closed quickly with no issues reported. BC and SB confirmed the closure of the safety meeting.

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

#### 1. Apologies

Apologies were noted from Rynardt, and Ollie. BC also apologized for being late to the meeting.

#### 2. Minutes of previous meetings

The minutes of the previous meeting were discussed. SB identified a spelling mistake which JB agreed to correct. CA proposed the acceptance of the minutes, and PB seconded the motion. The minutes were approved unanimously by the attendees.

#### 3. Matters arising

##### a. CAA Audit

The upcoming CAA audit scheduled for the 3rd and 4th of April was discussed. BC mentioned he would not be available in the country, and the possibility of rescheduling was briefly mentioned but not pursued. JB noted that additional representation from FAC would be necessary and confirmed the attendance of Ollie. Discussions about preparing for the audit were held, with BC confirming to check the

variation documentation. BC, SB, and JB discussed their availability and roles during the audit.

**Action:** BC to check with Ollie regarding the variation documentation and coordinate with FAC members for the audit.

#### 4. Club Administration

JB discussed various administrative tasks including renewals and agreements pending with HMRC and other entities. He also mentioned an increase in the price of the Unitel telephone contract and the renewal of the airfield license. The discussion highlighted ongoing administrative tasks and the need for follow-ups on several items.

**Action:** JB to continue follow-ups and coordinate on administrative tasks.

#### 5. Memberships

LB reported four new members and several renewals. Discussions about the renewal process and bank account improvements were noted. The process of checking renewals and managing memberships was discussed.

**Action:** LB and JB to manage the membership renewals and updates.

#### 6. Finance

With the absence of Rynardt, general finance updates were brief, but JB provided an update on the financial status, noting an improvement in the bank account balance, largely due to membership renewals. Discussion about the fuel stock levels and financial health of the club was positive, with confirmation of good stock levels of various fuel types.

#### 7. Fuel

##### a. Aerops

BC introduced the setup of Aerops for handling payments for landing fees and potentially for Jet A1 fuel. He discussed operational aspects and the need for setting up systems for easier access and payment by users.

##### b. Accounts for JetA1 Fuel payments

Concerns about the management and reconciliation of fuel payments were discussed. The need for proper accounting and oversight was emphasized, with conversations about potential improvements in payment processes and access control.

**Action:** BC to coordinate with Mel and others to improve reconciliation and management of Jet A1 fuel payments.

#### 8. Safety matters

No additional safety matters were discussed beyond the initial safety meeting.

## 9. Airside matters

SB discussed the scheduling of grass cutting, which was delayed due to weather conditions. Plans to reschedule were made.

## 10. Non-airside matters

CA reported on the condition of benches and the need for maintenance. Discussions about managing non-airside maintenance effectively were held with commitments to address these issues promptly.

**Action:** PS to coordinate IER on non-airside maintenance tasks.

## 11. Accountable manager

No discussions were held as the accountable manager was not present.

## 12. IER/RFFS

PS discussed upcoming training and the need for organizing resources. He also highlighted the need for first aid training and coordination on these fronts. JB noted he has placed an order for the foam and CO2 with Bond Fire Services but requires chasing as things have gone quiet.

**Action:** PS to organize training sessions and coordinate on IER/RFFS related activities.

**Action:** JB to chase Bond for an update on the order.

## 13. Hangars

PB provided updates on the hangar allocations, new members bringing aircraft, and the general management of hangar space. Discussions about specific aircraft and space management were also held.

**Action:** PB to investigate the possibility of a clear out and labelling items in the hangar to clearly identify owners.

## 14. Events

### a. Wings and Wheels

PT volunteered to assist and organize the event. Key decisions included the confirmation of vendor fees and pitch sizes to remain the same, with stipulations for payment and evidence of insurance to be clarified by 1st August. Ideas for music entertainment and expansion on food vendors were discussed.

**Action:** PT to lead organization of Wings and Wheels, with support from the committee

**Action:** LB, and others, to inquire about potential musical performances

## 15. Fenland Flying School

SB reported that there were no significant updates from the Fenland Flying School, with weather seemingly affecting activity levels but otherwise operating as normal.

## **16. Runways Restaurant**

Discussions were held about the operating hours of Runways Restaurant, with concerns noted about early closures. BC reported having spoken to Karolina, who assured that the issue would be addressed.

**Action:** BC to follow up with Karolina to raise concerns

## **17. Questions from attendees and AOB**

No additional questions were raised by attendees beyond the discussions held during the meeting.

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

A date for the next meeting was not set during the meeting. BC mentioned that he would organize a poll to decide on the next meeting date, though also noted due to potential travel he may not be able to attend.

**Action:** BC to organize a poll for scheduling the next meeting.

## **19. Closure of meeting**

The meeting closed at 19:30