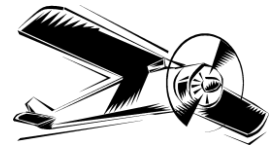


# FENLAND AERO CLUB – 2024 Management Team



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>Attendees:</b>	Steve Hunter (SH), Colin Albone (CA), Oliver Wheeldon (OW), Ziggy Krasa (ZK) Steve Brown (SB), Lisa Brian (LB), Peter Tyers (PT) Josh Brown (JB) observing
<b>Apologies:</b>	Peter Begley, Peter Suckow, Jeff Helm
<b>Absent:</b>	Runways Restaurant

**Thursday, 18th July 2024 19:30**

### Part 1 – Election To Roles + Initial Discussions

Present: SH, CA, OW, ZJ, JB

Introductions made by the MT to each other. JB presents a brief overview of the most important tasks which need to be maintained in order for the club stay functioning.

Discussion around who will take on what areas of responsibility which had mostly been discussed via WhatsApp by the incumbent MT prior to the meeting.

OW suggests that with such low numbers in the MT, wherever possible the MT should form and lead working parties of willing club members to deliver some of the required tasks. It is acknowledged there are likely some individuals who are keen to help run the club but do not want to be part of the committee at this time. All agreed the approach.

No formal election to roles possible due to MT structure and low numbers. Areas of responsibility discussed with the results being recorded below.

CAA Audit Findings – JB presents update on actions taken and actions still outstanding from the recent CAA Audit.

Wings and wheels discussed – decision made to cancel 2024 event.

## **Part 2**

All present

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

- 1. Safety matters – no matters arising**

### **AGENDA OF THE MEETING OF THE FENLAND AERO CLUB MANAGEMENT TEAM**

- 1. Apologies**

Apologies were received from Pete Begley, Jeff Helm and Peter Suckow.

- 2. Club Administration**

CA opens the meeting and reports previously discussed allocation of roles within the MT to the wider group.

OW – All matters airside / Accountable Manager

CA – Treasurer / Fuel Manager

ZK – Non-Airside Manager / Events

SH – Secretary

OW - Outlines MT intention to form working parties of non-MT volunteers who will report into a nominated lead MT member above. It is noted the feeling that there is too much work involved in running the club for just 4 members to deliver alone.

### **3. Memberships**

LB - Nothing to report on membership since last meeting.

LB offers to continue role as membership secretary for FAC – gratefully accepted by MT. This role will report into the FAC Secretary.

### **4. Finance**

CA – Presents initial review of finances and expresses concern. Intention to revisit at a future MT meeting but predicts a £10k to £12K loss for the 2024/25 year. Electricity consumption being of notable concern.

### **5. Fuel**

CA to undertake training to transition into Fuel Manager role.

No further fuel updates.

### **6. Safety matters**

No matters arising. SB continuing to promote correct joining procedures to visiting pilots.

### **7. Airside and Accountable Manager matters**

OW presents concerns around the Accountable Manager role being at “arm’s length” from any management team (committee) in the FAC rules and suggests this makes the AM role untenable and that the arm’s length approach is not recognised by the CAA nor applied at other airfields. There is discussion around this point. OW takes an action to re-write the AM job description and present for consideration of the MT as a proposal.

Windssocks discussed, having been highlighted in the recent CAA audit – SB states both are still functioning. CA agrees to investigate options for servicing the swinging arms which sometimes stick. It was noted the windssock at “Bravo” hold has some tearing.

Wings and Wheels discussed at length. Peter Tyres informed of the MT decision to cancel the 2024 event and thanked for his efforts. It was agreed to start planning for a

2025 event immediately with any pre-booked trade stands for the 2024 event being offered either a refund or a booking deferral for the 2025 event. LB offers to help Peter to contact affected parties and facilitate refunds.

## **8. Non-airside matters**

Cesspit – CA reports a temporary fix to the ongoing problems with a contractor due to quote for a more permanent solution shortly.

Tower steps – CA reports the steps into the tower needing repair, but he believes a cost-effective solution may be available.

CA reports the ditch at the front of the club has been cut – at no cost to the club.

JB reports that the shrubs for the entrance are due for delivery soon and that the decking around the club house has been spray painted.

A hand-written letter from the landlords has been received by the club raising a few points which will require a reply. SH to reply to Mr & Mrs Wright with an update on the club MT and acknowledgement of his letter. A more detailed review of the letter contents will take place at a later MT meeting.

## **9. IER/RFFS**

No update – OW to contact Peter Suckow, and confirm he is happy to continue supporting MT in role as IER Lead.

Discussion had around the electronic recording of IER records and progress made so far.

## **10. Hangars**

No update – SH to contact Pete Begley to make introduction, and formally confirm Pete is happy to continue supporting MT in role as Hangar Manager.

## **11. Events**

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

JB confirms that this is still going ahead (nothing to suggest otherwise). NOTAM submission discussed with JB agreeing to continue the NOTAM issue process. SB stated that FFS intends to close for this weekend due to difficulties around operating the school whilst the races take place.

## **12. Fenland Flying School**

No updates from FFS

## **13. Runways Restaurant**

ZK asked for copy of the licence agreement for Runways. JB informed of its location on Google Drive. It was agreed to review the agreement deeper and discuss further at a future MT meeting.

## **14. AOB**

Committee declaration form will need signing at the next MT meeting.

## **15. Date of next meeting**

TBC

## **16. Closure of meeting**

The meeting closed at 21:00