



Meeting Minutes

18 January 2022, 6:30 PM – Zoom Only

Attendees

Directors via Zoom (9): Peter Frey, Robert (“Bob”) Ham, Vaughn Mauren, Leo Mollica, DJ Nicholson, Scott Price, Francis Pullaro, Curt Robinson, Landon Sock

Members via Zoom (24): Maxwell Bernstein, Erick Brough, Philip Caporusso, Edward Chromczak**, Peter Dawson*, Jack Dennis*, Ross Detwiler*, John Farley, Daniel Gannon, Heather Heidinger, David Irving, Tom Krasowski, Michael Kroha, Ray LaPlante, Joseph McCormick, Thomas McCullough, Jack McKinney, Cody McManama, Oran Mills*, Christian Montano, Bruce Richardson, Allen Shew, Burt Stevens**, Wayne Tremallo

*Directors and Members are Regular Members unless otherwise noted as *Associate, **Emeritus Associate, or ***Medical Associate.*

Note: This meeting was Zoomed only, as arranged by Landon Sock.

General Business

The Meeting was called to order at 6:32 p.m. by President Landon Sock. As this is an odd month, this was considered a Member Meeting. The meeting was held via Zoom only. A Quorum of Directors (1/2 of Directors) *was* present. A Quorum of Members (1/3 of Regular Members) *was* present. (9 of 9 Directors, and 27 of 53 Regular Members, were present.)

Guests

None

New Members

The Club welcomed the following new members:

- Danny Gannon (Regular Member)
- Joseph McCormick (Regular Member)
- Cody McManama (Regular Member)

The Club voted to accept the following applicant:

- Geoffrey Foster (Regular Member)

Meeting Minutes

November 16 Meeting Minutes posted on the Club’s website were approved (no meeting held in December).

New Certificates & Ratings

The Club congratulated Associate Member Jack Dennis on earning his Commercial Certificate and Multi-Engine Rating on November 18. Jack is currently a student at Florida Institute of Technology (FIT).

Maintenance Report

Maintenance Officer Peter Frey gave a Maintenance Report.

Refer to Peter's e-mail to Club members ([attached](#)).

Peter said the Club begins the New Year with an expanded maintenance team and recently expanded fleet. The maintenance team is reviewing options for developing a "more active than reactive maintenance system."

Aircraft Summary

- [N228TR](#) - Recently completed work included Garmin avionics overhaul plus installation of a Flight Stream 210; other recently completed work included brake replacement, an oil temperature controller, and W&B corrections
- [N735GC](#) - Recently completed work included correcting autopilot, headset jack and instrument lighting discrepancies at VIP Avionics, and tachometer replacement at Wright Aviation
- [N4334X](#) - Substantial avionics makeover continues, including installation of Garmin GFC500 Digital Autopilot and dual Garmin GI 275 Electronic Flight Instruments (artificial horizon and gyro compass) at Hangar 2 Avionics
- [N8261H](#) - The "workhorse" of the fleet while 34X and 819 were down, aircraft scheduled for Annual / 100-hour inspections in January
- [N98819](#) - Repainting and refurbishing work wrapping up at Prestige Aircraft and aircraft getting Annual inspection; should return to service in late January

Finance Report

Treasurer Curt Robinson gave a finance report.

Refer to most recent Monthly Financial Report, dated December 31 ([attached](#)) and Curt's e-mail to Club members ([attached](#)).

Curt said finances are fine at year-end after a busy year. Invoices are coming due for recent aircraft upgrades and repairs. Some funds remain in the "Proficiency Time" account. President Landon Sock commended Cirrus SR-20 owner John Farley (N228TR) for going "above and beyond" to invest in upgrades to bring the aircraft up to Club standards and ensure it remains a sought-after ride.

Safety Report

Safety Officer Leo Mollica gave a safety report.

Refer to Leo's e-mail to Club members ([attached](#)).

Leo said Safety Committee meetings are conducted on the second Thursday of each month at 7:00 p.m. and are open to all Club members. Leo reviewed the Committee's goals, including "minimum" and "stretching" goals. No CSRs were received in December.

Membership Report

Membership Officer Vaughn Mauren gave a membership report.

Refer to Vaughn's e-mail (revised version) to Club members ([attached](#)).

Regular:.....	53
Associate*:.....	38
Associate Emeritus:	4
Total:	95

* Includes Medical Associate..... 1

Vaughn welcomed three new Regular Members (see “New Members,” above). He said some prospective new members are in the pipeline and opened a conversation about membership size. Discussion followed.

Vaughn said Club membership growth has been stimulated by interest in N228TR, the new Cirrus SR-20 leaseback with owner John Farley. Members asked how having a leaseback aircraft in the fleet might affect the membership, as Club By-laws limit the total number of Regular and Student Members to 15 per aircraft*.

* “The total of Regular and Student members shall be limited to fifteen members per Club aircraft.” (Article 3, Section 1)

Activities Report

Activities Chair DJ Nicholson gave a membership report.

Refer to DJ’s e-mail to Club members (**attached**).

DJ said the Activities Committee is planning a number of activities, including a second night landing event tentatively scheduled for Friday, February 18, with Saturday, February 19 as the backup weather date. Several volunteer Club CFIs will be needed for a successful event.

Insurance Update

Vice President Francis Pullaro gave a short insurance update. Francis said he and President Landon Sock are in discussions with our broker, the Grohs Schrager Hampson Insurance Agency, regarding the renewal of our policy which runs from March 4, 2021 to March 4, 2022. Francis asked members to complete the annual online survey, as up-to-date pilot data from members is needed to obtain insurance coverage. He will e-mail a link to the survey to members. Landon said the Club will get quotes for coverage of \$1 million and \$2 million.

Standards Committee

Regular Member Mike Kroha opened a dialog about changes to our proficiency policy. Former Safety Officer Peter Dawson outlined the evolution of our current proficiency policy and said that shortcomings with the policy led to the idea of forming a committee to develop uniform standards for Club operations. Associate Member Ross Detwiler said he is forming the committee and will work closely with the Safety Committee to create a Standards Manual that could be ready for consideration in six months. After some discussion, it was agreed that Ross will prepare a written motion to establish the committee to be shared with members before the next monthly meeting and a vote to proceed.

Additional Business

No additional business was discussed.

The Meeting was adjourned at 8:38 p.m.

Meeting Minutes submitted by Scott Price, Secretary

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OFC Maintenance Report, January 2022

OFC Maintenance commences 2022 with an expanded maintenance volunteer group and recently expanded fleet. As anyone who has looked at the FSP Schedule in the last couple of months has seen, however, we have been flying with a significantly reduced operationally ready fleet. Several aircraft have had extended or repeated removals for maintenance. A combination of covid related delays in service and parts, combined with large scale projects of instrument replacements has extended these schedule removals beyond original plans. Also there has been some reliability weakness from too infrequent maintenance visits. We are currently reviewing options for having a more active than reactive maintenance system. This would include more intentional attention to squawks and predictable repair events.

The good news is that there is a bright light system visible at the end of the glide slope and we have already begun to corral and restable our fleet.

N228TR

The decision was made by our club member and owner John Farley to use a Cirrus oriented shop to attend and correct numerous small discrepancies to our recently acquired lease-back. The results of this substantial investment is impressive. 8TR spent some well used time in Lancaster PA, having avionics overhauled by Garmin and a Flightstream 210 installed which can link to your Foreflight or Garmin Pilot program.

A variety of nuisance discrepancies were cleared including brake replacement, oil temperature controller, and W&B corrections.

8TR was moved into its new home in NT-20, the previous t-hangar operated by the club on the northeast side of the airport. There is minimum clearance on the wing tips so please use tow bar and carefully follow center line and wall line straight in and out when moving the airplane. Stop and get assistance if you are having any difficulty with maneuvering. The key is in a lock box next to the door and is the same code as the NB-10. There is a bathroom at the south end of the t-hangars; 1-3-5.

735GC

A recent visit to VIP Aviation corrected autopilot, headset jack and instrument lighting discrepancies. The tachometer was also noted to be inaccurate and was replaced by Wright. Some EGT indications have been listed as erratic. Please update us if they are continuing.

N8261H

This has been the main standard of our fleet to fill in for the absence of 34X and 819. Numerous small discrepancies and wear have made this uncomplaining workhorse a little sway back. It is scheduled for a full annual/100 hour this month to give it the attention it deserves. It will return in early February.

N4334X

34X has been involved in a substantial avionics makeover and annual since November. Delays in parts, holidays, employee illness and supply chain anguish have made a soap opera quality story out of this upgrade. The season has not been renewed and we should have our star Archer back before the month ends. Expect to find the Garmin GI-275 displays that will replace the gyro artificial horizon and gyro

compass and the GFC-500 autopilot. The pilot reference manuals are available as PDFs on the Garmin website for download. Garmin has some simple videos available as well. This upgrade will be evaluated to see if some type of ground or possibly flight training is required before return to schedule, so any videos or training aides you can utilize will be valuable.

98819

Our 172 has been enjoying the deep winter near the Canadian border in a hanger getting stripped, buffed and restored like the tin man in wizard of OZ. It should return with its new livery and squawk free from a fresh annual this month. Please treat it well when it returns and help keep it clean and loved.

General: Please note discrepancies in squawk area of FSP reservation. If you are unsure how to describe the problem, go to member page and call one of the captains.

Please use the full quart of oil when you are adding oil. Partially filled oil containers may become pressurized during flight and force oil to leak out of container into baggage area. Through away your empty oil jug, don't put it in the baggage. Replace it with a new one.

BT-20

Our hangar is doing triple duty as shelter to 5GC, storage for club plane utilities and a meeting place and hangout to stay out of the winter wind. We have also begun utilization of a new hangar NT-20. This calls for a short discussion of hangar etiquette. Most of this is simple "treat is like you own it" but some highlights need to be addressed.

Safety, Not your go-to thought for hangars, but the base for really everything else. Keeping the hangar clean and neat reduces chances of hurting yourself or creating hazards for planes or other members. Each hangar has a trash can. Please put empty oil containers there and not on the shelves or tables. Spilled oil makes for unsafe footing and is hard to clean. Make sure dirty rags make it all the way from the plane to the garbage. Return ladders, preheaters, brooms etc. to where they belong. If you use or unplug an extension cord, please coil it with large coils (arms spread length) and hang it on the wall. The floor is not a storage area and a tossed cord a trip hazard. The dragon-wagon preheater goes on right side of hangar nearest to wall. Leave it with handle facing the door (back it in). The tug goes next to it to the left, handle out for minimum maneuvering. This leaves maximum wing clearance when we hangar a low wing aircraft temporarily. Please turn out lights and avoid using heat unless necessary.

Wing covers: Removal: Brush off with push brooms if snow covered. Shake off residual precip. Spread and layout in hangar on floor. There is enough ground heat to melt frozen water with time and you can sweep it off when you return.

Covers are a royal pain to put on even with calm winds, but it does get easier with experience. And it beats deicing the plane. Please plan time to properly recover your plane when you return, unless you have communicated with the next person scheduled.

Thanks, with all things Club related, remember we share ownership and responsibility. So far, it proudly shows!

From: Curt Robinson, Treasurer via Ofc-mem <ofc-mem@lists.oxfordflyingclub.com>
To: Oxford Flying <ofc-mem@oxfordflyingclub.com>
Sent: Tuesday, January 18, 2022, 11:12:33 AM EST
Subject: [OFC-Mem] December 2021 Monthly Financial Report

Hello OFC!

Wow, it's been quite a year! Attached is the financial report for December 2021. Overall, things are still fine. The projects that we've undertaken with 819 and 34X have been funded, looking forward to getting those back on the flight line!

Let me know if you have any questions. See everyone on the Zoom tonight.

Curt



Oxford Flying Club

December 2021

Financial Information

Assets

Checking/Fuel Bank Accounts		\$53,584
Savings (Prop/Engine Reserve)		\$163,913
* Prop & Engine Reserve		\$74,638
* Liability Insurance Fund (\$40,000 target)		\$32,292
* Proficiency Time Fund		\$15,276
* LRP Upgrade Fund (819 Paint \$12,681)		\$39,300
* Cash from 7YT Sale		\$3,470
Accounts Receivable (10/31/2021)		\$8,970

Fixed Assets	Piper Archer N8261H	\$77,000
	Cessna 172P - N98819	\$71,000
	Piper Archer II - N4334X	\$86,000
	Cessna C182Q - N735GC	\$146,900

Aircraft - (values based on AOPA Vref figures as of 9/30/17) \$380,900

Total Assets: \$607,367

Liabilities

Accounts Payable (11/1/2021)		\$20,020
Bank Time - As of 11/1/2021		\$15,193
Loan Payable - N735GC	Monthly payments, including interest: \$1,510.	\$30,374
Prop and Engine Reserve (all planes - cumulative)		\$74,044

Total Liabilities: \$139,631

Equity

Total Equity: \$467,736

TOTAL LIABILITIES & EQUITY

\$607,367

Aircraft Data Current Month

Equipment	Hours Flown	Flight Total	/ Hour	Fuel	/ Hour	Mx Expense	/ Hour	Tiedown and Hanger	Prop and Engine Reserve	Hourly Cost (Fuel, MX, P&E)
N8261H	19.75	\$2,568	\$130.00	\$845	\$42.77	\$400	\$20.25	\$90	\$375	\$82
N4334X	0.00	\$0	\$0.00	\$0	\$0.00	\$0	\$0.00	\$90	\$0	\$0
N98819	0.00	\$0	\$0.00	\$0	\$0.00	\$0	\$0.00	\$90	\$0	\$0
N735GC	14.50	\$2,393	\$165.00	\$1,097	\$75.65	\$4,992	\$344.28	\$650	\$290	\$440
N228TR	7.30	\$1,241	\$170.00	\$886	\$121.33	\$240	\$32.88	\$90	\$0	\$154
Totals	34.25	\$6,201	\$181.05	\$2,827	\$82.55	\$5,632	\$164.44	\$1,010	\$665	

Inflows/Outflows

	Current Month	Totals
Membership - Initiation Fees	\$1,500.00	
Membership Dues - Regular	\$7,582.05	
Membership Dues - Associate	\$975.00	
Total Flight Time Billing (Includes N228TR)	\$6,201.00	
Interest Income	\$1.44	
Sporty's Rebate (quarterly)	\$56.19	
Finance Charges	\$0.00	
Billed Monthly Total:		\$16,315.68

Flight Hours (Unbilled Maintenance & Marketing)	-\$616.30
Transfer to P&E Reserve (Total hours x \$20)	-\$664.80
Insurance Fund Transfer (Goal \$40,000 by 3/15/2022)	-\$3,500.00
SGC Loan Payments (current month as above)	-\$1,509.60
Fuel & Oil Expense	-\$2,827.37
Club Officer & Maint. Credits (4 aircraft)	-\$1,690.00
Other Misc. Expenses (FSP, Web Site, Events, Advertising, Landing Fees & Other)	-\$327.16
Licensing and Registration Fees for Aircraft (CBP Decals)	\$0.00
Aircraft Liability Insurance/D&O Insurance Payment	\$0.00
General Maintenance Expense	-\$196.05
Leaseback Aircraft Waterfall	-\$1,460.95
Total Aircraft Expense (above Ann/Av/Fee/Mx and Tiedown & Hanger)	-\$6,838.05

Expenses Total: -\$19,630.28

Monthly Cash Flow Total -\$3,314.60

Fund Balances		All Funds		
		Dues %	Month Only	(12/2/20-12/1/21)
Dues:	Accounting	0.63%	\$ 58.38	\$ 448.97
	Avionics Subscriptions	1.81%	\$ 164.04	\$ (250.08)
	D&O Insurance	0.57%	\$ 52.90	\$ 7.08
	Hangar/Tie Down	3.90%	\$ 155.55	\$ 571.09
	Liability Insurance	41.58%	\$ 3,090.69	\$ 3,542.28
	Loan Payments	16.37%	\$ 2.50	\$ -
	Officer's Credits	17.35%	\$ 2.20	\$ 1,140.70
	Taxes & Registrations (Town of Oxford delayed because of COVID-19)	0.33%	\$ 50.63	\$ (248.80)
	Web Site / FSP	0.72%	\$ 32.65	\$ 52.12
	General Maintenance	6.33%	\$ 14.45	\$ (494.75)
	Marketing Expenses		\$ (161.80)	\$ (291.02)
	Unbilled Flight Hours (+MX, +MARK, Landing Fees)		\$ -	\$ -
	Landing Fees	0.68%	\$ 15.78	\$ 76.71
	Quickbooks Online	0.99%	\$ 50.63	\$ 99.69
	Dues Unallocated	8.74%	\$ (847.30)	\$ 6,026.58
	LRP Upgrade Fund (Expired PT, Initiation Fees, Bank Interest)		\$ 1,557.63	\$ (1,467.85)

Flight		Last Month		Current Bal
Flight: N4334X				
Fuel		\$	-	\$ 124.15
MX		\$	-	\$ (19,095.42)
P&E		\$	-	\$ -
Upgrades		\$	-	\$ 672.51
Flight: N735GC				
Fuel		\$	(78.16)	\$ (1,223.56)
MX		\$	(4,061.53)	\$ (3,813.59)
P&E		\$	-	\$ -
Upgrades		\$	8.25	\$ 1,708.57
Flight: N8261H				
Fuel		\$	241.35	\$ 965.57
MX		\$	679.34	\$ 3,988.68
P&E		\$	-	\$ -
Upgrades		\$	7.12	\$ 1,017.64
Flight: N98819				
Fuel		\$	-	\$ (1,467.85)
MX		\$	-	\$ (6,248.98)
P&E		\$	-	\$ -
Upgrades		\$	-	\$ 4,294.44

Fuel Account Balance (Across All Aircraft)	- \$1,601.69
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Leaseback Report

N228TR - 3-Months

Flight Charges	\$ 3,247.00
Expenses	
Fuel	\$ 1,546.05
MX	\$ 240.00
Total Amount	\$ 1,460.95



OFC SAFETY COMMITTEE | JANUARY 2022 UPDATE

1. January OFC Safety Committee meeting was held on Jan 13th. It was and will continue be open to ALL members on the second Thursday of each month at 7 pm. Virtual as minimum and presential depending on confirmation the day before.
2. No new CSR was inputed last month.
3. Comiittte is still working on 2002 goals in 2 categories:
 - a. Minimum goals:
 - i. Maintain the safety management System
 - ii. Report to proper Committee safety related opportunities to mitigate safety risks
 - iii. Ensure that a minimum of 2 Safety Events are conducted in 2022.
 - iv. Conduct and upgraded survey to minitor Safety Culture
 - b. "Streaching goals":
 - i. Design and test a POSITIVE SAFETY OBSERVATION CAPTURING system that could bring more engagement, awareness, and rewards participants.
 - ii. Design and test digital tools that could help make the safety related information and others more accesible.
4. Finalization of goals and roles will continue in progress untill "skills/standards committee" is implemented.
5. Any member interested to join the committee and work of specfic goal please contact Leo Mollica.
6. Thanks for participating: Francis, Burt, Vaughn, Ross, Wayne, Peter F, Peter D, Ray, Ed, Jack D, Volodymyr, Landon and Leo.

From: Vaughn Mauren via Ofc-mem <ofc-mem@lists.oxfordflyingclub.com>
To: OFC - Current Members <ofc-mem@oxfordflyingclub.com>
Sent: Tuesday, January 18, 2022, 06:32:55 PM EST
Subject: [OFC-Mem] Revised membership count

Dear all,

We had a snafu with the membership numbers. Here is the actual count:

53 Regular members
38 Associate
4 Associate emeritus

So we're not on a waiting list but we will discuss the issue of going over 60 at tonight's meeting.

Vaughn



ACTIVITIES COMMITTEE JANUARY 2022 UPDATE

Hi everyone! My name is DJ Nicholson and I am the new Activities Chair for OFC. I am excited about taking on this new task. I have a few ideas to change things up but for the most part, at least for a while, we will be doing business as usual.

This past weekend I invited a few folks that I connected with in the club for breakfast at Dotties in Woodbury. Only a couple could come but it was fun to hang out and talk aviation shop.

I am in the beginning stages of setting up a second night landing event. It looks like by mid-February we will have our whole fleet back in service. The tentative dates for this event will be Friday, Feb 18th and 19th will be a weather date. So far I have one committed CFI to help out and a few that said they can be a backup if necessary. Please let me know if you can help with this event. We will need at least 3 more CFI's to make this event successful.

That is all for now! Please stay tuned as we plan some other fun events.

In the meantime, safe flying and have fun.

DJ