



Meeting Minutes

16 July 2024, 6:30 PM – OFC Hangar NW B10 - Oxford, CT & Zoom

Attendees

Directors (8): Michael Aarons*, Joseph McCormick, DJ Nicholson, Jillian Porter, Francis Pullaro, Curt Robinson*, Landon Sock* Sheldon Wermes

Members (18): Edward Chromczak**, Jeffrey Daniels, Chris Demisch, Jack Dennis, Nate Fanning, Daniel Gannon, Robert Ham*, Ray LaPlante*, Justin Leach, Cody McManama, Oran Mills*, Jay Monahan, Aaron Okarmus, Scott Price, Len Schindler*, Mike Tedesco, Wayne Tremallo, Joshua Whiteley***

*Directors and Members are Regular Members unless otherwise noted as *Associate, **Emeritus Associate, or ***Medical Associate.
Note: This meeting was also made available via Zoom, as arranged by Francis Pullaro.*

General Business

The Meeting was called to order at 6:34 p.m. by President Francis Pullaro. As this is an odd month, this was considered a Member Meeting. This meeting was hybrid and available both in-person and via Zoom. A Quorum of Directors (1/2 of Directors) was present. A Quorum of Members (1/3 of Regular Members) was not present. (8 of 9 Directors, and 17 of 71 Regular Members were present.)

Safety Meeting Status

This Monthly Meeting does not qualify toward members' requirement of two Safety Meetings per year.

Meeting Minutes

June 18 Meeting Minutes posted on the Club's website were approved.

Guests

The Club welcomed the following guests:

- Jacob Singer - Prospective Member

Membership Voting Items

Membership Chair DJ Nicholson and Regular Member Justin Leach recommend Jacob Singer for membership. DJ made a motion to approve the membership, which was seconded by Regular Member Wayne Tremallo. The membership was approved by a unanimous vote, and Jacob Singer is now a Regular Member.

President Francis Pullaro presented the case for membership termination of Chris Frillici for nonpayment, including over \$1000 in arrears more than 90 days old. A motion was made by Activities Chair Jillian Porter, and seconded by Regular Member Mike Tedesco. The vote was unanimous in favor of termination, and Chris Frillici's membership was terminated, pending appeal.

Monthly Reports

Refer to Club officers' monthly reports (**attached**). President Francis Pullaro invited officers to expand on their published reports. Brief discussion followed. Francis also previewed upcoming efforts to create a Business Continuity plan to increase data redundancy in critical areas of the business (finance, maintenance, website, etc.).

ACH Monthly Dues Payments

- At the time of the meeting, ACH compliance for the club for payment of monthly dues was at 61%.
- Treasurer Curt Robinson reminded members that if dues are prepaid for the year, the member will carry a credit on their account, but that will only be applied to dues. Flight charges still need to be paid each month.
- Francis reminded the members that the Board is open to reasonable requests for exemptions to the ACH policy on an individual basis. So far no requests have been made to the board for exemption from this policy.
- Discussion and consideration began regarding removing FSP and flight privileges. Francis called for a motion from the floor.
- Regular Member Mike Tedesco made a motion - to authorize suspension of members Flight Schedule Pro and flight privileges for noncompliance to existing ACH policy, effective immediately. This motion was seconded by Jillian Porter.
- Discussion followed before the motion was put to a vote. The motion was approved unanimously.

Safety Committee Updates

Safety Officer Michael Aarons and Safety Committee Members Mike Tedesco and Danny Gannon gave an update on the work being done by the newly reformed Safety Committee. Presentation slides are **attached**. Highlights include:

- Adopting a Safety Management Policy for the Club.
- Discussions of reporting - when you should file a NASA Report, and what should be in it.
- Scenario based safety content at each Club meeting - the meetings would begin with a 10 minute video. After the Club meeting has adjourned, a safety discussion would take place around the topic of the video. Anyone staying for this discussion would receive credit for a safety meeting.
- Annual round-table discussion with the Club, on a volunteer basis. Topic of discussion would be based on safety reports from the previous year.
- Digital tracking of regulatory and club-required documentation and compliance - currency, proficiency, and safety meeting attendance. Updated Confidential reporting forms coming soon.

Long Range Planning Update

Vice President Sheldon Wermes gave an update on the recommendation of fleet upgrades (**attached**). The list was divided up between items that could be afforded immediately and ones that would need further financial consideration. Paint / corrosion protection for both Archers and the Skylane were also addressed. LRP Committee recommends that the near-term items be moved on using the current LRP budget. Sheldon also reported that fleet expansion continues to be considered, but the current focus is on updating the aircraft we already have.

President Francis Pullaro called for all members to review the documentation provided by LRP. He will schedule a special Zoom meeting to review specific details and take all questions in a dedicated forum before a finalized plan is presented for a vote at a subsequent member meeting.

New Business

Membership Chair DJ Nicholson addressed the members on the exterior and interior cleaning of the airplanes after use. He reiterated that this has been an ongoing issue, in addition to the inconsistency of refueling the airplanes after each flight.

Francis called for proposals to address this issue to be presented at future Club meetings. Several ideas were floated during a brief discussion period. DJ Nicholson, Scott Price, Danny Gannon, Justin Leach, Jay Monahan, and Chris Demisch agreed to meet as a group to discuss possible solutions and policy changes, and will make a recommendation to the Club at a future meeting.

No additional business was discussed.

The Meeting was adjourned at 8:16p.m.

Meeting Minutes submitted by Joe McCormick, Secretary

Oxford Flying Club, Inc.

A/R Aging Detail

As of July 14, 2024

DATE	TRANSACTION TYPE	NUM	CUSTOMER	DUE DATE	AMOUNT	OPEN BALANCE
91 or more days past due						
02/01/2024	Pledge	2024010216	Frillici, Christopher	02/29/2024	171.70	171.70
03/01/2024	Pledge	202402124	Frillici, Christopher	03/31/2024	170.00	170.00
Total for 91 or more days past due					\$341.70	\$341.70
61 - 90 days past due						
04/01/2024	Pledge	202402242	Frillici, Christopher	04/30/2024	168.32	168.32
Total for 61 - 90 days past due					\$168.32	\$168.32
31 - 60 days past due						
05/01/2024	Pledge	202404115	Frillici, Christopher	05/31/2024	166.65	166.65
Total for 31 - 60 days past due					\$166.65	\$166.65
1 - 30 days past due						
06/01/2024	Pledge	202406152	Frillici, Christopher	06/30/2024	165.00	165.00
Total for 1 - 30 days past due					\$165.00	\$165.00
Current						
07/01/2024	Pledge	202407033	Frillici, Christopher	07/31/2024	165.00	165.00
Total for Current					\$165.00	\$165.00
TOTAL					\$1,006.67	\$1,006.67



July 14, 2024

Chris Frillici,

In accordance with Article III, Section 5(b), of the Oxford Flying Club's ("Club") Bylaws, your membership in the Club will be terminated for having an account balance more than 90 days old. You have a total balance due of \$1,006.67. A reminder was emailed to you on June 23, 2024, that you acknowledged on June 30, 2024.

With respect to payments and statements for Club members, Section X of the Club's Standard Operation Manual as amended at the April 18, 2023, Club meeting, states:

- Payment is due upon receipt and is past due if not paid by the end of the month in which the statement is originally sent.
- A member having a balance more than 90 days past due will be terminated from the Club. The terminated member may appeal the termination at the next monthly Club meeting.

We value your continued membership in the Club and wish for your account to be made current. To avoid termination, please pay your account balance in full prior to July 16, 2024. If payment in full is not made, a motion may be brought up at the July, 14, 2024, Club monthly meeting to terminate your membership effective immediately.

If you have any questions about your balance and how to make payment, please email the Club Board of Directors at ofc-board@oxfordflyingclub.com.

Sincerely,

The Oxford Flying Club Board of Directors



Activities Report

- June
 - Pinch Hitter – June 29th

Thanks to our CFI's for making this event happen! Burt for teaching ground, Oran & Brandon for supporting, & Jeff, Wayne, & Aaron for flying with our Pinch Hitters.
- July
 - No formal events, go enjoy EAA AirVenture OshKosh July 22nd-28th
- **August**
 - **OFC Family Picnic – Burt & Molly's home – Saturday August 10th (raindate August 11th)**
 - Upcoming ... Soft field landings

**Please share your flights, pictures, and any other aviation commentaries to be shared on Facebook **

Formation of Activities Committee – please email jillian.daddona@gmail.com if you are interested in volunteering on the activity committee. You can help with all events, specific events, or simply offer opinions and give guidance for planning.

Plane captain reports for July 16, 2024, Monthly Meeting

8261H

- Door check is broken and cannot be repaired. New door steward on order and will be installed when it arrives. No flight restrictions.
- The missing static wick was installed.

N4334X

- Avionics master and usb charger installed
- GTN reception issue remains open however the radio was bench checked and software upgraded
- GNS knob kit on order

N98819

Under review-

- Terrible nose wheel shimmy on landing
- Idles below 300 RPM and almost stalled, after warming up idle seemed normal
- Pilot's seat is very loose and back of seat won't move up.

N735GC

- Pilot side main tire replaced. Flat spots occurring frequently on booth mains.
- Need update on replacement of right strobe.

N228TR

- No issues

Oxford Flying Club

May 2024

Financial Information

Assets

Checking/Fuel Bank Accounts		\$7,588
Savings (Prop/Engine Reserve)		\$148
* Prop & Engine Reserve		\$58,242
* Liability Insurance Fund		\$22,990
* LRP Upgrade Fund		\$30,270
* Maintenance Fund		\$10,986
Accounts Receivable		\$24,755
Fixed Assets		
Piper Archer N8261H	\$105,533	
Cessna 172P - N98819	\$167,098	
Piper Archer II - N4334X	\$147,248	
Cessna C182Q - N735GC	\$186,580	
Aircraft - (values based on AOPA Vref figures as of 2/26/2023)		\$606,458
		Total Assets:
		\$638,950

Liabilities

Accounts Payable (Includes Outstanding Quarterly Insurance Payments)		\$58,096
Club Members with Credit Balance		\$9,668
Prop and Engine Reserve (all planes - cumulative)		\$72,082
		Total Liabilities:
		\$139,846
		Total Equity:
		\$499,103
		\$638,950

Equity

TOTAL LIABILITIES & EQUITY

Aircraft Data Current Month

Equipment	Hours Flown	Flight Total	/ Hour	Fuel	/ Hour	Mx Expense	/ Hour	Hanger	Reserve	Upgrade Funds
N8261H	52.95	\$7,758	\$146.52	\$2,309	\$43.61	\$4,976	\$93.97	\$90	\$1,456	\$12
N4334X	47.90	\$7,140	\$149.06	\$2,915	\$60.86	\$1,324	\$27.65	\$90	\$1,317	\$79
N98819	40.10	\$5,595	\$139.52	\$2,182	\$54.41	\$825	\$20.57	\$90	\$1,103	\$61
N735GC	14.60	\$3,066	\$210.00	\$1,211	\$82.92	\$0	\$0.00	\$650	\$504	\$27
N228TR	19.70	\$4,531	\$230.00	\$1,615	\$81.96	\$0	\$0.00	\$0	\$0	
Totals	155.55	\$28,090	\$180.59	\$10,232	\$65.78	\$7,125	\$45.81	\$920	\$4,380	\$179

Inflows/Outflows

	Current Month	Totals
Membership - Initiation Fees	\$1,500.00	
Membership Dues - Regular	\$11,754.77	
Membership Dues - Associate	\$1,521.49	
Total Flight Time Billing	\$28,090.08	
Interest Income	\$0.91	
Sporty's Rebate (quarterly)	\$0.00	
Finance Charges/Late Fees/Banktime To Club	\$0.00	
Billed Monthly Total:		\$42,867.25
Flight Hours (Unbilled Maintenance & Marketing)	\$310.90	
Transfer to P&E Reserve	\$4,380.48	
Insurance Fund Transfer	\$4,897.67	
Transfer of aircraft upgrade funds	\$178.56	
Transfer to MX Fund for previous loan payments	\$915.65	
Fuel & Oil Expense	\$10,231.79	
Club Officer & Maint. Credits (5 aircraft)	\$1,917.00	
Other Misc. Expenses (FSP, Web Site, Events, Advertising, Landing Fees & Other)	\$105.19	
Licensing and Registration Fees for Aircraft (CBP Decals)	\$0.00	
Accounting Services & QuickBooks	\$735.90	
Aircraft Liability Insurance/D&O Insurance Payment	\$638.00	
Meeting Expense	\$120.23	
General Maintenance Expense - (Includes 8TR tie-down space)	\$90.00	
Leaseback Aircraft Payout (Hours & \$130)	\$2,561.00	
Total Aircraft Expense (above Ann/Av/Fee/Mx and Tiedown & Hanger)	\$8,045.08	
Expenses Total (Minus Initiation Fees To LRP Account):		\$35,127.45
Monthly Cash Flow Total		\$7,739.80

Fund Balances (Variance)		Dues %	Month Only	All Funds
Dues:	Accounting	4.40%	\$ (53.91)	\$ (1,584.74)
	Avionics Subscriptions	1.83%	\$ 235.65	\$ 701.86
	D&O Insurance	0.41%	\$ (584.87)	\$ (69.88)
	Hangar / Tie Down	8.35%	\$ 68.41	\$ (1,748.85)
	Insurance	38.42%	\$ 4,957.52	\$ 41,087.08
	Loan	4.64%	\$ 601.38	\$ 29,007.16
	Officer Credits	15.04%	\$ 22.67	\$ 1,260.50
	Taxes & Registrations	0.26%	\$ 34.06	\$ (385.88)
	Web Site / FSP	0.50%	\$ 5.12	\$ 19.12
	General Maintenance	4.58%	\$ 592.10	\$ (137.62)
	Marketing Expenses	0%	\$ -	\$ -
	Landing Fees	0.65%	\$ 41.24	\$ 226.07
	Quickbooks	15.69%	\$ 40.26	\$ 267.85
	Not Specified	0.00%	\$ -	\$ 70,084.60
	Upgrades - LRP Fund		\$ -	\$ 61,335.62

Aircraft		Last Month	Current Bal
N4334X	Fuel	\$ (23.55)	\$ 4,294.18
	MX	\$ 777.81	\$ (20,320.52)
	P&E	\$ 1,309.00	\$ 21,441.20
	Upgrades	\$ 837.28	\$ (27,061.53)
N735GC	Fuel	\$ 21.40	\$ (5,947.06)
	MX	\$ 925.78	\$ (77,628.19)
	P&E	\$ 504.45	\$ (2,287.69)
	Upgrades	\$ 403.83	\$ 4,592.46
N8261H	Fuel	\$ 832.75	\$ 6,140.12
	MX	\$ (2,552.29)	\$ (67,705.50)
	P&E	\$ 1,422.38	\$ (85,915.22)
	Upgrades	\$ 770.12	\$ 8,497.61
N98819	Fuel	\$ (54.38)	\$ 643.13
	MX	\$ 880.64	\$ (19,749.21)
	P&E	\$ 1,083.50	\$ 34,110.58
	Upgrades	\$ 678.08	\$ 9,169.63

Fuel Account Balance (Across All Aircraft)	\$5,130.37
--	------------

Leaseback Report											
N228TR	Hours	Income	Fuel	Surchar	Fuel	MX	Maint Fee	Hangar/Tie	Insurance	Total	Payout
Dec-22	0.00	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ (1,290.71)
Jan-23	6.50	\$ 1,300.00	\$ -	\$ 572.41	\$ -	\$ -	\$ -	\$ -	\$ 175.05	\$ 552.55	\$ (738.17)
Feb-23	9.00	\$ 2,205.00	\$ -	\$ 759.85	\$ -	\$ -	\$ -	\$ -	\$ 242.37	\$ 1,202.78	\$ 464.62
Mar-23	8.30	\$ 2,033.50	\$ -	\$ 943.09	\$ -	\$ -	\$ -	\$ -	\$ 3,710.09	\$ (2,619.68)	\$ (2,155.07)
Apr-23	7.10	\$ 1,739.50	\$ -	\$ 497.64	\$ -	\$ -	\$ -	\$ -	\$ 234.58	\$ 1,007.28	\$ (1,147.79)
May-23	30.80	\$ 7,546.00	\$ -	\$ 2,025.36	\$ -	\$ -	\$ -	\$ -	\$ 1,017.63	\$ 4,503.01	\$ 3,355.22
Jun-23	8.40	\$ 2,058.00	\$ -	\$ 898.33	\$ -	\$ -	\$ -	\$ -	\$ 277.54	\$ 882.13	\$ 882.13
Jul-23	9.00	\$ 2,205.00	\$ -	\$ 1,145.03	\$ -	\$ -	\$ -	\$ -	\$ 297.36	\$ 762.61	\$ 1,644.74
Aug-23	11.60	\$ 2,842.00	\$ -	\$ 845.10	\$ 711.48	\$ -	\$ -	\$ -	\$ 383.26	\$ 902.16	\$ 902.16
Sep-23	2.50	\$ 612.50	\$ -	\$ 372.98	\$ -	\$ -	\$ -	\$ -	\$ 82.60	\$ 156.92	\$ 156.92
Oct-23	0.00	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Nov-23	12.60	\$ 3,087.00	\$ -	\$ 1,113.08	\$ -	\$ -	\$ -	\$ -	\$ 416.30	\$ 1,557.62	\$ 1,557.62
Dec-23	3.50	\$ 857.50	\$ -	\$ 1,211	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 455.00	\$ 455.00
Jan-24	0.00	\$ -	\$ -	\$ 0	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Feb-24	6.00	\$ 1,470.00	\$ -	\$ 492.78	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 780.00	\$ 780.00
Mar-24	10.00	\$ 2,450.00	\$ -	\$ 0	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 1,300.00	\$ 1,300.00
Apr-24	13.90	\$ 3,405.50	\$ -	\$ 0	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 1,807.00	\$ 1,807.00
May-24	19.70	\$ 4,531.00	\$ -	\$ 1614.64	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 3,068.00	\$ 3,068.00

* Altered for members in the "Transitional Rate" by \$46

Indicates Payment Made

Oxford Flying Club, Inc.			
Statement of Activity (Income/Expense)		May-24	YTD 2024
Revenue			
4000 Club Membership Payments			
4010 Flight Time - N735CG	\$ 3,066.02	\$ 15,207.65	
4015 Flight Time - N4334X	\$ 7,140.06	\$ 28,770.10	
4020 Flight Time - N8361H	\$ 7,758.13	\$ 23,017.07	
4027 Flight Time - N98819	\$ 5,594.82	\$ 23,779.38	
4033 Flight Time - N228TR	\$ 4,531.05	\$ 10,833.09	
4036 Initiation Fee - Regular	\$ 1,500.00	\$ 10,500.00	
4050 Monthly Dues - Associate	\$ 1,521.49	\$ 6,051.58	
4055 Monthly Dues - Regular	\$ 11,754.77	\$ 71,836.47	
4065 Special Functions/Parties			
Total 4000 Club Membership Payments	\$ 42,328.03	\$ 189,995.34	
4100 Interest - B of A Saving	\$ 0.91	\$ 3.88	
4200 Miscellaneous Revenue			
4210 Leaseback Management Fee - 8TR			
Total 4200 Miscellaneous Revenue			
Services		\$ (170.06)	
Total Revenue	\$ 42,867.25	\$ 192,026.79	
Gross Profit	\$ 42,867.25	\$ 192,026.79	
Expenditures	\$ -	\$ -	
4850 Landing Fees	\$ 43.30	\$ 459.58	
5999 Maintenance Supplies-All Planes	\$ 90.00	\$ 4,699.92	
6100 N8261H - Expenses	\$ -	\$ -	
6110 N8261H - Annual Expense			
6140 N8261H - Insurance Expense		\$ 2,923.72	
6160 N8261H - Maintenance Expense	\$ 4,975.88	\$ 12,649.06	
6170 N8261H - Tie Down Expense	\$ 90.00	\$ 540.00	
6190 N8261H - Engine & Prop Reserve	\$ -	\$ 69,879.88	
Total 6100 N8261H - Expenses	\$ 5,065.88	\$ 86,704.14	
6200 N98819 - Expenses	\$ -	\$ -	
6210 N98819 - Annual Expense			
6220 N98819 - Avionic Expense			
6240 N98819 - Insurance Expense		\$ 2,849.98	
6260 N98819 - Maintenance Expense	\$ 825.00	\$ 11,012.62	
6270 N98819 - Tie Down Expense	\$ 90.00	\$ 540.00	
6290 N98819 - Engine & Prop Reserve	\$ -	\$ 3,665.75	
6295 N98819 - Engine & Prop Install			
Total 6200 N98819 - Expenses	\$ 915.00	\$ 18,068.35	
6400 N4334X - Expenses	\$ -	\$ -	
6410 N4334X - Annual Expense			
6420 N4334X - Avionic Expense			
6440 N4334X - Insurance Expense		\$ 2,994.97	
6460 N4334X - Maintenance Expense	\$ 1,324.20	\$ 10,791.03	
6470 N4334X - Tie Down Expense	\$ 90.00	\$ 540.00	
6490 N4334X - Engine & Prop Reserve	\$ -	\$ 4,127.75	
Total 6400 N4334X - Expenses	\$ 1,414.20	\$ 23,778.49	
6600 N735GC - Expenses	\$ -	\$ -	
6640 N735GC - Insurance Expense		\$ 3,382.43	
6645 N735GC - Upgrades			
6660 N735GC - Maintenance Expense		\$ 295.65	
6670 N735GC - Hangar Expense	\$ 650.00	\$ 3,984.72	
6690 N735GC - Prop & Engine Reserve	\$ -	\$ 1,996.20	
Total 6600 N735GC - Expenses	\$ 650.00	\$ 7,259.00	
6800 N228TR - Expenses	\$ -	\$ -	
6820 N228TR - Avionic Expense			
6840 N228TR - Insurance Expense		\$ 3,680.90	
6860 N228TR - Maintenance Expense		\$ -	
6870 N228TR - Tie-Down Expense			
6895 N228TR - Waterfall Income			
6896 N228TR - Waterfall Billable Amount		\$ -	
Total 6800 N228TR - Expenses	\$ 1,807.00	\$ 7,792.54	
6900 Fuel & Oil Expense	\$ -	\$ -	
6920 N8261H - Fuel Expense (**0184)	\$ 2,309.29	\$ 8,330.47	

6930 N98819 - Fuel Expense (**6508)	\$ 2,181.98	\$ 9,815.01
6950 N4334X - Fuel Expense (**3329)	\$ 2,915.32	\$ 11,714.13
6970 N735GC - Fuel Expense (**0218)	\$ 1,210.56	\$ 7,000.30
6980 N228TR - Fuel Expense (**3337)	\$ 1,614.64	\$ 3,935.62
Total 6900 Fuel & Oil Expense	\$ 10,231.79	\$ 40,795.53
7000 Interest Expense	\$ -	\$ -
7010 Promissory Note Interest	\$ 165.15	\$ 850.41
Total 7000 Interest Expense	\$ 165.15	\$ 850.41
7100 Loan Payment		
7620 Bad Debt Expense	\$ 1.89	\$ 1.89
7625 Bank Charges		
7626 Bank Service Charges		\$ 9.00
7630 Club Credits - Flying Time	\$ -	\$ -
7635 Club Maint&Tres Officer & Asst	\$ 1,917.00	\$ 11,111.00
Total 7630 Club Credits - Flying Time	\$ 1,917.00	\$ 11,111.00
7650 Dues and Subscriptions	\$ 60.00	\$ 300.00
7670 Licenses & Fees		\$ -
7675 Annual Non Profit Corp Fee		\$ 50.00
Total 7670 Licenses & Fees		\$ 50.00
7700 Professional Fees	\$ -	\$ -
7705 Accounting	\$ 120.90	\$ 799.50
7706 Bookkeeping	\$ 592.50	\$ 3,514.50
7720 Liability Insurance	\$ 638.00	\$ 638.00
7730 QuickBooks Payments Fees	\$ 424.27	\$ 1,961.28
Total 7700 Professional Fees	\$ 1,775.67	\$ 6,913.28
7860 Member Distribution		
Total Expenditures	\$ 24,257.11	\$ 209,468.06
Net Operating Revenue	\$ 18,610.14	\$ (17,441.27)
Other Revenue		\$ -
4300 Sporty's Rebate Program		\$ 82.95
Late Fee Income		\$ 50.50
Total Other Revenue		\$ 133.45
Other Expenditures		\$ -
Reconciliation Discrepancies-1		\$ 70.00
Total Other Expenditures		\$ 70.00
Net Other Revenue		\$ 63.45
Net Revenue	\$ 18,610.14	\$ (17,377.82)

Oxford Flying Club, Inc.

A/R Aging Summary

As of July 14, 2024

	CURRENT	1 - 30	31 - 60	61 - 90	91 AND OVER	TOTAL
Kiley, Stephanie	3,964.57					\$3,964.57
Frillici, Christopher	165.00	165.00	166.65	168.32	341.70	\$1,006.67
Perras, Brandon	165.00	674.01				\$839.01
Gannon, Danny		744.01				\$744.01
Fanning, Nate	726.02					\$726.02
Berk, Daniel	395.00	247.52				\$642.52
Pacheco, Federico	600.01					\$600.01
Kit, Volodymyr	408.00	165.00				\$573.00
Knight, Scott	165.00	165.00	154.85			\$484.85
Archer, Ryan	477.00					\$477.00
Price, Scott	450.02					\$450.02
Morici, John	165.00	165.00				\$330.00
Belmont, Steven	312.41					\$312.41
Tremallo, Wayne	184.62					\$184.62
Eilertson, Bret	165.00					\$165.00
Farley, John	165.00					\$165.00
Rosen, Stewart	165.00					\$165.00
Zerjav, Edward	165.00					\$165.00
McKinney, Jack	25.00	25.00	25.25	25.50		\$100.75
Cornwall, Jayden	25.00	25.00	3.56			\$53.56
Green, Geoffrey		25.00	25.25			\$50.25
LaPlante, Ray	25.00	25.00				\$50.00
Porter, Jillian	42.66					\$42.66
Tetrault, Jason	25.00	10.66				\$35.66
Zmarlicki, Nathalan	25.00	0.08				\$25.08
Andrews, Luke	25.00					\$25.00
Cooper, Pat	25.00					\$25.00
Gogas, Christos	25.00					\$25.00
Jones, Curtis		25.00				\$25.00
Sambrook, Scott	9.87					\$9.87
Arguimbau, Andre	5.09					\$5.09
Buggy, Adam	3.29					\$3.29
Rousso, Matt		-0.09				\$ -0.09
Nicholson, DJ		-0.23				\$ -0.23
Okarmus, Aaron		-18.47				\$ -18.47
Dawson, Peter				-25.00		\$ -25.00
Mollica, Leo		-25.00				\$ -25.00
Palombo, Richard			-25.00			\$ -25.00
Rasmussen, Roy					-25.00	\$ -25.00
Detwiler, Ross				-51.03		\$ -51.03
McManama, Cody		-70.38				\$ -70.38
Sobkowski, Isidore					-73.43	\$ -73.43
Nieves, Michael					-78.33	\$ -78.33
Atkins, Eric		-117.50				\$ -117.50
Mauren, Vaughn					-142.50	\$ -142.50

Oxford Flying Club, Inc.

A/R Aging Summary

As of July 14, 2024

	CURRENT	1 - 30	31 - 60	61 - 90	91 AND OVER	TOTAL
Fazio, Mike					-153.67	\$ -153.67
Sock, Landon		-225.00	25.25			\$ -199.75
Aarons, Michael					-230.00	\$ -230.00
Ham, Robert	42.00	-275.00				\$ -233.00
Brough, Erick		-250.00				\$ -250.00
Hill, Edward		-250.00				\$ -250.00
Morrow, Bill		-250.00				\$ -250.00
Irving, David		-71.00	-71.00	-71.00	-56.00	\$ -269.00
Montano, Christian		-275.00				\$ -275.00
McCormick, Joe		-1,732.50				\$ -1,732.50
Miller, Jon		-1,732.50				\$ -1,732.50
Sutherland, Christopher		-71.00	-71.00	-71.00	-2,929.01	\$ -3,142.01
TOTAL	\$9,140.56	\$ -2,902.39	\$182.78	\$26.82	\$ -3,346.24	\$3,101.53

ACH Form Submission Report

Date Run: 07/12/2024

Type	Name	ACH Sign-Up
Associate	Andrews, Luke	
Regular	Archer, Ryan	
Associate	Arguimbau, Andre	
Regular	Aspelund, Joe	
Regular	Avery, Rick	
Regular	Berk, Daniel	
Regular	Buggy, Adam	
Associate	Cooper, Pat	
Associate	Cornwall, Jayden	
Associate	Dawson, Peter	
Regular	Demisch, Chris	
Associate	Dennis, Jack	
Regular	Egan, Luke	
Regular	Eilertson, Bret	
Regular	Fanning, Nate	
Regular	Farley, John	
Associate	Fazio, Mike	
Regular	Foster, Geoffrey	
Regular	Frillici, Christopher	
Associate	Gabriel, John	
Associate	Gogas, Christos	
Associate	Green, Geoffrey	
Associate	Howley, John	
Associate	Irving, David	
Associate	Jones, Curtis	
Regular	Kit, Volodymyr	
Regular	Knight, Scott	
Regular	Kunzelmann, Chris	
Associate	LaPlante, Ray	
Regular	Lorenti, Toni	
Associate	Mauren, Vaughn	
Associate	McKinney, Jack	
Associate	McManama, Cody	
Associate	Mendyk, Darryl	
Associate	Milligan, Tom	
Regular	Morici, John	
Associate	Nieves, Michael	
Regular	Okarmus, Aaron	
Regular	Pacheco, Federico	
Regular	Perras, Brandon	
Associate	Pugliese, Jay	
Associate	Rasmussen, Roy	

Regular	Rosen, Stewart	
Regular	Rousso, Matt	
Regular	Sambrook, Scott	
Associate	Sobkowski, Isidore	
Associate	Sturmer, John	
Associate	Tetrault, Jason	
Associate	Tomei, Jeff	
Regular	Williams, Cody	
Regular	Zerjav, Edward	
Associate	Zmarlicki, Nathalan	
Count:		52.00



STATUS UPDATE—**TODAY'S AGENDA TOPICS**

Safety Committee Plan

MICHAEL AARONS, OFC SAFETY OFFICER
DANIEL GANNON, OFC SAFETY COMMITTEE
MIKE TEDESCO, OFC SAFETY COMMITTEE
CODY McMANAMA, OFC SAFETY COMMITTEE + CFII

- Response to Board Request: Reset of Committee and SMS

- Reform and Reintroduce the Safety Committee
 - Refresh the Safety Management System and Safety Manual
 - Explain and enforce the Current Policy — not a change of policy
- Reboot safety training
 - Increase frequency and depth of content for safety meetings
 - Introduce Scenario-Based Safety Presentations
- Implement digital tools to support SMS and enforce policy
 - Digital application for collecting anonymous safety reports
 - Digital tracking of regulatory and club-required documentation, currency, proficiency, and safety meeting attendance

Safety Manual and SMS

Content Plan

Technology Plan

Officer Review & Approval

Shared with Club Membership



SAFETY MANUAL AND SMS

OFC Safety Manual

We are committed to the following goals:

- **Our most important objective is to have processes and systems in place that work to achieve that of zero accidents;**
- Continually update and maintain a Safety Management System that ensures all OFC officers have a clear definition of their accountabilities and responsibilities for the development and development of OFC's safety strategy and performance.
- Establish an OFC training program for all members ensuring competence in safety matters, and ensure that they are allocated tasks commensurate with their skills.
- Integrate OFC's flight instructors into OFC's SMS.
- Conduct a minimum of 2 OFC safety meetings per year.
- Conduct a minimum of 2 OFC safety classes per year
- Issue a quarterly safety report or newsletter as appropriate
- Conduct 1 Emergency Response Plan (ERP) activation drill annually.
- Conduct 1 OFC Safety Culture Survey annually

OFC SAFETY MANUAL



Safety Policy

We, the officers of the Oxford Flying Club (OFC), are committed to developing, implementing and continually improving Safety Systems, Strategies and processes to ensure all our aviation activities uphold the highest level of safety and meet, or exceed, standards that apply to our operations.

Safety is the first priority in all OFC activities; therefore, each member of the OFC is required to comply with the latest version of the OFC Safety Management System (SMS).

We are committed to the following goals:

- Our most important objective is to have processes and systems in place that work to achieve that of zero accidents;
- Continually update and maintain a Safety Management System that ensures all OFC officers have a clear definition of their accountabilities and responsibilities for the development and development of OFC's safety strategy and performance.
- Establish an OFC training program for all members ensuring competence in safety matters, and ensure that they are allocated tasks commensurate with their skills.
- Integrate OFC's flight instructors into OFC's SMS.
- Conduct a minimum of 2 OFC safety meetings per year.
- Conduct a minimum of 2 OFC safety classes per year
- Issue a quarterly safety report or newsletter as appropriate
- Conduct 1 Emergency Response Plan (ERP) activation drill annually.
- Conduct 1 OFC Safety Culture Survey annually

President, Oxford Flying Club

Rev 0

6/14/2014

1



SAFETY MANUAL AND SMS

OFC Safety Manual

- 1.0 General
- 2.0 Purpose
 - 2.1 Safety Risk Management (SRM) Performance Goals
- 3.0 SMS Components
- 4.0 Safety Reporting
 - 4.1 Heinrichs Pyramid
- 5.0 Risk Assessment
 - 5.1 Risk Tolerance Matrix

2.1 Safety Risk Management (SRM) Performance Goals

- A. Each club pilot is the judge as to whether the aircraft shall takeoff and where it shall land, taking into account all factors of his or her current qualifications and personal condition for the envisioned flight. Furthermore, the pilot is responsible for determining that the aircraft is currently airworthy and that airport, airspace and weather conditions are within legal and acceptable parameters. The pilot will exercise this responsibility effectively and will use all available resources to make appropriate and effectively conservative decisions.
- B. Each pilot will perform their duties giving primary concern for their own safety as well as that of their passengers entrusted to their care.
- C. The pilot will determine the applicable risks and mitigations throughout the trip scheduling, pre-trip planning, and trip execution phases by using this manual as guidance.



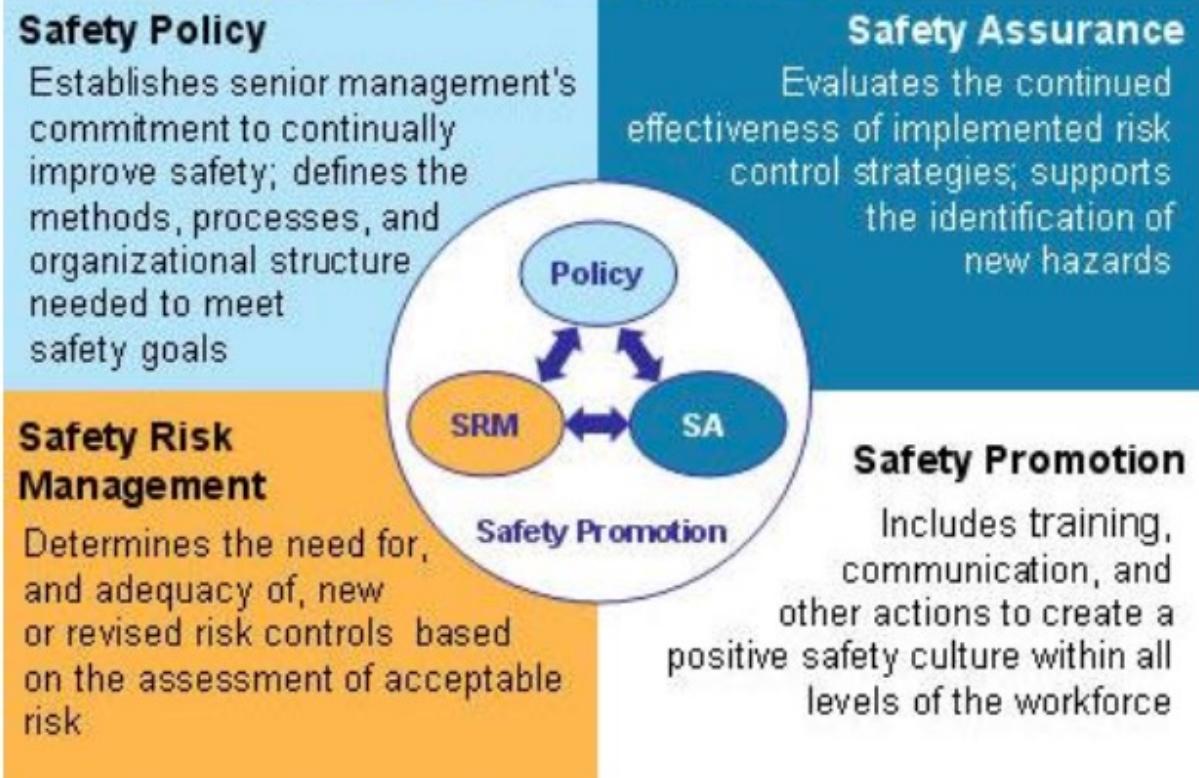
SAFETY MANUAL AND SMS

OFC Safety Manual

- 1.0 General
- 2.0 Purpose
 - 2.1 Safety Risk Management (SRM) Performance Goals
- **3.0 SMS Components**
- 4.0 Safety Reporting
 - 4.1 Heinrichs Pyramid
- 5.0 Risk Assessment
 - 5.1 Risk Tolerance Matrix

3.0 SMS Components

The Four SMS Components



SAFETY MANUAL AND SMS

OFC Safety Manual

- 1.0 General
- 2.0 Purpose
 - 2.1 Safety Risk Management (SRM) Performance Goals
- 3.0 SMS Components
- 4.0 Safety Reporting
 - 4.1 Heinrichs Pyramid
- 5.0 Risk Assessment
 - 5.1 Risk Tolerance Matrix

Oxford Flying Club Confidential Safety Report		
Name of Reporting Member <small>Note: Optional and will be redacted.</small>	Aircraft # or Approximate Location: <small>Note: Optional and will be redacted.</small>	Date Reported:
Orville Wright		
1. Date of Event: _____ Local Time (24hr approx okay): _____		
2. Type of Event - check all appropriate responses		
<input type="checkbox"/> Aborted Takeoff	<input type="checkbox"/> Foreign Object Damage	<input type="checkbox"/> Collision Hazard
<input type="checkbox"/> Abnormal Landing	<input type="checkbox"/> Weather	<input type="checkbox"/> Airport Hazard
<input type="checkbox"/> Hangar Safety	<input type="checkbox"/> Maintenance Issue/Discrepancy	<input type="checkbox"/> Other (Please add description)
3. Weather Conditions - check all appropriate responses		
<input type="checkbox"/> IMC or VMC	<input type="checkbox"/> Thunderstorm	<input type="checkbox"/> Icing
<input type="checkbox"/> Cold/Heat Related	<input type="checkbox"/> Turbulence	<input type="checkbox"/> Crosswind
<input type="checkbox"/> Precipitation	<input type="checkbox"/> Windshear	<input type="checkbox"/> Other (Please add description)
4. Phase of Operation - check all appropriate responses		
<input type="checkbox"/> Ramp/Hangar Area	<input type="checkbox"/> Takeoff	<input type="checkbox"/> Descent
<input type="checkbox"/> Preflight	<input type="checkbox"/> Climb	<input type="checkbox"/> Approach
<input type="checkbox"/> Taxi-Out	<input type="checkbox"/> Enroute	<input type="checkbox"/> Landing
5. Pilot Action - check all appropriate responses		
<input type="checkbox"/> Declared Emergency	<input type="checkbox"/> Trouble Shooting In Flight	<input type="checkbox"/> Diverted From Planned Dest.
<input type="checkbox"/> Emergency Checklist	<input type="checkbox"/> Trouble Shooting On Ground	<input type="checkbox"/> Requested Medical Assist.
<input type="checkbox"/> Requested Crash/Rescue	<input type="checkbox"/> NASA Report Filed	<input type="checkbox"/> Aircraft Grounded
<input type="checkbox"/> Contact Airport Manager	<input type="checkbox"/> Activated ERP	<input type="checkbox"/> Other (Please add description)
6. Comments or Suggestions: Is additional information attached: _____		
Reporting Member Summary: 		
7. Name of Safety Officer or Designee: _____ Date Reviewed: _____		
Probability: _____	Severity: _____	Investigation Summary Attached: _____
Resulting Risk Code: _____	Assigned Tracking # _____	
Committee Summary: 		
<small><i>Note: Risk Assessment Code of 4 or more resets the OFC Safety Clock</i></small>		
<small><i>Note: Risk Assessment Code of 5 requires immediate notification of Club President</i></small>		
<small><i>Note: Information identifying any member will be redacted for anonymity. Please provide as much as possible.</i></small>		
<small>Thank you for your interest in your Safety Program.</small>		



SAFETY MANUAL AND SMS

OFC Safety Manual

- 1.0 General
- 2.0 Purpose
 - 2.1 Safety Risk Management (SRM) Performance Goals
- 3.0 SMS Components
- 4.0 Safety Reporting
 - 4.1 Heinrichs Pyramid
- 5.0 Risk Assessment
 - 5.1 Risk Tolerance Matrix



SAFETY MANUAL AND SMS

OFC Safety Manual

- 1.0 General
- 2.0 Purpose
 - 2.1 Safety Risk Management (SRM) Performance Goals
- 3.0 SMS Components
- 4.0 Safety Reporting
 - 4.1 Heinrichs Pyramid
- 5.0 Risk Assessment
 - 5.1 Risk Tolerance Matrix

		SEVERITY				
RISK SCALE		Catastrophic	Hazardous	Major	Minor	Negligible
PROBABILITY	Frequent	5	5	4	3	1
	Occasional	5	4	4	2	1
	Remote	4	4	2	2	1
	Improbable	3	2	2	1	1
	Extremely Improbable	2	2	1	1	1

		RISK ASSESSMENT VALUE AND RESULTANT ACTIONS	
ASSESSMENT OF RISK LEVEL		RISK ACCEPTANCE OR MITIGATION CRITERIA	
Unacceptable Risk Level 5		Risk level of hazard/occurrence is Unacceptable under existing circumstances. Stop work! Do not permit any operation until sufficient control measures have been implemented to reduce risk to a lower level.	
Safety Officer Review & Approval Risk Level 4		Risk level of hazard/occurrence classified as Acceptable with Mitigation or Approval . Lowering the risk level will require reducing either the severity or probability (or both). Operation without implementation of risk control and mitigation will require Safety Officer and/or Club President approval.	
Operational Caution Risk Level 3		Risk level of hazard/occurrence classified as Acceptable with Operational Caution . Lowering the risk level may require reducing either the severity or probability (or both). Operation without implementation of risk control and mitigation should be conducted with caution.	
Acceptable		Acceptable with no further action needed under the existing circumstances.	
Risk Level 1	Risk Level 2		



REBOOTING SAFETY TRAINING

Scenario-based Safety Content

- Monthly Video Scenarios
 - Presented at the start of the monthly club meeting
 - Members will have the meeting length to reflect on the content
 - At the end of the meeting, they will learn the instructor's answer
 - There will be an opportunity to listen to and discuss the answers
- Credit as Safety Meeting
 - This video will count towards a safety meeting for those who choose to stay and participate at the end of the meeting
- Annual Round-Table Discussion
 - The Safety Committee will select a topic
 - Topic theme will relate to issues that have occurred within the club
 - Open, Round-Table Discussion



- 71 VFR Scenarios
- 165 IFR Scenarios
- ~\$400/year



N3443X

- ✓ 1. New carpet
- ✓ 2. Replace interior side panels to match new seats
- ✓ 3. One piece windshield
- ✓ 4. Replace seals on floor vents (leak)
- ✓ 5. Remove vacuum system to cleanup the panel and offer an increase in UL.
- ✓ 6. Install Rosen visors
- ✓ 7. Replace wingtip nav/strobes w LED
- ✓ 8. Replace beacon w LED
- ✓ 9. Repair back light on tachometer which is INOP, annoying during night flying
- ✓ 10. Weigh the aircraft so we have an accurate W&B.....I could not find where it had been weighed in the past decade.

N8261H

- ✓ LED Position and Strobe lights
- ✓ *** Knot to you wing root fairings

TBD ** New Seats forward and Back

- ✓ New one piece front window

N735GC

- ✓ LED Beacon
- ✓ LED landing light
- ✓ New carpets
- ✓ Removal of overhead spot light

TBD ** New seat covers (4)

- ✓ New windscreens
- ✓ oil pan heater

N98819

- ✓ Change to LED Position and Strobe lights
- ✓ DJ requested re-seal windows
- ✓ Nav2 doesn't work, no sound (this is swawked in FSP)
- ✓ Com2 Nav 2 radio display covers cracked and etched, still usable
- ✓ Garmin 650 upgrade would be helpful going from Archers to Skyhawk, 430 does work fine
- ✓ Landing light upgrade to LED
- ✓ light in the whiskey compass doesn't work.

Expense	2024 Q3-Q4	2025			
		Q1	Q2	Q3	Q4
✓ Immediate Upgrades/Repairs	\$24,695				
✓ TBD Upgrades/Repairs					\$14,000
✓ Paint / Coroossion Protection:					
61H		\$17,000			
34X			\$17,000		
5GC				\$17,000	
✓ 819 Avionics *	\$62,000				
Total Expense	\$24,695	\$79,000	\$17,000	\$0	\$31,000
					\$151,695
Revenue					
LRP Fund					\$33,953
Old Loan Set Aside					\$16,506
Member Initiation					\$18,000
Member Loans					\$85,000
Total Revenue					\$153,459
Net (Difference +-)					\$1,764

* already member approved