

OXFORD FLYING CLUB

MEETING MINUTES

18 Jun 2013

Location: 121 Restaurant, Woodbury, CT

Attendance: Regular: 16 Mentored Students: 1 Associates: 3

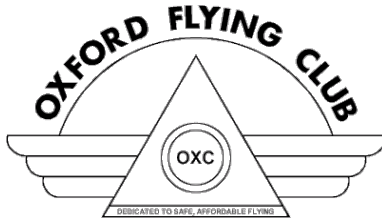
Quorum:¹ Yes X No

Type		Member	Present	Type		Member	Present	Type		Member	Present
1	Assoc	Aulet, Maximillian	X	Reg	Kit, Volodymyr			Reg	Robinson, Andy		
2	Reg	Baker, Matt	X	Reg	Kramer, Tom			Reg	Rosen, Stewart		
3	Reg	Berwick, Kent		Reg	Laine, George	X		Reg	Rosendahl, Eric	X	
4	Reg	Burmann, Bruce		Mentored Stu	Lampart, Andrew			Assoc	Sabot, Jay	X	
5	Assoc	Camejo, Christopher		Assoc	Lyons, Hal			Assoc	Schindler, Len	X	
6	Reg	Carr, Tim		Reg	Morici, John			Reg	Schmecker, Ron	X	
7	Reg	Chromczak, Ed	X	Assoc	Morrow, Bill			Reg/Stu	Shaker, Ed		
8	Assoc (Honorary)	Dasilva, Domingos		Reg	Mowerman, Illya			Reg	Stevens, Burt	X	
9	Reg	Dobbs, Glen	X	Reg	Nalband, Gary	X		Reg	Treanor, Jim		
10	Reg	Dobbs, Kristi	X	Reg	Noffke, Karl	X		Reg	Tremallo, Wayne		
11	Mentored Stu	Fazio, Mike		Reg	Oloff, Scott			Mentored Stu	Trueman, Jeffrey		
12	Reg	Feeney, Richard		Reg	Osborne, Tom	X		Reg	Wilson, Richard		
13	Assoc	Feinman, Phil		Reg	Palmatier, Bruce			Reg	Zipkin, David		
14	Assoc	Goudy, Jim		Assoc	Piwowarski, David						
15	Reg	Green, Geoffrey	X	Reg	Proulx, Brian	X					
16	Reg	Jens Hansen	X	Reg	Pugliese, Jay	X					
17	Reg	Heidrich, Don		Mentored Stu	Mahesh, Reddy	X					
18	Reg	Hill, Jeremy		Reg	Richardson, Bruce	X					

- **Gary N. called the board meeting to order at 7:06 PM**
- **May Meeting Minutes were accepted unanimously**

¹ Per By-Laws, quorum = one-third of regular plus non-mentored student members. In the event a quorum is not achieved, or is subsequently lost, the President will determine if a majority of the board is present. If so, then the meeting will become a Board Meeting.

Membership Report: Presented by Burt S. in absence of Don H. Membership report accepted unanimously.



Membership Report Oxford Flying Club

Don Heidrich, June 2013

Membership Changes since Last Meeting:

Resigned:

- Skyler Kramer

Status Change:

- Tom Kramer to Associate
- Hal Lyons to Associate

Joined:

- Jens Hansen
- Mahesh Reddy
- Jeffrey Trueman

Current Totals

Regular	32	
Student	4	
Mentored Student	1	
Associate	11	(Includes Dom Dasilva)
<u>Med Assoc</u>	<u>0</u>	
Total	48	

Other Notes:

We've begun experimenting with Mentors for New Members. There are no guidelines other than being available and supportive to help our new members learn our routines and make friends. So far we have:

Jens Hansen – Karl Noffke
Mahesh Reddy – Gary Nalband
Jeffrey Trueman – Bruce Palmatier

We'll collect feedback and try to establish guidelines for the future.

Prospects – all are still interested:

- Jeff DiStasio – Flew with Barry Lerman, works for Cisco
- John Herman – was member of HFD club, hasn't flown in 4 years
- Greg Delp – ATP / Pro / A&P – Wants to teach his daughter, will wait until spring.
- Rich Esposito – App submitted, 64, wants to get Medical first
- Tom Krasowski – owns a Cherokee, working on IFR with Ron, interested after that

Additional membership business:

- Meeting members discussed Jason Feinman's request to be readmitted into the club as a regular member. After discussions Burt S. motioned to accept Jason F. back into the club, Brian P. seconded the motion, and all members unanimously approved.

- Ed C. and Burt S. interviewed Ray Poole and his son Chris for membership. Applications for both candidates were discussed during the meeting. Burt S. motioned to approve both applications and all meeting members unanimously approved the motion.

- Ron S. introduced prospective member Tom Krasowski who attended the meeting.

Treasurer's Report: Kristi D. summarized and provided reports via email (see attached) Treasurer's report accepted unanimously.

MX Report: Brian P. summarized and provided reports via email (see attached). Maintenance Reports accepted unanimously.

Safety: 10th Annual Safety Day/ Spot Landing contest (**July 13th, rain date July 20th**) - Presented by Max A. (See attached flyers).

- Safety Day speaker – A presentation on “Non-Towered Airport Operations and Congested Airspace” will be presented by David Faile. This event qualifies for FAA Wings credit. Also attached a flyer with event details.

Long Range Planning Committee Summary, 6/18/2013:

Ed C. summarized and provided report via email (see attached). LT planning report accepted unanimously.

Unfinished Business:

- 84F status, recent oil change results – Brian P. reported no metal found in oil sample. Will continue 25 Hr. oil changes. Aircraft ~~470~~ 130 Hrs. over TBO.

Safety Day –

- Sign-up sheets - Max A. passed around assignment sheets for members to complete. Aircraft contain flyers for the event and Max A. asked if members could leave them at airports they visit.
- Jones Beach committee – Jay S. presented that trip was another success.

Key Card & Gate access –

- Card printer down again (no badges)
- Gate 21 broken (gate to 62Y).

New Business:

- Summer picnic – Bruce R. divulged that Burt and Molly's were gracious to host the OFC picnic at their home again. Stewart R. will also cater the event which exceeded last year's expectations. Flyer with details will be sent out shortly.
- A/C Security – Brian P. re-emphasized that all members should be following the closing checklist. Brian and others are finding the following:
 - Planes unlocked, top latch open
 - Gust lock installed improperly
 - Cowl plugs installed wrong
 - Interior in disarray

Brian also mentioned you're required to wait for the gate to lower before driving away.

- New Member Mentoring – See membership report for details. No structure has been created so far as this is a work in progress. Our goal is to provide new members a primary contact (seasoned member) to smoothly transition into our club. Sort of the buddy program to help with procedures, safety, etc.
- OFC News Letter – Mike F. created a sample newsletter which was passed around. Mike is looking for feedback. First impression was "want to learn more" about this club. Nice layout with lots of imagery. Already professional looking and think it would be a great recruiting tool. Nice job Mike! Heard rumblings around the meeting floor that you may be nominated as chief editor.
- June BOD Meeting agenda:
 - Financial review of 62Y
 - Maintenance issues with 84F
- Formal Process for oil changes – Brian P. to create a formal process to get more members checked-out to perform oil changes.

Honorable Mention:

- Congratulations to Mike Fazio who soloed in 84F on Jun 5th
- Active Military – Molly and Burt S. have decided to pay initiation fee for any active military member who wishes to join the club. Jeff Truman will be the first recipient if voted into the club. Commendable!!
- WWII Veteran Flight (in WWII C-47) flight thru the Hudson corridor - Burt & Molly S. organized a trip for several WWII veterans. This C-47 flew around Liberty Tower, the Statue of Liberty and Intrepid.
- Special thanks go out to the following:
 - To Molly who also provide a wonderful lunch for these veteran's
 - Brian P. in flying chase plane (62Y) with Waterbury-Republican photographer
 - Eric Zipkin and Nick Tramontano who, when one of our WWII vets weren't in the left seat, piloted our C47

The club adjourned at 8:14 PM.

No after the meeting presentation.

Submitted by,
Karl Noffke

Document History

Version	Date	Change Reference
1.0	20-Jun-2013	Original release
2.0	24-Jun-2013	Correction made under unfinished business for 84F – change TBO from 170 hrs. to 130 hrs. per finding by Brian P.

Oxford Flying Club

Current Financial Status

Balance Sheet

06/18/13

Assets

Cash			\$85,819
Accounts Receivables			\$12,551
	N8261H	\$82,000	
	N4384F	\$51,000	
	N98819	\$45,000	
	N7362Y	\$97,000	
Planes	- (values based on AOPA Vref figures as of 1/1/2013)		\$275,000

Total Assets: \$373,370

Liabilities

Accounts Payable			-\$329
Bank Time			\$14,492
Loans			\$61,458
Engine & Prop Reserve*	includes P&E on 7362Y to date		\$107,749

Total Liabilities: \$183,371

Total Equity: \$189,999

Profit & Loss Statement

		May-13	YTD
Total Income		\$13,870	\$78,582
Expenses			
		Monthly	YTD
N4384F	Annual in 05/13 @ \$5,211	\$382	\$13,108
N8261H	Annual in 03/13 @ 6169, ELT@1552	\$1,294	\$16,683
N98819	Annual in 12/12 @ \$?	\$944	\$10,278
N7362Y	Annual in 12/12 @ \$9498	\$949	\$5,031
Officers Flying Time		\$760	\$4,370
Fuel & Oil Expense		\$4,245	\$24,555
Other Expenses		\$755	\$5,482
Total Expenses:		\$9,330	\$79,507
Net Income (before extraordinary costs):		\$4,540	(\$925)
Net Income:		\$4,540	(\$925)

Oxford Flying Club, Inc.
Transaction Detail By Account
January 1 through June 18, 2013

Type	Date	Num	Name	Memo	Clr	Split	Amount	Balance
6300 - N7362Y - Expenses								
6360 - N7362Y - Maintenance Expense								
General Journal	01/01/2013	246	Brian E Proulx	2,000 hours @ 2.00/hour, prop rebuilt in 12/12	2540 - Prop & Engine Reserve - 62Y		-4,000.00	-4,000.00
Bill	03/27/2013			Maintenance Parts & Service-misc	1900 - Accounts Payable		8.19	-3,991.81
Bill	04/01/2013		VIP Avionics, Inc	labor for pilot static certification	1900 - Accounts Payable		390.00	-3,601.81
Bill	04/12/2013		Reliant Aircraft Service, Inc.	Maintenance Parts & Service-replaced both brake ca 1900	Accounts Payable		247.50	-3,354.31
Bill	04/12/2013		Reliant Aircraft Service, Inc.	Maintenance Parts & Service-o-ring	1900 - Accounts Payable		4.28	-3,350.03
Bill	04/12/2013		Reliant Aircraft Service, Inc.	Maintenance Parts & Service-brake linings	1900 - Accounts Payable		202.48	-3,147.55
Bill	04/12/2013		Reliant Aircraft Service, Inc.	Maintenance Parts & Service-brake rivets	1900 - Accounts Payable		8.00	-3,139.55
Credit Memo	05/18/2013	2380	Chromczak, Edward	Maintenance Parts & Service- knob for landing gear 1 1200	Accounts Receivable		17.98	-3,121.57
Total 6360 - N7362Y - Maintenance Expense								
							-3,121.57	-3,121.57
Total 6300 - N7362Y - Expenses								
							-3,121.57	-3,121.57
TOTAL							-3,121.57	-3,121.57

10:43 AM
06/18/13
Accrual Basis

Oxford Flying Club, Inc.
General Journal Transaction
January 1, 2013

Num	Name	Memo	Account	Class	Debit	Credit
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Long Range Planning Committee Summary, 6/18/2013:

- o Category (A): Basic upgrades that make the aircraft better and safer – 1 year or less
- o Category (B): Recommended but requiring substantially more resources – 1-2 years
- o Category (C): Items added if parts need replacement; or a for 3-4 year time horizon

OFC Long Range Planning Considerations:

- (1) Keep the monthly & usage rates low (A)
- (2) Maintain existing fleet (IFR+, IFR, VFR/IFR-) & monitor aircraft availability (A)
- (3) Improve location of tie downs. (B)
- (4) Have storage box adjacent to tie-downs for pre-heater, oil supply, cleaning tools. (B)
- (5) Trade-up to similar but newer before planes reach 10K hrs (C)

Suggested Aircraft Improvements:

62Y (200 hrs/yr; TT 4K hrs; 830 hrs since MOH; remaining 1100 hrs)

Upgrade ELT during annual insp. [\$2K] (A)

LED landing & taxi light upgrade [\$285ea. x 2 = \$570] (B) {replacement lamps should be LED}

Install ADS-B in/out collision avoidance avionics [\$6K] (C)

LRP (A+B+C) Summary: \$8.6K [*Usage evaluation required before July 2013*]

61H (240 hrs/yr; airframe TT 3K hrs; engine since MOH 1300 hrs; remaining 400 hrs) (B)

Install ADS-B in/out collision avoidance avionics [\$6K] (C)

Replace compass w/lighted instrument [\$2.5K] (B)

Electronic AI/DG upgrade with battery backup [\$2.5K] (C)

LRP (A+B+C) Summary: \$11K [engine OH 1.5 yrs]

84F (180 hrs/yr; airframe TT 6K hrs; engine since MOH 2100 hrs; exceeding -100 hrs)

Engine overhaul; @ 2500+- hours? Oil testing? {1.0 yrs max.} [\$28K] Requires monitoring. (A)

Install ADS-B in/out collision avoidance avionics [\$6K] (B)

Exterior Paint - Consider 2+ years from now. [\$18K] (B)

LRP (A+B+C) Summary: \$44K [engine OH 1 yr or less; extend paint job by touch-ups]

819 (240 hrs/yr; airframe TT 6K hrs; engine since MOH 1300 hrs; remaining 600 hrs)

Repair/replace wing tips. [\$1600] (A)

Exterior paint & corrosion repairs, top wings (tail done). [\$600] (A)

Upgrade ELT during annual insp. [\$2K] (A)

Install co-pilot seat inertia reel [\$1K] (A)

Install ADS-B in/out collision avoidance avionics [\$6.5K] (A)

Replaced broken interior plastic trim [\$850] (A)

LED landing & taxi light upgrade [\$285ea. x 2 = \$570] (B) {replacement lamps should be LED}

Corrosion protection per Cessna bulletin; 2 years max. [\$2K] (B)

Exterior Paint - Consider 2 years from now. [\$18K] (B)

LRP (A+B+C) Summary: \$32.8K [consider extending paint job by touch-ups]

Three-four year summary of a/c improvements (A+B+C):

\$8.6K + \$11K + \$44K + \$32.8K = \$94.8K, plus \$56K for engine OH = \$153K required within the next three years for both LRP & Maintenance.

The ADS-B installation schedules may change due to new product introduction & avionics shop schedules.

OFC Maintenance Report

Active Issues - June 2013

Open Date	ID #	Issue	Resolution	Scheduled for	Status	Assigne
<u>N4384F</u>						
6/17/2013	887	Electric trim INOP	Clutch is slipping, may need to rebuild clutch.		Open	Image
<u>N7362Y</u>						
6/17/2013	889	Crack in right side flap (top side)	Will have Reliant look at this while in the shop. I do not think this can be stop drilled. Not sure how the flap surface was damaged in the first place.		Open	Reliant Air
6/17/2013	885	500hr mag inspection and new capacitors to be installed			Open	Reliant Air
4/5/2013	865	DG precessing in flight. Will have it tuned up when it goes for IFR checkups in March 2013.	New issue, not repairable. This DG is a factory only rebuild and it is estimated at \$2000. Only other option is to replace the instrument with a new unit that is field repairable for \$2600 + installation. We need to discuss at the May meeting.		Open	VIP
12/14/2012	826	During tire change, found gouges on inside of rims.	Logbook shows Jay Weiner did repeated tire changes. Rims now need to be replaced, structural integrity is compromised.		Open	Reliant Air

N8261H

Open Date	ID #	Issue	Resolution	Scheduled for	Status	Assigne
2/19/2013	854	Overhead Red light Rheostat moving around when turning, not tight and affects the light intensity	tighten rheo, test rheo for operation.		Open	Reliant Air
2/1/2013	837	Remove DME from 61H, not needed anymore.	Need new W&B.		Open	Reliant Air
4/17/2012	735	Corrosion proofing with CorrosionX or ACF50	Need to complete this		Open	Reliant Air
<u>N98819</u>						
6/17/2013	886	Sticky brake caliper will be replaced with a servicable unit	Ed is coordinateing this repair with Russell Emmons		Open	Russ
4/15/2013	869	Finish touching up the paint and corrosion on 819	Received a quote for \$500 from Russ. Will need to work through the details.		Open	Club
4/17/2012	734	Corrosion proofing	Process and procedure to be determined once 84F has been completed		Pending	

OFC Maintenance Report

Closed Issues - June 2013

Open Date	ID #	Issue	Resolution	Status	Assigned	Closed Date
<u>N4384F</u>						
6/8/2013	881	25hr oil change	no issues, sent sample to Blackstone.	Closed	Club	6/8/2013
4/15/2013	870	touch up bare metal spots		Closed	Reliant Air	5/3/2013
2/4/2013	851	AD 2013-02-13 and is tied to SB1245A	AD applicable to the Stabilator control cable for corrosion and fraying (includes trim wheel cable)	Closed	Reliant Air	5/3/2013
2/4/2013	849	SB 1245A	A Technical Publication was sent per publication number SB 1245 - Stabilator Control System Inspection	Closed	Reliant Air	5/3/2013
2/4/2013	847	SB 1244	A Technical Publication was sent per publication number SB 1244 - Aft Wing Attach Fitting Inspection Requirement	Closed	Reliant Air	5/3/2013
2/4/2013	845	SB 1245A requires signoff	A Technical Publication was sent per publication number SB 1245A - Stabilator Control System Inspection Rev. A	Closed	Reliant Air	5/3/2013
12/5/2012	824	Water coming in from door latch area		Closed	Reliant Air	5/3/2013
<u>N7362Y</u>						
6/17/2013	888	Screws missing on either side of the glareshield	Ed took care of this	Closed	Club	6/17/2013

Open Date	ID #	Issue	Resolution	Status	Assigned	Closure Date
6/11/2013	882	100hr seat rail inspection and Bendix Ads applied		Closed	Image	6/11/2013
6/8/2013	880	50hr oil change	no issues, sent sample to Blackstone.	Closed	Club	6/8/2013
5/3/2013	875	Replaced Aero Enhancements 9V battery	Located under the glove box	Closed	Club	5/3/2013
4/30/2013	874	Loud squeal coming from cockpit, unknown what this is	It is related to the chronograph timer. Replaced internal battery, all good.	Closed	Club	5/8/2013
<u>N8261H</u>						
6/11/2013	884	GPS intermittant	Found that the 530 was loose in the cradle. Tightened unit and tested GPS antenna with no further issues.	Closed	Club	6/11/2013
6/11/2013	883	Reported complete radio COM failure (both	Found that the Audio Panel "phones" button was not depressed, shutting off the audio in both pilot and copilot headsets. Problem repaired.	Closed	Club	6/11/2013
5/3/2013	876	New door seal has a deformity	Turns out that the door frame was damaged. Repaired the door frame however the rubber needs to reform. Club will glue the seal.	Closed	Club	5/3/2013
<u>N98819</u>						
5/19/2013	879	50hr oil change	No issues. Slight oil leak around front main seal. Will need to watch this.	Closed	Club	5/19/2013

Open Date	ID #	Issue	Resolution	Status	Assigned	Closure Date
5/15/2013	878	100hr seat rail inspection completed, issues identified. Will also replace brake pads.	Will be working on the necessary items. Scheduled for 5/22. New rails installed, seats lubed and repaired	Closed	VIP	5/30/2013
5/7/2013	877	Nose wheel strut flat	Found the seal was damaged, little oil left in the strut. New seal kit and strut serviced.	Closed	Image	5/8/2013
4/5/2013	864	Wing tips, both sides, have cracks that have gone beyond "drill-stops" & should be repaired		Closed	Club	5/4/2013
1/9/2013	836	Brake pads thin	Not sure why this was not caught at annual...we can make it through the winter months	Closed	Club	5/30/2013

June 17, 2013

				Eng. TT	3839.4		
				TTAF	3839.4		
Annual Insp & hours to date	3416.54	422.86		SMOH	1786.5		
Tachometer Reading	3839.4	50hr Oil Due	14.6	TBO	213.5	prop	213.5
Engine Overhaul (11/30)	2052.9	oil samples	4/14/2013	Hobbs (calc)	4519.0		

Eng. TT 3839.4

TTAF 3839.4

SMOH	1786.5
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TBO	213.5
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Hobbs (calc)	4519.0
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June 17, 2013

		June 17, 2013					
				Eng. TT	5339.6		
				TTAF	6714.6		
Annual Insp & hours to date	2464.8 22.6			SMOH	755.3		
Tachometer Reading	2487.4	50hr Oil Due	17.6	TBO	-130.3	prop	731.8
Tach at Replacement	4042.0	oil samples	6/9/2013	Hobbs (calc)	8030.0		

Estimated Engine replacement	Feb-2013
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Expect to go 250 beyond TBO with new lycoming cylinders installed 8/2010	Nov-2013
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Eng. TT	5339.6
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TTAF 6714.6

SMOH 755.3

TBO -130.3

Hobbs (calc)	8030.0
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June 17, 2013

Annual Insp & hours to date	6730.9	TTAF	6824.8			
Tachometer Reading	6824.8	SMOH	1507.8			
Engine Overhaul	5317.0	50hr Oil Due	37.2	TBO	492.2	prop 1242.5
		Oil Sample	5/19/2013	Hobbs (calc)	0.0	

Estimated Engine replacement	Dec-2015
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TTAF 6824.8

SMOH 1507.8

TBO 492.2

Hobbs (calc)	0.0
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June 17, 2013

Annual Insp & hours to date	4477.00	170.2			TTAF	4647.2	4397.0	OFC in service
Tachometer Reading	4647.2		50hr Oil Due	44.8	SMOH	222.7	3237.5	overhauled engine hrs
Engine Overhaul (11/30)	3677.1		oil samples	6/9/2013	TBO	1029.9	3460.2	time on engine
					Hobbs (calc)	5469.8		
					Prop TBO	1307.8	or 8/2017	

Estimated Engine replacement	Nov-2016
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OXFORD FLYING CLUB PRESENTS:



OFC Safety Day 2013 at KOXC

Saturday, July 13, 2013

(Rain Date – Saturday, July 20, 2013)

10th Annual Spot Landing Contest, Lunch, and Safety Presentation

To Register for the Spot Landing Contest, contact OFC at info@oxfordflyingclub.com or call Max Aulet at (203) 589-3009 or Ron Schmecker at (203) 518-1643

Join your Aviation Friends at Waterbury –Oxford Airport (KOXC) for the 10th Annual Oxford Flying Club Safety Day. This exciting and fun event includes:

9:00 AM – 12:00 PM : Spot Landing Contest - test your piloting skills by landing within designated zones on the runway, closest to the “bulls-eye” scores the most points, the total of your three (3) attempts is your final score.

12:00 PM – 1:30 PM : Ramp side Lunch - “hangar fly” and enjoy lunch and refreshments at the Southwest ramp.

1:30 PM – 2:30 PM : Attend a Safety Presentation by MCFI/I David Faile “Non-Towered Airport Operations and Congested Airspace” and earn credit for the FAA Wings program. David was awarded the 1999 National Flight Instructor of the Year.

Oxford Flying Club Spot Landing Contest 2013

Those wishing to participate in the landing contest at OFC's annual Safety Day on Saturday July 13 are asked to sign up in advance so that we can get an accurate count of aircraft as well as forecast how long the landing contest will last. Our rain date is July 20rd.

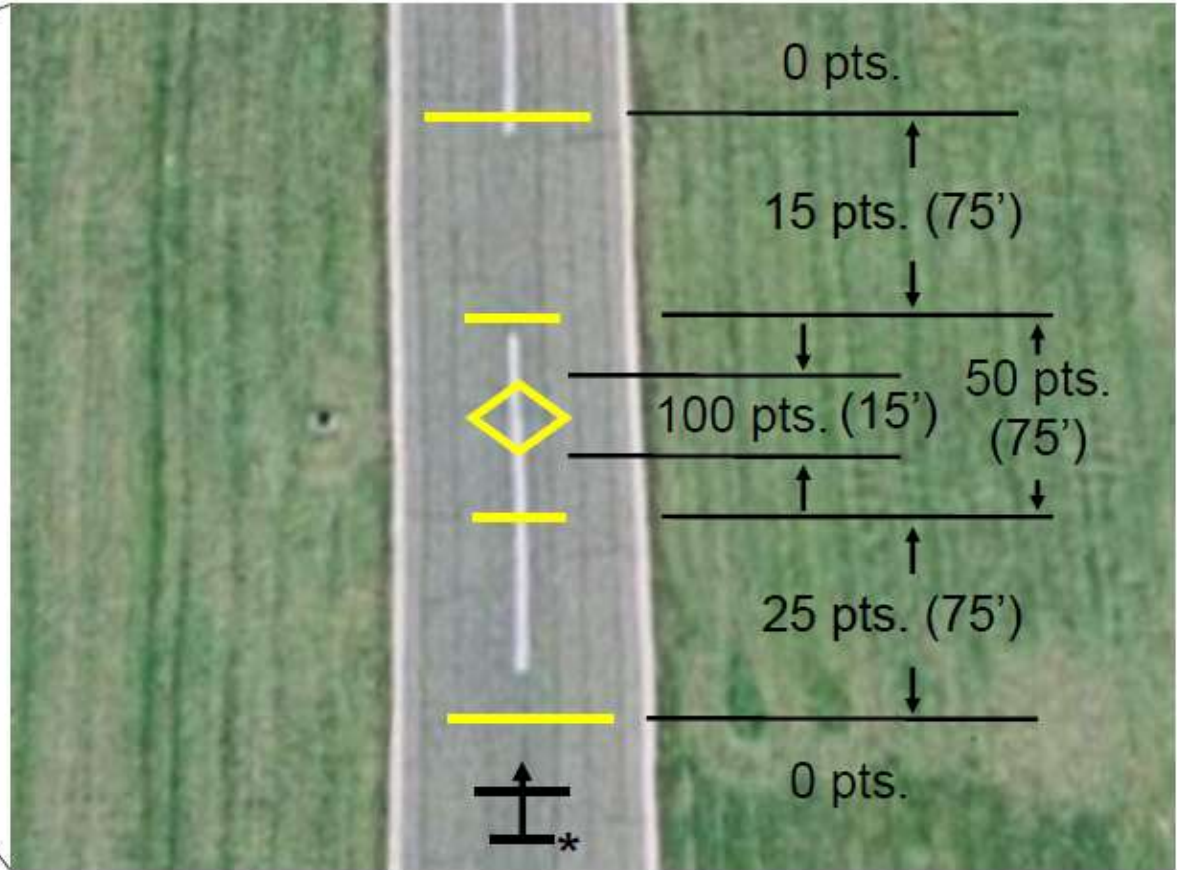
The contest begins at 9:00 am with timeslots available every 30 minutes until about noon. Please send an email including the pilot's name, the tail number of the aircraft, and the time slot you prefer. It is recommended you provide to a second choice should your first choice be unavailable.

Aircraft staging and parking for our event will be in front of hangars D & E on the west side of Runway 18/36. Please have your aircraft in staging so that you are ready to depart within your assigned time slot. You are welcome to park in this area after the contest as well. If you are flying in to attend our event, we kindly ask that you arrive prior to 9am. Aircraft attempting to join the pattern and then participate in the contest creates some confusion and your scores may not be judged properly. Please let us know in advance if you cannot make it to OXC before 9 am.

Contest Rules and Diagrams are on the following page.

Feel free to share our brochure with fellow pilots and friends!

Please send your email to: info@oxfordflyingclub.com



- 3 attempts per pilot.
- Best score wins!!
- Judges score is final.
- No Slipping!!
- No Hopping!!
- Follow normal pattern procedures.
- Normal Landing & Touch-Go procedures.
- Follow all Tower instructions.
- Have Fun!!
- Be Safe!!