



Meeting Minutes

18 May 2021, 6:30 PM – NW B10 Hangar

Attendees

Directors (6): Dan Berk, Vaughn Mauren (via Zoom), Scott Oloff, Scott Price, Curt Robinson, Landon Sock

Members (14): Edward Chromczak**, Jack Dennis, Ross Detwiler*, Peter Frey, Tom Krasowski*, Michael Kroha, Jack McKinney, Leo Mollica, Francis Pullaro, Rebecca Racz, Burt Stevens**, Christopher Sutherland, Jim Treanor*, Erik Vitagliano

Members via Zoom (12): Steve Belmont, Max Bernstein, Jayden Cornwall, David Irving, Curt Jones*, Ray LaPlante, Thomas McCullough, Oran Mills*, Michael Nieves, Jeff Parkin*, Bruce Richardson*, Alexei Ziemkiewicz*

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

Note: This meeting was Zoomed also, as arranged by Dan Berk.

General Business

The Meeting was called to order at 6:38 p.m. by President Landon Sock. As this is an odd month, this was considered a Member Meeting. The meeting was held in Hangar NW B10 and virtually via Zoom. A Quorum of Directors (1/2 of Directors) *was* present. A Quorum of Members (1/3 of Regular Members) *was* present. (6 of 9 Directors, and 22 of 52 Regular Members, were present.)

Guests: Devon Chapin, Wright Aviation Maintenance; and Luc Zupkin, Young Pilots USA

- (See “Special Guest Presentations,” below.)

New Members: The Club welcomed Jayden Cornwall and Rebecca Racz as new Regular Members.

Meeting Minutes: April Meeting Minutes posted on the Club’s website were approved.

Membership Report

Membership Officer Dan Berk gave a membership report.

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

Regular:.....	50
Associate:.....	41
Medical Associate.....	4
Associate Emeritus:	3
Total:.....	98

Dan reported that many Associate Members are considering becoming Regular Members if the proposal to eliminate Proficiency Time is approved during the meeting.

Note: At the end of the meeting, the members present voted to welcome back Burt Stevens as an Associate Emeritus Member and to admit John Howley as a new Regular Member.

Finance Report

Treasurer Curt Robinson gave a finance report.

Refer to most recent Monthly Financial Report, dated April 30 (**attached**).

Club finances were in the black for April. Curt said funds designated for long-term aircraft maintenance are currently adequate, but we will need to carefully consider the best way to fund the unexpected and unplanned top-end overhaul for 5GC now being done by Wright Aviation, estimated at \$14,000-\$15,000.

Maintenance Report

Filling in for Maintenance Officer Andy Robinson, Vice President Scott Oloff gave a maintenance report.

Refer to Andy's e-mail to Club members (**attached**).

Aircraft Summary

- 5GC - Undergoing top-end overhaul at Wright; expecting return the week of Memorial Day
- 34X - Prop nick and high CO levels being looked at by Wright; new cowl plug covers
- 61H - DG replaced (old unit had free-spinning adjustment knob); has tire flat-spot
- 819 - Several squawks being addressed by Wright; repainting decision pending

Special Guest Presentations

The Club welcomed two very special guests: Luc Zupkin, founder of Young Pilots USA; and Devon Chapin, owner of Wright Aviation Maintenance; each gave a talk.

Luc Zupkin

Luc Zupkin is an enterprising and inspiring 16-year-old who soloed on his 16th birthday. Beginning in June, Luc is planning to fly his family's 1946 Piper J3 Cub across the U.S. from Goodspeed Airport (42B) in Connecticut to Flabob Airport (KRIR) in Riverside, California. Luc is striving to raise aviation awareness among young people, and generate contributions for several charities: 1) AOPA's "You Can Fly" scholarship series, 2) the Gary Sinise Foundation for veteran support, and 3) the Barstool Fund for COVID-19 small business relief.

Club members Vaughn Mauren, Bruce Richardson and Landon Sock are coordinating a fundraising effort supporting Luc, which will begin with a launch donation made by the Kia of Old Saybrook auto dealership and is expected to conclude with a check presentation at Waterbury-Oxford Airport at the end of the summer.

For further information:

- Article in *Flying Magazine*: "Cross-Country Flight Raises Money for Veterans' Organization, Others"
www.flyingmag.com/story/training/luc-zipkin-cross-country-mission
Note: If link is inoperative, copy & paste into browser.
- Young Pilots USA
www.youngpilots.org

Devon Chapin

Based at Danbury Municipal Airport and with shop space in Hangar A at Waterbury-Oxford Airport, Wright Aviation is the Club's go-to source for on-field maintenance and repair services for our fleet. Devon talked about tire maintenance and engine leaning.

Devon explained that the regular flat-spotting of the fleet's tires is due to poor braking technique, including excessive speed on touchdown and applying the brakes too soon and too hard, while the wings are still producing lift and there is insufficient weight on the tires. Based on many years of hands-on experience, for aircraft in our fleet (Piper Archers, Cessna 172s and 182s), Devon recommends adjusting tire pressures on both main and nose gear to 30 psi, rather than to the manufacturer's specs, which are generally lower. Lower pressures make it easier for the inner tube to slip against the body of the tire at touchdown, resulting in blown inner tubes. He prefers Michelin inner tubes to other brands.

Wright Aviation is currently doing a top-end overhaul (replacing all six cylinders) on 5GC at only about 700 hours. Devon said early overhauls like this are generally due to running the engines at high temperatures. Using a whiteboard diagram, he explained his recommended leaning technique for 5GC's Continental engine. Devon strongly advises against engine operation anywhere in the peak exhaust gas temperature (EGT) range. To ensure longer cylinder life, EGTs should be kept below 1400 degrees and CHTs (cylinder head temperatures) should be kept below 360 degrees. Carbureted engines like 5GC's six-cylinder Continental will show more variation in engine temps than fuel injected engines.

Devon recommends leaning to keep cylinder head temps at least 75 degrees below rich-of-peak or 25 degrees below lean-of-peak, with rich-of-peak being the safer option. Running on the rich-of-peak side uses more fuel but is better for the engine. Engines like our Continental were designed in the 1960s when fuel prices were low. The lead in avgas helps lubricate valves and valve guides, so running too lean results in more wear to the valve guides and burnt valves. He explained that running engines at higher power settings is better than lower, but said "you have to manage the heat." Devon gets better results with Superior cylinders, rather than Continental.

***Please note!** The Club's Safety Committee is conducting an investigation into our ongoing tire issues and its results differ from Devon's remarks. In addition, Emeritus Associate Member Burt Stevens strongly disagreed with Devon's remarks on leaning procedures.*

Safety Report

Safety Officer and Safety Committee Chair Peter Dawson submitted a written report in advance of the meeting.

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

President Landon Sock asked the Safety Committee to present an analysis of Devon's 30 psi tire pressure setting recommendation at the next monthly meeting before making this official Club policy.

Long-Range Planning Report

President and Long-Range Planning Chair Landon Sock opened a discussion on repainting and refurbishing N98819. A motion was made to reschedule this six-week process from June 15, the middle of flying season, until October 15, when there will be less demand for our four-plane fleet; the motion was approved unanimously.

Vote on Motion to Reschedule Repainting & Refurbishing of N98819:

Yea: 32
Nay: 0
Abstain: 0
Total: 32

Proficiency Policy Discussion

Safety Committee Secretary Leo Mollica gave a presentation on a proposal to change the Club's long-time "Proficiency Time" (PT) policy (**attached***); discussion followed. Club Vice President Scott Oloff offered an amendment to the proposal. The members present then voted on the amended proposal, which was approved unanimously.

** Document titled "Bank time moving forward will be eliminated" (file named OFC PC Proposal.Revised 5.12).*

Refer also to "Proficiency Policy Discussion" in Meeting Minutes for monthly meeting on April 21, 2021.

Proposal Highlights

Complete elimination of monthly "Proficiency Time" (aka "Bank Time") charges for Regular Members, with the following requirements. (*Note: These are highlights only; see attached proposal for details.*)

- 1) **Aircraft Checkout:** Members must complete an Initial Club Checkout (ICC) or Proficiency Check (PC) in each make/model of aircraft to be eligible to use Flight Schedule Pro (FSP).
- 2) **Annual Proficiency Check (PC):** To fly Club aircraft as PIC, Members must complete an annual PC, with exceptions for meeting and exceeding minimum flight times, obtaining new licenses and ratings, and as permitted by the Club's Chief CFI.
- 3) **Club Currency:** Members must fly a minimum of 4 hours as PIC in piston aircraft within a 90-day period, with only 2 hours in Club aircraft, and provisions for time in non-Club aircraft.

Scott Oloff offered the following amendment to the proposal:

- Under the new policy, billing changes shall become effective as of June 1, 2021 and Members shall have 90 days to attain the new currency requirements.

Vote on Motion to Approve Proposal as Amended on OFC's Proficiency Policy:

Yea: 32
Nay: 0
Abstain: 0
Total: 32

Additional Business

No additional business was discussed.

The Meeting was adjourned at 8:08 p.m.

Meeting Minutes submitted by Scott Price, Secretary

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From: Daniel Berk via Ofc-mem <ofc-mem@lists.oxfordflyingclub.com>
To: OFC-Members <ofc-mem@oxfordflyingclub.com>
Sent: Tuesday, May 18, 2021, 01:34:24 PM EDT
Subject: [OFC-Mem] Membership Report

50 regular
41 associate
4 associate emeritus
3 associate medical

Daniel Berk
Membership Chair
Oxford Flying Club



Oxford Flying Club

April 2021

Financial Information

Assets

Checking/Fuel Bank Accounts		\$39,030
Savings (Prop/Engine Reserve)		\$160,182
* Prop & Engine Reserve		\$64,621
* Liability Insurance Fund (\$40,000 target)		\$11,517
* Proficiency Time Fund		\$26,314
* LRP Upgrade Fund (819 Paint \$12,681)		\$26,314
* Cash from 7YT Sale		\$20,053
Accounts Receivable (4/30/2021)		\$24,419

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: \$604,531

Liabilities

Accounts Payable (4/30/2021)		\$15,398
Bank Time - As of 4/30/2020		\$26,886
Loan Payable - N735GC	Monthly payments, including interest: \$1,510.	\$41,159
Prop and Engine Reserve (all planes - cumulative)		\$64,641

Total Liabilities: \$148,085

Total Equity: \$456,446

Equity

TOTAL LIABILITIES & EQUITY

\$604,531

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	38.34	\$4,899	\$127.78	\$1,539	\$40.15	\$985	\$25.68	\$90	\$767	\$86
N4334X	37.70	\$4,875	\$129.31	\$1,712	\$45.42	\$3,839	\$101.83	\$90	\$754	\$167
N98819	34.50	\$4,612	\$133.68	\$1,635	\$47.40	\$2,102	\$60.92	\$90	\$690	\$128
N735GC	28.50	\$4,670	\$163.84	\$2,144	\$75.21	\$4,536	\$159.16	\$704	\$570	\$254
Totals	139.04	\$19,056	\$137.05	\$7,031	\$50.57	\$11,461	\$82.43	\$974	\$2,781	

Inflows/Outflows

	Current Month	Totals
Membership - Initiation Fees (1)	\$3,000.00	
Membership Dues	\$8,593.96	
Total Flight Time Billing	\$18,599.30	
Lost Bank Time - April 2021	\$703	
Interest Income	\$1.21	
Sporty's Rebate (quarterly)	\$0.00	

Billed Monthly Total:

\$30,897.47

Flight Hours (Unbilled Maintenance & Marketing)	-\$560.30
Transfer to P&E Reserve (Total hours x \$20)	-\$2,780.80
Insurance Fund Transfer (Goal \$40,000 by 3/15/2021)	-\$2,916.67
5GC Loan Payments (current month as above)	-\$1,510.00
Fuel & Oil Expense	-\$7,030.69
Club Officer & Maint. Credits (4 aircraft)	-\$1,430.00
Other Misc. Expenses (FSP, Web Site, Events & Other)	-\$225.38
Licensing and Registration Fees for Aircraft (CBP Decals)	\$0.00
Aircraft Liability Insurance/D&O Insurance Payment	\$0.00
Total Aircraft Expense (above Ann/Av/Fee/Mx and Tiedown & Hanger)	-\$12,435.73

Expenses Total:

-\$28,889.57

Monthly Cash Flow Total

\$2,007.90

Fund Balances		Dues %	Mar Only II TD (8/1-4/1)	
Dues:	Accounting	0.50%	\$ 46.12	\$ (115.17)
	Avionics Subscriptions	1.91%	\$ 175.76	\$ (229.96)
	D&O Insurance	0.60%	\$ 55.74	\$ 518.81
	Hangar/Tie Down	8.20%	\$ 114.44	\$ (341.57)
	Liability Insurance	45.87%	\$ 2,712.93	\$ 5,458.44
	Loan Payments	17.31%	\$ 450.76	\$ 945.39
	Officer's Credits	14.91%	\$ 144.88	\$ (122.20)
	Taxes & Registrations (Town of Oxford delayed because of COVID-19)	0.15%	\$ 33.39	\$ 131.31
	Web Site / FSP	0.68%	\$ 2.30	\$ 46.10
	General Maintenance	5.73%	\$ 158.04	\$ 2,194.36
	Marketing Expenses		\$ -	\$ 219.22
	Unbilled Flight Hours (+MX, +MARK, Landing Fees)		\$ (43.58)	\$ (129.57)
	Dues Unallocated	4.14%	\$ 723.12	\$ 4,533.33
	LRP Upgrade Fund (Expired PT, Initiation Fees, Bank Interest)		\$ 3,204.21	\$ 9,309.73
Flight			Last Month	Current Bal
Flight: N4334X				
	Fuel	\$	24.11	\$ (525.74)
	MX	\$	(1,751.53)	\$ 1,354.85
	P&E	\$	-	\$ 6.00
	Upgrades	\$	323.08	\$ 1,831.08
Flight: N735GC				
	Fuel	\$	168.99	\$ 1,737.00
	MX	\$	(2,736.62)	\$ (891.47)
	P&E	\$	-	\$ 4.00
	Upgrades	\$	252.52	\$ 1,403.58
Flight: N8261H				
	Fuel	\$	36.36	\$ 608.34
	MX	\$	1,433.42	\$ 2,748.14
	P&E	\$	-	\$ (12.40)
	Upgrades	\$	271.16	\$ 2,197.31
Flight: N98819				
	Fuel	\$	(149.63)	\$ 217.54
	MX	\$	(631.92)	\$ (3,433.82)
	P&E	\$	(90.00)	\$ (74.00)
	Upgrades	\$	529.27	\$ 2,757.55
Fuel Account Balance (Across All Aircraft)			\$2,037.14	

From: Andy Robinson via Ofc-mem <ofc-mem@lists.oxfordflyingclub.com>
To: ofc-mem@oxfordflyingclub.com <ofc-mem@oxfordflyingclub.com>
Sent: Monday, May 17, 2021, 12:54:39 PM EDT
Subject: [OFC-Mem] MX Report - May, 2021

GC - Down for top end overhaul (est \$14k). Expecting return week of Memorial Day. We will be expecting rigid compliance on break-in for first 100 hours: No LEANING, use of full power, no flight maneuvers of any sort. We'll do a 10 hour mineral oil change and then at next 50 hour. Seat issue being addressed. Traffic issue addressed by VIP.

34X - Prop nick, high CO levels all being looked at by Wright. New cowl plug covers.

819 - Several squawks being addressed by Wright. Pending paint job decision.

61H - DG replaced (old one had free spinning adjustment knob). Flat spot on tire.

Andy

From: Peter Dawson via Ofc-mem <ofc-mem@lists.oxfordflyingclub.com>
To: OFC-Members <ofc-mem@lists.oxfordflyingclub.com>
Sent: Sunday, May 16, 2021, 04:13:42 PM EDT
Subject: [OFC-Mem] Safety Committee May 2021 Update

Dear Members,

Below is the usual list of our 2021 objectives with notes, but great progress to all objectives continues. We've received 12 reports this year and hopefully 2 more coming soon. This month we reviewed 3 new reports as a group where a **RESULTING RISK CODE OF 3 or 4** were given. These reports will be made available soon, but they both touch on behavior to following policy as a club. We're conducting 2 risk assessments currently over tire pressure increase and how effective our Mx & post-flight policy is or why it's not being followed by our membership. We will have more on this soon, but please take the time to read our publications and take the time to gather more info when necessary. It also appears our post-flights are being rushed or forgotten. This is a high risk scenario for several reasons.

Let's keep our heads up and use that beautiful QRH to stay diligent and detailed. It's crucial that we use the provided material so we're all doing it the same way keeping each other safe!

- **Implement a Safety Management System (SMS)**
 - Continued discussion on policy and ensuring our insurance policy aligns with faa and club policies.
 - Instituting a Quality Control mechanism to club changes.
 - Utilizing Risk Assessment for a hazard identification and a policy deviation.
- **Establish an OFC safety training program**
 - Finalizing a new Proficiency Check program concept with CFI workgroup for May Club meeting.
- **Integrate Chief CFI and CFI group to safety team**
 - Multiple items shared with CFI group over the last month to assist with good rumors! And welcoming our new Chief CFI.
- **Conduct at least 2 Safety Committee meetings**
 - We've just held our 5th and plan on continuing to meet monthly bringing this number to 12!
- **Conduct at least 2 Safety Classes**
 - First class was held March 20th with 20 attendees! Thank you to all who helped and attended. IMC meetings are beginning again, and we will host another Safety Class being discussed now.
- **Issue a minimum of 2 Safety publications**
 - 3 down, 3 to go! Great decision to work with Mike Fazio and alternate issues of "Clearance Delivery" for Safety Comm to be published alternating throughout the year!

Thank you to our entire committee who has maintained a solid work ethic dedicated to improving each 0.1 tach hour flown at the club! I also want to thank each and every one of you who've submitted reports. Don't hesitate to leave a suggestion or safety concern in the bottom drawer for us!

Fly Safe,

Your OFC Safety Committee!

****Bank time moving forward will be eliminated****

The most restrictive of any FAA regulation or other agency law, including OFC policy, shall govern.

1) Aircraft Checkout

- a) Each member shall complete an Initial Club Checkout (ICC) or Proficiency Check (PC) whenever this policy dictates to utilize Flight Scheduler Pro (FSP).
- b) Each member will be required to complete an ICC for each make/model of aircraft by a club CFI.
 - i) If a member who enters the club as a student pilot completes a private pilot check ride in a club aircraft with club CFI instruction, that will count as an ICC in that aircraft make/model.
- c) An Instrument Competency Evaluation (ICE) shall be completed every 12 calendar months to act as PIC in IFR flight conditions in club aircraft.

2) Annual Proficiency Check (PC)

- a) Members who wish to fly club aircraft as PIC must complete an annual proficiency check. The PC will mirror ACS standards and be posted yearly by the Chief CFI.
 - i) A yearly PC will not have to be performed if the pilot has met any of the following requirements:
 - (1) Flown a minimum of 24 hours in the proceeding 12 months (club or non-club aircraft) ****See section 3 regarding Club Currency****
 - (2) Obtained a new license or rating. The new annual PC date will be 12 months from the date of the check ride.
 - (3) An exemption given by the Chief CFI.

3) Club Currency

- a) Members must fly a minimum of 4 hours PIC in a piston aircraft within a 90-day period.
 - i) Only 2 hours per 90 days must be performed in club aircraft with a minimum of 3 takeoffs and landings.
- b) ICC currency shall be defined as one flight per 90 days in each make and model.
- c) If a member falls out of club currency, they must perform a PC (see section 2 above). This PC would count as an annual PC, and the 12-month annual PC clock would be reset.
- d) Club currency PIC time will be tracked through flight scheduler pro (FSP).
 - i) Members who fly non-club aircraft or who fly dual flights (safety pilot IFR) will have to submit their time to the Chief CFI.