



Meeting Minutes

20 September 2022, 6:30 PM – NW B10 Hangar

Attendees

Directors (6): Vaughn Mauren, Cody McManama, Leo Mollica, DJ Nicholson, Scott Price, Landon Sock

Members (11): Eric Atkins, Daniel Berk, Peter Dawson*, John Farley, Heather Heidinger, John Howley, David Irving, Oran Mills*, Christopher Sutherland, Jeffrey Tomei, Joshua Whitely

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

Note: This meeting was not Zoomed.

General Business

The Meeting was called to order at 6:36 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 *not* via Zoom. A Quorum of Directors (1/2 of Directors) *was* present. A Quorum of Members (1/3 of Regular Members) *was not* present. (6 of 9 Directors, and 15 of 63 Regular Members, were present.)

Guests

The Club welcomed the following guests:

- John Moody, General Aviation Airports Manager, Connecticut Airport Authority
- Willie McBride, Airport Manager, Waterbury-Oxford Airport
- Toni Lorenti (candidate for membership)

New Members

The Club welcomed the following new members:

- None

Meeting Minutes

August 16 Meeting Minutes posted on the Club's website were approved.

New Certificates & Ratings

The Club proudly recognized these members who earned new certificates or ratings during the period between regular monthly meetings (Aug. 16 to Sept. 20):

- Ryan Archer, Commercial Pilot Certificate (Aug. 25), announced by Steve Belmont, CFII, AGI, IGI
- DJ Nicholson, COMM, Commercial Seaplane Rating (Sept. 2)

Special Guests

President Landon Sock introduced special guests John Moody, General Aviation Airports Manager, Connecticut Airport Authority, and Willie McBride, Airport Manager, Waterbury-Oxford Airport.

These gentlemen briefly shared their aviation background and outlined their current roles in the State's aviation system. A Q&A session followed. John provided the State perspective and Willie the local one. Topics discussed included efforts to close Hartford-Brainard Airport (KHFD) and operational issues at Waterbury-Oxford Airport (KOXC) like the high cost of avgas and the ongoing Clay Lacy construction project*.

* See press release: "[Clay Lacy Breaks Ground on \\$20 Million, 11-Acre FBO and MRO Development at Waterbury-Oxford Airport.](#)"

Willie McBride invited OFC Club members to contact him with any concerns on his cell phone: **860-726-8102**.

Finance Report

Regular Member Christopher Sutherland gave a Finance Report on behalf of Treasurer Curt Robinson.

Refer to Curt's e-mail to Club members (**attached**) and most recent Monthly Financial Report, dated August 31 (**attached**).

Christopher asked members to please pay their dues and flight charges promptly. With funds in the fuel account accumulating, the current fleet-wide fuel surcharge of \$10 / hour will drop to \$5 / hour in October.

Membership Report

Membership Officer Vaughn Mauren gave a membership report.

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

Regular:.....	63
Associate	38
Medical Associate	5
Associate Emeritus:	4
Other	1
Total:	111

Vaughn said the Club has grown with the addition of several new Regular Members.

President Landon Sock said N172HL, a Cessna C-172 which had been leased back to the Club by its owner, is now up for sale and has been blocked off in Flight Schedule Pro (FSP). Per our By-laws, Regular Membership in the Club is limited to 75 members (5 aircraft x 15 members / aircraft max.).

Maintenance Report

Maintenance Officer Cody McManama gave a Maintenance Report.

Refer to Cody's report to Club members (**attached**) and aircraft summary, below.

Aircraft Summary

- **N228TR** - Active: Currently undergoing Annual inspection & maintenance, Annual is going well; only major issue is determining whether propeller AD had been addressed (paperwork issue)

- N735GC - Active: Replacement for leaking fuel bladder is on order; expected to arrive in December; Aspen avionics upgrade in process
- N4334X - Active: No significant issues discussed / reported
- N8261H - Active: Long-Range Planning issues include “sticky” shoulder harness, possible avionics & autopilot upgrades
- N98819 - Active: Engine overhaul planning underway; Mx recommends Lycoming factory-overhauled replacement vs. Penn Yan engine rebuild (4-6 mos. downtime vs. 9 mos. downtime)
- N172HL - Inactive: For sale by owner (see above)

Activities Report

Activities Chair DJ Nicholson gave an Activities Report.

DJ said two planned events have been cancelled due to lack of instructor availability, but two remain on the schedule. *Instructor help is requested for these events!*

Sat., Oct. 22 (tentatively 9:00 a.m. - 3:00 p.m.) - Short and Soft Field Landing Event with BBQ at Mt. Tobe airport (N41).

Mt. Tobe is a nearby grass field. DJ said the [Recreational Aviation Foundation](#) (RAF) is running a fly-in / campout / spot landing / pumpkin drop that weekend, and it would be great if Club members could participate alongside the RAF.

Sat., Nov. 12 (4:00 - 9:30 p.m.) - Night Landing Proficiency and Pizza Event at Waterbury-Oxford Airport (KOXC)

Safety Report

Safety Officer Leo Mollica gave a Safety report.

Refer to Leo’s report to Club members ([attached](#)).

Leo said the Safety Committee has not received any CSRs (Confidential Safety Reports) since the last monthly meeting.

Revised Standard Operations Manual and Flight Standards Manual

Note: Revised versions of the Club’s “Standard Operations Manual” (version 6) and the new “Flight Standards Manual” (version 3) were e-mailed to members on the morning of the meeting.

Members discussed the revised manuals, including their purpose and application, and how to harmonize them. Secretary Scott Price suggested that members be given time to read the documents more carefully and comment on them. Due to time constraints, President Landon Sock tabled further discussion until the next monthly meeting.

Associate Emeritus Member Category

President Landon Sock opened a discussion of the Associate Emeritus Member category. Members briefly discussed adopting specific qualifications (member’s age, years of membership) for appointing members to the Associate Emeritus Member category.

President Landon Sock read the following proposal:

“I [Landon Sock] propose to allow members who are at least 70 years old with at least 15 years of club membership and members who are at least 65 years old with at least 25 years of club membership to convert to ‘Associate Emeritus’ status if they so desire.”

Associate Member Peter Dawson made, and Regular Member Daniel Berk seconded, the following motion, which was voted upon and approved unanimously.

Motion: The Club will immediately form an ad hoc membership committee to be chaired by Vice President Francis Pullaro for the purpose of studying the proposal made by Landon and will make recommendations to the membership at the November monthly meeting.

Vote on Motion to Form Committee to Study Proposal:

Yea: 17
Nay: 0
Abstain: 0
Total: 17

Additional Business

New Tug

President Landon Sock thanked Regular Member Daniel Berk for taking the initiative to research, propose and then purchase a new tug for the Club’s aircraft. Dan reported that the new tug had shipped and should arrive soon. Dan will consider making a short video instructing members how to use the new tug.

No additional business was discussed.

The Meeting was adjourned at 8:07 p.m.

Meeting Minutes submitted by Scott Price, Secretary

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From: Curt Robinson via Ofc-mem <ofc-mem@lists.oxfordflyingclub.com>
To: Ofc Mem <ofc-mem@oxfordflyingclub.com>
Sent: Sunday, September 18, 2022 at 08:23:32 PM EDT
Subject: [OFC-Mem] August 2022 OFC Financial Report

Hello Club,

Attached is the Financial Report for August 2022. Fuel has dropped slightly to \$8.99 (\$8.09 to OFC) at Atlantic. Things are still tight, but we're keeping things going. The planes have all been flying quite a bit, just under 123 hours. Hope everyone can get out for some great fall flying!

Remember that payments are due when the Statements go out. One of the biggest challenges are slow payments. Please remember when you've been billed, the Club has already paid for the fuel and maintenance from the previous month. I appreciate everyone who pays via Zelle on the first couple days of the month, it's very helpful!

Let me know if you have any questions.

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Thank you,

Curt Robinson
Treasurer, Oxford Flying Club
treasurer@oxfordflyingclub.com
c. 203-450-0111

Oxford Flying Club

August 2022

Financial Information

Assets

Checking/Fuel Bank Accounts			\$12,597	
Savings (Prop/Engine Reserve)			\$160,233	
* Prop & Engine Reserve			\$83,185	
* Liability Insurance Fund (\$40,000 target)			\$52,793	
* Proficiency Time Fund			\$9,990	
* LRP Upgrade Fund			\$31,288	
* Cash from 7YT Sale			\$2,973	
Accounts Receivable			\$42,779	
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:	\$596,509

Liabilities

Accounts Payable (Includes Outstanding Quarterly Insurance Payments)			\$17,889	
Bank Time			\$9,990	
Loan Payable - N735GC	Monthly payments, including interest: \$1,510.		\$19,066	
Prop and Engine Reserve (all planes - cumulative)			\$85,620	
			Total Liabilities:	\$132,564
			Total Equity:	\$463,945
TOTAL LIABILITIES & EQUITY				\$596,509

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	38.40	\$5,334	\$138.91	\$2,354	\$61.30	\$688	\$17.90	\$90	\$768	\$99
N4334X	35.50	\$5,265	\$148.31	\$1,919	\$54.07	\$1,650	\$46.49	\$90	\$877	\$125
N98819	20.90	\$2,926	\$140.00	\$1,350	\$64.61	\$1,759	\$84.18	\$90	\$418	\$169
N735GC	28.30	\$4,953	\$175.00	\$2,285	\$80.74	\$2,038	\$72.02	\$650	\$849	\$183
N228TR	8.50	\$1,785	\$210.00	\$905	\$106.42	\$850	\$99.97	\$340	\$0	\$206
N172HL	23.59	\$3,067	\$130.00	\$1,919	\$81.36	\$0	\$0.00	\$90	\$0	\$81
Totals	123.10	\$23,329	\$189.51	\$10,733	\$87.19	\$6,985	\$56.74	\$1,350	\$2,912	

Inflows/Outflows

	Current Month	Totals
Membership - Initiation Fees	\$1,500.00	
Membership Dues - Regular	\$8,246.91	
Membership Dues - Associate	\$1,050.00	
Total Flight Time Billing	\$23,329.20	
Interest Income	\$1.40	
Sporty's Rebate (quarterly)	\$0.00	
Leaseback Management Income	\$206.25	
Finance Charges/Late Fees/Banktime To Club	\$0.00	
Billed Monthly Total:		\$34,333.76
Flight Hours (Unbilled Maintenance & Marketing)	-\$676.90	
Transfer to P&E Reserve (Total hours x \$20)	-\$2,912.50	
Insurance Fund Transfer (Goal \$42,000 by 3/15/2023)	-\$3,875.00	
5GC Loan Payments (current month as above)	-\$1,509.68	
Fuel & Oil Expense	-\$10,732.53	
Club Officer & Maint. Credits (5 aircraft)	-\$2,015.00	
Other Misc. Expenses (FSP, Web Site, Events, Advertising, Landing Fees & Other)	-\$187.09	
Licensing and Registration Fees for Aircraft (CBP Decals)	\$0.00	
Aircraft Liability Insurance/D&O Insurance Payment	\$0.00	
General Maintenance Expense	-\$2,179.17	
Leaseback Aircraft Waterfall (Minus Management Fee Above)	-\$927.58	
Total Aircraft Expense (above Ann/Av/Fee/Mx and Tiedown & Hanger)	-\$8,334.94	
Expenses Total:		-\$33,350.38
Monthly Cash Flow Total		\$983.37

Fund Balances		Dues %	Month Only	All Funds
Dues:	Accounting	4.01%	\$ (102.83)	\$ (468.34)
	Avionics Subscriptions	1.75%	\$ 208.84	\$ 230.73
	D&O Insurance	0.55%	\$ 52.87	\$ 106.20
	Hangar/Tie Down	2.84%	\$ (280.89)	\$ (999.73)
	Liability Insurance	40.71%	\$ 3,887.66	\$ 4,127.15
	Loan Payments	15.86%	\$ -	\$ -
	Officer's Credits	21.17%	\$ 5.86	\$ 598.06
	Taxes & Registrations (Town of Oxford delayed because of COVID-19)	0.32%	\$ 1.71	\$ 30.53
	Web Site / FSP	0.80%	\$ 4.46	\$ 98.42
	General Maintenance	3.06%	\$ (2,040.16)	\$ (1,923.71)
	Marketing Expenses		\$ -	\$ (538.04)
	Unbilled Flight Hours (+MX, +MARK)		\$ -	\$ (354.38)
	Landing Fees	0.66%	\$ 33.88	\$ 255.47
	Quickbooks Online	0.99%	\$ 1.71	\$ 132.34
	Dues Unallocated		\$ 140.99	\$ 10,558.99
	LRP Upgrade Fund (Expired PT, Initiation Fees, Bank Interest)		\$ 1,595.12	\$ 20,082

Flight	Last Month	Current Bal
Flight: N4334X		
Fuel	\$ 298.89	\$ 1,269.59
MX	\$ (160.31)	\$ (5,223.41)
P&E	\$ -	\$ -
Upgrades	\$ 341.88	\$ 803.29
Flight: N735GC		
Fuel	\$ 73.28	\$ (1,418.06)
MX	\$ (90.18)	\$ (3,173.69)
P&E	\$ -	\$ -
Upgrades	\$ 20.38	\$ 2,849.15
Flight: N8261H		
Fuel	\$ 420.15	\$ 2,956.36
MX	\$ 1,028.50	\$ (3,486.43)
P&E	\$ -	\$ -
Upgrades	\$ 81.96	\$ 4,557.76
Flight: N98819		
Fuel	\$ 171.43	\$ (189.08)
MX	\$ (889.68)	\$ (5,402.40)
P&E		\$ -
Upgrades	\$ 116.60	\$ 5,810.25

Fuel Account Balance (Across All Aircraft)	\$2,618.81
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Leaseback Report										
N228TR	Hours	Income	Fuel Surchar	Fuel	MX	Maint Fee	Hangar/Tie	Insurance	Total	Payout
Nov-21	9.90	\$ 1,683.00		\$ 660.31	\$ -	\$ 84.15			\$ 938.54	
Dec-21	9.20	\$ 1,564.00		\$ 885.74	\$ 240.00	\$ 78.20			\$ 360.06	
Jan-22	8.10	\$ 1,377.00		\$ 397.85	\$ -	\$ 68.85			\$ 910.30	\$ 2,208.90
Feb-22	14.80	\$ 2,516.00		\$ 1,186.98	\$ -	\$ 125.80	\$ 340.00		\$ 863.22	\$ 863.22
Mar-22	4.30	\$ 731.00		\$ 384.58	\$ -	\$ 36.55	\$ 340.00	\$ 115.79	\$ (145.92)	
Apr-22	20.50	\$ 3,690.00	\$ 205.00	\$ 1,381.19	\$ 311.46	\$ 174.25	\$ 340.00	\$ 552.07	\$ 726.04	
May-22	7.90	\$ 1,534.00	\$ 79.00	\$ 773.13	\$ 311.46	\$ 72.75	\$ 340.00	\$ 212.75	\$ (255.09)	\$ 325.03
Jun-22	25.60	\$ 5,120.00	\$ 256.00	\$ 1,539.59	\$ 311.46	\$ 243.20	\$ 340.00	\$ 689.41	\$ 1,740.34	\$ 1,740.34
Jul-22	32.60	\$ 6,194.00	\$ 326.00	\$ 3,341.76	\$ 311.47	\$ 293.40	\$ 340.00	\$ 877.92	\$ 703.45	\$ 703.45
Aug-22	8.50	\$ 1,615.00	\$ 85.00	\$ 904.61	\$ -	\$ 76.50	\$ 340.00	\$ 228.91	\$ (20.02)	\$ (20.02)
* Altered for members in the "Transional Rate" by \$46										
N172HL		Income		Fuel	MX	Maint Fee	Hangar/Tie	Insurance	Total	
Mar-22	4.15	\$ 539.50		\$ 346.04	\$ -	\$ 26.98	\$ 90.00	\$ -	\$ 76.48	
Apr-22	9.41	\$ 1,317.40	\$ 94.10	\$ 406.86	\$ -	\$ 61.17	\$ 90.00	\$ -	\$ 665.27	
May-22	4.9	\$ 637.00	\$ 49.00	\$ 293.47	\$ -	\$ 29.40	\$ 90.00	\$ -	\$ 175.13	\$ 916.88
Jun-22	13.1	\$ 1,703.00	\$ 131.00	\$ 735.98	\$ -	\$ 78.60	\$ 90.00	\$ -	\$ 667.42	\$ 667.42
Jul-22	17.04	\$ 2,044.80	\$ 170.40	\$ 939.21	\$ -	\$ 93.72	\$ 90.00	\$ -	\$ 1,092.27	\$ 1,092.27
Aug-22	23.59	\$ 2,830.80	\$ 235.90	\$ 1,919.38	\$ -	\$ 129.75	\$ 90.00	\$ -	\$ 927.58	\$ 927.58

From: Vaughn Mauren via Ofc-mem <ofc-mem@lists.oxfordflyingclub.com>
To: OFC - Current Members <ofc-mem@oxfordflyingclub.com>
Sent: Tuesday, September 20, 2022 at 04:23:48 PM EDT
Subject: [OFC-Mem] September membership report

Dear club,

Our current membership stands at:

Regular: 63
Associate: 38
Medical Associate: 5
Associate Emeritus: 4
Other: 1
Total: 111

Our bylaws allow for 15 regular members per aircraft. With six aircraft, we have some room for growth. Please help spread the word about our excellent club!

See you at the meeting!

Vaughn

Flight Hours by Aircraft

Oxford Flying Club

Report Created 9/20/2022 11:23 AM

Flight Hours by Aircraft

Date Range: 8/1/2022 - 8/31/2022

Tail Number	Hobbs Hours	Tach 1 Hours	Tach 2 Hours
N172HL	25.9	23.59	0
N228TR	12.3	8.5	0
N4334X	0	33.4	0
N735GC	0	29.9	0
N8261H	0	38.1	0
N98819	0	20.9	0

Flight Hours by Aircraft

Oxford Flying Club

Report Created 9/20/2022 11:27 AM

Flight Hours by Aircraft

Date Range: 1/1/2022 - 12/31/2022

Tail Number	Hobbs Hours	Tach 1 Hours	Tach 2 Hours
N172HL	91	76.96	0
N228TR	168.1	123.1	0
N4334X	0	255.1	0
N735GC	0	193.7	0
N8261H	0	176.15	0
N98819	0	150.7	0



August 2022 Fleet Status

Aircraft	Status	Scheduled	Squawks	LRP	Notes
N735GC	Online	<ul style="list-style-type: none"> Aspen Max Upgrade 	<ul style="list-style-type: none"> Left fuel bladder ordered for replacement 	<ul style="list-style-type: none"> ? 	<ul style="list-style-type: none">
N98819	Online	<ul style="list-style-type: none"> Engine OH 	<ul style="list-style-type: none"> N/A 	<ul style="list-style-type: none"> 	<ul style="list-style-type: none"> Stall Horn Replaced
N172HL	Online	<ul style="list-style-type: none"> N/A 	<ul style="list-style-type: none"> 	<ul style="list-style-type: none"> N/A 	<ul style="list-style-type: none">
N4334X	Online	<ul style="list-style-type: none"> N/A 	<ul style="list-style-type: none"> 	<ul style="list-style-type: none"> N/A 	<ul style="list-style-type: none">
N8261H	Online	<ul style="list-style-type: none"> N/A 	<ul style="list-style-type: none"> 	<ul style="list-style-type: none"> New shoulder harness? GI275's & autopilot? 	<ul style="list-style-type: none"> N/A
N228TR	Online	<ul style="list-style-type: none"> N/A 	<ul style="list-style-type: none"> In Annual 	<ul style="list-style-type: none"> N/A 	<ul style="list-style-type: none"> N/A

OFC SAFETY COMMITTEE Update | September 2022

- **Meeting:** September OFC Safety Committee meeting was held on the 15th.
- **CSR update:** By Sept. 15th not new CSR was input.
- **Operation Manual:** The Operation Manual was reviewed (over the last 2 months) and is ready for publishing/uploading. Attached in the Appendix.
- **Standards Manual:** The Standards Manual was released by Ross Detwiler (July 18th) for feedback. Document was reviewed together with Operation Manual and is ready for publishing/uploading. Attached in the Appendix.

Appendix:

- Operation Manual version 6:



Oxford Flying Club
Policy (September 2022)

- Standards Manual version 3:



Oxford Flying Club
Standards Manual v3