



Meeting Minutes

20 April 2021, 6:30 PM – **NW B10 Hangar**

Attendees

Directors (9): Dan Berk, Peter Dawson, Robert (“Bob”) Ham, Vaughn Mauren, Scott Oloff, Scott Price (via Zoom), Andy Robinson, Curt Robinson, Landon Sock

Members (10): Erick Brough, Edward (“Ed”) Chromczak**, Jack Dennis, Ken Edholm, Mike Fazio, Peter Frey, Russell McGhee, Jack McKinney, Francis Pullaro, Erik Vitagliano

Members via Zoom (7): Steve Belmont, Ross Detwiler*, Michael Kroha, Leo Mollica, Rich Palombo, Blaise Pope*, Nick Vandevor

*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 6:35 p.m. by President Landon Sock. As this is an even month, this was considered a Board 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. (9 of 9 Directors, and 23 of 45 Regular Members, were present.)

Guests: There were no guests at this meeting.

New Members: The Club welcomed new Regular Member Ken Edholm.

New Certificates & Ratings:

- The Club congratulated Membership Officer Dan Berk on passing his instrument checkride and earning the coveted Instrument Rating on March 30. Dan thanked his instructor, Max Bernstein (CFII), for helping him earn the rating. Dan will now begin working to attain the Commercial Certificate.
- The Club also congratulated Regular Member David Irving on passing his instructor checkride on April 14 and earning the exalted Certified Flight Instructor (CFI) Certificate (single engine). David thanked his instructor, Peter Dawson (ATP CFI CFII MEI), for helping him earn the certificate. David serves on the Activities Committee and Long-Range Planning Committee.

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

Chief Flight Instructor

Earlier in April, Max Bernstein (CFII) was elected Chief Flight Instructor by the Club’s instructors.

Max brings to the role his great enthusiasm for aviation and personal determination. Max began his aviation career only two years ago. In that time, Max earned his Private Pilot Certificate and Instrument Rating, while recently adding his Certified Flight Instructor Instrument (CFII) Certificate, all while working 60 hours a week and earning an MBA in the process.

The Club is grateful to Max for stepping up and filling the position formerly held by Vice President Scott Oloff (CFII MEI AGI IGI COMM). Scott had stepped down from the Chief CFI role to devote more time to the Club as an elected officer.

Maintenance Report

Maintenance Officer Andy Robinson gave a maintenance report.

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

Aircraft Summary

- 5GC - Open squawks include missing traffic on Garmin (still troubleshooting); will schedule repairs at VIP Avionics, KHFD
- 34X - New main tire installed; throttle adjusted for lower idle RPM; pitot tube & cowl plugs on order
- 61H - Several open squawks; MX scheduled for next week
- 819 - Several open squawks; MX scheduled this week

Offsite Repair

Due to a number of recent off-site MX issues, including a failed tire and starter, Andy reminded members to follow Club guidelines regarding off-site maintenance. Per our Quick Reference Handbooks (QRHs), contact the appropriate MX team member(s) before making a decision to repair an aircraft off-site or fly back to KOXC. Andy asked that members contact him by phone, the quickest method, rather than by text or e-mail.

Safety Report

Safety Officer and Safety Committee Chair Peter Dawson gave a membership report.

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

Peter reported that the Safety Committee had a productive April meeting, and he made additional remarks about repairing or grounding aircraft off-site (see Maintenance Report, above).

Membership Report

Membership Officer Dan Berk gave a membership report.

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

Regular:..... 45
Associate:..... 40
Medical Associate..... 3
Associate Emeritus: 4
Total: 92

Note: After a brief recess at 7:39 p.m., the members present voted unanimously to admit two new men, both as Regular Members: Ken Edholm (present at meeting) and Christos Gagas (not present at meeting).

Finance Report

Treasurer Curt Robinson gave a finance report.

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

Curt reported that Club finances are in good shape. The latest Monthly Financial Report shows significant negative cash flow for the month as a result of our one-time annual insurance premium payment. Fund balances appear to be adequate for long-term needs including significant outlays such as the recent Annual for 5GC.

Long-Range Planning Report

President and Long-Range Planning (LRP) Chair Landon Sock asked LRP Committee Member Jack Dennis to give a LRP report.

- **819 refurbishing:** Repainting the aircraft exterior and replacing its broken and worn interior panels will begin June 15; this will be a six-week process.

While it will be a bit challenging to be without this aircraft during the peak flying season, the LRP committee believes this is the best timing, in part because it is best to paint an aircraft in warmer months, especially in colder climates (the paint shop is in Vermont).

Proficiency Policy Discussion

Chief CFI Max Bernstein opened a discussion focused on changing and improving the Club's proficiency policies.

Max proposed that the Club consider moving away from our current policy of pre-paid "Proficiency Time" ("Bank Time") and toward a policy focused less on financial incentives and penalties and more on actual pilot proficiency, as determined primarily by actual hours flown and proficiency checks. He said the purpose of the discussion was to get member feedback, with the goal of improving proficiency among the members.

An informal task force of Club CFIs has been created to work on proficiency policy issues. Refer to CFI Steven Belmont's e-mail to Club members ([attached](#)) for background and information on the proposal.

Highlights (from Steven's e-mail) include:

- Complete removal of "Bank Time" (i.e.: members being charged monthly for 2 hours of "Proficiency Time" and accruing ("banking") those flight hours for up to 3 months, the current practice).
- Removal of the term "Annual Insurance Check" or "AIC," which would be changed to "Proficiency Check" or "PC."
- Regular OFC members would be allowed to fly as PIC as long as they have completed a "Proficiency Check" yearly and have flown a minimum of 4 hours as PIC within the current 90 days.
- If members go more than 90 days without flying at least 4 hours as PIC, they would need to fly with a Club CFI for a "Proficiency Check."

Members discussed many points, including:

- Peter Dawson said that the Club's data reveal that the average member flies only about 16 hours each year. Policies should be based on flight hours and proficiency, not money.
- Landon Sock said that one significant problem with the current proficiency policy is that it tends to push members into the Associate Member category.

- Important details remain to be addressed in the proposal, such as whether a member pilot would need a “Proficiency Check” annually in each type of Club aircraft (i.e.: Skyhawk, Archer, Skylane).

Landon requested that the task force prepare a complete written proposal and distribute it to the entire membership well in advance of a future meeting during which Club members would be asked to vote on major proficiency policy changes.

Initiation Fee Increase

After some discussion, Dan Berk made, and Jack McKinney seconded, the following motion. The motion was approved by a majority vote of the members attending (in-person and via Zoom).

Effective May 1, 2021, Oxford Flying Club will increase its one-time, non-refundable initiation fee from the current \$500 to \$1,500, payable in a lump sum or three (3) monthly installments. The three (3) prospective new members who have already applied for membership are exempt.

Vote on Motion to Increase the Initiation Fee:

Yea: 24
 Nay: 2
 Abstain: 0
 Total*: 26

The increase brings the Club’s initiation fee more in line with other flying clubs in the region. The additional income will support the Club’s long-range planning needs.

Additional Business

It was agreed that the Club should offer former member Burt Stevens the opportunity to rejoin the Club as an Emeritus Associate member in recognition of the considerable effort, money and time he had invested in the Club over many prior years. He will need to complete an application. Additional thought will be given as to whether Burt, a CFI, would be offered training privileges in Club aircraft.

The Meeting was adjourned at 7:46 p.m.

Meeting Minutes submitted by Scott Price, Secretary

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From: Andy Robinson via Ofc-mem <ofc-mem@lists.oxfordflyingclub.com>
To: ofc-mem@oxfordflyingclub.com <ofc-mem@oxfordflyingclub.com>
Sent: Tuesday, April 20, 2021, 08:16:15 AM EDT
Subject: [OFC-Mem] MX Report for April, 2021

GC - Handful of open squawks including missing traffic on Garmin. Still troubleshooting. Will have to schedule a visit to VIP @ HFD to address.

34X - New main tire and throttle adjusted to allow lower rpm's at idle. New pitot tube and cowling plugs on order.

819 - Several open squawks. Aircraft scheduled for MX this week to address some of them.

61H - Several open squawks. MX scheduled for next week to address some of them.

MX Team

From: Peter Dawson via Ofc-mem <ofc-mem@lists.oxfordflyingclub.com>
To: OFC-Members <ofc-mem@lists.oxfordflyingclub.com>
Sent: Monday, April 12, 2021, 11:02:27 AM EDT
Subject: [OFC-Mem] Safety Committee April Update!

Dear Members,

Our April meeting was a productive evening including finalizing two new reports and strengthening the need for quality control and policy considerations. Updates are listed below where bold items are specific to our 2021 Objectives set by last year's committee members. We're hard at work to accomplish all tasks and deliver quality safety lessons learned through our experiences at OFC.

- **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.
- **Establish an OFC safety training program**
 - Finalizing a new Proficiency Check program concept with CFI workgroup for April 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 forth 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 March 14th, and we will host another Safety Class this summer.
- **Issue a minimum of 2 Safety publications**
 - Two 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!

From: Daniel Berk via Ofc-mem <ofc-mem@lists.oxfordflyingclub.com>
To: OFC-Members <ofc-mem@oxfordflyingclub.com>
Sent: Tuesday, April 20, 2021, 08:35:15 AM EDT
Subject: [OFC-Mem] Membership Count

45 regular
40 associate
4 associate emeritus
3 associate medical

Daniel Berk
Membership Chair
Oxford Flying Club

From: Curt Robinson via Ofc-mem <ofc-mem@lists.oxfordflyingclub.com>
To: OFC - Current Members <ofc-mem@oxfordflyingclub.com>
Sent: Sunday, April 18, 2021, 12:12:09 PM EDT
Subject: [OFC-Mem] March 2021 Financial Report

Hi OFC,

Attached is the Financial Report for the month of March 2021.

If you simply look at the Monthly Cash Flow total at the bottom of the first page, it looks like we had a terrible month, however, if you take a look at the second page, which shows the longer time period "Fund Report", you'll see that we were able to cover the Liability Insurance payment and the Annual for 5GC with the funds we had accumulated over the past year, which is how it's supposed to work!

Overall, things are fine, a few more members would help, so ask your friends to join!

Let me know if there are any questions, otherwise, I'll see everyone on Tuesday!

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Regards,

Curt Robinson
curtmrobinson@gmail.com
t. 203-816-0065
c. 203-450-0111



Oxford Flying Club

March 2021

Financial Information

Assets

Checking/Fuel Bank Accounts		\$49,757
Savings (Prop/Engine Reserve)		\$153,858
* Prop & Engine Reserve		\$61,865
* Liability Insurance Fund (\$40,000 target)		\$8,600
* Proficiency Time Fund		\$27,300
* LRP Upgrade Fund		\$18,418
* Cash from 7YT Sale		\$37,663
Accounts Receivable (3/31/2021)		\$26,164

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: \$610,678

Liabilities

Accounts Payable (1/31/2021)		\$5,275
Bank Time - As of 1/31/2020		\$780
Loan Payable - N735GC	Monthly payments, including interest: \$1,510.	\$42,492
Prop and Engine Reserve (all planes - cumulative)		\$14,350

Total Liabilities: \$62,897

Total Equity: \$547,781

Equity

TOTAL LIABILITIES & EQUITY

\$610,678

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	27.24	\$3,332	\$122.32	\$1,047	\$38.44	\$11,803	\$433.29	\$90	\$545	\$492
N4334X	46.60	\$5,928	\$127.21	\$2,025	\$43.45	\$2,935	\$62.99	\$90	\$932	\$126
N98819	37.20	\$4,861	\$130.67	\$1,660	\$44.63	\$150	\$4.03	\$90	\$738	\$69
N735GC	27.40	\$4,418	\$161.24	\$1,733	\$63.25	\$1,662	\$60.64	\$3,025	\$542	\$144
Totals	138.44	\$18,539	\$133.91	\$6,465	\$46.70	\$16,550	\$119.54	\$3,295	\$2,757	

Inflows/Outflows

	Current Month	Totals
Membership - Initiation Fees (1)	\$1,000.00	
Membership Dues	\$7,576.62	
Total Flight Time Billing	\$19,148.20	
Lost Bank Time - February 2021	\$635	
Interest Income	\$1.37	
Sporty's Rebate (quarterly)	\$84.77	

Billed Monthly Total:

\$28,445.96

Flight Hours (Unbilled Maintenance & Marketing)	-\$560.30
Transfer to P&E Reserve (Total hours x \$20)	-\$2,756.80
Insurance Fund Transfer (Goal \$40,000 by 3/15/2021)	-\$2,886.25
SGC Loan Payments (current month as above)	-\$1,510.00
Fuel & Oil Expense	-\$6,465.16
Club Officer & Maint. Credits (4 aircraft)	\$1,430.00
Other Misc. Expenses (FSP, Web Site, Events & Other)	-\$246.65
Licensing and Registration Fees for Aircraft (CBP Decals)	\$0.00
Aircraft Liability Insurance/D&O Insurance Payment	-\$30,286.00
Total Aircraft Expense (above Ann/Av/Fee/Mx and Tiedown & Hanger)	-\$19,844.95

Expenses Total: -\$63,126.11

Monthly Cash Flow Total -\$34,680.15

Fund Balances		Dues %	Mar Only II TD (8/1-4/1)	
Dues:	Accounting	0.50%	\$ 44.59	\$ (205.40)
	Avionics Subscriptions	1.91%	\$ 169.62	\$ (573.60)
	D&O Insurance	0.60%	\$ 53.77	\$ 409.71
	Hangar/Tie Down	8.20%	\$ (197.92)	\$ (517.51)
	Liability Insurance	45.87%	\$ (27,776.23)	\$ 249.11
	Loan Payments	17.31%	\$ 449.58	\$ 75.35
	Officer's Credits	14.91%	\$ 154.54	\$ (344.29)
	Taxes & Registrations (Town of Oxford delayed because of COVID-19)	0.15%	\$ 32.78	\$ 65.58
	Web Site / FSP	0.68%	\$ (0.11)	\$ (15.75)
	General Maintenance	5.73%	\$ -	\$ 2,194.36
	Marketing Expenses		\$ -	\$ 219.22
	Unbilled Flight Hours (+MX, +MARK, Landing Fees)		\$ (21.65)	\$ (85.99)
	Dues Unallocated	4.14%	\$ (75.00)	\$ 3,823.30
	LRP Upgrade Fund (Expired PT, Initiation Fees, Bank Interest)		\$ 1,954.57	\$ 5,470.52
Flight			Last Month	Current Bal
Flight: N4334X				
	Fuel	\$	121.67	\$ (549.85)
	MX	\$	(290.04)	\$ 3,106.38
	P&E	\$	-	\$ 6.00
	Upgrades	\$	399.36	\$ 1,508.00
Flight: N735GC				
	Fuel	\$	72.45	\$ 571.98
	MX	\$	(10,084.90)	\$ 1,314.72
	P&E	\$	-	\$ (12.40)
	Upgrades	\$	(1,143.79)	\$ 1,926.15
Flight: N8261H				
	Fuel	\$	32.35	\$ 367.17
	MX	\$	1,672.44	\$ (2,801.90)
	P&E	\$	6.00	\$ 16.00
	Upgrades	\$	640.96	\$ 228.28
Flight: N98819				
	Fuel	\$	267.16	\$ 1,568.12
	MX	\$	3.54	\$ 1,845.15
	P&E	\$	6.00	\$ 4.00
	Upgrades	\$	388.76	\$ 1,151.06
Fuel Account Balance (Across All Aircraft)			\$1,957.42	

From: Steven Belmont via Ofc-mem <ofc-mem@lists.oxfordflyingclub.com>
To: Landon Sock <me@landonsock.com>
Cc: Oxford Flying <ofc-mem@oxfordflyingclub.com>
Sent: Monday, April 19, 2021, 10:00:53 PM EDT
Subject: Re: [OFC-Mem] Oxford Flying Club Monthly Meeting

Good Evening,

Two months ago, a group of OFC CFIs began looking at the current AIC requirements. After much discussion, we have come up with a proposal that addresses both the AIC and bank time. The task force had two primary goals when creating this proposal which were pilot safety and proficiency. After creating a rough draft of the proposal, we also had a meeting with other non-CFI club stakeholders to get their input. We have incorporated all feedback received and would now like to present the proposal to the entire membership.

The main highlights of the proposal include the following:

- Complete removal of "bank time".
- Removal of the term "AIC" which has been changed to "Proficiency Check or PC"
- Regular OFC members would be allowed to fly PIC as long as they have completed a "proficiency check" yearly and have flown a minimum of 4 hours PIC within the current 90 days.
- If you go >90 days without flying four hours PIC, then you will need to go up with a club CFI for a proficiency check.
- The proposal also incorporates a way for pilots to avoid a yearly proficiency check. If a member has flown 24 hours in the past year and attended four club flying events, they would not be required to get a yearly proficiency check.
- OFC proficiency checks would become standardized, so the ride will be the same regardless of which CFI you go up with. The tasks will come directly from the ACS, including tolerances. Every year the Chief CFI will rotate through different ACS items to assure all members stay proficient with the various maneuvers. This information will be provided to the membership yearly.

We appreciate everyone taking the time to review the materials. If you have any questions or suggestions, please don't hesitate to reach out. This will be an item for discussion at tomorrow's meeting.

Thank you,

Steve, Pete, Max, and Ross

On Fri, Apr 16, 2021 at 1:36 PM Landon Sock via Ofc-mem <ofc-mem@lists.oxfordflyingclub.com> wrote:

Club

Agenda attached.

Club meeting April 20, 2021 at 6:30

Landon