



## Meeting Minutes

15 December 2020, 6:30 PM – **NW B10 Hangar**

### Attendees

Directors (6): Alan Amato, Dan Berk, Robert (“Bob”) Ham, Scott Price, Andy Robinson, Curt Robinson

Members (8): Max Bernstein, Peter Dawson, Jack Dennis, Tom Krasowski\*, Ray LaPlante, Vaughn Mauren, Allen Shew, Chris Sutherland

Members via Zoom (11): Steve Belmont, Edward (“Ed”) Chromczak\*\*, Ross Detwiler, Peter Frey, David Irving, Ross “Jack” McKinney, Leo Mollica, Scott Oloff, Francis Pullaro, Ron Schmecker, Jim Treanor\*

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

Guests (0): No guests

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

### General Business

The Meeting was called to order at 6:10 p.m. by President Robert Ham. As this is an even month, this was considered a Board Meeting. The December meeting normally takes place within the Club’s Annual Christmas Party. Due to health concerns this year, the party did not take place. A Quorum of Directors (1/2 of Directors) *was* present. A Quorum of Members (1/3 of Regular Members) *was* present. (6 of 8 Directors, and 22 of 55 Regular Members, were present.)

Guests: There were no guests at this meeting.

New Members:

- The Club welcomed Chris Sutherland. Chris is a student pilot and had been a member of a flying club in Annapolis, MD.

New Certificates & Ratings:

- The Club congratulated Ray LaPlante on passing his checkride and earning his Private Pilot Certificate on Dec. 10. Ray, a Lieutenant with the Orange Police Department, joined the Club in June and had been working with Club CFII Max Bernstein. Ray plans to begin work toward an instrument rating.
- The Club also congratulated Max Bernstein on passing his checkride and adding the coveted Instrument designation to become a CFII (Certified Flight Instructor Instrument), also on Dec. 10.

Meeting Minutes: November Meeting Minutes posted on the Club’s website were approved. (Note: A minor editorial change was requested. The Minutes will be modified and reposted.)

### Website Updating

Members discussed updating the Club's website with members' new rating information, as new content has not been posted for some time. President-Elect Alan Amato will work with Jack Dennis and Don Heidrich to see what can be done.

### Member Profiles

Bob reminded members to update their profile information on the Club's website so this information can be made available for insurance underwriting purposes.

### Maintenance Report

Maintenance Officer Andy Robinson gave a maintenance report.

Refer to Andy's e-mail to Club members dated December 15: "MX Update - Dec 2020" ([attached](#)).

### MX Highlights

819 - Undergoing Annual; open squawks being addressed; due for engine overhaul in 2021 (~300 or 400 hours remaining)

34X - Now residing in NT 20 until end of December, when she will be moved to NW B10; keep Tanis heater plugged in while aircraft is parked at NT 20

34X - Chief CFI Scott Oloff is overseeing new engine break-in procedures and managing required oil changes

34X - Engine is backfiring during magneto checks (aircraft has new electronic mag); Scott Oloff suggests using 1800 rpm for run-ups; Andy will discuss with A&P

5GC - Tanis heater will remain plugged in while inside the hangar for winter months

### Aircraft Detailing

34X was just detailed and looks great; detailing for 61H is being scheduled. Ceramic treatment lasts one year. If the Club continues detailing, this should be done during warmer months.

### Aircraft Keys

Key operation for 34X and 819 is "marginal"; Andy will place a key rack in NW B10 for all ramped aircraft.

### Aircraft Tug

The Club thanked Tom Krasowski for his many hours of work on the pre-heater and tug. Tom had refurbished the pre-heater and professionally re-engineered the actuating rod for the gear shift on the tug.

### Hanger Move

Incoming Safety Officer Peter Dawson reported briefly on the successful move from NT 20 to NW B10.

### Finance Report

Treasurer Curt Robinson gave a finance report.

Refer to most recent Monthly Financial Report, dated Dec. 1 ([attached](#)) for details.

Cash flow is adequate at the present time. The Finance Committee will be doing an audit on the 34X engine replacement. We appear to be on the right track with our accounting process for all Club aircraft. The numbers will be tweaked as we go along based on actual costs for maintenance.

34X - If prop costs come in at \$5,000 to \$7,000, total engine and prop costs will be ~\$40,000, as estimated.

For members so inclined, Curt encouraged use of Zelle for paying dues.

### **Membership Report**

Membership Officer Dan Berk gave a membership report.

Regular:..... 55  
Associate:..... 38  
Medical Associate:..... 2  
Associate Emeritus: ..... 4  
Total: ..... 99

### **Student Pilots**

Dan said that when Club By-laws are updated, they will be modified regarding the process of accepting new members, including new student pilot members. The Club will revert to the interview process as stipulated in the By-laws. Interview questions will be standardized, and new members will be voted in at meetings. The Club website's Member page will be updated regularly to reflect the current membership. Dan will coordinate closely with Curt Robinson on membership so up-to-date member data can be used in financial accounting processes.

### **Safety Report**

Vice President (President-Elect) and Safety Co-Chair Alan Amato gave Safety report.

Alan said leadership is an essential part of developing an effective safety culture and thanked Bob Ham for his outstanding leadership in promoting a safety culture as president of the Club.

### **Safety Survey**

Alan summarized the results of the 2020 Safety Culture Survey.

Alan said the only negative was that participation was lower than desired. Improving participation should be a goal of the Safety Committee in 2021. While participation could have been better it improved significantly from 39.9% last year to 51.5% this year. Overall, the Club Safety Culture has improved.

Alan said responses in the "Strongly Disagree" and "Disagree" categories are especially instructional. These are areas about which the Safety Committee should ask: "Why are these questions being answered this way?" Survey results for these categories were briefly summarized by Alan:

	2020	2019	2018
Disagree	40	29	80
Strongly Disagree	12	5	7

The Safety Culture Value which is used to determine what kind of Safety Culture we have, increased slightly, from 78 to 78.8 (out of 100). Our Safety Culture classification is "Positive Safety Culture" (76-100).

For details, including Safety Committee recommendations, see the “OFC - 2020 Safety Culture Survey” e-mailed to all Club members by Alan on Dec. 30.

Bob thanked the Safety Committee for their excellent work during the year.

### 2021 Safety Committee

Peter Dawson, incoming Safety Officer & Safety Committee Chairman, spoke about the makeup of the 2021 Safety Committee and its goals.

For details, refer to the handout distributed during the meeting titled “Safety Committee Guide” ([attached](#)).

The Safety Committee structure has evolved for 2021. The Committee includes a number of new members who will provide added support for current tasks and new initiatives.

Leo Mollica will serve as Secretary. John Morici will serve as Vice Chairman & FAAS Team representative.

Don Heidrich will serve as Vice Chairman Safety Operations. After getting them from Peter, Don will process Hazardous Incident Reports (HIR) and Flight Operations Incident Reports (FOIR).

The Club’s Chief Instructor (presently Scott Oloff) will now serve as Vice Chairman & Chief Instructor of the Safety Committee.

The other 2021 Safety Committee members are (alphabetically): Jack Dennis, Peter Frey, Geoff Green, Baxter Keller, Ray LaPlante, Francis Pullaro and Allen Shew.

### Quick Reference Handbook (QRH)

Safety Committee Member Allen Shew gave a presentation on the new Quick Reference Handbook (QRH) developed by the Safety Committee. This first QRH is specific to N98819. Other QRHs are being developed for the Club’s other aircraft. The QRH’s individual elements have been assembled into an easy-to-use three-ring binder sized for cockpit use.

Allen thanked incoming Activities Chair Vaughn Mauren for his fine work on the QRH, including work on the document’s professional design and format.

One important purpose of the QRHs is to standardize procedures across the Club’s multiple aircraft and our growing membership. Club QRHs will feature checklists that reflect those in the aircraft’s POH, aiding in crew resource management (CRM) and helping to ensure proper procedures are followed in emergencies. Tracking numbers have been assigned to individual QRH elements to keep track of updates. The QRHs also include pre-flight and post-flight checklists.

Bob Ham, Alan Amato and Peter Dawson said that the Club’s QRHs should be accepted for use during check-rides by DPEs.

A number of members spoke about the need to “clean up” the many reference documents now residing on the Club’s website.

The Club’s QRHs are controlled documents and will be updated as needed. Members were cautioned that any personal copies of QRHs may not be up-to-date. Use of the Club’s in-aircraft QRHs is recommended.

### Annual Summary

Outgoing President [incoming Immediate Past-President] Bob Ham offered concise a summary of the year.

Refer to “Statement for OFC at the December meeting” ([attached](#)) for details.

Summary Highlights:

- Continued strong membership growth and participation
- Many higher level tickets (new FAA certifications and ratings) achieved
- Sale of C-172 N737YT and subsequent revamping of Club’s finances, resulting in improved accounting practices that ensure long-term needs are met
- Grass field and night landing events
- Improving safety culture
- Successfully meeting the challenges of eight months without established on-field maintenance facilities, and the challenges posed by virus-related restrictions

Members enthusiastically applauded Bob for his leadership during his tenure as president of Oxford Flying Club.

The Meeting was adjourned at 7:51 p.m.

*Meeting Minutes submitted by Scott Price, Secretary*

# # #

**From:** Andy Robinson via Ofc-mem <ofc-mem@lists.oxfordflyingclub.com>  
**To:** ofc-mem@oxfordflyingclub.com <ofc-mem@oxfordflyingclub.com>  
**Sent:** Tuesday, December 15, 2020, 03:45:00 PM EST  
**Subject:** [OFC-Mem] MX Update - Dec 2020

Dear Club,

Oil cooler plates will be installed on Archers if not done already. Plates keep cold air from directly hitting oil cooler and increases oil temp in in cold months.

Let's look for some help Thursday afternoon to clear 61H (819r at Wright and 34X and GC in hangars).

819r is in for its annual and to address several open squawks. A/C is due for 'new' engine in Q1 2021.

61H - nothing major to report. Some open squawks.

34X - Scott is following break-in procedures for a/c with necessary oil changes. 34X was scheduled to be detailed today. Leaves 61H to be done. Allegedly, this ceramic treatment last a year. If we continue with this, we need to do this in warmer months.

GC - scheduled for oil change on M/T next week and to address a few squawks.

34X RESIDES IN NT20 UNTIL END OF DECEMBER. PICK HER UP THERE AND RETURN HER THERE UNTIL WE MOVE HER TO RAMP BY NW B10. USE THE EXTENSION CORD TO KEEP TANIS HEATER PLUGGED IN WHILE IN NT20.

Thanks again to Tom K. for renovating/refurbishing our propane pre-heater. He did an awesome job.

If a propane tank gets empty, please fill it up (all tanks are OFC property...do not do a C-store exchange). Most hardware stores will fill for \$15. You can ask Curt to reimburse you with a receipt.

I plan to plug in the Alien Turbo heater on GC while in the hangar. Set it to 55F. Reinstall unit as you found it.

Our key situation on 34X and 819r is marginal. 819r baggage key opens door on 34X. 819r pilot door key is same as ignition key for 819r and also opens the baggage door on 34X. There is a key in baggage area on 34X to open 34X copilot door. I hope I have this right. In any event, we plan to place a key rack in NWB10 for all ramped a/c. Please ensure you return them when done with your flight. Eventually, we will sort through new keys/keysets but it is very expensive to just re-key everything.

Andy



# Oxford Flying Club

12/1/2020

## Financial Information

### Assets

Checking/Fuel Bank Accounts			\$38,672
Savings (Prop/Engine Reserve)			\$159,675
* Prop & Engine Reserve			\$66,324
* Liability Insurance Fund (\$40,000 target)			\$24,000
* Proficiency Time Fund			\$14,796
* LRP Upgrade Fund			\$16,886
* Cash from 7YT Sale			\$37,663
Accounts Receivable (10/31/2020)			\$22,100
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: \$601,346**

### Liabilities

Accounts Payable (10/31/2020)			\$1,131
Bank Time - As of 11/1/2020			\$24,518
<b>Lost Bank Time - Nov 1, 2020</b>			<b>\$678</b>
Loan Payable - N735GC		Monthly payments, including interest: \$1,510.	\$46,457
Prop and Engine Reserve (all planes - cumulative)			\$66,324

**Total Liabilities: \$139,109**

**Total Equity: \$462,237**

### Equity

**TOTAL LIABILITIES & EQUITY**

**\$601,346**

### 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	53.29	\$6,928	\$130.00	\$1,978	\$37.11	\$0	\$0.00	\$90	\$1,066	\$57
N4334X	0.00	\$0	#DIV/0!	\$0	#DIV/0!	\$0	#DIV/0!	\$90	\$0	#DIV/0!
N98819	44.80	\$5,824	\$130.00	\$1,878	\$41.92	\$168	\$3.75	\$90	\$896	\$66
N735GC	31.80	\$5,247	\$165.00	\$2,467	\$77.59	\$1,083	\$34.05	\$600	\$636	\$132
<b>Totals</b>	<b>129.89</b>	<b>\$17,999</b>	<b>\$138.57</b>	<b>\$6,323</b>	<b>\$48.68</b>	<b>\$1,251</b>	<b>\$9.63</b>	<b>\$870</b>	<b>\$2,598</b>	

### Inflows/Outflows

	Current Month	Totals
Membership - Initiation Fees (1)	\$500.00	
Membership Dues	\$8,925.00	
Total Flight Time Billing	\$18,138.70	
Sporty's Rebate (quarterly)	\$0.00	
<b>Billed Monthly Total:</b>		<b>\$27,563.70</b>
Flight Hours (Unbilled Maintenance & Marketing)	-\$178.20	
Transfer to P&E Reserve (Total hours x \$20)	-\$2,598.00	
Insurance Fund Transfer (Goal \$40,000 by 3/15/2021)	-\$4,000.00	
SGC Loan Payments (current month as above)	-\$1,510.00	
Fuel & Oil Expense	-\$6,322.83	
Club Officer & Maint. Credit	\$1,300.00	
Other Misc. Expenses (FSP, Web Site, Events & Other)	\$532.16	

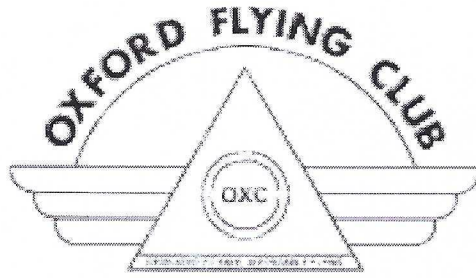
Licensing and Registration Fees for Aircraft (CBP Decals)	\$0.00
Aircraft Liability Insurance/D&O Insurance Payment	\$0.00
Total Aircraft Expense (above Ann/Av/Fee/Mx and Tiedown & Hanger)	-\$2,785.86
<b>Expenses Total:</b>	<b>-\$15,562.73</b>
<b>Monthly Cash Flow Total</b>	<b>\$12,000.97</b>

Fund Balances		Dues %	8/1 - 12/ 1
Dues:	Accounting	0.50%	-\$178.07
	Avionics Subscriptions	1.91%	-\$1,021.59
	D&O Insurance	0.60%	\$267.70
	Hangar/Tie Down	8.20%	\$88.01
	Liability Insurance	45.87%	\$21,327.80
	Loan Payments	17.31%	\$123.86
	Officer's Credits	14.91%	-\$2.81
	Taxes & Registrations (Town of Oxford delayed because of COVID-19)	0.15%	\$12.31
	Web Site / FSP	0.68%	\$65.44
	General Maintenance	5.73%	\$3,023.79
	Unbilled Flight Hours (+MX, +MARK, Landing Fees)		\$55.00
	Marketing Expenses		\$219.22
	Dues Unallocated	4.14%	\$3,061.63
	LRP Upgrade Fund (Expired PT, Initiation Fees, Bank Interest)		\$ 17,037.68

Flight	Last Month	Current Bal
Unbilled Flight Hours - Marketing & Maintenance Flights & Landing Fees (billed to members)	-\$178.20	-\$178.20
Flight: N4334X		
Fuel	\$654.22	-\$208.03
MX	\$0.00	\$2,158.04
P&E	\$0.00	-\$928.00
Upgrades	-\$654.22	\$1,820.75
Flight: N735GC		
Fuel	\$1,917.35	\$1,356.51
MX	\$2,007.84	-\$56.84
P&E	\$636.00	\$234.00
Upgrades	\$1,769.41	\$237.17
Flight: N8261H		
Fuel	-\$986.65	\$326.81
MX	\$2,669.49	\$8,167.66
P&E	\$1,065.80	\$376.20
Upgrades	\$1,509.79	\$2,442.12
Flight: N98819		
Fuel	\$495.89	\$235.46
MX	\$1,374.19	\$2,952.71
P&E	\$896.00	-\$206.00
Upgrades	\$423.48	\$844.69

Fuel Account Balance (Across All Aircraft)	\$1,710.75
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## Safety Committee Guide

**Mission:** The Safety Committee was formed in 2019 to provide increased focus on Safety in how the club and its members operate, and to provide a more formal mechanism by which safety issues may be addressed. Toward that end the following high level objectives were set:

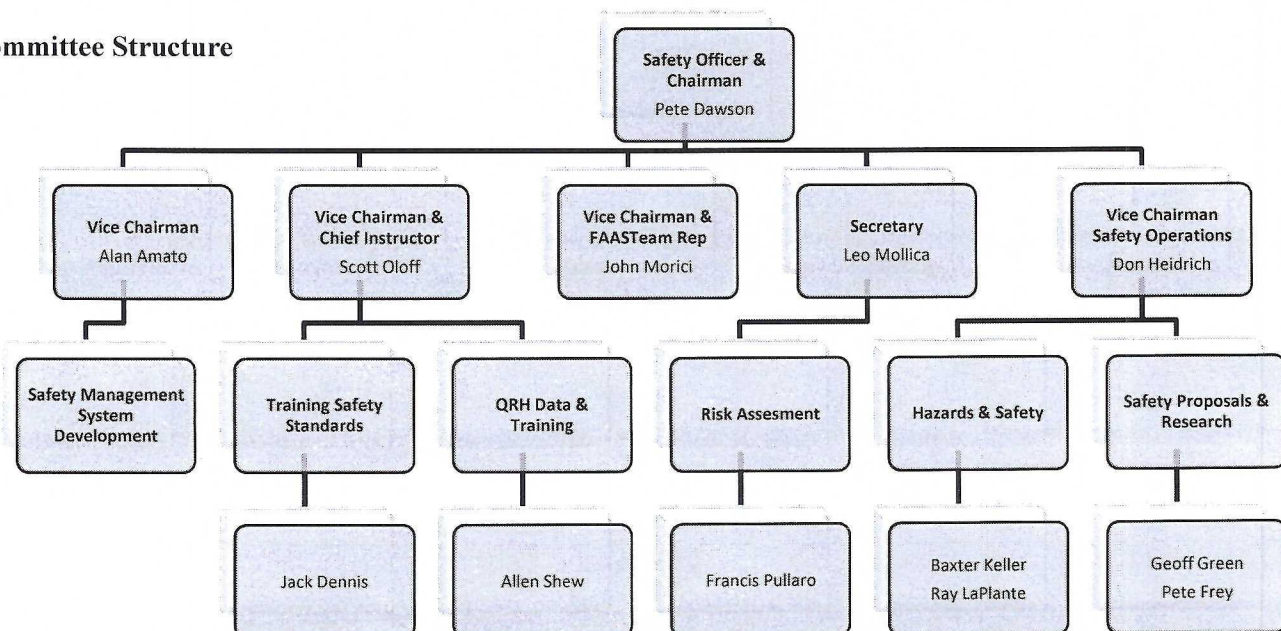
- Substantially improve our Safety Culture Index.
- Substantially improve the attitudes and behavior that could lead a change from  
BUREAUCRATIC SAFETY CULTURE to a POSITIVE SAFETY CULTURE.
- Implement an Aviation Safety Management Program to address goals.

**2021 Objectives:** We, the Officers of Oxford Flying Club (OFC), are committed to developing, implementing and continually improving management systems, strategies and processes to ensure that all of our aviation activities uphold the highest level of safety performance and meet, or exceed, standards that apply to our operations. Safety is the first priority in all OFC Aviation activities; therefore, each OFC member is required to comply with the latest version of the OFC Safety Management System (SMS).

*(See 2021 Objectives Document)*

**OFC Hazard/Incident Reporting System:** To raise safety awareness, establish an accurate central record, and provide an opportunity for members to learn from the experience of others, our Club has established a process whereby members can report, anonymously if desired, items related to safety hazards. Members are encouraged to share information by filling out the appropriate form and submitting it to a member of the Safety Committee or Board of Directors. Every effort will be made to maintain confidentiality unless otherwise desired. Remember that we all make mistakes but we can improve by reviewing the mistakes of others. An initial phone call may be appropriate to maintain confidentiality.

### Committee Structure



Statement for OFC at the December meeting – to be read in person and placed in the minutes:

**15 December 2020**

The year 2020 has been interesting and successful for the Oxford Flying Club. The key issues and successes have been:

- Continued strong membership involvement, with the monthly meetings regularly having 25 or more members attend, despite Covid.
- Innumerable higher level tickets including several Inst, CFI and as of 10 Dec, CFII tickets earned.
- Decision to sell 737YT (C172) at TBO engine replacement time – recognizing that if we had replaced the engine, we would have had to dramatically raise rates without any gain in avionics.
- With the sale of 737YT, the Long Range Planning committee worked with the Treasurer to totally revamp our accounting for Club dues, and we now have a robust program in place that accounts for future updates to engines, props, aircraft and avionics.
- We had a well-run and well-received soft field landing event at Mount Tobe (N41).
- We had an equally successful night landing event – in both cases, the willingness of several of the Club CFIs to donate their time and expertise was the key to success.
- We successfully replaced an engine with minimal down time via superb planning and execution.
- We continued our excellent culture of safety and reliability.
- We brought new (younger) members to the Board.
- We met the various challenges presented by lack of on-field maintenance for 8 months.
- We managed the many challenges presented by various COVID 19 restrictions.

It has been an honor to work closely with fellow aviation enthusiasts for my term as President of OFC. I wish one and all safe, enjoyable and affordable flying in Oxford Flying Club. Best wishes for a blessed Christmas and a great 2021.

Regards,

Robert Ham