



Meeting Minutes

17 November 2020, 6:00 PM – NT 20 Hangar

Attendees

Directors (7): Alan Amato, Dan Berk, Robert (“Bob”) Ham, Scott Price, Landon Sock, Andy Robinson, Curt Robinson

Members (6): Jack Dennis*, Peter Frey, John Gray (proxy), David Irving, Tom Krasowski*, Vaughn Mauren

Members via Zoom (18): Steve Belmont, Erick Brough, Edward (“Ed”) Chromczak**, Peter Dawson, Ross Detwiler, Gary Henderson, Lisa Huber, Baxter Keller, Ryan Lovelett, Hal Lyons*, Ross “Jack” McKinney, Scott Oloff, Francis Pullaro, Ron Schmecker, Edward Shaker*, Izzy Sobkowski, Brian Walach, Alexei Ziemkiewicz*

*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 6:11 p.m. by President Robert Ham. As this is an odd month, this was considered a Member Meeting. Per Club By-laws, this is the Annual Meeting at which Officers are elected. A Quorum of Directors (1/2 of Directors) *was* present. A Quorum of Members (1/3 of Regular Members) *was* present. (7 of 8 Directors, and 25 of 56 Regular Members, were present.)

Guests: There were no guests at this meeting.

New Members: There were no new members at this meeting.

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

Membership Report

Membership Officer Dan Berk gave a membership report.

Regular:..... 56
Associate:..... 39
Medical Associate:..... 2
Associate Emeritus: 4
Total: 101

The Club congratulated Ryan Lovelett on recently passing his private pilot checkride. The Club now has 13 student pilot members. Dan and Alan Amato are both talking with prospective new members.

Safety Report

Safety Officer Landon Sock gave a safety report.

The Safety Committee is currently reviewing a number of incident reports. The last Committee meeting of the year is scheduled to be Zoomed on Thursday, November 19. Members are invited to attend. Attendance counts as a Safety Meeting toward the Club's required minimum of two Safety Meetings per year. Participation in FAA WINGS events also count toward the Safety Meeting requirement.

Alan Amato said the Club's annual Safety Survey, made up of the same questions as last year, will be presented to members in December.

Maintenance Report

34X E&P Work

Maintenance Officer Andy Robinson gave a maintenance report.

Chief CFI Scott Oloff gave an update on 34X. The engine replacement (Penn Yan Aero) and prop overhaul (New England Propeller) are underway and should be completed on November 27. Work includes replacing hoses, a new vacuum pump and oil cooler (the alternator is relatively new). A&P mechanic Devon Chapin of Wright Aviation will examine the engine mounts.

One of 34X's magnetos is being replaced with a new Lycoming electronic mag. While these cost about \$400 more than conventional mags, they can be expected to last the life of the engine (2,000 hrs.). Mag operation will be conventional from the pilot's perspective.

Scott will circulate engine break-in procedures from Penn-Yan Aero, which is doing the engine replacement.

Aircraft Pre-Heating

Andy tested the Club's aircraft pre-heater and purchased three new propane tanks. He asked members to take the initiative to refill a tank that is empty.

Refer to Andy's e-mail to Club members dated November 17: "Winter Weather Instructions - OFC" ([attached](#)).

Alan Amato generously offered to train any member on pre-heating operations and urged interested members to get in touch with him.

Routine Maintenance

Andy is scheduling Club aircraft for extensive inspections at every other oil change to help identify and correct any potential problems. He is updating the data in the fleet's GPS units regularly but cautioned they don't include data for Canadian airports.

Tug Repair & Painting

The Club applauded CFI Tom Krasowski for fixing the linkage on the Club's tug. Chris Frillici volunteered to paint the tug.

Aircraft Leaning

Curt Robinson said that the plugs in 5GC had been fouled fairly heavily and were cleaned during the now-complete Annual Inspection. Based on Club fuel records, 5GC has been burning 13.25 gallons per hour. Our

financial model for the Skylane calls for a fuel burn of 11.50 gph. Fuel consumption is up in 819 also. These findings suggest that pilots may need to follow approved / published leaning procedures more carefully.

Peter Frey suggested that the carbureted fleet may need seasonal adjustment. Andy will speak with Devon about this.

Aircraft Cleaning

Detailing on 5GC was recently completed. The aircraft's exterior and interior were noticeably cleaner (it was parked in the hangar). Members discussed whether the overall detailing job had been adequate.

Finance Report

Treasurer Curt Robinson gave a finance report.

Refer to most recent monthly financial report, dated Oct.31 (**attached**) for details.

Since making changes to monthly dues, aircraft hourly rates and accounting procedures, Curt said the Club's finances are trending as forecast, although funding for 5GC may be trending somewhat higher than forecast. The numbers for 5GC are working out successfully, in spite of a more expensive Annual.

Motion—5GC Rate Change

Alan Amato made, and Landon Sock seconded, a motion (**attached**) to change the Club's hourly rate for 5GC from \$180 per tach hour to \$165, effective November 1, 2020. Discussion followed, with some members in favor and others opposed or uncertain. The motion was approved.

Vote on Motion to Approve the Proposed Rate Change for 5GC:

Yea*:..... 28
Nay:..... 1
Abstain:..... 2
Total:..... 31

** Regular Member John Gray voted on motions made during the meeting by proxy (see Attendees, above).*

Curt clarified that the Club does *not* plan to charge lower rates for Club aircraft for the winter months this year.

Election of Officers

Per Club By-laws, members voted on the "Proposed Slate of Officers and Directors 2021" (**attached**). The proposed Slate had been put forward at the October meeting by Nominating Committee Chair Bruce Richardson and approved unanimously by a vote of the members present.

Bob Ham asked clearly if anyone wanted to discuss the Slate. There was no discussion. Bob then repeated the question specifically for those "on the Zoom side" of the meeting. Again, there was no discussion. A motion to vote on the Slate was made by Dan Berk and seconded by another member. The Slate was approved unanimously by members attending in person and via Zoom. (The vote was made via a call for any "Nay" votes.)

Vote on Motion to Approve the Proposed Slate of Officers and Directors:

Yea:..... 31
Nay:..... 0
Abstain:..... 0
Total:..... 31

The Club applauded the newly elected Officers and Directors. Bob Ham then presented President-Elect Alan Amato with a gavel that bears the inscription “Sigma Six Flying Club, Founded October 1964,” the original name for the Oxford Flying Club.

Long-Term Planning

Vice President and Long-Term Planning (LTP) Chair Alan Amato gave an LTP report.

Alan had recently e-mailed to Club members the LTP Committee’s “Fleet Upgrade Proposal — 2021-2025.” During the meeting he reviewed the Proposal, including several possible plans the Committee had studied, and led members in discussion.

Motion—Fleet Upgrade Proposal

Alan Amato made, and Vaughn Mauren seconded, a motion (**attached**) to approve the Committee’s “Fleet Upgrade Proposal — 2021-2025.” The Proposal (**attached**) was approved unanimously by members attending in person and via Zoom. (The vote was made via a call for any “Nay” votes.)

Vote on Motion to Approve the Fleet Upgrade Proposal:

Yea*:	31
Nay:	0
Abstain:	0
Total:	31

** Regular Member John Gray voted on motions made during the meeting by proxy (see Attendees, above).*

Student Pilots

Membership Officer Dan Berk led a lively discussion on whether the Club should limit the number of student pilot members at the present time.

Dan noted that many student pilots have been applying for Club membership, often with their CFI, for the purpose of working toward Private Pilot certificates. He noted that many students (but not all) do not seem to be making much progress.

Per By-laws, membership is limited to 15 Regular Members per aircraft. With only four aircraft and 56 Regular Members, membership is approaching a cutoff point and Dan has stopped processing applications for membership from student pilots.

A number of issues were discussed:

Associates - If the Club reaches the maximum number of Regular Members, Associate Members who want to transition back to Regular Member status would have to be placed on a waiting list.

Insurance - Having a large number of student pilots may adversely affect insurance. Bob said the Club must provide information about members to our insurance company annually. While having many students on the rolls could affect our rates, Bob said this might not be a serious issue because the Club’s policy is “phenomenal.”

Mission - Chief CFI Scott Oloff said the problem is not so much having too many students, but of having too many pilots who will “fly our planes hard and leave,” instead of supporting the Club’s mission by joining for the long haul and contributing actively to the success of the Club.

Authority - CFI Ron Schmecker questioned whether the Membership Director has the authority to decide by himself to stop processing student pilot applications. Bob Ham said this was a good question; however, he believes that this is a unique circumstance. Bob added that he believes the Club should not be competing with area flying clubs. Alan Amato agreed but does not think limiting student members is appropriate.

Dan will prepare a written Motion to form a Committee and will present this at the next monthly meeting in December. As a working group, the Committee will consider these and other questions:

- 1) How to best limit student pilot membership, perhaps using a formula or setting a specific number;
- 2) How the Club can help students make progress toward certification; and
- 3) How to ensure that the Club is being fair to students.

Additional Business

Aircraft & Hangar for Sale

As requested by Floyd Moir, our landlord for NT 20, Bob Ham said that Floyd's hangar NT 20 plus a second hangar and his A36 Bonanza are up for sale; package: \$360,000; aircraft with one hangar: \$310,000. Interested parties should contact Bob, who will put them in touch with Floyd.

Food Drive

Per a flyer from Atlantic Aviation ([attached](#)), the FBO is collecting food in support of the Seymour Oxford Food Bank. Refer also to an e-mail from Curt Robinson dated Nov. 15, 2020: "Fall Food Drive" ([attached](#)).

The Meeting was adjourned at 7:38 p.m.

Meeting Minutes submitted by Scott Price, Secretary

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PRE-HEATING REMINDERS

From: Andy Robinson via Ofc-mem <ofc-mem@lists.oxfordflyingclub.com>
To: ofc-mem@oxfordflyingclub.com <ofc-mem@oxfordflyingclub.com>
Sent: Tuesday, November 17, 2020, 08:10:35 AM EST
Subject: [OFC-Mem] Winter Weather Instructions - OFC

There are 3 key docs on OFC website for pre-heating:

1. Wayne's Winter Weather Ops Nov 2016 in Club Docs
2. MP4 video on use of propane pre-heater in Other Club Docs
3. AOPA article on pre-heating in Club Docs

Please ensure you understand all 3 items above.

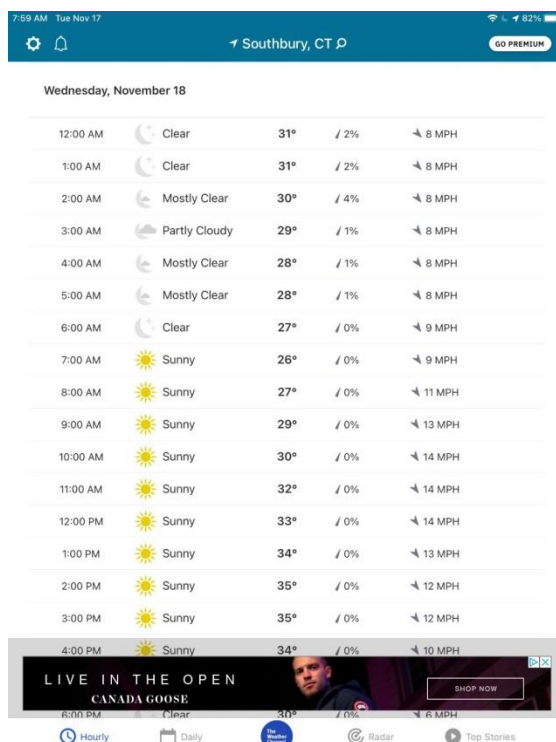
For non-hangared aircraft, our rule is 32F or below for 4 hours preceding flight requires a minimum of 30' pre-heating. Err on the side of caution when deciding to pre-heat. You should be using an hourly weather view at Oxford, CT to help you decide if pre-heating is required (see example below which clearly calls for pre-heating tomorrow's flights). Keep in mind that temps at the field are typically lower than reported by Weather Channel.

For hangared aircraft, if temperature in hangar is expected to drop below 32F you will need to plug in Tanis heater for 4 hours before start-up.

We will send out a note when we install Winterization Plates in Archers.

I urge you to give the propane heater a 'test drive'.

OFC Mx





Oxford Flying Club

10/31/2020

Financial Information

Assets

Checking/Fuel Bank Accounts		\$35,828
Savings (Prop/Engine Reserve)		\$171,640
* Prop & Engine Reserve		\$85,076
* Liability Insurance Fund (\$40,000 target)		\$16,000
* Proficiency Time Fund		\$26,912
* LRP Upgrade Fund		\$5,985
* 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: \$610,468

Liabilities

Accounts Payable (10/31/2020)		\$11,168
Bank Time - As of 11/1/2020		\$23,245
Lost Bank Time - Nov 1, 2020		\$363
Loan Payable - N735GC	Monthly payments, including interest: \$1,510.	\$49,072
Prop and Engine Reserve (all planes - cumulative)		\$85,076

Total Liabilities: \$168,923

Total Equity: \$441,544

Equity

TOTAL LIABILITIES & EQUITY

\$610,468

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	46.56	\$6,053	\$130.00	\$1,779	\$38.21	\$0	\$0.00	\$90	\$930	\$58
N4334X	34.30	\$4,459	\$130.00	\$1,676	\$48.87	\$0	\$0.00	\$90	\$686	\$69
N98819	32.10	\$4,173	\$130.00	\$1,487	\$46.32	\$5,056	\$157.51	\$90	\$642	\$224
N735GC	15.10	\$2,718	\$180.00	\$1,424	\$94.30	\$2,159	\$143.01	\$600	\$302	\$257
Totals	128.06	\$17,403	\$135.90	\$6,366	\$49.71	\$7,215	\$56.34	\$870	\$2,560	

Inflows/Outflows

	Current Month	Totals
Membership - Initiation Fees (1)	\$2,000.00	
Membership Dues	\$9,068.53	
Total Flight Time Billing	\$18,044.30	
Sporty's Rebate (quarterly)	\$0.00	
Billed Monthly Total:		\$29,112.83

Flight Hours (Unbilled Maintenance & Marketing)	-\$394.60
Transfer to P&E Reserve (Total hours x \$20)	-\$2,560.20
Insurance Fund Transfer (Goal \$40,000 by 3/15/2021)	-\$4,000.00
5GC Loan Payments (current month as above)	-\$1,510.00
Fuel & Oil Expense	-\$6,365.86
Club Officer & Maint. Credi	\$1,300.00

Other Misc.Expenses (FSP, Web Site, Events & Other)	-\$445.00	
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)	-\$7,947.02	
Expenses Total:		-\$21,922.68
Monthly Cash Flow Total		\$7,190.15

Fund Balances		Dues %	8/1 - 11/ 1
Dues:	Accounting	0.55%	\$178.28
	Avionics Subscriptions	2.06%	-\$1,187.54
	D&O Insurance	0.67%	\$215.10
	Hangar/Tie Down	12.35%	\$144.33
	Liability Insurance	40.70%	\$17,348.46
	Loan Payments	19.13%	\$11.87
	Officer's Credits	17.30%	\$0.00
	Taxes & Registrations (Town of Oxford delayed because of COVID-19)	0.16%	-\$314.50
	Web Site / FSP	0.75%	\$6.15
	General Maintenance	6.34%	\$3,774.64
			-\$975.24
	Marketing Expenses		\$400.00
	LRP Upgrade Fund		\$ 9,087.08

Flight		Last Month	Current Bal
	Unbilled Flight Hours - Marketing & Maintenance Flights & Landing Fees (billed to members)	-\$394.36	-\$394.36
Flight: N4334X			
	Fuel	\$124.01	\$654.22
	MX	\$1,881.84	\$4,165.99
	P&E	-\$150.00	\$6.00
	Upgrades	\$343.01	\$2,193.72
Flight: N735GC			
	Fuel	-\$435.38	-\$1,060.10
	MX	-\$4,664.15	-\$1,430.01
	P&E	-\$248.00	-\$20.00
	Upgrades	\$372.16	\$2,462.28
Flight: N8261H			
	Fuel	\$616.84	\$1,323.57
	MX	\$2,636.78	\$6,870.70
	P&E	\$230.60	-\$17.00
	Upgrades	\$281.64	\$1,391.22
Flight: N98819			
	Fuel	-\$71.93	-\$335.33
	MX	-\$1,749.07	\$1,713.41
	P&E	-\$288.00	\$10.00
	Upgrades	-\$1,158.93	\$525.21

Fuel Account Balance (Across All Aircraft)	\$582.36
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November 17, 2020

Motion:

In consideration of the cost of N735GC's very recent annual and the financial information tracked since July 2020, I (Alan Amato) move that effective November 1, 2020 OFC change the hourly charge for N735GC from \$180 per tach hour to \$165 per tach hour.

Seconded by: LANDON SOCK

Vote (Enter numbers): For 9+17, Against 1, Abstain #2

The Motion was (Circle one): Approved or Rejected

/

Proposed Slate of Officers and Directors 2021

Officers / Board of Directors

President:	Alan Amato
Vice President:	Landon Sock
Secretary:	Scott Price
Treasurer:	Curt Robinson
Maintenance Officer:	Andy Robinson
Safety Officer:	Pete Dawson
Membership Officer:	Dan Berk
Activities Chair:	Vaughn Mauren

From the OFC, INC. BY-LAWS:

ARTICLE VII – ELECTIONS

Section 1. The Nominating Committee shall present its slate of candidates at a Club meeting held in the month preceding the annual Club meeting. In addition, nominations may be taken from the floor at the annual Club meeting.

Section 2. Election of candidates shall be secured by simple majority vote of the members present at the annual Club meeting. In the event of a tie vote, the incumbent officer or director shall cast one additional vote.

Section 3. Officers and directors shall assume office on the first day of January following their election and shall serve for a term of one year.

November 17, 2020

Motion:

I (Alan Amato) would like to move that OFC's Long Range Planning November 2020 recommended, "Fleet Upgrade Proposal 2021 – 2025" (copy attached) be approved and, in addition, prior to any upgrade work being performed, an appropriation request, detailing the work and its cost be approved by at least, the Club's President, Treasurer and Maintenance Officer shall be required.

Seconded by: VAUGHN

Vote (Enter numbers): For UNANIMOUS, Against _____, Abstain _____

The Motion was (Circle one): Approved or Rejected

Fleet Upgrade Proposal – 2021-2025

Long Range Planning Committee

November 2020

Introduction

The sale of N737YT prompted the Long-Range Planning (LRP) Committee to begin studying:

- 1) the various directions that Oxford Flying Club (OFC) might take to replace N737YT,
- 2) the option of upgrading the paint and interior in each of the existing Club aircraft and,
- 3) the option of upgrading the avionics and instrument panel in each of the existing Club aircraft.

Several Plans were studied including:

- Plan A adding a fifth aircraft to the Club fleet using AOPA endorsed financing and N737YT proceeds,
- Plan B, adding a fifth aircraft to the Club fleet using AOPA endorsed financing AND replacing N98819 with a newer aircraft also using AOPA endorsed financing and N737YT proceeds.
- Details of both Plan A and B are available for further review upon request.

The Plan (formerly Plan C) that LRP would like to recommend to the OFC is following.

OFC Long Range Planning (LRP) Committee Recommendation for Fleet Upgrade

LRP recommends a five-year plan of investing in the current OFC aircraft an Aircraft Leaseback as the fifth aircraft.

Specifics of LRP's recommendations are:

- Use N737YT proceeds (~\$38,000) to invest in upgrades to current OFC fleet.
- Upon Board approval of a leaseback, LRP should create leaseback plan, budget and aircraft recommendation for a fifth aircraft (N737YT replacement).
- Fund Upgrade Accounts for upgrading paint and interior of the entire fleet by allocating approximately \$1000 per month from membership dues (no increase in Member rates).
- Fund avionics, autopilot and instrument panel upgrades. This funding is currently included in aircraft hourly rates.
- The previous two bullets may require time to accumulate funding to a level satisfactory to the Club Membership and Board. If the Club desires accelerated upgrades and funding, the Club may wish to authorize Refinancing existing Membership Loan (N735GC Loan) with another Membership Loan of \$50,000 to \$100,000. This loan would pay off the existing Membership Loan on N735GC and be paid in full at the conclusion of this five-year plan.
- Yearly recommended upgrades and very approximate cost estimates are detailed on Page 2.

Yearly Upgrades and Very Approximate Cost Estimates

FY 2021

Expenses Total - \$71,000 (See Note 1),

Aircraft Involved: N98819, N8261H

Upgrade Proposal N98819 – First or Second Quarter 2021

- Paint - \$15,000
- New interior - \$10,000
- Autopilot - \$8,000

Upgrade Proposal N8261H – March

- Paint - \$15,000
- New Interior - \$15,000
- Upgrade Autopilot - \$8,000

FY 2022

Expense Total - \$25,000 (See Note 1), Aircraft Involved: N8261H

Upgrade Proposal N8261H – First or Second Quarter 2022

New Instrument Panel - \$10,000

- Aspen Upgrade - \$15,000

FY 2023

Expense Total - \$25,000 (See Note 1), Aircraft Involved: N735GC

Upgrade Proposal N735GC – Third or Fourth Quarter 2023

- New Instrument Panel - \$10,000
- New Interior - \$15,000

FY 2024

Expense Total - \$25,000 (See Note 1), Aircraft Involved: N98819, N4334X

Upgrade Proposal N98819 – First or Second Quarter 2024

New Instrument Panel - \$10,000

Upgrade Proposal N4334X – June

- New paint - \$15,000

FY 2025

Expense Total - \$15,000 (See Note 1), Aircraft Involved: N735GC

Upgrade Proposal N735GC – Third or Fourth Quarter 2025

- New Paint - \$15,000

Note: 1) These costs are very approximate, basic estimates which need proper proposals from companies considering quality, cost and duration.



Seymour Oxford Food Bank, Inc.

two communities • one purpose



Atlantic Aviation will be collecting food in support of the Seymour/Oxford Food Bank between the middle of November through the middle of December 2020. Once again, we will have a box located in the lobby of Atlantic Aviation OXC but we would be happy to pick up any of your collected donations. Please let us know if you have any questions.

This year has been more difficult than most for many of our neighbors and we are anxious to do our part in helping make sure that the food pantries are stocked in service to our community. Thank you all for your support as always.

The list below are the items most needed at this time.

Jelly

Pudding

Jello

Canned Potatoes

Boxed Potatoes

SPAM

Hash

*Please check the "best by" dates

[OFC-Mem] Fwd: Fall Food Drive**Curt Robinson via Ofc-mem** <ofc-mem@lists.oxfordflyingclub.com>

To: OFC-Members <ofc-mem@lists.oxfordflyingclub.com>

Nov 15 at 5:30 PM

Hi OFC,

Just wanted to pass along some info for a food drive that Atlantic Aviation is doing.

Curt

----- Forwarded message -----

From: Clark, Karen <Karen.Clark@atlanticaviation.com>

Date: Sun, Nov 15, 2020 at 16:25

Subject: Fall Food Drive

To: tom@coolingaviation.com <tom@coolingaviation.com>, Garceau, Maria <Maria.Garceau@atlanticaviation.com>, Preneta, Andrew <Andrew.Preneta@atlanticaviation.com>

Good afternoon Everyone!

I hope this email finds you and your families well.

I have attached a flyer for our Fall 2020 Food Drive. This year has been more difficult than most for some of us and members of our community and we feel that another food drive would help meet the needs of families in our community while trying to maintain a safe "social distance". We are hoping to have your support during this difficult time.

We have boxes placed in the lobby of the FBO here at Atlantic Aviation Oxford, but we would be happy to pick up any collected items you may have. Please just let us know. Thank you all in advance for your support.

Kc

Karen A. Clark

Customer Service Supervisor - OXC

T : 203.264.6525

F : 203.264.0295

E : Karen.Clark@atlanticaviation.com

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Regards,

Curt Robinson

curtmrobinson@gmail.com

t. 203-816-0065

c. 203-450-0111

1 File | 374kB**FoodDrive Nov-Dec2020.pdf**

374kB