

OXFORD FLYING CLUB

MEETING MINUTES

17 January 2012

Location: 121 Restaurant

Attendance: Regular: 17 Students: 2 Associates: 4 **Quorum:**¹ Yes X No __

Type		Member	Present	Type		Member	Present	Type		Member	Present
1	Assoc	Aulet, Maximillian	X	Reg	Hill, Jeremy			Reg	Pugliese, Jay	X	
2	Reg	Baggett, Scudder		Med Assoc	Johnston, Bob			Reg	Richardson, Bruce		
3	Stu	Baker, Matt	X	Reg	Kuhse, Bob Resigned			Reg	Robinson, Andy		
4	Reg	Berwick, Kent		Reg	Laine, George	X		Assoc	Sabot, Jay	X	
5	Assoc	Camejo, Christopher		Reg	Lyons, Hal	X		Assoc	Schindler, Leonard	X	
6	Reg	Carr, Tim		Assoc	Morrow, Bill			Stu	Schmecker, Peter		
7	Reg	Chromczak, Ed	X	Reg	Mowerman, Illya	X		Assoc	Schmecker, Ron	X	
8	Assoc (Honorary)	Dasilva, Domingos		Reg	Nalband, Gary	X		Reg/Stu	Shaker, Ed		
9	Reg	Dobbs, Glen	X	Reg	Noffke, Karl	X		Reg	Stevens, Burt	X	
10	Reg	Dobbs, Kristi	X	Reg	Oloff, Scott	X		Reg	Strasburger, Rusty	X	
11	Reg	Feeney, Richard	X	Reg	Osborne, Tom			Assoc	Vallilo, Tony		
12	Reg	Feinman, Phil		Reg	Palmatier, Bruce	X		Stu	Williams, Roy	X	
13	Reg	Goudy, Jim		Assoc	Piwowarski, David			Reg	Wilson, Richard	X	
14	Reg	Green, Geoffrey		Assoc	Pozniak, Jerry			Reg	Zipkin, David		
15	Reg	Heidrich, Don	X	Reg	Proulx, Brian	X					

Special Guest – Sabina Wilson

Gary N called the meeting to order at 7:07 pm.

November minutes were passed unanimously.

¹ Per By-Laws, quorum = one-third of regular plus non-mentored student members.

Membership Report:

- Don Heidrich presented the Membership Report.
- Please see attached.
- Membership Report accepted unanimously.

Treasurer's Report: Burt reported a Net Income for 2011 of 42,772 on total sales of \$149,914. A copy of the Current Financial Status is attached.

- Additionally, Burt reported new information requirements for our insurance:
 - Age
 - Certs and Ratings
 - Hours
 - Etc. Burt will email all requirements for our insurance renewal to each member.
- Treasurer's report accepted unanimously.

MX Report: Brian P presented the attached Maintenance Report for Active Issues dated January 17, 2012:

- Maintenance report accepted unanimously.

Safety:

- Jay reported our guest speaker (recently stranded in Iceland) will be delayed a few months before we can schedule him again.
- Safety report accepted unanimously.

Long Range Planning Committee:

- Ed C updated the OFC Long Range Planning. Please see attached.

Unfinished Business:

- Safety Day Plaque Mounting decision: Awaiting pictures from last year.
- Membership Recruiting Card, 2012 mailing authorization: \$800 approved unanimously.
- Club dissolution process: Burt offered a process to dissolve the club into pro-rata shares based on dues and flight-time paid over the previous five years. Burt will send a summary by email to consider a change to the by-laws.
- Quorum issue: It was discussed and reinforced (no vote necessary) that meetings in which no quorum is achieved would devolve into a Board of Directors' meeting assuming a majority of board members are present.

New Business:

- Ed C presented the Audit Committee report. The committee consisted of Len S, Don H, Gary N, Rick F, and Ed C. No anomalies were found. See attached. The report was accepted unanimously.
- Also discussed financial records retention policy. The club voted unanimously to retain business records for 8 years (7 years is the mandatory); and to permanently retain records for large purchases such as an aircraft, engine...
- Burt reviewed the 2011 operating results.
- The 2012 Operating Budget was raised and discussed in conjunction with the LRP. Did not finish discussion on whether we need a by-laws change, a change to the operating rules, or a separate program and budgeting procedure. Plans for major expenditures were laid out and approved for the following goals:
 - Standardize GPS across all three aircraft. For now, this includes:
 - Purchasing a Garmin 430 for 819.
 - Acquiring Mode S for 84F.
 - "Renovate" the interior of 84F, especially the seat.A motion to authorize and spend up to \$20,000 towards these goals was made and seconded.
The motion passed 15 "for" and 3 "against."
- Brian P reminded everyone of the billing policy for this year's pre-heat and towing billing policy. Please refer to the Winter Ops guide on-line and attached here.
- Other Items from the Members.
 - New member, Ed Shaker, is 15 years old; won't be 16 until May. Since he joined the club last year, he won't be 17 and able to move from Student to Private Pilot within the one year time frame currently required by the club. Burt offered to write up for club consideration an appropriate change to the by-laws for this circumstance.

Meeting adjourned at 8:30 PM with a follow-on demonstration and discussion of iPad flight software.

Respectfully submitted,



Oxford Flying Club

Current Financial Status

Balance Sheet

01/17/12

Assets

Cash		\$111,538
Accounts Receivables		\$22,863
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	N8261H	\$80,000
	N4384F	\$51,000
	N98819	\$45,000
Planes - (values based on AOPA Vref figures as of 1/1/2011)		\$176,000
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<i>Total Assets:</i>		<u><u>\$310,402</u></u>

Liabilities

Accounts Payable	-\$414
Bank Time	\$12,756
Loans	\$0
Engine & Prop Reserve	\$73,253
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<i>Total Liabilities:</i>	<u><u>\$85,595</u></u>

Total Equity: **\$224,807**

Profit & Loss Statement

	December-11	YTD
<i>Total Income</i>	\$17,385	\$6,336
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<i>Expenses</i>	Monthly	YTD
N4384F <i>Annual in 04/11 @ \$2728</i>	\$3,141	\$86
N8261H <i>Annual in 04/11 @ \$4917</i>	\$1,829	\$34
N98819 <i>No Annual yet - Due in 12/11</i>	\$1,914	-\$30
Officers Flying Time	\$570	\$333
Other Expenses	\$2,048	\$0
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<i>Total Expenses:</i>	\$9,501	\$422
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<i>Net Income:</i>	\$7,885	\$5,914

OFC Maintenance Report

Active Issues - January 2012

Open Date	ID #	Issue	Resolution	Scheduled for	Status	Assigned
<u>N4384F</u>						
1/17/2012	703	Addition of ModeS, traffic, and a new GTX-330 Txpndr	We will trade in the current transponder to VIP and use towards the purchase.		Open	VIP Avionics
1/9/2012	696	Air vent near copilot footwell leaking when vent is closed	This was investigated at last years annual and was decided that it was going to be a big expense to fix. May need to use a rag.		Open	Classic Air
11/17/2011	669	New interior is on the list for upgrade	Working on available budget		Open	Club
11/17/2011	667	Autopilot not working. Roll needed and NAV not tracking when off course.	Wing leveler is off by 10-12deg and turning R when set to HDG. When in NAV mode, it is not tracking the GPS correctly. Will investigate further		Open	Club
<u>N8261H</u>						
1/9/2012	698	DME swap (84F to 61H)?	A suggestion was made to keep 61H 110% IFR by swapping the working DME from 84F to 61H.		Pending	VIP Avionics
1/9/2012	697	Stall horn switch intermittant, will replace switch	Found a part (PMA CA450-742N), working on getting it in.		Open	VIP Avionics
12/15/2011	685	DME placarded INOP	\$350 to replace the display, \$200 to remove from a/c. Unit itself in working order is worth about \$1000 on the open market		Open	VIP Avionics

Open Date	ID #	Issue	Resolution	Scheduled for	Status	Assigned
11/13/2011	663	Right wing-tip REC light out	Whelen A775 light. Part expected in Feb 5th, will install once I receive it		Open	Club
<u>N98819</u>						
1/17/2012	702	Addition of GNS-430 w/Terrain as VFR	Will sell the KLN-89B to help fund the purchase.		Open	VIP Avionics
1/14/2012	701	DG began to spin uncontrollably	Arrangements have been made with VIP to repair this week.		Open	VIP Avionics
1/9/2012	695	Flat spots on main tires. Still airworthy but should replace			Open	Classic Air
11/17/2011	675	Rusted bolts on tail section to be grinded and touched up or replaced (Russ to decide)	Will coordinate a date with Classic		Open	Classic Air
11/17/2011	674	Carpet should be replaced	Club should vote to get this done. About \$500 to do it from a kit. More if Executive Interiors will do it.		Open	Club
11/17/2011	670	Deal with bare metal and corrosion on airframe	Russ will do his best to locate and clean/paint visable corrosion		Open	Classic Air

Long Range Planning Committee Summary, 1/15/2012:

- Most members want to keep costs affordable.
- Prioritize planning decisions to make good use of resources and simplify process:
 - o Category (A): Basic upgrades that make the aircraft better and safer – 1 year or less
 - o Category (B): Recommended but requiring substantially more resources – 1-2 years
 - o Category (C): Items to add to wish-list; or next aircraft (likely tied to a membership level of 40 regular plus student members); or a 3-4 year time horizon

OFC Long Range Planning Developments:

- (1) Keep the monthly & usage rates low (A)
- (2) Maintain existing fleet (IFR+, IFR-, VFR) & monitor aircraft availability (A)
- (3) Resolve maintenance issues quicker. (Avionics, etc issues require a/c relocation for work) (A)
- (4) Consider upgrade of ELTs. [SIKea] (B)
- (5) Improve location of tie downs. (B)
- (6) Have nearby storage shed for pre-heater, oil supply, cleaning tools. (B)
- (7) Consider electric engine heaters for 84F & 819 if “winter” tie-down works out. (C)
- (8) Trade-up to similar but newer before planes reach 10K hrs (C)
- (9) Adding another C172 when active members reach +40 members (w/most students) [\$45K] (C)
- (10) Consider complex aircraft if 25% of active or new members want high performance (C)

Suggested Aircraft Improvements:

61H (240 hrs/yr; airframe TT 3K hrs; engine since MOH 1200 hrs; remaining 800 hrs)

Install LED tail beacon [\$700] - has strobes (A)

Install compass light [\$?] - (A)

LED or Zenon landing light upgrade [\$320-\$500] (B)

Electronic AI/DG upgrade with battery backup [\$2500] (C)

84F (180 hrs/yr; airframe TT 6K hrs; engine since MOH 1700 hrs; remaining 600 hrs)

Interior [carpet/seats/plastic] upgrade/replacement [\$900-\$2500] (B)

Install mode-S XPDR upgrade [\$7K] - (A)

Engine overhaul; @ 2500+- hours? Oil testing? {3 years max.} [\$21K] (C)

Exterior Paint - Consider 3+ years from now or trade airplane. [\$18K] (C)

LED upgrade tail beacon [\$500] (C)

819 (240 hrs/yr; airframe TT 6K hrs; engine since MOH 1200 hrs; remaining 800 hrs)

Corrosion inspection/repair [\$2K] (A)

Carpet replacement - (can be done anytime soon) [\$450] (B)

Replace KLN89B and Nav/Com #1 w/Garmin GPS – [\$8K] (A)

Exterior Paint - (painting/repairs, 2 years max.) [\$18K] (B)

Three-four year summary of a/c improvements (A+B+C):

61H = \$3.5K (reasonable; also add engine OH 3.5 yrs)

84F = \$40K (consider extending paint job by touch-ups)

819 = \$28.5K (consider extending paint job by touch-ups)

Completed:

84F: LED or Zenon landing light upgrade.

Oxford Flying Club

Current Financial Status

Balance Sheet

12/31/11

Assets

Cash		\$107,263
Accounts Receivables		\$15,243
	N8261H	\$80,000
	N4384F	\$51,000
	N98819	\$45,000
Planes - (values based on AOPA Vref figures as of 1/1/2011)		\$176,000

Total Assets: \$298,506

Liabilities

Accounts Payable	-\$506
Bank Time	\$6,866
Loans	\$0
Engine & Prop Reserve	\$73,253

Total Liabilities: \$79,612

Total Equity: \$218,893

Profit & Loss Statement

	December-11	YTD
Total Income	\$17,385	\$149,914

<i>Expenses</i>		Monthly	YTD
N4384F	<i>Annual in 04/11 @ \$2728</i>	\$3,141	\$28,441
N8261H	<i>Annual in 04/11 @ \$4917</i>	\$1,829	\$36,081
N98819	<i>No Annual yet - Due in 12/11</i>	\$1,914	\$29,810
Officers Flying Time		\$570	\$6,840
Other Expenses		\$2,046	\$5,970
Total Expenses:		\$9,500	\$107,142
Net Income:		\$7,885	\$42,772



Winter Weather Operations – Effective December 2011

The following are the OFC winter weather operations procedures for operating Club aircraft during cold weather months (November thru April). OAT = Outside Air Temperature.

1.0 Aircraft Equipment (Archer's only)

The winterization plate restricts airflow to the oil cooler allowing it to operate at a warmer temperature.

- ✓ Normal operating Oil Temp (on gauge) should be ~ 180°F.
- ✓ Archers use AeroShell 15w50 oil is used, all times – all seasons.

2.0 Aircraft Equipment (Cessna only)

There is no winterization plate for this aircraft. Oil heat exchanger is located in the belly of the airplane and is designed to be warmed by the heat generated by the engine and exhaust baffling.

- ✓ Normal operating Oil Temp (on gauge) should be around 180°F.
- ✓ **Only use AeroShell 15W-50 oil in the winter.**

3.0 Preflight

3.1 Engine Preheating

All Aircraft: The engine **must** be **preheated** anytime the OAT has gone **below 25°F** in the preceding 4hrs before your flight.

Option #1 (preferred method) – Overnight Hangar Preheat

- ✓ *This option will cost the OFC member \$20.48 (includes \$25 fee for hangar and \$15 fee for tug...if tugged) and will be added to your monthly bill*
- ✓ **To avoid the tug fee**, the member wishing to have the hangar preheat should arrange for the last person flying the day before to park the aircraft on the main ramp.
 - Notify KeyAir that the aircraft will be on the main ramp for their retrieval.
- ✓ Notify KeyAir @ (203) 264-6525 to arrange for the overnight preheat. *Note: Aircraft will be placed on the main ramp at 6am the next morning.*
 - Mark **“HEAT”** next to your name in the OFC log book
- ✓ Open the cockpit door during your preflight while in the hangar to warm the cockpit and instruments.

Option #2 – Key Air portable pre-heat

- ✓ *This option will cost the OFC member \$7.95 and will be added to your monthly bill*
- ✓ Please make sure that this pre-heat is at least 30min in duration

- Contact Key Air @ (203) 264-6525 to arrange.
- Mark “HEAT” next to your name in the OFC log book.

Option #3 – OFC portable camping-style propane fired heater

1. The portable pre-heater is stored in the OFC cabinet.
2. You must provide a mini propane tank (camping style).
3. You want the oil pan to be the focus of the forced hot air.
4. Follow the instructions regarding the pre-heater operation.
5. Minimum 30 minute pre-heat.

Never leave the pre-heater unattended, potential for a fire is high

Option #4 – Engine Block Heater (N8261H only)

1. Try to get a hangar pre-heat first
2. If you must leave it outside, KeyAir will allow OFC to park 61H between Hangars D & E
3. OFC must supply all tie-downs and extension cord when using this spot
4. Open the Oil access door on the cowling
5. You will find the block heater plug wire-tied to the Oil Filler neck
6. Plug in the heater first, then the extension cord into the power outlet on the exterior of the hangar building
7. Allow at least **8 hours** for a proper warm up in cold weather conditions. It is best if you park the aircraft overnight in this spot.

3.2 Snow / Ice / Frost Removal

Option #1 (preferred) –Hangar Preheat!

- ✓ If there is visible ice anywhere on the aircraft, a hangar preheat is required
- ✓ Any snow accumulation must be removed prior to entry into the hangar.
- ✓ Have the airplane brought into the hangar to allow the ice/snow to melt.
 - Contact Key Air @ (203) 264-6525 to arrange.
- ✓ Be aware the potential for control surface, pitot tube, and static port to refreeze.

Option #2 – Remove by hand

- ✓ All snow needs to be removed from the surfaces of the aircraft using a soft brush or broom. Use care to avoid scratching the paint.
- ✓ **Never use auto deicer fluid** anywhere on the aircraft.
- ✓ **NEVER scrape ice off** the windshields/windows or any aircraft surface with any type of device, tool, or ice scraper.

If you have any doubts about whether preheating is needed – please preheat

4.0 Winter Weather Engine Start Procedure

An engine preheat will go a long way towards making the engine easier to start:

1. Pre-Heat engine and follow normal pre-flight checklist
2. 5 shots of primer and then verify primer is IN and LOCKED
3. 2 pumps of throttle and then set throttle handle about ½ inch in/up from IDLE
4. Set mixture to FULL LEAN
5. Start engine
6. When engine starts, push Mixture FULL RICH
7. Do not Exceed 1000 RPM and verify Oil Pressure is in Green Arc within 30sec of start
8. If oil pressure is not in green arc after 30secs, shut down engine and call MX Officer
9. Allow engine to run at **1000 RPM for at least 5 minutes** prior to aircraft movement or increase in RPM

Do Not Exceed 10 blade turns – STOP, give it two (2) additional shots of prime using the settings above and try again.

Starter – do not crank for more than 15 seconds, let it cool down for a couple of minutes before cranking the engine again.

A partial start – may cause the sparkplugs to ice over. The solution is to get a good preheat. If the engine isn't firing and you suspect that the plugs have fouled, get a thorough preheat rather than run the battery dead.

A Flooded Engine – too much fuel in the cylinders from repeated starts. **CAUTION: this procedure may cause an engine fire due to excess fuel leaking into the cowl area.** Mixture = LEAN, throttle = FULL and start engine. Once engine starts, back off the throttle to 1200 RPM until it stalls. Check for potential fire in cowl area. Start engine normally.

A dead battery will freeze. A frozen battery means we have to buy a new battery. If a battery goes dead, please let the MX Officer know right away.

Engine warm up may require temporary carb heat application.

The oil temp gauge must be “off the peg” before you engage in high engine RPMs.