



# Meeting Minutes

15 November 2022, 6:30 PM – Zoom Only

## Attendees

Directors (9): Robert (“Bob”) Ham, Vaughn Mauren, Cody McManama, Leo Mollica, DJ Nicholson, Scott Price, Francis Pullaro, Curt Robinson\*, Landon Sock

Members (21): Luke Andrews, Eric Atkins, Steve Belmont, Philip Caporusso, Ed Chromczak\*\*, Jeffrey Daniels, Peter Dawson\*, Ross Detwiler\*, Heather Heidinger, Casey King, Ray LaPlante, Joseph McCormick, Oran Mills\*, Aaron Okarmus, Federico Pacheco, Allen Shew, Christopher Sutherland, Jeffrey Tomei, Wayne Tremallo, Sheldon Wermes, Joshua Whitely

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

*Note: This meeting was Zoomed only, as arranged by Landon Sock.*

## General Business

The Meeting was called to order at 6:32 p.m. by President Landon Sock. As this is an odd month, this was considered a Member Meeting and deemed the annual Club meeting. The meeting was held via Zoom only. 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 26 of 63 Regular Members, were present.)

## Guests

The Club welcomed the following guests:

- Mike Shanahan, Air Traffic Controller, N-90 New York TRACON
- Josh Russett, Air Traffic Controller, N-90 New York TRACON

## New Members

The Club welcomed the following new members:

- None

## Meeting Minutes

October 18 Meeting Minutes posted on the Club’s website were approved.

## New Certificates & Ratings

No new certificates or ratings were announced. (None known to be achieved since last meeting.)

## Safety Meeting Status

This Monthly Meeting qualifies toward members’ requirement of two Safety Meetings per year.

## **Special Guests**

President Landon Sock introduced special guests Mike Shanahan and Josh Russett, both FAA Air Traffic Controllers based at N-90 New York TRACON.

Our two guests gave a brief PowerPoint presentation describing the New York TRACON. A Q&A session followed. Discussion included many topics including radio communication protocols, obtaining IFR clearances, requesting preferred altitudes and routings, utilizing Flight Following services and declaring emergencies.

N-90 New York TRACON  
1515 Stewart Avenue  
Westbury, NY 11590  
516-683-2900  
<http://air-traffic-control.com>

## **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 October 31 (**attached**).

Curt said our Club finances look good overall and engine and propeller reserves are currently adequate, but receivables continue to be a problem. Curt reminded Club members that multiple electronic payment methods are available. Credit cards may be used for payments. President Landon Sock said two members who were very delinquent with payments have been prohibited from using FSP and the Club is attempting to collect.

Avgas prices remain high. With funds in the fuel account accumulating, however, the fleet-wide fuel surcharge of \$5 / hour will be dropped in December.

## **Membership Report**

Membership Officer Vaughn Mauren gave a Membership Report.

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

Regular:.....	63
Associate .....	40
Medical Associate .....	6
Associate Emeritus: .....	4
Other .....	1
Total: .....	114

Vaughn said overall membership remained unchanged since the last Monthly Meeting, but some members have changed their status from Regular to Associate, not unusual for this time of year. He said a number of prospective members are currently in the pipeline.

## **Safety Report**

Safety Officer Leo Mollica gave a Safety Report.

Leo said the Safety Committee did not conduct a Safety Meeting in November. The Safety Committee has received and is processing two CSRs (Confidential Safety Reports) since the November Monthly Meeting, one concerning a tire failure during landing and one concerning a flight in an aircraft with a damaged elevator.

## **Activities Report**

President Landon Sock thanked outgoing Activities Chair DJ Nicholson for organizing the successful Night Landing Event at KOXC on November 12. DJ did not give an Activities Report as he will be stepping down in January and wants to give his replacement an opportunity to speak to the members about upcoming events.

## **Maintenance Report**

Maintenance Officer Cody McManama gave a Maintenance Report.

Refer to Cody's Flight Schedule Pro (FSP)-generated Maintenance reports dated November 14 (**attached**) and aircraft summary, below.

### **Aircraft Summary**

- **N228TR** - Inactive: Undergoing Annual inspection & maintenance; return to service delayed by supply chain issues (Cirrus line cutters); return-to-service date not known
- **N735GC** - Inactive: Undergoing Annual inspection & maintenance; return to service delayed; needs FAA wing strut AD (Airworthiness Directive); return-to-service expected in December
- **N4334X** - Active: Right and left fuel gauge readings inaccurate and inconsistent; Annual inspection and maintenance scheduled for January
- **N8261H** - Active: Aircraft operating well; no issues
- **N98819** - Active: Investigating trim issues

Members discussed the trim issues being experienced by pilots flying N98819, whether they could be related to damage to the elevator and how to resolve them.

The Club's propane-powered aircraft engine preheater needs a new battery. Cody will replace the battery.

## **Proposed Slate of Officers for 2023**

In accord with Club By-laws, President Landon Sock introduced a brief discussion of the "Proposed Slate of Officers and Directors 2023" (**attached**) that had been presented by the Nominating Committee at the October 18 Monthly Meeting. No additional nominations were made.

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

That the "Proposed Slate of Officers and Directors 2023" be approved by the membership.

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

Yea: ..... 30  
Nay: ..... 0  
Abstain: ..... 0  
Total: ..... 30

Immediate Past President Bob Ham thanked the 2022 Board and congratulated the newly elected Board. Bob suggested that updating the OFC website should be on the agenda for 2023.

## **Additional Business**

### Digitizing Logbooks

Maintenance Officer Cody McManama said the Club should begin digitizing our aircraft logbooks. Some discussion followed. The Maintenance team will research our best options for doing this, and perhaps begin the digitizing process with logbooks for N8819.

No additional business was discussed.

The Meeting was adjourned at 8:17 p.m.

*Meeting Minutes submitted by Scott Price, Secretary*

# # #

**From:** Curt Robinson via Ofc-mem <ofc-mem@lists.oxfordflyingclub.com>  
**To:** 'Ofc Mem' <ofc-mem@oxfordflyingclub.com>  
**Sent:** Sunday, November 13, 2022 at 02:36:09 PM EST  
**Subject:** [OFC-Mem] October 2022 - Monthly Financial Report

Hi Club,

Attached is the financial report for October 2022. While fuel costs are still high, I feel we can do away with the fuel surcharge starting in December.

Significant purchases/expenses:

- Deposit and payment for the 819 engine swap – P&E - \$8,000 (deposit) + \$17,600 (core deposit)
- Upgrades to 5GC Aspen system – LRP - \$17,726

The Leaseback for N172HL has been terminated. Sorry to see that fun plane go!

Still struggling with getting payments in. Remember, we are now also accepting Venmo payments at @oxford-flying-club (in addition to Checks, Zelle, CashApp, and QuickBooks payments)

Let me know if there are any questions!

Fly Safe,

Curt M Robinson, Treasurer  
Oxford Flying Club  
[treasurer@oxfordflyingclub.com](mailto:treasurer@oxfordflyingclub.com)  
c. 203-450-0111

# Oxford Flying Club

October 2022

## Financial Information

### Assets

Checking/Fuel Bank Accounts			\$11,238	
Savings (Prop/Engine Reserve)			\$182,339	
* Prop & Engine Reserve			\$80,184	
* Liability Insurance Fund			\$61,001	
* Proficiency Time Fund			\$9,750	
* Cash from 7YT Sale			\$115	
* LRP Upgrade Fund			\$31,288	
Accounts Receivable			\$32,192	
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	
			<b>Total Assets:</b>	<b>\$606,669</b>

### Liabilities

Accounts Payable (Includes Outstanding Quarterly Insurance Payments)			\$69,487	
Bank Time			\$9,750	
Loan Payable - N735GC	Monthly payments, including interest: \$1,510.		\$14,757	
Prop and Engine Reserve (all planes - cumulative)			\$58,024	
			<b>Total Liabilities:</b>	<b>\$152,018</b>
			Total Equity:	\$454,652
<b>TOTAL LIABILITIES &amp; EQUITY</b>				<b>\$606,669</b>

### Aircraft Data Current Month

Equipment	Hours Flown	Flight Total	/ Hour	Fuel	/ Hour	Mx Expense	/ Hour	Tiedown and Hanger	Prop and Engine Reserve	Calc Fuel Rate (New Value)
N8261H	26.31	\$3,552	\$135.00	\$1,574	\$59.83	\$1,448	\$55.05	\$90	\$526	\$61.55
N4334X	34.20	\$4,945	\$144.58	\$2,020	\$59.06	\$1,216	\$35.56	\$90	\$853	\$61.55
N98819	17.28	\$2,319	\$134.22	\$974	\$56.36	\$478	\$27.63	\$90	\$346	\$61.55
N735GC	9.50	\$1,615	\$170.00	\$1,000	\$105.23	\$897	\$94.43	\$650	\$285	\$71.89
N228TR	0.00	\$0	\$0.00	\$0	\$0.00	\$0	\$0.00	\$340	\$0	\$93.35
<b>Totals</b>	<b>87.29</b>	<b>\$12,431</b>	<b>\$142.41</b>	<b>\$5,568</b>	<b>\$63.78</b>	<b>\$4,039</b>	<b>\$46.27</b>	<b>\$1,260</b>	<b>\$2,009</b>	

### Inflows/Outflows

	Current Month	Totals
Membership - Initiation Fees	\$3,000.00	
Membership Dues - Regular	\$9,190.42	
Membership Dues - Associate	\$1,100.00	
Total Flight Time Billing	\$12,430.65	
Interest Income	\$1.45	
Sporty's Rebate (quarterly)	\$0.00	
Leaseback Management Income	\$0.00	
Finance Charges/Late Fees/Banktime To Club	\$0.00	
<b>Billed Monthly Total:</b>		<b>\$25,722.52</b>
Flight Hours (Unbilled Maintenance & Marketing)	\$373.30	
Transfer to P&E Reserve (Total hours x \$20)	\$2,009.30	
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	\$5,567.55	
Club Officer & Maint. Credits (5 aircraft)	\$1,885.00	
Other Misc. Expenses (FSP, Web Site, Events, Advertising, Landing Fees & Other)	\$487.97	
Licensing and Registration Fees for Aircraft (CBP Decals)	\$365.00	
Aircraft Liability Insurance/D&O Insurance Payment	\$0.00	
General Maintenance Expense - (Includes extra tie-down space)	\$90.00	
Leaseback Aircraft Waterfall (Minus Management Fee Above)	-\$340.00	
Total Aircraft Expense (above Ann/Av/Fee/Mx and Tiedown & Hanger)	\$5,299.17	
<b>Expenses Total (Minus Initiation Fees To LRP Account):</b>		<b>\$21,121.97</b>
<b>Monthly Cash Flow Total</b>		<b>\$4,600.55</b>

Fund Balances		Dues %	Month Only	All Funds
Dues:	Accounting	4.77%	\$ (14.08)	\$ (583.65)
	Avionics Subscriptions	2.38%	\$ (1,726.79)	\$ (1,255.86)
	D&O Insurance	0.54%	\$ 54.21	\$ 215.57
	Hangar/Tie Down	9.93%	\$ (13.45)	\$ (909.85)
	Liability Insurance	39.48%	\$ 11,414.38	\$ 15,221.75
	Loan Payments	15.38%	\$ 30.01	\$ 19,728.78
	Officer's Credits	17.88%	\$ (96.70)	\$ 566.64
	Taxes & Registrations	0.33%	\$ (341.69)	\$ (277.60)
	Web Site / FSP	0.78%	\$ 5.65	\$ 111.39
	General Maintenance	6.79%	\$ 303.21	\$ (2,628.35)
	Marketing Expenses	0.00%	\$ -	\$ (538.04)
	Unbilled Flight Hours (+MX, +MARK)	0.00%	\$ 373.30	\$ (354.38)
	Landing Fees	0.85%	\$ 0.21	\$ 152.86
	Quickbooks Online	0.89%	\$ 3.82	\$ 141.87
	Dues Unallocated		\$ 622.50	\$ 11,644.70
	LRP Upgrade Fund (Expired PT, Initiation Fees, Bank Interest)		\$ 3,001.45	\$ 31,288

Aircraft		Last Month	Current Bal
N4334X	Fuel	\$ 523.70	\$ 1,900.63
	MX	\$ 1,082.25	\$ (3,071.41)
	P&E	\$ -	\$ -
	Upgrades	\$ 204.60	\$ 1,361.09
N735GC	Fuel	\$ (267.02)	\$ (1,797.97)
	MX	\$ 212.62	\$ (2,126.05)
	P&E	\$ -	\$ -
	Upgrades	\$ 18.36	\$ 2,897.24
N8261H	Fuel	\$ 197.58	\$ 3,605.04
	MX	\$ 214.07	\$ (1,910.80)
	P&E	\$ -	\$ -
	Upgrades	\$ 68.92	\$ 4,762.41
N98819	Fuel	\$ 255.34	\$ 194.99
	MX	\$ 714.83	\$ (5,549.66)
	P&E		\$ -
	Upgrades	\$ 31.64	\$ 5,927.40

Fuel Account Balance (Across All Aircraft)	\$3,902.69
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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	\$ 6,520.00	\$ 326.00	\$ 3,341.76	\$ 311.47	\$ 326.00	\$ 340.00	\$ 877.92	\$ 1,648.85	\$ 1,648.85
Aug-22	8.50	\$ 1,700.00	\$ 85.00	\$ 904.61	\$ 366.40	\$ 85.00	\$ 340.00	\$ 228.91	\$ (139.92)	\$ (139.92)
Sep-22	0.00	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 340.00	\$ -	\$ (340.00)	\$ (467.37)
Oct-22	0.00	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 340.00	\$ -	\$ (340.00)	\$ (794.82)

\* Altered for members in the "Transional Rate" by \$46

**From:** Vaughn Mauren via Ofc-mem <ofc-mem@lists.oxfordflyingclub.com>  
**To:** OFC - Current Members <ofc-mem@oxfordflyingclub.com>  
**Sent:** Tuesday, November 15, 2022 at 07:57:53 AM EST  
**Subject:** [OFC-Mem] November membership report

Dear club,

Our overall membership has remained constant since last month, but four members have moved from regular to associate.

Our current membership stands at:

Regular: 63  
Associate: 40  
Medical Associate: 6  
Associate Emeritus: 4  
Other: 1  
Total: 114

Tim Walsh, whose application I recently circulated, will be joining the club shortly and raise our number to 64 regular members. We also have a small flotilla of tire kickers out there, any of whom may apply at any time....

Be well and fly safe,

Vaughn



# Squawk Report

Oxford Flying Club

Squawk Report

Report Created 11/14/2022 9:41 PM

Date Opened	Reported By	Groundable	Closed	Status	Description
<b>Cessna 172P N98819</b>					
11/2/22	Edward Chromczak	No	No	Awaiting Review	Seems to require "nose down" trim while flying straight & level. Need next few pilots flying plane to verify any issues even with the trim indicator with some "nose down" reading.
11/13/22	DJ Nicholson	No	No	Safe to fly. Issue verified - will repair soon.	For those that fly 819 please be sure that before takeoff trim tab indication is between the V and A on the elevator trim wheel for takeoff. If you don't do this it requires some forward elevator pressure. We are working on getting the plane scheduled to get this fixed.
<b>Cessna 182Q N735GC</b>					
11/3/22	Francis Pullaro	Yes	No	Do not fly. Issue verified - will repair asap.	Right brake leaks
<b>Piper Archer II N4334X</b>					
11/6/22	Federico Pacheco	No	No	Safe to fly. Issue verified - will repair soon.	Both fuel gauges show far right full when at the tabs. Left fuel gauge showing full when not, intermittent in-flight.

Date Opened	Reported By	Groundable	Closed	Status	Description
11/10/22	Ryan Archer	No	Yes	Unable to reproduce the issue.	Noticed more than notmal oil on the belly of the aircraft and possibly some oil residue on the back side of the block above carb. Could have been just someone over filling the oil or residue for an oil change . But it was more than i notmally see. Worth a look.

# Flight Hours by Aircraft

Oxford Flying Club

Report Created 11/14/2022 9:44 PM

## Flight Hours by Aircraft

Date Range: 10/1/2022 - 10/31/2022

Tail Number	Hobbs Hours	Tach 1 Hours	Tach 2 Hours
N4334X	0	34.1	0
N735GC	0	9.5	0
N8261H	0	26.97	0
N98819	0	16.8	0

**\*\*5GC in annual, Expected Return to service end of November**

**\*\*Cirrus - Supply Chain issue has aircraft grounded awaiting Line Cutters, return to service unknown**

**Proposed Slate of Officers and Directors 2023**

**Officers / Board of Directors**

President:	Francis Pullaro
Vice President:	Vaughn Mauren
Secretary:	Scott Price
Treasurer:	Curt Robinson (vendor)
Maintenance Officer:	Cody McManama
Membership Officer:	DJ Nicholson
Safety Officer:	Leo Mollica
Activities Chair:	Joseph McCormick
Immediate Past President:	Landon Sock

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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.