



# Meeting Minutes

21 June 2022, 6:30 PM – NW B10 Hangar

## Attendees

Directors (6): Jack Dennis, Robert (“Bob”) Ham, Vaughn Mauren, Leo Mollica, Scott Price, Landon Sock

Members (18): Eric Atkins, Steve Belmont, Daniel Berk, Edward Chromczak\*\*, Peter Dawson\*, Ross Detwiler\*, John Farley, Daniel Gannon, Heather Heidinger, Tom Krasowski\*, Jack McKinney, Cody McManama, Jon Miller, Bruce Richardson, Burt Stevens\*\*, Jeffrey Tomei, Wayne Tremallo, Sheldon Wermes

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

*Note: This meeting was not Zoomed.*

## General Business

The Meeting was called to order at 6:33 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 *not* via Zoom. A Quorum of Directors (1/2 of Directors) *was* present. A Quorum of Members (1/3 of Regular Members) *was not* present. (6 of 9 Directors, and 19 of 59 Regular Members, were present.)

## Guests

None

## New Members

The Club welcomed the following new members:

- Michael Aarons (Regular Member)
- Bret Eilertson (Regular Member)
- Jeffrey Tomei (Regular Member)
- Joshua Whiteley (Regular Member)

## Meeting Minutes

May 17 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.)

## Cirrus Instructor

President Landon Sock said that Associate Member Ross Detwiler has committed to getting checked out in N228TR, the Cirrus SR20 now being leased back to the Club by the owner, Regular Member John Farley. Ross

will then be able to instruct other Club members in the Cirrus. Ross will work closely with Board-approved CFI Roger Ameden to get checked out. Roger has been a CSIP (Cirrus Standardized Instructor Pilot) since 2016 and is one of only two CSIPs in Connecticut. The Club's insurance company and the aircraft owner have approved Ross for this role.

Landon said that 16 pilots have taken the VFR training course with Cirrus to date; 12 have completed the course and been checked out in the leased aircraft.

### **Safety Report**

Safety Officer Leo Mollica gave a safety report.

Refer to Leo's report to Club members ([attached](#)).

Leo said no Confidential Safety Reports (CSRs) were received or reviewed by the Club's Safety Committee during May, but one *new* CSR is being reviewed. Our Standard Operation Manual has not been updated as work is still progressing on other documents that affect the Manual. The Committee has recommended to Activities Chair DJ Nicholson two possible Club events combining training and socializing.

### **Finance Report**

President Landon Sock gave a finance report on behalf of Treasurer Curt Robinson.

Refer to Curt's e-mails to Club members ([attached](#)) and most recent Monthly Financial Report, dated May 31 ([attached](#)). See also "Treasurer Compensation," below.

Landon said the Club has made some progress financially with the current \$10 per hour fuel surcharge but may need to raise the surcharge to \$15 to keep up with steadily rising fuel costs.

He and Treasurer Curt Robinson continue to work together closely and make necessary adjustments to aircraft leases to keep them equitable for both the Club and the owners.

Landon said the hourly rate on N4334X will increase from \$130 to \$140 to cover the cost of avionics upgrades. After roughly \$38,000 invested in avionics, this aircraft now has the best avionics in the fleet.

The Club's insurance policy currently undervalues aircraft for the market, so leadership will be reappraising the fleet in the near future. For example, N98819 is insured for \$45,000 but may be worth twice as much.

### **Maintenance Report**

Maintenance Officer Jack Dennis gave a Maintenance Report. (Jack has generously taken on this role for the summer months.)

Refer to Jack's report to Club members ([attached](#)) and aircraft summary, below.

### **Aircraft Summary**

- [N228TR](#) - Active: Oil change due soon; moisture barrier to be addressed; terrain data card fixed
- [N735GC](#) - Inactive: At Twin City Airmotive, Fitchburg Municipal Airport (KFIT) for engine baffling, muffler, and fuel vent repair work; cylinder #1 CHT is running high and getting higher
- [N4334X](#) - Active: 100-hour service scheduled after 4th of July holiday; multiple small squawks to be addressed; currently the workhorse of the fleet

- N8261H - Active: Oil change due soon; no major squawks; shoulder harness fastener needs repair; anti-collision light system replaced
- N98819 - Active: Left fuel tank dripping (don't overfill tank); VOR #2 to/from inop.; engine overhaul planning in progress; new right main tire
- N172HL - Active: No squawks; currently underused; members encouraged to fly this aircraft at only \$120 per hour

With N98819's engine near TBO (now just 200 hours below 2,000 hours), members again discussed the possibility of upgrading its existing 160 HP engine with a 180 HP replacement. (Refer to Meetings Minutes for April 19, 2022.)

### Maintenance Officer

A replacement Maintenance Officer will be needed to replace Jack when he returns to the Florida Institute of Technology (FIT) in mid-August.

### Membership Report

Membership Officer Vaughn Mauren gave a membership report.

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

Regular:.....	59
Associate .....	37
Medical Associate .....	4
Associate Emeritus: .....	4
Other .....	1
Total: .....	105

Vaughn said membership had grown since the last meeting with the addition of four new members and with no attrition for the same period. Two prospective new members are in the pipeline.

Conversations with new and prospective members reveal that they are learning about OFC primarily through "word-of-mouth" advertising. Inquiries from prospective members reveal interest in the Club's Cessna Skylane and Cirrus SR20 leaseback. The increase in the Club's initiation fee from \$500 to \$1,500 last year seems to be weeding out candidates who are only mildly interested in membership.

### Treasurer Compensation

President Landon Sock opened a discussion on compensation for Treasurer Curt Robinson.

During the Club's last two regular monthly meetings, members had discussed how to compensate Curt for financial services on behalf of the Club after his move to Virginia. (Refer to Meeting Minutes for May 17 and April 19, 2022.)

Many members expressed deep appreciation for the excellent job Curt has done as Treasurer. It was generally agreed that keeping Curt in the role would benefit the Club and that the \$1,200 compensation Curt had requested would be appropriate. It was also agreed that no changes to the Club By-laws would be necessary, as the Club routinely pays mechanics and other professionals for their services.

Associate Member Peter Dawson made, and Emeritus Associate Member Edward Chromczak seconded, the following motion, which was voted upon and approved.

Motion: Curt Robinson will continue to serve as Treasurer of OFC. In addition to those monthly flight hours normally due to the Treasurer under current OFC By-laws (\$130 per hour base price, not including fuel surcharge, x 6 aircraft = \$780), the Club will compensate Curt \$420 per month, for a total of compensation of \$1,200 per month for his services. As unused flight hours may be converted to cash payments and as Curt lives in Virginia, it may be assumed that all or most of these flight hours will be converted to cash.

Vote on Motion to Compensate Treasurer Curt Robinson:

Yea: ..... 23  
Nay: ..... 0  
Abstain: ..... 1  
Total: ..... 24

### **Flight Standards Manual**

*Note: During the Club's regular monthly meeting on February 15, the members voted to establish a Flight Standards Committee.*

Flight Standards Committee Chair Ross Detwiler spoke about the benefits of having a Flight Standards Manual and reported on the Committee's progress in developing the Manual.

Ross explained that OFC's membership is extremely diverse and one purpose of the Flight Standards Manual under development is to help the Club bring on pilots of differing experience levels and have them fly to common standards. A short-term goal of the Committee is to have new checklists available for Club aircraft that reflect these common standards.

### **Additional Business**

No additional business was discussed.

The Meeting was adjourned at 7:58 p.m.

*Meeting Minutes submitted by Scott Price, Secretary*

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## OFC SAFETY COMMITTEE Update | Jun 2022

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- May OFC Safety Committee meeting was held on Jun 16th.
- **CSR review:**
  - No CDR were review in input or reviewed in May.
- **Operation Manual Feedback:**

The Operation Manual is continue being reviewed with not updated at this point on the website since we are still progressing with other documents that impact on it.

- **Safety recommendation for Activity Committee:**

OFC Committee identified and recommended to the chair activity 2 options as a combined Safety training/social activity event. Option with separated Ground school day + flight activity seems the more suitable.

What	When	How
Social-Training landing spot contest one day (open to all member and nonmembers)	August	a) 1.5-hour max. ground school before lunch b) Social Lunch c) Flight Activity power off landing spot contest
Ground School Day 1 + Only Flight Activity Day 2 (only club)	August	Day 1 only ground school with topics related to power off maneuvers. {flat tires training review as complementary offere training)  Day 2 only flight Activity: Landing spot contest  (Lunch) optional

**From:** Curt Robinson via Ofc-mem <ofc-mem@lists.oxfordflyingclub.com>  
**To:** Ofc Mem <ofc-mem@oxfordflyingclub.com>  
**Sent:** Monday, June 13, 2022, 04:06:49 PM EDT  
**Subject:** [OFC-Mem] OFC May 2022 Monthly Financial Report

Hi Everyone!

Hope all is well. Fuel charges are continuing to be the big pain for the Club. Today's fuel rate with Atlantic is \$8.46. We do get \$.90 off that, but \$7.56 is still quite a bit. The \$10/hr fuel surcharge that the Club put into effect in April is set to expire at the end of the month. I'd suggest that we keep it in place for now, or possibly go to \$15/hr. For reference, here are the rates for the same period in previous years:

May 2021 - \$5.71/gal  
May 2020 - \$6.12/gal  
May 2019 - \$5.97/gal

I also ask that everyone please get your payments in, too. It seems that as finances get tighter, payments get slower! I appreciate everyone's help on this.

As always, let me know if there are any questions.

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Thank you,

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

**From:** Curt Robinson via Ofc-mem <ofc-mem@lists.oxfordflyingclub.com>

**To:** Ofc Mem <ofc-mem@oxfordflyingclub.com>

**Sent:** Monday, June 20, 2022, 01:52:01 PM EDT

**Subject:** [OFC-Mem] May 2022 Financial Report - Updated Page 2

Hi Club,

I'm sending out an updated "Page 2" of the monthly Financial Report. Noticed that the fuel expense for 34X and 5GC were both referencing the wrong cells on the source report. The updated report shows the across all the aircraft, the "income" set-aside for fuel is under what we actually spent. This is after the application of the fuel surcharge. Again, like I related in the last email, I've adjusted the percentages of each hourly charge portion (MX, Fuel, P&E, Upgrades) as much as I can, we cannot really underfund MX or P&E to cover fuel charges, which is the reason for the surcharge in the first place. I think it will need to be kept in place for now, but that will be up to the Membership. If we look historically at the fuel expenses, it would appear that 61H is burning less than the 9GPH rate where 819 and 34X might be considered within a margin, and 5GC is burning a bit more (although it was explained that for a period after the "top-end" work of 5GC, it was flown full-rich all the time, so this could account for a bit). Overall, however, we are only different on our actual fuel costs vs estimated by \$1,000, all good numbers.

Take a look, let me know if you have any questions.

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Thank you,

Curt Robinson

Treasurer, Oxford Flying Club

[treasurer@oxfordflyingclub.com](mailto:treasurer@oxfordflyingclub.com)

c. 203-450-0111

# Oxford Flying Club

May 2022

## Financial Information

### Assets

Checking/Fuel Bank Accounts		\$22,982
Savings (Prop/Engine Reserve)		\$163,913
* Prop & Engine Reserve		\$75,490
* Liability Insurance Fund (\$40,000 target)		\$53,414
* Proficiency Time Fund		\$12,327
* LRP Upgrade Fund (819 Paint \$12,681)		\$30,650
* Cash from 7YT Sale		\$2,973
Accounts Receivable		\$27,711
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: \$595,506**

### Liabilities

Accounts Payable (Includes Outstanding Quarterly Ins Payments)		\$42,495
Bank Time		\$12,327
Loan Payable - N735GC	Monthly payments, including interest: \$1,510.	\$21,914
Prop and Engine Reserve (all planes - cumulative)		\$76,582

**Total Liabilities: \$153,319**

### Equity

**Total Equity: \$442,187**

### TOTAL LIABILITIES & EQUITY

**\$595,506**

### 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	16.88	\$2,375	\$140.71	\$1,223	\$72.47	\$0	\$0.00	\$90	\$338	\$92
N4334X	30.90	\$4,326	\$140.00	\$2,454	\$79.42	\$4,906	\$158.78	\$90	\$773	\$263
N98819	9.00	\$1,260	\$140.00	\$561	\$62.30	\$598	\$66.40	\$90	\$180	\$149
N735GC	13.20	\$2,310	\$175.00	\$1,150	\$87.16	\$276	\$20.91	\$650	\$396	\$138
N228TR	7.90	\$1,534	\$194.18	\$852	\$107.86	\$0	\$0.00	\$340	\$0	\$108
N172HL	4.90	\$637	\$130.00	\$342	\$69.89	\$0	\$0.00	\$90	\$0	\$70
<b>Totals</b>	<b>69.98</b>	<b>\$12,442</b>	<b>\$177.80</b>	<b>\$6,583</b>	<b>\$94.07</b>	<b>\$5,780</b>	<b>\$82.60</b>	<b>\$1,350</b>	<b>\$1,686</b>	

### Inflows/Outflows

	Current Month	Totals
Membership - Initiation Fees	\$4,500.00	
Membership Dues - Regular	\$7,966.52	
Membership Dues - Associate	\$1,025.00	
Total Flight Time Billing	\$12,442.20	
Interest Income	\$1.45	
Sporty's Rebate (quarterly)	\$0.00	
Leaseback Management Income	\$102.15	
Finance Charges/Late Fees/Banktime To Club	\$0.00	

**Billed Monthly Total:** \$26,037.32

Flight Hours (Unbilled Maintenance & Marketing)	-\$417.20
Transfer to P&E Reserve (Total hours x \$20)	-\$1,686.10
Insurance Fund Transfer (Goal \$42,000 by 3/15/2023)	-\$3,500.00
5GC Loan Payments (current month as above)	-\$1,509.68
Fuel & Oil Expense	-\$6,583.27
Club Officer & Maint. Credits (5 aircraft)	-\$2,015.00
Other Misc. Expenses (FSP, Web Site, Events, Advertising, Landing Fees & Other)	-\$356.21
Licensing and Registration Fees for Aircraft (CBP Decals)	\$0.00
Aircraft Liability Insurance/D&O Insurance Payment	\$0.00
General Maintenance Expense	-\$89.94
Leaseback Aircraft Waterfall (Minus Management Fee Above)	-\$1,241.90
Total Aircraft Expense (above Ann/Av/Fee/Mx and Tiedown & Hanger)	-\$7,130.02

**Expenses Total:** -\$24,529.32

**Monthly Cash Flow Total** **\$1,508.00**



Fund Balances		Dues %	Month Only	All Funds
Dues:	Accounting	3.22%	\$ (57.21)	\$ (168.14)
	Avionics Subscriptions	1.84%	\$ 170.26	\$ (315.62)
	D&O Insurance	0.58%	\$ 53.94	\$ 578.89
	Hangar/Tie Down	2.98%	\$ 420.60	\$ (855.25)
	Liability Insurance	38.66%	\$ 3,455.83	\$ (9,180.41)
	Loan Payments	16.67%	\$ -	\$ -
	Officer's Credits	22.26%	\$ 34.11	\$ 474.72
	Taxes & Registrations (Town of Oxford delayed because of COVID-19)	0.33%	\$ 32.93	\$ (67.13)
	Web Site / FSP	0.84%	\$ 5.98	\$ 11.63
	General Maintenance	3.22%	\$ 337.86	\$ 270.19
	Marketing Expenses		\$ 303.73	\$ (538.04)
	Unbilled Flight Hours (+MX, +MARK)		\$ -	\$ (354.38)
	Landing Fees	0.69%	\$ (28.13)	\$ 174.96
	Quickbooks Online	0.99%	\$ 1.88	\$ (32.95)
	Dues Unallocated		\$ 303.73	\$ 10,372.67
	LRP Upgrade Fund (Expired PT, Initiation Fees, Bank Interest)		\$ 4,603.60	\$14,775

Flight	Last Month	Current Bal
Flight: N4334X		
Fuel	\$ (351.71)	\$ 333.03
MX	\$ 23.17	\$ (4,415.05)
P&E	\$ -	\$ -
Upgrades	\$ -	\$ 170.29
Flight: N735GC		
Fuel	\$ (52.73)	\$ (952.57)
MX	\$ 11.72	\$ (2,146.83)
P&E	\$ -	\$ -
Upgrades	\$ -	\$ 2,825.82
Flight: N8261H		
Fuel	\$ (74.84)	\$ 2,312.67
MX	\$ 864.26	\$ (4,971.87)
P&E	\$ -	\$ -
Upgrades	\$ 24.82	\$ 4,313.70
Flight: N98819		
Fuel	\$ (16.39)	\$ (584.66)
MX	\$ (122.21)	\$ (4,850.80)
P&E	\$ -	\$ -
Upgrades	\$ 60.30	\$ 5,689.47

Fuel Account Balance (Across All Aircraft)	\$1,108.47
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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
* Altered for members in the "Transional Rate" by \$46										
N172HL		Income		Fuel	MX	Maint Fee	Hangar/Tie	Insurance	Total	
Mar-22	4.15	\$ 539.50		\$ 346.04	\$ -	\$ 26.98	\$ 90.00	\$ -	\$ 76.48	
Apr-22	9.41	\$ 1,317.40	94.10	\$ 406.86	\$ -	\$ 61.17	\$ 90.00	\$ -	\$ 665.27	
May-22	4.9	\$ 637.00	49.00	\$ 293.47	\$ -	\$ 29.40	\$ 90.00	\$ -	\$ 175.13	\$ 916.88

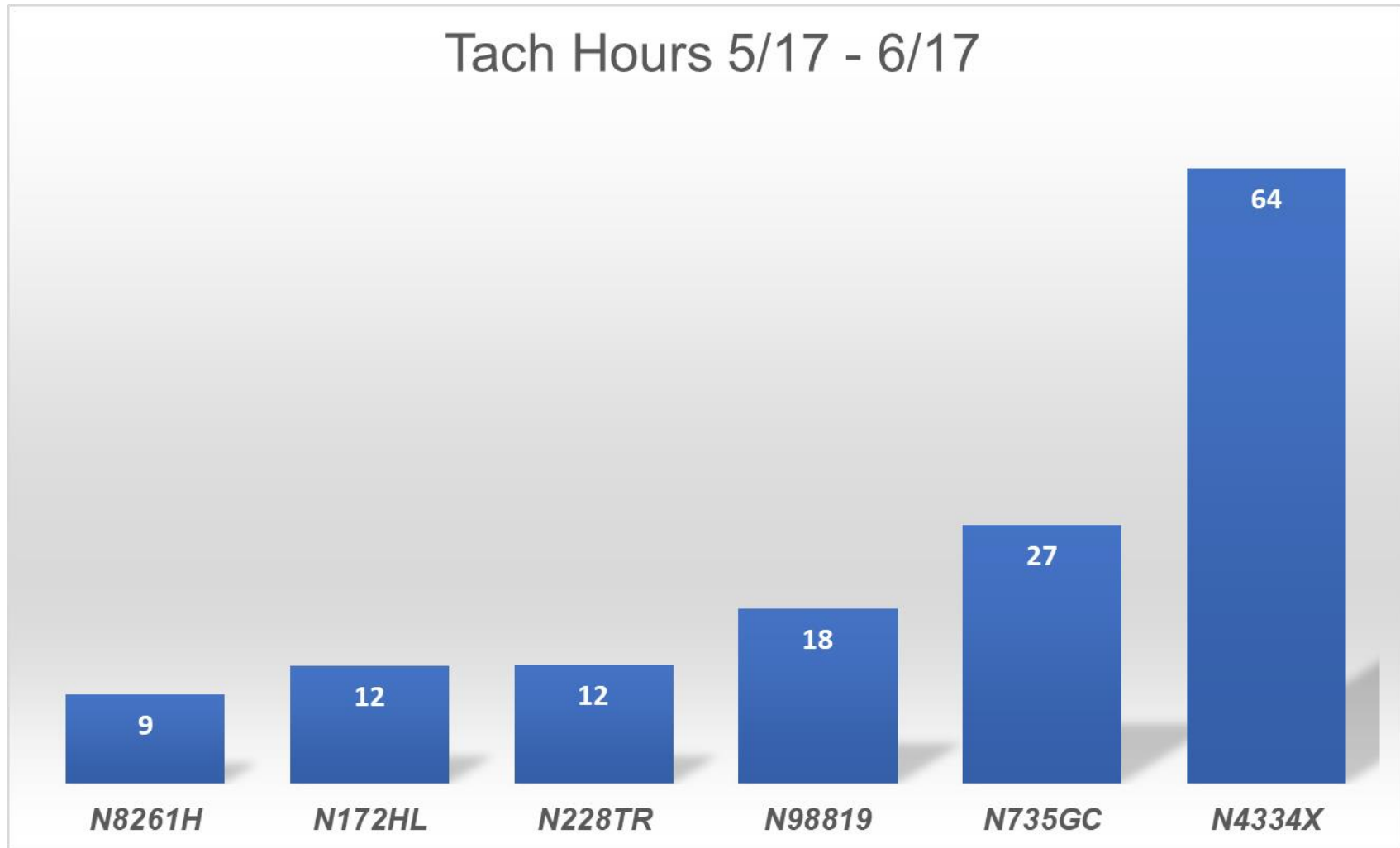


## June 2022 Fleet Status

Aircraft	Status	Scheduled	Squawks	LRP	Notes
<b>N735GC</b>	Offline	<ul style="list-style-type: none"> <li>At FIT for engine baffling, muffler, and fuel vent repair work</li> </ul>	<ul style="list-style-type: none"> <li>Critical squawks currently being addressed</li> </ul>	<ul style="list-style-type: none"> <li>New interior?</li> </ul>	<ul style="list-style-type: none"> <li>Monitor cyl. #1 CHT</li> <li>Compare fuel tank burn</li> </ul>
<b>N98819</b>	Online	<ul style="list-style-type: none"> <li>N/A</li> </ul>	<ul style="list-style-type: none"> <li>Left fuel tank dripping</li> <li>VOR #2 to/from inop.</li> </ul>	<ul style="list-style-type: none"> <li>Engine overhaul planning</li> <li>Avionics &amp; autopilot?</li> </ul>	<ul style="list-style-type: none"> <li>New right main tire</li> <li>Don't fill left tank to the brim</li> </ul>
<b>N172HL</b>	Online	<ul style="list-style-type: none"> <li>N/A</li> </ul>	<ul style="list-style-type: none"> <li>N/A</li> </ul>	<ul style="list-style-type: none"> <li>N/A</li> </ul>	<ul style="list-style-type: none"> <li>FLY ME! \$120/hr</li> </ul>
<b>N4334X</b>	Online	<ul style="list-style-type: none"> <li>100hr after 4<sup>th</sup> of July</li> </ul>	<ul style="list-style-type: none"> <li>Multiple small items</li> </ul>	<ul style="list-style-type: none"> <li>N/A</li> </ul>	<ul style="list-style-type: none"> <li>Workhorse</li> </ul>
<b>N8261H</b>	Online	<ul style="list-style-type: none"> <li>Oil change due soon</li> </ul>	<ul style="list-style-type: none"> <li>Nothing major</li> </ul>	<ul style="list-style-type: none"> <li>Shoulder harness fastener</li> <li>Avionics &amp; autopilot?</li> </ul>	<ul style="list-style-type: none"> <li>Anti-collision light system replaced</li> </ul>
<b>N228TR</b>	Online	<ul style="list-style-type: none"> <li>Oil change due soon</li> </ul>	<ul style="list-style-type: none"> <li>Moisture barrier to be addressed</li> </ul>	<ul style="list-style-type: none"> <li>N/A</li> </ul>	<ul style="list-style-type: none"> <li>Terrain data card fixed</li> </ul>



## June 2022 Fleet Status



**From:** Vaughn Mauren via Ofc-mem <ofc-mem@lists.oxfordflyingclub.com>  
**To:** OFC - Current Members <ofc-mem@oxfordflyingclub.com>  
**Sent:** Monday, June 20, 2022, 01:06:18 PM EDT  
**Subject:** [OFC-Mem] June membership report

Dear club,

Please help me welcome new OFC members Josh Whitely, Jeff Tomei, Bret Eilertson and Mike Aarons!

Our current membership stands at:

Regular: 59  
Associate: 37  
Medical Associate: 4  
Associate Emeritus: 4  
Other: 1  
Total: 105

Our regular membership has increased by four since the addition of Josh, Jeff, Bret and Mike was not offset by attrition.

Our numbers are healthy, but it would be great to welcome a few more regular members into the fold.

That's all for now!

Vaughn