



Meeting Minutes

17 May 2022, 6:30 PM – NW B10 Hangar

Attendees

Directors (5): Robert (“Bob”) Ham, Leo Mollica, DJ Nicholson, Scott Price, Landon Sock

Members (16): Eric Atkins, Edward Chromczak**, Jeffrey Daniels, Peter Dawson*, Jack Dennis*, Heather Heidinger, David Irving, Tom Krasowski*, Thomas McCullough, Cody McManama, Jon Miller, Oran Mills*, Burt Stevens**, Christopher Sutherland, 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 6:35 p.m. by President Landon Sock. As this is an odd month, this was considered a Member 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. (5 of 8 Directors, and 15 of 55 Regular Members, were present.)

* Per Club By-laws (Article VI, Section 5), the meeting devolved into a Special Board Meeting to facilitate voting.

Guests

None

New Members

The Club welcomed the following new members:

- Jeffrey Daniels (Regular Member)
- Jon Miller (Regular Member)

Meeting Minutes

April 19 Meeting Minutes posted on the Club’s website were approved.

New Certificates & Ratings

The Club proudly recognized these members who earned new certificates or ratings during the period between regular monthly meetings (April 19 to May 17):

- Cody McManama, Instrument Rating (May 2), announced by Tom Krasowski, COMM, CFII
- DJ Nicholson, Commercial Pilot (May 7), announced by Peter Dawson, ATP, CFII, MEI

- Maxwell Bernstein, Airline Transport Pilot (ATP), and CRJ-900 Type Rating (May 8), announced by Ray LaPlante

Board-Approved Instructors

President Landon Sock announced that Regular Member Heather Heidinger, ATP, CFI, has been added to the Club's list of Board-Approved Instructors.

Board of Directors

Landon also announced that Associate Member Jack Dennis, COM, CFII, has generously agreed to serve as Maintenance Officer through the summer months. Jack is currently a student at Florida Institute of Technology (FIT) and will be graduating at the end of 2022.

Safety Report

Safety Officer Leo Mollica gave a safety report.

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

Leo summarized two new Confidential Safety Reports (CSRs) that the Safety Committee had confidentially reviewed and entered into the Club's Safety Management System (SMS). One CSR concerned a near mid-air collision. Members discussed operation of the traffic feature of the aircraft's avionics. Maintenance Officer Jack Dennis offered to provide weekend training sessions on the advanced avionics recently installed in some aircraft in the Club's fleet.

Maintenance Report

President Landon Sock gave a Maintenance Report. Landon has been temporarily serving as Acting Maintenance Officer. Associate Member Jack Dennis will assume this role for the summer months (above).

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

Aircraft Summary

- N228TR - Active: Annual scheduled for October 24 at Fly Advanced, Lancaster, PA
- N735GC - Active: Right brake line replaced; avionics master toggle switch issue will be addressed
- N4334X - Active: No squawks; training recommended on new avionics
- N8261H - Active: Annual and transponder and pitot static system tests completed; seats need repair; replacement parts for inoperative strobe light have been ordered
- N98819 - Active: Oil change due in 5 hours; no squawks
- N172HL - Active: No squawks; aircraft's hourly rate has been reduced to \$120.00

With N98819's engine near TBO, 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.)

Following N4334X's 100-hour inspection at Tally-Ho Aviation, Danbury, Landon said he is pleased with the shop's performance. He noted that an invoice was prepared, and logbook entries were completed promptly. This has not been the case with Wright Aviation, Oxford.

Members discussed the value of 100-hour inspections. Associate Members Peter Dawson and David Irving advocated for more frequent maintenance of Club aircraft. Peter noted that FAA regulations require 100-hour inspections of aircraft used by Student Pilots.

Activities Report

Activities Chair DJ Nicholson gave an Activities Report.

DJ thanked the members who participated in the plane wash event on Saturday, April 30, and thanked Safety Officer Leo Mollica for helping to manage the event after he left.

The Activities Committee is considering a number of possible events, including a grass field event. Members briefly discussed grass fields that might be suitable, including Hartford-Brainard (KHFD), Salmon River (9B8) in Marlborough, CT, Waterbury (N41), and Kline Kill (NY1) in Ghent, NY.

Membership Report

President Landon Sock gave a membership report on behalf of Membership Officer Vaughn Mauren.

Refer to Vaughn's e-mail to Club members ([attached](#)), which Landon read to the members in attendance.

Regular:.....	55
Associate	37
Medical Associate.....	3
Associate Emeritus:	4
Other	1
Total:	100

At Landon's invitation, several new members introduced themselves:

- Regular Member Sheldon Wermes, ATP, CFII, MEI – learned how to fly at KOXC in the '80s
- Regular Member Jon Miller, ATP – employed by United Airlines, 18,000 total flight hours
- Regular Member Jeffrey Daniels, ATP, CFI – corporate pilot, 10,000+ total flight hours

Finance Report

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

Refer to Curt's e-mail to Club members ([attached](#)) and most recent Monthly Financial Report, dated April 30 ([attached](#)).

Treasurer Curt Robinson moved to Virginia at the beginning of May, and Regular Member Chris Sutherland is serving as Assistant Treasurer. (Refer to Meetings Minutes for April 19, 2022.)

President Landon Sock led members in an extensive discussion of how Curt, now an Associate Member, can continue to perform financial duties for the Club. This will require a change in Club By-laws. Multiple options for doing this were discussed, including:

- 1) The Club hires Curt as a financial services vendor, and Assistant Treasurer Chris Sutherland serves on the Board; or
- 2) Curt remains on the Board as Treasurer while being compensated for his services.

Members discussed compensation. It was widely agreed that the Club would probably need to compensate an outside vendor \$1,500 and \$2,000 per month. Landon said Curt has agreed to \$1,200 per month.

Because no one has yet volunteered to serve in this role, and because Curt has done an outstanding job as Treasurer, members agreed to move forward along these lines. Vice President Francis Pullaro offered to prepare and circulate language to amend Club By-laws to permit Curt to continue to provide financial support.

“Proficiency Time” Account

President Landon Sock opened a discussion on what best to do with the approximately \$13,000 remaining in the Club’s proficiency time account, after the elimination of the proficiency time policy last year.

Associate Member Peter Dawson made, and Immediate Past President Robert Ham seconded, the following motion, which was voted upon and approved unanimously.

Motion: Effective September 1, 2022, all unused funds in the Oxford Flying Club’s proficiency account will become the property of the Club. The Treasurer will promptly advise members with funds that have accumulated in the proficiency account to “use or lose” those funds prior to the effective date of this Motion.

Vote on Motion to Assume Proficiency Funds:

Yea: 21
Nay: 0
Abstain: 0
Total: 21

Additional Business

No additional business was discussed.

The Meeting was adjourned at 8:09 p.m.

Meeting Minutes submitted by Scott Price, Secretary

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OFC SAFETY COMMITTEE Update | May 2022

- May OFC Safety Committee meeting was held on May 12th. (Opened to all members)

- **CSR review:**

Two new CSR 2022-002 and CSR 2022-003 were reviewed confidentially and input in our SMS.

- CSR 2022-002 is related to **“loss of breaking ability during taxing causing the plane to veer off taxiway”**. Root cause was explored, and maintenance action were taken. Break line (one) was replaced. OFC safety’s Committee evaluated this incident and evaluated it as “remote” in terms of the probability of occurrence and “Major” in terms of its severity. Overall resulted in a Risk Assessment Value of 2 so not further action needed under the existing circumstances.
- CSR 2022-003 is related to **“potential miss air collision”**. One Club AC identify traffic about 1/2 -1/4 mile away and immediate took action to avoid a midair collision. The other AC also reacting as expected. No need to explore root cause but the remarkable case is that the traffic advisory from the club AC was not reporting traffic that day (confirmed by multiple pilots). It is unknown yet if a traffic on-off feature was the issue or other failure. OFC safety’s Committee evaluated this incident and evaluated it as “Occasional” in terms of the probability of occurrence and “Hazardous” in terms of its severity. Overall resulted in a Risk Assessment Value of 4 and committee is evaluating how to bring more awareness in terms of reliance on traffic monitoring both by scanning and devices.

- **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 2 options to recommend and follow up with to activity committee:

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. Day 2 only flight Activity: Landing spot contest (Lunch) optional

Oxford Flying Club Maintenance Status Report

May 2022

<i>Aircraft</i>	Status	Scheduled	Open Squawks	Long Range Planning	Notes
N98819	Active	Oil Change in 5 hours	Squawk Free	Engine Overhaul Planning	Possible 180HP? Engine should be ordered in next 60days.
N735GC	Active Right brake line replaced	none	Avionics master toggle switch		Erratic and low oil pressure.
N4334X	Active Squawk free	none	All squawks addressed		Training Training training
N8261H	Active Pitot -static complete	none	Seats need repair		
N288TR	active	Annual October 24 th at Fly Advanced Lancaster	none		Please make sure oil pressure stays in the green at cruise power
N172HL	Active	Rent me	I'm perfect	Please fly me	Would you like me better at \$120 a Hour?

From: Vaughn Mauren via Ofc-mem <ofc-mem@lists.oxfordflyingclub.com>
To: OFC - Current Members <ofc-mem@oxfordflyingclub.com>
Sent: Monday, May 16, 2022, 08:05:06 PM EDT
Subject: [OFC-Mem] May membership report

Dear club,

Please help me welcome new OFC members Jeffrey Daniels and Jon Miller!

Our current membership stands at:

Regular: 55
Associate: 37
Medical Associate: 3
Associate Emeritus: 4
Other: 1
Total: 100

I have circulated the membership application for Mike Aarons. I expect that he will be joining us in official capacity by the end of this week.

A gentleman named Umar (please do not ask me his last name - I have not yet received an application from him) plans to stop by the meeting tomorrow evening. Please welcome him! He will submit an application very shortly. And he may bring a friend along. There are a couple more pilots in the wings, and I hope they will join by the end of this month and early June.

We keep adding regular members, yet our numbers remain steady as some members leave.

That's all for now!

Vaughn

From: Curt Robinson via Ofc-mem <ofc-mem@lists.oxfordflyingclub.com>
To: OFC - Current Members <ofc-mem@oxfordflyingclub.com>
Sent: Thursday, May 12, 2022, 04:04:08 AM EDT
Subject: [OFC-Mem] April 2022 OFC Financial Report

Hi Members,

Attached is the financial report for April 2022.

At least some members are taking advantage of the new Melio Service, which is allowing for no fee ACH payments. If you have any questions about it, please let me know.

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Regards,

Curt Robinson
curtmrobinson@gmail.com
t. 203-816-0065
c. 203-450-0111

Oxford Flying Club

April 2022

Financial Information

Assets

Checking/Fuel Bank Accounts			\$19,165
Savings (Prop/Engine Reserve)			\$170,695
* Prop & Engine Reserve			\$73,814
* Liability Insurance Fund (\$40,000 target)			\$49,914
* Proficiency Time Fund			\$12,327
* LRP Upgrade Fund (819 Paint \$12,681)			\$29,150
* Cash from 7YT Sale			\$2,973
Accounts Receivable			\$27,451
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: \$598,211

Liabilities

Accounts Payable (Includes Outstanding Quarterly Ins Payments)		\$44,854
Bank Time		\$12,327
Loan Payable - N735GC	Monthly payments, including interest: \$1,510.	\$23,321
Prop and Engine Reserve (all planes - cumulative)		\$74,896

Total Liabilities: \$155,398

Equity

Total Equity: \$442,813

TOTAL LIABILITIES & EQUITY

\$598,211

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	9.82	\$1,375	\$140.00	\$298	\$30.32	\$12	\$1.24	\$0	\$196	\$52
N4334X	30.50	\$4,270	\$140.00	\$1,435	\$47.04	\$90	\$2.95	\$763	\$763	\$75
N98819	13.20	\$1,848	\$140.00	\$638	\$48.33	\$0	\$0.00	\$697	\$264	\$68
N735GC	15.10	\$2,643	\$175.00	\$1,125	\$74.49	\$3,576	\$236.80	\$32	\$453	\$341
N228TR	20.50	\$3,690	\$180.00	\$1,586	\$77.38	\$1,051	\$51.27	-\$1,182	\$0	\$129
N172HL	9.44	\$1,317	\$139.56	\$501	\$53.07	\$0	\$0.00	\$0	\$0	\$53
Totals	68.62	\$15,143	\$220.67	\$5,582	\$81.35	\$4,729	\$68.92	\$310	\$1,676	

Inflows/Outflows

	Current Month	Totals
Membership - Initiation Fees	\$1,500.00	
Membership Dues - Regular	\$7,557.32	
Membership Dues - Associate	\$1,000.00	
Total Flight Time Billing	\$15,142.70	
Interest Income	\$1.36	
Sporty's Rebate (quarterly)	\$0.00	
Leaseback Management Income	\$287.27	
Finance Charges/Late Fees/Banktime To Club	\$1,494.00	

Billed Monthly Total: \$26,982.65

Flight Hours (Unbilled Maintenance & Marketing)	-\$788.20
Transfer to P&E Reserve (Total hours x \$20)	-\$1,675.90
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	-\$5,582.27
Club Officer & Maint. Credits (5 aircraft)	-\$2,015.00
Other Misc. Expenses (FSP, Web Site, Events, Advertising, Landing Fees & Other)	-\$361.99
Licensing and Registration Fees for Aircraft (CBP Decals)	\$0.00
Aircraft Liability Insurance/D&O Insurance Payment	\$0.00
General Maintenance Expense	-\$3,084.10
Leaseback Aircraft Waterfall (Minus Management Fee Above)	-\$320.78
Total Aircraft Expense (above Ann/Av/Fee/Mx and Tiedown & Hanger)	-\$5,038.82

Expenses Total: -\$23,876.74

Monthly Cash Flow Total **\$3,105.91**

Fund Balances		Dues %	Month Only	All Funds
Dues:	Accounting	3.30%	\$ (58.59)	\$ (112.37)
	Avionics Subscriptions	1.88%	\$ 167.62	\$ (489.90)
	D&O Insurance	0.60%	\$ 52.88	\$ 523.65
	Hangar/Tie Down	3.05%	\$ 28.07	\$ (874.49)
	Liability Insurance	35.80%	\$ 4,693.45	\$ (11,339.91)
	Loan Payments	17.07%	\$ 8.23	\$ -
	Officer's Credits	22.78%	\$ 141.46	\$ 532.24
	Taxes & Registrations (Town of Oxford delayed because of COVID-19)	0.34%	\$ 31.95	\$ (100.83)
	Web Site / FSP	0.86%	\$ 4.94	\$ 75.83
	General Maintenance	4.71%	\$ (2,664.43)	\$ 232.03
	Marketing Expenses		\$ -	\$ (538.04)
	Unbilled Flight Hours (+MX, +MARK)		\$ (578.49)	\$ (1,146.38)
	Landing Fees	0.71%	\$ 50.58	\$ 201.56
	Quickbooks Online	0.99%	\$ 0.44	\$ 33.63
	Dues Unallocated		\$ 11.65	\$ 10,062.74
	LRP Upgrade Fund (Expired PT, Initiation Fees, Bank Interest)		\$ 1,788.63	\$ 7,229

Flight	Last Month	Current Bal
Flight: N4334X		
Fuel	\$ 503.31	\$ 909.55
MX	\$ 1,479.25	\$ (524.01)
P&E	\$ -	\$ -
Upgrades	\$ 18.73	\$ 147.12
Flight: N735GC		
Fuel	\$ 326.26	\$ (485.56)
MX	\$ (2,630.95)	\$ (2,675.39)
P&E	\$ -	\$ -
Upgrades	\$ 18.93	\$ 2,814.10
Flight: N8261H		
Fuel	\$ 326.26	\$ 2,387.51
MX	\$ 40.49	\$ (4,463.73)
P&E	\$ -	\$ -
Upgrades	\$ 43.94	\$ 4,288.88
Flight: N98819		
Fuel	\$ 200.74	\$ (568.27)
MX	\$ 4.32	\$ (4,728.59)
P&E	\$ -	\$ -
Upgrades	\$ 43.94	\$ 5,629.17

Fuel Account Balance (Across All Aircraft)	\$2,243.23
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Leaseback Report

N228TR	Income	Fuel	MX	Maint Fee	Hangar/Tie	Insurance	Total
Nov-21	\$ 1,683.00	\$ 660.31	\$ -	\$ 84.15			\$ 938.54
Dec-21	\$ 1,564.00	\$ 885.74	\$ 240.00	\$ 78.20			\$ 360.06
Jan-22	\$ 1,377.00	\$ 397.85	\$ -	\$ 68.85			\$ 910.30
Feb-22	\$ 2,516.00	\$ 1,186.98	\$ -	\$ 125.80	\$ 340.00		\$ 863.22
Mar-22	\$ 731.00	\$ 384.58	\$ 1,051.00	\$ 36.55	\$ 340.00	\$ 247.85	\$ (1,328.98)
Apr-22	\$ 3,690.00	\$ 1,586.19	\$ 1,017.10	\$ 221	\$ 340.00	\$ 1,181.58	\$ (656.27)
N172HL	Income	Fuel	MX	Maint Fee	Hangar/Tie	Insurance	Total
Mar-22	\$ 539.50	\$ 346.04	\$ -	\$ 26.98	\$ 90.00	\$ 143.38	\$ (66.90)
Apr-22	\$ 1,317.40	\$ 500.96	\$ -	\$ 65.87	\$ 90.00	\$ 325.08	\$ 335.49