



Meeting Minutes

15 September 2020, 7:00 PM – NT 20 Hangar

Attendees

Directors (6): Robert Ham, Alan Amato, Dan Berk, Landon Sock, Andy Robinson, Curt Robinson

Members (11): Michael Baumann (new member), Pete Dawson, Peter Frey, Geoff Green, Don Heidrich, Tom Krasowski, Leo Mollica, Scott Oloff, Scott Price, Allen Shew, Brian Walach

Guests (1): Chris Sutherland

Note: This meeting was not Zoomed.

Business

The Meeting was called to order at 7:03 p.m. by Robert Ham. As this is an odd month, this was considered a Member Meeting. A Quorum of Directors (1/2 of Directors) was present. A Quorum of Members (1/3 of Regular Members) was *not* present.

Guests: Bob Ham introduced a guest, Chris Sutherland, who is working toward his Private Pilot Certificate.

New Members: The Club welcomed Michael (“Mick”) Baumann, Jr. Mick holds a Private Pilot Certificate and is working toward an Instrument rating. He manages an aircraft based at KOXC.

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

Safety Report

Safety Chair Landon Sock gave a safety report. The Club has now clocked 190 days without a safety incident. Discussion followed about what type of safety incident would reset the clock. Landon said the clock would reset for “serious” incidents (such as a prop strike) and especially for in-flight incidents, and with agreement among Club members on whether an incident warranted a reset.

Incident Reporting: Landon encouraged members to make use of Hazardous Incident Report (HIR) and Flight Operations Incident Report (FOIR) tools. Use of these reports helps to promote a safety culture in an anonymous manner in order to educate pilots, not penalize them.

Flight Review Course: Landon and Pete Dawson encouraged members to attend the upcoming Flight Review course that will also count as a safety meeting. The course will include special guest Waterbury-Oxford Airport Manager Matthew Kelly who will discuss airport operations and state-wide accident data.

Event Details: OFC Flight Review Course, Sat., Sept. 19, 2020, 8:00 a.m., KOXC NT 20.

Finance Report

Finance Chair Curt Robinson gave a finance report. Club finances are in good shape. Recent changes to the funding and management of the Proficiency Time fund has resolved cash flow issues. Funds are in place for the TBO engine replacement for 34X and a deposit has been made. Engine replacement is scheduled for October. We hope to minimize downtime to about two weeks. In addition, the funds needed for TBO engine replacement for 819 will be in place this Spring.

Telephone Campaign: Curt said that the telephone campaign to collect member accounts that are past due has been “moderately successful,” although it resulted in a couple of inactive Associate Members leaving. He said that “four or five” Associate Members have not paid in one to one and one-half years, and expects this will be “cleared up” in the near future.

Membership Report

Membership Chair Dan Berk was delayed due to work and Curt gave a very brief report. Upon arriving, Dan confirmed these figures:

- Regular Members: 51 (will be 52 as of Sept. 16); Associate Members: 41

Membership discussion continued later in the meeting (below).

Maintenance Report

Maintenance Chair Andy Robinson gave a maintenance report. He outlined major maintenance items on the Club’s fleet:

- 5GC scheduled for Annual in October
- 34X scheduled for replacement engine Oct. 19-28
- 61H air scoop missing; baggage compartment door lock INOP
- 819 getting repaired / reupholstered front seats; seat rail insp. & oil change due

Andy reminded members to clean aircraft wings and windscreens and to remove trash after flights. He showed attendees where supplies are kept in NT 20, including WashWaxAll, Prist and engine oil. Oil in both the blue and red containers is the proper viscosity and may be used. All aircraft should have at least two quarts of oil stored in the baggage area. Entries in aircraft logbooks should be legible and the logs must be returned. Prior discussion of “digitizing” logs should be reviewed.

Fueling: Aircraft should be refueled after all flights, the exception (perhaps) being flights of less than one hour that began with completely full tanks. Fueling 5GC was discussed. Members should buy fuel at KMMK (Meriden, CT) or 44N (Sky Acres, Lagrangeville, NY) when possible / appropriate. No aircraft, including 5GC, should be left in a hangar when topped off to the point that fuel is overflowing from the fuel vent. It was suggested that members using 5GC talk to the prior / next member to determine if there are weight and balance issues for refueling the aircraft; otherwise, 65-70 gallons in 5GC’s tanks should suffice.

Squawks: Andy requested that members enter aircraft squawks into Flight Schedule Pro (FSP). All squawks entered are automatically and immediately conveyed to Mx team members. Any member may ground an aircraft using FSP and should do so when warranted.

Andy suggested members contact the pilots of the prior flight if aircraft were not left as they should be (clean, fueled, etc.).

Aircraft Purchase

Attendees discussed membership as it relates to fleet size.

Bob Ham and Alan Amato reminded everyone that OFC's By-laws limit membership to 15 Regular and Student members per Club aircraft; with only four aircraft membership is limited to 60. As membership fluctuates and the coronavirus situation is probably having a limiting effect, there is no immediate need for the Club to purchase an additional aircraft.

Pete Dawson gave an update on research into buying an additional aircraft.

Pete reported that since the sale of 7YT the Club's perspective has been evolving due to the recognition that our finances would not immediately support buying a replacement.

Curt Robinson said that funds remaining after upcoming engine replacements could be applied toward a new aircraft. The Club could probably come up with \$75,000 to \$90,000 in cash toward the purchase price of a new aircraft. If the TBO of any new aircraft is less than 100%, however, funds may have to be placed in that aircraft's P&E account immediately.

Pete said that AOPA has not been returning calls regarding the Club's loan application. He believes a \$75,000 aircraft would be "pushing the limits" of what the Club can afford at this time.

Financing options were discussed. Pete said that refinancing 5GC might quickly generate about \$40,000. Bob Ham and Don Heidrich both spoke in favor of considering intra-Club member loans.

Pete and Landon Sock are now developing a member survey to help define members' interests and the type of aircraft upgrades or purchases that would be best. Keeping existing Club members happy is a priority.

Alan Amato asked Pete to please e-mail the membership with an update on research into an aircraft purchase.

Battery Charger

Members discussed the battery charger that was reported missing by Andy Robinson on Sept. 3. Bob Ham recommended that Club leaders speak with Matthew Kelley at the Flight Review course on Sept. 19 (above). Security camera footage may be available and may help identify persons of interest. Members debated whether the Club should file a police report. The battery charger had been obtained from Image Aviation Services after the company went OOB. Scott Oloff volunteered to contact Kyle Colasanto and see if Kyle has the unit's serial number for police report purposes.

Proficiency Time

Attendees discussed the Club's Proficiency Time policies; whether they are appropriate or should be adjusted.

Bob Ham said that the Club's PT policies are on a par with other operations in the area. Suspending PT "had gotten the Club into trouble in the past." He suggested there should be a process for notifying members that their PT has been suspended. Curt Robinson said that suspending PT would not be a problem in the future due to recent changes in the Club's bookkeeping procedures. Pete Dawson said that our policies may not need to change.

Leo Mollica volunteered to form and chair an ad hoc committee of members to look at the issue in more detail.

Club Initiation Fees

Attendees discussed the Club's \$500 one-time, non-refundable initiation fee; whether it should be increased.

Some members argued against and some for an increase. Increasing the fee might discourage a "flight school mentality." Not increasing the fee would help recruitment and might be more consistent with "affordability" and the goals of a non-profit organization. Dan Berk will form an ad hoc committee to examine this issue in more detail.

New Hangar Move

Pete Dawson gave an update on the planned move from NT 20 to NW B10. Anticipated move-in date is Dec. 1, 2020. The new hangar will rent for \$650 / month, whereas NT 20 rents for \$600 / month. NW B10 is a preferred location. The Club anticipates changing all aircraft tie-downs from the South Ramp to an area close to NW B10. The new hangar will make it easier to power the Tanis engine pre-heater or other pre-heating options on Club aircraft during Winter months. Electric heat in the new hangar will be EXPENSIVE and so will need to be used very sparingly. Help from a number of members will be needed for the move.

Grass Field Landing Event

Chief CFI Scott Oloff outlined the upcoming Grass Landing event. He hopes to have 20 members participate.

Location: Hartford-Brainard Airport (KHFD) or privately-owned Waterbury Airport—"Mt. Tobe" (N41)

Date: Sat., Oct. 10 (rain date: Sat., Oct. 17); 34X and 819 were reserved for the event

Participating CFIs: Scott Oloff, Alan Amato, Tom Krasowski, Jeff Parkin

The Meeting was adjourned at 8:33 p.m.

Meeting Minutes submitted by Scott Price, Acting Secretary

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From: Andy Robinson via Ofc-mem <ofc-mem@lists.oxfordflyingclub.com>
To: OFC-Members <ofc-mem@oxfordflyingclub.com>
Sent: Tuesday, September 15, 2020, 05:47:44 PM EDT
Subject: [OFC-Mem] Maintenance Update Sep 2020

Some reminders to the club:

Leave aircraft in better condition than when you took it. I continue to find trash in planes that should be tossed.

Be sure to clean wings with trigger spray bottle and rag and windscreen with aerosol (PRIST) and different rag. Refills for wing cleaner, spare PRIST and rags in NT20.

Aircraft should always have at least two oil quarts. If you use one, go get a replacement (or 2) from NT20, door code now 4321.

In FSP, do your best to estimate hours intended for your reservation (whole numbers are fine). Helps in planning maintenance.

Aircraft issues:

34X down for charging system (Scott)

GC scheduled for Annual in October (Andy)

34X scheduled for replacement engine in Oct/Nov (Scott)

819 getting repaired/reupholstered front seats; seat rail insp. & oil change due in 12 hours. Lock code still 1992 for standby door lock keys. (Ed)

61H air scoop missing.....! baggage door lock inop. (Wayne)

Regards,

Andy Robinson



Oxford Flying Club

8/31/2020

Financial Information

Assets

Checking/Fuel Bank Accounts		\$25,137
Savings (Prop/Engine Reserve)		\$157,958
* Prop & Engine Reserve		\$81,465
* Liability Insurance Fund (\$40,000 target)		\$12,000
* Proficiency Time Fund		\$26,176
* LRP Upgrade Fund		\$4,879
* Cash from 7YT Sale		\$33,435
Accounts Receivable (7/31/2020)		\$31,307
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: \$595,302

Liabilities

Accounts Payable (8/31/2020)		\$0
Bank Time - As of 9/1/2020		\$26,176
Lost Bank Time - Sept 1, 2020		\$606
Loan Payable - N735GC	Monthly payments, including interest: \$1,510.	\$50,372
Prop and Engine Reserve (all planes - cumulative)		\$81,465

Total Liabilities: \$158,619

Total Equity: \$436,682

Equity

TOTAL LIABILITIES & EQUITY

\$595,302

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	48.15	\$6,260	\$130.00	\$2,182	\$45.31	\$0	\$0.00	\$90	\$980	\$66
N4334X	51.30	\$6,669	\$130.00	\$2,472	\$48.18	\$1,892	\$36.87	\$90	\$1,026	\$105
N98819	39.30	\$5,109	\$130.00	\$2,027	\$51.58	\$0	\$0.00	\$90	\$786	\$72
N735GC	41.00	\$7,380	\$180.00	\$2,505	\$61.09	\$1,277	\$31.14	\$600	\$820	\$112
Totals	179.75	\$25,418	\$141.40	\$9,185	\$51.10	\$3,168	\$17.63	\$870	\$3,612	

Inflows/Outflows

	Current Month	Totals
Membership - Initiation Fees (1)	\$500.00	
Membership Dues	\$8,371.68	
Total Flight Time Billing	\$25,184.50	
Sporty's Rebate (quarterly)	\$0.00	
Billed Monthly Total:		\$34,056.18
Flight Hours (Unbilled Maintenance & Marketing)	-\$567.03	
Transfer to P&E Reserve (Total hours x \$20)	-\$3,611.60	
Insurance Fund Transfer (Goal \$40,000 by 3/15/2021)	-\$4,000.00	
SGC Loan Payments (current month as above)	-\$1,510.00	
Fuel & Oil Expense	-\$9,184.85	
Club Officer & Maint. Credit	-\$1,235.00	
Other Misc. Expenses (FSP, Web Site, Events & Other)	\$19.22	
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)	-\$3,654.93	
Expenses Total:		-\$23,744.19
Monthly Cash Flow Total		\$10,311.99