



Oxford Flying Club Board Meeting Trade Winds Conf Room 7:05 PM

5 Board Present : Robert Ham P, Scott Oloff VP, Gavin Earl M, Peter St Pierre, Burt Stevens PP, Bruce Richardson A, Other positions: Landon Sock Aircraft Purchases, Don Heidrich Webmaster,

Members: Alan Amato, Doug Dingman, Jim Treanor, Wayne Tremallo, Steve Baranowski, Curt Robinson, Geoff Green, Pat Cooper, Steve Belmont, Leo Mollica, Blaise Pope, Matt Miller, Hal Lyons **Associates:** Eric Vitagliano, Ed Chromczak

Guest: Introduced Ken Zill perspective member; interviewed by Pat Cooper and ??????. Former CFI returning to aviation. Recommended by Pat Cooper: Unanimous vote. Welcome Ken Zill.

Minutes: From September Accepted published on website:

Membership: Andy Robinson: 48 Reg, 10 TW, 33 Assoc. , 3 Medical, 3 RCFI, 2 Emeritus = 96 Total,

Treasurer: Mike Fazio: emailed financials: Some questions: Not purchasing items for planes until we get a better view of financials after bills for two annuals, prop rebuilds and Magneto replacements.

Question are the loans for aircraft paid for by the flight time. Answer from Burt. Loans are due with or without flying and are spread out over the whole fleet.

MX Report: Gavin Earl emailed report attached below: Discussion included looking into the Aspen in 5GC to see if more than the engine analyzer can be integrated. 5GC Pilots door latch opens easily. 7YT Copilots Window convert to opening window. Wayne looking into window replacement cost and options.

LRP : Scott O: Long list of items that will be budgeted and prioritized after financial review.

Activities: Bruce R: November 10 Night Landings Hangar Safety at 5 PM Trade Winds Conf Room tentative. Hangar at dusk sign up sheet sent by email. Free Instruction.

Nominations for Board: Slate of potential Officers to be announced in November. Anyone wanting to run for position is welcome to contact Bruce Richardson nominating committee. Elections in December

New Business : Safety Policy : Implementation Alan Amato; Discussion OFC Board forming a committee to go over the procedures and wording. Don H, Alan A, Burt S, Geoff G, Matt B, and Leo M for the Safety Management System (SMS) Includes Safety Objectives such as Zero Accidents and Zero Incidents. Safety . Flight Risk Management, some are familiar with the CAP ORM computations. Initial Safety Culture Survey.

Old Business: Waving Proficiency time requirement for Pilots who own planes. A set of around 5 pilots want to fly Club aircraft and be Regular members. Scott O. made Motion: Wave Bank Time Requirement for members owning aircraft who maintain proficiency in Make and Type of Club aircraft AIC still required and will pay Regular member Rate and dues. Second and Motion Passed unopposed.



OFC – Maintenance Report October 16th, 2018 7:00 PM

61H Nothing to report.

7YT Currently still in annual at Robinson Aviation (HVN). The new ELT and ignition switch is in the works of being finished up. Aircraft blocked out for this work through 10/17. Plan is to leave 7YT at Tweed since OXC will be shutting down 10/19. Bring back to OXC 10/22 or 10/23. Members can fly out of Tweed during this time from Robinson FBO.

Final tally for annual:

- Install Electroair mag switch
- Install new 406 ELT (to replace 121 ELT)
- Burned out tail light nav bulb
- Overhaul both magnetos
- Repair lock tumbler

34X Temporary PTT switch for pilot side resolved intermittent yoke mount PTT. Scheduling for repair after 819 (avionics shop). Needs magneto overhaul and new main tires, will ask Image to do this work.

819 Ed and Andy R. flew 819 to VIP (HFD) 10/16 to have the avionics work performed. The flaps died over the weekend and VIP will correct those also. It was best to just get the aircraft to VIP before OXC shuts down so as to not miss the 10/22 scheduled service date and the overly busy schedule of the avionics shops.

Tally for this visit:

- Flaps inop. Circuit breakers pops, so may be a linkage?
- Both radios excess noise/static on receiving. Transmit seems fine.
- The ammeter barely moves if at all when you apply flaps are turn on the lights. Can we confirm if it is functioning?
- Left rear seat headset mic port not working. Receive ok, but unable to talk.
- The bottom part of the last number in COM 2 (KX165) is burned out
- ADSB error message on GTX330
- Overhaul both magnetos
- Fix missing placards

735GC Annual completed at Reliant Air. The 50 hour engine break in period has ended and members can now accomplish AIC's. Please let me know if there are issues with the autopilot. I think it's a learning curve and there is no issue. Board considering changing numbers to 7358C.

Let's enjoy the aircraft for now and get a compounding/buffing/waxing crew for mid Nov or early Dec and make it shine. Picked up Flitz and some polishing balls for this work.

Safety: Alan Amato note to Board on Creating SMS document frame work for OFC safety

Date: 10/3/18 8:47 AM (GMT-05:00)

To: ofc-board@oxfordflyingclub.com

Subject: [OFC-Board] Safety Management System beginning documents for review

Greetings Board Members,

I have put together several documents that will kick off our work on an Oxford Flying Club Safety Management System (OFC SMS). Recall that I agreed to draft the Safety Policy and Objectives (see OFC1000). Thinking long range (2019), a functional SMS will require a Documents Control system; therefore, I have included a framework for that. I hope to have comments from the board on these documents before the Club meeting on October 16th so the DCR-2018-001 can be signed on October 16, 2018. Don't hesitate to reach out to me if you have questions, comments or concerns.

I've established several dedicated series of controlled Document numbers for future use:

OFC0000 - OFC0999 Document Control System
OFC1000 - OFC1999 Safety
OFC2000 - OFC2999 Aircraft Maintenance
OFC3000 - OFC3999 Executive Management
OFC4000 - OFC4999 Other

Document Change Request's (DCR) will be serial numbers beginning at DCR-2018-001 and reset every year.

Hazard/Incident Reports (HIR) will be serial numbers beginning at HIR-2018-001 and reset every year.

Flight Operations Incident Reports (FOIR) will be serial numbers beginning at FOIR-2018-001 and reset every year.

Following, is included in the attached package:

- 1) DCR-2018-001, This DCR allows us to establish a document control system. A DCR must be approved by at least the Club President BEFORE any controlled document can be entered or changed. I've also added the Safety Officer and a FAAST Team representative for DCR-2018-001.
- 2) DCR-2018-001 enters the DCR Template which is # OFC0000 rev Initial. A copy of the document is attached to the DCR.
- 3) DCR-2018-001 my proposed OFC Safety Policy & 2019 Objectives, OFC1000 rev Initial A copy of the document is attached to the DCR.
- 4) DCR-2018-001 enters DCR Process Flow, OFC0001, rev Initial A copy of the document is attached to the DCR.
- 5) DCR-2018-001 enters Document Number Request Process, OFC0002, rev Initial A copy of the document is attached to the DCR.

Alan Amato



Oxford Flying Club

9/30/2018

Financial Information

Assets

Cash		\$108,348
Accounts Receivable		\$26,146
Fixed Assets		
	Piper Archer N8261H	\$77,000
	Cessna 172P - N98819	\$71,000
	Piper Archer II - N4334X	\$86,000
	Cesna 172M - N737YT	\$37,500
	Cessna C182Q - N735GC	\$146,900

Aircraft - (values based on AOPA Vref figures as of 9/30/17) \$418,400

Total Assets: \$552,894

Liabilities

Accounts Payable		\$11,454
Bank Time (total liability)		\$36,381
Loan Payable - N4334X	Monthly payments, including interest: \$1,226.	\$9,632
Loan Payable - N735GC	First payment due 10/1/18	\$70,000
Prop and Engine Reserve (all planes - cumulative)		\$71,245

Total Liabilities: \$198,712

Equity

Total Equity: \$354,182

Aircraft Data Current Month

Equipment	Hours Flown	Flight Income	/ Hour	Fuel & Oil	/ Hour	Mx Expense	/ Hour	Tiedown and Hanger	Prop and Engine Reserve
N8261H	23.34	\$3,019	\$129.33	\$1,506	\$64.54	\$295	\$12.64	\$90	\$420
N4334X	19.50	\$2,716	\$139.28	\$974	\$49.93	\$2,465	\$126.41	\$90	\$351
N98819	23.90	\$2,420	\$101.26	\$1,152	\$48.19	\$866	\$36.22	\$90	\$430
N737YT	6.50	\$683	\$105.00	\$332	\$51.04	\$1,569	\$241.42	\$90	\$117
N735GC	12.30	\$1,710	\$139.02	\$965	\$78.48	\$282	\$22.90	\$500	\$221
totals	85.54	\$10,547	\$123.30	\$4,929	\$57.62	\$5,476	\$64.02	\$860	\$1,540

Inflows/Outflows

Current Month

Membership Payments and Flight Time	\$19,270
Sporty's Rebate (quarterly)	\$0
34X Loan Payments (current month as above)	-\$1,226
Fuel & Oil Expense	-\$4,929
Other Misc.Expenses	\$0
Total Aircraft Expense (above Ann/Av/Ins/Fee/Mx and Tiedown & Hanger)	-\$6,336
Total	\$6,778