



## Meeting Minutes

21 September 2021, 6:30 PM – NW B10 Hangar

### Attendees

Directors (6): Dan Berk, Robert (“Bob”) Ham, Scott Oloff, Scott Price, Curt Robinson, Landon Sock

Members (13): Edward Chromczak\*\*, Ross Detwiler\*, Peter Frey, Heather Heidinger, Tom Krasowski, Thomas McCullough, Jack McKinney, Thomas Milligan, Oran Mills\*, DJ Nicholson, Francis Pullaro, Izzy Sobkowski\*, Wayne Tremallo

*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 6:38 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. (6 of 9 Directors, and 15 of 60 Regular Members, were present.)

\* Per Club By-laws (Article VI, Section 5), the meeting devolved into a Special Board Meeting to facilitate voting on a motion to install an autopilot in N4334X. (See “Autopilot for N4334X,” below.)

### Guests

The Club welcomed the following guest:

- Edward Zerjav, Applicant for Regular Membership

### New Members

The Club welcomed the following new member:

- Heather Heidinger (Regular Member)

### Meeting Minutes

August 17 Meeting Minutes posted on the Club’s website were approved.

### New Certificates & Ratings

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

### Membership Report

Membership Officer Dan Berk gave a membership report.

Refer to Dan’s e-mail to Club members ([attached](#)).

Regular:.....	60
Associate: .....	31
Medical Associate.....	1
Associate Emeritus: .....	4
Total: .....	96

## **Finance Report**

Treasurer Curt Robinson gave a finance report.

Refer to most recent Monthly Financial Report, dated August 31 ([attached](#)) and Curt's e-mail to Club members ([attached](#)).

Curt said the Club is waiting for the final invoice from Wright Aviation for engine work on 34X. After the invoice is received, the Finance Committee will determine how to pay for the aircraft's recent bottom-end overhaul.

## **Safety Report**

Safety Committee Vice Chair Francis Pullaro gave a safety report on behalf of Safety Officer and Safety Committee Chair Peter Dawson.

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

Refer also to "Standard Operation Manual 2021" (Draft) and "Statement for Club Meeting" ([attached](#)).

The Safety Committee has drafted a new Standard Operations Manual which it proposes to replace the Club's existing Training and Operations Manual (last revised April 2018).

As outlined in the Statement for Club Meeting, the new Standard Operations Manual would consolidate various Club policies now residing in multiple documents into a single document that is easier to read and update than the existing Training and Operations Manual. The draft contains new policies that have been instituted since the last revision of the Training and Operations Manual in April 2018, but does not introduce any other new policies. The Safety Committee recommends that the new Manual be posted to the Club's website after approval, and obsolete documents removed.

President Landon Sock asked members to carefully review the draft Standard Operations Manual, offer comments and be prepared to vote on the new document at the October Member Meeting.

## **Maintenance Report**

Three of our four Maintenance Assistants gave Maintenance Reports for their respective aircraft on behalf of Maintenance Officer Andy Robinson (Maintenance Assistant-N735GC).

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

## **Aircraft Summary**

- 5GC - Will switch from mineral oil to normal oil at next engine oil change in 12 hours and lift flight restrictions; Wright Aviation did additional work on baffles to improve CHT's, mainly on cylinder #1 (closest to co-pilot) and #4. Cylinder #1 CHT continues to be higher than others; we will continue to monitor

- 34X - Engine bottom-end overhaul complete and new McCauley prop with larger repair tolerances installed; Aspen Avionics EFD1000 PFD is inoperative; awaiting vote on repair / replacement options during this Meeting (see below)
- 61H - Primer injectors cleared at last engine oil change, resulting in improved starting; several minor squawks still open
- 819 - Prepping for pending paint job at Prestige\*; several open squawks to be addressed at next oil change; engine approaching 2,000-hours; decisions need to be made as engine approaches TBO

\* Prestige Aircraft Inc., Franklin County State Airport (KFSO), Vermont

Vice President Scott Oloff (Maintenance Assistant-N4334X) - See Aircraft Summary, above

Wayne Tremallo (Maintenance Assistant-N8261H) - Wayne said landing light is being replaced now; we are looking for replacement plastic lens for cracked left wingtip recognition light but these are hard to find; autopilot works (pilots need to allow some time for unit to go through Test cycle); Wright investigated hard-starting issue and cleared primer injectors (two of three primer injectors were clogged); Wayne and various members discussed CO detector alarm events; one pilot reported multiple alarms during cruise flight, not just slow flight

Edward Chromczak (Maintenance Assistant-N98819) - Ed said 819 needs new wet compass (fluid level low), either at next oil change or Annual; he recommends “fancy” repairs be done at shops other than Wright Aviation; engine overhaul will be done after aircraft is painted; Annual due in January 2022; Scott Oloff said he believes Clubs like ours should adhere to manufacturers’ recommended engine TBOs, which is 2,000 hours for 819

#### Autopilot for N4334X

Archer 34X’s Aspen Avionics Evolution EFD1000 PFD (Primary Flight Display), for attitude and heading functions, had failed immediately after its recent bottom-end overhaul, and its legacy S-TEC 60 PSS Autopilot has been inoperative for some time now.

Vice President Scott Oloff (Maintenance Assistant-N4334X) introduced a discussion of various options for repairing or replacing the failed equipment, including financial considerations.

Refer to Scott’s e-mail to Club members ([attached](#)).

Membership Officer Dan Berk made, and Safety Committee Vice Chair Peter Frey seconded, the following motion which was voted upon and approved unanimously.

With respect to Archer N4334X, the Club shall replace the aircraft’s existing inoperative autopilot with a new Garmin GFC500 Digital Autopilot, and its existing inoperative PFD with new dual Garmin G5 Electronic Flight Instruments for attitude and heading functions, as soon as practical.

Vote on Motion to Install Garmin GFC500 and dual G5s in N4334X:

Yea: ..... 19  
 Nay: ..... 0  
 Abstain: ..... 0  
 Total: ..... 19

#### **Additional Business**

Jack McKinney said Atlantic Aviation, the FBO at KOXC, has agreed to abide by fee transparency standards supported by AOPA (Aircraft Owners and Pilots Association), GA’s leading advocacy organization.

No additional business was discussed.

The Meeting was adjourned at 7:52 p.m.

*Meeting Minutes submitted by Scott Price, Secretary*

# # #

**From:** Daniel Berk via Ofc-mem <ofc-mem@lists.oxfordflyingclub.com>  
**To:** OFC-Members <ofc-mem@oxfordflyingclub.com>  
**Sent:** Monday, September 20, 2021, 10:31:20 PM EDT  
**Subject:** [OFC-Mem] Membership Report

Regular 60  
Associate 31  
Medical 1  
Associate Emeritus 4

Daniel Berk  
Membership Chair  
Oxford Flying Club

**From:** Curt Robinson via Ofc-mem <ofc-mem@lists.oxfordflyingclub.com>  
**To:** OFC - Current Members <ofc-mem@oxfordflyingclub.com>  
**Sent:** Monday, September 20, 2021, 11:07:31 AM EDT  
**Subject:** [OFC-Mem] August 2021 Monthly Financial Report

Hi OFC,

Attached is the financial report for August 2021. Things are still looking good, we are still awaiting the final billing for the repairs to 34X, that will shift some of the finances around, but we are currently still solid across the board.

Still encouraging Members to get payments in promptly, we still seem to wrap each month with a moderate amount outstanding.

Let me know if there are any questions.

--

Regards,

Curt Robinson  
[curtmrobinson@gmail.com](mailto:curtmrobinson@gmail.com)  
t. 203-816-0065  
c. 203-450-0111



# Oxford Flying Club

August 2021

## Financial Information

### Assets

Checking/Fuel Bank Accounts			\$37,824
Savings (Prop/Engine Reserve)			\$173,591
* Prop & Engine Reserve			\$66,635
* Liability Insurance Fund (\$40,000 target)			\$23,183
* Proficiency Time Fund			\$15,742
* LRP Upgrade Fund (819 Paint \$12,681)			\$31,436
* Cash from 7YT Sale			\$37,663
Accounts Receivable (8/1/2021)			\$32,606

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: \$624,921**

### Liabilities

Accounts Payable (9/1/2021) - (Includes the \$12,737 allocated for paint on 819)		\$15,505
Bank Time - As of 9/1/2021		\$15,742
Loan Payable - N735GC	Monthly payments, including interest: \$1,510.	\$34,412
Prop and Engine Reserve (all planes - cumulative)		\$69,275

**Total Liabilities: \$134,933**

### Equity

**Total Equity: \$489,988**

### TOTAL LIABILITIES & EQUITY

**\$624,921**

### 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	58.64	\$7,651	\$130.47	\$2,841	\$48.45	\$1,702	\$29.02	\$90	\$1,178	\$98
N4334X	0.00	\$0	\$0.00	\$0	\$0.00	\$18,000	\$0.00	\$90	\$0	\$0
N98819	49.90	\$6,601	\$132.28	\$2,630	\$52.70	\$3,415	\$68.44	\$90	\$1,002	\$141
N735GC	22.20	\$3,630	\$163.51	\$1,795	\$80.85	\$732	\$32.98	\$650	\$444	\$134
<b>Totals</b>	<b>130.74</b>	<b>\$17,882</b>	<b>\$136.77</b>	<b>\$7,266</b>	<b>\$55.57</b>	<b>\$23,849</b>	<b>\$182.42</b>	<b>\$920</b>	<b>\$2,624</b>	

### Inflows/Outflows

	Current Month	Totals
Membership - Initiation Fees	\$6,000.00	
Membership Dues - Regular	\$8,555.00	
Membership Dues - Associate	\$834.67	
Total Flight Time Billing	\$17,838.62	
Interest Income	\$1.41	
Sporty's Rebate (quarterly)	\$0.00	
Finance Charges	\$180.44	

**Billed Monthly Total:** \$33,410.14

Flight Hours (Unbilled Maintenance & Marketing)	-\$72.00
Transfer to P&E Reserve (Total hours x \$20)	-\$2,624.40
Insurance Fund Transfer (Goal \$40,000 by 3/15/2022)	-\$2,916.47
5GC Loan Payments (current month as above)	-\$1,510.00
Fuel & Oil Expense	-\$7,265.69
Club Officer & Maint. Credits (4 aircraft)	-\$1,430.00
Other Misc. Expenses (FSP, Web Site, Events & Other)	-\$525.30
Licensing and Registration Fees for Aircraft (CBP Decals)	\$0.00
Aircraft Liability Insurance/D&O Insurance Payment	\$0.00
Past Member Financial Write-Off	\$0.00
Total Aircraft Expense (above Ann/Av/Fee/Mx and Tiedown & Hanger)	-\$24,768.95

**Expenses Total:** -\$41,112.81

**Monthly Cash Flow Total** **-\$7,702.67**

Fund Balances		Dues %	Month Only	All Funds (8/2/20-9/1/21)
Dues:	Accounting	0.50%	\$ 49.77	\$ 23.50
	Avionics Subscriptions	1.91%	\$ 166.32	\$ 356.11
	D&O Insurance	0.60%	\$ 52.46	\$ 45.18
	Hangar/Tie Down	8.20%	\$ (146.74)	\$ (339.97)
	Liability Insurance	45.87%	\$ 3,032.01	\$ 13,380.99
	Loan Payments	17.31%	\$ 293.10	\$ 2,035.05
	Officer's Credits	14.91%	\$ 62.82	\$ (727.92)
	Taxes & Registrations (Town of Oxford delayed because of COVID-19)	0.15%	\$ 32.24	\$ 193.48
	Web Site / FSP	0.68%	\$ 3.49	\$ (10.31)
	General Maintenance	5.73%	\$ 78.76	\$ (1,518.04)
	Marketing Expenses		\$ -	\$ 219.22
	Unbilled Flight Hours (+MX, +MARK, Landing Fees)		\$ (76.90)	\$ (560.12)
	Landing Fees		\$ 54.18	\$ 54.18
	Dues Unallocated	4.14%	\$ 1,365.88	\$ 11,687.52
	LRP Upgrade Fund (Expired PT, Initiation Fees, Bank Interest)		\$ 6,205.85	\$ 18,856.01
Flight			Last Month	Current Bal
Flight: N4334X				
	Fuel		\$ -	\$ (445.84)
	MX		\$ (18,000.00)	\$ (12,049.09)
	P&E		\$ -	\$ (4,994.00)
	Upgrades		\$ -	\$ 2,683.34
Flight: N735GC				
	Fuel		\$ 64.38	\$ 510.40
	MX		\$ 179.66	\$ 1,475.14
	P&E		\$ 333.00	\$ 1,216.00
	Upgrades		\$ 114.99	\$ 1,851.38
Flight: N8261H				
	Fuel		\$ 198.70	\$ 1,449.38
	MX		\$ 1,511.73	\$ 9,237.74
	P&E		\$ (5.60)	\$ (60.80)
	Upgrades		\$ 238.42	\$ 3,175.58
Flight: N98819				
	Fuel		\$ (330.26)	\$ (1,048.40)
	MX		\$ (889.55)	\$ (1,034.20)
	P&E		\$ (4.00)	\$ (84.00)
	Upgrades		\$ 664.11	\$ 5,259.86
Fuel Account Balance (Across All Aircraft)				\$465.54



**From:** Peter Dawson via Ofc-mem <ofc-mem@lists.oxfordflyingclub.com>  
**To:** OFC-Members <ofc-mem@lists.oxfordflyingclub.com>  
**Sent:** Tuesday, September 14, 2021, 05:09:15 PM EDT  
**Subject:** [OFC-Mem] Safety Committee September 2021 Update!

Aviators,

September seems to slow the pace of our club down a bit, but for safety, it's ramping up! We need all hands in to finish out a strong and challenging year. With only a few items on our agenda, they're the crucial and final steps towards a 2021 victory. Below is a list of the work remaining to complete an ambitious year. Below that are our regularly updated 2021 objectives. If any of you can assist with the list below, reach out and we can knock out the final quarter with a home run!

**Safety To-Do List -**

1. Final revisions and implement revised policy template through a club vote.
2. Conduct final safety event with flying, food, camaraderie, and winter ops lessons!
3. QRH Revision – underway with Allen Shew!
4. Path to compliance regarding instruction for compensation.
5. Last, but not least – The Safety Survey! (We need everyone to complete the survey!)

**2021 Objectives -**

- **Implement a Safety Management System (SMS)**
  - New safety recommendation to BOD for "return to service" policy.
  - Instituting a Quality Control mechanism to club changes.
  - Utilizing Risk Assessment for a hazard identification and a policy deviation.
  - Risk assessing new policy document and QRH revisions by the end of year
  - Building a new policy manual to replace several dated documents with entire committee effort!
- **Establish an OFC safety training program**
  - Building an annual safety training proficiency concept to take away "best practice" items!
- **Integrate Chief CFI and CFI group to safety team**
  - CFI input and value toward first revision of QRH.
- **Conduct at least 2 Safety Committee meetings**
  - We've just held our 9th and plan on continuing to meet monthly bringing this number to 12!
- **Conduct at least 2 Safety Classes**
  - Trying to finalize a date for the 3<sup>rd</sup> class in collaboration with activities chair, training events, OXC tower, FAA, and airport ops!
- **Issue a minimum of 2 Safety publications**
  - 3 in the books so far! Great decision to work with Mike Fazio and alternate issues of "Clearance Delivery" for Safety Comm to be published alternating throughout the year!

Thank you to our entire committee who has maintained a solid work ethic dedicated to improving each 0.1 tach hour flown at the club! I also want to thank each and every one of you who've submitted reports. Don't hesitate to leave a suggestion or safety concern in the bottom drawer for us!

Fly Safe,

Your OFC Safety Committee!

#### Statement for Club Meeting:

This new operations manual serves as a revamp of several policy manuals at the club. As we've grown and changed policy over the last several years, we find policy difficult to locate and understand as motions were made and the original T&O Manual remained unchanged. Rather than adjust the existing T&O Manual, this document serves to correct multiple changes recognized today. The noted changes and recommendations are below:

#### Changes:

- Title of document removes "Training" as per FAA club guidelines to sync with other document changes.
- All club policy, not outlined in bylaws, is in one central club document.
- This is not any new policy, just all updated to current policy.
- Dated document, once passed, to ensure policy can be more easily updatable.
- Membership policy from the past has been deleted to refer directly to the bylaws to eliminate confusion of status.

#### Committee Recommendations:

- This document's motion should include that this document supersedes any old policy documents whereas they are considered included.
- Club should come up with "Code of Ethics" to be added, but that would be a separate motion to change policy.
- Should be located on the website directly under bylaws and delete other policy documents to avoid confusion.
- We should train the document to ensure all current members have working knowledge.
- Creating a central "Motion Document" to add below this document on the website to ensure the most up-to-date club rules are understood.

Let me know if you have questions and the document is also attached to email out for club reference. That would be the second time it will have been sent around to all for input. We also have committee members looking into the policy to ensure interpretation of previous policy is accurately portrayed.

**From:** Andy Robinson via Ofc-mem <ofc-mem@lists.oxfordflyingclub.com>  
**To:** ofc-mem@oxfordflyingclub.com <ofc-mem@oxfordflyingclub.com>  
**Sent:** Tuesday, September 21, 2021, 12:35:55 PM EDT  
**Subject:** [OFC-Mem] OFC Mx Report - Sep '21

GC - 12hrs away from oil change. At that time, Mineral Oil will NOT be used anymore for break-in purposes. We will switch to our normal oil going forward and any flight restrictions will be lifted after this oil a change. A reminder that this aircraft is not a trainer. There are a few other squawks that will be addressed during oil change. Wright did additional work on baffles to improve CHT's, mainly on #1 (closest to co-pilot) and #4. #4 seemed to improve but #1 continues to be higher than others. We will continue to monitor.

34X - Engine bottom overhaul completed and installed a new McCauley prop with larger repair tolerances. Aspen is INOP and awaiting a membership vote tonight on the preferred repair/replacement approach.

61H - Primer injectors cleared that improved starting. Several minor squawks still open.

819 - Prepping for pending paint job at EOM and all of Oct. Several open squawks to be addressed at next oil change. Engine is approaching 2000hr interval and decisions will have to be made on what and when to do as we approach TBO.

Your Mx Team

**From:** Scott Oloff via OFC-Board <ofc-board@lists.oxfordflyingclub.com>  
**To:** OFC-Board <ofc-board@oxfordflyingclub.com>; Wayne Tremallo <waynetremallo@sbcglobal.net>; Ed <n12pilot@att.net>  
**Sent:** Wednesday, September 1, 2021, 11:26:58 AM EDT  
**Subject:** Re: [OFC-Board] [OFC-Mem] 34X Update

Dear Board,

With this new Aspen failure I believe it makes sense to combine this repair with the autopilot repair because of the high dependencies between the two systems.

Our options are:

- 1) Repair autopilot with a Garmin GFC500 (\$18K installed) and the required G5 unit (\$5K). Total cost of ~\$23K
- 2) Repair autopilot with a AeroCruze 100 (\$13K installed) and replace the Aspen unit (\$10K). Total cost ~\$23K

Since the costs are roughly similar I would recommend we go with the full Garmin setup as the avionics in our other aircraft are primarily Garmin. I would like to reserve a slot with VIP before the timelines get further pushed out.

Are there any concerns with this repair approach or additional approvals you may feel are necessary?

Thanks,

Scott

On Wednesday, September 1, 2021, 10:48:01 AM EDT, Scott Oloff via Ofc-mem <ofc-mem@lists.oxfordflyingclub.com> wrote:

Dear Club,

In discussion with VIP we learned that they have seen this type of screen failures in the Aspen Evolution PFD's before. They occur as the display ages and they have no good way of determining the exact cause but the failure is internal to the unit itself.

Our options are to ship the display we have to Aspen for repair at an estimated cost of >\$3K+Labor or replace the unit with Aspen's current model (called MAX) at a cost of \$10K+Labor. The first timeslot VIP has for any avionics work is early 2022. I'll be calling other shops in the area for alternatives.

Since the vacuum gauges in the aircraft are fully operational I hope to return it into service tomorrow evening after a test flight of all other systems.

Since the autopilot is also in need of repair I'm going to suggest to the Board that we just replace the Aspen unit with a Garmin G5, which is needed for a new autopilot anyway. That way we only pay for a new autopilot and not the additional Aspen replacement/repair.

Sorry for the bad news and thanks for the continued support,

Scott

**From:** Scott Oloff  
**Sent:** Tuesday, August 31, 2021 5:19:56 PM  
**To:** ofc-mem@oxfordflyingclub.com <ofc-mem@oxfordflyingclub.com>  
**Subject:** 34X Update

Hi All,

The engine bottom overhaul is completed, the new prop is installed, and the new window is installed which was repurposed for 61H.

During preflight for the first test flight the Aspen was INOP (picture below). We tried a number of things to get it working with Wright Aviation but nothing worked. All connections to the unit look secure and the system voltage looks normal. The system operates the same with the engine running or if just on battery power and we suspect it may be the Aspen unit itself.

I'm going to call VIP Avionics in the morning to see if they have any suggestions.

I'm hoping we can get this resolved soon and will keep the plane in a Mx booking for another day or two so that we can work on the issue.

Scott

[IMAGE]