



Meeting Minutes

17 August 2021, 6:30 PM – NW B10 Hangar

Attendees

Directors (7): Dan Berk, Peter Dawson (via Zoom), Robert (“Bob”) Ham, Vaughn Mauren, Scott Price, Curt Robinson, Landon Sock

Members (14): Maxwell Bernstein, Edward Chromczak**, Jack Dennis, John Farley, Tom Krasowski, Jack McKinney, Thomas Milligan*, Oran Mills*, Leo Mollica, Stewart Rosen, Allen Shew, Christopher Sutherland, Jim Treanor, Erik Vitagliano

Members via Zoom (6): Steve Belmont, Peter Frey, Ray LaPlante, Thomas McCullough, Rebecca Racz, Wayne Tremallo

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

Note: This meeting was Zoomed also, as arranged by Dan Berk.

General Business

The Meeting was called to order at 6:38 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 virtually via Zoom. A Quorum of Directors (1/2 of Directors) *was* present. A Quorum of Members (1/3 of Regular Members) *was* present. (7 of 9 Directors, and 24 of 60 Regular Members, were present.)

Guests

The Club welcomed the following guests:

- Luc Zupkin, Founder, Young Pilots USA (See “Special Guest Presentations,” below.)
- Darryl (“DJ”) Nicholson, Applicant for Regular Membership (See “Membership,” below.)

New Members

At the end of the meeting the Club voted to accept the following three applicants as new Regular or Associate Members, effective September 1, 2021:

- Dennis Fogler (Regular Member)
- Roy Rasmussen (Associate Member)
- Darryl (“DJ”) Nicholson (Regular Member)

Meeting Minutes

July 20 Meeting Minutes posted on the Club’s website were approved.

New Certificates & Ratings

A number of Club members were recognized once again for recently attaining new certificates. See Meeting Minutes for Monthly Meeting on July 20 for members who earned new certificates prior to that meeting.

Special Guest Presentations

Luc Zupkin

Luc Zupkin is an enterprising young aviator who recently flew his family's 1946 Piper J3 Cub across the U.S. from Goodspeed Airport (42B) in Connecticut to Flabob Airport (KRIR) in Riverside, California. Luc stopped by with his Cub to share stories from his cross-country flight and update us on his efforts to raise aviation awareness among young people, and to generate contributions for several charities. Luc is the founder of Young Pilots USA: www.youngpilots.org. He had visited with us in May, prior to the start of his cross-country flight. (See Meeting Minutes for Monthly Meeting on May 18.)



Luc Zupkin & Team OFC (Aug. 17, 2021)

Maintenance Report

Participating via Zoom, Wayne Tremallo (Maintenance Assistant- N8261H) gave a maintenance report on behalf of Maintenance Officer Andy Robinson.

Refer to Andy's e-mail to Club members (**attached**).

Aircraft Summary

- 5GC - Aircraft on long cross-country flight following top-end overhaul; engine break-in continuing
- 34X - Engine bottom overhaul completed by Pine Mountain; aircraft will be going to Wright Aviation within a day or two for engine installation; should be done by end of August
- 61H - Just returned today after maintenance at Wright (oil change, spark plug check and tail strobe light repair); autopilot will be worked on after 34X is back in service
- 819 - Number of small squawks being worked on one by one

Membership Report

Membership Officer Dan Berk gave a membership report.

Refer to Dan's e-mail to Club members (**attached**).

Regular:..... 60
Associate:..... 30
Medical Associate..... 1

Associate Emeritus: 4
Total: 95

Prior to Dan’s report, Darryl (“DJ”) Nicholson, an applicant for Regular Membership, introduced himself to the members. (At the end of the meeting, the Club voted to accept DJ as a new Regular Member.)

Dan introduced a proposal to prioritize applicants for membership. For the first time, the Club has reached its limit of 60 Regular Members (limit of 15 Regular Members per aircraft in our current fleet, per Club By-laws). We currently have a healthy waiting list for Regular Membership. Discussion followed.

Participating via Zoom, Safety Officer and Safety Committee Chair Peter Dawson made, and Regular Member Jack McKinney seconded, the following proposal which was voted upon and approved unanimously.

Effective immediately, the Oxford Flying Club shall prioritize applicants for Regular Membership. Preference will be given to applicants in the following order: 1) Associate Members, 2) Certificated Pilots (Private Pilot and higher), and 3) Student Pilots.

Vote on Motion to Prioritize Applicants for Regular Membership:

Yea: 27
Nay: 0
Abstain: 0
Total: 27

Finance Report

Treasurer Curt Robinson gave a finance report.

Refer to most recent Monthly Financial Report, dated July 31 (**attached**) and Curt’s e-mail to Club members (**attached**).

Curt explained that the fund accounting system implemented about one year ago is working well. One year’s worth of data is being reconciled, and none of the funds has a large deficit. Receivables continue to be an issue and Curt encouraged members to pay their dues promptly.

Aircraft Leaseback

President Landon Sock opened a discussion on leaseback opportunities.

With 60 Regular Members and a steadily growing list of applicants for Regular Membership, Landon said he believes this is a good time for our Club to add a fifth aircraft to our four-aircraft fleet. Landon likes the leaseback model because it offers a number of unique advantages over owning. The leaseback model is a way to add more advanced or different aircraft types into the fleet without imposing a financial burden, allowing the Club to invest in upgrades to our existing fleet. Landon and a number of other Club members are actively exploring leaseback opportunities. Landon said they expect to be able to produce a leaseback opportunity within 60 days. Discussion followed. It was generally agreed that flight training would probably not be taking place in leaseback aircraft.

Safety Report

Safety Committee Secretary Leo Mollica 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**).

Safety Committee Member Allen Shew spoke briefly. Allen said it has been almost one year since we started using the Club’s QRH binders and standardized checklists, and he requested comments from members in order to improve the product.

Refer to Allen’s e-mail to Club members dated August 23: “QRH Binder Updates” (**attached**)

OFC Aircraft Operation Policy

The Club discussed a motion on Operation Policy that had been introduced but tabled during the July Monthly Meeting. (See Meeting Minutes for Monthly Meeting on July 20.)

President Landon Sock made, and Safety Committee Secretary Leo Mollica seconded, a motion to adopt the policy described in “OFC Aircraft Operation Policy” (**attached**), which had been circulated to Club members via an e-mail from Landon Sock dated August 15. The new policy was adopted by majority vote.

Vote on Motion to Adopt OFC Aircraft Operation Policy:

Yea: 26
Nay:..... 1
Abstain: 0
Total: 27

FSP & Accounting

Membership Officer Dan Berk made proposals regarding our flight scheduling and accounting systems.

Dan proposed that we consider upgrading our FSP (Flight Schedule Pro) account so that members could make payments online, and that we consider transitioning to an online version of our Quickbooks accounting system, which would provide security for our financial records. Discussion followed. Members discussed pros and cons, and the costs of these options. The members agreed that the Finance Committee will study the matter and make a recommendation to the Board.

Maintenance Logs

Chief Flight Instructor Maxwell Bernstein made a proposal regarding the Club’s maintenance logbooks.

Max proposed that all of our aircraft logbooks, which are currently being housed at Wright Aviation’s KOXC facility, be stored at the Club’s hangar, NW B10. Given that logbooks can represent half of an aircraft’s street value, Max believes it would be best if these assets were kept under our immediate control (“chain of custody”). Discussion followed. President Landon Sock said he’s been talking with Maintenance Officer Andy Robinson about this issue. Wayne Tremallo (Maintenance Assistant- N8261H) offered to make electronic copies of our logbooks to help ensure their security. Immediate Past President Bob Ham said he thinks this is a good idea but needs broader discussion. It was agreed to table Max’s motion while further research is done on our options.

Additional Business

No additional business was discussed.

The Meeting was adjourned at 8:11 p.m.

Meeting Minutes submitted by Scott Price, Secretary

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From: Andy Robinson via Ofc-mem <ofc-mem@lists.oxfordflyingclub.com>
To: ofc-mem@oxfordflyingclub.com <ofc-mem@oxfordflyingclub.com>
Sent: Monday, August 16, 2021, 04:26:04 PM EDT
Subject: [OFC-Mem] Mx Report - August, 2021

Dear Club,

See notes below from plane captains:

34X: Engine bottom overhaul by Pine Mountain is scheduled to be completed between August 18-20th. Engine, prop, and window install should be completed a week later.

819: Most mechanical issues have been addressed and parts for co-pilot's window have arrived and the flat spotted tire will be replaced if necessary, perhaps during the next oil change.

The avionics issues are a problem (1) the Garmin will need to be addressed by the factory when/if we find a "loaner" & (2) the Bendix-King KX 155 VOR is also a problem because that unit is not supported so we need to find a shop that will fix/replace out-of-supply electronic devices.

61H: It is going in 8/17 for an oil change and a look over of plugs, tires and lights. After 34X comes back, we will have the auto-pilot looked at.

735GC: Overhauled engine has over 60 hrs on it. We elected to stay on mineral until next oil change in about 40hrs. Peter Frey has been covering for me and recently published a detailed document on current operating procedures. Cylinders #1 & #4 running hotter than others. We will have to schedule another service with Wright to investigate. No other significant squawks to report.

Andy

From: Daniel Berk via Ofc-mem <ofc-mem@lists.oxfordflyingclub.com>
To: OFC-Members <ofc-mem@oxfordflyingclub.com>
Sent: Tuesday, August 17, 2021, 06:27:50 PM EDT
Subject: [OFC-Mem] Memberships report

Regular 60
Associate 30
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, August 16, 2021, 05:02:09 PM EDT
Subject: [OFC-Mem] July 2021 OFC Monthly Financial Report

Hi OFC,

Attached is the financial report for July 2021. All is well with the OFC, being at 60-members helps with things a bit, but so does having everyone get their payments in on time!

The interesting page, which I can talk about more tomorrow night, is the "All Funds" column on the 2nd page. We've been tracking the Fund Classes for a year now, and things are looking pretty on target. There are some details that need tweaking, but it serves as a "living budget", where many things there's no way for the Club to accurately budget. Some examples, we've burned a bit more fuel in 34X and 819 over the year than POH would expect, but less in 5GC and 61H.

Let me know if there are any questions. See you tomorrow.

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Regards,

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



Oxford Flying Club

July 2021

Financial Information

Assets

Checking/Fuel Bank Accounts		\$57,200
Savings (Prop/Engine Reserve)		\$165,471
* Prop & Engine Reserve		\$59,164
* Liability Insurance Fund (\$40,000 target)		\$20,267
* Proficiency Time Fund		\$18,118
* LRP Upgrade Fund (819 Paint \$12,681)		\$29,936
* Cash from 7YT Sale		\$37,663
Accounts Receivable (8/1/2021)		\$28,519

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: \$632,090

Liabilities

Accounts Payable (7/31/2021) - (Includes the \$12,737 allocated for paint on 819)		\$12,164
Bank Time - As of 7/31/2020		\$16,476
Loan Payable - N735GC	Monthly payments, including interest: \$1,510.	\$35,773
Prop and Engine Reserve (all planes - cumulative)		\$64,179

Total Liabilities: \$128,591

Equity

Total Equity: \$503,499

TOTAL LIABILITIES & EQUITY

\$632,090

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	54.44	\$7,132	\$131.01	\$2,436	\$44.75	\$745	\$13.68	\$90	\$1,132	\$79
N4334X	0.00	\$0	\$0.00	\$0	\$0.00	\$0	\$0.00	\$90	\$0	\$0
N98819	38.60	\$4,888	\$126.63	\$2,231	\$57.80	\$0	\$0.00	\$90	\$774	\$78
N735GC	28.30	\$4,670	\$165.00	\$2,327	\$82.22	\$0	\$0.00	\$1,216	\$566	\$102
Totals	121.34	\$16,690	\$137.55	\$6,994	\$57.64	\$745	\$6.14	\$1,486	\$2,472	

Inflows/Outflows

	Current Month	Totals
Membership - Initiation Fees	\$0.00	
Membership Dues - Regular	\$8,700.00	
Membership Dues - Associate	\$775.00	
Total Flight Time Billing	\$16,826.30	
Interest Income	\$1.31	
Sporty's Rebate (quarterly)	\$0.00	
Finance Charges	\$193.32	

Billed Monthly Total: \$26,495.93

Flight Hours (Unbilled Maintenance & Marketing)	-\$136.50
Transfer to P&E Reserve (Total hours x \$20)	-\$2,471.60
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	-\$6,993.90
Club Officer & Maint. Credits (4 aircraft)	-\$1,430.00
Other Misc. Expenses (FSP, Web Site, Events & Other)	-\$1,260.29
Licensing and Registration Fees for Aircraft (CBP Decals)	\$0.00
Aircraft Liability Insurance/D&O Insurance Payment	\$0.00
Past Member Financial Write-Off	-\$1,494.50
Total Aircraft Expense (above Ann/Av/Fee/Mx and Tiedown & Hanger)	-\$2,230.69

Expenses Total: -\$20,443.95

Monthly Cash Flow Total **\$6,051.98**

Fund Balances		Dues %	Month Only	All Funds (8/2/20-8/1/21)
Dues:	Accounting	0.50%	\$ 43.92	\$ (26.27)
	Avionics Subscriptions	1.91%	\$ 167.84	\$ 189.79
	D&O Insurance	0.60%	\$ 52.94	\$ (7.28)
	Hangar/Tie Down	8.20%	\$ 62.93	\$ (193.23)
	Liability Insurance	45.87%	\$ 2,698.20	\$ 10,331.36
	Loan Payments	17.31%	\$ 251.68	\$ 1,759.57
	Officer's Credits	14.91%	\$ 75.80	\$ (205.74)
	Taxes & Registrations (Town of Oxford delayed because of COVID-19)	0.15%	\$ 32.19	\$ 161.24
	Web Site / FSP	0.68%	\$ (0.44)	\$ (13.80)
	General Maintenance	5.73%	\$ (787.31)	\$ (1,596.80)
	Marketing Expenses		\$ -	\$ 219.22
	Unbilled Flight Hours (+MX, +MARK, Landing Fees)		\$ (145.60)	\$ (483.22)
	Dues Unallocated	4.14%	\$ 1,964.18	\$ 10,321.64
	LRP Upgrade Fund (Expired PT, Initiation Fees, Bank Interest)		\$ 194.63	\$ 12,650.16
Flight			Last Month	Current Bal
Flight: N4334X				
	Fuel		\$ -	\$ (445.84)
	MX		\$ -	\$ 5,950.91
	P&E		\$ -	\$ (4,994.00)
	Upgrades		\$ -	\$ 2,683.34
Flight: N735GC				
	Fuel		\$ (452.26)	\$ 446.02
	MX		\$ 1,657.82	\$ 2,540.95
	P&E		\$ 424.50	\$ 883.00
	Upgrades		\$ 146.59	\$ 1,736.39
Flight: N8261H				
	Fuel		\$ 386.08	\$ 1,250.68
	MX		\$ 2,238.62	\$ 7,726.01
	P&E		\$ (42.80)	\$ (55.20)
	Upgrades		\$ 244.51	\$ 2,937.16
Flight: N98819				
	Fuel		\$ (452.26)	\$ (718.14)
	MX		\$ 1,953.56	\$ 281.85
	P&E		\$ (2.00)	\$ (80.00)
	Upgrades		\$ 513.75	\$ 4,595.75
Fuel Account Balance (Across All Aircraft)				\$532.72

From: Peter Dawson via Ofc-mem <ofc-mem@lists.oxfordflyingclub.com>
To: OFC-Members <ofc-mem@lists.oxfordflyingclub.com>
Sent: Monday, August 16, 2021, 05:47:11 PM EDT
Subject: [OFC-Mem] Safety Committee August 2021 Update

Dear Members,

Below is the usual list of our 2021 objectives with notes and great progress toward all objectives. Reports continue to impress and assist with trending data. They've also led to the content of both safety meetings completed thus far and will likely lead us through our fall safety class. As the year is flying by, we have a lot of work ahead. Look for the QRH revision tasks, new ops policy and our end of year Safety Survey! You've all been part of a significant year of hours in the air and on the ground benefiting the culture and safety of our club. Thank you for all of the discussions, suggestions and support. Please speak up any way you can so we can continue the momentum!!!

The Safety Committee supports the "Back to Basics" motion being presented during the August Club Meeting.

Let's keep our heads up and use that beautiful QRH to stay diligent and detailed. It's crucial that we use the provided material so we're all doing it the same way keeping each other safe!

- **Implement a Safety Management System (SMS)**
 - Continued discussion on policy and ensuring our insurance policy aligns with faa and club policies.
 - 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
- **Establish an OFC safety training program**
 - Looking into next safety meeting agenda items and the implementation of new proficiency policy
- **Integrate Chief CFI and CFI group to safety team**
 - Multiple items shared with CFI group over the last month to assist with good rumors!
- **Conduct at least 2 Safety Committee meetings**
 - We've just held our 8th and plan on continuing to meet monthly bringing this number to 12!
- **Conduct at least 2 Safety Classes**
 - March 20th, and July 17th completed and awaiting a fall date!
- **Issue a minimum of 2 Safety publications**
 - 3 down, 3 to go! 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!

From: Allen Shew via Ofc-mem <ofc-mem@lists.oxfordflyingclub.com>
To: "ofc-mem@oxfordflyingclub.com" <ofc-mem@oxfordflyingclub.com>
Sent: Monday, August 23, 2021, 09:11:52 PM EDT
Subject: [OFC-Mem] QRH Binder Updates

Good evening fellow aviators,

It's been almost a year since we started using the QRH Binders and standardized checklists. As I mentioned at Tuesday's meeting, I am going to start working on updates and need your inputs.

1. Please make your inputs concise and, if possible, provide source document references.
2. If there is a conflict between a requested change and the manufacturer, guess who wins?
3. Besides the binders and checklists, do you have suggestions for presenting the documents on the club website to make it more accessible?
4. Any input that you think will help you and fellow club members become better aviators is appreciated.

I'll compile all of the inputs and send our periodic updates. The desired timeline for completion of this project is the end of the year.

Thank you for taking the time to make these products better.

Allen

OFC Aircraft Operation Policy

Motion to make OFC aircraft operation and care policy based on Manufacturer approved and published policy. This would include POH, Service Bulletins, Operation Bulletins or letters or appropriate documents approved by the manufacturer. This would be further defined by Engine, system or avionics component manufacturer operation and guidance documents. Further techniques and procedures that do not conflict with these policies may be adopted if approved by the Board in consultation with applicable committees. (Example; Cold weather preheat policy.) FAA or other agency regulation serves as the highest priority whereas any OFC bylaw, policy, or procedure is overruled wherever a conflict occurs.

This motion is not to restrict useful policy but to create a single common source for club members to reference when operating club aircraft. This will eliminate spurious or unproven techniques and create consistent and similar operation by all members. It will help reduce variability in operation which in turn provides more consistent feedback and monitoring of aircraft wear and efficient use. Operation in accordance with these manuals or regulations will be considered a requirement of club policy.

Note: The Safety Committee recommends any publication of policy for members be specifically from manufacturer or agency provided material until a review of such policy can be accomplished.