

# **OXFORD FLYING CLUB**

## **MEETING MINUTES**

15 November 2011

**Location:** 121 Restaurant

**Attendance:** Regular: 12 Students: 2 Associates: 3 **Quorum:**<sup>1</sup> Yes X No \_\_

Type		Member	Present	Type		Member	Present	Type		Member	Present
1	Assoc	Aulet, Maximillian	X	Reg	Hill, Jeremy			Reg	Pugliese, Jay	X	
2	Reg	Baggett, Scudder		Med Assoc	Johnston, Bob			Reg	Richardson, Bruce	X	
3	Stu	Baker, Matt		Reg	Kuhse, Bob			Reg	Robinson, Andy		
4	Reg	Berwick, Kent	X	Reg	Laine, George	X		Assoc	Sabot, Jay	X	
5	Assoc	Camejo, Christopher		Reg	Leary, John (Resigned)			Assoc	Schindler, Leonard	X	
6	Reg	Carr, Tim		Assoc	Morrow, Bill			Stu	Schmecker, Peter	X	
7	Reg	Chromczak, Ed	X	Reg	Mowerman, Illya			Assoc	Schmecker, Ron	X	
8	Assoc (Honorary)	Dasilva, Domingos		Reg	Nalband, Gary	X		Reg	Shaker, Ed		
9	Reg	Dobbs, Glen		Reg	Noffke, Karl	X		Reg	Stevens, Burt	X	
10	Reg	Dobbs, Kristi		Reg	Oloff, Scott			Reg	Strasburger, Rusty		
11	Reg	Feeney, Richard	X	Reg	Osborne, Tom			Assoc	Vallilo, Tony		
12	Reg	Feinman, Phil		Reg	Palmatier, Bruce	X		Stu	Williams, Roy	X	
13	Reg	Goudy, Jim	X	Assoc	Piwowarski, David			Reg	Wilson, Richard		
14	Reg	Green, Geoffrey		Reg	Pozniak, Jerry			Reg	Zipkin, David		
15	Reg	Heidrich, Don	X	Reg	Proulx, Brian						

**Gary N called the meeting to order at 7:05 pm.**

**October minutes were passed unanimously. There being no quorum in October, September minutes were also passed.**

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<sup>1</sup> Per By-Laws, quorum = one-third of regular plus non-mentored student members.

**Membership Report:**

- John Leary, who has moved to Florida, has resigned his membership.
- Please welcome two new members: Ed Shaker and Jay Pugliese.
- Membership Report accepted unanimously.

**MX Report:** Bruce R presented the following Maintenance Report on behalf of Brian P:

- 61H - apparently the mag issue on Saturday night was a non-event. Russ did not have a chance to look into the problem until Sunday around 1pm. Brian will talk to Reliant as there appears to be an electrical glitch with the electronic tach. The oil door was reattached but he has requested another new part be ordered. Brian also noticed that the panel light above the switches is out. He will put this on the annual list. Regarding a compass light.....there isn't one. He will delete the squawk. Winterization plate is installed. Door seal is cracked at the top. Stall horn is intermittent.
- 819 - annual not moving too quickly. We are NOT priority. There are other higher priorities with Classic. Brian has asked Russ to have the plane complete by this Friday but he's not sure we will make it. At this time the flaps are fixed and that is all the detail Brian has right now. More to follow.
- 84F - interior is going downhill fast, especially the front seats. The club needs to decide whether we do an upgrade or we will start seeing interior parts floating about. Brian will address the paint chip on the wing. When using the PTT, can't hear yourself.

We continue to remain in good shape with no major squawks. Brian is prepping for another round of oil changes soon and Annuals in the early spring for the Archers. Will be using a lighter grade of oil for the winter

Also see attached Active Issues report dated 17 Nov 2011.

Maintenance report accepted unanimously.

**Treasurer's Report:** Burt reported net YTD net income as of \$33.9k. See attached. Treasurer's report accepted unanimously.

**Long Range Planning Committee:**

- Ed C updated the OFC Long Range Planning. Please see attached.

**Safety:**

- Jay reported we have consensus for this year's safety award.
- Potential speaker (Pete Z) for 6 January.
- Clearing currency flags. Still some confusion as to how to use the new on-line system for updating currency and verifying same. Don H will email instructions.

- Safety report accepted unanimously.

**Unfinished Business:**

- Plane wash, 5 Nov. Thanks to all who participated. The planes look great!
- Many thanks to the instructors for running and assisting with this fall's Night Landing Event! Eleven members participated.
- Christmas Party planned for 2 Dec at Junipers. Watch for the flyer and an upgraded menu. OFC will extend invitations (complimentary) to Ken Killcourse (Mt Tobe), Jim Adams, Matt Baker (Airport Mgr), Ben (tower) .
- Club dissolution process: Burt distributed several samples from other clubs for discussion. Will initiate a by-law change by email for club consideration. Plan for discussion and possible vote at the January meeting.

**New Business:**

- Election of new officers. Bruce R presented the updated slate showing Ed Chromczak nominated for VP and Don Heidrich taking the role of Membership Officer. Gary asked for any additional nominations from the floor. There being none, a vote was taken on the slate. Passed unanimously. See attached.
- LRP – Discussion of \$\$\$\$ tabled for January. At that meeting we can anticipate a proposal for assigning the LRP Committee a budget. Discussion will include whether we need a by-laws change, a change to the operating rules, or a separate program and budgeting procedure.
- Hal Lyons membership application was reviewed. Jim Goudy and Ron Schmecker recently interviewed him and recommended him for membership. Discussion involved an exception to the by-laws to allow Hal to "go Associate" from 1 Jun to 31 Aug each year. During this period he would be flying his own aircraft. With two abstentions, Hal's application was accepted, allowing for this exception.
- Winter Rates. A motion was passed unanimously to reduce rates by \$10 per tach hour during the period 1 Dec 2011 to 31 Mar 2012. There are no changes to bank-time rules during this period.
- Other Items from the Members.
  - At the January meeting Gary plans to introduce the topic of a Quorum change, reducing from 1/3 the proportion necessary for a quorum.

Meeting adjourned at 8:15 PM.

Respectfully submitted,



# OFC Maintenance Report

## Active Issues - November 2011

Open Date	ID #	Issue	Resolution	Scheduled for	Status	Assigned
<b><u>N4384F</u></b>						
11/17/2011	669	New interior???			Open	Club
11/17/2011	679	Shall we remove wheel pants on 84F?	We can get this done at Annual in March.		Open	Reliant Air
11/17/2011	677	Sun visor fasteners no good. Will replace	Aircraft Spruce		Open	Club
11/17/2011	667	Autopilot not working?? Reported by DH and BS	Will need to fly the aircraft and determine status. Wing leveler is off by 10-12deg and turning R when set to HDG.		Open	Club
11/17/2011	680	Large paint chip forming on the right wing top	Will need to use touch up paint on this.		Open	Club
11/13/2011	664	Panel dimmer switch not dimming lights, either ON or OFF	Will address at annual		Open	Reliant Air
11/13/2011	666	No/little side-tone on the COM1 radio	Will adjust. Hold ENT button and Power ON. Scroll pages to COM freq, set 118.0 adjust tone upwards. Save. Repeat for 127.0 and 136.975. Reboot		Open	Club
7/1/2011	649	Transponder was not transmitting upon departure, needed power cycle	we need to keep an eye on this.		Watch	
9/15/2010	578	Pilot seat headrest has metal piece exposed. Need to repair	Will ask James to assist us in repairing this headrest.		Pending	Executive

### **N8261H**

Open Date	ID #	Issue	Resolution	Scheduled for	Status	Assigned
11/17/2011	668	Potential glitch with electronic tach and p-lead failure?	This is the 2nd time in 12mo this has occurred. Will investigate. Assume failure is REAL until I can get this checked.		Open	Reliant Air
11/17/2011	676	Sun visor fasteners no good. Will replace	Aircraft Spruce		Open	Club
11/13/2011	665	Panel lights above rocker switches is out	Will address at annual		Open	Reliant Air
11/13/2011	663	Right wing-tip REC light out			Open	Club
7/1/2011	647	SIAB CE-11-42 for control cable pullies (Archers)	s1135 as well.		Pending	

### **N98819**

11/17/2011	671	Right wing vent came apart inside wing root when OAT was repaired, may not be able to fix easily	Apparently Ed/OFC created this problem, an elbow fell off during the installation of the OAT in September.		Open	Classic Air
11/17/2011	674	Carpet should be replaced	Club should vote to get this done. About \$500 to do it from a kit. More if Executive Interiors will do it.		Open	Club
11/17/2011	675	Rusted bolts on tail section to be grinded and touched up or replaced (Russ to decide)	Part of Annual inspection		Open	Classic Air
11/17/2011	678	Removing Wheel Pants on Cessna	I have decided to have the wheel pants removed for the winter months. Will get a revised W&B.		Open	Classic Air

<b>Open Date</b>	<b>ID #</b>	<b>Issue</b>	<b>Resolution</b>	<b>Scheduled for</b>	<b>Status</b>	<b>Assigned</b>
11/17/2011	670	Deal with bare metal and corrosion on airframe	Russ will do his best to locate and clean/paint visible corrosion.		Open	Classic Air

# Oxford Flying Club

## Current Financial Status

### Balance Sheet

11/14/11

#### *Assets*

Cash		\$108,060
Accounts Receivables		\$14,889
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	N8261H	\$80,000
	N4384F	\$51,000
	N98819	\$45,000
Planes - (values based on AOPA Vref figures as of 1/1/2011)		\$176,000

**Total Assets:** \$298,949

#### *Liabilities*

Accounts Payable	-\$482
Bank Time	\$15,445
Loans	\$3,394
Engine & Prop Reserve	\$70,602

**Total Liabilities:** \$88,959

**Total Equity:** \$209,990

### Profit & Loss Statement

	October-11	YTD
<b>Total Income</b>	\$11,993	\$123,143

*Please note that these YTD expenses include our \$8,716 annual insurance payment*

<b>Expenses</b>	Monthly	YTD
N4384F <i>Annual in 04/11 @ \$2728</i>	\$1,557	\$23,059
N8261H <i>Annual in 04/11 @ \$4917</i>	\$1,859	\$31,684
N98819 <i>No Annual yet - Due in 12/11</i>	\$2,844	\$24,584
Officers Flying Time	\$570	\$6,033
Other Expenses	\$237	\$3,914
<b>Total Expenses:</b>	<u>\$7,067</u>	<u>\$89,274</u>
<b>Net Income:</b>	<u>\$4,926</u>	<u>\$33,869</u>

### **Long Range Planning Committee Summary, 11/11/2011:**

- Most members want to keep costs affordable.
- Prioritize planning decisions to make good use of resources and simplify process:
  - o Category (A): Basic upgrades that make the aircraft better and safer – 1 year or less
  - o Category (B): Recommended but requiring substantially more resources – 1-2 years
  - o Category (C): Items to add to wish-list; or next aircraft (likely tied to a membership level of 40 regular plus student members); or a 3-4 year time horizon

### **OFC Long Range Planning Developments:**

- (1) Improve location of tie downs. (B)
- (2) Have adjacent storage shed for pre-heater, oil supply, cleaning tools. (B)
- (3) Have electric engine heaters? [w/shed we can store a propane pre-heater] (C)
- (4) Resolve maintenance issues quicker. (Avionics, etc issues require a/c relocation for work) (A)
- (5) Maintain existing fleet (IFR+, IFR-, VFR) & monitor aircraft availability (A)
- (6) Adding another C172 when active members reach +40 members (w/most students) [\$45K] (C)
- (7) Trade-up to similar but newer before planes reach 10K hrs (C)
- (8) Consider complex aircraft if 25% of active or new members want high performance (C)
- (9) Consider upgrade of ELTs. [\$1K ea] (B)
- (10) Keep the monthly & usage rates low (A)
- (11) Consider rental of complex for 10 hours of complex training (C)

### **Suggested Aircraft Improvements:**

61H (240 hrs/yr; airframe TT 3K hrs; engine since MOH 1200 hrs; remaining 800 hrs)  
LED or Zenon landing light upgrade [\$320-\$500] (B)  
Electronic AI/DG upgrade with battery backup [\$2500] (C)  
Install LED tail beacon [\$700] - has strobes (A)

84F (180 hrs/yr; airframe TT 6K hrs; engine since MOH 1700 hrs; remaining 600 hrs)  
Engine overhaul; @ 2500+- hours? Oil testing? {3 years max.} [\$21K] (B)  
Exterior Paint - Consider 3+ years from now or trade airplane. [\$18K] (B)  
Refurbish front seat cushions, frames and upholstery [est. \$1500] (A)  
LED or Zenon landing light upgrade [\$320-\$500] (A)  
LED upgrade tail beacon [\$500] (C)

819 (240 hrs/yr; airframe TT 6K hrs; engine since MOH 1200 hrs; remaining 800 hrs)  
Replace KLN89B and Nav/Com #1 w/Garmin GPS - before paint job (B)  
[upgrade KLN to IFR, \$3.5K vs. Garmin \$6000+3500-\$ 1500 for sale = \$8K]  
Exterior Paint - (plan for re-painting; any exterior repairs, 2 years max.)  
[\$18K+2K=\$20K] (B)  
Carpet replacement - (can be done anytime soon) [\$450] (A)

### **Three-four year summary of a/c improvements (A+B+C):**

61H = \$3.5K (reasonable; also add engine OH 3.5 yrs)  
84F = \$40K (consider extending paint job by touch-ups)  
819 = \$28.5K (consider extending paint job by touch-ups)



**Proposed Slate 2012, revised**

**Officers / Board of Directors**

President:	Gary Nalband
Vice President:	<i>Ed Chromczak</i>
Secretary:	Bruce Palmatier
Treasurer:	Burt Stevens
Maintenance Officer:	Brian Proulx
Safety Officer:	Jay Sabot
Membership Officer:	<i>Don Heidrich</i>

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From the OFC, INC. BY-LAWS:

ARTICLE VII – ELECTIONS

Section 1. The Nominating Committee shall present its slate of candidates at a Club meeting held in the month preceding the annual Club meeting. In addition, nominations may be taken from the floor at the annual Club meeting.

Section 2. Election of candidates shall be secured by simple majority vote of the members present at the annual Club meeting. In the event of a tie vote, the incumbent officer or director shall cast one additional vote.

Section 3. Officers and directors shall assume office on the first day of January following their election and shall serve for a term of one year.

## **Appointed Positions**

### **Assistants**

Treasurer Assist:	Jim Goudy
Maintenance Assist:	Ed Chromczak
	Bruce Richardson

## **Standing Committees (term expires on December 31)**

Activities Chair:	Bruce Richardson
Audit Chair (Vice President):	Ed Chromczak
Audit:	Len Schindler
Audit:	Richard Feeney
Finance Chair (Treasurer):	Burt Stevens
Finance:	Geoffrey Green
Finance:	
Membership Chair(Officer):	Don Heidrich
Membership:	
Nominating Committee	Board Member
Nominating Committee	Bruce Richardson

### **Other Committees**

LT Planning Chair:	Edward Chromczak
LT Planning Com:	John Leary
LT Planning Com:	Brian Proulx
LT Planning Com:	Burt Stevens
LT Planning Com:	Richard Wilson
Scheduler Master:	Brian Proulx
Webmaster:	Don Heidrich