



Meeting Minutes

16 May 2023, 6:30 PM – NW B10 Hangar

Attendees

Directors (7): Joseph McCormick, Cody McManama, Leo Mollica (via Zoom), DJ Nicholson, Scott Price, Francis Pullaro, Curt Robinson* (via Zoom)

Members (14): Ryan Archer, Eric Atkins, Daniel Berk, Edward Chromczak**, Adam Griffiths, David Irving*, Amy Kaniewski, Justin Leach, Oran Mills*, Jillian Porter, Bruce Richardson, Christopher Sutherland, Wayne Tremallo, Joshua Whiteley

Members via Zoom (2): Brian Hanecak, Heather Heidinger

*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 Francis Pullaro.

General Business

The Meeting was called to order at 6:35 p.m. by President Francis Pullaro. As this is an odd month, this was considered a Member Meeting. The meeting was held in Hangar NW B10 and via Zoom. A Quorum of Directors (1/2 of Directors) *was* present. A Quorum of Members (1/3 of Regular Members) *was not* present. (7 of 9 Directors, and 18 of 65 Regular Members, were present.)

* Per Club By-laws (Article VI, Section 5), the meeting devolved into a Special Board Meeting to constitute an official meeting and facilitate voting.

Guests

The Club welcomed the following guests (alphabetically):

- Hasan Aburumi
- Alexis Coppola
- Jon Elmer
- Ethan Hand, Vice President, Young Pilots USA
- Matt Rousso
- Luc Zipkin, Founder and President, Young Pilots USA

New Members

The Club welcomed the following new members (alphabetically):

- Adam Griffiths (Regular Member)
- Amy Kaniewski (Regular Member)
- Justin Leach (Regular Member)

Meeting Minutes

April 18 Meeting Minutes posted on the Club's website were approved.

New Certificates & Ratings

The Club proudly recognized these members who recently earned new certificates or ratings:

- Daniel Berk, Certified Flight Instructor (CFI) Certificate (Apr. 29), announced by Tom Krasowski, COMM, CFII

Safety Meeting Status

This Monthly Meeting *does not* qualify toward members' requirement of two Safety Meetings per year.

Young Pilots USA

The Club welcomed back Luc Zipkin and Ethan Hand of [Young Pilots USA](#). Luc, founder and president, and Ethan, vice president, spoke at the April 18 meeting. They returned this evening to thank the Club for donations from many members, including matching donations from Kia of Old Saybrook.

Monthly Reports

Refer to Club officers' monthly reports for Activities, Finance, Long-Range Planning, Maintenance*, Membership and Safety ([attached](#)).

** Written report was not submitted this month.*

President Francis Pullaro called for any questions on the monthly reports. Discussion followed.

Activities

Activities Chair Joseph McCormick announced the upcoming Safety Day event scheduled for Saturday, June 17 and asked for CFI volunteers.

Maintenance

Maintenance Officer Cody McManama has resigned from this position. President Francis Pullaro thanked Cody for his service and asked for other members to consider stepping into the role.

Non-Paying Members

As was discussed during the April 18 meeting, President Francis Pullaro asked for a Motion to terminate non-paying members with outstanding balances 91 days and over.

Regular Member Christopher Sutherland made, and Associate Member David Irving seconded, the following Motion.

Motion: Effective immediately, the Oxford Flying Club terminates the six (6) members whose accounts are 91 days and over past due, as shown in the Treasurer's "A/R Aging Summary" of May 15, 2023 ([attached](#)), for non-payment. Consistent with the Club's By-laws, Article III, Section 5(b), terminated members will be notified in writing and will have 30 days to appeal.

Vote on Motion to Terminate Non-Paying Members:

Yea: 23

Nay: 0

Abstain: 0
Total: 23

** Board Meeting vote tally includes both Board and non-Board member votes, per By-Laws (Art. VI, Sec. 2).*

Long-Range Planning

President Francis Pullaro called for discussion of the Club aircraft upgrades detailed in the LRP meeting report prepared by Long-Range Planning Committee Chair Vaughn Mauren. Repairs / upgrades include:

- N4334X - Engine monitor
- N8261H - Seat covers and fittings
- N735GC - Pilot and co-pilot seat belt system

Regular Member Daniel Berk made, and Membership Officer DJ Nicholson seconded, the following Motion.

Motion: The Directors of the Oxford Flying Club approve the installation of a four-point inertial reel seat belt system in N735GC, as recommended by the Long-range Planning Committee in the “Report of Vaughn Mauren, LRP Chair,” Zoom conference on March 26, 2023 (**attached**).

Vote on Motion to Replace Seat Belt System in N735GC:

Yea: 23
Nay: 0
Abstain: 0
Total: 23

** Board Meeting vote tally includes both Board and non-Board member votes, per By-Laws (Art. VI, Sec. 2).*

Spending Authorization Protocols

Refer to “Proposed spending authorization protocols” (redline format) (**attached**).

President Francis Pullaro proposed updated spending authorization protocols for aircraft maintenance expenses for the Club’s Standard Operation Manual, to be voted on during a future meeting.

Additional Business

N98819 Avionics

Members debated replacing or upgrading the failed Bendix King KX 165 Nav/Com in N98819. It was agreed that President Francis Pullaro and the Maintenance team will research this and present three options to members.

The Meeting was adjourned at 7:42 p.m.

Meeting Minutes submitted by Scott Price, Secretary

#



Activities Committee Monthly Report - May 2023

- May “Crosswinds and Coffee” - Challenging Landing Safety Event
 - 7 Total Participants
 - A huge thank you to our CFIs: Ross, DJ, and Dan.

- Looking at a possible plane wash on Saturday 6/3
 - Does the group prefer an early morning, or afternoon into evening?

- Safety Day currently slated for 6/17
 - BBQ on Ramp
 - Spot Landing Contest? - Need volunteers to coordinate this and make it happen.
 - Safety or Meteorology related guest speaker currently being sought.
 - Looking for massive participation from the group - need both volunteers and attendees (and families).

Oxford Flying Club

April 2023

Financial Information

Assets

Checking/Fuel Bank Accounts		\$14,286
Savings (Prop/Engine Reserve)		\$135,965
* Prop & Engine Reserve		\$54,374
* Liability Insurance Fund		\$60,944
* LRP Upgrade Fund		\$20,638
Accounts Receivable		\$21,197

Fixed Assets	Piper Archer N8261H	\$105,533
	Cessna 172P - N98819	\$167,098
	Piper Archer II - N4334X	\$147,248
	Cessna C182Q - N735GC	\$186,580

Aircraft - (values based on AOPA Vref figures as of 9/30/17) \$606,458

Total Assets: \$777,906

Liabilities

Accounts Payable (Includes Outstanding Quarterly Insurance Payments)		\$75,472
Loan Payable - N735GC	Monthly payments, including interest: \$1,509.38. End 9/1/2023	\$932
Prop and Engine Reserve (all planes - cumulative)		\$65,959

Total Liabilities: \$142,363

Total Equity: \$635,543

Equity
TOTAL LIABILITIES & EQUITY

\$777,906

Aircraft Data Current Month

Equipment	Hours Flown	Flight Total	/ Hour	Fuel	/ Hour	Mx Expense	/ Hour	Hanger	Reserve
N8261H	25.21	\$3,527	\$139.89	\$1,699	\$67.38	\$4,105	\$162.81	\$90	\$504
N4334X	31.90	\$4,785	\$150.00	\$1,863	\$58.40	\$1,811	\$56.77	\$90	\$797
N98819	11.40	\$1,556	\$136.49	\$661	\$58.00	\$7,735	\$678.52	\$90	\$228
N735GC	32.10	\$5,618	\$175.00	\$2,179	\$67.87	\$683	\$21.29	\$650	\$963
N228TR	7.10	\$1,661	\$233.90	\$498	\$70.09	\$0	\$0.00	\$90	\$0
Totals	100.61	\$17,146	\$170.42	\$6,899	\$68.57	\$14,334	\$142.47	\$1,010	\$2,493

Inflows/Outflows

	Current Month	Totals
Membership - Initiation Fees	\$1,500.00	
Membership Dues - Regular	\$9,894.43	
Membership Dues - Associate	\$1,150.00	
Total Flight Time Billing	\$17,145.82	
Interest Income	\$1.08	
Sporty's Rebate (quarterly)	\$0.00	
Finance Charges/Late Fees/Banktime To Club	\$0.00	

Billed Monthly Total: \$29,691.33

Flight Hours (Unbilled Maintenance & Marketing)	\$550.60
Transfer to P&E Reserve	\$2,492.70
Insurance Fund Transfer (Goal \$57,187 by 3/15/2024)	\$5,136.42
5GC Loan Payments (current month as above)	\$1,509.68
Fuel & Oil Expense	\$6,899.31
Club Officer & Maint. Credits (5 aircraft)	\$1,755.00
Other Misc. Expenses (FSP, Web Site, Events, Advertising, Landing Fees & Other)	\$60.00
Licensing and Registration Fees for Aircraft (CBP Decals)	\$0.00
Accounting Services & QuickBooks	\$194.41
Aircraft Liability Insurance/D&O Insurance Payment	\$0.00
General Maintenance Expense - (Includes extra tie-down space)	\$418.00
Leaseback Aircraft Waterfall (Minus Management Fee Above)	\$0.00
Total Aircraft Expense (above Ann/Av/Fee/Mx and Tiedown & Hanger)	\$15,343.71

Expenses Total (Minus Initiation Fees To LRP Account): \$34,359.83

Monthly Cash Flow Total **-\$4,668.50**

Fund Balances							Dues %	Month Only	All Funds		
Dues:	Accounting						5.75%	\$ 62.71	\$	(1,078.56)	
	Avionics Subscriptions						1.99%	\$ 234.99	\$	82.31	
	D&O Insurance						0.45%	\$ 52.74	\$	515.74	
	Hangar/Tie Down						9.10%	\$ 401.38	\$	(2,938.69)	
	Liability Insurance						43.88%	\$ 5,167.66	\$	(14,170.03)	
	Loan Payments						12.90%	\$ 8.94	\$	19,117.13	
	Officer's Credits						14.99%	\$ 10.94	\$	(236.05)	
	Taxes & Registrations						0.27%	\$ 31.75	\$	(390.89)	
	Web Site / FSP						0.65%	\$ 16.30	\$	168.50	
	General Maintenance						8.54%	\$ 767.85	\$	(1,231.40)	
	Marketing Expenses						0%	\$ -	\$	(538.04)	
	Unbilled Flight Hours (+MX, +MARK)						0.00%	\$550.60	\$	(354.38)	
	Landing Fees						0.71%	#VALUE!	\$	475.18	
	Quickbooks Online						0.75%	\$ 2.14	\$	128.26	
	Dues Unallocated						0.00%	\$ (967.44)	\$	11,950.52	
LRP Upgrade Fund (Expired PT, Initiation Fees, Bank Interest)								\$ 1,501.08	\$	29,726.35	
Aircraft								Last Month		Current Bal	
N4334X											
	Fuel							\$ 376.32	\$	3,199.85	
	MX							\$ (429.85)	\$	(14,699.67)	
	P&E							\$ -	\$	-	
	Upgrades							\$ 287.41	\$	1,984.30	
N735GC											
	Fuel							\$ (540.40)	\$	(3,466.46)	
	MX							\$ 1,312.41	\$	(19,955.93)	
	P&E							\$ -	\$	-	
	Upgrades							\$ 12.18	\$	2,893.31	
N8261H											
	Fuel							\$ (126.77)	\$	3,886.51	
	MX							\$ (2,947.30)	\$	(2,035.51)	
	P&E							\$ -	\$	-	
	Upgrades							\$ 104.78	\$	4,943.65	
N98819											
	Fuel							\$ 37.64	\$	620.64	
	MX							\$ 475.45	\$	(12,696.88)	
	P&E								\$	-	
	Upgrades							\$ 73.67	\$	6,061.90	
Fuel Account Balance (Across All Aircraft)											\$4,240.54
Leaseback Report											
N228TR	Hours	Income	Fuel Surchar	Fuel	MX	Maint Fee	Hangar/Tie	Insurance	Total	Payout	
Nov-21	9.90	\$ 1,683.00		\$ 660.31	\$ -	\$ 84.15			\$ 938.54		
Dec-21	9.20	\$ 1,564.00		\$ 885.74	\$ 240.00	\$ 78.20			\$ 360.06		
Jan-22	8.10	\$ 1,377.00		\$ 397.85	\$ -	\$ 68.85			\$ 910.30	\$ 2,208.90	
Feb-22	14.80	\$ 2,516.00		\$ 1,186.98	\$ -	\$ 125.80	\$ 340.00		\$ 863.22	\$ 863.22	
Mar-22	4.30	\$ 731.00		\$ 384.58	\$ -	\$ 36.55	\$ 340.00	\$ 115.79	\$ (145.92)		
Apr-22	20.50	\$ 3,690.00	\$ 205.00	\$ 1,584.83	\$ 311.46	\$ 174.25	\$ 340.00	\$ 552.07	\$ 522.40		
May-22	7.90	\$ 1,534.00	\$ 79.00	\$ 852.13	\$ 311.46	\$ 72.75	\$ 340.00	\$ 212.75	\$ (334.09)	\$ 325.02	
Jun-22	25.60	\$ 5,120.00	\$ 256.00	\$ 1,539.59	\$ 26.46	\$ 243.20	\$ 340.00	\$ 689.38	\$ 2,025.37	\$ 2,025.37	
Jul-22	32.60	\$ 6,520.00	\$ 326.00	\$ 3,341.76	\$ 311.47	\$ 326.00	\$ 340.00	\$ 877.92	\$ 1,648.85	\$ 1,681.45	
Aug-22	8.50	\$ 1,700.00	\$ 85.00	\$ 904.61	\$ 849.74	\$ 85.00	\$ 340.00	\$ 228.91	\$ (623.26)	\$ (623.26)	
Sep-22	0.00		\$ -	\$ -	\$ -	\$ -	\$ 340.00	\$ -	\$ (340.00)	\$ (950.71)	
Oct-22	0.00		\$ -	\$ -	\$ -	\$ -	\$ 340.00	\$ -	\$ (340.00)	\$ (1,290.71)	
Nov-22	0.00		\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ (1,290.71)	
Dec-22	0.00		\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ (1,290.71)	
Jan-23	6.50	\$ 1,300.00	\$ -	\$ 572.41	\$ -	\$ -	\$ -	\$ 175.05	\$ 552.55	\$ (738.16)	
Feb-23	9.00	\$ 2,205.00	\$ -	\$ 759.85	\$ -	\$ -	\$ -	\$ 242.37	\$ 1,202.78	\$ 464.62	
Mar-23	8.30	\$ 2,033.50	\$ -	\$ 943.09	\$ -	\$ -	\$ -	\$ 3,710.09	\$ (2,619.68)	\$ (2,155.06)	
Apr-23	7.10	\$ 1,739.50	\$ -	\$ 497.64	\$ -	\$ -	\$ -	\$ 234.58	\$ 1,007.28	\$ (1,147.79)	
* Altered for members in the "Transional Rate" by \$46							Indicates Payment Made				

Report of Vaughn Mauren, LRP Chair

LRP met on March 26, 2023, over Zoom.

Members present: Vaughn Mauren, Chair; Phil Caporusso, Cody McManama, Ed Chromczak, and Josh Whitely.

LRP recommended the following projects for club approval:

1. Replacement of failing engine monitor in 34x with new G2 Insight. We are expecting this to cost around \$2,000 with installation. *Eric Atkins is our point person for this project.*

2. Replacement of all seat covers and foam fittings in 61H. Ed will ask Wayne to approach the repair shop that completed the seat work in 819 and ask them if they are available to help install cloth seats (no headrests) in 61H. We expect that this will cost somewhere around \$3000. We would like to go with cloth seats. *Ed and Wayne will coordinate this project and come back to LRP if there is an issue with the shop.*

3. 4-point inertia reel upgrade in 5GC by BAS Inc. The kit includes BOTH the co-pilot and pilot and has an STC. We would like to go with the utility belt buckle option. Cost for the kit is \$2,030 and installation is expected to take 5-6 hours at additional cost.

Looking ahead, Cody brought up the recently circulated Garmin memo regarding expected loss of replacement parts for the 430/530 GPS units. We should be prepared to replace the GPS units in the Archers and the Skyhawk within the next five years. Balancing this need with some of the other items will be tough but doable.

The next LRP meeting will take place late spring or early fall as additional membership initiation fees pour into our fund. We can reassess needs to begin to plan for major avionics upgrading.

Dear Club members,

We had a little uptick in new membership this month reflected below.

	Jan 2023	Feb 2023	Mar 2023	April 2023	5/1/2023 **
Member type					
Regular	65	61	64	66	65
Associate	40	41	41	40	41
Med Associate	6	6	6	6	6
Associate Emeritus	4	4	4	4	4
Non-Member	1	1	2	2	3
Other	0	0	0	0	0
TOTAL	116	113	117	118	119
** - Learned that the website info and Treasurer info did not match					

- We had three new members join this month including Adam Griffith, Justin Leach, and Amy Kaniewski
- One regular member left the club
- One associate member left the club
- One regular member changed from regular to associate
- You will notice the regular member count actually down one. We had to reconcile the website number with Curt's number (more accurate). Moving forward I will be using a report from Curt for the membership.
- We have several in the queue. People are flocking to OFC!

Happy Flying and don't forget to keep your online profile updated! PLEASE!

DJ



OFC SAFETY COMMITTEE | MAY 2023 UPDATE

1. Confidential Safety Report
 - No new Confidential Safety Report was reported by May 16th.
2. Safety Committee meeting Updates:
 - No meeting was held in May we will continue having committee meetings bi-monthly and set for special items/discussion.
3. Safety Meeting/Events updates.
 - IMC monthly meeting held 5/10. Thanks John
 - X-Wind event/safe landing event 5/13. Thanks Joe
 - By May 16th **Based on the status of OFC profile update.**
 - 6 of 67 regular members **(9%) are fully current.**
 - 47 of 67 regular members **(70%) needs CFI to fly.**
 - 22 of 67 regular members **(33%) needs to attend or input safety meeting/event to remain current.**
 - Please update your profile once you complete a flight or attend/complete a safety meeting.

Oxford Flying Club, Inc.
A/R Aging Summary
As of May 15, 2023

	Current	1 - 30	31 - 60	61 - 90	91 and over	Total
Rosen, Stewart	165.00	165.00	146.45	147.91	201.78	826.14
Rogers, Emily	25.00	25.00	25.25	25.50	607.09	707.84
Shagloof, Fahad	25.00	25.00	25.25	25.50	261.76	362.51
Keller, Baxter	25.00	25.00	25.25	25.50	189.00	289.75
Feeney, Rick	25.00	25.00	25.25	25.50	183.18	283.93
Zupkus, Greg	25.00	25.00	25.25	25.50	156.90	257.65
Open Balance > 90	290.00	290.00	272.70	275.41	1,599.71	2,727.82

Berk, Daniel	165.00	960.00	172.82			1,297.82
Pacheco, Federico	165.00	765.00				930.00
King, Casey	165.00	347.40				512.40
Atkins, Eric	165.00	262.00				427.00
Frillici, Christopher	165.00	165.00	61.46			391.46
Knight, Scott	165.00	165.00	43.09			373.09
Wermes, Sheldon	165.00	196.00				361.00
Woodworth, Walker	165.00	195.00				360.00
Dennis, Jack	25.00	133.00	200.50			358.50
Miller, Jon	165.00	165.00				330.00
Hoft, Nate	252.00					252.00
Trabal-Figueroa, Wilson	165.00	32.93				197.93
Price, Scott	165.00	25.00				190.00
Gogas, Christos	165.00	2.92				167.92
Gabriel, John	165.00					165.00
Gannon, Danny	165.00					165.00
Howley, John	165.00					165.00
Milligan, Tom	165.00					165.00
Morici, John	165.00					165.00
Okarmus, Aaron	165.00					165.00
Sambrook, Scott	165.00					165.00
Berganza, Carlos	25.00	25.00	25.25	25.50		100.75
Arguimbau, Andre	25.00	25.00	25.25			75.25
Palmatier, Bruce	25.00	25.00				50.00
Shew, Allen	25.00	25.00				50.00
Nieves, Michael	25.00	6.67				31.67
Sobkowski, Isidore	25.00	1.28				26.28
Falzarano, Sean	25.00	0.70				25.70
Mills, Oran	25.00					25.00
Palombo, Richard	25.00					25.00
Schindler, Leonard	25.00					25.00
Cornwall, Jayden	1.54					1.54
Pugliese, Jay		0.58				0.58
Open Balance < 60	3,663.54	3,523.48	528.37	25.50	0.00	7,740.89

Total Open A/R	\$ 3,953.54	\$ 3,813.48	\$ 801.07	\$ 300.91	\$ 1,599.71	\$ 10,468.71
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Proposal spending authorization protocols

~~Section 9.01~~ Section 9.01 The ~~Board of Directors~~BOD is ultimately responsible for maintaining the aircraft whereas no member shall perform or request maintenance on an OFC aircraft without approval from the ~~Maintenance Officer or designee (MX Team).~~BOD except that,

- a) A maintenance captain is authorized to approve work orders for routine maintenance up to \$500.
- b) The maintenance officer is authorized to approve work orders up to \$1,500 for routine maintenance and keeping each club aircraft airworthy. Amounts greater than \$1,500 require the authorization of the maintenance officer, president, and treasurer.
- c) Proposals to purchase or lease aircraft and upgrade club aircraft avionics, interior, and paint shall be developed by the long-range planning committee and brought to a vote at a meeting noticed to all club members.

~~Section 9.02~~ Section 9.02 Any change to an aircraft per 14 CFR Part 43 - maintenance, preventive maintenance, rebuilding, and alteration, shall require the guidance of the MX Team and completion of a work order.

~~Section 9.03~~ Section 9.03 A Maintenance Policy for Pilots shall be located in the OFC – QRH for referenced located in each aircraft.

~~Section 9.04~~ Section 9.04 Any member may Ground an aircraft which would require an appropriate FAR Part 43 certified mechanic to inspect the discrepancy in question.

~~Section 9.05~~ Section 9.05 The MX Team must ensure the proper records are maintained for aircraft airworthiness.

- a) Any squawk of a system or equipment which is inoperative will be considered grounding until the MX Team has appropriately managed the discrepancy and approved it for flight.
- b) Only the MX Team may authorize the use of an aircraft after a discrepancy is found or squawk is made.
- c) No club aircraft shall be returned to service without a logbook entry and confirmation by the plane captain and maintenance officer that all work requested in a work order was completed.

~~Section 9.05~~ Section 9.06 PIC Member Squawks

- a) Any discrepancy found must be squawked in Flight Schedule Pro (FSP) and communicated with the MX Team prior to the aircraft's next flight.
- b) Authorization of flight after an open squawk has been reported is the sole responsibility of the MX Team
- c) The PIC has the ultimate responsibility to know of squawks and how they may create limitations on a flight operation via Flight Schedule Pro.