

OXFORD FLYING CLUB**MEETING MINUTES**

15 January 2013

Location: 121 Restaurant, Woodbury, CT**Attendance:** Regular: 15 Mentored Students: 0 Associates: 2 **Quorum:**¹ Yes X No

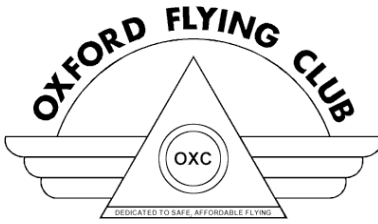
Type		Member	Present	Type		Member	Present	Type		Member	Present
1	Assoc	Aulet, Maximillian	X	Reg	Kit, Volodymyr			Reg	Rosen, Stewart		
2	Reg	Baggett, Scudder		Mentored Stu	Kramer, Skyler			Reg	Schafer, Tim		
3	Reg	Baker, Matt		Reg	Kramer, Tom			Reg	Rosendahl, Eric		
4	Reg	Berwick, Kent		Reg	Laine, George	X		Assoc	Sabot, Jay	X	
5	Reg	Burmann, Bruce		Reg	Lyons, Hal	X		Assoc	Schindler, Leonard		
6	Assoc	Camejo, Christopher		Reg	John Morici	X		Reg	Schmecker, Ron	X	
7	Reg	Carr, Tim		Assoc	Morrow, Bill			Reg/Stu	Shaker, Ed		
8	Reg	Chromczak, Ed	X	Reg	Mowerman, Illya			Reg	Stevens, Burt	X	
9	Assoc (Honorary)	Dasilva, Domingos		Reg	Nalband, Gary	X		Reg	Treanor, Jim	X	
10	Reg	Dobbs, Glen	X	Reg	Noffke, Karl	X		Reg	Wilson, Richard	X	
11	Reg	Dobbs, Kristi	X	Reg	Oloff, Scott			Reg	Zipkin, David		
12	Mentored Stu	Fazio, Mike		Reg	Osborne, Tom						
13	Reg	Feeney, Richard		Reg	Palmatier, Bruce	X					
14	Assoc	Feinman, Phil		Assoc	Piwowarski, David						
15	Reg	Goudy, Jim		Reg	Proulx, Brian	X					
16	Reg	Green, Geoffrey		Reg	Pugliese, Jay						
17	Reg	Heidrich, Don	X	Reg	Richardson, Bruce						
18	Med Assoc	Hill, Jeremy		Reg	Robinson, Andy						

- **Gary N. called the meeting to order at 7:03 PM**
- **December 2012 minutes accepted unanimously**
- **Guest: Wayne Tremallo (also see membership report)**

¹ Per By-Laws, quorum = one-third of regular plus non-mentored student members. In the event a quorum is not achieved, or is subsequently lost, the President will determine if a majority of the board is present. If so, then the meeting will become a Board Meeting.

Membership Report: Presented by Don H. and accepted unanimously.

- Club voted to approve Wayne Tremallo membership request. Welcome aboard!!
At Wayne's request join date will be 1 March 2013.



Membership Report Oxford Flying Club

Don Heidrich, January 2013

Membership Changes since Last Meeting:

Resigned:

- <none>

Status Change:

- <none>

Joined:

- John Morici

Current Totals

Regular	33
Student	1
Mentored Student	2
Associate	9 (Includes Dom Dasilva)
<u>Med Assoc</u>	<u>1</u>
Total	46

Other Notes:

Prospects:

- Greg Delp – ATP / Pro / A&P – Wants to teach his daughter, will wait until spring.
- Wayne Tremallo – ASEL / INSTA, flew 20 years ago, lives in Oxford.

Treasurer's Report: Presented by Kristi D. and accepted unanimously (see attached)

MX Report: Brian P. summarized and provided the following via email (see attached).
Maintenance report accepted unanimously.

As we approach spring, I will be looking to corrosion-proofing all planes. This process makes quite a mess, but it is something we need to do this year.

819: Experienced a failing AI. We had VIP build up an overhauled gyro however it failed shortly after it returned home. I was able to negotiate a brand new AI in exchange for the overhauled one and this instrument is now in place. We also had some panel lighting issues of which a new Rheostat was installed.

61H: All looking good. Preparing for the annual in March. It is scheduled to go to Reliant. I am expecting to replace a mag, and a new door seal, however I am not expecting anything out of the ordinary. We may be looking at new exhaust baffles as these have not been replaced in a few years. I would estimate the annual at around \$3500 at this time. As an FYI, the nose wheel was almost completely flat to the point where I was having trouble taxiing. Please make sure you check the inflation of the tires before flight.

84F: At the last oil change we identified some very small metal bits in the filter. The oil report came back OK however. As I mentioned we are now +60hrs over TBO. While the cylinders are only about 700hrs, the rest of the engine components are over 2000hrs old. I will continue to watch the oil and the filter closely. Scott O and I are working with several engine overhaul facilities on obtaining quotes and verifying pricing and time estimates on a replacement. More to follow at our next meeting. I am considering using the new maintenance facility for 84F's annual, more to follow on this next month after I have an opportunity to talk with the new folks.

62Y: The hangar door was fixed, bad switch. The wall switch for the door was removed and will not be replaced. I am now hearing about the hangar door controller cutting in and out in the UP position. I will keep an eye on this. There continues to be some issues with the OIL DIPSTICK not being fully in the oil tube, thus causing oil to spray around inside the cowling. Please make 100% sure that the dipstick is fully into the tube and the handle is not hung up on the heatshield.

Safety: Jay presented an idea whereby a flying topic is discussed by a member at the end of each meeting. Another topic was presenting Tony Vallilo's Hudson Corridor presentation.

Long Range Planning Committee: Ed C. summarized and provided the following via email.
LRP accepted unanimously.

Results of Long Range Planning Committee Meeting, 1/11/2013:

The LRP Committee meet on 1/11/2013 in order to finalize the "Long Range Planning" for the first-half of 2013, in order to consider the approximately \$5K "A" upgrades for 61H & 84F. The items listed for the "First Half 2013" are the only items funded by the Finance Committee (FC) who met prior to this meeting. The items listed for the "Second Half 2013" will be considered during a joint FC/LRP meeting planned sometime in July.

The following 2013 "abbreviated" recommendations are based on recent quotes which indicate that we would reduce costs if these projects were completed during the annual inspections.

The items are arranged by timeframe and the upgrades of the ELTs in both Archers and the installation of a rotating beacon for 61H were approved for March & May during the annuals.

The LRP Committee is investigating the possibility of a direct purchase of four ELTs in order to obtain a discount and if the shops performing the annual inspections will install these ELTs.

Abbreviated Long Range Planning Committee Summary, 1/11/2013:

First Half 2013:

61H (annual inspection scheduled - Feb/March 2013)

Install LED rotating beacon [\$800 - \$1.5K] (A)

Upgrade ELT. [\$2K] (A)

84F (annual inspection scheduled - Apr/May 2013)

Upgrade ELT. [\$2K] (A)

Second Half 2013:

62Y (annual inspection scheduled - November 2013)

Upgrade ELT. [\$2K] (A)

819 (annual inspection scheduled - December 2013)

Upgrade ELT. [\$2K] (A)

Install co-pilot seat inertia reel [\$1K] (A)

The ADS-B installations are sequenced based on two components; (1) technology & product availability are constantly changing, (2) avionics shops will be overwhelmed with work by the end of 2019 because these installations must be done before 2020.

819: Install ADS-B in/out collision avoidance avionics [\$4K] (A) 2013/4

84F: Install ADS-B in/out collision avoidance avionics [\$4K] (B) 2015

61H: Install ADS-B in/out collision avoidance avionics [\$4K] (B) 2017

62Y: Install ADS-B in/out collision avoidance avionics [\$4K] (C) 2018/9

Ed Chromczak, Chair LRP

Unfinished Business:

- FAA Safety Seminar update – Another success, great turnout for Kent Berwick's "What's It Doing Now?" presentation on autopilots. Very educational!! Great job Kent.
- Club Shirts – Max A. will send new list to all members with choices of shirts and price ranges. Members suggested we standardize on one color and shirt style.
- NEAM trip update - Gary N. presented for Jay P. About 12 members have signed up for Saturday, 1/19/2013, for the tour of the New England Air Museum in Windsor Locks. The tour starts at 10:00 AM and costs \$8.50 per person. Flying is also an option, though a bit costly with all the fees (\$18.75 parking fee > 1 hour, buy 7 gallons of fuel or pay \$31.00 servicing fee).

New Business:

- Audit Committee report – Ed C. summarized and provided the following via email.

Annual Audit of the OFC Financial Records....1/10/2013

The Audit Committee met to conduct the required review of the Club's 2012 financial records. The Committee was composed of Rick Feeney, Len Schindler, Matt Baker & Ed Chromczak; also in attendance were Kristi Dobbs (existing Treasurer) & Burt Stevens (former Treasurer).

The group followed the OFC Audit Guidelines established by Don Heidrich and reviewed the Clubs income, expenses, member charges & credits and other documents and found no discrepancies.

We wish to thank Burt Stevens for his dedication and great performance, throughout the years, of all the enormous tasks associated with his former position as Treasurer. And good luck to Kristi Dobbs as our new Treasurer.

Ed Chromczak, Audit Committee Chairperson

- 2012 Operating results – Kristi presented the financials for 2012 (see attached).
- Treasurer & MX compensation – Burt & Gary discussed to update the bylaws to include 3 hrs. min. or 1 hr. per aircraft / month @ lowest price aircraft. Club voted unanimously to approve the motion to update the bylaws for compensation.
- Oxford PTO raffle – Jodi co-chair of the Oxford PTO Night contacted OFC on the prospects of donating a plane ride to the winner. Don presented this request to club and club decided not to get involved, but can be done by individuals if they desire
- Bruce R. attended the CAP monthly meeting at the Waterbury Armory to build rapport around flying between the OFC and Civil Air Patrol

The club adjourned at 8:25 PM.

Submitted by,
Karl Noffke

Oxford Flying Club
Current Financial Status

Balance Sheet

12/31/12

Assets

Cash		\$88,404
Accounts Receivables		\$6,927
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	N8261H	\$80,000
	N4384F	\$51,000
	N98819	\$45,000
	N7362Y	\$87,500
Planes - (values based on AOPA Vref figures as of 1/1/2011)		\$263,500
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<i>Total Assets:</i>		\$358,831

Liabilities

Accounts Payable	-\$329
Bank Time	\$6,085
Loans	\$68,314
Engine & Prop Reserve* includes P&E on 7362Y to date	\$105,343
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<i>Total Liabilities:</i>	\$179,413

Total Equity: **\$179,418**

Profit & Loss Statement

	December-12	YTD
<i>Total Income</i>	\$14,428	\$176,675
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<i>Expenses</i> (includes \$5,761 upholstery upgrade in 84F, \$10,846 GPS upgrade in 819 & \$45,584 acquisition costs for 62Y))		
	Monthly	YTD
N4384F <i>Annual in 05/12 @ \$8698</i>	\$2,726	\$47,092
N8261H <i>Annual in 03/12 @ 5313</i>	\$2,780	\$43,884
N98819 <i>Annual in 12/12 @ \$?</i>	\$5,032	\$40,067
N7362Y <i>Annual in 12/12 @ \$9498</i>	\$5,323	\$98,646
Officers Flying Time	\$570	\$6,840
Other Expenses	\$368	\$7,115
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<i>Total Expenses:</i>	\$16,798	\$243,644
<i>Net Income (before extraordinary costs):</i>	(\$2,370)	(\$66,969)
		\$62,191
<i>Net Income:</i>	(\$2,370)	(\$4,778)

Oxford Flying Club
Current Financial Status

Balance Sheet

01/15/13

Assets

Cash		\$91,082
Accounts Receivables		\$15,110
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	N8261H	\$80,000
	N4384F	\$51,000
	N98819	\$45,000
	N7362Y	\$87,500
Planes - (values based on AOPA Vref figures as of 1/1/2011)		\$263,500
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Total Assets:		\$369,692

Liabilities

Accounts Payable		-\$329
Bank Time		\$11,975
Loans		\$67,183
Engine & Prop Reserve* includes P&E on 7362Y to date		\$105,343
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Total Liabilities:		\$184,172

Total Equity: \$185,520

Profit & Loss Statement

	December-12	YTD
Total Income	\$14,428	\$7,890
Expenses		
	Monthly	YTD
N4384F <i>Annual in 05/12 @ \$8698</i>	\$2,726	\$90
N8261H <i>Annual in 03/12 @ 5313</i>	\$2,780	\$157
N98819 <i>Annual in 12/12 @ \$?</i>	\$5,032	\$78
N7362Y <i>Annual in 12/12 @ \$9498</i>	\$5,323	\$814
Officers Flying Time	\$570	\$333
Other Expenses	\$368	\$317
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Total Expenses:	\$16,798	\$1,788
<i>Net Income (before extraordinary costs):</i>	<i>(\$2,370)</i>	\$6,102
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Net Income:	(\$2,370)	\$6,102

OFC Annual Inspections N8261H items - Annual 2013

Open Date	ID #	Issue	Resolution	Status	Assignee
1/7/2013	830	Door seal peeling off and damaged. Need new door seal		Annual	Reliant Air
10/16/2012	806	Broken co-pilot side window	Applied epoxy and stop drilled. Will be looking to replace the window soon	Annual	Reliant Air
1/9/2012	698	DME swap (84F to 61H)?	A suggestion was made to keep 61H 110% IFR by swapping the working DME from 84F to 61H.	Annual	VIP
12/15/2011	685	DME placarded INOP	\$350 to replace the display, \$200 to remove from a/c. Unit itself in working order is worth about \$1000 on the open	Annual	VIP

OFC Maintenance Report

Active Issues - January 2013

Open Date	ID #	Issue	Resolution	Scheduled for	Status	Assigne
<u>N4384F</u>						
1/7/2013	831	VSI showing -500ft decent on cold mornings. Once warmed up the Instrument is	Will need to watch this		Open	Club
4/17/2012	733	Corrosion proofing	Process and procedure to be determined once aircraft is returned from		Pending	
<u>N7362Y</u>						
12/14/2012	826	During tire change, found gouges on inside of rims.	Logbook shows Jay Weiner did repeated tire changes. Rims now need to be replaced, structural integrity is compromised.		Open	Reliant Air
11/20/2012	812	Pilot side fiberglass wingtip (underneath) has a crack and needs to be stop drilled			Pending	
<u>N8261H</u>						
8/4/2012	773	Door seal falling apart			Open	Reliant Air
4/17/2012	735	Corrosion proofing	Process and procedure to be determined once 819 has been completed		Pending	
<u>N98819</u>						
1/9/2013	836	Brake pads thin	Not sure why this was not caught at annual...we can make it through the winter months		Open	Club

Open Date	ID #	Issue	Resolution	Scheduled for	Status	Assigne
4/17/2012	734	Corrosion proofing	Process and procedure to be determined once 84F has been completed		Pending	

OFC Maintenance Report

Closed Issues - January 2013

Open Date	ID #	Issue	Resolution	Status	Assigned	Close Date
<u>N4384F</u>						
1/6/2013	828	Bad mag at runup	Was able to clear it <u>however I decided to pull the plugs. Plugs were loaded. Will need new plugs at annual.</u>	Closed	Reliant Air	1/7/2013
<u>N7362Y</u>						
12/18/201	827	Nose wheel gear up <u>indicator switch, wire broken</u>	Russ was able to repair it. Logbook was reluctantly signed by Russ.	Closed	Classic Air	12/18/2012
12/5/2012	825	Replace main tires (flat <u>spots</u>)	EXPENSIVE TIRES - \$250 each.	Closed	Reliant Air	12/14/2012
11/28/201	822	Electrical issues, static <u>on COMs, squealing on TX</u>	All issues addressed at VIP. New Alternator, new Voltage Regulator, and <u>rewired co-pilot PTT. OK now.</u>	Closed	VIP	12/3/2012
11/20/201	816	AI and Airspeed <u>instrument backlights out. It is possible that these instruments do not support</u>	I will investigate further. These instruments do not have backlighting. Front lighting only.	Closed	VIP	12/3/2012
11/20/201	815	MX20 display changing <u>colors by itself</u>	Magenta line sometimes is blue, and sometimes <u>green. Expensive to repair, and is a factory only type repair. More to follow. This could be related to all of the electricla issues we had.</u>	Closed	VIP	12/3/2012

Open Date	ID #	Issue	Resolution	Status	Assigned	Close Date
8/12/2012	781	COM1 picking up static in the background when not transmitting	Took it to VIP on 11/19. Bench tested COMs and swapped antennas. Could not find an issue on the bench.	Closed	VIP	12/3/2012
6/12/2012	758	Noise and squealing co-pilot COM2. VIP addressed this on 12/3/2012, J&M ran out of time	re-opened. Static and squealing coming from co-pilot PTT and headset jacks when on COM2. While at annual, J&M will have an avionics guy look at the issue	Closed	J&M	12/3/2012

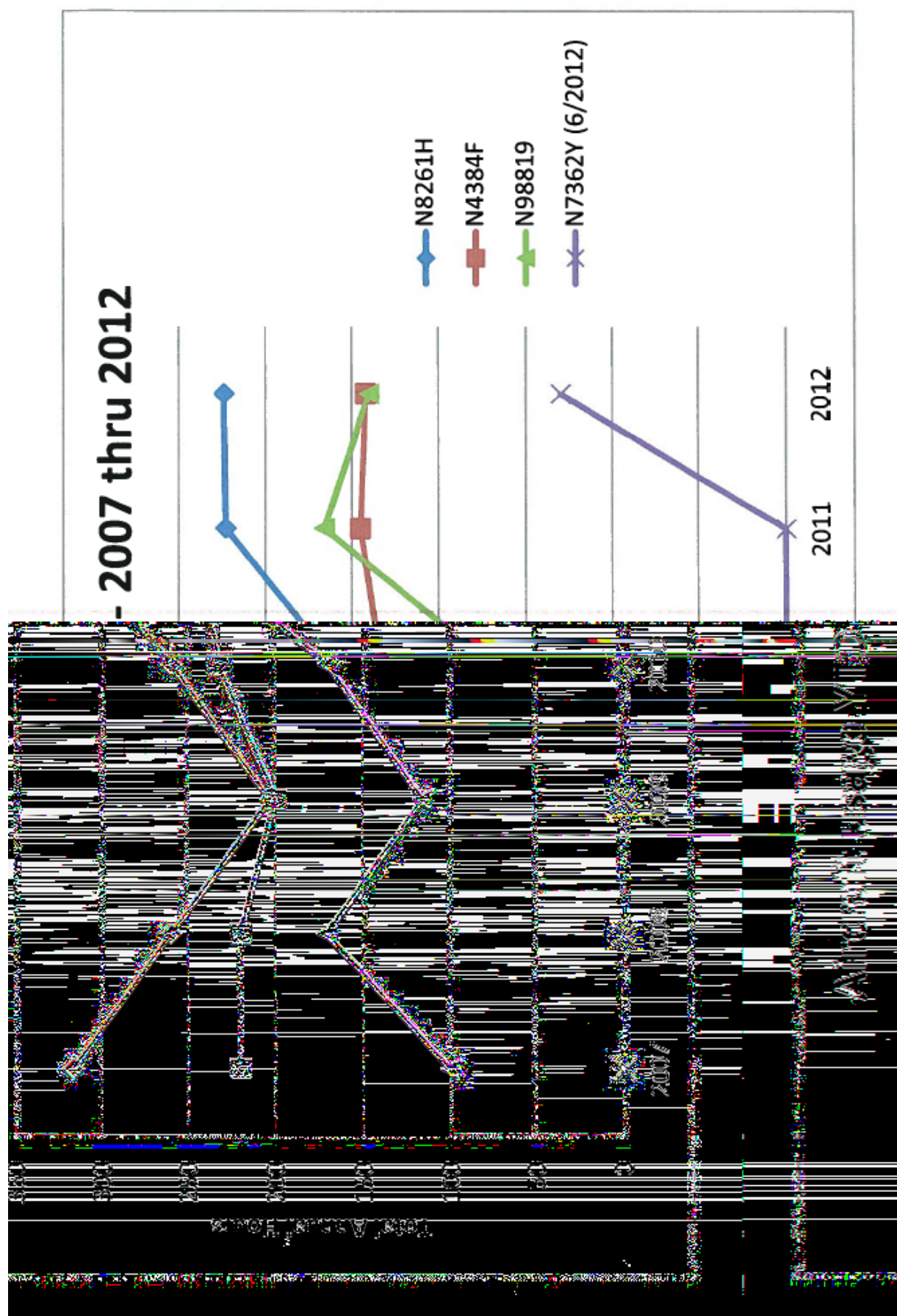
N8261H

1/7/2013	832	Nosewheel almost	I need to know when the tires get low...should be part of every preflight.	Closed	Club	1/7/2013
1/7/2013	829	Left Fuel sender INOP	Replaced the fuel sender with a new unit	Closed	Reliant Air	1/7/2013
12/1/2012	823	50hr oil change	checked air pressure, leak check OK.	Closed	Club	12/1/2012

N98819

1/9/2013	835	Panel lights Rheostat INOP	Replaced Rheo	Closed	VIP	1/14/2013
1/9/2013	834	Map light falling off	Remounted and repaired	Closed	VIP	1/14/2013
1/9/2013	833	AI tilting up to 30deg	Replaced AI however overhauled unit failed as well. Received a brand new AI on 1/15 free of charge	Closed	VIP	1/15/2013
11/24/201	821	Annual. Addressing spot corrosion this time around	Painted most corrosion spots, still some left.	Closed	Classic Air	12/1/2012

Open Date	ID #	Issue	Resolution	Status	Assigned	Close Date
11/20/201	819	Map light insulator AD <u>inspection</u> and signoff		Closed	Classic Air	12/1/2012
11/20/201	818	Bendix ignition AD <u>inspection</u> and signoff		Closed	Classic Air	12/7/2012
11/20/201	817	Seat track AD inspection		Closed	Classic Air	12/7/2012
11/20/201	813	Deal with corrosion <u>issues</u>	Russ bought a sand blaster just for this.	Closed	Classic Air	12/7/2012
10/31/201	807	Missing a cowl screw	Always a recurring <u>issue</u>used one from Classic installed	Closed	Classic Air	12/7/2012
9/16/2012	802	Stall warning hom inop		Closed	Classic Air	12/7/2012
11/17/201	670	Deal with bare metal <u>and</u> corrosion on <u>airframe</u>	Russ will do his best to locate and clean/paint visable corrosion	Closed	Classic Air	12/7/2012





2013 CALENDAR OF EVENTS

OXFORD FLYING CLUB

January						
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Important OFC Dates:						
January 19:	NE Air Museum Event					
Feb 24 – March 8:	8261H Annual					
March 9:	OFC Night Landing @ 121					
April 21 – May 3:	4384F Annual					
May 4:	Plane Wash					
May 15:	OFC Tax Return Due					
May 25 – 26:	Jones Beach Air Show					
May 31 – June 2:	WWII Weekend (RDG)					
June 19 – 22:	Fly-In Lock Haven, PA					
July 13:	OFC Safety Day					
July 29 – Aug 4:	EAA Airventure, KOSH					
Aug 3:	OFC Summer Picnic					
Aug 3 – 4:	New England Air Show, KCEF					
Sept 14:	OFC Grass Landing (N41)					
Sept 14:	Great Barrington Fly-In (KGBR)					
Sept 15:	Simsbury Fly-In (4B9)					
Oct 5:	OFC Plane Wash					
Oct 27 – Nov 8:	7362Y Annual					
Nov 9:	OFC Night Landing Event, 121					
Nov 19:	OFC Annual Club Meeting					
Dec 6:	OFC Holiday Party					
Dec 8 – Dec 28:	98819 Annual					

15 INDICATES CLUB MEETING



Important Management Dates:	
01/01/13	Prepare 1099's for comp & interest
01/15/13	Send Y/E info to accountant
02/15/13	Send 1099's to lenders and contractors
03/01/13	Insurance due (Bill Grohs)
03/15/13	File annual tax return
04/01/13	Increase plane rates by \$10.00
04/15/13	OFC Tax Return Due
04/21/13	until May 3: 4384F Annual
09/01/13	US Customs decals
10/01/13	Town of Oxford registration
10/27/13	until Nov 8: 7362Y Annual
11/19/13	OFC Annual Club Meeting
12/01/13	Decrease plane rates by \$10.00
12/08/13	until Dec 28: 98819 Annual
12/15/13	File CT Sales Tax return (Form 08-114)
Monthly	Pay Vendors, Lenders & Landlords
Monthly	Prepare financial report for meeting

March						
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September						
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2013 MANAGEMENT EVENTS

February						
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May						
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August						
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November						
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OXFORD FLYING CLUB

January						
S	M	T	W	T	F	S
	1	2	3	4	5	
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30	31		

April						
S	M	T	W	T	F	S
1	2	3	4	5	6	
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30				

July						
S	M	T	W	T	F	S
1	2	3	4	5	6	
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30	31			

October						
S	M	T	W	T	F	S
	1	2	3	4	5	
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30	31		

15 INDICATES CLUB MEETING