



Meeting Minutes

16 November 2021, 6:30 PM – NW B10 Hangar

Attendees

Directors (6): Dan Berk, Robert (“Bob”) Ham, Vaughn Mauren (via Zoom), Scott Price, Curt Robinson, Landon Sock

Members (10): Patrick Cooper*, Ross Detwiler*, John Farley, Peter Frey, Tom Krasowski, Thomas McCullough, Oran Mills*, Leo Mollica, DJ Nicholson, Francis Pullaro

Members via Zoom (5): Edward Chromczak**, David Irving, Ray LaPlante, Jack McKinney, Bruce Richardson

*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 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. (6 of 9 Directors, and 17 of 55 Regular Members, were present.)

* Per Club By-laws (Article VI, Section 5), the meeting devolved into a Special Board Meeting to facilitate voting on multiple motions (below).

Guests

None

New Members

None

Meeting Minutes

October 19 Meeting Minutes posted on the Club’s website were approved.

New Certificates & Ratings

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

Wings of Hope Raffle

President Landon Sock announced that Regular Member Thomas McCullough is the Grand Prize winner of a 1970 Cessna 172K Skyhawk in the Wings of Hope raffle: <https://wingsofhope.ngo/raffle>. Congrats, Tom!

Finance Report

Treasurer Curt Robinson gave a finance report.

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

Curt said finances are fine, although total Accounts Payable are currently very high due to deposits for avionics upgrades for 34X and an open invoice for painting and refurbishing for 819. October was the first month Curt did not apply Bank Time; about \$15,000 remains in the Bank Time account, mostly on the Associate Member side. We closed the month with \$13,000 in Accounts Receivable, down from \$22,000 but still higher than it should be. Curt urged members to please pay their invoices promptly. This is the first month Curt prepared statements using QuickBooks Online; the process went well.

Maintenance Report

Safety Committee Vice Chair Peter Frey gave a Maintenance Report on behalf of Maintenance Officer Andy Robinson.

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

Peter said this has been a challenging time for the Club with three aircraft in shops (5GC, 34X, 819) and a new Cirrus SR-20 in the fleet (8TR). During this time, 61H has born most of the load. Regular Members John Farley (owner) and Dave Irving will be Maintenance Assistants on the new Cirrus. Membership Officer Dan Berk and John Farley also gave brief reports on 34X and 8TR, respectively.

Aircraft Summary

- 8TR - Minor maintenance discrepancies have been resolved; QRH & website info now in progress
- 5GC - Annual finished; will go to VIP Aviation (KHFD) in December for altimeter system test and inspection, autopilot discrepancy, com #2 weakness and possible reposition of Insight Monitor
- 34X - New avionics displays and autopilot are being installed at Hangar 2 Avionics in Lock Haven, PA; during upgrade, plane will have Annual inspection and pitot heat discrepancy resolved
- 61H - The work horse of the line; will go in for preventive maintenance and resolution of multiple squawks as our other aircraft return to service
- 819 - Repainting / refurbishing in progress; Garmin GPS unit repaired at factory and ready for install; wings were inspected, and minor repairs made (corrosion less than expected)

Membership Report

Membership Officer Dan Berk gave a membership report.

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

Regular:.....	55
Associate*:	36
Associate Emeritus:	4
Total:	95

** Includes Medical Associate..... 4*

Dan reported some recent membership losses, typical for the winter season. To stimulate inquiries, he said he purchased some Facebook ads for \$500. We currently have three or four applicants in the pipeline. Inquiries for flight training are being referred to area flight schools.

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](#)).

Leo said the Safety Committee is on track with most of its annual objectives. The Safety Committee continues to prepare and publish safety reports (<https://oxfordflyingclub.com/member/safety.htm>).

Annual Safety Survey

Leo encouraged everyone to please complete the Club's online Safety Survey. President Landon Sock said participation in the Safety Survey has been improving steadily each year, and he also urged members to respond to this year's survey promptly.

Proposed Slate of Officers for 2022

In accord with Club By-laws, President Landon Sock introduced a brief discussion of the "Proposed Slate of Officers and Directors 2022" ([attached](#)) that had been presented by the Nominating Committee at the October 19 Monthly Meeting. No additional nominations were made.

Regular Member Jack McKinney made, and Associate Member Ross Detwiler seconded, the following motion which was voted upon and approved unanimously.

That the "Proposed Slate of Officers and Directors 2022" be approved by the membership.

Vote on Motion to Approve Proposed Slate of Officers and Directors:

Yea: 21
Nay: 0
Abstain: 0
Total: 21

Long-Range Planning

President and Long-Range Planning Committee Chair Landon Sock introduced a discussion of sheepskin seat covers for 61H and 819 and upgrades for 5GC. Discussion followed.

Sheepskin Seat Covers

Membership Officer Dan Berk made, and Regular Member John Farley seconded, the following motion which was voted upon and approved by majority vote.

That the Club purchase two sets of sheepskin seat covers at \$625.00 per set (total of four seat covers), including shipping, to cover the front seats in N8261H and N98819 as soon as practical.

Vote on Motion to Install Sheepskin Seat Covers in N8261H and N98819:

Yea: 20
Nay: 0

Abstain: 1
Total: 21

Upgrades for N735GC

Long-Range Planning Committee Member Francis Pullaro suggested the Club look at purchasing a custom-fit sunshield to protect the aircraft's interior from UV rays, especially during summer. Other members suggested we consider purchasing an exterior cover and upgrading the worn carpeting. The Long-Range Planning Committee will investigate these upgrades and the Club will discuss them at the next monthly meeting (January 2022).

New OFC Logo Designs

President Landon Sock introduced a discussion of two new logo designs created by Regular Members Thomas McCullough and Michael Kroha.

Following the October 19 Monthly Meeting, Membership Chair Dan Berk had conducted an online survey to determine which of the designs is preferred by members: the "Airplane" design, or the "Ox" design. The survey revealed that a sizeable majority of members preferred the "Airplane" design (right).



Membership Officer Dan Berk made, and Regular Member Thomas McCullough seconded, the following motion which was voted upon and approved unanimously.

That the Club replace its legacy logo design with the new logo design, "Aircraft" version, effective immediately.

Vote on Motion to Replace Existing Club Logo:

Yea: 21
Nay: 0
Abstain: 0
Total: 21

The Club is extremely grateful to Tom and Mike for their fine work and is delighted to have a professional logo!

Winter Holiday Party

The members briefly discussed the possibility of scheduling an annual holiday party. The Activities Committee will assess interest and research options.

Additional Business

No additional business was discussed.

The Meeting was adjourned at 7:55 p.m.

Meeting Minutes submitted by Scott Price, Secretary

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Oxford Flying Club

October 2021

Financial Information

Assets

Checking/Fuel Bank Accounts		\$35,298
Savings (Prop/Engine Reserve)		\$173,597
* Prop & Engine Reserve		\$71,400
* Liability Insurance Fund (\$40,000 target)		\$29,016
* Proficiency Time Fund		\$15,283
* LRP Upgrade Fund (819 Paint \$12,681)		\$21,300
* Cash from 7YT Sale		\$37,663
Accounts Receivable (10/31/2021)		\$13,940

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: \$603,735

Liabilities

Accounts Payable (11/1/2021)		\$29,317
Bank Time - As of 11/1/2021		\$15,283
Loan Payable - N735GC	Monthly payments, including interest: \$1,510.	\$33,046
Prop and Engine Reserve (all planes - cumulative)		\$71,415

Total Liabilities: \$149,061

Equity

Total Equity: \$454,674

TOTAL LIABILITIES & EQUITY

\$603,735

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	23.19	\$2,984	\$128.65	\$1,311	\$56.53	\$426	\$18.35	\$90	\$464	\$95
N4334X	6.70	\$871	\$130.00	\$301	\$44.91	\$47	\$6.95	\$90	\$134	\$72
N98819	1.70	\$221	\$130.00	\$157	\$92.09	\$3,695	\$2,173.59	\$90	\$34	\$2,286
N735GC	23.30	\$3,543	\$152.06	\$1,890	\$81.11	\$38,596	\$1,656.50	\$650	\$466	\$1,758
Totals	54.89	\$7,619	\$138.80	\$3,658	\$66.65	\$42,764	\$779.08	\$920	\$1,098	

Inflows/Outflows

	Current Month	Totals
Membership - Initiation Fees	\$3,000.00	
Membership Dues - Regular	\$8,150.63	
Membership Dues - Associate	\$900.00	
Total Flight Time Billing	\$7,980.10	
Interest Income	\$1.44	
Sporty's Rebate (quarterly)	\$0.00	
Finance Charges	\$0.00	

Billed Monthly Total: \$20,032.17

Flight Hours (Unbilled Maintenance & Marketing)	-\$361.60
Transfer to P&E Reserve (Total hours x \$20)	-\$1,097.80
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	-\$3,658.16
Club Officer & Maint. Credits (4 aircraft)	-\$1,550.00
Other Misc. Expenses (FSP, Web Site, Events & Other)	-\$373.51
Licensing and Registration Fees for Aircraft (CBP Decals)	-\$360.00
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)	-\$43,737.65

Expenses Total: -\$55,565.19

Monthly Cash Flow Total **-\$35,533.02**

Fund Balances		All Funds		
		Dues %	Month Only	(9/2/20-10/1/21)
Dues:	Accounting	0.63%	\$ 58.27	\$ 58.27
	Avionics Subscriptions	1.81%	\$ (1,801.97)	\$ (1,801.97)
	D&O Insurance	0.57%	\$ 52.88	\$ 52.88
	Hangar/Tie Down	3.90%	\$ 152.04	\$ 152.04
	Liability Insurance	41.58%	\$ 3,483.97	\$ 11,355.07
	Loan Payments	16.37%	\$ (3.40)	\$ -
	Officer's Credits	17.35%	\$ 7.12	\$ 7.12
	Taxes & Registrations (Town of Oxford delayed because of COVID-19)	0.33%	\$ (328.27)	\$ (328.27)
	Web Site / FSP	0.72%	\$ 13.94	\$ 13.94
	General Maintenance	6.33%	\$ 164.83	\$ 144.69
	Marketing Expenses		\$ -	\$ -
	Unbilled Flight Hours (+MX, +MARK, Landing Fees)		\$ -	\$ -
	Landing Fees	0.68%	\$ 6.69	\$ 6.69
	Quickbooks Online	0.99%	\$ (8.51)	\$ -8.51
	Dues Unallocated	8.74%	\$ 204.65	\$ 8,657.11
	LRP Upgrade Fund (Expired PT, Initiation Fees, Bank Interest)		\$ (28,908.56)	\$ (11,814.92)
Flight			Last Month	Current Bal
Flight: N4334X				
	Fuel		\$ 90.56	\$ (595.96)
	MX		\$ (6,317.66)	\$ (18,737.78)
	P&E		\$ 174.20	\$ 180.20
	Upgrades		\$ 60.44	\$ 1,972.74
Flight: N735GC				
	Fuel		\$ (246.10)	\$ 102.35
	MX		\$ (2,148.45)	\$ (2,731.10)
	P&E		\$ 699.00	\$ 2,263.00
	Upgrades		\$ 173.89	\$ 531.09
Flight: N8261H				
	Fuel		\$ (66.31)	\$ 311.58
	MX		\$ (1,917.80)	\$ 6,315.45
	P&E		\$ 466.40	\$ 398.60
	Upgrades		\$ 290.83	\$ 2,975.08
Flight: N98819				
	Fuel		\$ (75.90)	\$ (869.00)
	MX		\$ (2,033.09)	\$ (6,710.79)
	P&E		\$ 34.00	\$ (46.00)
	Upgrades		\$ 36.99	\$ 3,788.95
Fuel Account Balance (Across All Aircraft)				-\$1,051.03

From: Curt Robinson via Ofc-mem <ofc-mem@lists.oxfordflyingclub.com>
To: OFC - Current Members <ofc-mem@oxfordflyingclub.com>
Sent: Monday, November 15, 2021, 11:10:26 AM EST
Subject: [OFC-Mem] October 2021 Monthly Financial Report

Hi Club Members,

Attached is the financial report for October 2021. While the bottom-line number shows a big negative, it's mostly because of the deposits for the Avionics upgrades for 34X and also the remainder of the payments for the prop-stirke repair.

Otherwise, things are in pretty good shape. We've dropped a few members, as we do generally in the Winter. And there are still a number that are slow to getting their Statement balances paid. With the new QuickBooks Online system, I'm going to start sending out reminders around the 20th of each month.

Thanks,

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

OFC October/November 2021 Maintenance Report

We had three aircraft in three different shops this month. Devon Chapin, owner of Wright Aviation, had a tragedy in his family. We also introduced a new type, the SR-20 to our fleet. The schedule reflected this challenge, with 61H bearing most of the flying load.

N735GC: Finished with annual and back on the schedule. They did not have the part for the tail ring so it remains bent for now. GC is scheduled to go to VIP Aviation next month for Altimeter System Test and Inspection, Autopilot discrepancy, com #2 weakness and possible reposition of Insight Monitor.

N98819: Recent pictures of aircraft stripped and ready for paint show progress in new livery. All new plastic fairings ordered. Ed C. had the Garmin 650 repaired at factory and it is ready for install. It needed minor wing repair and inspection reported corrosion less than expected. Estimate return Mid December.

N4334X: New Avionic displays and autopilot are being installed. During this upgrade, the plane will also receive an Annual inspection and have a pitot heat discrepancy resolved. 34X should return to the line in mid-December.

N8261H: Has been the work horse of the line. The discrepancy list reflects this. It will go in for preventive maintenance and resolution of squawks once we get some schedule relief.

N228TR: Minor maintenance discrepancies have appeared and have been resolved. Members John Farley, (owner) and Dave Irving will be Mtc. Assistants (Mtc. Captains) on this airplane. QRH and website info for 8TR is in progress.

Maintenance Committee is expanding to better cover fleet discrepancies and operational responsibilities. DJ Nicholson has joined. He will work initially as Assistant Maintenance Captain *en liberté (at large, in German)*.

A reminder that the various OFC committees are inclusive not exclusive. We welcome motivated members to join and to attend meetings and functions.

From: Daniel Berk via Ofc-mem <ofc-mem@lists.oxfordflyingclub.com>
To: OFC-Members <ofc-mem@oxfordflyingclub.com>
Sent: Tuesday, November 16, 2021, 02:16:41 PM EST
Subject: [OFC-Mem] Membership Count

Regular 55

Associate 36

Which includes the following
Medical 4

Associate Emeritus 4

Daniel Berk
Membership Chair
Oxford Flying Club

From: Peter Dawson via Ofc-mem <ofc-mem@lists.oxfordflyingclub.com>
To: OFC-Members <ofc-mem@lists.oxfordflyingclub.com>
Sent: Saturday, November 13, 2021, 07:38:07 PM EST
Subject: [OFC-Mem] Safety Committee November 2021 Update!

Oxford Aviators,

We'd like to start off by saying, "*WHAT A YEAR!*" We've endured a year of well made, tough decisions. From a prop strike, series of flat/spotted tires, proficiency time, minor aircraft damage, new ramp and hangar, policy communication struggles, mx mishaps, major mx decisions, and then leasing a Cirrus. None of these were easy to accomplish and it proves that with so many active members, we can succeed. It's been incredible to see our safety reports help drive the conversation and keep everyone on their toes. The input to the original QRH was crucial and I can't wait to see the new revision! The safety management system may sound intense for such a small group, but it's proved its value this year, for sure. By the end of 2021, we will have 5 airplanes ready to rock! 819'er will be freshly revamped, 34Xray will be an IFR machine, 5GCharlie will be squawkless, 61Hotel is running smoothly with several months before annual, and 8TRomeo will have a few new pilots ready for Cirrus crusin'!

With the new policy manual completed and approved, we've finally ordered some last Safety Committee recommendations from Sporty's. You'll soon see new tie downs for each airplane, new tool kits, and new chocks. We're moving to a "clean ramp concept" by the end of the year. We will be painting the spots for parking and when you're departing, you'll take the chocks and tie downs with you everywhere you go. This will help ensure having what you need wherever you go while keeping the ramp area clean while you're gone. Please look for the **Safety Survey** and website update with a new document layout soon. Thank you all for the hard work, the learning ears and the safe flying!

2021 Objectives Outlined:

- **Implement a Safety Management System (SMS)**
 - ***Survey Coming Soon!!!***
 - Completed revised policy manual implementation!
 - Cirrus is online. (QRH Coming Soon!)
 - Utilizing Risk Assessment for a hazard identification and a policy deviation. (4 Completed)
 - Updating website to reflect standardization.
- **Establish an OFC safety training program**
 - Three report driven safety events.
 - Looking to do a pre-heater lesson in December!
- **Integrate Chief CFI and CFI group to safety team**
 - Working on PC standardization
 - Updating CFI policy and group with guidelines
- **Conduct at least 2 Safety Committee meetings**
 - We've just held our 11th and plan on continuing to meet monthly bringing this number to 12!
- **Conduct at least 2 Safety Classes**
 - March 20th (Preheat, Plug Fouling, Proper Landing and Brake Usage)
 - July 17th (MX Policy and FAR's, Pre/Postflight, QRH Guidance)
 - October 23rd (Ramp Operations, Tool Kits, Wing Covers, Preheaters and BRATS!)
- **Issue a minimum of 2 Safety publications**
 - Three completed!
 - 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!

Proposed Slate of Officers and Directors 2022

Officers / Board of Directors

President: Landon Sock
Vice President: Francis Pullaro
Secretary: Scott Price
Treasurer: Curt Robinson
Maintenance Officer: Peter Frey
Membership Officer: Daniel Berk
Safety Officer: Leo Mollica
Activities Chair: Vaughn Mauren

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:

Maintenance Assist: Wayne Tremallo
Ed Chromczak
Scott Oloff
Peter Frey

Standing Committees (term of all committee members expires on December 31)

Activities Com: David Irving
Activities Com: Michael Kroha
Activities Com: Michael Nieves
Activities Com: DJ Nicholson
Audit Chair: Landon Sock
Audit Com: Richard Feeney
Audit Com: Len Schindler
Finance Chair: Curt Robinson
Finance Com: Mike Fazio
Finance Com: Geoffrey Green
LR Planning Chair: Landon Sock
LR Planning Com: Matt Baker
LR Planning Com: Edward
Chromczak
LR Planning Com: Peter Dawson
LR Planning Com: Jack Dennis
LR Planning Com: David Irving
LR Planning Com: Curt Jones
LR Planning Com: Tom Krasowski
LR Planning Com: Scott Oloff
LR Planning Com: Francis Pullaro

Nominating Chair: Vaughn Mauren
Nominating Com: Bruce Richardson
Safety Chair: Peter Dawson
Safety Com Sec'y: Leo Mollica
Safety Com Vice Ch: Peter Frey
Safety Com Vice Ch: Scott Oloff
Safety Com Vice Ch: John Morici
Safety Com Vice Ch: Francis
Pullaro
Safety Com: Jack Dennis
Safety Com: Don
Heidrich
Safety Com: Baxter
Keller
Safety Com: Ray
LaPlante
Safety Com: Allen Shew
Safety Update Editor: Peter
Dawson
"Clearance Delivery" Editor : Mike
Fazio
Scheduler Master: Landon Sock
Webmaster: Don Heidrich