



Meeting Minutes

19 October 2021, 6:30 PM – NW B10 Hangar

Attendees

Directors (8): Dan Berk, Peter Dawson, Robert (“Bob”) Ham (Proxy), Vaughn Mauren, Scott Price, Andy Robinson (Proxy), Curt Robinson, Landon Sock

Members (12): John Farley, Peter Frey, Michael Kroha, Ray LaPlante, Thomas McCullough, Jack McKinney, DJ Nicholson, Blaise Pope, Francis Pullaro, Burt Stevens**, Christopher Sutherland (Proxy), Wayne Tremallo

Members via Zoom (5): Edward Chromczak**, Heather Heidinger, David Irving, Oran Mills*, Ron Schmecker

*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 6:35 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 via Zoom. A Quorum of Directors (1/2 of Directors) *was* present. A Quorum of Members (1/3 of Regular Members) *was* present. (8 of 9 Directors, and 22 of 60 Regular Members, were present.) Three members participated via Proxy (see Attendees).

Guests

The Club welcomed the following guest:

- Roger Ameden, ATP, CFI, CFII, MEI, CSIP (Cirrus Standardized Instructor Pilot)

New Members

At the end of the meeting the Club voted to accept the following applicant as a new Regular Member:

- Casey King, Applicant for Regular Membership (via Zoom)

Meeting Minutes

September 21 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.)

Safety Report

Safety Officer and Safety Committee Chair Peter Dawson gave a brief safety report.

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

Standard Operation Manual

Refer to “Standard Operation Manual 2021” and “Statement for Club Meeting” ([attached](#)).

As discussed during the Monthly Meeting on September 21, the Safety Committee has drafted a new Standard Operations Manual which it proposes to replace the Club’s existing Training and Operations Manual, last revised in April 2018. (Refer to Minutes for Monthly Meeting on September 21.) The merits of adopting the proposed new Standard Operations Manual were revisited and debated.

Treasurer Curt Robinson made, and Regular Member Jack McKinney seconded, the following motion which was voted upon and approved by majority vote.

The Club shall replace the existing “Training and Operations Manual” with the new “Standard Operation Manual 2021,” effective immediately.

Vote on Motion to Adopt “Standard Operation Manual 2021”:

Yea: 23
Nay: 1
Abstain: 1
Total: 25

Finance Report

Treasurer Curt Robinson gave a finance report.

Refer to most recent Monthly Financial Report, dated September 30 ([attached](#)) and Curt’s e-mail to Club members ([attached](#)).

Curt said the current fund tracking method is working well. He encouraged members to make their payments promptly, as receivables are running at about \$22,000. The Club is now using QuickBooks Online. Beginning November 1, in addition to individual monthly statements members will receive invoices for charges incurred during the month and can pay from either the monthly statement or invoices. Curt’s e-mail to Club members contains important additional information.

Membership Report

Membership Officer Dan Berk gave a membership report.

Regular: 60
Associate: 32
Medical Associate 2
Associate Emeritus: 4
Total: 98

Maintenance Report

Three of our four Maintenance Assistants gave Maintenance Reports for their respective aircraft on behalf of Maintenance Officer Andy Robinson (Maintenance Assistant-N735GC).

Refer to Andy’s e-mail to Club members ([attached](#)).

Aircraft Summary

- 5GC - Engine break-in period is over; use Club's regular oil going forward; Annual inspection with Wright Aviation Maintenance (KOXC) has been scheduled for November
- 34X - Engine break-in period is over; replacement of inoperative autopilot and instruments scheduled with avionics shop in Pennsylvania (entire month of November)
- 61H - Aircraft in decent shape; most squawks noted are not easily addressable, such as wing skin oil canning and fuel gauge being slow to move on startup
- 819 - Undergoing painting and refurbishing at Prestige Aircraft Inc., Franklin County State Airport (KFSO), Vermont (until end of November)

Flight Stream 210

Members discussed the merits of installing a Garmin Flight Stream 210 in 34X. The 210 is a small wireless gateway enabling a combination of up to two compatible tablets or phones to stream information to and from an aircraft's avionics system via Bluetooth (GPS, weather, traffic, etc.).

Membership Officer Dan Berk made, and Safety Committee Vice Chair Francis Pullaro seconded, the following motion which was voted upon and approved unanimously.

With respect to Archer N4334X, the Club shall install a Garmin Flight Stream 210 as soon as practical.

Vote on Motion to Install a Flight Stream 210 in N4334X:

Yea: 25
 Nay: 0
 Abstain: 0
 Total: 25

Cirrus SR20 Leaseback

At a Special Board Meeting on October 17, President Landon Sock had proposed the addition of Cirrus SR20 N228TR into the Club's fleet via a leaseback arrangement negotiated with the aircraft's owner. Members had discussed details of the potential leaseback (insurance, maintenance, rates, restrictions, training, etc.). Those in attendance were largely favorable to the proposal. In addition, attendees voted unanimously to designate Club CFIs as "Board-Approved Instructors" and also voted unanimously to designate Roger Ameden as a "Board-Approved Instructor."



Cirrus SR20 N228TR (Oct. 17, 2021)

Activities Officer Vaughn Mauren made, and Safety Committee Chair Peter Dawson seconded, the following motion which was voted upon and approved unanimously.

The Club shall adopt Cirrus SR20 N228TR into its existing fleet via the proposed leaseback arrangement with the aircraft's owner, effective as soon as possible and upon execution of applicable documents.

Vote on Motion to Adopt Cirrus N228TR via Leaseback:

Yea: 25
Nay: 0
Abstain: 0
Total: 25

Roger Ameden, CSIP

President Landon Sock introduced Roger Ameden, ATP, CFI, CFII, MEI, CSIP (Cirrus Standardized Instructor Pilot).

A CSIP since 2016 and one of the only two CSIPs in Connecticut, Roger outlined the "Cirrus SR20 Avidyne Integra Transition Course" members must take in order to fly as PIC in Cirrus N228TR. The course includes both ground and flight instruction. Per the leaseback agreement, members must have a minimum of 200 hours to fly 8TR. Some Q&A followed Roger's presentation. Refer to "The Cirrus Life" for course details ([attached](#)).

Proposed Slate of Officers for 2022

In accord with Club By-laws, Nominating Committee Chair Vaughn Mauren introduced a "Proposed Slate of Officers and Directors 2022." President Landon Sock reminded members that they are free to propose other slates if they wish. The Nominating Committee's slate (and alternates, if any) will be voted on at the Club's Annual Meeting in November.

Refer to "Proposed Slate of Officers and Directors 2022" ([attached](#)).

New OFC Logo Designs

President Landon Sock opened a discussion of two possible new logo designs created by Regular Members Michael Kroha and Thomas McCullough. Mike and Tom presented the professional-quality logo designs to the members. Discussion followed. Membership Chair Dan Berk offered to conduct an online survey to determine which of the two designs is preferred by members. A vote on whether to formally adopt one of the two designs will be conducted at the next Monthly Meeting.

Additional Business

No additional business was discussed.

The Meeting was adjourned at 8:22 p.m.

Meeting Minutes submitted by Scott Price, Secretary

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From: Peter Dawson via Ofc-mem <ofc-mem@lists.oxfordflyingclub.com>
To: OFC-Members <ofc-mem@lists.oxfordflyingclub.com>
Sent: Monday, October 18, 2021, 08:08:54 AM EDT
Subject: [OFC-Mem] Safety Committee October 2021 Update!

Dear Members,

Our 2021 has been a full plate for the Safety Committee. Working through your reports, tire issues, aircraft events, and several other scenarios, we've learned a lot about our culture. It's exciting to see the safety minded camaraderie working so well with this group of aviators. Our new (crossing all fingers and toes) leaseback should be a welcomed addition to the club. With this addition, your safety committee has reviewed the new proposal and made recommendations to accommodate the new adventure.

Our last and final Safety Course will be this Saturday to coincide with a much needed social event! We hope to see you all there to freshen up on the preheater, wing covers, QRH concepts, club stats and reports, FAA & NTSB data highlights, and some special guests! This, of course, will be split up as a social setting to relax, enjoy and mingle.

Please look for our upcoming Safety Survey which draws the path of the 2022 committee efforts. And, as always, keep those reports coming!!!

2021 Objectives Outlined:

- **Implement a Safety Management System (SMS)**
 - Completed policy manual changes and submitted for motion!
 - Assessed risk to support onboarding of new Cirrus leaseback.
 - Utilizing Risk Assessment for a hazard identification and a policy deviation. (4 Completed)
- **Establish an OFC safety training program**
 - Working on 3rd training event of the year this weekend to finalize a thorough year of training
- **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 10th and plan on continuing to meet monthly bringing this number to 12!
- **Conduct at least 2 Safety Classes**
 - First class was held March 20th with 20 attendees! Thank you to all who helped and attended.
 - July 17th class is in the books!
 - Final Safety Course this weekend!
- **Issue a minimum of 2 Safety publications**
 - 3 down, 1 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!

Statement for Club Meeting:

This new operations manual serves as a revamp of several policy manuals at the club. As we've grown and changed policy over the last several years, we find policy difficult to locate and understand as motions were made and the original T&O Manual remained unchanged. Rather than adjust the existing T&O Manual, this document serves to correct multiple changes recognized today. The noted changes and recommendations are below:

Changes:

- Title of document removes "Training" as per FAA club guidelines to sync with other document changes.
- All club policy, not outlined in bylaws, is in one central club document.
- This is not any new policy, just all updated to current policy.
- Dated document, once passed, to ensure policy can be more easily updatable.
- Membership policy from the past has been deleted to refer directly to the bylaws to eliminate confusion of status.

Committee Recommendations:

- This document's motion should include that this document supersedes any old policy documents whereas they are considered included.
- Club should come up with "Code of Ethics" to be added, but that would be a separate motion to change policy.
- Should be located on the website directly under bylaws and delete other policy documents to avoid confusion.
- We should train the document to ensure all current members have working knowledge.
- Creating a central "Motion Document" to add below this document on the website to ensure the most up-to-date club rules are understood.

Let me know if you have questions and the document is also attached to email out for club reference. That would be the second time it will have been sent around to all for input. We also have committee members looking into the policy to ensure interpretation of previous policy is accurately portrayed.



Oxford Flying Club

September 2021

Financial Information

Assets

Checking/Fuel Bank Accounts		\$46,843
Savings (Prop/Engine Reserve)		\$179,498
* Prop & Engine Reserve		\$69,260
* Liability Insurance Fund (\$40,000 target)		\$26,099
* Proficiency Time Fund		\$15,742
* LRP Upgrade Fund (819 Paint \$12,681)		\$31,800
* Cash from 7YT Sale		\$37,663
Accounts Receivable (9/30/2021)		\$22,167

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: \$629,409

Liabilities

Accounts Payable (9/1/2021) - (Includes the \$12,737 allocated for paint on 819)	\$19,487
Bank Time - As of 9/1/2021	\$15,579
Loan Payable - N735GC <i>Monthly payments, including interest: \$1,510.</i>	\$34,412
Prop and Engine Reserve (all planes - cumulative)	\$69,275

Total Liabilities: \$138,753

Equity

Total Equity: \$490,656

TOTAL LIABILITIES & EQUITY

\$629,409

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	44.46	\$5,764	\$129.65	\$1,919	\$43.17	\$0	\$0.00	\$90	\$914	\$64
N4334X	7.20	\$819	\$113.75	\$341	\$47.41	\$0	\$0.00	\$90	\$144	\$67
N98819	31.10	\$3,536	\$113.70	\$1,450	\$46.63	\$2,445	\$78.61	\$90	\$618	\$145
N735GC	23.20	\$3,762	\$162.16	\$464	\$20.00	\$781	\$33.66	\$650	\$464	\$74
Totals	105.96	\$13,881	\$131.00	\$4,175	\$39.40	\$3,226	\$30.44	\$920	\$2,140	

Inflows/Outflows

	Current Month	Totals
Membership - Initiation Fees	\$1,500.00	
Membership Dues - Regular	\$8,487.35	
Membership Dues - Associate	\$875.00	
Total Flight Time Billing	\$14,238.20	
Interest Income	\$1.43	
Sporty's Rebate (quarterly)	\$27.53	
Finance Charges	\$194.20	
Billed Monthly Total:		\$25,323.71
Flight Hours (Unbilled Maintenance & Marketing)	-\$289.60	
Transfer to P&E Reserve (Total hours x \$20)	-\$2,140.20	
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	-\$4,174.64	
Club Officer & Maint. Credits (4 aircraft)	\$1,375.00	
Other Misc. Expenses (FSP, Web Site, Events & Other)	\$60.00	
Licensing and Registration Fees for Aircraft (CBP Decals)	\$0.00	
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)	-\$4,935.89	
Expenses Total:		-\$14,531.80
Monthly Cash Flow Total		\$10,791.91

Fund Balances		All Funds		
		Dues %	Month Only	(9/2/20-10/1/21)
Dues:	Accounting	0.63%	\$ 63.89	\$ 23.50
	Avionics Subscriptions	1.81%	\$ (105.11)	\$ 356.11
	D&O Insurance	0.57%	\$ 60.62	\$ 45.18
	Hangar/Tie Down	3.90%	\$ 434.14	\$ (339.97)
	Liability Insurance	41.58%	\$ 2,908.03	\$ 13,380.99
	Loan Payments	16.37%	\$ 1,574.69	\$ 2,035.05
	Officer's Credits	17.35%	\$ 1,267.72	\$ (727.92)
	Taxes & Registrations (Town of Oxford delayed because of COVID-19)	0.33%	\$ -	\$ 193.48
	Web Site / FSP	0.72%	\$ 60.00	\$ (10.31)
	General Maintenance	6.33%	\$ 2,575.40	\$ (1,518.04)
	Marketing Expenses		\$ -	\$ 219.22
	Unbilled Flight Hours (+MX, +MARK, Landing Fees)		\$ 288.24	\$ (560.12)
	Landing Fees	0.68%	\$ 54.18	\$ 54.18
	Quickbooks Online	0.99%		
	Dues Unallocated	8.74%	\$ 4,156.49	\$ 11,687.52
	LRP Upgrade Fund (Expired PT, Initiation Fees, Bank Interest)		\$ 1,723.16	\$ 18,856.01
Flight			Last Month	Current Bal
Flight: N4334X				
	Fuel		\$ 31.90	\$ (486.29)
	MX		\$ 374.83	\$ (12,027.11)
	P&E		\$ -	\$ 6.00
	Upgrades		\$ 43.92	\$ 2,287.67
Flight: N735GC				
	Fuel		\$ (255.72)	\$ 161.05
	MX		\$ 578.07	\$ 346.31
	P&E		\$ 348.00	\$ 1,564.00
	Upgrades		\$ 120.16	\$ 1,025.28
Flight: N8261H				
	Fuel		\$ 385.58	\$ 783.56
	MX		\$ 2,436.42	\$ 9,046.11
	P&E		\$ (25.00)	\$ (69.20)
	Upgrades		\$ 149.39	\$ 2,898.27
Flight: N98819				
	Fuel		\$ (16.96)	\$ (770.68)
	MX		\$ (411.68)	\$ (3,427.03)
	P&E		\$ 4.00	\$ (80.00)
	Upgrades		\$ (45.23)	\$ 4,505.12
Fuel Account Balance (Across All Aircraft)				-\$312.36

From: Curt Robinson via Ofc-mem <ofc-mem@lists.oxfordflyingclub.com>
To: OFC - Current Members <ofc-mem@oxfordflyingclub.com>
Sent: Monday, October 18, 2021, 12:05:24 PM EDT
Subject: [OFC-Mem] OFC Monthly Financial Report - Sept 2021

Hi OFC,

Attached is the financial report for Sept 2021. There are no big surprises within this report. The fund tracking method is showing that most categories are being spent at the rate we've been expecting. There will be some tweaks here and there, but I think everything is on track. We are running about \$22k in receivables, so please get your payments in promptly.

The Club has also now moved to Quickbooks Online. What this will mean to you is that starting Nov 1, in addition to your monthly Statement, you'll receive Invoices for individual charges during the month (dues, individual flights, etc). The extended detail for the charges, which have been going on the Statements, will now appear on the individual Invoices, with the Statement being a summary. You can continue to pay the charges from the Statement amount using Checks or Zelle, as you've been doing. However, you can also pay the individual invoices using ACH or Credit Cards. There will be a "convenience fee" for the use of either method added to your next month's Statement to offset costs to the Club. The amount is 2.9% + \$0.25 for Credit Card payments, or 1% for ACH payments. There will be no charges without your permission, however, if you'd like me to setup automatic payments against a bank account or Credit Card, I can provide an agreement for this. I'll answer any questions tomorrow at the meeting.

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Regards,

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

From: Andy Robinson via Ofc-mem <ofc-mem@lists.oxfordflyingclub.com>
To: ofc-mem@oxfordflyingclub.com <ofc-mem@oxfordflyingclub.com>
Sent: Monday, October 18, 2021, 09:53:47 AM EDT
Subject: [OFC-Mem] MX Report - Oct 2021

Dear Club,

Peter Frey is now the MX Assistant for 735GC. He is included in OFC-Maint e-mail group and is dialed into the MX group/squawks in FSP. Please contact him if you have questions regarding 735GC.

Ryan Lovelett is our apprentice on Garmin updates that occur every 28 days.

The Garmin subscriptions were renewed for another year, about \$1900 for the 4 planes. Our subscription is for US only, same as prior year.

5GC - Break-in period is over for 5GC. Be certain to use our regular oil going forward. Annual inspection with Wright on Nov 8 scheduled for a week +. Checked squawk for leaking wind screen after a rain flight and found no sign of water entry through the windshield. We can continue to monitor. The carpet has been loose. Homemade center console removed to reattach the carpet and found the console was interfering with the seats and pulling the carpet. Console removed for now. 5GC needs a static and a transponder check in Dec. VIP can do that along with autopilot squawk.

61H - 61H is in decent shape. Most squawks are noted but not easily addressable such as wing skin oil canning and fuel gauge slow to move on start up. We have tried numerous times to repair the crack in the recognition lens but still cannot find one with the correct shape.

819r - N98819 is in VT for paint job & annual inspection including resolving the squawk items: VOR#1 knob, compass lamp, flat spot left main, water right fuel cap. GPS sent to Garmin for repairs.

34X - 34X has completed its engine break-in period and running well. A time slot was reserved with an avionics shop in PA to replace the Aspen and autopilot. The plane will be out of service for the entire month of November. The Membership voted to install a GFC500 autopilot and dual G5's in the last club meeting. After consultation with avionics shops and the LRP we were able to upgrade the G5's to GI275 units for roughly the same price. Our LRP plan is to work towards upgrading all our planes with GI275 units when our steam gauges need repair so we have similar avionics components.

Your MX Team



Cirrus SR-20 Avidyne Integra Transition Course

The Cirrus Approach Learning Management System is located here:

<https://learning.cirrusapproach.com/learning-catalog>

Within the Learning Catalog type **Avidyne** into the Filter to search for the SR-20 Avidyne Integra Transition (VFR) Course. This will bring up the purchase page through which you must purchase the course for \$235.

Note that three additional courses are bundled into the Transition Course:

- 1) The CAPS Course (Self Study)
- 2) The Takeoff and Landings Course (Self Study)
- 3) The Engine Management Course (Self Study)

The Transition Training Course is an instructor-led course for non-instrument rated pilots who are new to flying a Cirrus and is intended to provide opportunities to enhance your flying skills while becoming familiar with your Cirrus. Training is focused on fundamental stick-and-rudder skills, normal and abnormal operating procedures, system familiarization, engine management, and avionics management.

Flight Time: 9 Hours (estimate)

The course itself is comprised of an initial workbook and six lessons:

Workbook:

At the beginning of the course are links to the SR Series Workbook and the SR-20 POH (Equipped w/Analog or Avidyne Avionics). Download both documents to your computer and fill out the Workbook (PDF Document) by reading the POH. When complete, email the Workbook to me for review.

Lesson 1 Systems (Ground – Instructor Led) Estimated time 3 hours.

Lesson 2 Flight Tasks – two flights. Estimated Flight Time 1.8 hours

Lesson 3 Flight Tasks – one flight. Estimated Flight Time 1.8 hours

Lesson 4 Flight Tasks – two flights. Estimated Flight Time 2.0 hours

Lesson 5 Flight Tasks – two flights. Estimated Flight Time 2.0 hours

Lesson 6 Flight Tasks – Stage Check. Estimated Flight Time 2.0 hours

The Three bundled courses are Self Study Videos that are expected to be completed before the start of the transition course itself.

If you have questions, don't hesitate to call me:

Roger W. Ameden
ATP, CFI, CFII, MEI, CSIP
(203) 209-6291

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
Immediate Past President: Robert Ham

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.