



## Meeting Minutes

16 February 2021, 6:30 PM – Zoom Only

### Attendees

Directors via Zoom (8): Dan Berk, Peter Dawson, Vaughn Mauren, Scott Oloff, Scott Price, Andy Robinson, Curt Robinson, Landon Sock

Members via Zoom (24): Steve Belmont, Erick Brough, Edward (“Ed”) Chromczak\*\*, John (“Jack”) Dennis\*, Ross Detwiler\*, Peter Frey, John Gray, David Irving, Curt Jones\*, Tom Krasowski\*, Michael Kroha, Hal Lyons\*, Mitch Letho\*, Ross McKinney, Leo Mollica, Rich Palombo, Blaise Pope\*, Francis Pullaro, Bruce Richardson\*, Ron Schmecker, Fahad Shagloof\*, Allen Shew, Wayne Tremallo, Nick Vandevoorde

*Directors and Members are Regular Members unless otherwise noted as \*Associate, \*\*Emeritus Associate, or \*\*\*Medical Associate.*

*Note: This meeting was Zoomed only, as arranged by Landon Sock.*

### General Business

The Meeting was called to order at 6:31 p.m. by President Landon Sock. As this is an even month, this was considered a Board Meeting. Due to health concerns, the meeting was held virtually (Zoom only). 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 44 Regular Members, were present.)

Guests: There were no guests at this meeting.

New Members: There were no new members at this meeting.

New Certificates & Ratings: No new certificates & ratings were announced.

Meeting Minutes: January Meeting Minutes posted on the Club’s website were approved.

### Board Changes

Club President Alan Amato unexpectedly resigned his position on February 12. Per the Club’s By-laws (Article V, Section 1b), Vice President Landon Sock became President.

Landon explained that Alan had submitted his resignation for personal reasons, and would not be available to serve as Immediate Past President. Landon expressed his deep appreciation for Alan’s numerous contributions to the Club, and for assisting and mentoring individual members in countless ways over the years.

### Special Board Meeting

Landon convened a Special Board Meeting via Zoom at 7:00 p.m. on February 12, during which the Board members present\* voted to accept Alan’s resignation. Landon then proposed, and those attending unanimously voted to approve, the following changes to the Board, effective immediately:

- Chief CFI Scott Oloff to become Vice President, replacing Landon Sock
- Dan Berk to become Membership Officer, replacing Interim Membership Officer Andy Robinson

\* Directors (9): Dan Berk, Peter Dawson, Robert (“Bob”) Ham, Vaughn Mauren, Scott Oloff, Scott Price, Andy Robinson, Curt Robinson, Landon Sock; non-directors (1): Don Heidrich

## **Maintenance Report**

Maintenance Officer Andy Robinson gave a maintenance report.

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

## **Aircraft Summary**

- 5GC - Mode C transponder function inoperative; Wright Aviation fixing baggage door latch
- 34X - Engine break-in complete; AP fuse tripping, unit is old, will either INOP or replace (\$\$\$)
- 61H - Scheduled for Annual at end of month; installing Tanis heater; conducting wing spar testing
- 819 - Scheduled for painting this summer

## **Aircraft Keys**

Andy explained that the maintenance team is actively considering keeping just one set of keys for each aircraft inside our hangar and no longer issuing keys to individual club members, which is the current practice. Over time, we have made copies of copies of keys, and this has led to marginal key production and problems with aircraft locks.

## **Piper AD**

Members discussed the FAA’s Airworthiness Directive (AD) ordering the examination of wing spars on some Piper aircraft, effective February 16. (See also Meeting Minutes for January 19.)

- Actual inspection under the AD requires removing the wings, which may or may not be worth the risk.
- All aircraft subject to the AD must have logbook entries made whether or not inspections are performed.
- Andy will speak with Devon Chapin, A&P, Wright Aviation regarding inspections and logbook entries.

For further information on the AD:

- <https://www.federalregister.gov/documents/2020/11/23/2020-25690/airworthiness-directives-piper-aircraft-inc-airplanes>
- <https://www.aopa.org/news-and-media/all-news/2021/january/20/faa-finalizes-piper-wing-spar-inspection-ad>

## **Membership Report**

*Note: Dan Berk was reinstated as Membership Officer on February 12, replacing Andy Robinson, who had been serving as Interim Membership Officer.*

Membership Officer Dan Berk gave a membership report.

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

Regular:..... 44  
 Associate\*:..... 43  
 Associate Emeritus: ..... 4  
 Total: ..... 91

\* The “Associate” category includes the “Medical Associate” subcategory.

## **Finance Report**

Treasurer Curt Robinson gave a finance report.

Refer to most recent Monthly Financial Report, dated January 31 (**attached**).

### **Overview**

Curt said that recent Regular Member losses have resulted in monthly dues income dropping below the level of our fixed costs. We are currently running approximately \$700 per month “in the hole.” The decline in Regular Members may be partly seasonal; that is, due to a “winter dip” during which some Regular Members temporarily switch to Associate Member status, and pay lower monthly dues than Regular Members. At this time, it is not clear whether the decline represents a long-term trend.

The Club has adequate cash reserves to fund operations for the short term, but current revenue levels are not sustainable for the long term. We will need to find ways to reach break-even on a long-term basis. There is not a lot of “wiggle room” on the expense side of the ledger.

### **Insurance**

The Club’s insurance policy is up for renewal on March 4. Landon Sock has been in contact with Michelle Maduri, our contact at the Grohs Schrager Hampson Insurance Agency, the Club’s long-time on-field insurance agency ([planeinsurance2.com](http://planeinsurance2.com)).

With insurance costs skyrocketing across the industry, Landon is exploring options with Michelle, including possible lower coverage limits and higher deductibles. Club leadership has been proactively communicating with the agency and has provided safety-related information. Landon said the Club has made only two claims since 1999, and a recent meeting he attended with the agency was “very positive.”

*Update: The Club renewed our policy on March 3 through the agency. Among the options available, the Club’s officers opted for a policy with a lower coverage limit and higher deductible, with an annual premium that is slightly less than that of the old policy. Further information will be provided to members in the near future.*

## **Safety Report**

Refer to Safety Officer and Safety Committee Chair Peter Dawson’s e-mail to Club members (**attached**) for his Safety Committee Update for the month of February.

Priority objectives for the Safety Committee for 2021 (as outlined in Peter’s safety update):

- Implement a Safety Management System (SMS)
- Establish an OFC safety training program
- Integrate Chief CFI and CFI group into safety team
- Conduct at least two Safety Committee meetings
- Conduct at least two Safety Classes
- Issue a minimum of two Safety publications

## **Proficiency Time Discussion**

President Landon Sock initiated a discussion of Proficiency Time (“PT”) and how it affects Club finances and membership involvement. A number of questions were put forward and discussed:

- Should the Club encourage Associate Members to become Regular Members, since this would increase dues income and might stimulate greater member involvement?
- If the Associate Member category and two-hour-per-month PT requirement (and associated monthly flight time charges, currently \$260) were eliminated, would this encourage Associate Members to become Regular Members? Would increasing the Club's initiation fee yield long-term financial benefits and encourage greater member involvement?
- Why do members choose to be Associate Members? Is this because they are not interested in flying actively, or because they fly only a limited number of hours per year, or for other reasons?
- How should we be thinking about the relatively recent decline in membership? Is this temporary and possibly due to winter flying habits and the continuing economic and healthcare crisis?

It was agreed that the Club should poll Associate Members to gather additional information. Dan Berk offered to do this. Information should also be obtained during exit interviews.

### **Long-Range Planning Report**

President and Long-Range Planning (LRP) Chair Landon Sock gave a LRP report.

819 is scheduled for painting and avionics upgrades. Sheepskin seat covers have been installed on both Archers (34X and 61H), and the response from members has been very positive. Wing covers for these aircraft have been ordered. The enthusiastic member response suggests that we may want to outfit the entire fleet with seat covers and wing covers in the near future.

### **Additional Business**

No additional business was discussed.

The Meeting was adjourned at 7:57 p.m.

*Meeting Minutes submitted by Scott Price, Secretary*

# # #



# Oxford Flying Club

1/31/2021

## Financial Information

### Assets

Checking/Fuel Bank Accounts				\$47,424
Savings (Prop/Engine Reserve)				\$157,645
* Prop & Engine Reserve				\$58,747
* Liability Insurance Fund (\$40,000 target)				\$32,000
* Proficiency Time Fund				\$26,520
* LRP Upgrade Fund				\$18,170
* Cash from 7YT Sale				\$37,663
Accounts Receivable (12/31/2020)				\$23,895
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
<b>Total Assets:</b>				<b>\$609,864</b>

### Liabilities

Accounts Payable (1/31/2021)				\$51
Bank Time - As of 1/31/2020				\$26,520
<b>Lost Bank Time - January 2021</b>				<b>\$844</b>
Loan Payable - N735GC			Monthly payments, including interest: \$1,510.	\$45,140
Prop and Engine Reserve (all planes - cumulative)				\$58,747
<b>Total Liabilities:</b>				<b>\$131,302</b>

### Equity

<b>TOTAL LIABILITIES &amp; EQUITY</b>				<b>\$478,562</b>
				<b>\$609,864</b>

### 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	30.34	\$3,944	\$130.00	\$1,354	\$44.63	\$0	\$0.00	\$90	\$613	\$65
N4334X	13.90	\$1,807	\$130.00	\$833	\$59.91	\$2,059	\$148.10	\$90	\$278	\$228
N98819	14.00	\$1,820	\$130.00	\$664	\$47.42	\$7,187	\$513.39	\$90	\$280	\$581
N735GC	24.00	\$3,960	\$165.00	\$1,468	\$61.16	\$601	\$25.05	\$650	\$480	\$106
<b>Totals</b>	<b>82.24</b>	<b>\$11,531</b>	<b>\$140.21</b>	<b>\$4,318</b>	<b>\$52.51</b>	<b>\$9,847</b>	<b>\$119.74</b>	<b>\$920</b>	<b>\$1,651</b>	

### Inflows/Outflows

	Current Month	Totals
Membership - Initiation Fees (1)	\$0.00	
Membership Dues	\$7,915.00	
Total Flight Time Billing	\$12,191.10	
Sporty's Rebate (quarterly)	\$0.00	
<b>Billed Monthly Total:</b>		<b>\$20,106.10</b>
Flight Hours (Unbilled Maintenance & Marketing)	-\$659.90	
Transfer to P&E Reserve (Total hours x \$20)	-\$1,650.80	
Insurance Fund Transfer (Goal \$40,000 by 3/15/2021)	-\$4,000.00	
SGC Loan Payments (current month as above)	-\$1,510.00	
Fuel & Oil Expense	-\$4,318.49	
Club Officer & Maint. Credits (4 aircraft)	-\$1,430.00	
Other Misc. Expenses (FSP, Web Site, Events & Other)	-\$389.98	
Licensing and Registration Fees for Aircraft (CBP Decals)	\$0.00	
Aircraft Liability Insurance/D&O Insurance Payment	\$0.00	
Total Aircraft Expense (above Ann/Av/Fee/Mx and Tiedown & Hanger)	-\$887.91	
<b>Expenses Total:</b>		<b>-\$14,847.08</b>
<b>Monthly Cash Flow Total</b>		<b>\$5,259.02</b>

Fund Balances		Dues %	Jan Only	YTD
Dues:	Accounting	0.50%	\$ 38.18	-\$140.02
	Avionics Subscriptions	1.91%	\$ 145.26	-\$876.60
	D&O Insurance	0.60%	\$ 46.08	\$313.62
	Hangar/Tie Down	8.20%	\$ (71.83)	\$13.20
	Liability Insurance	45.87%	\$ 3,490.97	\$24,808.98
	Loan Payments	17.31%	\$ (192.53)	-\$73.27
	Officer's Credits	14.91%	\$ (230.82)	-\$238.58
	Taxes & Registrations (Town of Oxford delayed because of COVID-19)	0.15%	\$ 10.72	\$22.99
	Web Site / FSP	0.68%	\$ (8.31)	-\$3.05
	General Maintenance	5.73%	\$ (428.26)	\$1,844.01
	Unbilled Flight Hours (+MX, +MARK, Landing Fees)			\$137.00
	Marketing Expenses		\$ -	-\$216.02
	Dues Unallocated	4.14%	\$ 116.05	\$3,240.96
	LRP Upgrade Fund (Expired PT, Initiation Fees, Bank Interest)		\$ 844.00	\$ 16,422.52

Flight		Last Month	Current Bal
	Unbilled Flight Hours - Marketing & Maintenance Flights & Landing Fees (billed to members)	-\$137.00	-\$137.00
Flight: N4334X			
	Fuel	\$ (68.15)	\$ (735.43)
	MX	\$ 919.14	\$ 1,946.54
	P&E	\$ -	\$ 6.00
	Upgrades	\$ (1,267.70)	\$ 825.56
Flight: N735GC			
	Fuel	\$ 284.08	\$ 1,427.13
	MX	\$ 533.14	\$ 1,488.02
	P&E	\$ -	\$ (2.00)
	Upgrades	\$ 252.64	\$ 762.69
Flight: N8261H			
	Fuel	\$ (107.02)	\$ 598.31
	MX	\$ 1,913.54	\$ 10,845.57
	P&E	\$ (6.00)	\$ (12.40)
	Upgrades	\$ 253.26	\$ 2,969.95
Flight: N98819			
	Fuel	\$ (26.81)	\$ 299.78
	MX	\$ (8,869.16)	\$ (5,488.46)
	P&E	\$ -	\$ (6.00)
	Upgrades	\$ 261.11	\$ 1,242.29

Fuel Account Balance (Across All Aircraft)	\$1,589.79
--	------------

**From:** Peter Dawson via OFC-All <ofc-all@lists.oxfordflyingclub.com>  
**To:** "ofc-all@oxfordflyingclub.com" <ofc-all@oxfordflyingclub.com>  
**Sent:** Friday, February 12, 2021, 10:31:01 AM EST  
**Subject:** [OFC-All] OFC Safety Committee February Update

Dear Members,

It's been a busy 2021, as if 2020 wasn't tough enough, and your Safety Committee has been hard at work curving trends! Updates are listed below where bold items are specific to our 2021 Objectives set by last year's committee members. We're hard at work to accomplish all tasks and deliver quality safety lessons learned through our experiences at OFC.

- **Implement a Safety Management System (SMS)**
  - An evolving situation, but following a good process of a true SMS format providing the club with a real screening of data trends.
- **Establish an OFC safety training program**
  - We decided, last night, to host a quarterly zoom safety review of all reports finalized in each 90 day period. Tune in for more information!
- **Integrate Chief CFI and CFI group to safety team**
  - The Chief CFI acts as a Vice Chair of the Safety Committee now and I will be emailing some detailed report data to our CFI's whenever we have good stuff to share!
- **Conduct at least 2 Safety Committee meetings**
  - We've just held our second and plan on continuing to meet monthly and bring this number to 12!
- **Conduct at least 2 Safety Classes**
  - We're tentatively on the schedule for a Saturday in March from 9am - noon. Will post specifics in a few days!
- **Issue a minimum of 2 Safety publications**
  - The first one is being printed (electronically) as we speak and our group has decided to work with Mike Fazio and alternate months with "Clearance Delivery" for Safety Comm to be published on even months all year long!

- In addition to our 2021 Objectives, we've closed out the remaining 2020 safety reports (to be posted soon) and two HIR's from 2021. We have 3 in the pipeline and hope to have them finalized soon, but the preliminaries have been posted.

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. Please keep them coming and look for the hangar mailbox soon where you can submit a report right on the spot of a situation where you think our club can do better!

Fly Safe,

Your OFC Safety Committee!

**From:** Andy Robinson via Ofc-mem <ofc-mem@lists.oxfordflyingclub.com>  
**To:** OFC - Current Members <ofc-mem@oxfordflyingclub.com>  
**Sent:** Tuesday, February 16, 2021, 03:15:05 PM EST  
**Subject:** [OFC-Mem] Interim Membership Report - Feb 2021

Regular Members = 44  
Associate Members = 43  
Emeritus = 4  
Total =91



**From:** Andy Robinson via Ofc-mem <ofc-mem@lists.oxfordflyingclub.com>  
**To:** OFC - Current Members <ofc-mem@oxfordflyingclub.com>  
**Sent:** Tuesday, February 16, 2021, 09:37:28 AM EST  
**Subject:** [OFC-Mem] MX Update - Feb 2021

General - We are considering having one set of keys for each a/c kept inside hangar and we would stop issuing keys to club members. Over time, we end up making copies of copies which has led to marginal key production and problems with a/c locks.

735GC - Mode C Inop meaning no Class B or C airspace until repaired. Baggage door latch should be fixed tomorrow. Devon is securing used repair parts for door as new kit is \$2700.

61H - Scheduled for Annual at eom. In addition, installing Tanis heater and conducting the wing spar testing as outlined in recent AD.

819 - Scheduled for paint job this summer.

34X - Engine break in completed. AP fuse continues to trip. AP is very old and difficult to troubleshoot. Unit will either become INOP or spend significant \$\$ to install new one.

MX Team