



Meeting Minutes

19 January 2021, 6:30 PM – Zoom Only

Attendees

Directors via Zoom (8): Alan Amato, Peter Dawson, Robert (“Bob”) Ham, Vaughn Mauren, Scott Price, Andy Robinson, Curt Robinson, Landon Sock

Members via Zoom (18): Steve Belmont, Daniel Berk, Max Bernstein, Edward (“Ed”) Chromczak**, Alastair Crawford, John (“Jack”) Dennis*, Gary Henderson, David Irving, Curt Jones*, Tom Krasowski*, Ross McKinney, Leo Mollica, Scott Oloff, Francis Pullaro, Bruce Richardson*, Ron Schmecker, Allen Shew, Alexei Ziemkiewicz*

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

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

General Business

The Meeting was called to order at 6:35 p.m. by President Alan Amato. As this is an odd month, this was considered a Member 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 8 Directors, and 20 of 55 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: December Meeting Minutes posted on the Club’s website were approved.

Club President

Recently elected Club President Alan Amato introduced himself, summarized his background and outlined his objectives for the Club.

Background

Alan lives in Cheshire, is married and a father, and is the grandfather of a three-year-old girl he generally babysits all day on Mondays and Fridays.

He has a BS in Electrical Engineering and has been Director and VP of Engineering in several Fortune 500 Companies. He holds 7 U.S. Patents in the Cable Television field.

Alan began his aviation career by paying for his ratings and certificates by pumping fuel at KOXC. He is a Gold Seal Flight Instructor, and holds ATP, MEI, CFII, and AGI certificates, and logged almost 10,000 hours in 34 different aircraft. He's been Director of Operations, Chief Pilot, Director of Safety, Manager of Regulatory Compliance and EFB Program Manager at Executive Flight and Tradewind, and an FAA Check airman in the King Air and six other light twins.

Objectives

Alan's objectives for the Club include an intense focus on our safety culture, working to improve comradery among our members and finding candidates for Board positions in Membership and Finance. He will be working closely with Immediate Past President Bob Ham and the Long-Range Planning Committee to revise the Club's By-laws, including the creation of a Flight Operations Group led by Chief CFI Scott Oloff. This new Group will address a number of high-priority projects, including preparing and maintaining Quick Reference Handbooks (QRHs). A concise summary prepared by Alan appears below, for reference.

1. Safety!! New guard and team. Please listen closely to Safety Officer Pete Dawson's report.
2. Comradery: 2020 was difficult; I have asked Activities Chair Vaughn Mauren to help us improve.
3. Nominating Committee
 - a) Find replacement for Dan Berk, who resigned as Membership Chair
 - b) Seek 2022 replacement for Treasurer Curt Robinson
 - c) Consider bookkeeping assistant for Treasurer
4. Revise the By-Laws: Bob Ham, LRP and I will participate in this.
 - a) Flight Operations Group
 - i. Lead by Scott Oloff
 - ii. Participate in our ERP
 - iii. CFI's
 - iv. Allen Shew will lead the QRH group
 - v. FSP
 - vi. Training and Operations Manual
 - b) Revise the OFC Logo
 - c) Clarify e-mail policy
 - d) And more. You will be asked to vote on it.
5. Website Update (in process)
 - a) 2020 & 2021 Certificates and Ratings
 - b) Pictures of 2020 & 2021 events
6. N8261H & N98819 upgrades to paint, interior and more in 2021.

Long-Range Planning Report

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

Wing & Stabilator Covers

Landon said the LRP Committee has decided on an experimental basis to outfit 34X with stabilator and wing covers to help combat frost during winter months, and will also install sheepskin seat covers on this aircraft. The Committee will be seeking feedback from the membership on this project with a view to possibly outfitting the entire fleet. Funds are available for the entire fleet, and another aircraft could be outfitted pretty quickly.

Aircraft Painting

The LRP Committee is working on the Club's long-range plan to paint the exterior and renovate the interior of 819 and 61H during 2021. 819 is scheduled for paint and interior work in June. It would be best to have access to another aircraft during this time, as the work could take as much as six weeks per aircraft. 61H is scheduled for September.

LRP Committee Member David Irving is obtaining and reviewing estimates for this work. He has been getting estimates in the range of \$13,500 to \$25,000. Landon expects to make a deposit soon. David explained that he had introduced and the Committee is now using Bublu planning and organizing software for the project.

Safety Report

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

Refer to Peter's e-mail to Club members ([attached](#)).

Peter said the Safety Committee had already held its first meeting of 2021 and members are getting organized to work on their goals for the year, which are outlined in Peter's e-mail to Club members.

One Committee priority is to create flight training lessons for use during Annual Insurance Check (AIC) flights. Peter hopes that some scenario-based training lessons will help address issues seen in recent Club Hazardous Incident Reports (HIRs) and Flight Operations Incident Reports (FOIRs). One example would be demonstrating proper braking technique (mechanical and aerodynamic) during short field landings. In addition to safety, this should help with maintenance costs, as the Club spent \$5,000 on early replacement tires in 2020.

Finance Report

Treasurer Curt Robinson gave a finance report.

Refer to most recent Monthly Financial Report, dated Dec. 31 ([attached](#)).

Curt said the new fund tracking system is working as expected and funding is on target. It can be difficult to determine how we are doing with precision when looking at short-term, month-to-month reports. There are some questions as to which accounts to draw from for a particular expense. The stabilator and wing covers and sheepskin seat covers mentioned by Landon, for example, are coming from the "upgrade" account. Overall, Curt said he is being mindful of these things. He encouraged anyone with questions to get in touch with him.

Overdue Payments

Per the Dec. 31 Monthly Financial Report, the Club has \$23,895 in receivables. Curt reminded members that payment for dues and flight charges is due upon receipt of monthly statements, per Club By-laws. Finance charges are not assessed on past due amounts, and prompt payment by members is vital to the financial health of the Club. Unfortunately, some members are not making timely payments and it may be necessary to restrict aircraft booking privileges for those owing more than \$1,000, an amount roughly equal to three months' dues.

Curt asked any members having difficulty making payments to get in touch with him to discuss their situation.

Maintenance Report

Maintenance Officer Andy Robinson gave a maintenance report.

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

Wright Aviation

Andy reported on the Club's relationship with Wright Aviation, our on-field maintenance shop: "I feel like our situation with Wright Aviation is going extremely well. [Owner Devon Chapin] is extremely responsive and I feel like he is doing a very good job of staying on top of our aircraft."

Pre-heating

In response to a member's question, Andy said that the "elephant" pre-heater is "working like a charm, especially with the [air intake vent] sponges." He reminded members that the goal of pre-heating is not only to warm up the oil in the sump but also to warm the dissimilar metals in the engine (e.g.: aluminum & steel), which expand and contract at different rates. This can potentially reduce the clearance between moving parts to dangerous levels.

Tanis Pre-heaters: 61H does not have a Tanis pre-heater. This was removed when the engine was swapped out about one and one-half years ago and was never reinstalled. Every other Club plane has a Tanis heater. Andy has asked N8261H Maintenance Assistant Wayne Tremallo to get a Tanis heater installed during the aircraft's next Annual in February 2021.

Piper AD

In response to a member's question regarding the FAA's recently finalized Airworthiness Directive (AD) ordering the examination of wing spars on some Piper aircraft, effective February 16, Andy said 61H will be examined during the aircraft's next Annual and 34X during its next oil change, so the Club can comply with the AD. Andy will talk with Devon Chapin to confirm that Wright Aviation can do the required inspections, or whether another shop needs to be tasked with this. Aircraft logbooks will be updated as necessary.

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

Former Membership Officer Dan Berk* gave a membership report.

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

Regular:..... 54
Associate:..... 38
Medical Associate:..... 2
Associate Emeritus: 4
Total: 98

** Dan resigned as Membership Officer on January 14.*

Via Zoom's Chat feature, a motion to accept Andy Robinson as the Club's Interim Membership Chair* until a replacement can be found was made by Gary Henderson and seconded by Allen Shew. Members voted to approve the motion unanimously (also via Zoom's Chat feature).

** NB: This is only a temporary position. Club By-laws (Article IV, Section 3) state: No individual member may be allowed to hold more than one office or position on the Board of Directors at any given time.*

Activities Report

Activities Chair Vaughn Mauren gave an activities report.

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

Vaughn thanked Activities Committee members for their ideas and good work to develop an agenda and calendar for several types of flying and social events while dealing with restrictions due to the health crisis.

Scheduled events include:

- Friday, February 19 from 6pm-8pm - Night landings currency and training
- Saturday, April 17 from 10am-2pm - Crosswind landings/spin training
- Saturday, June 19 from 10am-2pm - Spot landing contest/outdoor potluck
- Saturday, October 9 from 9am onward - Mt Tobe grass landings
- Friday, November 19 from 6-8pm - Night landings currency and training II

Vaughn explained that a number of activities like a guided tour of the New England Air Museum and a summer picnic, for example, may be scheduled once the health-related restrictions are relaxed.

Passport Challenge

Dan Berk and Alexei Ziemkiewicz outlined the “Passport Challenge” created by Dan. The Challenge is open to any Club member. It consists of flying to as many airports on the final Challenge list as possible during a specific seven-month period. Photos of the destination airports to which members have flown must be posted to the Club’s *public* Facebook page. Prizes will be awarded! Dan will provide full information to members after the Challenge details are finalized.

Additional Business

Allastair Crawford offered a couple of suggestions for improving the Club based on his experience as a newer member. He suggested that the Club examine its rules pertaining to: 1) extended aircraft bookings*, and 2) the use of the Club’s blast e-mail system for routine communication among members.

** Refer to OFC Training & Operations Manual Section V, “Booking Club Aircraft.”*

Both subjects were discussed briefly. Alan Amato and Bob Ham assured Alastair that his suggestions will be taken into consideration during the process of updating the Club’s By-laws and Training and Operations Manual. Ron Schmecker and Peter Dawson spoke in favor of the Club’s current policy regarding extended bookings.

The Meeting was adjourned at 7:52 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 - Current Members <ofc-mem@oxfordflyingclub.com>

Sent: Sunday, January 17, 2021, 09:37:50 PM EST

Subject: [OFC-Mem] Safety Committee January Update

Dear Club Members,

Your volunteer OFC Safety Committee has had their first meeting of the year with several new members that have joined to help curve the trends!

This month we're

- streamlining a process for the OFC Safety Reports. (HIR/FOIR)
- researching ways to reduce flat spotted tires through AIC training.
- building a preflight lesson to help learn some tips during AIC training.
- purchasing 4 digital tire pressure gauges for each airplane's preflight kit.
- working to improve upon 2020 Safety Survey Results.
- aligning a safety publication for February.
- posting committee contacts and a "Safety Tips" bucket in the hangar for anyone in need of assistance.
- posting 5 new preliminary reports to the web (3 from 2020 and 2 from 2021)

The Committee's goals are simple, gather the data to help support safe flying at OFC. I hope you have a peer on the committee who you can confide in whenever you want to expand your resources. Any committee member can submit reports confidentially to the OFC Safety Chair so complete anonymity is available to help ensure the club continues to improve by learning from valuable experience.

I will see you all on Tuesday night via Zoom and feel free to reach out with any questions.

Fly Safe,

Pete Dawson



Oxford Flying Club

12/31/2020

Financial Information

Assets

Checking/Fuel Bank Accounts				\$34,943
Savings (Prop/Engine Reserve)				\$166,996
* Prop & Engine Reserve				\$56,383
* Liability Insurance Fund (\$40,000 target)				\$28,000
* Proficiency Time Fund				\$27,624
* LRP Upgrade Fund				\$17,326
* 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
Total Assets:				\$606,735

Liabilities

Accounts Payable (12/01/2020)				\$0
Bank Time - As of 12/1/2020				\$26,714
Lost Bank Time - Dec 2020				\$910
Loan Payable - N735GC			Monthly payments, including interest: \$1,510.	\$46,457
Prop and Engine Reserve (all planes - cumulative)				\$56,383
Total Liabilities:				\$130,464

Equity

TOTAL LIABILITIES & EQUITY				\$476,271
				\$606,735

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	40.62	\$5,281	\$130.00	\$1,254	\$30.88	\$1,609	\$39.60	\$90	\$802	\$90
N4334X	37.20	\$4,836	\$130.00	\$1,914	\$51.46	\$7,616	\$204.74	\$90	\$744	\$276
N98819	11.00	\$1,430	\$130.00	\$312	\$28.40	\$0	\$0.00	\$90	\$220	\$48
N735GC	30.80	\$5,082	\$165.00	\$2,462	\$79.93	\$933	\$30.29	\$650	\$618	\$130
Totals	119.62	\$16,629	\$139.01	\$5,943	\$49.68	\$10,158	\$84.92	\$920	\$2,384	

Inflows/Outflows

	Current Month	Totals
Membership - Initiation Fees (1)	\$0.00	
Membership Dues	\$8,205.00	
Total Flight Time Billing	\$16,556.60	
Sporty's Rebate (quarterly)	\$39.41	
Billed Monthly Total:		\$24,801.01
Flight Hours (Unbilled Maintenance & Marketing)	\$72.00	
Transfer to P&E Reserve (Total hours x \$20)	-\$2,383.60	
Insurance Fund Transfer (Goal \$40,000 by 3/15/2021)	-\$4,000.00	
5GC Loan Payments (current month as above)	-\$1,510.00	
Fuel & Oil Expense	-\$5,943.04	
Club Officer & Maint. Credits (4 aircraft)	\$1,495.00	
Other Misc. Expenses (FSP, Web Site, Events & Other)	\$992.94	

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)	-\$21,553.25	
Expenses Total:		-\$32,829.95
Monthly Cash Flow Total		-\$8,028.94

Fund Balances		Dues %	Dec Only	YTD
Dues:	Accounting	0.50%	\$ 43.06	-\$178.07
	Avionics Subscriptions	1.91%	\$ 163.78	-\$1,021.59
	D&O Insurance	0.60%	\$ 51.90	\$267.70
	Hangar/Tie Down	8.20%	\$ 47.93	\$88.01
	Liability Insurance	45.87%	\$ 3,936.39	\$21,327.80
	Loan Payments	17.31%	\$ (24.45)	\$123.86
	Officer's Credits	14.91%	\$ 43.94	-\$2.81
	Taxes & Registrations (Town of Oxford delayed because of COVID-19)	0.15%	\$ 12.14	\$12.31
	Web Site / FSP	0.68%	\$ (1.67)	\$65.44
	General Maintenance	5.73%	\$ (858.11)	\$3,023.79
	Unbilled Flight Hours (+MX, +MARK, Landing Fees)			\$55.00
	Marketing Expenses		\$ 180.78	\$219.22
	Dues Unallocated	4.14%	\$ 309.07	\$3,061.63
	LRP Upgrade Fund (Expired PT, Initiation Fees, Bank Interest)		\$ 930.27	\$ 17,037.68

Flight		Last Month	Current Bal
	Unbilled Flight Hours - Marketing & Maintenance Flights & Landing Fees (billed to members)	-\$56.60	-\$56.60
Flight: N4334X			
	Fuel	\$ (325.35)	\$ (533.38)
	MX	\$ 990.67	\$ 1,167.37
	P&E	\$ 690.00	\$ (238.00)
	Upgrades	\$ 295.64	\$ 2,116.39
Flight: N735GC			
	Fuel	\$ (279.16)	\$ 1,077.35
	MX	\$ 954.89	\$ 898.05
	P&E	\$ 598.00	\$ 832.00
	Upgrades	\$ 264.91	\$ 502.08
Flight: N8261H			
	Fuel	\$ 415.19	\$ 742.00
	MX	\$ 953.22	\$ 9,120.88
	P&E	\$ 812.40	\$ 122.60
	Upgrades	\$ 294.74	\$ 2,736.86
Flight: N98819			
	Fuel	\$ 188.11	\$ 423.57
	MX	\$ 538.89	\$ 3,491.60
	P&E	\$ 220.00	\$ (882.00)
	Upgrades	\$ 170.61	\$ 1,015.30

Fuel Account Balance (Across All Aircraft)	\$1,709.54
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From: Andy Robinson via Ofc-mem <ofc-mem@lists.oxfordflyingclub.com>
To: OFC-Members <ofc-mem@oxfordflyingclub.com>
Sent: Tuesday, January 19, 2021, 09:42:44 AM EST
Subject: [OFC-Mem] MX Update - Jan 2021

Successfully vacated NT20 on 11/30/20. Thank you volunteers!
All aircraft moved to NW ramp/NWB10. Thank you volunteers!
Bugs being worked out on tie-downs, painted lines (Spring) and chocks.
735GC Tanis heater should be plugged in when in NWB10.
Elephant pre-heater should have charger hooked up to its battery when inside NWB10.

GC - oil change this week and plans to address several squawks.

34X - hours away from break-in restrictions. Thanks to Scott O. for all his efforts on engine replacement and follow-up. **REMINDER - 819 ignition key is to be used for baggage and passenger door on 34X.** Ignition key for 34X has not changed. A few open squawks to address.

819 - several squawks including dashboard lighting, bottomless pockets on pilot and co-pilot side. And finally...the missing fuel dipstick was retrieved. Way to go Ed! New Terrain card ordered for Garmin and will be installed this week. Several LRP items: paint, autopilot. Engine overhaul due at end of 2021 or early 2022.

61H - annual being scheduled for February, 2021 and planning on 2 weeks down. Several squawks will be addressed along with new wing spar AD. Planning on installing Tanis heater during annual. Wayne to coordinate this with Wright. We have been fighting the fuel drain at the engine for many months. When you sump at engine, be gentle with compression and target a 50% deflection on valve.

Your MX Team

From: Daniel Berk via Ofc-mem <ofc-mem@lists.oxfordflyingclub.com>
To: OFC-Members <ofc-mem@oxfordflyingclub.com>
Sent: Monday, January 18, 2021, 05:41:45 PM EST
Subject: [OFC-Mem] Membership Update

All, this is my final membership update as I've resigned from the board.

REGULAR MEMBERS- 54
ASSOCIATE- 38
ASSOCIATE EMERITUS- 4

Daniel Berk
(860)877-8109

From: Vaughn Mauren via Ofc-mem <ofc-mem@lists.oxfordflyingclub.com>
To: OFC - Current Members <ofc-mem@oxfordflyingclub.com>
Sent: Tuesday, January 19, 2021, 12:16:33 PM EST
Subject: [OFC-Mem] OFC events for 2021 - mark your calendars!

Fellow aviators,

Ahead of tonight's monthly meeting, your Activities Committee is excited to announce Oxford Flying Club sponsored events for 2021. We have broken these events into three categories:

1. Club-wide events we know we are able to host, planned for a specific date or period of time.
2. Club-wide events we are currently unable to schedule due to Covid restrictions, policies and or related concerns outside of our control.
3. Informal smaller events and gatherings we encourage you, the membership, to initiate and plan.

In a normal year we would present a full calendar at the January meeting. I ask your patience as we work to nail down dates and details as - hopefully - the pandemic begins to subside.

CATEGORY 1

Friday, February 19 from 6pm-8pm - Night landings currency and training
Saturday, April 17 from 10am-2pm - Crosswind landings/spin training
Saturday, June 19 from 10am-2pm - Spot landing contest/outdoor potluck
Saturday, October 9 from 9am onward - Mt Tobe grass landings
Friday, November 19 from 6-8pm - Night landings currency and training II

CATEGORY 2

Guided tour of the New England Air Museum
Summer picnic
Passport Challenge (led by Dan Berk and Alexei Ziemkiewicz)
Guest speaker
Pre-meetings social hour
Competition between OFC and Flying 20 Club (Danbury)

CATEGORY 3

Gaggle flights to fun destinations
Sunday morning hangar chat and coffee

Respectfully submitted,

Vaughn (Activites Chair)