



Meeting Minutes

20 July 2021, 6:30 PM – NW B10 Hangar

Attendees

Directors (6): Dan Berk, Peter Dawson, Scott Oloff, Scott Price, Curt Robinson, Landon Sock

Members (11): Edward Chromczak**, Jack Dennis, Ross Detwiler, John Farley, Peter Frey, Geoffrey Greene, Tom Krasowski, Thomas McCullough, Jack McKinney, Burt Stevens**, Jim Treanor*

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

Note: This meeting was not Zoomed.

General Business

The Meeting was called to order at 6:36 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 *not* 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 14 of 60 Regular Members, were present.)

Guests: At the end of the meeting the Club welcomed Felix Echavarria, a prospective member who resides in Danbury. An accountant by trade, Felix is a Student Pilot with about 30 hours of flying time.

New Members: None present

Meeting Minutes: June 15 Meeting Minutes posted on the Club's website were approved.

In addition, May 18 Meeting Minutes (revised) posted on the Club's website were approved, and July 11 Special Board Meeting Minutes posted on the Club's website were also approved.

New Certificates & Ratings:

The Club proudly recognizes these four members who earned new Private or Commercial certificates during the period between regular monthly meetings (June 15 to July 20):

- Wayne Tremallo, Commercial Pilot (June 24), instructor Max Bernstein
- Christopher Sutherland, Private Pilot (June 28), instructor Vaughn Mauren
- William Granruth, Commercial Pilot (July 7), instructor Vaughn Mauren
- Christian Montano, Private Pilot (July 16), instructor Max Bernstein

Membership Report

President Landon Sock gave a membership report on behalf of Membership Officer Dan Berk.

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

Regular:..... 60
 Associate: 32
 Medical Associate..... 3
 Associate Emeritus: 5
 Total: 100

Maintenance Report

Vice President Scott Oloff gave a maintenance report on behalf of Maintenance Officer Andy Robinson.

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

Aircraft Summary

- 5GC - Top overhaul break-in going well; 18 hours until next oil change and easing of restrictions
- 34X - Engine undergoing bottom overhaul at Pine Mountain Aviation in Danbury after the recent prop strike; expected to be ready by 1st or 2nd week of August; Wright Aviation Maintenance at KOXC will install the overhauled engine
- 61H - Oil change is scheduled for July 22; postponing 100-hour inspection because 34X is down
- 819 - Alternator replaced; still searching for vacuum shuttle valve; panel lamps replaced

Edward Chromczak (Maintenance Assistant-N98819) explained that 819 had been worked on four times by Wright Aviation in an attempt to resolve electrical system problems; in addition to replacing the alternator, work included repairing multiple broken wires, replacing the capacitor, and replacing the alternator drive belt.

Scott (Maintenance Assistant-N4334X) said the damaged Sensenich propeller was deemed not serviceable by New England Propeller in East Haddam because too much material had been taken off the tips; the replacement prop will be a McCauley which gives us a one-inch margin. The aircraft should be back in service during the 2nd or 3rd week in August, and the normal engine break-in process will then take a month or two. Scott gave cost estimates for engine and prop work on 34X, and answered a number of questions.

N4334X Cost Estimates

Engine bottom overhaul	\$14,000
Replacement propeller	\$4,200
Labor to swap engine	<u>+ \$4,000</u>
Total	\$22,200

Finance Report

Treasurer Curt Robinson gave a finance report.

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

Curt has been in touch with members who are behind in their monthly payments and is making progress collecting about \$21,000 in receivables. Landon believes the "bad debt" portion of this amount is not more than \$1,500. The Club will begin assessing finance charges to incentivize members to get and stay current. Members briefly discussed various ways for members to conveniently make payments, including possible future use of Flight Schedule Pro (FSP) for this purpose.

Vice President (and Audit Committee Chair) Scott Oloff announced that an audit of the Club's finances would take place on Sunday, August 8 at 1:00 p.m. in Hangar NW B10, and invited members to participate.

Proficiency Policy

Vice President Scott Oloff took a few moments to remind members that the Club had approved a switch to our new Proficiency Policy effective June 1, with a three-month grace period ending September 1. Pilots should track their currency status in each aircraft make /model carefully. Scott will be reconfiguring FSP; once reconfigured, the system will not allow pilots to check out aircraft if they do not meet currency requirements, even though they may have successfully booked an aircraft ahead of time.

Some discussion followed, including whether currency in 5GC would qualify a member to fly 819. Scott said he was not certain and would check the wording of the new policy.

Safety Report

President Landon Sock thanked Safety Officer and Safety Committee Chair Peter Dawson and the entire Safety Committee for expanding our Safety Program and helping to improve our safety culture. Landon reported that he had gotten very positive feedback regarding the Safety Meeting held in Hangar NW B10 on July 17.

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

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

Per his report, Peter briefly explained that the Safety Committee at this time is focused on a "Back to Basics" campaign. There will be a push to reset Club policy based on recent "deep dives" into many aspects of operating shared aircraft safely. Peter said that the Club's Training and Operations Manual and other policy documents are in the process of being updated to reflect changes in policies, procedures and overall operations (e.g.: the new Proficiency Policy).

OFC Aircraft Operation Policy

Safety Committee Vice-Chair Peter Frey opened a discussion about Club operations policy. He circulated a limited number of paper copies of "OFC Aircraft Operation Policy" ([attached](#)), explained that it had been written as the basis for a motion, and read the one-page document to the members.

Peter explained that the policy outlined in the document is an attempt to get everybody on the same page with respect to operations. This was motivated in part by situations such as needing a top-end overhaul for 5GC at only 700 hours and asking "Why are things like this occurring?" The Safety Committee believes it's important to have uniform policies to resolve the problem of having potentially conflicting operating policies and procedures that could adversely affect operations and safety with many pilots sharing the same aircraft.

Extended discussion followed. Rather than voting to approve the new document, it was agreed to table any motion to do so until it could be circulated among members first and then voted on at a future monthly meeting.

Additional Business

No additional business was discussed.

The Meeting was adjourned at 8:03 p.m.

Meeting Minutes submitted by Scott Price, Secretary

#

From: Andy Robinson via Ofc-mem <ofc-mem@lists.oxfordflyingclub.com>
To: ofc-mem@oxfordflyingclub.com <ofc-mem@oxfordflyingclub.com>
Sent: Monday, July 19, 2021, 08:19:06 PM EDT
Subject: [OFC-Mem] OFC MX - July 2021

Dear OFC-Mem,

Looking for a volunteer to takeover Garmin updates beginning in early Sep. Jack Dennis has been doing them for last few months...Thanks Jack! Takes about an hour to complete all 4 planes every 28 days.

Also, looking for some MX apprentices to begin taking over reigns for our current, illustrious staff. Contact me if interested.

61H - Oil change Thursday am. It is due for its 100-hour inspection, but we are postponing because of 34X situation. A window has been ordered to replace the one taken from 34X. Also, we have a new plastic wing recognition lens and will be replaced when practical.

GC - Top overhaul break-in going well. 18hrs to go before next oil change and easing of restrictions. Plane has flown about 40 hours since its release on June 3. 2 other squawks still on record, minor in nature.

819 - Alternator replaced; however, the vacuum shuttle valve is still being searched for. Panel lamps replaced and a few pending Avionics squawks that will be addressed after the vacuum situation is resolved. Tow-bar repairs being done by WT Welding and should be OK by the end of the week; use tug or borrow bar from 5GC.

34X - Engine is undergoing a bottom overhaul at Pine Mountain and we expect it to be ready by the 1st or 2nd week of August. The propeller is currently at New England Propeller and we are awaiting an assessment whether it is serviceable or if we will need to purchase a new propeller. Once the engine & prop are reinstalled in mid-August, then we will begin the normal engine break-in process where training and short flights will be prohibited for a period of time.

Best,

Mx Team

From: Curt Robinson via Ofc-mem <ofc-mem@lists.oxfordflyingclub.com>
To: OFC - Current Members <ofc-mem@oxfordflyingclub.com>
Sent: Friday, July 16, 2021, 11:44:19 AM EDT
Subject: [OFC-Mem] June 2021 OFC Financial Report

Hello Members,

Attached is the financial report for June 2021. Currently, we're fine. We are still waiting to see what the ultimate cost of the prop-strike is going to be, but the Club will weather this. The Finance Committee will be working on some options on how to recoup the costs and they'll be presented for the Aug 2021 meeting.

Please get your payments in! We currently have \$21,703.31 in outstanding charges. This is offset in the report because we have other members who are currently carrying \$9,022.31 in credits.

Keep flying, we're slowly whittling down the Proficiency Time account, but figure we'll bottom-out when we hit only the amounts that are held by Associate Members.

Let me know if you have any questions.

--

Regards,

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



Oxford Flying Club

June 2021

Financial Information

Assets

Checking/Fuel Bank Accounts		\$49,254
Savings (Prop/Engine Reserve)		\$153,015
* Prop & Engine Reserve		\$55,300
* Liability Insurance Fund (\$40,000 target)		\$17,350
* Proficiency Time Fund		\$19,613
* LRP Upgrade Fund (819 Paint \$12,681)		\$24,262
* Cash from 7YT Sale		\$37,663
Accounts Receivable (5/31/2021)		\$33,280

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: \$616,449

Liabilities

Accounts Payable (5/31/2021) - (Includes the \$12,737 allocated for paint on 819)		\$13,623
Bank Time - As of 5/31/2020		\$18,118
Loan Payable - N735GC	Monthly payments, including interest: \$1,510.	\$37,128
Prop and Engine Reserve (all planes - cumulative)		\$64,184

Total Liabilities: \$133,053

Equity

Total Equity: \$483,396

TOTAL LIABILITIES & EQUITY

\$616,449

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	63.49	\$8,275	\$130.34	\$3,144	\$49.53	\$2,131	\$33.56	\$90	\$1,270	\$103
N4334X	58.80	\$7,618	\$129.56	\$3,035	\$51.62	\$0	\$0.00	\$90	\$1,176	\$72
N98819	40.40	\$5,213	\$129.03	\$2,227	\$55.11	\$2,566	\$63.50	\$90	\$812	\$139
N735GC	30.30	\$4,290	\$141.58	\$2,685	\$88.61	\$0	\$0.00	\$650	\$606	\$109
Totals	192.99	\$25,396	\$131.59	\$11,091	\$57.47	\$4,696	\$24.33	\$920	\$3,864	

Inflows/Outflows

	Current Month	Totals
Membership - Initiation Fees	\$1,500.00	
Membership Dues - Regular	\$8,845.00	
Membership Dues - Associate	\$825.01	
Total Flight Time Billing	\$26,186.40	
Interest Income	\$1.37	
Sporty's Rebate (quarterly)	\$0.00	

Billed Monthly Total: \$37,357.78

Flight Hours (Unbilled Maintenance & Marketing)	-\$685.10
Transfer to P&E Reserve (Total hours x \$20)	-\$3,863.80
Insurance Fund Transfer (Goal \$40,000 by 3/15/2022)	-\$2,916.67
5GC Loan Payments (current month as above)	-\$1,510.00
Fuel & Oil Expense	-\$11,091.05
Club Officer & Maint. Credits (4 aircraft)	-\$1,430.00
Other Misc. Expenses (FSP, Web Site, Events & Other)	-\$969.41
Licensing and Registration Fees for Aircraft (CBP Decals)	\$0.00
Aircraft Liability Insurance/D&O Insurance Payment	\$0.00
Past Member Financial Write-Off	-\$1,105.00
Total Aircraft Expense (above Ann/Av/Fee/Mx and Tiedown & Hanger)	-\$5,616.30

Expenses Total: -\$29,187.33

Monthly Cash Flow Total **\$8,170.45**

Fund Balances		Dues %	Month Only	All TD (8/1-7/1)
Dues:	Accounting	0.50%	\$ 44.83	\$ (70.19)
	Avionics Subscriptions	1.91%	\$ 171.29	\$ 170.85
	D&O Insurance	0.60%	\$ 54.03	\$ (60.22)
	Hangar/Tie Down	8.20%	\$ 85.01	\$ (256.16)
	Liability Insurance	45.87%	\$ 2,743.17	\$ 7,633.16
	Loan Payments	17.31%	\$ 298.49	\$ 1,507.89
	Officer's Credits	14.91%	\$ 105.45	\$ (281.54)
	Taxes & Registrations (Town of Oxford delayed because of COVID-19)	0.15%	\$ 32.86	\$ 129.05
	Web Site / FSP	0.68%	\$ 0.79	\$ (13.36)
	General Maintenance	5.73%	\$ (1,608.17)	\$ (858.00)
	Marketing Expenses		\$ -	\$ 219.22
	Unbilled Flight Hours (+MX, +MARK, Landing Fees)		\$ 131.43	\$ (337.62)
	Dues Unallocated	4.14%	\$ 2,004.60	\$ 8,357.46
	LRP Upgrade Fund (Expired PT, Initiation Fees, Bank Interest)		\$ 1,501.37	\$ 12,455.53
Flight			Last Month	Current Bal
Flight: N4334X				
	Fuel		\$ 13.14	\$ (445.84)
	MX		\$ 3,061.14	\$ 5,950.91
	P&E		\$ -	\$ (3,818.00)
	Upgrades		\$ 358.68	\$ 2,683.34
Flight: N735GC				
	Fuel		\$ (677.92)	\$ 898.28
	MX		\$ 1,174.98	\$ 883.13
	P&E		\$ 454.50	\$ 458.50
	Upgrades		\$ 156.98	\$ 1,589.80
Flight: N8261H				
	Fuel		\$ 146.85	\$ 864.60
	MX		\$ 1,348.43	\$ 5,487.39
	P&E		\$ -	\$ (12.40)
	Upgrades		\$ 250.57	\$ 2,692.65
Flight: N98819				
	Fuel		\$ (364.96)	\$ (265.88)
	MX		\$ (170.85)	\$ (1,671.71)
	P&E		\$ (354.00)	\$ (78.00)
	Upgrades		\$ 537.71	\$ 4,082.00
Fuel Account Balance (Across All Aircraft)				\$1,051.16

From: Peter Dawson via Ofc-mem <ofc-mem@lists.oxfordflyingclub.com>
To: OFC-Members <ofc-mem@lists.oxfordflyingclub.com>
Sent: Monday, July 19, 2021, 08:19:49 AM EDT
Subject: [OFC-Mem] OFC Safety Committee July Update!

Dear Members,

A busy year so far gathering data and researching information to improve club policy, procedure, and overall operation. There have been several deep dives including leaning for clean spark plugs, preheating, flat spotting tires, preflight/postflight, and starting procedures. These discussions have built our knowledge as a club and strengthened the process of sharing airplanes. These steps increase safety, reliability, and cost. As we move toward the second half of the year, we would like to promote a "Back to Basics" campaign. This will be a push to reset all of the policy, procedures and OFC technique floating around out there making a seamless operation challenging. We can explain more at the monthly meeting, but look for publications with these titles so we all end up on the same runway by 2022!

- **Implement a Safety Management System (SMS)**
 - Continued discussion on policy and ensuring our insurance policy aligns with faa and club policies.
 - Instituting a Quality Control mechanism to club changes.
 - Utilizing Risk Assessment for a hazard identification and a policy deviation. (2 Completed)
 - Event investigation conclusion and discussion.
- **Establish an OFC safety training program**
 - Switching gears a little for the rest of the year to "Back to Basics"!
- **Integrate Chief CFI and CFI group to safety team**
 - Multiple items shared with CFI group over the last month to assist with good rumors! And welcoming our new Chief CFI.
 - Updated CFI group with assessment data pertaining to training.
- **Conduct at least 2 Safety Committee meetings**
 - We've just held our 7th 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.
 - Second class was July 17th with 20 attendees! Thank you for the great discussions and preflight lessons!!
 - IMC meetings have resumed
- **Issue a minimum of 2 Safety publications**
 - 3 down, 3 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!

From: Daniel Berk via Ofc-mem <ofc-mem@lists.oxfordflyingclub.com>
To: OFC-Members <ofc-mem@oxfordflyingclub.com>
Sent: Tuesday, July 20, 2021, 04:12:29 PM EDT
Subject: [OFC-Mem] Membership Count

Counts as of today!

Regular: 60
Associate: 32
 Medical included 3
Associate Emeritus: 5

Daniel Berk
Membership Chair
Oxford Flying Club

OFC Aircraft Operation Policy

Motion to make OFC aircraft operation and care policy based on Manufacturer approved and published policy. This would include POH, Service Bulletins, Operation Bulletins or letters or appropriate documents approved by the manufacturer. This would be further defined by Engine, system or avionics component manufacturer operation and guidance documents. Further techniques and procedures that do not conflict with these policies may be adopted if approved by the Board in consultation with applicable committees. (Example; Cold weather preheat policy.) FAA or other agency regulation serves as the highest priority whereas any OFC bylaw, policy, or procedure is overruled wherever a conflict occurs.

This motion is not to restrict useful policy but to create a single common source for club members to reference when operating club aircraft. This will eliminate spurious or unproven techniques and create consistent and similar operation by all members. It will help reduce variability in operation which in turn provides more consistent feedback and monitoring of aircraft wear and efficient use. Operation in accordance with these manuals or regulations will be considered a requirement of club policy.

Note: The Safety Committee recommends any publication of policy for members be specifically from manufacturer or agency provided material until a review of such policy can be accomplished.