



Meeting Minutes

15 March 2022, 6:30 PM – NW B10 Hangar

Attendees

Directors (6): Robert (“Bob”) Ham (Proxy), Leo Mollica, DJ Nicholson, Scott Price, Curt Robinson, Landon Sock

Members (12): Luke Andrews, Eric Atkins, Erick Brough, Edward Chromczak**, Peter Dawson*, Daniel Gannon, William Granruth, Heather Heidinger, Tom Krasowski*, Joseph McCormick, Thomas McCullough, Oran Mills*

*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 6:30 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 8 Directors, and 13 of 55 Regular Members, were present.) One Director participated via Proxy (see Attendees).

* Per Club By-laws (Article VI, Section 5), the meeting devolved into a Special Board Meeting to facilitate voting on a motion to adjust hourly aircraft rates. (See “Temporary Fuel Surcharge,” below.)

Guests

The Club welcomed the following guest:

- Cody Williams (candidate for membership)

New Members

The Club welcomed the following new members:

- Luke Andrews (Regular Member)
- Eric Atkins (Regular Member)
- Michael Xu (Regular Member)

Meeting Minutes

February 15 Meeting Minutes posted on the Club’s website were approved.

New Certificates & Ratings

The Club congratulated Membership Officer Vaughn Mauren on earning his Airplane Multi-Engine Land Rating (AMEL) on March 10. Vaughn is a Club CFI.

Safety Report

Safety Officer Leo Mollica gave a safety report.

Refer to Leo's report titled "OFC Safety Committee Update - March 2022" ([attached](#)).

Leo said the Safety Committee had processed one new CSR and he briefly clarified recent changes to the Club's proficiency and currency requirements.

Maintenance Report

President Landon Sock gave a Maintenance Report. Landon is temporarily serving as Acting Maintenance Officer while the Club is seeking a new Maintenance Officer.

Refer to Landon's report to Club members ([attached](#)) and aircraft summary, below.

Aircraft Summary

- [N228TR](#) - 50-hour oil change, right main tire and gear alignment completed by Wright Aviation, KOXC; Aerothermal Alien pre-heater in hangar with extension cord
- [N735GC](#) - New tail tie-down hook was installed, and cracked landing light lens cover was replaced; 500-hour magneto check scheduled for week of March 20; avionics master toggle switch issue will be addressed
- [N4334X](#) - 50-hour service completed by Tally-Ho Aviation, Danbury Municipal Airport (KDXR); training strongly recommended on new avionics suite
- [N8261H](#) - Currently undergoing Annual inspection at Wright Aviation, KOXC; required transponder and pitot static system tests have been scheduled
- [N98819](#) - Idle issue will be addressed at 50-hour service; required transponder and pitot static system tests have been scheduled at VIP Avionics, Hartford Brainard Airport (KHFD) for March 17

Note: N172HL, a C-172K Skyhawk, will soon be added to the fleet. Negotiations are concluding. See "Cessna N172HL Leaseback" in Meeting Minutes dated February 15.

Finance Report

Treasurer Curt Robinson gave a finance report.

Refer to Curt's e-mail to Club members ([attached](#)) and most recent Monthly Financial Report, dated February 28 ([attached](#)).

Insurance Premiums

Curt said he is preparing for possible annual premium increase to \$60,000 in March 2023 and noted that current hull coverage for the Club's fleet is significantly below aircraft replacement values. Discussion followed.

Curt said one way to counter premium increases might be to have insurance cover liability only and wrap hull costs into hourly rates. President Landon Sock emphasized that the Club does not want to increase monthly dues in response to rising premiums. Associate Member Peter Dawson suggested the Club could self-insure for hull values. Landon said this would reduce our annual premium by about 50 percent. The Finance Committee will investigate self-insuring options.

Temporary Fuel Surcharge

Treasurer Curt Robinson reported that fuel costs had increased dramatically. He said temporary accounting measures to compensate are now at their limit. President Landon Sock said the Club may need to consider adding a temporary fuel surcharge into hourly aircraft rates. Discussion followed.

Treasurer Curt Robinson made, and President Landon Sock seconded, the following motion which was voted upon and approved unanimously.

Motion: That a temporary fuel surcharge of \$10.00 be added to the hourly rate for each of the Club's six (6) aircraft (to include N172HL upon completion of the leaseback agreement) for a period of 90 days beginning on April 1, 2022.

Vote on Motion to Adopt Temporary Fuel Surcharge:

Yea: 18
Nay: 0
Abstain: 0
Total: 18

Membership Report

Membership Officer Vaughn Mauren gave a membership report.

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

Regular: 55
Associate 35
Medical Associate 4
Associate Emeritus: 4
Other 1
Total: 99

Vaughn said two prospective new members are in the pipeline, and interviews are being scheduled with them.

Additional Business

Maintenance Officer

The members informally discussed potential candidates for the currently open position of Maintenance Officer. President Landon Sock asked that any interested member please contact him.

The Meeting was adjourned at 7:41 p.m.

Meeting Minutes submitted by Scott Price, Secretary

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OFC SAFETY COMMITTEE Update | March 2022

- March OFC Safety Committee meeting was held on March 10th. (Opened to all members)
- A new CSR 2022-001 was input into our SMS.
 - a. The safety incident was summarized as fuel cap not properly secured. When the issue was reviewed was clearly identified that the cap was not locking at the torque required pre maintenance event (Full new paint). The MX team reviewed and made the proper adjustments.
 - b. Safety Committee identified the Risks Assessment Value of this Incident as 1: (Acceptable = Probability 2 / Severity 2) with no further action needed.
 - c. This incident was tabulated as pre-post flight checklists reinforcement for future training recommendations.
- SPECIAL thanks to the pilot that voluntarily filled the CSR and provided a clear summary.
- Thanks for participating: Ed, Burt and Leo.

Oxford Flying Club Maintenance Status Report
March 2022

<i>Aircraft</i>	Status	Scheduled	Open Squawks	Long Range Planning	Notes
<i>N98819</i>	Idle issue will be addressed at 50 hour	transponder & static system tests 03/17/2022			
<i>N735GC</i>	Landing light lens cracked lens cover is replaced. Rear toe hook replaced	500 hour Mag checked scheduled week of 3/20	Avionics master toggle switch will be addressed		
<i>N4334X</i>	50 hour completed by Tally-Ho Aviation	Nothing			Training Training training
<i>N8261H</i>	In annual at Wright. Will receive options at membership meeting	Transponder & pitot-static system			
<i>N288TR</i>	50hr oil change, right main tire, and gear alignment completed				Aerothermal Alien pre-heater in hangar with extension cord.
<i>N172HL</i>	New Lease back				

From: Curt Robinson via Ofc-mem <ofc-mem@lists.oxfordflyingclub.com>
To: OFC - Current Members <ofc-mem@oxfordflyingclub.com>
Sent: Thursday, March 10, 2022, 12:05:56 PM EST
Subject: [OFC-Mem] February 2022 - Monthly Financial Report

Hi OFC Club Members,

Attached is the Financial Report for February 2022. There wasn't much expense activity this month and things are status quo.

However, fuel charges are going through the roof. We've been able to adjust the mix of the rate away from the "upgrade" and built in buffer to keep the hourly rate unchanged, but we are now at the limit of being able to do that. I would ask that we all be prepared to discuss options at the monthly meeting next Tuesday.

Let me know if you have any questions. Hope to see everyone at next week's meeting. Get those payments in! :)

Thank you,

Curt Robinson
Treasurer, Oxford Flying Club
treasurer@oxfordflyingclub.com
c. 203-450-0111

Oxford Flying Club

February 2022

Financial Information

Assets

Checking/Fuel Bank Accounts			\$27,753
Savings (Prop/Engine Reserve)			\$170,237
* Prop & Engine Reserve			\$70,849
* Liability Insurance Fund (\$40,000 target)			\$34,292
* Proficiency Time Fund			\$14,883
* LRP Upgrade Fund (819 Paint \$12,681)			\$48,300
* Cash from 7YT Sale			\$2,973
Accounts Receivable (1/31/2022)			\$25,503
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: \$604,393

Liabilities

Accounts Payable (3/1/2022)			\$5,097
Bank Time - As of 3/1/2022			\$14,800
Loan Payable - N735GC		Monthly payments, including interest: \$1,510.	\$26,128
Prop and Engine Reserve (all planes - cumulative)			\$71,106

Total Liabilities: \$117,131

Total Equity: \$487,262

Equity

TOTAL LIABILITIES & EQUITY

\$604,393

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	0.01	\$1	\$130.00	\$0	\$0.00	\$0	\$0.00	\$90	\$0	\$20
N4334X	23.40	\$3,042	\$130.00	\$1,195	\$51.08	\$0	\$0.00	\$90	\$585	\$76
N98819	5.30	\$689	\$130.00	\$350	\$65.99	\$0	\$0.00	\$90	\$106	\$86
N735GC	19.30	\$3,185	\$165.00	\$1,596	\$82.67	\$0	\$0.00	\$650	\$555	\$111
N228TR	14.80	\$2,516	\$170.00	\$1,187	\$80.20	\$0	\$0.00	\$340	\$0	\$80
Totals	48.01	\$9,433	\$196.48	\$4,328	\$90.14	\$0	\$0.00	\$1,260	\$1,246	

Inflows/Outflows

	Current Month	Totals
Membership - Initiation Fees	\$1,500.00	
Membership Dues - Regular	\$7,716.05	
Membership Dues - Associate	\$975.00	
Total Flight Time Billing (Includes N228TR)	\$9,432.80	
Interest Income	\$1.32	
Sporty's Rebate (quarterly)	\$0.00	
Leaseback Management Income	\$125.80	
Finance Charges/Late Fees	\$0.00	

Billed Monthly Total:

\$19,750.97

Flight Hours (Unbilled Maintenance & Marketing)	-\$2,016.00
Transfer to P&E Reserve (Total hours x \$20)	-\$1,246.20
Insurance Fund Transfer (Goal \$40,000 by 3/15/2022)	-\$3,500.00
5GC Loan Payments (current month as above)	-\$1,509.68
Fuel & Oil Expense	-\$4,327.52
Club Officer & Maint. Credits (5 aircraft)	-\$1,690.00
Other Misc. Expenses (FSP, Web Site, Events, Advertising, Landing Fees & Other)	-\$175.80
Licensing and Registration Fees for Aircraft (CBP Decals)	\$0.00
Aircraft Liability Insurance/D&O Insurance Payment	\$0.00
General Maintenance Expense	-\$5.00
Leaseback Aircraft Waterfall (Minus Management Fee Above)	-\$910.30
Total Aircraft Expense (above Ann/Av/Fee/Mx and Tiedown & Hanger)	-\$1,260.00

Expenses Total: -\$16,640.50

Monthly Cash Flow Total

\$3,110.47

Fund Balances		Dues %	Month Only	All Funds
Dues:	Accounting	0.67%	\$ 57.71	\$ (104.72)
	Avionics Subscriptions	1.87%	\$ 161.99	\$ (802.16)
	D&O Insurance	0.60%	\$ 52.14	\$ 425.12
	Hangar/Tie Down	4.12%	\$ 380.53	\$ (92.49)
	Liability Insurance	34.78%	\$ 3,011.99	\$ (19,473.34)
	Loan Payments	17.26%	\$ (15.49)	\$ -
	Officer's Credits	20.07%	\$ 46.31	\$ 817.94
	Taxes & Registrations (Town of Oxford delayed because of COVID-19)	0.34%	\$ 9.15	\$ (160.49)
	Web Site / FSP	0.85%	\$ 32.10	\$ 76.08
	General Maintenance	5.72%	\$ 494.88	\$ 2,369.81
	Marketing Expenses		\$ -	\$ (538.04)
	Unbilled Flight Hours (+MX, +MARK, Landing Fees)		\$ 161.99	\$ (354.38)
	Landing Fees	0.71%	\$ 56.82	\$ 116.77
	Quickbooks Online	0.99%	\$ 9.15	\$ (48.62)
	Dues Unallocated		\$ 34.34	\$ 9,906.17
	LRP Upgrade Fund (Expired PT, Initiation Fees, Bank Interest)		\$ 233.23	\$ 5,395.57

Flight	Last Month	Current Bal
Flight: N4334X		
Fuel	\$ 1,081.57	\$ 168.34
MX	\$ 585.00	\$ (3,306.46)
P&E	\$ 12.84	\$ 791.20
Upgrades	\$ 1,846.75	\$ 12.84
Flight: N735GC		
Fuel	\$ 1,176.32	\$ (438.67)
MX	\$ 24.00	\$ (976.97)
P&E	\$ -	\$ -
Upgrades	\$ 1,033.98	\$ 2,793.69
Flight: N8261H		
Fuel	\$ 0.51	\$ 2,056.10
MX	\$ (585.00)	\$ 6,496.30
P&E	\$ 0.01	\$ -
Upgrades	\$ (583.90)	\$ 4,220.75
Flight: N98819		
Fuel	\$ 280.62	\$ (1,090.96)
MX	\$ -	\$ (4,188.36)
P&E	\$ 28.05	\$ -
Upgrades	\$ 233.23	\$ 5,565.18

Fuel Account Balance (Across All Aircraft)	\$694.81
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Leaseback Report

N228TR	Income	Fuel	MX	Maint Fee	Other	Total
Nov-21	\$ 1,683.00	\$ 660.31	\$ -	\$ 84.15		\$ 938.54
Dec-21	\$ 1,564.00	\$ 885.74	\$ 240.00	\$ 78.20		\$ 360.06
Jan-22	\$ 1,377.00	\$ 397.85	\$ -	\$ 68.85		\$ 910.30
Feb-22	\$ 2,516.00	\$ 1,186.98	\$ -	\$ 125.80	\$ 340.00	\$ 863.22
Total Amount						\$ 3,072.12

From: Vaughn Mauren via Ofc-mem <ofc-mem@lists.oxfordflyingclub.com>
To: OFC - Current Members <ofc-mem@oxfordflyingclub.com>
Sent: Tuesday, March 15, 2022, 04:47:54 PM EDT
Subject: [OFC-Mem] March membership report

Dear club,

Please help me welcome our new members Eric Atkins, Michael Xu and Luke Andrews!

Our current membership stands at:

Regular: 55
Associate: 35
Medical Associate: 4
Associate Emeritus: 4
Other: 1
Total: 99

I currently have two candidates for regular membership: Ricardo Gotay and Ryan Archer. Still working with them to schedule interviews. I have two, possibly three more who are interested but not yet applied. One may be at tonight's meeting. His name is Cody Williams - welcome him!

That's all for now!

Vaughn