



# Meeting Minutes

**19 November 2024, 6:30 PM – OFC Hangar NW B10 - Oxford, CT & Zoom**

## Attendees

Directors (8): Michael Aarons\*, Eric Atkins, Justin Leach, Joseph McCormick, Jillian Porter, Francis Pullaro, Curt Robinson\*, Sheldon Wermes

Members (19): Dan Berk, Ed Chromczak\*\*, Alexis Coppola, Ross Detwiler\*, Nate Fanning, Danny Gannon, Stephanie Kiley, Josh LaFave, Nathan LaMadeleine, Jay Monahan, Bruce Richardson, Alex Santos, Burt Stevens\*\*, Vin Tanuis, Mike Tedesco, Rob Telep, Wayne Tremallo, AJ Weimer, Bryan Woolston

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

*Note: This meeting was also made available via Zoom, as arranged by Francis Pullaro.*

## General Business

The Meeting was called to order at 6:34 p.m. by President Francis Pullaro. As this is an odd month, this was considered a Member Meeting. This meeting was hybrid and available both in-person and via Zoom. A Quorum of Directors (1/2 of Directors) *was* present. A Quorum of Members (1/3 of Regular Members) *was not* present. (7 of 9 Directors, and 22 of 75 Regular Members were present.)

## Safety Video Presentation

A 5-minute video from Pilot Workshops was shown to the group in attendance which outlined a safety scenario, but did not show the outcome. Members were encouraged to consider the options presented. Members who stayed after the meeting to discuss their thoughts with the Safety Committee will be granted Safety Meeting credit for this month.

## Announcements, New Members / Ratings, and Guests

Chili Cook-Off was a huge success. Thanks to all participants and CFIs.

Next event is the Holiday Party on 12/21. A sign-up form will go out to all members via email.

New Ratings - Stephanie Kiley - CPL, Danny Gannon - IFR, Bryan Woolston - IFR

## Meeting Minutes

Minutes from the October 15th meeting were approved.

## Monthly Reports

Refer to Club officers' monthly reports (**attached**). Maintenance Chair Eric Atkins gave the following live report:

- 5GC is about to come out of Annual
- 34X is having its nose strut serviced and will also be inspected for the reported high CO reports
  - Some of these reports have come from Sentry units that are reading differently than the permanently installed CO detectors in the planes. These may be false positives, but we need to stay vigilant.
- 8TR is scheduled for its parachute as well as a new landing light.
- As of 11/19 there are 37 hours remaining on the break-in period for 61H. Please refrain from touch and gos and low-power settings.
- Please remember to use the wing covers on the Archers. Don't put them on so tightly that the static wicks get damaged.

### **Election of Officers for 2025**

During the October Meeting, Nominating Chair Jillian Porter presented the proposed slate of officers and directors for 2025. Since that time there were no alterations or suggested changes to that slate. A motion was made by member Mike Tedesco and seconded by member Danny Gannon to adopt the recommended slate of officers for the 2025 calendar year. The vote was unanimously approved and the following will be the OFC Board of Directors effective January 1, 2025:

**President:** Sheldon Wermes

**Vice President:** Justin Leach

**Secretary:** Stephanie Kiley

**Treasurer:** Curt Robinson

**Activities Chair:** Jillian Porter

**Membership Officer:** DJ Nicholson

**Maintenance Officer:** Eric Atkins

**Safety Officer:** Michael Aarons

**Immediate Past President:** Francis Pullaro

### **Membership Voting Items**

Membership Chair Justin Leach presented 2 prospective members. Because the Club is currently at its 75-member capacity, the club vote is to approve members on the waitlist for contingent membership spots as they open up. This will expedite the process for bringing in new members from the waitlist, as they will be preapproved and will not have to wait for the next club meeting.

Joshua Kampf - Motion made by Burt Stevens, seconded by Jay Monahan - Unanimously approved by vote.

Jim O'Brien - Motion made by Danny Gannon, seconded by Nate LaMadeleine - Unanimously approved by vote.

These approved applicants will become regular members immediately as spots open up.

### **C177 Cardinal Leaseback Voting Item**

President Francis Pullaro presented the membership with a leaseback agreement for N11937, a 1976 Cessna 177B Cardinal (**attached**). The leaseback structure is the same as N228TR. This initial leaseback agreement is for 90 days, beginning on 12/1/2024. After that time, the plane will be taken out of service for a major avionics upgrade, after which a new hourly rate and agreement will be adopted.

A motion was made by member Wayne Tremallo to direct the Club to enter into the attached leaseback agreement. Motion was seconded by associate member Ross Detwiler. The floor was opened up for some productive questions and discussion of the role that the Cardinal would play in our fleet, as well as its flight characteristics.

The motion was put to a vote and adopted unanimously. The leaseback agreement begins on 12/1.

### **Long Range Planning Update**

Updates to the comprehensive LRP plan for the fleet that was voted into effect at the September meeting:

Francis has appointed a committee to look at refreshing aircraft interiors - Leo Mollica, Wayne Tremallo, and Jay Monahan. Jay recommended that while carpet is a high priority for all aircraft, we should coordinate installation of carpet as the paint / resealing jobs are done so that we are not getting new carpets unnecessarily wet, and so that we can better coordinate carpet colors with the new paint. The current frontrunner for paint shop is Ed's on Long Island. Cost is around \$25K and turn-around is about 8 weeks for a full strip and paint. Discussion followed of timing of lighting kit installation with paint jobs.

### **New Business**

The Maintenance team requests that anybody taking a checkride let the MX team know of the date. This way they can go over logs to make sure that any airworthiness items that might present a problem for a checkride are addressed in advance.

A placard for how to use the preheater will be created and stored with the preheat cart. There is also a video tutorial on the Cub's website. Please make sure the battery charger for the preheater stays plugged in when it's in the hangar. But Stevens also offered to assist anyone who needs an in-person tutorial on how to use the pre-heater.

No additional business was discussed.  
The Meeting was adjourned at 7:43p.m.

*Meeting Minutes submitted by Joe McCormick, Secretary*

# Management Report

Oxford Flying Club, Inc.

For the period ended November 1, 2024

Prepared on

**November 6, 2024**

# Table of Contents

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Profit and Loss .....3

Balance Sheet.....5

# Profit and Loss

October 2 - November 1, 2024

	Total
<b>REVENUE</b>	
4000 Club Membership Payments	
4010 Flight Time - N735CG	3,255.01
4015 Flight Time - N4334X	12,165.01
4020 Flight Time - N8361H	6,999.05
4027 Flight Time - N98819	3,209.22
4033 Flight Time - N228TR	5,370.53
4036 Initiation Fee - Regular	1,500.00
4050 Monthly Dues - Associate	1,167.29
4055 Monthly Dues - Regular	11,980.82
<b>Total 4000 Club Membership Payments</b>	<b>45,646.93</b>
4100 Interest - B of A Saving	0.82
Services	-251.80
<b>Total Revenue</b>	<b>45,395.95</b>
<b>GROSS PROFIT</b>	<b>45,395.95</b>
<b>EXPENDITURES</b>	
4850 Landing Fees	125.60
5999 Maintenance Supplies-All Planes	175.20
6100 N8261H - Expenses	
6160 N8261H - Maintenance Expense	1,742.33
6170 N8261H - Tie Down Expense	90.00
<b>Total 6100 N8261H - Expenses</b>	<b>1,832.33</b>
6200 N98819 - Expenses	
6220 N98819 - Avionic Expense	299.00
6270 N98819 - Tie Down Expense	90.00
<b>Total 6200 N98819 - Expenses</b>	<b>389.00</b>
6400 N4334X - Expenses	
6460 N4334X - Maintenance Expense	5,112.23
6470 N4334X - Tie Down Expense	90.00
<b>Total 6400 N4334X - Expenses</b>	<b>5,202.23</b>
6600 N735GC - Expenses	
6660 N735GC - Maintenance Expense	112.00
6670 N735GC - Hangar Expense	650.00
<b>Total 6600 N735GC - Expenses</b>	<b>762.00</b>
6800 N228TR - Expenses	
6895 N228TR - Leaseback Expense	1,248.00
<b>Total 6800 N228TR - Expenses</b>	<b>1,248.00</b>
6900 Fuel & Oil Expense	
6920 N8261H - Fuel Expense (**0184)	3,036.20
6930 N98819 - Fuel Expense (**6508)	1,264.66

	Total
6950 N4334X - Fuel Expense (**3329)	4,809.69
6970 N735GC - Fuel Expense (**0218)	1,293.67
6980 N228TR - Fuel Expense (**3337)	1,921.96
<b>Total 6900 Fuel &amp; Oil Expense</b>	<b>12,326.18</b>
7000 Interest Expense	
7010 Promissory Note Interest	157.59
<b>Total 7000 Interest Expense</b>	<b>157.59</b>
7630 Club Credits - Flying Time	
7635 Club Maint&Tres Officer & Asst	1,846.00
7636 Annual Dues Credit	587.50
<b>Total 7630 Club Credits - Flying Time</b>	<b>2,433.50</b>
7650 Dues and Subscriptions	60.00
7700 Professional Fees	
7705 Accounting	150.90
7706 Bookkeeping	561.00
7730 QuickBooks Payments Fees	591.64
<b>Total 7700 Professional Fees</b>	<b>1,303.54</b>
<b>Total Expenditures</b>	<b>26,015.17</b>
<b>NET OPERATING REVENUE</b>	<b>19,380.78</b>
<b>NET REVENUE</b>	<b>\$19,380.78</b>

# Balance Sheet

As of November 1, 2024

	Total
<b>ASSETS</b>	
<b>Current Assets</b>	
<b>Bank Accounts</b>	
1000 BankAmerica - Checking (xx3733)	4,694.10
1003 BankAmerica - Fuel Account (xx0327)	2,324.40
1005 BankAmerica - Savings (xx5129)	-9,852.32
1005a Prop & Engine Fund	32,989.35
1005b Insurance Fund	16,564.40
1005e Long Range Planning Fund	44,669.91
1005f Maintenance Fund	21,254.24
<b>Total 1005 BankAmerica - Savings (xx5129)</b>	<b>105,625.58</b>
<b>Total Bank Accounts</b>	<b>112,644.08</b>
<b>Accounts Receivable</b>	
1200 Accounts Receivable	23,668.72
<b>Total Accounts Receivable</b>	<b>23,668.72</b>
<b>Other Current Assets</b>	
12000 Payments Received	6,624.22
Inventory Asset	-225,558.10
<b>Total Other Current Assets</b>	<b>-218,933.88</b>
<b>Total Current Assets</b>	<b>-82,621.08</b>
<b>Fixed Assets</b>	
1505 N8261H - Piper Archer II	105,532.54
1507 N98819 - Cessna 172P	167,098.00
1515 N4334X - Piper Archer II	147,247.56
1530 N735CG - Cessna 182Q	186,580.00
<b>Total Fixed Assets</b>	<b>606,458.10</b>
<b>TOTAL ASSETS</b>	<b>\$523,837.02</b>

## LIABILITIES AND EQUITY

### Liabilities

#### Current Liabilities

##### Accounts Payable

1900 Accounts Payable	5,507.51
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<b>Total Accounts Payable</b>	<b>5,507.51</b>
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##### Other Current Liabilities

2500 Prop & Engine Reserve	
2510 Prop & Engine Reserve - 61H	-8,028.07
2530 Prop & Engine Reserve - 819	9,104.72
2550 Prop & Engine Reserve - 34X	32,505.87
2570 Prop & Engine Reserve 735GC	4,747.09



	Total
Total 2500 Prop & Engine Reserve	38,329.61
Total Other Current Liabilities	38,329.61
Total Current Liabilities	43,837.12
Long-Term Liabilities	
2360 Member Loan 2023	
2361 Sutherland, Christopher	8,569.38
2362 Schindler, Len	8,569.38
2363 Tremallo, Wayne	8,569.38
Total 2360 Member Loan 2023	25,708.14
Total Long-Term Liabilities	25,708.14
Total Liabilities	69,545.26
Equity	
3000 Open Bal Equity	85,000.00
3900 Fund Balance	308,921.72
Net Revenue	60,370.04
Total Equity	454,291.76
TOTAL LIABILITIES AND EQUITY	\$523,837.02



Oxford Flying Club

October 15, 2024

## **Proposed Slate of Officers and Directors 2025**

### **Officers / Board of Directors**

President: Sheldon Wermes  
V.P.: Justin Leach  
Secretary: Steph Kiley  
Treasurer: Curt Robinson  
Activities: Jillian Porter  
Membership: DJ Nicholson  
Safety: Mike Aarons  
Maintenance: Eric Atkins  
Immediate Past President: Francis Pullaro

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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.

## Summary of Proposed N11937 AIRCRAFT LEASE AGREEMENT

Initial lease period of December 1, 2024 – March 3, 2025

- The termination date marks the end of the club aircraft insurance annual policy.
- At the end of lease expiration, the lessor is planning to perform a comprehensive avionics upgrade modeled after the club's Archer/Skyhawk plan. With the aircraft on the ground for the work, moving to a non-club/non-movement insurance policy will offer significant savings.
- With N98819 avionics work expected to be completed by the end of January, the timing for starting avionics work in N11927 in March provides a buffer to ensure both aircraft are not on the ground simultaneously.
- Upon completion of the work, the lessor and the club would sign a new lease with a revised rate reflecting the upgrades and the aircraft would be returned to the club insurance policy.

Same terms as Cirrus N228TR lease agreement:

- Lease may be terminated by either party with seven days notice.
- Rate structure:
  - Lessor is responsible for all maintenance costs
  - Club is responsible for insurance, tie-down, and database subscription
  - Assuming a 10gal/hour fuel burn with a fuel cost of \$6.75/gal and \$90 for the lessor for his costs, the finance committee recommends an hourly rate to regular members of \$157.50/hour.