



Meeting Minutes

15 June 2021, 6:30 PM – NW B10 Hangar

Attendees

Directors (7): Dan Berk (via Zoom), Peter Dawson (via Zoom), Robert (“Bob”) Ham, Scott Oloff, Scott Price, Curt Robinson, Landon Sock

Members (16): Carolos Berganza, Edward Chromczak**, Jayden Cornwall, Ross Detwiler*, John Farley, Geoffrey Greene, David Irving, Tom Krasowski*, Michael Kroha, Oran Mills*, Francis Pullaro, Burt Stevens**, Christopher Sutherland, Jim Treanor*, Erik Vitagliano, Alexei Ziemkiewicz

Members via Zoom (6): Jack Dennis, Ray LaPlante, Thomas McCullough, Leo Mollica, Stewart Rosen*, Allen Shew

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

Note: This meeting was Zoomed also, as arranged by Dan Berk.

General Business

The Meeting was called to order at 6:35 p.m. by President Landon Sock. As this is an even month, this was considered a Board Meeting. The meeting was held in Hangar NW B10 and virtually via Zoom. A Quorum of Directors (1/2 of Directors) *was* present. A Quorum of Members (1/3 of Regular Members) *was* present. (7 of 9 Directors, and 22 of 60 Regular Members, were present.)

Guests: None

New Members: None present

Meeting Minutes: May Meeting Minutes posted on the Club’s website were not approved.

These Minutes included remarks made by Devon Chapin during his presentation on tire pressure and engine leaning (page 4). Emeritus Associate Member Burt Stevens disagreed with Devon’s recommendations for engine leaning as written in the Minutes. At Secretary Scott Price’s suggestion, the members present voted to delay approving the Minutes until the next monthly meeting, after Scott has made appropriate adjustments.

New Certificates & Ratings:

- The Club congratulated Chief Flight Instructor Maxwell Bernstein on passing his multi-engine checkride on June 13. Max now holds the highly valued Aircraft Single / Multi-Engine Land (ASMEL) rating.

Maintenance Report

Filling in for Maintenance Officer Andy Robinson, Vice President Scott Oloff gave a maintenance report.

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

Aircraft Summary

- 5GC - Engine top-end overhaul completed; 10-hour mineral oil change done; cylinder break-in proceeding; pilots advised to be mindful of restrictions, strictly follow manufacturer's procedures for engine break-in
- 34X - 100-hour inspection being performed now; copilot mic & leaking door seal being repaired
- 61H - Several squawks will be addressed during upcoming Mx
- 819 - [Same as 61H, above]

Membership Report

Membership Officer Dan Berk gave a membership report.

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

Regular:..... 60
Associate:..... 31
Medical Associate..... 3
Associate Emeritus: 5
Total: 99

Dan reported that a number of Associate Members have become Regular Members with the elimination of Proficiency Time voted on during the May meeting. With the number of Regular Members capped at 60, "six or seven" Associate Members are now on our wait list to become Regular Members. (Per our By-laws, only 15 Regular Members are allowed per aircraft in our four-aircraft fleet.)

Note: The members present unanimously voted to accept Thomas Milligan as a new Regular Member.

Finance Report

Treasurer Curt Robinson gave a finance report.

Refer to most recent Monthly Financial Report, dated May 31 ([attached](#)) and Curt's e-mail to Club members ([attached](#)).

Curt said the top-end overhaul for 5GC done by Wright Aviation will cost about \$16,000, but he has not yet received an invoice. He encouraged members to please pay their dues promptly as receivables are unacceptably high at about \$21,000.

President Landon Sock said the Club is seeking a Treasurer to eventually replace Curt, who will be moving out of state. The Club is also seeking volunteers to serve on the Audit Committee. Landon said he believes the Club should move ahead with plans to purchase a fifth aircraft. Members interested in serving on a Purchasing Committee should speak with Vaughn Mauren.

Airman Certification Standards

For the last nine years, Burt Stevens has been serving on the FAA's Airman's Certification Standards (ACS) working group, which is converting Practical Test Standards (PTS) to ACS. Burt shared with the members the progress that has been made by the group. Burt said the Private Pilot, Commercial Pilot and Air Transport Pilot (ATP) certificates and Instrument rating standards have been converted. Other ACSs are in the works.

Burt said that this group has worked on CFI standards, including those associated with safely returning to an airport after an engine failure on takeoff (the so-called “Impossible Turn”). Burt advocates *not* attempting a turn-back unless the pilot has already successfully practiced this challenging maneuver in the same type of aircraft under the same conditions. Discussion followed.

Safety Report

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

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

Attached to Peter’s e-mail were two OFC Safety Management System (SMS) reports analyzing:

- 1) “Tire pressure increase due to mechanic suggestion,” and
- 2) “Multiple CSRs [regarding] MX Policy & QRH pre/post flight policy.”

Peter, participating via Zoom, explained why the reports were developed and answered questions about them. Peter said a Safety Meeting is scheduled for Saturday, July 17, from 9:00 a.m. to 12:00 p.m. at hangar NW B10. As always, the focus is on promoting safety at the Club and trying to curb unsafe trends primarily through the education of members.

Vice President Scott Oloff offered remarks about the use of 6-ply tires vs. 4-ply tires addressed in the reports. Discussion followed.

Long-Range Planning Report

President and Long-Range Planning Chair Landon Sock and Vice President Scott Oloff addressed Long-Range Planning topics.

Landon spoke briefly about plans to repaint 819. Scott spoke about the inoperative autopilot in 34X. Multiple A&P mechanics have been consulted. VIP Avionics at KHFD recommends upgrading to a new autopilot rather than attempting to repair the outdated system. A new Garmin autopilot system will cost about \$18,000. A TruTrak system will cost about \$4,000 less. Discussion followed, including talk about how best to pay for a new system.

Additional Business

President Landon Sock gave a brief update on the progress made by Luc Zupkin, a young man flying cross-country in his family’s Piper Cub to raise awareness of aviation among young people, and who had been a guest at the Club’s May meeting. Landon encouraged members to donate to the charities supported by Luc. (See Meeting Minutes for the May meeting.)

The Meeting was adjourned at 7:58 p.m.

Meeting Minutes submitted by Scott Price, Secretary

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From: Andy Robinson via Ofc-mem <ofc-mem@lists.oxfordflyingclub.com>
To: ofc-mem@oxfordflyingclub.com <ofc-mem@oxfordflyingclub.com>
Sent: Tuesday, June 15, 2021, 03:55:02 PM EDT
Subject: [OFC-Mem] OFC MX Report - June, 2021

735GC: 10hr mineral oil change completed last Friday. Break-in of cylinders going fine so far. Plane has restrictions. Be familiar with them along with manufacturers procedures for cylinder break-in (sent out via email). Plane has a 5 or 6 other squawks under evaluation.

61H: Several squawks, mostly minor. Will address as a/c goes in for other maintenance.

819: Same as 61H.

34X: In for 100hr inspection. Copilot mic will be repaired along with leaking seal on door.

Thanks to Dave Irving who has helped repair some squawks and to Jack Dennis who has done last 2 months of Garmin updates. Really helps to have people chip in and help.

Your MX Team

From: Daniel Berk via Ofc-mem <ofc-mem@lists.oxfordflyingclub.com>
To: OFC-Members <ofc-mem@oxfordflyingclub.com>
Sent: Tuesday, June 15, 2021, 01:43:51 PM EDT
Subject: [OFC-Mem] Membership Report

Counts as of today!
Regular: 60
Associate: 34
 Medical included 3
Associate Emeritus: 5

Daniel Berk
Membership Chair
Oxford Flying Club



Oxford Flying Club

May 2021

Financial Information

Assets

Checking/Fuel Bank Accounts		\$36,158
Savings (Prop/Engine Reserve)		\$170,926
* Prop & Engine Reserve		\$67,402
* Liability Insurance Fund (\$40,000 target)		\$14,434
* Proficiency Time Fund		\$27,656
* LRP Upgrade Fund (819 Paint \$12,681)		\$23,756
* Cash from 7YT Sale		\$37,663
Accounts Receivable (5/31/2021)		\$27,429

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: \$615,413

Liabilities

Accounts Payable (5/31/2021) - (Includes the \$12,737 allocated for paint on 819)	\$12,737
Bank Time - As of 5/31/2020	\$27,656
Loan Payable - N735GC	\$39,821
Prop and Engine Reserve (all planes - cumulative)	\$72,422

Monthly payments, including interest: \$1,510.

Total Liabilities: \$152,636

Equity

Total Equity: \$462,777

TOTAL LIABILITIES & EQUITY

\$615,413

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	41.99	\$5,229	\$124.52	\$1,616	\$38.49	\$0	\$0.00	\$90	\$840	\$58
N4334X	50.60	\$6,508	\$128.62	\$2,264	\$44.74	\$1,267	\$25.04	\$90	\$1,012	\$90
N98819	46.60	\$6,037	\$129.55	\$2,118	\$45.45	\$0	\$0.00	\$90	\$932	\$65
N735GC	3.30	\$545	\$165.00	\$170	\$51.45	\$209	\$63.25	\$690	\$66	\$135
Totals	142.49	\$18,318	\$128.56	\$6,168	\$43.29	\$1,476	\$10.36	\$960	\$2,850	

Inflows/Outflows

	Current Month	Totals
Membership - Initiation Fees	\$2,000.00	
Membership Dues - Regular	\$8,760.80	
Membership Dues - Associate	\$825.00	
Total Flight Time Billing	\$18,763.20	
Interest Income	\$1.29	
Sporty's Rebate (quarterly)	\$0.00	

Billed Monthly Total:

\$30,350.29

Flight Hours (Unbilled Maintenance & Marketing)	-\$633.10
Transfer to P&E Reserve (Total hours x \$20)	-\$2,849.80
Insurance Fund Transfer (Goal \$40,000 by 3/15/2021)	-\$2,916.67
5GC Loan Payments (current month as above)	-\$1,510.00
Fuel & Oil Expense	-\$6,168.07
Club Officer & Maint. Credits (4 aircraft)	-\$1,430.00
Other Misc. Expenses (FSP, Web Site, Events & Other)	-\$2,652.94
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)	-\$2,436.03

Expenses Total:

-\$20,596.61

Monthly Cash Flow Total

\$9,753.68

Fund Balances		Dues %	Mar Only	All TD (8/1-6/1)
Dues:	Accounting	0.50%	\$ 45.57	\$ (70.55)
	Avionics Subscriptions	1.91%	\$ 173.62	\$ (59.49)
	D&O Insurance	0.60%	\$ (577.95)	\$ (60.42)
	Hangar/Tie Down	8.20%	\$ 60.36	\$ (302.22)
	Liability Insurance	45.87%	\$ 2,666.61	\$ 8,178.39
	Loan Payments	17.31%	\$ 440.36	\$ 970.22
	Officer's Credits	14.91%	\$ 126.55	\$ (107.16)
	Taxes & Registrations (Town of Oxford delayed because of COVID-19)	0.15%	\$ 33.39	\$ (22.01)
	Web Site / FSP	0.68%	\$ 1.55	\$ 46.60
	General Maintenance	5.73%	\$ (1,060.25)	\$ 1,455.32
	Marketing Expenses		\$ -	\$ 219.22
	Unbilled Flight Hours (+MX, +MARK, Landing Fees)		\$ (76.62)	\$ (206.19)
	Dues Unallocated	4.14%	\$ 262.45	\$ 4,072.68
	LRP Upgrade Fund (Expired PT, Initiation Fees, Bank Interest)		\$ 2,219.43	\$ 9,826.16
Flight		Last Month		Current Bal
Flight: N4334X				
	Fuel	\$ 66.76	\$ (325.08)	
	MX	\$ 1,534.92	\$ 3,029.74	
	P&E	\$ -	\$ (4,994.00)	
	Upgrades	\$ 493.58	\$ 2,347.79	
Flight: N735GC				
	Fuel	\$ 71.10	\$ 1,576.20	
	MX	\$ 0.38	\$ (891.85)	
	P&E	\$ -	\$ 4.00	
	Upgrades	\$ 29.24	\$ 1,432.82	
Flight: N8261H				
	Fuel	\$ (90.34)	\$ 754.42	
	MX	\$ 2,341.80	\$ 5,585.31	
	P&E	\$ -	\$ (12.40)	
	Upgrades	\$ 216.44	\$ 2,462.25	
Flight: N98819				
	Fuel	\$ 2.32	\$ 196.06	
	MX	\$ 2,282.96	\$ (1,039.96)	
	P&E	\$ -	\$ (74.00)	
	Upgrades	\$ 786.74	\$ 3,578.41	
Fuel Account Balance (Across All Aircraft)				\$2,201.60

From: Curt Robinson via Ofc-mem <ofc-mem@lists.oxfordflyingclub.com>
To: OFC-Members <ofc-mem@lists.oxfordflyingclub.com>
Sent: Thursday, June 10, 2021, 06:14:37 PM EDT
Subject: [OFC-Mem] 2021 May OFC Financial Report

Hi Club Members!

Attached is the Club Financial Report for May 2021. This are pretty much in order, but we're keeping an eye on a few things, namely the Top-End work done to 5GC, and the slow but steady fuel cost increases, which have increases \$0.25/gallon in the past month.

As I said, currently, things are fine and costs are being covered. The new PT changes haven't caused any issues, but I'm still encouraging everyone to pay their Statements promptly. There are a good number of Members who pay as soon as the emails are sent, and I thank all of you. However, as of today, I'm looking at \$21,000 in receivables. Your help is appreciated!

See everyone on Tuesday!

Thanks,

Curt

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

From: Peter Dawson via Ofc-mem <ofc-mem@lists.oxfordflyingclub.com>
To: OFC-Members <ofc-mem@lists.oxfordflyingclub.com>
Sent: Saturday, June 12, 2021, 09:24:29 PM EDT
Subject: [OFC-Mem] Safety Committee June 2021 Update!

Dear Members,

Over the last month we've accomplished two very important risk assessments. One for the continued reports of policy which has been unfollowed or unknown and another for a request by MX to deviate from POH tire pressure. Both of these are pretty systematic, but help us track down trends and hopefully reverse them before a more severe consequence.

Thank you for all of the reports this year and with everyone's help we will be hosting another class that we'd like as much participation as possible. These reports are attached and hope it helps us all get just a little bit safer!!!

- **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)
- **Establish an OFC safety training program**
 - Hosting another safety training class soon! This will be focused on the reports and assessments done so far this year.
- **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 6th 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.
 - IMC meetings are beginning again, and we will host another Safety Class being discussed now.
 - The Second one is being scheduled soon.
- **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!