

OXFORD FLYING CLUB

BoD MEETING MINUTES

16 April 2013

Location: 121 Restaurant, Woodbury, CT

Attendance: Regular: 8 Mentored Students: 0 Associates: 2

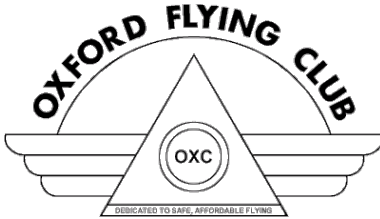
Quorum:¹ Yes No X

Type		Member	Present	Type		Member	Present	Type		Member	Present
1	Assoc	Aulet, Maximillian	X	Mentored Stu	Kramer, Skyler			Reg	Rosen, Stewart		
2	Reg	Baker, Matt	X	Reg	Kramer, Tom			Reg	Rosendahl, Eric		
3	Reg	Berwick, Kent		Reg	Laine, George	X		Assoc	Sabot, Jay	X	
4	Reg	Burmann, Bruce		Mentored Stu	Lampart, Andrew			Assoc	Schindler, Leonard		
5	Assoc	Camejo, Christopher		Reg	Lyons, Hal			Reg	Schmecker, Ron	X	
6	Reg	Carr, Tim		Reg	Morici, John			Reg/Stu	Shaker, Ed		
7	Reg	Chromczak, Ed		Assoc	Morrow, Bill			Reg	Stevens, Burt		
8	Assoc (Honorary)	Dasilva, Domingos		Reg	Mowerman, Illya			Reg	Treanor, Jim		
9	Reg	Dobbs, Glen		Reg	Nalband, Gary	X		Reg	Tremallo, Wayne		
10	Reg	Dobbs, Kristi		Reg	Noffke, Karl	X		Reg	Wilson, Richard	X	
11	Mentored Stu	Fazio, Mike		Reg	Oloff, Scott			Reg	Zipkin, David		
12	Reg	Feeney, Richard		Reg	Osborne, Tom						
13	Assoc	Feinman, Phil		Reg	Palmatier, Bruce						
14	Assoc	Goudy, Jim		Assoc	Piwowarski, David						
15	Reg	Green, Geoffrey		Reg	Proulx, Brian						
16	Reg	Heidrich, Don	X	Reg	Pugliese, Jay						
17	Med Assoc	Hill, Jeremy		Reg	Richardson, Bruce	X					
18	Reg	Kit, Volodymyr		Reg	Robinson, Andy						

- **Gary N. called the board meeting to order at 7:00 PM**
- **No vote on March 2013 minutes**

¹ Per By-Laws, quorum = one-third of regular plus non-mentored student members. In the event a quorum is not achieved, or is subsequently lost, the President will determine if a majority of the board is present. If so, then the meeting will become a Board Meeting.

Membership Report: Presented by Don H. and accepted unanimously.



Membership Report Oxford Flying Club

Don Heidrich, April 2013

Membership Changes since Last Meeting:

Resigned:

- Scudder Bagget

Status Change:

- Skyler Kramer – Associate to Mentored Student (actually cancelled Associate)

Joined:

- <none>

Current Totals

Regular	33
Student	2
Mentored Student	2
Associate	9 (Includes Dom Dasilva)
<u>Med Assoc</u>	<u>1</u>
Total	47

Other Notes:

Prospects – all are still interested:

- Jeff DiStasio – Flew with Barry Lerman, works for Cisco
- John Herman – was member of HFD club, hasn't flown in 4 years
- Greg Delp – ATP / Pro / A&P – Wants to teach his daughter, will wait until spring.

Treasurer's Report: Kristi D. provided financial update reports via email (see attached). Summarized by Gary N. and accepted unanimously.

MX Report: Brian P. provided maintenance reports via email (see attached). Summarized by Bruce R. accepted unanimously.

- 84F: Gary N. reported issue with Com 1, tower said garbled on receiving. Com 2 fine
- 61H: Ron S. reported DG precessing

Issues noted by Bruce R.

Safety: Jay S. presented. Safety report accepted unanimously.

Jay reminded everyone of the upcoming FAA Safety Seminar, please register. Current Seating status as of 4/17: 70 seats at the facility, 32 remaining for online registration.

Title: **"Avionics Gone Wild!"**
Topic: Understanding the Avionics and Automation in the Aircraft
Date and Time: Thursday, April 25, 2013 at 7:00 PM
Location: Naugatuck Valley Community College
750 Chase Parkway
Ekstrom Hall Room E 440
Waterbury, CT 06708

Select Number: EA6349504

Description:

Whether it's a calamity of wrong button pushes or a subtle input failure to a glass panel, understanding the avionics and automation interface in the aircraft you fly is fundamental to safety! During this informative briefing featured speaker Larry Anglisano will discuss choosing the best avionics for your mission, ensuring you have all of the necessary backup systems, the importance of model specific avionics training, when to use an autopilot, Electronic Flight Instrument System (EFIS) failures, FAA Paperwork and the pros and cons of using an iPad. **Refreshments provided by Oxford Flying Club. Thanks to Naugatuck Valley Community College (NVCC) for hosing this exclusive briefing.** Click on the link below to learn more and register today!

Results of Long Range Planning Committee Meeting, 4/4/2013:

Long Range Planning Committee Summary, 4/5/2013:

Ed C. provided LRP reports via email (see attached). Summarized by Gary N. and accepted unanimously.

- Gary N. reminded club there would be a meeting in July to review what updates can be done second half of the year based on our financial situation.
- In addition, club agreed to review the purchase of 62Y after one year.

Unfinished Business:

- 2013 Insurance review – Club discussed but our resident expert Burt S. was not present to get the exact facts. As a result, provided excerpt from Burt's email dated January 22, 2013 to clarify the current situation.

“As for our insurance, we went with the same coverage that we had last year. If we want to increase it to \$1mm smooth, we can do that at any time. We originally discussed having a bifurcated policy – those who wanted \$1mm smooth would be able to pay a premium but when I discussed it with Michelle, she thought it better to get a quote for the entire club which I did. I don't have the difference before me here but I believe it was \$2k (or about \$50 per person) more.”

- Membership card – Don H. working on it.
- 84F annual – Scheduled for 4/21 - 5/3
- Jones Beach trip - Memorial Day, 2013 – Jay S. provided update.
 - Currently have 23 paying passengers.
 - Minibus cost \$1270 including taxes and permits (Approx. \$55 per person)
 - Jay is also going to find out the cost of renting a van (accommodates 15) and using a second vehicle owned by a friend who is joining us as a lower cost option.

For the record, this is not an OFC sanctioned event, but a member sponsored trip.

- 10 ways to improve your flying club – Members favored a new member mentoring program and checklist as a way to consistently present OFC procedures, values and safety.
- OXC key cards / ac keys –
 - Asked members at the meeting if we still have issues and none were noted.
 - Suggested OFC notify Airport Manager when member's leave to turn key card access off and return aircraft keys.

New Business:

- Spring AC wash – Scheduled for May 4, 2013
- 62Y tire damage – funding – Tires are being replaced prematurely because of flat spots due to excessive braking. This is not a training aircraft and each tire cost \$300 plus R&R.
 - Should pilots pay for the damage they cause? Will this cause pilots to be hesitant reporting problems?
 - Open for further discussion.

- 819 prop damage – A recent incident where something hit the prop (probably in the parking spot) casing a scuff mark in the mid-section of the blade. This could have turned into a costly repair. Fortunately, repaired for only \$100.
 - Again members need to report any issues they cause or find.
- D&O insurance, renewal – Not-For-Profit Directors & Officer Liability Insurance renewal presented by Gary N. Basically protects club from things like embezzlement, discrimination, etc. This has nothing to do with our clubs personal liability insurance policy.

A motion was presented by George L. to accept insurance renewal as written. Proposal was seconded by Bruce R. and the club voted unanimously to accept.

Other items as presented by membership

- Club Polo shirts - Max A. presented 2 choices for OFC. Dark blue shirt with white lettering logo or White shirt with dark blue lettering (see attached). Max will also send fliers with choices via email to club membership.
 - Nike Polo for \$45
 - 100% Cotton Polo for \$25
- Safety Day – Scheduled for July 13th. Max A. mentioned that if the tower is closed we can still have the event. What that means is a club member acts as the airport Unicom, monitoring the frequency. We will work closely with the FAA. A Notam will go out two weeks prior to the event. In the event tower is closed, members suggested contacting Matt Kelly and Ben Baker to participate.
 - Flour dropping cancelled for this year due to tower issue, rescheduled for next year.

The club adjourned at 8:07 PM.

No after the meeting presentation.

Submitted by,
Karl Noffke

Document History

Version	Date	Change Reference
1.0	18-Apr-2013	Original release

Oxford Flying Club

Current Financial Status

Balance Sheet

04/15/13

Assets

Cash	\$82,902
Accounts Receivables	\$15,697
N8261H	\$82,000
N4384F	\$51,000
N98819	\$45,000
N7362Y	\$97,000
Planes - (values based on AOPA Vref figures as of 1/1/2013)	\$275,000

Total Assets: \$373,598

Liabilities

Accounts Payable	-\$329
Bank Time	\$13,924
Loans	\$63,763
Engine & Prop Reserve* includes P&E on 7362Y to date	\$105,002

Total Liabilities: \$182,360

Total Equity: \$191,238

Profit & Loss Statement

	March-13	YTD
Total Income	\$18,479	\$47,611

Expenses

	Monthly	YTD
N4384F <i>Annual in 05/12 @ \$8698</i>	\$5,843	\$8,144
N8261H <i>Annual in 03/13 @ 6169, ELT@</i>	\$14,539	\$17,133

N98819	<i>Annual in 12/12 @ \$?</i>	\$4,221	\$6,980
N7362Y	<i>Annual in 12/12 @ \$9498</i>	\$6,983	\$9,750
Officers Flying Time		\$1,045	\$2,898
Other Expenses		\$600	\$2,389
Total Expenses:		\$33,230	\$47,294
Net Income (before extraordinary costs):		(\$14,751)	\$316
Net Income:		(\$14,751)	\$316

Results of Long Range Planning Committee Meeting, 4/4/2013:

The LRP Committee meet on 4/4/2013 in order to finalize the "Long Range Planning" goals for the second-half of 2013. The funding for items listed as "Second Half 2013" will be considered during a joint FC/LRP meeting planned sometime in July.

The following 2013 "abbreviated" recommendations are based on recent quotes which indicate that we would reduce costs if some of these projects were completed during the annual inspections.

Abbreviated Long Range Planning Committee Summary:

Second Half 2013:

62Y (annual inspection scheduled - November 2013)

Upgrade ELT. [\$2K] (A)

Review aircraft usage in order to determine value, versatility & accessibility.

819 (annual inspection scheduled - December 2013)

Upgrade ELT. [\$2K] (A)

Install co-pilot seat inertia reel [\$1K] (A)

Repair/replace wing tips. [\$1600] (A)

Exterior paint & corrosion repairs, top wings. [\$600] (A)

Install ADS-B in/out collision avoidance avionics [\$6.5K] (A)

Replaced broken interior plastic trim [\$850] (B)

ADS-B Installations Required By January 2020:

The ADS-B installations are sequenced based on several components; (1) the Club must provide the funding so as to not impact other maintenance requirements, (2) technology & product availability are constantly changing, (3) all Club planes have different avionics & may require different solutions & some equipment removals, (4) avionics shops will be overwhelmed with work by the end of 2019 because these installations must be done before 2020.

819: Install ADS-B in/out collision avoidance avionics [\$6.5K] (A) 2014
[non-WAAS GPS requires addn'l components]

84F: Install ADS-B in/out collision avoidance avionics [\$6K] (B) 2015

61H: Install ADS-B in/out collision avoidance avionics [\$6K] (B) 2017
[existing mode-S transponder]

62Y: Install ADS-B in/out collision avoidance avionics [\$6K] (C) 2018

Future Item(s) for Consideration:

Electronic ignition systems to supplement the magnetos

Ed Chromczak, LRP

Long Range Planning Committee Summary, 4/5/2013:

- o Category (A): Basic upgrades that make the aircraft better and safer – 1 year or less
- o Category (B): Recommended but requiring substantially more resources – 1-2 years
- o Category (C): Items added if parts need replacement; or a for 3-4 year time horizon

OFC Long Range Planning Considerations:

- (1) Keep the monthly & usage rates low (A)
- (2) Maintain existing fleet (IFR+, IFR, VFR/IFR-) & monitor aircraft availability (A)
- (3) Improve location of tie downs. (B)
- (4) Have storage box adjacent to tie-downs for pre-heater, oil supply, cleaning tools. (B)
- (5) Trade-up to similar but newer before planes reach 10K hrs (C)

Suggested Aircraft Improvements:

62Y (200 hrs/yr; TT 4K hrs; 730 hrs since MOH; remaining 1200 hrs)

Upgrade ELT during annual insp. [\$2K] (A)

LED landing & taxi light upgrade [\$285ea. x 2 = \$570] (B) {replacement lamps should be LED}

Install ADS-B in/out collision avoidance avionics [\$6K] (C)

LRP (A+B+C) Summary: \$8.6K [*Usage evaluation required before July 2013*]

61H (240 hrs/yr; airframe TT 3K hrs; engine since MOH 1200 hrs; remaining 500 hrs) (B)

Install ADS-B in/out collision avoidance avionics [\$6K] (B)

Replace compass w/lighted instrument [\$2.5K] (B)

Electronic AI/DG upgrade with battery backup [\$2.5K] (C)

LRP (A+B+C) Summary: \$11K [engine OH 1.5 yrs]

84F (180 hrs/yr; airframe TT 6K hrs; engine since MOH 2000 hrs; remaining 100 hrs)

Engine overhaul; @ 2500+- hours? Oil testing? { 1.0 yrs max. } [\$28K] Requires monitoring. (A)

Upgrade ELT during annual May 2013. [\$2K] (A)

Install ADS-B in/out collision avoidance avionics [\$6K] (B)

Exterior Paint - Consider 3+ years from now. [\$18K] (C)

LRP (A+B+C) Summary: \$44K [engine OH 1 yr or less; extend paint job by touch-ups]

819 (240 hrs/yr; airframe TT 6K hrs; engine since MOH 1200 hrs; remaining 700 hrs)

Repair/replace wing tips. [\$1600] (A)

Exterior paint & corrosion repairs, top wings (tail done). [\$600] (A)

Upgrade ELT during annual insp. [\$2K] (A)

Install co-pilot seat inertia reel [\$1K] (A)

Install ADS-B in/out collision avoidance avionics [\$6.5K] (A)

Replaced broken interior plastic trim [\$850] (B)

LED landing & taxi light upgrade [\$285ea. x 2 = \$570] (B) {replacement lamps should be LED}

Corrosion protection per Cessna bulletin; 2 years max. [\$2K] (C)

Exterior Paint - Consider 2 years from now. [\$18K] (C)

LRP (A+B+C) Summary: \$32.8K [consider extending paint job by touch-ups]

Three-four year summary of a/c improvements (A+B+C):

\$8.6K + \$11K + \$44K + \$32.8K = \$94.8K, plus \$56K for engine OH = \$153K required within the next three years for both LRP & Maintenance.

The ADS-B installation schedules may change due to new product introduction & avionics shop schedules.

OFC Maintenance Report

Active Issues - April 2013

Open Date	ID #	Issue	Resolution	Scheduled for	Status	Assigne
<u>N4384F</u>						
4/15/2013	870	Received quote to touch up bare metal spots	Quoted at \$300 from Russ. Need to work out the details.		Pending	Club
4/17/2012	733	Corrosion proofing	Process and procedure to be determined once aircraft is returned from		Pending	
<u>N7362Y</u>						
4/5/2013	865	DG precessing in flight. Will have it tuned up when it goes for IFR checkups in March 2013.	New issue, not repairable. This DG is a factory only rebuild and it is estimated at \$2000. Only other option is to replace the instrument with a new unit that is field repairable for \$2600 + installation. We need to discuss at the May meeting.		Open	VIP
12/14/2012	826	During tire change, found gouges on inside of rims.	Logbook shows Jay Weiner did repeated tire changes. Rims now need to be replaced, structural integrity is compromised.		Open	Reliant Air
<u>N8261H</u>						
2/19/2013	854	Overhead Red light Rheostat moving around when turning, not tight and affects the light intensity	tighten rheo, test rheo for operation.		Open	Reliant Air
2/1/2013	837	Remove DME from 61H, not needed	Need new W&B.		Open	Reliant Air

Open Date	ID #	Issue	Resolution	Scheduled for	Status	Assigne
4/17/2012	735	Corrosion proofing with CorrosionX or ACF50	Need to complete this		Open	Reliant Air
<u>N98819</u>						
4/15/2013	869	Finish touching up the paint and corrosion on 819	Received a quote for \$500 from Russ. Will need to work through the details.		Open	Club
4/5/2013	864	Wing tips, both sides, have cracks that have gone beyond "drill-stops" & should be			Open	
1/9/2013	836	Brake pads thin	Not sure why this was not caught at annual...we can make it through the winter months		Open	Club
4/17/2012	734	Corrosion proofing	Process and procedure to be determined once 84F has been completed		Pending	

OFC Maintenance Report

Closed Issues - April 2013

Open Date	ID #	Issue	Resolution	Status	Assigned	Closed Date
4/15/2013	871	Red light on tach. On run-up, turning to Right mag position tach shows "0" rpm with no change in engine performance. Left mag position showed	This is a known problem and typically rectifies itself on its own.	Closed	Club	4/15/2013
<u>N4384F</u>						
4/13/2013	868	Winterization plate removed		Closed	Club	4/13/2013
3/15/2013	860	new tail beacon light installed		Closed	Club	3/15/2013
3/3/2013	858	36hr oil change.	found a few strands of metal in the oil filter. Will continue to watch	Closed	Club	3/3/2013
3/5/2013	857	Trim wheel unspun again.	This time we replaced the trim wheel with a new Piper issued wheel. This appears to be the GOLDEN fix.	Closed	Reliant Air	3/8/2013
2/3/2013	843	Trim wheel cable	Identified that the new trim cable is thicker than the original causing it to overrun when making the last loop (full nose down). Piper states that this is normal...we may elect to use a cable meeting tighter tolerances.	Closed	Reliant Air	3/7/2013

Open Date	ID #	Issue	Resolution	Status	Assigned	Closure Date
1/7/2013	831	VSI showing -500ft decent on cold mornings. Once warmed up the Instrument is fine	Adjusted	Closed	Club	3/10/2013
<u>N7362Y</u>						
4/13/2013	866	50hr oil change	Cut filter, looks good. Analysis sent.	Closed	Club	4/13/2013
3/19/2013	862	Pitot static and transponder certification due		Closed	VIP	3/18/2013
3/12/2013	859	50hr oil change	some flakes of metal in filter. Waiting on oil analysis	Closed	Club	3/12/2013
2/28/2013	855	Mag problems and right brake pedal went to the floor	determined that the brake caliper o-rings were melted and the brake pads were gone. Just replaced the pads in December. Should get at least 1-yr out of pads. Someone is riding the brakes bad...	Closed	Reliant Air	3/1/2013
11/20/201	812	Pilot side fiberglass wingtip (underneath) has a crack and needs to be stop drilled	done	Closed	Club	3/10/2013
<u>N8261H</u>						
4/13/2013	867	winterization plate removed		Closed	Club	4/13/2013
4/2/2013	863	New tail strobe added, new rudder cap for light added	Tied to strobe pack and "ANTI-COL" switch activates both wingtip and tail strobe.	Closed	Reliant Air	4/2/2013

Open Date	ID #	Issue	Resolution	Status	Assigned	Closure Date
3/18/2013	861	Alternator issue (ALT flashing, showing a discharge)	loose connector on voltage regulator	Closed	Reliant Air	3/18/2013
3/4/2013	856	DG failed...tumbled several times in flight.	Overhauled existing DG at VIP	Closed	VIP	3/8/2013
2/19/2013	853	Overhead white light INOP	Replace bulb?	Closed	Reliant Air	3/1/2013
2/4/2013	850	AD 2013-02-13 and is tied to SB1245A	AD applicable to the Stabilator control cable for corrosion and fraying (includes trim wheel cable)	Closed	Reliant Air	3/1/2013
2/4/2013	848	SB 1245A	A Technical Publication was sent per publication number SB 1245 - Stabilator Control System Inspection	Closed	Reliant Air	3/1/2013
2/4/2013	846	SB 1244	A Technical Publication was sent per publication number SB 1244 - Aft Wing Attach Fitting Inspection Requirement	Closed	Reliant Air	3/1/2013
2/4/2013	844	SB 1245A requires signoff	A Technical Publication was sent per publication number SB 1245A - Stabilator Control System Inspection Rev. A	Closed	Reliant Air	3/1/2013
2/1/2013	842	Need new R/H magneto	Current mag is an original from 2007. Inspected 3x at 500hr intervals and guts replaced several times.	Closed	Reliant Air	3/1/2013
2/1/2013	841	Install a red beacon on the airplane (belly)	Reliant has ordered the parts in preparation for the annual	Closed	Reliant Air	4/9/2013

Open Date	ID #	Issue	Resolution	Status	Assigned	Clos e Date
2/1/2013	839	Dark sooting on bottom cowl co-pilot side near muffler	Possible exhaust leak?	Closed	Reliant Air	3/1/2013
2/1/2013	838	Install new Airtex 406 ELT	Needs new W&B	Closed	Reliant Air	3/1/2013
1/7/2013	830	Door seal peeling off and damaged. Need new door seal	new seal installed	Closed	Reliant Air	3/1/2013

Estimated Engine replacement	Feb-2014
------------------------------	-----------------

Estimated Engine replacement	Jan-2013
------------------------------	----------

Expect to go 250 beyond TBO with new lycoming cylinders installed 8/2010	Oct-2013
--	----------

Estimated Engine replacement	Dec-2015
------------------------------	-----------------

Estimated Engine replacement	Aug-2017
------------------------------	----------

Nike Polo

\$45



Black

Midnight Navy

Varsity Red

White

French Blue

Skyline Blue

Vivid Green

Men's

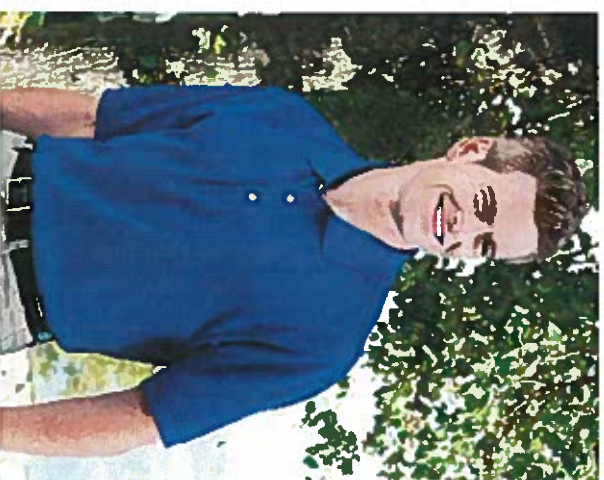
- <http://www.sanmar.com/sanmar-servlets/CatalogBrowser?productId=267020&prodimage=&swatch=French%20Blue&top=Y>

Women's

- <http://www.sanmar.com/sanmar-servlets/CatalogBrowser?id=1275161&parentId=0&catId=&top=Y>

100% Cotton Polo \$25

- Black shirt
- Navy
- Red
- White
- Deep Orange
- Burgundy
- Forrest Green



Men's

- <https://www.nesclothing.com/cgi-bin/online/webshr/prod-detail.w?sr=D100&q=d100>

Women's

- <https://www.nesclothing.com/cgi-bin/online/webshr/prod-detail.w?sr=D112W>
- <https://www.nesclothing.com/cgi-bin/online/webshr/prod-detail.w?sr=D100W>