



## Meeting Minutes

20 October 2020, 6:00 PM – **NT 20 Hangar**

### Attendees

Directors (7): Robert (“Bob”) Ham, Alan Amato, Scott Price, Landon Sock, Bruce Richardson, Andy Robinson, Curt Robinson

Members (7): Erick Brough, Peter Dawson, Ross Detwiler, David Irving (new member), Tom Krasowski, Ross “Jack” McKinney (new member), Ron Schmecker

Guests (0): No guests

*Note: This meeting was not Zoomed. It was begun one hour earlier than the normal 7:00 p.m. start time.*

### General Business

The Meeting was called to order at 6:05 p.m. by President Robert Ham. As this is an even month, this was considered a Board Meeting. A Quorum of Directors (1/2 of Directors) was present. A Quorum of Members (1/3 of Regular Members) was *not* present.

Guests: There were no guests at this meeting.

New Members: The Club welcomed David Irving and Ross “Jack” McKinney. David holds an ATP certificate and is employed by Delta Airlines. He is currently restoring a Stinson. Jack is a student pilot working with a Club instructor toward a Private Pilot certificate.

Meeting Minutes: September Meeting Minutes posted on the Club’s website were approved.

### Safety Report

Safety Officer Landon Sock gave a safety report.

Incident Reporting: Landon encouraged members to make use of Hazardous Incident Report (HIR) and Flight Operations Incident Report (FOIR) tools. Landon said the Safety Committee has two FOIRs that it is currently reviewing. He expects the FOIRs to be posted “within the next 30 days.” During the last Safety Committee meeting, Landon said the Committee decided to post incident reports “almost immediately after receiving them,” instead of waiting until after the review and investigation of the incident had been completed. Once a review is complete, the summaries will be posted.

Bob said he believes the safety culture of the club has improved. He reminded everyone that the intent of the incident reporting process is educational, not punitive.

Landon said the Safety Committee is working on an event that will qualify as a safety meeting. It may take place in November and involve A&P Mechanic Devon Chapin of Wright Aviation talking to members.

## **Maintenance Report**

Maintenance Officer Andy Robinson gave a maintenance report. He outlined major items on the Club's fleet:

- 5GC Undergoing Annual at Wright Aviation; scheduled for about 10 days (Oct. 19-29)
- 34X Scott Oloff made a deposit for replacement engine (Oct. 2-13)
- 61H Multiple maintenance issues are being addressed with Wayne Tremallo
- 819 New attitude indicator and vacuum pump have been received by Wright Aviation

CO Detectors: Andy said Scott Oloff squawked 34X for a possible CO condition after the CO detector alerted during the grass field event. Andy wants this to get checked out as soon as possible, preferably before scheduled engine replacement. The Club fleet is currently outfitted with portable battery-powered Forensics CO Detectors. Andy checks these units monthly when doing avionics database updates and ensures spare batteries are stored in the aircraft's paper log books. A discussion followed on whether to purchase and install permanent hard-wired CO detectors in the Club's fleet. It was agreed the Club would continue to use the portable units for now.

*Note: Single-page operating instruction sheets for the Forensics CO Detectors have been posted to the Club's website, and should be available in each aircraft. They list alarm sequence data for various CO levels.*

Squawks: Andy requested that members enter aircraft squawks into Flight Schedule Pro (FSP). All squawks entered are automatically and immediately conveyed to Mx team members. Any member may ground an aircraft using FSP and should do so when warranted. "Members should not flinch to squawk an aircraft or ground an aircraft when they think it's necessary."

Detailing: Andy said that 5GC is scheduled for detailing Nov. 10.

Bob offered some background: Landon Sock and Curtis Jones had a very positive experience with a detailer who detailed their jointly-owned Cirrus. A challenge was initiated via e-mail and funds were raised to cover the cost of detailing all Club aircraft. It was noted that the exterior paint on some Club aircraft is not in good shape. The detailer is familiar with many coating options, and which are appropriate (or not) for various paint conditions. The detailer will not apply a coating if it does not make sense, but the aircraft will get thoroughly cleaned. Aircraft ordinarily get washed twice each year by members, but that did not happen this year due to the virus.

## **Membership Report**

Membership Officer Dan Berk was absent. Treasurer Curt Robinson gave a very brief report.

Regular:..... 58  
Associate:..... 38  
Medical Associate:..... 2  
Associate Emeritus: ..... 4  
Total: ..... 102

## **Finance Report**

Treasurer Curt Robinson gave a finance report.

Club finances are in "pretty good" shape. As a result of recent changes to accounting practices, it appears that funds are being collected at a rate matching Club needs, especially maintenance needs, although more time will be needed to confirm. The most recent monthly financial report, dated Sept. 30 (**attached**), shows balances for key Club funds. Curt said that funds for the Annual for 5GC and the upcoming engine replacement for 34X are on track.

Curt said that QuickBooks data has already been sent to the Club's accountant for 2020 tax filing purposes.

## **Long-Term Planning**

Vice President and Long-Term Planning (LTP) Chair Alan Amato gave an LTP report.

Quick Reference Handbooks (QRH): Handbooks for each Club aircraft are being developed. Each QRH will contain aircraft checklists, as well as other material such as weight & balance information, instructions on what to do in the event of an accident, etc., and will be made from the content in the required POH (Pilot's Operating Handbook) for each aircraft. Alan said the effort was initiated after a Club pilot experienced an alternator failure and used a CheckMate checklist to respond to the problem. The use of non-approved checklists can potentially cause problems for pilots (e.g.: improper responses to emergencies, problems with government authorities, etc.).

New Hangar: Alan reminded everyone that the Club is vacating hanger NT 20. As of Dec. 1, the Club will be renting NW B10. Arrangements are being made through General Manager Maria Garceau of Atlantic Aviation, the property owner. Also, as arranged through Airport Manager Matt Kelley, Club aircraft will be moved from the South Ramp to the tie-down area adjacent the new hangar building.

Bob believes Floyd Moir, our landlord for NT 20, will allow the Club to keep its property in NT 20 through December, if desired. (*Note: Bob has confirmed this*). Andy suggested it would be best to keep NT 20 through December, as it would allow more time for moving the Club's belongings and equipment to the new space.

Peter Dawson said the new tie-down area is being repaved due to some drainage issues. The cost of the new tie-downs will be the same as old ones on the South Ramp.

Aircraft Purchase: LTP Committee Member Peter Dawson gave an update on new aircraft purchase activity, leaseback options and fleet size.

The Club's AOPA loan application has been sent to the actual lending agencies to determine if the Club will qualify for a loan. A response is expected very soon. Under this scenario, the Club (not an individual) signs for the loan. In the event of a default, the aircraft ownership reverts to AOPA. These AOPA loans require a 30% down payment.

Peter said the Committee's focus has been on what to do with 819. The aircraft needs a new paint job and has possible corrosion issues; these alone could cost \$14,000 to \$15,000. The aircraft needs an engine replacement and an Annual in February. While funds will be available for this, the Committee's thinking is that we have a very limited window in which to "flip" 819 into a newer C-172. Under this scenario, the Club would buy a newer C-172 and then immediately sell 819 to fund the majority of the purchase. Use of a member-finance scenario would keep loans within the Club.

Leasebacks & Fleet Size: Peter said that for now, based on Club finances, the Committee is looking at owning four airplanes rather than five. Appropriately structured leasebacks, however, might give Club members access to a fifth aircraft. Leasebacks can be structured in many different ways. One model used by other flying clubs is to have a Club member buy an aircraft and lease it back for general member use. The aircraft owner determines hourly rates and how the aircraft may be used by members.

The Committee wants to include Club membership in a leaseback discussion. Bob spoke in favor of leaseback options. He said that a commercial loan (one between the Club and a commercial loaning entity) may not be the best option for the Club, whereas the Club has had success in the past with membership loans and leasebacks. Bob mentioned that as a Club, it is ideal to have Club members with "skin in the game" via loans. The model is similar to that used in the bareboat sailing industry. Curt said that, based on the response to the recent Club-wide inquiry, members do not seem to be interested in the longer-term (15 year) membership loans.

Peter said that 61H and 34X are aircraft that may be worth keeping and upgrading. If keeping these aircraft, uniform panel and avionics upgrades are a possibility in the long-term. Alan reminded everyone that Club By-laws limit membership to 15 pilots per aircraft. Bob said he expects membership to fluctuate, so having to limit

membership may be only a temporary situation. Scott suggested that the LTP Committee draw up an “ideal” leaseback structure and then float it among the membership and in the marketplace.

### **Nominations & Activities**

Members applauded Activities Officer and Nominating Committee Chair Bruce Richardson. Bruce has been an OFC member for 20 years and the Activities Officer for 15 years. He will be stepping down as Activities Officer at the end of this year. Members also applauded the four CFIs who generously volunteered their talents and time during the grass field event on Oct. 10: Max Bernstein, Tom Krasowski, Scott Oloff, and Jeff Parkin. The event was very successful and well attended and had been planned and organized by Bruce.

Proposed Slate of Officers 2021: In his role as Nominating Committee Chair, Bruce Richardson presented the “Proposed Slate of Officers and Directors 2021” and reviewed Club By-laws governing nominations and elections (attached). Per Club By-laws, the proposed slate will be voted on officially at the Annual meeting on November 17, and those elected will assume office on January 1, 2021.

Treasurer & Assistant Treasurer: Treasurer Curt Robinson will step down at the end of 2021 and the Club is actively seeking a member to serve as Assistant Treasurer for 2021 who could then replace Curt as Treasurer the following year. Both positions are compensated with flight hours. Bruce said there has been some discussion of hiring a Treasurer from outside the Club, which may make sense for an organization of OFC’s size.

A motion to accept the proposed slate was made and seconded, and the slate was voted upon. The slate was approved unanimously by a vote of those present (show of hands).

Night Landing Event: The Club typically schedules this event for the week after the return to Standard Time (DST ends Sun., Nov. 1). Members discussed whether to combine this event with some sort of holiday event due to the ongoing virus situation. This was left undecided. In the meantime, Bruce will move ahead with the night landing event.

Event Details: OFC Night Landing Event, Sat., Nov. 7, 2020, 5:00 p.m. to 10:00 p.m., KOXC NT 20 (aircraft parked at Tradewinds ramp).

Meeting Minutes: It was agreed that Secretary Scott Price would e-mail draft Minutes to the OFC Board of Directors. Once amended / approved, the Meeting Minutes would be made available to the Club’s membership. Members will be reminded that Meeting Minutes are unofficial until approved at the next monthly meeting.

The Meeting was adjourned at 7:30 p.m.

*Meeting Minutes submitted by Scott Price, Secretary*

# # #

**Proposed Slate of Officers and Directors 2021**

**Officers / Board of Directors**

President:	Alan Amato
Vice President:	Landon Sock
Secretary:	Scott Price
Treasurer:	Curt Robinson
Maintenance Officer:	Andy Robinson
Safety Officer:	Pete Dawson
Membership Officer:	Dan Berk
Activities Chair:	Vaughn Mauren

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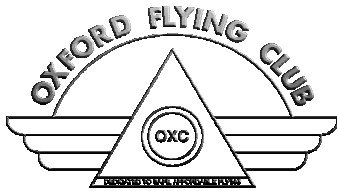
From the OFC, INC. BY-LAWS:

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.



# Oxford Flying Club

9/30/2020

## Financial Information

### Assets

Checking/Fuel Bank Accounts		\$35,828
Savings (Prop/Engine Reserve)		\$171,640
* Prop & Engine Reserve		\$85,076
* Liability Insurance Fund (\$40,000 target)		\$16,000
* Proficiency Time Fund		\$26,912
* LRP Upgrade Fund		\$5,985
* Cash from 7YT Sale		\$37,663
Accounts Receivable (9/30/2020)		\$22,100

### 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: \$610,468**

### Liabilities

Accounts Payable (9/30/2020)		\$3,006
Bank Time - As of 10/1/2020		\$26,912
<b>Lost Bank Time - Oct 1, 2020</b>		<b>\$285</b>
Loan Payable - N735GC	Monthly payments, including interest: \$1,510.	\$49,072
Prop and Engine Reserve (all planes - cumulative)		\$85,076

**Total Liabilities: \$164,351**

Total Equity: **\$446,116**

### Equity

### TOTAL LIABILITIES & EQUITY

**\$610,468**

### 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	36.71	\$4,772	\$130.00	\$1,415	\$38.54	\$756	\$20.59	\$90	\$736	\$79
N4334X	43.80	\$5,694	\$130.00	\$1,972	\$45.02	\$2,313	\$52.80	\$90	\$876	\$118
N98819	46.50	\$6,045	\$130.00	\$2,027	\$43.60	\$1,093	\$23.51	\$90	\$930	\$87
N735GC	28.00	\$5,040	\$180.00	\$1,962	\$70.06	\$1,109	\$39.59	\$600	\$560	\$130
<b>Totals</b>	<b>155.01</b>	<b>\$21,551</b>	<b>\$139.03</b>	<b>\$7,376</b>	<b>\$47.58</b>	<b>\$5,270</b>	<b>\$34.00</b>	<b>\$870</b>	<b>\$3,102</b>	

### Inflows/Outflows

	Current Month	Totals
Membership - Initiation Fees (1)	\$2,000.00	
Membership Dues	\$8,598.87	
Total Flight Time Billing	\$21,276.30	
Sporty's Rebate (quarterly)	\$0.00	
<b>Billed Monthly Total:</b>		<b>\$31,875.17</b>
Flight Hours (Unbilled Maintenance & Marketing)	-\$160.80	
Transfer to P&E Reserve (Total hours x \$20)	-\$3,101.60	
Insurance Fund Transfer (Goal \$40,000 by 3/15/2021)	-\$4,000.00	
5GC Loan Payments (current month as above)	-\$1,510.00	
Fuel & Oil Expense	-\$7,375.66	
Club Officer & Maint. Credi	-\$1,235.00	

Other Misc.Expenses (FSP, Web Site, Events & Other)	-	\$1,681.22
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)	-	\$6,804.01
<b>Expenses Total:</b>		<b>-\$25,868.29</b>
<b>Monthly Cash Flow Total</b>		<b>\$6,006.88</b>

Fund Balances		Dues %	8/1 - 10/ 1
Dues:	Accounting	0.55%	\$133.13
	Avionics Subscriptions	2.06%	\$344.01
	D&O Insurance	0.67%	\$160.80
	Hangar/Tie Down	12.35%	\$100.50
	Liability Insurance	40.70%	\$14,041.62
	Loan Payments	19.13%	-\$126.30
	Officer's Credits	17.30%	\$869.98
	Taxes & Registrations (Town of Oxford delayed because of COVID-19)	0.16%	\$37.95
	Web Site / FSP	0.75%	\$65.37
	General Maintenance	6.34%	\$1,580.12
	Uncategorized		\$1,837.33
	Marketing Expenses		\$400.00

Flight		Last Month	Current Bal
	Unbilled Flight Hours - Marketing & Maintenance Flights & Landing Fees (billed to members)	-\$31.60	-\$299.38
Flight: N4334X			
	Fuel	\$299.41	\$339.31
	MX	\$496.69	\$885.83
	P&E	\$40.00	\$92.00
	Upgrades	\$392.51	\$838.09
Flight: N735GC			
	Fuel	-\$28.63	\$65.00
	MX	\$928.96	\$2,635.86
	P&E	\$0.00	\$418.00
	Upgrades	\$668.08	\$1,646.34
Flight: N8261H			
	Fuel	\$337.15	\$691.80
	MX	\$912.19	\$3,629.76
	P&E	\$35.00	\$289.00
	Upgrades	\$244.24	\$660.89
Flight: N98819			
	Fuel	\$22.42	-\$175.28
	MX	\$1,250.67	\$3,342.72
	P&E	\$0.00	-\$310.00
	Upgrades	\$753.16	\$1,584.79