



Meeting Minutes

20 June 2023, 6:30 PM – Zoom Only

Attendees

Directors via Zoom (7): Vaughn Mauren*, Joseph McCormick, Leo Mollica, Scott Price, Francis Pullaro, Curt Robinson*, Landon Sock*

Members via Zoom (12): Eric Atkins, Edward Chromczak**, Alexis Coppola, Ross Detwiler*, John Gray, Amy Kaniewski, Cody McManama, Aaron Okarmus, Ian Sheffield, Robert Telep, Wayne Tremallo, Cody Williams

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

Note: This meeting was Zoomed only, 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 even month, this was considered a Board Meeting. The meeting was held via Zoom only. A Quorum of Directors (1/2 of Directors) *was* present. A Quorum of Members (1/3 of Regular Members) *was not* present. (7 of 8 Directors, and 14 of 70 Regular Members, were present.)

Guests

The Club welcomed the following guests:

- None

New Members

The Club welcomed the following new members (alphabetically):

- Peter Callahan (Regular Member)
- Alexis Coppola (Regular Member)
- Jay Monahan (Regular Member)
- Ian Sheffield (Regular Member)

Meeting Minutes

May 16 Meeting Minutes posted on the Club's website were approved.

New Certificates & Ratings

The Club proudly recognized these members who recently earned new certificates or ratings:

- Ryan Archer, Certified Flight Instructor (CFI) Certificate (June 19), announced by Steve Belmont, CFII, AGI, IGI (*Note: Due to time constraints, this business item was postponed.*)

Safety Meeting Status

This Monthly Meeting *does not* qualify toward members’ requirement of two Safety Meetings per year.

Membership Business

Stewart Rosen

During the May 16 meeting, the Club voted to terminate those members having delinquent debt over 90 days. This included Stewart Rosen. (Refer to Meeting Minutes, “Non-Paying Members.”) During this meeting, Stewart appealed. Francis then asked Stewart to drop off the Zoom call and the members present discussed his appeal.

Following discussion, Immediate Past President Landon Sock made, and Treasurer Curt Robinson seconded, the following Motion.

Motion: Stewart Rosen’s membership is reinstated, effective immediately.

Vote on Motion to Reinstate Stewart Rosen’s Membership:

Yea: 19
Nay: 0
Abstain: 0
Total: 19

** Board Meeting vote tallies include both Board and non-Board member votes, per By-Laws (Art. VI, Sec. 2).*

Carlos Berganza

Following a brief discussion of the Club’s finances (“Monthly Reports,” below), Francis requested a Motion to terminate the membership of Carlos Berganza for having delinquent debt over 90 days.

Vice President Vaughn Mauren made, and Associate Member Ross Detwiler seconded, the following Motion.

Motion: Carlos Berganza’s membership is terminated, effective immediately.

Vote on Motion to Terminate Carlos Berganza’s Membership:

Yea: 19
Nay: 0
Abstain: 0
Total: 19

Monthly Reports

Refer to Club officers’ monthly reports for Activities, Finance, Long-Range Planning (LRP)*, Maintenance*, Membership and Safety (**attached**).

** Written report was not submitted this month.*

President Francis Pullaro called for any questions on the monthly reports. Discussion followed.

Maintenance

Edward Chromczak, Maintenance Assistant, N98819, gave a brief report on 819’s engine break-in process following the aircraft’s recent engine overhaul.

President Francis Pullaro said the Club’s Maintenance Officer position is still vacant and needs to be filled.

Finance

Treasurer Curt Robinson reported briefly on finances and the most recent “A/R Aging Summary” of May 31, 2023 (**attached**), including action on members having delinquent debt over 90 days.

Avionics Upgrades

Refer to “Oxford Flying Club, Avionics Upgrade Plan, Years 2023-2025” (**attached**).

President Francis Pullaro presented a detailed long-term plan to modernize the avionics in the Club’s aircraft and requested a Motion to refer the proposal to the LRP Committee for consideration.

Vice President Vaughn Mauren made, and Emeritus Associate Member Edward Chromczak seconded, the following Motion.

Motion: Oxford Flying Club directs the Long-Range Planning Committee to consider the proposal presented during this meeting, titled “Oxford Flying Club, Avionics Upgrade Plan, Years 2023-2025” (Version 3, June 20, 2023), for a long-term plan to modernize the avionics in Club aircraft N4334X, N8261H, and N98819 and make a recommendation on the proposal with any amendments at the July 18, 2023, monthly meeting.

Vote on Motion Regarding Avionics Upgrades Proposal:

Yea: 19
Nay: 0
Abstain: 0
Total: 19

Standard Operation Manual

Refer to redline markup of the Club’s “Standard Operation Manual,” ver. 2, eff. June 30, 2023 (**attached**).

President Francis Pullaro presented a redline markup of the Club’s current Standard Operation Manual, reviewed the proposed changes with members present and after brief discussion requested a Motion to approve.

Immediate Past President Landon Sock made, and Regular Member Eric Atkins seconded, the following Motion.

Motion: Oxford Flying Club approves changes to the Standard Operation Manual as presented at the June 20, 2023, monthly meeting.

Vote on Motion to Approve Updates to Standard Operation Manual:

Yea: 19
Nay: 0
Abstain: 0
Total: 19

Additional Business

No additional business was discussed.

The Meeting was adjourned at 7:34 p.m.

Meeting Minutes submitted by Scott Price, Secretary

#



Activities Committee Monthly Report - June 2023

- June Safety Day Event was canceled due to lack of interest.
 - A replacement event - a breakfast flyout to Keene, NH was scheduled but was also canceled due to poor weather forecast.
- No other club events are currently scheduled.

Oxford Flying Club

May 2023

Financial Information

Assets

| | | |
|-------------------------------|--|-----------|
| Checking/Fuel Bank Accounts | | \$34,671 |
| Savings (Prop/Engine Reserve) | | \$130,673 |
| * Prop & Engine Reserve | | \$56,867 |
| * Liability Insurance Fund | | \$51,659 |
| * LRP Upgrade Fund | | \$22,138 |
| Accounts Receivable | | \$26,933 |

| | | |
|--------------|--------------------------|-----------|
| Fixed Assets | Piper Archer N8261H | \$105,533 |
| | Cessna 172P - N98819 | \$167,098 |
| | Piper Archer II - N4334X | \$147,248 |
| | Cessna C182Q - N735GC | \$186,580 |

Aircraft - (values based on AOPA Vref figures as of 2/26/2023) \$606,458

Total Assets: \$798,735

Liabilities

| | | |
|--|--|----------|
| Accounts Payable (Includes Outstanding Quarterly Insurance Payments) | | \$66,607 |
| Loan Payable - N735GC | Monthly payments, including interest: \$1,509.38. End After 9/1/2023 Payment | \$5,977 |
| Prop and Engine Reserve (all planes - cumulative) | | \$66,544 |

Total Liabilities: \$139,127

Total Equity: \$659,608

Equity
TOTAL LIABILITIES & EQUITY

\$798,735

Aircraft Data Current Month

| Equipment | Hours Flown | Flight Total | / Hour | Fuel | / Hour | Mx Expense | / Hour | Hanger | Reserve |
|---------------|---------------|-----------------|-----------------|-----------------|----------------|----------------|----------------|--------------|----------------|
| N8261H | 67.73 | \$9,482 | \$140.00 | \$3,751 | \$55.38 | \$435 | \$6.42 | \$90 | \$1,355 |
| N4334X | 43.20 | \$6,480 | \$150.00 | \$3,002 | \$69.49 | \$5,206 | \$120.51 | \$90 | \$1,080 |
| N98819 | 20.00 | \$2,740 | \$137.00 | \$1,102 | \$55.10 | \$903 | \$45.17 | \$90 | \$400 |
| N735GC | 34.30 | \$5,985 | \$174.49 | \$2,789 | \$81.31 | \$0 | \$0.00 | \$677 | \$1,029 |
| N228TR | 30.80 | \$7,546 | \$245.00 | \$2,025 | \$65.76 | \$0 | \$0.00 | \$0 | \$0 |
| Totals | 165.23 | \$32,233 | \$195.08 | \$12,669 | \$76.68 | \$6,544 | \$39.61 | \$947 | \$3,864 |

Inflows/Outflows

| | Current Month | Totals |
|--|---------------|--------|
| Membership - Initiation Fees | \$6,000.00 | |
| Membership Dues - Regular | \$10,609.24 | |
| Membership Dues - Associate | \$1,025.00 | |
| Total Flight Time Billing | \$32,233.20 | |
| Interest Income | \$1.03 | |
| Sporty's Rebate (quarterly) | \$0.00 | |
| Finance Charges/Late Fees/Banktime To Club | \$0.00 | |

Billed Monthly Total: \$49,868.47

| | |
|---|-------------|
| Flight Hours (Unbilled Maintenance & Marketing) | \$556.50 |
| Transfer to P&E Reserve | \$3,863.60 |
| Insurance Fund Transfer (Goal \$57,187 by 3/15/2024) | \$5,136.42 |
| Transfer of aircraft upgrade funds | \$777.01 |
| 5GC Loan Payments (current month as above) | \$1,509.68 |
| Fuel & Oil Expense | \$12,669.09 |
| Club Officer & Maint. Credits (5 aircraft) | \$1,755.00 |
| Other Misc. Expenses (FSP, Web Site, Events, Advertising, Landing Fees & Other) | \$209.87 |
| Licensing and Registration Fees for Aircraft (CBP Decals) | \$0.00 |
| Accounting Services & QuickBooks | \$700.85 |
| Aircraft Liability Insurance/D&O Insurance Payment | \$633.00 |
| General Maintenance Expense - (Includes extra tie-down space) | \$388.60 |
| Leaseback Aircraft Waterfall (Minus Management Fee Above) | \$3,355.25 |
| Total Aircraft Expense (above Ann/Av/Fee/Mx and Tiedown & Hanger) | \$7,490.88 |

Expenses Total (Minus Initiation Fees To LRP Account): \$39,045.75

Monthly Cash Flow Total \$10,822.72

| Fund Balances | | | | | | | Dues % | Month Only | All Funds | |
|--|---|-------------|--------------|-------------|-----------|-----------|------------|------------------------|----------------|---------------|
| Dues: | Accounting | | | | | | 5.75% | \$ 61.35 | \$ (1,109.93) | |
| | Avionics Subscriptions | | | | | | 1.99% | \$ 242.32 | \$ 289.45 | |
| | D&O Insurance | | | | | | 0.45% | \$ (578.43) | \$ (70.57) | |
| | Hangar/Tie Down | | | | | | 9.10% | \$ 68.82 | \$ (3,366.99) | |
| | Liability Insurance | | | | | | 43.88% | \$ 5,331.83 | \$ (9,273.66) | |
| | Loan Payments | | | | | | 12.90% | \$ 57.23 | \$ 18,947.07 | |
| | Officer's Credits | | | | | | 14.99% | \$ 134.23 | \$ (369.70) | |
| | Taxes & Registrations | | | | | | 0.27% | \$ 33.32 | \$ (362.45) | |
| | Web Site / FSP | | | | | | 0.65% | \$ (3.62) | \$ (3.62) | |
| | General Maintenance | | | | | | 8.54% | \$ 5,358.82 | \$ 4,963.49 | |
| | Marketing Expenses | | | | | | 0% | - | \$ 419.15 | |
| | Unbilled Flight Hours (+MX, +MARK) | | | | | | 0.00% | \$556.50 | \$ (538.04) | |
| | Landing Fees | | | | | | 0.71% | #VALUE! | \$ (590.25) | |
| | Quickbooks Online | | | | | | 0.75% | \$ 4.52 | \$ 119.62 | |
| | Dues Unallocated | | | | | | 0.00% | \$ 128.12 | \$ 12,056.37 | |
| | LRP Upgrade Fund (Expired PT, Initiation Fees, Bank Interest) | | | | | | | \$ 13,203.59 | \$ 2,567.61 | |
| Aircraft | | | | | | | | Last Month | Current Bal | |
| N4334X | | | | | | | | | | |
| | Fuel | | | | | | | \$ 30.67 | \$ 3,230.52 | |
| | MX | | | | | | | \$ (3,336.07) | \$ (18,035.74) | |
| | P&E | | | | | | | \$ - | \$ - | |
| | Upgrades | | | | | | | \$ 389.20 | \$ 2,373.50 | |
| N735GC | | | | | | | | | | |
| | Fuel | | | | | | | \$ 126.97 | \$ (3,339.49) | |
| | MX | | | | | | | \$ 2,126.18 | \$ (17,829.75) | |
| | P&E | | | | | | | \$ - | \$ - | |
| | Upgrades | | | | | | | \$ 13.04 | \$ 2,906.35 | |
| N8261H | | | | | | | | | | |
| | Fuel | | | | | | | \$ 475.42 | \$ 4,361.93 | |
| | MX | | | | | | | \$ 2,679.02 | \$ 643.51 | |
| | P&E | | | | | | | \$ - | \$ - | |
| | Upgrades | | | | | | | \$ 281.75 | \$ 5,225.40 | |
| N98819 | | | | | | | | | | |
| | Fuel | | | | | | | \$ 146.10 | \$ 766.74 | |
| | MX | | | | | | | \$ (54.42) | \$ (12,751.30) | |
| | P&E | | | | | | | | \$ - | |
| | Upgrades | | | | | | | \$ 93.02 | \$ 6,154.92 | |
| | | | | | | | | | | |
| Fuel Account Balance (Across All Aircraft) | | | | | | | | | \$5,019.70 | |
| | | | | | | | | | | |
| Leaseback Report | | | | | | | | | | |
| N228TR | Hours | Income | Fuel Surchar | Fuel | MX | Maint Fee | Hangar/Tie | Insurance | Total | Payout |
| Nov-21 | 9.90 | \$ 1,683.00 | | \$ 660.31 | \$ - | \$ 84.15 | | | \$ 938.54 | |
| Dec-21 | 9.20 | \$ 1,564.00 | | \$ 885.74 | \$ 240.00 | \$ 78.20 | | | \$ 360.06 | |
| Jan-22 | 8.10 | \$ 1,377.00 | | \$ 397.85 | \$ - | \$ 68.85 | | | \$ 910.30 | \$ 2,208.90 |
| Feb-22 | 14.80 | \$ 2,516.00 | | \$ 1,186.98 | \$ - | \$ 125.80 | \$ 340.00 | | \$ 863.22 | \$ 863.22 |
| Mar-22 | 4.30 | \$ 731.00 | | \$ 384.58 | \$ - | \$ 36.55 | \$ 340.00 | \$ 115.79 | \$ (145.92) | |
| Apr-22 | 20.50 | \$ 3,690.00 | \$ 205.00 | \$ 1,379.83 | \$ 311.46 | \$ 175.64 | \$ 340.00 | \$ 552.04 | \$ 726.03 | \$ 726.03 |
| May-22 | 7.90 | \$ 1,534.00 | \$ 79.00 | \$ 852.13 | \$ 311.46 | \$ 72.75 | \$ 340.00 | \$ 212.75 | \$ (334.09) | \$ 325.02 |
| Jun-22 | 25.60 | \$ 5,120.00 | \$ 256.00 | \$ 1,539.59 | \$ 26.46 | \$ 243.20 | \$ 340.00 | \$ 689.38 | \$ 2,025.37 | \$ 2,025.37 |
| Jul-22 | 32.60 | \$ 6,520.00 | \$ 326.00 | \$ 3,341.76 | \$ 311.47 | \$ 326.00 | \$ 340.00 | \$ 877.92 | \$ 1,648.85 | \$ 1,681.45 |
| Aug-22 | 8.50 | \$ 1,700.00 | \$ 85.00 | \$ 904.61 | \$ 849.74 | \$ 85.00 | \$ 340.00 | \$ 228.91 | \$ (623.26) | \$ (623.26) |
| Sep-22 | 0.00 | | \$ - | \$ - | \$ - | \$ - | \$ 340.00 | \$ - | \$ (340.00) | \$ (950.71) |
| Oct-22 | 0.00 | | \$ - | \$ - | \$ - | \$ - | \$ 340.00 | \$ - | \$ (340.00) | \$ (1,290.71) |
| Nov-22 | 0.00 | | \$ - | \$ - | \$ - | \$ - | \$ - | \$ - | \$ - | \$ (1,290.71) |
| Dec-22 | 0.00 | | \$ - | \$ - | \$ - | \$ - | \$ - | \$ - | \$ - | \$ (1,290.71) |
| Jan-23 | 6.50 | \$ 1,300.00 | \$ - | \$ 572.41 | \$ - | \$ - | \$ - | \$ 175.05 | \$ 552.55 | \$ (738.16) |
| Feb-23 | 9.00 | \$ 2,205.00 | \$ - | \$ 759.85 | \$ - | \$ - | \$ - | \$ 242.37 | \$ 1,202.78 | \$ 464.62 |
| Mar-23 | 8.30 | \$ 2,033.50 | \$ - | \$ 943.09 | \$ - | \$ - | \$ - | \$ 3,710.09 | \$ (2,619.68) | \$ (2,155.06) |
| Apr-23 | 7.10 | \$ 1,739.50 | \$ - | \$ 497.64 | \$ - | \$ - | \$ - | \$ 234.58 | \$ 1,007.28 | \$ (1,147.79) |
| May-23 | 30.80 | \$ 7,546.00 | \$ - | \$ 2,025.36 | \$ - | \$ - | \$ - | \$ 1,017.63 | \$ 4,503.01 | \$ 3,355.22 |
| * Altered for members in the "Transional Rate" by \$46 | | | | | | | | Indicates Payment Made | | |

Oxford Flying Club, Inc.
A/R Aging Summary
As of May 31, 2023

| | Current | 1 - 30 | 31 - 60 | 61 - 90 | 91 and over | Total |
|-------------------------|-----------|-----------|-----------|---------|-------------|-------------|
| Rogers, Emily | 25.00 | 25.25 | 25.25 | | 633.11 | 708.61 |
| Shagloof, Fahad | 25.00 | 25.25 | 25.25 | | 287.78 | 363.28 |
| Keller, Baxter | 25.00 | 25.25 | 25.25 | | 215.02 | 290.52 |
| Feeney, Rick | 25.00 | 25.25 | 25.25 | | 209.20 | 284.70 |
| Zupkus, Greg | 25.00 | 25.25 | 25.25 | | 182.92 | 258.42 |
| Berganza, Carlos | 25.00 | 25.25 | 25.25 | | 25.76 | 101.26 |
| | \$ 150.00 | \$ 151.50 | \$ 151.50 | \$ - | \$ 1,553.79 | \$ 2,006.79 |
| Pacheco, Federico | 165.00 | 772.65 | | | | 937.65 |
| Atkins, Eric | 165.00 | 265.92 | | | | 430.92 |
| Frillici, Christopher | 165.00 | 166.65 | 61.46 | | | 393.11 |
| Wermes, Sheldon | 165.00 | 197.96 | | | | 362.96 |
| Dennis, Jack | 25.00 | 134.33 | 200.50 | | | 359.83 |
| Hoft, Nate | 252.00 | | | | | 252.00 |
| Trabal-Figueroa, Wilson | 165.00 | 33.26 | | | | 198.26 |
| Gogas, Christos | 165.00 | 2.95 | | | | 167.95 |
| Gabriel, John | 165.00 | | | | | 165.00 |
| Howley, John | 165.00 | | | | | 165.00 |
| Milligan, Tom | 165.00 | | | | | 165.00 |
| Morici, John | 165.00 | | | | | 165.00 |
| Okarmus, Aaron | 165.00 | | | | | 165.00 |
| Sambrook, Scott | 165.00 | | | | | 165.00 |
| Berk, Daniel | 97.82 | | | | | 97.82 |
| Arguimbau, Andre | 25.00 | | 25.25 | 25.25 | | 75.50 |
| Shew, Allen | 25.00 | 25.25 | | | | 50.25 |
| Sobkowski, Isidore | 25.00 | 1.29 | | | | 26.29 |
| Falzarano, Sean | 25.00 | 0.71 | | | | 25.71 |
| Palombo, Richard | 25.00 | | | | | 25.00 |
| Cornwall, Jayden | 1.54 | | | | | 1.54 |
| Rosen, Stewart | 1.48 | | | | | 1.48 |
| Pugliese, Jay | | 0.59 | | | | 0.59 |
| | 2,482.84 | 1,601.56 | 287.21 | 25.25 | 0.00 | 4,396.86 |
| Belmont, Steven | | | -0.99 | | | -0.99 |
| Morrow, Bill | | | | -18.18 | | -18.18 |
| St Pierre, Peter | | | | | -24.48 | -24.48 |
| Dawson, Peter | | -25.00 | | | | -25.00 |
| Green, Geoffrey | | | | -25.00 | | -25.00 |
| Sturmer, John | | -25.00 | | | | -25.00 |
| Zill, Ken | | -25.00 | | | | -25.00 |
| Granruth, William | | | | | -41.00 | -41.00 |

| | | | | | | | |
|-------------------------|-----------|-------------|---------------------|-------------------|------------------|---------------------|---------------------|
| Bernstein, Maxwell | | | -48.45 | | | | -48.45 |
| Nieves, Michael | | -68.33 | | | | | -68.33 |
| Greenwood, Roland | | | | | -73.88 | | -73.88 |
| Rasmussen, Roy | | | | | -75.00 | | -75.00 |
| Porter, Jillian | | -81.32 | | | | | -81.32 |
| Aarons, Michael | | -114.80 | | | | | -114.80 |
| Tetrault, Jason | | -115.39 | | | | | -115.39 |
| Mauren, Vaughn | | -65.00 | -65.00 | | -30.00 | | -160.00 |
| Jones, Curtis | | | | | -162.12 | | -162.12 |
| Cruse, Timothy | | -165.00 | | | | | -165.00 |
| Chromczak, Ed | | -130.00 | -130.00 | | -104.73 | | -364.73 |
| Irving, David | | -130.00 | -130.00 | | -150.00 | | -410.00 |
| Kit, Vlad | | -444.43 | | | | | -444.43 |
| Fazio, Mike | | | | | -503.67 | | -503.67 |
| Mollica, Leo | | -210.00 | -65.00 | | -1,396.31 | | -1,671.31 |
| Leaseback - N228TR | | | | | -1,755.32 | | -1,755.32 |
| Sutherland, Christopher | | -65.00 | -65.00 | | -2,916.10 | | -3,046.10 |
| TOTAL | \$ | 0.00 | -\$ 1,664.27 | -\$ 504.44 | -\$ 43.18 | -\$ 7,232.61 | -\$ 9,444.50 |

Friday, Jun 02, 2023 05:43:46 AM GMT-7

Dear Club members,

We had some new members join this month as reflected below.

| | Jan 2023 | Feb 2023 | Mar 2023 | April 2023 | May 2023 ** | June 2023 |
|---|----------|----------|----------|------------|-------------|-----------|
| Member type | | | | | | |
| Regular | 65 | 61 | 64 | 66 | 65 | 70 |
| Associate | 40 | 41 | 41 | 40 | 41 | 36 |
| Med Associate | 6 | 6 | 6 | 6 | 6 | 6 |
| Associate Emeritus | 4 | 4 | 4 | 4 | 4 | 4 |
| Non-Member | 1 | 1 | 2 | 2 | 3 | 3 |
| Other | 0 | 0 | 0 | 0 | 0 | 0 |
| TOTAL | 116 | 113 | 117 | 118 | 119 | 119 |
| | | | | | | |
| ** - Learned that the website info and Treasurer info did not match | | | | | | |

- We had four new members join since the May meeting, Alexis Coppola, Jay Monohan, Peter Callahan, and Ian Sheffield.
- A few associates were lost for non-payment
- One associate left on his own accord
- Two regular member changed from regular to associate (will be noted in July)
- We have one potential member in the queue.
- Happy Flying and don't forget to keep your online profile updated! PLEASE!

DJ



OFC SAFETY COMMITTEE | Jun 2023 UPDATE

1. Confidential Safety Report
 - No new Confidential Safety Report was reported by Jun 20th, one is being requested to input.
2. Safety Committee meeting Updates:
 - No meeting was held in Jun we will continue having committee meetings bi-monthly and set for special items/discussion.
3. Safety Meeting/Events updates.
 - IMC monthly meeting held 6/14. Thanks John
 - Landing Spot event was cancelled due to lack of interest and replaced by the fly-out
 - Fly-out was postponed due to weather.
 - By May 16th **Based on the status of OFC profile update.**
 - 3 of 70 regular members **(4%) are fully current.**
 - 52 of 70 regular members **(74%) needs CFI to fly.**
 - 26 of 70 regular members **(37%) needs to attend or input safety meeting/event to remain current.**
 - Please update your profile once you complete a flight or attend/complete a safety meeting.

Oxford Flying Club
Avionics Upgrade Plan
Years 2023-2025
Version 3, June 20, 2023

This is a proposal for a long-term plan to modernize the avionics in 4334X, 8261H, and 98819, for referral to the Long-Range Planning and Finance Committees. It includes:

- A detailed cost estimate for each aircraft so that the committees may consider the value of upgrading or adding individual avionics components;
- A timeline for scheduling the work that seeks to have projects that will take more than one week occur during the winter months; and
- A funding plan.

The proposal will address the Garmin warning that GNS navigator parts will start to become unavailable by replacing the GNS navigators in each aircraft with GTN650 navigators. It will also standardize the avionics across the three aircraft, which should provide a safety benefit, by adding, in addition to the GTN650, (1) the ADS-B in-and-out GTX345 transponder to the Archers and (2) the GI275 AI and HSI and GFC500 autopilot, which are now in 4334X, to 8261H and 98819.

I. Timeline

A. August 2023

- Complete upgrades to 4334X. Expected to take one week.
- Swap the 4334X 14-volt KX-155 for a 28-volt KX155 for 98819 to replace its broken unit or install in 98819 a Par 200B audio panel with built in Com (no NAV2)

| Description | Option 1 |
|---|---------------------|
| GTN 650 Xi (\$12,500 if purchase of 3) | \$ 13,495.00 |
| move GNS 530 to #2 com (move KX-155 to 98819) | \$ - |
| GTX 345 transponder (ADSB in and out) | \$ 5,446.25 |
| trade in GTX 330ES | \$ (1,400.00) |
| Labor | \$ 9,840.00 |
| Total: | \$ 27,381.25 |

| Description | Option 2 |
|--|---------------------|
| GTN 650 Xi (\$12,500 if purchase of 3) | \$ 13,495.00 |
| PAR 200B audio panel with built in Com radio | \$ 3,000.00 |
| GTX 345 transponder (ADSB in and out) | \$ 5,446.25 |
| trade in of GTX 330ES and GNS 530W | \$ (4,400.00) |
| Labor | \$ 12,000.00 |
| Total: | \$ 29,541.25 |

B. Starting late fall 2023 and completed in early 2024.

- Complete upgrades to 8261H with the aircraft in the shop for several months.

| Description | Option 1 |
|--|---------------------|
| Garmin GFC-500 Autopilot (Pitch,Roll,trim) | \$ 11,365.00 |
| GI275 Duel Kit (ADI and H.S.I) | \$ 9,995.00 |
| GTN 650 Xi (\$12,500 if purchase of 3) | \$ 13,495.00 |
| Flight Stream 210 | \$ 1,295.00 |
| GTX 345 ADSB in and out transponder | \$ 5,446.25 |
| Trade in on equipment | \$ (4,000.00) |
| Garmin GMA 350c (bluetooth audio panel) | \$ 2,695.00 |
| Labor | \$ 25,652.00 |
| Total: | \$ 65,943.25 |

C. Starting late fall 2024 and completed in early 2025.

- Complete upgrades to 98819 with the aircraft in the shop for several months.

| Description | Option 1 |
|---|---------------------|
| Garmin GFC-500 Autopilot (Pitch,Roll,trim) | \$ 11,140.00 |
| GI275 Duel Kit (ADI and H.S.I) | \$ 9,995.00 |
| GTN 650 Xi (\$12,500 if purchase of 3) | \$ 13,495.00 |
| Par 200B audio panel with built in Com (no NAV2) | \$ 3,000.00 |
| Trade in on equipment GNS 430W and KX-155(broken) | \$ (2,200.00) |
| Labor | \$ 26,080.00 |
| Total: | \$ 61,510.00 |

II. Funding Sources

Total cost through February 2025: \$157,000

Funding considerations:

- Use the \$30,000 from the LRP Fund (estimated July 2023 balance) to pay for the upgrades to 4334X in August 2023.
- The Finance Committee will explore funding options for the remaining upgrades. The \$80,000 735GC loan (\$1500 per month) will be paid off on September 1, 2023. Starting in October, the club could start allocating \$1,500 to the LRP fund. This would reduce the amount needed from loans.
- Loans from commercial lenders are not likely possible without a member providing a personal guarantee.
- A commercial lender might provide a loan for an overhauled engine that could allow the club to use its prop and engine fund to pay for avionics.

- The 735GC funding was provided by club members using promissory notes. This model could be explored for funding the avionics. Members have not been will to lend for terms longer than 5 years.

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I. Oxford Flying Club Policy & Procedures

Section 1.01 This manual shall not represent restrictions in contradiction to or less restrictive than the club bylaws. (See Section III.)

Section 1.02 This *Standard Operations Manual* shall be reviewed and maintained by the OFC Safety Officer and, as adopted in October of 2021, will replace the former Training & Operations Manual referenced within the OFC Bylaws of 2017.

Section 1.03 Wherever this manual applies policy, the policy shall be required as described and enforced by the OFC Board of Directors ~~(BOD)~~.

Section 1.04 Section III of this manual shall apply to all OFC policy.

II. Procedure Guidelines

Section 2.01 Wherever this manual applies a procedure, the procedure shall be required as described and enforced by the ~~OFC Board of Directors~~BOD.

Section 2.02 Section III of this manual shall apply to all OFC procedure.

III. Most Restrictive Clause

Section 3.01 The most restrictive of any regulation or operational restriction by an appropriate governing agency, aircraft manufacturer, or OFC policy or bylaw shall apply wherever and whenever applicable.

Section 3.02 The ~~OFC Board of Directors~~BOD has authority to change any policy or procedure through electronic bulletins which shall be the rule until this manual is updated, but Section 3.01 is always applicable.

Section 3.03 Any deviation to a manufacturer specification or club policy and procedure must be approved by the ~~Board of Directors~~BOD after a System Analysis Exercise is provided by the Safety Committee.

IV. Club Members

Section 4.01 No member may operate outside of their membership rules and restrictions without prior approval specific to each occasion. ~~Except for medical reasons, a Regular member may not become an Associate member if he or she has been an Associate member within the previous twelve months. Membership category changes will be effective at the start of the next billing month.~~

Commented [FP1]: This language is verbatim from the bylaws

Section 4.02 Regular – reserved (reference bylaws)

Section 4.03 Club Instructors

- (a) The ~~OFC Board of Directors~~BOD shall maintain a published list of club instructors and may add or remove from the list as necessary.
- (i) Any person acting as a CFI in club aircraft shall meet requirements in ~~Sections~~ 5.03 and 6.03 and will require ~~OFC Board of Directors~~BOD approval prior to any instruction.
- (ii) Anytime a club member is acting as a CFI, they are not utilizing club membership, but serving as a designated club instructor with BOD approval.

Section 4.04 Student Pilots – reserved (reference bylaws)

Section 4.05 Associate – ~~Associate members, including club instructor associate members, may only fly club aircraft with a club approved instructor for the purpose of flight training or to obtain a club aircraft checkout. The associate member's reservation must identify the club instructor.~~

Commented [FP2]: Language imported from the previous manual revised – April 2018. Clarifies that no exception has ever existed for CFI associate members.

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~~Associate members who are also club instructors may fly club aircraft in a pilot-in-command capacity as long as they do so in the furtherance of club business and with the prior approval of the BOD. reserved (reference bylaws)~~

Commented [FP3]: Imported from the bylaws

Section 4.06 Club Member Guests – reserved

V. Club Aircraft Checkouts

Section 5.01 All checkouts which expire after a defined number of months shall all expire at the end of the calendar month of the expiring month.

Section 5.02 All checkouts or flight checks required by OFC shall be defined by the Chief Instructor and Safety Officer and shall be defined by the FAA standards listed in Airman Certification Standards (ACS) or Practical Test Standards (PTS).

Section 5.03 Required Club Checkouts

(a) Initial Club Checkout (ICC)

(i) All members ~~require shall complete~~ an ICC ~~in order to~~ be PIC ~~in club aircraft~~ and have access to the booking and scheduling of each make and model.

(ii) An ICC is specific to each make and model and shall only be required once ~~as long as~~ ~~except if~~ a member ~~doesn't have~~ ~~has more than~~ >12 months between (periods of ~~flight as PIC~~ ~~being a Regular Member~~).

(iii) ~~A member must have at least 200 hours of fixed-wing time to act as PIC N228TR.~~

~~(iv) All members with less than 25 hours of PIC time in a Cirrus SR20 or SR22 time must complete the Cirrus VFR transition training program with a CFI approved by the club for Cirrus training before acting as PIC in N228TR. Any club member with more than 25 hours in an SR22 but no hours in an SR20, may become qualified in N228TR upon completion of a flight review in N228TR with a CFI approved by the club for Cirrus training.~~

Commented [FP4]: Approved at the October 2021 club meeting

(b) Instrument Competency Evaluation (ICE)

(i) All members must receive an ICE prior to being PIC of OFC aircraft during an IFR flight or flight plan.

(ii) A member whose Instrument Checkride is in a club aircraft shall receive credit for an ICE.

(iii) An ICE shall only be valid for 12 months.

(c) Flight Instructor Club Evaluation (FICE)

(i) Each Club Instructor shall complete an FICE prior to conducting any flights in club aircraft which are considered to be "flight instruction" under any FAR.

(ii) An FICE does not expire ~~unless as long as provided~~ the member ~~doesn't~~ ~~does not have~~ ~~more than~~ >12 months between periods of ~~being a Regular Member~~ ~~flight instruction~~.

Commented [FP5]: Requirement of the club insurer.

(d) Proficiency Check (PC)

(i) A PC is required when a lapse in proficiency has occurred as listed in Section VI.

VI. Club Proficiency Requirements

Section 6.01 Aircraft Checkout

(a) Each member shall complete an Initial Club Checkout (ICC) or Proficiency Check (PC) whenever this policy dictates to utilize Flight Scheduler Pro (FSP).

(b) Each member will be required to complete an ICC for each type of aircraft by a club CFI.

(c) Student pilots will be required to have a CFI signoff in his/her logbook before any solo flights. If a member completes a private pilot check ride in a club aircraft with club CFI instruction, that will count as an ICC in that aircraft type.

Section 6.02 An Instrument Competency Evaluation (ICE) shall be completed every 12 calendar months to act as PIC in IFR flight conditions in club aircraft.

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Section 6.03 Annual Proficiency Check (PC)

- (a) Members who wish to fly club aircraft as PIC must complete an annual proficiency check. The PC will mirror ACS standards and be posted yearly by the ~~Chief CFIBOD~~.
- (i) A yearly PC will not have to be performed if the pilot has met any of the following requirements:
- 1) Members who've flown a minimum of 24 hours in the preceding 12 months (club or non-club aircraft). **See Section 6.04 below**
 - 2) Obtained a new license or rating. The new annual PC date will be 12 months from the date of the check ride.
 - 3) Club CFIs who provide a minimum of 16 hours of dual instruction in the preceding 12 months and provide evidence of the time to the BOD.
 - 4) An exemption given by the ~~Chief CFIBOD~~.

Section 6.04 Club Currency

- (a) ICC currency shall be defined as follows:
- ~~(a)(i) -a~~ minimum of one flight within 90 days per in each aircraft make and model except that currency in the Skylane qualifies for currency in the Skyhawk; and-
- ~~(b) -Members must fly a minimum of 4 hours PIC within a 90-day period.~~
- ~~(ii) A minimum of 2 hours PIC in club aircraft within a 90-day period. Only 2 hours per 90 days must be performed in club aircraft with a minimum of 3 takeoffs and landings.~~
- ~~(e)(b)~~ If a member falls out of club or ICC currency, they must perform a PC. **See Section 6.03 above** This PC will count as an annual PC allowing the 12-month annual PC clock to be reset.

Section 6.05 Club-currency-PIC-time will be tracked through flight-scheduler-pro (FSP). Members have the responsibility for maintaining their currency profile on the Club website. At any time, a member may be asked to present evidence of compliance to the BOD to retain flying privileges in OFC aircraft. Lack of such documentation may result in booking privilege suspension or membership termination.

- (a) Members who fly non-club aircraft or who fly dual flights (e.g., safety pilot IFR) will have to submit their time to the ~~Chief CF~~vice-president so the hours can be inputted into FSP.

Commented [FP6]: Imported from the prior manual

VII. Safety Meetings Attendance

Section 7.01 Every member is required to participate in a two (2) safety meetings each year in order to maintain access to aircraft booking and be considered proficient regardless of flight hours. Members have the responsibility for maintaining their safety profile on the Club website. At any time, a member may be asked to present evidence of compliance to the BOD to retain flying privileges in OFC aircraft. Lack of such documentation may result in booking privilege suspension or membership termination.

Commented [FP7]: Imported from the prior manual

Section 7.02 A safety meeting shall be defined as

- (a) Any OFC sponsored safety meetings as approved by OFC Safety Officer
- (b) Any AOPA safety training approved by the OFC Safety Officer
- (c) Any FAAST sponsored IMC or WINGS events attended.

Section 7.03 Outside Flying & Exemptions

- (a) Any outside flying or exemptions to the requirements listed in Section VI are considered on a case by case basis by the Chief Flight Instructor & Safety Officer for approval.

VIII. Aircraft Scheduling Policy

Section 8.01 The club shall maintain Flight Scheduler Pro for the scheduling of aircraft.

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Section 8.02 ~~New Members shall be added after joining payment of the initiation fee and can be restricted by the BOD anytime the member has become out of currency or for payments owed to the OFC.~~

Section 8.03 A member must meet Club Proficiency Requirements (Section VI) and Club Checkout Requirements (Section V) to book aircraft.

Section 8.04 ~~Associate Members may have one booking at any given time consisting of not greater than 24 hours. Regular members may have a~~ A maximum of 4 bookings at any given time consisting of not greater than:

- (a) 3 individual daily bookings not to exceed a combined total of 24 hours and cannot to extend into another calendar day.
 - (i) *In order to qualify for a daily booking, you may not have any *** in your online booking. Note: a *** in the reservation will only appear if you exceed 24hrs.*
- (b) 1 overnight booking (denoted by a *** in your online reservation).
 - (i) *Only ONE overnight reservation is allowed per pilot at any given time.*
 - (ii) *An overnight booking is any entry that is over 24 hours and does not exceed 96 hours (an *** will be automatically added to your booking to indicate it is overnight).*
 - (iii) *Your 4th booking may be converted to a daily booking, waiving your option to have an overnight booking when used in this manner.*
- (c) Every calendar year each member is allowed a one-time 5th booking called a "long booking" defined as any booking more than 96 hours and less than 288 hours (5- 12 days).
 - (i) *Extensions beyond 12 days are allowable pending favorable membership approval. 7 Revised – April 2018*
 - 1) Cancellation of this booking forfeits the right to an additional long booking until the following calendar year or pending favorable membership approval.
 - (ii) *Members will be blocked from manually entering this booking, however:*
 - 1) If you would like to schedule a "long booking", please send an email with the requested dates to the Master Scheduler (who is the Vice President of the club or his designee.) He will enter your booking dates into the system for you.

Section 8.05 If you are not at the aircraft within 45 minutes of your scheduled start time, you are subject to forfeiture of your booking to the backup booking if one is scheduled.

Section 8.06 If a member wishes to use an aircraft outside of these booking rules, a request must be made to and approved by the ~~BOD~~ Board of Directors.

IX. Aircraft Maintenance & Responsibilities

Section 9.01 ~~The Board of Directors BOD is ultimately responsible for maintaining the aircraft whereas no member shall perform or request maintenance on an OFC aircraft without approval from the Maintenance Officer, BOD or designee (MX Team) except that:~~

- (a) ~~A maintenance captain is authorized to approve work orders for routine maintenance up to \$1000.~~
- (b) ~~The maintenance officer is authorized to approve work orders up to \$2,500 for routine maintenance and keeping each club aircraft airworthy. Amounts greater than \$2,500 require the authorization of the maintenance officer, president, and treasurer.~~
- (c) ~~Proposals to upgrade club aircraft avionics, interior, and paint shall be developed by the long-range planning committee and must be approved by a vote at a club meeting.~~

Commented [FP8]: Imported from the previous manual

Commented [FP9]: New language presented at the May 2023 club meeting

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Section 9.01Section 9.02 Any change to an aircraft per 14 CFR Part 43 - maintenance, preventive maintenance, rebuilding, and alteration, shall require the guidance of the MX Team and completion of a work order.

Section 9.02Section 9.03 A Maintenance Policy for Pilots shall be located in the OFC – QRH for referenced located in each aircraft.

Section 9.03Section 9.04 Any member may Ground an aircraft which would require an appropriate FAR Part 43 certified mechanic to inspect the discrepancy in question.

Section 9.04Section 9.05 The MX Team must ensure the proper records are maintained for aircraft airworthiness.

(a) Any squawk of a system or equipment which is inoperative will be considered grounding until the MX Team has appropriately managed the discrepancy and approved it for flight.

(b) Only the MX Team may authorize the use of an aircraft after a discrepancy is found or squawk is made.

(c) No club aircraft shall be returned to service without a logbook entry and confirmation by the plane captain and maintenance officer that all work requested in a work order was completed.

~~(b)~~(d) (Reserved for future use.)

Section 9.05Section 9.06 PIC Member Squawks

(a) Any discrepancy found must be squawked in Flight Schedule Pro (FSP) and communicated with the MX Team prior to the aircraft's next flight.

(b) Authorization of flight after an open squawk has been reported is the sole responsibility of the MX Team

(c) The PIC has the ultimate responsibility to know of squawks and how they may create limitations on a flight operation via Flight Schedule Pro.

Commented [FP10]: Proposed at the May 2023 club meeting

X. Rates, Payments & Statements

Section 10.01 Statements are sent to all members via email during the first week of each month.

Section 10.02 Payment is due upon receipt and is past due if not paid by the end of the month in which the statement is originally sent.

Section 10.03 Finance charges may be assessed to any past due amount.

Section 10.04 Any member having a balance more than 60 days past due will have flight privileges and airport gate access suspended until the account is paid in full. Members who have past due balances may be blocked from booking aircraft until their account is paid in full. (already adopted)

Section 10.05 A member having a balance that is more than 90 days past due will be presented for termination from the club at the next club meeting. The terminated member may appeal the termination at the following monthly club meeting. (already adopted)

Section 10.06 The following are the regular member hourly rates, per tach hour, for flying club aircraft:

N228TR, \$245

N735GC, \$175

N4334X, \$150

N8261H, \$140

N98819, \$135

Associate members will be charged the rate of 1.5 times the hourly rate for regular members.

Commented [FP11]: Amendment approved at the April 2023 club meeting

Commented [FP12]: Rates approved at the February 2023 club meeting

Commented [FP13]: The current policy is a \$40 per tach hour surcharge that dates back to at least the 2018 manual. This change indexes the surcharge to the regular rate so that 2 hours of tach time at \$130/hour equals one month of regular member dues.

XI. Operational Policy & Procedures

Section 11.01 Aircraft Flight & Ground Operation

(a) All aircraft must be operated within their specific manufacturer specifications.

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- (b) PIC Members are responsible for referencing engine manuals, aircraft manuals, and bulletins necessary to each make and model.

Section 11.02 The OFC - QRH is required for operation and shall be used whenever necessary.

- (a) Revision recommendations to the QRH may be sent to the Safety Chair

Section 11.03 No aircraft engine may be used above taxi power (~1200 rpm) unless on a painted taxi lane.

- (a) All engine run-ups **>above 1200 rpm** must be made in appropriate airport locations avoiding hazards in front of and behind aircraft.
- (b) No prop blast or aircraft shall be directed towards buildings, vehicles, other aircraft, or equipment.

XII. Ramp, Hangar, & Storage Policy

Section 12.01 No personal items shall be stored on OFC property without BOD approval

Section 12.02 No OFC equipment or tools shall be for personal use without BOD approval

Section 12.03 Ramp Storage

- (a) All aircraft must be properly tied down, locked, and covered anytime it will remain on the ground **for more than >3** hours.
- (b) All appropriate cowl plugs and pitot covers must be utilized anytime it will remain on the ground **for more than >3** hours.
- (c) Any equipment, i.e., ladders, pre-heaters, tie down straps, chocks, and vehicles, must be properly stored clear of all aircraft movement areas and never left loose on the ramp.

Section 12.04 Hangar Use & Storage

- (a) Any aircraft parked in the hangar shall be parked with chocks, doors closed, and completely shut down with properly placed away from ignition.
- (b) All equipment or furnishings shall be stored clear of aircraft movement in or out of the hangar at all times.
- (c) The hangar shall never be left unlocked open and unattended.

Section 12.05 Non- KOXC Parking and Storage

- (a) All aircraft and equipment belonging to OFC shall be properly stored as mentioned in this section as applicable.

Section 12.06 All costs or conveniences are paid for and arranged by the PIC club member

XIII. Preflight & Postflight Policy

Section 13.01 Preflight Operations

- (a) All aircraft must be checked out in Flight Scheduler Pro prior to access of the aircraft.
 - (i) *This ensures a pilot doesn't disrupt on-going maintenance or begin preflight of a grounded aircraft.*
- (b) A PIC Member shall utilize the OFC – QRH Preflight checklist once the FSP checkout has been completed.

Section 13.02 Postflight Operations

- (a) All flights shall be checked in with appropriate squawks, fuel, tool kit, cleanliness and storage policy prior to the PIC Member leaving the aircraft.
- (b) A PIC Member shall utilize the OFC – QRH Postflight checklist prior to leaving the aircraft for storage. (See Section XII)

XIV. Use & PIC Policy

Section 14.01 All OFC aircraft shall be operated by an authorized, current, and proficient regular member or instructor. Whereas any PIC in the aircraft shall be in good standing with all club requirements and following all FAR's to operate as PIC.

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Section 14.02 Any use of the aircraft shall be within all insurance coverage, bylaws and manuals provided or mentioned within this document.

Section 14.03 At no time shall a non-member act as, nor be required as a PIC in any application of the FAR's.

- (a) A club instructor may authorize a guest to manipulate the flight controls during a "Marketing Flight", but shall not log any of the flight time for the non-member nor shall he/she consider it dual given. This shall only be a demonstration flight where the instructor is the only PIC. No club instructor may provide a Marketing Flight without prior approval of the Membership Officer and President.

Section 14.04 No OFC aircraft shall be used in a commercial operation except for flight training with club instructors. All members are required to understand the privileges and limitations regulations preventing the operation from ever becoming a commercial operation.

Commented [FP14]: Clarifies how a marketing flight is approved due to confusion that has arisen

XV. Seasonal Operations

Section 15.01 Summer Operations

- (a) High winds, increased insects, reverted rubber, thunderstorms and hail represent challenges for aircraft parked outside. All members must assist with thorough inspections of aircraft and equipment belonging to OFC when suspected damage of any property could be sustained.
- (b) Aircraft cleanliness from insects, dirt, and debris is essential to the longevity of the aircraft and it must be maintained by each PIC Member after each flight.

Section 15.02 Winter Operations

- (a) Preheating is essential to properly operate the aircraft's engine during cold weather. It also reduces wear and tear allowing the operation to cost less and last longer.
- (i) *Anytime where 4 hours has lapsed where the temperature was < 32F or the engine hasn't been running, a preheat is required.*
- (ii) *A Preheat Policy shall be located in the OFC – QRH for reference located in each aircraft.*
- (b) Winter brings challenging weather with snow, ice, slush and frost. The aircraft shall be kept clean of these types of precipitation when necessary. The weight of snow and ice can damage the aircraft. Removal must be careful not to damage paint, antennas, and flight controls.
- (i) *No one shall use removal techniques that could damage the aircraft or use of any de-icer agent that is not an approved solution at OFC.*