

Oregon State Flying Club  
Board of Directors Meeting Agenda/Minutes  
August 24, 2023

Board of Directors

<b>Name</b>	<b>Position Present</b>
Bob Parrott	President X
Bethany Gilbert	Secretary X
Brandon Drivon	Treasurer
Ryan Hansen	Director of Maintenance X
Noah Simonich	Student Club President X
Andrew Dassonville	Student Club Secretary X
John Schlipf	Faculty Advisor X
Chris White	Director of Information Services
Kiri Wagstaff	Director of Flight Ops X

Other attendees: Ryan Van Why, Bruce Beebe, Dante Szepesy

Location and Time: August 24, 2023, Zoom bridge @ 6:30pm

Meeting called to order: 6:32 pm

**Last month's minutes:**

- July Minutes: No Changes / Approved

**Routine reports received and reviewed from each of:**

**1) President - Bob**

1. Jerry on-boarded two new members, and there is another one pending.
2. Engine reserves are \$129k. We have only ~\$37k total. Plan for \$15k to complete N73146's engine replacement later in the year; ensure we have this available.

**2) Maintenance / other - Ryan**

3. Report found at the end of this document.
4. Decided not to pre-buy next set of magnetos for N73146 (our preferred route) due to

current Club resources. This will mean a longer downtime when the magnetos need replacement (soon) but less financial risk to the club. (When N72PE sells and we have more cash available, consider buying the spare magnetos at that time.)

### 3) Flight Operations - Kiri

1. Plane wash was successful (10 people)
  - a. Next plane wash is scheduled for the third Saturday in September (Sept. 16)
2. Member #1
  - a. Concerns: Flew while Inactive, did not dispatch/check in recent flights which caused trouble for other members, flew N73146 without a reservation
  - b. Review of logbook
    - i. Flight from KCRQ to KCVO was mistakenly logged as dual
  - c. Member's words
    - i. Made changes to personal SOPs to prevent FC problems in the future
3. Member #2
  - a. Concerns: Flew 73146 while it was grounded for maintenance and taped window shut
    - i. He submitted a report on the mistakes he made during the flight to Kiri's satisfaction.
4. Potential Member #3
  - a. He is requesting reinstatement as an Active club member.
  - b. Sent medical and flight review (expired) information to Kiri.
  - c. He is current on FAA medical and working on completing a flight review.
  - d. Kiri suggests he complete his flight review and then we will discuss reinstatement
  - e. He had an incident in 66083 that caused an insurance claim - his personal renter's insurance paid for the claim
    - i. As a result he was not allowed to fly alone and asked that his dues be paused until he was able to fly
5. Instructor hour report:
  - Ace McCrady - 9.7
  - Ryan Hansen - 9.0
  - Vince Remcho - 4.5
  - Alex Duval - 3.1
  - Ken Honneffer - 1.6

Kevin Nelson no longer instructing (lives in Independence, busy flying out KHIO) as of August 2023

6. Beacon registration has been updated for N73146 and N66083
7. Received policy and receipt for airplane insurance. Review of Board (liability) insurance is pending.
8. Flight Circle has agreed to a refund of \$1,000 plus a year of account credit
9. Kiri will be stepping down as DFO. She is moving to Washington DC next week
  - a. She suggested Ryan Van Why as a replacement for her position.

- i. He had some questions about the responsibilities and more discussion will take place offline.

#### **4) Treasurer - Brandon**

- a. Not present but sent the following email:

Current US Bank Balance \$15,287.37

Current OnPoint Balance \$22,322.47 (includes \$5 savings balance as well)

For a total of \$37,609.84 as of 8/23/2023

Flight Circle plane rental income has now been redirected to OnPoint as of early August. Christee will be confirming that all automatic payments have been completely switched over and we aim to close US Bank at the end of this month.

We had an issue with inconsistent invoicing from CAS which has been an ongoing problem. It has been straightened out however we are looking into fuel card options as a better way to separate ourselves completely, from CAS. I have looked into several different options with four specific criteria in mind:

- No personal guarantees or credit reporting under individual names
- No cards directly issued to an individual name but rather the club with specific plane tail numbers
- Individual tracking options for each card and thus each plane so we can more accurately track plane specific fuel costs
- Acceptance at not only our local airport but preferably as many airports in the surrounding states as possible so our members don't have to always use their own funds when away

Out of the many I have researched only two stand out as checking most of our boxes. Unfortunately none of them are accepted universally. Any of those card types that do (such as a credit card) will need to be individually assigned and can be used anywhere (i.e. Costco, Best Buy, etc) which can present fraud issues should somebody get a hold of the card and use it. In other words, we may still be responsible for the debt incurred through fraud.

The two cards I have found that best meet our needs are Avfuel Card and Avcard by World Fuel. The first (Avfuel Card) being my favorite however there are only about 10 airports in Oregon where it is accepted including KCVO) and the other is also accepted in a handful of airports but the guy said it wasn't at KCVO at first, and then he corrected himself so I am a little hesitant.

I have requested information from a third place but I haven't received it yet.

I have also looked into about 1 dozen in total but most I ruled out based on our criteria. In any case, there are no fees for either of these two cards and no interest if balances are paid in full. Both offer automatic payments and we can track fuel costs per plane/card issued.

I would like the club's permission to move forward with a fuel card program in an effort to completely break away from CAS. Vote?

Regarding my mail/email campaign to collect on aged Flight Circle accounts, I do have some totals. 63 letters were mailed out, of which 15 responded in one form or another amounting to \$8,573.03 in collected funds. Unfortunately 48 did not respond and we still have about \$54,086.19 in aging funds that were not collected. These are specific to over 90 days aged. Many of these accounts appear to have been accruing funds since before we moved to Flight Circle.

In an attempt to verify the source of the debts (rule out that they aren't from rentals but merely just monthly dues) no previous records were kept from Schedule Point.

I propose for those we have no communication with, I be allowed to remove remaining balances and move those unresponsive members into past member status. Should any of them reach back out we can re-impose that previous debt prior to allowing them to rejoin. Thoughts? Vote?

#### **5) Secretary - Bethany**

- a. Instagram is up and running - we want pictures to go with new member announcements and other events
- b. <https://www.instagram.com/flyoregonstate/>

#### **6) Student Flying Club & Advisor - Noah Simonich**

- a. Beaver fair October 6
- b. Considering another open house/demo flight event
- c. Trying to think of new ways to engage the community and find new members

#### **6) Status of sale of N72PE (can you fill this in?)**

The sale fell through with Jerome. There are still several interested parties that were waiting to move forward until the status of the pending sale was solidified so we'll re-establish

contact with them and hopefully we can find a buyer in the near future.

**Adjourned:** 8:28 pm

**Next board meeting:** September 21, 2023

### **July 2023 Maintenance Report**

Ryan Hansen  
Director of Maintenance  
23 August 2023

**N73146:**

\$328.25	Oil change
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Upcoming:

100hr inspection  
Replace tach  
Magneto 500 hr inspection

**N66083:**

\$4,669.78	Annual & alternator
\$189.10	Alternator & ELT follow-up charges

Upcoming:

None

**N72PE:**

None	
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Upcoming:

Annual inspection  
Timing chain AD

**Grand Monthly Total: \$5,187.13**

**Yearly Total: \$5,187.13**