

**Minutes of a General Meeting of
The Oak Hills Flying Club
Held at 1015 hrs, 4 Jun 2022 at
The Stirling Airport**

In Attendance: 25 Members including:

Dave Muldoon	President/Equipment	davidmuldoon2014@gmail.com	613-970-7066
Mike Fielding	Secretary	jamesge12000@yahoo.com	613-848-3737
Nick Pfeiffer	Equipment	nick@pfeiffer.ca	613-848-0996
Randy Kerr	Hangars & Property	kerrwood@gmail.com	613-969-5677

Absent:

James Erskine	Treasurer	jamesge12000@yahoo.com	613-848-3737
Bryce Taylor	Runway	brycetaylor2@hotmail.com	613-398-7015
Graham Potter	Hangars & Property	graham@jewelleng.ca	613-391-3810

INTRODUCTION

1. President Dave Muldoon opened the meeting and explained the many challenges facing the club including increasing membership, the lack of available hangar space at the airport and the need to address the future of the club-owned hangars. He also noted that the club had suffered from reduced social activity during the past two years and he hoped that we would begin to organize more functions in the months ahead. Members are encouraged to make suggestions.

Minutes of Previous Meeting

2. A motion was made by Mike Cote to accept the minutes from the August 2021 meeting, seconded by Randy Kerr. **Carried.**

OLD BUSINESS

Financial Report

3. The Treasurer was absent, however a spreadsheet summarizing the clubs revenue and expenditures for 2020 and 2021 was presented to the members:

Bank Account	\$7,022.00
Mortgage remaining	\$38,221.64

4. Questions were taken by President. He also took this moment to propose plans to establish of a Capitol Fund to set aside money for future equipment purchases and infrastructure maintenance and upgrades. Since the club has not increased membership dues in many, many years it was probably time to do so. One member expressed the opinion that such a fund was not desirable because it tended to encourage unnecessary spending and that needed capitol could be collected from the members on an as required basis, as was done in the case of the new clubhouse.

5. This led to a discussion on the re-introduction of a two-tiered membership fee, separating Flying Members from Social Members. Some members were concerned that increasing membership fees across the board might chase away Non-Flying members who chose to join/remain for the social aspects. This led to further discussions on whether a Social Member should still have a vote if they were not paying the same fees.

Clearly there was no consensus on the membership issue and it was left for the Executive to further study the matter and survey the membership before making any further decisions.

Ground Equipment Report

6. Nick Pfeiffer presented a report on the club's equipment status (attached). It is necessary for individuals to contact the correct persons when reporting problems, i.e. not the Treasurer just because he happens to be handy. He encouraged our equipment operators to use the Equipment Page and Snag List on the Member's section of the club's website. He reiterated the need for us to establish a fund in anticipation of future replacement costs.

Hangar Report

7. Randy Kerr presented a report on the status of the hangars. The partial collapse of a hangar during the winter illustrated the urgency of dealing with these structures. A survey was conducted to determine the future of the Club-owned hangars; the majority of respondent suggested that they should be sold off. Graham Potter is one of our two Hangar reps and is also a Structural Engineer. At the request of the club, he conducted a detailed inspection of the ten hangars (Report attached). The two easternmost hangars are in such poor repair and he recommended tearing them down and starting over fresh. The others can be repaired at an estimated cost of about \$16,000 in materials and should be completed within a 5-year timeframe. The President stated that a vote would be taken on the future of these hangars later in the meeting.

Ground Equipment Fuel

8. Previously the ground equipment had been using 100LL AVGAS vs gasoline for our ground equipment and the club was paying over \$400 more for using AVGAS vs Premium fuel. Mike Fielding arranged for Rosebush Fuels the supply a double-walled 1340L tank for no charge and fuel is provided at a competitive price. The tank is now metered and locked.

Item closed.

Trees & West End Property

9. Clean up continues at the west end of the airport on property owned by Wayne and Donnie Richardson. The President also noted that someone was using the burn pile west of Hangar 10 for disposing household waste and motor oil. This is **Not On** and the club will deal summarily with anyone caught doing so. Bryce Taylor stated in a previous submission that this pile is not even on club property and steps should be taken to relocate it further to the east and post signs restricting access to the Richardson property. We have permission to use the land as an extension to the runway only, not for any other purposes.

East End Trees

10. James Erskine had approached the landowner in Fall 2021 about the trees close to the threshold of runway 27 and requested that a number be removed or shortened for safety reasons. Although the owner was amenable to some cutting he insisted on doing it himself. The executive marked the area of concern however he is not prepared cut down anywhere near the amount necessary to make a difference for the approach to runway 27. The executive will continue to pursue this issue. For the record, the club has approached the various owners over the past 20 years, even attempting to purchase the property. Each time our offers have been firmly rebuffed.

Underwing Camping

11. This idea was introduced at a meeting two years ago but there has been little interest expressed by the membership and no one has stepped forward to organise and promote it. This item is now **closed**.

Tiedown/Hangar Fees

12. A new Hangar Fee Structure was introduced last year in which differing fees are charged to account for varying property taxes levied by the city depending on size and quality of the structures. Recently it was brought to the attention of the Board that we have some hangars which are being used to store more than one aircraft, in various states. Bylaw 2 gives little direction in this regard and more guidance will be needed for the members. The President stated that a proposal would be presented later in the meeting to address these concerns and a vote taken.

New Airfield Sign

13. The sign at the entrance to the field was replaced by Randy Kerr. The members expressed their appreciation for his work on this. **Item Closed.**

Review of Constitution and Bylaws

14. The Secretary outlined the problems with the current Constitution and Bylaws. Bylaw 1 is essentially our constitution which provides the necessary framework for the operation of the club but contains many errors or inconsistencies which should be remedied. For instance, a quorum of 10 members can vote to change bylaws but, according to the Letters Patent, a 2/3 majority is required to amend Bylaw 1. Bylaw 2 is almost entirely focused on administration of the club-owned hangars, with little mention of the rest of the buildings. There are virtually no rules concerning safety or operations at the field and no plan in the event of an emergency

15. Some of our Bylaw problems come from the fact that we have two registered corporations; one federal and one provincial. For reasons unknown, the provincial corporation was allowed to dissolve in about 1976 after neglecting to pay the annual fee for several years. It appears that this wasn't noticed until 2017 when the club tried to borrow money in order to fund the construction of a new clubhouse. It was then noted that the airfield property was actually deeded to the provincial corporation, not the federal one. Action was taken with a law firm to revive the provincial corporation, finally completed in 2018. The club now has two sets of Bylaws; federal and provincial. Ideally they should both be the same but there are subtle differences. Another issue is that several amendments to the Bylaws have been passed at meetings over the past several years but never actually written in. Unfortunately, an exhaustive search has revealed that many of the clubs records were either lost or destroyed over the years, especially during the move to the new clubhouse. These issues will have to be revisited and re-voted on, a lengthy process.

16. While this has been going on the province enacted a new law governing Not-for-Profit corporations last October and we have until Nov 2024 to bring out Bylaws into line with this legislation. This should not be too onerous and will be accomplished simultaneously with the rewrite of the Bylaws.

Club Website

17. Please submit any ideas or updates for the Website to Colin Wood at: woodcolin118@gmail.com. The password for the Members Section is: **Cessna172**.

NEW BUSINESS

Club Communications

18. President asked that all members take the time to address their concerns to the correct club manager and not simply email the Treasurer or the Secretary by punching 'Reply' on the last club email. All club minutes are published with the contact information for each member of the Executive as well as their responsibilities

Work Parties

19. The President announced that the Work Party planned for 5 June was cancelled and would be rescheduled for later in the summer. Unfortunately the key organiser was unavailable for that day and more organization was required before it could proceed.

Canteen Manager

20. Dave Muldoon announced that he was stepping down as Canteen Manager. Mike Fielding volunteered to assume the duty.

Motions and Votes

21. It was motioned by the President, seconded by the Secretary, that the club establish a Capitol Fund, funded by annual fees to be used for long term savings requirements (runway re-carpeting etc., ongoing repairs of facilities, constructions of a proper utility shed for the plow and tractors). **Carried**

22. It was motioned by the President, seconded by the Secretary, that the Club sell the club-owned hangars to Club members . **Carried**

23. The President proposed an amendment to Bylaw 2 with respect to Private Hangars. This was an extensive rewrite which dealt mostly with what could and couldn't be stored and the use of storage trailers. There was a great deal of discussion and no consensus was reached other than it needed to be addressed. The President stated that he would develop an updated draft amendment and present it to the Executive and eventually to the membership for approval.

Election of Board of Directors

24. Dave Muldoon, James Erskine, Mike Fielding, Randy Kerr and Nick Pfeiffer agreed to stay on for another year, leaving two vacancies. All six were voted in, however there were no other volunteers or nominations.

ADJOURNMENT

25. Motion for adjournment at 1310 hrs by Nick Pfeiffer, seconded by Randy Kerr, **Carried.**

Submitted by

Approved/~~Not Approved~~

M.W. Fielding
Secretary

D. Muldoon
President

Report from the Treasurer:

June 2022

Financial report for the Oak Hills Flying Club for the year 2021.

Excluding the aviation fuel purchases and sales allows us an easier view of the financial situation of the Oak Hills Flying Club. Please note that the financial statement includes aviation fuel but for the sake of simplicity I will exclude it from the following summary.

Revenue (excluding avgas): \$ 38,929.15

Expenses (excluding avgas): \$ 32,566.59

Profit (i.e. the difference): \$ 6,362.56

Contributing to the revenue in 2021 were 2 items that were not budgeted but did help in the overall picture: Sale of the snow blower (\$2500) and the rental of land to DND (\$ 1695). Without those two items our profit would have been \$2,167.56.

Please refer to the financial statement for 2021 for more detail.

2022 budget:

The executive has had numerous discussions surrounding the topic of the profit that we are making and have decided that there is not enough money to sustain the club in the longer term; especially when we talk about things like maintenance equipment, building upkeep, runway repair etc.

To that end we have come up with a budget that includes both the day to day operating costs of the field as well as capitol funds budget. The capitol funds budget may go towards new maintenance equipment or other items which will be decided when the time comes. In order to fund this new budget we have decided to increase the tie down/hangar fees. There is also the potential to increase membership fees as well.

Please refer to the attached budget.

We are still looking at future spending and we will need to adjust the budget again in 2023 for items like the runway replacement/repair, potential of new club hangars, and other items. This will all depend upon the direction of the membership and the direction of the executive that you elect.

Regards,

James Erskine

Treasurer – Oak Hills Flying Club

Oak Hills Flying Club
Financial Statement
January 01, 2021 to December 31, 2021

version 1 - draft

Overview of deposits and expenses	<u>2020</u>	<u>2021</u>	<u>2021</u>
Bank balance forward from December 31, 2020			\$ 12,449.56
Deposits & Income	\$ 61,640.42	\$ 80,874.77	
Expenses	\$ 57,167.16	\$ 76,156.33	
	\$ 4,473.26	\$ 4,718.44	\$ 4,718.44
Bank balance at December 31, 2021			\$ 17,168.00

INCOME STATEMENT	<u>2020</u>	<u>2021</u>	<u>2021</u>
Revenue			
Fuel sales	\$ 29,405.49	\$ 41,706.58	
PoP **	\$ 6,326.00	\$ 3,583.20	
Hangar	\$ 25,630.00	\$ 25,670.00	
Membership	\$ 4,550.00	\$ 5,250.00	
Interest	\$ 273.10	\$ 230.95	
Misc ^t	\$ -	\$ 4,195.00	
Total revenue	\$ 66,184.59	\$ 80,635.73	\$ 80,635.73
			\$ 80,635.73
Expense Summary			
Mortgage payments	\$ 5,333.28	\$ 5,333.28	
Mortgage Interest	\$ 1,922.75	\$ 1,569.11	
Hydro	\$ 1,203.20	\$ 1,458.49	
Propane	\$ 701.89	\$ 865.18	
Property tax	\$ 8,106.25	\$ 8,179.95	
Internet	\$ 1,141.18	\$ 1,152.48	
Bank Fee	\$ 350.46	\$ 383.37	
Fuel	\$ 25,983.95	\$ 43,589.74	
Office supplies	\$ 144.35	\$ 747.86	
Maintenance	\$ 4,666.84	\$ 2,338.48	
Insurance	\$ 4,301.64	\$ 5,138.64	
Clubhouse	\$ 222.92	\$ -	
tax - gst	\$ 2,709.49	\$ 5,356.13	
Misc expense	\$ 378.96	\$ 43.62	
Total expense	\$ 57,167.16	\$ 76,156.33	\$ 76,156.33
			\$ 76,156.33
Net Income			\$ 4,479.41
** 2020 Participate or Pay includes charges from 2019 of \$3284.00			
^t Sale of snow blower and rental of land to DND			

Monthly Expense/Revenue:

Year		2022 Budget	
		2022/mnth	2022 / yr
Expense per mnth			
	Mortgage	\$ 444	\$ 5,328
	Mortgage Interest	\$ 150	\$ 1,800
	Hydro	\$ 122	\$ 1,464
	Propane	\$ 80	\$ 960
	Property tax	\$ 750	\$ 9,000
	Internet	\$ 95	\$ 1,140
	Bank Fee	\$ 33	\$ 396
	Office Supply	\$ 68	\$ 816
	Maintenance	\$ 400	\$ 4,800
	Insurance	\$ 467	\$ 5,604
	Clubhouse	\$ -	\$ -
	Misc Exp	\$ 4	\$ 48
	GST	\$ 328	\$ 3,936
	Capitol fund	\$ 750	\$ 9,000
	TOTAL EXPENSE	\$ 3,691	\$ 44,292

Revenue / mth	2022	2022
Hangar	\$ 2,960	\$ 35,520
Membership	\$ 408	\$ 4,900
PoP	\$ 315	\$ 3,780
Interest	\$ 15	\$ 180
Misc		
TOTAL REVENUE	\$ 3,698	\$ 44,380

Profit/(Loss)*	\$ 7	\$ 88
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* 2022 includes a capitol fund of \$9000

Equipment Report

The club equipment is a necessary part of keep the airport functional, but this equipment is nearing end-of-life. The snow plow and tractors are maintained by a core group of knowledgeable members on an ad hoc, volunteer basis.

When I was assigned the equipment portfolio in the fall, I relied upon prior work done by Executive in setting up the [Equipment](#) page on the Members section of the club's website. This page describes the equipment and provides snag list and maintenance schedule for the yellow tractor, the red tractor, the snow plow, and the lawn tractor. The [Club Documents](#) page also has the snow plow operations guide and snow plow training video.

These resources are a start, but more information is needed. I confess to not knowing the club equipment well and rely upon the knowledge of others. As we move forward, I would like to form an equipment advisory committee to develop and extend the resources on club equipment, as well as determine a maintenance and replacement plan.

There is a risk to airport operations if the equipment is not functioning and a plan is needed to replace equipment when it is time. This requires either planning and setting aside reserve funds or funding replacement equipment purchases out of club operating funds. The cost to replace the equipment with similar used equipment is substantial and is not feasible out of operating funds. A multi-year plan is needed for equipment maintenance and replacement, and this will be some of the first work of the equipment advisory committee.

Finally, I would like to address communications. We are a small club with the work being done by volunteer members. When stuff breaks, it gets fixed by folks that see the issues, have the knowledge, and do the work. Like magic. So, thank you very much to all of you for that. I would ask that when anything breaks, that the snag and maintenance lists for the equipment on the website is updated, and any receipts are sent to the executive member responsible for equipment (currently me). This will allow the details of the repair to be noted and the invoices/bills/receipts to be reviewed and approved and forwarded to the treasurer for payment. I acknowledge that there is a tension between getting things done and keeping track of what has been done.

Nick Pfeiffer

Hangar Report

Hangars have certainly been a topic of discussion at this year's executive meetings, but we believe that we have arrived at a plan to help the airport move forward while maintaining its unique character and facilitating the storage of members' aircraft. With an influx of new members, has come an increased demand for hangar space. We are fortunate to have a field that is welcoming and affordable for its members, and we would like to keep it that way as much as possible.

Over the winter we had a partial collapse of one of the club-owned hangars. Fortunately, no one was hurt, and no metal was bent. We were able to repair the damage with help from some members, but it illustrated the urgency of dealing with these structures. I conducted an inspection of the club hangars this spring, and they are certainly in differing states of repair. Not surprisingly, the older ones to the east are in the poorest condition, and they generally improve moving westward. All could use some work to get up to a standard that I would feel comfortable storing an aircraft in. Unfortunately, the two easternmost hangars are in such poor repair, that I can only recommend tearing them down and starting over fresh. Should the members vote to keep these assets, the others can be repaired with a bit of effort and a couple trips to the hardware store. Total cost for repairs is estimated at about \$16,000 in materials and should be completed within a 5-year timeframe.

As for private hangars, there remains demand for new builds. I have prepared a draft plan for where new ones could be located, both amongst the existing infrastructure and on the south side of the field. This plan is by no means set in stone, and we welcome any and all comments. As the number of private hangars has grown, the executive has noticed the lack of rules surrounding their use. I hope that you support the amendments to the bylaws that have been proposed so that we can continue to have a field that supports the flying community we are all so lucky to be a part of.

Graham Potter