



# Board Meeting Minutes

This is a cumulative record of minutes of the Board starting in 2023. Prior to 2023, the Board almost never met. As a purely social club, we had few issues. In 2023, we purchased our first airplane. That complicated our life considerably, which required many decisions by the Board, documented here.

## April 17, 2023

Times

Location: Warrenton-Fauquier Airport

Present 5 – Beste, Campbell, three others not recorded

**Topic: Shall we become a club that owns airplanes?**

The club's board of directors met at Warrenton-Fauquier Airport on Sunday, April 17, 2023, to discuss the future direction and goals of the club. The below were approved unanimously by the board:

1. Pursue becoming an ownership flying club along the model sketched out in the April 2023 newsletter.
2. Authorized the Treasurer to apply for and pay the application fee to be placed on the Warrenton-Fauquier Airport's hangar waiting list.
3. Dispose of the old rusted-out grill and use the ones available at Warrenton-Fauquier.

Submitted by JJ Campbell, Secretary

## July 10, 2023

Times

Location: Zoom

Present 5 – Beste, Campbell, three others not recorded

**Topic: Shall we purchase the Flightstar in New Hampshire?**

The club's board of directors met via Zoom on Monday, July 10, 2023, to discuss the purchase of an airplane for club use. The below were approved unanimously by the 5 of 7 board members attending the meeting:

4. The board agreed to accept the offer of a rent-free hanger at Greenhouse (02VA).
5. The board agreed to make an offer on the Flightstar and purchase it for an amount not to exceed \$14,000 contingent on Tim Loehrke's evaluation of the logbook(s) and paperwork.
6. Stephen Beste and the Board of Directors of Flying Club 1 agreed that:
  - Steve Beste will make an interest-free bridge loan of \$14,000 to Flying Club 1 in the form of a cashier's check payable to the owner of the Flightstar airplane in New Hampshire. This will be used to purchase the airplane in the club's name.
  - Flying Club 1 will pay back the bridge loan from the donations made to the club to support the purchase of the airplane. If, by August 15, 2023, those donations do not total \$14,000, then Flying Club 1 will take out a loan for the remainder and use the proceeds to pay back the bridge loan by the end of August 2023.
7. The board agreed to suggest a \$500 non-refundable deposit on the Flightstar if the plane passes Tim Loehrke's paperwork exam.
8. The board agreed to get quotes on Director & Officers Insurance.
9. The board agreed that if the Ferry Pilot for the Flightstar needed non-owned aircraft insurance, the insurance premium would be paid by the club.

Submitted by JJ Campbell, Secretary

## July 13, 2023

Times

Location: Email

Present 7 – Bastien, Beste, Bishton, Campbell, Georges, Ooi, Whately

**Topic: Shall we hangar the new plane at Culpeper?**

Due to insurance issues, the owners of Greenhouse were compelled to retract their offer. This rendered all the previous meeting's decisions to varying degrees moot.

Steve Beste found another hangar possibility, at the Culpeper Airport. The Board had an email vote.

1. Motion: Shall Flying Club 1 co-sign a hangar lease at KCJR for \$265/month with the expectation that our co-lessor will pay \$115/month and we will pay \$150/month? The lease would commence sometime in August. The motion passed unanimously.

Submitted by JJ Campbell, Secretary

## August 22, 2023

Times

Location: Zoom

Present 7 – Bastien, Beste, Bishton, Campbell, Georges, Ooi, Whately

**Topic: Shall we purchase the M-Squared Breese?**

The club's board of directors met via Zoom on Tuesday, August 22, 2023, to discuss issues relating to the purchase of an airplane for club use. The below items were voted on by the board members in attendance at the meeting:

2. Motion: Shall the club purchase the M-Squared Breese N99VY that's for sale in Florida for \$18,000? Passed 6/-
3. Motion: Shall the club give the seller a \$500 non-refundable deposit to hold the plane through September? Passed 6/-
4. Motion: Shall the club agree to borrow \$13,000 from Steve Beste to pay for the airplane?
  - Stipulations:
    - The loan is for 5 years at 5%.
    - The first monthly payment is delayed until April 9, 2024.
    - In mid-October, Steve and the Club will re-do the loan, increasing or decreasing the principal slightly once we know what our actual acquisition costs are and what our actual donations are.
  - Passed 6/-
5. Motion: Shall the club authorize Steve Beste to spend up to \$1,800 to procure two Flycom helmets, an associated intercom box, PTT, and radio patch cord? Failed 6/1
6. Motion: Shall the club rent the airplanes dry with the exception that the club will buy the 2-cycle oil and keep a supply in the hangar? Passed 7/0
7. Motion: Flying Club membership shall be for one calendar year, each member on their own schedule. Passed 7/0
8. Motion: Flying Club membership fees shall be non-refundable with the caveat that on a case-by-case basis, with the majority of the board in agreement, a refund exception may be granted. The board will also entertain requests from members seeking a refund who find a candidate to replace them. Passed 7/0
9. Motion: Flying Club members are required to maintain Renter's Insurance with liability coverage. In addition, either their Renter's Insurance shall include Hull Coverage, or the member shall pay the club a refundable \$2,500 deposit to be held in escrow for any damages to the aircraft caused by the member. Passed 7/0

10. Motion: Shall a Flying Club membership cost \$700 per year with members paying \$35/hour to fly a club airplane? The club will supply the 2-cycle oil; the member will supply the fuel. Passed 7/0
11. Motion: Shall the flying club offer a non-renewable one-month introductory membership for \$60? Solo flights are not allowed during the introductory period and the temporary member will pay the current hourly rental rate plus fuel for hours flown. Passed 7/0

## September 3, 2023

Times

Location: Zoom

Present 6 – Beste, Campbell, four others not recorded

**Topic: Insurance, deposit, training**

The club's board of directors met via Zoom on Sunday, September 3, 2023, to discuss issues relating to the purchase of an airplane for club use. The below items were voted on by the board members in attendance at the meeting:

1. Motion: All flying members must maintain non-owned aircraft insurance with this coverage: Bodily injury: \$1,000,000. Property Damage: \$100,000. Aircraft damage minimum: \$50,000. Passed 6/0
  - This adds specific coverage amounts to our previous decision requiring insurance.
  - It also makes aircraft damage coverage mandatory.
2. Motion: All flying members must post a refundable \$2,500 damage deposit with the Club. This will not be used for routine damage repairs but will be used only if the member refuses to pay for damage they have incurred. Passed 6/0
3. Motion: Before being allowed to fly, flying members must attend a training from our Aircraft Chief: Introduction to Our Airplanes. Passed 6/0

Submitted by JJ Campbell, Secretary

## October 23, 2023

Times

Location: Zoom

Present 5 – Bastien, Beste, Bishton, Georges, Ooi, Whately

**Topic: Deposits from flying members**

### Deposit

The club's board of directors met via Zoom on Monday, October 2, 2023, to discuss the refundable amount that flying club members should deposit to cover any damage they cause to a club-owned aircraft. The below item was voted on by the board members in attendance at the meeting:

- Motion: All flying members must place a refundable deposit equal to the deductible amount of their non-owned aircraft insurance policy. Passed 5/1

Submitted by JJ Campbell, Secretary

## January 23, 2024

Times	8:00 to 9:20
Location:	Zoom
Present	5 – Bastien, Beste, Bishton, Georges, Ooi, Whately
Topic:	<b>Policies for the flying part of the Club</b>

### Secretary Mark Wood has resigned

Citing his wife's concern about Board-member liability, Mark has resigned as Secretary. He still intends to be active in the Club. He did not attend this meeting.

### Jim Heidish's yellowtail proposal accepted

Jim Heidish has proposed putting a yellow tail on the Breese with Club markings. He has researched the best technical means for doing so, and will do the work himself at his own expense. **The Board accepted his proposal.**

### Maintenance

Michael Bishton described how responsibility for maintenance is done at the Skyline Soaring Club.

- One technically-competent person is assigned responsibility for each plane. They:
- See that the aircraft is maintained to FAA standards.
- Fix – or cause to be fixed – squawks reported by pilots.

**The Board endorsed this approach.** Club member Tim Loehrke has volunteered to be our Maintenance Chief along these lines.

### Training

Michael Bishton described how training is tracked at the Skyline Soaring Club.

- The Club has a standard syllabus that all CFIs follow. The syllabus covers FAA requirements but also items peculiar to the club and its aircraft.
- As pilots demonstrate, master and are tested on syllabus items, their progress is recorded online. This lets the CFIs and the club as a whole ensure that all pilots are learning all the syllabus items.
- Pilots who have not flown in 90 days must take a check ride with a CFI before flying again as pilot in command.

**The Board endorsed this approach.** Club member and CFI Grover McCall has volunteered to be our Training Chief. He already has as an action item the creation of a training syllabus. Michael Bishton will confer with him.



## Flying Member Enrollment Steps

The Board reviewed the steps that an existing pilot will have to take to be approved to fly our airplane.

- Many of the steps are administrative – get a hard-copy notarized Liability Waiver, get a copy of the pilot’s license, BFR signoff, insurance binder, check, and so on. Set the pilot up in Flight Circle.
- The last step is approval of the pilot to fly our airplanes.

### The Board:

4. **Agreed that endorsement by two CFIs** will be necessary and sufficient to certify a pilot as eligible to fly our airplanes. No action by the Board will be required.
5. **Agreed that the administrative aspects of enrollment and certification** will be handled by a Flight Operations Chief. Michael Bishton volunteered to take on that role, at least until the program is up and running.

## Marketing

1. **Brochure.** Michael Bishton will ask Jim Heidish to create a brochure advertising our opportunities to become a flying member.
2. **Distribution.** Once we have the brochures, we’ll ask volunteers to take them local airports.
3. **Marketing Chief.** The creation of this role is deferred to later.

## March 8, 2024

Times	8:00 to 9:27
Location:	Zoom
Present	5 – Bastien, Beste, Bishton, Georges, Whately
<b>Topic:</b>	<b>Update the bylaws</b>

### Changes to the Bylaws

The Board unanimously approved a revised version of the Club bylaws. The revisions reflect our new configuration as a Club that owns airplanes. Key changes:

- **Types of members.** We will continue to have only two types of members – voting and honorary. People who fly will be voting members with *flying privileges* rather than a new type of member.
- **New staff positions**, with duties described: Flight Operations Chief, Maintenance Chief, Training Chief, and Marketing Chief.
- **Policy on airplane ownership.** We are a non-equity club, not one where members buy in and have a saleable share upon departure.
- **Policy on flying privileges.** Who gets to fly? Who says so? Revocation of flying privileges. Reversing a policy from the January Board meeting, the Board agreed that a sign-off by one CFI, not two, would be enough.
- **Annual budget.** Now that our financial affairs are a lot more complicated, the Club will now have an annual budget.

### Reimbursement for the new Breese rudder

The Board agreed to Jim Heidish's request for \$450 for his work on the new rudder for the Breese – payment to be deferred until we get some flying revenue.

## April 4, 2024

Times 8:03 to 8:26  
Location: Zoom  
Present 5 – Bastien, Beste, Georges, Ooi, Whatley  
**Topic: Approve a budget for 2024**

### Budget

Steve Beste proposed a budget for 2024. It included estimates from Tim Loehrke (for maintenance of the Breese), from Fabian Georges (for social-club expenses), and himself (for website expenses). This was the 3/26/2024 version of the budget.

**The Board adopted the 3//26/2024 budget for 2024.** It is now on the Club [website](#).