



ANNUAL GENERAL MEETING – MINUTES
November 21, 2021 – 10am in the Clubhouse and via ZOOM

1. Chairman's acknowledgement of Proxies = NO Proxies. Welcomed new members Patrick & Mike.
2. Quorum established – 17 members with 1 guest (Craig Marshall, past member) present in the Clubhouse with 5 members who joined via ZOOM.
3. Meeting was called to order at 10:19am.
4. Motion to adopt minutes for the 2020 AGM was carried (JB/DF).
5. No additions to the agenda: Motion to adopt agenda was carried (JB/RC)
6. REPORTS OF OFFICERS
 - 6.1 SECRETARY'S REPORT (adopted)
 - Suggestion was made to investigate Webex as an option to replace the EAC ZOOM account once it expires in February 2022. Webex may have a discounted rate when it is a not-for-profit club.
 - 6.2 TREASURER'S REPORT (adopted)
 - Adoption of the yearend Financials (JB/AT)
 - Presentation and adoption of Budget (JB/AT)
 - Appointment of Auditor was waived (JB/RC)
 - Reminder that Membership Dues must be paid up to go flying
 - 6.3 FLIGHT OPERATIONS REPORT (adopted)
 - Always looking for volunteers to join the committee
 - 6.4 MAINTENANCE REPORT (adopted)
 - Painting the GEKO is the next project.
 - Will be looking into an electronic CO detector for GEKO.
 - Will have old prop checked out next trip to USA to see if can be sold/put as credit.
 - 6.5 AIRPORT REPORT (adopted)
 - Runway lights being installed.
7. REPORTS OF COMMITTEES
 - 7.1 FACILITIES COMMITTEE (adopted)
 - One corner of the Hanger needs replacing and that is the main priority.

7.2 MEMBERSHIP & COMMUNICATIONS COMMITTEE

- New member Patrick Kleine volunteered to join Larry to help serve on this committee.
- Patrick is going to come up with a Communication Plan 2022 to try and boost interest in the club and drive up the membership.

8. BALLOTING / VOTING

8.1 It was agreed to vote by a show of hands in the Clubhouse and via video.

8.2 **Appointment of auditor** – not applicable

8.3 **Auditor remuneration** – not applicable

8.4 **Resolution #1** – Setting Membership Fee for 2021/2022 to \$85 (JB/AT)

Motion was carried, all in favour

8.5 **Resolution # 2** – Setting Flying Membership Fee for 2021/2022 to \$250 with all flying members required to pay a non-refundable 5hr block time at the current hourly rate of GEKO equaling \$825. The total membership fee for flying members is \$1075.

(JB/DF)

Motion was carried, all in favour.

8.6 Election of Directors and Chairperson

- No new nominations from the floor – all directors have agreed to stay on for another term.
- Dave Boisvert volunteered to continue to serve as check ride pilot under the Flight Operations Committee.
- Larry Dyke has agreed to stand in (when needed) as interim Flight Operations Director in the absence of Doug Thomas.

9. NEW BUSINESS

- Suggestion that Hull value on insurance policy be reviewed at next insurance renewal – GEKO may be underinsured at going rates for 172s.
- Discussion: Shout out to all the members to try and get more involved with the club by volunteering to organize a social, a seminar any new ideas to help the BOD and get the club together.
 - Dave Boisvert suggested a spring BBQ for all the clubs at the airport and he will donate 2 kegs of beer.
- Warranty on the new runway will expire in June of 2022 which may bring the Dragracers back to the airport.
 - Suggestion that resurrecting the Airport Advisory Committee or the User Group may be necessary to come up with plan to keep the Dragracers off the new runway.

10. INTRODUCTION OF NEW BOARD – No new directors

11. Meeting was terminated at 11:52am, lunch was served.



Elphinstone Aero Club

Chairman's Report, November 21, 2021

- After another year living with covid, wildfires and now flooding the club is functioning thanks to all the great work done by Denny, Kris, Dave. As well as all the members of this great club.
- The flying hours are down as to be expected and hopefully the next fiscal year will see an increase in memberships and flying hours
- I would like to thank the board for the work they have done this year under this trying events



Elphinstone Aero Club

EAC Secretary Annual Report - November 21, 2021

- Meeting with Jen to handover files with a brief introduction into the EAC Secretary position
- Annual Report was filed on November 29/20
- Bylaw alteration filing was completed on November 29/20 as well updates to Bylaw were posted to the EAC website.

- Letter to the District of Sechelt re: Airport Expansion was filed on Dec 11/20

- In February 2021 a 12 month Zoom Account was created in order to host online meeting for the Board of Directors once a month and EAC General meeting during COVID 19.

- A new contact list for the members of the EAC was compiled and emailed to all the members. As well the contact list was updated on the EAC website in the Members Only section.

- Colette from Glacier Air was a guest at our April EAC General Meeting providing the club providing us with a presentation on Mountain Flying. This presentation qualified all members present with the 24 month recurrence requirement.

- Pilot Information Sheets were collected and sent to the Insurance Committee to renew GEKO's insurance.

- The 2022 Tax Exemption was submitted to Denise North and accepted in May 2021



Elphinstone Aero Club

Treasurer's Report for AGM – November 21, 2021

- Club's account balance sits at \$26,181.09 as at October 31st, 2021, with a further \$43,000 sitting in term deposits (maturity dates 16Jul22 & 15Jul24), and \$26.44 in Credit Union shares.
- Banking signatories were updated following last AGM – authorized signers currently are J. Burgess, L. Gordon and D. Boisvert.
- Clubhouse cleaning invoice for \$918.71 (70% of 2021 cleaning costs) has been sent to DOS with acknowledged receipt. Payment of \$1,173.82 was received last November for the 2020 cleaning costs.
- Aircraft Insurance renewal saw a 10% increase in 2021. A further 25% increase in 2022's insurance premium is forecast.
- The Club's term deposits matured in April 2021, and were re-invested in two parts: \$33,141.48 in a one-year non-redeemable escalator term deposit, and \$10,000 in a 3-year redeemable escalator term deposit. This was to ensure funds are available for an engine overhaul in the near future, should it be required.
- GEKO flew a total of 108 revenue hours in the fiscal year (vs 140 budgeted hours).
- A reminder to Flying Members that 2022 Membership Dues must be paid prior to using aircraft.
- The 2022 Budget, approved by the BOD is attached for review.
- The Club's year-end financial statement is attached for review.
- Dashboard and usage charts are also attached for further information

ELPHINSTONE AERO CLUB

Proposed Budget November 1st, 2021 to October 31st, 2022

Item Description	Budget 2020/2021	Unaudited 2020/2021	Difference 2020/2021	Proposed 2021/2022
Revenues				
Basic Membership Dues	\$ 2,250	\$ 2,565	\$ 315	\$ 2,000
Flying Dues	\$ 3,000	\$ 3,100	\$ 100	\$ 2,500
Aircraft Cost Recovery	\$ 20,300	\$ 15,993	-\$ 4,307	\$ 15,950
Interest (Term Deposits/Shares)	\$ -	\$ 1,376	\$ 1,376	\$ -
Meal / Pop Cost Recovery	\$ 250	\$ 270	\$ 20	\$ 250
Total Revenues	\$ 25,800	\$ 23,304	-\$ 2,496	\$ 20,700
Operating Expenses				
Flight Operations				
GEKO O/H Reserve fund	\$ 3,500	\$ 2,700	-\$ 800	\$ 2,750
GEKO Fuel	\$ 6,993	\$ 5,189	-\$ 1,804	\$ 5,600
Insurance	\$ 7,000	\$ 6,950	-\$ 50	\$ 8,700
Flight Schedule Pro	\$ 425	\$ 389	-\$ 36	\$ 425
CFS / Maps	\$ 300	\$ 284	-\$ 16	\$ 300
SPOT	\$ 200	\$ 183	-\$ 17	\$ 300
Nav Canada Fees	\$ 75	\$ 71	-\$ 4	\$ 75
Total Flight Operations	\$ 18,493	\$ 15,766	-\$ 2,727	\$ 18,150
Maintenance				
A/C Repairs	\$ 4,540	\$ 4,908	\$ 368	\$ 6,500
A/C Improvements	\$ -	\$ -	\$ -	\$ -
Oil for GEKO	\$ 300	\$ 300	\$ 0	\$ 400
Cleaning Supplies	\$ 25	\$ 186	\$ 161	\$ 150
Total Maintenance	\$ 4,865	\$ 5,394	\$ 529	\$ 7,050
Facilities Committee				
Premises Insurance	\$ 1,050	\$ 1,000	-\$ 50	\$ 1,050
Utilities / Taxes	\$ 400	\$ 408	\$ 8	\$ 410
Building Repairs	\$ 3,750	\$ -	-\$ 3,750	\$ 6,500
Facilities	\$ 500	\$ 532	\$ 32	\$ 500
Septic	\$ -	\$ -	\$ -	\$ 1,000
Cleaning**	\$ 800	\$ 939	\$ 139	\$ 800
Total Facilities	\$ 6,500	\$ 2,878	-\$ 3,622	\$ 10,260
Membership & Communication Committee				
Advertising	\$ -	\$ -	\$ -	\$ 150
Printing	\$ -	\$ -	\$ -	\$ 100
Webpage maintenance & improvement	\$ -	\$ -	\$ -	\$ -
Total Membership & Communications	\$ -	\$ -	\$ -	\$ 250
General Administration				
D&O Insurance	\$ 1,150	\$ 1,103	-\$ 47	\$ 1,150
Legal Survey	\$ -	\$ -	\$ -	\$ -

Item Description	Budget 2020/2021	Unaudited 2020/2021	Difference 2020/2021	Proposed 2021/2022
Office supplies (paper, ink postage etc.)	\$ 100	\$ 246	\$ 146	\$ 250
Website & Domain fees	\$ 340	\$ 40	-\$ 300	\$ 340
Printing / Reproduction Costs	\$ 200	\$ 39	-\$ 161	\$ 200
Meals at meetings / pop	\$ 600	\$ 155	-\$ 445	\$ 400
Banking Fees	\$ 20	\$ 185	\$ 165	\$ 35
Bookkeeping / Accounting Fees	\$ -	\$ -	\$ -	\$ 250
Donations	\$ -	-\$ 25	-\$ 25	\$ -
Total Administration	\$ 2,410	\$ 1,743	-\$ 667	\$ 2,625
TOTAL OPERATING EXPENSES	\$ 32,268	\$ 25,781.41	-\$ 6,486.59	\$ 38,335
Net Income	-\$ 6,468	-\$ 2,477		-\$ 17,635



Elphinstone Aero Club

Elphinstone Aero Club

Income Statement	2021-10-31	2020-10-31	2019-10-31	2018-10-31	2017-10-31
Membership Dues	\$2,565.00	\$2,625.00	\$2,175.00	\$1,774.00	\$315.00
Flying Dues	\$3,100.00	\$3,240.00	\$2,800.00	\$1,840.00	\$4,320.00
Interest Income	<u>\$1,376.15</u>	<u>\$962.52</u>	<u>\$803.22</u>	<u>\$0.00</u>	<u>\$0.00</u>
Total Income	\$7,041.15	\$6,827.52	\$5,778.22	\$3,614.00	\$4,635.00
Expenses					
Utilities / Parcel Taxes	\$407.59	\$838.38	\$5.47	\$273.63	\$266.00
Cleaning	\$938.51	\$800.00	\$977.50	\$195.00	\$365.00
Bank charges	\$186.04	\$20.97	\$28.50	\$229.32	\$93.60
Bookkeeping	\$0.00	\$668.85	\$1,150.00	\$0.00	\$0.00
Printing / Reprographics	\$39.20	\$35.84	\$838.19	\$198.45	\$0.00
Donations	\$0.00	\$0.00	\$500.00	\$300.00	\$0.00
Insurance - Premises, D&O	\$2,217.67	\$1,991.67	\$1,875.00	\$1,875.00	\$1,110.00
Miscellaneous	<u>\$717.35</u>	<u>\$1,022.26</u>	<u>\$2,965.10</u>	<u>\$3,762.04</u>	<u>\$1,993.22</u>
Sub-total:	\$4,506.36	\$5,377.97	\$8,339.76	\$6,833.44	\$3,827.82
GEKO					
R&M	\$5,394.46	\$8,444.33	\$8,505.37	\$12,800.92	\$4,120.67
Upgrades	\$0.00	\$9,001.99	\$10,165.96	\$0.00	\$0.00
Insurance	\$6,650.00	\$4,850.00	\$3,350.00	\$3,591.80	\$4,160.00
Bookings	\$396.45	\$394.80	\$324.88	\$265.26	\$468.47
Nav Can and CFS	\$339.41	\$363.45	\$246.50	\$272.61	\$82.48
SPOT subscription	\$12.18	\$215.71	\$222.72	\$0.00	\$0.00
Cost Recovery - Aircraft	<u>-\$8,033.86</u>	<u>-\$17,853.30</u>	<u>-\$21,243.17</u>	<u>-\$24,325.40</u>	<u>-\$16,307.65</u>
Sub-total GEKO:	\$4,758.64	\$5,416.98	\$1,572.26	-\$7,394.81	-\$7,476.04
FWXN					
R&M				\$1,005.14	\$2,823.47
Insurance				\$605.20	\$1,715.00
Bookings				\$265.26	\$67.61
Nav Can and CFS				\$317.68	\$82.48
Cost Recovery - Aircraft				<u>-\$868.39</u>	<u>-\$846.35</u>
Sub-total FWXN:				\$1,324.89	\$3,842.21
Total expense	\$9,265.00	\$10,794.95	\$9,912.02	\$763.52	\$194.00
Income(Loss)	-\$2,223.85	-\$3,967.43	-\$4,133.80	\$2,850.48	\$4,441.00
Loss on sale of Fixed Asset (WXN)	\$0.00	\$0.00	\$0.00	-\$44,386.49	\$0.00
Adjustment to balance BS	\$455.52		\$1,074.67	-\$496.63	-\$1,084.13
Revised Income (Loss)	-\$1,768.33	-\$3,967.43	-\$3,059.13	-\$42,032.64	\$3,356.87



Elphinstone Aero Club

Elphinstone Aero Club

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Elphinstone Aero Club Dashboard

Status Update October 31, 2021

A. Aircraft hours

	Budget	YTD	YTD-2020	TTSO	TBO	Remaining
GEKO	140	108	266.3	1795.5	2000	204.5
Non-Rev	-	2.3	0.9			

B. Income

	Budget	YTD	over (under)
Dues	\$ 5,250.00	\$ 5,665.00	\$ 415.00
GEKO	\$ 20,300.00	\$ 15,894.30	\$ (4,405.70)
Interest	\$ -	\$ 1,376.15	\$ 1,376.15
Misc.	\$ -	\$ -	\$ -
Totals:	\$ 25,550.00	\$ 22,935.45	\$ (2,614.55)
<i>Aircraft usage rates/hr</i>			
GEKO	\$	145	\$165 as of Oct. 18,

C. Overhaul Reserves

GEKO	#	\$ 29,706.50	@ Oct31, '20
GEKO		\$ 2,700.00	current year
Total:		\$ 32,406.50	
Surplus:			
<i>Engine overhaul reserve rates/hr airtime</i>			
	\$	25.0	

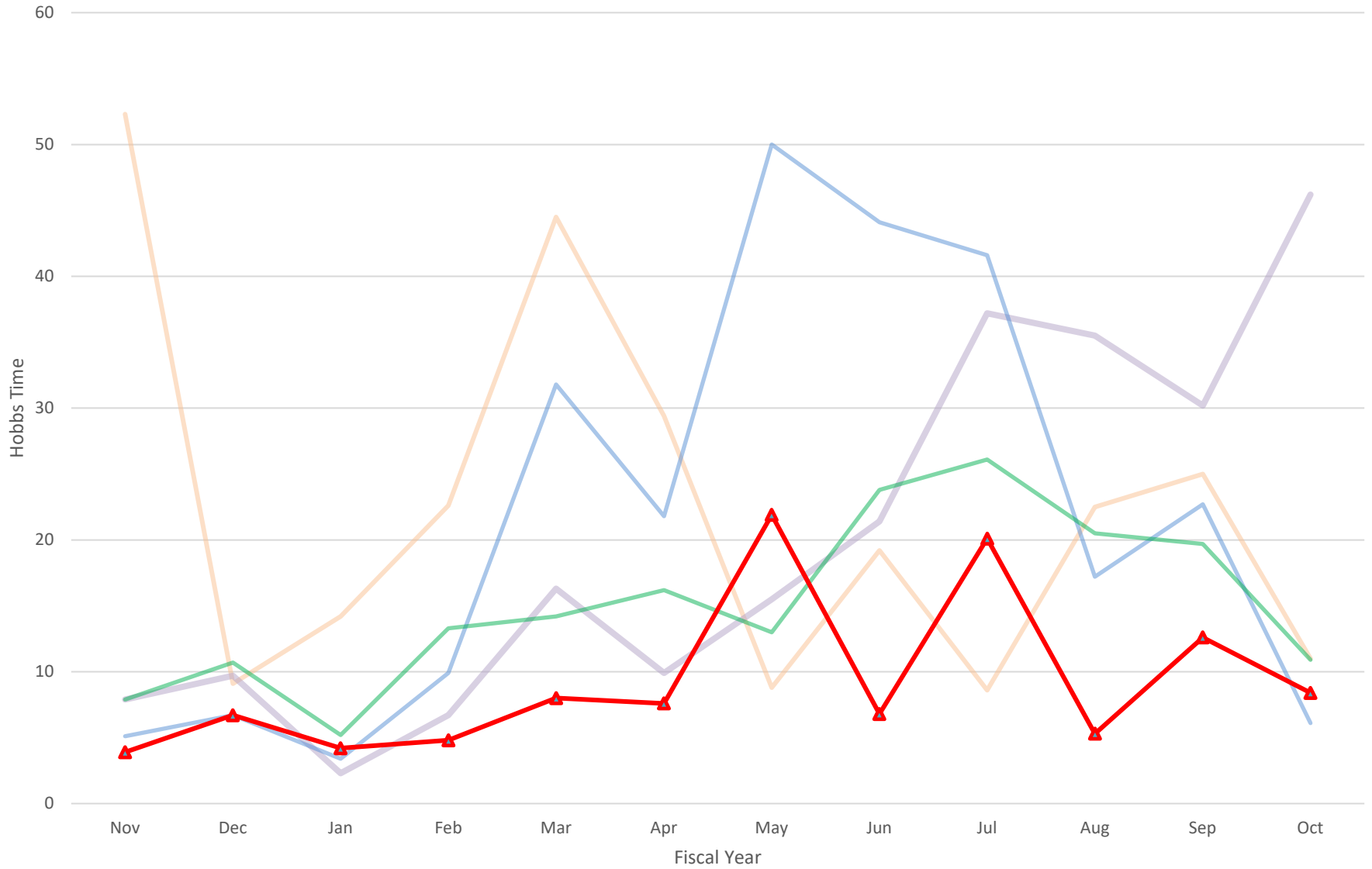
D. Expenses

	Budget	YTD	Over (Under)
Buildings and Admin			
Utilities / Parcel Taxes	\$ 400.00	\$ 407.59	\$ 7.59
Facilities, office & misc.	\$ 6,200.00	\$ 717.35	\$ (5,482.65)
Cleaning	\$ 800.00	\$ 938.51	\$ 138.51
Bank fees	\$ 20.00	\$ 186.04	\$ 166.04
Accounting Consulting	\$ -	\$ -	\$ -
Building maintenance	\$ 5,490.00	\$ -	\$ (5,490.00)
Insurance			
GEKO	\$ 7,000.00	\$ 6,950.00	\$ (50.00)
Premises	\$ 1,050.00	\$ 1,000.00	\$ (50.00)
D&O Liability	\$ 1,150.00	\$ 1,103.00	\$ (47.00)
Aircraft Maintenance			
GEKO	\$ 4,865.00	\$ 5,394.46	\$ 529.46
Misc. Aircraft Costs			
FSP / SPOT	\$ 625.00	\$ 389.23	\$ (235.77)
CFS/Maps/Nav Can Fees	\$ 375.00	\$ 354.56	\$ (20.44)
GEKO Upgrades	\$ -	\$ -	\$ -
Totals:	\$ 27,975.00	\$ 17,440.74	\$ (10,534.26)

E. Cash statement

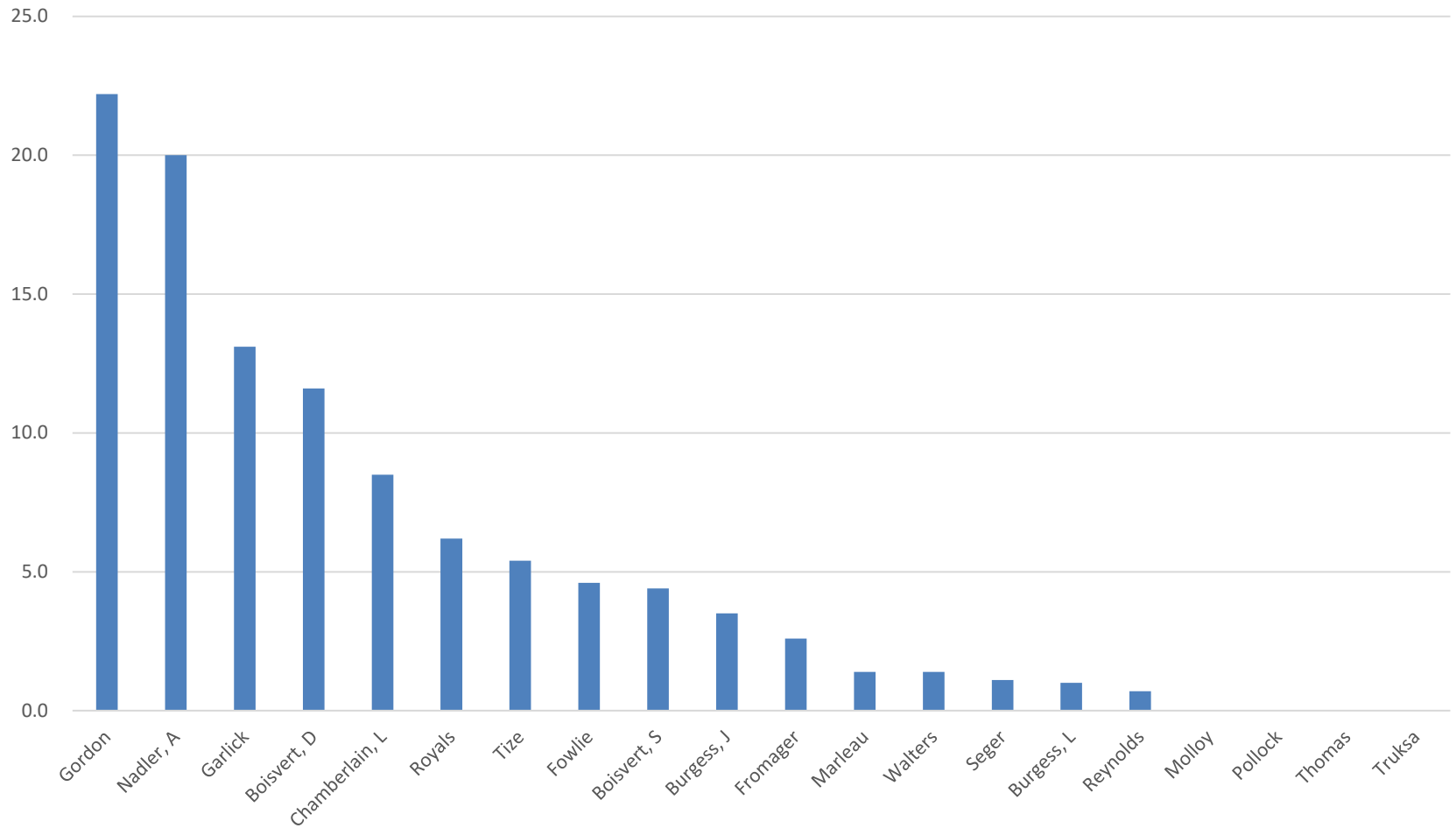
2020 Year End Balance	\$ 68,928.85	Member dep.:	\$ 1,181.29	Pending Paymts:	\$ 761.89
Last Month's Balance	\$ 70,173.60			Pending Deposits	\$ 1,174.13
Month End Balance	\$ 69,207.53			Total:	\$ 68,438.48
		O/H reserves:	\$ 32,406.50	Remainder:	\$ 36,031.98

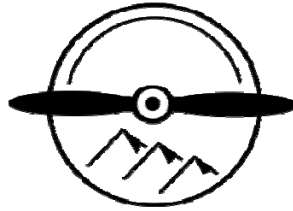
GEKO Usage: 2020-2021 - Compared to last 4 years



— 2020 Flight Time — '2019 Flight Time — '2018 Flight Time — 2017 Flight Time —▲ 2021 Flight Time

Fiscal 2021 Aircraft Usage per Flying Member





Elphinstone Aero Club

Flight Operations Committee Report, November 21, 2021

- Members of the committee are Doug Thomas and Chris Royals. There were no committee meetings held during the year due to the virus and the lack of urgent issues.
- Earlier in the year, attempts to arrange a safety seminar with Transport Canada failed to produce results – another victim of the virus. Subsequently Colette Morin from Glacier Air conducted a safety seminar in April for EAC members.
- The batteries for the SPOT device were an issue last March. The correct batteries for the SPOT device are four (4) Triple A Energizer Ultimate Lithium Batteries. Also, the firmware for the device was updated at that time.
- A minor incident regarding the operation of GEKO that occurred in July was resolved.
- A review and discussion of policies and procedures relating to the use of GEKO was conducted on August 22 and September 11, 2021. Members unable to attend were advised of these policies and procedures by Dave Boisvert.
- As of November 1, 2021, the Club has ten flying members who are current and eight who are not current.
- I would like to thank the flying members for their cooperation in keeping their documents up to date.

Respectfully submitted,
Doug Thomas
Director of Flight Operations



Elphinstone Aero Club

Maintenance Report, November 21, 2021

Maintenance is based on airtime, not flight time.

To date (16 Nov 2021) C-GEKO has flown 80.7 hrs this year and has 58.4 Hrs remaining to the next Annual/100 hr inspection.

The following items beyond routine maintenance were done:

1. Transponder spike antenna replaced with blade.
2. New propeller with associated parts installed.
3. New windshield installed.
4. Cowls and fuselage painted fwd of doors.
5. New alternator drive belt installed.
6. Tires replaced due to excessive local wear.
7. Vacuum pump replaced after failure.

Hopefully the last high cost item to be replaced as preventative maintenance is the muffler. Chris Royals has donated an Acorn rebuilt muffler and it is hoped it can be installed without replacement of the other associated parts. If risers, clamps, and shroud will also require replacement the cost will rise to the range of \$1000.00 to \$2500.00.

Kris Reynolds
Director of Maintenance.



Elphinstone Aero Club

Airport Report, November 21, 2021

- Wind sock went missing from 29 as a result of heavy winds in December of 2020
- The fob for the gates stopped working Dec 31/2020 and a new system was installed that now requires a card instead of the fob.

- The Airport Expansion crews started working around the airport in April 2021 and a new system was installed that now requires a card instead of the fob.
- A NOTAM was put in place to notify everyone of the runway closure that took place from May 30, 2021 to June 12, 2021

- Construction was ongoing to the approach of 30 and 12 with the removal of trees by the District of Sechelt
- Blasting was also done to remove large rocks
- The fob for the gates stopped working Dec 31/2020 and a new system was installed that now requires a card instead of the fob.

- Jake's construction using the Manager's Office inside the Clubhouse Mon-Fri; being very respectful and cleaning up.
- Runway lighting project still going ahead; the wiring conduit is going in with the pulpits; this should be completed mid-December. The installation of the lights is expected to happen in January.
- The field drainage has been tied together
- The trees to the SE of runway have been chopped down and material mulched up all the way to the fence line along runway 30 centerline. Maintenance of this cut is being put into the airport budget as a biennial event.
- Hoping to have the CAT clear scrub and conifers by taxi-way A on the north side of runway to increase margin by roughly 30f



Elphinstone Aero Club

Facilities Report, November 21, 2021

- The clubhouse will need some attention in the next fiscal year with a focus on the siding around the hanger and support columns requiring replacement.
-
- We need volunteers to help take on projects in the near future to maintain the facility



Elphinstone Aero Club

Communications Report, November 21, 2021

Ground school in an hour

A possible activity for an Aero Club open house or school classroom. The objectives would be to inform participants of the basic steps in earning a pilot's license and to dispel common misconceptions about small aircraft.

How an aircraft flies:

Operation of a wing - model wing demonstration

The concept of stability - model aircraft

The propeller - show resemblance to a wing

The engine - emphasize differences from an auto engine

-Could we have a prop and engine on hand?

Gliding and landing (much the same) - emphasize that the engine stopping does not mean the plane falls to Earth. Hint: watch the next plane that lands at Sechelt – It's gliding.

Flying somewhere: Planning a flight, for example - Sechelt to Princeton

Get out the charts - Vancouver VNC and VTA

Checking the weather - perhaps a big blow-up of a GFA, distinguish between VFR and IFR, but emphasize the range of information available

The idea of groundspeed vs airspeed - simple demonstration to show affect of headwind or tailwind

Filing a flight plan - speaking with a briefer, show CFS

Speaking with ATC