

# AGENDA

- CLUB UPDATE
- NEW RULES
- FLIGHT CIRCLE
  - New scheduling restrictions
  - New Guard Shack procedures
  - Payment due at conclusion of flight
- QUESTIONS?

# Congratulations!!!



Yohan Auguste IFR Rating



Prat Karunakaran IFR Rating

# **CLUB UPDATE**

- Aircraft
  - 183 average flight hours of 50 hrs./month
  - 184 average flight hours 30 hrs./month
  - 184 GTN650's
  - 184 Paint (Q4 20109)
  - 184 Interior (Q4 2019)
- 27 Corporate Members (Piper Employees)
- 12 General Members
- 8 Active Instructors. Welcome Marvin Toepfer!
- Website
- Rates
  - \$35 per hour (Corporate member / "Piper Employee")
  - \$125 per hour (General member)
  - \$25 per hour flight/ground instruction
  - Fuel reimbursement maximum @ \$5.50 / gallon

#### **OFFICERS**

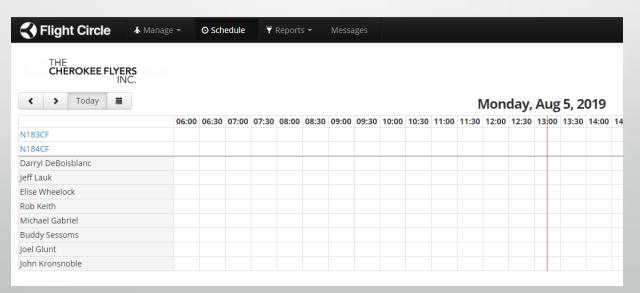
- Alex Romo, President
- Buddy Sessoms, Vice President
- Mike Melachrinos, Secretary
- Eric Wright, Treasurer
- Jacob Matzinger, Director of Operations
- Jeff Lauk, Director of Education
- Mitch Kuss, Director of Safety
- Jerry Carlon, Director of Membership
- Travis Stephens, Asst. Treasurer
- Prat Karunakaran, Asst. Dir. Operations

# New Rules – Effective Immediately

- 183 will be mainly dedicated for flight training
- 183 restricted to TWO hour blocks in support of increased availability for training
- 184 will be dual purpose
- Primary Training: Joel Glunt, Elise Wheelock, Darryl DeBoisblanc, Buddy Sessoms, Jeff Lauk, Marvin Toepfer. Private Pilot training during daylight hours.
- Advanced Training: Michael Gabriel has agreed to perform Instrument / Commercial training.
- Any instructor with a CFII can perform instrument training at night
- Private Pilot students with a passing and valid written will receive priority for training
- Instructors will evaluate student's progress and motivation during training and assess any required actions with the Chief Flight Instructor
- The Policies and Procedures will be updated once these rules are run through a trial period

#### FLIGHT CIRCLE

- The switch to Flight Circle will happen at the conclusion of this meeting
- All reservations and payments will be via credit card in Flight Circle
  - New scheduling and "dispatch" procedures
- Payments will be due at the conclusion of flight via Flight Circle
  - Fuel reimbursements to be credited after submittal of receipts (per policies and procedures)
- Membership dues will be charged monthly via Flight Circle starting September 1<sup>st</sup>
- Flight Schedule Pro will remain open for a minor overlap but will be deactivated in the near future



### FLIGHT CIRCLE SCHEDULING

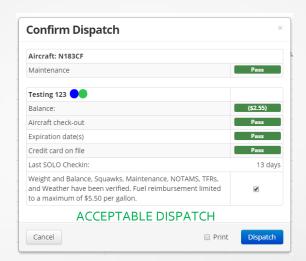
- To be able to schedule an aircraft, the following must be true:
  - Must have A/C specific check out on file (Check ride in 183 & 184)
  - Medical Certificate must be current
  - BFR must be current (or 90 day solo endorsement for student on file)
  - Account must not have past due balance
    - If no credit card on file, dues will be charged to account
  - Limit of 3 future reservations
  - TSA clearance on file (required for training pilots)

#### FLIGHT CIRCLE DISPATCHING

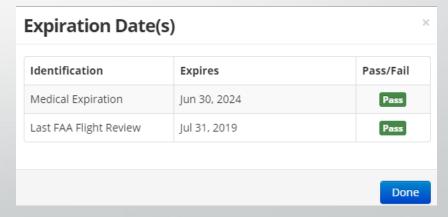
 A tablet will be available at the guard shack to log onto Flight Circle and view your reservation (may also be done on personal device)

Note: Tablet will remain in the guard shack at all times.

- The following must be "green" in order to fly
  - A/C specific check out on file (Check ride in 183 & 184)
  - Aircraft maintenance in good standing
  - Expiration dates:
    - BFR must be current (or 90 day solo endorsement for student on file)
    - Medical certificate must be current
  - Valid credit card on file
- These can be checked prior to arrival, but all "green" must be shown to the Guard to receive the aircraft keys.





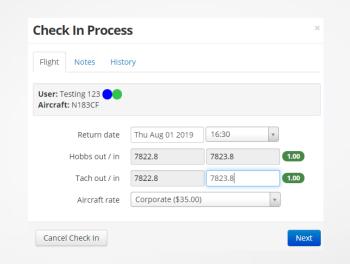


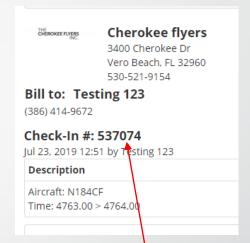
#### FLIGHT CHECKOUT PROCEDURE

- As stated before, all "green" must be shown to the Guard to receive the aircraft keys.
- Paper log will need to be filled out as usual
  - Minor revisions made to log
    - Route added
    - Hobbs OUT added
    - Added Check-In number this is available on the invoice/receipt
    - Removed phone number
      - Make sure Flight Circle phone number is current

## FLIGHT CHECK IN PROCEDURE

- Return keys to guard shack
- Paper log filled out for returning Hobbs and time in
- Check in aircraft on Flight Circle via personal device or tablet
- Make payment
- Add Check-in number from payment to paper log
- Send picture of receipt to Travis Stephens for offsite fuel reimbursement credit:
  - <u>Travis.Stephens@piper.com</u>
  - Email any officer as back up.





Cherokee Flyers, Inc											
Key Checkout Log											
										1	
Route	Aircraft	Person Issued To	Date Issued	Time Issued	Issued By	Date Returned	Time Returned	Hobbs Out	Hobbs In	Check-In No.	Received By

# **ACTIONS FROM YOU**

- Verify items on your Flight Circle account that may prevent scheduling
  - If missing or incorrect, contact an officer to update it.
- Add Credit card to Flight Circle account
- Use Flight Circle moving forward
- Enjoy flying and stay safe!

#### Questions?

alex.romo@piper.com
Cherokeeflyersinc@gmail.com

cell 772-643-1414 office 772-299-2004

Visit <a href="https://www.cherokeeflyers.com/">https://www.cherokeeflyers.com/</a> for general information and resources.