



Jeppesen Employees Flying Association

13 November 2007

Agenda

- President – Ken Eiken
 - Current Board
 - Elections
- Treasurer – Andy Longbrake
- Ops – Ken Shockley
- Safety
- Training – Scott Kennedy
- Membership – Karen Hitchcock
- Communications – Charles Rush
 - JEFA Survival Kits



Current JEFA Board of Directors



Ken Eiken
President



Andy Longbrake
Treasurer



Karen Hitchcock
Director of Membership



Alex Pufahl
Director of Safety



Scott Kennedy
Director of Training

These are your board members today.

JEFA Board of Directors



Ken Shockley
Director of Operations



Nick Newby
Director of Asset Management



Karen Hitchcock
Secretary



Charles Rush
Director of Communications

Board Elections President

(currently held by Ken Eiken)

The following duties shall apply:

- (a) Preside at all business meetings or nominate a delegate.
- (b) Appoint committees not otherwise provided for, and fill vacancies.
- (c) Oversee and coordinate the efforts of all major committees.
- (d) Attend all meetings that require JEFA management representation or nominate a delegate.
- (e) Provide the tie-breaking vote on all decisions that have tie votes.
- (f) Act as Chair of the Incident/Accident Committee (if required) and the Election Committee.
- (g) Contribute to the JEFA newsletter.
- (h) Perform other duties as his office may require.
- (i) Delegate responsibilities as required.

NOMINEES:

Alex Pufahl

Board Elections

Director of Membership

(currently held by Karen Hitchcock)

The following duties shall apply:

- (a) Recruit, retain, and grow a healthy JEFA membership.
- (b) Manage an up-to-date membership roster and membership report.
- (c) Contribute to the JEFA website.
- (d) Resolve all membership issues.
- (e) Contribute to the JEFA newsletter.
- (f) Delegate responsibilities as required.
- (g) Participate in bi-weekly JEFA Board meetings.

NOMINEES:

Karen Hitchcock

Board Elections Secretary

(currently held by Karen Hitchcock)

The following duties shall apply:

- (a) Keep the minutes of all meetings and keep a copy of those minutes in an approved location.
- (b) Prepare and distribute meeting agendas.
- (c) Handle all JEFA correspondence, helping in writing and/or editing proposals or other documents that members of the board of directors make on behalf of the organization.
- (d) Remain apprised of the status and location of all aircraft maintenance records to serve as a backup in the absence of the Director of Operations; maintain backup of electronic files, and audit maintenance records periodically to verify completeness and accuracy.
- (e) Responsible for all aspects of voting on governing documents.
- (f) Record and announce election results.
- (g) Delegate responsibilities as required.
- (h) Participate in bi-weekly JEFA Board meetings.

NOMINEES:

Suzanne Chance



Board Elections Director of Operations

(currently held by Ken Shockley)

The following duties shall apply:

- (a) Supervise and arrange for all Association flight activities, and maintain an operations schedule.
- (b) Responsible for use of aircraft in accordance with established JEFA rules.
- (c) Ensure proper maintenance of JEFA aircraft.
- (d) Act as Chair of the Rules Committee.
- (e) Contribute to the JEFA newsletter.
- (f) Delegate responsibilities as required.
- (g) Participate in bi-weekly JEFA Board meetings.

NOMINEES:

Ken Shockley

Board Elections Director of Training

(currently held by Scott Kennedy)

The following duties shall apply:

- (a) Select and work in coordination with the Chief Flight Instructor in all aspects of training.
- (b) Assist the Chief Flight Instructor in establishing requirements and curriculum for all check rides, cross-country qualifications and operations.
- (c) Select and direct the actions of the clubs Flight and Ground Instructors.
- (d) Conduct quarterly instructor meetings to ensure they operate in compliance with FAA, TSA and JEFA rules and regulations.
- (e) Establish and enforce standard instruction methods to be followed by all instructors.
- (f) Coordinate or conduct instructor checkouts, member phase checks and simulated check rides.
- (g) Establish comprehensive training programs for pilots and non-pilots that meet JEFA member needs.
- (h) Coordinate and participate in the creation and facilitation of ground schools.
- (i) Coordinate or conducts Discovery Flights for possible new members.
- (j) Coordinate with flight instructors and check pilots to ensure a high level of pilot proficiency is attained and maintained by all JEFA members.
- (k) Serve as liaison to the Director of Operations and the Director of Safety to ensure compliance with safety and operational rules.
- (l) Assist the Director of Safety in the review and corrective action of any safety related incident.
- (m) Coordinate and conduct ground seminars and discovery flights during the annual JEFA Open House.
- (n) Participate and help conduct bi-monthly members meetings.
- (o) Participate in bi-weekly JEFA Board meetings in an effort to effectively grow and mature the flight club as a whole.
- (p) Act as Chair of the Training Committee.
- (q) Contribute to the JEFA newsletter.
- (r) Delegate responsibilities as required.

NOMINEES:

Mark Smith, Theresa Nelson, Drew Chitica

Finance

September Airplane Usage

Percent of target is based on business plan usage of 40 tach hours per month

| Aircraft | Tach Time | Hobbs Time | Percent of Target |
|----------|-----------|------------|-------------------|
| • N505JF | 18.1 | 26.6 | 45% |
| • N2477J | 42.3 | 56.2 | 106% |
| • N20JA | 30.9 | 40.1 | 75% |

Finance

October Airplane Usage

Percent of target is based on business plan usage of 40 tach hours per month

| Aircraft | Tach Time | Hobbs Time | Percent of Target |
|----------|-----------|------------|-------------------|
| • N505JF | 36.8 | 51.4 | 92% |
| • N2477J | 38.5 | 52.1 | 96% |
| • N20JA | 46.3 | 60.0 | 115% |

Alex broke ground this month for the club by getting Jeppesen to allow personal flying for business travel. 11 of the hours for 505JF came from Alex's XC to Phoenix for a business trip. Travel must be approved by Mark Van Tine..

Finance

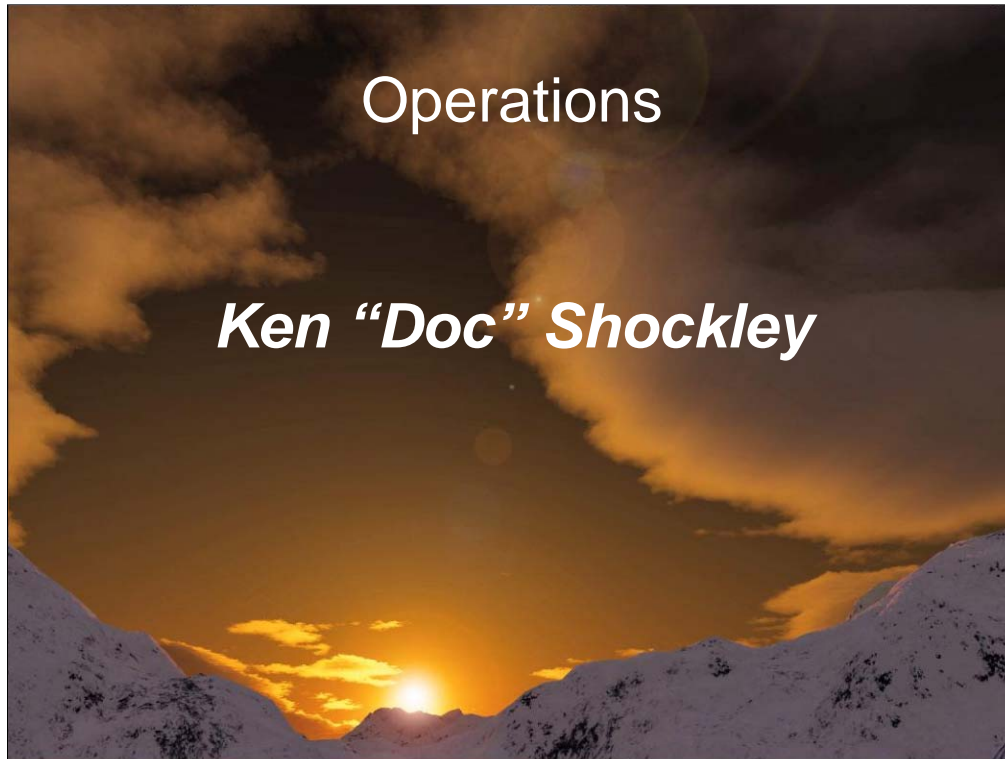
Block Time!



It would work something like 20 hours for \$1000...what do people think about buying block time?

Prices are still to be determined...just want to put the idea out there to get member thoughts.

Email John.Longbrake@jeppesen.com with your thoughts (John "Andy" Longbrake).



Thanks to everyone that came out for the plane washing this past weekend...we need to keep the planes clean. Please, if you can, wipe the planes down with a sponge and water. There's a sponge and water in the lock box Diamond lock adjust cable broke again. Gust lock is now in there...on the pilot side. Pedals are set to half-travel.

DA40 cover...throwing the cover over the windshield is causing scratches. No need to always cover the plane...we have covered parking now. Cover was bought when we weren't under covered parking.

Courseware is going to start paying us to use our club DA40...usage hours will usually be 9am to 3pm Mon - Fri...it's club revenue. But we don't want to take away flying opportunities from club members. If this starts to interfere with club members wanting to fly, during the week, speak up. Liz Kailey is the name that Courseware reservation will most likely be under. If you see her on the schedule and want to fly, you might want to call her and see exactly when she'll be using the plane. It's like she won't actually need the plane for the six hours blocked on the schedule.

How do members feel about the club buying a twin Comanche? We don't want to buy it if members don't want to fly it. Doc's looking at ways to make this plane affordable to members. Doc is still working on the insurance... nothing is a done deal yet...we're exploring. But we'd like to know what club interest is like. Wild guess \$140 an hour...depends on insurance and fuel prices.

\$4.50 a gallon for fuel today...we can save the club money by buying self-serve

77J has updated databases now! Thank you Drew Kurry.

Wheelpants are coming off the planes! This will be for the winter.



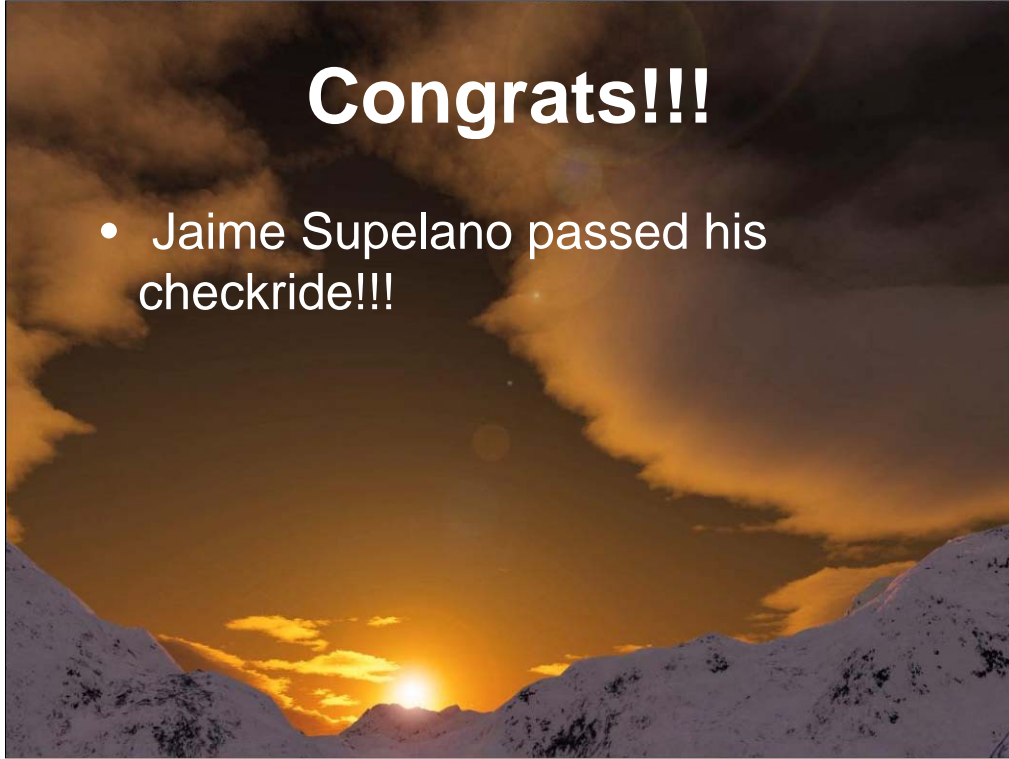
Jaime Supelano just got his PPL! Congrats to him.

New instructor: Tyler Bachelder! He's available to day time instructing (he works at night)

Working on G1000 ground school by the end of the year.

Congrats!!!

- Jaime Supelano passed his checkride!!!



Membership

A Look at Our Membership...

- 64 active members!
 - 55 Jeppesen employees
 - 9 guest members
- 20 students
- 13 instructors

Communication

- Here's your JEFA Survival Kit...



Charles introduced the survival kits that are in baggage compartments of the planes. They weight 9 lbs. The contents is not intended for you to just use...the contents is intended for emergency use only.

Know what is in the kits AND how to use it. Much effort went into putting these kits together. Suzanne Chance is working on the medical portion of the survival kits.

Hope you never have to use these!



Alex Pufahl is new club president
Ken Shockley is director of operations
Suzanne Chance is secretary
Mark Smith is director of training
Karen Hitchcock is director of membership