

Monmouth Area Flying Club, Inc.
Member Addendum

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1. Preface

This document is a guide for members of the Monmouth Area Flying Club ("MAFC"), hereafter referred to simply as the "Club". This guide consists of the names and phone number of club officers and crews, logistical information about the clubhouses, and operation of the airplane scheduling system.

2. Elected Officers

As of January 2007, the principal Club officers are:

- President: Dave Pathe.
- Vice-President: Ed Chromczak.
- BOT Members: Mike Bernicker, Chet DeVito, Eric Doeler, Maria Esparraguera, Steve Krapes, Art Templeton, Dave Trulli, Ken Ward, Neil Wilson.

The duties of the elected officers are spelled out in the bylaws.

3. Appointed Officers

As of January 2007, the appointed officers are:

- Treasurer: Ken Ward
- Assistant Treasurer: Mike Bernicker (incoming payments).
- Membership Officer: Eric Doeler
- Operations Officer: Ed Chromczak
- Safety Officers: Neil Wilson
- Chief Flight Instructor, Chief Pilot: Joe Holt
- Maintenance Officers: Chet DeVito, Assistant: Art Templeton
- Avionics Officers: Steve Krapes, Assistant: Dave Trulli

Crew Chiefs are posted on the MAFC scheduling system, www.aircraftclubs.com

4. Scheduling Aircraft

www.Aircraftclubs.com is the official scheduling system for reserving MAFC aircraft.

RESERVATIONS: Airplane reservations are made by calling the MAFC designated scheduling system or by accessing the scheduling system using a computer. Aircraftclubs.com provides both Internet and telephone scheduling. Instructions on how to make reservations are described below.

Note: Leaving a message on the Clubhouse answering machine is not a valid reservation.

NOTE: IF YOU MAKE A RESERVATION AND CHOOSE TO NOT FLY, THEN YOU MUST CANCEL YOUR RESERVATION SO THAT OTHER CLUB MEMBERS CAN USE THE AIRCRAFT. FAILURE TO CANCEL YOUR RESERVATION WILL RESULT IN A FINE. AS A COURTESY, YOU SHOULD CONTACT THE NEXT PERSON THAT HAS RESERVED THE AIRCRAFT AND TELL THEM THAT THE PLANE IS AVAILABLE.

IF YOU RETURN FROM YOUR FLIGHT WITH MORE THAN 45 MINUTES REMAINING ON YOUR SCHEDULED RESERVATION, YOU ARE REQUIRED TO CANCEL YOUR RESERVATION.

INTERNET SCHEDULING: www.aircraftclubs.com has an intuitive web site for looking at the current aircraft reservations and creating, editing, or deleting your reservations. The web site also supports BACKUP RESERVATIONS that allow you to make a standby reservation for a plane that is already reserved by another pilot. If that pilot cancels the reservation, then your standby reservation instantly becomes the active reservation and you are alerted via email. If you don't have an email

address on file with Aircraftclubs.com, then you will have to periodically check the scheduling system to see if your backup reservation has become the active reservation.

Access:

- Ø Go to <http://www.aircraftclubs.com>
- Ø Click on **Club Calendar**
- Ø On Logon Page, Club ID: **MAFC** Also enter your First name, Last name, and Web password. The initial value for your Web Password is sent to you as part of your membership welcome package.
- Ø After your first logon, go to "My Profile" to customize your profile (e.g., change your Password and voice PIN, select your favorite View, etc). Note: The Voice Pin cannot start with 0.

Tips:

- Ø Since you are using the Internet, the assumption is that you have an email address. Make sure that you have your current email address registered with Aircraftclubs.com. If you have a cell phone or pager that accepts email text messages, then you can register that address with Aircraftclubs.com to direct your Backup Reservation alerts on to your cell phone/pager.
- Ø Since the web site uses frames, it is best viewed with Microsoft Internet Explorer. Netscape does not handle frames as well.
- Ø Privacy Warning: The web site passwords and voice pins are visible to MAFC administrators and crew chiefs.

TELEPHONE ACCESS: The aircraftclubs.com phone system allows you to call toll-free from any phone (except a pay phone) and access the same schedules you view on their web site.

How to access the scheduling system:

- Ø Call **1-866-831-8600**
- Ø When you hear "Welcome to Aircraft Clubs voice scheduling system", say or enter your 5-digit Pilot ID, wait a few seconds, then enter your 4-digit Voice PIN. The initial value for your voice PIN is the MAFC combination lock code.

The telephone system has three options: Read Schedule - reads the schedule for a resource, Reserve a Resource - make a reservation, and Cancel a Reservation - deletes a reservation.

To select an option, simply say the option, like "Read Schedule". You may say only "Read", "Reserve", or "Cancel" if you wish, or use the keypad and enter 1, 2, or 3. You may say "help" at anytime for more assistance. When entering a date, you may say the month and day, like "December tenth", or you can use the keypad and enter "one, two, one, zero" for December 10. You can also say "today", "tomorrow", or days of the week, like "Tuesday". The system will always interpret these on a forward basis. Date selections can be up to one year ahead. If it's currently November and you enter February fifteenth, the system will interpret the February date as being the following year. When entering a time, say the hour, minute, and AM or PM, like "eight thirty AM". If you forget the AM or PM, you will be prompted for it. The system supports barge-in. This means as soon as the voice begins asking you for a response, you can barge-in with your answer. You do not need to wait until the end of the question to give your answer.

Tips:

- Voice recognition technology doesn't work well over speakerphones – too much noise.
- When on a weak phone connection, such as is common with a cell phone, you'll have better luck entering the numeric entries on the keypad (pilot id, voice pin) rather than speaking them.
- When speaking, enunciate clearly with slow, deliberate, assertive words. Try to answer all questions with as few words as possible. For example, when asked, "Enter the month and day of your reservation", responding with "*Sunday*" or "*September 22nd*" is ideal. Responding with "*Well, I think I would like to fly on the 22nd of September*" is not good.
- All MAFC planes are in the phone system. The order and names are: 67888, 48231, SkyHawk, Archer, Arrow, and Simulator. To identify a plane, you can either say the name (e.g. Arrow), or enter the positional value (press or say '1' for 67888, '2' for 48231, etc).

- You can log in with an automated phone dial-up and then simply speak your reservation, using relative terms (e.g., tomorrow, Thursday). This assumes your phone automation system has pause capability.
- The Voice PIN can only be changed via the aircraftclubs.com web site. If you don't have Internet access and you want to change your Voice PIN, then submit a MAFC Pilot Database Update Form and provide a new 4-digit PIN. Note: The Voice Pin cannot start with 0.

5. Airport Logistics

LOCATION: The Club is located at Lakewood Airport. All 5 aircraft and the clubhouse trailer are located at the airport.

DIRECTIONS: To get to Lakewood Airport from the Parkway Southbound, take Exit 89 to Rt. 528 West. (Left turn at light on Airport Road) Lakewood Airport is on your left. A gravel road on the right immediately after you turn onto the Airport property leads back to the MAFC Clubhouse that is located in a white trailer behind the Civil Air Patrol trailers. From the Parkway Northbound, take exit 90 to Rt. 549 South. Make a right turn at the Rt. 70 intersection (westbound) and then a rather quick right onto Rt. 528 Westbound (Cedar Bridge Rd). Cross over the parkway and past the next traffic light. The airport is on your left.

CLUBHOUSE: There is a combination lock on the Clubhouse door. The combination is available from your sponsor or instructor.

LOCKBOXES: There are three double-combination lockboxes near the planes at Lakewood. Oil, rags, an air pump and preheat equipment should be in the box. Books and slips should be kept in the Clubhouse. The combination for the lockboxes is available from your sponsor or instructor.

SAFETY PRECAUTIONS DURING FUELING: It is common for planes to build up a static charge while flying. If the first item to ground the charge is a fuel nozzle, then there is a high risk that the static discharge will ignite the fuel. This is bad. Grounding clamps are used to discharge the static safely. Make sure that the grounding clamp is connected to the plane before bringing the nozzle to the plane. Connect the clamp to the front gear or to the exhaust pipe. Keep the grounding clamp connected as long as the pump is operating. Remember that the grounding clamp is the first thing connected and the last thing removed. Also, never turn on a flashlight near an open fuel tank. The spark that initiates the light is sufficient to ignite fuel.

LAKWOOD PROCEDURES: When you have a scheduled flight, go to the Clubhouse for the book and **sign the plane out**. If you need fuel, ask someone in the FBO. We have credit cards at Lakewood and the FBO will take care of the credit card slips. If the FBO gives you a receipt, take it to the clubhouse and put it in the Gas Receipts box. When you are finished flying, sign the plane in at the Clubhouse, fill out a sales slip, and put the sales slip and any payment in the metal box. Have the FBO top off the plane if no one is flying after you. If the FBO is closed, call 732-363-6400 and leave a message with refueling instructions. Remember to leave the tail number and your 3-digit member account number. Don't call the FBO to ask questions except about fuel! Phone number at the Lakewood Clubhouse is (732) 886-1411.

MONMOUTH EXECUTIVE AIRPORT (ALLAIRE): If you land at Allaire for reasons other than positioning our aircraft there for maintenance (for example, if you pick up or drop off passengers there) expect to pay a landing fee. The landing fee is usually waived if you purchase fuel.

WEB SITE: The Club has a web site at <http://www.flymafc.com>. The public area includes information for prospective members, application forms, and links to other aviation-related sites. The private area contains the Club rules, a listing of Club members (with phone numbers and e-mail addresses) and a listing of Club officers. For access to the private area, use the username "mafc". The password is mafcXXXX, where XXXX is the combination to the clubhouse.

6. BOT Meeting Locations

The Board of Trustees meeting is normally on the first Thursday of each month at Chet Devito's house at 338 Lanes Mill Rd, Howell, NJ. .

[Easy] Directions from Route 9 – Intersection of Interstate 195: Go South. Proceed through 5 traffic lights and take the before-the-intersection jughandle onto Lanes Mill Road. Go across Route 9 towards the Lowes store. Proceed to the second Stop sign. Just before the second stop sign, make a right into the driveway with the white pillars (#338).

If you are coming onto Route 9 from South of Howell, Proceed to Lanes Mill Road (Lowes), turn right, and follow directions as stated above.

[Easy] Directions from Garden State Parkway (Northbound or Southbound). Take exit 98 (Route 195) and follow signs for Route 195 West towards Trenton. Proceed Westbound and exit at Route 9 South. Follow directions as stated above.

[More Difficult – but shorter] Directions from the Garden State Parkway (Northbound or Southbound): Take exit 98 (Route 195) and follow signs for Route 195 West towards Trenton. Proceed Westbound and exit at Route 547 South, Lakewood. Proceed south past a traffic light and some horse farms. After you pass the trailer parks (one on your right and one on your left, across from each other), take the first right turn onto Miller Road. Go to the end and bear right onto Lanes Pond Road. Take the first left onto Lanes Mill Road and immediately turn left into the first driveway (#338)