

# **Chesapeake Sport Pilot Flying Club, Inc.**

## **CLUB OPERATING PROCEDURES**

### **INTRODUCTION.**

This document contains the rules and regulations governing the operations of the Chesapeake Sport Pilot Flying Club, Inc. (the Club), as set forth by the Board of Directors, under the authority of the Bylaws of the Club.

### **MEMBERSHIP.**

1. Equity memberships are available to any person, vetted by the Board of Directors, who possess a Sport Pilot Certificate or higher with a SEL rating and has been approved by the Club membership as described in the Club by-laws.
2. The total number of equity memberships in the Club shall not exceed 12 per aircraft. The count of aircraft includes any aircraft owned by the Club plus any aircraft the Board has authorized to purchase.
3. The Club maintains a social membership status for those who desire it. The cost will be \$5 per month. The social member will be included in Club mailings and be part of activities of the Club. A social member will have no flying or voting privileges.
4. A \$130.00 fee will be charged for an application to join the Club. When the Club is at maximum equity membership, a waiting list of applicants will be maintained by the Vice President of the Club. On acceptance of membership, the application fee is counted as part of the equity fee.
5. New equity members are required to provide the Board of Directors with photocopies of his or her pilot certificate, medical certificate (if applicable), driver's license, the latest two pages of pilot logbook entries, pilot logbook entries of the latest biennial flight review and pertinent endorsements.
6. The Club maintains an associate member status for pilots who wish to become equity members in the future but currently are not able to become full equity members. An associate members applies for membership as in section 4 above and remain on the waiting list until the associate member notifies the club he/she wishes to become an equity member.
7. The Club will establish a mentor program to aid student associate members in their effort to become pilots and equity members
8. When an equity membership vacancy exists, the applicant at the top of the waiting list is notified by telephone and email. If the applicant indicates he/she is not ready for membership, or three days have elapsed since notification, the applicant is bypassed and the next applicant on the waiting list is notified. Bypassed applicants retain their position on the waiting list.

9. Resignation requests must be submitted in writing to the Board of Directors. After written notification of intention to withdraw, all flying privileges are maintained as long as the member's account remains current. Withdrawals are acted upon in the order received and monthly dues continue to be charged until a replacement becomes a member. The original membership equity will be refunded less any owed money as outlined in the Club Bylaws.

### **FEES, DUES, and PAYMENTS.**

1. An equity membership fee is required to be paid by all new members upon acceptance into the club by the Board of Directors. This fee is refundable as outlined herein and in the Club Bylaws. The initial membership fees are required to be paid by check. The membership fees are as follows:

Buy-in fee: \$2400.00

Monthly dues\*: \$155.00 per month for 10 members (adjusted for number of members)

Aircraft usage\*: \$65 + 6% MD sales tax per hour tach time. (wet rate)

\* These rates are estimates and are modified occasionally by the Board to cover actual monthly and hourly flying costs.

Monthly dues for new members will be pro-rated, from the time the member is declared active, to the end of the current month. Monthly dues for members who resign cease at the date the member is replaced. The rate for each aircraft usage is listed in the Aircraft Usage Rate Schedule. The rate includes the cost of fuel. A reimbursement will be made to a member for fuel purchased at other airports up to an amount based on the current cost at the club fuel pump. Reimbursement for fuel purchases are obtained by deducting that amount from his or her monthly Club dues. A copy of that fuel purchase invoice must be submitted within 90 days for credit to be given. That invoice must clearly itemize the purchase to include the amount of fuel purchased, the type of fuel (mogas or 100LL), and the cost of the fuel. The aircraft tail number, the date of the purchase, the member's name, and the place the fuel was purchased should also be included on the invoice. Fuel invoices over 90 days are not eligible for reimbursement.

2. Members must record the hours used for each block of time that he or she has scheduled. Entries must be made in the logbook located in the aircraft and the on-line schedule. Start and stop time, to the nearest one-tenth hour TACH time, must be recorded. The one-hundredth hour reading, if available, is disregarded.
3. Any discrepancy between the actual start time, and the previously recorded stop time, must be noted in the logbook, and should be noted as a separate line entry. If a previous discrepancy is not noted, the time may be charged to the following user.
4. Equity members are required pay for flight time as used and monthly dues by credit card in the CSPFC scheduler. If a member's credit card will not accept a charge or a member has failed to pay in full by the 25th of each month will incur a late charge of \$20.00.
5. If a member's payment is not received by the 25th of the month, he or she will be suspended from using Club aircraft, and all schedules between the 26th of the current month and 15th of

the following month will be deleted. If payment is not made by the 15th of the following month, all future reservations will be deleted.

6. The member will be reinstated after his or her account is made current, but reservations lost due to the suspension can only be rescheduled if that time is still available.
7. Any lost aircraft key will result in a \$10.00 replacement charge per key.

**AIRCRAFT RESERVATION SCHEDULING.**

1. Aircraft scheduling is administered through an Internet-based computer scheduling system. Each member is allowed access to the online scheduling system. The scheduling system is available twenty four hours per day, seven days of the week and, in conjunction with these policies, is intended to maintain a fair, equitable, and efficient use of the Club aircraft.
2. The start time of each reservation must be scheduled for the member’s actual arrival time at the airport. If the member’s plans are changed, then he or she must change the reservation start time. If bad weather will delay the departure of a flight, the member must change the reservation start time to reflect when he or she will actually get to the airport or start the flight. A member’s arrival time at the airport should be no later than 30 minutes past the scheduled start time of the reservation.
3. The Club’s “No-Show” policy allows a member to override the schedule of another member and take their aircraft in the event that the other member has not arrived at the airport within one hour of the beginning of their reservation.
4. A member has no past charges in the scheduler to schedule or fly a Club aircraft.
5. Exceptions to the scheduling rules can be made by the Board of Directors to accommodate special circumstances.
6. Scheduling Rule Table

<b>Rule</b>	<b>Vales</b>	<b>Comments</b>
How far in advance can I schedule a reservation?	365 days	
What preference does one member have over the others with respect to scheduling?	Scheduling is done on a first come, first served basis.	
How many reservations can I have at once?	Three. These reservations will include no more than 4 weekend days and 10 days total time, except that additional reservations may be made on the current day for the same day.	The intent is to allow advance planning for a full weeks flight, but keep good availability for all members.
How long can a reservation be?	Seven days, with no more than two weekend days.	

<b>Rule</b>	<b>Vales</b>	<b>Comments</b>
How much will I be charged for a reservation?	You will be charged a minimum of one hour of flight time for each day's reservation of four or more hours, unless the reservation is cancelled.	The intent is to prevent taking an aircraft an hour away and scheduling it for a week. We want our planes and members to fly.
Do I need to record the destination of my flight with the flying club?	You need to record your destination for any reservation of four or more hours.	
What is the minimum recommended time between my reservation and previous reservations?	Two hours	The desire is to avoid gaps between reservations of less than two hours.
When should my reservation start?	When you arrive at the airport.	
When should I arrive for my reservation?	No later than half an hour after your reservation start time.	
When do I lose my reservation?	If you do not show up within one hour of your starting reservation time, the no-show policy allows another member to override your reservation.	
What if I will be late for the starting time of my reservation?	If your plans change, you must change the reservation start time.	
What if weather will delay the departure of my flight?	You must change the reservation start time to reflect when you will actually get to the airplane (or start the flight)	
What if I return earlier than scheduled?	You must cancel the remainder of the reservation whenever the remaining time is greater than 30 minutes	
What if I'm planning to return earlier than scheduled?	You must adjust the scheduled end time to give other members the opportunity to schedule and use the plane	
What if I can't return the plane at the scheduled time due to weather or other circumstances?	You must notify the next scheduled user and a Club officer and make all necessary arrangement to return the plane as soon as possible	

Rule	Vales	Comments
When can I cancel my reservation without penalty?	Any time prior to the start of the reservation.	
What if I cancel my reservation within the first hour of my reservation?	There will be a \$10 penalty fee unless you place a zero-time entry in the aircraft logbook indicating that you were at the airport and there was a valid reason for the late cancellation.	
What if fail to cancel my reservation?	You will be assessed one hour of flight time for each day of the reservation.	The intent is to prevent taking an aircraft an hour away and scheduling it for a week. We want our planes and members to fly.
Can I get an exception to these rules?	The rules for a particular reservation may be waived by the Board of Directors upon receipt of a written request to waive a rule and approval by the Board. Exceptions to the schedule rules can be made by the Board to accommodate special circumstances	

## **PREFLIGHT PREPARATIONS**

1. The aircraft squawk notices, located on the aircraft scheduling system, must be reviewed before each use of the aircraft.
2. Windows must only be cleaned with cleaners approved for aviation windows, or with water. Windex® brand or other ammonia-based cleaners cannot be used, as these products will permanently cloud plastic widows. Window wipes or cleaning cloths used for cleaning the windows must be labeled as non-abrasive, as many paper towel products can scratch the windows.
3. Engine oil level must be checked before each operation of the aircraft, and added as needed. A notation in the squawk book must be made whenever oil is added indicating the amount of oil added, the type of oil, the level prior to adding oil, the date, and the TACH time. Do not overfill the engine oil, as excess oil will be blown out during flight. The minimum and maximum oil levels are listed on the Club information card in each aircraft.
4. Pre-heating the engine is required if the outside temperature is below 32°. Pre-heating when the outside temperature is below 32°F will be paid as an expense of the Club.

## **SECURING THE AIRCRAFT AFTER FLIGHT.**

1. Each member is responsible for refueling and properly securing the aircraft after his or her use of the aircraft. If returning after the fuel facilities are closed, the member must contact and notify the next scheduled user of the aircraft and a Club officer.
2. The fuel used in aircraft with Rotax engines is 93 octane mogas, unless not available, in which 100-octane, low lead (100LL) aviation fuel should be used.
3. Properly securing the aircraft includes: shutting off the avionics master switch; shutting off all electrical equipment; parking the aircraft on its proper tie-down space or in a hanger; tying down the aircraft outside or chocking its wheels in a hanger; securing the control yoke with a seat belt or control lock; securing the remaining seat belts and harnesses; logging flight time and squawks; removing trash and debris; locking the window and doors; installing the cover when parked outside; and installing the cowl plugs.
4. The parking brake must not be used for any length of time. Standard uses of the parking brake include preflight preparations, engine run-up, and temporarily holding the aircraft prior to securing the aircraft with tie down lines or wheel chocks.
5. Responsibility for refueling and securing the aircraft can only be passed on to the next user if the next user is present at the aircraft and accepts that responsibility.

## **AIRCRAFT MAINTENANCE AND REPAIR SERVICE.**

1. If a problem is found concerning the airworthiness of an aircraft the Aircraft Maintenance Officer must be notified by telephone. If the Aircraft Maintenance Officer cannot be reached, a voice message must be left regarding the nature of the problem, and a telephone call must be made to another Club Officer. Further, a note concerning the problem must be entered in the online scheduling system by the member that discovered the problem, and that member must make every effort to notify the next scheduled user of the aircraft by phone. If it is not possible to notify the next user, a note must be placed on the pilot's seat as an indication of the squawk. E-mail messages for any problem involving the airworthiness of an aircraft cannot be used as the primary communication mechanism and may only be used to communicate backup or supporting information.
2. If a problem is found that does not concern the airworthiness of the aircraft, a note concerning the problem must be entered in the online scheduling system and the Aircraft Maintenance Officer must be notified by telephone or e-mail.
3. The member's assistance with the repair process is always appreciated. Repairs or maintenance of \$100 or less needed to safely complete a return flight can be made without prior approval, but notification of repairs must be made to the Aircraft Maintenance Officer and noted in the online scheduling system. All authorizations for repairs, adjustments, or modifications, and the authorization to spend any money to make such repairs, adjustments, or modifications, over \$100 must come from the the Aircraft Maintenance Officer, or a Club Officer.

4. Minor maintenance, such as tire inflation, adding engine oil, and replacing a burnt out landing light, can be done by a member, and that maintenance work must be noted in the online scheduling system.
5. Notification that an aircraft is grounded shall only be made by a Club Officer.

#### **GENERAL OPERATING REQUIREMENTS.**

1. Members must follow all applicable federal, state, and local government laws, abide by the rules and regulations of any airport visited, and all Club policies when using any of the Club aircraft. Commercial operations are prohibited.
2. Each equity member shall fly at least six hours in each 3 month period and is charged for a minimum of six hours flight time used or not. If six hours have not been flown in the prior 90 days, the member is grounded until completing a proficiency checkout by an authorized Club check pilot instructor. Waivers may be granted upon written request and approval by the Board of Directors.
3. The pilot-in-command (PIC) of a Club aircraft must be an equity member of the Club in good standing. The only exception to this is when a Club member is receiving dual instruction from a Certified Flight Instructor (CFI), and the CFI is the PIC.
4. Equity members must be successfully proficiency checked in each aircraft by an authorized check pilot instructor on entering the Club or after and grounding in order to act as PIC in each Club aircraft to be flown. After an unsuccessful proficiency check, the member must receive the additional training required before scheduling another checkout.
5. The authorized check pilot instructors are CSP instructors Mike Bangert and Rose Bult.
6. All instruction in Club aircraft are to be given by CSP instructors.
7. Club members, who are also flight instructors, cannot give flight instruction to nonmembers in the Club aircraft.
8. Each member must receive training and a pilot logbook sign off from an authorized CFI, in each of the Club aircraft, before operating that aircraft as PIC. Each member must also receive training and a pilot logbook sign off from a CFI, in each of the Club aircraft, before night operations as PIC. A night time check out will satisfy both day time and night requirements.
9. The Club's policy for a pilot to be PIC will be for a Club member in good standing who meets all of the following requirements:
  - Any Sport or higher rated Pilot with single engine land aircraft rating, properly certificated by the FAA
  - Has been successfully checked out by a CFI approved by the Club and noted as proficient in the aircraft.
  - Has had an Annual Flight Review within the prior one calendar year.
10. Each member is required to possess a personal copy of the Pilot's Operating Handbook (POH) or Pilot's Information Manual (PIM) for each aircraft in which they intend to act as

PIC. Manuals for each aircraft the member has privileges in will be supplied to the member in electronic form (if available) or be available for purchase to that member unless the member notifies the Board of Directors that they already possess a copy of the required manuals.

11. The aircraft Engine and Airframe Logbooks are maintained at a secure off-site location. The logbooks can be viewed on request to the Board for a mechanic recording maintenance work or for review by a flight examiner. The Pilot's Operating Handbook is required to be in the aircraft at all times and cannot be removed from the aircraft unless prior approval is obtained from the Chief Maintenance Officer.
12. Smoking is not allowed in or near any of the Club aircraft, on the aircraft ramp or in any hanger in which a Club aircraft is stored.
13. Any loss or damage to a Club aircraft, or any loss or damage that results from the operation of a Club aircraft, will be the financial responsibility of that member who had custody of the aircraft at that time, up to the deductible amount of the Club insurance policy, unless waived by the Board.

#### **CHANGES.**

The Board may change these Operating Procedures at any regular meeting. Changes are effective 30 days after adopted by the Board.