

THE
SYRACUSE FLYING CLUB
INCORPORATED

STANDARD OPERATING
PROCEDURES

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Purpose

The purpose of these Standard Operating Procedures (hereafter referred to as SOPs) is to assure (1) the safe operation of Syracuse Flying Club Inc. (hereafter referred to as the Club) aircraft and (2) fairness to all members in the use of Club aircraft.

Note: "Approval of the Board of Directors" as used in the SOPs shall be defined as an affirmative vote of three or more directors. If the member requesting the Board's approval under the requirements of these procedures is a member of the Board, then he or she may not vote and the Alternate Director may be polled.

Section I. Eligibility

- a. A new member may not operate a Club aircraft until he/she has provided the Club Treasurer or designee a copy of his or her certificate, medical, and Biennial. A student member must provide a copy of his/her medical certificate.
- b. All Club members shall provide the Club Treasurer or designee a copy of any required documents that are updated, such as a Medical, Biennial, or FAA check ride.
- c. The aircraft owned by the Club shall not be flown by persons other than
 1. Members in good standing
 2. Certified Flight Instructors approved by the Board of Directors
 3. Designated aircraft mechanics
- d. A member may not receive instruction in a Club aircraft from other than a Club approved instructor.
- e. A member may not operate a Club aircraft unless he/she has been checked out in that make/model aircraft by a Club approved instructor.
- f. A member may not operate a Club retractable geared aircraft unless he/she
 1. currently holds a private, commercial, or airline transport pilot certificate, airplane category, with single-engine land rating,
 2. has logged a minimum of 100 total logged flying hours,
 3. including at least 15 hours in aircraft having retractable landing gear,
 4. who has within the preceding 6 months, has either (A) logged a minimum of 5 hours in Piper Arrow model aircraft or (B) received a satisfactory checkout from a club approved instructor in the Piper Arrow model aircraft.
- g. A member may not operate a Club aircraft unless he/she:
 1. has successfully completed a check ride with a Club approved instructor during the preceding 12 months, or
 2. has successfully completed a Flight Review with in the last 2 years, or
 3. logged 20 or more hours “tach time” in Club and/or non-Club aircraft during the preceding 12 months. The Safety Officer or designee shall determine the acceptability of any documentation used to verify time logged in non-Club aircraft.

Section II. Flight Limitations

- a. Members of the Club shall observe all existing Federal Aviation Regulations and state, local, airport and Club rules.
- b. Club aircraft shall not be removed from hangar or tie down when the wind velocity exceeds 25 knots, including gusts, or when the crosswind component exceeds the rated crosswind component as specified in the aircraft's operating handbook, except for maintenance reasons or emergencies vital to the safety of the aircraft. There shall be no wind limitations on FAA Certified Flight Instructors or commercial rated pilots.
- c. A member may not operate a Club aircraft unless he/she has been checked out in that make/model aircraft by a Club approved instructor. No "touch and go's" allowed in club complex aircraft.
- d. When a Club aircraft is operated by a **student pilot**, no other person can be aboard the aircraft other than the student's Club approved instructor. All **primary student pilots** pursuing a private pilot license to obtain at least a standard weather briefing with a **live Flight Service Station briefer** prior to each solo flight. Primary student pilots are to operate under the minimum meteorological conditions **for solo flight** as presented below:
 - 1. Ceiling.....3000 ft AGL or greater
 - 2. Visibility.....6 statute miles or greater
 - 3. Surface winds.....15 Kt or less including gusts
 - 4. Landing crosswind component.....8 Kt or less
- e. The engine of any Club aircraft shall not be started unless a qualified and competent club member (or a maintenance person) is at the controls.
- f. In the interest of safety, the engine shall not be operating during the loading or unloading of passengers or material.
- e. Club aircraft may be operated only from areas which are designated by the FAA as public or private airports.
- f. Certain FAA approved airports may be designated "Off Limits" to Club aircraft by the Club because of the airport's unsafe, hazardous, or poorly maintained conditions. Such designation shall be published in the monthly newsletter.
- g. Use of Club aircraft for commercial purposes is prohibited.
- h. The Syracuse Flying Club board of directors may appoint and approve Senior Club Flight Instructor (SCFI) positions. Several SCFI positions may be appointed, as deemed feasible by the SFC board of directions. The prospect of additional business should serve as an incentive to attract qualified candidates. SCFIs are to complete at least one successful solo stage flight review with each student pilot before authorizing to operate the SFC aircraft under solo conditions. Solo stage checks will serve as independent reviews of student performance and must be documented in the student's flight log.
- k. Prior to using the SFC aircraft for the purpose of rendering flight instruction, all new flight instructors are to receive checkouts by an approved SCFI regarding all aircraft owned and operated by the SFC. This review can also be used to brief the prospective instructor of specific SFC student training requirements.

Section III. Reservations

- a. The following definitions shall apply for Section *IV* of these procedures:
 1. Cross Country - Any flight which results in a Club aircraft being away from its home base for a period exceeding 36 consecutive clock hours or when the destination is more than 350 statute miles from Syracuse.
 2. Weekend - Midnight Friday to midnight Sunday or any portion thereof.
- b. All flying time shall be scheduled by contacting the service used by the Club for such scheduling.
- c. Reservations up to and including four (4) hours may not be made more than 30 days in advance, nor may more than eight such reservations be made for that 30-day period.
- d. Except as noted in paragraph d.1, reservations in excess of four (4) hours may not be made more than 60 days in advance, nor may more than four (4) such reservations be made for that period.
 1. One reservation per calendar year (Jan 1 to Dec 31) may be made, up to 6 calendar months in advance, by submitting a written request to the Board for approval. Once approved, this reservation will be published in the monthly newsletter and will take precedence over any other reservation made after the date of approval. Advance notice of cancellation is requested as soon as possible, so that notice of the cancellation can be placed in the newsletter.
 2. Reservations made 48 hours or less in advance will not be counted in the number of reservations in paragraphs c, d, and d.1 above.
- e. Any aircraft designated as the primary trainer may not be scheduled so as to involve any single airport layover in excess of three (3) hours.
- f. Exceptions to (c), (d), and (e) above may be granted by the Board of Directors.
- g. A member may not schedule more than one aircraft for any single reservation period.
- h. A member desiring to make a cross-country flight involving the first or last day of the month must inform the Treasurer so that the log sheets may be properly processed.

- i. Cross-country flights scheduled for ten (10) or more consecutive days must be approved in advance and in writing by the Board of Directors in response to the member's written request for approval.
- j. Members making cross-country flights shall be responsible for minimum flying time charges of two (2) hours for each weekend day and 1 and 1/2 hours for each weekday, or portion thereof, during which the aircraft is away from its home base, with the exception that no minimum charges will be applied for any day during which the aircraft is grounded due to adverse weather conditions or mechanical difficulties. There shall be no minimum flying charges from November 1 through March 31. The difference between minimum flying time requirements and actual tach time shall be billed at a rate of \$20.00 per tach hours.
- k. A member more than thirty (30 minutes) late for a scheduled flight of up to four (4) hours or more than two (2) hours late for a scheduled flight in excess of four (4) hours shall forfeit the remainder of his reservation to any member desiring it. Proven failure to show up for a reservation or to give the answering service at least two (2) hours advance notice of a cancellation, except in the event of adverse weather or instructor non-availability, shall subject the member to the following penalties: (1) first violation - warning, (2) second and subsequent violations - a \$20.00 fine. Three or more violations during any 12-month period shall result in the member being liable to suspension or expulsion from the Club as determined by the Board of Directors.
- l. Any member who is in excess of 30 minutes overdue on return from a flight, exclusive of weather or mechanically caused delay, and has not given the answering service at least one (1) hour advance notice, shall be subject to the same penalties as established in (k) above, if (1) another member with a confirmed reservation is kept waiting and (2) such member wishes to report the overdue return to the President.
- m. A member may make written request to the President for review of a warning or fine or to the Board of Directors for a flight suspension. The warning/penalty/suspension may be rescinded for sufficient reason.

Section IV. Responsibility

- a. It is the responsibility of any member using a Club aircraft to make a preflight inspection prior to each flight, to clean the interior of and service the aircraft at the end of the flight, to sign the fuel and oil receipts, to accurately fill out all items in the flight log, to record any malfunctions of the aircraft on the maintenance log (irrespective of how minor), to thoroughly post flight the aircraft, and to secure it in its tie down position or in its hangar, unless the next member to fly is on hand to take over or the FBO's mode of fueling, tie down, or hangering dictate otherwise. Failure to comply with the above may result in the penalties outlined in Section IV, paragraph k.
- b. It is the responsibility of any member using a Club aircraft to park the aircraft at least 20 feet away from any building during the winter months due to a falling snow/ice hazard.
- c. It is the responsibility of any Club member using a Club aircraft to get an engine preheat before the first flight of the day if the temperature is below 20 degrees F., unless the aircraft has a permanently installed engine heater and the engine is warm at the time of starting. Otherwise, the member should arrange with the FBO to preheat the engine, and the member must pay the bill at the time of service. The member may send the paid invoice to the Treasurer for credit of half the fee on his/her account.

- d. Inoperative equipment shall be handled via Syracuse Flying Club procedure. A copy of the inoperative equipment procedure is in each aircraft. The procedure states the requirements for determining if a flight may be conducted, how to placard the equipment and how to document the inoperative equipment.
- e. It is the responsibility of each Club member, when terminating or going inactive, to return all Club property, including all keys to Club aircraft. Any deposits, based on fees set by the Board of Directors, will then be refunded to the member.

Section V.Operational Costs

- a. Members will be charged at the rate per tach hour for each aircraft as may be determined by the Board of Directors. The member shall sign a Treasurer's log in the aircraft filling in all appropriate information requested.
- b. On all cross-country flights, all fuel, oil, and service bills (except landing, tiedown, and hangar fees) paid by the member will be deducted from his/her account after acceptable receipts are submitted to the Treasurer. Receipts will not be honored unless submitted to the Treasurer prior to the end of the calendar month following the month in which they were incurred. Receipts must show the full name and address of the dealer, the gallons and cost of the fuel supplied, the date, the N-number of the aircraft serviced, the fact that all State and Federal taxes were included in the purchase price, and the name of the Club as purchaser.

Section VI.Violations

- a. A violation of any SOP or any Federal Aviation Regulation by a member's act renders him liable to a flight suspension, as determined by the Board of Directors.
- b. Any act endangering life or property shall be deemed to be a violation.
- c. Four Directors shall constitute a quorum for a vote for suspension. Four Directors must cast ballots in the affirmative to effect such suspension.

Section VII.Change and Amendments

- a. Changes in or additions to, these SOPs may be effected by unanimous vote of the Board of Directors, or by the vote of the active members of the Club present at a regular or special meeting at which a quorum is present; such membership votes shall follow the procedures of the Article X of the By-Laws.
- b. Any exceptions to the SOPs must be approved by the board of directors