

# STANDARD OPERATING PROCEDURES FOR COASTAL FLIERS, INCORPORATED

## PURPOSE

The Standard Operating Procedures of Coastal Fliers, Incorporated will be the rules which determine the day by day care and operation of aircraft owned by the Corporation.

## AMENDMENTS

The Standard Operating Procedures may be amended at any time by the Board of Directors of the Corporation.

## MEMBERSHIP

All new applicants must supply the following documents:

1. Completed membership application.
2. Check for payment of membership fee and first month's dues.

New applicants who are certificated pilots must supply the following additional documents:

3. Photocopy of pilot's license or student endorsement.
4. Photocopy of current medical certificate.
5. Photocopy of page from logbook showing biennial flight review date and endorsement.
6. *Evidence of U.S. citizenship must be shown by one of the following: Valid, unexpired U.S. passport; Original birth certificate of the United States, American Samoa, or Swains Island, and government-issued picture ID; Original certification of birth abroad with raised seal (Form FS-545 or DS-1350) and government-issued picture ID; Original certificate of U.S. citizenship with raised seal (Form N-560 or N-561), or a Certificate of Repatriation (Form N-581), and government-issued picture ID; Original U.S. Naturalization Certificate with raised seal (Form N-550 or N-570) and a government issued picture ID. Aliens residing legally in the USA must show proof of legal residence and that they hold the appropriate visa if they wish to receive flight training.*

When the above items are received, the Board of Directors shall vote on the applicant's membership request and notify the applicant promptly of its decision. Upon approval of membership by the Board of Directors, the new member will be supplied with a membership certificate, a fuel card, aircraft keys and additional information to begin aircraft checkout with the Club Safety and Training Officer. Club members are responsible for obtaining copies of the Club Bylaws and Standard Operating Procedures from the Coastal Fliers Inc., website at [www.coastalfliers.com](http://www.coastalfliers.com) and familiarizing themselves to the rules and regulations of Coastal Fliers, Inc.

Current members shall also routinely provide status updates of address, phone number, pilot ratings, medical certificates, and biennial flight review. Members failing to maintain a current medical certificate and biennial flight review will not be authorized to fly Club aircraft and will be prohibited from scheduling aircraft on Schedule Master.

*Any club member who holds a current medical certificate shall not act as pilot in command, or in any other capacity as a required pilot flight crewmember, while that person knows or has reason to know of any medical condition that would make them unable to meet the requirements for the*

*medical certificate necessary for the pilot operation; or is taking medication or receiving other treatment for a medical condition that results in them being unable to meet the requirements for the medical certificate necessary for the pilot operation. Any member suffering chronic medical deficiency that would be disqualifying under FAR Part 67 must contact and notify the Board within 14 days.*

Current members seeking additional training and/or endorsements may utilize the services of outside Certified Flight Instructors. However, those Instructors must submit to the Board of Directors their certification as a CFI prior to the member beginning such training.

#### GENERAL

Coastal Fliers, Inc. aircraft are for the exclusive use of Club members. The Corporation's aircraft insurance only covers Club members. Therefore, only members of Coastal Fliers Inc. are permitted to operate Club aircraft, except as specifically approved by the Board of Directors in advance for the purpose of maintenance or other special activity.

A member who signs out a Club aircraft is exclusively responsible for all aspects of that aircraft's operation until it is returned to the Club's home base. Members are not permitted to allow nonmembers to operate Club aircraft.

Club instructors must be used for primary training. Flight instruction in Club Aircraft is restricted to members only. The person receiving the instruction must be a Regular or Associate member.

#### CHECKOUTS

1. During a checkout members must demonstrate flight proficiency and knowledge of safety procedures and FAR's.
2. When a checkout is successfully completed in a Club aircraft, the instructor will endorse the member's logbook. The instructor will also furnish the member with keys to that aircraft and the current combination to the aircraft tail locks and equipment locker.

#### AIRCRAFT CARE

A member is responsible for Club aircraft at all times while it is in his or her charge and is expected to treat it with the utmost care. The member is required to report all known trouble, malfunctions or damage to a Club aircraft by recording it on the comments in the Flight Log notebook in the aircraft and notify the Operations Officer.

All members are expected to conduct their flight operations in a manner consistent with careful and considerate operation of the aircraft. In particular, descents from altitude shall be planned in a manner to prevent the rapid cooling of the engine due to power reduction. No member may knowingly exceed the operating limitations of the aircraft except during an emergency. No member shall exceed the gross weight of the aircraft.

Smoking is strictly forbidden at all times in all Club aircraft as well as on the ramp near Club aircraft.

Operations off runways and taxiways are prohibited for any reason except parking. Operations in gravel or other unimproved surfaces are to be undertaken with the utmost care of and concern for the aircraft and surroundings.

*No member shall modify any airframe, engine, or aircraft interior without prior written permission from the Board. Modification requests must be submitted in writing, allowing sufficient time for the Board to investigate all aspects of the modification. The requests shall be specific as to the*

*modifications desired (e.g., removal of back seat, removal of door, etc.). All modifications, if approved by the Board, may require inspection and approval by a club-designated A&P for airworthiness at the member's expense. Modifications, if approved and made, must be returned to the original aircraft type certificate condition within the time frame allotted by the Board. Any costs related to the modifications, or as a result of those modifications, will be the responsibility of the requesting member.*

#### PILOT RESPONSIBILITIES

Foremost among the concerns of the Club is that all flight and ground operations be conducted with the utmost safety in mind. Each member is expected to practice a safe and courteous flying program in harmony with all airport, state and federal aircraft regulations. This includes conforming with local noise abatement procedures.

The Club strives to maintain its aircraft to higher standards than strictly required by the letter of the law and therefore provide the membership with well-maintained, airworthy aircraft in compliance with FAR's. However, it's still the responsibility of the pilot in command to insure that the aircraft is, in fact, airworthy, meets the members flight requirements and has all required aircraft documentation.

#### AIRCRAFT CHARGES

Each member is required to enter the aircraft number in the flight log furnished. The entry must include the members name, date, Hobbs meter beginning and ending times and total flight time. When entering the ending time, if the meter number has begun to move, the next higher number is to be used. If the member encounters a discrepancy between the previous entry and the current Hobbs meter reading, the member should leave a blank line and then note the discrepancy on the flight log.

If a Club aircraft requires maintenance on a flight, the member must receive authorization from any Board Member prior to authorizing any maintenance work on the aircraft. If such notice cannot be given, the member must use his or her best judgment in authorizing work. Any maintenance performed on the Club aircraft must be by FAA licensed mechanics or a FAA licensed repair station. The member must obtain an invoice and statement describing the work performed on the aircraft which includes the signature(s) and license number(s) of the mechanic(s) and/or repair station(s).

It is the member's responsibility to provide any receipts for gas, oil or maintenance charges paid directly by the member for credit to his or her account. Members are responsible, but not reimbursed for any applicable tie down or other fees.

#### UNSAFE CONDITIONS

1. Any equipment discrepancy on the airplane shall be noted on the comment sheet in the flight log notebook and by notifying the Operations Officer. The comment should include a clear, complete explanation of the discrepancy.
2. Any member who observes a condition which may restrict the airplanes airworthiness should attach a tag to the yoke or the throttle and notify a board member as soon as practicable.

#### AIRCRAFT SCHEDULING

1. A member may hold only five (5) advanced reservations at one time with no more than two (2) of these reservations on weekend days.

2. Reservations for cross-country flights shall include the destination(s) of the proposed flight(s). When scheduling by telephone the destination shall be placed in the Operations Officer's voice mail at the Club's phone number. When scheduling by computer on the internet the destination shall be placed in the Schedule Master mailbox.

3. When a full day or multiple days are reserved, the minimum flight time for each day is one (1) hour.

This requirement may be waived by a Board Member if that Board Member determines that the aircraft would probably not be needed by other members during the time it is gone.

4. Any aircraft reserved by a member for a local flight (3 hours or less in duration) may be flown by any other member if the scheduled member is not present after thirty (30) minutes of the reserved time. Any aircraft reserved by a member for a cross country flight (more than 3 hours in duration) shall not be flown by any other member until after two (2) hours of the reserved time. Members assuming unused reservations under this paragraph must notify the answering service before taking an aircraft.

5. If a reserved time slot goes unused and not canceled, a one (1) hour charge for the aircraft will be made to the member responsible.

6. Due to circumstances beyond the control of the Club, such as maintenance or the delayed return of an aircraft by another member, there may be occasions on which an aircraft is removed from service or otherwise made unavailable on short notice.

7. Upon returning from a flight, members should promptly cancel any unused reserved time to free the aircraft for others to use.

#### AIRCRAFT OPERATIONS

1. All aircraft are to be flown as stipulated by the FARs and the Pilots Operation Handbook (POH).

2. All members flying Club aircraft are to use the pilot's checklist or the POH found in the aircraft.

3. FAR 91.509 will be followed for over water operations. Members are encouraged to take Club life jackets when contemplating such operations.

4. All flights to Mexico are prohibited.

5. Any pilot landing off of an airport shall notify the Board of Directors by the most expeditious means available.

6. Any member unable to return an aircraft by the end of his or her reservation period is to notify a Board Member or leave a message on the Club phone number before the reserved time has expired. If the delay in returning the aircraft is expected to be more than twelve hours, the member shall notify a member of the Board of Directors. The member shall provide the Board Member with the location of the airplane and a phone number where the member may be contacted.

7. The Club member operating a Club aircraft is responsible for returning or making arrangements for the return of the aircraft to Gillespie Field when the aircraft is disabled while on any flight. In all cases the member will be responsible for the cost of the aircraft's flight time to return it to Coastal Fliers' home base at Gillespie Field.

In those cases where the member leaves the aircraft at an airport other than Gillespie Field for repairs, the return trip to Gillespie Field will be at the members' own expense.

When, because of circumstances beyond the pilot's control, an aircraft must be left for repair at a location other than Gillespie Field in excess of five days, the pilot may request reimbursement for transportation expenses to return to the aircraft's location. After a review of the circumstances surrounding the incident by the Board of Directors and at the Board's discretion, the transportation expenses to return to the aircraft's location may be paid by the Club.

*8. Changes to aircraft needing board approval. (see last paragraph in "Aircraft Care" above)*

#### POST FLIGHT PROCEDURES

Arriving at any airport parking area, the pilot in command shall assure the aircraft is properly tied down, chocked and locked prior to leaving the aircraft. Any time the aircraft is left unattended, the control lock should be installed, seatbelts placed inside the aircraft and doors shut. If no control lock is available, the controls shall be secured by means of a seatbelt.

The following procedures should be followed when an aircraft is returned to Gillespie Field:

1. Always top off fuel tanks after each flight. Fuel is available at British Petroleum/Aviation Fuel at the base of the tower along runway 35/17 on a twenty-four (24) hour basis with the fuel cards issued to each member. A member failing to fuel an aircraft after a flight will be charged two tenths (.2) of an hour flight time.
2. Park the aircraft in the proper location.
3. Be sure to sign out on the flight log. Write any discrepancy in the notebook in the aircraft and report the discrepancy to a member of the Board of Directors.
4. Tie down with all three (3) chains.
5. Remove all personal items and trash from interior of the aircraft.

#### FINANCES

1. The Board shall determine the value of the Membership Share, the amount of the monthly dues, and the hourly flying rates.
2. The Board shall determine that adequate liability and hull insurance is maintained on each aircraft. A member responsible for damage to Club aircraft covered by insurance beyond normal wear shall be liable for the cost of repair or replacement not to exceed the current club share value at the discretion of the Board.
3. A member responsible for damage or abuse to Club aircraft beyond normal wear through some act for which the insurance does not apply, or which voids the insurance, shall be liable for the total cost of repair or replacement and, if applicable, personal, property and passenger liability.
4. In the event of a lawsuit, collection costs and reasonable attorney's fees are payable to the prevailing party.

#### BILLING

1. All bills are due on the 15th of each month. The postmark of the payment will determine whether a due date has been met.
2. Penalties for failure to meet a payment deadline will accrue at a rate of ten percent (10%) per month on the outstanding balance.

3. Loss of flight privileges will begin on the first day of the following month if the bill remains unpaid.
4. Members whose bills are ninety (90) days past due are subject to membership revocation and forfeiture of membership share.
5. If a problem exists with the billing, a written letter to the Treasurer is suggested explaining the problem in detail. Any supporting documentation in the member's behalf should be included.
6. Combinations are supplied in the billings to all authorized members. The combination number may be changed periodically. Members in good standing will receive the new combinations.
7. Fee for replacement of a lost fuel card shall be \$10.00; fee for replacement of lost aircraft keys shall be \$10.00.

Revised June 8, 2007