

HALF MOON BAY FLYING CLUB OPERATING PROCEDURES & POLICIES

October 2011-10-28

1 - INTRODUCTION

The Half Moon Bay Flying Club ("the Club"), a California non-profit corporation, has established the following procedures and policies to ensure a safe and enjoyable flying environment for all its participants. From time-to-time the Board of Directors (BOD) may amend or modify these operating procedures. The BOD shall notify all Club members of such changes. Each member of the Club is responsible for complying with both this document and applicable FAA regulations. Noncompliance may result in loss of Club privileges or other actions as deemed appropriate by the BOD.

2 – GENERAL The Club does not rent aircraft to the general public.

- A. In order to become a member of the Club, a person must complete a membership application form and submit it to the Club. In order to continue membership in the Club, the person must pay the initiation fee within 30 days of submitting the application and be approved by the BOD.
- B. Only Club members and/or aircraft owners may act as Pilot-In-Command (PIC) of Club aircraft.
- C. Only Club members and/or aircraft owners may receive flight instruction in Club aircraft. A CFI who is not a member of the Club may exercise his/her CFI privileges in Club aircraft provided he/she is not acting as PIC.
- D. Guests may be taken for flights providing that the PIC makes a weight-and-balance calculation whenever there are three or more persons on board.
- E. Flight examinations (e.g., Biennial Flight Reviews, Instrument Proficiency Checks, Private Pilot Practical Tests, etc.) may be provided by certified CFI's approved by the BOD (approved CFI's) or any certified FAA Flight Examiner using Club aircraft

3 - SCHEDULING

- A. Prior to using Club aircraft, the PIC must reserve the aircraft by entering the appropriate information in the computerized aircraft scheduling system.
- B. For overnight flights, the Club requires a minimum of two (2) hours flying time per day mid-week and three (3) hours flying time per day weekends unless approved otherwise in advance by the Club treasurer. Should the PIC not fly these minimum times, he/she will pay the difference between the hours actually flown and the foregoing minimum flying time at an hourly rate equal to the equivalent "Dry" rate.
- C. For flights out of the local area (150nm radius) or overnight, the PIC shall leave a phone number as part of the reservation where he/she can be reached. Members are expected to return the Club aircraft on or before the scheduled time unless delayed by weather or mechanical difficulties. Should the PIC determine a late

return is unavoidable, such information will be forwarded to the Club by leaving a note on the computerized schedule and contacting the next pilot(s) on the schedule (if possible).

- D. For local flights when others have scheduled the aircraft for follow-on use, the PIC should plan his/her return sufficiently in advance to allow for maintaining the schedule.
- E. Should a local scheduled flight be canceled for any reason except weather or mechanical difficulty, the requesting PIC is expected to make the change to the computerized scheduling system as soon as the cancellation is known to allow aircraft rescheduling. Frequent "no-notifications" or "no-shows" can result in the BOD assessing the PIC the current rates for the estimated lost flight time up to the daily minimum.
- F. Should the requesting PIC not be at the aircraft within 30 minutes after the scheduled reservation time, the aircraft is considered "released" and available for others' use.

4 - AIRCRAFT CHARGES AND BILLINGS

- A. The PIC shall ensure the aircraft on-board flight log is completed using Hobbs meter readings to determine charges (note: if the Hobbs meter tenth-hour reading has moved to a point where the next 10th hour is significantly visible, the next higher number shall be used). Should the Hobbs meter be inoperative, the PIC shall use takeoff-to-landing "clock" time plus 0.1 hours to determine charges.
- B. Any discrepancies between the aircraft logbook "in" time and the Hobbs reading (as found during preflight) should be noted in the "comments" column of the logbook. The PIC will contact any Club Director who will determine what the appropriate entry should be for purposes of allocating charges. Pending this determination, the PIC will use the "in" Hobbs time for cost allocation and note the discrepancy in the "comments" column.
- C. All flight charges are due and payable upon completion of the flight
- D. The Club has two categories of dues. Non-flying dues @ (\$40.00/year are payable in January of each year. Flying) dues @ (\$20.00/month are payable either monthly or for one year in advance. A 10% rebate/reduction will be made for Flying Dues paid one year or more in advance. A flight of any duration made during the month reduces the dues to \$10.00 for that month.
- E. Any unpaid charges shown on the pilot's statement of account are due and payable immediately upon receipt of the statement. Charges not paid within 30 days will be considered delinquent, and the individual may be assessed penalty charges on the unpaid balance and/or suspension of flight privileges as determined by the BOD. The monthly statements of account will be delivered to the member by e-mail.
- F. Accounts 90 days past due shall result in pilot suspension or termination as deemed appropriate by the BOD. In addition, the individual is responsible for all costs incurred in the collection process.

5 - MAINTENANCE COSTS

- A. If a Club aircraft requires maintenance during a cross-country, the PIC shall try to contact the owner of the aircraft or a member of the Board of Directors prior to authorizing any repair. If no such individual can be reached, the PIC shall use his/her best judgment in having the work performed and shall provide the Club Treasurer an invoice and/or statement of work of actions taken.
- B. Any maintenance work performed on the Club aircraft at a location other than HAF must be accomplished by an FAA-licensed mechanic or an FAA-licensed repair station.
- C. For aircraft operating costs paid directly by the member (e.g., fuel, oil, tires) the member shall furnish original receipts for reimbursement. No credit for these costs will be given after 30 days have elapsed unless prior approval has been granted by the Club Treasurer.

6 - AIRCRAFT CARE & RESPONSIBILITIES

- A. The PIC is solely responsible for ensuring that all flight and ground operations are conducted with pilot, passenger, and aircraft safety as his/her foremost consideration.
- B. The PIC is solely responsible for complying with the FAR's, other FAA guidance (to include Temporary Flight Restrictions), local noise abatement procedures, and Club operating procedures. Flight/operating safety always takes precedence over any published guidance.
- C. The PIC is responsible for the Club aircraft at all times while it is in his/her charge. **Such responsibilities include removing bug stains and cleaning the windscreen after flight, adding fuel and oil when required, installing control locks, removing all personal articles, ensuring the hangar is properly secured, etc.** If oil is added, the PIC will record the tachometer reading in the comments column of the aircraft log in addition to entering the Tachometer Time and date on the "white boards" in each aircraft hangar (Note: this is to assist in the monitoring engine performance and the oil analysis program).
- D. The PIC is responsible for reporting any aircraft deficiencies, malfunctions, or damage by making an appropriate detailed entry in the Aircraft Logbook "Squawk Sheet". The PIC should also make an entry in the Logbook "Comments" column (e.g., see Squawk Sheet) to alert the Board of Directors that a corrective action is required. In addition, **should any discrepancy affect the airworthiness of the aircraft, the PIC will contact the owner of the aircraft or any BoD member immediately. The member will record in the comments section of the log and the squawk sheet any damage to the aircraft that is found during the preflight examination and that has not already been recorded. Failure to record such damage may result in the member being charged with the cost to repair the damage.**
- E. The PIC will be charged for all repair costs associated with any damage caused by his/her abuse of the aircraft such as batteries ruined by leaving the Master

Switch "On", tires ruined by locking the brakes, airframe damage caused by landing on non-prepared surfaces, etc.... The PIC is also responsible for reimbursing the Club for the Aircraft Hull Insurance Deductible Amount (when so directed by the BOD) and any other cost not covered by insurance whenever the incident/accident involves an insurance claim. The BOD will evaluate the circumstances and by majority vote determine if the full or a lesser amount is appropriate to be assessed.

- F. Smoking in or around Club aircraft is NOT permitted at any time.

7 - FLIGHT OPERATIONS

- A. All Flight Instructors (CFI/CFII's) using Club aircraft for instruction of Club members must be approved by the Club BOD. .
- B. To act as a PIC, Club members must receive a checkout from a CFI approved by the BOD. Such checkouts consist, at a minimum, of an aircraft systems review, ground handling, and flight maneuvers appropriate to the aircraft and pilot certification. For Club members who are instrument rated, FAR Part 61 requirements apply. Only the owner of N7819C may perform an initial checkout or currency checkouts of this aircraft.
- C. Club currency requirements to maintain PIC privileges in Club aircraft: (1) A pilot must make **three takeoffs and landings** in that type aircraft every 90 days or receive a waiver from a CFI – only the owner of N7819C may give such a waiver for this aircraft. (2) In addition to the foregoing "proficiency" requirements, the PIC must have on file with the Club a copy of his/her current medical, current biennial (if required), current license, and have non-negative financial balance. Flying a Club aircraft while being non-current may result in termination of Club membership.
- D. PIC's are expected to exercise good judgment and piloting techniques at all times when using Club aircraft (e.g., be cautious when starting or operating near other aircraft or people, taxi at reasonable speeds, start the engine with the nose pointed away from the hangar doors, avoid hazardous conditions, avoid riding brakes, etc.).
- E. The PIC is responsible for ensuring that flight operations are conducted in a manner which keeps the aircraft within published operating limitations (e.g., using POH climb airspeeds, POH power settings and leaning techniques, descents to minimize engine thermal shocks, observing "G" limits and authorized maneuvers, etc).
- F. All aircraft taxi, take-offs, and landings must be performed on paved surfaces unless the PIC obtains prior approval from a BOD member or Club CFI. The PIC is also responsible for ensuring that any aircraft operation on a non-paved surface (e.g., dirt, sand, gravel) is conducted with the utmost care. The PIC will be charged for the repair cost of any damage to the aircraft (e.g., propeller, paint, wheel covers, etc.) caused by off-pavement operations (see "Aircraft Care & Responsibilities", Section (e)).
- G. The PIC will ensure installed restraining devices are used per FAR guidance.
- H. The Club BOD can require any pilot flying Club aircraft to receive a check-ride

- I. "Touch-and-Go" landings are allowed in Club aircraft. However, for noise abatement and reasons for good community relations, T&G's are discouraged before 10am on Sundays and after 9pm anytime.
- J. The PIC will normally command the aircraft from the left seat; however, flight from the right seat is permissible with a "right seat checkout" or waiver given by a approved CFI . The CFI will make an entry in the member's personal logbook and in the "comments" column of the aircraft log of this approval.
- K. PIC's are strongly encouraged to file flight plans for flights over 150nm from HAF; however, flight plans **shall** be filed for all flights over mountainous terrain, and flights outside California. The BOD can direct any member to submit a cross-country flight plan for review by a designated Club CFI when such action is deemed appropriate for reasons of flight safety and/or Club operations
- L. Pilots are also strongly encouraged to use the "check list" found in each Club aircraft. In particular, the PIC is encouraged to review the aircraft's Emergency Procedures prior to each flight.
- M. **Any flight outside of the continental United States must have prior approval of the BOD**

Approved:

Jacques Rutschmann
President
Half Moon Bay Flying Club

Revision History:

1 December 2005
Rev 1 January 2007
Rev 2 1 June 2007
Rev 3 March 2009
Rev 4 March 2010
Rev 5 October 2010
Rev 10 October 2011