



51<sup>ST</sup> AEROSQUADRON  
STANDARD OPERATING PROCEDURES (SOP)  
**(Revised 8 August 2022)**

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**Section 1. Pilot Certifications.**

1. Prior to scheduling a club aircraft for the first time, a member must be a member in good standing.
2. Pilots will provide a copy of their valid Pilots License, Birth Certificate/proof of citizenship (TSA Required documentation), and Current Medical Certificate, Current Bi-Annual Flight Review (BFR), and present their Logbook (for total hour verification) to the Chief Pilot prior to scheduling club aircraft for the first time.
3. New members must successfully complete a check out in a club aircraft with one of the clubs CFI/II's or the Chief Pilot and receive an endorsement in their logbook to that effect.
4. Pilots must be current at their certification level and aircraft type to schedule club aircraft.
5. Pilots must input all licensing, certifications, endorsements, Bi-Annual Flight Review (BFR), and current Medical Certificate Date in Flight Circle, before receiving scheduling privileges.
6. Pilot status may be: Student Pilot (working with a Club CFI/II); Private Pilot; Instrument Rated Pilot; or CFI/II.

**Section 2. FAA Compliance.**

1. As FAA Certified Pilots and properly certificated Student Pilots, all club members acknowledge their obligation and agree to operate all club aircraft according to and in strict compliance with all applicable Federal Aviation Regulations (FARs).

**Section 3. Aircraft Checkout and Certification.**

1. All members, upon initial acceptance as a member, will complete a check out in one of the Club's aircraft, by one of the Club CFI/II instructors.
  - a. Initial Check-Out. Club CFI/II's will review the flight and training experience of each member and have the member demonstrate proficiency in ground and flight maneuvers as defined by the CFI and develop an appropriate program for any member conducting a Check-ride in any club aircraft.
  - b. Recurrent Training. Each active club member authorized to schedule and fly club aircraft will complete a biennial review with a club CFI/II, in a club aircraft, every 24 months, or 12 months if a pilot has less than 200 hours flight time. All recurrent training will be logged in the members log book by the responsible CFI/II, and CFI/II will enter the date of the BFR and its duration (24 months) into Flight Circle.



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2. All Club members will maintain proficiency by conducting their Biennial Review (FAR 61.56 and FAR 61.57 and have it properly annotated in their logbooks. Members who conduct their BFR with another, non-club, instructor will scan and email that endorsement page of their logbook to the Chief Pilot. The Chief Pilot will enter the information into Flight Circle.

**Section 4. Scheduling.**

1. General. The 51<sup>st</sup> Aero Squadron uses an on-line scheduling program called “Flight Circle” (FC). Access to Flight Circle is available to all active members in good standing.
2. Upon approval of a new member, payment of the Application Fee, and successful completion of a Check-Ride by the Chief Pilot or designated CFI/II, members will be forwarded the link for the registration instructions.
3. Maintenance of FC Scheduling Data. The Maintenance Officer, as the Administrator, is responsible for maintaining current and accurate data in the FC application for all club aircraft.
4. Courtesy in Scheduling. Each Club member will exercise common courtesy to other club members when reserving club aircraft. This includes:
  - a. Not scheduling long pre-flight or post-flight “buffer times.”
  - b. Returning aircraft within the reserved time block.
  - c. Advising other club members, who have follow-on reservations, of any unexpected delays in returning within scheduled times. Acceptable delays include weather and mechanical issues and/or if they return early from their scheduled flight.
  - d. When members schedule an aircraft for longer than 4 hours, destination and total duration of reservation will be noted in notes section of reservation.
  - e. Member’s will be restricted to 10 reservations in Flight Circle, per each six month period, not including “day-of” “Pop-Up” scheduling requests.

**b. Reservation Durations.**

1. Normal Reservations - may be between 1 and 4 hours in duration.
2. Day Trips – are defined as any flight reservation that makes a club aircraft unavailable more than 4 hours.
3. Overnight Flights are defined as any flight that requires a club aircraft to be left (and secured) at another airport. Overnight flights will generally depart on a scheduled day and return the next calendar day. The minimum flight time charge (Usage Fee) will be (1) hour of Tachometer time, per 24 hour period or fraction thereof, or actual Tachometer time, whichever is greater.



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4. Weekend Flights – are defined as a flight that originates on a Friday and terminates on a Sunday. The minimum flight time charge (Usage Fee) will be (1) hour of Tachometer time, per 24 hour period or fraction thereof, or actual Tachometer time, whichever is greater.

5. Long Duration Flights – are defined as flights where a club aircraft is unavailable for other use for a period of two or more days. The minimum flight time charge (Usage Fee) will be (1) hour of Tachometer time, per 24 hour period or fraction thereof, or actual Tachometer time, whichever is greater per day.

c. Scheduling Details (Comments Section). Member will ensure that all flight reservations contain information in the “Comments” section that describe the purpose of the flight (i.e., Instruction, Single Day Cross Country, Long Duration Flight, Overnight Flight, vacation, business trip, etc.) Members will also include destination airport (if long distance, long duration or overnight), and club members contact info. The purpose of this information is for flight tracking, or to notify a club member of a maintenance issue or un-forecasted weather issues.

e. Reservation Cancellations. Members should schedule flights with a high degree of certainty that the flight will be completed. This will reduce the number of cancellations to a minimum. Members will avoid making “tentative” or “speculation” flight reservations in the system.

1. In the event a cancellation becomes necessary the member will log into FC and cancel the flight at the earliest possible time. When cancelling a reservation in FC, the member will be presented with a pop-up dialogue block to enter the reason for the cancellation. Members must report a reason for any cancellation.

f. Use of FC Reports. The Chief Pilot, Maintenance Officer and or the Executive Leadership may use FC reports to track aircraft usage and to offer changes or modifications to these Standard Operating Procedures.

### **Section 5. Aircraft Servicing.**

1. All club aircraft are provided to members on a “wet” basis (Fuel is included in the usage fee of the aircraft). The Club has a credit card on file with the Bessemer FBO and will be used for all local fuel purchases.
2. There will always be 2QTS of aircraft oil, a funnel, cleaning supplies, paper-towels, and a storage crate in the baggage compartment of all club aircraft. Oil, cleaning supplies, paper-towels, etc. will be stored in the hangars. Pilots should ensure that the required materials and supplies are present in the aircraft before each flight.
3. If oil needs to be added prior to flight, use the oil in the storage crate and record the amount used in the aircraft logbook.



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4. The Club funds, nor credit cards will ever be used to service or fuel any Non-51<sup>st</sup> Aero Squadron aircraft.
5. If a member needs to purchase fuel or other servicing for a club aircraft when on an over-night, weekend, or long-duration flight they will add these receipts to the Flight Circle flight close out and payment system and upload copies of all receipts into FC, or scan and email them to the Treasurer upon completion of the flight. The club will reimburse members on a dollar-for-dollar basis, provided the member turns in complete and legible receipts that show the name and location of the fueling facility, date of purchase, number of gallons of fuel, quarts of oil, the per each price and the amount spent on that purchase. Members may deduct the total amount of fuel and oil from the aircraft usage fee.
6. Other FBO Charges. When a member is operating a club aircraft away from our home field, all costs associated with any other field (not including fuel and oil charges) are the responsibility of the member. These include, but are not limited to: landing fees, tie-down fees, hangar fees, or other support charges. In the event of severe weather, the Chief Pilot may approve hangar storage fees to be reimbursed to the member to protect the club aircraft.

**Section 6. Usage Logs.**

1. Members are required to schedule aircraft in Flight Circle. When a member's scheduled reservation is executed, members are required to Dispatch the aircraft in Flight Circle, and at the end of the flight close the flight out, in Flight Circle. Members are also required to enter the flight in the aircraft logs in the aircraft ensuring all entries are legible and complete, include the total Tach time of the flight, and any oil that was added either before or after the flight. Consistent failure to Dispatch an aircraft in Flight Circle, or close out a flight in Flight Circle could result in a suspension of scheduling privileges. There will be a \$75 surcharge charged to members who fail to dispatch and/or close out a flight in Flight Circle.
2. Blank usage log pages are maintained in each hangar. DO NOT write on the back of current usage logs, or add a line below the form. Instead take a blank usage log and add it to the aircraft logbook.
3. Aircraft logs will also contain a discrepancy log (SQUAWK sheet). Members will record any operating issue, equipment malfunction, or significant discrepancy in the Discrepancy Log and report major (aircraft airworthiness issues) digitally (via text or email) to the Chief Pilot immediately upon discovery. Additionally, members will add the SQUAWK to Flight Circle which will immediately inform the Maintenance Chief and the Chief Pilot.
4. The Chief Pilot and Maintenance Officer will investigate any significant discrepancies to determine if it constitutes an airworthiness or safety of flight issue. He will make a determination to ground the aircraft and make it unavailable in the FC.
5. The Maintenance Officer will report the aircraft available when the discrepancy has been cleared.



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**Section 7. Pilot Responsibilities.**

1. It will be the members' responsibility to ensure that club aircraft are fully functional and ready to fly before take-off.
2. Members are responsible for ensuring that aircraft are properly Scheduled and flights properly documented in Flight Circle; are Dispatched prior to the flight, in Flight Circle; and are properly Closed Out with all correct and current information, in Flight Circle at the end of the Flight.
3. Members are responsible for operating club aircraft within published operating limits as set forth in each aircraft's respective Pilot Operating Handbook (POH).
4. Members are responsible for ensuring all club aircraft are kept clean and free of trash and unnecessary clutter. Members who are found to habitually leave trash behind in the aircraft or who fail to secure the aircraft properly after each use to the minimum essential standards (as stated in "Minimum After Operations Standards") may have their scheduling privileges suspended.

Minimum After Operations Standards:

1. Ensure that the avionics switch is set to OFF.
2. Ensure that the Master switches, and all other panel switches are set to OFF.
3. Ensure that the starter (Magnetos) switch is set to OFF.
4. Ensure the key is placed in the aircraft logbook.
5. Ensure that the Pilot vent window is closed and locked.
6. Leave aircraft logbook on the pilot seat.
7. **Clean out all trash, debris, and personal equipment from the aircraft.**
7. Close and latch the door and the cargo door.
8. **Have all fuel tanks filled to the "tabs."**
9. Place the Cowl Blocks in place.
10. Place the wheel chocks in place.
11. Place the Pitot-stack cover on.
12. When closing the hangar doors, ensure you place the security bolt through the bottom of the door and into the hole in the concrete.
13. Lock the hangar door, and replace the hangar lock key in the key box and scramble the code.



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**Section 8. Safety.**

1. All members will operate club aircraft in accordance with FAA Regulations and within the limits described in the Pilot's Operating Handbook (POH) for that aircraft.
2. Members will not operate club aircraft into forecast or known icing conditions.
3. Members should use standard Safety and Risk Management assessments and systems to ensure safe flight.
4. Members should use a Risk Assessment Checklist to ensure they have identified and taken appropriate actions to mitigate risk to themselves and club aircraft.
5. Members should adopt a system of Aeronautical Decision Making (ADM) that assists them in identifying risks and outcomes and they should also set their own limitation standards (Personal Minimums) to mitigate Risk and eliminate safety hazards during their flights.
6. Particular Safety Hazards to be aware of, plan for, and avoid:
  7. Get-there-It is
  8. SCUD Running (Particularly when a VFR Pilot)
  9. Continuing VFR into IMC conditions (not being instrument rated)
  10. Loss of Situational Awareness
  11. Spatial Disorientation
  12. Flying outside the operating limits of the aircraft (too fast, too slow, too, high, too low).
  13. Pilots In Command should identify and adopt their personal Single Pilot Resource Management System (CRM) to facilitate safe flights.



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14. Any club member desiring to schedule and use N5210T, the Piper Arrow II must have the following qualifications:
1. A minimum of 150 hours total Pilot in Command time.
  2. 25 hours in a Retractable Gear Aircraft
  3. 10 hours in Make and Model in the Club Aircraft (N5210T), with a Club Certified Flight Instructor (CFI/II)
  4. Pilots must complete a Check-Out flight with a Club CFI/II as part of the 10 hour "Make and Model" training requirement and must pass a proficiency check with that club CFI/II
  5. Once certified in the Complex Piper Arrow II, Club members must take their Annual Review in that aircraft with a club Certified Flight Instructor (CFI/II).

**Section 9. Passengers.**

1. Club members may carry non-paying passengers within the limits of the weight and balance requirements and restrictions of club aircraft.
2. At no time will a Club member carry passenger's for hire; nor allow passengers to act as Pilot in Command, if they are not also 51<sup>st</sup> Aero Squadron club members.

**Section 10. Training and Instruction.**

1. A fundamental objective of the club is to promote general aviation and encourage club members to continue to train and develop their flying skills.
2. The Club will carry the necessary extra insurance to cover student pilot flight training operations.
3. Club aircraft are for club members and duly qualified family members to use for flight instruction. Club members will only use club CFI/II's when using club aircraft for training. No non-Club member CFI/II may give flight instruction in any club aircraft at any time.
4. Only club CFI/II's are authorized to conduct "Discovery" or "Introductory" flights for anyone at any time.
5. Members may not take club aircraft to any other airport to receive qualifying flight training from a non-club member CFI/II.





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**Section 11. Fees & Payments.**

1. The club collects various fees and dues to cover the costs of operations.
2. Club New Member Fees must be paid in full prior to a new member receiving a checkout from a club CFI/II and before being given access to the online scheduling system.
3. Monthly dues must be paid by the first of the month by all members. All members will have a credit or debit card on file in Flight Circle and will be automatically billed for dues on or about the 1<sup>st</sup> of any month. Any member failing to pay monthly dues within 48 hours of the 1<sup>st</sup> day of the month, may have their scheduling and aircraft privileges suspended.
4. All members are required to pay all Dues, Usage Fees, or other designated payments via electronic means.
5. All members must have a current payment method on file in Flight Circle (Credit, Debit Card, or ACH Transfer Authorization).
6. Usage fees for club aircraft rental will be paid within 48 hours of the termination of the flight, using the clubs Flight Circle payment system. Members who fail to pay their usage fees within 48 hours will have their on-file credit/debit card automatically debited for the flight and are liable to having scheduling and aircraft privileges suspended.
7. Members' dues and aircraft usage fees are:
  - a. N35491 - \$145.00 per tach-hour
  - b. N151AV - \$145.00 per tach-hour
  - c. N3459Q - \$145.00 per tach-hour
  - d. N5210T - \$160.00 per tach-hour

**Section 12. Prohibited Activities.** The club has established the following prohibitions in the use of club aircraft:

1. **At no time is any member or members permitted to participate in or conduct "formation" flying in club aircraft. Violation of this restriction is grounds for immediate termination of membership in the club.**
2. **There is NO SMOKING, VAPING, "CHEWING" TOBACCO, or other tobacco use permitted in any club aircraft or hangars at any time.**
3. Commercial Operations. Under no circumstances will any club member use any club aircraft for any sort of (paid) commercial flight operations.



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4. Non-Club Instructors. At no time may a member receive qualifying flight instruction in a club aircraft from a non-club CFI/II.
5. Operations on Unimproved Runways. All club aircraft will be operated on improved, hard surface (concrete or asphalt) runways. **Operations on grass, turf, sod, sand, gravel, or any other unimproved surface is prohibited, except in the case of an emergency.**
6. Operations Outside of the Contiguous 48 States. Club aircraft may not be operated outside of the continental United States due to insurance restrictions and requirements.
7. Pilot In Command (Left Seat Occupancy). Only club CFJ/II's may occupy the left seat of club aircraft and act as Pilot-In-Command. Only CFI/II rated members may fly from either left or right seat as pilot in command. The only exception will be a rated pilot, working on their CFI rating, may fly from the right seat, but only after a check-ride from a club, rated, CFI/II.
8. Performance of Aerobatic Maneuvers. At no time will club members perform aerobatic maneuvers that are in excess of the operating limits stated in the Pilot's Operating Handbook (POH) for that aircraft; and are specifically prohibited from performing maneuvers as defined in FAR Part 91.307(c), exceed 60 degrees bank and/or 30 degrees pitch.
9. Carriage of Maintenance Records. Unless required by the standards of an FAA Practical Test, conducted at an airport other than our home field, club members will not carry the maintenance records for any club aircraft onboard that aircraft.
10. In the event maintenance records are required away from our home field, it is the club member's responsibility to ensure that they are safely returned to the place our maintenance records are safeguarded immediately at the termination of that flight.