



51<sup>ST</sup> AEROSQUADRON  
STANDARD OPERATING PROCEDURES (SOP)  
*(Approved 11 December 2017)*

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**Section 1. Pilot Certifications.**

Prior to scheduling a club aircraft for the first time, a member must be a member in good standing.

Pilots will provide a copy of their valid Pilots License, Birth Certificate, and Current Medical Certificate, or equivalent Basic Med, and present their Logbook to the Chief Pilot prior to scheduling club aircraft for the first time.

New members must successfully complete a check out in a club aircraft with one of the clubs CFI/IIs or the Chief Pilot and receive an endorsement in their logbook to that effect.

Pilots must be current at their certification level and aircraft type to schedule club aircraft.

Pilot status may be: Student Pilot (working with a Club CFI/II); Private Pilot; Instrument Rated Pilot; or CFI/II.

**Section 2. FAA Compliance.**

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.**

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 or by a Pilot authorized by the Chief Pilot to conduct check-out.

Initial Check-Out. Club CFI/IIs 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-out in any club aircraft.

Recurrent Training. Each active club member authorized to schedule and fly club aircraft will complete a biennial review with a club CFI/II 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.

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 will report successful completion of their Biennial review to the Chief Pilot via email. The Chief Pilot will update the Club Pilots database accordingly.



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**Section 4. Aircraft Scheduling.**

General. The 51<sup>st</sup> Aero Squadron uses an on-line scheduling program called “Flight Schedule Pro” (FSP). Access to Flight Schedule Pro is available to all active members in good standing.

Upon approval of a new member, the Chief Pilot or designated representative will forward the link for the registration instructions to the new member. After the member creates their username and password the FSP program notifies the “Administrator” (Chief Pilot) and all designated “Assistant Administrators” that a new member is awaiting approval. After a new member has paid their new member fee they will be approved in the FSP system and be authorized to schedule club aircraft.

Maintenance of FSP Scheduling Data. The Chief Pilot, as the Administrator, is responsible for maintaining current and accurate data in the FSP application for all club aircraft.

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.

**b. Reservation Durations.**

1. Normal Reservations - may be between 1 and 3 hours in duration.
2. Day Trips – are defined as any flight reservation that makes a club aircraft unavailable during the majority of time from 7AM to 7PM (local time).
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.
4. Weekend Flights – are defined as a flight that originates on a Friday and terminates on a Sunday.
5. Long Duration Flights – are defined as flights where a club aircraft is unavailable for other use for a period of three or more days. Long Duration flights must be pre-approved by the Chief Pilot before scheduling in the FSP system.



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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, 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.

d. Use of Stand-By Reservations. The FSP application allows for the creation of “Stand-By” reservations in the event a primary reservations is cancelled. If a primary reservation is cancelled, the Stand-By reservation member will automatically be notified via email of the aircraft’s availability.

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

In the event a cancellation becomes necessary the member will log into FSP and cancel the flight at the earliest possible time. When cancelling a reservation in FSP, 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 FSP Reports. The Chief Pilot and or the Executive Leadership may use FSP reports to track aircraft usage and to offer changes or modifications to these Standard Operating Procedures.

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

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.

An Aircraft Captain will be assigned to each aircraft on a rotating basis, every third club meeting. During their six month term, AC-CPTs will ensure that club aircraft supplies are properly stocked.

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.

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.

The Club credit card will never be used to service or fuel any Non-51<sup>st</sup> Aero Squadron aircraft.



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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 maintain all receipts and turn them into the Chief Pilot or Club Treasurer. 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.

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. Aircraft Usage Logs.**

Members are required to complete aircraft usage logs upon completion of a flight. Members will ensure all entries are legible and complete including all fuel (added away from our home base) and oil added. Tachometer hours and Hobbs hours are complete and accurate at the end of a flight.

Aircraft CPTs will ensure new log pages are in all club aircraft on the 1<sup>st</sup> of each new month. Logbook pages removed at the end of a month by the Chief Pilot will be provided to the treasurer.

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 email) to the Chief Pilot and Maintenance Officer immediately upon discovery.

The Chief Pilot and Maintenance Officer will investigate any significant discrepancies to determine if it constitutes an airworthiness or safety of flight issue. They will make a determination to ground the aircraft and make it unavailable in the FSP.

The Maintenance Officer will report the aircraft available when the discrepancy has been cleared.

#### **Section 7. Pilot Responsibilities.**

It will be the member's responsibility to ensure that club aircraft are fully functional and ready to fly before take-off.

Members are responsible for ensuring all aircraft information is properly annotated and logged in the appropriate log book sections and any discrepancies are noted and the Chief Pilot and Maintenance Officer are informed.



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Members are responsible for operating club aircraft within published operating limits as set forth in each aircraft's respective Pilot Operating Handbook (POH).

Members are responsible for securing aircraft including tie-down, wheel-chocks, or hangaring; installation of control locks, and the closing/locking of all doors and windows.

Members are responsible for ensuring that all club aircraft are kept clean, free of trash and unnecessary clutter and seatbelts are secured across seats after each use.

**Section 8. Safety Rules.**

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.

Members will not operate club aircraft into forecast or known icing conditions.

Members should use standard Safety and Risk Management assessments and systems to ensure safe flight.

Members should use a Risk Assessment Checklist to ensure they have identified and taken appropriate actions to mitigate risk to themselves and club aircraft.

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.

Particular Safety Hazards to be aware of, plan for, and avoid:

Get there Itis

SCUD Running (Particularly when a VFR Pilot)

Continuing VFR into IMC conditions (not being instrument rated)

Loss of Situational Awareness

Spatial Disorientation

Flying outside the operating limits of the aircraft (too fast, too slow, too, high, too low).

Pilots-In-Command should identify and adopt their personal Single Pilot Resource Management System (CRM) to facilitate safe flights.



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**Section 9. Passengers.** Club members may carry non-paying passengers within the limits of the weight and balance requirements and restrictions of club aircraft.

At no time will a Club member carry passengers 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.** A fundamental objective of the club is to promote general aviation and encourage club members to continue to train and develop their flying skills.

The Club will carry the necessary extra insurance to cover student pilot flight training operations.

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.

Members may not take club aircraft to any other airport to receive qualifying flight training from a non-club member CFI/II.

**Section 11. Fees & Payments.** The club collects various fees and dues to cover the costs of operations.

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.

Monthly dues must be paid by the first of the month by all members. Any member failing to pay monthly dues in a timely manner may have their scheduling and aircraft privileges suspended.

Usage fees for club aircraft rental will be paid within 48 hours of the termination of the flight, using the clubs online payment system (PayPal). Members who fail to pay their usage fees in a timely manner are liable to having scheduling and aircraft privileges suspended.

Members' dues and aircraft usage fees are set forth in the 51<sup>st</sup> Aero Squadron Bylaws.

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

**Commercial Operations.** Under no circumstances will any club member use any club aircraft for any sort of commercial flight operations.

**Non Club Instructors.** At no time may a member receive qualifying flight instruction in a club aircraft from a non-club CFI/II.



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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.

Members may request authorization from the Executive Leadership for a flight outside of the continental US but must show proof of total insurance coverage beforehand covering club aircraft and all liability. Members will be responsible for all other costs associated with such a flight, including all tachometers hours logged.

Pilot-In-Command (Left Seat Occupancy). Only club members, in good standing, may occupy the left seat of club aircraft and act as Pilot-In-Command. Rated Club members may fly from either left or right seat as Pilot-in-Command with appropriate authorization from Chief Pilot or other certified CFI/II.

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.

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.

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.