

**Decatur Aero Club**  
**Standard Operating Procedures (SOPs)**  
**October 2011**

**1. Purpose**

- A. The purpose of these Standard Operating Procedures (SOPs) is to assure safe operation of Decatur Aero Club Aircraft, and fairness to all members in the use of club aircraft and property.

**2. Membership**

- A. Membership in the Club is a privilege. Continued benefits of this membership privilege depend on the active cooperation of all members to help administer the Club equipment and facilities in good condition. The Club's officers have a big job to do. Every member should try to help.
- B. Members are expected to attend the regular monthly meeting and Club sponsored events as frequently as possible.
- C. Club statements will be mailed monthly and are due and payable upon receipt thereof, interest to two percent (2%) per month will be charged on account balances not paid on or before the last day of the month in which the statement was mailed. No account shall exceed a member's equity and members with accounts exceeding his or her equity for thirty (30) days are grounded.

**3. Compliance with Rules and Regulations**

- A. Members of the club shall observe all existing Federal Aviation Regulations (FAR's), State, Local, Airport rules including the Club By-Laws and these SOPs.
- B. Each member shall consider the recommendations for operation as detailed in the AIM.
- C. Use of Club aircraft for commercial purposes is prohibited. This does not prohibit a Club member from receiving instruction from an authorized Club instructor.
- D. In addition to other articles in the Aero Club By-Laws each Club member shall heed the currency requirements of Article XI.
- E. Club members pilot certificate, medical certificate and logbooks as required by FAR's may be subject to inspection or review by the Board of Directors.
- F. Club members must possess a current medical certificate and current pilot certificate complete with the required annual/biennial flight review as detailed in the FAR's and, have supplied a copy of these certificates to the operations officer.

#### 4. **Pilot in Command (PIC)**

- A. No one other than a Club member may act as PIC of a Club aircraft. The exceptions included:
  - 1. An authorized flight instructor that has been approved by the Executive committee. Prospective Certified Flight Instructors who wish to be approved to instruct club members in club planes shall present a resume along with their logbooks to the club operations officer for review. Pending the operations officer's review, they will be presented to the club president who will schedule an interview with the Executive Committee. The executive committee, at their discretion, will determine whether to allow the instructor to instruct club members in club aircraft. An instructor may be approved with or without restrictions placed by the Executive Committee.
  - 2. An Authorized maintenance person that has been approved by the Executive Committee.
- B. No Club member may act as PIC of a Club aircraft until that member has had a proper checkout ride with a Club Flight Instructor.
- C. For basic tricycle gear aircraft (not including high performance, complex, or multi-engine category)  
All pilots: Checkout requirements will be determined by a Club Flight Instructor.
- D. For all Tail-wheel aircraft:
  - 1. All pilots: Checkout will be determined by a Club Flight Instructor who is current in a tail-wheeled aircraft. The checkout must meet current FAR private pilot requirements for a tail-wheel aircraft, including crosswind and wheel landings.
  - 2. Pilots with less than 50 hours of logged tail-wheel time: A minimum of five (5) hours checkout is required.
  - 3. Pilots with 50 hours or more of logged tail-wheeled time: checkout time will be determined by a Club Flight Instructor who is current in a tail-wheel aircraft.
- E. For high performance or complex aircraft.
  - 1. All Pilots: A Club flight instructor shall sign off in the pilot's logbook and the Club Tach Sheet certifying approval for the PIC. A Club flight instructor may require more checkout time than is listed below to assure safe operation.
  - 2. Pilots with less than 100 hours total time: A minimum of ten (10) hours dual instruction in the Club aircraft with a Club flight instructor. Alternatively, the pilot may show logged time of a minimum of ten (10) hours in the same make and model from a flight instructor.
  - 3. Pilots with 100 hours or more total time: A minimum of five (5) hours dual instruction in the Club aircraft is required. Alternately, the pilot may show logged time of a minimum of five (5) hours in the same make and model from a flight instructor. Additional checkout requirements will be determined by a Club flight instructor.

- F. All pilots:
    - 1. Shall meet all requirements as stated in the current insurance certificate(s) for each aircraft the member desires to fly.
- 5. Aircraft Reservations:**
- A. Reserve only one aircraft for a given time period.
  - B. Reserve an aircraft only for the time you expect to use it.
  - C. No member may remove a “Grounded” Placard from an aircraft or on Clubs computerized scheduling system. Removal of the GROUNDED placard may only be performed by a Maintenance Officer or licensed A&P mechanic.
  - D. Members of a Club member’s family that wish to reserve an aircraft must do so in the primary member’s name only.
  - E. Each member is limited to three (3) reservations per plane during the next or ensuing 60 day period, from day to day. Reservations by family members count toward the primary member’s limit of three reservations.
  - F. Write “VFR ONLY” on the reservation sheet if the reservation is VFR only.
  - G. A member may make a reservation “on top of” an existing reservation if they wish to be called should the first member cancel. The second member shall include the word “second” with their name when making the “on top of” reservation, on Club computerized scheduling system.
  - H. Check the Club computerized scheduling system before you leave to see if there is an “on top of” (a second) reservation. If you return early, courtesy requires that you call the next member. In the event of a delayed departure that will affect the next reservation, call that person to advise them if your return will affect them. A current membership list may be found in each aircraft.
  - I. Reservations are automatically canceled if the member is more that thirty (30) minutes late for a reservation of less than six (6) hours. However, to avoid an automatic cancellation, the member may leave a signed note on the Club computerized scheduling system, or a message on the answering machine in the Club office, stating an expected delay of departure. If a “second” reservation is in place, the first member, with the departure delay, must notify the member with the second reservation. The member signing up as a “second” should notify the member with the primary reservation.
  - J. Someone is available, that member may assist with a Club computerized scheduling system reservation by writing it on the reservation sheet on behalf of the calling member.
  - K. If the member’s car is left in a Club’s hangar, the car keys **MUST** be left in the car. Parking in the Club’s main (heated) hangar is **PROHIBITED**.
  - L. Close and lock the hangar door before your departure.
- 6. General Operating Procedures**
- A. No member may take a Club aircraft beyond the continental limits of the United States without prior written approval of the Club’s Board of Directors
  - B. Club aircraft may be operated only from areas designated by the FAA as public or private airports.

- C. Do not take an aircraft without signing the reservation on the Web Site. If you have not reserved an airplane and arrive at the Club to see if an aircraft is available for immediate use, SIGN the RESERVATION SHEET on the club Web site before departing with the airplane.
- D. Smoking is prohibited in the Club office, any Club aircraft, and in any of the Club's hangars.
- E. No pets are allowed in any Club aircraft, hangar and Club Office.
- F. Only members of the Decatur Aero club may receive flight instruction in a Club airplane.

**7. Cross-country flights**

- A. On all cross-country flights, all fuel, oil and maintenance bills (not including fees for landing, ramp use, tie-down, pre-heating, hangar use or other fees) will be reimbursed to the member to the member as a credit toward their bill if they submit to the Treasurer proper receipts. Receipts must include the aircrafts N-number, name, address and telephone number of the location that the bill was incurred along with the amount of the bill with address and telephone number of the location that the bill was incurred along with the amount the bill with the date. For clarity, be certain the member's name is on each receipt to assure credit will be given to the correct account.
- B. Pilots using Club aircraft for cross-country flights have an obligation to do everything within reason and safety to return the aircraft to the Club at the scheduled time. In some situations this may not be possible, in which case the pilot is obligated to minimize the negative effects of cost and Decatur Aero Club schedule conflicts.
  - 1. When Weather conditions prevent the returning at the scheduled time, that member is obligated to remain with the aircraft, returning when weather conditions permit. If the pilot cannot remain with the aircraft, the member is obligated to make arrangements to have the airplane returned, at their expense, as soon as practical. The pilot has the first option to return the aircraft when the weather permits.
  - 2. If mechanical conditions prevent the return of the aircraft at the scheduled time, the member is obligated to have repairs made, after consulting with the maintenance officer of that particular airplane, or if unavailable, a member of the Board of Directors. Once repairs are completed, the member is responsible for returning the aircraft to the Club hangar. If the member cannot stay with the aircraft, for personal reasons, the member must make arrangements at their own expense to have the aircraft returned as soon as possible. The pilot has first option to return the aircraft.

**8. End of flight procedures**

- A. CLOSE YOUR FLIGHT PLAN
- B. Log Hobbs time on the Tach sheet and note any squawks on the sheet. Also, notify the maintenance officer (or Club officer if the M.O. cannot be personally located of the airplane and notify the member that has reserved the airplane next. If necessary place a “GROUNDED” placard to both the Clubs computerized scheduling system, and on the yoke of the aircraft, in the event that the aircraft is not airworthy.
- C. Check the Clubs computerized scheduling system to determine whether to call the next member who wanted the aircraft as soon as it has been returned.
- D. Leave the airplane clean, both inside and outside. Clean the interior and the leading edges of the wings, struts, wheel pants, windscreen, etc.
- E. Fill the fuel tanks to the top, unless the member with the next reservation has requested otherwise.
- F. Turn off hangar lights.
- G. Close and lock the hangar door as well as the entry door to the hangar. Each member is responsible for the contents of the hangar.

**9. Maintenance issues**

- A. All normal maintenance must be approved by the Maintenance Officer. No repair that exceeds one hundred dollars (\$100) shall be made without prior approval of the member of the board of Directors.
- B. Report any aircraft or hangar damage to a Board Member as soon as possible.

**10. Violations:**

- A. Violations of any SOP or FAA regulation, caused by a member’s act, renders that member liable to flight suspension or membership termination as determined by the Board of Directors.
- B. Any act endangering life or property, or any act constituting abuse of Club aircraft or equipment, shall also be deemed a violation as determined by the board of Directors. Any cost for repairs or maintenance that are a direct result of a Club member’s negligence or carelessness may be charged to the offending Club member. The amount charged will be determined by the Board of Directors.
- C. Changed in, exemptions from, or additions to these SOPs must be authorized by the Board of Directors