

Bay Area Aero Club, Inc.
Standard Operating Procedures

Revised March 2017

The Bay Area Aero Club, Inc. (referred to hereafter as the BAAC) is a nonprofit membership corporation dedicated to the promotion of general aviation and to providing its members with safe flying at the lowest possible cost. The primary objectives of BAAC are to conduct ongoing programs in aviation safety and instruction, and to promote general aviation.

The purpose of these Standard Operating Procedures is to assure the safe operation of BAAC aircraft and fairness to all members in the use of BAAC aircraft and property. These Rules and Regulations are adopted and enforced by a unanimous vote of the BAAC Board of Directors and shall operate within and subject to the Bylaws of the BAAC.

Within the mission of the BAAC, the Standard Operating Procedures have been written in a good faith effort to comply with generally accepted flying practices including those required by the insurance carrier.

Upon joining the BAAC each member is responsible for learning, understanding, and following the Standard Operating Procedures. Any members requiring interpretation of these Standard Operating Procedures should make their request to the Board of Directors (BOD).

Section 1. Member Application Process

Applications for membership will be forwarded to the Secretary. The Secretary will review the application for complete information and will contact listed references. The Secretary will then notify the Treasurer.

The Treasurer will verify that the applicant has no outstanding debts with the BAAC.

The Secretary will then notify the President and send the applicant a welcome letter upon concurrence of the President.

The Chief Flight Instructor and the Treasurer will be notified of an approved application and the Chief Flight Instructor or his/her designee will schedule and conduct an orientation briefing of an approved member.

If the applicant's membership should be rejected by the Secretary and the President, he/she will be sent a letter explaining the rejection and informed that an appeal may be made to the BAAC's BOD.

Section 2. Members

- A. The BAAC is a volunteer based, not-for-profit organization. To further the BAAC's mission, each member is encouraged to participate in and contribute to BAAC activities. Members are also encouraged to contribute their time and talents in maintaining and cleaning BAAC aircraft and facilities or in other ways.
- B. Members are required to provide at all times current and up to date pilot certificate, medical certificate, and flight review to the Membership Officer plus documents or information that may be requested by insurance carrier, the FAA, or other governmental agency.

Section 3. Limitations

Members of the BAAC shall observe all existing Federal Aviation Regulations, Federal, State, local laws, airport and BAAC rules.

A member may not operate a BAAC aircraft unless he/she has been endorsed for that make and model of aircraft by an authorized BAAC instructor. Prerequisites for such endorsements are established by the club insurance policy.

A member may not operate a BAAC aircraft unless he/she has been instructed in proper BAAC procedure by an authorized BAAC instructor.

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The Chief Flight Instructor or his/her designated representative shall designate in writing authorized BAAC instructors. Each authorized BAAC instructor must be an active BAAC member "in good standing". The BAAC will maintain an electronic or written list of authorized BAAC instructors.

Checkouts and endorsements required by this Section shall be recorded in the manner prescribed by the Chief Flight Instructor and approved by the Board of Directors.

Flights outside the continental United States must have the prior approval of the Board of Directors.

BAAC aircraft shall not be operated unless the pilot in command is a BAAC member "in good standing".

No person may receive flight instruction in a BAAC aircraft unless that person is an active member "in good standing."

BAAC aircraft shall not be operated for hire or reward. However, this does not prohibit a BAAC member from receiving instruction from an authorized BAAC instructor.

Member's certificates and logbooks as required by Federal Aviation Regulations may be subject to review by the Board of Directors or the Chief Flight Instructor.

Smoking is prohibited in the BAAC aircraft and inside the BAAC clubhouse.

Student pilot members must get approval from their authorized BAAC instructor for each solo flight prior to their operation of the aircraft.

Passengers can only be loaded or unloaded once the engine has come to a complete stop with magneto and the master switches verified in the off position.

Unless otherwise defined in the Pilot's Operating Handbook, cruise power setting is limited to 75% of maximum continuous power or less. Full throttle power settings are normally restricted to take off and climb. Full throttle may be used for cruising flight only at altitudes at which full throttle yields 75% power or less.

BAAC aircraft should be returned in the same condition as to the beginning of the flight. All trash should be removed from the plane upon return.

No animals may be carried on a BAAC airplane without permission of the owner(s) of the airplane and subject to any owner limitations or stipulations.

Electronic payment through Schedule Master is preferred. Members choosing payment by method other than through Schedule Master may incur a processing fee equal to the sum of fees to process their payment.

Members with balances owed the BAAC greater than \$100 will not be allowed to schedule use of BAAC aircraft or assets. No other BAAC member is allowed to schedule BAAC assets for said individual.

Account balances greater than \$100 for over two months will be considered delinquent and not "in good standing".

Section 4. Reservations

A. The following definition shall apply for Section 5 of these procedures:

Cross-country: Any flight which results in a BAAC aircraft being away from its home base by landing at another airport more than 50 NM away or for a period exceeding 36 consecutive clock hours.

- B. All flying time shall be scheduled via Schedule Master (www.schedulmaster.com). It may also be entered online by the pilot, or by calling +1-800-414-6114.
- C. Cross-country flights for seven or more consecutive days must have prior approval of the Board of Directors.
- D. Members making cross-country flights shall be responsible for minimum flying time charges of one hour for each weekday or portion thereof while the aircraft is away from its home base. When the scheduled cross-country flight includes weekends, a minimum of two hours applies for Saturday and Sunday. No minimum charges will be applied for any day during which the aircraft is grounded due to adverse weather or mechanical difficulties. The difference between minimum flying time requirements and actual Hobbs time shall be billed at the dry rate for that aircraft.
- E. Any member late for a scheduled flight shall forfeit the remainder of his/her reservation to any member desiring it. This forfeiture shall be effective 15 minutes after the scheduled start time for a scheduled flight of less than 2 hours, 30 minutes late for a flight of 2 to 4 hours, and 1 hour late for a flight of 4 or more hours. Proven failure to show up for a reservation or to cancel it at least 1 hours before scheduled departure time (except in the event of adverse weather, instructor no-show or the airport being closed) shall subject the member to the following penalties: (1) first violation - an official warning from the Chairman of the Board of Directors or his/her designated representative; (2) second and subsequent violations - a fine to be determined by the BOD on a case-by-case basis. Three or more violations during any 12-month period shall result in the member being liable to suspension or expulsion from the BAAC as determined by the Board of Directors. (Note to reviewers: This deals with reservation issues, not maintenance issues or failure to report maintenance issues.)
- F. Members will make every effort to schedule aircraft only for the period of time needed, plus buffers for preflight, servicing, etc.
- G. Members may be subject to a charge of aircraft dry rates for one hour per two scheduled hours for "no shows" or day-of-flight cancellations or partial erasures unless adverse weather, grounded aircraft, personal emergencies or illness are documented as reasons. In all cases, attempts to erase the entire reservation in person or by phone will be made. Those members canceling due to weather beyond their ratings or capabilities should make IFR-capable aircraft available through timely cancellation. This will make those aircraft available for other members who are capable and legal to fly those aircraft under IFR conditions. Habitual offenders shall be subject to the penalties described in Section 5, Paragraph E.

- H. Members will not schedule two aircraft for the same time period or an "alternate aircraft" for the same time period. Day of flight cancellations of an aircraft because the "first choice" aircraft becomes available shall subject the member to a one hour dry charge per two hours scheduled on the canceled aircraft. Habitual offenders shall be subject to the penalties described in Section 5, Paragraph E.
- I. Any member who will be more than 30 minutes late returning from a flight (except for weather or mechanical reasons) who has not notified the Owner, Maintenance Officer or Treasurer and next user, if applicable, at least one hour in advance, shall be subject to the same penalties as established in Section 5, paragraph E, if (1) another member with confirmed reservations is kept waiting and (2) such member wishes to report the overdue return to the President.
- J. Pilots using BAAC airplanes for cross-country flights have an obligation to do everything within reason and safety considerations to return the plane to LVJ 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 owner-incurred cost or BAAC flight schedule disruptions.
 - J.1. If weather conditions prevent a pilot from returning at the scheduled time, he/she is obligated to remain with the airplane and return when weather conditions permit. If the pilot cannot stay with the plane until the weather is acceptable for his/her proficiency level to return the plane to LVJ, he/she is obligated to make arrangements to have it returned (at his/her expense) as soon as practical. The pilot has first option to return the plane when weather permits.
 - J.2. If an airplane malfunction prevents the pilot from returning at the scheduled time, he/she is obligated to get repairs made (after consulting with the owner if the cost is greater than \$300) and return the airplane. If (for personal reasons) the pilot cannot stay with the airplane until it is repaired, he/she is obligated to make arrangements (at his/her expense) to have it returned as soon as possible. The pilot has first option to return the airplane when it is available.
 - J.3. Failure to comply with this Standard Operating Procedure will result in the member being fined by the Board of Directors. The amount of the fine will be determined by the BOD, and will be awarded to the owner to compensate for appropriate expenses incurred in retrieving his/her airplane.
- K. A member may make a written request to the President for review of a warning or fine, or to the Board of Directors for a review of a suspension. The warning/penalty/suspension may be rescinded for sufficient reason.

- L. BAAC assets and facilities are only to be used for BAAC activities unless with prior approval from the BOD.

Section 5. Responsibilities

- A. It is the responsibility of any member using a BAAC aircraft to complete the following tasks. Failure to comply may result in the penalties in Section 5, Paragraph E.

Preflight: Conduct a preflight inspection before each flight, including verifying maintenance dates, and pilot currency (BFR, and medical) on Schedule Master. In the event that damage or malfunction is discovered, record any malfunction or damage to the aircraft that has not been previously reported (irrespective of how minor) as a Schedule Master squawk prior to flight. Describe the defect or damage discovered, not what you think caused the problem, as completely as possible.

Notify the Maintenance Officer **AND** the owner in a timely manner by phone or e-mail of any malfunctions or damage to the aircraft. Also, notify the next person scheduled to fly **ANY** aircraft that you just squawked. (An insignificant squawk for VFR flight may be very significant to the next pilot who may be planning an IFR flight. The decision to fly with the squawk should be his/her to make prior to coming to the airport.)

If it is determined that the aircraft is not airworthy:

Place a RED TAG on the throttle.

Notify the next person scheduled to fly the aircraft.

Make phone contact (not leaving a message or sending an e-mail) with one of the following: (1) the Maintenance Officer **and** the Owner, (2) the Chief Flight Instructor, (3) the President.

In the event that contact was not made to the Maintenance Officer, notify the Maintenance Officer **and** the owner in a timely manner by phone or e-mail of any malfunctions or damage to the aircraft. Include who was contacted in this communication.

Enter a squawk in Schedule Master within two hours of discovery

Post Flight: Conduct a post flight inspection. Submit squawks in Schedule Master if any defect or damage occurred during operation or handling. Describe the defect or damage discovered, not what you think caused the problem, as completely as possible. Notify the Maintenance Officer **and** aircraft owner in a timely manner by phone or email of any new damage incurred during its operation and handling.

Clean the interior and replace oil used from baggage compartment.

Install the control lock, the throttle lock (if there is one), close windows and vents, and lock all doors.

If an incident occurs involving any injuries to persons, significant damage to BAAC aircraft or property, the following steps are to be immediately taken in order:

Assess the safety and health of persons involved. Contact emergency services or 911 if required.

Contact the Aircraft Owner, BAAC President, **AND** BAAC Safety Officer.

If unable to make contact with the BAAC President or Safety Officer, contact any other member of the leadership team.

For the purposes of this section, **significant damage** is defined as “Any damage which causes the aircraft to be in an unairworthy condition as determined by the pilot in command”

It is the responsibility of the President to obtain the fuel receipts (from the vendor and Treasurer) and to update the actual fuel burn used in calculating the wet rate of each plane after three months of a new aircraft entering the BAAC.

It is the responsibility of the President to activate the Airplane Search Committee. This shall be a standing committee consisting of the Director designated by the BOD as the Chairman of the Committee, the Chief Flight Instructor and the Maintenance Officer. Duties are to inspect aircraft presented for lease to the BAAC. Inspection shall consist of physically inspecting the aircraft for appearance, equipment and condition, and inspection of the aircraft log books for compliance with the FARs and other BAAC requirements. The Committee will present its findings and make a recommendation to the BOD. In the event that the recommendation of the committee is not unanimous, The Committee will include the dissenting opinion in their report to the BOD. The BOD will make the final determination if the plane should be added to the BAAC fleet with a minimum of three BOD members voting in favor of adding the prospective plane to the BAAC fleet.

It is the responsibility of the President to activate the BAAC insurance for a BAAC leaseback airplane at the completion of the airplane review process defined in Section 6 Paragraph C.

The BOD and BAAC Officers are required to attend the monthly Board of Directors meetings. Board of Directors and BAAC Officers are allowed unexcused absence of no more than two meetings. If a Director or Officer is absent from more than two meetings with no prior notice or reason during the twelve-month period for which they were

elected, they shall forfeit an amount equal to the current Directors' monthly compensation amount for the subsequent month.

Section 6. Operational Costs

- A. Members will be charged at the rate for each aircraft as may be determined by the Board of Directors or defined in the aircraft lease agreement. The member shall complete Hobbs and tachometer starting and ending entries into Schedule Master flight log within two hours of completion of their mission or within two hours of cancelling their schedule. It is the responsibility of each member to assist the Treasurer to resolve discrepancies, overlaps, and gaps in flight log times. Aircraft owners are responsible for logging maintenance related use time into Schedule Master for their respective aircraft within two hours of the aircraft maintenance being completed.

On all cross-country flights, all fuel, oil and service bills (except landing, tie-down, deicing, jump starts, preheating, and hangar fees) paid by the member will be credited to his/her account after acceptable receipts are submitted to the Treasurer. Receipts must be submitted within 30 days of the date on the receipt or they will not be honored without exception of the BOD and Treasurer. The receipt must show the full name and address of the dealer, cost of the fuel and/or oil, and/or cost of the services supplied, the date, the N-number of the aircraft, the member's name, and the BAAC member number. Members are encouraged to keep copies of receipts until receiving reimbursement.

A member that is required to terminate a flight prior to becoming airborne, due to maintenance concerns only, may charge to maintenance the Hobbs taxi time (not to exceed 0.5 hours).

Membership initiation fee shall be \$100.00 (Bylaws: Article II, Section 4-a).

Membership monthly dues shall be \$35.00 per month (Bylaws: Article II, Section 4-b).

Family monthly dues per family member shall be \$25.00 per month (Bylaws: Article II, Section 4-c).

Section 7. Violations

- A. Violation of any Standard Operating Procedure or any FAA regulation caused by a member's act renders him/her liable to flight suspension as determined by the Board of Directors.

Any act endangering life or property, or any act constituting abuse of BAAC aircraft, shall also be deemed a violation as determined by the Board of Directors. Any cost to an aircraft owner for repairs or maintenance that is a direct result of a BAAC member's negligence or carelessness may be charged to the offending BAAC member. The Board of Directors may levy such charges as deemed appropriate.

With respect to violations, three Directors shall constitute a quorum for a vote on suspension. Three affirmative Directors' votes are necessary to affect such suspension.

Section 8. Changes and Amendments

Changes in, or additions to, these Standard Operating Procedures may be effected by unanimous vote of the Board of Directors, or the vote of two-thirds of the members present at a regular or special meeting at which a quorum is present.

The Board of Directors must approve any exceptions to the Standard Operating Procedures.

Any changes and/or additions to these Procedures shall be attached hereto.