



**THE SYRACUSE FLYING CLUB  
INCORPORATED**

**STANDARD OPERATING  
PROCEDURES**

Revision December 2015

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**Section I. Purpose**

The purpose of these Standard Operating Procedures (hereafter referred to as SOPs) is to assure (1) the safe operation of Syracuse Flying Club Inc. (hereafter referred to as the Club) aircraft and (2) fairness to all members in the use of Club aircraft.

Note: "Approval of the Board of Directors" as used in the SOPs shall be defined as an affirmative vote of three or more directors. If the member requesting the Board's approval under the requirements of these procedures is a member of the Board, then he or she may not vote and the Alternate Director may be polled.

## **Section II. Eligibility**

- a. A new member may not operate a Club aircraft until he/she has provided the Club Treasurer or designee a copy of his or her certificate, medical, and Biennial. A student member must provide a copy of his/her medical certificate.
- b. All Club members are required to obtain, at their own expense, required airport credentials.
- c. The aircraft owned by the Club shall not be operated as Pilot In Command by persons other than
  1. Members in good standing
  2. Certified Flight Instructors approved by the Board of Directors
  3. Designated aircraft mechanics
- d. A member may not receive instruction in a Club aircraft from other than a Club approved instructor.
- e. A member may not operate a Club aircraft unless he/she has been successfully checked out in that make/model aircraft by a Club approved instructor.
- f. A member may not operate a Club aircraft as Pilot In Command unless he/she:
  1. meets the latest insurance carrier's requirements for logged ground and flight experience as well as currency requirements. At the Board's discretion, experience and currency minimum operating requirements may be set at higher limits than those of the insurance carrier. Each aircraft's respective minimum PIC operating requirements will be posted in the aircraft's log book, on the Club website and may be obtained from a Board member,
  2. is in compliance with all applicable FAA regulations for currency, has a current medical certificate and a valid pilot certificate,
    - a) Student pilots must comply with 14 CFR Part 61, Subpart C, sections 61.81 through 61.95 as it relates to required documentation and currency.
  3. has successfully completed a Flight Review within 24 calendar months.
- g. For clarity, all categories of Club members (Student, Full Fleet and Associate) are solely responsible for adhering to all FAA mandates and regulations as they relate to the member's acting as PIC in any Club aircraft.

## **Section III. Flight Limitations**

- a. Members of the Club shall observe all existing Federal Aviation Regulations and state, local, airport and Club rules.

- b. Club aircraft shall not be removed from hangar or tie down when the wind velocity exceeds 25 knots, including gusts, or when the crosswind component exceeds the rated crosswind component as specified in the aircraft's operating handbook, except for maintenance reasons or emergencies vital to the safety of the aircraft. There shall be no wind limitations on FAA Certified Flight Instructors or commercial rated pilots.
- c. A member may not operate a Club aircraft unless he/she has been checked out in that make/model aircraft by a Club approved instructor. No "touch and go's" allowed in club complex aircraft.
- d. When a Club aircraft is operated by a **student pilot**, no other person can be aboard the aircraft other than the student's Club approved instructor. At the instructor's discretion, one passenger may accompany the student as long as the CFI is aboard and occupying a seat from which he/she may assume operational control. All **primary student pilots** pursuing a private pilot license to must obtain at least a standard weather briefing prior to each solo flight. Primary student pilots are to operate **for solo flight** under the minimum meteorological conditions presented below:
  - 1. Ceiling..... 3000 ft AGL or greater
  - 2. Visibility..... 6 statute miles or greater
  - 3. Surface winds..... 15 Kt or less including gusts
  - 4. Landing crosswind component 8 Kt or less
- e. The engine of any Club aircraft shall not be started unless a qualified and competent club member (or a maintenance person) is at the controls.
- f. In the interest of safety, the engine shall not be operating during the loading or unloading of passengers or material.
- g. Club aircraft may be operated only from areas which are designated by the FAA as public or private airports.
- h. Certain FAA approved airports may be designated "Off Limits" to Club aircraft by the Club because of the airport's unsafe, hazardous, or poorly maintained conditions. Such designation shall be communicated to the members.
- i. Use of Club aircraft for commercial purposes is prohibited.
- j. The Syracuse Flying Club Board of Directors may appoint and approve Senior Club Flight Instructor (SCFI) positions. Several SCFI positions may be appointed, as deemed feasible by the SFC board of directions. The prospect of additional business should serve as an incentive to attract qualified candidates.
- k. Prior to using the SFC aircraft for the purpose of rendering flight instruction, all new flight instructors are to receive checkouts by an approved CFI regarding all aircraft owned and operated by the SFC. This review can also be used to brief the prospective instructor of specific SFC student training requirements.

#### Section IV. Reservations

- a. The following definition shall apply for Section IV of these procedures:
- b. Weekend - Midnight Friday to midnight Sunday or any portion thereof. All flying time shall be scheduled using the online booking system
- c. Reservations up to and including four (4) hours may not be made more than 30 days in advance, nor may more than eight such reservations be made for that 30-day period.
- d. Except as noted in paragraph d.1, reservations in excess of four (4) hours may not be made more than 60 days in advance, nor may more than four (4) such reservations be made for that period.
  1. One reservation per calendar year (Jan 1 to Dec 31) may be made up to 6 calendar months in advance by submitting a written request to the Board for approval. Once approved, this reservation will be announced and will take precedence over any other reservation made after the date of approval. Cancellation of the reservation shall be communicated to the membership by the member holding the reservation.
  2. Reservations made 48 hours or less in advance will not be counted in the number of reservations in paragraphs c, d, and d.1 above.
- e. A reservation made for any aircraft designated as the primary trainer that will exceed 6 hours in duration can only be made as a "provisional" reservation using the online booking system. This "provisional" status will be considered non-provisional 48 hours prior to the requested start time if no other members have reserved the aircraft for use during the requested reservation time frame. No reservation on the designated primary trainer shall exceed one (1) overnight.
- f. Exceptions to (c), (d), and (e) above may be granted by the Board of Directors.
- g. A member may not schedule more than one aircraft for any single reservation period unless acting as the maintenance officer or for official Club business.
- h. Flights scheduled for seven (7) or more consecutive days (6 overnights) must be approved in advance and in writing by the Board of Directors in response to the member's written request for approval.
- i. Member's flights that solely occupy an aircraft between 8am-8pm on a given day shall be responsible for minimum flying time charges of two (2) hours for each weekend day and 1.5 hours for each weekday unless the member is unable to return the aircraft due to adverse weather conditions or mechanical difficulties. There shall be no minimum flying charges from November 30 through March 31. The difference between minimum the flying time requirement and the actual Hobbs time logged shall be billed at 50% of the aircraft's current bill rate.
- j. A member more than thirty (30 minutes) late for a scheduled flight of up to four (4) hours or more than two (2) hours late for a scheduled flight in excess of four (4) hours shall forfeit the remainder of

his reservation to any member desiring it. Repeated failures to show up for a reservation or to delete an online reservation at least two (2) hours in advance, except in the event of adverse weather or last minute issues beyond a member's reasonable control shall be subject to disciplinary actions as determined appropriate by the Board of Directors.

- k. Any member who is in excess of 30 minutes overdue on return from a flight that impacts a pre-existing adjoining reservation, exclusive of weather or mechanically caused delay, shall be subject to disciplinary actions as deemed appropriate by the Board of Directors.

## **Section V. Responsibility**

It is a member's responsibility using a Club aircraft to:

- a. make a thorough preflight inspection prior to each flight,
- b. execute post flight activities including:
  - 1. clean the interior,
  - 2. install gust locks,
  - 3. put in place any sun shades,
  - 4. order fuel and sign the fuel order,
  - 5. accurately fill out all items in the flight log,
  - 6. record any malfunctions of the aircraft in the maintenance log,
  - 7. thoroughly post flight the aircraft,
  - 8. direct the FBO on appropriate actions related to hangaring unless the next member to fly is on hand to assume responsibility.
- c. park the aircraft at least 20 feet away from any building during the winter months due to a falling snow/ice hazard,
- d. ensure the aircraft is kept in a location that is safe, secure and protected from any elements that may damage the aircraft such as water, snow, hail, wind, intense heat or intense cold,
- e. get an engine preheat before the first flight of the day if the temperature is below 20 degrees F., unless the aircraft has a permanently installed engine heater and the engine is warm at the time of starting. Otherwise, the member should arrange with the FBO to preheat the engine, and the member must pay the bill at the time of service. The member may send the paid invoice to the Treasurer for credit of half of the fee on his/her account.
- f. return all Club property when terminating or going inactive, including all keys to Club aircraft and hangars. Any deposits, based on fees set by the Board of Directors, will then be refunded to the member.

**Section VI. Operational Costs**

- a. Members will be charged at the rate per Hobbs hour for each aircraft as determined by the Board of Directors. The member shall sign a Treasurer's log in the aircraft filling in all appropriate information requested.
- b. On all cross-country flights, all fuel, oil, and service bills (except landing, tiedown, and hangar fees) paid by the member will be deducted from his/her account after acceptable receipts are submitted to the Treasurer (with the exception of preheat Sec. V.e). Receipts will not be honored unless submitted to the Treasurer prior to the end of the calendar month following the month in which they were incurred. Receipts must show the full name and address of the dealer, the gallons and cost of the fuel supplied, the date, the N-number of the aircraft serviced.

**Section VII. Violations**

- a. A violation of any SOP or Federal Aviation Regulation by a member's act renders him liable to a flight suspension, fine or dismissal from the Club, as determined by the Board of Directors.
- b. Any act endangering life or property shall be deemed to be a violation.
- c. Four Directors shall constitute a quorum for a vote for suspension or dismissal. Four Directors must cast ballots in the affirmative to affect such suspension.
- d. A member may make a written appeal to the Board of Directors for a flight suspension, fine or dismissal. Upon review, the Board may rescind for sufficient reason.

**Section VIII. Change and Amendments**

- a. Changes in or additions to, these SOPs may be effected by unanimous vote of the Board of Directors, or by the vote of the active members of the Club present at a regular or special meeting at which a quorum is present; such membership votes shall follow the procedures of the Article XI of the By-Laws.
- b. Any exceptions to the SOPs must be approved by the Board of Directors



**Revision  
History**

Date	Section(s)	Change
November 11, 2015	Section II.b Section II.f-g Section III.d Section III.h Section III.j Section III.k Section IV.a Section IV.d Section IV.e  Section IV.g Section IV.h(old) Section IV.h Section IV.i Section IV.j Section V Section VI Section VII	Add badge requirement Moved rqmt detail external to ease future changes Updated student ops requirements / limits Updated how off-limit airports are communicated Removed SCFI language Formatting changes Removed "cross-country" def to simplify doc Updated cancelation policy and language Increased time the Trainer can be off airport Exception language added Removed over-lapping month res language Reduced # of overnights without Board approval (10->7) Redefined what a day's use is & min billing method Changed cancel policy & eased language for late returns Rewrote for simplicity, clarity & to add items Changed Tach to Hobbs Changed for consistency and to allow appeals
December 10, 2015	Section II.b Section III.k Section IV.e	Simplified by removing specific agency references Added space between words Increased time the Trainer can be off airport and when/how reservations can be made for extended usage