



**Syracuse Flying Club, Inc.**  
**Standard Operating Procedures**

Revised: March 17, 2026

## Table of Contents

<b>Section I.</b>	Purpose .....	3
<b>Section II.</b>	Definitions.....	3
<b>Section III.</b>	Eligibility.....	4
<b>Section IV.</b>	Flight Limitations .....	5
<b>Section V.</b>	Reservations.....	7
<b>Section VI.</b>	Responsibility.....	8
<b>Section VII.</b>	Operational Costs .....	9
<b>Section VIII.</b>	Violations .....	9
<b>Section IX.</b>	Changes and Amendments.....	9
<b>Revision History</b>	.....	10
<b>Appendix I.</b>	Example Cross Country Flight Overnight Charges.....	11

## **Section I. Purpose**

The purpose of these Standard Operating Procedures (hereafter referred to as SOPs) is to assure:

- a) the safe operation of Syracuse Flying Club Inc. (hereafter referred to as the Club) aircraft and
- b) fairness to all members in the use of Club aircraft.

## **Section II. Definitions**

The following definitions will be used within this document:

- a) Syracuse Flying Club, Inc. – also referenced as the Club, a not-for-profit corporation incorporated in the State of New York.
- b) By Laws – the document that provides the rules and requirements used to govern or regulate the Club.
- c) Members – Those people who join the Club in order to use Club assets, including aircraft, and are further defined in Article II, Section 4a of the Club By-Laws.
- d) Good Standing – Members who are current in their accounts with the Club.
- e) "Approval of the Board of Directors" as used in these 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.
- f) Flying Club Management Software (FCMS) – that computer application that is used to track a number of elements required for the operations of the Club, including flight reservations, flight hours, maintenance, and other information for the benefit of the Club. The current FCMS is Pilot Partner.
- g) The current online reservation system is Google Calendar, which is integrated with Pilot Partner.
- h) Primary Training Aircraft – that aircraft designated by the Club Board to be used for those student members working to acquire their Private Pilot License. This aircraft may be reserved and operated by other members as it is available, recognizing the needs of the primary students.
- i) Student Pilot – Person seeking the Private Pilot Certificate

### **Section III. Eligibility**

- a) All Club members are required to obtain and maintain, at their own expense, the required airport credentials.
- b) The aircraft owned by the Club shall not be operated by persons as Pilot in Command other than:
  - 1. Members in good standing as defined Section II.d.
  - 2. Certified Flight Instructors approved by the Board of Directors, conducting training as Pilot in Command for a member in good standing.
  - 3. Approved aircraft mechanics authorized by the Maintenance Officer for the purpose of aircraft maintenance.
- c) A member may not receive instruction in a Club aircraft from other than a Club-approved Member or Associate Member instructor.
- d) A member may not operate a Club aircraft unless he/she has been successfully checked out in that make/model Club aircraft by a Club-approved instructor.
- e) 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 flight log in the aircraft binder, or on the Club website,
  - 2. is in compliance with all applicable FAA regulations, has a current medical certificate or meets all current requirements of 14 CFR Part 68 (BasicMed), 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 (or equivalent) within 24 calendar months.
- f) 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 IV. 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 Club aircraft by a Club-approved instructor.
- d) No "touch and go's" are allowed in Club complex aircraft.
- e) 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 so long as the CFI is aboard and occupying a seat from which he/she may assume operational control.
- f) All **student pilots** must obtain at least a standard weather briefing before each solo flight. The following minimum meteorological conditions are required for primary student flights:
  - 1. Ceiling..... 3000 ft AGL or greater
  - 2. Visibility..... 6 statute miles or greater
  - 3. Surface winds..... 20 Kt or less including gusts (with CFI approval)
  - 4. Landing crosswind component.....up to 50% of the POH maximum demonstrated crosswind for the aircraft
- g) The engine of any Club aircraft shall not be started unless a qualified and competent club member (or an approved instructor or maintenance person) is at the controls.
- h) The engine shall not be operating during the loading or unloading of passengers or material.
- i) Club aircraft may be operated only from areas that are designated by the FAA as public or private airports.
- j) 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.

- k) Use of Club aircraft for commercial purposes is prohibited.
- l) Flight instruction in Club aircraft is permitted.
- m) 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 directors.
- n) 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.

## Section V. Reservations

- a) Members shall make aircraft reservations in good faith, with a bona fide intent to utilize the aircraft as scheduled. Reservations made to block availability, hedge against uncertainty without reasonable intent to fly, or repeatedly cancelled without cause beyond the member’s control may be deemed an abuse of the reservation system and subject to review by the Board of Directors.
- b) All flying time shall be scheduled using the online booking system.
- c) A member may have no more than 5 future reservations at a time.
- d) Overnight reservations must have their destination documented via a reasonable method (eg: via online booking system reservation title, post to mailing list, or message to President, etc).
- e) Reservation requests greater than 6 overnights must be approved by the Board of Directors.
- f) No reservation on the designated primary trainer shall exceed one (1) overnight.
- g) Reservations in any aircraft designated as the primary training aircraft that exceed 6 hours in duration are discouraged, unless the reservations are made less than 48-hours prior to the requested start time.
- h) 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.
- i) To best balance aircraft availability, for reservations exceeding three overnights, a minimum charge of two Hobbs hours per overnight applies for each overnight beyond the third. The total time billed is the greater of the actual Hobbs time or the applicable minimum. Overnights attributable to adverse weather, mechanical issues, or safety considerations are excluded.

# Overnights	1	2	3	4	5	6	...
<b>Additional Min. Hobbs Hours</b>	+ 0.0	+ 0.0	+ 0.0	+ 2.0	+ 2.0	+ 2.0	...
<b>Cumulative Min. Hobbs Hours</b>	0.0	0.0	0.0	2.0	4.0	6.0	...

Refer to **Appendix I**. Example Cross Country Flight Overnight Charges for a demonstration of the overnight minimum charges.

- j) A member more than 30 minutes late for a scheduled flight of up to 4 hours, or more than 2 hours late for a scheduled flight in excess of 4 hours, shall forfeit the remainder of his reservation to any member desiring it. Repeated failures to show up for a reservation or to cancel (with email notification to the membership) an online reservation at least 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) A member shall have the plane parked, fueled and ready for the next pilot's reservation by the stated end time of a reservation (except in the event of adverse weather or issues beyond a member's reasonable control). Repeated failures to do so may be subject to disciplinary actions as deemed appropriate by the Board of Directors.

## **Section VI. Responsibility**

It is a member's responsibility operating 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 and other covers as required,
  - 3. put in place any sun shades,
  - 4. order fuel,
  - 5. thoroughly post-flight the aircraft,
  - 6. record any malfunctions of the aircraft via an email to the [squawks@syracuseflyingclub.com](mailto:squawks@syracuseflyingclub.com) email address. If the aircraft is not airworthy or questionable, a note must be placed on the panel or left control yoke indicating the aircraft is grounded,
  - 7. direct the FBO on appropriate actions related to hangaring unless the next member to fly is on hand to assume responsibility,
  - 8. log the flight details in the Club FCMS before leaving the FBO
  - 9. Members returning to the FBO after hours must be available to ensure the aircraft is properly housed.
- 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 VII. Operational Costs**

- a) Members will be charged at the rate per Hobbs hour for each aircraft as determined by the Board of Directors.
- 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 Section 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, and the N-number of the aircraft serviced.
- c) Fuel receipts shall be entered into the FCMS with the flight details. Maximum fuel reimbursement rates per gallon will be periodically set by the board and managed by the FCMS.
- d) Payment for flight time and ground fees is due within the calendar month that the invoice is generated. Members with unpaid invoices beyond the 1<sup>st</sup> of the following month will have their scheduling privileges revoked until their account is current.

## **Section VIII. 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 its decision for sufficient reason. Four Directors must cast ballots in the affirmative to rescind their decision.

## **Section IX. Changes and Amendments**

- a) Changes in or additions to, these SOPs may be affected 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	Revision
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
November 20, 2023	All	Word version reconstituted and formatting updated
November, 2023	Various	Update and revise to match Club operational changes
October, 2025	All	Update and revise to match Club operational changes
March, 2026	Section V.	Revised for simplicity and clarity. Revised reservation section. Added option for BasicMed.

## Appendix I. Example Cross Country Flight Overnight Charges

The table below demonstrates the application of the overnight minimum hobbs charges required on a variety of fictitious sample flights. The table demonstrates how the overnight minimum time is applied.

Grace Period	3	Overnights									
Min Charge	2	Hours									
Taxi Hobbs	0.5	Hours									
N2363U Cruise	140	kts									
N2363U Hourly	170	\$\$\$									
			Total Hobbs Charge								
			# of Overnights								
Destination		Direct Distance	Round Trip Hobbs	1	2	3	4	5	6	7	
N03	Cortland, NY	31	0.9	0.9	0.9	0.9	2.0	4.0	6.0	8.0	
KBGM	Binghamton, NY	54	1.3	1.3	1.3	1.3	2.0	4.0	6.0	8.0	
K09	Piseco, NY	72	1.5	1.5	1.5	1.5	2.0	4.0	6.0	8.0	
KAVP	Wilke-Barre, PA	108	2.0	2.0	2.0	2.0	2.0	4.0	6.0	8.0	
KBTV	Burlington, VT	152	2.7	2.7	2.7	2.7	2.7	4.0	6.0	8.0	
KMTN	Martin State, MD	227	3.7	3.7	3.7	3.7	3.7	4.0	6.0	8.0	
KBVY	Beverly, MA	231	3.8	3.8	3.8	3.8	3.8	4.0	6.0	8.0	
KBKL	Cleveland, OH	266	4.3	4.3	4.3	4.3	4.3	4.3	6.0	8.0	
KBHB	Bar Harbor, ME	346	5.4	5.4	5.4	5.4	5.4	5.4	6.0	8.0	
KLUK	Cincinnati, OH	447	6.9	6.9	6.9	6.9	6.9	6.9	6.9	8.0	
KDKX	Knoxville, TN	559	8.5	8.5	8.5	8.5	8.5	8.5	8.5	8.5	
			Total Cost of Trip								
			# of Overnights								
Destination		Direct Distance	Base Round Trip \$	1	2	3	4	5	6	7	
N03	Cortland, NY	31	\$160.29	\$160.29	\$160.29	\$160.29	\$340.00	\$680.00	\$1,020.00	\$1,360.00	
KBGM	Binghamton, NY	54	\$216.14	\$216.14	\$216.14	\$216.14	\$340.00	\$680.00	\$1,020.00	\$1,360.00	
K09	Piseco, NY	72	\$259.86	\$259.86	\$259.86	\$259.86	\$340.00	\$680.00	\$1,020.00	\$1,360.00	
KAVP	Wilke-Barre, PA	108	\$347.29	\$347.29	\$347.29	\$347.29	\$347.29	\$680.00	\$1,020.00	\$1,360.00	
KBTV	Burlington, VT	152	\$454.14	\$454.14	\$454.14	\$454.14	\$454.14	\$680.00	\$1,020.00	\$1,360.00	
KMTN	Martin State, MD	227	\$636.29	\$636.29	\$636.29	\$636.29	\$636.29	\$680.00	\$1,020.00	\$1,360.00	
KBVY	Beverly, MA	231	\$646.00	\$646.00	\$646.00	\$646.00	\$646.00	\$680.00	\$1,020.00	\$1,360.00	
KBKL	Cleveland, OH	266	\$731.00	\$731.00	\$731.00	\$731.00	\$731.00	\$731.00	\$1,020.00	\$1,360.00	
KBHB	Bar Harbor, ME	346	\$925.29	\$925.29	\$925.29	\$925.29	\$925.29	\$925.29	\$1,020.00	\$1,360.00	
KLUK	Cincinnati, OH	447	\$1,170.57	\$1,170.57	\$1,170.57	\$1,170.57	\$1,170.57	\$1,170.57	\$1,170.57	\$1,360.00	
KDKX	Knoxville, TN	559	\$1,442.57	\$1,442.57	\$1,442.57	\$1,442.57	\$1,442.57	\$1,442.57	\$1,442.57	\$1,442.57	

Table 1: Example Flights in N2363U

Grace Period	3	Overnights									
Min Charge	2	Hours									
Taxi Hobbs	0.5	Hours									
N84AV Cruise	150	kts									
N84AV Hourly	180	\$\$\$									
			Total Hobbs Charge								
			# of Overnights								
Destination	Direct Distance	Round Trip Hobbs	1	2	3	4	5	6	7		
N03	Cortland, NY	31	0.9	0.9	0.9	2.0	4.0	6.0	8.0		
KBGM	Binghamton, NY	54	1.2	1.2	1.2	2.0	4.0	6.0	8.0		
K09	Piseco, NY	72	1.5	1.5	1.5	2.0	4.0	6.0	8.0		
KAVP	Wilke-Barre, PA	108	1.9	1.9	1.9	2.0	4.0	6.0	8.0		
KBTv	Burlington, VT	152	2.5	2.5	2.5	2.5	4.0	6.0	8.0		
KMTN	Martin State, MD	227	3.5	3.5	3.5	3.5	4.0	6.0	8.0		
KBVY	Beverly, MA	231	3.6	3.6	3.6	3.6	4.0	6.0	8.0		
KBKL	Cleveland, OH	266	4.0	4.0	4.0	4.0	4.0	6.0	8.0		
KBHB	Bar Harbor, ME	346	5.1	5.1	5.1	5.1	5.1	6.0	8.0		
KLUK	Cincinnati, OH	447	6.5	6.5	6.5	6.5	6.5	6.5	8.0		
KDKX	Knoxville, TN	559	8.0	8.0	8.0	8.0	8.0	8.0	8.0		
			Total Cost of Trip								
			# of Overnights								
Destination	Direct Distance	Base Round Trip \$	1	2	3	4	5	6	7		
N03	Cortland, NY	\$164.40	\$164.40	\$164.40	\$164.40	\$360.00	\$720.00	\$1,080.00	\$1,440.00		
KBGM	Binghamton, NY	\$219.60	\$219.60	\$219.60	\$219.60	\$360.00	\$720.00	\$1,080.00	\$1,440.00		
K09	Piseco, NY	\$262.80	\$262.80	\$262.80	\$262.80	\$360.00	\$720.00	\$1,080.00	\$1,440.00		
KAVP	Wilke-Barre, PA	\$349.20	\$349.20	\$349.20	\$349.20	\$360.00	\$720.00	\$1,080.00	\$1,440.00		
KBTv	Burlington, VT	\$454.80	\$454.80	\$454.80	\$454.80	\$454.80	\$720.00	\$1,080.00	\$1,440.00		
KMTN	Martin State, MD	\$634.80	\$634.80	\$634.80	\$634.80	\$634.80	\$720.00	\$1,080.00	\$1,440.00		
KBVY	Beverly, MA	\$644.40	\$644.40	\$644.40	\$644.40	\$644.40	\$720.00	\$1,080.00	\$1,440.00		
KBKL	Cleveland, OH	\$728.40	\$728.40	\$728.40	\$728.40	\$728.40	\$728.40	\$1,080.00	\$1,440.00		
KBHB	Bar Harbor, ME	\$920.40	\$920.40	\$920.40	\$920.40	\$920.40	\$920.40	\$1,080.00	\$1,440.00		
KLUK	Cincinnati, OH	\$1,162.80	\$1,162.80	\$1,162.80	\$1,162.80	\$1,162.80	\$1,162.80	\$1,162.80	\$1,440.00		
KDKX	Knoxville, TN	\$1,431.60	\$1,431.60	\$1,431.60	\$1,431.60	\$1,431.60	\$1,431.60	\$1,431.60	\$1,440.00		

Table 2: Example Flights in N84AV

Grace Period	3	Overnights								
Min Charge	2	Hours								
Taxi Hobbs	0.5	Hours								
Archer Cruise	115	kts								
Archer Hourly	130	\$\$\$								
			Total Hobbs Charge							
			# of Overnights							
Destination	Direct Distance	Round Trip Hobbs	1	2	3	4	5	6	7	
N03	Cortland, NY	31	1.0	1.0	1.0	2.0	4.0	6.0	8.0	
KBGM	Binghamton, NY	54	1.4	1.4	1.4	2.0	4.0	6.0	8.0	
K09	Piseco, NY	72	1.8	1.8	1.8	2.0	4.0	6.0	8.0	
KAVP	Wilke-Barre, PA	108	2.4	2.4	2.4	2.4	4.0	6.0	8.0	
KBTv	Burlington, VT	152	3.1	3.1	3.1	3.1	4.0	6.0	8.0	
KMTN	Martin State, MD	227	4.4	4.4	4.4	4.4	4.4	6.0	8.0	
KBVY	Beverly, MA	231	4.5	4.5	4.5	4.5	4.5	6.0	8.0	
KBKL	Cleveland, OH	266	5.1	5.1	5.1	5.1	5.1	6.0	8.0	
KBHB	Bar Harbor, ME	346	6.5	6.5	6.5	6.5	6.5	6.5	8.0	
KLUK	Cincinnati, OH	447	8.3	8.3	8.3	8.3	8.3	8.3	8.3	
KDKX	Knoxville, TN	559	10.2	10.2	10.2	10.2	10.2	10.2	10.2	
			Total Cost of Trip							
			# of Overnights							
Destination	Direct Distance	Base Round Trip \$	1	2	3	4	5	6	7	
N03	Cortland, NY	\$135.09	\$135.09	\$135.09	\$135.09	\$260.00	\$520.00	\$780.00	\$1,040.00	
KBGM	Binghamton, NY	\$187.09	\$187.09	\$187.09	\$187.09	\$260.00	\$520.00	\$780.00	\$1,040.00	
K09	Piseco, NY	\$227.78	\$227.78	\$227.78	\$227.78	\$260.00	\$520.00	\$780.00	\$1,040.00	
KAVP	Wilke-Barre, PA	\$309.17	\$309.17	\$309.17	\$309.17	\$309.17	\$520.00	\$780.00	\$1,040.00	
KBTv	Burlington, VT	\$408.65	\$408.65	\$408.65	\$408.65	\$408.65	\$520.00	\$780.00	\$1,040.00	
KMTN	Martin State, MD	\$578.22	\$578.22	\$578.22	\$578.22	\$578.22	\$578.22	\$780.00	\$1,040.00	
KBVY	Beverly, MA	\$587.26	\$587.26	\$587.26	\$587.26	\$587.26	\$587.26	\$780.00	\$1,040.00	
KBKL	Cleveland, OH	\$666.39	\$666.39	\$666.39	\$666.39	\$666.39	\$666.39	\$780.00	\$1,040.00	
KBHB	Bar Harbor, ME	\$847.26	\$847.26	\$847.26	\$847.26	\$847.26	\$847.26	\$847.26	\$1,040.00	
KLUK	Cincinnati, OH	\$1,075.61	\$1,075.61	\$1,075.61	\$1,075.61	\$1,075.61	\$1,075.61	\$1,075.61	\$1,075.61	
KDKX	Knoxville, TN	\$1,328.83	\$1,328.83	\$1,328.83	\$1,328.83	\$1,328.83	\$1,328.83	\$1,328.83	\$1,328.83	

Table 3: Example Flights in N38254 and N8439Z