



# OPS MANUAL



# AUSTIN AVIATORS FLIGHT CLUB

## OPERATIONS MANUAL

### GENERAL

#### 1. Introduction:

The Austin Aviators Flight Club provides affordable aircraft rental. The Club's mission is to provide Club members with the most enjoyable and affordable flying experience possible with access to clean well-maintained aircraft for personal, recreational, and instructional use. Additionally, the Club offers a unique social experience with scheduled events and activities that are designed for Pilots with common interests and goals.

#### 2. Purpose:

The purpose of this Operations Manual is to provide guidance to the club membership in scheduling, operating and maintaining the aircraft. It also serves as guidance for adherence to a safety program and maintenance issues.

#### 3. Scope:

These rules apply to all persons involved in the operation of aircraft including certificated Pilots, Student Pilots, and Flight Instructors. All Club members must become familiar with the contents of this manual. **Federal Aviation Regulations apply but will not be reiterated unless needed for clarification purposes.**

#### 4. Compliance:

- a) The By Laws and the Operations Manual are subject to amendments. Any suggestions should be brought to the board and voted by members. A majority vote of 51% is required to pass any amendments.
- b) Compliance with the rules and policies in this manual and other policy documents is essential to flight safety.
- c) All flight operations will be conducted in accordance with Title 14 CFR Part 91, General Operating and Flight Rules, the Pilot's Operating Handbook or Airplane Flight Manual applicable to the airplane being flown.
- d) Should a policy in this manual be contrary to the regulations, or a Pilot's Operating Handbook or Airplane Flight Manual, the latter are controlling.

- e) Pilots unwilling or unable to comply with these policies will have their flight privileges suspended.
- f) Flagrant violations, which suggest a willful disregard for safety will result in suspension or termination from the Club including revocation of aircraft rental privileges

## **FLIGHT OPERATIONS**

### 1. Overview:

- a) The Club offers to members a well-maintained aircraft for personal, recreational, and instructional use.

### 2. Personnel Management:

- a) Aircraft Checkout: All new applicants must attend an orientation briefing session at a designated location. This briefing is a requirement before you may operate any Club aircraft. Instructions for scheduling your briefing will be included in your membership confirmation email. All new members regardless of rating, experience or profession must successfully complete a currency review, logbook review, and checkout flight before you can be Pilot-in-Command of Club aircraft.
- b) Pilot in Command: Only Club members possessing a valid FAA Pilot certificate, at least a valid FAA third class medical certificate, and who have successfully completed the applicable checkout requirements may operate Club aircraft.
- c) Recreational Pilot Certificate: Members possessing only a valid Recreational Pilot Certificate shall not act as PIC of Club aircraft except when enrolled in a Club endorsed course of training for a Private, Commercial, or Airline Transport Pilot (ATP) certificate. In this instance, a member holding a Recreational Pilot Certificate shall comply with all restrictions in the Federal Aviation Regulations and this manual pertaining to Student Pilots.
- d) Non-Club Pilots Flying Club Aircraft: The Club may authorize a one-time flight for a prospective buyer of a Club aircraft; however, a qualified Instructor shall act as PIC.
- e) Certified Flight Instructors: The club will maintain a roster of FAA Certified Flight Instructors who are current in category, class and type, authorized to perform pilot checkouts or training in club aircraft.
- f) Training: Club aircraft are available for training with a recognized club Certified Flight Instructor and practical test with an FAA Inspector or Designated Pilot Examiner.

### 3. FBO Services:

- a) FBO services will be documented on an information page contained in the aircraft flight book. This information will include: phone numbers, hours of operation, contact personnel and after-hours emergency support.

4. Scheduling Procedures:

- a) General scheduling policy: All Club Members wishing to schedule Club Aircraft more than 60 days in advance and/or for more than 7 days duration must first obtain permission from the Board of Directors. If it is deemed by the Board that the request is not in the best interest of the Club, the request may be denied.
- b) Scheduling will be on a first come/first served basis for daily flying, cross-country trips, and long duration multi-day flights.
- c) All aircraft activity must be recorded in the scheduling program and all aircraft reservations must be scheduled in advance of the flight
- d) The Club uses an internet-based scheduling program that allows members to reserve the airplane.
- e) No Member may schedule an aircraft for more than seven consecutive days without first obtaining permission from the Board.
- f) If you cannot fly your schedule, please cancel using the Club's on-line scheduling system ASAP so that another Member can take advantage of the slot.
- g) Also, if you finish a schedule early, please check in the remainder of your time as soon as possible and notify members using the Club's on-line scheduling system site.
- h) Be flexible when possible. Things change, and it's nice if we can accommodate each other when unexpected scheduling changes or conflicts arise. Most Members are happy to change schedules or planes if they can.
- i) If you are detained beyond your regularly scheduled time, it is important that you contact someone in the Club (especially the person scheduled after you!) to let them know where you are and when you expect to return.
- j) Be considerate when scheduling. Don't schedule up the whole month or every weekend in a month or all the prime time (i.e., after work, weekends, holidays, etc.) even though it may be within the "60-day-rule" limits.

- k) Members are restricted to extended rental agreements exceeding more than 7 days to one such trip per calendar year, without board approval (to allow for additional trips if it doesn't impact the club). Weekend trips will be scheduled on a first come/first serve basis.
- l) We do not have daily minimums and we expect everyone to be courteous. The board reserves the right to implement a per diem charge if the system is abused.
- m) There may be limits on the number of scheduled aircraft reservations a member may make in the scheduling program. This is to prevent any member from blocking the schedule of an aircraft from other members. These limits will be set at the discretion of the Club's Officers.
- n) When scheduling the airplane, an attempt should be made to schedule it as close as possible to your departure time (and allowing for pre-flight) as to not block others from using the airplane before or after you.

5. Flight Cancellation Procedure:

- a) Last minute changes especially cancellations of airplanes and Instructors can adversely impact other pilots. Last minute cancellations will often deprive another Club member of the opportunity to fly and airplane.
- b) Cancellations must be made in the Club's on-line scheduling system.
- c) Members must make a reasonable effort to post a cancellation far enough in advance to not disrupt business and avoid scheduling conflicts.
- d) If an Instructor is scheduled, the Student is responsible for notifying the Instructor directly of the cancellation.

6. No-Show Procedures:

- a) A no-show occurs when a Club member fails to appear for a scheduled flight. A no-show is not a cancellation.
- b) No-shows by a club member may result in a fine of \$100.00 by the board.

7. Local/Cross-Country/Overnight Operations:

- a) Overnight or weekend use of club aircraft will be coordinated with the Operations Officer who will note the aircraft's absence in the club's schedule. Flight plan information, contact phone numbers and R.O.N. (Remain overnight) location will be given to the Operations Officer.
- b) While at another airport, the Pilot-in-Command is responsible for determining that the airplane is secured and serviced properly. This includes tie-downs, wheel chocks, control locks and window shades. Window shades help prevent avionics theft in addition to keeping the heat down.

- c) If unforeseen weather conditions prevent a return flight to the club base airport as planned, the Pilot-in-Command will inform the Operations Officer. Phone numbers are listed on the contact page in the flight book.

8. Dispatch Procedures:

- a) Flight time is based on Tachometer time with In and Out times entered by the Pilot in the aircraft flight log.
- b) Hobbs time and Tachometer time must be recorded each time an aircraft is flown and returned.
- c) Pilots must compare the airplane Hobbs and Tachometer Times with those recorded in the Airplane Flight Log during preflight.
- d) Any Hobbs and/or Tach time discrepancies discovered should be reported to the Operations Officer during normal business hours to avoid undue charges.
- e) If a Hobbs and/or Tach time discrepancy is found, the Pilot shall enter the current Hobbs and Tach Time on a new line in the flight log and note the date and time the discrepancy was found. Sign or initial the log entry.

9. Access to Aircraft:

- a) Club airplanes will have all required documentation onboard including:
  - Airworthiness certificate
  - Aircraft registration
  - POH/AFM
  - Weight and balance
- b) It is required that each Pilot-in-Command verify that these documents are onboard during the preflight inspection. The airplane shall not be flown if any required document is missing.
- c) A binder will be developed for each club aircraft that contains the forms required for flight time documentation and equipment malfunctions. The aircraft key, hangar key and red tag (aircraft grounded) will be located in the binder. Duplicate keys will be maintained at the FBO and with the Operations Officer.

10. Use of Aircraft for Training:

- a) Club aircraft are approved for training provided a club approved Certified Flight Instructor is employed for such training.

#### 11. Payment to Club for Flight Time:

- a) Aircraft flight time will be invoiced to the member on a scheduled monthly basis.
- b) Payment in full is due immediately on receipt of the invoice.
- c) The Club may set up automated billing for membership dues and flight time using a commercial billing system. The billing system will be tied to an account of the member's choosing and will automatically draft the full invoice amount due each month.
- d) Members will receive a receipt either by mail or email for each payment.
- e) Any billing dispute may be raised with Club management.
- f) Flight time is calculated by Tach as a wet rate (fuel and oil included). Club members should take enough oil with them from the hangar for their trip to minimize the need to purchase oil. Fuel will be reimbursed at the current GTU rates x Gallons purchased. Club members may turn in receipts for fuel and oil, and amounts will be deducted from the member's next statement

#### 12. Suspension of Flights:

- a) A Pilot may have flying privileges suspended if his/her Pilot certificate or medical certificate has expired.
- b) A Pilot may not have the required recency experience necessary to operate the aircraft safely.
- c) Any Pilot involved in an incident or accident involving property damage or injury to persons will have his or her flying privileges immediately suspended. This kind of suspension is not intended to assign blame; it is merely a precaution until the probable cause of the incident or accident has been determined.
- d) A Pilot may be suspended after a violation of Club policy or federal regulation.
- e) A Pilot may have flying privileges suspended if he/she fails to settle their Club payment account in a timely manner.

- f) Whenever a Pilot or Flight Instructor becomes aware of a temporary medical condition that makes him unqualified for the class of medical certificate he/she holds, he/she may not exercise the privileges of his Pilot certificate.

### 13. Liability and Damage Procedures:

- a) The Pilot-in-Command is responsible for the aircraft from the time the aircraft is dispatched until it is checked in after the flight.
- b) A person who damages an aircraft may be held liable for repairs resulting from misuse of the equipment, accident, or negligence.
- c) Damage must be reported immediately to the Operations Officer. There are after hour phone numbers on a contact list available in the aircraft flight book.
- d) Whenever unreported damage is discovered on an aircraft, the last person who flew the aircraft will be notified and questioned. For these reasons, it is imperative that the Pilot conducts a thorough preflight and post-flight inspection of the airplane and report any defects or damage

### 14. Aircraft Flight Book:

- a) Contents
- Flight Time Accountability Form
  - Maintenance Open Item Discrepancies
  - Scheduled Maintenance Times/Dates
  - Airworthiness Directives/Service Bulletins Compliance
  - Club Officer Contact List
  - Designated Practice Area Chart
  - Accident/Mishap Checklist
  - Accidental Fuel Spill Checklist
  - Aircraft Keys
  - Hangar Keys
  - Aircraft Grounded red tag over yoke
  - Host Airport Diagram
  - FAA Intercept Procedures

## **SAFETY PROGRAM**



## 1. Ramp and Hangar Safety

- a) Only Pilots and passengers are allowed in the ramp areas.
- b) All Pilots must brief all their guests regarding ramp safety considerations.
- c) Passengers should be escorted to and from the airplane by the Pilot-in- Command.
- d) To avoid personal injury and damage to airplanes, Student Pilots, renter Pilots and passengers are asked to refrain from exploring the community hangar unless you are being escorted by qualified FBO staff.
- e) The club aircraft will be properly chocked at all times whenever unattended. The parking brake will be employed as per the Airplane Flight Manual. When parked in any hangar, it will be chocked and the parking brake remaining in the off position and the cabin door locked. This will allow movement in the event of hangar fire.

## 2. Use of Checklists

- a) Use of the checklist by Pilots is mandatory.
- b) Members shall use aircraft checklists for each aircraft operated during all phases of ground and flight operations.
- c) The checklist shall include the applicable items contained in the manufacturer's owner's manual; however, if the owner's manual does not adequately cover the items below, the Club will supplement procedures and include them in the checklist:

## 3. Use of Checklists

- a) A preflight inspection will be made using the appropriate checklist prior to each flight.
- b) Fire extinguishers are available in inside the hangar in the aircraft.
- c) Except in an emergency or during supervised solo flights, no person may enplane or deplane while an airplane engine is running.

## 4. Refueling Aircraft:

- a) The Pilot shall ground the aircraft prior to fuel servicing operations by bonding the aircraft to the refueling equipment with an approved cable before making any fueling connection to the aircraft.
- b) The ground wire shall be attached to the aircraft until fueling connections have been removed and the fuel pump has been turned off.
- c) No active ignition sources are permitted within 50 feet of an aircraft being refueled.
- d) Smoking is not permitted around aircraft being refueled.
- e) No pre-flight involving energized electrical systems, engine starts, or maintenance of aircraft parked within 50 feet of the refueling operation is permitted.

5. Fire Prevention:

- a) Smoking is prohibited onboard or within 50 ft. of any Club airplane.
- b) A fire extinguisher is located in each club aircraft. An additional fire extinguisher is located in the club aircraft hangar.

6. Weather Minimums:

- a) VFR weather minimums are IAW FAR 91.155
- b) IFR weather minimums IAW FAR 91.175

7. Surface Wind Limitations:

- a) Surface wind limitations IAW the Airplane Flight Manual.

8. Fuel Reserve:

- a) No person may begin a flight in a club aircraft under VFR unless (considering wind and forecast weather conditions) there is enough fuel to fly to the first point of intended landing and assuming normal cruising speed Day or Night and to fly after that for at least 45 minutes.
- b) IFR flight planned fuel reserve IAW 91.167

## **SECURITY PROGRAM**

### 1. Parking and Security

- a) The club aircraft will be hangered in the rental hangar whenever stored. It may remain on a ramp but properly chocked if a secondary flight is anticipated. On overnight trips, the cabin will remain locked if parked on a ramp. In the event of adverse weather conditions, efforts should be made to secure the airplane in a suitable hangar if possible.
- b) To prevent theft of avionics, the panel can be covered with a light blanket when parked overnight on ramp environments. Sunshades should be employed in each window if provided by club funds.

### 2. Suspicious Activities/Persons/Vehicles/Aircraft

- a) General aviation pilots and students are the eyes and ears of the Transportation Security Agency. The FAA encourages all students and pilots to remain alert to any suspicious signs of criminal action at all airports. This includes suspicious aircraft loading/unloading operations, photography of security areas and unusual vehicle traffic. Local Municipal, County or State Police should be immediately notified should any suspicious activity be observed.

### 3. Hangar Security Procedures

- a) The club aircraft will be locked at all times. This guideline is not applicable if the club elects to rent community hangar.

## **MAINTENANCE PROGRAM**

### 1. Inspection Schedule

- a) Projected maintenance will be documented on a form and inserted in the flight book. Pilots will review the scheduled maintenance schedule during each preflight to prevent over-flying any required maintenance. Whenever an airplane is down for scheduled maintenance, it will be blocked out from the schedule. The Maintenance Officer is responsible to coordinate scheduled maintenance with the Operations Officer.

## 2. Reporting Discrepancies

- a) Any mechanical or avionics discrepancy discovered before, during or after a flight shall be noted on the aircraft squawk sheet located in the aircraft flight logbook and reported to the Operations Officer or the Maintenance Officer as soon as practical after its discovery. The Maintenance Officer will schedule the maintenance and advise Operations to ground the airplane. If a pilot had scheduled the aircraft during this period, the Operations Officer will attempt to advise him/her as early as possible to avoid any inconvenience. It is, therefore, imperative that Pilots keep their contact information up to date.

## 3. Unscheduled Maintenance Procedures

- a) An airplane is Red-Flagged as not available for flight when a Pilot discovers an issue. If the pilot grounds an airplane due to a maintenance problem, a special red tag will be located in the club hangar. This red tag will be secured on the aircraft door as a safety notice to other pilots. Additionally, the aircraft flight book will clearly indicate the grounding condition of the airplane and include the pilot's name who found the discrepancy. Other safeguards may be employed such as a propeller chain as deemed by the Maintenance Officer.

## 4. Unscheduled Maintenance Procedures Away From Home Airport

- a) When a discrepancy arises while the airplane is away from base, a Student or Pilot shall contact the Operations Officer or in his/her absence the Maintenance Officer to report the discrepancy and obtain instructions regarding its repair or deferral. Contracting of maintenance services will be coordinated by club personnel. Renter Pilots and Students shall avoid contracting for maintenance services without first obtaining authorization from the club, or they shall be obliged to pay for those services.

## 5. General Care of Aircraft/Hangar

- a) Pilots are expected to keep the aircraft clean and ramp areas free of debris. Anything brought to the airplane should be removed after the flight.
- b) The Maintenance Officer may schedule periodic "work details" to request volunteers for aircraft wash/wax duties. These duties will be coordinated with the Operations Officer to block out aircraft availability during this preventative maintenance.
- c) There will be no use of Tobacco products in club aircraft.
- d) The club hangar will be kept in a clean and neatly organized. All trash will be emptied by the out-going pilot who secures the aircraft in the hangar.