

SALMON ARM FLYING CLUB
COPA FLT # 80
CLUB AIRCRAFT STANDARD OPERATING PROCEDURES

1. Preface:

- a. Professional pilots know their airplanes and their engines. The lives of their passengers depend on the airworthiness of the equipment as much as on their own skills and knowledge. *(From The Ground Up)* **PLEASE TREAT THE AIRCRAFT AS IF IT WAS YOUR OWN;**
- b. SAFC is not a rental agency. Pilots flying the club plane are expected to be active members of the flying club and participate and assist with all club activities. A valid Pilot's license does not guarantee an applying pilot will be accepted. Being a member of SAFC means that you are representing the club to the flying community and the public at large. Without the help of all flying members, the aircraft program and club itself will not be able to sustain itself and
- c. The SAFC Board of Directors appoints the members of the "Aircraft Committee" on an annual basis at the AGM. There will be a committee Chairperson, Chief Pilot and at least two members at large. This committee is responsible for the day-to-day operation of Club Aircraft and to make recommendations to the board as to major policy changes or major expenses.

2. Eligibility:

- a. Pilots shall be a member in good standing of the Salmon Arm Flying Club;
- b. Pilots shall have paid a one-time \$500.00 initiation fee;
- c. For insurance purposes, all pilots shall complete the "Application to Fly the Club Aircraft" form annually and also submit a photocopy of their valid pilot licence and medical certificate to the aircraft committee;
- d. Applying Pilots shall complete a satisfactory check ride in the Club aircraft with a check pilot approved by the Chairman of the Aircraft Committee or Chief Pilot before flying solo and
- e. Members flying the Club aircraft who have flown less than 10 hours in the past calendar year will require a check ride in the Club aircraft with a check pilot approved by the Chairperson of the Aircraft Committee or Chief Pilot before flying solo in a new year. A check flight may be required at any time, at the discretion of the Chief Pilot or chairperson of the Aircraft Committee.

3. Currency & Operations:

- a. All recency requirements established by Transport Canada will be complied with. Pilots must meet and be in compliance with all Transport Canada requirements (e.g. 5 take-offs and landings in the past 6 months, in type, before taking passengers IAW CAR, 401.05 and 421.05);
- b. Pilots shall attend any and all pilot meetings as announced by the Aircraft Committee Chairman. Pilots failing to attend meetings and participate in club activities risk losing flying privileges;
- c. The aircraft will only be operated in VFR conditions;

- d. The Club aircraft will not be used for commercial purposes;
- e. Aircraft will be operated in accordance with the approved Piper owner's manual and the Canadian Aviation Regulations;
- f. The Club aircraft will only be operated from aerodromes with a paved runway and listed in the Canadian Flight Supplement; USA flights must be flown from paved aerodromes; Operations from non paved surfaces may be approved on a case-by-case basis by the Committee with restrictions;
- g. Prior to any flight to the USA, approval by the Aircraft Committee is required;
- h. The aircraft will be refueled from "on airport" approved refueling systems;
- i. The Club aircraft will not be intentionally spun and
- j. Flight duration should not be less than one hour from start up to shut down unless weather becomes a factor to reduce condensation build up in the motor.

4. Finances

- a. The Club aircraft will rent for \$200.00 (block time) per Hobbs hour (all-inclusive). This figure may be adjusted any time if expenses fluctuate;
- b. Each calendar year, Club Pilots will be required, as a minimum, to purchase a 10 hour block at a cost of \$200.00 per hour or \$2000.00. Half of that amount (\$1000.00) has to be paid **prior** to the first flight in the new year, with the balance owing of the \$2000.00 is due **1 May**. Members joining the group of pilots flying the club plane **after 1 July** will have the option of buying a 5 hour block for \$1000.00; At no time shall a Flying Pilot's block time account be in the negative.
- c. Club Pilot's first 10 hour block has to be flown off within the Calendar Year. (i.e. between 1 January and 31 December). Any funds remaining from the first 10 hour block time not used by Dec. 31 will be transferred to the Aircraft Account; Transfer of credit to another pilot or reimbursement requires approval of the Aircraft Committee and will only be approved for serious reasons (i.e. loss of medical, termination of membership, move, etc.);
- d. After your 10 hour block is used, the aircraft may be rented on an hourly basis, at the rate of \$210 per hour, with payment to be made by cheque or e-transfer immediately following each flight; Additional 10 Hour blocks may be purchased at \$2000 and can be carried over to the next calendar. However, buying a new 10 hour block of time for the next calendar year still applies;
- e. If refueling occurred away from Salmon Arm, the fuel receipt will be attached to your block time record. The amount due will be the number of flying hours times the hourly rate minus the number of liters purchased away priced at the Salmon Arm fuel rate or whichever is lower. Pilots are responsible to record fuel credits on the block time record;
- f. Pilots are responsible for landing and/or tie down fees encountered at other airports;
- g. Negligent or at fault pilots that cause damage to the Club aircraft are responsible for the deductible payment required by the insurance policy or payment for the damage, and
- h. All other costs will be covered by the renting pilots.

5. Pre flight:

- a. Pilot shall ensure that all documentation is correct, required maintenance has been completed and no airworthiness snags are present prior to flight;
- b. A weight and balance/passenger manifest form shall be completed prior to each flight and left at the clubhouse. Full name and contact information for each passenger, as well as route of flight, shall be entered before departure;
- c. During cold weather operations, the engine will be preheated for a minimum of 1 hour when hangar temperatures are between 0 and minus 10 degrees Celsius and for a minimum of 2 hours when hangar temperatures are below minus 10 degrees Celsius; Use the winter cover to retain heat;
- d. Oil should be at **6-7 quarts**. More than 7 quarts will end up on the belly;
- e. Primer - 4 strokes should be enough. More priming may be required during cold temperatures. A hot (recently ran) engine does not require prime;
- f. To prevent plug fouling, taxi with the mixture leaned approximately 1”;
- g. Pilots may reserve the aircraft for flights (max 30 days in advance) by going online and entering their names on the “Book the Aircraft calendar.” This reservation is valid until 30 minutes after the entered time unless weather is a factor. Common sense should prevail. If you are unable to fulfill your booking, please amend the website. There is an email function on the calendar to advise the other pilots that you are cancelling your booking;
- h. Pilots will co-ordinate and seek approval with one of the Aircraft Committee members if they wish to take the aircraft on trips of more than two days. During the prime flying season, between 1 May and 1 Oct, a minimum of one hour per day must be paid for;
- i. It is the pilot’s responsibility to ensure the survival kit is on board and carry suitable personal survival equipment during flights;
- j. Pilots will carry out a complete external check of the airplane in accordance with the owner’s manual, prior to removing from hangar;
- k. The aircraft will be removed from the hangar and positioned away from loose gravel and standing water before starting the engine;
- l. Hangar door will be closed if aircraft is away for more than a local flight, and
- m. The SPOT tracker shall be used on all flights, regardless of planned route and duration.

6. Post Flight

- a. When shutting down, bring RPM up to 1000 before moving mixture control to full lean; (Prevents Fouling)
- b. Before storing the aircraft in the hangar, it will be refueled to the **17 gal. tabs**, and cleaned up inside and outside (bugs have to be removed) and ready for the next member’s flight;

- c. Do not push on Prop Spinner. If you are alone, use the electric winch. Brief passengers on the proper way to push the aircraft. Do not push on the stabilator at any time.
- d. All journey log entries are to be completed with air time and Hobbs time. Hobbs time is used to record the duration of the flight in the Self Dispatch form (W&B form)
- e. In addition to the journey log, pilots are responsible for entering their hours flown and calculate the remaining credit on their block time form. This is required to lessen the burden on the treasurer and so he can verify the flying for each pilot with the journey log;
- f. Deficiencies suspected of affecting safe flight must be reported to the Aircraft Committee ASAP, preferably by telephone. The committee members will help the pilot determine if the airplane needs to be put out of service and how to record the deficiency. If the aircraft is put out of service, a clear sign must be placed on the aircraft yoke.
- g. The club headsets are to remain in the hangar when not in the aircraft.

7. General:

- a. Absolutely no pets of any kind are allowed in the aircraft;
- b. When parking away from Salmon Arm, all protective equipment will be used and the aircraft properly tied down and locked. Ensure you have tie down ropes plus other equipment. Chock the aircraft instead of using the parking brake as it will not hold pressure;
- c. There shall be no smoking, eating or drinking (except for plain water) allowed in the aircraft;
- d. Corrections in the journey log, if required, must be done properly; (i.e. a single line through the error and the correct number written immediately above.)
- e. A current pilot or AME only will carry out ground handling of the Club aircraft;
- f. The survival/first aid kits must remain with the aircraft, and
- g. Operating procedures will be reviewed By the Aircraft committee at least annually.

8. Aircraft Committee Contacts:

- a. Chair: Tanner Tompkins: 250-804-8024
- b. Chief Pilot: Kelly Collins 250-804-3428
- c. Maintenance: Jamie Spoletini 250-253-8184 (Check Pilot)
- d. Maintenance: Mark Koprowsky 250-832-8672
- e. Member: Andrew Affleck 250-549-6983
- f. Member: Tim Corless 250-549-6983 (Check Pilot)