

UNITED FLYING CLUB, INC.

GENERAL OPERATING PRACTICES

FLIGHT INSTRUCTION

Flight Instruction in Club aircraft is performed by Club Approved Instructors only. If you need assistance in finding or scheduling a Club Instructor for your particular needs, contact the Flight Manager. Compensation for instruction is between the Member and the Instructor. The Club bills monthly for aircraft usage, dues, and flight status fee.(ref. Club Rules). Do not fly more than you can afford to pay.

AIRCRAFT RESERVATIONS

When scheduling an aircraft, write down the scheduling data for your own reference and records. Include enough time for preflight and postflight duties - preflight inspection, post flight refueling, and securing the aircraft. When scheduling an aircraft for an instructional flight, do not reserve the aircraft during periods of preflight and postflight instructional briefings.

ALWAYS cancel aircraft as soon as possible when you know you will not be using the aircraft for any reason (ref. Club Rules). If you have an important flight scheduled, you may want to re-confirm the reservation with the Flight Scheduling Service prior to the flight

AIRCRAFT GROUND HANDLING

When moving aircraft into and out of hangars, first see that the adjacent hangar door tracks are clear before opening. Be sure hangar doors are COMPLETELY open before moving aircraft in or out. *Move the aircraft very slowly and cautiously, lining up on center.*

Use the towbars supplied with each aircraft to maneuver the aircraft into and out of their hangars or parking spaces - do not push down on the horizontal stabilizers to maneuver the aircraft. Stow the towbar in the aircraft for flight and *do not leave the towbar attached to the nosewheel at any time unless you are using it.* When pushing the aircraft back, push on the area of the propeller nearest the hub - *do not push on the spinner, cowling or outer propeller.* Brief your passengers where to step and where not to step when boarding the aircraft, as well as the proper places to push and pull if they are helping ground maneuver the aircraft.

GROUND MANEUVERING AND SECURING AIRCRAFT

When departing, aircraft are to be pulled out of the hangars or parking spaces into the direction of taxi using the aircraft's towbar. When returning from flight, aircraft are to be stopped in the direction of taxi and pushed back into their hangar or parking space using the towbar. Use caution when opening the aircraft doors after shutdown to avoid the wind catching the open doors and damaging the door hinges.

Aircraft are NOT to be turned between the hangars or parking aisles using aircraft power - it blasts adjacent aircraft and hangars. Aircraft parked outside need to be properly secured with tiedowns, wheel chocks, and gust lock installed. Each member is responsible to insure the aircraft are left neat and ready for the next member after flights including: seat belts stowed, trash removed, windscreen clean, and sunscreens installed if applicable. Always confirm the master switch is *off* when leaving the aircraft.

AIRCRAFT REFUELING

Each member is responsible for having the aircraft refueled after flight for the next member. Verify if the aircraft is to be fueled to the "tabs" only after flight. We have an open account at San Carlos airport with Chevron (unicom frequency 123.0). If fuel is unavailable upon return from flight (late evenings) it should be noted in the Sign-Out Log.

When Purchasing fuel off-field, use the Club credit cards located in each aircraft whenever possible. The receipt may go in the Club Treasurer's mail box upon return. When purchasing fuel off-field, and unable to use the Club credit cards, submit the receipt directly to the Club Treasurer for credit or reimbursement - ref. Club Rules. Hangared aircraft may not be refueled with any part of their wings in the hangar.

OFF-FIELD PROCEDURES

Mechanical work on Club aircraft requires approval of the Maintenance Manager or aircraft Crew Chief. If away from the aircraft's home base, and are unable to contact the Maintenance Manager or aircraft Crew Chief, a Board Member may authorize repairs. If unable to contact any of the Club Representatives, a member may approve aircraft repairs up to \$500.

If mechanical difficulty will cause the aircraft to be delayed beyond its scheduled return time, schedule additional time if available or notify the next scheduled members. If delay involves additional days away from the aircraft home base, notify the *Maintenance Manager* DAILY of the status/expected return time, and leave a phone number where you can be reached. If unable to connect with the Maintenance Manager, an alternate Club Officer must be kept informed daily.

If unforecast weather will cause the aircraft to be delayed beyond its scheduled return time, schedule additional time if available or notify the next scheduled members. If the delay involves additional days away from the aircraft home base: Notify the *Flight Manager* DAILY of the status/expected return time, and leave a phone number where you can be reached. If unable to connect with the Flight Manager, an alternate Club Officer must be kept informed daily

A pilot leaving an aircraft behind due to weather or mechanical reasons is responsible for returning the aircraft to the home field the first day of VFR weather or repair accomplishment. If applicable, arrangements may be made with another Club Member to ferry the plane back to the home field - the original Member retains responsibility for the return of the aircraft and costs.

HELPING OUT

The Club is a co-operative flying club, not an FBO. It depends on the skills and contributions of members whenever possible to keep flying costs low - all members are encouraged to help out where they can. Compensation is done in flight time credits - ref. Club Rules. Contact the Maintenance Manager if you can help with aircraft maintenance; if you are not an A&P you may still be able to help with certain aspects of aircraft maintenance. A&P mechanics are compensated at a designated A&P rate in flight time credits, non- A&P mechanics are compensated at designated non-A&P rate in flight time credits. Aircraft washing and cleaning, monthly mailings, administrative work, and other necessary tasks are compensated at the non-A&P rate. Contact a Club Officer to find out what areas may need help.