



# Aero Fliers, Inc.

## SOP - Scheduling of Aircraft

### ARTICLE I. PURPOSE

- A. To provide orderly access to the club aircraft, this procedure establishes the methods used by members to reserve a specific aircraft for a specific period of time.

### ARTICLE II. OPERATING PROCEDURE

- A. **Responsibility.** The Vice President shall be responsible for monitoring and assuring compliance with procedures established for the scheduling of Club aircraft. The procedures shall be modified by the Board to provide optimum utilization of the aircraft and to meet any circumstances which may arise.
- B. **Aircraft Scheduling Reservations.** Aircraft scheduling shall be maintained for each aircraft operated by the Club, and all flights shall be scheduled using the on-line application, Flight Circle. The Vice President will maintain access and content of the scheduling application.

**Scheduling.** All usage of the Club aircraft shall be scheduled in Flight Circle including duration and route.

- C. **Release of Scheduled Flight.** If a member is more than one hour late, he automatically relinquishes his right to the airplane to any member who happens to be present and desiring the same airplane. This rule, however, does not relieve a member of responsibility for canceling reservations so that others may ascertain that the aircraft has become available.
- D. **Preflight and Post Flight Records.** These records are recorded in Flight Circle. Each pilot is responsible to check the maintenance status of the aircraft prior to dispatch and to record any oil consumed as well as maintenance or equipment deficiencies or malfunctions. If any such items that make the aircraft not airworthy are found, the member should immediately ground the airplane in Flight Circle and also place a red grounded placard on the keyboard for the plane that is grounded and on the yoke. Additionally, the member shall contact the Chief Maintenance Officer or other board member to advise them.



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1. The Chief Aircraft Maintenance Officer shall be notified of any serious deficiencies or malfunctions as soon as practicable. Per the Chief Aircraft Maintenance Officer, the aircraft may be returned to flight status or remain grounded. If grounded, a grounding placard, provided in the hangar, shall be placed on the preflight board and the yoke. A Board member shall update the on-line flight schedule and notify future scheduled pilots should be notified when possible.
  2. If not grounded, the discrepancy write-up should indicate that the Chief Aircraft Maintenance Officer has authorized flight with the discrepancy.
  3. No member (except the Chief Aircraft Maintenance Officer or their designee) may perform any maintenance on a Club aircraft, other than a preflight inspection, without proper authorization from the Chief Maintenance Officer or their designee.
- E. **Post Flight.** Upon completion of a flight the pilot must clean the aircraft.
1. Waste will be removed, seat belts will be straightened up, windows cleaned, and leading-edge surfaces cleaned of bugs and dirt, etc.
  2. In no case will tanks be left less than half full after the last flight of the day, unless contacted by the next scheduled pilot requesting the tanks remain less than half full. In the event that tanks cannot be replenished because of fuel or fuel service unavailability, the next scheduled pilot shall be notified when possible, and a notice of explanation shall be placed in the cockpit and/or on the key rack.
  3. When parked in an enclosed hangar, pitot tube covers, nose/cowling plugs, and control locks will not be installed. Parking brakes will not be set. The nose wheel will be chocked. Windows and doors will be closed (baggage door on 95640 can be left open if trickle charger needs to be connected).
  4. Oil pan heaters will be plugged in between November 1st and May 31st (or anytime ambient temperatures are forecast to fall below 40 degrees Fahrenheit).
  5. Tow bars will not be connected to an airplane unless actively being used to tow the airplane.



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6. Hangar doors are to be raised to their highest position prior to moving an airplane into or out of the hangar. Hangar doors are to be fully closed (pull latches shut on both ends of the door) when taking the airplane for a flight (even for pattern work) and upon completion of the flight after putting the airplane back in the hangar.
- F. **Return of Aircraft In Advance of Scheduled Return.** Whenever a pilot returns an aircraft more than two hours in advance of its scheduled return to AKR, the pilot shall be update the on-line schedule as soon as possible.
- G. **Notification of Failure to Return on Schedule.** When an aircraft cannot be returned as scheduled, the pilot shall immediately notify the Vice President or if they cannot be contacted, one of the other officers, by telephone to indicate why the aircraft cannot be returned. The pilot will indicate when it will be returned and provide a telephone number where the pilot can be contacted. The Board shall be responsible for contacting any other pilots whose scheduled flights may be affected by the delay in return of the aircraft.
- H. **Foreign or Flight over Water Operations.** Club aircraft shall not be operated outside the U.S.A. or over water for more than gliding distance from shoreline without the prior written permission of the Vice President. Their permission shall be predicated on an assurance by the Chief Flight Instructor that the pilot in command is thoroughly familiar with ditching, foreign air regulations and any other information deemed pertinent to the flight contemplated. If the aircraft is flown in areas outside the coverage of the Club insurance policy, such permission will not be granted unless adequate insurance covering the foreign flight naming Aero Fliers, Inc., as a named insured is procured with evidence of such insurance being provided to the Secretary.

### REVISION HISTORY

Approved by majority vote of the Board of Trustees:

Version	Date	Signature, President
1.0	05/12/2012	
1.1	02/20/2013	
1.2	08/12/2014	On File
1.3	11/08/2022	On File
1.4	01/10/2023	On File
1.5	07/12/2023	On File