



Aero Fliers, Inc.

SOP – Pilot Currency and Proficiencies

ARTICLE I. PURPOSE

- A. Club Aircraft are to be operated only by Club Members (Active or Inactive Plus) in good standing or approved personnel (Instructor Membership, authorized FAA personnel such as Inspectors, or DPEs). All PICs and Club CFI/CFIs must meet the requirements specified in this operating procedure. The requirements in this operating procedure do not supersede those established in the Federal Aviation Regulations (FARs).

ARTICLE II. OPERATING PROCEDURE

- A. **General.** The Club Aircraft shall not be loaned, leased, or otherwise given for use to non-Club Members, nor shall they be used for hire, charter or other commercial purposes, air races, participation in air shows, towing gliders, or sport parachuting.
 - 1. All members of the Club shall comply with all Federal Aviation Regulations, state, airport, and Club rules while operating Club Aircraft.
 - 2. Each member must ascertain that the airworthiness and registration certificates, appropriate operating limitations, current weight and balance data sheet, operator's manual, and any required supplemental manuals are in the aircraft prior to commencing flight.
 - 3. All aircraft operating limitations must be observed. Aerobatic maneuvers are prohibited except for those which are permissible under the operating limitations when the aircraft is operated in the utility category.
 - 4. Any violation of this policy will result in the offending member being brought before the Board of Trustees for possible disciplinary action.
- B. **Insurance Requirements.** It is the responsibility of each individual member to be sure he/she has complied with the Club's insurance policy requirements as well as compliance with FAA requirements to operate the specific aircraft of the Club. Because these insurance requirements change each year, it will be:
 - 1. the member is responsible to be aware of the insurance requirements; and
 - 2. the Secretary's responsibility to publish the requirements any time they change in the next billing to inform each member of the current requirements; and
 - 3. the Club's Chief Flight Instructor to keep the other Club CFI/CFIs informed of the current insurance requirements.



Aero Fliers, Inc.

SOP – Pilot Currency and Proficiencies

- C. **Flight Reviews.** Members who fly Club Aircraft are required to meet all applicable FARs. A Club CFI/CFII may require a Currency Flight Review of any member or may temporarily suspend a pilot's Checkout for just cause.
- D. **Minimum Checkout Requirements.** The minimum requirements to be checked out in each Club Aircraft are as follows; high-performance/complex endorsements not required prior to the commencement of training in Club Aircraft (tail number/aircraft FAA filing type); ***hour requirements may be reduced, waived, combined or increased at the discretion of the Club CFI/CFII:***
1. *Cessna C182Q Skylane (N987AF/C182)*
 - a. Private Pilot Certificate (ASEL)
 - b. High-performance endorsement
 - c. 5 hours PIC in C182 within preceding 6 calendar months
 - d. Successful completion of Aircraft Checkout by a Club CFI/CFII
 2. *Beechcraft Debonair 35-C33A (N318G/BE33)*
 - a. Private Pilot Certificate (ASEL)
 - b. High-performance endorsement
 - c. Complex endorsement
 - d. Certificate showing completion of applicable ABS BPPP BEST online ground school course (Bonanza/Debonair S35-V35B; C33A, E33A/C, F33A/C; 36, A36)
 - e. 10 hours PIC in BE33 within the preceding 6 calendar months
 - f. 10 hours Dual Instruction from a Club CFI/CFII
 - g. Successful completion of Aircraft Checkout by a Club CFI/CFII
 3. *Mooney M20K 231 (N500B/M20T)*
 - a. Private Pilot Certificate (ASEL)
 - b. High-performance endorsement
 - c. Complex endorsement
 - d. 10 hours PIC in M20T within the preceding 6 calendar months



Aero Fliers, Inc.

SOP – Pilot Currency and Proficiencies

- e. 10 hours Dual Instruction from a Club CFI/CFII
 - f. Successful completion of Aircraft Checkout by a Club CFI/CFII
 - g. Aero Fliers recommends pursuing a high altitude endorsement if planning to operate the Mooney at higher altitudes, but it is not required at this time
- E. **Aircraft Checkout Procedures.** All members must be checked out by a Club CFI before serving as PIC in any Club Aircraft.
- 1. **Ground Training.** Club CFIs shall use the following guidelines when conducting ground training and/or review for a VFR Checkout:
 - a. Ensure the pilot has a valid FAA pilot certificate (ASEL).
 - b. Ensure the pilot has required endorsement(s) (i.e. high performance, complex) and it is in Flight Circle, unless the pilot is earning the endorsement(s) during the Checkout process.
 - c. Ensure the pilot has current medical or basic med and it is updated in Flight Circle.
 - d. Ensure the pilot has taken the applicable written tests on the Aero Fliers website. Review any incorrect answers and discuss with the pilot.
 - e. Review all Club policies (Code of Regulations, Scheduling of Aircraft, etc.) found on the Aero Fliers website under the tab labeled: More->Club Documents, and ensure the pilot has received and completed New Member Orientation.
 - f. Ensure the pilot knows how to dispatch and check the airplane in on Flight Circle.
 - g. Ensure the pilot knows where the oil is kept, and which type of oil goes in the airplane.
 - h. Ensure the pilot knows how to write a squawk and ground the airplane if necessary.
 - i. Teach the pilot to hang car keys on the rack when taking airplane keys.
 - j. Ensure the pilot knows where the aircraft logs are.



Aero Fliers, Inc.

SOP – Pilot Currency and Proficiencies

- k. Ensure the pilot knows where the aircraft documents are kept in Flight Circle.
- l. Ensure the pilot knows to fuel the plane after every flight if more than 10 gallons were burned. Give him/her Summit FBO's phone number.
- m. Ensure the pilot knows to wipe bugs after each flight. Only use the appropriate towels and cleaner on the plexiglass.
- n. Show the pilot where the tire gauges and air compressors are.
- o. Show the pilot where the GPU is and how to use it (24V or 12V, depending on the specific aircraft).
- p. Do not store items on the dash (i.e. kneeboards, headsets).
- q. Plug in the oil pan heaters from November 1st – May 31st, or anytime ambient temperatures are forecast to fall below 40° F.
- r. Hangar doors are either fully opened or fully closed. They should be closed when gone on a flight even if just staying in the pattern.
- s. Ensure the pilot knows where fire extinguishers are in the airplane and the hangar.
- t. Ensure the pilot knows how to connect the tow bar and can safely take the plane out and put it back in the hangar. If the tow bar is not actively being used, it should never be left attached to the airplane.
- u. Review ADM (i.e. PAVE, IMSAFE), personal minimums, getting weather briefings, checking NOTAMs.
- v. Review non-towered operations.
- w. Review pattern operations (Discuss the KCAK Class C floor, left pattern, frequencies, pattern altitude). Discuss the high level of training activity (AW, KSU).
- x. Review preflight of the airplane.



Aero Fliers, Inc.

SOP – Pilot Currency and Proficiencies

- y. Debonair pilots will be required to complete the online BPPP program offered by the American Bonanza Society (ABS) prior to being checked out in the Debonair, as well as yearly for aircraft knowledge review in order to maintain proficiency in our BE33. This will require joining the American Bonanza Society and maintaining at least a yearly membership (ABS offers several different tiers of membership).
 - z. Members wishing to operate the Mooney at altitudes requiring the use of supplemental oxygen will need to purchase their own masks or cannulas and receive additional ground and flight training/review from a Club CFI.
2. **Flight Operations.** Club CFIs shall use the following guidelines when conducting flight training for a VFR or IFR Checkout. Each Club CFI/CFII may add to this list but must ensure that each item is completed to the ACS commensurate with the pilot's certificate (Private, Commercial, ATP):
- a. Show the pilot where the run-up area is.
 - b. Maneuvers must include normal TOLD, Go Around, stalls (including imminent stall awareness), slow flight, steep turns, soft TOLD, and emergency procedures (engine failure). In the Debonair, the pilot also must do an emergency descent and manual gear extension. The emergency descent should only be done once per training flight (not practiced multiple times) because it is hard on the engine.
 - c. Ensure the pilot knows how to operate the avionics, including the autopilot, Garmin GPS, G5, Aspen (Debonair and Mooney), and JPI engine monitor.
 - d. Come to a complete stop off the runway (entire airplane is past the hold short line) before "cleaning up" the airplane after a landing.
 - e. Continental recommends CHTs should not exceed 380° F. Review appropriate actions if hot CHTs (increase airflow/airspeed, check mixture, check cowl flaps, reduce power).
 - f. Explain how to fly out of AKR when there is a TFR in effect.
 - g. Explain that Class E extends to the surface, which means different minimums for pattern work.
 - h. Ensure pilots do not opt out of emails from Flight Circle.



Aero Fliers, Inc.

SOP – Pilot Currency and Proficiencies

- i. Maximum gear extended speed (V_{ie}) in the Debonair is 154 KIAS and maximum gear operation (V_{io}) speed is 145 KIAS.
 - j. Maximum gear operate (V_{io}) and maximum gear extended (V_{ie}) in the Mooney is 132 KIAS and maximum gear retract (V_{ir}) is 107 KIAS.
 - k. Maximum demonstrated crosswind component for both takeoff and landing in the Skylane is 15 kts per the Trolltune STC.
 - l. Explain the door latch and unlatch procedure in the Debonair; it won't close when in flight.
 - m. Review the CO detector (turn it off after each flight).
 - n. No pilot who is not Instrument Rated and current may be PIC of a Club Aircraft on a trip further than 250nm straight-line distance from KAKR without permission from a Club CFI/CFII.
 - o. No pilot without an Instrument Rating and current may take a Club Aircraft on an overnight trip without prior permission from a Club CFI/CFII.
3. **IFR Checkout Procedures.**
- a. There is no minimum time requirement for the IFR Checkout, however pilots are encouraged to become familiar with the airplane in VFR conditions after their VFR Checkout prior to requesting an IFR Checkout. The IFR Checkout shall at a minimum require the pilot perform the following to Instrument ACS standards:
 - 1) Filing an IFR flight plan.
 - 2) Picking up a clearance from a non-towered airport.
 - 3) An ILS approach, a GPS approach, and an approach without vertical guidance.
 - 4) At least one approach must be made into a non-towered airport and at least one must be made into a towered airport.
 - 5) At least one approach must be hand-flown from the final approach fix to the MAP/MDA (use of the flight director is authorized if applicable).
 - 6) At least one approach must be flown coupled to the autopilot.
 - 7) At least one approach must be made with loss of a primary instrument (e.g. one G5).
 - 8) At least one missed approach.
 - 10) At least one hold.



Aero Fliers, Inc.

SOP – Pilot Currency and Proficiencies

11) If a pilot previously received an IFR Checkout in a different Club Aircraft then he/she is not required to complete steps 1) or 2) for future IFR Checkouts.

4. **Miscellaneous.**

- a. Both the instructor and the pilot must agree that the pilot is safe to fly the airplane before a successful VFR or IFR Checkout can be completed.
- b. Once checked out:
 - 1) Log the VFR Checkout as both a checkout and Flight Review in the pilot's logbook.
 - 2) Log the IFR Checkout as both a checkout and Instrument Proficiency Check in the pilot's logbook.
 - 3) Ensure the pilot is listed as "checked out" and the pilot's Flight Review is updated in Flight Circle.
 - 4) Inform the Chief Flight Instructor.
 - 5) Chief Flight Instructor should make an announcement to the club congratulating the pilot on his/her accomplishment.

F. **Pilot Currency and Proficiency.** Aero Fliers encourages all Members to continuously improve their knowledge and proficiency, and in order to promote safety, learning, and open communication, all pilots shall, in each Club Aircraft for which they have received a Checkout by a Club CFI/CFII:

1. Log at least 3 takeoffs and landings as PIC within the preceding 90 calendar days.
2. Fly with a Club CFI/CFII in order to reestablish currency if a pilot has not logged at least 3 takeoffs and landings as PIC within the preceding 90 calendar days.
3. Perform a Currency Flight Review with a Club CFI/CFII at least once within the preceding 12 calendar months. The Currency Flight Review has no hour minimum, can include any combination of topics, maneuvers, procedures, areas of operation, etc. tailored to the individual, and should be an informative learning experience applicable to each Club Aircraft. The following list is an example of topics that may be covered (though not limited to and not necessarily in that order):
 - a. Ground Review of Aircraft Systems, Procedures, Performance, FARs, Advisory Circulars, etc.



Aero Fliers, Inc.

SOP – Pilot Currency and Proficiencies

- b. Ground Review of EFBs (iPads, ForeFlight, etc.) Flight Planning, Weather, and Weather Briefings
 - c. Ground Review of Human Factors, Aeronautical Decision Making, and Hazardous Attitudes
 - d. Preflight/Taxi Procedures
 - e. Normal Takeoffs/Landings
 - f. Go-Arounds
 - g. Short/Soft Field Takeoffs/Landings
 - h. Cross Country/Cruise/Leaning Procedures
 - i. Traffic Pattern Entry/Exit Procedures
 - j. Instrument Departure/Enroute/Arrival/Approach/Missed Approach Procedures (if applicable)
 - k. Emergency/Abnormal Procedures
 - l. Post-flight Procedures
- G. **Touch and Go Landings.** Touch and go landings in complex aircraft are prohibited. It is a preferred procedure to clear the runway and come to a complete stop prior to cleaning up the aircraft (flaps, cowl flaps, lights, etc.).

REVISION HISTORY

Approved by majority vote of the Board of Trustees:

Version	Date	Signature, President
1.1	05/12/2022	On File
1.2	08/04/2016	On File
1.3	01/10/2023	On File
1.4	04/12/2024	On File
1.5	04/08/2025	On File