

ADMINISTRATION

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A. APPLICATION FOR MEMBERSHIP:

Submit applications on an AF Form 1710 to the Flight Training Center (FTC) Manager and pay the first month's dues. Additionally, pay the Initiation Fee unless you submit a Letter of Good Standing from a military FTC. The Manager or Chief Instructor will assign new members to a check out Pilot or Certified Flight Instructor for check out or instruction. A student pilot must present an original Birth Certificate, Passport or other legal documentation stating the citizenship of the student. The FTC does have authorization to train foreign nationals, including Armed Services members. However, there are additional processes that must be accomplished including a fee and a background check by the TSA Office.

B. MEMBERSHIP ELIGIBILITY:

- Active Duty Military personnel and their family members
- Retired Military personnel and their family members
- Department of Defense employees and their family members
- Non-Appropriated Fund employees and their family members
- Military Contractors and their family members
- National Guard members and their family members
- Reservists and their family members
- Civil Air Patrol members
- Special members who legally possess a Military or Government ID Card
- VA students who no longer have an ID card, but are eligible to receive VA Training. They are eligible only as long as they are in training.

C. DUES AND PAYMENTS:

The following procedures are established in accordance with Air Force Non-Appropriated Funds Instructions:

1. Members that join the club after the 16th of the month will not be charged dues for that month. Members are responsible for all charges, including monthly dues, regardless if they fly monthly or not. Dues will be charged to the Member's Visa, MasterCard, or MasterCard. Members may pay their dues one year in advance AND receive two months (month 13 and 14) free.
2. Air Force Instructions no longer permit activities to carry accounts receivables. Consequently, payment must be made immediately following each flight, ground training session, or purchase. Payment may be made with cash, a personal check, money order, Visa, MasterCard, or MasterCard. Members are responsible for completing an authorization form for the FTC to bill their credit card for all flight and ground instructions, supplies, and monthly dues.
3. Members who are enrolled in the VA Flight Training Program are responsible for their flight and ground training bills and are required to pay their bills in full after each flight. This may be done by pre-payment, credit card, check or cash. We discourage cash as we are isolated on the flight line and we do not have a change fund.
4. Non-members of this FTC who receive flight training here (as opposed to recreational flights) will be charged an additional \$5.00 per flight. (Members of other FTCs who wish to exercise flight privileges, must complete the 15 question local procedures part of the Procedures Exam as well as all other required exams).

D. FEES AND CHARGES:

The most current dues and charges are listed on the board located along the side of the FTC's front desk. Dues and charges are posted for the following:

INITIATION FEE
CLUB DUES
AIRCRAFT CHARGES for both WET (with fuel) and DRY rental
INSTRUCTIONAL CHARGES
GROUND SCHOOL CHARGES (MATERIALS ARE SEPARATE)
PRIVATE
INSTRUMENT
COMMERCIAL
INDEPENDENT GROUND SCHOOL (BY THE HOUR RATE)

E. NEW MEMBER REQUIREMENTS:

New members will provide the FTC a copy of their Medical Certificate and Pilot's Certificate. When members receive an additional rating or Medical Certification, it is their responsibility to update the copies in their Membership and VA files. They must also notify the FTC of address and telephone number changes.

F. RESIGNATIONS:

Members must submit resignations in writing to the FTC. Resignation must contain the member's signature, the date, and contain a forwarding address. Resigning prior to the 15th of the month avoids charges for that month's dues. A Letter of Good Standing will be issued if no problems, groundings, etc. are in effect. All active members will be charged the approved dues unless they resign in writing.

G. MEMBERSHIP "GROUNDING":

The Manager may deny a member their flying privileges for safety violations, regulatory violations or other actions. At the discretion of the Manager, the member may have privileges reactivated by correcting the

issues causing the “grounding” (i.e. receive additional training, receive counseling or attend a Safety Meeting). All active members will be charged the approved dues unless they resign in writing.

H. MEMBERSHIP REVOCATION:

The Base Commander may permanently revoke a membership after recommendation by the Manager, Commander of the Force Support Squadron, and/or Base Safety Officer. The Directorate of Air Force Aero Clubs will then be notified.

I. REFUNDS:

Refunds of prepayments will be issued to members as follows:

1. Block Time Flying or other prepayment flying will be refunded after monthly dues have been deducted. If a student does not take the FAA Written knowledge Test within 14 days they are to return their education funds to the Education Center. The final grade for the class is the FAA computer generated Written Knowledge Exam that is offered at the USAFA FTC or another civilian FBO.
2. Ground School: After a member has attended ONE Ground School class of more than one hour, funds may not be refunded.
3. Aviation sale items: These items may not be returned if they have been opened or used. Special item orders may not be returned.

The Manager may issue refunds in the case of unusual circumstances.

J. MONTHLY SAFETY MEETINGS:

Monthly Safety Meeting attendance is required (See Chapter 5, Safety). Monthly Safety Meetings are held in the **Base Club** and are normally the last Tuesday of the month. A monthly Make Up Safety Meeting is held in the FTC's Ground School room normally on the second Saturday morning of each month. Safety Meetings are pre-scheduled, and the date, location and time always appear on the monthly calendar. Membership special activities such as parties, cook outs, and the holiday party will serve as a Safety Meeting.

K. SURVIVAL EQUIPMENT:

Each pilot will provide their own survival equipment, appropriate to the season, and that of each passenger. The FTC has informational materials available to assist the member in establishing their survival equipment. **Basic survival equipment, appropriate to the season should be carried in the pilot's flight bag or other container during each flight.** All pilots, student pilots and passengers will be properly attired to protect themselves in case of off field, inboard fire or other mishaps. Shorts and open **toe'd** shoes or sandals will not be worn. During cold weather, pilots and passengers will have available jackets or coats and appropriate winter wear.

L. MEMBERSHIP RESPONSIBILITIES:

Membership participation in the FTC and the associated responsibilities are essential to the well being of the activity. FTC sponsored Clean-Up Days and Aircraft Wash Days enable us to keep the flying costs down. FTC projects enhance the club environment and each member should do their share to assist the management and staff in FTC maintenance, improvements and projects. It is each pilot's responsibility to care for the aircraft as though it were their own. The use of the cockpit covers protects the avionics and windscreen, tie downs protect the plane from blowing over, and pitot covers protect the system from bugs and dust. By diligently and correctly using these items, the aircraft will remain in good shape. If a member loses or damages NAF property they may be charged for the cost of replacement and labor. **Careless operation and treatment of aircraft can result in revocation of membership.**

M. SCHEDULING:

The scheduling of all aircraft will be on a “first come, first served” basis, by aircraft tail number. Wings ARS is our on-line scheduling system. Once you join the FTC you will be given access to the system. You will also receive instruction in its operation. This scheduling system is arranged in ½ hour time blocks to ensure both flight support and sufficient time for crew change. Cancellations the same day of the scheduled flight may incur a “No Show Fee” without a valid reason that is approved by the Manager or Chief Instructor. When a student schedules or cancels a flight “on line” they must ensure that they schedule their Instructor (if necessary) also. Phone the Instructor that they have been scheduled. Instructors do not check their schedules on an hourly basis.

N. NO SHOW:

A “no show” charge of one hour’s flight time, unless extenuating circumstances dictate, will be made automatically if the scheduled flight is not canceled 24 hours in advance. Cross-country scheduled flights will be charged for half the total time scheduled (i.e. if the aircraft is booked for 10 days, the member will be charged for 10 hours which is half the minimum hours per day). If the scheduled pilot has not appeared within 15 minutes (without notification) of a flight, it is considered a “no show” and the plane may be released to another crew, unless weather is a factor and the staff is notified. On local area flights, members will fly the aircraft within 30 minutes of their scheduled time (i.e. a plane scheduled from 1300 to 1800 hours must be flown from 1330 to 1730 hours), unless weather is a factor.

O. COCKPIT TIME:

Members who schedule “cockpit time”, but do not use the aircraft will be charged the dry rate of the aircraft unless arrangements have been made with the Manager. “Cockpit time” may be accomplished at no cost to the member during weather days or on a space available basis **IF** another member does not desire to fly the aircraft.

P. CROSS-COUNTRY FLIGHTS:

Pilots reserving an aircraft for a cross-country flight will submit a Cross-Country Request Form to the Manager 10 work days in advance. The request form will include the planned itinerary of fuel stops en-route, an indication of planned parking location of the aircraft each night, and telephone numbers at all RONs. Reference and follow the cross-country checklists in Chapter 8 of this SOP. The cross-country form must have all the items filled in and information about the airport and tie down security. **This does not apply to same day, out and back flights.**

When an airplane has been reserved, the reservation will remain valid until departure or cancellation. Should a member’s plans change, and he cannot make the flight, he must alter or cancel the reservation as early as possible in order that other members may use the aircraft. In case of failure to notify Flight Training Center officials, the Manager will levy an appropriate penalty charge.

Q. MINIMUM FLYING TIME FOR CROSS-COUNTRY FLIGHTS:

Minimum flying time per scheduled day for aircraft is as follows:

Cessna 172M	2 hours per day		Seneca	1½ hours per day
T-41C	2 hours per day		Baron	1½ hours per day
T-41B	2 hours per day			
C-182 RG	2 hours per day			

R. PASSENGERS:

Passengers may be carried in FTC aircraft if the pilot meets all FAA and FTC requirements and if the passenger has signed a Covenant not to Sue and it is on file in the FTC. Covenants not to Sue are required on all active and non-active duty individuals regardless of age, including children, with the only exceptions specified in the Air Force Instruction covering certain FAA representatives. Parents or

authorized guardians must co-sign all Covenants not to Sue for minors. Passengers are guests of the pilot or the FTC and the pilot is responsible for the passenger.

Passengers may not be on board a FTC aircraft during a training flight, qualification check flight or maintenance test flight.

Only the Instructor, Chief Instructor, Manager, FAA representative or HQ AFMPC/CPMSOB personnel are permitted on board during a training flight.

Air crews may be allowed to ferry crews to or from local area airports to pick up or drop off aircraft. When aircrews are being ferried, the flight profile will be restricted to normal take off, climb cruise, descent and landing.

S. QUORUMS AT MEETINGS:

Quorums at all elections are the majority vote of all present. Membership items will be voted on at membership or safety meetings.

T. NO CHARGE FLIGHTS:

The manager may approve "no charge flights" to non-member passengers who have:

1. Supported the Air Force mission.
2. Supported the Force Support Squadron mission.
3. At the request of the Commander.

FTC members may receive "no charge" flights under the following conditions:

1. Drawings at membership drives, work days, and membership meetings.
2. If a member performed several duties that greatly assisted the FTC.
3. A FTC error caused a member to lose a flight or an inconvenience.
4. Special or unusual maintenance or labor may be exchanged for flight time. The hourly credit will be at the present maintenance price per hour (i.e., a member spends 10 hours helping a mechanic to clean aircraft; they would be credited \$86.00 towards flying).
5. Students receiving a perfect (100%) grade on the FAA knowledge tests.
6. Yearly FAA or AFM required currency flight for the FTC's CFIs (only in FTC owned aircraft and the aircraft type they are instructing).
7. Ferry flights directed and approved by the Manager will be at no charge to the pilot.
8. Functional check flights will be at no charge to the pilot. However, all FCFs must have prior approval from the Manager.
9. The Manager or the Commander, Force Support Squadron may approve on a one-time basis any other "no charge" flights. All employees, including a CFI's training flight will be charged to the pilot unless they fall under the above guidelines.
10. Members who recruit new members will receive a 1 hour flight in a T-41C at no cost.

U. RESALE ITEMS:

All resale items are priced as marked. Special orders may be placed for members for high priced items such as headsets, hand held radios, etc. The member must pay the cost in advance, and refunds are not authorized.

Aviation fuel may be sold to transients and FTC members at the posted price in the FTC office. Fuel may be paid by Visa, MasterCard, Credit Card, cash, check or money order.

V. AIRCRAFT GROUND HANDLING AND SECURITY:

The Pilot-in-Command is responsible for the proper parking or hangaring and security of FTC aircraft. If hanger space is not available, the aircraft will be parked on the ramp.

The Pilot will: Move aircraft to be flown, if tail to tail with another aircraft, 90 degrees from its position onto the taxi line before starting the engine. This will stop the prop blast from damaging the aircraft to its rear. Upon return to the tie down area, the aircraft engine will be stopped with the aircraft on the taxi line and the aircraft will be pushed 90 degrees back into its spot.

1. Fuel the aircraft and complete the fuel log at the pump accurately.
2. Install flight control lock.
3. Chock wheels.
4. Tie down wings and tail, using two half hitches and securing ends of chains with the clip provided.
5. Release aircraft parking brake and lock aircraft doors.
6. Place the propeller(s) in a horizontal position.
7. Install pitot cover.
8. Place cover on aircraft in accordance with the current PIF instructions.

W. RENTAL OF HEADSETS, G.P.S., AND OXYGEN:

Headsets may be rented for \$2.00 per flight.

A Global Positioning System unit may be rented for training and cross-country flights for \$5.00 per day. Prior to renting the G.P.S. unit, training in operating the unit must be received from the Chief Instructor. The member will sign a rental agreement prior to renting the instrument.

The Beech Baron is equipped with oxygen. It is the responsibility of the pilot to ensure the status of the oxygen prior to the flight. After a flight where the oxygen has been used, the pilot is responsible for refilling the oxygen, and all associated costs.

X. IDENTIFICATION:

All pilots must carry photo identification along with their FAA Pilot Certificate during flight operations. The most common form of ID is a Driver's License. Each person must present such photo identification when requested by the FAA administrator, an authorized representative of the NTSB or TSA, or a law enforcement officer.

