



Standard Operating Guidelines

Mailing Address:

P.O. Box 63
Bloomsburg, PA 17815

Airport of Use:

Bloomsburg Municipal Airport (N13)
301 Airport Road
Bloomsburg, PA 17815

On the Web:

www.flybloomsburg.com

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**Standard Operating Guidelines
of the
BLOOMSBURG FLYING CLUB / PARLOR CITY FLYING CLUB, INC.**

Section 1 – PREAMBLE

The Bloomsburg Flying Club / Parlor City Flying Club, Inc. (hereinafter the "Club") has been operating safely and successfully since 1964, and it is the intention of the Officers and Board of Directors to point out that a spirit of cooperation between members will accomplish what pages of regulations may not. Your safety, that of your passengers, and the public is the number one priority of the Officers and Board of Directors. These Standard Operating Guidelines are meant as a basic guide and in no way represent the totality of the responsibilities we have as students, pilots, and Club members.

Section 2 - COMPLIANCE WITH REGULATIONS

Members shall conduct each flight in accordance with all federal, state, local and Club regulations herein inclusive of Club By-laws and the Club Constitution. This includes, but is not limited to, pilot currency, regulations concerning preflight check of aircraft and weather conditions, night flight requirements and over-water requirements.

Members are reminded that an inadequate preflight inspection could cause a member to be held responsible for damage done to an aircraft by another member. Members are responsible for any security items at any airport and must comply with all Transportation Security Administration ("TSA") rules and regulations which may apply to privately-owned aircraft.

Section 3 - LIMIT OF USE

Club airplanes are for the exclusive use of Club members in good standing and may not be rented, loaned, or otherwise used by anyone other than a Club member.

Section 4 - SCHEDULING AIRCRAFT

No member may fly a Club aircraft without first having reserved time for that flight by use of the FlightCircle.com website.

It should be thoroughly understood that the proper use of the scheduling system is the key to successful cooperative operation, maximum use of the Club aircraft, and maximum utility to all Club members.

By your reservation, you are declaring to all other members that the aircraft is assigned to your custody for the period reserved. Therefore, you should be careful to follow these rules:

(a) Reserve precisely the time you want (allowing for pre-flight, re-fueling and cleaning).

(b) Double check your aircraft number and time you are due back. It's also good practice to note which member has the aircraft after you in the event you will return late.

(c) Cancel as soon as you know you cannot keep a reservation, for whatever reason. Do NOT assume that in inclement weather the aircraft will not be needed (maintenance could be performed during this time, for instance).

Adjust your reservation if you find you will be late in leaving. Offenders are subject to sanctions by the Board of Directors.

Section 5 - RESERVATION LIMITS

An airplane will automatically become available to another member if the scheduling member is not present to use the aircraft within thirty (30) minutes after the scheduled start time. It is suggested that a courtesy call to the scheduling member be made prior to taking the aircraft. Telephone numbers for all members can be found on FlightCircle.com.

(a) If you are more than thirty (30) minutes late for any flight, the aircraft may be assigned to another Club Member and you lose your reservation, unless you have contacted a Club officer and left an appropriate message describing your delay.

(b) No member shall keep a Club aircraft beyond the time scheduled. If weather or maintenance delay your return, please contact the next scheduled Club member and/or a Club officer.

Section 6 - MINIMUM CHARGE

There is currently NO minimum flying charge however this is subject to change by the Board of Directors.

Section 7 - DELAYED RETURN

In the event any aircraft must be left at another airport overnight, it is the scheduling member's responsibility to secure and coordinate the return of the aircraft to the Bloomsburg Municipal Airport.

Section 8 - OPERATING LIMITATIONS

Club aircraft may only be operated from FAA-recognized fields or airports. Operations at U.S. military airports may require prior approval by the Club's Insurance Representative. Members should be aware of the Club's Insurance limitations when traveling outside of the U.S. and are

obligated to meet the entry requirements (i.e. passports, visas, radio licenses etc....) of the country being visited.

Section 9 - PROFICIENCY REQUIREMENTS

(a) All new certificated members must demonstrate his or her competency to fly Club-model aircraft.

This requirement must be met in one of two ways:

1. A check ride in Club-model equipment with a CFI;

or

2. A Flight Review in Club-model aircraft with a CFI.

(b) Documentation.

Members must provide (at the request of the Club Secretary) sufficient documentation of the requirement of 14 C.F.R. § 61.56.

(c) The club cannot police the activities of its members, and as such leave decisions of currency and proficiency to the good judgment of each member.

Section 10 - PILOT REQUIREMENTS

All club members are expected to fly from the left (pilot) seat as PIC. If a student working on a CFI rating desires to fly from the right seat, it should only be done with a qualified and approved instructor in the left seat. At no time should a passenger occupy the pilot seat.

(a) Student Pilots.

Student pilots are encouraged to fly all appropriate Club aircraft as determined by their CFI unless other aircraft are designated by the Board of Directors. All student members must obtain the appropriate endorsement by their CFI prior to solo in any Club aircraft.

(b) Flight Instruction.

In the event of instruction being given in Club aircraft, the individual receiving the instruction (including a Club check ride, FAA check ride and/or BFR), is required to be a member of the Club as delineated in Section III of the Club's By-Laws; and

(c) Certified Flight Instructors

1. ALL Flight Instructors must be approved by the Board of Directors to provide instruction in Club aircraft. There are no exceptions to this rule.

2. A club member may select a CFI of his or her choice. The CFI is not required to be a member of the Club; however, all FAA, TSA, Club Rules, and Regulations MUST be adhered to according to the Club By- Laws and these Operating Guidelines.

3. A Club member, who is a CFI, is prohibited from instructing Non-Club members in Club aircraft. Additionally, any CFI who is a club member must carry appropriate insurance pursuant to the conditions set forth by the Club's insurer prior to instructing Club members.

4. The CFI and student make their own arrangements between them as to hourly instruction rates and scheduling. The Club is not responsible for any student-instructor relationship whatsoever.

(d) All members are encouraged to maintain or obtain currency and proficiency in club aircraft. If you have any reservations regarding your competency you are encouraged to fly with an instructor until such time as you are proficient.

Section 11 – CARELESSNESS

Any Club member who is observed handling Club equipment (aircraft or otherwise) in a careless, reckless, unsafe, or incompetent manner will be referred to the Board for appropriate action under Section IV of the By-Laws.

Section 12 - REFUELING AIRCRAFT

Each member is responsible for refueling the aircraft after each use. The aircraft should be evacuated during refueling operations. The member is also personally responsible for the following:

- (a) **All passengers must deplane** during refueling, electrical power off, and key removed from ignition.
- (b) Wheels chocked if necessary or required by the airport.
- (c) Aircraft must be properly grounded prior to fueling.
- (d) Seeing that overfills are avoided and fuel spills are cleaned up.
- (e) Gas caps are properly seated and secured.
- (f) The proper grade of fuel is used.
- (g) Fuel hoses are not 'dragged' across the leading edges, thereby scraping and damaging the paint.
- (h) Ladders are not permitted to come in contact with ANY part of the aircraft.
- (i) Fuel nozzles are to be attended during the refueling and not allowed to rest in the filler

neck as the filler necks are not designed to support the weight of the nozzle and hose.

(j) Upon final shut down of the aircraft it is good practice to switch the fuel tanks to either left or right to prevent cross feeding while parked. This is very important in the 172.

(k) There are times when refueling cannot be accomplished upon returning to N13 due to the time of day. Please notify the Maintenance Officer if such is the case to arrange for refueling by him or yourself the following day.

Section 13 - SECURING AIRCRAFT

(a) Members are expected to return a fully fueled aircraft to its appropriate hangar or tie-down. The following is also the responsibility of the Club member:

1. All switches, including master, lights, avionics, and ignition key are in the OFF position.
2. Flaps are retracted, carb heat is OFF, throttle is CLOSED, and mixture is in FULL LEAN position, and fuel selector set to L or R.
3. Aircraft is chocked and / or tied down.
4. Seatbelts, both lap and shoulder are secured and neatly stored.
5. All fuel sampler cups are in their proper place.
6. Aircraft interior is cleaned, as necessary, of any debris.
7. Aircraft exterior is cleaned, as necessary, of any excessive mud, bugs, spilled fuel, etc.....
8. The proper Hobbs time is recorded along with the fueling/oil information on the aircraft's log sheet.
9. Any 'squawks' are written up in the aircraft's respective Squawk Sheet located in the aircraft, noted on FlightCircle.com, and by contacting the Maintenance Officer.

(b) Tie Downs. When tied down, also check that the aircraft's control surfaces are secured, using the yoke locks when available, and the aircraft is double tied and chocked.

Section 14 - RECORDING FLIGHT TIME

Time is recorded by Hobbs meter. Each member is responsible for recording the proper flight time on the aircraft's log sheet. The date, member's name, Hobbs time IN and OUT must be FULLY RECORDED for each flight on the log sheet. If the 1/10th is changing on the meter you must round up to the next 1/10th hour. If the Hobbs meter malfunctions, tachometer time is recorded and noted on the log sheet.

Section 15 - MISCELLANEOUS SAFETY

- (a) Smoking is ALWAYS PROHIBITED in or around Club aircraft .
- (b) The engine must be shut down when loading and unloading passengers.
- (c) DO NOT hand prop any aircraft.

Section 16 – GPS

- (a) Customized waypoints shall be deleted after your flight; and
- (b) If default settings are changed for your flight, you must return the settings back to their default mode after your flight.

These regulations are not meant to replace or supersede any Federal or State Law, they are simply meant as a guideline for the safety of our Club members and the public.