
Operations and Policy Manual**Table of Contents:**

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Operations and Policy

It is the member's responsibility to understand and observe all CFRs (Title 14, Code of Federal Regulations) and club regulations. Members are required to understand and comply with Back 40 initial flight review and currency requirements. (See Currency Requirements document) Members are duty bound to report any violations of club rules or CFRs to a club officer.

A violation of any of the club Operating Rules, renders the member liable to action as determined and recommended by the Board of Directors as outlined in article 11.08 of the club bylaws. Expulsion will be recommended in extreme cases of violation, and especially, but not limited, to violations of Certified Flight Regulations.

1. Student Pilots

- a. Some aircraft are not available for student use. See the appropriate Airplane-Specific Information document for details. Night flight is only permitted for student pilots with a logbook endorsement from their certified flight instructor. The board of directors may set limits on student pilot scheduling as the need arises.

2. Reserving Aircraft

- a. Flying time must be scheduled in advance via <http://my.schedulmaster.com> or by telephone at 800-414-6114.
- b. If a member does not show up to use the aircraft at the reserved time, another member may choose to schedule and take the aircraft in his/her absence. Due-diligence is required before exercising this option and reasonable attempts must be made to contact the tardy member before taking his/her reservation time. The following minimums should be adhered to:
 - i. Reservations less than 2 hours in duration are considered a no-show after 30 minutes
 - ii. Reservations longer than 2 hours are considered a no-show after 120 minutes
 - iii. Overnight reservations may not be considered a no-show without obtaining the consent of a board member.
- c. If you come back before using all of your scheduled time, cancel the remainder of your reservation as soon as possible in order to make any remaining time available to other club members.

3. Overnight/Cross Country Trips

- a. Minimum charges may apply to overnight trips. The pilot will be charged a minimum of 1 hour of time on weekdays and 2 hours on each weekend day. 2:00PM (Fort Wayne

time) is the trigger point for minimum billable hours. For example, a pilot reserving an aircraft at 2:30PM on Friday may return at 1:30PM on Saturday and avoid all minimum charges. However a return at 3:30PM would trigger a 2 hour minimum.

- b. An overnight trip requires submitting the Overnight Trip Notification form on the club web site as far in advance as possible to your trip. This will give board members an opportunity to clarify any minimum charges and maintenance issues associated with the planned flight.
 - c. If you are delayed, update the schedule accordingly with Schedule Master. If you are to be delayed for an extra night or are unable to return the aircraft in time for the next reservation, contact a board member and they can assist in contacting any members with conflicting reservations.
 - d. Flights are not permitted to Mexico. Flights are permitted to Canada and the Bahamas, but require specific board approval, and compliance with specific legal requirements, all of which are the pilot's responsibility to learn, pay for, and comply with.
 - e. Pilots may be reimbursed for fuel and oil purchased off-base, (See Fueling) however all other costs are the responsibility of the pilot. Examples of non-reimbursements:
 - i. Landing/Handling/Tie Down Fees, Hangar fees, Pre-heat, De-ice, Ferry expense
 - f. If a pilot has a problem off base, the pilot is responsible for expenses and coordination of the return of the aircraft to home base. A refund of those expenses may be considered if made in writing to the Board of Directors.
 - g. Any repair to aircraft that does not affect the air worthiness or safe operation of the aircraft should be postponed until the aircraft is returned to home base. Minor repairs, up to two hundred fifty dollars (\$250), can be authorized by the pilot.
 - h. Repairs over two hundred fifty (\$250) dollars must be authorized by the maintenance officers or other club officer. Contact club officers in the following sequence for instruction of how to proceed. Names and phone numbers are in each aircraft with the checklists.
 - i. Maintenance officer, Assistant maintenance officer, Club president, Club vice-president, Club treasurer
 - i. Whenever possible, arrangements should be made for the club maintenance officer to speak directly with the mechanic performing the repairs. If there is a malfunction, expect delays. Repairs take time to arrange and to complete. Club officers are not on call 24 hours a day. Return to the maintenance officer all used parts, and bring a repair sticker for the aircraft log.
- 4. Aircraft Operations**
- a. Members must make a complete entry in the aircraft sign out log before and after each flight. Pilots do not move aircraft in and out of the hangar. Make arrangements with Atlantic Aviation to have your aircraft pulled out. Try to call at least one hour in advance. After-hours departures may require special arrangements with Atlantic Aviation.

- b. Members are required to conduct a thorough preflight inspection prior to each flight. At a minimum, review all items on the aircraft preflight checklist.
 - c. Pilots must fly within the limitations of the POH. Additionally, spins are not allowed.
 - d. Pilots may operate out of any suitable airport that is identified on a sectional chart.
 - e. Use of the aircraft for commercial purposes (other than personal business trips) is not allowed.
 - f. Only Back 40 members and certified flight instructors are permitted to act as Pilot in Command of club aircraft.
 - g. Upon landing, the member shall park the aircraft in front of the club hangar and follow the shut-down checklist. Brakes must be off, wheels must be chocked, and the aircraft be tied down if appropriate.
5. **Fueling**
- a. Atlantic Aviation is responsible for refueling club aircraft. Normally, tanks are not filled to the top and you must request extra fuel by contacting Atlantic Aviation. Fuel and oil may be purchased off base by the member. Keep receipts showing the vendor, aircraft tail number, quantity and cost of fuel, as these must be submitted to the treasurer within 60 days for credit on your monthly statement.
6. **Maintenance Issues**
- a. Any malfunctions shall be noted at the completion of your flight by attaching a completed squawk form to the aircraft sign out sheet, and by notifying a maintenance officer immediately via phone call or email message.
 - b. Members are responsible for grounding an aircraft having a malfunction sufficiently serious as to make safe flight questionable. (Would you feel safe flying the aircraft? Does it meet the CFRs for airworthiness?)
 - c. **Grounding an Aircraft**
 - i. If the malfunction happens during the weekend, ground the aircraft until 5pm the following Monday.
 - ii. If it happens during the week, ground the aircraft for 24 hours.
 1. Ground the aircraft using Schedulemaster online
 2. Record a note on the next available line of the aircraft signout sheet
 3. Fill out a squawk sheet and attach it to the signout sheet
 - iii. Only the maintenance officer or his assistant may authorize repairs and return the aircraft to service.
7. **Financial**
- a. Monthly dues and hourly rates (based on tach time) will be billed to the member on the first of each month. Monthly dues cover your portion of expenses such as hangar rent, insurance and upgrades. Hourly rates include fuel, oil, maintenance, paint/upholstery upgrades and engine reserves. Hourly rates vary month-to-month depending largely on the price of fuel. These rates can be found on the club web site and in the newsletter.
 - b. Amounts owed to the club are due upon receipt and payable within thirty (30) days of the date of the bill. A pilot who fails to pay the amounts due within the thirty days

period is prohibited from flying club aircraft until the bill is paid. A pilot who fails to pay amounts due the club within sixty (60) days of the date of the monthly bill shall be considered to be indicating the pilot's intention to terminate membership.

General Airplane Reminders

Do not remove the POH or aircraft preflight checklist from aircraft. (The maintenance officer can assist you in purchasing a personal copy) The aircraft preflight checklist shall be left under the belt on the seat after you are done with the aircraft.

1) Oil

- a) Use Aeroshell W100 oil. Oil may be found in the Back 40 locker, and may be purchased from Atlantic Aviation or off base if necessary.
- b) Oil is to be checked when the aircraft is level and the engine has been shut down for at least 10 minutes. There are extension necks in the locker that help avoid spillage. Be sure that the bottle cap liner or seal doesn't get into the engine when adding oil. Do not over tighten the oil dip stick.

2) Cold Weather

- a) Flight is not recommended at temperatures below 10 degrees F. Contact the maintenance officer if planning a flight in temperatures below that. It is recommended that maneuvers involving large changes of throttle (touch and goes, airwork), be avoided when the temperature is below 20 degrees F.
- b) The hangar is heated to 45 degrees F. Take advantage of this by not requesting aircraft removal too early (or even preflight in the hangar), and having the aircraft put away promptly after returning. When away from home base, have the aircraft parked in a hangar or use proper pre-heat procedures to avoid engine damage.

3) Tires

- a) Check for flat spots as a part of your preflight. Exposed cords require grounding the aircraft. A good clue on inflation is to look for the manufacturing die-mark, which makes a circle on the sidewall around the tire about an inch to an inch and a half inboard from the tread. If this circle touches the pavement, you probably need air. You can find the pressure requirements in the POH, and on the door of the locker.

4) Aircraft Log Books

- a) The engine and aircraft logbooks are stored at the Atlantic Aviation Maintenance Department. If for some reason you are asked by an official to show evidence of an inspection of some sort while you are away from Fort Wayne, then a call to Atlantic Aviation would be the solution.

5) Accident Checklist

- a) It is required that an Accident Checklist be in each aircraft (It is located in or on the back cover to the POH). In the event you have an accident or an incident it will give you some initial guidance on what to do, what to say, and who to call. It is a good preflight item to make sure the checklist is there.

Airplane Specific Reminders - N9258C

Oil Level	Action Required
8 qts	Full-don't add
6 ½ qts	Don't add
Below 6 qts	Add one quart

This aircraft is not available for use by student pilots.

When parking the Archer downwind, be careful when opening the doors, as it is easy to catch them in the wind.

Be careful when unclipping the tow bar from the rear bulkhead. You must release a locking tab first. Do not force the bar out, or you may damage the bulkhead.

Airplane Specific Reminders - N62503

Oil Level	Action Required
7 qts	Full-don't add
5 ½ qts	Don't add
Below 5 ½ qts	Add one quart

N62503 has a Tanis heater, model #100. This system is designed to be operated for five (5) to six (6) hours before the engine is started. It is not intended to rapidly pre-heat the engine. Some type of engine cover should be used, such as a blanket thrown over the engine and pushed into the air intakes. To use the system, simply connect the heater to a 115 volt power source. The plug for the heater is located just inside the oil filler door. The heater can be on for an indefinite time.

Joining the Club

Requirements for new members

New members must satisfactorily complete the following Flight Reviews and Aircraft-Specific Checklists depending on the type of flying they would like to do in Back 40 aircraft. Aircraft-Specific Checklists are to be reviewed with their club approved flight instructor before the Flight Review.

Privilege	Flight Review
BASIC –Day/Night VFR	Basic Flight Review
INSTRUMENT-File and fly IFR	Instrument Flight Review

Aircraft Checkout

For each aircraft to be flown, new members are required to:

- 1) Take their choice of Back 40 flight review in that aircraft
- 2) Complete the aircraft-specific checklist for that aircraft

Basic/Instrument flight reviews and aircraft checkouts may be combined. For example, an instrument rated pilot may choose to take the Basic Flight Review in one aircraft, and then the Instrument Flight Review in the other, which would satisfy all Back 40 requirements for full privileges.

Currency Requirements

Every 90 days	6 take-offs and landings
More than 90 days but less than 6 months	Accompanied by certified flight instructor while regaining currency
More than 6 months	Re-take either your basic or instrument flight review with a certified flight instructor

Currency may be accomplished in class/category (airplane/single engine land) outside of club. Such landings must be reported to the treasurer. Back 40 members must complete and receive credit for at least one WINGS Safety Seminar or Course per year.

Back 40 members must use a current certified flight instructor for all flight reviews. The member is responsible to ensure that the certified flight instructor endorses their logbook. The club member is responsible for updating his or her checkout and currency information in ScheduleMaster.

Flight Reviews

Flight Reviews are in place to assess the safe piloting skills of our members, as well as to provide the opportunity for instruction in any areas the pilot wishes to improve. The member should expect some ground instruction time associated with each flight review. Additionally, the pilot and instructor should review and discuss the appropriate aircraft-specific checklist. If the flight review was satisfactorily completed, the instructor shall endorse the member's logbook. If the flight review was found deficient in some area, a follow up instructional flight should be completed before endorsements are made. The club member is responsible for updating his or her information in ScheduleMaster.

FAA Biennial Flight Reviews should be conducted in Back 40 aircraft with your certified flight instructor. An FAA flight test that leads to a new certificate or rating may be substituted for the biennial flight review. If you are unable to accomplish your flight review or test in Back 40 aircraft, board approval is required.

Basic

The basic flight review should cover any areas that the club approved instructor deems necessary to determine if the member is capable of safe VFR flight. The flight portion should be a minimum of one hour in length and must include the following procedures:

- 1) Emergency Procedures
- 2) Takeoffs and Landings
- 3) Slow Flight and Stalls

The pilot and instructor should discuss the following procedures, and may choose to include one or more of these in the flight review, as deemed appropriate by the pilot and instructor.

- Cross Country Planning
- Short Field / Soft Field Takeoffs and Landings
- Crosswind Takeoffs and Landings
- Leaning
- Steep Turns
- VOR/GPS Orientation
- Unusual Attitudes
- Using Auto Pilot
- No Power Landings
- Go Arounds
- Hood Work
- Night Flight

Instrument

The instrument flight review should cover any areas that the club approved instructor deems necessary to determine if the member is capable of safe instrument flight, with a focus on good aeronautical decision making.

The flight should be a minimum of one hour in length and must include the following procedures:

- 1) Precision Approach
- 2) Non-Precision Approach
- 3) GPS Approach
- 4) Unusual Attitudes

The pilot and instructor should discuss the following procedures, and may choose to include one or more of these in the flight review, as deemed appropriate by the pilot and instructor.

- Auto Pilot Coupled Approach
- Partial Panel Approach
- Missed Approach
- Holding
- Radio Communications

Details for Certified Flight Instructors instructing in Club Aircraft

Certified Flight Instructors are independent contractors employed by the individual member. The instructor in no way acts as an agent on behalf of the club.

The Back 40 Flying Club relies upon the skills and good judgment of flight instructors. We intend to allow enough flexibility in our flight review standards so that they may be conducted in accordance with your style of instructing.