

NORTH STAR FLYERS, LLC

Club Operating Procedures

Introduction

The following operating procedures are established to facilitate a safe, pleasant environment for all members to enjoy. The Federal Aviation Administration (FAA) has established basic flying rules, and the applicable regulations are to be referred to and complied with while operating North Star Flyers aircraft.

North Star Flyers, LLC, has been established as a flying club at Anoka County Airport (KANE) in accordance with Minneapolis Airports Commission (MAC) regulations. As such, the club operates aircraft expressly for the use of active members only, and does not “hold out” to the general public for any services. The goal of North Star Flyers is to provide safe, well-equipped and maintained, nice-looking aircraft at a cost to its members below that of traditional flight schools, and to create a warm, collegial social atmosphere that can be enjoyed by all. Flights for hire are prohibited except in the case of flight instruction of club members, in which case the instructor must also be a club member. Club members may use aircraft in conjunction with their business provided such business is coincidental to the flight and is not the purpose of the flight per se. Members may be reimbursed by their employer for a flight so long as the employer is not an aviation-related business and the flight is not a defined part of the member’s job.

A Board of Directors composed of a president, secretary, chief pilot, and two directors supervises North Star Flyers, LLC. The Board establishes membership requirements, reviews and updates operating procedures, bylaws and financial charges, and supervises flying activities.

Membership

Active, current membership is required prior to operating North Star Flyers aircraft, in accordance with MAC regulations and insurance requirements. This applies equally to individuals operating as the pilot in command, any required crewmember (including safety pilot), flight instructor, and student pilots.

The membership application fee serves as “buy-in” to North Star Flyers; payment of this fee entitles the member to one (1) share of North Star Flyers, LLC. The fee is returnable upon resignation from the club if active membership has been maintained for a period of two years. This policy has been established to (1) document MAC flying club requirements and (2) promote a stable membership base.

Monthly dues are established to defray “fixed” costs (such as hangar and insurance) in order to keep hourly flying costs more reflective of actual flying expenses. Dues may be paid in any denomination (annually, quarterly or monthly) that is convenient to the member. Current dues payments maintain the member’s ability to schedule and utilize

aircraft; the schedule will be “frozen” for any member over 30 days past due on dues payments.

Current charges are as follows: (effective January 2007)

Application fee	\$300
Monthly dues	\$25
BE23 rental rate (wet)	\$90

The amounts charged for membership, dues and hourly costs will be reviewed by the Board of Directors of the club at periodic intervals and adjusted down or up as deemed appropriate.

Club instructors independently set rates and charge students for their services.

An individual will be considered an active member who meets the following conditions at the time of takeoff:

1. Membership application is complete and on file as approved
2. Membership application fee has been paid and dues are current
3. Aircraft renter’s insurance is in place and documentation on file

A club member is considered current and eligible for flying club aircraft as pilot in command (PIC) or flight instructor (CFI) if the following requirements have been met:

1. Initial aircraft checkout has been completed satisfactorily.
2. Annual flight review has been completed satisfactorily. (The initial checkout serves as the first year’s annual flight review.)
3. If flight under instrument flight rules (IFR) will occur, an instrument proficiency check (IPC) has been completed satisfactorily in the past twelve months. (Note: The IFR currency requirements of CFR 91 apply.)

Aircraft checkout for a member follows receipt of application, membership fee, and required documents as listed on the application form. Checkout begins with completion of a written test designed to comprehensively review the Pilot’s Operating Handbook and systems on the aircraft. This test is to be completed prior to the checkout flight. During the checkout the club instructor will review all areas indicated on the checkout form and, when satisfactorily completed, an aircraft key, access to the hangar, and scheduling privileges will be provided.

The annual review must be performed in a club aircraft; when more than one aircraft is available, the review is to be conducted in the most complex aircraft the member wishes to fly.

The IPC may be completed at another training site and need not be conducted in club aircraft or with club instructors. The following are acceptable options:

1. Proficiency course in a simulator or approved flight training device (FTD)
2. Successful completion of a checkride for a certificate or rating requiring instrument proficiency (i.e., instrument rating, CFII or ATP certificate)
3. Successful completion of recurrency or upgrade training for scheduled or on-demand air carriers
4. Successful completion of a type rating course (except when VFR-limited)
5. Any other form of IPC, provided training is conducted by a qualified instructor and a logbook endorsement attesting to the completion of training is given

Each member is responsible for ensuring that all requirements are documented and on file with North Star Flyers. A copy of the endorsement or certificate of completion for an IPC, if accomplished at another site, must be provided to the club in order to document currency requirements.

Annual meetings will be held in accordance with MAC flying club policies and will be scheduled in the spring. Meetings will have several purposes including:

1. The opportunity to socialize with other members and their families
2. A forum to discuss significant issues pertaining to club policies and procedures
3. An opportunity to highlight significant achievements by members
4. An educational opportunity, with talks given by club members and outside parties

Attendance at the annual meeting is required. If a member is unable for any reason to attend, he/she must review the minutes of the meeting prior to their next flight. Additional get-togethers (social events, fly-ins, etc.) are not mandatory.

Scheduling

All aircraft scheduling is accomplished through www.flightclubs.com, an Internet-based scheduling service. Access to the reservation system will be provided following successful aircraft checkout, and will be maintained by current dues payments and annual flight review completion.

Aircraft scheduling is on a first-come, first-served basis with the exception of checkrides with FAA or designated pilot examiners, which have priority over local flights (but not previously scheduled cross-country trips). In this situation, the pilot scheduled for the checkride must resolve the schedule conflict with the previously scheduled pilot.

Aircraft may be scheduled for overnight and multi-day trips. A minimum flight time charge per day will be assessed as follows:

Monday-Friday (except holidays): 1 hour per day
Saturday, Sunday and holidays: 2 hours per day

Cancellations must be made on the schedule no later than 6 p.m. on the evening prior to a scheduled flight so that others may have the opportunity to schedule a flight. This does not apply to weather issues, sudden illness, or personal emergencies. If this policy is violated, the club reserves the right to charge the designated pilot one-half of the reserved time.

If a pilot wishes, for weight and balance reasons, to have less than a full load of fuel for their flight, it is their responsibility to contact the pilot of the preceding flight to make their wishes known. A space for such requests will be made available on the aircraft status board in the hangar and should be consulted prior to refueling an aircraft after flight. Such requests should also be noted in the Comments section of the schedule reservation.

The Board of Directors will resolve scheduling disputes, review scheduling practices by the membership, and ensure fair scheduling practices among all members.

Aircraft Operation

A logbook kept in each aircraft contains pages for entering Hobbs start and stop times, oil consumption, refueling status, VOR accuracy checks, GPS database card replacements (if applicable), and any squawks (problems) with the aircraft. A list of contact numbers for Board of Directors members will be provided for emergencies and aircraft maintenance issues. Each pilot will, at the end of the flight, record all pertinent items.

A status board indicating inspection status, engine oil change due times, squawks, any scheduling notes (i.e., refueling requests from pilots scheduled for future flights), cross-country fuel reimbursement rate, and other pertinent information will be posted in the hangar near the airplane. The PIC should consult the board prior to flight, checking for discrepancies that may affect the planned flight and comparing flight times in the logbook to required inspections to ensure no required checks will be overflowed. (Oil change times may be overflowed; annual inspections will be scheduled in advance.)

Club aircraft will be refueled at the hangar by Cirrus Flight personnel, not at the self-serve pump in order to reduce starter wear. An account at Cirrus has been established for this purpose. On cross-country flights, fuel may be purchased at any Fixed Base Operation (FBO). Fuel purchased at airports other than Anoka will be reimbursed up to the rate posted on the aircraft status board in the hangar (the Cirrus delivered-fuel rate for the club account); this rate will be updated weekly on the board. Use of www.airnav.com is strongly recommended during the cross-country planning process to find economical refueling stops.

Prior to flight the pilot in command must check the fuel level in the airplane's tanks, using a calibrated fuel stick and tabs for this purpose, and to fuel the airplane according to the requirements of the planned flight. FAA-designated minimum fuel reserve requirements apply. For local flights not exceeding two hours' duration, do not call for

fuel unless the fuel level is below “tabs” in each tank. At each refueling the tanks should be topped off, except in the case of a reduced fuel load required for weight and balance or operational purposes. This policy is designed to minimize the number of trips to the hangar by Cirrus Flight personnel and the cost of fuel. Following flight, do not refuel the aircraft unless the last flight of the day has been completed or if it is known the next scheduled flight is a cross-country flight requiring full tanks. In any event, it is the responsibility of the pilot in command to ensure proper refueling has been accomplished prior to their flight.

Oil will be provided in the hangar for replenishment between flights originating from Anoka. Oil will be kept in the aircraft as well for cross-country purposes. In the event oil is not available, any similar aviation-grade synthetic oil may be used. The club will make reimbursement for any oil purchased by members. Each quart of oil added to club aircraft must be carefully documented for tracking engine health and expense purposes.

Weather minimums and fuel reserve requirements for flight follow 14 CFR 91 standards. Club instructors must state limitations for ceiling, visibility and crosswind component in their students’ solo endorsements prior to the student flying solo.

For VFR flights outside a 50-nautical-mile radius from Anoka Airport, either a filed and activated VFR flight plan or VFR flight following from appropriate ATC facilities is required. For local flights, a flight plan is not required; however, at a minimum, the pilot in command must notify a family member, friend or club member of his/her intentions prior to flight, so that appropriate search and rescue may be initiated if the aircraft becomes overdue.

Currency requirements for VFR (day and night landings) and IFR (approaches and holds) follow 14 CFR 91 requirements and should be checked prior to flight. In addition, any pilot who has not flown within the preceding 3 calendar months in a club aircraft must fly with a club instructor prior to his/her next flight as PIC; on this recurrency flight a minimum of three (3) landings will be performed, in addition to any other items the instructor deems necessary for safety concerns.

Prior to starting the aircraft’s engine, bring the airplane entirely out of the hangar and close and lock the hangar door to prevent damage and theft.

Landings may be made at any hard-surface, public-use airport (privately or publicly owned) in the United States and Canada, and at any private-use airport with permission of the owner/operator of the field. Operation to and from grass fields may be conducted provided (1) the field is located at an airport and (2) the condition of the field is verified prior to flight. Landing on gravel-surface runways and off-airport sites (i.e., farms, roads) is not allowed except in emergency situations.

Maintenance is performed at Anoka by selected Airframe and Powerplant (A&P) mechanics. Pilots may change navigation and landing light bulbs as required; spare

bulbs will be kept in the airplane baggage area for this purpose. In the event maintenance is required at an airport other than Anoka, the pilot in command may contact a licensed A&P mechanic to correct any issues prior to flight. If the estimated charge for the work to be performed exceeds \$200, authorization by a member of the Board of Directors must be obtained prior to contracting with the mechanic to have the work performed. In the event no Board member can be contacted, the pilot is expected to use his/her best judgment in authorizing any work to be performed. If the aircraft is damaged as a result of an incident or accident, no maintenance will be performed and the aircraft will not be flown until assessed by the Board and insurance issues addressed.

If an aircraft is left unattended at an airport other than Anoka, the pilot in command must secure the airplane with tiedowns and chocks, insert the control column lock, and close and lock all doors. Windows may be left open on a hot day provided the pilot in command ensures no rain is forecast for the time the aircraft will be left unattended.

Payment for the flight must be made prior to departing the hangar, using the printed chits provided for the purpose. Enter all information on the chit and place in the payment box with a check (preferred) or cash for the amount due. Dues may also be paid along with flight charges. The pilot scheduled for the flight is responsible for payment; if costs are shared with passengers (equally, per FAA guidelines), the pilot is to make payment for the flight and the passengers reimburse the pilot directly, rather than making separate payments to the club for the flight. Attach any receipts for fuel, maintenance, and oil purchased elsewhere; the receipts will be returned by mail to the member submitting the charges (i.e., copies do not need to be made by the member).