NORTH STAR FLYERS, LLC
Club Operating Procedures

Revised November 2025

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, LLC aircraft.

North Star Flyers, LLC, has been established as a flying club at Anoka County Airport (KANE) in accordance with Metropolitan 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 fixed-base operators, 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, is not the purpose of the flight per se, and complies with applicable FAA regulations. 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 as set forth in the bylaws 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, LLC aircraft, in accordance with MAC regulations, FAA regulations, the Bylaws, these Operating Procedures, and insurance requirements. This applies equally to individuals operating as the pilot in command, 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 aircraft owned by North Star Flyers, LLC. The fee is returnable on the terms established in the Bylaws. 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 90 days past due on dues payments.

Current charges are as follows: (effective January 2026)

Application fee	$600
Monthly dues	$70 ($770 if paid annually)

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 are not employees of North Star Flyers, LLC, and independently set rates and charge students for their services.

Pilot Status and Currency Requirements

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 buyin has been paid and dues are current

Aircraft checkout for a member follows receipt of application, membership fee, and required documents as listed on the application form, and the member is accepted for admission. 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, access to the hangar and scheduling privileges will be provided.

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. A flight with a club instructor in a club aircraft has been satisfactorily accomplished within the preceding 12 calendar months. A grace period will be honored during the transition to this requirement: All members will be required to fly with a club CFI in 2026.
3. A flight in the specific aircraft has been performed in the prior 6 calendar months (3 calendar months if the aircraft has retractable or conventional landing gear).
4. FAA currency requirements apply to any flight carrying passengers.
5. If flight under instrument flight rules (IFR) will occur, the IFR currency requirements of CFR 91 apply.
6. A current insurance form is on file.

A checkride for a certificate or rating in a club aircraft also satisfies the annual flight requirement.

An out-of-currency condition may be remedied by a flight with a club instructor.

An 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

Failure to adhere to currency requirements may void insurance coverage and cause the pilot in command to be responsible for all damages in the case of an incident or accident.

Meetings

Annual safety stand-down meetings will be held in accordance with MAC flying club policies and will generally be scheduled in the fall. Other meetings will be scheduled throughout the year for 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
5. For the purposes established in the Bylaws.

Scheduling

All aircraft scheduling is accomplished through www.aircraftclubs.com, an Internet-based scheduling service. Access to the reservation system will be provided following successful aircraft checkout, and will be maintained by compliance with the requirements of the Bylaws and Operating Procedures.

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

The scheduling window is 60 calendar days. Pilots wishing to schedule future single- or multi-day trips beyond this window may do so by an email request to the board.

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. If this policy is violated, the club reserves the right to charge the designated pilot one-half of the reserved time. This does not apply to weather issues, sudden illness, or personal emergencies.

A delay in departure of 30 minutes or greater will result in the airplane passing to the backup reservation or other pilot present who wishes the use of the airplane.

Pilots wishing, for weight and balance reasons, to have less than a full load of fuel for their flight, should contact the pilot of the preceding flight to make their wishes known. 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 online. 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 overflown. (Oil change times may be overflown; annual and airworthiness directive inspections will be scheduled in advance.)

Club aircraft will preferentially be refueled at the hangar by Atlantic FBO personnel. Fueling at the self-serve pump should be done only in exceptional circumstances in order to reduce starter wear. An account at Atlantic 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 for the actual cost of fuel, up to the rate posted on the chit form (if any); this rate will be updated periodically. Use of www.airnav.com or similar resource 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 commonly accepted methods for this purpose, and fuel the airplane according to

the requirements of the planned flight. FAA-designated minimum fuel reserve requirements apply. In order to minimize the number of trips to the hangar by Atlantic personnel and the cost of fuel, do not call Atlantic for fuel if only small amounts of fuel can be added to aircraft fuel tanks. For example, if N839KT has 45 gallons aboard and the pilot plans to fly for approximately one hour, do not fuel prior to the flight. 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. Following flight, do not refuel the aircraft unless 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 semi-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 in the aircraft book 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 operating North Star Flyers aircraft, surface temperature must be at or above $0^{O}F$ ($-18^{O}C$). Touch and go landings will not be performed below a surface temperature of $15^{O}F$ ($-10^{O}C$).

For VFR flights outside a 50-nautical-mile radius from Anoka Airport, at least one of the following is required in order to facilitate search and rescue operations if the airplane becomes overdue:

1. VFR flight plan filed and activated.
2. VFR flight following from appropriate ATC facilities.
3. notation made in the "comments" section of the online scheduler.
4. family member, friend or club member notified of the destination.

If the airplane will remain overnight (or longer) at an airport other than Anoka, a notation in the "comments" section of the online scheduler must be made.

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.

The Pilot in Command (PIC) will occupy the left front seat of the airplane (or equivalent pilot seat in tandem-seat airplanes, i.e., front seat of Citabria). Passengers will not ride in this seat at any time. Student pilots will occupy this seat only when accompanied by their club instructor or solo. Exceptions may be made for CFI candidates with their instructors' authorization.

Landings may be made at any hard-surface, public-use airport (privately or publicly owned) in the United States and Canada. Operation to private airports lacking an official FAA airport designator is not permitted in club airplanes. 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. Landings made in airplanes with retractable landing gear will be made to a full stop; multiple landings ("pattern work") in these aircraft will be performed as "full stop-taxi back" procedures. "Touch and go" or "stop and go" operations will not be conducted.

Maintenance is performed at Anoka by selected Airframe and Powerplant (A&P) mechanics. Pilots may change navigation and landing light bulbs as required. 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 the aircraft is assessed by the Board and insurance issues are 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 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 unattended. Use sunshades or aircraft covers, if provided, if the aircraft will be left outside on hot days.

Payment for the flight is due at the time of the flight and must be made on the same day of the flight, using the online chit submission form provided for the purpose. Place a check or cash for the amount due in the payment box in the hangar or make electronic payment via club-approved methods. 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 if requested. Electronic copies of receipts are acceptable.

Club aircraft are to be operated in accordance with FAA regulations at all times.