

Wings Over Waxhaw Flying Club, Inc.
PO Box 172, Waxhaw, NC 28173

Standard Operating Procedures



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References: WOW-JAARS Memorandum of Understanding

REVISION HISTORY

Date	Edition	Paragraph	Subject	See "highlighted" areas
Mar 5, 2018	3			
June 15, 2018	4	NA	JAARS	Special Note-JAARS Hanger protocol
		3	Servicing	Refuel at 1.0 Tach; replace oil
		4	Usage	Log-In at tie down; Dispatch/close ASAP on Flight Circle; consecutive Sat/Sun reservations, Flight Circle Dispatch/ log in
		6	Sat/Sun	Reserve protocol Sat/Sun
March 11, 2021	5	All		Full revision, re-formatted.

1 GENERAL

- 1.1 These policies and procedures (SOP's) are subject to change at any time by the Board of Directors (BOD). Changes will be communicated to members by distribution on the Flight Circle (FC) "message" system as well as being posted to the Club Website.
- 1.2 Member agrees to comply with:
 - 1.2.1 JAARS Airport rules and policies to include the Memorandum of Understanding (MOU).
 - 1.2.2 Wings Over Waxhaw Flying Club (WOW) By Laws along with these SOP's.
 - 1.2.3 United States Federal Aviation Administration regulations.
- 1.3 Members are "guests" at JAARS, and are welcome to use the following hanger areas:
 - 1.3.1 Hangar bathrooms
 - 1.3.2 The hangar break room
 - 1.3.3 The parts room.
 - 1.3.4 Except for approved maintenance activities, members must stay between the yellow striped floor lines and wall(s).
 - 1.3.5 Members are not to loiter on the ramp area unless aircraft are there for such purposes as refueling, maintenance activities, or to transfer aircraft to another member.
 - 1.3.6 For security purposes, members must display a WOW picture identification badge at all times while present at N52.

2 FEES

- 2.1 An initiation fee as listed on the application is due upon acceptance into the club.
- 2.2 Family membership fee structure varies from the individual membership fee structure and is defined on the application for membership.
 - 2.2.1 Family membership is defined as two or more members from the same immediate family.

- 2.3 Monthly dues as determined by the BOD are assessed the first day of the month.
- 2.4 Member may use aircraft in exchange for payment of an hourly fee based on Hobbs Time (or 1.2 times TACH if Hobbs is not available).
- 2.5 The Club does not allow members to utilize a “TAB” system for payment of their account balance. See sections 3.2 and 3.3.
- 2.6 Members must pay their entire balance due no later than the last calendar day of each month.
- 2.7 A 10% late fee may be assessed on the total amount that is due for the first and second month that the balance overdue.
- 2.8 If the balance is not paid in a reasonable time as determined by the BOD then the member will be subject to being discharged from the Club.
- 2.9 Members with a balance over \$350 at any time will be denied flight privileges and will not be allowed to reserve Club aircraft until the balance is reduced to less than \$350 or paid in full by the end of the month.
- 2.10 Aircraft usage sheets are located on a clip board in each aircraft. For each flight, the member must log his/her times on this sheet (Hobbs, tach and oil usage).
- 2.11 If the last digit on a meter is in between two numbers (i.e. between 4 and 5) the member is to “round-up” to the higher of the two numbers.
- 2.12 Members shall complete the aircraft usage log at the “tie down” spot at the conclusion of the flight ***not*** at the fuel pump!
- 2.13 Member must “Dispatch” and “Check IN” flight into Flight Circle as soon as possible. Failure to do so will prevent the next flight reservation from being dispatched with accurate Hobbs and tach numbers.
- 2.14 The Club rewards members who volunteer for the Club This volunteer policy may be found on the Club Website.

3 INACTIVE OR PENDING MEMBERSHIP

- 3.1 To receive a waiver of monthly dues, a member must be classified as “Inactive” or “Pending.”
 - 3.1.1 A member can request that he/she be classified as an "Inactive/Pending" member at any time.
 - 3.1.2 An “inactive/pending” member is denied flight privileges until reinstatement as an active member.

- 3.2 A member will automatically be considered "Inactive" when he/she lapses in paying required monthly dues for two consecutive billing periods.
- 3.3 An "Inactive" member must be reinstated to "Active" status within six consecutive billing cycles or their membership will be terminated.
- 3.4 In order to be reinstated to "Active" status from "Inactive" the member is required to pay all balances due for each month they are inactive. However, any late payment penalty fees will be waived.
- 3.5 After six consecutive billing cycles as an inactive member, the member must resubmit a Membership Application and pay the required new member initiation fee effective at that time.
- 3.6 If new memberships are not available at that time, the "Inactive" member may be added to a waiting list.
- 3.7 A "Pending" member must notify the Board to be moved back to "Active" status.
- 3.8 These rules are subject to waiver on a case-by-case basis by the Board of directors for extenuating circumstances.

4 REIMBURSEMENTS

- 4.1 Members are required to pay from their personal funds the full amount of any landing fees, parking, tie-down, fuel or hangar charges, preheating services assessed against the aircraft at any airport other than JAARS Airport.
- 4.2 When the JAARS pump is out of service, members will be credited the full amount of fuel purchased at a facility other than JAARS.
- 4.3 When the JAARS pump is operational, members may be credited-only for fuel and oil purchased at a location other than JAARS at the JAARS rates.
 - 4.3.1 Members will be required to pay the difference from their personal funds.
 - 4.3.2 Fuel receipts or acceptable alternative are to be provided to the Treasurer.
 - 4.3.3 It is suggested that members keep a personal copy of the fuel invoice.
 - 4.3.4 Reimbursements will be credited to their Flight Circle account unless otherwise arranged with the Treasurer.

- 4.4 Unless authorized by the Treasurer, member will not be reimbursed for any overtime charges, call-out fees, or any other after-hours charges made by a maintenance facility.
- 4.5 If the Member leaves the aircraft away from the JAARS Airport for whatever reason, the member agrees to pay all costs (aircraft, personnel, car rental, ground transportation, airline fare, lodging, food, etc.) associated with the return of the aircraft to JAARS from their personal funds.
 - 4.5.1 The Board may waive this requirement for mechanical problems or based on reasonable cause.
 - 4.5.2 Member must arrange for the return of the aircraft within a reasonable time after maintenance issues are resolved.
- 4.6 Member shall pay from their personal funds or reimburse the Club for the maintenance and/or replacement costs of the battery if:
 - 4.6.1 If the member leaves the Master Switch on upon securing the aircraft, and it is required to recharge or replace the battery, or
 - 4.6.2 The member fails to turn on the Alternator Field Switch and drains the battery during engine operation.

5 SCHEDULING

- 5.1 The Member agrees to return the aircraft at the scheduled time in the same condition as when the use began.
- 5.2 The member will immediately revise the Flight Circle reservation if there is a cancellation, or expected delay in returning the aircraft.
- 5.3 If the delay affects another member, the user must attempt to contact the affected member.
- 5.4 Member may lose flight privileges or may be fined if he/she repeatedly does not show up or cancels reservations. A fine may be levied up to and including one-half of the rental rates for each hour of no-show or cancellation based on a majority vote by the BOD.
 - 5.4.1 The following conditions will not result in a fine:
 - 5.4.1.1 weather conditions unsuitable for flight
 - 5.4.1.2 Sudden or unexpected plane maintenance issues
 - 5.4.1.3 An emergency, such as sickness
 - 5.4.1.4 Other reasons acceptable to the Board.

5.4.1.5 Reasons will be noted in the Flight Circle system.

- 5.5 Unless approved by the Board, Members can reserve the aircraft for a maximum of two consecutive 24 hr. periods (2 calendar days).
- 5.6 If the member desires to reserve the aircraft for 3 or more consecutive calendar days, the reservation will require approval by the Board.
- 5.7 It is expected that the aircraft will have a minimum of 2 hours of utilization for each full-day rental.
- 5.8 In order to be courteous to others and to prevent "*hogging*," aircraft can be reserved for only 1 Saturday or 1 Sunday at a time.
 - 5.8.1 When that reservation is fulfilled then a member may reserve another Saturday or Sunday.
 - 5.8.2 If a member wants two weekend periods "back-to-back" then that member can reserve future weekend periods as a "backup" reservation which may be changed to a "primary" reservation if other members cancel their reservation and no other members want that Saturday or Sunday.
- 5.9 A "first come-first serve" policy will be followed for reservations. Conflicts will be worked out between members who want the aircraft on the same date(s)/time(s).

6 FLIGHT CURRENCY

- 6.1 New members will require an initial check out in Club aircraft by a Club CFI.
- 6.2 If a member has not flown as PIC in the Club aircraft within the preceding 6 months, he/she will require a check out by a Club CFI in the club aircraft.
- 6.3 A CFI must be a member of the Club in order to provide training to members in Club aircraft.

7 FLIGHT PLANNING

- 7.1 For any flight not in the vicinity (50 miles) of the JAARS airport, the member must list in their Flight Circle reservation the planned route of flight.
- 7.2 Members are also encouraged to file flight plans or use Flight following.
- 7.3 Member must maintain a fuel reserve equal to 1 hour of flight at cruise at all times.

8 FLIGHT POLICIES

- 8.1 Member agrees to use aircraft under the following **general** terms and conditions:
 - 8.1.1 Aircraft shall not be used or operated:
 - 8.1.2 For any illegal purposes.
 - 8.1.3 In any formation, race, speed test, or contest.
 - 8.1.4 By any person other than the member.
 - 8.1.5 Outside the limits of the Continental United States.
 - 8.1.6 To carry passengers or property for compensation or hire.
 - 8.1.7 For commercial activity of any type.
 - 8.1.8 In any flight for which the member is not properly rated or certified.
- 8.2 Member agrees to accomplish the following during **Preflight**:
 - 8.2.1 Be familiar with the Pilot Operating Handbook (POH) and to utilize the appropriate checklists.
 - 8.2.2 Calculate the weight and balance prior to each flight.
 - 8.2.3 Check the Flight Circle “Squawks” and “Maintenance Reminders” to ensure the airworthiness of the aircraft before each flight.
 - 8.2.4 Check NOTAMS and weather appropriate to the flight.
- 8.3 Member agrees to the following **In-Flight**:
 - 8.3.1 Leaning Procedure:
 - 8.3.1.1 Members MUST insure proper leaning to prevent fowling of plugs as follows:
 - 8.3.1.2 WHILE ON THE GROUND - pull the mixture knob out to lean for ground idle taxi conditions. The engine run-up, takeoff and landing are done with full mixture (exceptions apply at high altitude airports).
 - 8.3.1.3 WHILE IN FLIGHT - lean during cruise for best power (peak EGT then enrich until 50F below peak)
- 8.4 Member agrees to the following **Post Flight**:

- 8.4.1 Complete aircraft usage entries at the tie-down area (not the fuel pump area).
- 8.4.2 The Member agrees to properly inspect and secure the aircraft after each flight in accordance with the appropriate checklist found in the aircraft.
- 8.4.3 Check into FC as soon as possible
- 8.4.4 Enter Hobbs and TACH time
- 8.4.5 Enter any new Squawks
- 8.4.6 Aircraft will not be “tied-down” on the ramp unless approved by JAARS hanger staff or a WOW Board Member.

9 SERVICING

- 9.1 In order to be courteous to others, members will refuel (top-off) if the flight is over 1 hr. (Hobbs). If a member requires less than full fuel for weight and balance consideration, he/she should advise the previous member.
- 9.2 Oil will be inspected before each flight and “topped-off” so that there is no less than 6 quarts with the engine cold - DO NOT ADD SO THAT LEVEL IS OVER 7 QUARTS.
 - 9.2.1 Note: When adding oil, use 1 full quart (not ½ quarts).
 - 9.2.2 Use Aviation grade SAE 20W-50 only, unless otherwise instructed by the Club Maintenance Officer.
 - 9.2.3 Oil is available at the field supply box or at the JAARS parts room by entering the withdrawal on parts office inventory sheet with purchase order and purchase requisition numbers noted on the box containing the oil.
 - 9.2.4 Do NOT leave empty oil containers in aircraft as others may assume that they are full.
- 9.3 Although Club aircraft have an auto gas STC, Auto gas will NOT be used at any time without permission of the BOD.

10 MAINTENANCE

- 10.1 If the member finds that the aircraft is not in good mechanical or airworthy condition, the member will not fly the aircraft and will immediately notify the Maintenance Officer by a phone call or text.

- 10.2 A “Squawk” will be entered into the Flight Circle System, and the Maintenance Officer will determine if the aircraft should be “grounded”.
- 10.3 If a breakdown occurs while away from JAARS:
 - 10.3.1 Members will not authorize any repairs to be made without prior authorization from the Maintenance Officer. Failure to do so may result in the member being responsible for all or part of the repair bill.
- 10.4 All repairs will be made by properly licensed facilities and personnel.
- 10.5 Member will not attempt to make mechanical repairs unless authorized by the Maintenance Officer.

11 MISCELLANEOUS

- 11.1 Animals are not allowed in Club Aircraft without Board approval.
 - 11.1.1 If approved, the animal must be in a cage positioned in the cargo area or back seat. The cage must be secured with the seat belt or other restraint and the cage door secured to prevent opening.
 - 11.1.2 After the flight the aircraft interior will be vacuumed and dry wiped to remove possible allergens.
- 11.2 No attachments (such as a “Go-Pro”) will be made to the aircraft unless approval and instruction on proper installation has been given by the Maintenance Officer or his/her designee.
- 11.3 Any accident or mishap must be immediately reported to the Club President.
- 11.4 An Accident/Incident report will be completed as soon as possible. If the event occurred on JAARS property, the President will appropriately notify JAARS representatives.

12 AGE LIMITATION

- 12.1 Members and family members that hold an FAA license, to include student pilots, must be 16 years of age or older unless exempted by a majority vote by the Board of Directors.
- 12.2 Members who are minors may only join the Club via a Family membership with their parent/legal guardian named as the primary member

13 INSURANCE

- 13.1 WOW, Inc. maintains an insurance policy containing a Student and user Liability Coverage endorsement that provides Students and users operating under the terms of Wings Over Waxhaw Flying Club, Inc. usage agreement with the Liability Protection for bodily injury and property damage arising out of their respective use of the aircraft.
- 13.2 A member may be held liable to pay the deductible for an insurance claim of which they are held responsible.
- 13.3 It is strongly encouraged that Members purchase a Non-Owned Aircraft Liability Policy through an aviation insurance provider.

By my signature, I acknowledge that I have received, read, understand, and agree to abide by the policies and procedures of Wings Over Waxhaw Flying Club, Inc. as defined in this document entitled Standard Operating Procedures.

MEMBER

(Member name - Print - First, Middle, Last)

(Member Signature)

(Date)

WITNESS (any adult present at the time of signing)

(Witness - Name - Print- First, Middle, Last)

(Date)

(Witness Signature)

(Date)