

# **Grasshopper Flying Club**

## **Operating Procedures**

**Version 1.8**

**GENERAL INFORMATION**

**Club Overview and Philosophy**

The Grasshopper Flying Club was incorporated in 1971. It consists of a group of friendly people who enjoy flying and being associated with other people who have a similar interest. We believe it is important to continually acquire the knowledge, develop the skills, and reaffirm the attitudes required to maintain safe flying proficiency. We feel this is absolutely necessary to ensure the safety of our passengers and to protect the equipment we jointly own.

All members are encouraged to consider the equipment as their personal aircraft and to use it accordingly. (Members who adopt a "renter" attitude do not remain members very long.) We desire to keep the cost of flying as low as possible while still maintaining safe equipment and the financial health of The Club on a long-range basis. In order to keep membership investments low, we have elected to purchase older, well maintained aircraft.

The majority of The Club members are licensed pilots. We feel that The Club has given us an excellent opportunity to continue learning, a satisfying environment for critique of flying skill, an enjoyable social atmosphere, and the opportunity to experience the problems of aircraft ownership.

**The Purpose of the Operating Procedures**

The Club is governed by two documents: The Club's Bylaws and The Club's Operating Procedures. These Operating Procedures define the day-to-day operations which members are expected to follow. Members are expected to follow both the Bylaws and these Operating Procedures.

Categories of Membership

The Club has four categories of membership:

1. Active Members

The equity investment for Regular Members is \$1,900. Members who have not earned their pilot certificate are limited to the club's designated training aircraft, N1713V. ~~These members are also limited to training during the week. Weekend and holiday aircraft time is allowed if the aircraft is unreserved twenty-four hours before the intended flight~~

2. Associate Members

~~A member may apply for associate membership for the immediate members of their family. Associate membership is available to the spouse, parents, and dependent sons or daughters living at the same address as the regular member. The associate member enjoys the same flying rates as the pilot member with no additional investment and no monthly dues.~~

The club is no longer accepting associate members. All current associate members are expected to convert to active membership by 30 September, 2022.

Associate members may not hold Club office

3. Contributing Members

This category of membership is reserved for those pilots who have professional skills that would benefit The Club. These skills would generally be acquired through formal training such as college, technical schools, or advanced flight training. The following professionals could be considered for contributing member status: Accountants, Airframe & Power Plant Mechanics, Certified Flight Instructors, etc.

The contributing member must be willing to provide a professional service to The Club in exchange for a special financial arrangement. This special financial arrangement may involved reduced equity investment, reduced monthly assessment, and/or reduced hourly rates.

The decision to grant contributing member status will be made by The Club Executive Committee. The Executive Committee will also determine the terms and duration of any special financial arrangement.

Contributing member status must be reviewed at the October Executive Committee

meeting.

4. Inactive Members

A member who is not currently on flying status may remain on The Club rolls by applying for inactive membership. The inactive member will not be allowed to fly Club aircraft until active membership status is restored. A member's account must be current for inactive status to be granted.

The Club will retain an inactive member's equity investment and monthly assessments will not be levied.

The inactive member may be restored to active status upon written request to The Club Executive Committee. The member will be offered the next available membership in The Club. The member requesting active status must have a current medical certificate and meet all applicable FAR's. A check ride by a Club-affiliated CFI will be required.

Restoration to active status is dependent on the requirements set forth in Article XII, Sec. 1 of the By-laws. Inactive members may not hold any Club office.

Members in good standing who are on active military duty may request inactive status for the duration of their active military duty without the six-month inactive status minimum.

**Operating Procedures**

The Club's Operating Procedures are divided in into these areas:

1. Membership Application Process
2. General Rules and Member Obligations
3. Scheduling
4. Pre-flight
5. In-flight
6. Post-flight

**Membership Application Process**

1. Applicants must retrieve a copy of the club's current operating procedures, by-laws, application and member questionnaire from <http://grasshopperflyingclub.com>.
2. Applicants are required to attend at least one in-person or virtual meeting prior to their application being considered at a club general membership meeting.
3. All applicants must meet with representatives of the club prior to the meeting at which their application is considered. Members must have submitted their driver's abstract and credit score information prior to or at that meeting. The result of this meeting will be a decision to forward the application for consideration at a membership meeting.
4. A hardcopy of the signed application form and member questionnaire must be submitted prior to the general membership meeting at which the membership is to be considered. The applicant's FAA "Accidents, Incidents or Enforcement Information" must have been requested with delivery to the club secretary.
5. New members are subject to a one-year probationary period, starting from the date of admission to the club. During this period, either the club or the member may terminate the membership without cause. There will be no \$100 deduction as would happen with a membership resignation outside of this probationary period. This probationary period may be reduced for any member at any time at the discretion of the executive committee.

**General Rules and Member Obligations**

1. The maximum number of active members in The Club is 60.
2. All members must abide by the FAA, state, and local rules and regulations.
3. All members must be checked out and approved for solo flight by a CFI associated with The Club before soloing in any aircraft.

New member checkouts, 180-day currency checks and primary instruction (instruction leading to a private pilot certificate) must be performed by a club-approved instructor. Club-approved instructors can be found in the current membership list distributed by the club treasurer marked with the string "\*\*\*CFI\*\*" or "\*\*\*CFII\*\*".

4. Active Members must ensure that the Treasurer has a current copy of the pilot certificate, medical certificate, and documentation of meeting the requirements of a biennial flight review. Members who do not maintain this documentation with the Treasurer are not permitted to schedule The Club's aircraft.

5. Members are responsible for ensuring that the Treasurer has a current mail address and phone number. Members are encouraged to provide an e-mail address as well.
6. A member's charges should normally be billed prior to the 15th of each month for charges incurred in the prior month. Payment for these charges are due when received. Receipts for expenses, including fuel, are to be submitted within 90 days.
7. As required by the bylaws, the monthly charges that are billed to a member consist of two parts: "Fixed" expenses, which include the member's portion of The Club's fixed expenses, such as insurance and tie-downs, and a variable portion, which is billed based upon the members flying activity within the billing month.

The fixed expense is \$70 per month. The variable portion is calculated using the starting and ending time for each of the member's flights during the billing period. The rate that a member pays is the billing rate for the aircraft plus the fuel charge that is based on the price of fuel during the billing period.

<b>Aircraft</b>	<b>Billing Rate</b>	<b>Billed Consumption Per Hour</b>
C-172 N1713V	\$80	8 gallons
C-172 N4360R	\$82	8 gallons
C-172 N4538E	\$82	10 gallons

Aircraft billing rates are periodically reviewed and may be changed by the Executive Committee. Changes in the billing rates are discussed at the monthly meetings.

8. There shall be no smoking in or around Club aircraft both in-flight and on the ground.
9. Club aircraft may be used to give instruction to Club members only.
10. All pilot members are required to be familiar with the fuel consumption and weight-and-balance characteristic of all of our aircraft.
11. When a member has found a problem with an aircraft which may affect other members ability to use aircraft (for example, a burned out light or problem with the radio) or which has grounded aircraft (for example, an inoperative altimeter) the member shall contact all members who have scheduled the aircraft and may be affected by the problem for the next 24 hour period. In addition the member shall contact the crew chief for the aircraft and if unable to reach him shall contact the maintenance officer.
12. Members, other than crew chiefs and the maintenance officer, are not allowed to perform

aircraft maintenance on club planes without the permission of crew chief or maintenance officer.

13. Crew chiefs will be responsible for aircraft hours, discrepancy log sheets, and routine maintenance such as oil changes, landing light replacement, tire replacement, etc. The crew chiefs will be trained and supervised by the Maintenance Officer or A&P. The Club will reimburse the crew chiefs for work at the rate of \$10 per hour, payable as a non-refundable credit.
14. Within one year following resignation from the organization, The Club will refund a member's original equity investment less \$100, minus any balance owed.
15. To comply with our insurance company's underwriting policies, the following events must be reported to the club within 30 days:
  - a. Any surrender, suspension, or revocation of a member's pilot certificate or driver's license.
  - b. Any arrest, charge, or conviction of operating an aircraft or motor vehicle under the influence of drugs or alcohol.
  - c. Any aircraft accident, incident or unreported claim.
16. Club officers and members are authorized to make the following expenditures:

<b>Treasurer</b>	Up to \$1,000 without Executive Committee Approval.
<b>Maintenance Officer</b>	Up to \$1,000 without Treasurer approval.
<b>Members</b>	Up to \$500 for emergency repairs to allow an aircraft to safely fly back to Dutchess County Airport.
	Up to \$50 for unusual purchases, service, repair, etc.
17. Members who do not hold at least a private pilot certificate must earn a certificate by 1 November, 2026 if they wish to schedule a club aircraft.

**Scheduling**

1. Any member who has not flown a particular model aircraft within the previous 180 days must receive approval by a Club-associated CFI before flying that model Club aircraft.
2. Members permitted to have three (3) current reservations on The Club's aircraft scheduling system at any given point in time. Reservations that are for the next 24-hour period do not count toward this limit.
3. Any member who wishes to schedule an aircraft for more than 14 consecutive days must obtain the approval of an officer of The Club and notify the crew chief of the aircraft which is to be used.
4. Any time that an aircraft is taken from Dutchess County Airport overnight, the overnight destinations must in the Schedule Master reservation for the flight.
5. Student members may schedule only The Club's designated training aircraft, N1713V.
6. Members are required to cancel any reservation that they do not or cannot use.

**Pre-flight**

1. All members must perform a thorough preflight inspection of the aircraft, including a visual inspection of the fuel quantity, prior to commencing a flight. Any damage or discrepancies discovered by a member are assumed to be the responsibility of the last user unless it has been previously reported to the Maintenance Officer. If a condition is discovered which may affect the airworthiness of the aircraft, it is the member's responsibility to ground the aircraft and notify the Maintenance Officer or crew chief as soon as possible. The member is also responsible for clearly marking the aircraft as being grounded and noting the grounding in the maintenance log and the aircraft schedule book. The aircraft will remain grounded until repairs are made and the Club Maintenance Officer deems the aircraft airworthy.
2. Our aircraft must be protected against any damage to the interiors. If you bring anything onboard which leaves debris, hair, dust or dirt or which has sharp edges or points, you must provide a protective layer between what you are bring in and the aircraft.
3. Aircraft must be preheated if the temperature at KPOU, as reported by NOAA (<https://w1.weather.gov/obhistory/KPOU.html>) falls to or below 32°F during the 24 hours before the start-engine time. The preheater hardware is in the doghouse and the instructions for its use is in the GFC Aircraft Binder.

The required preheating times are:

<b>Minimum Temp at KPOU in the Past 24 Hours</b>	<b>Minimum Preheat Time</b>
32°F-25°F	20 minutes
25°F-18°F	30 minutes
18°F-10°	45 minutes
9°F and below	Flight prohibited. Call maintenance officer or president for special consideration.

If the aircraft has been preheated and flown, and the temperature at the field, as reported by NOAA, falls to or below 32°F between the completion of the flight and the start of the next flight, engine temperatures must be taken of (1) the front cylinders, (2) the exhaust stack, and (3) the block (using the oil fill access panel). All three measured engine temperatures must be at least 40°F or the preheat schedule above must be followed.

Members are required to log their preheat times and the lowest temperature during the past twenty-four hours when we are in preheat season (October through March).

When an aircraft is grounded, the person grounding the aircraft must call the Crew Chief. The Crew chief will then decide whether the problem necessitates calling the Maintenance Officer. The Maintenance Officer will schedule or suggest that the crew chief schedule the necessary repairs in a reasonable time period.

4. When an aircraft is parked at a location which allows for an aircraft to be taxied forward into the tiedown (such as at the Alpha tiedown at KPOU) and there is a tail tiedown, members are to remove the hook and rope from the tail ground attachment and store it in a manner which ensures that it will not be run over when returning the aircraft to the tiedown. The rope can be stored with the wing tie-down or in the aircraft.
5. When an aircraft is grounded, the person grounding the aircraft must call the Crew Chief. The Crew chief will then decide whether the problem necessitates calling the Maintenance Officer. The Maintenance Officer will schedule or suggest that the crew chief schedule the necessary repairs in a reasonable time period.

**In-flight**

1. Except for emergencies, Club aircraft shall be flown from and landed only on public-use airfields that are documented on current sectional charts. Any member who lands on an unapproved field due to an emergency must call the Safety or Maintenance Officer.
2. Touch and go and stop and go landings are prohibited without an instructor.

3. Engine leaning is to be performed as indicated in the aircraft pilot's operating handbook (POH).

**Post-flight**

1. Upon completion of a flight, the pilot shall tidy up the aircraft. Waste paper and extra charts will be removed, equipment stored, seat belts straightened, etc. During the "summer" season this includes cleaning the leading edges of the wings and cleaning the windshield of the bug remains. Only water or a Club approved Plexiglas cleaner and cloth towels may be used on the aircraft windshield.
2. Members must record flight hours and maintenance problems on the sheets provided in the aircraft at the end of each flight.
3. All members are responsible for adding fuel to the aircraft at the end of each flight. Members who return to POU after the FBOs on the field have closed are expected to arrange for aircraft refueling as soon as the FBO is open.
4. Club members are co-owners of our aircraft. The actions that we expect a member to take when a club aircraft becomes disabled after landing at an airport other than Dutchess County Airport is similar to what an aircraft owner would have to do, specifically:
  - a. A member who has possession of a club aircraft is expected to keep the aircraft under his or her control at all times. The aircraft is considered to be under member control during all normal flight operations, including overnight parking at an airport where the member intends on returning to the airport to continue a flight.
  - b. Members are expected to return an aircraft to KPOU by the end of their Schedule Master reservation. If an aircraft cannot be returned by then and the return time is known, then the reservation may be extended if no reservation exists to compete with the requested extension. If the aircraft is already scheduled during that time, the member must notify all impacted members of the delay. The member is responsible for the return of the aircraft to KPOU.
  - c. If the aircraft becomes disabled:
    - i. The member is responsible for directly (by phone) notifying a club official. The suggested order of notification is: Maintenance officer, crew chief, president and then vice president. The notification must continue until positive verbal contact has been made. That is, a message has been sent and the recipient has confirmed the receipt of the specific message.

- ii. The member is expected to assist in arranging the diagnosis and repair of the aircraft. This may mean contacting an FBO for assistance, conveying aircraft keys to the FBO, etc. The club official contacted above is responsible for providing direction on how the incident is to be handled.
    - iii. The member is responsible for arranging and paying for their own overnight accommodations and return to their home. The club may, as a courtesy, offer to fly a club aircraft to transport the member back to KPOU.
  - d. Exceptions to this policy may be made by the executive committee.
- 5. Club member must submit a post-flight PIREP to the crew chief, maintenance officer and the president after each flight. The PIREP must include the starting and ending tach times, the elapsed time for the flight, amount of fuel purchased, and the tach times at which the 100-hour seat rail inspection and the oil change are due.

## Document History

<b>Date</b>	<b>Version</b>	<b>Description of Change</b>
<b>1978</b>	1.0	<ul style="list-style-type: none"> <li>○ Original.</li> </ul>
<b>1 December, 2004</b>	1.1	<ul style="list-style-type: none"> <li>○ Elimination of the separate rental rate for student.</li> <li>○ Addition of the existing limitation of three concurrent reservations.</li> <li>○ Addition of the requirement that trips over 14 days must get the approval of an officer of The Club.</li> <li>○ Addition of the requirement to record the destination for overnight trips.</li> <li>○ Addition of the aircraft hourly rates and the fuel surcharge.</li> <li>○ Clarified the prohibition against operations at non-public-use airports.</li> </ul>
<b>2 July, 2006</b>	1.2	<ul style="list-style-type: none"> <li>○ Addition of explanation of fuel surcharge.</li> </ul>
<b>13 May, 2014</b>	1.3	<ul style="list-style-type: none"> <li>○ Added N4360R and removed N4945B and N52974.</li> <li>○ Corrected aircraft rates to the current values.</li> <li>○ Clarified problem hand-off procedures.</li> <li>○ Clarified what C-172 may be used by student pilots for primary instruction.</li> <li>○ Updated equity investment from \$1,300 to \$1,600 for members joining The Club after 1 May 2014 (resolution passed at 9 April 2014 meeting)</li> <li>○ Updated the preheating requirement to one hour if the temperature has dropped to or below ten (10) degrees and require the approval of the maintenance officer or crew chief if the temperature has dropped below 10 degrees (resolution passed at 8 January 2014 meeting).</li> <li>○ Move from a “fuel surcharge” to a “fuel charge” and corresponding adjustment of aircraft rates.</li> </ul>
<b>28 May, 2015</b>	1.4	<ul style="list-style-type: none"> <li>○ Updated base rates for all three aircraft.</li> <li>○ Added the suspension of the six-month minimum for a member to be on inactive status for members in good standing who are on active military duty (resolution passed at the 10 December 2014 meeting).</li> </ul>
<b>10 January, 2020</b>	1.5	<ul style="list-style-type: none"> <li>○ Updated preheating section with corrected starting temperature (32°F degrees), preheat times, and a requirement to contact the maintenance officer or president if the overnight temperature has dropped</li> </ul>

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		<p>below 9°F.</p> <ul style="list-style-type: none"> <li>○ Clarified the procedures to be followed if an aircraft becomes disabled at an airport other than KPOU.</li> </ul>
<b>25 November, 2020</b>	<b>1.6</b>	<ul style="list-style-type: none"> <li>○ Added “Membership Application Process” section.</li> <li>○ Updated equity investment from \$1,600 to \$1,900</li> <li>○ Added requirement to protect aircraft interior as a part of the pre-flight process.</li> </ul>
<b>11 May, 2022</b>	<b>1.7</b>	<ul style="list-style-type: none"> <li>○ Updated aircraft base rates to: 13V (\$80), 60R (\$82), 38E (\$82), which are effective as of 30 August, 2021.</li> <li>○ Notification of the club for license actions and driving or flying under the influence of drugs or alcohol.</li> </ul>
<b>10 December, 2024</b>	<b>1.8</b>	<ul style="list-style-type: none"> <li>○ Added requirements to hold at least a private pilot certificate by 1 November, 2026.</li> <li>○ Correction of monthly dues.</li> <li>○ Added requirement to send a post-flight PIREP to the crew chief, maintenance officer and president.</li> <li>○ Increase of active membership to 60.</li> <li>○ Instruction to remove the tail tiedown rope.</li> </ul>
<b>**End**</b>		<b>**End**</b>