

STANDARD OPERATING PROCEDURES



FEBRUARY 1, 2026



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February 1, 2026

1. ADMINISTRATIVE POLICIES

1.1 Initiation Fee, Monthly Dues, and Payments

1. Initiation Fee

- a. Coastal Skies Aero Club (CSAC) charges a one-time initiation fee of \$150.00.

2. Monthly Dues

- a. Monthly dues for CSAC are \$45.00 per month
 - i. Monthly dues will be automatically charged to the credit or debit card on file on the 1st of each month.

3. Rental and Instructor Fees

- a. Cash payments are due immediately following each flight and/or lesson.
- b. All others will be charged to the credit or debit card on file the next business day.

4. Delinquent and Overdue Accounts

- a. Scheduling and flying privileges will be suspended until the account is made current.

1.2 Aircraft Scheduling and Use

- 1. CSAC aircraft are available for scheduling anytime via the online scheduling system.
 - a. Flight Schedule Pro
 - b. By calling the CSAC Dispatcher during business hours
- 2. No flight may depart unless it has been scheduled through FSP.
 - a. Penalty fees may apply as per Appendix A – Fee Schedule.
- 3. Checkrides take priority on the schedule.
 - a. You may be removed from your scheduled flight(s) to accommodate a checkride.
 - b. If you are removed from your scheduled flight, we will do our best to move you to another available aircraft.
 - i. If another aircraft is not available for the day/time you are scheduled, we will contact you to see when will be the next best day/time for you to be rescheduled.
 - ii. If you are student scheduled to fly with an instructor and another aircraft is not available, you will be scheduled for a ground or simulator lesson (flight instructor's discretion).
- 4. Scheduled/Unscheduled maintenance changes and cancellations.
 - a. CSAC reserves the right to change/cancel any scheduled flight due to scheduled or unscheduled aircraft maintenance, or other operational considerations. Students and renters will be notified as early as possible in the event of a change/cancellation. Safety and regulatory compliance will always be our top priority.



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1.3 Aircraft Dispatch

1. Dispatch sheets must be filled out accurately and completely then returned to the dispatch desk.
2. The member/student and the instructor (if applicable) must initial the dispatch sheet to ensure accuracy and as an agreement/authorization for the charges.
3. Tach and hobbs times must be rounded **UP** to the nearest tenth.
 - a. If in between 2 numbers, record the higher number.
4. If a dispatch sheet is not turned in, not filled out, and/or not filled out correctly, penalty fees may be assessed as per Appendix A – Fee Schedule.

1.4 Aircraft Pick-up and Return

1. Prior to departing with an aircraft, a thorough pre-flight inspection **MUST** be completed.
 - a. Any damage not previously documented **MUST BE REPORTED TO CSAC PRIOR TO DEPARTURE**
 - b. You may be held financially responsible for any damage to the aircraft reported **AFTER** your flight.
2. You are financially responsible for the aircraft from the time you check it out until the time you check it back in.
3. You are responsible for properly securing the aircraft after your flight.
 - a. Including chocks/tie downs, gust lock, throttle lock, etc. (as applicable).
 - b. If you are the final flight in a hangared aircraft and arrive after dispatch has closed, you must close and lock the hangar door.
 - c. Penalty fees may be assessed for not or improperly securing the aircraft as per Appendix A – Fee Schedule.
4. You are responsible for ensuring that the Pilot's Operating Handbook (POH) is in the aircraft (and within reach of the pilot) prior to departure and remains in the aircraft upon returning.
 - a. This includes all other required documentation and radio/navigation manuals.
 - b. Penalty Fees may be assessed for a missing a POH, any missing documents, and/or other manuals as per Appendix A – Fee Schedule.
5. You are responsible for ensuring that trash, spills, dirt, sand, etc. is all cleaned from the aircraft upon return.
 - a. If CSAC cleans out the aircraft after your flight, you may be assessed penalty fees as per Appendix A – Fee Schedule.

1.5 Delay and No-Shows for Aircraft Rentals (Including Solo Students)

1. If you are going arrive late for a scheduled flight, please adjust your schedule on FSP accordingly.



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- a. If you depart late for a scheduled flight (rental and solo students), please ensure that you return the aircraft at the scheduled time so that the next scheduled flight can depart on time.
- b. Late returns may be assessed a penalty fee as per Appendix A – Fee Schedule.
- c. If you are a no-show for a scheduled flight and do not make any attempt to contact CSAC at least 24 hours prior to your scheduled flight, you may be assessed a penalty fee as per Appendix A – Fee Schedule.

2. Student pilots with Instructors

- a. Refer to the Student and Instructor Handbook for late cancellations and no-show policies.

1.6 Expenses Incurred at Airports Other Than Pearland Regional Airport (KLVJ)

1. Aircraft fuel expenses incurred at airports other than KLVJ will be reimbursed at the self-serve rate posted at KLVJ.
 - a. If the fuel purchase price is less than the posted rate at KLVJ, you will be reimbursed the amount of your purchase.
2. **Original** fuel receipts must be turned in to CSAC with ten (10) days of purchase and contain the following information:
 - a. Member name
 - b. Aircraft tail number
 - c. Date of purchase
 - d. Total gallons purchased
3. Expenses such as ramp/tie-down fees, landing fees, rental cars, lodging, meals, taxes, etc. are the responsibility of the members.
4. Aircraft repairs or expenses exceeding \$100.00 must be **PRE-AUTHORIZED** by CSAC.
 - a. If the member has repairs done to the aircraft without CSAC authorization, CSAC maintenance will calculate the cost as if repairs were done by them and the member will be reimbursed the lessor of the two.
5. Fuel cards (located in the can of each aircraft) can only be used at KLVJ.
 - a. Fuel cards are for self-serve **ONLY** and will not work for full service.
 - b. Penalty fees may be assessed for lost fuel cards as per Appendix A – Fee Schedule.

1.7 Aircraft Damage

1. If an accident or incident occurs due to operator negligence, the member's insurance will be utilized.
2. The member is responsible for filing an immediate claim with their insurance provider and must cooperate fully with any investigations and with CSAC Management.



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1.8 Multiple-Day Aircraft Rentals

- 1. PRIOR ADMINISTRATION (OWNER OR DIRECTOR OF OPERATIONS) APPROVAL IS REQUIRED.**
 - a. **ALL** multiple-day rentals must be made through the dispatcher at CSAC.
 - i. When making the reservation, the member must inform the CSAC dispatcher of the destination or destinations if traveling to multiple locations.
- 2.** For minimum flight requirements see Appendix B – Minimum Flight Requirements

1.9 Complimentary Accessories

- 1.** Complimentary accessories are available at the CSAC dispatch desk
 - a. The accessories include headsets, foggles, and knee boards.
 - b. Lost or damaged complimentary accessories may be charged to the member's account at the current replacement cost.

1.10 Safety Retraining Course

- 1.** After each accident/incident, the pilot involved will be required to complete a minimum 10-hour safety course with CSAC.
 - a. The safety course includes but is not limited to:
 - i. 3 hours of ground training pertaining to the incident/accident.
 - ii. 5 hours of flight training pertaining to the incident/accident.
 - iii. 2-hour proficiency check with the Chief or Assistant Chief Instructor.
 - b. The safety retraining course will be with an assigned CSAC instructor.
 - i. The CSAC instructor will not be the member's primary instructor.
 - c. The member will not be allowed to fly any CSAC aircraft until the safety retraining has been satisfactorily completed.

1.11 Termination/Resignation/Inactive Status

- 1.** CSAC may terminate a member's membership at any time without cause.
- 2.** A member may deactivate their membership or resign from CSAC by filling out and submitting the "deactivate membership" form at www.coastalskies.com.
- 3.** You must submit the form no later than 5pm on the 25th of the month to ensure your account will not be charged for the following month.
 - a. Refunds will not be given on dues paid if member deactivates after the specified date/time.
- 4.** If there is an outstanding balance on your account, the balance must be paid in full before the account status is changed.
- 5.** Members with an inactive membership status will not have access to CSAC aircraft.



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6. When a member reactivates their account status, monthly membership dues will be at the current membership rate (if different from the previous membership rate).

1.12 Insurance Requirements

1. All members aged 16+ must have current renters' insurance.
2. CSAC uses and recommends Starr aviation insurance (aeroinsurance.com).
3. CSAC requires \$50,000 **minimum** aircraft damage liability.
 - a. Additional insurance coverage is at the discretion of each member.
4. CSAC **DOES NOT** accept Avemco insurance.

2. AIRCRAFT OPERATIONS

2.1 General

1. All flights with CSAC aircraft must be operated in accordance with **ALL** Federal Aviation Administration (FAA) regulations.
 - a. Specifically, 14 CFR Part 61 and 14 CFR Part 91.
2. Prior to each flight, the member will complete all pre-flight actions in accordance with FAA requirements.
 - a. This includes a weather briefing, reviewing NOTAMS, aircraft performance, weight and balance, etc. and turn in a pre-flight sheet to the dispatch desk.
3. Absolutely no flight will depart when the crosswind component exceeds the demonstrated crosswind component for that aircraft as per the POH for that aircraft.
4. Smoking is prohibited in and around all CSAC aircraft.
 - a. This includes in and around the aircraft hangars and fuel farm and/or fuel truck.
5. Transporting animals in CSAC aircraft is strictly prohibited without permission from CSAC Administration (Owner or Director of Operations) **BEFORE** departing.

2.2 Ground Operations

1. Hand propping any CSAC aircraft by anyone is strictly prohibited.
 - a. This is starting the aircraft by turning the propeller by hand.
 - b. This includes instructors, members, and non-member passengers.
2. Starting an aircraft inside the hangar is strictly prohibited.
 - a. All CSAC aircraft must be pulled out of the hangar with the tail pointing away from the hangar before starting the engine.
3. When pulling an aircraft out of the hangar, ensure that the doors of the hangar are open all the way before you begin pulling the aircraft out.
 - a. Watch the wings as you are pulling the aircraft out of the hangar.



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4. While taxiing the aircraft, you must maintain at least ten (10) feet of clearance from any aircraft and/or structure.
5. Taxiing the aircraft at any airport should be done at a jogging pace (8-12kts ground speed).

2.3 Incidents/Accidents/In-Flight Emergencies/Emergency Landings

1. Report any incidents, accidents, emergencies, and/or emergency landings to a CSAC employee (flight instructor, dispatcher, mechanic, Director of Operations) as soon as practical.

2.4 Aircraft Discrepancies

1. All unreported discrepancies (squawks or damage) must be reported on the dispatch sheet and to a CSAC employee as soon as possible.

2.5 Aircraft Fueling at Pearland Regional Airport (KLVJ)

1. CSAC aircraft must be fueled after each flight, using the Coastal Fuel Card located in the can for each aircraft.
 - a. Fuel cards are assigned to each plane and should not be used to fuel any other aircraft without prior administrative approval.

3. CSAC REQUIREMENTS

3.1 Initial Aircraft Checkouts

1. No flight by any pilot will be permitted unless that pilot has been approved by an authorized CSAC Flight Instructor for flight in that aircraft make and model.
 - a. It must be documented in FSP.
2. Initial aircraft checkout will be as specified in the aircraft checkout sheet.
3. Additional checkout flight time is at the discretion of the flight instructor and Chief Instructor.
4. No flight instructor may conduct flight instruction in a CSAC aircraft unless they are an AUTHORIZED CSAC flight instructor employed by CSAC.

3.2 Student Member

1. Student pilots will have to undergo 3 progression checks (prog checks).
 - a. Pre-solo
 - b. Pre-solo cross country
 - i. These prog checks will consist of a brief oral and practical (flight) exam.
 - c. Pre-FAA checkride
 - i. This prog check is also known as the mock checkride.
 - ii. The mock checkride will consist of a complete oral and practical (flight) exam.
2. Progression checks and mock checkrides will be performed by a CSAC check instructor (not the student's primary instructor).



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- a. The CSAC Chief Instructor will assign the check instructor to the student's prog check/mock checkride (Not the student's primary flight instructor).
- 3. Students in Instrument, Commercial, CFI, and CFI-I training
 - a. Must undergo a full mock checkride with a CSAC check instructor (not the student's primary instructor).
 - i. The mock checkride will consist of a complete oral and practical (flight) exam.
 - b. The CSAC Chief Instructor will assign the check instructor to the student's mock checkride.

3.3 Annual Proficiency Check (APC)

- 1. Each club member with an active flying status is required to fly with a CSAC flight instructor one (1) time per year.
 - a. The member must demonstrate:
 - i. Flight proficiency
 - ii. Comprehension of FAA regulations
 - iii. CSAC policies and procedures
 - b. The APC may be combined with a Biennial Flight Review (BFR)
 - i. The BFR (if combined with the CSAC APC) must be performed by an authorized CSAC flight instructor in a CSAC aircraft.

3.4 CSAC Currency Requirements to Fly CSAC Aircraft

- 1. Student Pilot
 - a. Minimum one (1) hour in the last 10 days in CSAC aircraft
- 2. Private Pilot
 - a. Less than 500 hours total time (TT)
 - i. Minimum one (1) hour in the last 30 days in CSAC aircraft
 - b. More than 500 hours TT
 - i. Minimum one (1) hour in the last 60 days in CSAC aircraft
- 3. Commercial Pilot
 - a. Less than 1000 hours TT
 - i. Minimum one (1) hour in the last 60 days in CSAC aircraft
 - b. More than 1000 hours TT
 - i. Minimum one (1) hour in the last 90 days in CSAC aircraft
- 4. Airline Transport Pilot (ATP)
 - a. Minimum one (1) hour in the last 90 days in CSAC aircraft
- 5. Members are required to fly with a CSAC flight instructor in a CSAC aircraft to get current.



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3.5 Spins and Aerobatic Flight

1. Spins shall not be performed in any CSAC aircraft without prior permission from CSAC administration (Owner, Director of Operations, or Chief Instructor).
 - a. For spin training **ONLY**.
2. All other aerobatic maneuvers in CSAC aircraft are strictly prohibited.

3.6 Grass Field Landings

1. Landings on grass runways/strips is strictly prohibited in CSAC aircraft.

3.7 Formation Flying

1. Formation flying in CSAC aircraft is strictly prohibited

3.8 Adding Oil to the Aircraft

1. When adding oil to CSAC aircraft, use the entire quart of oil.
 - a. Students may not add oil without flight instructor's approval.
 - b. Must be noted on the dispatch sheet that 1 quart of oil was added to the aircraft.
2. Oil is available at the dispatch desk if there is none in the aircraft.

3.9 Flights Outside the Continental U.S.

1. Flights outside the continental U.S. in all CSAC aircraft is strictly prohibited.
 - a. Permission may be granted for special circumstances with prior written permission from the Owner or the Director of Operations.

3.10 Aircraft Pilot in Command (PIC) Requirements

1. Must meet FAA requirements to be PIC in a CSAC aircraft.

❖ **Failure to comply with the CSAC Standard Operating Procedures and FAA regulations may result in the member having their flying privileges revoked and suspension and/or removal from CSAC.**

❖ **All CSAC policies and procedures are subject to change without notice.**