

COASTAL SKIES AERO CLUB

17916 AIRFIELD LANE
PEARLAND, TX 77581
(281) 993-1151
WWW.COASTALSKIES.COM



STANDARD OPERATING PROCEDURE (SOPs)

Last Revised September 29, 2021

1. ADMINISTRATIVE POLICIES

1.1 Dues & Payment

1.2 One time initiation fee \$100

- (a) Club dues are \$45 per month and will be auto drafted with a credit card or debit card on file on the first of every month.
- (b) Aircraft rental payments are **due following every flight.**
- (c) Flying & scheduling privileges will be revoked for any account overdue.
- (d) Penalty Fees will be assessed as per *Appendix A - Fee Schedule.*

1.3 Aircraft Scheduling and Use

- (a) Be considerate! When an aircraft is scheduled and not used, or cancelled on short notice, it prevents others from using the aircraft. Schedule only what you need; use the time you schedule.
- (b) Aircraft are available to schedule 24 hours via online scheduling system.
- (c) No flight may depart unless it has been scheduled on Flight Schedule Pro. Fees will apply as per *Appendix A - Fee Schedule.*

1.4 Aircraft Dispatch

- (a) Dispatch sheets must be filled out completely and returned to Airplane Dispatch.
- (b) Both instructor and member initial dispatch sheet for accuracy.
- (c) Times should be rounded to nearest tenth for Tach and Hobbs times.
- (d) Fees will be assessed per *Appendix A – Fee Schedule.*

1.5 Aircraft Pick-up & Return

- (a) Prior to departing with an aircraft, a thorough pre-flight should be undertaken. Any damage not already documented must be reported to Coastal Skies prior to departure. You may be held financially responsible for damage reported after your flight. Reminder: You are financially responsible for the aircraft while you have it checked out!
- (b) You are responsible for properly securing the aircraft after your flight (Gust lock, cover, throttle lock, etc.), and ensuring all trash is removed from the aircraft.
- (c) A set fee may be charged for improperly securing the aircraft or for leaving in inappropriate condition. (*Please see Appendix A – Fee Schedule*)

1.6 Delays and No-Shows for Aircraft Rental

- (a) If running late, please adjust your schedule on Flight Schedule Pro accordingly.
- (b) Every effort should be made to return the aircraft on time. In the event of a delay due to weather or mechanical issues, please notify Club Administration. Violations may result in a late fee being assessed. (*Please see Appendix A – Fee Schedule*)

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- (c) A no-show fee will be assessed for renters who do not show up for their flight and do not make any attempt to contact the Club prior to their flight time in accordance with the fee schedule.

1.7 Expenses Incurred Away from Pearland Regional Airport

- (a) Aircraft fuel expense incurred at foreign airports will be reimbursed at the posted self-serve rate at KLVJ. Original fuel receipts must be turned in within ten (10) days, and contain the following information:
 - i. Member Name
 - ii. Aircraft Tail Number
 - iii. Date of Purchase
 - iv. Total Gallons Purchased
- (b) Expenses such as tie-down, lodging, rental cars, landing fees are the member's responsibility.
- (c) Aircraft repairs or expenses exceeding \$100 must be pre-authorized by Coastal Skies.
- (d) Fuel Cards, located in the can of each airplane, can only be used at Pearland Regional Airport. Fuel Cards are for self-serve only, they will not work with full service.

1.8 Multiple Day Rentals

- (a) Multiple day rentals have minimum flight hour requirements.
- (b) Prior administration approval is required.
- (c) 3 hours per day.

1.9 Aircraft Damage

- (a) In case of accident/incident, the member agrees to pay the amount not paid by or covered by insurance (i.e., insurance deductible).
- (b) Maintenance expenses resulting from member or passenger's carelessness, or improper operating procedures will be billed directly to the member.

1.10 Accessory Rentals

- (a) Accessory rentals are available through the office. Please return the accessories in the same condition as checked out in.
- (b) Loss or damage to these rental items will be charged to the member's account at current replacement cost.

1.11 Safety/Retraining Flights

- (a) After each incident and or accident, the pilot involved must complete the 10-hour minimum safety course through Coastal Skies Aero Club. It includes but not limited to:
 - a. 3 hours ground pertaining to incident/accident.
 - b. 5 hours flight training pertaining to incident/accident.
 - c. 2-hour pre-solo written test and mock check ride.
- (b) Safety/retraining course with an assigned Club instructor (will not be member's "primary" instructor.)

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- (c) The member will not be allowed to fly a Coastal Skies Aero Club aircraft until this safety/retraining course has been satisfactorily completed.

1.12 Termination/Resignation/Inactive Status

- (a) Coastal Skies may terminate a member's membership without cause at any point.
- (b) A Member may resign or go inactive by submitting a written request by email. If there is a balance on the account, the balance must be paid in full before account status is changed. While inactive, members are not allowed access to Club Aircraft.
- (c) When returning from inactive status, monthly membership dues will be at the current membership rate.

1.13 Insurance

- (a) All members age 16+ must carry renters' insurance.
- (b) Assured Partners Aerospace \$30K minimum aircraft damage liability.
- (c) Avemco or other insurance agencies 40K minimum aircraft damage liability.
- (d) Additional coverage is at the discretion of the member.

2. AIRCRAFT OPERATIONS

2.1 General

- (a) All flights must be operated in accordance with Federal Aviation Administration (FAA) regulations and specifically with 14 CFR Part 61 and 14 CFR Part 91.
- (b) Prior to each flight, each member must obtain a weather briefing in accordance with FAA requirements.
- (c) No flight may take place when the crosswind component exceeds that demonstrated per the POH.
- (d) Smoking is prohibited in and around all Club aircraft.
- (e) Animals may not be transported in Club aircraft without prior permission from the Administration.

2.2 Ground Operations

- (a) No pilot or instructor shall attempt to start an aircraft by hand propping.
- (b) DO NOT start an airplane in a hangar. All planes must be pulled out of hangar prior to starting engine.
- (c) While taxiing, maintain at least a 5 feet clearance from any aircraft and/or structure.

2.3 Accidents or Emergency Landings

- (a) Report any incidents or accidents to Club administration immediately when they occur.

2.4 Aircraft Discrepancies

- (a) Any aircraft squawks must be reported on Dispatch Sheets to Coastal Skies administration as soon as possible.

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2.5 Fueling at Pearland Regional Airport (KLVJ)

- (a) Club planes should be fueled by each member, as needed, using the Coastal Fuel Card located in each can. Fuel cards are assigned to each plane and should not be used to fuel any other plane without prior administrative permission.

3. CLUB REQUIREMENTS

3.1 Initial Checkouts

- (a) No flight by any pilot will be permitted unless that pilot has been approved by a properly authorized Club instructor for flight in that make & model, and it has been properly annotated on his/her Flight Card.
- (b) Initial checkout will include but no limited to; 3 take offs/landings, steep turn, stalls, and slow flight.
- (c) No Flight Instructor may instruct in Club aircraft unless he/she is an *Authorized Club Instructor*.

3.2 Student Member

- (a) Before first solo, student pilot must conduct an aircraft check out and brief oral exam with another *Authorized Club Instructor* (not primary instructor.)

3.3 Annual Proficiency Checkout (APC)

- (a) Each Club member on active flying status is required to fly with an authorized Club instructor once per year to ensure flight proficiency, comprehension of FAA regulations & Club policies.
- (b) Club APC may be combined with a Biennial Flight Review (BFR) if performed by an authorized Club instructor in a Club aircraft.

3.4 Currency Requirements

- | | |
|---------------------------|------------------------------|
| (a) Student Pilot | Min. 1 hour in last 10 days |
| (b) Private Pilot | |
| - Less than 500 hours TT | Min. 1 hour in last 30 days |
| - More than 500 hours TT | Min. 1 hour in last 60 days |
| (c) Commercial Pilot | |
| - Less than 1000 hours TT | Min. 1 hour in last 90 days. |
| - More than 1000 hours TT | As required by FARs |
| (d) ATP | As required by FARs |

Members will be required to fly with a Club CFI to get current, when out of currency.

3.5 Spins & Other Aerobatic Flight

Neither spins nor aerobatic flying are allowed in Coastal Skies Aero Club planes.

3.6 Formation Flying

Formation flying is not allowed in Coastal Skies Aero Club planes.

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3.7 Oil

- (a) Please use the full quart, rather than partial quarts when adding oil.
- (b) Quarts of oil are available from Airplane Dispatch if not found in the aircraft.

3.8 Flights outside the Continental U.S.

- (a) Flights outside the continental United States is prohibited on all Club aircraft.
- (b) Prior written permission may be granted in special circumstances.

3.9 Aircraft PIC Requirements

Must meet FAA requirements.

**All Club policies are subject to change without notice*

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APPENDIX A: FEE SCHEDULE

Last Revised October 5, 2021

Fees & Dues

Initiation Fee - \$100

Monthly Dues - \$45 (first month prorated)

Family Plans

Initiation fee - \$120 one time

Monthly Dues - \$45 for each member (first month prorated)

Incentives

Member Referral - \$45 account credit

Instructor Referral - \$45 added to check

Penalties

- Late Return Fee – First 30 minutes=\$100; \$50 each ½ hour after that.
- Member switches plane without notification - \$100/incident.
- Taking aircraft without scheduling - \$100/incident.
- Master Switch On - \$100/incident.
- Failure to fuel after flight \$25/incident.
- Returning an aircraft in poor condition/cleaning fee (trash, spills) - \$50/incident.
- Improperly Securing Aircraft (not tied down, doors unlocked) - \$50/incident.
- No Show Fee - \$50/incident.
- Lost Fuel Card - \$50/incident.
- Lost keys - \$50/incident.
- Dispatch sheet not filled out or not turned in - \$25/incident.
- Lost fuel dipstick - \$25.
- Other Damage - Based on repair costs.

❖ Penalties will be assessed to the member by the Billing Office at time of service.

❖ The Pilot in Command (PIC) will be responsible for penalty fees.

ALL PENALTIES WILL DOUBLE AFTER THE 3RD OFFENSE.