



Spartan Wings, Inc.  
Standard Operating Procedures  
Version 2015-09  
September 16, 2015

# Spartan Wings Standard Operating Procedures

Version 2015-09, September 16, 2015

## DEFINITIONS

All terms and usage in these rules conform to the definitions contained in the Federal Aviation Regulation of the United States, or in the corporate bylaws of the Spartan Wings, Inc., with the following additions and modifications.

Airport Traffic Pattern: The traffic flow that is prescribed for aircraft landing at, taxiing on, or taking off from an airport.

Board: The Board of Directors of the Spartan Wings, Inc.

Corporation, The: Spartan Wings, Inc.

Corporation Aircraft: An airplane owned, leased, rented, or otherwise furnished by the Corporation for use by Corporation members.

Corporation Flight Instructor: Any current FAA certified flight instructor who has been approved by the Board.

Home Airport: The airport at which the Corporation aircraft are based.

In good standing: Any member whose financial position shows no indebtedness to the Corporation as verified by the Treasurer.

Local Flight: A flight remaining within 50 nautical miles of the home airport.

Pilot: For the purpose of these rules, a pilot possessing a current FAA Student Pilot Certificate or higher.

Pilot's Operating Handbook: The combination of manuals, documents, placards, and instrument markings provided by the aircraft manufacturer, which specify aircraft performance and limitations.

Pinch Hitter Instruction: Instruction in continuing a flight using navigation available on board to locate a suitable airport and land the aircraft in the event that the pilot in command is incapacitated during the flight and incapable of piloting the aircraft to its destination. This includes, but is not limited to, flying and controlling the airplane, navigating to a suitable airport, maintaining contact with the necessary people by radio, and being able to land the airplane. At no time will this individual be allowed to solo the aircraft.

Reservation: The specific clock time scheduled by a member on the official Corporation schedule.

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## **Standard Operating Procedures**

### **I. MEMBERSHIP**

#### **A. New Members**

1. New members may be admitted only to the Flying, Family, Associate, and CFI/Mechanic classes of membership.
2. New members are considered for admission after making a signed, written application to the Corporation on official forms provided for that purpose, and after paying the initiation fee plus one month's membership dues as specified in the Schedule of Fees. All new members are subject to the review and approval of the Board. In the event the Board rejects an application for membership, the initiation fee shall be refunded, less any specified processing costs.

#### **B. Changes of Membership Class.**

1. Members who wish to change their class of membership must submit a signed, written request to the Corporation on official forms provided for that purpose. All changes of membership class are subject to review and approval of the Board.
2. Non-flying membership class is only open to flying members who request a change of class.
3. A member changing from Associate class membership to Flying class membership will be required to pay the appropriate initiation fee for the new class of membership. Members will not be required to pay the initiation fee more than once.

#### **C. Termination of Membership**

Members wishing to terminate their membership in the Corporation must submit a signed, written request to the Corporation and must return any and all Corporation property, including keys. Once verification has been received by the Board that all remaining debts and obligations to the Corporation have been satisfied, and all Corporation property returned in good condition, the member may sell his share or the Corporation may assist in selling the share as outlined in the Bylaws.

#### **D. Dues and Account**

1. Members are required to pay monthly or yearly dues according to the Schedule of Fees approved by the Board of Directors. All dues payments are due on the first day of the period to which the payment applies.
2. Members are required to pay any and all debts to the Corporation in a timely

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fashion.

3. A member, who at any time is in arrears to the Corporation by the last day of the month in which a debt is incurred, shall be fined an amount specified in the Schedule of Fees. Members who regularly keep positive account balances through block payments or other arrangements may be given no more than one (1) week grace period before incurring the fine.
4. A member whose account is in arrears is not a member in good standing, and may not exercise any of the privileges of membership, including the use of Corporation aircraft and participation in Corporation events.
5. A member whose account is in arrears shall be considered as indicating their intention to resign in accordance with Article V Section 4 paragraph B of the Bylaws.
6. Members may place credit card numbers on file to be used to meet financial obligations to the Corporation in the event that their account is in arrears.

### **E. Membership Service Requirement**

Members of Flying and Family classes of membership are expected to perform 2 hours of service per month to support the operations of the Corporation and/or maintenance of the Corporation equipment and facilities.

## **II. SCHEDULING**

### **A. Reservation of Aircraft**

1. Reservations may be made via the Internet, or other means supported by the Scheduling Officer as necessary on a temporary basis.
2. No aircraft may be scheduled longer than 10 days including at most 1 weekend. Requests for aircraft scheduling greater than 10 days may be submitted to the Board of Directors for approval 45 days prior to requested period. It is the sole discretion of the Board to approve scheduling greater than 10 days.
3. No member may schedule an aircraft more than once for 48 hours or more of "continuous use" within a 30 day period unless approved by the Scheduling Officer. If you return a plane at night and schedule the same plane the following day, that period is considered continuous.
4. No reservation may be made earlier than one month (31 days) before the flight, except

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those approved by the Scheduling Officer. Reservations requiring scheduling for a check ride or a new rating will be made as required.

5. No changes shall be made to a reservation in either time or aircraft without the permission of the member (and instructor if applicable) except as required for aircraft maintenance, or to accommodate a license or rating check-ride with a FAA examiner. In these cases, the member whose reservation has been changed shall be notified as soon as practical. No compensation will be made for these scheduling changes to the effected member.
6. A member shall cancel a reservation as soon as possible after determining the reservation will not be used, even if the cancellation is due to poor weather.
7. A member who is more than 30 minutes late for his reservation forfeits his scheduled right to the aircraft. If the aircraft is scheduled over night the member is allowed to be late up to 1 hour from the scheduled reservation time.
8. A member who returns an aircraft more than 15 minutes late may be assessed late charges as specified by the Board of Directors.
9. A member may not abuse the scheduling system by reserving an aircraft without flying so as to keep an aircraft available at their convenience.
10. Scheduling abuses are to be reported to the Board of Directors by the Scheduling Officer. The Board of Directors will review the report and may impose restrictions or penalties on the abusive member.

#### **B. Aircraft Return**

1. Aircraft must be returned with sufficient time that allows for cleaning prior to the next member's scheduled time.
2. Aircraft must be cleaned inside removing all papers and restoring the cabin to a clean state. Windscreen areas must be cleaned, bugs and dirt removed.
3. If the aircraft cannot be returned as scheduled, or if the pilot encounters difficulties, the Scheduling Officer or President must be notified as soon as practical. The pilot in Command shall make all reasonable attempts to get back, but shall not attempt any flight exceeding the pilot's competence or in violation of the FAA FARs and Corporations Standard Operating Procedures. The Corporation Member must obey all instructions from the President or the President's Agent, which may include surrendering the aircraft to another member. If for any reason the member is unable to return the aircraft to the home airport the member shall be liable for any and all costs associated with the plane's return to the home airport, with exception of

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section C, paragraph 2 below. No compensation will be made for these scheduling changes to the effected members.

4. If an aircraft cannot be returned within the time scheduled, the approximate time of arrival shall be communicated as soon as possible to the Scheduling Officer. The Scheduling Officer shall determine what communication is necessary to other members affected by the delay. It is each member's responsibility to schedule enough time to properly complete the intended flight, including a proper amount of contingency time for the unexpected.

### **C. Repairs away from home**

1. Should an aircraft become disabled due to a mechanical failure, the member must notify the Scheduling Officer or the President as soon as possible. Unless directed by an Officer the member shall have no power to authorize repairs on behalf of the Corporation.
2. Should an aircraft become disabled requiring the grounding of the aircraft away from the home airport, costs incurred in recovering the aircraft to the home airport shall not be the responsibility of the member provided the aircraft was secured in accordance with instructions from an Officer.
3. In the event of an off airport landing the member shall leave the aircraft in a manor which would minimize any possible further damage to the aircraft.

## **III. FLIGHT RULES**

### **A. Regulations**

1. No person except an authorized operator shall be permitted to operate Corporation aircraft. An authorized operator is a member of the Corporation with a class of membership that permits use of Corporation aircraft, who meets all federal and Corporation regulations as a pilot, including certificate, medical, and currency requirements, who is a member in good standing with the Corporation, and whose flying privileges have not been suspended or revoked for any reason. In addition the spouse or a dependent child between the ages of 17 and 22 of the above authorized operator may operate a Corporation aircraft from the right seat only with a Corporation flight instructor as pilot in command in the left seat for the purposes of receiving instruction as a Pinch Hitter. Persons whose flying privileges are restricted in any way by the Corporation or by the FAA are authorized operators only when flying within the limits of the applicable restriction(s).
2. All operations of Corporation aircraft shall be in compliance with current Federal Aviation Regulations, and all applicable Corporation, federal, state,

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local, and foreign law.

#### **B. Ground and Pre-flight**

1. No one shall be allowed to enter or exit a Corporation airplane while the engine is running.
2. Aircraft shall not be started by hand propping. Prior to each flight, a pre-flight inspection as described in the Pilots Operation Handbook shall be performed.
3. Sufficient fuel shall be carried for all flights, including at least one hour of reserve.
4. The member shall insure pre-heat of the aircraft engine prior to cold start if the engine temperature is below 40° F.

#### **C. Operating Limits**

1. Unless otherwise authorized by a Corporation CFI, no member may operate a Corporation aircraft when the wind gusts, or 90 degree cross wind component exceeds the values specified by the Corporation (see appendix I).
2. Corporation aircraft may not be flown outside the manufacture's limitations as specified in the Pilots Operating Handbook or in violation of applicable insurance policy restrictions (see appendix II).
3. At no time is an aircraft engine to be shut off in flight, except in an emergency.
4. No flights required by Federal Regulations to carry flotation/rescue equipment due to extended over water travel may be undertaken in a single-engine Corporation aircraft, even if such equipment is available aboard the aircraft.
5. No pilot who has not maintained instrument proficiency/currency according to the Corporations operating rules may operate a Corporation aircraft in VFR-on-top conditions.
6. No flights into known icing conditions, thunderstorms, or other serious weather hazard shall be attempted in Corporation aircraft.

#### **D. Weather**

Flights shall not be made unless the weather conditions, in the judgment of the pilot, are such that the flight poses no risk given the pilot's ability and recent experience with such conditions and with the aircraft. In any event, no flight shall be made unless weather conditions along the route are forecast to remain at or above the

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following minima, as appropriate:

1. For student pilots, solo VFR operations during the day:
  - a. Airport Traffic Pattern: 5 miles visibility, 1500 foot ceiling.
  - b. Local Flights: 6 miles visibility, 2000 foot ceiling.
  - c. Cross-country: 7 miles visibility, 3000 foot ceiling.
2. For student pilots, solo operations at night are prohibited.
3. For Pilots, VFR operations during the day:
  - a. Airport Traffic Pattern: VFR minimums.
  - b. Local Flights: 5 miles visibility, 1500 foot ceiling.
  - c. Cross-country: 7 miles visibility, 2500 foot ceiling.
  - d. No special VFR takeoffs are permitted except for traffic pattern work at the home airport with the approval of a Corporation CFI.
4. For Pilots, VFR operations during the night:
  - a. Airport Traffic Pattern: 5 miles visibility, 1500 foot ceiling.
  - b. Local Flights: 7 miles visibility, 3000 foot ceiling.
  - c. Cross-country: 10 miles visibility, 3000 foot ceiling.
5. For IFR operations:
  - a. Departure Airport: 1 mile visibility and 400 foot ceiling if a precision approach is available within twenty nautical miles, else 1 mile visibility and 600 foot ceiling.
  - b. Destination Airport: forecast weather for one hour before until one hour after estimated arrival: 1 mile visibility and 400 foot ceiling if precision approach available, 1 mile visibility and 600 foot ceiling if non-precision approach is available, or VFR minimums if no approach is available.

#### E. Post-Flight

Following each flight the pilot shall complete all forms pertinent to the flight. The pilot shall leave the aircraft in neat and orderly condition. For a landing away from home aircraft base, the pilot is responsible for securing the aircraft and for paying overnight tie-down fees, landing fees, and all other miscellaneous expenses.

#### F. Flight Instruction

1. All flight instruction in Corporation aircraft shall be performed by a Corporation approved CFI in conformance with flight instruction syllabi approved by the Education Committee.
2. Prior to each student solo flight, the student must have secured specific written approval from a Corporation approved CFI for the flight.
3. Solo cross-country flights involving overnight stops by student pilots are



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prohibited.

### **IV. FLIGHT PROFICIENCY AND CURRENCY**

#### **A. Initial Checkout**

1. Each member must have a checkout by a Corporation CFI in every make and model of aircraft the member will fly. A separate initial check out is required for night operations for EACH aircraft. The member must demonstrate competence in the following areas: stalls, slow flight, steep turns, emergency procedures, takeoffs and landings, crosswind takeoffs and landings, aircraft systems, weight & balance computation, aircraft performance, and other airwork at the discretion of the instructor. Member performance must meet the requirements of the FAA Practical Test Standards for Private Pilots.
2. Each member must complete an aircraft check out form provided by the Corporation for each make and model of aircraft the member will fly, and that form must be entered with appropriate instructor approval in the member's file.

#### **B. Flight Review**

Each member shall fulfill the requirements for a flight review as specified in the Federal Aviation Regulations (e.g. FAR §61.56) prior to acting as pilot in command of a Corporation aircraft.

#### **C. Instrument Proficiency:**

Instrument rated pilots who wish to exercise their privileges, must complete an instrument proficiency check with a corporation flight instructor every six (6) months. This check will be conducted in accordance with the applicable sections of the current instrument pilot practical test standards. During the instrument proficiency check other maneuvers may be required at the discretion of the flight instructor.

#### **D. CFI Member Proficiency:**

Each CFI member is required to participate in ongoing training and proficiency testing at the discretion of the Chief Flight Instructor. This shall include, but is not limited to, an annual proficiency and standardization procedure conducted by the Chief Flight Instructor or their Designee. The Chief Flight Instructor may order remedial training or suspend the instructing privileges of any CFI member for failure to maintain proficiency or for other deficiencies in competence or instruction. CFI members shall be allowed to self-certify for 90 day currency but shall not be allowed to self certify for Annual currency

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### **E. Mechanic Member Proficiency:**

Each Corporation mechanic is required to participate in ongoing training and proficiency testing at the discretion of the Maintenance Officer. The Maintenance Officer may order remedial training or suspend the work Privileges of any Corporation Mechanic for failure to maintain proficiency or for other deficiencies.

### **F. Currency:**

Each member will follow the Federal Aviation Regulations (e.g. FAR §61.57) regarding recent flight experience when flying with passengers in Corporation aircraft. Members shall maintain a log of flights to serve as proof of compliance with the FARs related to currency.

## **V. GENERAL REGULATIONS**

- A. There shall be no smoking on Corporation premises or in Corporation aircraft at any time.
- B. The Corporation at any Corporation-sponsored event shall not provide alcoholic beverages.
- C. Members may not use the Corporation telephones for long-distance or other toll calls except for authorized Corporation business. Exceptions may be made by prior arrangement with the President to insure proper billing and payment for the calls made.
- D. No member shall make changes to the software or hardware configuration of any Corporation computer unless permission is obtained from the President.
- E. Keys to the Corporation airport office shall be issued only to members with flying privileges who hold a Private Pilot certificate or higher. Members who lose flying privileges for any reason are required to surrender their keys to the Corporation.
- F. Copying keys to any Corporation aircraft or facility without approval of a Corporate officer is strictly prohibited.
- G. No member shall use corporation aircraft for hire, except members of the CFI/Mechanic class in the course of providing instruction to members. No member shall lend or rent Corporation aircraft to any non-members for any reason.
- H. No member shall use the corporate name for any purpose, nor speak on behalf of the Corporation unless authorized to do so by the Board of Directors. No member

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shall undertake any work or action on Corporation equipment or on behalf of the Corporation without prior approval of the Board or the President. No member shall slander or defame the Corporation or any member of the Corporation.

- I. No member shall release any information about Corporate members or the aircraft schedule to any non-member or outside agency without prior approval of the President or Board. All inquiries by non-members or outside agencies shall be directed to the President or his/her designee.
- J. No member shall interfere with the normal operation of the Corporation or of aircraft maintenance at any time.
- K. No member shall engage in any illegal activity while using Corporation aircraft or facilities or while on Corporation premises.
- L. Members shall conduct themselves in an appropriate and responsible manner at all times.

### **VI. FINANCE**

- A. The Aircraft Maintenance Officer or designee may obligate the Corporation for expenditures up to a maximum of \$500, or up to a maximum of \$3000 with the approval of the President or the Treasurer.
- B. The President or Treasurer may obligate the Corporation for expenditures up to \$500.
- C. No other expenditures may be made without approval of the Board.
- D. The President and the Treasurer are empowered to act as signatories on all Corporation checks and instruments.
- E. In the event that a member is away from the home airport and unable to contact a Corporation Officer, that member is authorized to approve repairs that will not exceed \$200.

### **VII. INCIDENT PROCEDURES**

- A. The pilot in command is required to report any incident to the President by the most expedient means, and to follow the procedures established by the Corporation and provided in each aircraft and at the Corporation office space. Any member who is requested to submit a report of an incident shall do so within 48 hours.
- B. The Board of Directors will review the report(s) of any incident. The Board of Directors is empowered to take any action it deems appropriate with regard to members

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involved in an incident, including but not limited to: ordering recurrent training, suspension or revocation of flying privileges, change of membership, or the levy of fines; provided the incident occurred as a result of pilot error, poor judgment, or violation of any Corporation Standard Operating Procedure, Bylaw, FAA regulation, or amendment thereto.

- C. In the event fines are levied, the amount charged the member will be no greater than the amount left uncovered by the insurance policy. If the Corporation's insurance carrier refuses to cover the accident or incident because of the pilot's actions, then the pilot in command may be held liable for the full damages to the Corporation. The decision of the Board shall be final.

## **VIII. RULES ENFORCEMENT**

- A. It is the responsibility of each member to assist with the enforcement of the Standard Operating Procedures. A violation of any Standard Operating Procedure, Bylaw, FAA regulation, or any amendment thereto, shall be brought to the attention of a Corporation Officer, Flight Instructor, or any other person designated by the Board of Directors.
- B. Any act endangering life or property, or any act constituting abuse to Corporation aircraft, shall also be deemed a violation as determined by the Board of Directors.
- C. Violations may be dealt with directly by a Corporation Officer, Flight Instructor, or any other person designated by the Board of Directors, by verbal warning or written warning, at their discretion. A written warning shall be placed in the member's file and a copy shall be forwarded to the Board of Directors. A member may appeal any fine or written warning to the Board of Directors.
- D. Repeated violations of the Standard Operating Procedures, Bylaws or FAA regulations will be referred to the Board of Directors for appropriate action.
- E. The Corporation shall give written notice to the member in question no less than ten (10) days prior to any Board of Directors meeting where suspension of privileges may be extended, or a forced change of membership class is likely to be considered. The member shall have the opportunity to appear in person before the Board of Directors at the meeting.
- F. In deciding on a violation or hearing an appeal, the Board of Directors will hear the arguments and evidence in the Board session. The member in question will be notified in writing of any action taken at the meeting, with copies of the notification filed in the member's file at the Corporation.
- G. Three Directors shall constitute a quorum for a vote on member suspension of flying privileges in relation to a violation.

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*Attachments:*

*<appendix: wind limits>*

*<appendix II: insurance restrictions>*

*<appendix III: schedule of fees>*

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## Appendix I      Wind Limits

Aircraft	Student Pilot Certificate*		Private Pilot Certificate or higher**	
	Max Wind or Gust Component	Max x-wind Component	Max Wind or Gust Component	Max x-wind Component
N721JD	20 knots	10 knots	30 knots	17 knots

\* These limitations are maximums, individual student pilot limits are up to the student's flight instructor.

\*\* These limitations are maximums, flight in wind conditions in excess of these must be with the approval of a Spartan Wings, Inc. approved flight instructor.

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**Appendix II Insurance Restrictions**

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### Appendix III Schedule of Fees

	<u>Membership</u>	<u>Monthly Dues</u>
Flying Membership	\$1,050.00	\$80.00
Family Membership		
Spouse	\$525.00	\$80.00
Junior	\$525.00	\$80.00
Honorary Membership	\$0.00	\$0.00
Special CFI Membership	\$0.00	\$0.00
CFI/Mechanic Membership	\$975.00	\$75.00 annual

\*A CFI/Mechanic member must perform three hours of Corporation instruction to qualify to have Flying Membership dues fee waived.