Lakeland Aero Club Inc.

Standard Operating Procedures

**A. Introduction**

1. Use of the Standard Operating Procedures

The following Standard Operating Procedures have been adopted by the Lakeland Aero Club Inc. Board of Directors. These procedures are intended for use as guide to operate as an officer, or member of the Lakeland Aero Club, while in the club facility, using club assets, on a club trip, or taking part in any other activity directly associated with the club. All club officers and members must follow all terms outlined in the Standard Operating Procedures to the fullest extent, with the exception of any proceeding written terms consented by the Board of Directors. The following Standard Operating Procedures will frequently be revised as by the discretion of the Lakeland Aero Club Board of Directors. All club officers and members will be promptly notified of any alterations within the Standard Operating Procedures.

**B. Becoming a Member & Retaining Membership**

1. Membership Availability

Membership is available to any High School or College student within the ages of fourteen and twenty-four, who express an interest in aviation, are of good moral character, and are academically achieving. Members of the Lakeland Aero Club are primarily responsible for maintaining the club’s aircraft, maintaining the club’s facility, and maintaining the club’s reputation. Members have the ability to participate in club activities as little or as often as they choose; however, members are encouraged to be involved as much as possible.

2. Membership Application/Dues

 Members are responsible for paying Membership Dues. Membership dues are necessary to aid funding that is needed for the general operations of the club. Membership dues, which are $50 biannually, are primarily used to pay for operational costs such as utilities and insurance. Members must complete the Membership Application, Medical Treatment Authorization Form (minors only), General Release Waiver, and Membership Pledge every January, along with submitting the $50 membership due. Members must complete a new Membership Application and Membership Pledge every July, along with submitting the remaining $50 membership due. Members will only be required to submit the legal paperwork once a year. Members will not be permitted to participate in club activities or use club assets unless their membership status is current. Members that join the club for the first time may join at any time during the year. New members will be required to submit all paperwork as stated above regardless of when they join, along with the $50 membership due. Members that join one month prior to the membership renewal date will not have to pay the remaining $50. For example, a new or renewing member joining during the month of December will not have to pay the additional $50 membership fee in January, but a new or renewing member joining in November will have to pay the $50 membership fee in January. Members will receive a free Lakeland Aero Club polo shirt once a year with their membership. Polo shirts will typically be issued around August; however, members that join after August will still receive their shirt.

3. Membership Pledge

All members must complete the Membership Pledge upon becoming a member or renewing membership of the Lakeland Aero Club. The Membership Pledge states that members understand and agree to all terms described in the Standard Operating Procedures. Any individual who does not sign the Membership Pledge will not be permitted to act as a member of the Lakeland Aero Club and will not be allowed within the Lakeland Aero Club premises.

4. Member Privileges

 Becoming a member of the Lakeland Aero Club does not guarantee or permit any privileges. Being a member of the Lakeland Aero Club is a privilege that can be denied or revoked based on the terms described in the Standard Operating Procedures. Individuals that no longer wish to be members, or are no longer permitted to be members will not be granted the privileges current members may receive. As stated above, members have the ability to participate in club activities as little or as often as they choose; however, members that are actively involved are more likely to reap the privileges and opportunities that are sometimes afforded.

5. Flying Members

 Flying members are members who, at some point, will be pilot in command in a Lakeland Aero Club aircraft. Flying members are required to follow all procedures as described in the Standard Operating Procedures. There is no additional fee to be considered a flying member of the club; however, flying members who fly club aircraft are subject to pay a standard rate for rental of the aircraft. Flying members are required to be properly vetted, partake in a drug screening program, complete regularly scheduled checkout procedures, carry renter’s insurance, and provide documentation showing that the appropriate endorsements, certificates, and/or currencies have been established.

**C. Day to Day Operations**

1. Days/Hours of Operation

 The Lakeland Aero Club will hold daily operations based on the CFAA school schedule. On days that CFAA has class, the club will be open and accessible to members. On days that CFAA does not have class, including over school breaks, the club will likely still be open; however, it is recommended to contact club officers to ensure members are welcome on that day.

2. Arrival Procedures

 Upon arriving to the club during normal school schedule days, members are expected to place their belongings in their lockers, or along the wall in the hallway by the conference room if they do not have a locker. It is not desirable to have members’ belongings scattered around the facility, especially when there may be visitors present. After putting away their belongings, members are expected to wait in the facility meeting area until club officers discuss the plans for that day.

3. Operational Tasks

 Members are responsible for ensuring that club aircraft are kept in airworthy condition, restoration projects are being completed, and that the club facility is kept in a clean and presentable condition. While the club has officers, paid staff, and a Board of Directors, members are solely responsible for maintaining the mission and purpose of the club. Without members, the club would have no mission, no purpose, and no need for airplanes or an operational facility. Normal day to day operations include but do not limit to flying, ground school, working on airplanes, and/or maintaining the facility.

**D. Hangar Procedures**

1. Aircraft Maintenance/Restoration

 The club’s flying aircraft often need preventive maintenance, repairs, alterations, or inspections, and the club’s restoration projects often need additional work. The FAA has specific regulations regarding who can work on aircraft, meaning, no member is permitted to work on any aircraft in the hangar without the direct permission from the club’s resident A&P. If a member receives permission to perform a specific task on a specific day, then that member may complete only that specific task on that day. Any further tasks that need to be completed, or if the same task needs to be completed on a different day, further permission needs to be received. Work cannot be performed on aircraft unless the club’s resident A&P is in the general vicinity. Members who hold at least a Private Pilot Certificate and are given permission may perform preventive maintenance as described by the FAA. Members must complete the maintenance task logs located in area 1 of the hangar. Maintenance task logs are used to keep a record of the worked performed on each aircraft. Members must also use inspection checklists when an aircraft inspection is completed. These documents are necessary for legal records for the aircraft. Members must understand that working on an aircraft is much different from working on a car. There are many legalities that most members do not know or understand and the club’s resident A&P is solely responsible for all aircraft being worked on. The golden rule for aircraft maintenance or restoration at the club is to ask before you act. If all else fails, ask the A&P or refer to FAR Part 43. Club officers are responsible for ensuring all aircraft records are complete and accurate, all registrations and insurance coverages are valid, and that all aircraft are properly maintained.

2. Tool/Supply/Part Storage

 Everything in the club facility has a place where it belongs. All tools, shop supplies, parts, and equipment are annotated in a binder that is placed in area 1 in the hangar. The binder is a go to reference guide that shows every area, cabinet, drawer, and slot where things belong. In an aircraft maintenance environment, it is very important that the work space is clean and well organized. When working on an aircraft, all individuals are required to keep the cleanest possible work space. Tools and supplies can be removed from drawers when needed, but should be put back when not in use. Tools never belong laying on any part of an aircraft or on the ground. If a tool is going to be used regularly, it may be kept on a table near the work space. When working on an aircraft, all parts or hardware removed from the aircraft must be cleaned off, placed into a parts bag, and labeled describing the part and the aircraft it came off of. All parts removed from an aircraft must be well organized on a table near the workspace. If the procedures are properly followed, the hangar will always be clean, parts and tools will never get lost, and the club will remain the cleanest maintenance facility on the Lakeland airport.

3. End of Day Procedures

 At the end of every day, members will be required to clean up each area of the hangar, putting away tools and supplies, sweeping floors, and any other cleaning task that may be needed. Certain members may be assigned to check all tool areas to ensure all tools have been put away, to lock all tool cabinets, and to report any missing tools. Prior to closing the facility for the day, all tools and supplies must be put away, workspaces must be cleaned, task logs must be updated, and the hangar must be clean.

**E. Flying Procedures**

 1. Flying Member Requirements

 Flying members must be vetted using a vetting system of their choice once every two years. (Officers of the club use the vetting service provided by EAA.) Flying members must provide club officers certification from their vetting service. Flying members may be subject to complete a drug test if the Board of Directors has reasonable suspensions that drugs are being used. Drug screening will be completed at a club chosen facility and any screenings will be paid for by the club. Flying members must complete a training course for the procedures of aircraft operations through the club, and will submit to re-training if multiple infractions occur. Flying members must carry standard renter’s insurance and must provide club officers certification proving coverage. Flying members must provide all pilot certification documentation upon completing a membership application, and must submit further documentation when any certification changes.

 2. Aircraft Scheduling

 Club aircraft are used at a first come first serve basis unless the aircraft has been previously scheduled. Scheduling of aircraft must be done using the regular dispatching system. If a flying member wishes to schedule a club aircraft, they must complete the online scheduling dispatch form for that aircraft, providing all information for the flight. Club officers will receive the dispatch schedule and will record the scheduled flight on the flight calendar if the schedule is approved. Completing a scheduling dispatch form does not guarantee the scheduled flight will be approved.

 3. Aircraft Dispatch System

 Prior to going flying, or prior to any activity that requires starting an aircraft engine, flying members, mechanics, and/or officers must complete the online dispatch form for that aircraft. The computer in the conference has a PDF file located on the desktop that must be filled out prior to every aircraft operation. Certain sections of the PDF are required to be complete prior to submitting the form. Once the dispatch form is complete, individuals will click submit and the dispatch from will be saved and sent to a club officers email address. Individuals must check with a club officer after submitting a dispatch form to receive proper authorization for the aircraft operation. A calendar in the conference room will show all previously scheduled flights approved by a club officer. Individuals completing a dispatch form must ensure there is no scheduled flight conflicting with their dispatch time. Individuals who previously completed a scheduling dispatch form must complete an additional dispatch form immediately before their flight. A dispatch form must be completed immediately prior to every aircraft operation to ensure accurate tachometer times are recorded. An additional dispatch form must be completed at the end of every aircraft operation to report tachometer times and any aircraft discrepancies.

 4. Aircraft Discrepancies

 Any individual can report an aircraft discrepancy, and the reporting of aircraft discrepancies is highly encouraged. Aircraft discrepancies are described as any issue with a particular aircraft, including but not limited to, leaking oil, leaking brake fluid, missing screws, loose cowlings, or flat tires. Aircraft discrepancies are reported for aircraft in service and are done using the forms located in the hangar. If a discrepancy is noticed by a pilot, member, officer, or a random stranger a discrepancy report must be completed and filed. Discrepancy reports are located in the file folders in area 1 in the hangar. Once completed, the discrepancy report must be placed into the tray and a club officer must be immediately notified. The aircraft with the discrepancy is considered grounded until the discrepancy report is read, corrective action has been performed, and the corrective action report has been completed and filed. Aircraft discrepancies must also be noted in the squawks section for that aircraft on the aircraft status board.

 5. Aircraft Status Board

 The dates and/or times that all aircraft inspections, oil changes, and other maintenance tasks are needed are written on the aircraft status board. Prior to going flying, all individuals must review the aircraft status board to ensure all categories are within time or date limitations. If a flight has a date or time that will exceed the date or time described on the board, then that aircraft will be considered grounded. If any individual notices that an aircraft has exceeded the date or time written on the status board they must immediately notify a club officer.

 6. Responsibility of Aircraft Charges

 Any individual flying a club aircraft is responsible for the rental charges associated with a particular flight. Any aircraft operations that are expected to be provided with no rental cost must be documented on the aircraft dispatch form and authorized by a club officer. Any such authorization must also be documented on the aircraft dispatch form. Invoices will be issued by a club officer and must be paid in full within 30 days. No individual is permitted to fly with a balance outstanding over 30 days.

 7. Standard Procedures

 Flying members must understand that the ability to fly club aircraft is a privilege, not a right, and that the club spends a lot of funding to keep the aircraft in a safe, fully operational, and neat condition. Flying members must take care of club aircraft or they will not be able to fly club aircraft. The following items are examples of required procedures that must be followed. Following the scheduling, dispatch, and status board procedures, completing a pre-flight check, creating a weight & balance, using checklists, following all FAA regulations, flying safely, being respectful to ATC, completing a post-flight check, cleaning the aircraft after flying, reporting any discrepancies, and returning the keys. The Lakeland Aero Club is a flying club and any hiccups in the club’s flying procedures could drastically effect the reputation of the club. Flying members should use the highest levels of responsibility, integrity, and common sense when flying club aircraft. Flying members who do not follow the procedures to the fullest extent will be denied the ability to fly club aircraft. Flying members must remember that they are supposed to serve as a good example to members who will be pilots in the future.

 8. Flight Training/Student Progress/Check out Requirements/Simulator Use

 TBD

**F. Housekeeping Procedures**

 1. Kitchen Use

 Members have the ability to use the kitchen area in the club facility at any time. Food kept in the kitchen area must be labeled with the owner’s name and must be consumed within a reasonable time frame. Food that is not labeled is subject to be consumed by someone else, and/or thrown away. Food that is going bad, or is attracting bugs will be thrown away. Members must not consume food that does not belong to them, unless it is not labeled. Members are responsible for cleaning up after themselves when using the kitchen area. Using the kitchen area is a privilege that can easily be revoked.

 2. Conference Room Use

 The conference room is to be used only for studying or for holding meetings. Food is not permitted in the conference room unless approved by a club officer. The conference room is normally locked, so if a member wishes to use the conference room they must speak with a club officer. The chairs in the conference room must not be used as playgrounds. When leaving the conference room, ensure the chair backs are placed vertically, the chair bottoms are placed all the way up, and that the chairs are properly pushed in. The conference room is primarily used for holding meetings, and it needs to remain in a clean and usable condition.

 3. Bathroom Use

 Bathrooms should be kept in a clean condition at all times. If all members ensure to clean up after themselves (not pee everywhere) then the bathrooms will stay in a generally clean condition at all times. If a bathroom is out of soap, air-freshener, or toilet paper, simply replenish the bathroom. If a bathroom has a full garbage can, simply take out the garbage. Cleaning the bathrooms is always the least favorite job, but it would not be such a daunting task if everyone ensures to clean up after themselves.

 4. General

 All individuals that are regularly in the club facility must take part in keeping the club in a clean condition. Some tasks are still regularly necessary even when everyone cleans up after themselves. Floors regularly need to be swept, garbage regularly needs to be taken out, windows regularly need to cleaned, and the outside of the building regularly needs to be hosed off. The club facility is the home of the organization and it must be kept in a clean condition. Members who help keep the facility clean and do the jobs no one wants to do are the members who receive the coolest opportunities. Regular cleaning of the facility happens on a daily basis.

**G. Lawn Equipment Procedures**

 1. General

 The club is responsible for lawn care around the hangar, as well as for the grass runway, all in the amount of approximately four acers. Members must assist in keeping the lawn mowed, weeded, and looking nice. Any individual mowing behind the club facility must have an airport issued badge, or must be supervised by someone with an airport issued badge. Individuals mowing the grass runway must be at least 18 years old, have an airport issued badge with movement area training, and must use an aviation radio to monitor ATC. The club’s lawnmower is typically being used multiple times a week to keep up with the amount of acreage that is being mowed. The lawnmower cost a lot of money and must be taken care of to ensure it has a long life. After mowing, the lawnmower must be cleaned off prior to bringing it inside the hangar. Club officers are responsible for keeping all lawn equipment maintained according to the equipment manuals.

**H. Vehicle Procedures**

 1. Authorization

 No individual is permitted to use a club vehicle without first seeking authorization from a club officer. Individuals driving the golf cart must be at least 16 years old with a valid driver’s license. Individuals driving the car or the van must be at least 18 years old with a valid driver’s license and must on the club’s insured driver’s list. Authorization must be given each time the vehicle is to be used.

 2. General Use

 Individuals driving club vehicles must abide by all road laws to include the speed limit. The speed limit in the SUN ‘n FUN campus is 10 MPH. Club vehicles are to be used only for club related purposes. All club vehicles must be taken care of and properly maintained to ensure a long-term use. All club vehicles need to be regularly detailed, primarily by those driving them, so that they are always clean and presentable. Club officers are responsible for keeping vehicle registrations and insurance coverages valid.

 3. Return of Vehicle

 Vehicles must be returned in a generally clean condition. If a vehicle is returned with damage when there was no prior damage, then the driver will be held responsible for fixing the damage. If the keys to the vehicle are lost, the driver will be responsible for obtaining new keys.

**G. Asset Check-Out Procedures**

 1. Operational Training

 All individuals using club assets must complete the required training regarding the use of club assets. Training must be regularly completed to ensure that all procedures are followed to the fullest extent. Training will be mandatory once every two years for individuals regularly using club assets. Re-training will be required for individuals who repeatedly obtain infractions in the procedures.

 2. Certification

 All individuals who complete asset training will be recorded on a spreadsheet showing the date of training and the assets trained to use. All infractions in the procedures will be recorded within the spreadsheet to determine when re-training will be required.

**H. Behavioral Procedures**

 1. Behavioral Expectations

 Club members are expected to act similar to the way they are supposed to act during school. Running, jumping around, throwing things, screaming, being disrespectful, or being inappropriate are examples of things that will not be tolerated. Club members must treat all individuals with kindness and respect. Club members must submit to higher authority, whether or not the higher authority is an adult or another student member. Overall, club members are expected to act like maturing young adults.

 2. Club Representation

 Members must understand that as a member of the club they are responsible for maintaining the reputation of the club and that they are always representing the club. Any instances of misbehavior can reflect badly on the club, whether in school, around the SUN ‘n FUN campus, or in public.

 3. Zero Tolerance Policies

 The Lakeland Aero Club has a zero-tolerance policy for bullying, fighting, tobacco, drugs, and alcohol. Any instances of breach of the zero-tolerance policies will be followed with an immediate revocation of membership from the club.

 2. Behavioral Consequences

 Members that do not follow the rules as described in the Standard Operating Procedures are subject to the following behavioral correction program. This program is purposed for higher level behavioral issues such as disrespect, but will also serve for lower level behavioral issues that are often repetitive such as running in the hangar.

First Offense: Unofficial Meeting. A senior member holds a small side conversation to discuss the behavioral issue.

Second Offense: Official Meeting. A club officer and a senior member hold a documented meeting to discuss the behavioral issue.

Third Offense: Official Parent Meeting. A club officer holds a documented meeting with the members parents to discuss the behavioral issue. A suspension of membership privileges is established for a short period of time.

Fourth Offense: Membership Termination. A club officer holds a documented meeting with the members parents to discuss the behavioral issue. A termination of membership privileges is established, and future membership is discussed.

 Officers of the club never want to use this program for the correction of behavioral issues; however, the program will be used when the reputation of the club is at risk due to a members’ behavior. Members will always be given a chance to make their wrongs right because the club strived for 100% member success.

**I. Facility Security**

 1. Facility Access

 All club officers have a master key to the facility. Club officers will establish the issuance of keys to any other individual and will keep on record a roster of all issued and spare keys. All individuals with keys are responsible for maintaining the security of the facility. The last individual leaving the facility must ensure all doors are locked, and that the facility is properly secure. Any individual that loses a key to the facility will be required to cover the cost of re- keying the facility. No individual under the age of 18 is permitted to have a key to the facility.

 2. Security Camera System

 Club officers must monitor and maintain the facilities security camera system. The security camera system is installed to monitor the members within the facility, monitor use of the aircraft, serve as evidence for liability purposes, and serve as evidence of theft.

**J. Safety Procedures**

 1. General

 Individuals must use extreme caution when using shop tools or working on aircraft. Eye glasses, gloves, and ear protection should be worn by all individuals near operating power tools to include a hand drill, drill press, sander, band saw, circular saw, dremel, sheerer, lawnmower, or weed eater. Members under the age of 18 must receive authorization from a club officer prior to using any power tools other than a hand drill. Gloves and face masks must be worn when using any chemicals with the exception of chemicals from the Stewart’s System. Eye protection must be worn anytime an individual is looking up while performing a task where an item could fall into their eyes. General safety precautions should be practiced at all times. Club officers are responsible for ensuring that an excess amount of safety supplies such as eye ware, ear protection and gloves are readily available, fire extinguishers are inspected and readily available, and that members are following all safety procedures. Safety seminars will be held a minimum of once every year, and safety procedures are be posted throughout the facility.