



Administrative Policy

Southeastern Minnesota Flying Club, Inc.

A community of friends and pilots since 1958

Adopted January 2011

**Southeastern Minnesota
Flying Club**

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Section 1: General

The purpose of this document is to provide guidance for the Members, Maintenance Officers and Board of Directors in matters related to aircraft safety, maintenance, financial decisions and other issues. This document in no way replaces the Bylaws and/or Flying Regulations and Operating Rules of the Club. Rather, it provides a framework to enable the important business of the group to be accomplished in a responsible and efficient manner. It is a working tool, the content of which has been agreed upon by current Club leadership and which may be modified as needed in the future as needs and Club leadership change.

Section 2: Maintenance Policies

Proper maintenance of Club aircraft ensures the Members of the availability of mechanically sound, well-equipped aircraft. Much of the administrative effort of the Board and Maintenance Officers is focused on this issue. All Members, however, have an important role to play in maintenance and safety issues.

Damage, mechanical concerns, instrument failure or other issues possibly affecting the airworthiness of a Club aircraft should be treated with utmost caution; generally by grounding the plane until airworthiness is assured by an authorized A&P review.

All maintenance shall be conducted in accordance with FAA regulations.

The Maintenance Policy guidelines that follow concern preventive maintenance, annual and other required inspections and repair of the aircraft instruments, powerplant and propeller, flight controls, avionics and other components required for aircraft operation. They specifically exclude authorization of expenditures for cosmetic maintenance (paint, interior upholstery or carpet, for example), or for significant avionics or other additions or upgrades.

2.1 General Maintenance Policy by Role

Paragraph I: Members

- A. Individual Members are responsible for the safe operation of Club aircraft. The PIC shall determine that the aircraft is airworthy with a thorough preflight check before each flight.
- B. A review of the scheduling system shall be part of each preflight assessment to become aware of previous squawks documented in the scheduling system, to ensure no new issues have developed and to ensure that previous concerns have been addressed.
- C. All new defects or concerns encountered on preflight or at the conclusion of a flight shall be recorded online in the scheduling system. Additionally, a notification shall be sent to the Membership.
- D. Any defect that could interfere with the aircraft's safe operation requires cancellation or postponement of the flight until corrected AND requires immediate communication with the aircraft Maintenance Officer.
- E. Should communication with the aircraft's Maintenance Officer not be possible, Members shall notify the Vice President or subsequently any other Officer. Failing this, the aircraft shall be clearly identified as potentially unsafe and pilots on the schedule shall be contacted with the Member's concerns.
- F. All flights shall have required charts appropriate for VFR or IFR operations, as well as flashlights for night operations.

Paragraph II: Maintenance Officers

- A. Maintenance Officers are permitted and encouraged to perform any routine preventive maintenance allowed by FAR Part 43, Appendix A, Paragraph C - Preventive Maintenance. Together with the Vice President, the Maintenance Officers as a group are charged to create a schedule of regular preventive maintenance for Club aircraft.
- B. Maintenance Officers are charged to maintain a spreadsheet or log of needed tasks required to maintain a safe and legally airworthy aircraft. This record is to be kept in duplicate by the Vice President, updated at least monthly for his or her review.
- C. Maintenance Officers are further charged to ensure that all required checks, software upgrades and inspections required for their particular aircraft take place as required and on time with the assistance of the Vice President.
- D. Maintenance Officers shall review all squawks recorded in the scheduling system and share them with the Vice President at least monthly.
- E. Maintenance Officers shall maintain the tachometer log book in each airplane, including Maintenance Officer contact information.
- F. Maintenance Officer responsibilities include monthly interior care of the aircraft and hangar maintenance (sweeping, clearing snow, changing light bulbs, emptying trash and other duties).
- G. The Maintenance Officers are the point of contact for Club Membership for any irregularities identified before, during or after flight. Maintenance Officers are expected to deal immediately with any issues potentially affecting flight safety, at a minimum by removing the aircraft from the schedule until it can be inspected and repaired as needed.
- H. Maintenance Officers must raise any concerns related to issues beyond preventive maintenance with the Vice President for possible review at a repair facility.
- I. Maintenance Officers are not authorized to arrange any work on the aircraft by a repair facility without the prior approval of the Vice President or another Board member.

Paragraph III: Vice President

- A. Aircraft maintenance is the critical role of the SEMFC Vice President, with the knowledge and approval of the other Board members. The Vice President, subject to the approval of the Board, shall make an agreement with one or more repair stations to service Club aircraft and club avionics on a continuing basis.
- B. The Vice President is authorized to arrange any needed repair, including purchase of parts and authorization of labor up to \$1,000 without consultation with the Board as a whole.
- C. The Vice President shall work with the Maintenance Officers for individual aircraft to ensure that routine maintenance, annual inspections, GPS software updates and upgrades, Airworthiness Directives, pitot-static checks, VOR checks and other tasks are performed on time in compliance with Federal Regulations.
- D. The Vice President has authority individually to approve and schedule tasks required by Federal Regulation to be performed by a repair facility at his or her discretion with no specific dollar limit.
- E. To this end, each Club aircraft shall have a maintenance spreadsheet or log available to the Vice President but maintained by the Maintenance Officer(s) for the particular aircraft enabling confirmation of compliance at a glance.

- F. The Vice President shall assist Maintenance Officers in their work as needed. For example, by arranging needed training for preventive maintenance tasks, keeping needed inventory of supplies or parts, and arranging for needed repairs.
- G. Should a Maintenance Officer not be available to field a Member's squawk question or concern regarding a particular airplane, the Vice President should be consulted. If he or she is also unavailable, another Board member should be contacted.

Paragraph IV: The Board of Directors

- A. In the absence of the Vice President, another Board member may arrange or approve needed aircraft repairs up to \$1,000.
- B. Repairs over the \$1,000 limit require approval by the Board as a whole.

2.2: Record keeping

Paragraph I: Inventory

Oil, Cleaning Products & Other Consumables

The Southeastern Minnesota Flying Club shall maintain an adequate inventory of consumables required for aircraft operations in a location clearly identified for use by Maintenance Officers and Club Members as needed. This includes cleaning supplies and oil.

Aircraft & engine replacement parts

An accurate and up-to-date inventory of parts shall be maintained by the Vice President.

Paragraph II: Routine & Annual Inspection Schedules

As noted in [Section 2.1 Paragraph III: Vice President](#), a spreadsheet or table of required inspections, software updates and other tasks required for safe aircraft operations shall be maintained and kept up-to-date at all times.

Paragraph III: Squawks – Flight-Critical

- A. All potential flight-critical issues require immediate notification and prompt review by the Maintenance Officer, Vice President or other Board member.
- B. Significant concerns should result in removing the aircraft from the flight schedule, and review/action by a qualified repair station as needed.
- C. Members should advise pilots following them on the schedule of their concerns and perform any other actions needed to ensure the safety of their fellow Club members.

Paragraph IV: Squawks – Non Flight-Critical

- A. Non flight-critical defects or irregularities should be logged online in the scheduling system's squawk feature for each aircraft.
- B. Members are encouraged to contact the Maintenance Officer personally to better convey the information and enable appropriate action to be taken.

2.3: Maintenance Program

Maintenance records shall be kept for each aircraft in the Powerplant and Airframe log books as required by the FARs.

Paragraph I: Routine Inspections

The Vice President and Maintenance Officers are expected to devise a schedule of routine preventive maintenance for the Club aircraft, including oil changes and compression checks.

Other required routine tasks are to be accomplished by use of a similar schedule. This includes pitot-static checks, VOR checks, compliance with required Airworthiness Directives, etc.

Paragraph II: Annual Inspections

Annual inspections shall be arranged by the Vice President in conjunction with each aircraft's Maintenance Officer as required by the FARs.

2.4: Maintenance Check Flights

To be handled on an individual basis by the Maintenance Officer(s) and the Board of Directors.

Section 3: Financial Management

3.1: Policies & Procedures

Paragraph I: General

- A. The Board will strive to maintain a balance in their expenditures, with the primary goal of maintaining affordable, safe and enjoyable aircraft for SEMFC Members to use.
- B. All Club aircraft at present are equipped with WAAS-enabled GPS and are IFR certified. As a general principal, the Board will seek to maintain a comparable level of capability as technology advances, within limits of affordability. It will carefully weigh costs against the potential safety and capability enhancements provided by any change, modification, upgrade or new equipment installation.
- C. The interior and exterior appearance of the airplanes reflect directly on the SEMFC. To the extent financially possible, the Board will seek to maintain aircraft paint and interiors with regular maintenance and cleaning. When necessary and fiscally possible, exterior paint and needed interior work will be authorized.
- D. The Membership will be consulted during regular monthly meetings regarding any pending decision of significant financial import related to these important decisions.
- E. With the exception of expenditures to which the Club is legally obligated and flight-critical parts and maintenance services approved by the Vice President, no purchase may be made, no asset disposed of and no service contracted for an amount exceeding \$1,000 without the approval of the Board of Directors.
- F. The purchase or sale of Club aircraft shall be the responsibility of the Board of Directors after approval by the general Membership at a regular meeting.

Paragraph II: Individual Members

No individual Member is authorized to transact business, purchase services, supplies or any equipment or aircraft parts other than the specific duties of the Board Officers or other exceptions outlined in the Bylaws.

Paragraph III: Annual Budget

- A. An annual budget will be made at the beginning of each fiscal year, based upon previous financial information and best estimates of the year to come.
- B. A careful assessment of the fleet will be performed, evaluating overall flight activity in comparison with previous years, and in light of current membership numbers and hours flown.
- C. Each Club aircraft will be assessed individually, including aircraft value, required upcoming maintenance and desirable repairs or upgrades in a joint review with the Board and Maintenance Officers.

Income

Income Includes

- Initial share purchases
- Monthly dues
- Flight operations hourly charges
- Interest
- Insurance deductible payments
- Aircraft or parts sale

Expenditures

All expenditures on behalf of the Club must be signed by a Club Member in good standing and shall be properly receipted. Receipts shall be submitted to the Treasurer within 30 days.

Expenditures shall be grouped into Fixed Expenses, Aircraft Operating Expenses and Other categories as follows:

Fixed Expenses

- Insurance
- Licenses & Registration Fees
- Hangars
- Utilities
- Taxes
- Other

Aircraft Operating Expenses

- Oil
- Parts, Tools & Supplies for Preventive Maintenance
- Annual Inspections
- Engine Reserve

Other

- Aircraft Purchases & Loan Payments
- Maintenance, Upgrades or Aircraft Work Other than the Engine
- Club Social Activities
- Membership Deposits Refunded
- Aircraft Damage Not Covered by Insurance or by a Member as Described in the Bylaws
- Miscellaneous Expense

3.2: Accounting

The Treasurer is charged with maintaining the financial records of the Club.

3.3: Audit and Inspection

An independent audit and inspection of the financial records shall be performed by a licensed accountant at the end of each fiscal year.

3.4: Insurance

The Treasurer is charged with ensuring continuous and adequate insurance coverage for Club purposes, including aircraft and members operating Club aircraft. Members shall provide any information required for this purpose upon request of the Board. An annual review of the insurance policy will be undertaken by the Board at a regular monthly Board meeting to adjust the terms as needed.