

SEMFC Administrative Policy Statement

Section A: General

- The purpose of this document, written in January 2011, is to provide guidance for the members, maintenance officers and Board of Directors in matters related to aircraft safety, maintenance, financial and other issues. This document in no way replaces the formal Bylaws and/or Flying Regulations of the club. Rather, it provides a framework relevant to the current environment to enable the important business of the group to be accomplished in a responsible and efficient manner. It is a working tool, whose content has been agreed upon by current leadership and which may be modified as needed in the future as needs and leadership change.

Section B: Maintenance Policies

- Proper maintenance of club aircraft ensures the members of the availability of mechanically sound, well-equipped aircraft . Much of the administrative efforts of the Board and Maintenance Officers are 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 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.

Paragraph 1: General maintenance policy: role of club membership, MOs, V.P and Board

Members

- Individual members are responsible for the safe operation of Club aircraft. The PIC must determine that the aircraft is airworthy with a thorough preflight check before each flight.
- A review of the Squawk Book prior to flight shall be part of each preflight assessment, reviewing previous squawks to ensure no new issues have developed and that previous concerns have been addressed.
- All new defects or concerns encountered on preflight or at the conclusion of a flight shall be recorded in the Squawk book found in each hanger.
- Any defect that could interfere with the aircraft's safe operation requires cancellation or postponement of the flight until corrected **AND** immediate personal contact with the aircraft Maintenance officer.
- Should this not be possible, the Vice President or subsequently any other officer should be notified. Failing this, the aircraft should be clearly identified as potentially unsafe and pilots on the schedule contacted with the member's concerns.
- All flights will have required charts appropriate for VFR or IFR operations, as well as flashlights for night operations.

Maintenance Officers

- 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 the club aircraft.
- They 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.
- They 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.
- A Squawk book shall be maintained in each hanger by the Maintenance Officer for that aircraft, to be reviewed regularly and shared with the Vice President at least monthly. This book must include current contact information for the Maintenance Officer, Vice President and other Board members.
- The tachometer log book will similarly include the same contact information
- Monthly interior care of the aircraft and hangers is also a part of the M.O. responsibilities.
- Hanger maintenance (sweeping, snow clearing, light bulbs, trash emptying and other duties)
- The Maintenance officers are the point of contact for club membership for any irregularities identified before, during or after flight. They 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.
- Any concerns related to issues beyond preventive maintenance must be raised with the Vice President for possible review at a repair facility.
- 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.

Vice President

- 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.
- The Vice President is authorized to arrange any needed repair, including purchase of parts and authorization of labor up to \$1000 without consultation with the Board as a whole.
- He or she shall work with 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.
- 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.
- 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.
- The vice president will 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.

- Should a maintenance officer not be available to field a squawk question or concern of a member regarding a particular airplane, the Vice president should be consulted. If he is also unavailable, another Board member should be contacted.

The Board of Directors

- Another Board member may, in the absence of the Vice President, arrange or approve needed aircraft repairs up to \$1000.
- Repairs over the \$1000 limit require approval by the Board as a whole.

Paragraph 2: Record keeping

Inventory

Oil, cleaning products and other consumables

- The SEMFC 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 to be kept in each aircraft hanger.

Aircraft and engine replacement parts

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

Routine and annual inspection schedules

- As noted in the Vice President duties, above, 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.

Squawks: flight-critical

- All potential flight-critical issues require immediate notification and prompt review by the Maintenance Officer, Vice President or other Board member.
- Significant concerns should result in removing the aircraft from the flight schedule, and review/action by a qualified repair station as needed.
- 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.

Squawks: non-flight-critical

- Non-flight-critical defects or irregularities should be logged in the Squawk Book for each aircraft.
- Contact the Maintenance officer personally is encouraged to better convey the information and enable appropriate action to be taken.

Paragraph 3: Maintenance Program

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

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 include Pitot-static checks, VOR checks, required cylinder ADs, annual inspections, etc.

Annual inspections

- Annual inspections will be arranged as required by the FARs by the Vice President in conjunction with each aircraft's maintenance officer(s).

Paragraph 6: Maintenance check flights

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

Section C: Financial management

Paragraph 1: Policies and procedures

- 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.
- All club aircraft at present, with the exception of the designated trainer, 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.
- 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.
- The membership will be consulted during regular Monthly meetings regarding any pending decision of significant financial import related to these important decisions.
- 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 \$1000 without the approval of the Board of Directors.
- 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.

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.

Annual Budget

- 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.
- 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.
- 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 purchase
- 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 and registration fees
- Hangers
- Utilities
- Taxes
- Other

Aircraft operating expenses

- Oil
- Parts, tools and supplies for preventive maintenance
- Annual inspections
- Engine reserve

Other

- Aircraft purchases and loan payments
- Maintenance, upgrades or other work on the aircraft 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

Paragraph 2: Accounting

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

Paragraph 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.

Paragraph 4: Insurance

The Treasurer is charged with ensuring continuous and adequate insurance coverage for Club purposes, including aircraft as well as members operating club aircraft. Members shall provided 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.