

## PIC Privileges

### Membership

- San Carlos Flight Center (“SCFC”) has two levels of membership.
- Renting Members may operate SCFC aircraft without a CFI and have full access to online flight scheduling systems. Web Members (or Community Members) have access to online live streaming and our online safety seminar archive.
- Only SCFC CFIs may give instruction in SCFC aircraft.

### Minimum Pilot Requirements

- To operate an aircraft without a CFI, Renting Members must meet minimum pilot requirements for the aircraft type.
- Even with a CFI, some SCFC aircraft are not allowed to be used for primary training. Refer to the SCFC Aircraft Checkout Matrix.
- Renting Members must demonstrate understanding of SCFC policies and procedures, San Carlos noise abatement procedures, and the SF Bay Area airspace and operating environment.
- Any changes to airman status must be communicated to SCFC prior to the next flight.

### Checkouts

- Before operating without a CFI, all new members must have a New Member Checkout by an SCFC CFI.
- Prior to operating an aircraft solo, student pilots must have completed an SCFC Pre-Solo Phase Check.
- All members must obtain an Aircraft Type Checkout by demonstrating the knowledge and ability to operate the specific make/model of aircraft safely to the satisfaction of an SCFC CFI. The Aircraft Type Checkout will include a review of the aircraft systems, ground handling, and flight maneuvers for which the aircraft and pilot are certificated.
- Some Aircraft Type Checkouts require a Phase Check by a second SCFC CFI. Refer to the SCFC Aircraft Checkout Matrix.
- Mountain Checkouts are required before airplane operations at any airport with an elevation of 3,000 feet MSL or greater, or over mountainous terrain of 8,000 feet MSL.
- High-Altitude Checkouts are required before operations above 14,000 feet MSL.
- A G1000 Checkout and at least 5 logged hours of dual instruction in a G1000 aircraft are required before operating an SCFC aircraft equipped with G1000 avionics.
- Aerobatic Checkouts are required before performing any aerobatic maneuver in an SCFC aircraft.
- SCFC simulators are primarily used for dual instruction, but Renting Members may be authorized to operate one of our simulators without a CFI if they have completed a Simulator Checkout by an SCFC CFI.

## **Recent Flight Experience**

- SCFC members must maintain flight currency by flying an SCFC aircraft at least once every 90 days, or will need to complete a re-currency flight with an SCFC CFI. Some aircraft require a shorter currency. Refer to the SCFC Pilot Currency Requirements matrix for more details.
- Students flying solo must have flown with an SCFC CFI within the past 30 days.
- Pilots must have passed an FAA Practical Test or completed an FAA Flight Review within the preceding 24 calendar months.
- Members are strongly encouraged to do training with an SCFC CFI at least once every 6 months, either to work on improving competency at the level of their existing certificate and ratings, to add additional competency in a new aircraft type, or to obtain additional certificates and ratings.

## **Member Liability**

### **Member Dues**

- Member dues are charged on the first day of the month for the coming month. Failure to pay dues by the 5th of the month may result in loss of member privileges.
- Members are subject to an Account Activation Fee upon initial sign-up or when reactivating membership.
- Members may terminate or inactivate membership at any time by communicating their intent to SCFC via phone or email. Reactivation is subject to an Account Activation Fee.

### **Scheduling**

- Overnight flights require prior SCFC approval and may be subject to a minimum aircraft rental charge. Overnight vehicle parking at San Carlos Airport requires prior approval.
- Aircraft not checked-out within 30 minutes of the start of the reservation time may be released to other members.
- New reservations made with an SCFC CFI within 24 hours or less must be confirmed with SCFC or the CFI directly prior to being finalized.
- CFI reservations cancelled within a 24-hour period are subject to a minimum charge of 1 hour of CFI time.
- Aircraft are to be returned at or before the end of the reservation period so as not to inconvenience the next pilot. Failure to do so may be subject to a late return fee.

### **Flight Costs**

- Check aircraft flight times prior to flight. If there's a discrepancy, inform SCFC staff or an SCFC CFI prior to flight or you will be charged according to the numbers shown in the aircraft keybook.
- When two digits are showing in the Hobbs window, the higher digit is the one that counts.
- Communication of a discrepancy must be through direct contact or email with a time stamp.
- All flight charges are to be paid at the conclusion of the flight. Members must maintain a valid credit card on file with SCFC.
- Fuel and oil purchased off airport will be reimbursed if members provide an itemized receipt showing the aircraft tail number and member name. Fuel purchased off airport will be reimbursed at up to \$1 over KSQL cost. Oil purchased off airport will be reimbursed at cost.

### **Flight Costs (continued)**

- Members who put down a block payment by cash or check will have their account credited with a 5% bonus. Minimum block payment is \$1,000.
- Balances owed beyond that of a member's block account will be charged to the member's credit card at the completion of the flight.
- Members agree to pay all landing and ramp fees at airports of operation.

### **Aircraft Care and Maintenance**

- SCFC has Flight Line staff who assist in keeping aircraft clean and equipped between flights. This does not excuse Renting Members from keeping the aircraft they fly clean. Members must return the aircraft in as good or better condition than when they found it, including secured properly, control lock and pitot cover in place, and aircraft clean of trash or debris.
- Oil should only be added in full quarts and in accordance with the oil level guidance.
- Oil caps must be secure but not excessively tight as it can damage the aircraft and result in charges to the member.
- Members are advised to use caution when flying with pets aboard SCFC aircraft, as scratches and tears in the aircraft interior are expensive to repair and will be charged to the member. Aircraft cleaning associated with pets is likewise costly. Please exercise good decision making when choosing to bring your pet along.
- If maintenance is required on an SCFC aircraft while on a flight away from San Carlos, members should receive authorization from SCFC prior to any work being performed.

### **Squawks and Equipment**

- To protect themselves and others, all SCFC members should complete full preflight and post-flight inspections.
- Members must report any airworthiness discrepancy or aircraft condition item to SCFC prior to flight. Aircraft Discrepancy Reports can be found in the aircraft keybook. Photos of squawks should be emailed to [squawks@sancarlosflight.com](mailto:squawks@sancarlosflight.com).
- Any un-squawked damage found prior to the next flight will be assumed to have occurred on the prior flight, and the previous Renting Member will be responsible for the costs.
- Recharge or replacement of dead batteries due to leaving electrical systems powered on will be charged to the previous Renting Member.
- Equipment missing from the aircraft (e.g., checklists, pitot covers, fuel sample cups, etc.) will be charged to the previous Renting Member.

### **Damage**

- The member that schedules and rents the aircraft is responsible for any damage to the aircraft that occurs during the flight.
- Members must contact SCFC as soon as practical following any incidents or accidents.
- SCFC insurance provides \$1,000,000 liability combined single limit for bodily injury and property damage for each occurrence, with sub-limit of \$100,000 per person with a pilot-paid deductible.
- Members are liable for a deductible of \$2,500 for all fixed-wing aircraft and 10% of hull value for rotorcraft.
- Members are encouraged to obtain aircraft renter's insurance at a level sufficient to cover the deductible to protect the pilot everywhere they fly, not be tied to a specific club.
- All members must have signed an SCFC Statement of Insurance attesting that they have either secured renter's insurance or knowingly decide to operate without it.

## **Flight Operations**

### **Flight Planning**

- Members must ensure sufficient fuel to arrive at the destination with no less than the minimum fuel as required by regulation.
- Members must obtain weather reports and forecasts, airport runway lengths, TFRs and other NOTAMs required for the flight.
- Members must determine aircraft performance characteristics for takeoff, enroute, and landing prior to flight.

### **Safe Operation**

- Prior to engine start, members must ensure that fuel caps are securely in place and do a final walk around to ensure the area around the aircraft is free from FOD.
- Use caution when starting or operating near people or other aircraft. Propeller or rotor wash damage is the responsibility of the pilot.
- Aircraft may be started in the parking spot if the pilot has determined it is safe to do so.
- Airplane pilots are encouraged to transition the aircraft to the run-up area as soon as possible after engine startup. Linger in the ramp area with engine running is to be avoided as it exposes pedestrians and ground personnel to injury.
- Taxi slowly, especially in the parking area and around hangars.
- Practice safe and courteous flying consistent with all airport, state, and federal aviation regulations.
- Shut down on the taxiway centerline without turning, and use tow bar to push the plane back into the parking area.
- Unless in operation, all aircraft should be secured at all times.
- SCFC pilots must adhere to SQL noise abatement procedures and requested minimum safe altitudes along the coast.
- All members should complete TSA awareness training annually and exercise vigilance in controlling access to the secure airport areas.

### **Passengers and Distractions in Flight**

- No one other than the Renting Member is allowed to manipulate the flight controls or systems.
- SCFC pilots are prohibited from using any handheld camera during flight.

## **Pilot Deviations**

### **Operations Requiring Special Authorizations**

The following operations are prohibited in SCFC aircraft, except with prior authorization from the SCFC Chief Pilot.

- Aircraft operation on unpaved runways
- Overnight flight, or flight out of California
- Flight to airports above 3,000 feet MSL or over mountainous terrain above 8,000 feet MSL
- Aerobatic flight or spin recovery training
- Flight from the right seat in airplanes, with specific training with an SCFC CFI
- Formation flying

### **Prohibited Operations**

The following operations are prohibited for all SCFC aircraft:

- Hand propping an aircraft
- The use of SCFC aircraft for commercial operations
- Smoking in or anywhere near SCFC aircraft
- Flight into known icing conditions, regardless of aircraft equipment
- Intentional single-engine operations in multi-engine aircraft without an SCFC CFI
- Student pilot touch & go's
- Any touch & go's in retractable-gear or high-performance aircraft
- Intentional spins without an SCFC CFI
- Aerobatic flight without an aerobatic checkout

### **Termination**

- Safety is our first priority, and members found to be unable or unwilling to meet SCFC safety standards may have their membership terminated at any time.
- Failure to adhere to member regulations is grounds for termination of membership.