

**FLAPS
FINGER LAKES AREA PILOTS, INC.**

**MEMBER HANDBOOK
AND
STANDARD OPERATING GUIDELINES**

OVERVIEW:

Finger Lakes Area Pilots, Inc. (FLAPS) is a group of pilots and non-pilots who advocate, support and promote aviation in general and at Finger Lakes Regional Airport (FLRA) in particular. FLAPS is a not-for-profit group that has many fixed and variable expenses. FLAPS provides benefits to its members and, in turn, we rely on the gracious support of our members to help keep our operating costs as low as possible. The following is a general guideline covering the operation of FLAPS and your participation in the organization. It is not intended to cover every detail of every situation. Policies are subject to change and member's input is valued and welcomed by the Board of Directors. Information regarding corporate management is published in the By-Laws of the Corporation.

MEMBERSHIP RIGHTS AND RESPONSIBILITIES:

ANNUAL MEMBERSHIP DUES: Yearly dues is \$100 for full FLAPS members. Full members may vote in FLAPS elections, will receive all FLAPS mailings and may run for and serve on the Board of Directors. Any member who flies FLAPS aircraft will pay an additional \$350 (total \$450 for the yearly dues.) Associate membership is \$50 per year. Associate members include non-flying supporters of FLAPS and active FLAPS approved flight instructors. Associate members may not vote and may not fly FLAPS aircraft. They will receive all FLAPS mailings. The yearly dues for active flight instructors, (those instructors who actively instruct for FLAPS), is \$50 per year. If the flight instructor also plans to fly FLAPS aircraft for personal use, he/she will be required to pay the additional \$350. Snowbird Members may fly FLAPS aircraft from June 1st to August 31st of the calendar year (or any consecutive three month time period) and will pay \$300 for the season. They must take a seasonal (yearly) check ride with an authorized FLAPS flight instructor. If a licensed pilot, must have a current BFR and Medical. If a student pilot, must meet all usual requirements for student pilots. Snowbird Pilots will not have voting privileges.

If a member decides to leave FLAPS, his/her membership dues will not be refunded.

CHARGES FOR AIRCRAFT USE: Only FLAPS members may fly FLAPS aircraft. FLAPS does not rent to the general public. In that sense, FLAPS is a flying club. Current prices for aircraft usage are as follows: \$100 per hour wet (including fuel). Members flying must either pay for their flight at the end of the flight or may purchase flight hours in advance to avoid carrying their checkbook with them. There is a three-hour minimum charge for each night the aircraft is away from FLRA, (For example, if

you depart at 5PM Friday and return at 3PM Sunday, a minimum charge of six hours applies.)

Unused flight time is non-refundable, but may be sold to another active FLAPS member at a price negotiated between the two members. If the member leaving FLAPS is unable to negotiate a price, FLAPS may purchase those unused flight time hours at \$60 per flight hour. **FLAPS members may pay by personal check or business check.**

INSURANCE: FLAPS aircraft are fully insured. Coverage include Bodily Injury - \$100,000 each person, \$1,000,000 property damage. The 1971 Piper Cherokee 140 has an insured hull value of \$40,000 and a deductible of \$200, whether in motion or not in motion. Payment of the deductible is the responsibility of the pilot-in-command in any accident or incident in which there is damage to FLAPS aircraft. FLAPS will keep on-file copies of pilot licenses and medical certificates to satisfy our insurer that those flying the aircraft are doing so legally. Also, all pilots flying FLAPS aircraft must complete bi-annual flight reviews (BFR) or Wings Program. **Any pilot who has not flown a specific FLAPS aircraft in more than six (6) months must take a check flight with an authorized FLAPS flight instructor.**

INSTRUCTORS: FLAPS may have several flight instructors. All instructors must be members of FLAPS. Our instructors teach both primary and advanced students and their fee is the responsibility of the student pilot and is above and beyond the hourly flight cost. Fees for instruction may vary depending on type of teaching, (ground school versus flight time), but \$30 per flight hour is the current rate for primary instruction.

CHARTS: Every flying member of FLAPS is expected to fly with current charts. It is your responsibility as pilot-in-command to have current charts on-board the aircraft. FLRA lies within both the New York and Detroit sectional. In addition, each flying member must purchase the Pilot Operating Handbook, (POH), for the aircraft he/she is flying.

FLAPS HANGAR: The FLAPS hangar was built and is owned by FLAPS. The FLAPS aircraft is kept in this hangar. The hangar is available for all FLAPS functions. If you are a flying member in good standing, you will be issued the combination to the electronic hangar door lock. If you enter the hangar, you must respect any member aircraft inside and be careful when around them. Remember to turn off the lights and lock the door when you are done using the hangar.

CURRENCY: Any licensed pilot member or solo-student member who has not flown a FLAPS aircraft in the preceding six (6) months **MUST** take a check flight with an authorized FLAPS flight instructor.

CARE AND MAINTENANCE OF FLAPS AIRCRAFT

CARE OF FLAPS AIRCRAFT: Members must treat FLAPS aircraft with respect. Eating, drinking and smoking are prohibited in the aircraft. Members are urged to fix small problems such as loose screws or low tire pressure as they find them. Trash should

be removed after each flight. Take good care of the aircraft and leave it clean for the next pilot.

WINDSCREEN AND WINDOWS: A clean windscreen and windows are important so you can more easily see. A few do's and don'ts are in order regarding the windscreen. **DO** use a soft cloth on the Plexiglas. **DON'T** use paper towels, as they are only slightly less harmful to the Plexiglas than sandpaper. The best cleaning solution is plain water or special cleaner provided. **DON'T** use any ammonia based cleaner (these will cause the Plexiglas to become foggy).

OIL CHANGES: Oil should be changed every 50 hours. If you observe the time on the oil approaching 50 hours, inform the maintenance officer or your flight instructor.

INTERIOR AND EXTERIOR CLEANING: FLAPS members who fly the aircraft are responsible for keeping it clean. Washing an airplane is not hard, but it is time consuming. Join with another member and do it together. You will become better friends and the aircraft will look sharp when you are done. FLAPS has all the equipment and supplies needed for you to give the aircraft a good bath. Remember to clean the carpet and seats. Each member flying the aircraft may be assigned to a cleaning schedule.

MAINTENANCE: FLAPS members have the right to fly a well-maintained aircraft. FLAPS aircraft will be maintained in accordance with Federal Aviation Regulations. The Board of Directors may appoint one or more maintenance officers to oversee that aircraft are maintained properly. Part of the responsibility for maintenance falls directly upon the member of FLAPS flying the aircraft. Discovering problems is part of a thorough pre-flight inspection and post-flight examination. Documenting any problems in the flight log is the responsibility of the pilot-in-command, as well as notifying the maintenance officer, any board member or your flight instructor. **FLAPS WILL NOT SKIMP ON MAINTENANCE!**

SCHEDULING AND CANCELLATIONS: FLAPS members must schedule flight time via the Internet at: www.flightcircle.com. There is computer access in the flight planning room at the airport or you may reach this site from home or office. If members need help with scheduling, they may contact any board member and request assistance. If you have scheduled, please be on time for your flight. Keep in mind that a pre-flight inspection must be done. Don't keep your instructor waiting and don't keep the next scheduled pilot waiting. A grace period of 20 minutes will be allowed for each scheduled pilot. If you are more than 20 minutes late for your scheduled flight, the aircraft will be considered available for any other FLAPS pilot. To cancel a flight, you must log on to the above Internet site and delete your reservation. Understandably, there will be last minute cancellations due to weather, but remember that even though a long cross country flight may be impossible, a local flight may be possible and it is just common courtesy to either keep your scheduled time or cancel in a timely fashion.

FLIGHT LOG: Each and every time you fly FLAPS aircraft, you must complete the flight log for that aircraft. Remember to note any irregularity and, of course, do not fly if the discrepancy in any way negatively affects the airworthiness of the aircraft. Please date each logbook entry, add the Datcom and Tach times and add the time on engine oil. Fill in the amount of fuel added and any oil added. Write legibly and sign your entry. Your flight instructor will show you how to fill out this flight log.

PRE-FLIGHT PREPARATIONS: Each member pilot, prior to flight, will do a pre-flight inspection. When the aircraft is in the hangar, there is no need to use the cabin cover, pitot-static cover, gust-lock or cowl plugs. However, if you plan to be overnight at a distant airport, you will want to bring those covers and plugs along with you to protect the aircraft. Also, remember to use the gust-lock when parked outside the hangar.

FUELING: FLAPS aircraft should be fueled after every flight. FLRA has 24-hour self-service fueling. The fueling card is kept in the right front seat pocket. This card will be used for obtaining fuel at FLRA. New members will be instructed in its use and the correct way to fuel the aircraft. It is necessary to fill the tanks to the “tabs”. This will allow the next pilot at least 34 gallons of fuel. It also allows greater flexibility regarding passenger and/or baggage load. It may be necessary to fuel the aircraft when away from home if on a cross-country flight. We urge pilots to carry enough fuel on-board to safely make their destination with a one-hour reserve. When purchasing fuel at another airport, save the receipt and turn it in to the treasurer. You will be reimbursed for the fuel at the current price per gallon being charged at FLRA. If there are any questions on the proper method of fueling, please ask for help from the airport attendant or an experienced FLAPS member. You must remember to replace the fueling card after use so it will be available to the next pilot. The fuel card is a credit card. Please treat this card as if it were your own. Don’t lose it.

TANNIS HEATER: The FLAPS Cherokee is equipped with a Tannis Heater for pre-heating the engine in cold weather. This heater runs on electricity and should be used whenever the air temperature is below 30 degrees for extended periods of time. An extension cord is fed into the engine compartment from below the cowl and plugged in to the heater on the right side of the engine compartment. Allow at least three (3) hours for a proper pre-heat. As always, ask for help should you need it.

POST-FLIGHT PROCEDURE: After each flight, the aircraft will be carefully stored in the FLAPS hangar. Make sure the electric bi-fold hangar door is closed and secured. Lock the hangar door on your way out. If the aircraft is outside, all tie-downs will be secured. If the aircraft is outside in the winter, wing covers may be used to keep the wings free of snow and ice. The parking brake should be left off when the aircraft is tied down. If out of town at another airport with no tie-downs available, please apply the parking brake and chock the front wheel.

MEMBERSHIP MEETINGS AND EVENTS

MONTHLY BUSINESS MEETING: All members are encouraged to attend the monthly business meeting **on the 3rd Wednesday of each month at 7:00 PM in the FLRA terminal conference room.** This meeting will last approximately one hour and may include an aviation related educational meeting. FLAPS work sessions will normally be scheduled on weekend days.

FUND RAISING EVENTS: FLAPS may hold fly-in Breakfasts or other fund raising activities. Members are urged to attend any fund-raisers and help keep our costs down by actively working these events.

SOCIAL EVENTS: There may be social events for members and their families. Whether these events take place depends on the interest of the membership and their willingness to volunteer time and effort.

COMMUNICATIONS: All members will receive the FLAPS monthly business meeting minutes via e-mail. If a member does not have e-mail, he/she may request the minutes via U.S. Mail. Members should feel free to contact any Board member at any time with questions, comments or concerns.

FINAL THOUGHT: The primary goal of FLAPS is to promote general aviation. Our means to that goal are:

1. Provide an aircraft for member pilots.
2. Recruit new pilots, student pilots and supporters of general aviation.
3. Maintain our piloting skills.
4. Improve our piloting skills.
5. Stress safety to all our members.
6. Have fun doing what we love.

Achieving this goal requires a volunteer effort by all members. When each member accepts a share of the responsibility, we all share in the fun and camaraderie of our organization.

FLY SAFE!!!

FLY FLAPS!!!

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2020 - 2021 OFFICERS AND DIRECTORS

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