

# **SPRINGFIELD FLYING CLUB POLICY AND PROCEDURES**



## **Sections.**

- 1. Administration**
- 2. Club operation**
- 3. Memberships**
- 4. Safety**
- 5. Hanger construction**



## SECTION 1

### ADMINISTRATION

- 1.01 Setting of membership dues**  
The membership fee will be determined by the Board of Directors and presented to the membership for approval. All changes to the fee will be effective only after membership approval. Changes will be done in the preceding year and every member will be advised by mail sent to their last known address.
- 1.02 Gasoline pricing**  
The cost of gasoline will be kept as low as possible. To this end, no more than 10 cents per gallon will be added to our cost of gas to cover overhead. The cost of repairs to the gas pump, hose, ground cable and tank replacement is to be borne by the General Revenue Account. Large unforeseen expenditures may therefore require a SPECIAL ASSESSMENT against members. Members are required to pay for fuel when received from the pump. Accounts out-standing will be assessed a service charge of 2% per month until paid.
- 1.03 NSF cheques**  
A service charge of \$15.00 (Fifteen Dollars) will be made where a member's cheque is returned for whatever reason by the member's bank. Should such service charge not be paid, the Directors may, at their entire discretion, take such disciplinary action as they see fit.
- 1.04 late payment of membership dues.**  
A surcharge of \$20 will be applied to dues or portion thereof still outstanding by May 31st. Following this date the Directors may take action as outlined in the by-laws of incorporation. Members are encouraged to leave a post dated cheque at the Club's last annual meeting.
- 1.05 Unauthorized or unlicensed vehicles.**  
No unauthorized and/or unlicensed vehicles will be allowed to be parked or stored on any part of the Springfield Flying Club property, whether on or near tie-downs, in or beside hangars and other buildings
- 1.06 Purchasing of goods or services for the club.**  
All goods and services obtained for the Club require prior authorization by the Directors. Invoices submitted for reimbursement without such authorization may not be paid. The name of the Springfield Flying Club will not be used for the purpose of obtaining goods and/or services for personal use.
- 1.07 Sale of fuel**  
All fuel purchased by members must be for use in their own aircraft. Filling large (45 gallons or more) containers and removing fuel from the field requires prior approval by the Directors.
- 1.07.1 Sale of fuel to non members or persons without membership association.**  
Fuel may be sold to non members only if they sign the fuel liability waiver, pay 10 cent per liter over Club price and pay in full. **Only 100 LL fuel may be sold to non members or persons without membership association.**
- 1.08 Use of club electricity.**  
The Directors reserve the right to limit individual electrical consumption for winter engine and/or interior heaters and hangars). Members are obligated to inform the Club of excessive electrical consumption and reimburse the Club accordingly.



## SECTION 1

### ADMINISTRATION

**1.09 Alteration or repair of club property**

Alterations, additions or repair work will not be carried out to any Club property (tractors, buildings, fuel tanks, pumps, taxi ways, parking area and runways etc.) without prior authorization by the Board of Directors.

**1.091** Landscaping adding fill, digging ditches or otherwise altering Club premises will not be allowed unless authorized by the Directors. Adding a small amount of fill around one's hangar or filling small pot holes in one's tie down area will be allowed.

**1.10 Airport considered private property.**

Lyncrest Airport is private property. Non-members are not allowed on the Airport property unless accompanied by a Member (in good standing) or by prior arrangement with the Directors of the Club.

**1.11 Policy and Procedure manual**

This policy and procedure manual is to be used by the Directors to operate the club and for the members to follow in order to maintain their "member in good standing status". Any changes, deletions or additions to this policy manual which are deemed necessary by the Directors or members can be accomplished at any Club meeting. The suggested revisions will be made and will become effective with a majority vote in favour of the changes.

**1.12 Membership List.**

A membership list will be available to all members. The list will be updated three times a year and will be available at the April, July meetings and in October after the elections. Any changes to this list which occur between the updates will be posted in the club house.

**1.13 Club Inventory.**

An inventory list of all club property will be maintained and updated when the Club acquires or disposes of property. Consumable goods will not be listed.

**1.14 Club Meeting Agendas and Motions**

*An agenda for all Club Meetings will be made available to all members via email or Canada Post prior to the meeting date. Major motions which will affect the fee structure, alter membership requirements, amend the policy manual or any motion deemed by the Directors to be such, will require an email or regular mail notification of the "Notice of Motion" to be presented at least a week before the next meeting. Once the motion is introduced the voting will take place at the next Club meeting. The Membership will be advised of the vote in the Agenda for the next meeting.*



## SECTION 2

### CLUB OPERATION

- 2.01 Sale of aviation and auto fuel**  
Members are required to pay for fuel when received from the pump. Accounts out-standing will be assessed a service charge of 2% per month until paid.
- 2.02 Maintenance of members tie-down area.**  
A gas operated push mower is provided by the Club for members to keep the grass on their tie-down area at a reasonable height. Gas may be obtained from the gas pump and charged to "LAWNMOWER". Fuel and oil levels of the mower must be checked before use. If the mower is unserviceable, the member must advise the Directors as soon as possible. Long uncut grass makes the airfield unsightly, any tie-down area found to have been neglected will have the grass cut by the Club and the member in question will be charged \$20.00 (Twenty Dollars).
- 2.03 Operation of club tractors and other equipment.**  
The tractor shall be operated only by persons designated by the Directors.
- 2.03.1** The club tractor and associated equipment will be operated to clear common areas only ( i.e. taxiways, gas pump area runways, etc).prior approval must be obtained from the Board of Directors before individual tie down areas are cleared.
- 2.04 Security**  
The main gate, located at the intersection of Murdock Road and the airport access road **MUST BE KEPT LOCKED WHENEVER THE AIRPORT IS UNATTENDED.** If you will be leaving on a flight or are not certain if anyone is present or if they will be returning from a flight **please lock the gate.**
- 2.04.1** The locks securing the fuel, the gate and the tractor maybe changed by the directors when deemed necessary



## SECTION 3

### MEMBERSHIPS

- 3.01 Annual membership dues.**  
The annual tie-down and membership fee is for the calendar year and is due on the first day of January each year. Payment, **in full**, must be received by the membership chairman on or before January 31st of the year in question. To minimize the problems and delays in collecting the dues members are encouraged to leave post dated cheques at the last annual meeting.
- 3.01.1** To be a member he/she must fill out and sign the Club's membership application form, the Club's waiver form and agree to abide by the policies contained in this document. For continued membership" a member in good standing status" must be maintained.
- Member in good standing status is defined as:
- one who pays dues and hangar taxes( if applicable) in a timely manner,
  - has signed the clubs waiver form
  - observes and follows the Club's policies and procedures.
  - Volunteers his/her time annually for the maintenance and improvement projects undertaken by the Club.
- 3.02 Member privileges**  
Members in good standing have full use of the club facilities within the confines of this document.
- 3.02.1** The member has outdoor space to park two aircraft without any additional charge, Both aircraft **MUST** be registered to the member.
- 3.02.11** *The number of aircraft parked, within a members hangar, without charge is two or more. All aircraft must be registered to the hangar owner.*
- 3.02.12** *A member hangar may be used for winter storage of a non members aircraft or other property*
- 3.02.2** Member is entitled to space(at no additional cost) to construct a hangar.
- 3.02.3** Members may purchase fuel at club prices.
- 3.03 Fuel keys**  
A deposit of \$25.00 (twenty-five Dollars) is required when a key to the gas pump lock is loaned to a member, which deposit will be refunded, without interest, when the key is returned or forfeited in full if the key is not returned to the Treasurer.
- 3.03.1** The directors of the club reserve the right to recall any or all keys.
- 3.04 Honorary lifetime memberships**  
Honorary memberships may be granted to eligible members or former members who have been recommended for consideration, by Club members, to receive this award by any member of the club. To be eligible he/she must have been a member in good standing for a minimum of five years and retired from flying.
- 3.04.3** Honorary membership will have all the privileges of a regular member except as follows. The member is not entitled to any space for aircraft tie downs or hanger and will not have any voting rights.



## SECTION 3

### MEMBERSHIPS

- 3.05 Compliance with Club policy and procedure**  
The contents of this document is the policy of the Springfield Flying Club and as such, compliance with this policy is a condition of membership.
- 3.06 Conditional use of airport facilities.**  
All persons regularly operating any aircraft (including ultralights, powered chutes, gyros and gliders) from Lyncrest must have membership association with the Club.
- 3.07 Social Membership**  
An affordable membership is available to pilots and anyone with a genuine interest in aviation. To become social members all applicants will require Directors approval and payment of the dues.
- 3.07.1** A Social Member is entitled to all the privileges of a Regular Member except for the following.  
Cannot own a hangar at Lyncrest.  
May attend and participate in Club meetings but does not have a vote.  
May have only visitor aircraft parking privileges.  
Can purchase fuel at member prices.
- 3.08 Transition from Regular to Social Membership**  
Any regular member in good standing who:  
Has given up flying and,  
Does not permanently keep an aircraft or own a hangar at Lyncrest  
will be eligible for a Social Membership, Full voting rights will be retained if the member was a regular member for five or more years.



## SECTION 4

# SAFETY

4.01

### **Aircraft tie-downs**

Tie-down anchors are not warranted by the Club. Members are required to use a minimum of 1/2" nylon rope (not the yellow polypropylene rope) to secure their aircraft.

Should any member of the Board of Directors believe that an aircraft is not securely tied down and may pose a danger to other aircraft or property nearby, the Directors may direct the member responsible for the aircraft to secure the aircraft in an acceptable manner. (A RED RIBBON WILL BE TIED TO THE OFFENDING ROPE TO SIGNIFY A "DANGEROUS CONDITION".)

All aircraft must be tied down when left unattended.

4.02

### **Vehicles on the airfield**

Member's vehicles driven on the airfield will adhere to the posted speed limit (10 km.) at all times and parked adjacent to the member's tie-down or hangar so as not to impede movement of other aircraft or vehicles. Discretion must be exercised by members when the ground is soft especially during the Spring runoff. Ruts made at this time of year are difficult to remove and may present a hazard to aircraft well into the flying season.

NOTE: AIRCRAFT IN MOTION HAVE THE RIGHT OF WAY AT ALL TIMES



## SECTION 5

### HANGAR CONSTRUCTION

#### 5.01

##### **Hangar construction on Club property**

Aircraft Hangars will be approved for erection on Club property, subject to the following:

- a) The applicant must be a member of the Springfield Flying Club (in good standing) and remain so whilst owner of the completed hangar.
- b) An application to construct a hangar along with drawings indicating construction details must be submitted to the Board of Directors for approval. The available building sites will be provided. Minimum side clearances and setback will determined by the Club.
- c) All required approvals must be obtained before any excavation or site work is commenced.

#### 5.02

##### **Hangar taxes**

Any additional realty taxes incurred by the Club in respect to a hangar, when constructed, will be charged to the owner and paid to the Club within 14 days of such demand.

#### 5.03

##### **Storage of personal items other than aircraft**

Storage of items outside a hangar will not be allowed in order that grass surrounding the hangar may be kept trimmed by the member to retain visual aesthetics and discourage rodents.

#### 5.04

##### **Sale of Hangar**

The sale of any Member owned hanger located on Club property is subject to the following condition.

- a) Member must notify the directors of the proposed sale by filling out the application to erect or sell a hangar.



## AMENDMENTS

This manual will be ammended as required to show changes as approved by the Directors and Members. Any changes, deletions and additons from the original October 6, 1998 will be listed in this section.

### **Deleted(from section 5.01)**

*c) Detailed drawings of the proposed hangar and a plot plan showing the location of the hangar must be submitted by the member to the RM of Springfield in order to obtain a building permit.*

### **Added( to section 5) Feb. 03**

#### **5.04**

*The sale of any Member owned hanger located on Club property is subject to the following condition.*

*a) Member must notify the directors of the proposed sale by filling out the application to erect or sell a hangar.*

### **Added( to section 3) Dec 03**

#### **3.05 Social Membership**

An affordable membership is available to pilots and anyone with a genuine interest in aviation. To become social members all applicants will require Directors approval and payment of the dues.

**3.05.1** A Social Member is entitled to all the privileges of a Regular Member except for the following.

Cannot own a hangar at Lyncrest.  
May attend and participate in Club meetings but does not have a vote.  
May have only visitor aircraft parking privileges.  
Can purchase fuel at member prices.

#### **3.06 Transition from Regular to Social Membership**

Any regular member in good standing who:  
Has given up flying and,  
Does not permanently keep an aircraft or own a hangar at Lyncrest  
will be eligible for a Social Membership, Full voting rights will be retained  
if the member was a regular member for five or more years.