

# UNITED FLYING CLUB

## OFF-FIELD PROCEDURES

### FUELING

- 1) Use Flying Club credit cards in aircraft for fuel when possible.
- 2) If unable to use Club credit card, please pay for off field purchases and submit any receipt (with your member number and name written on the back) for reimbursement. Reimbursement requests can be via e-mail, US regular mail or by placing the materials in the "Red Pouch" located in the Treasurer's mail slot in the Hangar.

### MECHANICAL DIFFICULTIES

- 1) Mechanical work on Club aircraft requires approval of the Maintenance Manager. If away from the aircraft's home base, and unable to contact the Maintenance Manager, an alternate Club Officer may authorize the repairs. If unable to contact any of the Club representatives, the member may approve aircraft repairs up to \$500.00.
- 2) If an aircraft is damaged, a Maintenance Contact person or alternate Club Officer must be notified and the aircraft must be inspected by a certified A&P mechanic before it may be operated.
- 3) If mechanical difficulty will cause the aircraft to be delayed beyond its scheduled return time:
  - Extend aircraft reservation if possible, or notify subsequent members
  - Leave a phone number where you or the maintenance facility can be reached.
- 4) If delay involves additional days away from the home base:
  - Notify the Maintenance Manager or alternate Club Officer DAILY of the status and expected return time.
  - Leave a phone number where you can be reached.

### WEATHER RELATED DELAYS

- 1) If unforecasted weather will cause the aircraft to be delayed beyond its scheduled return time:
  - Extend aircraft reservation if possible, or notify subsequent members.
  - Leave a phone number where you can be reached
- 2) If delay involves additional days away from the home base:
  - *Notify the Flight Manager or alternate Club Officer DAILY of the status and expected return time.*
  - Leave a phone number where you can be reached.

*A pilot leaving an aircraft behind due to weather or mechanical reasons is responsible for returning the aircraft to the home field the first day of VFR weather or repair accomplishment. If applicable, arrangements may be made with another Club Member to ferry the plane back to the home field (Original Member retains responsibility for return of the aircraft and costs).*