

T-CRAFT AERO CLUB

www.t-craft.org

Nampa Municipal Airport

INFORMATION PACKET

- Club Policy*
- Operational Procedures and New Member Orientation*
- Backcountry Flying Policy*
- Membership Application*

REVISED APRIL 25, 2009

Welcome!

Congratulations on your decision to join T-Craft Aero Club.

T-Craft Aero Club was started in 1975 by 20 pilots with two aircraft and an immeasurable enthusiasm for flying. Today, the club has six aircraft, more than four times as many members and the enthusiasm for flying has not waned.

Members use the fleet for local flying within the valley, flying across the state, across the country and even international trips. It is the goal of the club to maintain a fleet of safe aircraft for the private and student pilot, and to operate those aircraft at the lowest cost possible.

T-Craft Aero Club is owned by its members and is operated on a non-profit basis. Members do all administration and aircraft maintenance allowed by the Federal Aviation Regulations. An enclosed, locked hangar at the Nampa Municipal Airport protects the aircraft against vandals and weather.

The following pages contain details regarding T-Craft Aero Club's policies and operating procedures as well as a Membership Application. All prospective members will need to attend a T-Craft Board Meeting and a General Membership Meeting to be accepted for membership. A list of upcoming meeting dates is available at www.t-craft.org.

Please bring the following items to your T-Craft Board Meeting interview:

- Completed Membership Application
- Check payable to T-Craft Aero Club for the appropriate membership fee (\$500 for Class I, \$800 for Class II)
- Driver's license copy
- DMV record which can be purchased online from the Idaho Transportation Department (<http://www.itd.idaho.gov/dmv/>)
- Current pilots will need to bring copies of your Medical Certificate, Pilot Certificate and most recent Flight Review endorsement. New student pilots can provide these documents as they are earned after joining the club.

Please contact one of the Board Members listed below if you have questions.

Jim Hudson Membership/Safety Director (208)863-4835 flynjim@yahoo.com	Bill Zerfas President (208)288-1000 zmanid@msn.com
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T-CRAFT AERO CLUB POLICY

1. All members must supply the club with a photocopy of an approved government photo ID and a DMV (Division of Motor Vehicle) driving report at or before their orientation tour and before lock combination is issued.
2. All pilot members must supply the club with a photocopy of their Medical Certificate, Pilot Certificate, most recent Flight Review endorsement, and logbook endorsement for appropriate aircraft sign-off (C150/152, C172, and/or C182) at or before their orientation tour and before the membership card or lock combination is issued. New student pilots can provide these documents to the club as they are earned.
3. Each member must have attended a club function within the past 90 days to be eligible to fly club aircraft.
4. All instructors for members utilizing T-Craft aircraft must go through a screening and orientation before being approved by the Board of Directors. Prior notification and Board approval is required for instructors used at controlled flying seminars or courses.
5. Each member must furnish a photo copy of all necessary logbook endorsements required by the FAA and insurance policy before acting as PIC in club aircraft.
6. - 9. Removed
10. Any pilot, regardless of flying time, desiring to use backcountry landing strips must adhere to the T-Craft Back Country Flying Policy.
11. Any member of the immediate family of a member in good standing may fly up to ten total hours with a club approved flight instructor after being approved by the Board of Directors.
12. Requirements for upgrade from Class I to Class II membership include:
 - a. Minimum 100 hours total time logged.
 - b. \$300.00 additional membership fee.
 - c. Five hours minimum dual instruction in a 182.
 - d. Photocopy of logbook endorsement of sign-off be sent to club.
13. Upon a rating upgrade for Commercial, IFR, CFI, CFII, the member shall produce photocopies of all dual log entries and photocopy of the new pilot certificate. A \$5.00 reimbursement will then be given for each hour of dual instruction taken in T-Craft aircraft pertaining to that rating.
14. All aircraft scheduling must be done through Schedule Master. Schedules can be made up to 90 days in advance. Members are limited to 480 hours (20 days, 28,800 minutes) total time within any 90 day period, unless otherwise approved by the board.
15. All reserved aircraft must be cancelled if the reservation cannot be kept. One hour per day at the scheduled aircraft rate may be assessed at the discretion of the Board for failure to do so.

16. Reserved time shall be lost unless the member picks up the aircraft within 30 minutes after the time scheduled.
17. A member unable to return the aircraft as scheduled shall contact a Board member.
18. The Hobbs Meter will be used to determine flying time. If you can see any part of the next number, you buy it.
19. After each flight, the interior and the leading edges to be cleaned and spray waxed. One-half hour at the hourly rate will be assessed for failure to do so.
20. Out of town tie-down fees are to be paid by the member flying the aircraft.
21. If any hazardous malfunction occurs, the pilot shall placard the aircraft and immediately notify the Board member in charge of aircraft maintenance. If he cannot be reached, notify one of the other Board members.
22. No parking is allowed next to the hanger on the north or south sides. Any city fines and towing fees will be the responsibility of the person cited.
23. Removed 4/28/09
24. It is the responsibility of each member to abide by club policy. Failure to do so will be cause for disciplinary action. Reference Article III, Paragraph 5, Constitution and By Laws.
25. The Liability and Hull Insurance policy is available at www.t-craft.org. Hard copy is available on request. The scheduling member is responsible for the Hull insurance deductible.
26. A \$10.00 late fee will be added to your account if your invoice is not paid on the 20th of the month after the billing date.
27. Any member that damages an aircraft due to their own negligence will pay all cost for parts and labor up to \$500.00.
28. Billing period will be the 26th of each month to Midnight on the 25th of the following month.
29. Each member will be billed the equivalent of one hour 152 time each billing period; said amount to be credited against any flying time.
30. Winter flying hours: during the months of December, January, and February, minimum charges identified in item #29 may be combined for credit during any of these months.
31. T-Craft Aero Club Inc. will reimburse pilots for offsite fuel purchases at the current monthly rate which T-Craft pays for fuel at Nampa. The Difference will be the responsibility of the individual pilot.
32. Each pilot is responsible for insuring adequate fuel for each flight.
33. The Board of Directors is to select a responsible individual (any member in good standing) to conduct a quarterly audit of the Corporation.

T-CRAFT OPERATIONAL PROCEDURES AND NEW MEMBER ORIENTATION

1. Removed
2. A member who continues to fulfill their obligations as directed by the club Constitution and By Laws, Policies and Procedures, and pays their flying account each month as agreed to by signature on the membership application, shall be considered a member in good standing.
3. A member wishing to fly shall schedule the aircraft through Schedule Master and is responsible to cancel with Schedule Master if the flight cannot be made.
4. The aircraft shall be logged out on the log sheet before the aircraft leaves the hangar noting the destination of the flight.
5. The keys for the aircraft shall be picked up from the wall desk in the hangar meeting room after the aircraft has been scheduled and logged out. The keys are in the bag along with the fuel card(s).
6. No parking is allowed on the north or south side of the hangar. There shall be no parking inside the hangar.
7. Entrance to the hangar shall be from the east door. After entry to the hangar member shall roll the combination to zeros for security purposes. The combination of the lock is changed each month on/or about the 1st of the month. The number will be printed on the member's monthly billing statement if the member is in good standing.
8. Prior to start up, the aircraft shall be pulled out of the hangar to the taxi way and turned 90 degrees from the doors. The bay doors shall be closed and locked (including chains), lights turned off and the entrance door shut and locked.
9. After the flight, the windows and interior are to be cleaned. All leading edges (wings, struts, nose, and tail) shall be cleaned and spray waxed. The aircraft shall be parked inside the hangar, gust lock installed and the doors locked.
10. After the aircraft has been hangared, the member shall return the keys, fuel card and black bag to the wall desk. Enter the HOBBS meter time and total time of the flight onto the log sheet. Member shall note the quantity of oil added and any concerns for other members' information.
11. Before exiting the hangar all maintenance and/or hazard concerns shall be noted on the appropriate squawk sheet. The hangar lights shall be turned off, doors shut and locked, and combination rolled back to zeros. The maintenance director shall be notified of any maintenance concerns as soon as possible.

T-CRAFT BACKCOUNTRY FLYING POLICY

PURPOSE: Flying in the Idaho and Northwest Backcountry provides a unique opportunity to access some of the world's most spectacular mountains, rivers, and canyons. This type of flying also has some of the most challenging and hazardous flying for the untrained or overconfident.

Backcountry flying requires a more advanced skill level than the private pilot practical test standards. The T-Craft Aero Club policy establishes entry levels of experience, training, and currency required to use our aircraft in the backcountry. These types of standards are widely accepted by backcountry flight schools and backcountry flight instructors.

Although our policy establishes entry level standards, the backcountry flight instructor has the final decision on matters of safety and pilot proficiency during the backcountry checkout process. It is also the responsibility of the individual T-Craft pilot to meet and maintain proficient standards.

The following policy has been developed to help members safely fly the backcountry.

BACKCOUNTRY FLYING PRIVILEGES:

- Minimum hours (with instructor checkout and T-Craft Board approval) to fly in the backcountry:
 - 150 total hours
 - 50 hours PIC in make and model
 - 5 hours PIC in the past 60 days in make and model required for the initial instructor backcountry checkout for each level. This flying should have emphasis on mountain flying techniques including slow flight, short field takeoffs and landings, go-arounds, weight and balance, and airplane performance charts. The 5 hours PIC may be included as part of the instructor directed checkout.
 - After completing instructor checkout/approval for any of the three backcountry levels, pilots are expected to maintain currency (at least one hour or more of proficient mountain flying techniques practiced in the previous 30 days before returning to the backcountry.
 - All members participating in mountain flying are required to complete an annual (calendar year) mountain flying ground school, taught by a certified flight instructor.
- Experienced backcountry pilots may be grandfathered in by receiving a one time backcountry check flight from a club approved CFI or with the approval of the T-Craft Board of Directors.
- The Board of Directors may revoke a member's use of club aircraft for backcountry flying, if deemed necessary.

BACKCOUNTRY PILOT QUALIFICATIONS:

Three levels of pilot qualifications for three levels of progressively more difficult backcountry airstrips.

- ❑ **Level I:** 150 total hours, 50 hours PIC in make and model.
 - 5 hours PIC in the past 60 days in make and model for the initial instructor checkout. This experience should emphasize mountain flying techniques. The 5 hours PIC may be included as part of the instructor directed checkout.
 - Satisfactory completion of Level I backcountry check flight or Board approval.
 - Fly to any Level I airport that the pilot has been approved to fly by a club appointed CFI.
 - Maintain currency after checkout/approval before returning to the backcountry (at least one hour or more of proficient mountain flying techniques practiced in the previous 30 days).
 - All members participating in mountain flying are required to complete an annual (calendar year) mountain flying ground school, taught by a certified flight instructor.
 - **May not fly as PIC to any other backcountry airports** exceeding RHI Level 9 except with a club approved CFI.

- ❑ **Level II:** 250 total hours, 75 hours PIC in make and model, 20 takeoffs and landings at a minimum of 8 different Level I backcountry airports.
 - 5 hours PIC in the past 60 days in make and model for the initial instructor checkout. This experience should emphasize mountain flying techniques. The 5 hours PIC may be included as a part of the instructor directed checkout.
 - Satisfactory completion of Level II backcountry check flight or Board approval.
 - Fly to any Level I or II airport that the pilot has been approved to fly by a club approved CFI.
 - Maintain currency after checkout/approval before returning to the backcountry (at least one hour or more of proficient mountain flying techniques practiced in the previous 30 days).
 - All members participating in mountain flying are required to complete an annual (calendar year) mountain flying ground school, taught by a certified flight instructor.
 - **May not fly as PIC to any other backcountry airports** exceeding RHI Level 19 except with a club approved CFI.

- ❑ **Level III:** 325 total hours, 125 hours PIC in make and model, 50 takeoffs and landings at a minimum of 8 different Level II backcountry airports.
 - 5 hours PIC in the past 60 days in make and model for the initial instructor checkout. This experience should emphasize mountain flying techniques. The 5 hours PIC may be included as a part of the instructor directed checkout.
 - Satisfactory completion of Level III backcountry check flight or Board approval.
 - Fly to any airport that is reasonably within the capabilities of the pilot and the airplane.
 - All members participating in mountain flying are required to complete an annual (calendar year) mountain flying ground school, taught by a certified flight instructor.
 - Maintain currency after checkout/approval before returning to the backcountry (at least one hour or more of proficient mountain flying techniques practiced in the previous 30 days).

BACKCOUNTRY AIRPORT CLASSIFICATION:

- ❑ Backcountry airport definition: an airport that poses higher than normal danger due to its runway surface, runway length, location in mountains, canyons, and/or high altitude.
- ❑ One commonly used reference for airport classification is the **Fly Idaho!** book which is available from www.flyidaho.com or by calling 800-574-9702 (Hanselman, Galen. **Fly Idaho!** Hailey, Idaho: Q.E.I. Publishing, 1998).
 - This book assigns a Relative Hazard Index (RHI) number to each airport, and also provides a worksheet (see page I-23) to calculate the RHI for any airport.
 - The airport classifications used in this policy are based on the RHI numbers published in **Fly Idaho!**
 - This information is reproduced here with the permission of the author.
- ❑ Note that we have not published a “non-approved” airport list since it is not possible to list every airport that is considered unsafe. **T-Craft members are prohibited from operating at airports that exceed the capabilities of the pilot or the aircraft.**
- ❑ The RHI number is just a guideline. The actual difficulty of an airport could increase based on changing runway conditions, weather, aircraft loading, pilot performance, etc.
- ❑ Off-airport landings are prohibited except in the case of emergencies.

Level I Airports* RHI 1-9	Level II Airports* RHI 10-19	Level III Airports* RHI 20-28
3 Priest Lake (67S)	10 Slate Creek (1S7)	20 Weatherby (52U)
4 Smith’s Prairie (2U0)	10 Memaloose (25U)	20 Graham (U45)
4 Murphy Hot Springs (3U0)	10 Landmark (0U0)	20 Cold Meadows (U81)
5 Cavanaugh Bay (66S)	11 Twin Bridges (U61)	21 Deadwood**
5 Magic Reservoir (U93)	12 Chamberlain (U79)	22 Bernard (U54)
6 Elk River**	12 Magee (S77)	22 Krassel (24K)
6 Midway (U37)	12 Pine (1U9)	22 Upper Loon Creek (U72)
6 Bear Trap (1U0)	13 Elk City (S90)	23 Rogersburg**
6 Fairfield (U86)	13 Flying B**	24 Moose Creek (1U1)
7 Laidlaw Corrals (U99)	13 Greene Valley Ranch**	24 Thomas Creek (2U8)
7 Grasmere (U91)	14 Big Creek (U60)	26 Dixie Town**
7 Cox’s Well (U48)	14 Johnson Creek (3U2)	26 Fish Lake (S92)
7 Big Southern Butte (U46)	15 Lord Flat**	27 Dug Bar**
7 Stanley (2U7)	15 Sulphur Creek**	27 Pittsburg**
7 Garden Valley (U88)	15 Indian Creek (S81)	27 Wilson Bar**
7 Idaho City (U98)	17 Warren (3U1)	28 Shearer (2U5)
7 Smiley Creek (U87)	18 Orogrande**	28 Big Bar**
7 Antelope Valley (U92)	18 Cayuse Creek**	28 Mahoney Creek (0U3)
8 Hollow Top (0U7)	18 Mackay Bar**	28 Cabin Creek (I08)
8 Copper Basin (OU2)	19 Dixie USFS (ID05)	
9 Warm Springs (0U1)	19 Atlanta (55H)	
9 Henry’s Lake (U53)		
9 Bruce Meadows (U63)		

* Listed in order of difficulty. ** No Airport Identifier

FOR T-CRAFT BOARD PROCESSING ONLY

Date of Action: _____

APPROVED REJECTED

Board of Directors Present:

Sponsor: _____

Date of Orientation: _____

Payment Received with Application:

- Class I (C152 & C172) \$500.00
- Class II (C152, C172 & C182) \$800.00

Board Interview Checklist:

- Application
- Policy Manual
- Operational Procedures and New Member Orientation
- Backcountry Flying Policy
- Oral Explanation of Club Rules, Policies & Procedures
- Applicant's questions answered

Applicant Interview & Background Check Remarks:
