

# **Alameda Aero Club Club Rules**

Revision Effective 29 JUNE 2025

## **1. Member Status**

1.1 Admission to the Alameda Aero Club (AAC) requires payment of:

- Initial charges, due upon membership approval by the Board
  - Refundable Deposit: \$750
  - Non-refundable Initiation Fee: \$250
  - First Month's Active Member Dues: \$80
- Dues per calendar month, due on the first day of the month
  - Active Member: \$80
  - Inactive Member: \$25

1.2 Only active members are eligible to fly Club aircraft.

1.3 A member may change status to or from active or inactive only once in 12 months. To change their membership status, members must contact the [Club Membership Officer](#) via email.

1.4 A Member may resign at any time by completing the following steps:

- Notify the [Club Membership Officer](#) via email of their intent to resign.
- [Verify and share](#) their U.S. mailing address in Flight Circle and notify the Club Membership Officer that this has been completed.
- Badged Member: Surrender their Port of Oakland AAC ID badge in person at the [ID Badging Office](#), obtain a receipt for the surrender, and provide an image of the receipt to the Club Membership Officer via email.

A ~6-week waiting period will commence when:

- Unbadged Member: The Club Membership Officer receives notification of the Member's intent to resign.
- Badged Member: The Club Membership Officer receives the image of the receipt for the badge surrender.

During the waiting period, outstanding expenses incurred by the member and charged to the Club will be charged to the member's Flight Circle account. At the end of the waiting period and once all charges have been settled, the Club's bank will be instructed to send the member a paper check for the remainder of their deposit and any positive balance in their Flight Circle account. The check will be sent to the member's U.S. mailing address via the U.S. Postal Service. Any member who resigns less than six months after joining the Club will forfeit their deposit.

1.5 Members are responsible for monitoring communications about Club operations, which will be sent by email to their address in Flight Circle. These emails are the official source of

information for maintenance status and procedures, requirements from the Port of Oakland, and other important details that may require awareness or action from members.

1.5 Members must maintain current information in their Flight Circle account, to include:

- An unexpired credit card to ensure that a backup payment method is available (ACH debit or a positive account balance may be used as the primary payment method).
- A [current mailing address](#) and an actively monitored mobile phone number.

## 2. Currency and PIC Privileges

### 2.1 Pilot-in-Command (PIC)

To act as PIC of an AAC aircraft:

- Private Pilots and higher must have completed a Flight Review in accordance with 14 CFR 61.56 within the preceding 24 calendar months (or phases of the FAA WINGS program, as appropriate).
- Pilots must have logged flight time, including three (3) takeoffs and landings, within the preceding 90 days in the same category and class of aircraft.
- Pilots must complete an appropriate initial checkout with a Club CFI in the same make and model (e.g., DA40; C172) – see section 2.2.
- Pilots must have completed a recurrent checkout with a Club CFI within the preceding 12 calendar months – see section 2.3.

### 2.2 Initial Pilot Checkout

The following are required for a member desiring PIC privileges in an AAC aircraft:

- Complete an initial checkout flight in the desired make and model of aircraft with a Club CFI
- Fill out the appropriate checkout sheet corresponding to the make and model of the aircraft, and then:
  - Review it with a Club instructor and correct any errors
  - Both the pilot and the Club instructor should sign and date it
  - File it in the pilot's member file inside the AAC Clubhouse
  - Notify the [Club Membership Officer](#) and [Chief Pilot](#) by email
- The following requirements must be met for each make and model:
  - A minimum of 1 hour of flight time
  - At least three takeoffs and landings
  - At least one instrument approach for instrument-rated pilots
  - In the Club instructor's judgment, the pilot must demonstrate safe flying, good aeronautical decision-making, and proficiency commensurate with the Airman Certification Standards (ACS) of their certificate/ratings (e.g., Private, Instrument, Commercial).
- For a club member's *first* checkout<sup>1</sup>, this should also include:
  - A ground review of key AAC rules and operating procedures (e.g., checkout system, fuel reimbursements, maintenance tracking and discrepancy recording, postflight procedures).
- Certain aircraft have specific experience requirements:
  - P28A: Private Pilot

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<sup>1</sup> For example, if a Private Pilot joins the Club and wants to be checked out on multiple aircraft, this ground review would be required for the first aircraft checkout (e.g., C172), but not for subsequent ones (e.g., P28A), which would only require the flight portion.

- DA40: Private Pilot
- P28R: Private Pilot; 150 hours total time; 25 hours of single-engine retract time including 5 hours in make/model OR 10 hours of dual instruction in make/model including 15 takeoffs and landings

The provisions of this section do not apply to:

- Club members who are Student Pilots undergoing training for an initial Private Pilot Airplane Single Engine Land (ASEL) certificate. These pilots are permitted to act as PIC when flying solo, provided they meet the requirements of 14 CFR 61.87.

## 2.3 Recurrent Pilot Checkout

The following is required for a member to maintain their PIC privileges:

- On an annual basis, complete a recurrent checkout flight with a Club CFI in a Club aircraft
- Fill out the appropriate checkout sheet and then:
  - Review it with the Club instructor and correct any errors
  - Both the pilot and the Club instructor should sign and date it
  - File it in the pilot's member file inside the AAC Clubhouse
  - Notify the membership Officer by email
- A recurrent checkout flight and ground review should involve the following:
  - A minimum of 1 hour of flight time
  - At least 3 takeoffs and landings
  - At least one instrument approach for instrument-rated pilots
  - A ground review of key AAC rules and operating procedures (e.g., checkout system, fuel reimbursements, maintenance tracking and discrepancy recording, postflight procedures).
  - In the Club CFI's judgment, the pilot must demonstrate safe flying, good aeronautical decision-making, and proficiency commensurate with the Airman Certification Standards (ACS) of their certificate/ratings (e.g., Private, Instrument, Commercial).
- The following should be followed in choosing which aircraft to use for a recurrent checkout flight:
  - A recurrent checkout is only required in a single make and model each year, it is not required in each make and model that the member is permitted to fly.<sup>2</sup>
  - If a member has completed an initial checkout in the P28A, P28R, or DA40, and wishes to retain PIC privileges in any of these aircraft, the recurrent checkout must be in one of these aircraft (i.e., a recurrent checkout in the C172 would not qualify).

The provisions of this section requiring recurrent checkouts do not apply to:

- Club members who are Student Pilots undergoing training for an initial Private Pilot Airplane Single Engine Land (ASEL) certificate. These pilots are permitted to act as PIC when flying solo, provided they meet the requirements of 14 CFR 61.87.
- Club Instructors approved to instruct in AAC aircraft under the terms of 4.1 of these rules.

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<sup>2</sup> For example, if a member has completed initial checkouts in the C172, P28A, and DA40, a recurrent checkout 12 months later in the P28A would allow them to continue exercising PIC privileges in all of these aircraft.

## 2.4 Regaining Currency

If a member has not flown in the preceding 90 days in the same category/class (i.e. Airplane Single Engine Land), including 3 takeoffs and landings, they must:

- Complete a recurrent checkout with a Club CFI prior to acting as PIC in a Club aircraft.

If a member has not completed an AAC initial or recurrent checkout in the preceding 12 calendar months, they must:

- Complete a recurrent checkout with a Club CFI prior to acting as PIC in a Club aircraft.

## 2.5 Phase-In

The provisions of this section come into effect on 01 July 2025. The following should be used to determine when a current club member's next recurrent checkout will come due after that date, to allow for a phase-in of the requirement:

- Club members will be required to complete a recurrent checkout following 01 July 2025 at the end of the calendar month after 12 months from their last:<sup>3</sup>
  - Flight review with a Club CFI
  - IPC with a Club CFI
  - Endorsement from a Club CFI for an FAA Practical Test ("checkride") that the member passed
  - Checkout in a new make and model

## 3. Student Pilots

3.1 Student pilots will require two stage checks, at intervals to be determined by the student's instructor.

3.2 Flight plans must be filed with the FAA for all student solo cross-country flights in excess of 50 nautical miles. Student pilots shall not fly Club aircraft solo when surface winds are gusting above 15 knots and/or the crosswind component exceeds 10 knots, nor fly outside the local traffic pattern when weather conditions are less than 3000 feet ceiling/5 statute miles visibility, without the approval of the student's instructor.

3.3 To ensure compliance with insurance requirements, a student's instructor must sign off on each solo flight. The student must communicate the specific details of each solo flight to the CFI and receive an approval prior to initiation of the flight. The approval should be in a written form (text, email, Flight Circle). No student solo flight may be undertaken without having specific approval for that flight from the student's CFI.

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<sup>3</sup> For example:

- If you did none of the above activities in the 12 months between July 1, 2024 and June 30, 2025, your recurrent checkout would be due immediately.
- If you successfully completed a Flight Review with a Club CFI on September 20, 2024, your recurrent checkout would be due on September 30, 2025.
- If you successfully completed your Private Pilot ASEL checkride on January 5, 2025, your recurrent checkout would be due on January 31, 2026.
- If you did a checkout with a Club CFI in the DA40 on March 29, 2025, your recurrent checkout would be due on March 30, 2026.

- There is no requirement for the CFI to be physically present to review/approve or supervise the flight.

3.4 Per 14 CFR 61.87(b), Student Pilots are required to complete an aeronautical knowledge test administered by their flight instructor before they may be endorsed for solo flight. Club Instructors will use the standardized AAC pre-solo knowledge test, located on the AAC website, unless they have received approval from the Chief Pilot to use an alternate knowledge test.

#### **4. Club Instructors**

4.1 Members who hold an FAA Flight Instructor certificate with appropriate ratings (e.g., Flight Instructor Airplane Single Engine) may apply to be Club instructors.

- The Chief Pilot or their designee will review and approve or reject such applications, with the review to include satisfactory completion of a flight with the prospective Club instructor.

4.2 To be approved as a Club instructor and receive flight instruction privileges, an instructor must review and agree to a Code of Conduct outlining the role and expectations for a Club instructor.

4.3 Any flight instruction given in Club aircraft must, without exception, be provided by an approved Club instructor (as listed on Flight Circle).

4.4 Club instructors are authorized to provide flight instruction to AAC members in Club aircraft for FAA certificates and ratings, Flight Reviews, Instrument Proficiency Checks, AAC aircraft checkouts, and general member proficiency and currency needs.

- Club instructors will operate as independent contractors, and any scheduling and compensation considerations will be negotiated between the instructor and his/her students.

#### **5. Scheduling & Reservations**

5.1 Aircraft may be reserved on a first-come, first-served basis through the Club's web-based scheduler, [Flight Circle](#).

- A comment that describes the flight, such as "VFR local" or "IFR MRY", is required.

5.2 Diamond N22QT, Piper N8312H, and Piper N747JS may not be used for primary training (i.e., members must hold a Private Pilot certificate or higher).

5.3 Since aircraft may be unexpectedly 'downed' for maintenance/safety reasons, the Club regrets that it cannot guarantee reservations or the successful completion of any planned mission.

- The Club is not responsible for incidental expenses (e.g., lodging, transportation, etc.) incurred during any flight.

5.4 A member may make up to five (5) advance reservations. Back-up reservations are allowed and will be honored in the order in which they were placed.

5.5 Failure to appear and dispatch the flight one-half hour after the reserved time will result in the cancellation of the reservation.<sup>4</sup>

- Members who cancel a reservation on short notice (e.g., for weather or other circumstances) are expected to notify other Club members (using the functionality of [Flight Circle](#)) that the aircraft is available.

5.6 No flight may be undertaken (including starting up or taking an aircraft) without completing dispatch on Flight Circle.

- It is a member's responsibility to ensure that the tach number on Flight Circle aligns with the tach in the aircraft before accepting the airplane and starting the engine. If these numbers do not match, an AAC Director should be alerted before dispatching the aircraft.

5.7 Aircraft reservations that last for 24 hours or longer will be subject to a minimum daily rate per additional 24-hour period after the first day, at the following rates:

- N52789, N739UL, N734BN, N6605D: two (2) hours flight time per 24-hour period
- N8312H, N22QT, N747JS: one (1) hour flight time per 24-hour period

There is no minimum charge for the first 24 hours or periods shorter than 24 hours.<sup>5</sup>

5.8 The maximum duration of aircraft reservation is seven (7) calendar days; exceptions must be approved by the Board of Directors.

5.9 Members may not block out an aircraft for a period of time, and operate it out of Oakland, to the exclusion of other members.

5.10 No member or Club instructor is allowed to reserve more than one aircraft for the same time period. The only exception is for FAA practical tests ("checkrides"), and only then with approval from a Board member.

5.11 All flights must be paid for immediately upon landing. There are no exceptions.

- You cannot reserve a flight if you owe \$50 or more on your club account.
- If you have an AAC-sponsored SIDA badge and your account balance reaches \$200, you must clear the balance ASAP, or the Port of Oakland will be contacted to terminate your badge.

5.12 It is the pilot's responsibility to correctly enter fuel reimbursement information at the time of check-in in order for the adjustment to be made to the billed amount for a flight.

- If the printer is not working on a self-serve fuel pump, take a photo of the pump display / gallon cost, send these photos to [fuelreceipts@alameda-aero.org](mailto:fuelreceipts@alameda-aero.org), and enter these details (number of gallons and total cost) at the time of check-in.

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<sup>4</sup> The half-hour rule is a courtesy to other Club members (and fellow aircraft owners). If you're running late but want to fly, change your start time. (After all, you're only cutting into your scheduled block of time.) If you're going to release the aircraft, advise the membership via Slack. Be sure to always honor the next member's start time.

<sup>5</sup> For example: If you take N52789 at 0900 Tuesday and return it at or before 0900 Thursday, you will be charged a minimum of two (2) hours or total flight time, whichever is greater. If you return after 0900 on Thursday you will be charged four (4) hours or total flight time, whichever is greater.

- Failure to enter fuel adjustments at the time of check-in, or incorrect information, may result in the pilot not being reimbursed.

5.13 A maintenance reservation on the schedule means that the aircraft is grounded. Active maintenance reservations override all member reservations, and members are not permitted to dispatch or fly an aircraft that has an active maintenance reservation in Flight Circle unless they have received prior permission from the maintenance team to perform maintenance-related operations.

## 6. Flight Rules

6.1 Members of the Club shall comply with all applicable laws and regulations (including federal, state, and local), Oakland Airport rules and procedures, and AAC rules and procedures while operating Club aircraft and accessing the Oakland Airport using an AAC-sponsored SIDA badge.

6.2 Members must perform a thorough pre-flight inspection (to include a visual determination of the fuel quantity, and verification that the Airworthiness and Registration certificates, appropriate Weight & Balance information, and Operating Manual(s) are in the aircraft) prior to commencing flight.

- Any damage or discrepancies discovered by the member will be assumed to be the responsibility of the last user unless it has been reported previously in the Squawk Log.
- Members will be held responsible for any negligent act (e.g., Master Switch left on) that causes unnecessary loss of revenue.<sup>6</sup>
- If a condition is discovered which may affect the airworthiness of the aircraft, it shall not be flown until cleared by a Club-approved maintenance mechanic (i.e., A&P).

6.3 No member, except a licensed maintenance mechanic, may perform any maintenance on Club Aircraft (other than pre-flight inspections) without authorization from the Club Maintenance Officer.

- When a problem (flat tire, failure to start, etc.) occurs away from Oakland, contact the Plane Captain or a Board member. Members should not spend any money on off-site repairs or parts without authorization from the Board. Please do not spend any money without authorization from them. (It may sometimes be less expensive for the Club to fly an in-stock part to you, rather than buy a new one.)

6.4 All aircraft operating limitations must be observed. Aerobatic maneuvers, except those that are permissible when the aircraft is operated in the Utility category, are prohibited.

6.5 Smoking is prohibited in all Club aircraft.

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<sup>6</sup> "...unnecessary loss of revenue" means that if a member does something negligent that causes the aircraft to be 'downed', that member will be responsible for reimbursing the Club for any expenses incurred in bringing the aircraft back to the 'up' condition. For example, if you run the battery down to doornail-dead (that is, it can't be recharged) because you left the Master Switch on, you're liable for the costs (including labor) of replacing the battery. If the aircraft sits idle while repairs are being made, the member is not responsible for the hours that could have been flown if the aircraft had remained in the 'up' condition.

6.6 Members may not hand prop Club aircraft.

6.7 Except in emergencies, Club aircraft shall be taken off from and landed on airfields listed in the Airport/Facility Directory.

- Pilots may land at private airfields provided advance approval is obtained from the airport owner/manager.
- Any member with less than one hundred (100) hours flying time who lands on an unapproved field must call the Club President, Chief Pilot, or Maintenance Officer before attempting to take off alone. That member may also elect to remain with the aircraft until a better qualified pilot arrives.

6.8 Members are responsible for returning Club aircraft to the Oakland Airport. A member who cannot return the aircraft as scheduled must contact the Club President, Chief Pilot, or Maintenance Officer to notify them of the issue as soon as possible. Two-way communication must be established; messages left on answering devices are insufficient.

- If the issue is (a) mechanical and can be repaired within 24 hours, or (b) weather-related and improvement is forecast within 24 hours, the member shall be responsible for returning the aircraft to Oakland.
- If the member opts to abandon the aircraft, all expenses incurred by the Club in returning it to Oakland shall be borne by that member.

6.9 Refueling at other airports is encouraged when the price is significantly less than at Oakland.

- The Cessnas must be refueled if the total flight time since last refueling exceeds two (2.0) hours tachometer time.
  - Should the member elect not to refuel when the tach exceeds two (2.0) hours since last refuel, the member must add two tenths (0.2) of an hour to the final flight time when checking in the aircraft on Flight Circle, and use that figure as the next member's starting tach.
- The Pipers should be returned with tanks filled approximately to the tabs after each flight.
  - If a Piper has been flown more than one (1.0) tach hour since filled to the tabs, the member must add two tenths (0.2) of an hour to the final flight time when checking in the aircraft on Flight Circle, and use that figure as the next member's starting tach.

6.10 Members must plan and execute flights such that the aircraft lands with no less than 10 gallons of fuel on board or one hour's worth of cruise fuel - whichever is the greater amount.

6.11 After shutdown, the aircraft must be tidied up (waste materials and charts, etc. removed, seat belts and shoulder harnesses dressed, sunscreens in place), de-energized (Master and Avionics Master switches Off), properly tied down (with control lock and chocks, pitot cover and cowl plugs in place, propeller in a horizontal position), and doors locked. Members are reminded to use the tow bar for ground handling.

6.12 Power out and pull-through parking is prohibited at the AAC ramp. This rule applies to AAC aircraft tied down in positions T12, T13, T14, T15, T18, T19 and 906-2.

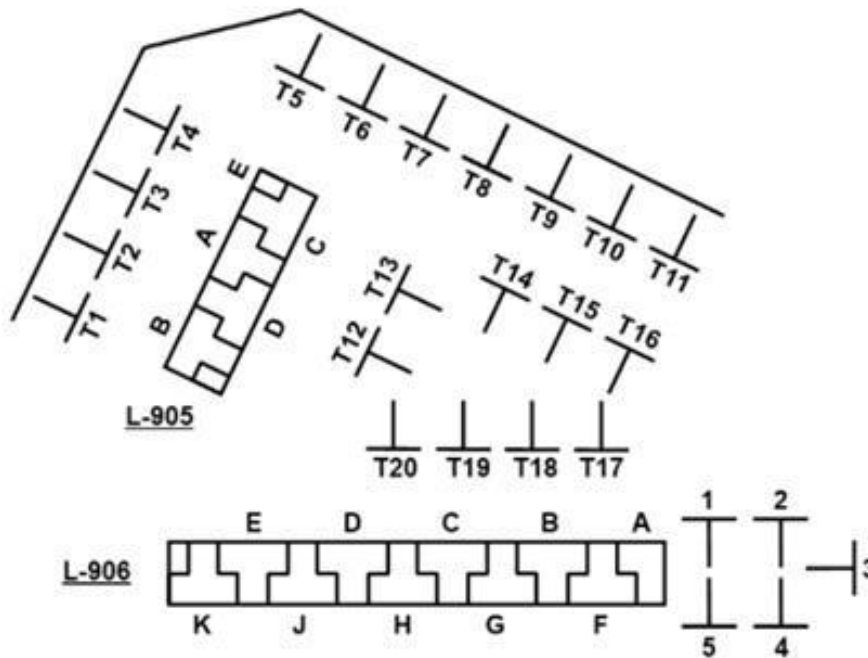
- For pilots departing the AAC ramp, the aircraft must be pulled out of the tiedown spot using a tow bar and turned onto the nearest taxiway prior to engine start.



- For pilots parking at the AAC ramp, the aircraft must be stopped on the taxiway adjacent to the tie down spot and pushed back into parking using a tow bar.
- Pilots and CFIs must remain vigilant during the use of the tow bar to ensure it is safely stowed before startup. A good rule is that if your hand is not on the tow bar, the tow bar should be stowed in the rear of the aircraft.

6.13 AAC aircraft may only be parked in the tiedown spots reserved for the Club (currently positions T12, T13, T14, T15, T18, T19, and 906-2).

### **“OLD” T-HANGARS**



6.15 Club aircraft are not permitted to fly to 88NV (Burning Man).

6.16 Club aircraft are not permitted to be flown for hire or compensation, or for any commercial activities with the exception of flight instruction.

## **7. Penalties and Remedies**

7.1 Violations of AAC rules and procedures may result in penalties being taken against a member.

- The Membership Officer has the ability to impose penalties, including but not limited to: (1) suspending a member's flying privileges for a period of up to 30 days; and/or (2) requiring mandatory member re-training with a Club CFI.<sup>7</sup>

<sup>7</sup> Factors that may be taken into account in determining the scale of potential penalties include: whether safety was jeopardized; financial cost to the Club; repeat offenses; and whether the member takes responsibility and demonstrates accountability for errors.

- A penalized member has the right to appeal to the full AAC Board of Directors; the penalty can be overturned by a majority vote.
- The Board of Directors can suspend or expel a member from the Club by a 2/3 majority vote.
- If the Board votes to expel a member from the Club, the member may appeal such a determination to the general membership: it may be reversed or upheld by a simple majority of the members present at a meeting called by the Board for such a purpose. The vote shall be by written, secret ballot.