



Membership Guide

Central Arkansas Premier Flying Club
Cantrell Field, Conway, AR (KCXW)

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Welcome to Sparrow Flying Club

Sparrow Flying Club is run by its owners and member pilots entirely for the mutual benefit of its member pilots and airplane owners within the club's fundamental mission, which is to at a reasonable cost:

- promote training, safety, and security of general aviation (GA)
- make general aviation accessible to the local community
- provide a diverse fleet of well-maintained and well-equipped aircraft
- facilitate high-quality flight instruction for its members

You are invited to the club's regular general membership meetings, Safety Program meeting, Saturday ground school, club website and Facebook page. We also invite you to submit articles to share your aviation experiences and insights with your fellow members on the club's website and Facebook. We actively build a club culture of safety and good decision-making.

Thanks to our members, our member flight instructors and our Safety Program, the flying club has an excellent safety record.

Enjoy your fleet of airplanes!

Sincerely,
David Jones and Charles Brantley
www.sparrowflyingclub.com

What's in a Name?

Sparrow Flying Club has become one of the largest, most active and safest flying clubs in Arkansas!

Sparrow was founded by pilots and airplane owners who loved to fly and wanted a reliable fleet of airplanes at reasonable prices. Since its inception in 2008 at Cantrell Field, Sparrow has been member-oriented.

Whether you have just decided to learn how to fly or you are a seasoned pilot with thousands of flight hours, Sparrow Flying Club is the right flying club for you. As a member you can enjoy flying or learning to fly a variety of well-equipped, clean airplanes including trainer, cross-country and business to fit your needs from student through professional pilot.

Benefits and Privileges

Airplane Fleet at KCXW

- Several clean, well-equipped airplanes at Conway's Cantrell Field
- Our fleet includes flight trainers, cross-country single engine and light sport models
- Fuel/oil-included ('wet') rental rates
- Only 1 hour per day minimum for multi-day or overnight cross-country trips
- All airplanes are "smoke-free" for your health and enjoyment

Insurance

- Insurance coverage (certain limitations apply) that pays for airplane damage and personal injury (maximum claim payment is \$100,000 per passenger, \$1,000,000 liability) per incident
- Member deductible contributions capped at \$1,000 per incident
- Members benefit from all non-subrogation protection
- Policy is available, upon request, for your inspection

Featured Programs

- Quarterly safety meetings to promote safe flying
- Member Referral Program – bring a new member and receive a credit for one month's membership dues
- Airplane Ownership Startup Program, for prospective airplane owners to lease their airplanes

Additional Member Services

- Club website as well as a Facebook page with continuously updated club news and announcements, www.sparrowflyingclub.com.
- Convenient Schedule Master online reservation scheduling and account management.
- Detailed, secure online reports of your flights.
- Choose from our Certificated Flight Instructors.
- Most other FBO/club checkouts accepted for make and model, as well as FAA
- WINGS program credit.
- Great pricing without "block rate" deposits.
- Monthly dues lower than many clubs, with the option to pay in advance as desired.

- Flexible, easy payment arrangements (Visa, MasterCard, Discover, AmEx, or prepayment check).
- Club DVD Library - check out a DVD from our club library for flight training, safety and more.
- Ground training classes offered on each Saturday.

Airplane Owner Services

- Managed services including scheduling, billing, reporting, rental collections, and insurance, on a monthly basis.
- Potentially significant cost of ownership offsets through member rentals of your airplane.
- In most cases, significantly lower aircraft insurance rates than otherwise possible, because of our aggregated policy and Safety Program.
- Regular operational line checks of airplane status and condition.
- Convenient Schedule Master online reservation / maintenance scheduling, airplane status and electronic payment system for your flights.
- Detailed, secure online reports of your airplane's flights.
- Establish special checkout requirements for your airplane's Operational Rules, and owners can specify particular CFIs and pilots who can operate your aircraft if necessary.
- Airplane Ownership Startup Program to help you assess a potential airplane lease to Sparrow Flying Club

Club Membership & Safety

- Monthly general membership meetings feature aviation guest speakers and panelists, pilot pizza socials, club communications and much more. You are always welcome to bring a guest or family member to the club meetings!

Culture of Safety, Proficiency and Good Judgment

It is our goal to encourage Sparrow Flying Club members to maintain a high level of aviation safety. Sparrow Flying Club members fly hundreds of flights each year in a wide variety of aircraft models, avionics and performance characteristics to destinations local and regional. We maintain a very good safety record thanks to the hard work and dedication of our club members.

Sparrow's Safety Program encourages participation in the FAA WINGS program and promotes refresher training for any reason at any time.

Membership Responsibilities

Pretty much all of the below will seem elementary common sense expectations and that's how we see it too – a little help and teamwork go a long way to a smoothly-running club and a consistently positive membership experience.

Maintain Your Member Account Details and E-Mail Address

We use Schedule Master, a web-based software system, to manage your membership status, billing details, and history. E-mail is the primary means the club uses to communicate with you. You are responsible for keeping this account information up-to-date and accurate, **including a working email address that is not blocked by your email filter**, and for keeping your account properly paid. Your membership dues and flights are billed to up to two cards of your choice or your pre-paid balance to maintain your airplane scheduling privileges. For example, one month prior to your card expiration, an email alert is automatically sent to you from Schedule Master to provide you ample advance notice. If your cards are declined, your account will automatically be suspended for up to 90 days; however, when you next log into the scheduling system and update your card details to pay the outstanding balance, your account will immediately reinstate. It's easy, fast and very simple

Submit Original Expense Receipts

You are responsible for submitting original receipts in good condition for any expense claimed at the time of payment for a flight. If you do not have a receipt, you may not claim the expense. However, if you later find or receive a receipt for a prior expense, you may submit it to the Membership Officer along with complete details about the flight for a credit to your account.

Timely Payments

You are responsible for immediately settling your flight payment upon your return to the airplane's home airfield. The club may automatically bill your account for the cost of the flight plus a collection fee if payment is not received within two (2) business days of the conclusion of your flight. Similarly, if you claim an expense for a flight payment but do not submit the original receipts, the club may automatically bill your account for the undocumented expense claim plus a collection fee (\$25). *Whenever your account has an unpaid balance your scheduling privileges are automatically suspended.* Again, it is easy and straightforward to log into Schedule Master to update your account details or

make a payment to reinstate your scheduling privileges. Incremental adjustments of incorrect Hobbs meter readings or expense credits may be made to your account without a collection fee. Please refer to the club's Schedule of Fees for details.

Flight Reviews and Medical Certificates

You are responsible for timely delivery of a copy of your flight review and FAA AME medical certificate to the Membership Officer.

Bylaws, Operational Rules and Code of Conduct

You are responsible for understanding, complying and staying current with the Club's governing Bylaws, Operational Rules and Code of Conduct. These documents are available in the new member materials and on the club website members' section. Changes to these materials will be communicated on the website and may also be communicated in general membership meetings. Your annual flight review CFI ground school time should also review these documents in their current form.

Easily Avoid Loss of Privileges or Membership Termination

The club's governing requirements are, for the most part, obvious, and though necessary, very easy to follow. Virtually none of our members ever run afoul of them, and we want to help you keep it that way!

The requirements are, however, mandatory, and the club's Safety and Operations Officers may suspend member privileges and must suspend membership if a member has been involved in an airplane accident or incident. In the unlikely and unfortunate event of a suspension, the member's information is reviewed by the club's Operational Officer for the reinstatement or termination of the member's club privileges. A forcibly-terminated membership is eligible for reapplication after one year.

Help Airplane-Owner Members by Flying Responsibly and Exercising Care

The club owns none of the airplanes you fly. Every airplane is owned by at least one club member or a legal entity owned by a club member. The owner pays the club an hourly management fee and sets the rental rate. The club collects the rental income and invoices the owner for any net loss or pays them a check for any net proceeds.

Frequently, owners owe the club at the end of the month; in fact, many member airplane owners consider their airplane a “good” business if it breaks even. The club is therefore, in a purely functional sense, a general aviation market where owners compete for your rental dollars to offset their expense of ownership. As a club member rental pilot, keep this in mind as you fly their airplanes. The next section covers some fairly self-evident responsibilities that help owner members keep their airplanes available for you to fly.

Aircraft Use Responsibilities

To get the most out of your flying with Sparrow Flying Club, below are more common sense expectations for a consistently positive membership experience. See the club’s Operational Rules for more details.

Recent Experience, Proficiency, Good Judgment

As a pilot, the FAA holds you responsible for maintaining sufficient recent experience and proficiency in the airplanes you fly as Pilot in Command (PIC). We encourage you as a Sparrow Flying Club member to support our club culture of safety by using higher personal minimums than required by the FAA. If you feel nervous, concerned or have a nagging doubt about your ability to safely fly as PIC, consider that a red flag to spend some refresher time with a member CFI. This is particularly important if your proposed flight involves a cross-country flight, an unfamiliar or high altitude runway, or other risky conditions. Most of us get rusty in a matter of a few weeks out of the cockpit. Fly often, stay current. Perhaps invite a CFI on a lunch or breakfast flight. Resist the urge to show off for family or friends as this behavior often results in your family or friends being unwilling to fly in “small airplanes” ever again.

Careful Taxiing and Parking

You are responsible for taking it easy, slow, and careful when moving airplanes on the ground. If your car cost \$50,000 to \$500,000 it’s doubtful you would take chances with obstacles and clearances or ride the brakes at high RPM. Taxi near 1,000 RPM and take your time watching for clearance around obstacles. When in doubt or there’s a chance of a strike, slow down! Swing slowly and wide of structures and parked vehicles. The same goes for doing 180 turns – only slowly with wide clearances. Use a wing or tail spotter when pulling out or pushing back into a parking spot – the risk of a wing or tail ding may seem minor until it becomes an expensive poor judgment call and ruins the subsequent flight plans of several member pilots after you. Note our frequent deliberate use of the significant word, ‘slowly’.

Aircraft Pre-flights

Preflight the airplane with your printed self-dispatched “preflight” page from the Schedule Master system. Not only is this simply the obviously prudent way as PIC to ensure the airplane is safe for your intended conditions of flight, finding and reporting obvious damage before you take the airplane is usually the best way to avoid potentially being held responsible for it. Add fuel and the proper oil, if necessary. Oil requirements are given in the club cockpit operations binder.

Aircraft Post-flight Care, Trash, Stowing, References

You are responsible for taking reasonable aircraft cleanup care after your flight. Park carefully and slowly, either using a wing/tail spotter person or chock the airplane to take close looks at the tail and wing clearances yourself, and then proceed SLOWLY. Secure the cockpit. *Fully complete the Operations Log Sheet entry.* Replace control locks, reset fuel, engine and avionics controls, etc. Please also stow and secure seat belts across the seats or in the strap holders. Take out your trash, and if there are a few trash items left behind by a forgetful previous member pilot, please dispose of them, too. Take any lost items you find to the club’s office and label them with the airplane tail number and date/time you found them. If you like what you found, find the rightful owner and offer to buy it from them. Carefully secure chocks, windows, doors, and baggage latches. Secure all tie-downs and window covers snugly.

Post-flight the airplane. You might learn something about the flight and the airplane, or find something to report. Document and file any squawks then call the owner; if it’s a serious problem, call the next pilot scheduled for that airplane, too. Unless the pilot taking the airplane after you tells you otherwise, put in a refueling request with the FBO after you return to fuel the aircraft according to the owner’s instructions. *Finally, “post-flight” and pay for your flight in Schedule Master from any Internet computer and submit any expense receipts as soon as possible.* Non-payment may result in a collection fee.

Taking or “borrowing” aircraft references, checklists or documents is a serious issue.

Please DO NOT remove the airplane’s checklist or operating handbook or other onboard references from the aircraft. These references and documents are expensive to replace, sometimes exceeding several hundreds of dollars, and may render the aircraft illegal to fly when missing. If you find you have taken one, return it immediately. Buy an inexpensive store copy, make a few photocopies, or download a PDF from the manufacturer, instead. In some cases, the airplane’s owner may be able to provide you a copy.

Discrepancy Reporting Guidelines

You are responsible for reporting equipment defects you discover in club airplanes. Associated with this is FAR Part 91.3(a) “The pilot in command of an aircraft is directly responsible for, and is the final authority as to, the operation of that aircraft.” If something doesn’t look right to you, find a CFI or club officer and ask for assistance.

Special Airplane Checkouts

You are responsible for securing the necessary logbook endorsements, experience, ratings, special checkouts, and owner permissions required to fly PIC or to instruct as CFI in any airplane having such additional requirements given in the club’s Operational Rules. Most of the club’s complex and high-performance airplanes have additional special requirements in the Operational Rules.

Noise Abatement, Low Flight Restrictions, Scud Running

You are responsible for following all noise abatement procedures and low flight restrictions. Beach, lake, road or building buzzing or low-altitude scud running, for example, not only reflects poorly upon the club and general aviation pilots as a whole, but can result in immediate termination of your membership. Use your best judgment.

International Flight Limitations

Except for airplanes specifically identified by their owners and the club as available and insured for international travel, or otherwise as you have negotiated a written agreement, in advance, with the owner, no international flying is permitted at any time. Airplane owners are not required to make their airplanes available for international flights. Plan ahead at least a few weeks with the airplane owner.

Fuel Price Cap and Fuel Credit Calculation

When flying cross-country, you will stop for fuel that may be priced differently from the rate at KCXW. Your credit for fuel expenses is determined using a club Operational Rule and a Fuel Cap rate. To claim a credit you must submit the *original receipt(s)* into the club’s gray collection box *clearly marked with your name, the airplane tail number, and date of the flight*. If you do not submit the receipt(s) within “a few days” of your flight or omit the required information on the receipt, you will be charged for the undocumented credit.

OPERATIONAL RULES

A. Reserving Flying Time

1. A member may have no more than five (5) separate reservations for aircraft at any one time.
2. Late Arrival Forfeiture: If a member fails to arrive for their scheduled reservation time, any other member may over-schedule and fly the aircraft after at least 30 minutes have elapsed since the start of the reservation of the previous member.
3. No-Show Minimum Charges: If a member fails to utilize a reservation and does not cancel it prior to the start of its third hour, that member may be charged 1.0 hour of flying time for that aircraft; an additional minimum hour of flying time may be charged for each complete 24-hour interval thereafter between the 24th hour following the start of that aircraft reservation and the end of that aircraft reservation.
4. Minimum Charges: A member is responsible for paying a minimum of 1.0 hour of flying time for each complete 24-hour interval between the start of the reservation and the check-in (post-flight) of the aircraft.
5. Reservations for flights shall note the FAA or ICAO designation of the intended destination airport(s), or of the aircraft's home field if flying locally only.

B. Flying Regulations

1. No member private pilot or higher, shall operate any Sparrow Flying Club aircraft unless that member has satisfactorily completed a flight review (per **FAR 61.56**) within the previous 12 calendar months.
2. Only members in good standing may operate club aircraft.
 - a. Anyone receiving flight training must be a member.
 - b. Flight instructors must be club members if they are providing flight training to members in club aircraft. Such flight instructors must also meet the minimum instructor requirements of these operational rules.
3. Members shall comply with all applicable Federal Aviation Regulations when
4. Specifically, air taxi and commercial operations are prohibited in club aircraft.
5. If for any reason (weather, maintenance, incident, or accident), a member cannot return an aircraft to its home airport at the scheduled time, the member shall notify the owner and operations officer as soon as possible. **The member shall be responsible for the return of said aircraft to its home airport within a reasonable time (A.4 above is waived) and shall pay all costs associated with its return.**

C. Maintenance and Discrepancy Reporting

1. When a member finds a maintenance problem or discrepancy (squawk), that member shall record a complete description on the Discrepancy Report provided in the aircraft or office and call the owner, and Operational Officer. **DO NOT LEAVE DISCREPANCY REPORT(S) IN THE AIRCRAFT!** Bring them into the office and place them in the lock box.
2. It is the duty of any member to ground an aircraft that the member deems to be not airworthy. The member shall contact the owner or operational officer and notify them of the aircraft problem. The member does not have to pay for the flight if the aircraft does not get airborne. The member shall log their name and indicate "maintenance" on the operations log. In order to waive the charge, the member must provide an accounting of the problem on the Discrepancy Sheet. If the aircraft does take off, regardless of how short the flight is due to a maintenance problem, the member is responsible for paying for the flight.

Code of Conduct

- I will use careful and thoughtful behavior when operating aircraft in and around airports and in the vicinity of other aircraft, vehicles and people.
- I will be helpful and supportive of others in the area, such as assisting in the positioning and safe movement of aircraft, starting procedures, etc.
- I will promote and support general aviation by operating aircraft as a responsible and representative community member, considerately following noise abatement procedures and being careful not to fly in a manner that will frighten or anger the public or present myself, the Club, the airfield, or GA in a bad light.
- I will be respectful of my fellow Club members and the Club's scheduling procedure by only using an aircraft for the period I have scheduled it and in which I am currently proficient and endorsed.
- I will treat Club aircraft as if they were my own. My goal is to leave the aircraft in better condition than I found it, such as securing seatbelts, control locks and baggage area items, replacing covers and tie-downs, collecting and disposing of trash, returning checklists and manuals, and taking pride in a job well done.
- I will comply with all Club operating and safety procedures, including pre-flight and post-flight, fueling, 1000 RPM taxi speeds and reporting of squawks as appropriate to owner and maintenance shop.
- Being mindful and considerate of the next member, if I find an aircraft is not airworthy, in addition to calling the owner and/or maintenance shop and "red tagging" the aircraft, I will do my best to communicate the aircraft's status to the next scheduled pilot.
- In the event of an incident or accident I will refer all news media to a Club officer. I will not speculate about what happened and will say only that the authorities must complete their investigation.

- I will remember that as a pilot "good enough" isn't.

Member Referral Program

Earn a free month of membership dues! If someone you refer to Sparrow Flying Club joins the club and names you as the referrer, Sparrow Flying Club will pay your dues for one month. Refer a new member every month and you could enjoy dues-free membership!

Airplane Ownership Startup Program

If you or someone you know has an airplane and is thinking about ways to offset the cost of airplane ownership, please contact a club officer about leasing an airplane to the club. We are confident you'll see that Sparrow Flying Club actively manages your airplane to further offset cost of maintenance and potential downtime. This is possible because of the club's low insurance rates, electronic scheduling system, Safety Program, and the club's exclusive Insurance Deductible Plan. Airplane ownership is a significant financial commitment.

Club Leadership

Sparrow Flying Club is a professionally member-run flying club. If you love flying in Central Arkansas and are passionate enough about General Aviation to take an active part in its promotion and preservation, Sparrow Flying Club may need you!

Getting involved is all it takes to get started. You may be pleasantly surprised to learn just how outstanding and rewarding it can be to work with a few dozen sharp and motivated professionals and aviation enthusiasts just like you. If you have the interest, aptitude, time and energy to dedicate and the vision to lead, we invite you to attend general membership meetings to start getting involved with the club's leadership.

Welcome, and Safe Flying!

We know you'll share our passion for flight and enjoy many years of safe flying with Sparrow Flying Club!

Membership Resignation Form

I, _____, hereby submit my resignation from Sparrow Flying Club, I understand my resignation is effective the 1st day of the month that begins at least (30) thirty days after this form is received by the Club and after I've met all Club financial obligations including the payment of outstanding airplane charges, fees and dues, and after the Club has received Club airplane keys in my possession. I understand that if there are outstanding charges due the Club, that my credit card may be charged and that I'll be notified by email of such charges. I further understand that if I later rejoin the Club, I may be charged a reinstatement or initiation fee (generally waived for active duty military members).

Signature _____
Schedule Master Login ID _____ Date _____

Mailing address for any refunded amount owed to you:

IMPORTANT: Please submit this form and INCLUDE ALL Sparrow Flying Club AIRPLANE KEYS, to the mailing address below or place them in an envelope in the gray lockbox at the Sparrow Flying office at KCXW.

Sparrow Flying Club LLC
P. O. Box 11645
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