

Alameda Aero Club Rules

Revision Effective 09 July 2025

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1. Membership

1.1. Fees

- Admission to and remaining a member of Alameda Aero Club (“Club”) requires payment of:
 - Initial charges that are due upon membership approval by the board¹:
 - Refundable Deposit: \$750 (ACH debit)
 - Non-refundable Initiation Fee: \$250 (ACH debit)
 - First Month’s Active Member Dues: \$80 (ACH debit)
 - Monthly dues, due on the first day of every month:
 - Active Member: \$80 (ACH debit)
 - Inactive Member: \$25 (ACH debit)

1.2. Flying Eligibility

- Only members with an “Active” membership status and a Club-sponsored Port of Oakland ID badge are eligible to fly in Club aircraft in any role other than passenger.

1.3. Club Communications

- Members are responsible for monitoring communications about Club operations, which will be sent to the email address and/or mobile phone number in their Flight Circle profile. These communications serve as the official source of information for maintenance status, procedure updates, requirements from the Port of Oakland, and other essential items that may require awareness or prompt action.

1.4. Flight Circle Management

- Members must actively manage their Flight Circle profile², to include:
 - Payment Methods: Maintaining a valid credit card. Any of the available payment methods can be used as the primary method. Setting up autopay is recommended.
 - Contact Information: Maintaining a current and actively monitored mobile phone number and email address, and a current U.S. mailing address.
 - Documents: Uploading their Pilot, Student Pilot, CFI/I certificate, unexpired medical certificate, two (2) unexpired Identity and Work Authorization documents³, checkout forms, Partial Release of Liability, and other documents requested by the board or required by the Club’s rules and bylaws.

1.5. Status Change

- A member may change their status to or from “Active” or “Inactive” only once every 12 months⁴ by notifying the Membership Officer via email.
- A member who switches their status to “Inactive” must immediately surrender their badge to the Port of Oakland’s ID Badging Office⁵, obtain a receipt for the surrender, and upload an image of the receipt to their Flight Circle profile.

1.6. Resignation

- Any member who resigns within six months of joining the Club will forfeit their deposit.
- A Member may resign at any time by completing the following steps:
 - Verifying their U.S. mailing address in Flight Circle is current and shared with the Club⁶.
 - Members with a Club-sponsored Port of Oakland ID badge must:
 - Surrender their badge to the Port of Oakland's ID Badging Office⁷, obtain a receipt for the surrender, and upload an image of the receipt to their Flight Circle profile⁸.
 - Notify the Membership Officer via email of their resignation, including:
 - Confirmation that they have uploaded their ID badge surrender receipt to their Flight Circle profile.
 - Confirmation that they have verified and shared their U.S. mailing address with the Club.
 - Members without a Club-sponsored Port of Oakland ID badge must:
 - Notify the Membership Officer via email of their resignation, including confirmation that they have verified and shared their U.S. mailing address with the Club.
- A waiting period of ~90 days will commence when the Membership Officer receives the notification email. 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 their remaining deposit amount 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.

2. Pilot-in-Command (PIC) Privileges and Currency

2.1. PIC

- To act as PIC:
 - 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 (see section 2.2) with a Club instructor⁹ in the same make and model.
 - Pilots must have completed a recurrent checkout (see section 2.3) with a Club instructor within the preceding 12 calendar months.

2.2. Initial Pilot Checkout

- To obtain PIC privileges:
 - Complete an initial checkout flight with a Club instructor in the desired make and model of aircraft.
 - Fill out the checkout form¹⁰ corresponding to the make and model, and then:
 - Review it with a Club instructor and correct any errors.
 - The pilot and the Club instructor must sign and date the completed form.
 - Scan and upload the completed form to their Flight Circle profile.
 - Notify the Chief Pilot via email that the checkout form has been completed, signed, and uploaded to Flight Circle.

2.3. Minimums

- The following requirements must be met for each make and model:
 - A minimum of one (1) hour of flight time
 - At least three (3) takeoffs and landings
 - At least one (1) 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 checkout¹¹, this must include:
 - A ground review of key club rules and operating procedures (e.g., checkout system, fuel reimbursements, maintenance tracking and discrepancy recording, postflight procedures).
- Aircraft have minimum requirements:
 - C152: Private Pilot
 - C172: Student Pilot
 - P28A: Private Pilot
 - 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.

- Except for the minimum requirements, the provisions of this section do not apply to 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

2.4. Recurrent Pilot Checkout

- To retain PIC privileges:
 - On an annual basis, complete a recurrent checkout flight with a Club instructor in a Club aircraft.
 - Fill out the checkout form corresponding to the make and model, and then:
 - Review it with the Club instructor and correct any errors.
 - The pilot and the Club instructor must sign and date the completed form.
 - Scan and upload the completed form to their Flight Circle profile.
 - Notify the Chief Pilot via email that the checkout form has been completed, signed, and uploaded to Flight Circle.
- A recurrent checkout flight and ground review must involve the following:
 - A minimum of one (1) hour of flight time
 - At least three (3) takeoffs and landings
 - At least one (1) instrument approach for instrument-rated pilots
 - A ground review of key Club rules and operating procedures (e.g., checkout system, fuel reimbursements, maintenance tracking and discrepancy recording, postflight procedures).
 - 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).
- The following must 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.¹²
 - 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 a 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 Club aircraft under the terms of section 4.1 of these rules.

2.5. 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 three (3) takeoffs and landings, they must complete a recurrent checkout with a Club instructor before acting as PIC in a Club aircraft.

- If a member has not completed an initial or recurrent checkout in the preceding twelve (12) calendar months, they must complete a recurrent checkout with a Club instructor before acting as PIC in a Club aircraft.

2.6. Currency and PIC Privileges Phase-In

- The provisions of this section come into effect on 01 July 2025. To determine when a current club member's next recurrent checkout will come due after that date, and to allow for a phase-in of the requirement, members will then be required to complete a recurrent checkout at the end of the calendar month after 12 months from their last:¹³
 - Flight review with a Club instructor.
 - IPC with a Club instructor.
 - Endorsement from a Club instructor for an FAA Practical Test ("checkride") that the member passed.
 - Checkout in a new make and model.

3. Student Pilots

3.1. Stage Checks

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

3.2. Pre-Solo Exam

- 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 Club's standardized pre-solo knowledge test located on the Club's website, unless they have received approval from the Chief Pilot for the use of an alternate knowledge test.

3.3. Solo Flight Endorsement

- 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 instructor and receive approval before initiating the flight. The approval must be in written form (text message, email, Flight Circle). No student solo flight may be undertaken without having specific approval for that flight from the student's instructor. There is no requirement for the instructor to be physically present to review, approve, or supervise the flight.

3.4. Flight Plans

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

4. Club Instructors

4.1. Application

- Members who hold an FAA Flight Instructor certificate with appropriate ratings (e.g., Flight Instructor Airplane Single Engine Land) may apply to be approved 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. Code of Conduct

- To be approved as a Club instructor and receive flight instruction privileges, a prospective Club instructor must review and agree to a Code of Conduct¹⁴ outlining the role and expectations of a Club instructor.

4.3. Delivery

- Any flight instruction given in Club aircraft must, without exception, be provided by an approved Club instructor.

4.4. Authorization

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

4.5. Operation

- Club instructors will operate as independent contractors, and any scheduling and compensation considerations will be negotiated between the instructor and their 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. Only Club-owned C172s may be used for primary training. All other aircraft require the pilot to hold a Private Pilot certificate or higher.
- 5.3. Since aircraft may be unexpectedly removed from service for maintenance, safety, or other reasons, the Club cannot guarantee a reservation or the successful completion of a 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) 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 thirty (30) minutes after the scheduled start of the reservation will result in the cancellation of the reservation.¹⁵ 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 in Flight Circle aligns with the tach in the aircraft before accepting the airplane and starting the engine. If these numbers do not match, a Club Director must 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:
 - Club-owned C172s: two (2) hours flight time per 24-hour period.
 - Club-owned Diamond and Pipers: 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.¹⁶
- 5.8. The maximum duration of an aircraft reservation is seven (7) calendar days; the board must approve exceptions.
- 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 (1) aircraft for the same time period. The only exception is for FAA practical tests ("checkrides"), which require 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 a Club-sponsored Port of Oakland ID 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 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 and the per-gallon cost. Send these photos to fuelreceipts@alameda-aero.com and enter the details (i.e., number of gallons and total cost) at the time of check-in.
 - 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 has been grounded. Active maintenance reservations override all member reservations, and members are not permitted to dispatch or fly aircraft that have 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. Compliance

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

6.2. Airworthiness

- 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 discrepancy discovered by the member will be assumed to be the responsibility of the last user, unless it has been previously reported in the Squawk Log.
- Members will be held responsible for any negligent act (e.g., leaving the Master Switch on) that causes unnecessary loss of revenue.¹⁷
- If a condition is discovered that may affect the aircraft's airworthiness, it shall not be flown until cleared by a Club-approved maintenance mechanic (i.e., A&P).

6.3. Maintenance

- 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.
- If a problem (such as a flat tire or failure to start) occurs when away from KOAK, contact the Maintenance Officer or other board member.
- Members must not incur any expenses for off-site repairs or parts without prior authorization from the board.
- Do not spend any money without authorization from the board, as it may be less expensive for the Club to fly an in-stock part to you, rather than buy a new one.

6.4. Limitations and Prohibitions

- 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.
- Smoking is prohibited in Club aircraft.
- Members may not hand-prop Club aircraft.
- Club aircraft are not permitted to fly to 88NV (Burning Man).
- Club aircraft are not permitted to be flown for hire or compensation, or for any commercial activities, with the exception of flight instruction.

6.5. Acceptable Airfields

- 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 or 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.

6.6. Stranded Aircraft

Members are responsible for returning the Club's 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; a voice message left on an answering device is 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.

6.7. Refueling

- 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 must 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.

6.8. Minimum Fuel

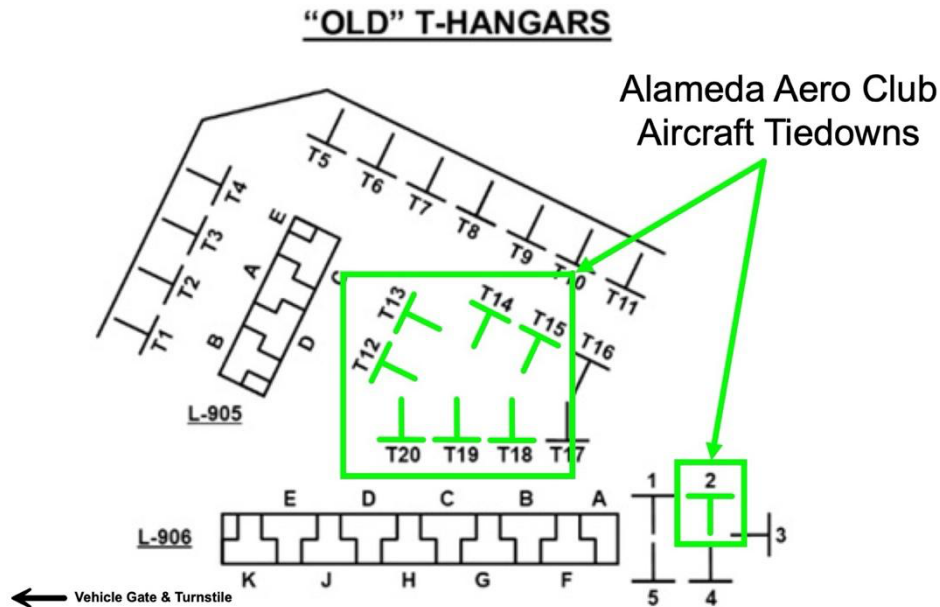
- Members must plan and execute flights such that the aircraft lands with no less than ten (10) gallons of fuel on board or one hour's worth of cruise fuel, whichever is greater.

6.9. Post-Flight Requirements

- 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.

6.10. Tiedown Locations

- Club aircraft may only be parked in the tiedown spots reserved for the Club (currently positions T12, T13, T14, T15, T18, T19, T20, and 906-2).



6.11. Tiedown Exit and Enter Procedures

- Power-out and pull-through parking is prohibited at the Club ramp.
- For pilots departing from the Club ramp, the aircraft must be pulled out of the tie-down spot using a tow bar and turned onto the nearest taxiway before starting the engine.
- For pilots parking at the Club 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 instructors must remain vigilant when using the tow bar to ensure it is safely stowed before starting the engine. A good rule is that if your hand is not on the tow bar, the tow bar must be stowed in the rear of the aircraft.

7. Penalties and Remedies

7.1. Violations

- Violations of Club rules and procedures may result in penalties being taken against a member.
- The Membership Officer may 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 instructor.¹⁸
- A penalized member has the right to appeal to the full board; the penalty can be overturned by a majority vote of the board.
- The board 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 or electronic secret ballot.

8. Endnotes

¹ See www.alameda-aero.com: “Contact Us” for the board members’ names, email addresses, and roles.

² See www.alameda-aero.com: “Members Only – Documents – Flight Circle Tips” for instructions.

³ See www.iflyoak.com/wp-content/uploads/2024/01/OAK-I9-2021.pdf for Identity and Work Authorization documents.

⁴ Examples:

- If a member changes status from “Active” to “Inactive” on 01 Aug 2025, they will not be eligible to return to “Active” until 01 Aug 2026.
- If a member changes status from “Inactive” to “Active” on 01 Aug 2025, they will not be eligible to return to “Inactive” until 01 Aug 2026.

⁵ See <https://www.iflyoak.com/business/airport-security/badging-office/> for the ID Badging Office’s location

⁶ See www.alameda-aero.com: “Members Only – Documents – Flight Circle Tips” for instructions.

⁷ See <https://www.iflyoak.com/business/airport-security/badging-office/> for the ID Badging Office’s location

⁸ See www.alameda-aero.com: “Members Only – Documents – Flight Circle Tips” for instructions.

⁹ See www.alameda-aero.com: “Instruction – Meet Our Instructors!” or Flight Circle for a list of approved instructors.

¹⁰ See www.alameda-aero.com: “Members Only – Documents – Aircraft – Checkouts & Exams” for checkout forms.

¹¹ 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.

¹² 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.

¹³ Examples:

- 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.

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- If you successfully completed a Flight Review with a Club instructor 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 instructor in the DA40 on March 29, 2025, your recurrent checkout would be due on March 30, 2026.

¹⁴ See www.alameda-aero.com: “Members Only – Documents – Legal”.

¹⁵ The half-hour rule is a courtesy to other Club members (and fellow aircraft owners). If you are 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.

¹⁶ 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.

¹⁷ “...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.

¹⁸ 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.