

# Welcome to the Bakersfield Flying Club!

---

## BFC PAPERWORK

1. Use Adobe to fill out the BFC Application form. (You can find it on our website or a clubhouse computer.) Hand-written applications **will not** be accepted.
2. Initial the application in the appropriate areas.
3. Attach copies of all the required documents.
4. Give to your CFI.
5. If you get an aircraft checkout, complete the knowledge test for all the aircraft and the general knowledge portion. Have your CFI review it; they will print their name and sign it before submitting it.

## BFC WEBSITE [WWW.BAKERSFIELDFLYINGCLUB.COM](http://WWW.BAKERSFIELDFLYINGCLUB.COM)

Downloads Available:

- POH's
- W&B Data
- User Manuals for Autopilot, Radios, and GPS
- Knowledge Test
- Application form/Rental Agreement

## PAYMENT INFORMATION

1. Payment is due upon completion of each flight.
2. Verify that you have calculated the payment correctly and filled out the Hobbs book legibly.
3. You may pay with cash, check, Visa, Master Card, Discover Card, or direct deposit into the club bank account. American Express is not accepted.
4. For Direct Deposit into the Club bank account, contact David McMurtrey.
5. Money may also be placed on your account you can check your account balance by clicking on the "profile icon" then the account balance shows.
6. There is no grace period for aircraft rental. Payment is due upon completion of each flight.

## REFUELING

1. Coordinate special fuel amounts with the member who is scheduled before you.
2. If you purchase fuel away from KBFL, you are responsible for the cost of over \$6.00 per gallon. The fuel amount paid is deducted from the rental cost, and the difference is paid to the Bakersfield Flying Club up to the current \$6.00 per gallon credited. This price is subject to change.
3. If you purchase fuel away from the home base, you are required to place a copy of the fuel receipt in the clubhouse lockbox with the N number, pilot's name, and date written on the receipt.

**HANGAR:** Our aircraft are hangered. **BJC (Bakersfield Jet Center) phone number is 661-393-1334, save their number in your phone for easy reference. They are open Mon-Fri 05:00-20:00, weekend 06:00 – 20:00.** BJC FBO offers an after-hours call out for \$125 per hour. To avoid this charge, please plan ahead. You **must** get an AOA card. This will allow you to access the airport ramp. You must attend an online class, and we can provide more information on the process for obtaining your AOA card and access to the club after hours. If you return late, you can park your car by BJC and leave through the walk-thru gate above the parking area. Your AOA card will give you access to the club's upstairs doors to return keys and Hobbs Book if you had BJC authorize your card for that door. If you plan to depart outside regular hours, please plan with BJC.

## MAINTENANCE

1. The aircraft owners need to be notified of any maintenance issues with their aircraft.
2. **Please save the phone numbers of the aircraft owners as contacts in your phone so they are handy.**
3. We have eraser boards in the clubhouse to note any aircraft issues, but you must still call the owner.

4. If you can't get in touch with owner of the aircraft leave a message and then call Fred's cell [661-619-6943](tel:661-619-6943).


## OIL

1. Each aircraft uses different types of oil, so use the assigned oil.
2. The oil can be found in the clubhouse on the bottom of the black bookcase or in the back of the airplane.
3. Please bring oil if planning a long trip. If you have to purchase oil, save the receipt and include it with the aircraft rental payment for reimbursement.
4. If there is no oil stored, contact the aircraft owner.

## AIRCRAFT RENTER INSURANCE

Members are responsible for damage to aircraft and club property caused by the actions, negligence, or omissions of the member. A \$1000 deductible will be charged to members in such event. Each member must have a renter's insurance policy before soloing in the aircraft. Proof of current policy must be on file at the club. The policy must have a minimum liability of \$250k, and hull insurance is optional.

## SCHEDULING

1. Scheduling is done via [www.schedulepointe.com](http://www.schedulepointe.com).
2. In order for you to have access to Schedule Pointe, two things must happen.
  - The Club paperwork must be turned in, and,
  - Fred Webster or ??????? must be notified.
3. For initial access to Schedule Point, Adam, Brad, David, Nick, or Fred must enter at least your name, email address, and contact number; after this is complete you can access SchedulePointe from the BFC website and click on Forgot ID or Password then with the email address you provided to setup account you can have the username and password sent to you. You can log in, update your password and change your login username if you want.
4. When you log in, click on the Icon " profile", then Pilot Tab, and fill in your mailing address, email, and phone number information. In the emergency Contact tab, you must add a name and phone number of a person to call in an emergency. Important Dates tab, fill in your birthdate, last medical date, class, and last flight review date. Billing info tab, if using a credit card, this must be filled out. Check the box that says Credit Card on File; if the credit card bill goes to a different address then shown on the Pilot tab then, put the address here for the credit card and check the "use the following address box". Type of credit card, we only accept Visa, Mastercard, and Discover Card. The expiration date is the first of the month that the card expires. Make sure you click save, or you must reenter the information. We do not sell or share any information with anyone. Please remember to update your CC information if you get a new card.
6. Schedule Pointe allows you to put yourself on a standby list. You will be notified, by email, that the other pilot has canceled his reservation.
7. Schedule Pointe also has a FREE iPhone/iPad app available at the app store. You can completely customize the app for different views on your phone or iPad.
8. After signing into Schedule Pointe, you will see a "Help" button near the upper right-hand corner. Use this help button if you get stuck. **For security reasons, remember to change your password.**

If you fail to cancel your reservation or the Hobbs Sheet is not legible or if you make an error on the Hobbs Sheet, you will be fined \$25.00. If it is a dual flight the CFI will be fined. Please take your time and fill in paperwork correctly.

When booking a reservation put your phone number and destination in the comments section. If just flying in the local practice area put local.

Keep your medical and renters' insurance information updated by putting copies of renewed documents in the lockbox.

Check the front of the Hobbs book for the maintenance schedule and notify the owner when required maintenance is within 15 hours.

Update your credit card information when you change cards or your card expires.

After your flight, remove all garbage from the aircraft, install the pitot cover and control lock. Install 2 sets of chocks and lock the door.

**MISCELLANEOUS:** The new Airman Certification Standards (ACS) uses components of Scenario Based Training/Testing. Because of this we require that our flight student members use the Cessna Online Kits. The Cessna course is the only Scenario Based Training program on the market today. We sell the kits to members for \$270.00.

Be sure to visit our website frequently. We love to post pictures of our members' flying accomplishments. If you would like some photos or stories posted, email me.

Please call or email me if you have any questions or need help. Fly Safe! Fred

[bakersfieldflyingclub@gmail.com](mailto:bakersfieldflyingclub@gmail.com)

Cell: [661-619-6943](tel:661-619-6943)