



FLYING CLUBS  
POWERED BY AOPA

# Adding an Aircraft: Checklist

A step-by-step guide to acquiring a club airplane.

**Prework:**

- Survey club members
- Report survey findings

**Viability:**

- Review club bylaws
- Review club mission
- Determine necessary equipment
- Report viability findings

**Selection:**

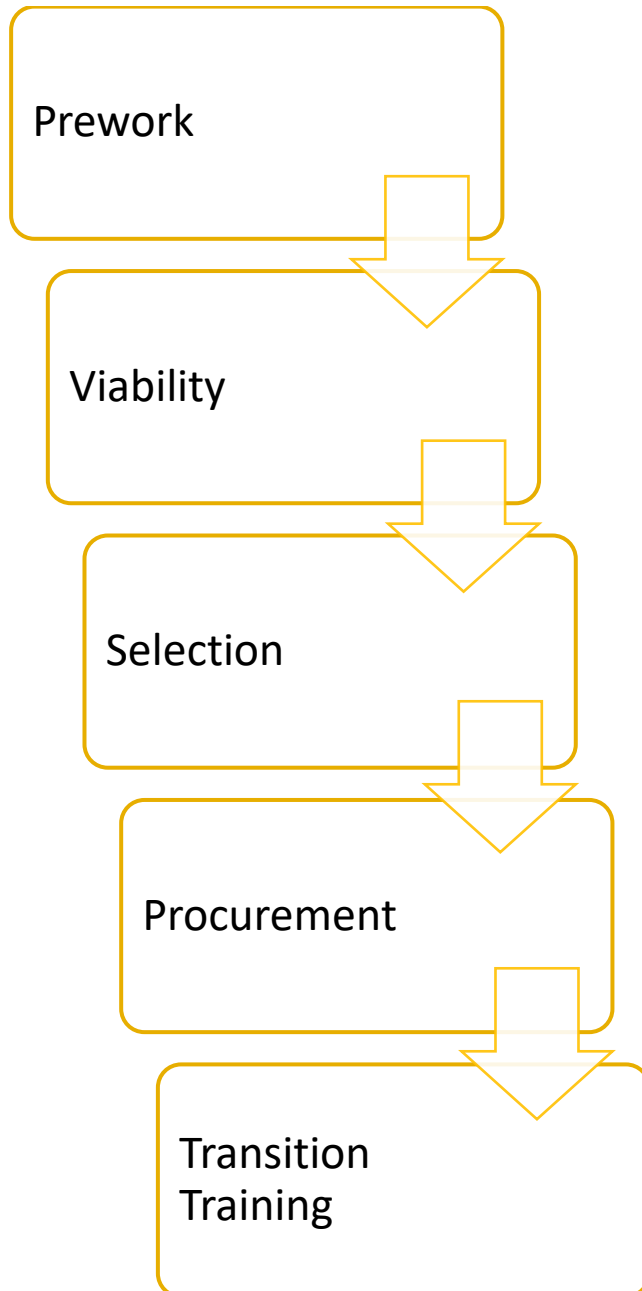
- Create a short list of
- Play devil's advocate
- Develop a cost structure
- Report selection

**Procurement:**

- Locate a suitable aircraft
- Determine financing methods
- Report findings

**Transition Training:**

- Plan ahead
- Ground training
- Quizzes
- Checkouts



## **Adding an Aircraft: Details**

### **1. Pework:**

- Survey club membership by using a free tool such as SurveyMonkey or poll your members at the next club meeting.
- Find out what your members want in an airplane. Do they want something with more seats, higher performance, retractable gear, or an IFR certified airplane?
- Report the survey results at the next club meeting.
- An anonymous survey is recommended in order to capture members true feelings.

### **2. Viability:**

- Review club bylaws to help guide your selection process.
  - Perhaps previous generations of members have captured their own process of acquiring aircraft in previous versions or amendments of bylaws. At the same time, don't hesitate to amend the bylaws yourself as you acquire a new aircraft.
- Review the club mission.
  - The mission of your club has a huge impact on the equipment your club decides on. Be sure that the club moves in a direction that members want!
- How can you satisfy the mission?
  - Decisions must be made as to what will fit the needs of the membership. Create a list of attributes that members want, and then find ways for all members to agree on what is most important.
- Report what you find from the process above to a meeting of all club members. Take this opportunity to have a separate club meeting specifically for this topic.

### **3. Selection:**

- Create a short list of aircraft that may satisfy the goals of the club. Weigh desire, reality, and cost.
- Consider whether all members want to or can fly the new airplane, as well as member equity, and updates to bylaws.
- Develop a cost structure and budget for each possible additional aircraft. Look at all possible options in order to make a decision that fits the membership.
- Take the results of the selection process and report them to everyone at a club meeting.

### **4. Procurement:**

- A procurement committee should locate a suitable aircraft and research financing methods. This committee should consider all aspects of acquiring an aircraft such as suitability, damage reports, insurance, and upgrades.
- Report the procurement status out to members at a club meeting and get an agreed upon plan of action for sealing the deal on a new airplane.

### **5. Transition Training:**

- Don't forget to plan for transition training! Depending on how different your new airplane is, there could be a considerable learning curve. Think of new safety quizzes, aircraft documents, and who will be able to do checkouts in the new plane.

Congratulations! Now you have a new aircraft that all members are excited about and you involved everyone throughout the process!