



***Boeing
Employees'
Flying
Association***

**Membership Information
Handbook**



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MAIN OFFICE**

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**“To most people the sky is the limit.
To those who love flying, the sky is home.”**

Jerry Crawford

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Note: In the event of any conflict of information, the “BEFA Procedures Manual and Rules of Operation” document takes precedence.

WELCOME



BEFA

The Boeing Employees' Flying Association (BEFA) is incorporated in the State of Washington as a non-profit corporation. BEFA's purpose is to foster, promote, and engage in all aspects of flying for Boeing employees, their families, and others permitted by the Bylaws.

Facilities

BEFA facilities are located at Renton Municipal Airport, and at Paine Field, Everett. Members have 24 hours a day, seven days a week access to the facilities for their flying convenience. The Renton office is staffed six days a week to assist members in their flying needs, and to carry out the business of BEFA. In addition, a computer-based scheduling system is in use, with 24 hours a day access, from any internet connected device.

Scheduling of Flight Time

It is the objective of the BEFA reservation system to provide fair and equitable access to our fleet for all members. Reservations may be made up to nine days in advance. Cross-country time and checkrides are exempt from the nine-day rule. Exceptions to the normal scheduling process are evaluated on a case-by-case basis.

Membership

There are six different categories of membership as follows: Participating Members, Family Members, Affiliate Members, Associate Members, Guest Members, and Service Members. Each category provides a different set of membership options.

MEMBERSHIP CATEGORIES

Participating Members

Participating Members are Boeing badge holders and own an interest in BEFA property holdings through a share purchase.

Participating Members shall be open to the following and hold voting rights:

- Boeing employees and retirees
- Boeing interns
- Customers, Suppliers and Government representatives assigned to The Boeing Company and possess a Boeing badge
- CFIs approved by the Board of Trustees to instruct at BEFA

Affiliate Members

Affiliate Members shall be those who meet the qualifications of Participating Members, but shall not have a membership term of greater than six (6) months. They shall not own an interest in the Association's property holdings, and shall not be able to cast a ballot concerning BEFA matters. Membership is limited to six (6) months, but may be extended in six (6) month increments with Board approval. A \$200 membership fee is required for each six months of participation. In addition to the six-month membership fee, Affiliate Members pay a \$200 advance flying deposit and are expected to maintain a positive account balance.

Affiliate Members may convert to a Participating Member should their assignment status change. A membership share purchase is required. The \$200 membership fee does not apply toward the share purchase.

Aircraft rates are the same for Affiliate Members as for other members. Affiliate Members share the same insurance coverage as other members and pay standard monthly rates for dues and insurance.

Family Members

Spouse, domestic partner, parents, step-parents, children, step-children, siblings and dependents of Participating Members are eligible for Family Membership. Family Members do not own an interest in BEFA property holdings and are not eligible to vote.

The Participating Member who sponsors a Family Member need not be a pilot and can be a "non-flying" member, and is not required to pay dues and insurance for him/herself when a Family Member maintains a dues paying status. However, the Participating Member pays for the share, and has voting rights. Two applications shall be submitted. One application is for the new Participating Member (non-flying member), and the second application is for the new Family Member (flying member).

Family Member applicants, who are not IRS dependents of Participating Members, are subject to a one-time background check, and are responsible for the cost of the background check.

Associate Members

The owner(s) of aircraft leased to BEFA are eligible for Associate Membership. Associate Members do not purchase a share, nor own any interest in BEFA property holdings. Associate Members enjoy the same privileges (except voting), and considerations as other members.

Associate Members may be in flying or non-flying status. If in flying status, they pay monthly dues and insurance, have access to BEFA aircraft including their own, and pay the applicable hourly rate for all BEFA aircraft, including their own.

Associate Members may become Participating Members if they qualify under BEFA Bylaws.

The cost of Associate Membership is \$50 initiation fee (nonrefundable) paid to BEFA upon membership acceptance by the Board of Trustees. Also, a one-time background check is required, and the applicant shall be responsible for the cost of the background check.

Guest Members

Guest Members shall contribute an amount equal to the cost of a share appropriate to their flying class and will own an interest in BEFA's property holdings, but shall not cast a ballot regarding BEFA matters.

Guest Membership shall be open to the following:

- Former Boeing employees other than retirees
- Former members of BEFA
- Family members who are not immediate family members of the Participating Member (as defined under 'Family Members'); other individuals whose membership, in the judgment of the Board, would support and benefit the activities of BEFA
- Members of the United States Armed Forces (Active duty, Guard and Reserve)

Guest Membership slots are limited and may not be available; therefore a waitlist may be offered.

Upon the Guest member applicant receiving an invitation for Guest member status, the Guest applicant will submit an introduction letter, a photo copy of government identification (e.g., driver's license), the member application, and the advance payment (see 'Membership Cost' section for details). A one-time background check is required, and the applicant is responsible for the cost of the background check at the time the application is submitted.

Service Members

Service Membership is offered to select volunteers and BEFA contractors (e.g. our maintenance providers) to provide the insurance and legal protection of membership when deemed appropriate. There are no costs associated with this membership. It is, in most cases, a non-flying membership.

Leave of Absence (LOA)

Members may take a Leave of Absence from Active Flying Status for various reasons and duration. LOA requests are subject to a 12-month minimum. LOA members pay only \$20 per month dues and receive the BEFA newsletter via email. See BEFA's Rules of Operation for requirements.

MEMBERSHIP CLASSIFICATION

There are three classes of Participating Membership.

Class I (Student Pilot):

Class I Member flies C150/C172 or equivalent airplane. Once a Class I Member becomes a Rated Pilot, the member must upgrade his/her share to Class II. The upgrade share cost will be the difference between a Class I and Class II share cost.

Class II (Rated Pilot):

Class II Member flies all airplanes except Float Plane, Complex/High-performance, and Cirrus.

Class III (Unrestricted Pilot):

Class III Member flies all airplanes with no restriction when his/her logbook is appropriately endorsed by a BEFA Instructor.

Notes:

1. Foreign Nationals will be required to complete all TSA requirements prior to flight training. Visit www.tsa.gov for more information.
2. Shares purchased by new members cannot be sold and are nonrefundable by BEFA, except for new students during their initial 60-day trial period. New Student applicants may withdraw their membership within 60 days from the acceptance date of their application and receive a full refund of their share provided all other monetary obligations to BEFA have been fulfilled. This gives applicants time to decide if they are satisfied with BEFA and/or flying.

MEMBERSHIP COST

The initial membership fee to join is paid upon submission of a Membership Application. However, this advance payment will not be processed until the application for membership is approved.

Participating & Guest Membership - Cost Summary	Class I	Class II	Class III
Share (Student/Rated/Unrestricted Pilot)	\$550	\$650	\$750
Initiation Fee	\$50	\$50	\$50
Monthly Dues & Insurance (in advance)	\$110	\$110	\$110
Membership Total	\$710	\$810	\$910

Non-flying Participating Members: Initiation Fee, and monthly dues and insurance are not required for non-flying Participating Members when a Family flying member is joining.

Cost Summary	Family	Affiliate ¹	Associate	Service
Nonrefundable Initiation Fee	\$50	\$50	\$50	
Monthly Dues & Insurance (in advance)	\$110	\$110	\$110	
Membership Fee (¹ Affiliate, every 6 months)		\$200		
Advance Flying Deposit		\$200		
Membership Total	\$160	\$560	\$160	N/A

The ongoing cost of membership consists of monthly dues and costs for usage of aircraft. The monthly dues for all flying members are \$110 per month, payable each month in advance.

AIRCRAFT RATES

Most BEFA aircraft rates are charged by "Tachometer Hours" which integrate engine RPM. Using "Tach" hours, members pay less while the airplane is running at low RPM during ground operations and slow flight (descents and approaches). This can be a considerable advantage over "Hobbs" meter rates which most operators use.

A Hobbs meter functions as a clock that typically starts when the engine is started, and stops when the engine is shutdown. Typical "Tach Time" is 75%-80% of "Hobbs Time". As a result, BEFA members get in more flying using the tachometer than they could with the same money using Hobbs time

Sample aircraft rates are shown below. Rates fluctuate up or down with changing fuel cost. The official aircraft rental rates for the month are published in the BEFA monthly newsletter and on the BEFA website. Aircraft rates include all gas and oil, including extended cross-country flights.

January 2020 Aircraft Rental Rates

No. of Aircraft	Make/Model	Rate (Tach Time) before tax
1	Cessna 150	\$104.63
3	Cessna 172	\$125.49
5	Cessna 172SP	\$142.91
1	Cessna 182Q	\$175.15
2	Cessna 182RG	\$197.68
1	Citabria 7KCAB (aerobatic)	\$144.53
1	Top Cub CC18	\$170.00
1	Cessna 172XP Float	\$170.27
1	CIRRUS SR20	\$182.21 (Hobbs)
1	Cessna T210	\$234.76
1	Beech C24R	\$193.00
1	Redbird FMX Simulator	\$50 (Hobbs) - Member

Fleet changes are made in response to membership and requirements. Rates are subject to periodic adjustment by the BEFA Board of Trustees.

Aircraft rates do not include instructor fees. Instructors are independent of BEFA and each instructor establishes his/her own rates. Typical fees range from \$60-\$90 per hour. Members select and fly with BEFA instructor(s) from the BEFA approved CFI list.

Washington State sales tax is collected on the purchase of pilot supplies and the use of aircraft. BEFA monthly dues and insurance premiums are not subject to tax.

AIRCRAFT INSURANCE COVERAGE

BEFA's aircraft are protected by owner's insurance. For our member's protection, BEFA carries insurance with liability limits of \$2M per occurrence. This liability coverage applies to bodily injury (including passengers) and property damage. The physical damage ("hull coverage") covers actual damage to an aircraft, less any deductible.

BENEFITS IN JOINING BEFA

Top Level Flight Instruction

Quality of training at BEFA is assured through its experienced flight instructors, long standing curriculum of choice (Jeppesen syllabus -- "Guided Flight Discovery") and standardized evaluation system monitored by BEFA's Safety Officer.

Flight instruction is provided for all ratings from Private through ATP. BEFA also offers SES (float) training, and use of the float plane outside the local area without an instructor on board. A privilege generally no longer available from area FBO's.

Training within the Seattle/Boeing Field/Renton/Everett area prepares pilots to fly into small and large, controlled and uncontrolled airports with complete confidence. Flying in Western Washington broadens pilots' exposure to most types of weather and more challenging terrain than they would find in many other training environments

Well-maintained Fleet

BEFA owns many aircraft, and uses leased equipment as well, to provide a well-equipped, large, and diverse fleet to suit the flying needs of the members.

BEFA maintains a fleet of modern well-equipped aircraft including: entry level aircraft such as the 2-seat C150, to IFR certified 4-seat C172s, as well as complex, high performance aircraft. The BEFA fleet also contains a float plane, an aerobatic Citabria, and an approved simulator.

Pilot Insurance Policy

BEFA's insurance policy protects both BEFA and the pilot. Some flying clubs and fixed base operators (FBOs) do not provide insurance, or provide only "renters" insurance. At other organizations the pilot can be held liable for the total cost of damages as well as daily charges as long as the aircraft is out of service.

BEFA is Sensitive to Pilot Costs

The cost of pilot logged flight time is less due to low hourly rates and use of Tach hours.

- Basic Pilot materials are offered at bulk purchase prices.
- BEFA Members receive discounts on Jeppesen charts and other products when placing an order directly via the following URL: <http://ww1.jeppesen.com/no-wpr/ext/boeing-nocharge.jsp> .

Extended Cross-Country Flights

Extended cross-country flights (over 150 nautical miles or greater than 24 hours) can be scheduled up to two months in advance by the Office Staff. Extended trips with the aircraft may be flown for up to 14 days in the summer and 23 days in the winter time.

Aerobatic Training

Aerobatic Training has long been provided by BEFA for its members and BEFA also offers a short course for pilots who want to understand emergency maneuver training associated with unusual flight situations.

Instrument Pilot Training

BEFA pilots gain unique flight experience and knowledge of the ATC environment surrounding a Class B airport (SeaTac International Airport). BEFA IFR aircraft are equipped with GPS and radio packages that exceed FAA requirements.

BEFA has a Redbird FMX simulator for instrument training. Time in this simulator is loggable and may be applied towards a rating.

Private Pilot & Instrument Ground Schools

Training courses are offered throughout the year. The “Private Pilot Ground School” course is part of the Boeing off-hour training curriculum. Boeing employees do not pay for the course, or materials. Members who are not Boeing employees can attend similar courses at cost.

Ground Schools are provided through Renton Technical College (RTC) held at BEFA in Renton or through the Everett Community College (ECC) at ECC in Everett. The ground school classes are a 60-hour course offered in the evening or day twice a week.

Membership and Board Meetings

Membership meetings are scheduled periodically to offer guest speakers, videos, training opportunities, safety meetings and other aviation related subjects of interest to the members. They also provide an opportunity for member exchange of information with Board Members, and each other. All members are invited to attend the monthly Board meeting.

Social Events and Other Activities

Throughout the year social events and activities are held. These include workshops, an annual crab feed, bath & barbecues, holiday potluck, Member Fly-Outs, and other activities.

Restoration Projects

Members are encouraged to join in aircraft projects such as the latest rebuild of the Citabria, and the restoration of our Cessna 172 N78440, a favorite in the fleet.

Aircraft Preventive Maintenance

Volunteer your time with the BEFA Crew which performs preventive maintenance authorized by the regulations every Thursday evening in the Renton hangar. This work is supervised by a certified Airplane & Power Plant Mechanic.

BOEING FLIGHT TRAINING INCENTIVE PROGRAM

The Boeing Flight Training Incentive Program is intended to cover a portion of the costs of learning to fly. Each student pilot is, in effect, on a self-directed learning program, so the amount of training time and the associated cost will vary for each student. Employees should expect to pay a substantial portion of the costs out of their own pockets. Learning to fly also requires a significant investment in time. Boeing offers two incentive programs for Boeing employees.

(1) The **Education Assistance (EA) Program** provides aviation education and flight training opportunities for **IAM-represented hourly employees**.

Active eligible IAM employees receive reimbursement only and must apply for as well as receive an Education Assistance voucher prior to a ground school class start date and/or attending flight training.

- The IAM/Boeing Joint Programs (JP) Education Assistance Guidelines state tuition and the cost for required books / supplies are reimbursed for Flight Training Ground School.
- BEFA is an approved vendor for flight training in the Approved Education Assistance Vendor List. Employees will be reimbursed for the following ratings given by BEFA: Private, Instrument, Commercial, Sea Plane, CFI, and CFII.

Details of how to apply as well as the costs that are or are not covered under the IAM/Boeing Joint Programs (JP) are online: <http://www.iam-boeing.com/ea.shtml> .

(2) The **Learning Together Program (LTP)** provides education benefits for **salaried union and non-union Boeing employees**. This program provides financial assistance to help offset the costs of flight training so that more employees will have the opportunity to learn to fly.

Active Boeing employees will be eligible¹ to receive financial assistance for Private Pilot Flight Training under the LTP in one of two ways, but not both.

Option 1: Tuition/Fees Assistance for Ground School courses via voucher payment to approved College or University;

OR

Option 2: Training Incentive payment² for the following:

- \$500 (before taxes) upon successfully completing first solo flight, and
- \$1,000 (before taxes) upon receipt of Private Pilot's License.

(The payment pertains only to the acquisition of a Private Pilot's License for single-engine fixed-wing aircraft.)

¹*If an employee has less than one year of required service time, the request for the incentive may be submitted after one year of service is met.*

²*Completion of the first solo or private pilot's license must be accomplished while employed by Boeing.*

For additional details, contact the Education Assistance Program or the Learning Together Program.

PRIVATE PILOT TRAINING & LICENSE REQUIREMENTS

To obtain a Private Pilot Certificate, the FAA requires the applicant to hold at least a Third Class Medical Certificate and pass the knowledge and flight tests. The FAA requires an applicant to have the following minimum flight experience:

40 hours of flight time to include:

- 20 hours of flight training from an authorized instructor
- 10 hours solo flight training (5 hours of cross-country)

Most pilots will require more than the FAA minimum hours of flight time to complete the rating. The national average is about 76 hours.

The approximate cost for obtaining the Private Pilot Certificate (based on 60 tach hours of flight time) is estimated to be as follows:

* 60 tach hours flight time in a C172 @ \$143/hour	\$8,580
* Sales tax on flight time	858
* 30 hours dual instruction @ \$60/True hour	1,800
* Third Class Medical Certificate	125
* Miscellaneous pilot supplies	300
* Seven months dues and insurance @ \$110/month	770
* Membership, Initiation Fee & Advance Dues (Class I)	710
* FAA Written Exam	160
* Flight Test Exam	300
Estimated Total Cost in C172	<u>\$13,603</u>

Unforeseen events can expand the flight time required. No allowance was made above for the following:

- flight lesson frequency schedule (*10 hours per month minimum flight hours recommended*)
- Private Pilot Ground School is recommended; home study is an option
- possible weather delays
- aircraft in maintenance
- student adaptation to the flight environment.

HOW TO JOIN

1. Obtain an application form from the BEFA Renton office, or print one. Go to <http://befa.org>. Navigate to JOINING BEFA, and select the Membership Application button.
 - a. Fill out the application, and attach a copy of your photo ID and a Letter of Introduction. If you have a Boeing Badge, BEFA staff will need to physically see it to verify employment.
 - b. Submit your application along with your advance payment for membership to the BEFA office staff in person, by U.S. mail, or in-plant mail (MS 39-130).
2. Become familiar with BEFA's procedures by reading the online "Procedures Manual and Rules of Operation", and "Bylaws". Go to <http://befa.org/> Navigate to DOCUMENTS & FORMS, select BEFA Documents & Procedures, and click on Rules of Operation.
3. A list of BEFA instructors, who will get you started with necessary training and/or checkrides, can be obtained at the BEFA Renton office, or online. Go to <http://befa.org>. Navigate to LEARN TO FLY. Click on the "Find a BEFA Instructor" button.
4. BEFA orientations are offered to new members to become acquainted with the organization and procedures. The orientations are held upstairs in the classroom at the Renton Facility. The staff will notify you when orientations will be held.
5. Guest Member applicants will initially be placed on the Guest Waitlist.
 - a. When invited to apply, the Guest Member will follow steps 1 and 2 above, and include payment for the background check fee when submitting the application. Acceptance for membership is contingent upon the background check results.
 - b. The Board will review the application, background check results, and hold a 30-minute interview with the applicant. The applicant will be advised of the Board's decision shortly after the interview.

