

Lincoln Hills Airport Co-op



Membership and Operational Procedures

The Lincoln Hills Airport Co-op was formed in 2000 for residents of Sun City Lincoln Hills. The informal group was established to provide rides to and from the Sacramento Airport.

Contact Information

- ▶ Website: www.lh-airportco-op.org
- ▶ E-Mail: lh.airport.coop@gmail.com
- ▶ Phone: 916-258-2410
- ▶ Address: **Lincoln Hills Airport Co-op**
205 Norden Court
Lincoln, CA 95648

Membership

1. **Household Membership** -- Membership is for a household in Sun City Lincoln Hills.
2. **Named Household Members** -- A household is defined as a married couple or two individuals living in the same home. Both must be named on the membership application.
3. **Membership Application** -- To become a household, each individual must complete the Membership Application and Release form, and provide a copy of the driver's licenses and evidence of insurance.
4. **Excluded** -- Other relatives or friends are not entitled to be treated as part of the household.
5. **Membership Fee** -- The annual membership fee is \$15.00 per household per calendar year (January through December)
6. **Annual Renewal** -- Annual membership renewal forms will be mailed to all members in November.

Point System

The co-op operates on a debit/credit point system. One or two points are credited to the driver and one or two points are debited for the traveler.

1. **Standard Pickup Time** -- Pickup time to or from the airport between 7:00am and 10:00pm will have one credit for the driver and one debit for the traveler(s).
2. **Early/Late Pickup Time** -- Pickup time before 7:00am or after 10:00pm will have two credits for the driver and two debits for the traveler(s).
3. **Point Tally** -- Points are tallied for the drivers and travelers by the co-op secretary of the month.
4. **New Member Point Requirement** -- New members need to have at least one credit in their account before requesting their first ride.
5. **Point Carry Over** -- Points are carried over from one year to the next for paid-up members.
6. **Membership Lapse** -- Earned points are **not** carried over when membership lapses.
7. **Point Transfer** -- Earned points cannot be transferred to another member, relative, or friend.

Procedure for the Traveler

1. **Contact Co-op Secretary** -- The traveler contacts the secretary of the month using the Airport Co-Op Number (916-258-2410) and provides the flight information. It is best to call 10 days or more prior to the date of travel.
2. **Secretary Provides Three Names** -- The secretary will give the traveler at least three names to call. The traveler makes the arrangements for the rides. (Continued)

Membership and Operational Procedures (Cont.)

If unsuccessful, the traveler will need to call the secretary for another set of three names to call.

3. **Close the Loop with Secretary when Rides are Scheduled** -- When the rides are scheduled, the traveler must call the secretary back with the details of who will be providing the rides.
4. **Confirmation** -- It is strongly recommended that the traveler call the driver the day before travel to confirm the scheduled pickup.
5. **Notify Driver of Change or Delay** -- As soon as the traveler learns of a flight delay, it is very important to notify the driver of your delay (remember time zone differences). The traveler needs to carry contact information for the driver and the number of the Airport Co-op. **DO NOT PLACE THIS INFORMATION IN YOUR CHECKED LUGGAGE!**
6. **Ultimate Backup Plan** -- In the event that the driver does not provide the agreed pickup the traveler **TRAVELERS MUST BE PREPARED TO TAKE THE SHUTTLE**. See "Failure to Pick-up as Agreed" below."

Procedure for the Driver

1. **Driver Responsibility** -- The driver accepts responsibility to provide the arranged ride for the traveler. The driver should be given details of the flights and exchange contact information with the traveler.
2. **Problems on Providing Pick-up** -- If something happens that the driver cannot provide the arranged ride; he or she is responsible to find a replacement.
3. **Flight Delays** -- If you are notified by the traveller that the arrival time has been changed and you cannot provide the pick up the DRIVER must try to accommodate the change or is responsible to find a replacement. The traveler should be in contact the driver as soon as any change takes place.
4. **Driver Follow-up** -- The driver needs to call the secretary after providing a ride to insure that proper credit is given.

Failure to Pick-up As Agreed

1. **Driver is Responsible for Costs Incurred** -- If, on arrival, the traveler cannot make contact with the driver and is forced to hire a shuttle or pay someone to provide a ride, the driver is responsible to pay for the ride.
2. **Notify the Secretary** -- After the incident is over the traveler should contact the driver and the secretary.

Recommended Airport Pickup Procedure

Connecting with a traveler at the airport can get complicated. Fortunately, the airport has provided a FREE CELL PHONE LOT. Here is a procedure that has worked very well.

1. **Check on Flight Arrival Time** -- It is easy for a driver with Internet access to check www.flightarrivals.com to see if the flight will arrive on-time or be delayed. For those without easy access to the Internet you can call the airlines for expected arrival time.
2. **Use Cell Phone Lot** -- Recommended - Arrive the airport and park in the FREE CELL PHONE LOT. The sheriff does not allow parking on the road next to the ARCO station and parking in the ARCO station is poor taste unless you are purchasing something at ARCO.
3. **Cell Phone Contact Made by Traveler** -- When the traveler arrives and has bags in hand, he or she should contact the driver by cell phone. **TRAVELER NEEDS TO REMEMBER TO TURN ON CELL PHONE UPON LANDING**. The driver needs to insure that his or her cell phone is turned on.
4. **Driver Picks Up Traveler** -- Once the driver receives the cell phone call, he or she drives to the terminal curbside to pick up the waiting traveler.

This method has worked many times without any of the hassles of circulating around the airport, being hassled at the ARCO station or parking on the street next to the Arco station. If you do not have a cell phone, an alternate plan needs to be agreed upon between the driver and traveler.