

PART B - OPERATIONAL RULES

Updated 11/18/17

SECTION I - GENERAL OPERATIONAL RULES

1. Aircraft provided by the Club are for the exclusive use of its members and their passengers. Members are required to conduct themselves in a manner that is a credit to the Club.
2. Only Club Members, FAA designated examiners and Certified Flight Instructors, are authorized to pilot Club aircraft.
3. A member may use Club aircraft for personal transportation, for training of the member, or the member's pleasure.
4. Club aircraft may not be used for commercial operation as defined by Federal Aviation Regulations.
5. The club objective is to maintain an average ratio of 15 members per aircraft. A member who utilizes club aircraft to the extent that they are impeding other member's ability to utilize the aircraft may have a maximum flight time limit imposed at the discretion of the board.
6. Certificated Flight Instructors approved by the Club are the only individuals who are authorized to give checkouts in Club aircraft.
7. Instructors are independent contractors and are not provided by the Club and must be approved by the Club prior to any training.
8. Members may pilot only the Club aircraft for which they have received a checkout from an instructor approved by the Club. The board may grant an exception from this rule in unusual circumstances.
9. Club aircraft may be flown solo only by individuals who have a current medical certificate or meet the requirements of BasicMed and who have completed a flight review as set forth in FAR 61.56, or by student pilots that have flight instructor authorization for solo operation.
10. Members are reminded that insurance coverage is not available if Club aircraft are flown without meeting the FAA's regulatory requirements.
11. Smoking is not permitted in Club aircraft.
12. Main fuel tanks should be topped off at the conclusion of each flight unless prior arrangements have been made with the member using the aircraft next.
13. Members are responsible for the upkeep of the aircraft. Ample time should be planned at the conclusion of each flight for general maintenance items such as cleaning the leading edges of the wings, cleaning the windshield, wiping up oil drips, etc.
14. At the conclusion of each flight ensure the keys and fuel card are returned to the aircraft reservation book.
15. Do not leave the tow bar attached to the front wheel at any time. It should be removed and stored appropriately.

16. Be careful when moving aircraft in & out of the hangar. Make sure the hangar door is fully open and there is sufficient wing clearance on both sides.

SECTION II – USE OF HANGAR

1. Hangar space is shared with the hangar owner. Members shall not use the workbench and tools or otherwise disturbed the personal property of the hangar owner.
2. Only Club aircraft and equipment may be stored in the hangar. Members may not store personal property in the hangar at any time unless explicitly allowed in the Operational Procedures.
3. At no time shall any vehicle be parked so that it prohibits aircraft movement into or out of the hangar unless the member is in the immediate vicinity of the vehicle.
4. A personal vehicle of a club member may be temporarily stored in the hangar while the member is using the aircraft for an extended duration trip. In this case the member shall leave the vehicle unlocked with keys in the vehicle to allow movement if necessary.
5. No member shall use the vehicle lift located in the hangar without individual permission of the hangar owner.
6. Members are responsible for the cleanliness of the hangar, including the restroom. If you make a mess, clean it up.
7. The hangar door shall be kept closed so long as the heat is turned on, except for aircraft movement into or out of the hangar.

8. Used oil and filters shall be properly discarded and shall not be stored in the hangar.

SECTION II - RESERVATION OF CLUB AIRCRAFT

1. No member may fly a Club aircraft without scheduling time for the flight.
2. Reserve only the time in which you will be using the aircraft.
3. No more than 4 reservations may be held at one time.
4. Reservation times are valid for 30 minutes after the time of initial reservation. After the 30 minute period, the reservation lapses and the reservation is forfeited.
5. If the aircraft cannot be returned at the time stated in the schedule, update the schedule. Notify any other members affected by the change.
6. If a member is unable to keep a reservation or arrives back early from a flight, the schedule should be updated so as to allow the aircraft to be used by other members.

SECTION III - REPORTING TIME AND EXPENSES

1. All flight time will be reported from the tachometer. Discrepancies should be noted in the flight log kept in each aircraft.
2. PRINT your name neatly and fill out the flight log form completely.

3. A credit card is stored in the aircraft for fuel purchases. Receipts should be marked with the members name and placed in the envelope in the log book. Any fuel expense above the rate listed in appendix A will be added to the member's monthly statement.
4. Receipts should be obtained for purchase of other products, such as oil and added to the envelope in the log book.
5. Expense statements must be turned in promptly with the monthly statement for credit.
6. Any maintenance services purchased must have approval of the President or another Club Officer prior to having the service performed. Any maintenance performed outside of these guidelines could become the financial responsibility of the member who authorized the work.
7. All maintenance squawks should be reported in the aircraftclubs.com system.
8. If the aircraft is unfit for flight contact the President, Vice President or Maintenance & Safety Director immediately and alert any members who have the aircraft reserved within the next 24 hours.
9. Check and follow the procedures for shutdown and securing the aircraft at the completion of all flights.

SECTION IV - OVERNIGHT RESERVATIONS

1. Use of Club aircraft for overnight trips is encouraged.
2. A minimum of 1 hour of flying time per calendar day will be assessed.

3. If a weather delay occurs that prevents the aircraft from being returned as planned, the minimum hourly charge will not be assessed. Do not fly in weather that exceeds the capability of the aircraft or the pilot, and do not violate any regulations. If this occurs contact the treasurer to ensure you will be charged appropriately.
4. If a club aircraft becomes stranded due to weather please contact an Officer to discuss the situation and determine a way to resolve the issue.

SECTION V - PILOT REQUIREMENTS

1. In order to act as PIC a member must be current to fly per FAA regulations and complete a checkout with a club approved flight instructor in the aircraft they intend to fly.
2. During a checkout for an aircraft the member pilot shall demonstrate sufficient aeronautical skill in the following areas of operation, appropriate for the class of pilot certificate held (i.e. Private, Commercial, ATP):
 - a. Preflight operations.
 - b. Normal Takeoff and Landing.
 - c. Crosswind takeoff and landing.
 - d. Short field takeoff and landing.
 - e. Soft field takeoff and landing.
 - f. Go-Around / rejected landing.
 - g. Steep turns.
 - h. Maneuvering during slow flight.
 - i. Power Off Stalls (straight and turning):

- j. Flight by Reference to Instruments:
- k. Straight and level flight.
- l. Constant airspeed climbs and descents.
- m. Turns to headings.
- n. Recovery from unusual attitudes.
- o. Emergency Operations:
- p. Emergency approach and landing.
- q. Emergency descent.
- r. Equipment malfunctions.
- s. Inadvertent flight into IMC.