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EAGLE AIR FLYING CLUB, INC.
OPERATIONAL RULES

PART B

Article I - GENERAL OPERATIONS

Club aircraft are provided for the exclusive use of Club members. The use of Club aircraft is a privilege of membership, and members are expected to conduct themselves in a manner that reflects credit on the Club.

1. **Authorized Pilots**: Only Club members, FAA-designated examiners, and the flight instructors listed in Appendix A are authorized to operate Club aircraft. A member shall pay the membership deposit required by Part A before operating any Club aircraft. A member whose membership classification does not require a deposit may operate Club aircraft only to the extent that classification permits.
2. **Permitted Use**: Club aircraft may be used for personal transportation, for flight training, or for the member's recreational flying, within the limits of the member's membership classification. Club aircraft shall not be used for commercial operation, charter operation, or personal gain. The number of members entitled to operate Club aircraft is limited as provided in Part A, Article II, so that members have reasonable access to the aircraft. A member whose use of Club aircraft impedes the ability of other members to use the aircraft may have a maximum flight time limit imposed at the discretion of the General Manager or the Board of Officers.
3. **Flight Instruction**: Only Certificated Flight Instructors approved by the Club and listed in Appendix A, and FAA-designated examiners, are authorized to give flight instruction in Club aircraft. A member who is not a Club-approved instructor shall not instruct members or non-members in Club aircraft. A member receiving instruction is responsible for scheduling and providing the aircraft. Instructors are independent contractors, are not provided by the Club, and are paid directly by the member receiving instruction. The Board of Officers maintains the list of approved instructors and, in doing so, takes into account each instructor's recent instructional experience, including instruction given outside the Club.
4. **Aircraft Checkout**: Except while receiving instruction from a Club-approved instructor, a member may operate only those Club aircraft in which the member has received instruction and has satisfactorily completed a checkout with a Club-approved instructor. Any requirement for additional flight experience or endorsements beyond those required by the Federal Aviation Regulations shall be stated in Appendix A.

5. **Aircraft Access**: Upon completion of a checkout for solo flight, keys to the appropriate aircraft and the hangar access code shall be provided by the General Manager, Treasurer, or Secretary, as designated by the Board of Officers. Members shall not provide keys or the hangar access code to any person who is not a Club member.
6. **Solo Flight**: A Club aircraft may be flown solo only by a member who has completed a flight review as set forth in FAR 61.56 and who holds a current medical certificate or meets the requirements of FAR Part 68 (BasicMed); or, in the case of a student pilot, who holds current authorization for solo flight from a Club-approved instructor, within the limits of their membership classification. Members are reminded that the Club's insurance coverage does not apply to a flight conducted without a current flight review and either a current medical certificate or BasicMed qualification. No member may act as pilot in command of a Club aircraft while exercising sport pilot privileges, whether under a sport pilot certificate or under the sport pilot privileges of a higher-grade certificate, unless Appendix A provides otherwise.
7. **Carrying Passengers**: A member carrying passengers in a Club aircraft shall meet the recent flight experience requirements of FAR 61.57, which include three takeoffs and landings within the preceding 90 days. Student pilots shall not carry passengers.
8. **Voluntary Safety Reporting**: Members are encouraged to file a NASA Aviation Safety Reporting System report (NASA Form ARC-277) in the event that a Federal Aviation Regulation is inadvertently violated. Reports may be filed at https://asrs.arc.nasa.gov.
9. **Aircraft Documentation**: Members are responsible for obtaining and becoming familiar with the Pilot's Operating Handbook for each Club aircraft they operate. Current handbooks are posted in the Club scheduling system identified in Appendix A.

Article II - RESERVATIONS

1. No member shall operate a Club aircraft without first reserving it in the Club scheduling system identified in Appendix A.
2. Members shall reserve only the time in which they will actually be using the aircraft, so that the aircraft remains available to other members.
3. A reservation is valid for 30 minutes after the reserved start time. If the aircraft has not been taken by that time, the reservation lapses and is forfeited.

4. A member who is unable to keep a reservation, or who returns from a flight early, shall promptly update the scheduling system so that the aircraft may be used by other members.

5. If an aircraft cannot be returned at the time stated in the reservation, the member shall extend the reservation in the scheduling system and shall notify any member holding the next reservation. If the delay is caused by weather or mechanical difficulty, the member shall also notify the General Manager or the President as soon as practicable.

Article III - REPORTING FLIGHT TIME AND EXPENSES

1. **Billing Meter**: All flight time is billed from the Hobbs meter in each aircraft, recorded in tenths of an hour. If at least half of the next tenth is displayed, that number shall be used as the ending time. Tachometer time is recorded for the tracking of maintenance intervals and is not used for billing. If the Hobbs meter is inoperative, tachometer time shall be recorded and noted on the timesheet, and the time billed may be adjusted using the historic ratio between Hobbs and tachometer time for that aircraft.

2. **Timesheet**: A timesheet is kept in the binder in each aircraft. Every flight shall be recorded on the timesheet before the member leaves the airport. Entries shall be printed legibly. The member who records the time is not signing a check, but is documenting flight time that a volunteer member of the Club must be able to read in order to bill it correctly.

3. The timesheet in each aircraft provides the following columns, all of which shall be completed for every flight:

    a. **Date**: the date of the flight.

    b. **Name**: the member's name, printed legibly.

    c. **Hobbs Out and Hobbs In**: the Hobbs reading before engine start and after engine shutdown.

    d. **Hobbs Total**: the elapsed Hobbs time for the flight. This is the time billed to the member.

    e. **Tach Out and Tach In**: the tachometer reading before engine start and after engine shutdown.

f. **Tach Total**: the elapsed tachometer time for the flight.

g. **Fuel**: whether fuel was added. Enter Y for yes or N for no.

h. **Oil**: whether oil was added. Enter Y for yes or N for no. Empty oil bottles shall be placed in the container provided in the hangar, as provided in Article VII.

i. **Instructor**: the name of the instructor, if the flight was given as dual instruction.

4. **Oil Change Record**: The heading of each timesheet records the date and tachometer time of the most recent oil change. Do not alter that entry. It is completed by the Maintenance Officer.

5. **Cross-Country Flights**: When a member keeps an aircraft away from the home airport overnight, the member shall be charged the greater of the Hobbs time actually flown or one and one-half (1.5) hours for each day the aircraft is in the member's possession.

6. **Fuel and Supplies**: A Club fuel card is kept in each aircraft. Members shall use the Club fuel card to purchase fuel wherever it is accepted, including at the home airport, and shall return the card to the aircraft after use. Where the card is not accepted, the member shall pay with their own card and shall be reimbursed by a credit to their account. Photograph the receipt and send it to the Treasurer at the address stated in Appendix A. The credit will be applied to the member's next invoice. Oil and other approved supplies purchased by a member are reimbursed in the same way. A receipt is required for reimbursement.

7. **Maintenance Purchases**: Any maintenance service purchased for a Club aircraft shall be approved in advance by the Maintenance Officer or the President. Maintenance performed outside of these guidelines may become the financial responsibility of the member who authorized the work.

Article IV - MAINTENANCE AND DISCREPANCIES

1. A member who discovers a maintenance discrepancy shall record it as a squawk in the Club scheduling system identified in Appendix A and shall also report it directly to the Maintenance Officer or the General Manager. An entry in the scheduling system alone is not sufficient notice, as it may not be seen before the next member flies.

2. If an aircraft is unfit for flight, the member shall not fly it, shall place a note in the aircraft to warn other members, shall contact the Maintenance Officer or the General

Manager immediately, and shall alert any member holding a reservation for that aircraft within the next 24 hours.

3. No member shall authorize maintenance, repairs, or parts purchases for a Club aircraft except as provided in Article III.
4. Members are directly responsible for the safe operation of any aircraft under their control. Any damage to a Club aircraft shall be reported as provided in Part A, Article XII.

Article V - FLIGHT PLANNING AND CROSS-COUNTRY OPERATIONS

1. Members shall perform a careful preflight inspection before each flight. The pilot in command is directly responsible for the airworthiness of the aircraft, for the safety of the flight, and for compliance with all Federal Aviation Regulations, including those governing visibility and cloud clearance, fuel reserves, and weather minimums and alternates.
    a. A weight and balance calculation shall be performed for each flight on which the loading of the aircraft has changed.
    b. Verify that the ARROW documents are aboard the aircraft: Airworthiness Certificate, Registration, Radio Station License if required, Operating Limitations, and Weight and Balance. International flights, offshore flights, and flights to Mexico require the approval of the Board of Officers, carry unique insurance requirements, and require a radio station license aboard the aircraft. Do not attempt international or offshore flight without the written approval of the Club. Flights to airports on the Lake Erie islands within the United States are not offshore flights for this purpose.
    c. File a flight plan for flight over sparsely populated areas, mountainous terrain, or extended over-water operations. Close a VFR flight plan within 30 minutes of the expected time of arrival to prevent search and rescue operations from commencing. If a flight plan is not filed, request VFR flight following.
    d. Always observe fueling operations. All Club aircraft operate on 100LL fuel. Be particularly observant when sumping the fuel tanks for water, jet fuel, or other contamination.

e. If oil must be added away from the home airport, use the oil specified in Appendix A or an equivalent product. Automotive oil shall never be used in a Club aircraft engine.

f. Carry and use current aeronautical charts and navigation data.

g. If you are not completely familiar with the operation of the aircraft, its avionics, or its navigation equipment, obtain instruction in the use of that equipment before flight.

h. If an aircraft will be away from the home airport for more than 14 days, consult the Maintenance Officer beforehand to determine whether any inspection or maintenance will come due during that period.

i. Obtain a complete weather briefing for any flight outside the local airport area. Decreasing ceilings and visibility, and strong winds at the surface and aloft, may be indications that the flight cannot be completed as planned.

j. If you become lost or uncertain of position, contact the appropriate Air Traffic Control facility or Flight Service Station for assistance and remember to climb, communicate, confess, comply, and conserve.

k. Be especially careful when entering and leaving taxiways and runways at both controlled and uncontrolled fields. At controlled fields, read back all runway crossing and hold short instructions.

Article VI - COLD WEATHER OPERATIONS

1. All Club aircraft require preheat before starting when the temperature is below 30 degrees Fahrenheit. Use care not to apply excessive heat to the cowl or other painted surfaces. A member who is unfamiliar with preheating procedures shall obtain assistance from a member who is knowledgeable in the use of the preheater.
2. Before starting the engine, verify that the primer is fully seated and locked. After starting, allow the engine to warm for several minutes at approximately 1000 RPM before increasing power.
3. Club aircraft shall not be flown with frost, snow, or ice adhering to any surface. Frost, snow, and ice shall be removed before flight. Do not use plastic or automotive scrapers on any aircraft surface and be aware that commercial de-icing products may damage

painted surfaces. A heated hangar may be used, at the member's expense, to preheat an aircraft and to remove frost, snow, and ice.

4. Excessive use of the engine primer may result in an engine fire. Obtain instruction if necessary before priming the engine during cold weather operation.
5. Cold weather clothing should be carried in the aircraft during the winter months, on local flights as well as cross-country flights.
6. Club aircraft shall not be operated on frozen surfaces such as rivers or lakes. Snow and ice covered runways and taxiways require extreme caution to avoid losing directional control. Braking action on any snow or ice covered surface is often very poor or nonexistent.
7. Use pitot heat when conditions are conducive to icing, that is, when flying in visible moisture below 40 degrees Fahrenheit.
8. Use carburetor heat in accordance with the manufacturer's instructions. Exercise caution in the winter months, as the use of carburetor heat may create conditions in which ice forms.

Article VII - SECURING THE AIRCRAFT

1. Club aircraft are stored in the hangar when not in use, for protection from the elements and from theft. Upon completion of a flight, the aircraft shall be returned to the appropriate hangar unless arrangements have been made with the next member scheduled to use the aircraft. If the aircraft cannot be returned to the hangar, it shall be tied down securely and a member of the Board of Officers shall be advised of the situation.
2. Members shall refuel the aircraft to the tabs upon returning from each flight, using the self-serve fuel at the home airport and the Club fuel card. The aircraft shall not be fueled above the tabs, so that the next pilot retains flexibility in weight and balance.
3. Members shall clean the cockpit, remove trash from the seat pockets, and leave the aircraft clean for the next member. The windshield shall be cleaned and bugs wiped from the wings. The Club provides appropriate cleaning materials. Use only the correct materials on the windshield to prevent damage. If cleaning materials are low or exhausted, notify a member of the Board of Officers so that more can be ordered.

4. The hangar shall be kept clean and picked up at all times. Trash, other than empty oil bottles, shall be placed in the trash can provided in each hangar and not left on the workbench, shelf, floor, or in the aircraft. If the trash can is full, remove the bag, replace it with an empty bag, and place the trash in the airport dumpster.
5. Empty oil bottles shall not be placed in the trash. A container is provided in each hangar for empty oil bottles, so that the Maintenance Officer can determine how many quarts were added between oil changes. Place empty bottles in that container and leave them there until they are cleared following the next oil change.
6. Before leaving, members shall turn off the lights, secure the overhead door, lock the man door, and scramble the lock box code to prevent unauthorized access to the Club hangar.

Article VIII - APPENDIX A

1. The rates, dues, deposits, aircraft, approved flight instructors, and other information referred to in these Operational Rules that are subject to change from time to time are set forth in Appendix A. Appendix A is maintained as a separate document and is incorporated into these Operational Rules by reference.
2. The Board of Officers may amend Appendix A at any time, within the authority granted to it by Part A, without amendment of these Operational Rules. The current Appendix A shall be made available to every member and shall be posted with the Club's documents.
3. Appendix A shall not alter any provision of these Operational Rules. Where they conflict, these Operational Rules govern.