



GLENDALE

Flying Club

LOUISVILLE KY • SINCE 1961

**GLENDALE FLYING CLUB, INC.,
A KENTUCKY NONPROFIT CORPORATION**

OPERATING PROCEDURES

REVISED JULY 2007

Glendale Flying Club, Inc. - Operating Procedures

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SECTION I - GENERAL RULES

- A. The Operating Procedures shall be promulgated, approved, amended and revised by the Board of Directors in accordance with the Club's Bylaws. Each member shall receive or be provided a copy of the Operating Procedures upon acceptance into Glendale Flying Club, Inc. (the "Club"), and each time revisions are made.
- B. Members shall at all times observe current Federal Aviation Regulations, as well as other, federal, state, local and airport rules and regulations. Additionally, members shall at all times observe Club rules and regulations, including the Bylaws and these Operating Procedures, and the requirements and prerequisites of the Club's insurance policy.
- C. Each member shall be fully responsible for his or her use and safekeeping of Club aircraft and property under his or her control. This includes safekeeping of Club aircraft and property while away from Bowman Field, including while tied down or hangared at other airports, and until such aircraft and property are safely returned and secured at Bowman Field. If a storm or hazardous weather (e.g. hail) threatens a Club aircraft while away from

Bowman Field, the member using the aircraft shall hangar or move it to a safe location - **DO NOT** allow an aircraft to be damaged by hail, wind, etc.

- D. No Club aircraft engine shall be started unless a Club member qualified in that particular aircraft, or a CFI (as such term is defined below) who is qualified in that particular aircraft and who is provided by and teaching a Club member, is at the controls, except the Club's Officers may authorize Federal Aviation Administration-licensed maintenance personnel to start and operate Club aircraft as necessary or appropriate.
- E. Aerobatic type maneuvers of all types, except as required for FAA flight tests and approved by the aircraft's particular pilot's operating handbook, are prohibited in all Club aircraft for all members.
- F. Club aircraft shall be operated only from those landing areas which are officially recognized as public or private airports. Operation from any other area may be permitted only by prior approval from the Board of Directors.
- G. Each member shall immediately report any damage to, or trouble with, any Club aircraft or equipment to the Operations Officer or the Assistant Operations Officer or, in the event neither may be readily contacted, any member of the Board of Directors. Additionally, squawk lists which shall be kept in each aircraft and/or at a central location (e.g., scheduling computer) shall be completed by members after each flight to detail any problems found. If multiple squawk lists are maintained by the Club for an aircraft, members shall detail the problems found in all lists applicable to that aircraft. Negligence or carelessness by a member resulting in damage and expense to Club aircraft and/or property shall be charged to that member.
- H. In the event of an accident to an aircraft while away from Bowman Field, resulting in the aircraft becoming legally unairworthy, the member shall notify the Operations Officer or President, or if unable to do so, notify any Director before any corrective action is taken. The member shall follow the instructions given by the Operations Officer, President or Director, relative to repairs, security or ferrying of the aircraft to Bowman Field. The member also shall assume financial responsibility for any costs not covered by Club insurance.
- I. No member shall realize any financial gain from the use of Club aircraft or property (i.e., the aircraft cannot be used in commercial operations or to carry passengers or cargo for hire). However, this does not preclude members from flying Club aircraft on personal business trips or from sharing the costs of a flight with passengers in accordance with Part 91 of the Federal Aviation Regulations.
- J. **NO MEMBER OR CFI SHALL PERMIT A NONMEMBER TO FLY OR OTHERWISE OPERATE CLUB AIRCRAFT OR USE CLUB PROPERTY**, except the Club's Officers may authorize Federal Aviation Administration-licensed maintenance personnel to start and operate Club aircraft as necessary or appropriate. A demonstration ride

for a prospective member may be provided by a Club member who has previously been authorized by the Board of Directors to furnish demonstration rides, provided that (i) the prospective member does not fly or otherwise operate the Club's aircraft at any time, (ii) the member providing the demonstration ride pays not less than the pro rata share of the operating expenses of the flight with the prospective member as allowed by the applicable sections of the Federal Aviation Regulations, and (iii) if the member providing the demonstration ride is also a CFI, such member does not provide the prospective member with, or charge the prospective member for, any ground or flight instruction.

- K. No member shall use Club aircraft to carry or traffic in narcotics, import or export persons or property unlawfully, or for any other illegal purpose.
- L. So as to ensure flight safety, and prior to flight, each member shall be familiar with the information contained in the aircraft owners manual or pilots operating handbook for any Club aircraft in which he or she is to act as Pilot-in-Command.
- M. Any animal carried in Club aircraft shall, at all times, be in an animal carrier approved by the Federal Aviation Administration.
- N. Members shall ensure that, following each flight, the particular Club aircraft's fuel tanks are properly filled, the Club aircraft has been thoroughly cleaned, the Club aircraft is securely tied down or hangared, and that all covers and protective devices are on the Club aircraft.
- O. Members shall adequately pre-heat Club aircraft prior to any flight when the air temperature is 35°F or below. Members shall use Club pre-heaters, including any electric pre-heaters installed on Club aircraft, in accordance with the rules adopted by the Board of Directors.
- P. Members shall perform VOR receiver checks on a regular basis, and record the results of the same in the binders maintained in the aircraft.
- Q. Unless time is of the essence or as otherwise necessary or appropriate, the primary means of communication between Club Officers, Directors and members (including member-to-member only communications) shall be via electronic mail to the address(es) specified on the Members, Officers and Directors Contact List maintained by the Club. Additionally, updates to the Club's corporate documents (including the Bylaws and these Operating Procedures) will be provided via the Club's web site (www.glendaleflying.com or www.glendaleflyingclub.com) and, once notified, members shall download such updates and keep them with the corporate documents provided to each member by the Club. Members shall keep current electronic and postal mailing addresses on file with the Club at all times.

SECTION II - INFORMATION CONCERNING INSTRUCTORS

- A. The Club does not employ, contract with, approve, endorse, provide, schedule, pay, receive funds from or sanction any flight or ground instructors in their capacity as instructors.

Therefore, a member may personally provide and use any instructor for instruction in a Club aircraft provided by such member **as long as the member ensures that his or her instructor is qualified as provided in this Section II** and that such instructor meets and follows all appropriate Federal Aviation Administration rules and regulations. Further, members receiving instruction shall ensure that the Club's Bylaws, these Operating Procedures and any policies or rules developed by the Board of Directors concerning the usage or operation of the Club's aircraft are followed at all times.

- B. The Club does not desire to create a limited pool of instructors, but it does want to promote safety and ensure that instructors operating Club aircraft are reasonably and objectively qualified and experienced in the make and model of aircraft in which they instruct. Therefore, each aircraft shall have a qualified pool of instructors that can be expanded by the members as provided in this Section II, and any instructor shall be eligible to join an aircraft's qualified pool of CFIs. All flight and ground instruction in Club aircraft (including initial and annual check rides) shall be conducted by a Federal Aviation Administration-approved and current certified flight instructor (individually each a "CFI" and collectively "CFIs") who:
1. is directly provided and paid for by the member receiving the instruction;
 2. possesses current and proper certificates and qualifications appropriate for the particular teaching situation, all as required by the Federal Aviation Administration;
 3. has received a documented ground orientation as contemplated by Section II(C)(1) below; **and**
 4. has received a documented flight check ride as contemplated by Section II(C)(2) below.

Any instructor meeting **all** of the foregoing for a specific aircraft shall be considered a member of that aircraft's qualified pool of CFIs.

As a courtesy to the members, the Club will compile a list of CFIs known to comprise an aircraft's qualified pool of CFIs. Such list shall be appended to the Officers Contact Sheet maintained by the Club. However, the Club does not and will not act as a scheduling or payment conduit for members and their CFIs, and such list shall not be considered as an approval or endorsement of those CFIs.

- C. If a member desires to add an instructor to an aircraft's qualified pool of CFIs, then the member may arrange for the instructor to receive:
1. a documented ground orientation for the specific aircraft from a CFI that is already a member of such aircraft's qualified pool of CFIs; **and**

2. a documented flight check ride (of a length determined appropriate by the CFI conducting the flight check ride) in that aircraft from a CFI that is already a member of such aircraft's qualified pool of CFIs; **provided, however,** that **prior to** such flight check ride (i) the member shall notify the Club's Membership Officer **and** Secretary of the requested flight check ride and the name of the instructor receiving the flight check ride, (ii) the Secretary shall secure insurance coverage **for the Club** for such flight check ride (the instructor receiving, and the CFI conducting, the flight check ride are **not** covered), and (iii) once coverage is secured for the Club, the Secretary shall notify the member and the Board of Directors so that the member can schedule the flight check ride.

The ground orientation and flight check ride shall be documented in the logbooks of the CFIs receiving and giving the training, and on one or more forms developed and maintained by the Board of Directors (e.g., Instructor Orientation and Check Ride Sheet). Once the ground orientation and flight check ride, and the required documentation, are completed and properly submitted, that instructor shall be considered a member of that aircraft's qualified pool of CFIs.

All costs for ground orientations and flight check rides to add an instructor to an aircraft's qualified pool of CFIs shall be paid for by the member requesting to add such instructor to that qualified pool. The CFI conducting the ground orientation and/or flight check ride should be paid directly by the member requesting to add the instructor to the aircraft's qualified pool of CFIs, and any flight time for the check ride shall be billed to such member's account. The Club shall not be responsible for paying for ground orientations or flight check rides to add an instructor to an aircraft's qualified pool of CFIs. Additionally, the rates CFIs charge for orientations and/or flight check rides are not set or influenced by, or in any manner shared with, the Club.

All flight check rides shall be scheduled on the Club's computer scheduling system by the member, in his or her own name, who is requesting to add an instructor to an aircraft's qualified pool of CFIs, and the CFI conducting the flight check ride should complete the tachometer/Hobbs log sheets in the aircraft in the name of such member. Once the flight check ride is complete, such member shall **immediately** obtain the tachometer/Hobbs times for the flight check ride from the instructor being added to the qualified pool, and the member shall **immediately** enter those tachometer/Hobbs times in the Club's computer scheduling system in the member's own name.

All such ground orientations and flight check rides shall cover Club and aircraft topics as may be specified by the Board of Directors from time to time. Additionally, all ground orientations and flight check rides shall be documented on one or more forms as specified by the Board of Directors (e.g., Instructor Orientation and Check Ride Sheet), and all such forms shall be endorsed by the CFI conducting, as well as the instructor receiving, such training and then given to the Membership Officer for review.

- D. It is the responsibility of the members using CFIs to personally provide, schedule and directly pay the CFIs for their time as the Club does not provide, schedule or pay CFIs or act as a conduit for funds flowing from members to CFIs. Additionally, the rates CFIs charge for their services are not set or influenced by, or in any manner shared with, the Club.
- E. Prior to instructional flights in Club aircraft, members shall ensure that the CFIs they provide are familiar with the Club's Bylaws, Operating Procedures, Aircraft Checkout Sheet and other rules and regulations applicable to the proposed instructional flight and operation of Club aircraft, including those set forth on Schedule 1 (Aircraft Insurance Requirements) and Schedule 2 (Special Aircraft Operating Rules) attached hereto; however, it is the personal responsibility of the members providing the aircraft to ensure that such rules and regulations are followed.
- F. Failure to follow these rules may result in a member or CFI becoming responsible for major financial obligations because Club aircraft, Club equipment, or property owned by third parties is damaged or destroyed, or because an individual or individuals are injured or killed, during operations not covered by Club insurance. Any specific questions regarding these matters should be directed to the Secretary prior to any flight by a Club member or prior to any flight with a CFI.
- G. Unless a CFI is also a member of the Club, he or she may not use or operate Club aircraft except to instruct Club members. Even if a CFI is a Club member, instruction in Club aircraft may only be given to other current Club members.
- H. **THE CLUB'S INSURANCE POLICY DOES NOT PROVIDE COVERAGE FOR A CFI (WHETHER A CLUB MEMBER OR NOT) GIVING FLIGHT INSTRUCTION IN A CLUB AIRCRAFT.**

SECTION III - INSURANCE AND CLUB CHECK RIDE REQUIREMENTS

- A. The Club's liability insurance policy applies when the aircraft are being operated by the pilots designated as bona fide members of the Club while holding, at a minimum, the Federal Aviation Administration Pilot Certificates, Ratings, current Medical Certificates and logged hours as described on Schedule 1 (Aircraft Insurance Requirements) attached hereto, and only while such certificates and ratings are in full force and effect, and the member is current (e.g., current BFR), as well as, active and in good standing with the Club.
- B. Notwithstanding the foregoing, and prior to initial solo flight in a Club aircraft he or she desires to operate, a member must provide a CFI from that aircraft's qualified pool (See Section II above) and complete an initial check ride with that CFI in such aircraft. A member receiving an initial Club checkout should schedule the airplane in his or her own name on the scheduling computer, and indicate in the scheduling notes that he or she is receiving a checkout, as well as, the name of the CFI conducting that checkout (note: because he or she has not yet completed an initial checkout, the member will receive a warning from, and the

Club's Officers will be notified by, the scheduling computer).

Additionally, each Club member must undergo an annual proficiency check (annual Club check ride) in the highest performance aircraft he or she is eligible to operate. The hierarchy of performance for Club aircraft is Warrior - Diamond Star - Skylane - Saratoga. Such proficiency check may be combined with a Biennial Flight Review, an Instrument Proficiency Check, completion of a Phase of the Federal Aviation Administration's Wings Program, completion of a new airman's certificate (e.g., successfully advancing from a Private Pilot Certificate to a Commercial Pilot Certificate), completion of a new rating (e.g., earning an instrument rating) or an initial check out in a higher performance Club aircraft (e.g., Warrior to Diamond Star, Diamond Star to Skylane, or Skylane to Saratoga). The member must provide a CFI from the applicable aircraft's qualified pool (See Section II above) to conduct the proficiency check.

All initial and annual Club checkouts should be recorded by the member's instructor in the member's logbook.

- C. CFIs always retain the discretion to require more than the minimum flight hours required by the Club's insurance company as dictated by the members' abilities.
- D. The Club's Bylaws, these Operating Procedures and any other rules and regulations adopted by the Club concerning the use and operation of Club aircraft, including without limitation those set forth on Schedule 2 (Special Aircraft Operating Rules) attached hereto, shall be reviewed and followed during all check rides.
- E. During or after an initial check ride, the member shall ensure that the qualified CFI he or she provides for his or her initial check ride (as specified above) administers to, and discusses with, the member the results of the written and oral examinations developed and implemented by the Board of Directors concerning the aircraft's performance and limitations. Copies of the completed written examination (i.e., the Aircraft Checkout Sheet) shall be forwarded by the member to the Membership Officer for review after the member ensures that such written examination is properly endorsed by his or her CFI. After the written examination is completed by the member, endorsed by his or her CFI, and submitted and reviewed by the Membership Officer, the member, assuming all Club and insurance requirements have been satisfactorily met, will be granted solo flight privileges in the applicable aircraft.
- F. All Club check rides (initial, annual or otherwise) must be given by a CFI from the applicable aircraft's qualified pool (See Section II above) who is provided by the member receiving the check ride.
- G. Members personally provide the aircraft for all check rides and instruction received in Club aircraft by such members.

- H. A member shall ensure that all Club check rides (initial, annual or otherwise) are logged by the CFI giving the check ride in the member's logbook, and shall be verified by the member in accordance with the request of the Club's Officers or Directors, or the procedures established by them.
- I. **THE CLUB'S INSURANCE POLICY DOES NOT PROVIDE COVERAGE FOR A CFI (WHETHER A CLUB MEMBER OR NOT) GIVING FLIGHT INSTRUCTION IN AN INSURED AIRCRAFT.**
- J. Student pilot members of the Club shall not schedule, operate or fly, whether dual or solo, any Club aircraft other than Piper Warrior N2866W.
- K. Club members conducting charity flights for nonprofit aviation-related organizations (e.g. Angel Flight) shall ensure that each non-member passenger completes a copy of the Club's Liability Release Form in accordance with the directions provided on such form.
- L. All non-CFI simulated instrument condition safety pilots must be Club members.
- M. Complete copies of the Club's current insurance policy are kept in a binder in the Club's hangar. All members should read, understand and follow the insurance policy at all times, and all questions should be directed to the Club's Secretary.

SECTION IV - AIRCRAFT SCHEDULING

- A. As much as reasonably possible, each member shall file his or her name, destination, whether the flight will be made IFR or VFR and his or her time of return to Bowman Field on the Club reservation roster (schedule book or computer scheduling system) maintained by the Club, before leaving the ground. If the destination is local, so state.
- B. In the event of conflicting requests for use of an aircraft, priority will be given to the member who first scheduled the aircraft; however, a member may be required to cancel or reschedule one or more flights if he or she is using or scheduling an aircraft so much that other members cannot use or schedule the aircraft.
- C. Any member who schedules a Club aircraft and fails to use the aircraft or fails to cancel the reservation on the Club's scheduling book or computer scheduling system in a reasonable fashion shall be liable for a daily minimum time set by, and possibly retroactively set by, the Board of Directors in its discretion. Any member who does not arrive at an aircraft within 30 minutes of the start of a scheduled flight, or within 2 hours for an overnight flight, automatically forfeits such aircraft and the scheduled flight is cancelled; however, that member is not relieved of his or her responsibility to notify other Club members of such cancellation.
- D. No member shall take an aircraft at a time and date scheduled by another member. To do so

is cause for immediate disciplinary action, including suspension or dismissal from the Club.

- E. Members shall not schedule more than one aircraft at one time, except to sign up as second or third (Priority 2 or 3) pilot on a aircraft already signed for by another pilot. However, if the latter aircraft becomes available, the reservation on the former aircraft must be released immediately.
- F. If a member cancels a scheduled flight, he or she shall make every effort to **TIMELY** contact (by telephone if necessary or if little time exists) all members of the Club, or at least any member who has a Priority 2 or 3 reservation that is impacted by such cancellation.

SECTION V - RECORDING FLIGHT TIME

- A. There is a log sheet in each aircraft for the **IMMEDIATE** recording of tachometer time for each flight in the Warrior, Diamond Star and Skylane, and for the **IMMEDIATE** recording of the Hobbs meter time for the Saratoga (note: the Saratoga does not have a device to record tachometer time).
- B. The tachometer/Hobbs information entered should reflect the **EXACT** time fully shown on the tachometer/Hobbs. If the tachometer/Hobbs reads to one-hundredths of an hour, the bill will reflect charges to the hundredths.
- C. In addition to the requirements stated above and **IMMEDIATELY** after **EACH** flight, tachometer/Hobbs time shall **ALSO** be logged by the members in the Club's computer scheduling system in accordance with the rules adopted by the Board of Directors.

SECTION VI - CROSS COUNTRY FLIGHT

- A. The Board of Directors, in its sole and absolute discretion, may require one (1) or more hours of flight time per day for any or all days a member has a Club aircraft away from Bowman Field. Such a determination need not be made prior to the flight in question.
- B. Club aircraft shall not be kept continuously away from Bowman Field for a period exceeding twelve (12) days or any sequence of days that includes more than one (1) Saturday or more than one (1) Sunday. For any specific trip, however, a member may seek a waiver of this rule by providing all relevant information concerning the flight to the Board of Directors for its consideration as far in advance of the flight as is reasonably possible.
- C. Club aircraft shall not be taken outside the continental United States until appropriate insurance has been procured and Board of Director approval for the flight has been granted.
- D. Members purchasing oil and/or maintenance shall mail receipts to the Treasurer for crediting to their accounts. No purchases shall be honored when remitted after sixty (60) days from the date of purchase.

- E. Maintenance or repairs on Club aircraft while away from Bowman Field shall have prior approval of the Operations Officer or a Director if the cost will be \$100.00 or more, and the member shall be responsible for the usage costs of the aircraft (based on elapsed tachometer/Hobbs time) regardless of whether the member was able to complete his or her flight as planned. Proper entry of such repairs in the aircraft log is the responsibility of the pilot who has the aircraft. If an aircraft requires maintenance or repairs which away from Bowman Field, the member operating such aircraft shall coordinate with the Operations Officer to ensure that, to the degree reasonably possible, warranty claims are properly made and faulty parts are returned to Bowman Field.
- F. Members shall ensure that the aircraft used is properly secured and tied down, and that all protective covers and devices are in place. **UNDER NO CIRCUMSTANCES SHALL A MEMBER LEAVE A CLUB AIRCRAFT WITHOUT IT BEING TIED DOWN OR SECURED IN A HANGAR.** If a storm or hazardous weather (e.g. hail) threatens a Club aircraft while away from Bowman Field, the member using such aircraft should make every effort to hangar the aircraft to protect it as much as possible.

SECTION VII - FUELING AIRCRAFT, LEANING PROCEDURES AND PROPER OIL

- A. Each member has to personally buy (with his/her own resources) fuel after each flight. Members are **NOT** allowed to charge any fuel to the Club or on a Club fuel card.
- B. Members have the following local refueling options:
 - 1. Members can refuel at the self service pumps at Louisville Executive Aviation (LEA) or Central American Airways at Bowman by using their own credit/fuel cards.
 - 2. Members can seek to open their own personal accounts with LEA. The Club has been told that if a member has an account with LEA the member can call for the fuel truck and LEA will refuel the plane at the Club's hangar, charge the member's account and the member will receive a 10¢ per gallon discount off the full service price.
 - 3. Members can refuel at ASI and pay with their credit/fuel cards after each fill-up.
- C. Members will refuel the planes to the following levels after their flights:
 - 1. Warrior: to the tabs year-round
 - 2. Diamond: full
 - 3. Skylane: full

4. Saratoga: 30 gallons per side per external wing gauges

For the Warrior and Saratoga, the levels (to the tabs and 30 gallons per side, respectively) must be what are shown while the planes are sitting in the hangar after each flight (a little more may be acceptable but a little less is not). That means that the next member to preflight the Warrior should see the fuel touching the tabs and the next member to preflight the Saratoga should see the fuel gauges reading 30 gallons on each side.

D. Members may refuel at Bowman or Clark County with the following limitations:

1. If a member refuels at Clark County, that member must immediately (and directly) return to the Club's hangar and stow the airplane. If there is any delay in returning (like a line to takeoff at Clark County) then the member needs to top back off once on the ground at Bowman.
2. If a member refuels at the self service pumps on Bowman, the member must immediately (and directly) return to the Club's hangar and stow the airplane.
3. No matter where a member purchases fuel, and no matter where the preceding member purchased fuel, each member must make sure that:
 - i. The Warrior and Saratoga are sitting in the hangar after refueling with the proper amount of fuel showing as described in Section VII(C) above.
 - ii. The Diamond and the Skylane have been completely refueled (at Bowman or Clark County) and only have the minimum amount of fuel missing as is necessary to get the planes directly back to the Club's hangar and stowed without delay. If the preceding member filled the Diamond or Skylane at Clark County and the next member refuels at Bowman, the next member will completely refuel the plane and return immediately (and directly) to the Club's hangar (i.e., do not try to "leave a little fuel out" just because the preceding member chose to refuel at Clark County).

E. If a member needs less fuel in the plane than is usually kept in the tanks, it is up to that member to coordinate with the immediately preceding member who flies the plane, and those members will need to reach an agreement concerning the amount of money that the preceding member will owe since he/she did not have to re-fill the plane. The Club will not get involved in these transactions, but the Club suggests both members immediately agree on the amount of fuel the preceding member did not have to purchase and consider using the then-current self service price at LEA when determining the reimbursement amounts.

F. If there is a dispute or the previous member did not refuel correctly, contact the President **BEFORE** the next flight (if a member waits until after the next flight, that member is out of luck). If a member "cries wolf" he/she will be fined \$25 by the Club. If the preceding

member did not properly refuel, he/she will have to pay the cost to properly refuel (by means which are at the discretion and convenience of the Club) as well as pay a \$25 fine for a first infraction, \$50 for a second infraction, and be suspended/terminated for a third infraction at the discretion of the Board of Directors.

- G. Members shall follow the proper leaning procedures for each of the Club's airplanes as follows:
1. Warrior: set cruise power and then lean slowly until the engine runs rough and then slowly enrichen until the engine runs smoothly.
 2. Diamond Star: set cruise power at 24" MP and 2400 RPMs and then slowly lean until the fuel flow reads 9.5 GPH.
 3. Skylane: set cruise power at 23" MP and 2400 RPMs and then slowly lean until peak EGT is found and then slowly enrichen 50 degrees rich of peak EGT.
 4. Saratoga: set cruise power at 24" MP and 2400 RPMs and then slowly lean until the fuel flow reads 17.0 GPH (or set cruise power at 25" MP, 2500 RPMs and fuel flow at 18.5 GPH).
- H. Before each flight, members shall ensure the proper quantity of oil exists in the aircraft to be flown. Oil for the aircraft is purchased by the Club. Members are to use Club oil (**AND THE PROPER GRADE OF OIL**) at all times, or if not available, proper grade oil can be purchased and receipts remitted to the Assistant Treasurer.

SECTION VIII - BILLING PROCEDURES

- A. The Club is fortunate to be able to allow members to fly and not pay immediately after their use of an aircraft. This has been made possible through years of good payment records with the Club's creditors. It also requires the cooperation of all members in payment of their bills.
- B. The charge for use of Club aircraft is calculated from the time sheets found in each aircraft, as well as, the Club's computer scheduling system. As such:
1. Before a member starts the engine of any Club aircraft, he or she shall notice the tachometer/Hobbs meter reading of the aircraft and the ending time of the previous flight. If they do not match, the member shall make a written notice on the time sheet to show that he or she has noted a discrepancy. If the missing time is more than 0.1 hour, please notify the Assistant Treasurer by phone or electronic mail so an immediate investigation can begin to determine who is to be properly charged.
 2. When a member finishes a flight, **IMMEDIATELY** complete the tachometer/Hobbs meter sheet (and **IMMEDIATELY** make corresponding entries in the Club's

computer scheduling system) by noting the ending time shown on the tachometer/Hobbs meter and calculate the amount of time used.

3. Each member shall **CLEARLY PRINT** his or her name on the tachometer/Hobbs meter sheets to allow the Assistant Treasurer to bill the proper member, as well as, complete the date(s) the Club aircraft was used and the destination to which it was flown (it is not necessary to show each leg of an extended trip).
 4. Use the tachometer/Hobbs meter readings as shown on the aircraft tachometer/Hobbs meter. If it has two (2) decimal places, use two (2) and if it only has one (1), use one. Do **NOT** round off the readings.
- C. Billing for the aircraft will be on a monthly basis. All flights in one calendar month will be billed to members shortly after the end of that month. If a member is using an aircraft for an extended period over the end of a month, that member may be billed for the estimated flying time in the month being billed. For instance, if a member takes an aircraft on the 25th to Tampa and returns on the 5th of the following month, that member may be billed for about six (6) hours for the time flown in the former month. In such a case, and in the following month, accurate billing will be done on the basis of the actual time the Club aircraft was used.
- D. When a member purchases oil, that member must get a receipt showing the oil purchased, the date and cost if he or she wants to receive credit for such a purchase. These purchases of oil will be paid for by the Club provided such member sends the appropriate receipts before, or along with, his or her monthly payment to the Club. That member may deduct from his or her payment those oil purchases made in the month the bill covers.
- E. Oil, authorized repairs, and preheating are expenses the Club will pay. Individual members are responsible for tie down, hangar, landing, security and handling fees while away from Bowman Field, as well as battery charging due to leaving the master switch on. Provided, however, if a member has an aircraft tied-down while away from Bowman Field and the member moves the aircraft into a hangar in advance of an impending storm, the Club will reimburse the member for the difference between the cost of the hangar and the cost the member would have paid for the tie-down.
- F. Since the Club is a nonprofit shared-ownership corporation and not a for-profit FBO, flying school or commercial operation, Members are responsible for all Club aircraft usage charges (based on elapsed tachometer/Hobbs time) even if flights cannot be completed as planned and regardless of the reason the flights cannot be completed as planned (e.g., maintenance, weather, etc.). If an expense is incurred a member believes the Club should cover, the Board of Directors should be contacted immediately and the circumstances explained in detail, and the Board of Directors' decision shall be final.
- G. Monthly dues are billed in advance, and flying expenses are billed in arrears. For instance, a

bill dated December 1 will show December dues and November flying expenses. The first month's dues for new or returning members will be prorated based on a 30-day month and the date the member's application is accepted by the Club's Board of Directors. Should a member resign, his or her last month's dues will not be prorated because the Club's Bylaws specify that resignations may only be effective as of the last day of a month. A member that resigns from the Club shall promptly return to a Club Officer or Director any and all aircraft or hangar keys in his or her possession, his or her corporate documents, and all other Club-owned property.

- H. Billing for dinner meeting reservations and other special events will normally be billed in or immediately following the month in which they occur.
- I. Bills are normally e-mailed out (no hardcopies are sent) during the first week of the month. They are due **IN-FULL** upon receipt and the Assistant Treasurer should receive all payments **ON OR BEFORE THE 20TH OF THE SAME MONTH**. Those members who have not paid their bill **IN-FULL** by the end of the month shall **AUTOMATICALLY** have their flying privileges suspended, shall lose their pending reservations, and shall be charged interest on their outstanding balance. Such delinquent members shall refrain from scheduling or using Club aircraft until they are current financially. Any outstanding balances owed will be assessed a finance charge of 1.5% per month or 18.0% per year, or such other amount as allowed by applicable law; however, the fact that interest will be charged should not be taken to mean that a member's flying can be financed through the Club - it cannot - that is why all payments must be made **IN-FULL** upon receipt. Any member delinquent beyond 30 days shall be subject to immediate termination and may be turned over to a third party collection agency.
- J. Members are personally responsible for timely payment of their bills even if their companies pay their bills. If payments to the Club by a member's company are not timely, the member will be required to pay his or her bill and seek reimbursement for his or her company. Other arrangements can be approved, in advance, by the Board of Directors.
- K. If a member has a special problem paying a bill, he or she shall immediately call the Treasurer or President to discuss the problem and work out a solution.

SECTION IX - CLEANING CLUB AIRCRAFT

- A. After every flight, members shall thoroughly clean all bugs, dirt, mud, etc. off the exterior of Club aircraft (e.g., wings, cowling, windshield, struts, empennage, wheel pants, etc.) using Club-approved cleaning supplies. Club members shall also ensure that all trash is removed from the interior of the aircraft after each flight, and that the aircraft is otherwise left in a clean and tidy condition.
- B. The Club will credit a member's personal account \$50 against his or her dues if that member washes, degreases and vacuums an aircraft by himself or herself. If more than one member

washes, degreases and vacuums the same aircraft, they will equally share the \$50 credit. A similar \$50 credit against dues also can be obtained by waxing an aircraft. Members must check with the Operations Officer before washing, degreasing or waxing an aircraft because different types of aircraft have different products that can (or cannot) be used on them (i.e., metal airplanes and composite airplanes cannot necessarily use the same products).

- C. Members seeking credit must submit a receipt for the work performed to the Treasurer and Assistant Treasurer. If members other than the Assistant Operations Officer wash, degrease, vacuum and/or wax aircraft, the Assistant Operations Officer should make sure the work was properly performed and inform the Treasurer and Assistant Treasurer that the members should receive the credits and the amount of the credits the members should receive.
- D. Members wishing to wash, degrease, vacuum and/or wax the aircraft must schedule and coordinate aircraft cleaning with the Assistant Operations Officer.
- E. Only Club-approved washing, degreasing and waxing supplies may be used (e.g., be careful to use only aviation-approved window cleaner and not something that is, for example, ammonia-based that will destroy the plexi-glass). The Club has a shop vac that can be used to vacuum the aircraft.
- F. The Assistant Operations Officer is also encouraged to coordinate efforts with the Membership Officer to organize Club-sponsored aircraft washes; however, no member receives credit for participating in Club-sponsored aircraft washes.

SCHEDULE 1 (AIRCRAFT INSURANCE REQUIREMENTS)

Each member must ensure that, before the member may fly without a qualified CFI at the other controls, the following requirements are met for each Club aircraft the member wants to fly. To be covered by the Club's insurance policy, a member must, among other things, be a member in good-standing with the Club, possess valid and current FAA-issued certificates and ratings appropriate for the flight, possess a valid and current FAA-issued medical certificate (if required) and meet the following requirements -

With respect to **N2866W** (Piper Warrior) and **N16NA** (Diamond Star):

1. Any pilot maintaining a private or more advanced pilot certificate who has demonstrated to the named insured's appropriately certificated flight instructor, the piloting skill required for the aircraft flown (i.e., has received a check-out from, and written approval of, a qualified CFI in the Club's specific aircraft); **or**
2. Any pilot maintaining a student pilot certificate while under the direct supervision of an appropriately certificated flight instructor for all dual flight instruction and prior to solo flight has received the instructor's appropriate written endorsement(s) of the student's certificate and log book for solo flight in an aircraft of the same make and model being flown. **Note:** the insurance requires that the CFI providing direct supervision of the student pilot must specifically approve each flight undertaken by the student prior to takeoff. **Note:** the Club restricts student pilots to the Warrior.

With respect to **N7562S** (Cessna Skylane):

Any pilot maintaining a private or more advanced pilot certificate who has demonstrated to the named insured's appropriately certificated flight instructor, the piloting skill required for the aircraft flown (i.e., has received a check-out from, and written approval of, a qualified CFI in the Club's specific aircraft) **and** who has flown a minimum pilot in command time of 100 hours, and 10 hours in the make and model to be flown or 10 hours of dual flight instruction in the make and model being flown, including 5 takeoffs and landings while accompanied by an appropriately certificated flight instructor.

With respect to **N329HP** (Piper Saratoga):

Any pilot maintaining a private or more advanced pilot certificate who has demonstrated to the named insured's appropriately certificated flight instructor, the piloting skill required for the aircraft flown (i.e., has received a check-out from, and written approval of, a qualified CFI in the Club's specific aircraft) **and** who has flown a minimum total pilot in command time of 350 hours, including **either** (i) 50 hours in single engine aircraft with retractable or conventional landing gear and 10 hours in the make and model or (ii) 10 hours of dual flight instruction in aircraft of the same make and model being flown including at least 15 takeoffs and landings while accompanied by an appropriately certificated flight instructor.

SCHEDULE 2 (SPECIAL AIRCRAFT OPERATING RULES)

THESE SPECIAL AIRCRAFT OPERATING RULES WERE DEVELOPED BY THE CLUB'S BOARD OF DIRECTORS AND COVER ITEMS ON WHICH MEMBERS AND CFIs NEED TO FOCUS DURING AIRCRAFT CHECKOUTS AND OPERATIONS.

GENERAL:

Clean and fuel the aircraft after every flight. Enter tachometer/Hobbs times in the time sheet logbook kept in aircraft **and** on the computer **immediately**. If you are going on a cross country, grab a couple quarts of Club oil. Check the status board in the hangar and only use the **proper grade** of oil (generally, W 80 SAE 40 in the winter and W 100 SAE 50 in the summer). Preheat any time the air temperature is below 35 degrees F. Always tie-down or hangar aircraft while away from Bowman Field, and keep them locked. If severe weather (e.g., hail) threatens while away from Bowman Field, get the airplane in a hangar as **you are responsible** for safe-keeping of the aircraft while away from Bowman Field.

GPSS AND AUTOPILOTS:

Be familiar with the use and operation of the Garmin GNS 530 and GNS 430 radios in the airplanes. The Club will provide free CD-Rs containing the user's manual and computer simulator for the Garmin at any member's or CFI's request. Additional information can be found in the Members Only Section of the Club's web site. The aircraft also have different autopilots - Warrior N2866W has a single-axis autopilot while Diamond Star N16NA, Skylane N7562S and Saratoga N329HP have two-axis autopilots. Be familiar with the use and operation of the different autopilots as appropriate. Additional information and training programs for the autopilots can be found in the Members Only Section of the Club's web site and on the Club's computer in the hangar.

WARRIOR N2866W (FLIGHT PLAN AIRCRAFT DESIGNATOR - P28A/G):

Most people will be able to handle this airplane without many problems. However, there are two big points to make. The first is fuel management. This airplane has a left/right/off fuel selector. Everyone needs to understand that there is no "both" position like Cessnas. They must have a plan for managing fuel (e.g., one hour first tank, one and one half other tank then back to first tank). The second big concern is weight and balance. With full fuel, and even with the STC'd gross weight increase to 2440 pounds, there will only be less than 700 pounds left for people and baggage. Make sure to not overload the plane, and note that at gross weight the plane will not perform well on warmer days. Also, every mention of V_x in the POH lists 63 Knots - this is misleading as it is a "clean" speed. V_x in the sense of short field takeoff is 52 Knots and will get you off the runway a much quicker. Note the standby vacuum discussion for Skylane as the same system is installed in the Warrior. Lean the mixture when taxiing and waiting on the ground so that the sparks plugs do not foul.

Diamond Star N16NA (Flight Plan Aircraft Designator - DA40/G):

Read the fuel management and weight and balance procedures for the Warrior as the procedures are similar. Read the MP/RPM/mixture adjusting, shock cooling and airspeed control procedures for the Skylane as the procedures for the Diamond are similar. For cold starts: throttle cracked open, prop full forward, mixture to idle cutoff, fuel pump on, crank engine and as cranking slowing increase mixture, then adjust RPMs to 1,000 and lean the mixture on the ground so the plugs don't foul. For hot starts: throttle cracked open, prop full forward, mixture to idle cutoff, fuel pump OFF, crank engine and leave the mixture in the idle cutoff position until the engine starts and then quickly move it to full rich, then adjust RPMs to 1,000 and lean the mixture on the ground so the plugs don't foul. For takeoff, throttle, prop and mixture full forward (or adjust mixture to best power). At a safe altitude, leave the throttle full forward, move the prop from 2700 RPMs to 2400 RPMs (and leave it there until on short final). In cruise, set the throttle to 24" MP, leave the prop at 2400 RPMs, and adjust the mixture to 9.5 on the fuel flow gauge. Watch the speeds in the plane as the wing is slick, and watch the flap extension speeds. Consult the Diamond Star transition document on the Club's web site and discuss the items covered with an instructor familiar with the Diamond Star.

CESSNA SKYLANE N7562S (FLIGHT PLAN AIRCRAFT DESIGNATOR - C182/G):

To prevent shock cooling, reduce MP by no more than 1" per minute. Instructors are encouraged to draw a picture to the student of coming in from the west over SDF as the controllers will typically keep you high as to not conflict with traffic. Cruise MP is 23". Pattern MP is 15". So there is an 8" difference. When the GPS says 7 minutes out (or about 14 miles) pull back the MP one inch. MP should always be 15" plus minutes out (for example: if you are 4 minutes out MP should be 19"). Anytime you have to pull or push the throttle excessively, ask yourself if you really needed to do that. For takeoff keep MP, RPM and Mixture full forward. At 1000 feet AGL only reduce RPMs to 2500. Keep MP and Mixture full forward. This goes against POH but is recommended by Continental for engine life, and this way the MP will naturally decrease 1" for 1000 feet without us doing anything. Once you are climbing through 75% power (top of green MP) you may start to lean, but not before. There are two exceptions. The first is pattern work, and nobody said pattern work was easy on the engines; however, it is necessary to learn the airplane (but at pattern altitude pull the MP back to 15"). The second exception is going to the practice area (pull 3" at 1000 feet AGL and the rest at level off). The limitations of the Standby Vacuum System should be stressed. The FAA wanted to make a restrictive AD to the system, but the real problem lies with pilot understanding. This system is NOT a standby vacuum pump, as its operating principle is based on sharing excess air coming into the engine. At full power the engine has no excess air. You must retard throttle so you are not running at full power to make the standby system work. Pull the throttle until the vacuum rises to at least 4" (3.5" is actually the published minimum for spinning gyros, and the placard lists those power settings). The emphasis here is ANY TIME YOU PULL THE STANDBY SYSTEM, ALSO PULL THROTTLE!! You should always test this system on the run-up by pulling the throttle to lowest power (vacuum should be below green then) then pull standby vacuum system and vacuum should return to green arc. Note, too, the placard on the panel above the standby vacuum system control that sets forth limitations of the system. Airspeed control is another big emphasis item. The green arc does not have a lot of excess room from cruise to descent. Therefore, descents must be given some advanced planning to avoid entering the yellow arc and to keep from shock cooling the engine. The best way to perform a cruise descent is MP 20-21" and back off RPMs to 2150 or so.

This will slow down the airplane and allow you a max of 700 FPM descent. As you get closer to the airport and work your way back on MP, you will no longer need the RPMs to help keep you slow. Note the carb temperature gauge. If you are flying in a day with visual moisture, the humidity is high, you are in the clouds, etc, or if you are landing, AND the carb temperature gauge is in yellow arc, add just enough carb heat to get the needle out of the yellow arc. Otherwise, do not use the carb heat. Note: because of the placement of the carb in the engine cowling, the Skylane is prone to carb ice when conditions are favorable. Anytime you add carb heat, the fuel mixture riches automatically so you need to consider leaning (and vice versa when you remove carb heat). Fuel imbalance may occur on long flights or cross countries. Therefore, you must balance the fuel by selecting left/right on fuel selector as appropriate. However, remember that you must takeoff and land on both position. The reason for the imbalance is the fuel is vented to the copilot side tank. There is positive pressure in this tank causing the fuel to burn quicker out of this side. Always protect the nose wheel. The plane is heavy on landing for those upgrading aircraft. Also when taxiing, pull yoke full aft when on rough or changing grade surface. The Skylane has an STC'd O-470-U/TS Texas Skyways engine installed. This engine has 250 total HP (20 more than a standard engine) and the prop spins at a maximum of 2600 RPM instead of 2400 RPM. THIS CAUSES THE FUEL BURN TO BE SIGNIFICANTLY HIGHER THAN WHAT IS PUBLISHED IN THE POH (plan on 16 gal/hr). As such, the following special procedures should be followed when operating the Skylane. Preflight: Use weight of oil listed on dry erase board only; To check oil level, twist dipstick until it points down; Add oil if less than 10 quarts show on the dipstick; and Reinsert dipstick and lock by twisting until it points up. Takeoff: Throttle full forward; Prop full forward (2600 RMP); Mixture full forward; and Cowl flaps full open. Climb: Throttle full forward; Prop to 2500 RPM; and Cowl flaps full open. Cruise: Throttle to 23"MP or below based on altitude; Prop to maximum of 2400 RPM; Mixture to 50 degrees rich of peak (err on the rich side of peak - 75 degrees rich of peak is better than 25 degrees rich of peak); Cowl flaps as necessary to keep 400 degrees (or less) CHT; and Expect the fuel burn will be approx. 16 gal/hour (keep track & record); Descent: Reduce Throttle no more than 1"/minute (no shock cooling).

SARATOGA (FLIGHT PLAN AIRCRAFT DESIGNATOR - P32R/G):

Read the MP/RPM/mixture adjusting, shock cooling (1"/minute power reductions) and airspeed control procedures for the Skylane as the procedures for the Saratoga are similar (climb is generally full MP and 2600 RPM, with cruise at 24-25MP, 2400-2500 RPM and 17.0-18.5 fuel flow, respectively). Note that the standby vacuum system is different in that is a true standby electric pump. For Emergency Gear Extension, always read the practice gear extension checklist on the NORMAL CHECKLIST as you can severely hurt the system during practice if you do not follow the correct practice emergency gear extension checklist. The nose wheel is critical (as far as airspeed is concerned) because it has to extend into the wind. Additionally, during normal operations, the Saratoga should be slowed down to the top of the white arc using power reductions and one notch of flaps before the gear is extended - extend the gear only when the airspeed is in the top of the white arc (enter the pattern at about 15"-17" MP with approach flaps to get to the top of the white arc). The same fuel imbalance issues discussed for the Warrior applies here, except with the increased fuel usage you may want to switch tanks more often.