

LGE FLYING CLUB OPERATING RULES

August 1, 201~~8~~²

LGE Flying Club Inc.

Operating Rules

LGE Flying Club Inc.

P. O. Box 4898

Marietta, GA. 30061-4898

Approval Signatures

Signed and agreed to on this day of August 1, 2018~~2~~

Signature on File

President

Pelton, Joseph~~Morton, Mark H~~
Jerry Polhemus, Christopher

Signature on File

Vice-President

Thornton,

Signature on File

Treasurer

Kress, Christian~~Pelton, Joseph~~

Signature on File

Secretary

Alger, Tom~~Scotto, Rich~~

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Director of Maintenance

Coon, Steven M

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Chief Instructor

Schramm, RJ

LGE FLYING CLUB OPERATING RULES

Record of Document Revisions

<i>Revision</i>	<i>Date</i>	<i>Section. No.</i>	<i>Page No.</i>	<i>Reason for Change</i>
-	1 Aug 2012		All	Original Document
<u>Rev 2</u>	<u>1 Aug 2018</u>		<u>3</u>	<u>Update Club Officers</u>
<u>Rev 2</u>	<u>1 Aug 2018</u>	<u>Pilot Qualifications</u>	<u>8</u>	<u>Clarification of Pilot</u>
<u>Rev 2</u>	<u>1 Aug 2018</u>	<u>Pilot Qualifications</u>	<u>8</u>	<u>Added alternate currency requirement for complex aircraft</u>
<u>Rev 2</u>	<u>1 Aug 2018</u>	<u>Pilot Qualifications</u>	<u>8</u>	<u>Increased training time to 5 hours for complex and changed</u>
<u>Rev 2</u>	<u>1 Aug 2018</u>	<u>Pilot Qualifications</u>	<u>8</u>	<u>Added training requirements for future aircraft</u>
<u>Rev 2</u>	<u>1 Aug 2018</u>	<u>Pilot Qualifications</u>	<u>8</u>	<u>Allow club instructors to administer written test for complex aircraft operations.</u>
<u>Rev 2</u>	<u>1 Aug 2018</u>	<u>Pilot Qualifications</u>	<u>9</u>	<u>Allow checkflight for club instructor to be administered by club instructor not exclusively the Chief Flight Instructor</u>
<u>Rev 2</u>	<u>1 Aug 2018</u>	<u>Recent Experience Requirements</u>	<u>10</u>	<u>Change nomenclature of check ride to club annual check flight</u>
<u>Rev 2</u>	<u>1 Aug 2018</u>	<u>Recent Experience Requirements</u>	<u>10</u>	<u>Add FAA WINGS program participation counts as a club annual check flight.</u>
<u>Rev 2</u>	<u>1 Aug 2018</u>	<u>Recent Experience Requirements</u>	<u>10</u>	<u>Changed out of country flight minimum flight time to 500 hours total time</u>
<u>Rev 2</u>	<u>1 Aug 2018</u>	<u>Recent Experience Requirements</u>	<u>11</u>	<u>Remove the requirement that club instructors can only complete a flight review with the Club Chief Instructor</u>
<u>Rev 2</u>	<u>1 Aug 2018</u>	<u>Check out Procedures</u>	<u>12</u>	<u>Remove PTS reference and add new ACS reference</u>
<u>Rev 2</u>	<u>1 Aug 2018</u>	<u>Check out Procedures</u>	<u>12</u>	<u>Changed exclusive Chief Instructor checkout following a club checkout failure.</u>

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<u>Rev 2</u>	<u>1 Aug 2018</u>	<u>Weather Minimums</u>	<u>13</u>	<u>Added new section defining visibility and ceiling limits to Day/Night VFR and IFR Operations</u>
<u>Rev 2</u>	<u>1 Aug 2018</u>	<u>Preflight and Flight Rules</u>	<u>14</u>	<u>Remove Checklist approved by the board, reference POH Checklist</u>
<u>Rev 2</u>	<u>1 Aug 2018</u>	<u>Preflight and Flight Rules</u>	<u>14</u>	<u>Remove mandate that club aircraft will always be fueled after all flights. Members must comply with fuel requirements in FAR's</u>
<u>Rev 2</u>	<u>1 Aug 2018</u>	<u>Preflight and Flight Rules</u>	<u>14</u>	<u>Defined prohibition of aerobatics to include pitch and bank limits.</u>
<u>Rev 2</u>	<u>1 Aug 2018</u>	<u>Preflight and Flight Rules</u>	<u>15</u>	<u>Clarify no pushing on the spinner when pushing aircraft.</u>
<u>Rev 2</u>	<u>1 Aug 2018</u>	<u>Reservation Limitations</u>	<u>15</u>	<u>Add Active Associate Member</u>
<u>Rev 2</u>	<u>1 Aug 2018</u>	<u>Reservation Limitations</u>	<u>15</u>	<u>Change reservation limits and required billing time.</u>
<u>Rev 2</u>	<u>1 Aug 2018</u>	<u>Airport Procedures</u>	<u>17</u>	<u>Added no vaping within 50 ft of aircraft</u>

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OPERATING RULES
THE LGE FLYING CLUB INC

These rules supersede all previous rules and are effective as of 01 August 2018². All of the Club Operating Rules apply equally to regular and associate members, except where specifically noted otherwise. Violation of Club rules may be cause for suspension from the Club or may subject a member to such disciplinary action deemed appropriate by the Board of Directors.

GENERAL

1. All members shall abide by Federal Aviation Regulations, local field regulations, and these Operating Rules when operating Club aircraft.
2. The members have the right to appeal before the Board of Directors for any specific Operating Rule that they deem unjust or inequitable for their particular set of circumstances.
3. At no time will Club equipment be used, in any manner whatsoever, for business purposes for any individual, firm, or company.
4. None of the Club airplanes shall be used for glider towing, banner towing, parachute jumping, cargo hauling, or similar purposes. No one is authorized to make any changes in the configuration of the airplane, such as removal of doors for parachute jumping or removal of seats for cargo carrying.
5. No person other than Club members in good standing shall operate Club aircraft except FAA or Designee Flight Examiners giving check-rides.
6. Operation from the right seat may only be done by Club approved instructors, FAA or Designee Flight Examiners and Club members with a log book endorsement for right seat operation from a Club approved Instructor.
7. No form of animal life shall be allowed aboard Club aircraft.
8. No person shall be permitted to smoke in Club aircraft. Club members will ensure that all passengers adhere to this rule.
9. No member shall hand prop the aircraft.
10. All club airplanes are grounded when the outside air temperature (OAT) falls below 20 degrees Fahrenheit. They will remain grounded until the OAT increases above 32 degrees Fahrenheit. The **ONLY** exception is if preheat is available, i.e. aircraft is parked in a hangar or engine compartment otherwise maintained above 20 degrees Fahrenheit, then the aircraft may be flown.

PILOT QUALIFICATIONS

1. Before being eligible to operate (manipulate the flight and/or ground controls of) Club aircraft, as pilot in command, a member must meet the following requirements of the Club and/or the Club's insurance carrier. A member may receive dual flight instruction in Club aircraft from a Club-approved certificated flight instructor to meet these requirements.
 - a) For all Club aircraft, the insurance policy applies only while a Club aircraft is being operated by one of the following pilots who holds a currently effective FAA Pilot Certificate or an FAA Student Pilot Certificate with current FAA CFI Instructor Student Solo Endorsements (unless a pre-solo student pilot) issued by the FAA:
 - i) Commercial Pilots in the employ of an FAA-approved aircraft repair station in connection with inspections or repairs to be or that have been performed on the insured aircraft; or by an FAA inspector or any Club-approved Certificated Flight Instructor while accompanied by a Club member for the purpose of instructing that person.
 - ii) Any Club member who meets all of the following requirements:
 - (1) Has a current and effective medical certificate (unless a pre-solo student pilot);
 - (2) Satisfies the FAA's flight review requirements;
 - (3) Has received a checkout from, and written approval of, a Club-approved certificated flight instructor in a Club aircraft of the same make and model as the aircraft to be operated.
2. In addition to the pilot requirements above for operating all Club aircraft, the following requirements must be met to operate the Club's Cessna R182, N2739C, as pilot in command:
 - a) Any Club member who meets all of the following requirements:
 - i) Has a Private, Commercial, or Air Transport Pilot Certificate;
 - ii) Has at least 150 hours of total logged flight time;
 - iii) Has at least the following logged pilot time in the same make and model as the insured aircraft prior to acting as pilot in command:
 - (1) At least three (3) hours logged flight time in high performance/complex aircraft in the preceding 180 days, or logged three (3) flights on separate dates which includes at least 9 takeoffs and landings, or has taken and passed a currency check-out in the insured aircraft, and obtained written approval from a Club CFI in the preceding 45 days.
 - b) A member must complete a minimum of five (5) hour flight training and obtain the one-time one-time logbook endorsement to act as pilot in command of high performance and complex aircraft, or present evidence of the grandfathered requirements per the FARs to a club-approved certificated flight instructor, the Chief Flight Instructor.
 - b)c) Additional club aircraft which the Board of Directors and club instructors determine the need for specific training and checkout requirements, will be defined as required, and specific checkout requirements will be defined by the Board.
3. All members must pass a written test administered by ~~the~~ a club-approved certificated flight instructor Chief Flight Instructor or his/her designee to be eligible for and prior to operating as PIC high performance or complex aircraft in the Club.

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4. *Instructor qualifications are the same as above for the aircraft to be operated, plus 25 hours pilot-in-command time in complex aircraft and a check flight by yy a club-approved certificated flight instructor the Chief Flight Instructor.*
5. *Written verification must be provided by all pilots for flight time requirements specified above.*

RECENT EXPERIENCE REQUIREMENTS

1. Any member who has not flown as pilot-in-command in an aircraft for a total of three hours in the past six months must get a flight check by a club-approved Instructor in one of the club airplanes before flying solo or acting as pilot-in-command.
2. Any member who has not acted as pilot-in-command in Type (C172, C182RG, etc.) of club aircraft for one hour and logged at least 3 takeoffs and 3 landings in the previous 12 calendar months must obtain a check ride in that type aircraft from a club-approved Instructor before acting as pilot-in-command in that type aircraft.
3. Before carrying passengers or flying cross-country (more than 50 NM) in club aircraft, each member must have logged 3 takeoffs and 3 landings in the previous 90 days in that category aircraft.
4. No club member may act as pilot in command under IFR or in weather conditions less than the minimums prescribed for VFR, unless within the preceding 6 calendar months, that person has: For the purpose of obtaining instrument experience in an aircraft, performed and logged under actual or simulated instrument conditions, either in flight in the appropriate category of aircraft for the instrument privileges sought or in a flight simulator or flight training device that is representative of the aircraft category for the instrument privileges sought—Before flying IFR, Performed At least six instrument approaches; Holding procedures; and Intercepting and tracking courses through the use of navigation system-, or completed an Instrument Proficiency check from an authorized instructor.
5. Each member is required to ~~complete a club annual check flight~~~~have a check ride~~ with a club-approved instructor at least every 12 calendar months, dating from his last check ride of any kind in club aircraft. No two consecutive annual check rides may be taken with the same Instructor. Club-approved Flight Instructors are exempt from this rule.
- 5.6 Active Club Members or Active Associate Members participating in the the FAAS Team's Pilot Proficiency Program (WINGS), do not need to complete a club annual check flight if they have completed one or more phases of the WINGS program and maintain WINGS annual currency in accordance with AC 61.89B
- 6.7 Before flying club aircraft at night (1 hour after sunset to 1 hour before sunrise), each member must have logged at least 1 hour flight time at night as pilot-in-command in the previous 12 calendar months including 10 takeoffs and 10 landings in class or take a night recheck with a Club-approved Instructor. Before carrying passengers or flying cross-country (more than 50 NM) at night, a member must have logged at least 3 takeoffs and 3 landings to a full stop at night in the same category and class aircraft in the previous 90 days.
- 7.8 A pilot must have ~~50~~50 hours pilot-in-command time in airplanes and 10 hours in make and model of which a minimum of five (5) hours are cross-country to be authorized to make out-of-country flights.
- 8.9 To maintain his status as a Club-approved Instructor, each certificated Flight Instructor must have revalidated his instructor certificate with the FAA in accordance with 61.197~~using any of the approved methods per the FARs~~ and has completed a flight review~~taken a check ride in accordance with FAR 61.56 with Chief Flight Instructor~~ within the previous 24 calendar months.

NOTE: All flight time and takeoffs and landings required in these Operating Rules must be documented and recorded.

CHECK-OUT PROCEDURES

~~9.10.~~ Before flying a club aircraft as pilot-in-command and after meeting the qualifications in "B" above, each member must be checked out by a Club-approved Instructor and a Club ~~C~~check ~~R~~ide form submitted to the Secretary. All Club ~~C~~check ~~R~~ides (initial check out, check out in type, night check, and annual check) shall be given only by Club-approved Instructors. A list of Club-approved Instructors may be obtained from the Secretary. Required ground instruction, procedures, and maneuvers for a valid day check out in ~~Club aircraft~~club aircraft, completion and proficiency standards will be based on the procedures outlined in the current issue of Publication ~~FAA-S-ACS-XX~~FAA-S-8081-14B, Private Pilot – Airplane Airman Certification Standards~~PRIVATE PILOT PRACTICAL TEST STANDARDS for AIRPLANE SINGLE-ENGINE LAND.~~ A separate daytime check flight is required for each different type of aircraft, i.e., Cessna 172, Skylane 182 RG.

~~40.11.~~ Check Rides, Procedures, and minimum requirements:

- a) The purpose of the check ride is to establish the efficiency of the pilot being checked. Therefore, the check ride will in general cover the requirements of the current ~~FAA-S-ACS-XX, Private Pilot – Airplane Airman Certification Standards (ACS)~~FAA-S-8081-14B, PRIVATE PILOT PRACTICAL TEST STANDARDS for AIRPLANE SINGLE-ENGINE LAND. As outlined in the ~~ACS~~Practical Test Standards, acceptable standards will be required on the check ride including the basic premise that "the pilot will demonstrate that he is the master of the aircraft and the successful outcome of the maneuver is never seriously in doubt." Specific items to be covered on Club check rides are listed on the Club-approved check ride form.
- b) As outlined in the ~~ACS~~Practical Test Standards, failure of any portion of the check ride constitutes a failure of the entire check ride. In the event a member fails a check ride, his instructor will notify the Chief Flight Instructor and that member shall not fly a Club aircraft until:
 - i) He has passed a ride with the Instructor who failed him, or
 - ii) He has passed a check ride with ~~another club-approved instructor~~the Chief Flight Instructor.
- c) The Chief Flight Instructor will keep the Secretary informed as to the current member check ride status.

WEATHER MINIMUMS

The LGE Flying Club is a personal recreational flying club and risks to operations in weather below VFR or IFR minimums are unnecessary. Club members may submit a written or electronic request to operate a club aircraft below the club approved weather minimums to a Board Member or authorized club instructor prior to the proposed flight which would include a completed flight log, proposed destinations and alternates, and all current weather briefings for the route and forecast weather at the destinations.

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1. VFR Weather Minimums – Day VFR for Cross Country Flights

a) Visibility – 3 miles

b) Ceiling – 2500 ft

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2. VFR Weather Minimums – Day VFR Traffic Pattern

a) Visibility – 2 Miles

b) Ceiling – 1500 ft

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3. VFR Weather Minimums – Night VFR Cross Country Flights

a) Visibility – 4 Miles

b) Ceiling – 3500 ft

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4. VFR Weather Minimums – Night VFR Traffic Pattern

a) Visibility – 3 Miles

b) Ceiling – 2000 ft

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5. IFR Weather Minimums at destination 1 hour before to 1 hour after proposed arrival.

a) Visibility – ¾ Mile

b) Ceiling – 400 ft

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PREFLIGHT AND FLIGHT RULES

- ~~11.1.~~ Flight plans must be filed with the FAA office nearest to point of departure on all flights of 100 NM or more.
- ~~12.2.~~ Student pilots shall not make any cross-country flights to a distance or destination more than 150 nautical miles from home airport, and shall be allowed to make only those cross-country flight necessary to meet the requirements for a private pilot's certificate, and in no event will the student pilot plan or schedule over-night cross-country flights.
- ~~13.3.~~ Prior to flying any club aircraft, the member shall perform a thorough preflight inspection on the aircraft in accordance with a Club-approved checklist or as outlined in the owner's manual.
- ~~14.4.~~ The checklist in the aircraft Pilot Operating Handbook (POH) A checklist approved by the Board of Directors shall be used for each flight.
- ~~15.5.~~ Before or after flight, a member shall note any known or observed defect in Club equipment in the squawk sheet for the aircraft and notify the Maintenance Officer or a Board Member as soon as possible.
- ~~16.6.~~ Any member is authorized to ground an aircraft if he finds a defect that he considers serious enough to render the aircraft unsafe for flight. He shall place a notice to this effect on or by the magneto switch and in the Flight and Maintenance Record. Return of the aircraft to flight status shall be accomplished only by the Maintenance Officer or an FAA-certificated mechanic who shall enter corrective action, return to flight status, and his signature in the aircraft's Flight and Maintenance Record and in the aircraft's permanent log where appropriate. Any member flying in the aircraft before it has been properly returned to flying status as stated above will incur suspension of all Club privileges as determined by the Board of Directors following a review and recommendation by the Safety Review Board.
- ~~17.7.~~ The member checking out the aircraft shall be responsible for it until such time as it is tied down and locked at its home base. The member shall ensure that the tie down facilities at the FBO or elsewhere meet reasonable strength criteria prior to leaving the aircraft.
- ~~18.8.~~ It is the member's responsibility to ~~have the aircraft refueled after each flight unless the member using it next requests otherwise or unless the gas pumps are closed after returning at night. If the airplane was not refueled for any reason, the member shall note "NOT GASED" in a conspicuous manner in the aircraft Flight and Maintenance Record. verify the fuel status of the aircraft prior to flight and comply with fuel requirements of FAR 91.151 for a VFR flight or FAR 91.167 for an IFR flight.~~
- ~~19.9.~~ Landings and takeoffs in club airplanes are only permitted from designated aerodromes that are greater than or equal to 2500 feet in length, except in an emergency. Designated aerodromes are those aerodromes depicted on current aeronautical charts. Instructor proficiency flights and dual instruction flights are exempt from the minimum field length requirement of this rule.
- ~~20.10.~~ Speed restrictions must not be exceeded. No aerobatics are allowed in club aircraft. Maneuvers that are required to exceed 30 degrees in pitch and 60 degrees in bank, for the demonstration and completion of ACS or Practical Test Standards are allowed. Strict adherence to the Pilot Operating Handbook for those maneuvers which require the aircraft to be operated in the Utility Category if required, will mandate aircraft weight and balance adjustments prior to flight. other than those authorized by the manufacturer are permitted in Club aircraft.
- ~~21.11.~~ All members will adhere to the documented demonstrated crosswind capability or POH/Owner's Manual crosswind limitations of each aircraft for taxiing and takeoff procedures during crosswind conditions.

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~~22.12.~~ Under no circumstances shall a club member move or position a club aircraft by pushing, pulling, or sitting on the horizontal stabilizer, dorsal fin, ~~or fuselage,~~ or propeller spinner cone, nor will ~~they~~ permit line personnel to do so.

RESERVATION LIMITATIONS

1. GENERAL

- a) Only Active Members, or Active Associate members in good standing will be allowed to make and/or retain reservations. Members on an inactive status cannot hold or schedule flight reservations in Club airplanes.
- b) A primary reservation entitles the holder to the first use of a given airplane during the time reserved.
- c) Members shall not schedule reservations for more than one airplane in the same time period.
- d) Except for unavoidable weather and/or mechanical delays, no aircraft will be kept away from its home base airport for a period exceeding 12 consecutive days.

2. RESERVATION LIMITATIONS

- a) At any given time, a member can have no more than five (5) total reservations for future flights as limited by the scheduling system.
- b) No more than three (3) of a member's reservations may be for cross-country flights of any duration as defined in the table below. Student pilots may have only one cross-country reservation at a time.
- c) Members will not be allowed to schedule flights more than one (1) year in advance.
- d) Types, durations, minimum charges, frequency, and Secretary notification requirements (when the reservation is made) are as shown in the table below:

RESER- VATION TYPE	DURATION		MINIMUM CHARGE (Hours)	ONE RES. OF DURATION PER	NOTIFY SCHEDULE OFFICER?
	FROM GREATER THAN	TO NOT MORE THAN			
Local	0 hours	4 hours	None	N/A	No
Cross Country (X-C)	4 hours	2 days	<u>None</u> ²	N/A	No
X-C	2 days	4 days	<u>None</u> ³	N/A	No
X-C	4 days	<u>12</u> ⁷ days	<u>Board</u>	2 months	Yes

			<u>Discretion</u> ⁴		
X-C	7 days	9 days	5	4 months	Yes
X-C	9 days	12 days	6	9 months	Yes
Cross Country (X-C)	12 days (by prior approval of the Board only)	As determined by the Board	<u>Board Discretion</u> ⁶⁺ 1 per day or partial day over 12	As determined by the Board	Member must obtain Board approval prior to scheduling

- e) *Should a member find an unreserved airplane available at the airport, or be able to reserve an airplane within 48 hours of the time he intends to use it, such a reservation can be made without regard to the restrictions on number and type of reservations stated in Paragraphs (b) and (d) above. This does not permit use of the airplane for more than 12 days, however. If a member already has five reservations scheduled, he will have to cancel one to add another. There is no need to cancel an existing reservation if the member has less than five scheduled, regardless of type.*
- f) *The Secretary will monitor the schedule periodically to ensure that members are scheduling in accordance with Club regulations.*

SCHEDULING AND CANCELLATION PROCEDURES

1. *Scheduling for all Club aircraft is provided by a computer and telephone-based scheduling system.*
2. *For cross-country reservations of more than four days and for all flights out of the Continental United States, members shall submit a written statement or electronic mail to the Secretary stating that such a reservation has been made and specifying airplane, destination, and dates scheduled. A valid reservation will be acknowledged in writing, electronic mail, or by phone if time does not permit a written acknowledgement.*
3. *Members are authorized to use only the airplanes reserved in their own name. No member may schedule flights with the intent of allowing another member to use the aircraft without the scheduling member being aboard and participating in the cost. Trading of reservations is strictly prohibited; however, members holding reservations for the same time period may exchange aircraft. Should a member find an airplane available at the airport and desire to use it for an immediate flight, he must still make a reservation for it with the scheduling system.*
4. *Any member who has a reservation and decides not to use it must cancel it promptly.*
5. *Members terminating a flight one hour or more before their reservation expires shall phone or log into the scheduling system from the airport to cancel their remaining time.*
6. *If a member is late for a scheduled local flight (4 hours or less) by more than 30 minutes, any other eligible member may take the airplane for the remainder of the period or any portion thereof. The other eligible member must contact a board member of his intentions and the board member must update the scheduling system if this is done.*
8. *If a member has a cross-country scheduled, item G.7 shall not apply. No one shall use the airplane without the explicit permission of the member who holds the reservation.*

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9. *Members who do not use their scheduled reservations for any reason, and fail to cancel, shall be subject to the following penalties applicable to both local and cross country reservations:*
 - a. *Weekdays - A member will be charged for one (1) hour flight time per eight (8) hours reserved (or fraction thereof), at the rate charged for the airplane reserved, with a maximum penalty of one (1) hour per day.*
 - b. *Weekends and Holidays - A member will be charged one (1) hour flight time per four (4) hours reserved (or fraction thereof) at the rate charged for the airplane reserved, with a maximum penalty of two (2) hours per day.*
10. *Members found to have excessive or flagrant schedule violations shall be subject to penalties as determined by the Board of Directors.*

AIRPORT PROCEDURES

1. *After flight, refuel airplane, park and secure airplane in its assigned place.*
2. *During refueling of aircraft, all switches will be turned off, all persons will leave the aircraft, and no smoking or vaping will be permitted within 50 feet of the aircraft.*

FINANCIAL

1. *Time flown shall be entered in the aircraft's daily logbook as registered by the recording tachometer.*
2. *The time shall be entered in the Flight and Maintenance Record prior to starting the engine and at the end of the member's flight. When the "tenths" display is between numbers shown on the tach the number shall be rounded up to the nearest tenth (i.e. the tach shows halfway between .5 and .6, it is rounded up to .6)*
3. *If the tach reads more than the last entry in the log prior to engine start the member shall write "tach discrepancy" in the next space for pilot's name, enter last reading, actual reading, and time lost in appropriate columns, and sign the remarks column. In case the recording tach does not work, time shall be kept by the member and entered in hours and tenths of hours.*
4. *When a member pays for gas or repairs, he should obtain valid receipt that he can provide the treasurer with his next payment for credit. A member will receive fuel reimbursement (credit) for the fuel cost difference between the club fuel cost used to calculate aircraft rental rates and the cost per gallon of fuel purchased by the member. Credit is limited to fuel purchased at or below the published Atlanta Executive Jet Center fuel cost used to calculate aircraft rental rates. To receive credit, it is the member's responsibility to see that each receipt accurately reflects the following information:*
 - a) *Name and location of supplier*
 - b) *Date of transaction*
 - c) *Type and number of aircraft*
 - d) *Complete description of item(s) or service*
 - e) *Supplier's acknowledgement of payment*

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f) *Member's signature or name*

g) *Maintenance Officer's signature for repairs only*

NOTE: Landing fees and tie down or hangar fees at airports other than home, or charges for use of over water equipment are examples of items not chargeable to the Club.

5. *No member, except for the Treasurer and/or the Maintenance Officer, has the authority to commit Club funds, except as required to return the aircraft to home base. Members must completely justify all such emergency expenditures. If emergency repairs are estimated to be \$50 or more, or if any modification is to be made to the aircraft, the member shall phone the Maintenance Officer or the Treasurer for approval. If neither can be contacted, then the member should contact another Club Officer for direction. (If in doubt - call. The price of the phone call is negligible cost to Club for the added safety.)*
6. *If a member is "weathered in" while away from home base with a Club aircraft, that member shall not be charged any minimum for the "weathered in" period until the first opportunity that member has to return the aircraft. It will be that member's responsibility to return the aircraft to home base no later than the first weekend of favorable weather. Failure to do this will result in minimum charges starting that weekend.*
7. *Minimum flight time charges for cross-country flights are as shown in Section F.2 above.*