

# **LGE Flying Club Inc.**

## **Operating Rules**

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**These rules supersede all previous rules and are effective as of 23 January 2020. All of the Club Operating Rules apply equally to regular and associate members, except where specifically noted otherwise.**

**Any reference to the Club means the LGE FLYING CLUB INC.**

**Any reference to Club Aircraft means aircraft owned and/or operated LGE FLYING CLUB INC.**

**Any reference to Members means members of LGE FLYING CLUB INC. as defined in the Club Bylaws.**

## 1. GENERAL

- 1.1. All members shall abide by Federal Aviation Regulations, local field regulations, and all Club Rules.
- 1.2. Use of the Club aircraft for commercial purposes is prohibited.
- 1.3. Club aircraft shall be operated in accordance with the onboard Pilot Operating Handbook. Glider towing, banner towing, parachute jumping, cargo hauling, or similar operations are prohibited.
- 1.4. No one is authorized to make any changes in the configuration of the airplane, including but not limited to the removal of doors or seats for any reason.
- 1.5. Except where otherwise stated in section 2, no person other than Club members in good standing shall operate Club aircraft as Pilot In Command.
- 1.6. Operation from the right seat may only be done by Club approved instructors, FAA or Designee Flight Examiners and Club members with a logbook endorsement for right seat operation from a Club approved Instructor.
- 1.7. No form of animal life other than domesticated household pets in a pet crate, weighing no more than 50 pounds shall be allowed aboard Club aircraft. Any such animal shall be kept inside the crate at all times while in the aircraft.
- 1.8. Smoking, vaping and the use of e-cigarettes are prohibited within 50 feet of Club aircraft.
- 1.9. All aircraft must be grounded prior to refueling. Additionally, before and all times during refueling of aircraft, all electrical systems shall remain turned off. Fueling shall not be conducted with occupants on board.
- 1.10. Hand propping of Club Aircraft is prohibited.
- 1.11. Flight outside of the continental USA requires prior written Board of Director's approval.
- 1.12. 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.
- 1.13. All flight time and takeoffs and landings required in these Operating Rules must be documented and recorded.

1.14. Violation of Club rules will be reviewed on a case by case basis and any disciplinary action taken will be at the discretion of the Board of Directors.

1.15. 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.

## 2. PILOT QUALIFICATIONS

2.1. No one may operate a club aircraft unless they have valid FAA pilot's certificates, endorsements and medical as required for the intended operation.

2.2. Members must meet the following requirements of the Club and/or the Club's insurance carrier. Members may receive dual flight instruction in Club aircraft from a Club-approved FAA Certificated Flight Instructor to meet these requirements.

*2.2.1. The insurance policy applies only while Club aircraft is being operated by one of the following pilots who holds a current FAA Pilot Certificate or an FAA Student Pilot Certificate with current FAA CFI Instructor Student Solo Endorsements:*

*2.2.2. Any Club member who meets all of the following requirements:*

*(i) Satisfies the FAA's flight review requirements;*

*(ii) 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.*

*2.2.3. 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.*

2.3. In addition to the pilot requirements above for operating all Club aircraft, before operating the Club's Cessna R182, the member must meet the following requirements.

*2.3.1. A member must present a 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.*

*2.3.2. Have logged at least 150 hours of flight time in the same aircraft category;*

*2.3.3. Flown at least three (3) hours flight time in high performance/complex aircraft in the preceding 180 days 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.*

2.4. 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 the Chief Flight Instructor.

### 3. RECENT EXPERIENCE REQUIREMENTS

- 3.1. 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.
- 3.2. 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.
- 3.3. 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.
- 3.4. 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.
- 3.5. Each member is required to complete a club check flight with a club approved instructor at least every 12 calendar months unless he has logged 20 hours flight time within that period. If the member has logged a minimum of 20 hours flight time within 12 months of his last club check flight, he is required to complete a club check flight, with a club approved instructor within a period not to exceed 24 calendar months dating from his last club check flight.
- 3.6. No two consecutive annual check rides may be taken with the same Instructor unless approved in writing by the board. This approval will only be granted in extenuating circumstances. Club approved Flight Instructors are exempt from this rule.
- 3.7. Active Club Members or Active Associate Members participating in 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

## 4. CHECK-OUT PROCEDURES

- 4.1. Before flying a club aircraft as pilot-in-command and after meeting the qualifications in section 3 above, each member must be checked out by a Club-approved Instructor and a Club Check Ride form submitted to the Secretary.
- 4.2. All Club Check Rides (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 is published on the Club website and may also be obtained from the Secretary upon request.
- 4.3. Required ground instruction, procedures, and maneuvers for a valid day check out in club aircraft, completion and proficiency standards will be based on the procedures outlined in the current issue of FAA Private Pilot Airplane Airman Certification Standards. A separate daytime check flight is required for each different type of aircraft, i.e., Cessna 172, Cessna 182 RG.
- 4.4. Check Rides, Procedures, and minimum requirements:

*4.4.1. In addition to the requirements stipulated in the ACS, specific items to be covered on Club check rides are listed on the Club-approved check ride form.*

*4.4.2. 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.*

*Note: The Chief Flight Instructor will keep the Secretary informed as to the current member check ride status.*

## 5. PREFLIGHT AND FLIGHT RULES

- 5.1. 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.
- 5.2. Prior to flying any club aircraft, the member shall perform a thorough preflight inspection on the aircraft in accordance with the onboard Pilot Operating Handbook.
- 5.3. The checklist in the aircraft onboard Pilot Operating Handbook shall be used for each flight.
- 5.4. 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. If the defect results in the aircraft being grounded or its operation limited

(i.e. VFR only), the member shall make all reasonable efforts to inform the next member scheduled to fly the airplane.

- 5.5. 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.
- 5.6. 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.
- 5.7. It is the member's responsibility to verify the fuel status of the aircraft prior to flight and comply with FAA fuel requirements.
- 5.8. Except in an emergency, operations are only permitted from designated aerodromes that are greater than or equal to 2400 feet in length unless approved by the Board. 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.
- 5.9. Aerobatics are prohibited 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.
- 5.10. Demonstrated crosswind capability as stated in the onboard Pilot's Operating Handbooks are considered limiting and shall not be exceeded except in an emergency.
- 5.11. Under no circumstances shall a club member move or position a club aircraft by pushing, pulling, or sitting on the horizontal stabilizer, dorsal fin, fuselage, or propeller spinner cone, nor will they permit line personnel to do so.

## **6. RESERVATION LIMITATIONS**

- 6.1. 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.

- 6.2. A primary reservation entitles the holder to the first use of a given airplane during the time reserved.
- 6.3. Members shall not schedule reservations for more than one airplane in the same time period.
- 6.4. 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.
- 6.5. At any given time, a member can have no more than five (5) total reservations for future flights as limited by the scheduling system.
- 6.6. 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.
- 6.7. Members will not be allowed to schedule flights more than one (1) year in advance.
- 6.8. In the interest of affording all members fair opportunity to use club airplanes to attend annual fly in events, those members who have attended popular fly in events such as AirVenture, SUN 'n FUN, AOPA Fly-Ins etc.... in the year prior shall hold second priority to members who have not attended such events the year prior. The member may schedule the airplane for the event he has attended the year prior but shall defer his schedule to the member who has not previously attended once requested. The member may still hold a standby schedule for the same period. This limitation shall only apply up until four months prior to the event.
- 6.9. Types, durations, minimum charges, frequency, and Secretary notification requirements (when the reservation is made) are as shown in the table below:

<b>RESERVATION TYPE</b>	<b>DURATION</b>		<b>MINIMUM CHARGE (Hours)</b>	<b>ONE RES. OF DURATION PER</b>	<b>NOTIFY SCHEDULE OFFICER?</b>
	<b>FROM GREATER THAN</b>	<b>TO NOT MORE THAN</b>			
<i>Local</i>	<i>0 hours</i>	<i>4 hours</i>	<i>None</i>	<i>N/A</i>	<i>No</i>
<i>Cross Country (X-C)</i>	<i>4 hours</i>	<i>2 days</i>	<i>None</i>	<i>N/A</i>	<i>No</i>
<i>X-C</i>	<i>2 days</i>	<i>4 days</i>	<i>None</i>	<i>N/A</i>	<i>No</i>
<i>X-C</i>	<i>4 days</i>	<i>12 days</i>	<i>Board Discretion</i>	<i>2 months</i>	<i>Yes</i>
<i>Cross Country (X-C)</i>	<i>12 days (by prior approval of the Board only)</i>	<i>As determined by the Board</i>	<i>Board Discretion</i>	<i>As determined by the Board</i>	<i>Member must obtain Board approval prior to scheduling</i>



- 6.10. 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 sections 6.7 and 6.8 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.
- 6.11. The Secretary will monitor the schedule periodically to ensure that members are scheduling in accordance with Club regulations.

## **7. SCHEDULING AND CANCELLATION PROCEDURES**

- 7.1. The Board of Directors shall designate the means of reserving aircraft.
- 7.2. Reservations of more than four days require a statement in writing to the Secretary specifying the airplane, destination, and dates scheduled. A valid reservation will be acknowledged in writing; or by phone if time does not permit a written acknowledgement.
- 7.3. 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.
- 7.4. Any member who has a reservation and decides not to use it must cancel it promptly.
- 7.5. Members terminating a flight one hour or more before their reservation expires shall make all reasonable efforts to update the aircraft schedule as soon as possible to cancel their remaining time.
- 7.6. If a member is more than 30 minutes late for a scheduled local flight (4 hours or less), 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. In these cases, the schedule must be updated to reflect a secondary booking.
- 7.7. If a member has a cross-country scheduled, item 7.6 shall not apply. In this case one shall use the airplane without the explicit permission of the member who holds the reservation.
- 7.8. 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:

*7.8.1. 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.*

*7.8.2. 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.*

7.9. A member's schedule shall not be superseded for convenience of conducting nonessential maintenance without consent by the member. If a schedule is superseded for maintenance for whatever reason, all reasonable efforts should be made to notify the affected members.

7.10. Members found to have excessive or flagrant schedule violations shall be subject to penalties as determined by the Board of Directors.

## **8. FINANCIAL**

8.1. Time flown shall be entered in the aircraft's daily logbook as registered by the recording tachometer.

8.2. 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)

8.3. 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.

8.4. When a member pays for gas or repairs, he should obtain receipt that he can provide the treasurer with his next payment for credit. Fuel reimbursement (credit) for the quantity of fuel purchased is based on the current fuel price used to calculate aircraft hourly rates. Receipts shall clearly state the following:

- *Name and location of supplier*
- *Date of transaction*
- *Aircraft registration*
- *Complete description of item(s) or service*
- *Supplier's acknowledgement of payment*
- *Member's name*
- *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.*

8.5. 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.)

8.6. 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. The member will keep the board apprised of the status of the aircraft through regular updates until the aircraft has been returned to home base.

8.7. Minimum flight time charges for cross-country flights are as shown in section 6.9 above.