

ALLEGHANY FLYING CLUB, INC.

Greater Cumberland Regional Airport
Cumberland, Maryland



Flight Operations Manual

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Version 1, created April, 1984

RECORD OF REVISIONS

Date	Pages Affected
April, 1985	N/A
April, 1986	N/A
April, 1989	N/A
April, 1993	N/A
September, 1995	N/A
August, 2007	N/A
April, 2018	All pages reformatted
November, 2022	10,11

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INTRODUCTION

The Alleghany Flying Club, Inc. (Club/The Club) has prepared this Flight Operations Manual for the benefit of and assistance to all members. This manual may be amended, changed, or additions made by the the Club's Board of Directors (Board) as deemed appropriate by the Board.

This flight Manual sets forth some basic rules, policies, guidelines and general information for all Club members. Each pilot should remember that Pilot-In-Command precisely means, the PIC is in command. The privileges of flying carry with them pilot responsibilities for proper procedures, good judgement and at all times, an honest safety/risk assessment for yourself and others, both on the ground and in the air. Flying is fun and we want to keep it that way, however, flying is also a serious undertaking. If at any time you have doubts or misgivings about the weather, the aircraft, or your own capabilities, re-examine the situation carefully before you start the engine.

1. ELIGIBILITY

- a. The Club's aircraft shall be flown by Regular Club members in good standing. Honorary and Non-Club members are restricted from flying The Club's aircraft.
- b. Student pilot members shall pilot Club aircraft with a Club flight instructor onboard or in authorized solo flight only with the endorsement of their instructor. Student pilots may fly with other current Club members as passengers.
- c. All new members who are licensed pilots at the time they join The Club must be checked out in The Club's aircraft by a Club instructor, meeting the standards of the current private pilot flight test, prior to solo flight in The Club's aircraft. Any pilot failing to meet the requirements under this section shall be restricted to supervised flying under the direction of a Club instructor until the requirements are met. When the requirements are met, the instructor will certify such in the member's official logbook.
- d. Any pilot member who has not flown The Club's aircraft, or like aircraft, within the preceding ninety (90) days is restricted from flying The Club's aircraft until the member has completed a proficiency check, or obtained approval from a Club flight instructor.
- e. The Club shall have an instructor available for all members. Additional instructors may be approved by the Board. A list of club instructors may be found on the last page of this Manual.
- f. Club aircraft may not be used to give flight instruction to anyone except Club members and, upon approval by the Board of Directors, members of their immediate families.

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2. AIRCRAFT RESERVATIONS

It should be remembered that a spirit of cooperation and understanding by all members is necessary for equal distribution of requested reservations. All aircraft scheduling is done via the internet at www.flightschedulepro.com (FSP) Every member will be issued a username and password to access their account.

- a. All flight time shall be on a first-come first served basis.
- b. Club members may schedule Club aircraft on a first-come first-served basis for a period not exceeding ten (10) days or one (1) weekend, without the Board's approval.
- c. All aircraft reservations must be stated in definite hourly (and partial hour) time blocks.
- d. All reservations for cross-country flights must include the destination airport.
- e. Reservations are considered automatically cancelled when a member fails to show by thirty (30) minutes past their reservation time. If an aircraft is scheduled, but it is more than 30 minutes past the scheduled time, and the scheduled pilot has not arrived, the pilot desiring the aircraft should call the scheduled pilot to determine his plans. (All members telephone numbers are listed on the flight schedule pro website.) If the aircraft is not scheduled, merely schedule the aircraft on flight schedule pro and take the aircraft.
- f. Repeated failures to notify others of cancellations, and/or failures to cancel reservations on FSP will be referred to the Board for appropriate disciplinary action.
- g. Every member has the right to ask for and receive a prompt hearing before the Board concerning any aspect, or difficulty experienced, with aircraft scheduling. The Board reserves the right to act as arbitrator concerning scheduling conflicts.
- h. The right of every member to reasonable availability of aircraft shall be upheld. The decision of the Board shall be final; including suspension of any scheduling requirements in this section as may be necessary for any particular case.

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3. REQUIREMENTS - GENERAL

- a. All members of The Club shall comply with all Federal Aviation Regulations (FARs), State, airport and Club policies, rules and regulations while operating Club aircraft.
- b. All members of The Club are required to thoroughly read and adhere to the Manufacturer's Pilot Operating Handbook for the specific Club aircraft the member intends to fly prior to flying the Club's aircraft for the first time.
- c. Use of the Club's aircraft for commercial purposes is strictly prohibited.
- d. It is the responsibility of all Club members to keep the inside and outside areas of the hangers assigned clean and free of obstacles that could potentially damage the aircraft.
- e. Smoking is not permitted in any of The Club's aircraft or hangar areas. Use only airport designated smoking areas.
- f. No aircraft engine shall be started without a competent operator at the controls.
- g. No aircraft shall be started in The Club's assigned hangers.

4. REQUIREMENTS - PREFLIGHT

It is the responsibility of the PIC of the aircraft to determine whether mechanical, weather or any other conditions preclude commencing or continuing a flight. Members are urged to seek additional advice when necessary. Prior to commencing flight, Club members Must:

- a. Perform a thorough preflight inspection of the aircraft, including a visual inspection of the fuel quantity and security of the fuel caps prior to commencing flight. Any damage or discrepancies discovered by a member on preflight will be assumed to be the responsibility of the last user unless it has been reported previously to the Maintenance Officer. If a condition is discovered which may affect the airworthiness of the aircraft, the aircraft shall not be flown until cleared by the Maintenance Officer.
- b. Ensure that the airworthiness and registration certificates, appropriate operating limitations information, and operators manual are in the aircraft prior to commencing flight.
- c. Ensure engine oil level is within the acceptable range - do not overfill. Ensure the oil filler cap is secure and NOT overtightened.
- d. Consult the onboard VOR logbook for the due date of the VOR check. If due, perform the prescribed VOR check and enter the data in the VOR log book.
- e. Close the hangar doors before departing on windy days, and/or overnight/cross country flights.
- f. Position the airplane so that the prop wash will not blow into the hangers prior to starting the engine and on shutdown. Do not start the aircraft in the hangers.

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5. REQUIREMENTS - FLIGHT

- a. Except in the case of an emergency, The Club's aircraft shall be operated only into and out of those landing areas recognized officially by the Federal Aviation Administration (FAA) as public or private airports. Operations into or out of other areas are not permitted without prior approval of the Board.
- b. All aircraft operating limitations must be observed. Aerobatic Maneuvers are prohibited except those permissible under the operating limitations when the aircraft is operated in the utility category if applicable. No maneuver shall be conducted which is in violation of the Manufacturer's aircraft limitation and/or Federal Aviation Administration Regulations.

6. REQUIREMENTS - POSTFLIGHT

- a. Conduct a post flight inspection of the aircraft if, in the opinion of the PIC, anything unusual occurred during the flight or ground operations.
- b. Complete the flight record log at the end of each flight.
- c. Report all malfunctioning items to the Aircraft Maintenance Officer AND to any Board member, immediately after each flight. If, in the opinion of the pilot member using the aircraft a flight safety item exists a DO NOT FLY note must be attached to the clip on the gust lock or in some other prominent cockpit area, dated and signed. The pilot member MUST contact the Aircraft Maintenance Officer AND any other Board member immediately for further instruction.
- d. Refuel the aircraft (If flown more than one Hobbs hour), add oil as necessary, and enter such quantities in the flight record log at the end of each flight. DO NOT overtighten the oil filler cap.
- e. Place the aircraft in its hangar or tie down space and ensure that it is properly secured at the end of each flight unless the next Club member to fly is present and ready to assume command of the aircraft.
- f. When securing the aircraft, either in or out of the hanger, all windows and doors of the aircraft must be closed. On cross-country flights, the aircraft must be locked when unattended.
- g. Upon completion of a flight, tidy up the aircraft and remove all cups, cans, bottles, waste paper and other debris, as well as any personal items from the aircraft.
- h. Clean the aircraft windscreen of any bugs as a courtesy to the next Club member.

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7. DAMAGE

- a. Members are required to contact the Maintenance Officer or any Board member for any damages to the aircraft exceeding fifty (\$50.00) dollars. Such member must render whatever assistance necessary to make the aircraft airworthy, especially when the aircraft is away from its home base.
- b. It is the responsibility of the user member PIC to arrange the return of the aircraft to its home base if necessary. All expenditures authorized by the Maintenance Officer or any other member of the Board, to make the aircraft airworthy shall be reimbursed to the member by The Club Treasurer upon presentation of valid receipts. Other expenditures like hotel, car rental and food, etc is that of the Club member.

8. VIOLATIONS

- a. A violation of any FAA rule or any rule or policy of The Club, renders the member liable to either a temporary flight suspension, a monetary fine, or both as determined by the Board.
- b. Expulsion from The Club may be recommended in extreme cases of violation. Especially in cases of FAR violations.
- c. All decisions under this section (Violations) shall be made by the Board after a suitable hearing and recommendations by the Safety Board. Each member involved has the right to be present during such hearings. The decision of the Board shall be final. In the case of expulsion, all unsatisfied monies owed by the member to The Club, including any and all fines levied by The Club against the member, shall become due immediately. The Safety Board shall consist of any three members of The Club, one being from the Board.

9. ADVERSE WEATHER

- a. A Tanis Heater is installed in each of The Club's aircraft. During winter months the electric extension cord in the hanger must be plugged into the Tanis heater outlet which is located alongside the oil filler cap/dipstick tube. Be sure this is plugged in after each flight while securing the aircraft in the hanger. Take the extension cord with you on any cross-country flight and plug the heater in for overnight use. If the temperature falls below 20 degrees F, the engine must be preheated before starting. **THIS IS A MUST FOR LONG ENGINE LIFE. THE ENGINE SHALL NOT BE STARTED UNTIL IT IS PREHEATED.**
- b. All Club members are reminded that the local FSS appreciates PIREPS from area pilots on Cumberland weather throughout the day and night.
- c. Take an extra minute when filing, activating, flying enroute or closing your flight plan and offer a short report on the area weather. Frequent updates on the weather can be great assistance to your fellow pilots.

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10. OPERATIONAL CHARGES TO MEMBERS

- a. Members will be charged monthly dues as set by the Board.
- b. Members will be charged flying time based on an hourly rate set by the Board.
- c. Hourly flight time charges are based on Hobbs Meter time recorded during your aircraft reservation period. The following charges for monthly dues and flight time are in effect:

DESCRIPTION OF CHARGE	AMOUNT	FREQUENCY
Monthly Dues	\$50.00	Per/Month
Piper PA 28-181 N8103H	\$80.00	Per/Hour Wet
Cessna C172 N5205D	\$80.00	Per/Hour Wet

- d. Unless detained by weather or mechanical difficulties, members on cross-country flights may, at the discretion of the Board, be charged a minimum of one (1) hour per day flying time for each day the aircraft is in a "lay-over status" and not flown.
- e. On cross-country flight. All fuel, oil and routine service charges paid by the member will be ducted from the member's monthly account upon presentation of proper receipts to The Club's Treasurer.
- f. On cross-country flights, members are responsible for paying, at their own expense, items such as: landing fees, hanger and tie-down fees, rental of engine pre-heating equipment, auxiliary power units, etc. Expenses for such items are not refundable to the member by The Club, unless the member and Club aircraft are on official business for The Club and authorized by the Board.

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11. FREQUENTLY USED NUMBERS AND INFORMATION

CUMBERLAND AIRPORT				
<i>Report suspicious activity to TSA Hotline/Airport Watch 866-GA-SECURE (866-427-3287)</i>				
ID	NAME	OFFICE	CELL	
Cumberland Airport Main Office	FBO/UNICOM	304-738-0002		122.8
Weather Reporting	AWOS	304-738-0451		128.625
Airport Manager		304-738-0002 Ext. 2		
Airport Secretary	Irma	304-738-0002 Ext. 1		
Line Services	Mike, Chris, Gary	304-738-0002 Ext. 3	301-876-5408	
Fuel Dispatch	Mike, Chris, Gary	304-738-0002 Ext. 3	301-876-5408/9	
Facility Maintenance	Mike	304-738-0002 Ext. 3	301-876-5409	(After hours)
Aircraft Maintenance	John	304-738-0002 Ext. 4		
FAA FLIGHT SERVICE		800-WX BRIEF 800-992-7433		
Alleghany Flying Club Board of Directors				
President	Garth Nasser	Rawlings, MD	240-580-0941	
Vice President	Mike Bachert	Cumberland, MD	301-697-4440	
Secretary	Holly Wik	Cumberland, MD	757-338-5121	
Treasurer	Brian Thoerig	Ridgeley, WV	301-268-3767	
Maintenance Officer	Dave Topper	Frostburg, MD	301-697-7621	
Alleghany Flying Club Instructor Pilots				
Safety Officer Chief Pilot	Mike Fitch	Flintstone, MD	814-977-2881	
Authorized Instructor	Brian Brinsfield	Cumberland, MD	919-500-0644	
Authorized Instructor				

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