

## POLICIES AND PROCEDURES

The Southwest Ohio Flyers (aka southwestohioflyers.com or Club@LUK) Club LLC, hereinafter referred to as "THE CLUB" or "CLUB", reserves the right to alter, modify, amend, remove, waive or add any rule or policy. Members will be notified of updates via email. Any member who flies a CLUB aircraft after receipt of notification has, by implication, acknowledged and accepted such changes. The current policies will be posted on THE CLUB's website. Aircraft owners are exempt from the payment requirements in this document. See the Leaseback Agreement for specifics.

### **1 Administrative Policies**

#### **1.1 Dues & Payment**

- a) Club dues are \$45 per month.
- b) Initiation fee is \$500.
- c) *Insurance pool payment is \$xx per year. In the case of an insurance claim, the insurance pool pays 50% of the deductible. (- in process; unknown at this time)*
- d) Club dues will automatically be billed to the member's credit or debit card, each month. The insurance pool charge is billed yearly to the member's credit or debit card. Other payment options may be considered for an additional fee.
- e) All other charges must be settled immediately, as they are accrued. Any balance will be automatically billed to the members' credit or debit card.
- f) For flights returning after normal business hours, payment must be made with prepaid funds, cash, check, or credit card. Any member wishing to participate in after-hours operations must have a credit card authorization form on file with THE CLUB.
- g) THE CLUB aircraft are rented at a "wet rate". Fuel costs are included in the rental price.
- h) Flying privileges will be suspended or revoked for any account overdue.
- i) Membership may be suspended or terminated for violation of CLUB policies or any FAR.
- j) Merchandise returns must be within thirty (30) days of purchase and accompanied by the original receipt. The item cannot have been opened or show any signs of use.

#### **1.2 Aircraft Scheduling, Dispatch and Use**

- a) Please be considerate. When an aircraft is scheduled and not used, or canceled on short notice, it prevents others from using the aircraft. Schedule only what you need.
- b) Aircraft may be scheduled 24 hours a day via Google Calendar. Members will be invited and can add, delete, or modify their reservation at any time.
- c) A dispatch sheet will be emailed to you, or can be found on Dropbox. As we get more members, we will use Dropbox exclusively. Dropbox should always have the latest version (filled out by last user) and you are encouraged to place your filled out sheet back on Dropbox, or to email it to [info@southwestohioflyers.com](mailto:info@southwestohioflyers.com). The spreadsheet is used to determine the cost of the flight, minus any fuel purchased off site. Instructions are in the Excel spreadsheet.
- d) For security reasons, we are not allowed to place a lockbox on the airport fence. Also, the airport manager has been reluctant to issue additional keyfobs. (And, I am reluctant to have any more sets of keys issued.) Consequently, any member who is scheduling flights often will be allowed to retain a set of keys. Those using the plane less often can get the keys at Signature. Signature FBO will be given a set of keys that will be in a clear plastic zip-lock folder. We will put an additional set at Waypoint FBO when they open for business. In addition to the owner's set, we have 3 sets of keys, consisting of: 1) aircraft ignition key, 2) baggage key, 3) hangar key, and 4) keyfob for the airport rolling gate.
- e) No aircraft may depart THE CLUB flight-line unless it has been scheduled on the Google calendar (in the future, Flight Schedule Pro).
- f) If the departure destination, time or date changes, or if you come back early, please adjust the time in Flight Schedule Pro.
- g) Both Tach and Hobbs times are to be entered on the aircraft checkout sheet prior to engine start and after engine shutdown. You are also requested to dip the tanks and enter fuel amount in each tank.

### 1.3 Aircraft Pick-up & Return

- a) A thorough pre-flight inspection must be performed prior to flight. Any damage or discrepancies not previously noted should be reported to THE CLUB prior to departure. You may be held financially responsible for damage reported after your flight, if not reported beforehand.
- b) After returning, the aircraft should be properly secured (Gust lock, tie down and cockpit cover or window shades) at its tie down location or hangar. Remove all trash from the aircraft.
- c) A fee may be charged if an aircraft is incorrectly secured following flight. Examples include:
  - (i) Parking an aircraft that has a designated space in the wrong location.
  - (ii) Improperly securing aircraft (improperly tied down and/or chocked, or failure to install the gust lock).
  - (iii) Returning an aircraft in poor condition (i.e. excessively dirty or damaged interior, trash, etc.).

### 1.4 Delays & No-Shows for Aircraft Rental

- a) If running late for an aircraft reservation, call THE CLUB. Failure to check-in within 15 minutes of the reservation time, without contacting the front desk may result in the aircraft being released for other renters.
- b) A \$25 no-show fee may be assessed for renters who do not show up for their flight and did not make any attempt to contact the Club prior to their flight time. An additional fee of \$10 per hour will be added for any reserved flight of more than two (2) hours.
- c) Every effort should be made to return the aircraft on time. Aircraft must be checked in at the front desk prior to the conclusion of the rental period. A \$50 late fee may be assessed for aircraft that are returned late. Repeated violations may result in suspension of privileges at THE CLUB.
- d) Any student who does not arrive for a scheduled lesson (no-show), or who fails to give at least two hours' notice prior to cancelling a lesson with an instructor can be charged for the instructor's time, at the instructor's discretion. The instructor's no-show or late cancellation fee may be up to, not to exceed, the full amount that would have been charged for the reserved lesson time.

### 1.6 Expenses Incurred Away From the Home Airport

- a) Aircraft fuel expenses incurred away from the base airport will be reimbursed at a maximum price per gallon, which changes from time to time. Consult the CLUB website, [southwestohioflyers.com](http://southwestohioflyers.com) for the current rate.
- b) Original fuel receipts must be submitted to the front desk. THE CLUB will accept fuel receipts up to seven (7) days after the flight. Fuel receipts older than seven (7) days will not be honored. (We're working on an electronic method to enter the information and a scanned copy of the fuel (or other) charge.)
- c) Expenses such as tie-down, lodging, alternative transportation and landing fees are the member's responsibility and will not be reimbursed.
- d) Aircraft repairs or expenses, other than fuel, exceeding \$50.00 must be pre-authorized by THE CLUB. Renters may be held financially responsible for any expenses not pre-authorized by THE CLUB.

### 1.7 Multiple Day Rentals

- a) A minimum charge of one (1) flight hours per day will be made for all-day or multiple day rentals. Example: A cross-country trip of 7 days (24 hour deltas) with a Hobbs time of 6 hours would be charged for 7 hours.
- b) Advance payment of one-half of the anticipated flight hours on any rental over five (5) hours is required. Some extended reservations will require advance payment of the full estimated aircraft rental charge before departure.
- c) Non-members, such as Open Airplane renters, and international renters are required to *prepay* the full estimated aircraft rental charge for a multiple day reservation, based on the estimated flight time, plus a damage deposit. The damage deposit will be refunded following the return of the aircraft and a condition inspection of the aircraft. Non-members are *required* to hold renter's insurance prior to aircraft dispatch.

### 1.8 Aircraft Damage

- a) Do not place any items near the windscreen on top of the instrument panel glare shield. Windscreens are easily damaged.
- b) Do not use aircraft glare-shield as a hand hold to pull seats forward. Glare-shields may be damaged or may come off in your hand.
- c) In case of accident, incident or damage caused by pilot error, the member agrees to pay the cost of repairs not covered by insurance.
- d) Maintenance expenses resulting from a member, pilot, or passenger's carelessness, negligence or improper operating procedures will be billed directly to the member or pilot. Examples:
  - (i) Failure to turn off the aircraft master switch, causing complete battery discharge, requiring a battery replacement.
  - (ii) Failure to install a gust lock or tie the aircraft down following flight, leading to control damage.
  - (iii) Tires that are flat spotted due to excessive braking or mishandled cross wind techniques.
  - (iv) Cirrus brake overheating, requiring a maintenance inspection or repairs.

### 1.9 Accessory Rentals

Headsets, handheld radios, GPSs, iPads and other accessories may be available for rent, in addition to an aircraft. Damaged or lost rental accessories will be repaired or replaced at renter's expense.

### 1.10 Safety / Retraining Flights

THE CLUB's flight checkout designee may, at his/her discretion, require any member to complete remedial re-training flights in the interest of safety.

- a) These flights will be conducted at the member's expense.
- b) This training may include ground training as well as flight training.

### 1.11 Termination / Resignation

- a) Either party may terminate the membership agreement at any time. Resigning members shall submit **written** notice of resignation. An email sent to *info@southwestohioflyers.com* may serve as written notice. The reason for termination by the member would be appreciated but is not required.
- b) At the time of resignation, the member's account must be paid in full. Any credit balance will be returned to the Member after all charges have been reconciled.

### 1.12 Insurance (TBD – example, only)

THE CLUB's insurance policy coverage is as follows:

- a) Liability - Total liability coverage is \$1,000,000 for property damage and/or bodily injury with a \$250,000 per passenger limitation.
- b) Hull coverage is all-risk, ground and flight coverage.
- c) Deductibles are:
  - (i) Aircraft not in motion – \$1,500
  - (ii) Aircraft in motion – \$1,500
- d) Following any insurance claim incident, the member is responsible for 50% of the insurance deductible and the insurance pool will pay the other 50% of the deductible.
- e) Coverage for medical expenses is the responsibility of each individual member.
- f) It is highly required that members purchase commercially available renter's insurance. Ask at one of THE CLUB's Front Desks for more information on vendors who provide renter's insurance.

## 2 Aircraft Operations

### 2.1 General

- a) All flights must be operated in accordance with Federal Aviation Administration (FAA) regulations, 14 CFR Part 61, and Part 91.
- b) Prior to each flight, each member must obtain a weather briefing in accordance with FAA requirements.

- c) No flight may depart when the crosswind component exceeds the demonstrated crosswind component noted in the aircraft's POH. If no demonstrated crosswind component is listed in the POH, 15 knots should be used.
- d) No flight may take place when surface winds or gusts are, or are forecast to be, greater than 30kts during the course of the flight.

## **2.2 Ground Operations**

- a) No pilot or instructor may attempt to start an aircraft by hand propping.
- b) While taxiing, maintain a wingtip clearance of at least a 5' from any aircraft, structure or object, and a propeller clearance of at least 10' from any aircraft, person, structure or object.
- c) Avoid taxiing across tie-down cables, as damage to the propeller, wingtips or tires may occur.
- d) Aircraft shall be shutdown perpendicular to the parking space and the tow-bar used to push the aircraft back into its spot. The tow bar should be used when moving an aircraft manually on the ground.
- e) NEVER taxi through a snowdrift or ice dam.

## **2.3 Accidents or Emergency Landings**

- a) Report accidents to the NTSB immediately and any incident or accident to THE CLUB as soon as practical.
- b) Report emergency landings (either on or off airport) to THE CLUB. Obtain permission from CLUB management to re-dispatch, prior to take-off.
- c) Pilots should use the CLUB Accident and Incident Plan in the aircraft dispatch book for procedures to follow after an accident, incident or emergency landing.

## **2.4 Aircraft Discrepancies**

- a) Any discrepancy, whether an airworthiness issue or not, should be reported to THE CLUB front desk. If the discrepancy does not affect the airworthiness of the airplane, it may be reported at the conclusion of the flight via the aircraft dispatch sheet.
- b) Should any condition of the airframe, engine, or avionics be found that may render the aircraft not airworthy, the pilot will immediately report the condition to THE CLUB and log the discrepancy on the dispatch sheet.

## **2.5 Securing Aircraft, Post-flight**

- a) When parking the aircraft, chock the wheels and chain or tie it down at three points.
- b) When away from the aircraft's designated parking location, chock both main landing gear wheels. Set the parking brake ONLY if chocks are not available. The parking brake should only be used for temporary parking.
- c) At the aircraft's base airport, return the aircraft to its designated parking location, if there is one for that aircraft, or an appropriate tie-down space on the flight line.
- d) Immobilize the flight controls with the control lock or a seat belt and lock the doors.
- e) If available, insert cowl plugs, put the sunscreens in place and attach the pitot cover.
- f) Leave the aircraft neat and clean. Remove any trash from aircraft.

## **3 Operational Requirements**

### **3.1 Initial Checkouts**

- a) No person may operate a CLUB aircraft unless that person has been approved by a properly authorized checkout designee of THE CLUB for flight in that make and model.
- b) Prior to renting aircraft at a CLUB location, other than the one where their initial checkout was completed, pilots are required to complete a location-specific orientation with a CFI based at the add-on location.

### **3.2 Annual Proficiency Checkouts (CLUB Flight Review)**

- a) Each member on active flying status is required to fly with a designated CLUB flight instructor at least every 12 months, to ensure flight proficiency, comprehension of FAA regulations and CLUB policies. The

proficiency check will be held to the same standards as the Practical Test Standards for that pilot's certificate.

- b) A Flight Review conducted by a CLUB checkout designee qualifies as an annual proficiency check.
- c) An additional make or model aircraft checkout may qualify as an annual proficiency check, if the instructor and pilot agree in advance to include the annual proficiency check as a part of the aircraft checkout.

### **3.3 Recent Experience Requirements for PIC/Solo Flight (aircraft does not have to be a CLUB aircraft)**

- a) Student Pilot
  - (i) Student pilots are not allowed at this time
- b) Sport & Recreational Pilots
  - (i) A minimum of 1 hour in the preceding 30 days including 3 takeoffs and landings.
- c) Private Pilot
  - (i) With fewer than 100 hours total; a minimum of 1 hour in the preceding 30 days including 3 takeoffs and landings.
  - (ii) With 100 hours total time; a minimum of 1 hour in the preceding 60 days including 3 takeoffs and landings.
- d) Commercial Pilot
  - (i) With fewer than 1,000 hours total; a minimum of 1 hour in the preceding 90 days including 3 takeoffs and landings.
  - (ii) More than 1,000 hours total time; as required by FARs for carrying passengers, night, etc.
- e) Air Transport Pilot
  - (i) As required by FARs for carrying passengers, night, etc.

### **3.4 Fuel Planning**

- a) Cross-country flights must plan a minimum fuel reserve of one (1) hour, considering winds and weather.
- b) Pilots should stop at an intermediate airport whenever the estimated fuel reserve at the intended destination airport drops below one hour.
- c) Verify fuel on board visually or using dipsticks, prior to every flight. Do not rely solely on the aircraft fuel gauges.
- d) Fuel burn values from the POH are to be used for flight planning.

### **3.5 Collision Avoidance**

- a) On the ground, a brake check should be carried out as the aircraft begins moving.
- b) Practice Area: ( - **TBD**)
- c) Take special care just outside the airport traffic area and in the vicinity of common visual reporting points.
- d) Landing lights should be on during flight within 5nm of an airport and when enroute to and from the practice areas. LED landing lights may be left on during all flight operations.

### **3.6 Minimum Altitudes**

- a) All flights are to be conducted in accordance with FAR 91.119

### **3.7 Airports**

- a) Aircraft operations are limited to paved runways at public use airports, unless authorized by the Chief Flight Instructor.

### **3.8 Smoking**

- a) Smoking, including e-cigarettes and similar products, while in any CLUB aircraft is prohibited.
- b) Smoking, including e-cigarettes and similar products, in CLUB lobbies, training rooms, offices, hangars and flight lines is prohibited.

### **3.9 Mountain Flying**

- a) Mountain flight is considered to be any flight over or in close proximity to terrain above 8,000 feet MSL. Mountain flights in THE CLUB aircraft are only allowed after:
  - (i) The pilot completes a mountain checkout by an organization recognized by the CLUB; **or**
  - (ii) Pilots must have at least 100 hours total time before being eligible for a mountain check-out.

### **3.10 Spins and Aerobatic Flight**

- a) Intentional spins and aerobatics may only be carried out in aircraft approved for those maneuvers and only within the parameters and limitations set by the aircraft operating manual or pilot operating handbook.
- b) May only be performed with approval of the Aircraft Owner and/or CLUB.
- c) Spins and/or Aerobatic maneuvers may only be performed with an approved CLUB CFI in one of the pilot seats of the aircraft.
- d) Parachutes must be worn by all aircraft occupants during aerobatic flight, except for spin training.

### **3.11 Formation Flying**

- a) The use of any CLUB aircraft in formation flights is prohibited

### **3.12 Oil**

- a) Light Sport Aircraft (LSAs) – When adding oil, do not add full quarts. The difference between the minimum and maximum oil level on a Rotax engine is approximately one quart.
- b) For all other aircraft, add full quarts only.
- c) After adding oil, mark the Oil Consumption Record Sheet in the oil box, indicating the tail number of the aircraft. If the Record Sheet is not in the oil box, note how much oil was added on the aircraft dispatch sheet.

### **3.13 Foreign Country Flights**

- a) Prior written permission must be obtained from the CLUB management and aircraft Owner (if applicable) before any flight to or over a foreign country.

## **4.0 Student Pilot Policies (not applicable)**

## **5.0 Aircraft Specific PIC Requirements**

This section contains CLUB minimum requirements for any person in solo flight or as pilot in command of a CLUB aircraft, when not flying with an authorized CLUB instructor. **NOTE:** Some aircraft may have additional requirements for solo flight. Those requirements are found in the aircraft-specific checkout documents. Each aircraft make and model has a required written quiz that must be completed, along with the flight checkout.

### **5.1 Technically Advanced Aircraft (TAA)**

To fly a TAA aircraft equipped with a glass panel, (G1000, Avidyne, etc), a pilot must complete ground and flight training with a CLUB approved instructor, to the proficiency of the pilot certificate held.

### **5.2 Fixed Gear Aircraft**

- a) **200hp or less, single-engine, fixed, tricycle gear**
  - (i) Student Pilot Certificate or higher, with appropriate endorsements.
  - (ii) Check-out in make & model.
- b) **201 – 235hp Single engine, fixed gear (C-182, C-182T)**
  - (i) Private pilot certificate or higher.
  - (ii) 100 hours total time.

- (iii) Check out in make and model.
- (iv) A turbocharged C-182 requires a checkout flight in the aircraft and viewing of video on turbo-charging.
- (v) High performance endorsement
- (vi) A Cessna 182 with 280hp requires a minimum 3 hour checkout with a qualified CLUB instructor.

**c) More than 235hp, single-engine, fixed tricycle gear (6 seats or less)**

- (i) Private pilot certificate or higher.
- (ii) 200 hours total time with 15 hours make and model **or** 300 hours total time with 10 hours dual make and model.
- (iii) Check out in make and model.
- (iv) High-performance endorsement
- (v) Complex aircraft endorsement

**5.3 Cirrus Aircraft**

- a) **SR-20** 100 hours total time **or** Private Pilot Certificate and 50 hours in type & checkout.
- b) **SR-22** 200 hours total time **or** 100 hours in Cirrus Aircraft (25 hours of the 100 hours must be in an SR22).
- c) **SR-22 Turbo** 350 hours total time **or** 150 hours in Cirrus Aircraft (25 hours of the 150 hours must be in an SR22 Turbo), CLUB checkout, & Instrument rating.

**5.4 Retractable Gear / Complex Aircraft**

- a) 150 hours total time.
- b) Complex aircraft endorsement.
- c) High performance aircraft endorsement, if over 200HP.
- d) 15 hours total time in make and model **or** 5 hours of dual in make and model.
- e) Check out in make and model.
- f) View turbo charging video (for turbo-charged aircraft).

**5.5 Tailwheel/Conventional Gear Aircraft**

- a) Less than 10 hours in conventional gear type aircraft, a minimum of 10 hours dual with a CLUB approved instructor are required for solo privileges.
- b) 10-25 hours in conventional gear type aircraft, a minimum of 5 hours dual with a CLUB approved checkout designee are required for solo privileges.
- c) Greater than 25 hours in conventional gear type aircraft:
  - (a) With 5 hours PIC in tailwheel aircraft in the previous 6 months, an aircraft checkout is required.
  - (b) If less than 5 hours PIC in tailwheel aircraft in the previous 6 months, then 5 hours dual is required with the aircraft checkout.
- d) Approval to act as PIC of a CLUB tailwheel aircraft only authorizes the pilot to fly the aircraft from the designated PIC seat in the aircraft. For example, the PIC seat of the Citabria and Extreme Decathlon is designated by the aircraft manufacturer as the front seat of the aircraft.

**5.6 Multi-Engine Aircraft**

- a) Multi-engine trainers with 180HP or less per side
  - (i) Private and Multi-engine ratings.
  - (ii) 250 hours total time.
  - (iii) 50 hours multi-engine time and CLUB checkout; or multi-engine rating and 10 hours make and model.
  - (iv) All pilots with a multi-engine rating and qualified to fly a multi-engine aircraft are required to take their CLUB annual proficiency flight in a multi-engine aircraft.

(v) All pilots with fewer than 500 hours total time and multi-engine rated are required to have had a proficiency check in a CLUB multi-engine aircraft within 6 months of any solo flight in a multi-engine aircraft.

(vi) No pilot will perform an actual or simulated engine shutdown unless in an actual emergency.