

POLICIES AND PROCEDURES

The Southwest Ohio Flyers (aka southwestohioflyers.com), 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 have different payment requirements than in this document, as defined in the Leaseback Agreement for each aircraft.

1. Administrative Policies

1.1 Dues & Payment

- a) CLUB dues are to be \$45 per month (plus applicable taxes and fees) and the Initiation fee is \$500. Any member who has been in good standing for a full year may leave and re-join after a full year absence without paying the initiation fee.
- b) Changes to Dues and Initiation fees will be as stated on THE CLUB website, and updated in this document.
- c) Insurance premiums are paid out of dues.
- d) CLUB dues will automatically be billed to the member’s credit or debit card
- 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) THE CLUB aircraft usage hours are based on Tach Time and charged at a “wet rate” Fuel costs are included.
- g) Flying privileges may be suspended or revoked for those with unpaid account balances.
- h) Membership may be suspended or terminated for violation of CLUB policies or Federal Aviation Regulations.

1.2 Aircraft Scheduling, Dispatch and Use

- a) Flight Circle is the scheduling software used by THE CLUB. Aircraft may be scheduled 24 hours a day via Flight Circle. Members can add, delete, or modify their reservation at any time. However, be considerate, as stated below.
- b) Before leaving for the airport, check for squawks and whether the airplane is still on the schedule (i.e. has not been put on Maintenance hold). When getting to the airport, the first step is to dispatch the airplane in Flight Circle. The Reservation will change color from blue to green, indicating that the airplane is in use.
- c) Please be considerate. When an aircraft is scheduled and not used, or canceled on short notice, it prevents others from using the aircraft. Update your plane’s reservation as soon as you know that things have changed. When making a reservation on short notice, especially while an airplane is dispatched, keep in mind that the pilot of the previous flight will not know of a “piggy-back” reservation. Calling or texting that pilot will be helpful in saving you time. Also, allowing some buffer time would be helpful, as things can happen, especially on cross-country flights.
- d) For security reasons, we are not allowed to place a lockbox on the airport fence. And, unfortunately, the airport manager has run out of additional electronic gate keys. (He is working on getting SWOF additional gate keys.) Waypoint FBO has a gate key at the front desk. Airplane keys are in a clear plastic zip-lock folder in the hangar office.
- e) No aircraft may depart the Aero TCO hangars (“THE DOG POUND”) flight-line unless it has been scheduled in the Flight Circle schedule on line.
- f) If the departure or destination, locations, times or dates changes, or if you come back early, please adjust the schedule as soon as the change is known. If going cross-country, ALWAYS ENTER THE DESTINATION AIRPORT ICAO CODE in Flight Circle.
- g) For your own protection, take pictures of both the Tach and Hobbs times prior to engine start and after engine shutdown. Due to a quirk in the Flight Circle software, enter the Tach Time in both places when checking in. You are also requested to dip the tanks and enter fuel amount in each tank at the end of each flight.

- h) Duplicating keys is prohibited. If you have a special need, contact an Administrator and that need will be considered.

1.3 These schedule restrictions are built into Flight Circle:

- a) **Flight Reviews:**
 - (i) Local Review: Dispatch requires 90 day currency in same type aircraft (any C182, 3 landings) pilot enters the data, and Flight Circle auto-updates from most recent flight
 - (ii) Aircraft Checkout: An annual flight review with SWOF's Chief CFI is required.
 - (iii) BFR (Biennial Flight Review) is called FAA Flight Review by Flight Circle.

- b) **Schedule Restrictions (scheduling prevented):**
 - (i) No more than 6 reservations in the future
 - (ii) FAA Flight Review Expiration
 - (iii) Medical Expiration
 - (iv) Maximum Balance: \$1
 - (v) Maximum future reservation: 90 days
 - (vi) Local Flight Review (Minimum: 3 landings in 90 days, same type AC; see further restriction in Para. 3.3). Note: The timer in Flight Circle resets to 0 every time the plane is checked back in after a flight.
 - (vii) Aircraft Checkout
 - (viii) >>> All can be overridden by Administrator
 - (ix) >>> All, except Balance, are overridden with Instructor on flight

- c) **Dispatch is Restricted:**
 - (i) Aircraft Checkout
 - (ii) Local Flight Review (90 day)
 - (iii) FAA Flight Review (BFR)
 - (iv) Medical Expiration
 - (v) >>> All are overridden with Instructor on flight

1.4 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. If you suspect damage, take a picture and report it.
- 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. listen
- 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.).

1.5 Delays & No-Shows for Aircraft Usage

- a) Failure to dispatch or check in reasonably close to the reservation time, without contacting others on the schedule, may result in the aircraft being dispatched by another member.
- b) Every effort should be made to return the aircraft on time. However, weather, maintenance and other issues can delay flights. Remember, this is General Aviation, not a scheduled airline. Allow an extra hour on the schedule for cross country flights. Allow two extra hours for overnight flights. But, in both cases, every effort should be made to adhere to the originally scheduled time. Be mindful of the schedule, and if plans change, communicate with the pilot flying after you, if applicable.
- c) Aircraft must be checked in through Flight Circle as soon as possible; check-in prior to dispatch of the following flight is mandatory. The problem is that Flight Circle has an automated system that will charge time to a follow-on flight, if the prior-flight is not checked in. This is complicated by the fact that many

members have enabled Auto Pay by their credit card charges, so corrections cannot be made without having to reverse charges. Fees are charged for each transaction. Time charge errors cause administrators to spend a lot of extra time to correct errors and credit card charges. Repeated violations may result in suspension of privileges at THE CLUB.

- d) Members taking lessons do so with mutual consent with their instructor. An instructor may charge no-show or late cancellation fees. Payment of the Instructor is between the Member and Instructor.

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, based on the lowest price for 100LL at KLUK for that day.
- b) Original fuel receipts must be submitted by email to swoflyers@gmail.com. THE CLUB will accept fuel receipts up to seven (7) days after the flight. Fuel receipts submitted more than seven (7) days post-flight will not be honored. Cost of fuel may be deducted as an Adjustment in Flight Circle.
- c) GUD LUK CRUZIN LLC has credit card information at the following FBOs all across the USA: Signature, TacAir, Waypoint, and DCMetro (KGAI). Using the company credit card saves bookkeeping time. The rate limit in paragraph a) does not apply.
- d) Expenses such as tie-down, lodging, alternative transportation and landing fees are the member's responsibility and will not be reimbursed.
- e) 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 two (2) flight hours per 24 hour period are required for all-day or multiple day rentals.
Example: A cross-country trip with total calendar and clock time of 7 days and 3 hours, but with a Hobbs time of 6 hours, would be charged 14 hours. If the airplane is reserved after 5:00 pm of the first day, then 12 hours will be charged. And if it is also returned before 10:00 am on the last day, then 10 hours will be charged. The Member is responsible for these calculations, but must be verified by an Administrator.
- b) Advance payment of one-half of the anticipated flight hours on any cross-country trip estimated at over ten (10) hours is required. Some extended reservations will require advance payment of the full estimated aircraft rental charge before departure.
- c) Length of cross country schedule time

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 / 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) Excessive braking causing overheating and requiring a maintenance inspection or repairs.

1.9 Accessory Rentals

- a) Headsets are available; where we store them is TBD. Handheld radios, GPSs, iPads, and other accessories are not currently. 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 swoflyers@gmail.com will 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.
- c) Airport gate key is to be returned promptly to the office and the key deposit will be returned.

1.12 Insurance (Refer to Insurance Policy for details.)

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 \$100,000 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 100% of the insurance deductible.
- e) Coverage for medical expenses: \$5,000 each person, \$20,000 each occurrence.
- f) If a pilot has concerns about paying the \$1,000 deductible, those members should purchase commercially available renter's insurance. AOPA renter's insurance is recommended.

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 14 CFR 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 shall 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.

2.4 Aircraft Discrepancies

- a) Any discrepancy, whether an airworthiness issue or not, should be reported to a CLUB administrator. If the discrepancy does not affect the airworthiness of the airplane, it may be reported at the conclusion of the flight via the online aircraft squawk sheet.
- b) If a 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 Administrator by phone or text and log the discrepancy on the online squawk sheet.

2.5 Securing Aircraft, Post-flight

- a) When parking the aircraft outdoors, chock the wheels and 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 (including wiping down the leadings edges after each flight). Remove any trash from aircraft.
- g) Use the specific hangar and aircraft checklists located therein.
- h) Repeated failures to secure the aircraft as described in the Leaving Hangar Checklist could result in suspension of aircraft privileges.

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.

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
- b) Sport & Recreational Pilots
 - (i) Not applicable
- 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 or greater 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, or the minimum required VFR/IFR requirement for your flight, whichever is higher
- 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.
- e) Many CLUB members fly with passengers. As a courtesy to them, it is better to leave the airplane with less fuel than too much. ½ to ¾ full is a rough rule of thumb. Any pilot planning to take 3 or 4 passengers on a flight is advised to contact the prior flight's pilot to notify them of weight and balance considerations.

3.5 Collision Avoidance

- a) On the ground, a brake check should be carried out as the aircraft begins moving.
- b) Practice Area: (- **TBD**) *Lunken Flight Training defines their north practice area as the box made by LUK-MWO-168-169-LUK, and their south practice area as the box defining LUK-the Licking River to the West-K62 (Snyder)-the Moscow power plant-LUK.*
- 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) No landings at unimproved airports without prior authorization.

3.8 Smoking

- a) Prohibited in aircraft and on airport property.

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; **AND**
 - (ii) Pilot has at least 100 hours total time before being eligible for a mountain check-out.

3.10 Spins and Aerobatic Flight

- a) The use of any CLUB aircraft in Spins and Aerobatic Flight is prohibited.

3.11 Formation Flying

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

3.12 Oil

- a) Add full quarts only.
- b) After adding oil, record the quantity in the Flight Circle online check-in sheet. This is important because the amount of oil added between oil changes must be reported on the sheet when sending in an oil sample.
- c) Oil is stored on the shelves in the hangars. If there is none, order a box from the FBO, to have them bring it when they fuel up the plane prior to your flight. Use the following engine oil:

- (i) N759ZT (Cessna 182): use 15W50 viscosity year-round.
- (ii) N735LC (Cessna 182): use 15W50 viscosity year-round.
- d) It is recommended that you bring along a quart of oil when flying cross-country.

3.13 Foreign Country Flights

- a) The use of any CLUB aircraft for flights to, or over, foreign countries is prohibited.

4.0 Student Pilot Policies

- a) Student pilot operations and primary flight training are not allowed in CLUB aircraft.

5.0 Aircraft Specific PIC Requirements

5.1 Technically Advanced Aircraft (TAA)

- a) 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) **201 – 235hp Single engine, fixed gear (C-182, C-182T)**
 - (i) Private pilot certificate or higher.
 - (ii) Check out in make and model.
 - (iii) High performance endorsement
 - (iv) No pilot will perform an actual engine shutdown unless in an actual emergency.