



# Flight Expo Flying Club

## MEMBERSHIP AND OPERATIONS

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### **PART 1: PURPOSE**

1.1 The Corporation is organized exclusively for charitable and educational purposes, within the meaning of Section 501(c)(3) of the Internal Revenue Code of 1986, as amended (the “Code”), or the corresponding provisions of any subsequent federal tax law; provided, however, that none of the Corporation’s rights and powers shall include the right and power to carry on a business for profit. The specific purposes of the Corporation include but are not limited to: i. Stimulating interest in aviation by providing an educational opportunity for Flight Expo Flying Club members, to develop their flying abilities; ii. Disseminating flying information to the community; iii. Bringing together those individuals who have a common interest in flying; and iv. Promoting the welfare of Flight Expo Flying Club in its educational purposes within the meaning of section 501(c)(3) of the Code, or the corresponding provisions of any subsequent tax law.

### **PART 2: MEMBERSHIP**

2.1 Request or download membership documents @ [www.flightexpo.org](http://www.flightexpo.org).

2.1.1 Hereafter, in this document, Flight Expo Fling Club, will be referred to as FEFC.

2.2 Read and follow membership checklist.

2.3 All members will be current due-paying members of the FEFC.

2.4 There are two types of memberships available: Standard Members and Flight Expo Inc.’s Build-A-Plane Youth Members.

2.5 Flying member (F) dues are required to be submitted by 1 January of the current year. Unpaid dues by 1 February requires members to stop flying and if remaining unpaid past 1 March, FEFC will remove a member from an active club status until dues are paid for the current year.

2.6 Flight Expo, Inc.’s Build-A-Plane Youth Members will be activated after the youth has been in the program for 2 months with a minimum attendance of 90% throughout the year will pay no annual or monthly dues. If the youth has less than 90% attendance or less than 2 months in the Build-A-Plane program, they will be required to pay the normal on-time fee of \$250; and monthly dues of \$50 to maintain standard flight privileges.

2.7 Membership and monthly dues for Standard Members, are set by the FEFC Board of Directors and/or the current elected club officers. Membership is a one-time fee of \$250 for members and monthly fees will be \$50 a month due by the 10th of each month.

2.8 Only fully paid flying members who have completed the application process, received officer approval, and been checked-out in the aircraft may fly FEFC aircraft.

2.9 FEFC members may resign their membership at any time. Dues are non-refundable and will not be reimbursed.

2.9.1 Standard Members may at any time elect to put their membership to a holding status, whereas monthly fees are reduced from \$50 to \$5, for a limited period of 6 months. At the end of the 6-month holding period the standard \$50 monthly fee will automatically be reinstated.

2.10 Before checkout in the aircraft, the applicant must have submitted a completed application form, paid all required dues, furnished copies of private pilot or student pilot certificate(s), medical certificate(s), a valid government ID, and have been granted approval from FEFC officers.

2.11 Aircraft checkouts will be in accordance with the FEFC Insurance requirements and FEFC rules and conducted by a FEFC approved flight instructor utilizing the FEFC Aircraft Checkout form.

2.11.1 All members of the FEFC must be checked out in each individual aircraft under the ownership and or management of FEFC in which they plan to fly.

2.12 A list of current flight instructors will be made available to all flying members or via Flight Circle.

2.13 Members must meet "FAR 61 recency of experience requirements" to perform PIC duties in any FEFC owned or managed aircraft.

2.14 If the membership list grows to the state where members are having problems scheduling the aircraft, then those members who show lack of flying interest in the club through flight inactivity, or lack of meeting attendance and club activities will not be invited to remain with the club when dues are required for the following year.

### **PART 3: CLUB MEETINGS**

3.1 Meeting times and location will be communicated to the membership by the secretary.

3.2 Since bi-monthly club meetings are critical to education, safety, operations and administrative understanding, no more than two consecutive FEFC meetings may be missed in any one calendar year (1 Jan through 31 Dec) without affecting flying privileges.

3.3 If two or more consecutive bi-monthly meetings are missed, the member may not actively fly as PIC until the next meeting has been attended or a club officer has informed the member on current safety, operational and any other FEFC requirements.

### **PART 4: AIRCRAFT USAGE/PRIVILEGES**

#### **Cessna 150 Rules**

4.1 Aircraft rental rate is based on \$100 per (\$80 for youth in BAP program) Hobbs hour "wet" (includes fuel)

4.2 The Aircraft usage log (kept in the aircraft) must be completed at the end of the flight with member's name starting/ending Hobbs meter time and total flight time.

4.3 Student flight training in the FEFC aircraft is only accomplished by club-approved CFIs

4.4 A CFI may instruct for FEFC without being a paid flying member provided that they are FAA Current and approved by the Board of Directors or the FEFC Officers.

4.5 A CFI who is not a paid FEFC flying member will not operate the FEFC aircraft without a paid FEFC flying member on board.

4.6 A CFI who is a paid flying member may not instruct a non FEFC member in FEFC aircraft.

4.7 All flight instructors and club officers will meet once every 6 months to ensure safety, standardized education, flight training and operations.

4.8 FEFC require all Build-A-Plane and Standard Members to obtain and submit a copy of their own **NON-OWNER RENTERS INSURANCE** through AOPA or EAA.

### **Cessna 172 Rules**

4.1.a Aircraft rental rate is based on \$130 per Hobbs hour “wet” (includes fuel)

4.2.b The Aircraft usage log (kept in the aircraft) must be completed at the end of the flight with member’s name starting/ending Hobbs meter time and total flight time.

4.3.c Student flight training in the FEFC aircraft is only accomplished by club-approved CFIs

4.4.d A CFI may instruct for FEFC without being a paid flying member provided that they are FAA Current and approved by the Board of Directors or the FEFC Officers.

4.5.e A CFI who is not a paid FEFC flying member will not operate the FEFC aircraft without a paid FEFC flying member on board.

4.6.f A CFI who is a paid flying member may not instruct a non FEFC member in FEFC aircraft.

4.7.g All flight instructors and club officers will meet once every 6 months to ensure safety, standardized education, flight training and operations.

4.8.h FEFC require all Build-A-Plane and Standard Members to obtain and submit a copy of their own **NON-OWNER RENTERS INSURANCE** through AOPA or EAA.

### **PART 5: BILLING FOR AIRCRAFT USAGE**

5.1 Flight hours are paid for on an “as flown” monthly basis using a “wet” rate - Hobbs hour.

5.2 On the 1st day of each month, the treasurer will collect the aircraft usage log and issue statements via email to all members with time flown during the previous month.

5.3 Payments are due in full by the 10th of the following month they were invoiced for.

5.4 Members with payment not current with the above schedule will lose flight privileges and be removed from active membership or such action as the officers deem appropriate. Mitigating circumstances should be brought to the attention of the club officers as soon as possible for proper determination and resolution.

5.5 Active members who fail to meet the administrative standards of the club can be removed from active club membership by a majority vote of the Club Officers.

## **PART 6: AIRCRAFT GROUND OPERATIONS**

6.1 Removing the aircraft from the hangar and securing it after flight requires maintaining a complete understanding of hangar operation and airport security procedures.

6.2 Combination for key access to the hangar must be carefully controlled by each club member

6.3 Opening the hangar doors must include a full understanding of the process; always ensure the hangar doors are opened more than wide enough or high enough to remove or replace the aircraft back in the hangar without damage.

6.4 Always take full advantage of available personnel to help walk the wings ensuring the aircraft remains clear of contact from other aircraft or hangar structure(s), ground equipment, etc.; immediately inform a club officer if you cause damage or it appears the aircraft has been damaged prior to your intended flight

6.5 Fully chock aircraft main tires when securing the aircraft in the hangar

6.6 Fully close the hangar doors after parking the aircraft in the hangar or while on a flight.

6.7 After each flight the pilot will secure the aircraft in the hanger in a clean manner with trash and charts, etc., removed, with seat belts straightened and chocks in place. The aircraft should be wiped down and inspected for damage, any damage must be reported to an officer immediately upon discovery. The windshield should be cleaned after each flight using water or provided cleaning solution and (only) microfiber towels. Ammonia based window cleaners may never be used on acrylic surfaces.

**A fee of \$50 will be charged if the aircraft is not cleaned and fueled.**

6.8 Members should use the aircraft tow bar for ground handling and use of ladders is preferred to the use of the installed steps when checking fuel levels.

6.9 No member, except a licensed maintenance mechanic may perform maintenance on FEFC aircraft, other than pre-flight inspections, without authorization from the Aircraft Maintenance Officer.

6.10 Members may be held responsible for negligent acts that cause unnecessary expenses/damages. (i.e., Master Switch left on, not refueling an aircraft per 4.3, pushing an aircraft into another aircraft or obstacle while parking, etc.)

6.11 Aircraft must be chocked, locked, tied down securely and have the control wheel lock installed at the end of each flight if it is not to be stored in a closed hangar.

6.12 (**Winter Operations**) All aircraft owned or managed by FEFC are required to be plugged in (Engine block heater) for 90 minutes before flight, when temperature is below 40 degrees Fahrenheit. If members are unable to plug in the aircraft themselves they are required to contact Duane @ (612) 616-8665, John Bjornstad @ (763) 370-5429 or Sharon Sandberg @ (763) 563-3360 at a minimum of 4 hours before the planned flight (18 hours if calling after standard business hours).

## **PART 7: AIRCRAFT FLIGHT OPERATIONS**

7.1 FEFC aircraft are equipped for VFR only flight nav aids and is not to ever be used for commercial for-profit purposes. Educational flight training is not considered a commercial use.

7.2 All members of the FEFC shall comply with all Federal Aviation Regulations, State, Airport, FEAC rules and POH and AFM while operating FEFC Aircraft.

7.3 Members must perform a thorough pre-flight inspection of the aircraft, including a visual inspection of the fuel quantity, and Hobbs and Hobbs time in aircraft log prior to commencing flight. Any damage or discrepancies discovered by a member will be assumed to be the responsibility of the last user unless it has been reported previously. If a condition is discovered which may affect the airworthiness of the aircraft, the aircraft shall not be flown until cleared by a maintenance mechanic or the Aircraft Maintenance Officer.

7.4 Food, Tobacco, E Cigarettes, Vaping, alcohol, marijuana and liquids other than water are prohibited in FEFC aircraft.

7.5 Flight plans must be filed with the FAA for all student solo cross-country flights more than fifty (50) nautical miles. Flight Following should be used when practical if a flight plan is not filed.

7.6 It is the responsibility of the PIC to check the online maintenance board and discrepancy sheets in the flight record book in the aircraft before it is flown. The pilot will report any new maintenance issues both in the flight record log in the aircraft and in the online maintenance board. Members shall also notify the Club Maintenance Officer or other officer of any discovered maintenance issue.

7.7 All flights, ending Hobbs and Hobbs time, will be entered into the flight log located in the airplane along with comments containing general training performed.

7.8 Student pilots shall not fly FEFC aircraft solo when surface winds are gusting to 10 knots, or the crosswind component exceeds 5 knots or fly outside the local traffic pattern area when weather conditions are less than 3,000 feet and 5 miles visibility and when temperatures are below 30 degrees without explicit approval of their FEFC flight instructor for that specific flight.

7.9 No Standard Members or Build-A-Plane Members are permitted to land on a non-FAA-approved runway.

7.10 All illegal flight (Buzzing) per the rules of the FAA is not approved by FEFC and will result in immediate termination of FEFC member status.

## **PART 8: SCHEDULING**

8.1 Scheduling the aircraft requires use of the web-based scheduler for FEFC: [www.flightcircle.com](http://www.flightcircle.com)

8.2 Schedule the aircraft for the time required to complete the flight with time added for necessary preflight and post-flight activities

8.3 Do NOT schedule the aircraft for excessive time beyond that required for your flight and clean up of the aircraft. **You will be charged if the aircraft is not cleaned and fueled \$50 per hour with a \$50 minimum fee.**

8.4 The club member must exercise due diligence at having the aircraft back to the FEFC hangar location by the ending time stated in the schedule; If an unforeseen event impacts this make every effort to reflect a change in the online schedule and contact the next person scheduled or contact a club officer.

8.5 Overnight trips for all aircraft owned or managed by FEFC are currently **NOT** allowed without special permission from club officers.

8.6 If the member chooses to abandon the aircraft away from the aircraft base, they are required to tie down and secure the airplane as they would in all normal flight scenarios. In addition, all members are required to contact Duane @ (612) 616-8665 if PIC deems it necessary to abandon the aircraft. All expenses incurred by the FEFC in returning the plane will be the responsibility of the members at the discretion of the officers.

8.7 Aircraft are scheduled on a first-come, first-served basis using the web-based scheduler. Planes may be unexpectedly downed for maintenance and the FEFC regrets that it cannot guarantee any plane reservations.

8.8 Cancelling reservations for any reason should be done as soon as possible in the online program.

8.9 Cancellations entered will include cancellations for weather and other phenomenon.

8.10 If you conclude your flight prior to the scheduled ending you will go into the online program and adjust your booking. As a courtesy, you might notify the owner of a booking that is up against your end time.

8.11 **No shows will result in a penalty assessed of ½ of hourly scheduled usage to member.**

## **PART 9: AIRCRAFT MAINTENANCE**

9.1 Before taking the aircraft out of service for maintenance or repairs, the estimated time will be blocked out in the online scheduling program with the appropriate announcement to the membership.

9.2 Aircraft Maintenance will be performed by the appropriate FEFC Maintenance Officer and or members who will be under the direct supervision an FAA certificated Airframe and Power Plant Mechanic

9.3 Any maintenance issues noted on a flight will be documented by the member in the aircraft maintenance log kept in the aircraft in addition the Maintenance officer (Duane) shall be notified.

9.4 Any item that appears that may impact the safety of a follow-on flight must be immediately reported to the Safety and or Maintenance Officer (Duane (612) 616-8665, John Bjornstad @ (763) 370-5429 or Sharon Sandberg @ (763) 563-3360).

9.5 From time-to-time club members will be asked to support maintenance efforts in such areas as aircraft washes, maintenance inspections, hangar cleanups or other club activities.

## **PART 10: SPIRIT OF THE CLUB**

10.1 To provide an aircraft that is maintained in safe and certified manner.

10.2 To encourage use of the club aircraft with ALL members directly involved in participation through appropriate maintenance support opportunities (i.e. aircraft wash/wax or annual inspections under maintenance/safety officer supervision, etc.) as well as safe and rewarding flight experiences.

10.3 Additionally promote and educate the general public throughout the region about the FEFC, general aviation, and safety while furthering aviation education in a professionally rewarding manner that is disciplined and FUN.

10.4 All our members are encouraged to attend all bi-monthly FEFC meetings to develop community and voice concerns.

## **PART 11: RULES AND REGULATIONS**

11.1 Rules and regulations are the foundation of the FEFC.

11.2 These rules and regulations will be periodically reviewed, revised and reissued by the Club Officers and or Board of Directors as required.

11.3 Members are responsible for being familiar with and abiding by the latest policies as determined by the organization as well as pertinent information presented during mandatory safety/membership meetings. These rules, regulations and meetings familiarize members with the way in which Club matters are to be handled and serve as a reference upon which to base action.

## **PART 12: DISCIPLINARY ACTION**

12.1 Violation of any Federal Aviation Regulations (FARs), state, airport, and/or FEFC rules by a member may result in expulsion or suspension from the FEFC.

12.2 In the event of an accident or damage to club property, the members FEFC flying privileges will be suspended pending the Board of Directors and or insurance company's thorough investigation of the incident. They shall determine the cause and extent of damage. If the damage was caused by negligence, violation of any Federal Air Regulation, and or any rule of the club, the member responsible shall be liable to the club for said damages to the extent that the club is not reimbursed for the same through insurance coverage. In the event a member found to be at fault is not able to pay the said damages, action will be taken to recover the amount from the member.