

CLUB eyeCANDY

I. Introduction

Welcome to Club Eye Candy, and to this document, its Handbook.

CEC is established as a recreational flying and social club with the mission to:

- further the personal and recreational aviation interests of its members,
- facilitate aviation education of its members,
- provide access to safe and cost-effective personal flight operations for its members in club-controlled aircraft,
- provide a platform to empower its members to contribute to the health of general aviation as an avocation,
- provide a social environment to enjoy the camaraderie of other aviators.

CEC is committed to providing an inclusive and welcoming environment for all members. CEC does not and shall not discriminate based on race, color, religion, creed, gender, gender expression, national origin, ancestry, disability, marital status, sexual orientation, politics, occupation, or military status in any of CEC's activities, operations, the selection of members, the appointment of club officers, and participation in club leadership.

This Handbook is intended to encapsulate much of the information needed to participate in CEC and its day-to-day activities, and includes the following sections:

- **Club Resources** - A guide to resources available to club members, and how to get information or help.
- **HowTos and Common Procedures** - Quick descriptions of how to accomplish common activities associated with the club, and how to find information on others.
- **Rule Book** - The compendium of club operating rules and policies.
- **Constitution and Bylaws** - The bylaws that determine the governance of the club, and the rights and responsibilities of members and club leadership.

This handbook may have first come to you as part of your initiation into CEC and been accompanied by forms you have signed indicating that you received this handbook, and that you understand and will abide by club operating rules and bylaws. It is important that you be familiar with this handbook as a club member.

Keep in mind that this document is subject to regular revision, and that the latest version is maintained by the club in its member accessible document archive. You can find the version of this document near the title using the last date of revision in the format YYYYMMDD-nn (nn indicates multiple versions on the same date; the word “Draft” indicates a non-official working copy).

II. Club Resources

Being a member of CEC means having access to a unique range of valuable resources to help you to further your personal aviation goals. Of course, an obvious primary resource may be the club aircraft fleet, but there are a wide variety of additional resources and aviation opportunities offered by the club.

1. Club Leadership

Eye Candy Aviation LLC is the Club Manager and will always be available for any club operation issues but being a part of CEC means being part of a fellowship of aviators who have come together in an aviation centric social club. The club thrives and survives on the energy and involvement of its members, whose volunteer efforts keep the club active and vibrant. Members are highly encouraged to participate in club activities and help with club responsibilities and duties. From time to time, members are asked to step-up to take-on leadership roles or accept defined club positions and duties that are needed to keep the club working. Being a good club member entails investing volunteer effort, which may be as basic as participating in wash/wax days, to as needful as leading the club as President.

That being said, some of the most important resources are other club members who have stepped into leadership positions or have taken on other defined duty positions in the club. What follows is a list of a few of those positions and what you can expect from your fellow member fulfilling that role:

Membership Officer (*Heather Adams*)

The Membership Officer is a good person to contact for general membership-oriented questions. When you were first initiated into the club, you may have had quite a bit of interaction with the Membership Officer and been assigned someone to help orient you in the club. When in doubt as to where to get an answer, the Membership Officer is a good default point of contact.

Treasurer (*Heather Adams*)

It is the responsibility of the Treasurer to manage the budget and finances of the club. On a regular and periodic basis, you may expect communications from the Treasurer or other members of the finance team. The Treasurer will keep track of your account with the club and will send a regular statement and potential invoices to be paid. Direct communications regarding club financial matters and the status of your account to the Treasurer.

Social Officer (*Wes Reed*)

The Social Officer keeps the club social calendar filled, planning, and advertising opportunities for club members to enjoy the camaraderie of other aviators. If you have an idea for a club event, wish to assist in a planned event, or know of a social event of interest to other club members. (fly-ins, fly-outs, etc.), contact the Social Director.

Maintenance Officer (*Christina Wilbern*)

The Maintenance Officer is responsible for the overall fleet and can help you with issues and questions regarding maintenance on club aircraft. If you have a maintenance issue with a club aircraft, need help with a maintenance item, or have a question on club aircraft flight-readiness, the Maintenance Officer can help.

Safety Officer (*Christopher Ladley / Christina Wilbern*)

The Safety Officer is responsible for establishing a culture of safety in the club and is responsible for safety programs, helping advertise safety-related materials and information, setting standards for check-out and use of club aircraft, and enforcing the safety rules of the club. Contact the Safety Officer if you have a safety question, would like to see a particular topic in a safety program, or are willing to make a safety presentation. If you witness something that appears unsafe or questionable regarding club aircraft or events, inform the Safety Officer as soon as possible. Additionally, work with the Safety Officer to ensure you have met the check-out and currency requirements needed for operating club aircraft.

Secretary (*Heather Adams*)

The Secretary is the keeper of the records of the club. Most of these records are made fully available to members via the club's file archive. If you need to locate a particular record, contact the Secretary.

President and Vice President (*Pres-Christopher Ladley, VP-Wes Reed*)

The President and Vice President are the co-leaders of the club. They have broad authority to guide the club's day-to-day affairs as well as to establish the club's long-term strategic directions. If there is a matter that needs to "go to the top," or if an urgent matter needs to be addressed by the club and the primary point of contact is unavailable, either the President or Vice President can help.

Board of Directors

The positions listed above form the CEC Board of Directors, which is the executive committee that can conduct all the routine affairs of the club. If a matter is needing executive-level decision-making should be brought to the attention of the Board of Directors via any of its officers.

To see who is currently filling a particular position, and their contact info, refer to the club roster, which is available from the Members-Only portion of the club web site.

2. Members, Club Meetings, and Social Events

The club membership is the heart and soul of CEC and is its greatest resource to members. As described above, certain club members will volunteer their time and energy for a term of office in a leadership position. However, club members may find that they get enormous benefit from the knowledge, assistance, and camaraderie of the membership at-large.

On a regular basis you will have the opportunity to meet and socialize with other members at CEC regularly scheduled Member Meetings, typically held monthly. These meetings will be posted to the CEC shared online calendar. In addition to a social function, club members are requested to participate in these meetings to assist with club governance. If not available to attend in-person, members may join regular meetings remotely via video or audio conference. Alternatively, members may delegate a trusted fellow member as their proxy to vote in their stead.

Also, you may have an opportunity to learn and share with fellow club members at club safety programs. The Safety Officer is always looking for program topics and, even more so, presenters willing to make a presentation on a safety topic.

The club's Social Director may advertise social events of interest to members. You are encouraged to volunteer to help coordinate social events with the Social Director so that CEC can be known for having a rewarding and welcoming social culture.

Very often, club members find that they enjoy flying with other members. Feel free to use the many communications and contact mechanisms within the club to form friendships and find regular flying partners. It is typically easy to find one of your friendly club aviators willing to come along for a ride.

3. Web Site

The club maintains a web presence to provide information for prospective club members, which may have been how you learned of CEC, and to provide members access to club documents and resources. Once you become a club member, you will get access to the members-only portions of the web site. These provide a launch-pad for finding various club on-line resources.

The web site can be found at:

<https://www.eyecandyaviation.com>

4. Flight Circle Club Automation

CEC uses an on-line flight club automation system called Flight Circle. This site contains the airplane scheduling system that enables members to reserve, check out, and check-in aircraft. Additionally, it is used to track member details, usage, and financial accounts, including the club roster. Therefore, members are expected to keep their contact and currency details up to date in the system. Lastly, Flight Circle also tracks aircraft maintenance.

Flight Circle can be found here:

<https://flightcircle.com>

5. Club Document Archive

The club retains a shared online archive through Dropbox, which members may access from the members-only section of the website. The most important file resources that members might regularly access are the manuals on aircraft systems, including POH, radios, GPSs, Transponders, Fuel Flow Meter, Engine Monitors, etc. Additionally, the archive holds club records, logbooks, standard procedures, and this handbook and associated source documents.

6. Airplane Fleet

Of course, club members have access to the club fleet. The club aircraft themselves are described on the web site, and the documentation regarding club systems is provided in the club's file archive.

Read the Specifications Sheet in the file archive to familiarize yourself with the plane and its systems. Before flying an aircraft, you should review all the documentation in the archive regarding that aircraft and read any specialized procedures or guidance provided in the archive for that aircraft.

7. Airplane Common Contents

Each aircraft comes equipped with some common contents, which include:

- A binder containing aircraft manuals
- Cleaning supplies
- Spare quart of oil and funnel
- Fuel quantity dipper.
- Control Lock
- Pitot tube cover
- Gats jar / fuel sump
- USB / lighter port charging mechanism (bring your own device and cable)
- Tow-Bar

8. Gate Keycard

Depending on the base, club members are currently allowed to acquire a gate keycard from the FBO, which provides access to the ramp by club members. This assists in loading an aircraft as well as performing maintenance.

III. External Documents

On the next pages are the various forms mentioned above. Fillable PDF versions of these forms are available on the club file archive.

Onboarding Packet & Membership Agreement

This packet contains information for new members and is maintained by the Membership Officer. It also includes forms, such as the membership agreement, which should be filled out by new members and returned to the Membership Officer.

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Checkout Packet & Checkout Form

This checkout packet contains information for getting approved to schedule and fly club aircraft and is maintained by the Safety Officer. It also includes the checkout forms that members should fill out in collaboration with the CFI performing the checkout and returned to the Safety Officer. In addition, it contains details of the specific operations checkouts needed for night flight, grass strip operations, or acting as PIC from the right seat in club aircraft.

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Specification Sheet (*Christina & Heather to develop*)

The Specification Sheet is the first place to start when learning about each club aircraft. It contains an overview of the plane, its characteristics, its avionics, and any special considerations such as STCs.

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POHs, Manuals, & W&Bs (*Christina & Heather to develop*)

The file archive has folders which contain the detailed POHs for each plane, manuals for all avionics and components in the plane, and full weight & balance sheets.

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IV. HowTos and Common Procedures

This section describes how to do certain common functions and activities as a member of CEC. The procedures in this section are described as step-by-step instructions on how most activities typically occur. These HowTos are not rules, but they are written in a way that the instructions will comply with club rules.

A. Getting Checked-Out or Maintaining Currency in an Airplane

Before flying a CEC airplane for the first time, when updating currency in an aircraft, or before performing certain operations, members satisfy a club-approved CFI via one or more check-out flights. The club operating rules describe the distinct types of currency and check-outs required for different types for flight operations (e.g., initial check-out, grass strips, right seat, etc.). Several sessions with a CFI may be required to satisfy a check-out.

Step by step:

1. Read the check-out rules later in this handbook and coordinate as necessary with the Safety Officer to ensure you understand the club check-out requirements and procedures.
2. Review the availability of the target club aircraft in Flight Circle to see when it might be available.
3. Find a club-approved CFI in the club roster (which includes the CFIs, as well as members) that you would like to work with and coordinate with them to find a time to meet for an aircraft check-out. Also, talk to them to get their hourly rate for services provided, as payment for instruction is handled directly by the instructor and not through the club.
4. Reserve the aircraft for the aircraft check-out, considering ground time that may be needed (see HowTo below). It is recommended to put “check-out” in the public notes for the reservation.
5. Print a copy of the club check-out form and instructions, found in the club operations archive, and present it to the CFI at the first check-out meeting.
6. Download and complete an aircraft quiz for the aircraft you are checking out with from the operations archive. This is an open book quiz to be completed before check-out and reviewed with your instructor. All answers can be found in the supporting documents for the aircraft. If you have additional questions, reach out to the Safety Officer.
7. Become familiar with the content of the check-out form and instructions.
8. In the days leading to the first check-out meeting, review all the documents in the archive for the aircraft being flown.
9. At the time of the check-out, and during the aircraft reservation time range, dispatch the airplane in Flight Circle (see HowTo below).
10. Review of all aircraft systems with the CFI using the quiz and check-out operations as a guide.
11. Perform the required check-out flight operations in the aircraft with the CFI.

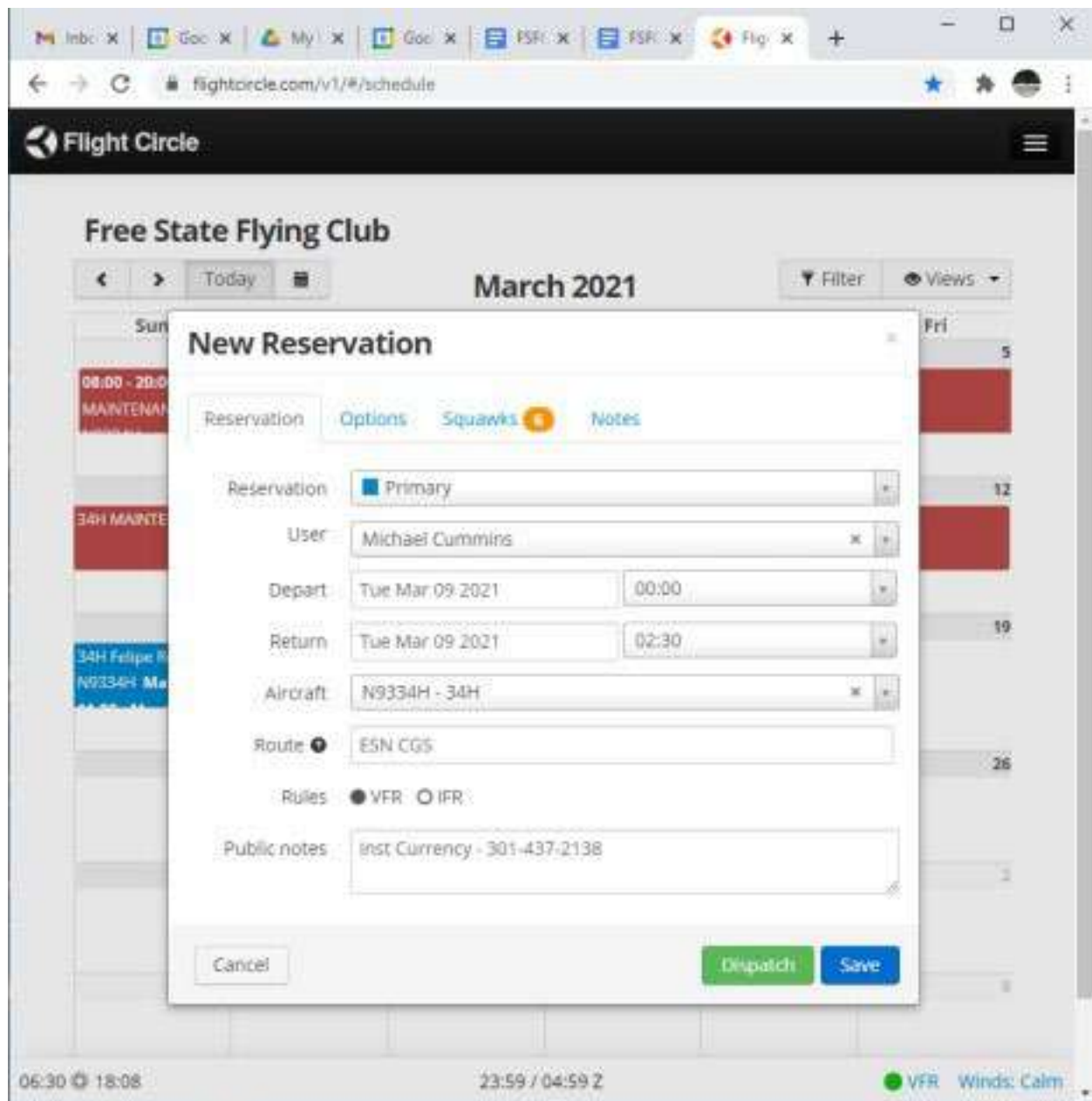
12. Upon return, make sure to fuel the airplane, tie it down, and check-in the airplane in Flight Circle (see HowTo below).
13. Repeat the steps above until necessary to build competence and proficiency to satisfy the check-out requirements and be able to operate the club aircraft safely and reliably with a high degree of confidence. Several sessions may be necessary.
14. Once the CFI is satisfied, have the CFI fill-out the check-out form.
15. Scan or take a picture of the check-out form and email it to the Safety Officer.
16. Wait until getting a response from the Safety Officer before performing the flight operations covered by the check-out in club aircraft.

B. Making a Reservation

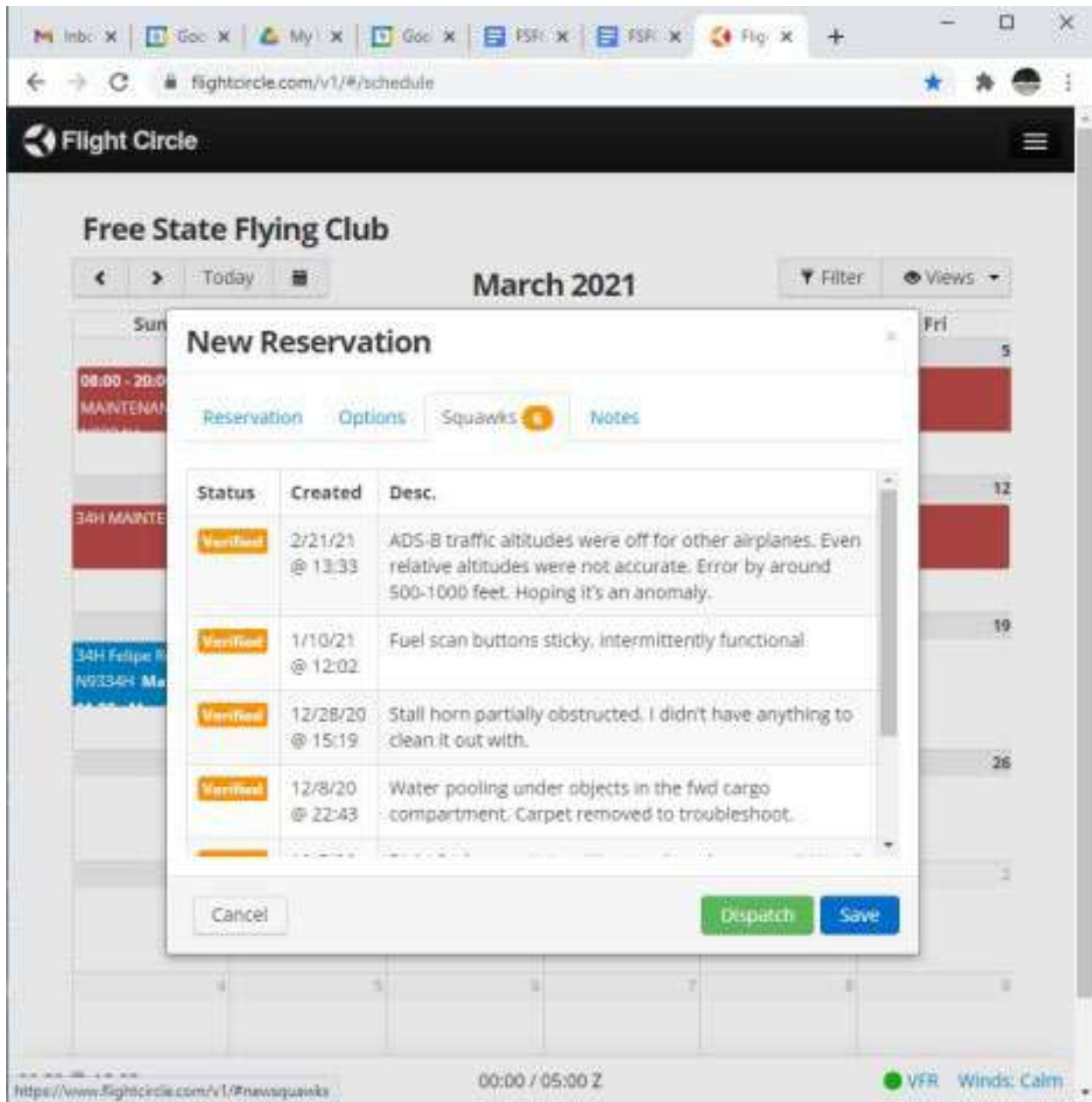
Reserving an aircraft is performed in Flight Circle, in the scheduling screens.

Step-by-step:

1. Refer to the club scheduling rules to determine if the planned reservation is compliant.
(The scheduling system does not prevent non-compliant reservations.)
2. Click on a day and find a time that does not conflict with another reservation.
3. 3. Fill in the form for the new reservation. Make sure to select your own name as the “User” and select the correct time range. It is typically helpful to provide a cell phone number in the comments, as well as some guidance for what the purpose of the flight is. For multi-day flights, be sure to list where you are flying, including where you expect to overnight with the plane.



4. Before booking the reservation, it is typically wise to evaluate if any squawks may affect the reservation. These squawks can also be reviewed before dispatching the airplane.



5. Save the form to make your reservation. You should now see it in the scheduling calendar.

C. Dispatching Your Reservation

During the time of an airplane reservation, you must dispatch your reservation in Flight Circle to indicate that you are actively using the plane prior to departing. This is typically done with a smartphone upon arriving at the field.

Step-by-step:

1. Find the reservation in the schedule, click on it, and select "Dispatch."



2. Evaluate the dispatch screen by clicking on the magnifying glass icon for maintenance, service tracker, and open squawks to determine whether any items listed may affect the intended flight.
3. Check that the Tach and Hobb Out is accurate and record any discrepancy which will need to be reported to the Manager upon return to correctly account for your flight.
4. Click the “Dispatch” button to dispatch the aircraft for this reservation. 5. The reservation will be shown in the schedule as having been dispatched.

D. Cancelling a Reservation

Cancelling a reservation is as simple as clicking a reservation in Flight Circle and selecting “Cancel.” To cancel a dispatched reservation, just select “un-dispatch” prior to cancelling.

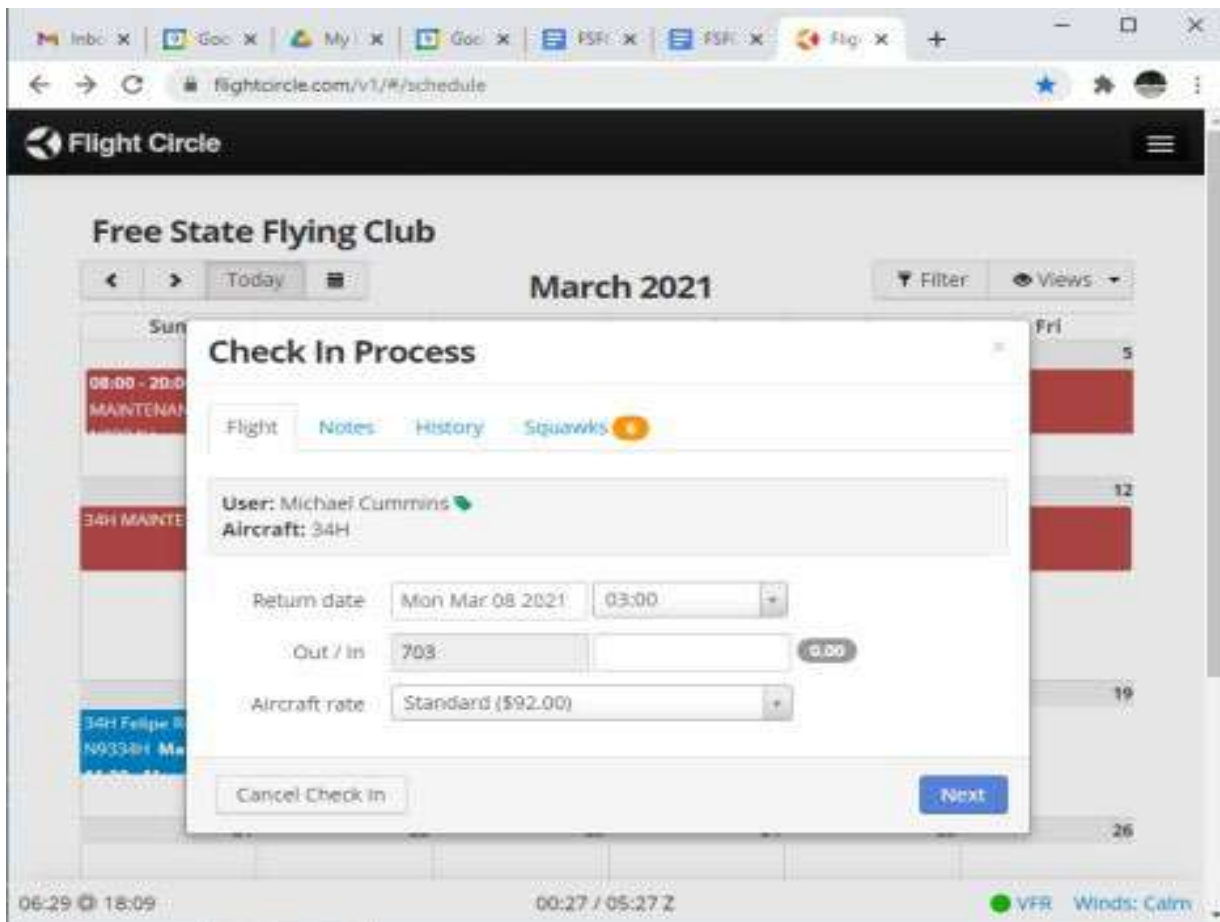
If someone has a backup reservation booked overlapping your primary reservation, you should contact them to let them know that you have cancelled. If you are canceling a reservation on short notice when others may be interested in taking the open time, it is courteous to email the club to let them know.

E. Returning and Checking-in Your Reservation

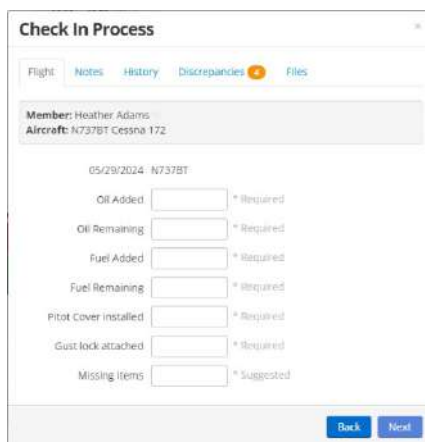
After flying, members must check-in the reservation for the dispatched aircraft. Importantly, proper check-in ensures that the Tach time is accurate for the next reservation dispatch.

Step-by-Step:

1. After returning to the home base, it is standard to fill the fuel tanks.
2. Make sure to take note of the fuel pumped over the whole trip as well as any oil added for recording below in Flight Circle. Click on the dispatched reservation in Flight Circle and select “Check In.”
3. Fill the “Tach and Hobb In” on the form. Also, noticed squawks can be added on the squawks tab of this form. Click “Next.”



4. Add the following items:
- Fuel added
 - Oil added
 - Oil remaining



5. Upload a copy of the fuel receipt in the files tab
6. Upload a copy of the ending Hobbs and Tach in files.
7. Upload a picture of the in plane pilot log
8. Add any squawk issues in Discrepancies.
- Click New Discrepancy button.
 - Select New/Pending status.

- Type in the issue in detail
 - Upload any pictures that will help admin in the files tab.
9. Choose Finish to finalize and show your Receipt.

F. Viewing and Reporting Squawks and Airplane Maintenance Status

Squawks can be both viewed and reported via Flight Circle. During the reservation, dispatch, and check-in process, Flight Circle provides interaction with an aircraft's squawks as part of the process dialogs. Additionally, squawk maintenance can be directly accessed via the Flight Circle menus "Manage" → "Aircraft" → "Squawks / Discrepancies."

When a squawk comes to your attention, click "Create Squawk" from any of the screens where squawks are viewed and managed.

If the squawk is of a serious nature, contact the Maintenance Officer via phone/text to discuss the issue, which allows them to take proactive action.

G. Paying for Gas

CEC aircraft usage fees are hobb-hour dry rate, meaning that the club does not cover gasoline. Members must upload a copy of any fuel receipts as part of their check-in process.

See Section E above for directions on how to do this.

H. Reimbursement Procedures

Any approved expenses eligible for reimbursements will follow a similar procedure subject to club operating rules and the Constitution. ****TIM SUGGESTIONS:** - maybe list some examples of reimbursable expenses, given a few scenarios. I feel like some people could take advantage of the lack of verbiage as is.

Procedure for reimbursement:

Turn in receipts to the Manager by any of the following in order of preference:

- Sending electronic documents (such as PDF receipts) or taking photos and attaching them in an email to the Manager
- Mailing documentation to the Manager

Please note whether you prefer a check reimbursement or an account credit. Watch for confirmation from the Manager or reach out to them to confirm receipt.

I. Dealing with Urgent Issues Regarding an Aircraft

Members are empowered to do what is necessary when operating club aircraft to preserve the life and health of aircraft occupants and protect the aircraft during exigent situations.

Step-by-step guidance:

1. Focus first on doing what is necessary to preserve the lives and safety of aircraft occupants.
2. Do what is urgently and immediately necessary to protect the aircraft. If this exposes an expense to the member, reimbursement assurances are given to the member after the fact for such actions.
3. Only once #1 and #2 above are under control, attempt to contact an appropriate officer of the club, such as the Manager, Maintenance Officer, Safety Officer, President, or Vice President, to get guidance and any potentially relevant reimbursement assurances.
4. For aircraft in their care, members are expected to make a good faith effort to take the lead in handling the safety issues, protecting club property, and mitigating club liabilities.

J. Preheat and Winter Operations (*Wes and Heather*)

There is a preheating procedure available in the online archive for the aircraft. A printed copy of this procedure can also be found in the binder within the aircraft.

K. Airplane Ops, Including Power Management

Procedures and guidance specific to each aircraft, including guidelines for leaning and power management, are found in the document archive and within the airplane binder onboard. It is important to review these regularly, especially for aircraft that have power modifications, which may have guidance on leaning to prevent engine damage, such as burning-up cylinders.

L. Finding Specifications Sheet, POH, and Docs

The most important file resources that members might regularly access are the manuals on aircraft systems, including POH, radios, GPSs, Transponders, Fuel Flow Meter, Engine Monitors, etc. Additionally, the archive holds club records, logbooks, standard procedures, and this handbook and associated source documents.

Read a plane's Integrated Systems Guide in the file archive to familiarize yourself with the plane and its systems. Before flying an aircraft, a member should review the documentation in the archive regarding that aircraft and read any specialized procedures or guidance provided in the archive for that aircraft.

A link to the document archive can be found in the members section of the web site.

M. Updating Your Personal Information in Club Systems

Members should keep their own information current in club systems. This is done in multiple

places:

1. Flight Circle - My Account

- a. From the Account Name pull-down on the Upper-Right of the Flight Circle screen select “My Account” from the pull-down menu.
- b. Fill-in the information on the “Pilot” tab.
 - i. Ignore the TSA Clearance and Renter’s Insurance info

2. Flight Circle - Personal Info

- a. From the Account Name pull-down on the Upper-Right of the Flight Circle screen select “Settings” → “Personal Information” from the pull-down menu.
- b. Fill-in the information on the “Personal Information” form.

N. Contacting Other Members and Officers

You can contact any member or officer by getting their contact information from:

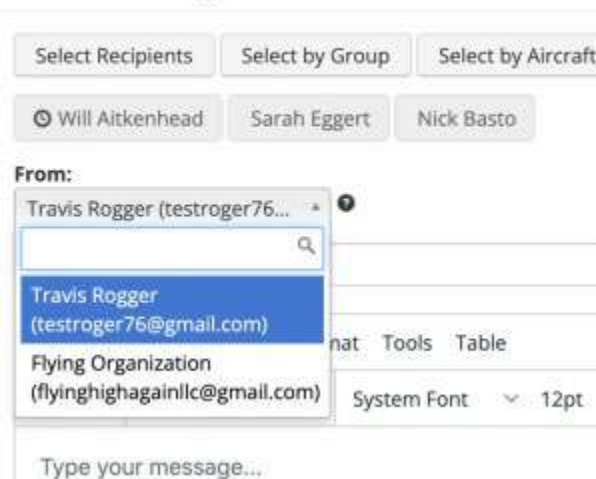
- **Flight Circle** - From the top line menu select “Manage” → “Dashboard,” then select “Member Directory” from the left side menu. (Phone numbers only)

O. Sending an Email to the Entire Club

You can send an email to the club through Flight Circle messages. You can post new messages to users by clicking + New Message at the upper right. Select the user(s) you want to send to, enter the subject, and compose the message in the large box below. Click Send and confirm.

When creating a +New Message, you can send it by Recipients, Groups, Aircraft Checkouts, or Preferred instructor.

New Message



Shortcut: From the schedule > Tap on the reservation > Send Message and it will open the message feature to send a message directly to that user.

The message will be sent immediately via email, as well as posted in the users’ Messages in Flight Circle.

P. Joining Club Meetings

If you are unable to attend a meeting in person, you will be provided with a link to join through Microsoft Teams.

Q. On-Boarding New Members

When the club admits new members, the Manager takes the lead in onboarding them. This typically occurs by following the Membership Onboarding Checklist, which is started by the Manager, and may continue with an assigned orientation buddy, who is a member of the club.

The general process detailed in the Membership Onboarding Checklist is described below, to establish expectations for prospective members:

1. The Manager will contact the new members and provide them with an orientation packet that contains information and some forms to be filled out and returned.
Included would be items such as:
 - a. The latest version of this handbook
 - b. An agreement indicating.
 - i. receipt and review of the handbook,
 - ii. understanding of a member's duties, responsibilities, and relationship to the club as described in the bylaws.
 - iii. agreement to abide by the club's rules and bylaws.
 - c. Wire Instructions will be provided to pay the membership fee.
 - d. Personal information is needed to enter the members into club systems and accounts.
2. Upon receipt of the completed forms and check, the Manager will:
 - a. Announce the new provisional member to the Board of Directors.
 - b. Store signed on-boarding documents in the club archive.
 - c. Enter the member's information into club systems, then hand-off to the Operations and IT Officer to complete the process.
3. The Manager will assign an orientation buddy to help the new member be initiated into the club and arrange for the orientation buddy to be provided with a key and orientation packet for the new member.
4. The Manager will bring the provisional member and orientation buddy together, and monitor the progress of the orientation buddy's onboarding of the new member.
5. The orientation buddy will meet with the new member and follow the checklist, which will include activities like walking through this handbook and demonstrating common tasks and systems, as well as assisting the new member in getting through the airplane check-out process.
6. The orientation buddy will remain as an informal helper during the new member's provisional status.

R. Off-Boarding Departing Members

When a member withdraws, the Manager takes the lead in off boarding the withdrawn member. This typically occurs by following the Membership Offboarding Checklist, which is conducted by the Manager.

The general process detailed in the Membership Off-boarding Checklist is described below, to establish expectations for departing members:

1. The Manager will confirm the details of the withdrawal.
2. The Manager will coordinate with the Operations and IT Officer to remove the withdrawn members from club systems.
3. The Manager will coordinate the settling of accounts and fees with the Treasurer to determine amounts of any refund check or amounts that will be invoiced.
4. Once the details of the withdrawal are known, as well as the details of accounts, the Manager will contact the withdrawn member to communicate the details.
5. Once everything is in order, the Manger will instruct the Treasurer to refund/invoice the withdrawing member.
6. The Manager will announce to the Board of Directors that the member has been off-boarded.