

# V. Operational Rules

## Section 1: GENERAL OPERATIONAL RULES

1. The aircraft provided by the club are for the exclusive use of its members.
2. Members are required to conduct themselves in a manner that is a credit to the club.
3. A member may use club aircraft for personal transportation, for individual flight training, or for pleasure.
4. Club aircraft shall not be used for primary (initial) flight training.
5. Club aircraft shall not be used for compensation or hire, commercial operations, or business activities.
6. The club's objective is to maintain a workable ratio of members per aircraft, as determined by the Manager.
7. Members may pilot only those club aircraft for which they have received a checkout from a Certificated Flight Instructor (CFI/CFII) approved by the club which includes the successful completion of the club written exam per specific aircraft. An initial check flight will be required of all new Members. If a Member will be flying at night an initial night check flight shall also be required. This may be given by any club approved instructor or Member as directed by the Flying Club Manager and exemptions may be offered by the Flying Club Manager on a case-by-case basis.
8. Members may only check out aircraft that pertains to their membership level.
9. Only Certified Flight Instructors approved by the club and named on the list of approved instructors are authorized to give check outs in club aircraft.
10. Certificated Flight Instructors approved by the club are independent contractors and are not provided by the club.
11. Club aircraft may be flown solo only by individuals who satisfy the applicable requirements and regulations.
12. It is each member's responsibility to comply with all regulations and requirements when flying club aircraft.
13. Members shall conduct a comprehensive pre-flight inspection, prior to every flight. The aircraft preflight shall follow the procedures detailed in the Pilot's Operating Handbook. Members will not start the aircraft by hand propping and Members shall not perform "preventative maintenance" on CEC Flying Club airplanes except as specifically approved by the Flying Club Manager.
14. Members shall use checklists from the Pilot's Operating Handbook for all flight conditions, including but not limited to take-off, cruise, before landing and post-landing procedures.
15. Members are not authorized to exceed any limitations listed in the Pilot Operating Handbook: such as being overweight, landing with insufficient fuel reserves as per FAA Regulations, or misusing the aircraft in any way. Anyone not following any of these regulations or rules will be immediately terminated from the club without any reimbursement of membership dues.
16. Every flight in a club aircraft MUST meet the FAA minimum fuel requirements as delineated in part 61 & 91 of the FAA regulations. Failure to have sufficient fuel on board to meet the FAA regulations is considered gross negligent aircraft operation.
17. Members shall follow the recommended leaning procedure during taxi, take-off, cruise flight and landing.
18. Members are reminded that insurance coverage is not valid if club aircraft are flown without meeting regulatory requirements and beyond limitations established by the insurance company.

19. Members should obtain and become familiar with an Aircraft Flight Manual/Pilot Operating Handbook for every club aircraft flown and will periodically be quizzed by the chief pilot.
20. Only club aircraft and equipment may be stored in the hangar. Members may not store personal property in the hangar at any time without prior permission from the Manager.
21. At no time shall any vehicle be parked so that it prohibits aircraft movement into or out of the hangar. Each airport will have its designated parking area some inside of the fence and others outside of the fence.
22. Operations from unimproved runways are prohibited unless approved by the manager in writing. Off airport operations (e.g., highways, fields, etc.) are also prohibited.
23. Upon completion of a flight, the pilot shall perform a thorough post-flight inspection of the aircraft and shall:
  - a. Document any squawks noted before, during, or after the flight.
  - b. Remove all personal items and clean the cabin.
  - c. Remove all bugs from the windscreen, windows and leading edges and overall body of the aircraft as soon as possible following a flight.
  - d. USE ONLY THE PROVIDED MATERIALS FOR CLEANING. IN PARTICULAR, USE ONLY MICRO-FIBER CLOTHS ON THE WINDOWS AND MAKE SURE TO KEEP OIL RAGS AND WINDOW CLEANING RAGS SEPARATE.**
24. Any unreported damage or discrepancies discovered by a member will be assumed to have been caused by the last user. Report such instances to the Maintenance Officer.
25. Fuel purchases: See ADDENDUM B section 2 (3), Fuel Fees.
26. For outside temperatures of less than 5° C, members shall ensure the engine block heater is plugged-in and that a blanket covers the cowling and air intakes, and that the cabin heater is set to an appropriate temperature.
27. No Member shall receive instructions or act as pilot-in-command in the Club's airplane while under the influence of, or using intoxicating liquor, beer, wine, cocaine, marijuana, or other habit-forming drugs during such desired flight. Any Member violating the provisions of this Section shall be subject to dismissal from Club Eye Candy and forfeit any dues or payments made.
28. There is no smoking allowed in any CEC aircraft. There are no animals allowed (dogs, cats, etc.) in any CEC aircraft except for service animals as permitted by State and Federal Law, unless discussed and approved by the manager. The CEC aircraft is to be used and returned in a clean condition. A cleaning fee of \$350 may be charged for dirty aircraft (due to vomit, trash, food / beverage spills, etc.) at the discretion of the Flying Club Manager.
29. The Flying Club Manager may terminate a Member's Membership if the Member's conduct is not consistent with the best interests of the CECs Flying Club. Members are expected to conduct themselves in a manner conducive to maintaining a positive club environment. Actions such as, but not limited to, financially deceiving the Club, negatively promoting the Club, negatively affecting other club Members or the club's interests, or causing undue financial burden to the club or its property or assets, stealing, vandalism are basis for temporary suspension or permanent termination of the offending Member's Membership and all associated privileges. Further, any violation of this Member Agreement may be deemed as a basis for Membership suspension or termination. In the event of such a decision by management, that decision shall be considered final, and all fees paid to CEC are non-refundable including membership dues.
30. The Club respects the individual privacy of its Members. However, a member cannot expect privacy rights to extend to club related conduct or the use of club owned equipment or supplies. Although Members have individual credentials to the CEC website calendar,

these systems are always accessible by Members and the Flying Club Manager. Members are prohibited from using any of CECs Flying Club's electronic intellectual property in any way that may be disruptive or offensive to others. CEC cannot be held responsible for any theft or loss of personal information due to illicit access to email or computer systems beyond its control.

31. The Club is committed to providing an environment that is free of harassment or discrimination. In keeping with this policy, the Club strictly prohibits harassment or discrimination of any kind, including on the basis of sex, race, color, religion, gender, age, mental or physical disability, medical condition, national origin, marital status, sexual orientation, or any other characteristic protected under Federal or State law or local ordinance.
32. Sometimes things happen, we all know this. For the safety of the club members and our aircraft, it is important that we report any safety issues or incidents. The purpose of the safety reporting program is to help improve safety throughout the entire club. This reporting system is not intended to punish those who submit reports, or those who may be included within the report. CEC maintains a non-retaliatory culture to encourage proper safety reporting. Should you witness an incident that requires reporting, please do so within the first 24 hours.

**33. Incident & Safety Report:**

- a. Members are encouraged to submit an incident & safety report anytime they notice a potential hazard, see an incident occur, or are involved in an incident themselves. Whether it is as simple as a faulty door latch, repeated unsafe behavior by peer club members, or a bird strike, please file a report. Simply put, any hazard that can impact the safety of club members warrants the filing of a safety report.
  - b. Anytime that you are involved in or witness an operation that requires deviation from standard procedure warrants the filing of an incident & safety report. For example, if an incident results in required maintenance or an anomaly occurs that requires usage of the emergency checklist, then members should file an incident & safety report.
  - c. **The form to fill out is available at <https://eyecandyaviation.com/reporting/>**
  - d. **Once the form is reviewed by the Safety Officer a decision will be made if further ground and or air training is required before any further access to club aircraft.**
34. Weather Minimums: The following weather minimums are in place for CEC pilots:
- a. Student Pilots
    - **Dual** – VFR Weather Minimums per FAR.
    - Max X-wind component of no more than **12kts**
    - **Solo Local** – 5SM visibility, ceiling of 2,500 AGL or greater
    - Max X-wind component of no more than **7kts**
    - **Solo Cross Country** – 7SM visibility, ceiling of 3,000 ft AGL or greater
    - Max X-wind component of no more than **7kts**
  - b. Private Pilots VFR
    - Local – 3SM visibility, ceiling of 1,000 AGL or greater. (NO SVFR)
    - Cross Country – 3SM visibility, ceiling of 1,500 AGL or greater. (NO SVFR)
    - Max X-wind component of no more than **12kts**
  - c. Private Instrument Rated/Commercial/CFI/II Pilots
    - Local – FAR Minimums
    - Cross Country – FAR Minimums
    - Max X-wind component of no more than indicated in the POH

35. Aircraft Documents – The following must always remain in the aircraft.

- a. Airworthiness Certificate
  - b. Aircraft Registration
  - c. Operating Limitations (E-ABs) – for experimental aircraft only
  - d. Operating Handbook
  - e. Weight and Balance
  - f. Radio License (When Traveling International)
  - g. VOT/VOR Check must be current for every flight (See manual in Aircraft for last date.
36. **Hot loading is STRICTLY PROHIBITED.** Hot loading is defined as loading or unloading of the aircraft when the engine is running.
37. Hand-propping is not an acceptable method of starting an aircraft with a dead battery.

**Section 2: RESERVATION OF CLUB AIRCRAFT**

1. Reservations shall be made using Flight Circle.
2. Only members in good standing as defined in Article 4 of the Bylaws shall reserve club aircraft.
3. No member shall fly a club aircraft without first reserving the aircraft in the provided scheduling system.
4. Members shall reserve only the time for which they will be using the aircraft.
5. Reservations remain valid for 30 minutes after the time of the reservation. After the 30-minute period, the reservation expires.
6. Members must dispatch (check-out) the aircraft or change the reservation time, within 30- minutes of the reserved time.
7. If the aircraft cannot be returned at the time stated in the schedule, members are expected to make every attempt to contact any member so disadvantaged, or the Manager.
8. If a member is unable to keep a reservation, or arrives back early from a flight, the schedule should be updated to allow the aircraft to be used by other members.
9. No more than six reservations may be held at one time, per member with a 6-month maximum on the calendar from the date of the reservation.
10. Overnight flights may be scheduled.
11. Weekend and/or extended-time flights may be scheduled. For flights of 1, 2 or 3 (consecutive) days, aircraft shall be booked using the club scheduling tool. For flights of four or more consecutive days, the members shall first contact the Manager for approval, prior to booking the aircraft in the club scheduling tool.
12. A member who utilizes club aircraft to an extent that impedes another member's ability to utilize the aircraft may have flight time limits imposed and may have scheduling limitations applied, at the discretion of the Manager.

**Section 3: REPORTING TIME AND EXPENSES**

1. All club aircraft shall be checked out prior to flight and checked in upon completion of flight, using Flight Circle.
2. All flight time will be reported from the Hobbs meter in each aircraft, rounded-up to the next highest 1/10th of an hour. Discrepancies shall be noted when the aircraft is checked out or checked in and brought to the attention of the Treasurer.
3. Members shall also complete a paper “Aircraft Log,” copies of which are available in the aircraft. The Aircraft Log shall contain the member’s name, the date, and the starting and finishing Tach and Hobbs times as well as oil & fuel levels and amount added. The complete Aircraft Log shall be attached to the clipboard provided in the aircraft.
4. Members shall purchase fuel as required for the flight at their own expense. The Member is responsible for checking fuel levels and oil levels prior to flight. If the oil level is low,

the Member must use oil which is appropriate for each aircraft and at the Member's expense. Fuel is the responsibility of the Member. The Flying Club Manager will provide information to Members about the current fueling and oil policies and procedures. The airplane must be refueled after each use by a Member. Fuel and oil receipts must be submitted in electronic format or the original receipt to the Flying Club Manager within two days of the flight to remain in current standing with the club. A **\$350.00** fee may be assessed if the Flying Club Manager deems fit if this process is not adhered to. 100LL is the only fuel to be used in club aircraft. Specific oil type and quantity shall be indicated in the Pilot Operating Handbook of each aircraft.

5. Members who leave the master switch on will be assessed a **\$800.00** battery fund fee if the aircraft has one battery and \$1,600 if the aircraft has two batteries such as the Mooney. If the battery life of the battery is ended after an incident of the master switch being left on, the Member who left the master switch on will incur all costs associated with replacing the battery.
6. Members who leave the keys in the ignition will be given a **\$500.00** fee and if the keys are lost there will be a **\$350.00** replacement fee.
7. Members shall upload fuel receipts in the Flight Circle at the end of each flight. Members shall write their name on the top of the receipt for easier tracking.
8. All maintenance services and activities must be pre-approved by the Maintenance Officer or, if not available, the Manager, prior to having the service performed. Any maintenance performed outside of these guidelines could become the financial responsibility of the member who authorized the work. If you have any doubts, get the work done - be safe, but also be sensible.
9. All maintenance squawks should be reported at the time of discovery in Flight Circle.
10. If you deem the aircraft to be unairworthy, then immediately ground it. Contact the Maintenance Officer or the Manager and contact all other club members who may be affected.
11. Check and follow the procedures for shutting down and securing the aircraft at the completion of all flights. Ensure that the master switches are off to avoid draining the battery.

#### Section 4: AWAY FROM BASE

1. If a club aircraft becomes stranded due to weather, please contact the Manager or Officer to discuss the situation and determine a resolution. In the event of a delay in return from a trip due to weather, mechanical problems caused by a Member, etc., the member is responsible for ensuring the eventual return of the aircraft. CEC cannot be responsible for expenses incurred by a Member because of such delays (i.e., hotel, food, transportation, etc.). Members are required to notify the Flying Club Manager by telephone if such an event is occurring or has occurred. If the aircraft is abandoned and the club must recover the aircraft, the Member is responsible for the expenses incurred unless it is due to mechanical problems not caused by the Member.
2. It is the responsibility of the Member to return the aircraft to the home base assigned to the specific aircraft. If the Member is not able to return the aircraft for any reason the cost for the Club to return it will be charged to the Member. This includes but is not limited to pilot fees, fuel, FBO charges, hotels, rental cars, food, etc.
3. If a member flies a plane to a location where the aircraft will sit unused for more than a day and another member wants to use it, it will be the second member's responsibility to pay to pick up the plane and return it for the 1<sup>st</sup> member to fly it back to base.
  - Example: if the Mooney is at Base and someone has it reserved and a Member flies it to another location, that Member is responsible for the cost to get it back to Base.

Section 5: **PILOT REQUIREMENTS**

1. Only appropriately qualified Club Members and approved Certified Flight Instructors are authorized to act as Pilot in Command (PIC) of club aircraft.
2. To act as PIC, a member must be current as per FAA regulations, and successfully complete a check out with an approved Certified Flight Instructor in the aircraft they intend to fly.
3. During a check out in a club aircraft, a member pilot shall demonstrate aeronautical skills to a level appropriate to the certificate held to the satisfaction of the approved Certified Flight Instructor.
4. Pilots are required to train every 6 months for 2 hours of ground and 2 hours of flight time to maintain proficiency in each type of aircraft. This cost is covered in the monthly dues. Anyone who has not will be unable to have access to club aircraft.