

## 1. Instruction and Checkrides

- 1.1. Only Association instructors shall only give dual instruction in Association aircraft. Instructors must be members of the Association.
- 1.2. Licensed pilots joining the Association must be checked out in Association aircraft by an Association instructor.
- 1.3. Each student solo flight must be authorized by the student's instructor.
- 1.4. All student pilots must receive dual instruction with an Association instructor within the past 60 days before the student can solo in an Association aircraft.
- 1.5. A pilot who has not flown the type aircraft within the previous 90 days must have a checkride from an Association instructor before piloting an Association aircraft. Currency in a heavier aircraft qualifies as proficiency in a lighter aircraft.
- 1.6. A pilot who has not flown at night for 90 days must have a night checkride by an Association instructor.
- 1.7. Any Association pilot can be called upon to demonstrate proficiency to an Association instructor when requested by resolution of the Board of Directors.
- 1.8. A soft-field landing checkout is required on an actual grass runway by an Association instructor prior to landing solo on a grass runway.

## 2. Scheduling of Aircraft

- 2.1. No aircraft may be flown unless it is properly scheduled and signed out on the Tach Sheet.
- 2.2. Any member scheduling aircraft overnight shall write on the aircraft schedule the destination airport and name and phone number of a contact at the proposed destination. The date of departure and return shall be entered on separate lines on the tach sheet.
- 2.3. Scheduling for less than eight hours shall not be made more than ten days in advance. Scheduling for at least eight hours, but less than six days in duration, may be scheduled as far as six weeks in advance. Scheduling for flight duration for more than five days may be made as far in advance as necessary, after approval by the Board of Directors. One member of the Board shall initial the schedule.
- 2.4. A Board member's approval is required to schedule a two-place aircraft overnight use.
- 2.5. The minimum time charged for overnight flights shall be two hours.
- 2.6. No member shall schedule any Association aircraft overnight for two weekends in a row without Board approval.
- 2.7. No member shall schedule two aircraft for the same time period except as an alternate on one aircraft.
- 2.8. An Association member is deemed a "no show" if he/she arrives after 15 minutes of the originally scheduled time reservation. Other member pilots may then schedule in place of the "no show" member.

### 3. Operation of Aircraft

- 3.1. Only members in good standing may act as pilot-in-command of Association aircraft.
- 3.2. No Association aircraft shall be operated when a known malfunction exists which renders the aircraft not airworthy or not suitable for the flight planned.
- 3.3. Each member shall comply with all applicable Federal Aviation Regulations and local airport regulations.
- 3.4. No member shall operate an Association aircraft in any maneuver that is not approved for that aircraft.
- 3.5. Recommended wind limits for Association aircraft:
  - 3.5.1. Solo
    - 3.5.1.1. 152: 17 knots
    - 3.5.1.2. 172: 22 knots
  - 3.5.2. Dual
    - 3.5.2.1. 152: Decision of instructor
    - 3.5.2.2. 172: Decision of instructor
- 3.6. Prior to all cross-country flights, a weather briefing shall be obtained from an FAA-approved source, i.e. FSS or DUATS source.
- 3.7. Association aircraft shall be landed at public airports, or restricted landing areas only if actively in use by other aircraft.
- 3.8. Association aircraft shall not be operated from runways providing less than 150 percent of the published requirements for the aircraft.
- 3.9. A flight plan shall be filed for all flights over 150 nautical miles
- 3.10. No Association aircraft shall be flown over water a distance greater than gliding distance back to land, unless Board approval is granted for a specific flight.
- 3.11. The pilot-in-command shall be responsible for fueling, safe storage, tiedown, and locking the aircraft, hangar and office when unattended.
- 3.12. For a member to act as pilot-in-command from the right seat, the member must be checked out by an Association instructor and have a log book entry for right seat operation.
- 3.13. Any violations of Federal Aviation Regulations caused by an emergency shall be reported upon landing to a Director and to the nearest FAA office.
- 3.14. Upon completion of each flight, members shall record any aircraft malfunctions on a maintenance report form and clip it on top of the tach sheet. An entry should also be made in the Squawk Notebook behind the tach sheet. If the aircraft is not airworthy, the aircraft is to be grounded and the responsible aircraft Director contacted.
- 3.15. Touch and go landings may not be made in a retractable gear aircraft. Only landings to a full stop or stop and go landings are to be performed.

- 3.16. When using the Hanger Winch, the pilot in command is responsible for the proper use as to avoid damage (hanger rash) during hanging.

## 4. VFR Operations

- 4.1. The following limits apply to VFR operations during the period between sunrise and sunset for non-instrument rated pilots:
  - 4.1.1. Temperature - Plus 15° Fahrenheit minimum, unless preheated
  - 4.1.2. Ceiling - One thousand five hundred minimum
  - 4.1.3. Visibility - Five miles minimum
  - 4.1.4. For flights remaining in the traffic pattern, the ceiling shall be at least 1,000 feet and visibility shall be 3 miles

## 5. Cross Country Flights

- 5.1. No member may act as pilot-in-command on a cross-country flight of more than (600) nautical miles unless checked out for night cross-country.

## 6. Night Flight Operation

- 6.1. Members must be approved for local (25 nautical miles radius) night flights by an Association instructor.
- 6.2. A pilot must have a minimum of ten logged hours of instrument flying to qualify for a night cross-country checkride in an Association aircraft.
- 6.3. A pilot must take a night dual cross-country checkride to fly cross-country (more than 25 nautical miles) at night in Association aircraft.
- 6.4. Night VFR limits of operation for non-instrument rated pilots are:
  - 6.4.1. Temperature - Plus 15° Fahrenheit minimum, unless preheated
  - 6.4.2. Ceiling - Five thousand feet
  - 6.4.3. Visibility - Ten miles
- 6.5. A student pilot may not solo in an Association aircraft at night.

## 7. IFR Operations

- 7.1. IFR flights may be made in Association aircraft.
  - 7.1.1. Pitot heat must be used if appropriate for the meteorological conditions of the flight.
  - 7.1.2. Aircraft must be equipped with two fully functioning nav/com radios.

## 8. Financial

- 8.1. Dues and flying fees shall be established by the Board of Directors.
- 8.2. A member's monthly balance may consist of Association-ordered supplies, monthly dues and flying fees. The monthly balance must be paid in full and received at the BFA mail stop or office by the first business day of the following month. If the member's account becomes past due, the member may not fly or schedule Association aircraft until the account is paid in full or arrangements acceptable to the Treasurer are made. A ten percent penalty will be assessed monthly on the past due amount and added to the past due account total.
- 8.3. Accounts past due for over three months may be turned over to a collection agency and the member will be dropped from the Association.
- 8.4. Any past due member account, which at the discretion of the Board is deemed excessive, shall be due and payable immediately. The member shall then be restricted from flying Association aircraft until the bill is paid in full.
- 8.5. Resignation must be submitted in writing with the return of the door key and membership card.
- 8.6. Members shall be reimbursed for maintenance costs incurred while away from home base. Repairs costing over \$200.00 must be approved by a Director.

## 9. Special Rules

- 9.1. Numbered office keys shall be issued to a member desiring a key. A deposit, determined by the Board will be collected for each key. The deposit shall be returned to each member upon return of the key.
- 9.2. Members of the immediate family of a member in good standing may fly up to solo without paying initiation fees or monthly dues. Before soloing, the person must become a member to continue flying Association aircraft.
- 9.3. A member may go on Inactive Status effective the twenty-fifth of the month by notifying the Association in writing and returning the door key. Inactive members do not fly or have voting privileges. **A person granted inactive status by the board will pay reduced fees of \$15 per month and if this bill remains unpaid for 3 months, their membership shall be terminated.** A member on Inactive Status for less than three months and returning to Active Status will be billed for back dues.
- 9.4. Inactive Status may be kept in effect for three years. After three years, the member will be dropped from the Association unless the Association is contacted in writing and arrangements are made to continue membership. Payment of three month's dues will extend Inactive Status for three additional years. **Inactive status may be used only once in a two year period.**
- 9.5. If a member is due a refund and has not arranged to extend Inactive Status beyond three years, One month's dues will be deducted each succeeding month until the refund amount is depleted. After the refund amount is depleted, the member will be dropped from the Association.
- 9.6. A member is responsible for keeping the Association advised of current address.

- 9.7. The Directors will examine the circumstances of all accidents and incidents involving injury to persons or property damage involving Association aircraft and determine if any individual member is responsible for damage payments.
- 9.8. Deliberate violations of these rules or reckless operation of use of Association property or equipment may subject the member to removal from the Association membership with no cash reimbursement following two-thirds vote by the Board of Directors.
- 9.9. A transfer of membership may be done only with board approval. The application from the new member shall include a transfer fee of two times the active membership monthly dues in lieu of the initiation fee and be a transfer from an active member. If the transfer is from an inactive member, the transfer fee shall be three times the active membership monthly dues.

## 10. Care of Association Aircraft

- 10.1. Each member has the privilege of being a part owner of Association aircraft and other property. This privilege carries with it significant responsibility by each pilot to take good care of the aircraft so that other members can also enjoy the privileges of membership. Club membership differs significantly from a rental operation. Members are expected to help with aircraft care and upkeep, and are encouraged to increase basic skills by working with other more experienced members on aircraft cleaning and minor servicing. These basic skills can increase the satisfaction of flying as well as help meet the obligations as a responsible pilot.
- 10.2. The pilot-in-command (PIC) must exercise due diligence during all aspects of aircraft operation to avoid unnecessary wear and tear and cosmetic damage, as well as engine or airframe damage that can affect airworthiness. These operations include but are not limited to:
  - 10.2.1. proper engine starting technique to avoid a high RPM start,
  - 10.2.2. avoiding high speed taxiing requiring a lot of brake use,
  - 10.2.3. proper control wheel position during taxiing to minimize nose strut or tailwheel wear,
  - 10.2.4. proper in-flight engine speed, manifold pressure, mixture, and temperature control,
  - 10.2.5. care of fuel tank necks during refueling, including the use of stepladders when available,
  - 10.2.6. avoiding dirt contamination during oil additions,
  - 10.2.7. care of windshields during cleaning,
  - 10.2.8. proper use of chocks and control locks if tied down outside, and
  - 10.2.9. care during hangering to avoid "hanger rash."
- 10.3. The PIC is also responsible for briefing passengers on proper care of a light aircraft, especially regarding doors, windows, and interior trim, to avoid unnecessary abuse. Light aircraft cannot be treated in a rough manner that might be acceptable for a car, SUV, or truck, nor can non-pilots be expected to be aware of these limitations.
- 10.4. The PIC must accept responsibility for any accidental or suspected damage and to report the situation to a director as soon as practical. Failure to act responsibly can result in loss of

membership. Association Bylaws, particularly Part III, Section 8, as well as other rules in this document, provide further guidance on this subject.