

# SKYHAWK FLYING CLUB, INC.

## OPERATING RULES & REGULATIONS

### 2009/09/18

These operating rules and regulations are subject to change at any time by a quorum vote of the members present at the monthly Board of Directors meeting.

### SCHEDULING (on-line)

<http://www.flihschedulepro.com>

1. Members are permitted only one long reservation (24 hours or longer) and one short reservation (less than 24 hours) on the schedule at any one time. Exceptions may be made for trainees working towards a new rating. Contact a Board member for approval.
2. If any aircraft is to be gone three (3) days or longer, it is the responsibility of the owner-member complete the "Flight Details" section of the reservation, including estimated flight hours and itinerary.
3. The Board of Directors must approve any reservation of the Club aircraft in excess of ten (10) days.
4. Each owner-member taking a Club aircraft must first make a reservation on the schedule provided by the club. Members may make reservations directly using the online system or by calling Hangar One.
5. To confirm their intention to fly and have an opportunity to review any notes pertaining to the aircraft, members are requested to "Dispatch" the aircraft through the online reservation system prior to departure. For convenience, a terminal is available at Hangar One during business hours.
6. Failure to appear or dispatch the aircraft within thirty (30) minutes of the scheduled reservation will result in automatic forfeiture of that reservation. Members wishing to override a forfeited reservation in order to take the aircraft will need to contact a Board member or schedule administrator for assistance.
7. Upon completion of a flight, members must perform an aircraft "Check-in" to log their time. Please enter both Hobbs time for billing purposes and tachometer time for maintenance purposes. In addition, members may enter notes and squawks during check-in. Contact the maintenance officer if you enter any squawks that require urgent attention or ground the aircraft.
8. If it is necessary to cancel a reservation, YOU MUST make sure you are removed from the schedule. Repeated failure to cancel can result in Board action against the offending member.
9. If the time slot you want is booked, please put your name on the alternate list.
10. When a reservation is cancelled, the online system will automatically generate an alert to pilots listed on the alternate list.
11. It is the owner-members' responsibility to ensure the accuracy of their profile information recorded in the online reservation system, including e-mail and pager addresses.

## **BILLING**

1. The billing period is from the 25<sup>th</sup> of each month through the 25<sup>th</sup> of the following month. The tickets will be pulled from the aircraft on the evening of the 25<sup>th</sup>. If you are going to have the aircraft out of town on that date, please leave the tickets on the desk in the hangar (make them secure) or make arrangements to get them to the Treasurer.
2. All flight time for the members billing shall be computed from the time book in each aircraft. The last recorded Hobbs meter reading in the book shall become the first reading for the next flight. The member is responsible for reporting any discrepancies to the Treasurer or the President.
3. Each member will be responsible to give the following information upon completion of a flight: Name, Date, Beginning and ending Hobbs time. For consistency, if the Hobbs meter is about to roll over to the next number, etiquette demands you round UP. Don't worry; it all balances out if everyone uses the same procedure.
4. Each members bill will be based on the full time charged. Fuel and oil receipts will be credited when payment is made to the Club, provided the receipts are submitted by the member within six months of the flight. Receipts from former members will not be recognized for reimbursement.
5. Required repairs away from home base are authorized up to \$100.00. For any repairs estimated to exceed this amount, a member shall first contact the Maintenance Director of the Club for approval. In the absence of that Officer the Club President or Treasurer may be contacted for approval.
6. Any time a Club member keeps an aircraft away from home base overnight or on an expended trip, the member shall pay a minimum charge of one (1) hour per day flying time for each day the member has the aircraft away from home base.
7. The member is responsible for the safety of the Club aircraft at all times. The aircraft must be in a hangar or tied down when parked (at member's own expense) when away from our home base (Millard).
8. No fuel may be charged to the Club, except when an account is expressly created by the treasurer for such purpose. Members must submit original receipts of fuel and oil bills to the Treasure. Receipts must specify Aircraft, Gallons and price per gallon. Fuel will be reimbursed at the rate in effect at Hangar One as determined monthly at the board meeting.

## **HANGARS**

1. Hangar doors are to be closed, latched, and locked at all times.
2. To avoid damage to the hangar, ensure the entry door is closed and weather latches are disengaged before raising the main door.
3. Members may leave their vehicles in the hangar for the time they are using the Club aircraft. However, the Club is not responsible for the security of those vehicles or any personal items inside.

## OPERATING REQUIREMENTS

1. All Club members MUST comply with all insurance requirements as current insurance policies dictate.
2. The Club aircraft are not to be flown when the outside ground temperature is less than five (5) degrees Fahrenheit.
3. Tanis model engine preheaters have been installed in all aircraft. The Tanis heater must be used when outside air temperature is expected to be twenty-five (25) degrees Fahrenheit or less.
4. Each member is responsible for filling the fuel tanks (top off) after each flight. During the summer, tanks on some aircraft may be filled only to the tabs so that members have the option of adding fuel, people and/or baggage while monitoring high density altitude conditions. In all cases, it is the members' responsibility to verify fuel load before each and every flight.
5. Each member shall clean out the inside of the aircraft after each flight, in order to ensure a clean interior for the next member. Water bottles and rags are available in the hangars to remove bugs from leading edge, cowling, and struts. If members do this after each flight, bugs and marks will come off very easily and our paint will last longer.
6. The Club will try to keep supplies on hand to clean the windscreen (do not clean in a circular motion). Do not use the blue paper towels in the hangar. They will scratch the windshield.
7. All members are expected to operate the Club aircraft in accordance with methods and procedures as prescribed in the POH.
8. In addition to the POH, members will comply with Club procedures for aircraft handling including ground procedures and towing.
9. All members are expected to personally observe and assure that the aircraft is parked in the Club hangar. Club will hold the member responsible for any damage as a result of deviation of this rule.