

TSS Flying Club Flight and Operating Rules

TSS FLYING CLUB, INC.

FLIGHT AND OPERATING RULES

(Revised February 2001)

1. Flight Limitations

A. General Flight Limitations

1. Members of the Club shall observe all existing FARs (Federal Aviation Regulations), State, Local, Airport, and Club rules.
 2. The aircraft engine shall not be started or operated without a competent operator at the controls.
 3. No member of the Club shall execute inverted flight or other unusual maneuvers which might cause structural damage to Club aircraft.
 4. The Club aircraft shall be operated only from those landing fields which are officially recognized as public or private airports. Operation from other landing areas is permitted only under emergency conditions or upon prior approval of the Board of Directors.
 5. The Club radio transmitters shall not be operated by any member or other person until such time as he is fully instructed in its operation (EXCEPT IN AN EMERGENCY).
 6. Club aircraft shall be flown by Club members only, with the following exceptions: any license certificated flight instructors only when accompanied by a Club member (Club members who are student pilots may fly only with Club member instructors); commercial pilots in the employ of an FAA approved repair station performing maintenance test flights; any other flight must be approved by the Board. Flight by non-members may invalidate the Club insurance policy and subject the member to financial responsibility in the event of uninsured loss.
 7. Club aircraft shall not be loaned or rented to non-members.
 8. Each member must own an operator's handbook for each Club aircraft he intends to fly and have such handbook with him.
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9. Unless otherwise authorized by the Board, student Pilot members are limited to flying with a Club member instructor and making solo flights approved by a Club member instructor.
 10. In case of any forced landing or off-airport landing, the Board must be notified before the aircraft is again flown or the aircraft is moved.
 11. Spins are prohibited in Club aircraft with the following exception:

Spin training for candidates for flight instructor certificates may be conducted in specified Club aircraft. At a meeting held in 2000, only Skyhawk N64186 was approved for spin training.

B. Checkout and Recent Flight Experience Requirements

1. Each new member, regardless of previous flight experience, shall be required to check out with a Club member instructor in each make and model of Club aircraft he desires to solo. For all members other than students, the first checkout in a Club aircraft must be a complete proficiency check as discussed in the following paragraph and a proficiency form must be submitted to the Safety Officer. All other checkouts must be signed off by the instructor in the pilot's logbook. When the Club acquires an aircraft, the Board of Directors shall determine the checkout required before members can operate the newly acquired aircraft.

2. Each member, other than students, shall be required to pass an annual proficiency check ride with a Club member instructor and to submit a proficiency form provided by the Club and signed by the instructor to the Training-Safety Officer. This proficiency check ride shall occur on or before the end of the 12th month after any previous proficiency check ride or satisfactorily completed FAA flight test. The annual proficiency check ride shall be equivalent to the biennial flight review required by Part 61 of the FARs. The Training-Safety Officer may accept the passing of a flight test for a new certificate or rating or other proficiency flying in Club aircraft or other aircraft as compliance with the Club's annual proficiency check ride, or the Training-Safety Officer may present the matter to the Board for Action. Any Club aircraft may be used for this purpose. For all Club annual proficiency check rides conducted on or after November 1, 1985, the check ride must be completed in the most complex aircraft which the member desires to fly during the twelve months after the check ride. The Club newsletter will, from time to time, list and rank the order of complexity of Club aircraft. A Club member instructor may, in the instructor's discretion, conduct the annual proficiency check ride in other than the most complex aircraft the member intends to fly during the twelve months after the check ride and so indicate on the Club form submitted to the Training-Safety Officer. It is a Club policy that a member should not use the same instructor for two successive annual proficiency check rides. Failure to submit the form by the end of the 12th month after the previous check ride shall automatically revoke a member's privilege of solo and/or pilot-in-command flight in any Club aircraft until such time as this requirement is met. For new members, the initial proficiency check shall determine the month for their annual check ride. When Club TSS Flying Club Member Information Package May 28, 2003

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member CFI's give new member check rides or annual check rides to instrument rated pilots, instrument capability shall be checked.

3. New members, prior to completing their checkout and old members annually shall demonstrate knowledge of the Club's flight rules and insurance limitations as a condition of obtaining or retaining scheduling privileges.

4. Each member shall abide by the recent flight experience requirements specified in FARs 61.57(a) and (b) as follows:

(a) "General experience. no person may act as pilot in command of an aircraft carrying passengers, nor of an aircraft certificated for more than one required pilot flight crewmember, unless within the preceding 90 days, he has made three takeoffs and three landings as the sole manipulator of the flight controls in an aircraft of the same category and class and, if a type rating is required, of the same type. If the aircraft is a tailwheel airplane, the landings must have been made to a full stop in a tailwheel airplane. For the purpose of meeting the requirements of the paragraph a person may act as pilot-in-command of a flight under day VFR or day IFR if no persons or property other than as necessary for his compliance thereunder, are carried."

(b) "Night takeoff and landing experience. ... no person may act as pilot in command of an aircraft carrying passengers during the period beginning 1 hour after sunset and ending 1 hour before sunrise (as published in the American Air Almanac) unless, within the preceding 90 days, he has made at least three takeoffs and three landings to a

full stop during that period in the category and class of aircraft to be used."

5. Student pilots shall be checked out each ninety (90) days by a Club approved instructor in accordance with the FARs or in accordance with the Club's insurance policy requirements. If the Club insurance so requires, all student members flying shall be supervised by a Club approved instructor.

6. No Club student pilot may operate a Club aircraft in night solo flight.

7. No member shall operate a Club aircraft in violation of the terms and limitations of his pilot certificate or current medical certificate. No member shall operate a Club aircraft for unlawful purposes.

C. Specific Aircraft Limitations

1. Club members are expected to know the limitations set forth in the Owner's Manual and the Weight and Balance Charts for each aircraft and are expected to operate said aircraft accordingly.

2. Club members are expected to abide by the following eligibility requirements for flight in specific Club aircraft. This list may be revised or amended with the future purchase and sale of Club aircraft.

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(a) All fixed gear, fixed pitch prop, 180 hp or less tricycle gear may be flown by all club members. Students must be supervised in accordance with Flight and Operating Rules Article I.A.9 and Article IV.B. The Club has restricted student pilots to use of the 1975 C172M aircraft.

(b) All fixed gear, constant speed prop, 200 hp or less aircraft: Club members who fly these aircraft solo or as pilot-in-command shall have:

(i) Private pilot or higher license.

(ii) For members with fewer than three hours pilot time in aircraft with a constant speed propeller, a Club member must receive sufficient dual instruction and a checkout from a Club approved instructor.

(iii) The requirements of the Club's insurance policy may require greater time in type than required in this section; in such a case, the requirements of the insurance policy shall be adhered.

(c) Retractable Gear aircraft: Club members who fly these aircraft solo or as pilot-in-command shall have:

(i) Private pilot or higher license and 100 hours total time.

(ii) For retractable gear aircraft, the member must have fifty hours total time in retractable gear plus five hours in make and model plus a checkout from a Club member instructor; or members with fewer than 50 hours of retractable time the member must have ten hours of dual instruction in the Club's retractable aircraft and a checkout from a Club member instructor.

(d) For high performance aircraft (more than 200 HP), the requirements of the Club's insurance policy shall provide the time in make and model and check out procedures. They will most likely be a private pilot or higher license; 100 hours total time; five to ten hours in make and model if fixed gear or five hours dual in make and model.

(e) Any other requirements imposed by the Club's insurance policy which

impose more extensive experience and check-out requirements for any aircraft in the Club's fleet.

II. Scheduling of Club Aircraft

A. Scheduling Procedures

1. Only members-in-good-standing may schedule Club Aircraft. A member in good standing is defined as a member who meets all of the financial and attendance requirements specified by the Constitution of TSS Flying Club. TSS Flying Club Member Information Package May 28, 2003

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On June 14, 1999, the Board adopted a scheduling/reservation policy which is attached as an appendix to these rules.

2. All flying time must be scheduled in advance of a proposed flight by reservations made with the Club appointed answering service except as noted below.

3. All flights must be scheduled from an on-the-hour time to an on-the-hour time.

4. All flights, regardless of length of time, are scheduled on a first-come, first-serve basis. Any member desiring to use time already scheduled by other members must make private arrangements accordingly, but scheduled flying time cannot be transferred between members if a back-up reservation has been made by a third member. The only exception to this rule shall lie in the power of the Board or the Plane Captain to cancel scheduled flight time for the purpose of necessary aircraft maintenance or other important Club business.

5. No member may schedule two or more aircraft during overlapping time periods without prior Board approval except that a back-up reservation can be made on an aircraft for a period overlapping a schedule of a different aircraft.

6. No member may utilize any given Club aircraft for more than two weekend flights during any 90-day period without the express permission of the Board. Weekend flights are defined as flights scheduled to begin at or before 12 noon on Saturday and return at or after 12 noon Sunday.

7. A member may fly a Club aircraft without prior reservations provided he departs no sooner than 15 minutes after the hour and returns before the start of the next hour. Hence, any member more than 15 minutes late for his scheduled time is liable to lose the remainder of his first scheduled hour. But see the scheduling policy attached as an appendix which has more details.

8. Reservations for flights in excess of 10 continuous days (7 consecutive days if only one aircraft is based at BWI for that aircraft) must be approved by the Board promptly after the reservation is placed in the scheduling system. Such reservations shall not be considered as final until Board approval has been obtained. The Board expects to receive requests for approval of such trips at least 30 days prior to departure; such a request may be made by email or letter to the president. Long trips (for example, a 15+ day trip in the summer) that are not presented to the Board for approval at least 30 days in advance may not be approved.

9. Scheduled flights with the intention of leaving the contiguous United States (48 states) (except to Canada) must be approved by the Board before departure. (See Article VI, Section A.) The Board may require approval of flights to Canada and Alaska or the insurance policy may place limitations or additional deductibles on such flights. A fine of \$50.00 will be assessed any member who flies outside of the 48 contiguous states or Canada without having complied with the above requirements. However, no flight shall be

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operated in a geographic area outside the coverage limits of the Club's insurance.

B. Minimums

Depending on the time, day and aircraft scheduled, certain minimum flight times, whether flown or not, will be charged to the member. These times are based on the tachometer clock in each aircraft. Naturally, no one is expected to fly under conditions considered unsuitable according to the individual pilot's judgment and ability. In such circumstances, the minimums listed below will not be enforced provided that the procedures listed in Section D. (Cancellations) of this Article are followed.

These minimums are enforced; please cancel all unused reservations in accordance with the rules so that you are not billed for such time. Call the answering service to cancel regardless of the conditions for the cancellation. If you return the plane before the end of the scheduled period, let the answering service know.

UNDER NO CONDITION SHALL A MEMBER FLY AN AIRCRAFT WHICH HE CONSIDERS UNSAFE.

1. The Club minimums are one hour per day.
2. A member unable to return an aircraft to its home base at the scheduled termination of the reservation because of weather or mechanical problems shall notify the answering service or the Plane Captain as soon as possible. The member is also responsible for notifying or having the answering service or Plane Captain notify other members whose scheduled time will be interfered with. In July 1998, the Board adopted an extensive policy and set of procedures involving the return of club aircraft to home base when there are weather, personal or mechanical problems. That policy is attached as an appendix to these rules.
3. Flights of 15 minutes or less are harmful to aircraft engines and are therefore prohibited.

C. Backup Reservations

Members desiring to use aircraft during time already reserved by another member are encouraged to make "backup" reservations. The scheduling system may not attempt to notify members making backup reservations if the initial reservation is cancelled. Members holding initial reservations which they later cancel are required to determine whether there is a backup and to advise the backup member of the cancellation. It is the responsibility of the "backup" member to determine immediately prior to the beginning of the backup reservation period whether the reservation has become available. It is often useful for the backup member to inform the holder of the primary reservation of his desire to utilize the aircraft. If the backup member changes his plans, he must cancel his backup reservation in accordance with Section D. of this Article. Automated scheduling services may not provide realistic notification of backup

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reservations. One system that we use does not allow backups to be made for specific hours – just specific days. So members who have made a backup reservation should call the member with the main reservation to verify the plane will be used.

D. Cancellations

Cancellation of flights previously scheduled provide an important function in the smooth operation of the Club. The courtesy extended by canceling unusable scheduled time as early as possible allows optimum use to be made of Club aircraft and enables other members to plan trips they might otherwise be unable to make. It is impossible to designate rules and regulations governing each

particular situation involving when, where, and how to cancel, but repetitive discourtesies to other members will result in disciplinary action by the Board. The following rules represent the very minimum responsibility of a member concerning cancellation, and failure to carry out these procedures will result in the enforcement of minimums discussed previously.

1. Cancellations not made at least 10 hours before the scheduled time are subject to minimum charges, except of course for cancellations due to weather or plane mechanical problems.
2. If a member finds, even after it is too late to cancel, that weather or mechanical difficulties make it impossible for him to fly his minimum, he should notify the scheduling service of the aircraft involved as soon as possible to explain the cause of not meeting his minimum. UNDER NO CONDITION SHOULD HE FLY AN AIRCRAFT IN CONDITIONS WHICH HE CONSIDERS UNSAFE IN ORDER TO MEET A MINIMUM.
3. Should a member return from his flight one or more hours earlier than anticipated, he should cancel the duration of his scheduled time.
4. It is also requested, out of common courtesy, that:
 - a. Members only schedule time they are quite certain of using.
 - b. Members keep within reason their total amount of entries in schedule books.

E. Loss of Scheduling Privileges

The answering service shall be notified of a member's loss of scheduling privileges if he loses his member-in-good-standing status as defined by the Club Constitution or as the result of specific Board action.

III. Operation Procedures

A. General Procedures

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For all flights, whether local or cross-country, it will be the responsibility of Club members using Club aircraft to follow the rules listed below.

1. Prior to each flight, the pilot-in-command must make a complete preflight inspection as per applicable FARs. He must also ascertain that fuel and oil supplies are adequate for the intended flight and that weight and balance specifications for the specific aircraft are met.
2. Prior to each flight, the pilot-in-command must obtain weather information from the Weather Bureau or Flight Service Station, DUATs, commercial weather service or other reliable source. He should also be certain that he knows and understands the applicable FARs (Part 91).
3. When doubtful conditions or problems arise during flight, land at the nearest airport.
4. For all flights, fuel and routine service bills, with the exception of landing, parking and hangar fees, paid by the member will be deducted from his account only if valid receipts are submitted to the Treasurer or assistant Treasurer. All bills and receipts must show the aircraft number, date, and member's name to insure proper credit. If a member does not pay a landing fee or use fee and the Club is billed, the Treasurer may fine that member a minimum of \$25 and a maximum of \$50 per hour for the time it takes to track him down. If a member notifies the Treasurer of the date and aircraft he has landed at an airport that bills the Club directly for landing fees (e.g. La Guardia, Teterboro, Newark), only the landing fee assessed the Club will be

billed to the member or the bill will be forwarded to the member for direct payment.

5. Servicing of a Club aircraft is mandatory during preflight inspection and at the termination of a flight. This includes adding club-supplied oil, if necessary, prior to a flight and filling fuel tanks to appropriate level upon completion of a flight. If club supplied oil is available in the aircraft, but a member chooses instead to purchase oil from commercial sources, he will be financially liable for the amount of purchase. If unable to service aircraft, the member should state this on the log sheet, giving reasons and, if applicable, noting the time flown since last fueling.

6. For each flight, using the log sheets provided in each Club aircraft, the member should record tachometer time from engine start to engine stop, amount of fuel and oil purchased, malfunctions, hard landings, other comments concerning the aircraft and his name. Periods involving multiple landings will be considered as continuous flight time for this purpose. Members shall call the plane captain to report any discrepancies or deficiencies in the aircraft or the avionics. Writing these up in the aircraft log sheets is important but is not enough. Sending emails is also useful but does not replace the need to make the telephone call to the plane captain.

7. At the termination of each flight, the member should place and secure aircraft in a tie down spot or hangar unless the next member to fly is present in person to take charge of the aircraft. Aircraft must not be taxied straight in to TSS Flying Club Member Information Package May 28, 2003

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tie-downs where there is an adjacent aircraft parked in the opposite direction. Make sure that all tiedown knots are adequate. Also, members should check to make sure that all air vents are closed, controls are locked, the master switch is off, the fuel selector valve is positioned correctly (generally "right" tank) and the plane is locked. Be certain to leave the interior of the plane in clean condition by emptying ashtrays, removing refuse from the floor, seats and pockets, and removing all personal belongings. Sunscreens shall be installed. Members are reminded: **TREAT THE AIRCRAFT AS YOUR OWN PERSONAL PROPERTY AND MAINTAIN LOW RATES FOR FLYING.**

8. Oil changes shall be performed at regular intervals determined by the maintenance officer and posted in each airplane. The member who is flying an aircraft five (5) tachometer hours or less before the next scheduled oil change shall notify the plane captain of the tachometer reading. In the event an oil change becomes due during an extended cross country flight, the member shall make every effort to have the oil change performed before continuing his journey. Club members will be assessed \$5 for each use of an aircraft that has gone past five tach hours before an oil change is due unless the member has reported it to the plane captain.

9. It is absolutely prohibited to smoke in or near Club aircraft when they are on the ground, taxiing, or during takeoff or landing. Smoking in flight clogs the gyro filters and is also prohibited.

10. Due to excessive engine wear associated with engine cooling and rapid reheating, touch-and-go are discouraged at all airports but are not prohibited for occasional use when traffic makes full-stop and taxi-back for takeoff unreasonable and when runway and approaches are adequate for safety.

11. Each member is responsible for towbars, mikes, earphones, and instrument hoods in the aircraft. If any of these items are missing, this fact should be noted in the log or he may be required to replace the missing items.

12. Cold weather operations: Lycoming recommends that engines not be started without pre-heat if temperatures are below 10° F. even if multi-viscosity oil is used. Continental's cut-off is 20° F. Please follow these recommendations. Although the engine may start below these temperatures, the lack of lubrication will damage the cylinder walls and cause early overhauls. The

Club does not pay for pre-heat, deicing, shoveling out, or hangaring of aircraft. After a snowfall, members should bring a shovel and broom with them to dig out the aircraft and sweep it off. While plane captains are supposed to dig out the aircraft, it is not always done. In the winter, leave propellers vertical to prevent ice forming inside the propeller spinner.

13. The oil dipsticks need be tightened only finger tight. Do not overtighten them.

14. Lycoming O-320's, O-360's and IO-360's usually throw quarts 7 and 8, so keep the oil level at 6 quarts even for long trips.

15. Members should always put the date of flight on the log sheet. The log sheet data are entered into a computer, and the date is required by the computer's TSS Flying Club Member Information Package May 28, 2003

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program. The volunteer who feeds the computer will "guesstimate" a date if one is not entered; a member should not assume he has been wrongly billed if the date of flight on the bill differs from that in his logbook.

B. Malfunction Reporting Procedures

1. Any malfunctions noted concerning Club aircraft, no matter how small or apparently unimportant, should be reported in the log sheets (under comments) and the "Gripe" book provided in each Club aircraft. In addition, such problems should be reported promptly to the Plane Captain and/or Maintenance Officer.

2. A serious malfunction, which in the opinion of a Club member prevents safe flight of a Club aircraft, should be immediately reported to the Plane Captain and/or Maintenance Officer, using an airport telephone. In the event neither of these people can be reached, the member should place a note at a clearly visible location in the aircraft involved with the note saying that the aircraft is grounded until further notice and providing the cause of the grounding action. The member should then promptly inform the Scheduling Service concerning this action and notify others scheduled to fly the aircraft of the action. The member still has the responsibility of notifying the Plane Captain and/or Maintenance Officer as soon as possible.

C. Accidents

1. In the event of an accident, the involved members should follow the regulations of the FAA and the National Transportation Safety Board for filing reports as discussed Part 1, of the AIRMAN'S INFORMATION MANUAL (AIM). In addition, these members shall notify the Treasurer, President, or other member of the Board concerning the event as promptly as possible. Pilot shall also call the Insurance Company on its toll free number. Except in matters of survival, do not leave the plane unguarded until all removable objects or the entire plane has been secured. The pilot in command is primarily responsible to comply with these requirements.

2. Any member involved in an accident with a Club aircraft which is required by the Club Constitution to be investigated by an accident review board is automatically grounded from further flight of Club aircraft until completion of the investigation and action thereon by the Board of Directors.

D. Payment of Bills

1. Payment of bills received concerning Club debts should be made on or before the 25th of the month. Otherwise, loss of scheduling privileges may result. To pay the bill, members should add up receipts for fuel, oil, and other allowable expenses made for flights covered by the bill. Subtract these payments from the total bill; send payment for this difference plus all of the receipts for which the member is claiming credit to the Assistant Treasurer.

2. A penalty of 3% per month will be assessed for any part of a bill which is not paid prior to preparation of the bills for the following month.

IV. Cross-Country and Student Pilot Regulations

A. General Cross-Country Regulations

1. All reservations for cross-country flights will be made in accordance with Article II, Section A. of these Rules.
2. Filing of flight plans for all cross-countries in excess of 100 nautical miles is desirable.

B. Additional Regulations for Student Pilots

1. To be covered by Club insurance, a student pilot member must be under the direct supervision of a properly qualified FAA certificated flight instructor. And TSS requires all student pilots to be under the training or supervision of a Club member instructor. If required by our insurance policy, each solo flight must be specifically approved by a TSS member CFI prior to take-off. This approval can be given orally, by telephone, or by logbook endorsement. Approvals can be given for a series of flights so long as they fit in with the instructor's training schedule or syllabus. Approvals, where possible, should be endorsed in the student's logbook. Where oral approvals are given, the student member and the CFI should make a written memorandum of the approval. Club insurance requirements are in addition to FAA requirements for periodic checkouts and logbook endorsements.
2. Student members may not schedule or utilize a Club aircraft solo on an overnight trip.

V. Violations

A. Penalties for Violation of Club Rules

1. A violation of any of the Club rules by a member renders him liable to either a temporary flight suspension, a monetary fine, or both, at the discretion of the Board of Directors.
2. Expulsion from the Club will be recommended by the Board in extreme cases of violation, especially in violation of Federal Aviation Regulations. Expulsion proceedings will then take place as outlined in the Constitution.
3. A member violating any of the following FARs terminates his membership in the Club automatically and without recourse, and the violator FORFEITS ALL MEMBERSHIP FEES:

91.11 USE OF LIQUOR, NARCOTICS, AND DRUGS

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Piloting of Club aircraft while under the influence of intoxicating liquor or drugs or permitting any person to be carried as a passenger who is obviously under the influence of intoxicating liquor or drugs is strictly prohibited.

91.13 DROPPING OF OBJECTS

No Club member piloting a Club aircraft shall permit anything to be dropped from the aircraft in flight, which might create a hazard to persons or property.

91.79 MINIMUM SAFE ALTITUDES

"Buzzing" or intentional violation of FAR 91.79(b) or (c) is prohibited.

VI. Insurance

A. General Insurance Regulations

1. In the event the terms and conditions of the Club insurance policy impose other or more stringent requirements than those set forth in these rules, then the requirements of the insurance policy shall govern. The member is responsible for knowing the terms and conditions of the policy and complying with them.

2. Any member whose action or inaction causes the voiding or disclaimer of coverage of Club insurance to any accident or incident and who is found responsible by the Board of Directors for the loss of coverage shall be responsible for all financial damage or loss to Club aircraft and shall indemnify and defend the Club against all claims or lawsuits brought by third persons against the Club unless the insurance company defends.

3. Flights outside the Continental (48 states) United States may raise the hull insurance deductible for both in flight and/or ground coverage. Any member requesting permission of the Board to take Club aircraft outside the 48 states, with the exception of Canada, shall include in his written request the following:

"In the event of any loss or damage to Club aircraft outside the United States to which a higher 'in flight' or 'ground' deductible applies, I agree to reimburse the Club (or purchase special insurance at my expense) for the difference between the deductible outside the United States and that within the United States should a claim arise while the aircraft is outside the 48 states, I understand that I am guaranteeing the Club that its exposure under the Club insurance shall not increase by my taking a Club aircraft outside the Continental United States."

Attachments to and part of these flight and operating rules:

TSS Flying Club Procedures for Retrieving Stranded Airplanes (July 1998).
TSS Flying Club Plane Captain Policies & Procedures. (March 13, 2000)
TSS Flying Club Airplane Reservation Policy (June 14, 1999)
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TSS Flying Club Procedures for Retrieving Stranded Airplanes

At the July 1998 meeting, the membership approved the following policy:

Procedures For Recovering Airplanes From Out Of Town Airports

1. In the event a plane is grounded at another airport due to weather, pilot illness, personal needs, or non-mechanical needs and is left behind, the PIC is responsible for retrieving the plane, covering the cost for such a retrieval, and:

- needs to properly secure the aircraft;
- needs to obtain the name and phone number of a point of contact person at destination;
- needs to notify the plane captain as soon as possible of the plane's location and condition;
- needs to notify other pilots scheduled for the plane and place a notice in the schedule system indicating the non-availability of the plane;
- needs to retrieve the plane as soon as weather permits or make arrangements for retrieving the plane.

2. In the event that a plane needs minor repairs at another airport, the PIC:

- will insure that all repairs are performed by a qualified mechanic and the repair station is FAA certified;
- is authorized to have minor repairs made, not to exceed \$1000; will wait for repairs to be completed up to 48 hours and return with the plane;

- needs to obtain prior approval from the plane's captain or chief maintenance officer for repairs exceeding \$1000;
 - needs to brief the plane's captain on the extent of the problems and repairs performed;
 - will obtain receipts for repairs performed and submit them for reimbursement upon return to the plane captain.
3. In the event that a plane is grounded at another airport due to mechanical failure and left behind, the PIC:
- needs to properly secure the aircraft;
 - needs to obtain the name and phone number of a point of contact person at the destination;
 - needs to notify the plane's captain as soon as possible of the plane's condition and location;
 - will pay his own way home;
 - needs to retrieve the plane as soon as possible or make arrangements for retrieving the plane;
 - will not be responsible for the cost of retrieving the plane if the PIC was not responsible for the mechanical problem.
4. In all cases, the Board will review and determine what assessments are to be made.

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TSS Flying Club Plane Captain Policies & Procedures

Every member of the TSS Flying Club, Inc., is responsible under the Federal Aviation Regulations to determine whether the aircraft he/she is flying is airworthy. The FARs put that responsibility on the pilot-in-command.

For each aircraft, TSS Flying Club appoints one plane captain and one or more assistant plane captains. Plane captains provide a single point of contact for reports from members as to discrepancies in the aircraft and its equipment; make arrangements with licensed repair facilities or mechanics for the repair and maintenance of the aircraft; perform, as authorized by the preventative maintenance regulations of the FARs, simple maintenance such as oil changes, changing light bulbs, etc.; inform the membership of the maintenance status of an aircraft; and make appropriate entries in the club's computerized scheduling system when a plane is grounded. Even though a plane captain will try to do all of these activities, the pilot-in-command is still responsible for determining airworthiness – not the plane captain.

Plane captains shall have discretion to select the maintenance facility to perform aircraft maintenance. Unless the repair, new equipment, or refurbishment of the aircraft represents a significant dollar number (typically \$1000 or more), plane captains shall have discretion to have repairs made without presenting estimates to the Board for prior approval.

The plane captain is not responsible for returning aircraft to service after repairs have been made by an FAA approved repair station or licensed mechanic or avionics technician. That function is granted only to FAA licensed mechanics and repair stations. A plane captain or other member who performs preventative maintenance on an aircraft is responsible for making the appropriate logbook entries and returning the aircraft to service.

Ferry Flights: When an aircraft is to be maintained at a facility away from its home base, the plane captain shall first seek volunteers who will not charge the Club for the flying time to retrieve or transport another pilot to pick up or deliver an aircraft. In the absence of such volunteers, the plane captain may authorize a club member to fly a club plane at club expense for the flight time to transport or retrieve the pilot delivering or picking up the club aircraft from the remote maintenance facility. In the club logbook, all such flights for both aircraft being used shall be recorded in the billing log sheet as maintenance for the aircraft on which maintenance is being done.

Emergency Repairs: When a club member needs to have a repair done on an

unexpected basis while the aircraft is not at its home base, that club member should coordinate with the plane captain who will approve the maintenance. The club member is expected to pay for that maintenance subject to reimbursement as provided below.

Billing: The plane captain should insist that each repair station send him/her the bill for repairs. The plane captain will review the bill, and, if it is satisfactory, he shall make two copies of the bill and immediately forward the original to the treasurer for payment; TSS Flying Club Member Information Package May 28, 2003

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forward one copy to the maintenance officer for his records; and retain the other copy in the plane captain's records for that aircraft.

If a club member has maintenance performed off-site and pays for it, he should forward the original bill to the plane captain for approval. Upon approval, the plane captain shall make two copies of the bill and mail the original to the treasurer so that the member can be reimbursed by the Treasurer and send one copy to the maintenance officer. Club members are not to deduct the cost of maintenance that they pay for from their monthly flying bills.

This policy was approved by the Board at its meeting held March 13, 2000.

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TSS Flying Club Airplane Reservation Policy

Adopted by the Board and/or Membership on June 14, 1999

MAXIMUM NUMBER OF RESERVATIONS: A member may not make more than six separate reservations in advance without permission of the Board. Note: this is not six days, but six separate reservation periods. A several day trip will be counted as one reservation.

INSTRUCTOR'S NOTE: There have been instances when instructors have started checkouts or student pilot training before the person has joined the club or become a provisional member by submitting an application and paying fees and dues subject to approval at a regular meeting before any solo or pilot in command. This has never been allowed by club rules which prohibit a non-member from flying a club airplane. This policy will be enforced. No teaching, training or checkouts for a non-member until that person becomes a provisional member is allowed. The prospective member can pay his money and be a provisional member and still have 60 days to try out flying and try out the Club. The club cannot jeopardize its insurance or its FAA status as a non-commercial operation.

CANCELLATION OF SCHEDULED TIME: The Board and members adopted the following policy: If you cannot cancel your scheduled time because the scheduling system is busy (and it can be busy for up to an hour as members poke the touch tone buttons on their phones) or is inoperative, the member canceling (if he wants to avoid the imposition of minimum charges) must call (1) Mark Klebanoff and if he is not home or at work and you do not talk to him in person then (2) start calling the Board members and work your way down the roster until you talk directly to a club member and give him/her your club code so that someone else can cancel your reservation. LEAVING A MESSAGE ON AN ANSWERING MACHINE OR SENDING AN EMAIL IS NICE BUT IS NOT SUFFICIENT TO EFFECT A CANCELLATION AND AVOID PENALTIES IF THE COMPUTER SYSTEM IS NOT AVAILABLE.

FAILURE TO SHOW UP FOR A RESERVATION: Current rules allow a member to take an airplane for the first hour of a scheduled period fifteen minutes after the hour if the member has not shown up. Our new resolution is: If the member has not shown up by the end of the second hour of his/her reservation AND IF YOU VERIFY THAT THAT MEMBER HAS NOT CANCELLED THE BEGINNING PART OF HIS RESERVATION WHILE YOU ARE AT THE AIRPORT (a member may be running late or waiting for weather to improve and might have lopped off the first couple or three hours of his reservation), then you can take the airplane up to the length of the reservation of the "no show".

Instructors: If your flight training session starts at 0900 and that first hour or so is talking with the student in the restaurant, please schedule the plane for 1000.

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TSS Flying Club Airplane Scheduling

TSS Flying Club uses an Internet-based scheduling system. This makes it extremely easy to use and allows access by multiple club members simultaneously. For those club members without Internet access or when you are away from your computer, the system also permits access by telephone. Please note that this section is not meant to be a definitive set of instructions for the system. Once you have been given your password and access the system, take some time to explore the system including the Club News, Club Photos, Club Links, and My Club sections. The My Profile section should be the first section you access to modify your personal information, password, and PIN.

To access the scheduling system, point your web browser to www.aircraftclubs.com. This will take you to the home page for the AircraftClubs.com scheduling system. To access the TSS Flying Club schedule you need to login to the system. Click on the Club Calendar link. This will take you to the Flight Schedule Login page. The login form on the page will look like the following:

Club ID: TSS

First Name: Larry

Last Name: Scurlock

Password: *****

Remember that the Club ID is TSS. Obviously, the First Name and Last Name fields contain your own name. Mark Klebanoff will provide your initial password to you after you have been added to the system. You may change the password to anything you like (and can remember). Click on the OK button and you will be taken to your initial system view. You set this initial view in your profile (click on the My Profile link at any time to access your profile setup page). There are four views in the system – Month, Resource, Day, and Pilot. Following are the basic instructions for the four views and the telephone access method.

Month View

Select the Resource you wish to use.

To add a new booking, click on the number of the day you wish to reserve. i.e. 15

To view, change, or delete a current reservation, click on the reservation. i.e. Orville W 7a-3p

Use the  buttons to move backward and forward in time.

Click on the Today button to move calendar to today's date.

This color designates a **Backup Reservation**

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Resource View

Select the Resource you wish to use.

To add a new booking, click on the number of the day you wish to reserve. i.e. 15

To view, change, or delete a current reservation, click on the reservation. i.e. 11a-2p Orville W

Click on the  to view the respective month in calendar format.

To filter the list, use the **Member, From - Through** selectors and click the Update

button.

This color designates a **Backup Reservation**

Day View

To add a new reservation, click on the resource you wish to reserve. i.e. N52126 – 180 HP Superhawk

To view, change, or delete a current reservation, click on the Pilot initials on the reservation. i.e. Orville W

Click on the to view the respective resource in calendar format.

To change the date, use the popup calendar or use the buttons to move days.

This color designates a **Backup Reservation**

Pilot View

To add a new booking, click on the number of the day you wish to reserve. i.e. 5/28/2002

To view, change, or delete a current reservation, click on the reservation. i.e. 11a-2p Orville W

Click on the to view the respective month in calendar format.

To filter the list, use the **Member, From - Through** selectors and click the Update button.

This color designates a **Backup Reservation**

Telephone Access

This system allows you to call toll-free from any telephone and access the same schedules you view on the web site.

To use the Phone Scheduling System call **1-866-831-8600**.

You will be given your own Pilot ID and PIN. For example the system will tell you on the web version, **Larry Scurlock** your Pilot ID is **60266**, your PIN is **1234** (you may change your PIN in the My Profile link).

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The web version will print a handy wallet size card with this information for you to print out and keep in your wallet or flight bag:

AircraftClubs.com Phone Access

Pilot: **Larry Scurlock**

Phone#: **866-831-8600**

Pilot ID: **60266**

PIN: **1234** say help if you need it

The system has three options:

Read Schedule - reads the schedule for a resource

Reserve a Resource - make a reservation

Cancel a Reservation - deletes a reservation

To select an option, simply say the option, like "**Read Schedule**"

You may say only "**Read**", "**Reserve**", or "**Cancel**" if you wish.

You may say "**Help**" at anytime for more assistance.

You may "**Main Menu**" at anytime to return to the menu.

When entering a date, you may say the month and day, like "December tenth", or you

can use the keypad and enter "one, two, one, zero" for December 10. You can also say "today", "tomorrow", or days of the week, like "Tuesday". The system will always interpret these on a forward basis. Date selections can be up to one year ahead. If it's currently November and you enter February fifteenth, the system will interpret the February date as being the following year.

When entering a time, say the hour, minute, and AM or PM, like "eight thirty AM". If you forget the AM or PM, you will be prompted for it.

The system supports **barge-in**. This means as soon as the voice begins asking you for a response, you can barge-in with your answer. You do not need to wait until the end of the question to give your answer.

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Garmin GNS430 Usage Information

Due to the complexity of the Garmin GNS430 GPS navigator, the TSS Flying Club is currently developing a comprehensive VFR and IFR recommended usage information document. This document should be finished sometime in the near future and will be incorporated into in this document after final approval by the Board of Directors. The approved document will be distributed to all club members.

If you fly one of the Garmin GNS430 airplanes (N52126, N711DA, and N7605V), please take the time to read the Garmin manual and obtain at least a basic understanding of the features it provides. The minimum basics you should understand include using and tuning the Com frequencies, using and tuning the Nav (VOR and Localizer), switching the Nav head between VOR and GPS display, Direct-to usage, Nearest function, and map display usage. Understanding these basic functions will allow you to use the Garmin GNS 430 in VFR flight at a minimum with some functionality in IFR flight (more study/understanding required for IFR).

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TSS Flying Club Frequently Asked Questions

How do club members schedule an airplane?

We use an Internet based scheduling system that can be accessed via any Internet computer connection or by telephone. This system can be found at <http://www.aircraftclubs.com> or by phone at (866) 831-8600.

Is it hard to obtain time on the club's airplanes?

It is usually not a problem to schedule an airplane. There are "peak" times such as holiday weekends during the summer when scheduling may be more difficult. Weekdays during the day are the least utilized, followed by weekday evenings. Obviously, weekend days are the most popular. Although the club has about 70 members, only about 40 or so are current to fly and only a portion of those members fly on a regular basis. The Cardinal flies about 200 hours a year and each Skyhawk about 300 – 400 hours a year. The Skylane is new to us and usage is yet to be determined.

How many reservations can I make?

Members are allowed to hold 6 separate reservations at any one time. This allows fair access to our fleet for all members.

I don't know much about airplane rental. If I wanted to take a 172 to the shore for the weekend, could I do that for \$xx/hr tach time even though I was keeping the plane away from the other members for 48 actual hours? I assume so, since you mentioned a 1/hr per day minimum, but even so, it sounds too good to be true.

That is an advantage of the club. You would only pay tach time for the plane or the minimum. Weekends are okay. The club discourages taking the plane for a week to the beach and only putting a couple hours on the tach even though we have a one-hour per day minimum. If you did that, you would be assessed for 7 flying hours. Long periods of time (> 10 days) must be approved by the board of directors. We have had members take the planes all across the US and Canada for many weeks at a time.

Do commercial rental companies work the same way?

Yes, but they have higher daily minimums – usually 2-3hrs (Hobbs) per day.

What is "tach" vs. "Hobbs" time?

Tach time is based on engine RPMs. Hobbs time is based on wall clock time and starts as soon as the engine is started and the oil pressure is up and continues until you shut the engine down. You save when you are being charged tach time, because theoretically when idling, taxiing, and cruising – any time you operate at less than full throttle, the clock (tach) is running slower. When you are at full throttle (or some fairly high throttle setting), tach time is approximately equal to Hobbs time. Most FBOs charge Hobbs time. TSS bills members based on tach time. Flying the Cardinal and Skylane at the lowest RPM for the power setting you want reduces your tach time charges and is better for the engine.

How much savings do I get from being charged tach time vs. Hobbs time?

The savings is usually about 10% but can be as high as 20% depending on the type of flying you are doing.

How much do club instructors typically charge for primary instruction of other members?

Each instructor has his/her own rate. The going rate is about \$40-50 per hour. You will pay your instructor directly – not through the club billing process.

Does the club sponsor a ground school?

The club provides no ground school, but your instructor (as well as other members) is always available for questions, etc. There are good video courses (King, Sporty's, etc.) and local Community Colleges can also provide ground school as well as local FBOs.

There is a \$50 application fee + the \$1200 share in the club for a total of \$1250. Do I also have to pay the first month's dues?

You have to pay the \$1200 + \$50 before you can fly. The dues depend on when you join. Should you join in the middle of the month it would be 50% the monthly dues. As of November 2008, monthly dues are \$128.