

# OPERATING RULES

Revised 02/21/2023

## ARTICLE I Aircraft Regulations

### A. Documents

The Aircraft Manager is responsible for ensuring that all aircraft documents, logbooks, and licenses are current. Aircraft papers for flight limitations, weight and balance figures, the latest annual inspection, the latest pitot/static check, and transponder certification are to be kept in a case in the aircraft. The complete original logs are to be kept in the Club's filing cabinet.

### B. Aircraft Care:

Interior: Upon completion of a flight, the pilot must tidy up the aircraft. Wastepaper, extra charts, and personal paraphernalia should be removed, and seat belts fastened in a neat manner. Please install the pitot cover and close windows and doors and make sure all switches are off except the Beacon switch (if so equipped).

Sun Protection: When provided, please always install aircraft covers or sun shields in aircraft. Please carry them on all cross-county flights and install them when parking the aircraft outdoors.

Washing Windshield and Windows: Keeping the windshield and windows clean is important to flight safety. However, since they are made of Plexiglas, be very careful not to scratch them. Always remove the film of dust and grit and bug splatter first with generous quantities of plain water. Use the spray bottle in each hanger to thoroughly wet the windshield. Use only a very soft, clean sponge to float off the surface dirt. Do not use paper towels!

Glass Panel Displays: For aircraft equipped with glass panels, such as the G1000, use only supplied microfiber cloth to gently clean fingerprints, etc. off the G1000 "glass" displays.

### C. Refueling:

1. As Pilot In Command, it is your responsibility to oversee the fueling operation, whether self-serve or by an FBO. Make sure they do it properly.
2. All aircraft are to be returned to their assigned hangar, unless the member next scheduled to use the aircraft is there in person to accept or alter this fuel and hangar responsibility.

### D. De-fueling:

Any member who has an aircraft de-fueled shall be billed for any cost incurred, including the cost of the fuel removed, if not credited to club.

### **E. Engine Oil:**

We use Phillips 20W50 oil with Camguard at each oil change. Be sure to take a couple of quarts and a pouring spout on long cross-county flights. Use the red spout to keep from spilling oil. Do not overfill the engine or the excess will be blown overboard and wasted. Always wipe off the dipstick for an accurate check of the oil level in the engine. Fill slowly, and do not overtighten the filler cap.

The normal oil levels are as follows:

Diamond DA40	6 VFR/ 6 IFR quarts	(i.e. add 1 quart at 5)
Cessna 172N -180:	7 quarts	(i.e. add 1 quart at 6)
Cessna 350:	5 quarts	(i.e. add 1 quart at 4)

### **F. Smoking:**

There is NO SMOKING in or near any Club aircraft or hanger.

### **G. Primary Trainer Aircraft:**

The Club's Cessna 172S (N1071Z) is designated as the primary trainer aircraft, unless otherwise designated by the Board of directors.

## **ARTICLE II Pilot Regulations**

**A. Compliance:** All members of the Club shall comply with all Federal Aviation Regulations, State Laws, Airport Regulations, Club Bylaws, and Operating Rules. Members must treat airport employees and other club vendors professionally. The president shall, at each renewal of the club aircraft insurance policy, inform the membership at a meeting and by email, of anything the insurance policy requires of pilots who fly club aircraft. Members shall remain compliant with any requirements imposed by the club insurance policy.

**B. Check Ride:** Prior to acting as Pilot-In-Command (PIC) of a Club aircraft for the first time each member must successfully complete a competency check-ride in that specific aircraft by a Certified Flight Instructor (CFI) who has been approved by the Board of Directors. The satisfactory completion of the competency check-ride should be noted in the member's logbook by the CFI, and the CFI shall inform a Flight Circle administrator to setup access to allow the pilot to schedule the appropriate aircraft without an instructor going forward.

### **C. Currency:**

Prior to acting as Pilot-In-Command (PIC) of a Club aircraft, each member must (in addition to all FAA currency requirements) have made at least three (3) take-offs and landings within the prior 90 days in each club aircraft for which the pilot wishes to maintain currency. If the club member does not meet the 90-day requirement a currency approval by a club approved Certified Flight Instructor (CFI) is required and must be entered into the pilot's logbook.

Any member who operates a Club aircraft while not current will be fined \$100 for each event in which that member operates a Club aircraft while not meeting the currency requirements herein.

Members must report any damage to club aircraft while in their possession. This may include but is not limited to hangar dings, tire flat spots, and damaged or missing parts. Failure to do so may, at the discretion of the Board, incur a fine of \$100.

**D. Student Restrictions:** Student pilots may solo only in the designated Primary Trainer Aircraft. Class A student members may not fly any club aircraft except the designated primary trainer. Class A members do not have any ownership interest in club aircraft or other club property. Additionally, Class A members must follow the following rules:

1. Class "A" Student members must possess a student pilot's license and a medical certificate.
2. Class "A" Student members are governed by the Bylaws and Club Operating Rules, except as detailed below.
3. Class "A" Student members will pay a non-refundable \$500 share joining fee, as well as pay the full membership dues including the monthly Capital Improvement Fund Fee and the monthly Aircraft Replacement Fund Fee. \$250 of the joining fee can be applied to the purchase of a full share.
4. All non-hourly rate Class "A" Student member charges will be directed to the Aircraft Purchase or Sale Fund. This includes the monthly Capital Improvement Fund fee, regular monthly dues, and the initial Class "A" share fee.
5. Class "A" Student members, upon acquiring a Recreational or Private Pilot's License, may continue to fly the Club's "primary" trainer(s) until the end of the month following the month of licensure, at which time the member must relinquish his Class A membership whether or not the Class A member becomes a Regular Member.
6. If the account balance of a Class "A" Student membership exceeds \$300.00 for more than 30 days, a late fee of 2% will be assessed and the Class A member must pay off the full balance owed within 10 business days. After 10 business days, the membership will be forfeited with no refund due the member. If a membership is forfeited in this manner, the Class "A" Member is still responsible for all charges incurred and the Club will use all legal means to collect the full balance due. (The amount paid for the membership does not apply against charges incurred.)
7. Class "A" Student members may relinquish their membership at any time.
8. Class "A" Student memberships cannot be held for more than twelve months unless extended by the Board of Directors for just cause.
9. A Class "A" Student Member may use this membership to obtain a Private Pilot's License or a Recreational Pilot's License.
10. Class "A" Student members do not have voting privileges in the Wingnuts Flying Club and do not have an ownership interest in club property.
11. Class "A" Student members are not subject to assessments for aircraft maintenance.

**E. Approved Pilots:** Other pilots may from time-to-time act as Pilot-In-Command (PIC) of Club Aircraft under certain situations as listed below. Club members must also meet the following applicable requirements before acting as PIC in Club aircraft:

- 1) Commercial pilots in the employ of an FAA approved aircraft repair station in connection with inspections or repairs to be, or that have been, performed on the club aircraft.
- 2) An FAA inspector or any Club approved Certificated Flight Instructor while accompanied by a Club member for the purpose of instructing that person.
- 3) Any club CFI, for the purpose of maintaining currency and proficiency in our aircraft they are approved to instruct in, may fly the aircraft without a student with the following restrictions:

1. No single booking to exceed 4 hours.
2. Must be actively instructing in our club
3. CFI's must pay the prevailing rental rate for the booking

In an effort to not be excessively restrictive, these bookings will be closely monitored to ensure the use of our planes is not excessive. We want our instructors to be as proficient as possible in our aircraft.

- 4) Any Club member who meets all of the following requirements:
  1. Has a current and effective 1<sup>st</sup>, 2<sup>nd</sup> or 3<sup>rd</sup> class medical certificate or student pilot certificate properly endorsed by a Club approved CFI for solo flight, or approved for flight under Basic Med.
  2. Satisfies the FAA's flight review requirements
  3. Has received a check-out from, and written approval of, a Club approved Certificated Flight Instructor in the same make and model as the club aircraft.
  4. Has, in an aircraft FAA classified as category "airplane" and since the beginning of the twelfth calendar month before the month in which that pilot acts as pilot in command, successfully completed at least one of the following:
    - a) an annual flight review with a club approved CFI or
    - b) an FAA check ride for a new rating or
    - c) any phase in the WINGS Pilot Proficiency Program.
- 5) If the aircraft is a "Technically Advanced Aircraft" aircraft (i.e., the DA40 G1000):
  1. Has a Private, Commercial, or Airline Transport Pilot certificate.
  2. Has a current and effective 1<sup>st</sup>, 2<sup>nd</sup>, or 3<sup>rd</sup> class medical certificate or is approved for flight with Basic Med.
  3. Satisfies the FAA's flight review requirements.
  4. Has completed to VFR standards a training course for the Garmin G-1000 that is accepted by the club's insurance company.
  5. Has at least four (4) HOURS LOGGED PILOT FLIGHT TIME IN A Garmin G-1000 equipped aircraft that is the same make and model as the club aircraft prior to acting as pilot in command.
  6. Has received a check-out from, and written approval of, a Certificated Flight Instructor in the same make and model as the club aircraft.

6) To be eligible to train to fly the Cessna 350, one of the following must be met:

1. Hold at least a private pilot certificate, 1<sup>st</sup>, 2<sup>nd</sup> or 3<sup>rd</sup> class current medical certificate, or is approved for flight with Basic Med, completed approved G1000 FITS curriculum, logged at least 200 hours as Pilot-In-Command (PIC), have an instrument rating, have a current annual Flight Review, hold a high-performance aircraft signoff with 25 hours of constant speed prop time, complete wingnuts quiz and worksheet for the C350 and get sign off from an approved club instructor.

Or:

2. Hold at least a private pilot certificate, 1<sup>st</sup>, 2<sup>nd</sup> or 3<sup>rd</sup> class current medical certificate, or is approved for flight with Basic Med, completed approved G1000 FITS curriculum, logged at least 200 hours as Pilot-In-Command (PIC), have a current annual Flight Review, 25 logged hours in a DA40, and fly at least 10 hours dual in our C350 with an approved club instructor or 5 hours dual with two club approved instructors - and be

actively working on an instrument rating--complete wingnuts quiz and worksheet for the C350 and get sign-offs from one or both approved club instructors.

Or:

3. Hold at least a private pilot certificate, 1<sup>st</sup>, 2<sup>nd</sup> or 3<sup>rd</sup> class current medical certificate, or is approved for flight with Basic Med, completed approved G1000 FITS curriculum, logged at least 150 hours as Pilot-In-Command (PIC), 10 logged hours as PIC in our DA40 and be checked out in the DA40, have 25 hours TT in a similar aircraft to our C350 (e.g. Cirrus SR22, Piper Saratoga, etc.), at least 5 hours dual in the C350 and actively working on instrument rating, complete wingnuts quiz and worksheet for the C350 and get sign-offs from two approved club instructors.

A member may receive dual flight instruction in club aircraft from a Certificated Flight Instructor to meet these requirements.

7) In any case, where our (Club) aircraft are involved in any accident or incident which results in damage to the aircraft or other property, the pilot involved must receive recurrent training by an (approved) instructor prior to flying any Club aircraft.

### **ARTICLE III Flight Regulations**

**A. Approved Airports:** Club aircraft must be operated only on approved airports. These are Federal, State or Public facilities with paved or grass runways, or are airports that have been specifically approved by the Board, as listed in Appendix A. The Cessna 172 is the only club aircraft approved for landing on grass landing strips.

**B. Unapproved Airports:** Grass strips, private airports or facilities listed as unimproved are unapproved airports unless they are added to the approved list. These are marked on the Sectional chart with a circle enclosing an "R".

Appendix A shall be maintained and posted on the wingnutsflying.org website so it is available to all members. Airports may be added or removed from the list by a majority vote of the board of directors.

Additionally, a member wishing to fly a club aircraft to a particular unapproved airport on particular date(s) may be granted an exception to do so by a majority vote of the board of directors, without necessarily adding that airport to the approved list.

**C. Flight Instruction:** Members may use Club aircraft for training with a Certificated Flight Instructor who meets the following criteria: (1) has a minimum of 500 hours total time and has 25 hours in make and model, and (2) has on file with the Secretary a current medical, CFI or CFII certificate and a pilot's license, and (3) is approved by the Board of Directors. The Board of Directors may waive requirement (1) above on the individual petition of an instructor to the Board. All CFI's instructing in Club aircraft shall comply with all current Club rules and regulations and insurance requirements.

**D. Commercial Operations:** Club aircraft may not be used for any commercial purpose, including flight instruction for non-members.

**E. Extended Trips:** A minimum flight time charge will not apply any time an aircraft is taken one calendar day and returned the following day. However, minimum flight time charges will apply for extended trips of two or more overnights. A minimum flight time charge of one-and-one-half (1-½) hours will be charged for each additional consecutive calendar day, except that the first night of an extended trip of two or more overnight trips is waived. Upon return the member will be billed the actual time flown or the minimum time charge, whichever is greater.

Examples:

1. An aircraft taken on Tuesday and returned on Wednesday (the next day):  
No minimum flight time charge
2. An aircraft taken Tuesday and returned on Thursday (two overnights later):  
A minimum flight time charge of 1-½ hours will apply (for the second and third days), or the actual tach time flown, whichever is greater.
3. An aircraft taken on Tuesday and returned the following Monday (six days later):  
A minimum flight time of 7.5 hours will apply, or the actual tach time flown, whichever is greater.

The Board of Directors may waive this minimum flight time charge if an individual circumstance is determined to warrant such a waiver, such as mechanical failure or extended hazardous weather so as to not encourage unsafe behavior. The President or Vice-President must approve any trip of seven days or longer.

**F. Scheduling:** The club subscribes to [www.flightcircle.com](http://www.flightcircle.com), an internet-based scheduling service. Each member will have an account set up which will allow scheduling from any device with internet access. This service makes it very easy to schedule or cancel an airplane, and to send email to club members.

- 1) Each Regular member *and* Class A member may have a maximum of four bookings in the scheduling system at any given time.
- 2) No one may alter a member's entry on the schedule without that member's permission except the President, Vice-President, or Aircraft Manager.

**G. Alternate Bookings:**

- 1) Any member may enter alternate reservations in the scheduling system concurrent with an existing member's reservation. If the member with the initial reservation cancels, the scheduling system will automatically move the member with the alternate reservation into the first position.
- 2) If a member who already has four regular bookings and the alternate gains an extra booking due to a cancellation, that new booking is not counted as one of the four (4) regular bookings. As soon as that member uses his most current booking, the member is again limited to four regular bookings.

**H. Responsibility For & Recording of Flight Time**

- 1) All flight time shall be read from the aircraft Hobbs meter and/or the aircraft tachometer (tach) and recorded in the Flight Circle app when checking in the aircraft. Read the tenths of an hour counter as the next higher tenth if it has begun to move. Billing for flight time is based on tach time for the Cessna 172 and the Diamond DA40. Hobbs is used for the Columbia.

- 2) When a Club member takes an aircraft from the hangar, the member takes full responsibility for bringing it back to the hangar. This includes returning, or having the plane returned, if it must be left at an airport other than Chesterfield for any reason. Whatever tach time accumulates while the aircraft is out of the hangar shall be normally charged to the member. Deviations from this policy may be made by a majority vote of the board of directors in the following circumstances:
- a) Aircraft flights on planned maintenance flights approved in advance by the aircraft manager shall be logged and charged to the aircraft maintenance fund for which the flight is benefiting.
  - b) Aircraft flights “for the benefit of the Club” (i.e.. Airshows, displays, etc.) previously approved by the Board shall be logged and charged to that aircraft’s maintenance fund.
  - c) Tach time incurred in an incomplete flight in which the aircraft is deemed unairworthy as determined by the aircraft maintenance manager shall be logged and charged to that aircraft maintenance fund (i.e.. Aircraft fails a run-up and is returned to the hangar).
  - d) In cases of an aircraft stranded away from Chesterfield due to maintenance, and the pilot cannot return the aircraft to Chesterfield, the return flight time shall be charged to the aircrafts maintenance fund if the maintenance has been approved by the aircraft manager and the President or Vice President approves the return flight. (no other incidental expenses incurred by the pilot shall be allowed).

#### **I. Special Operating Procedure for the Cessna 350:**

The Cessna 350 must only be operated:

On paved runways with a minimum 3000’ ft in length.

Club members who use oxygen must supply their own approved cannulas and regulators/flow meters and have the bottle refilled.

### **ARTICLE IV Maintenance**

**A. Maintenance Communication:** At the end of a flight, record any oil added in the appropriate field in Flight Circle at check-in time . Additionally, record any avionics, mechanical, or other problems through the squawk feature of Flight Circle. If the pilot prefers, the pilot may call the aircraft manager in addition to reporting the problem electronically. If a member performs, or has performed any maintenance on the aircraft, obtain a log entry on an adhesive label and give it to the appropriate aircraft manager as soon as possible. The aircraft manager will ensure that it is entered in the proper aircraft logbook that is placed in the aircraft’s secure locker.

**B. Aircraft Manager’s Expenditure Authority:** When a club aircraft needs any maintenance or repair to become or remain airworthy (“necessary repair”), the aircraft manager may authorize the repair in an amount not to exceed \$5,000. Necessary repairs estimated to exceed \$5,000 must first be approved by a majority vote of the Board of Directors.

When it is proposed that money be spent to upgrade, add/remove equipment, or in any manner change club aircraft, but the changes are not necessary for the aircraft to remain or become airworthy (“optional change”), the board of directors must first approve any expense estimated to be greater than \$500.00. Optional changes estimated to cost \$500 or less may be approved by the aircraft manager.

**C. Annual Inspections:** An annual inspection must be performed on each aircraft at 500 tach hours from the last annual inspection, or at least once a year as required by the FAR’s, whichever comes first.

**D. VOR Checks:** Record all VOR checks in a booklet kept in each airplane. If it is missing, report it to the appropriate Aircraft Manager.

**E. Out of Town Maintenance:**

- 1) If mechanical problems occur during the flight, then the member shall first contact the aircraft manager for the airplane the member is operating. If that aircraft manager cannot be reached, then the member shall contact one of the other aircraft managers.
- 2) The member must make sure that the A&P or repair shop provides an adhesive label describing the repair work fully with the appropriate signatures to return the plane to service. That label is then to be given to the appropriate aircraft manager to be placed in the aircraft logbook.
- 3) The Club Treasurer shall reimburse the member for all approved maintenance related charges. In addition, any flight time (such a run-ups and test flights) required as part of the repair of the airplane by the shop or A&P involved shall be noted and recorded. Repair charges and a flight time record shall be presented to the Board for reimbursement approval within 30 days of the day the incident occurred.

**F. Stranded Aircraft Retrieval Policy**

Members are expected to cooperate in facilitating the repair and return of Club aircraft to our home base – KFCI.

**Weather Delays**

Retrieval expenses incurred by members due to weather delays will not be reimbursed. If delayed by weather, it is expected that the member will arrange to have the aircraft returned to base as soon as weather permits. If the member is unable to personally return the aircraft, in a timely after a weather delay, the member is responsible for all costs associated with aircraft retrieval arranged by the Aircraft Manager.

**Maintenance Delays**

The following policy applies in the event an aircraft needs to be retrieved or ferried back to the home base or another airport where the repairs are to be made.

- A volunteer shall be sought who is willing to pay the airfare and personal expenses (food, lodging, incidentals) to go and return the aircraft.
- If no volunteer steps forward, the Club will pay the airfare only but no hotel, meal, or incidental expenses for the return pilot to get to the destination airport. The club will also cover the cost of the return flight hours (as direct as possible) from the Maintenance Flight account.
- If a club aircraft is to be used as a chase plane to transport stranded plane pilot out to destination to facilitate retrieval, it should only be done if the cost is lower than a commercial airline ticket, unless the member(s)



agree to cover the difference. In no case shall the expenses be reimbursed for more than the cost of a commercial flight.

- The Aircraft Manager shall make the initial decision on reimbursement, with special circumstances being referred to the board.
- No expenses will be reimbursed to a club member unless the Aircraft Manager or Board has approved them in advance of the expenses being incurred.
- It is the member's responsibility to ensure the aircraft is properly tied down covered (if applicable) or hangared at the remote airfield.

Our club planes are revenue-generating machines and therefore time is of the essence in regard to retrieval of stranded aircraft. Decisions made by the Aircraft Manager will take this into account. It is necessary to get our aircraft back and online as soon as is practicable.

## **ARTICLE V General**

- A. Club Meetings:** Club meetings are normally held on the 1<sup>st</sup> and 3<sup>rd</sup> Tuesday of each month. Any changes to these normal times, or any additional "special meetings", may be announced by the board of directors by consent of at least half of the board to hold such a meeting, and by giving at least 48 hours' notice of the special meeting to the membership by email.

Throughout these operating rules the term "regular meeting" refers to any properly scheduled or noticed members' meeting at which a quorum is present.

**B. Receipt Guidelines:**

- 1) All fuel purchased at Chesterfield County Airport must be charged to the Wing nuts' aircraft account. At the time fuel is pumped into the aircraft, it is the responsibility of the member to verify the amount of fuel and to sign the form provided by the lineman, if one is provided. The Club Treasurer will pay the fuel bill monthly according to the list of verified amounts provided by the FBO.
- 2) Secure a receipt for any fuel purchased while away from Chesterfield County Airport.
- 3) Secure a receipt for any repairs while away from Chesterfield County Airport that were necessary to allow a trip to continue, or to return to Chesterfield County Airport.
- 4) Credits are made to a member's account only by receipt.
- 5) Members must submit receipts within 30 days of the purchase, otherwise the club may not reimburse the expense.

**C. Donations:** Any personal time or equipment that is donated to any aircraft, hangar or Club facility becomes the property of the Club.

**D. Electronic messages:** The Wing Nuts Flying Club website, including all social media and/or email distribution accounts, are to be utilized to communicate business or information of social interest and benefit specific only to the Wing Nuts Flying Club. The Wing Nuts Flying Club website, including all social media and/or email distribution accounts, are not to be utilized in activities that are either unlawful or result in the Clubs liability or embarrassment. Some (not all-inclusive) examples of inappropriate usage of the internet and email are pornographic,

obscene, offensive, harassing, or discriminatory content; chain letters, pyramid schemes or unauthorized mass distribution; and violation of other's intellectual property rights.

## **ARTICLE VI Operating Rule Amending Procedure**

- A.** The Club Operating Rules can be amended by a majority vote of the Board of Directors.
- B.** Any Club rules amended by the Board of Directors may be overridden by a seventy-five percent (75%) vote of the members present at any regular meeting.

## **ARTICLE VII Guidelines For Wing Nuts Aircraft Manager**

### **I. General Definition**

The Aircraft Manager of a Wing Nuts aircraft shall make a reasonable effort to keep his aircraft airworthy. With attention to quality and reasonable cost, the AM shall oversee the purchase of parts and maintenance as performed by an appropriately rated mechanic or shop. The AM shall obtain estimates as required by the Operating Rules before work is done. The AM shall keep members apprised of the operational status of the aircraft. It is expected that members shall report all aircraft operational discrepancies through the "Squawks" feature of Flight Circle and calling or emailing the aircraft manager; especially if they are of a "safety-of-flight" nature.

### **II. Appointment of Aircraft Manager**

There shall be an aircraft manager for each aircraft owned or leased by the Club. The manager shall be appointed by and serve at the pleasure of the Board of Directors and, in the case of a leased aircraft, with the additional approval of the owner. The term of an Aircraft Manager appointment is one year.

When appointing an aircraft manager, the Board of Directors shall consider, at a minimum, the following factors: technical knowledge and facility, demonstrated interest and participation in maintenance activities and a schedule that will allow reasonable time for hands-on care of the aircraft.

### **III. Technical Knowledge and Currency**

An aircraft manager will be expected to have a reasonable knowledge of pertinent technical data concerning his aircraft so the AM may make informed judgments as to parts and repair procedures. The aircraft manager will follow the guidance of an A&P mechanic.

### **IV. Maintenance Activities**

The Aircraft Manager shall, at appropriate intervals, ensure the following tasks are completed by designated maintenance providers:

- 1) Engine oil and filter changed each 50 tach hours.
- 2) Respond for managing the corrective action or deferral of all squawks.
- 3) See that the airplane is kept reasonably clean inside and outside.
- 4) When shop maintenance is required, the aircraft manager is to clearly communicate what the shop is authorized to do. Including routine service: Service the battery, examine tires for wear and ensure proper inflation, check all clamps, fittings, belts and hoses and check the air filter.

- 5) If there are discrepancies in the work or in the amount charged, the AM is to attempt to resolve them.
- 6) Review all maintenance bills and authorize payment by the Club Treasurer. The aircraft manager shall also keep necessary records to audit and verify the bills and monitor the costs of his aircraft.

#### **V. Maintenance Flying Time**

It shall be the prerogative and duty of the aircraft manager to fly or cause the airplane to be run-up or flown for maintenance purposes (e.g., leak checks after an oil change, after-annual test flights, etc.). Such reasonable maintenance time shall be billed to the Club as aircraft maintenance.

When pre-planned maintenance is to be performed away from Chesterfield Airport, the aircraft manager shall be responsible for delivering and retrieving the airplane. The Aircraft Manager's approval shall be necessary for any member to log such flights as "maintenance flights" to be paid by the Club. Such approval shall be noted on the flight time entry at check-in, so the treasurer is clear about the billing.

The aircraft manager shall confer with members who have mechanical malfunctions of the aircraft when away from Chesterfield. The aircraft manager shall decide the best action to take regarding when, where, and how repairs will be completed, and this may require the airplane to remain where it is or be flown back to Chesterfield or to another location. The aircraft manager may not require the member to fly the plane anywhere if the member, as PIC, determines it is unsafe for him to do so. However, the aircraft manager may require that the member not fly the aircraft until repairs are made.

#### **VI. Annual Inspection**

The Aircraft Manager shall monitor the tach time and calendar time of the aircraft so that annual inspections are performed as required by FAR's and Club Operating rules. The AM shall provide a list all repairs or checks that need to be accomplished that are not part of a normal annual, so the shop is clear on what it is to do. Appropriate estimates shall be obtained as required by the Club Operating Rules.

#### **VII. Record Keeping, Reporting to Members and Housekeeping**

- 1) The Aircraft Manager shall make sure all aircraft logbooks required by the FAR's are kept up-to-date and locked in the aircraft's secure locker. That includes maintenance done at the home airport, as well as, at other locations as arranged by the aircraft manager or by a Club member with the Aircraft Manager's knowledge.
- 2) The Aircraft Manager shall keep a reasonably neat and organized hangar so that members may easily perform normal preflight inspections. This shall include but not be limited to: Extra oil in quart bottles, paper towels, and windshield washing water, sponges and a chamois.
- 3) The Aircraft Manager shall attend a minimum of 50% of the Club meetings in person or by Zoom to report the status of his aircraft, answer questions and help educate Club members on operational and safety procedures. For meetings at which the AM is not in attendance, the AM shall provide, preferably in written form, an aircraft report to be presented by other aircraft managers or an attending member.
- 4) Aircraft Managers shall make recommendations to the Board of Directors and present to General Membership annual capital improvements – including proposed costs – at the Annual Meeting of the club.
  - a) The Aircraft manager shall make every effort to ensure all documents necessary for safe and legal operation remain in the aircraft or in a designated location in the hangar. However, the PIC shall always check to

ensure such documents as are needed for safe and legal operation are present before each flight.

## Appendix A Approved Grass Strips

Only the Cessna 172 N1071Z may land at only these grass strips

- 1) Spring Valley Airport, Powhatan, VA: Must have prior approval of Donald Whelis before landing.
- 2) Horn Point Airport, Cambridge, MD: Private grass field owned by the University of Maryland and the site of the Potomac Antique Aero Squadron Annual Antique Fly-In held in May. Log on: <http://www.avialantic.com/paashorn.html> There is a county museum on field with an interesting aviation section.
- 3) Mazza Airport, Matoaca, VA: Private grass field. Prior permission required, call John Mazza at (804) 590-2291.
- 4) Starhill Golf Course, Swansboro, NC: Must have prior permission of Starhill Golf Club before landing.
- 5) New Castle, New Castle, VA (Cincinnati Sectional): Private grass field. Glider port with heavy activity weekends; monitor 123.3 and check for right traffic.
- 6) Topsail Island Surf City (54T): A North Topsail Beach, NC, public grass field with 2,600 ft runway.
- 7) Rainelle, West Virginia: A private 3300' grass strip at 3,446' elevation.
- 8) Garner Airport—5 miles northeast of Windsor, Va. on US 460 (Washington Sectional) 2,997' grass strip 022/202 deg. magnetic 80' wide w/parallel taxi strip on east side (drainage swale between runway and taxi strip). Use 123.3 for "Garner Traffic" and "Ground". Home to Tidewater Soaring Assoc. (Terry Morgan 919-465-8670)
- 9) Rosegill Farm Airstrip (private): 32 ft. MSL elevation, 2,500 ft. grass; 4 ft. fence on north with river beyond; Hedgerow on south, then rolling hills and trees; located on the south side of the Rappahannock River across the creek from the town of Urbanna, Virginia and five miles up-river from Hummel (W75); see Washington Sectional N37 37.93, W076 33.28; Richmond VORTAC (114.1) 085 radial, 35 nautical miles; Harkum VORTAC (108.8) 037 radial, 13 nautical miles; 47 nautical miles from FCI; windsock on hanger; pilots are invited to use the private strip at their own risk; park aircraft to one side.
- 10) Merlin Aerodrome (2VA3): Washington Sectional, coordinates 37E 19' 00" N and 77E 52' 00" W, smooth, almost level grass runway, 3200x 90 feet. Clear approaches on both ends of airport. The Unicom frequency is 122.8. The airport has some glider activity. VOR coordinates: 198 from FAK, 246 from RIC.
- 11) Sky Bryce Airport (VG18): 1,263' MSL, Washington Sectional, coordinates 38° 48' 57" N and 78° 46' 13" W. Runway 5 & 23 is 2,240' x 50' with asphalt surfaced and is located approximately 1 mile NE of Basye, Virginia. The airport has a segmented circle, is owned by Bryce Resort and managed by Robert Robinette (540) 856-2121. The airport is closed from sunset to sunrise.
- 12) Lake Ridge Aero Park (8NC8); The runway (14 / 32) is a private grass strip (3200' x 150') and is part of the Lake Ridge Aero Park community, a fly in community. This is a restricted facility and pilots must call ahead to obtain permission to land and obtain the latest status of the runway. They are very happy to have the Wing Nuts use the facility. 100LL fuel is available. The field is located 11.2 NM (bearing 008.5) from the Raleigh-Durham VOR (RDU). Latitude is 36.060144 -- 36 degrees 3 minutes 36.52 seconds North. Longitude is -78.783339 -- 78 degrees 47 minutes 00.02 seconds West. Airport frequency is 122.90 (Multicom). Pattern altitude is 1309 MSL (1000 AGL)  
Left hand traffic. Please call the following for permission prior to using the facility: 1) Randy Smith (919) 688-6358 or 2) Rick Fuller (919) 688-2928

- 13) Jett Airpark (2VA1): A private field located in the Northern Neck at 37deg 53.95N and 76 deg 21.07W at 880 Hull Neck Rd. A long established 60 foot wide runway that is well drained turf, 2450 foot long runway 08-26, elevation 90 feet shown on the Washington Sectional as Jett (pvt) in the Reedville area. Call Mr. or Mrs Jett at 804-580-JETT or 804-453-3225 before landing there. Upon landing, pilots are asked to sign a release for further use of the airport.
- 14) Campbell Field (9VG). Located at Weirwood, VA 37.46 degrees N and 75.88 degrees W, Runways 3/21 3,000' by 100' grass. Attended Mar-Nov daylight hours. Airport manager: 914-772-6242.
- 15) Kentmoor Airpark (3W3). Located at Stevensville, MD 38.92N and 76.36 W. Runways 10/28 2400' by 75' grass. Unattended. Wildlife and vehicles may be on runway which may be soft and wet. Airport manager: 410-643-1785