

Aircraft Operating Rules

Texas Flying Club, Inc.

(Revised April 2018)

Club Philosophy

The Texas A&M Flying Club is devoted to providing safe, well-maintained aircraft for instruction and personal use at a minimum cost to members. To achieve this goal, all members must cooperate to maximize the use of Club aircraft while minimizing inconvenience to each other. Examples of such cooperation include flying the airplane when you have scheduled it and promptly canceling unneeded reservations, returning the airplane on time, and being willing to reschedule a short flight if someone else needs your airplane to make a long trip.

Members typically join the Club to enjoy its low flight time rates, which are made possible in part by the fact that the Club operates as a non-profit organization utilizing the work of its own members. Member participation is vital to the Club's operation; the Club does not run itself. By helping out in the Club's various operating divisions, members not only keep the Club running, but also gain valuable business and management experience, technical knowledge, and the opportunity to meet and work with others in a cooperative, mutually beneficial enterprise.

The following rules are intended as guides for Club operations. These rules should be considered to be a supplement to the Federal Aviation Regulations, not a replacement of these regulations. All operations of Club aircraft must be made in accordance with all applicable Federal Aviation Regulations and Club rules. Violation of any of these regulations may void insurance coverage carried on Club aircraft and could make the pilot/member entirely liable for any damage and/or injury caused by the operation of the aircraft. These Aircraft Operating Rules constitute part of Club Policy, violations of which will result in fines, membership review, or expulsion from the Club as set forth elsewhere in Club Policy.

Club members shall at all times conduct themselves in a manner that is a credit to the Club when they are at an airport or in an aircraft. The reputation of the Club is important to fellow members, the Board of Directors, and the aviation community.

Section I

Aircraft Checkouts

To be checked out in an Aircraft, members are required to complete a Club aircraft written for the aircraft before it is flown. Then the club member must complete and pass a check-ride with the club's chief flight instructor, or a chief flight instructor-approved flight instructor, demonstrating proficiency in this aircraft as well as all the aircraft systems and avionics on board the airplane.

Section II

Scheduling and Use of Time

No member may fly a Club aircraft without reserving time via the computerized reservation system. This is to ensure that the computer schedule has the correct information about aircraft availability. For more information, consult the Membership Coordinator, Aircraft Maintenance Manager, or Bookkeeper.

Members should be careful to observe the following rules:

1. If a member schedules an aircraft, he/she is expected to fly or else cancel the reservation by deleting it from the computer scheduler as soon as the member determines he/she will not use the reservation. Members may also schedule standby reservations, anticipating a possible cancellation.
2. If you expect to be delayed in returning Club aircraft to CFD because of weather, mechanical problems, or any other reason, you are responsible for updating the computer scheduler to show your updated return time. Members should attempt to notify the next reservation if delayed.
3. Members are advised to check their reservation before leaving home in case the airplane has been grounded or delayed. Maintenance personnel are not responsible for calling members to inform them their airplane is unavailable. If your reservation needs to be cancelled because of maintenance, maintenance personnel may, at their discretion, shift your reservation to an equivalent airplane. Please keep in mind that this is done as a courtesy, on a workload-permitting basis. Maintenance personnel are not obligated to manage your schedule for you.

Flight Time Minimums

The Texas Flying Club reserves the right, if a member takes custody of an airplane (or causes it to be unavailable for reasons deemed unnecessary by the board and/or maintenance manager) for a block of time greater than 24 consecutive hours. The time will be billed at two Hobbs hours per 24-hour period, or for actual flight time, whichever is greater. Members going on overnight trips should fill in departure and return times in addition to the departure and return dates requested on the tach sheet. The Board of Directors must approve requests for exceptions to this policy in advance. Instructors cannot approve such requests.

Section III

General Rules

1. Members will be reimbursed at cost for gasoline, oil, and other necessary aircraft-related services.

Storage costs and ramp fees away from CFD are not reimbursable, except when hanging the aircraft is necessary to prevent storm, wind, or hail damage. No receipt older than three months from date of billing will be reimbursed.

2. Members will be reimbursed at cost for aircraft maintenance services needed to return the aircraft to service for flight back to CFD. However, maintenance expenses resulting from the member's carelessness, neglect, or failure to follow checklists published in the Airplane Flight Manual will be the responsibility of the member.

3. A member may use Club aircraft for personal transportation, instruction, pleasure, or business as long as it is not a commercial operation as defined by the FAA.

4. Pets must be kenneled in Club aircraft

5. Operations from unpaved runways are permitted under the following conditions:

- A. No operations are permitted from sand, gravel, oyster shell, or shale surfaces.
- B. Runways and airports used must be listed in the Airport/Facility Directory that is current at the time of the operation.
- C. Runways must be at least 2000 feet in length, 40 feet in width, and

- properly lighted for the prevailing flight conditions.
- D. The club chief instructor must accompany those pilots operating on grass or unpaved surfaces for the first time. An appropriate endorsement in the scheduling software indicating that the Club member is competent is necessary for solo operations on unpaved runways.

Prohibited items

1. Solo night flight by student pilots is prohibited.
2. Departures under Special VFR are prohibited unless the pilot is instrument-rated and current for instrument flight.
3. Operations outside the continental 48 states are prohibited.
4. No member may permit a non-member to act as pilot of a Club aircraft or permit a member not checked out in that type aircraft to pilot a Club aircraft.
5. No member may perform takeoffs or landings from the right seat unless he/she is a CFI or there is a CFI in the left seat.
6. No member (with the exception of Club-approved CFI's conducting instructional flights) shall use Club aircraft for personal gain. Members may offer transportation to non-members below the cost of flight, but particular care must be taken that it cannot in any way be construed as a commercial operation.
7. The use of tobacco products and/or alcoholic beverages in Club aircraft or in Club facilities is prohibited.
8. Under NO CIRCUMSTANCES may anyone instruct anyone else in Club aircraft unless he/she is a Certificated Flight Instructor and a designated and approved Club instructor, as determined by the Club Chief Flight Instructor with regard to the current Club flight instructor selection criteria and currency requirements set forth in the Policies and Procedures.

1. Preflight:

a. Scheduling (scheduling software)

- i. To schedule an aircraft, pilots must schedule through Flight Schedule Pro.
- ii. Student Pilots, pilots without a private pilot's license or higher should only book "Dual Pilot Training" or "Student Solo" once endorsements are given by the club CFI. (Rated Pilots shall not use "Student Solo" to book an aircraft).

- iii. Enter route, VFR/IFR, time of flight and passenger names into the scheduling software.

b. Planning

- i. It is the responsibility of the Pilot in Command to check the maintenance board and discrepancy sheets for the aircraft before it is flown.
- ii. Pilots must get a Weather Briefing according to the FARs.
- iii. All pilots of flights out of the Bryan-College Station area (defined as more than 50 nautical miles from College Station VOR) must file a flight plan and leave a destination phone number on the key sign-out sheet. Please remember to close your flight plan upon arrival to avoid unnecessary deployment of search and rescue personnel.
- iv. Pilot in command is required to meet Weight And Balance regulations in the FARs.

c. Passengers

- i. Passenger waiver form must be completed in accordance with club policy.
- ii. Pilots In Command are responsible to meet FAR passenger requirements.

d. Aircraft Dispatch

- i. Aircraft must be checked out on scheduling software. Note Hobbs and Tach time to be recorded and aircraft squawks.

e. Inspection

- i. Checklist usage is required
- ii. Preflight must be done in accordance with Pilot's Operating Handbook.
- iii. For High wing aircraft that do not have steps, a ladder must be used.
- iv. Fuel must be sumped after each refueling.

2. Flight:

a. Club aircraft use

- i. Garmin
 - 1. Instrument and x/c
- ii. Non-Garmin
 - 1. local and students
- iii. Aircraft should be leaned fo taxi
- iv. Aircraft should be leaned during cruise flight.
- v. Aircraft should not be flown Lean Of Peak. (richer is safer)

3. Postflight:

a. refuel

- i. **172 -full**

- ii. **Pipers - at the tabs**
- b. Aircraft movement**
 - i. Aircraft must be moved with Tow Bar or TUG.
 - ii. DO NOT MOVE BY PUSHING OR PULLING ON PROPELLER.
- c. tie down**
 - i. Aircraft must be tied down securely and have the control wheel lock installed at the end of each flight unless the next person to fly is on hand. On windy days, the aircraft must remain tied down whenever it is unoccupied, even if you are just going inside momentarily.
 - ii. Available covers must be installed after each flight.
 - iii. Windshield must be cleaned after flight.
 - 1. Only use provided window spray and microfiber cloths in a vertical motion. Use warm clean water to remove hard bugs.
 - iv. Vents should be closed before locking the aircraft.
 - v. Lock the aircraft after each flight and do not leave the keys in the ignition if you leave the aircraft.
- d. Aircraft Dispatch**
 - i. Hobbs and Tach time must be recorded when checked in using Flight Schedule Pro.
 - ii. Squawks should be recorded during check in.

Section IV

Reporting Flight Time without a Hobbs

Each member will report the beginning and ending time from the Hobbs meter and tachometer hour meter, indicating the time elapsed. If the Hobbs meter is inoperative or known to be inaccurate, flight time will be billed at the rate of 1.2 times the tachometer hour time.