

Aircraft Operating Rules

Texas A&M Flying Club, Inc.

(Revised June 2000)

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 to Texas A&M University.

Section I

General Rules

1. 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 to call for fuel.
2. Lock the aircraft after each flight and do not leave the keys in the ignition if you leave the aircraft.
3. Each member is responsible for a complete preflight check on his/her aircraft. Squawks should be reported on the maintenance board and on discrepancy sheets. Major problems should be reported as described in the maintenance section of the Policies and Procedures, and if sufficiently serious, the member should take all necessary precautions to warn others of the aircraft's condition.
4. Solo night flight by student pilots is prohibited.
5. Departures under Special VFR are prohibited unless the pilot is instrument-rated and current for instrument flight.
6. Operations from unpaved runways are permitted under the following conditions:
 - No operations are permitted from sand, gravel, oyster shell, or shale surfaces.

- Runways and airports used must be listed in the Airport/Facility Directory that is current at the time of the operation.
 - Runways must be at least 2000 feet in length, 50 feet in width, and properly lighted for the prevailing flight conditions.
 - A Club instructor must accompany those pilots operating on grass or unpaved surfaces for the first time. An appropriate logbook endorsement indicating that the Club member is competent is necessary for solo operations on unpaved runways.
7. 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.
 8. Operations outside the continental 48 states are prohibited.
 9. Members will be reimbursed at cost for gasoline, oil, and other necessary aircraft-related services. Storage costs and ramp fees away from Easterwood are not reimbursable, except when hangaring the aircraft is necessary to prevent storm, wind, or hail damage. No receipt older than three months from date of billing will be reimbursed.
 10. Members will be reimbursed at cost for aircraft maintenance services needed to return the aircraft to service for flight back to CLL. 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.
 11. 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.
 12. 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.
 13. 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.
 14. 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.
 15. 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.
 16. Phone numbers for the clubhouse, Aircraft Maintenance Manager, Club A&P's , Club President, and Easterwood Tower can be found in the aircraft tach book, together with instructions about what to do in case of problems while operating outside the local area. These instructions must be followed in order to ensure that the problem is solved as quickly and efficiently as possible.
 17. It is the responsibility of the Pilot in Command to check the maintenance board and discrepancy sheets for the aircraft before it is flown.
 18. The two parking spaces closest to the clubhouse (the two right most parking T's in the front row as you face the clubhouse) are reserved for maintenance. Please do not park here unless your airplane has a maintenance problem or you know for certain that your aircraft is scheduled for maintenance immediately after your flight.
 19. No pets are allowed in Club aircraft unless in a secure animal carrier, or in the clubhouse except by prior arrangement with a Board member.
 20. Members should measure fuel level with the fuel dipstick before calling line service. Easterwood line service

charges for a minimum of 5 gallons whenever they are called out to fuel an airplane.

21. The use of tobacco products in Club aircraft, on the Club ramp, or in Club facilities is prohibited.
22. The use of alcoholic beverages in or around Club aircraft and facilities is prohibited.

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. If you take an airplane without blocking it out in the schedule, other club members have no way of knowing that the airplane is gone, or for how long, when they make reservations from somewhere other than at the clubhouse. No member may have more than three reservations in the system at one time. Reservations may be made via telephone or from any computer that has Internet access and a java-enabled Web browser. For more information, consult the Membership Coordinator, Aircraft Maintenance Manager, or Bookkeeper.

When a member makes a reservation, he/she is declaring to other members that the aircraft is assigned to his/her custody for that period, and that the airplane is unavailable to others during that time. Put another way, whenever an airplane is unavailable because you are flying it or you have grounded it, it is your job to make sure the scheduler reflects this so that other members are getting the correct information on aircraft availability from the computer. You have a right to expect accurate information from the computer scheduler; however, this requires that each member keep the computer updated as to his/her aircraft usage.

Members should be careful to observe the following rules:

1. All members must sign out aircraft keys when removing them from the key box.
2. Members should take care not to schedule excessive blocks of time. The pilot should not extend the reservation to allow more time than expected when returning from a trip. Evidence of continued excessive scheduling is grounds for disciplinary action by the Board of Directors.
3. 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. Also, members should adjust their reservations if a delay is anticipated. If an aircraft is scheduled, but the pilot has not claimed the aircraft by thirty minutes (local flights) or one hour (cross-country flights) past the beginning of the scheduled time, the aircraft is available for another member to use.
4. Members should cancel any unused time upon returning from the flight by deleting the unneeded block of flight time from the computer scheduler.
5. If a member wishes to use an airplane during a time that it has already been reserved by someone else, the member should use the "Alert if Available" feature of the computer scheduler. The member will then receive an e-mail (or voice mail upon calling the scheduler system) if that airplane becomes available.
6. If you expect to be delayed in returning Club aircraft to CLL because of weather, mechanical problems, or any other reason, you are responsible for updating the computer scheduler to show your updated return time. If Internet access is unavailable, the computer scheduler can be accessed using the telephone. Instructions for doing this are contained in the Pilot's Guide you received along with your username and password. Additional Pilot's Guides are available from the Membership Coordinator or Bookkeeper. A copy of the Pilot's Guide can also be found in each aircraft's tach book.
7. Members are advised to check their e-mail or the computer scheduler (using Internet or phone) before leaving home in case the airplane in which they were scheduled 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

If a member takes custody of a Club airplane for a block of time greater than 24 consecutive hours, 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. Requests for exceptions to this policy must be approved in advance by the Board of Directors

Section III

Dues and Flight Charges

Members will be charged each month for dues and for time flown at the hourly aircraft rates set by the Board of Directors. The current aircraft rates are posted in the clubhouse.

All instruction charges are paid directly to the instructor at the rate agreed upon between the student and instructor.

Reporting Flight Time

Each member will report the beginning and ending time from the Hobbs meter and tachometer hour meter, indicate the time elapsed, and legibly print their first and last name on the tach sheet in the aircraft's tach book. 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.

Section IV

Checkrides

Every member must be checked out by a Club instructor in each make and model of aircraft and its equipment before he/she may take custody of the aircraft. Because of the 180 hp engine upgrade, a separate checkout is required for N5452D; however, satisfactory completion of a 52D checkout will suffice as a checkout to fly the Club Cessna 172N aircraft equipped with the standard 160 hp engine.

Student pilots attempting their first solo flight are **strongly encouraged** to take a stage check flight with an instructor other than their primary CFI just prior to the first solo. This flight should emphasize consistent pattern work, landing technique, and proper go-around techniques. This flight should be debriefed with **both** instructors to maximize the benefit to the student.

All pilots need an appropriate endorsement in their logbook before conducting any operations from unpaved runways in Club aircraft. See Section I for additional restrictions concerning operations on unpaved runways. It is understood that this restriction does not apply in the event that a forced landing is necessary.

Section V

Abuse of Aircraft

A penalty may be charged of any member who has abused an aircraft or has left it in an unsatisfactory condition. Examples of such abuse include, but are not limited to, burns or tears in upholstery or carpeting, and stains from food, beverages, or airsickness. Any member should promptly notify the appropriate Club maintenance personnel of any such conditions so that the responsibility for the repair charges may be determined.

Updated by JPW 9/6/2006