

# **OREGON STATE FLYING CLUB, INC.**

## **RULES FOR FLIGHT OPERATIONS**

These Rules are intended for use in conjunction with the Articles of Incorporation, the Bylaws, and the Board Resolutions of the Oregon State Flying Club, Inc. to direct its members on proper protocol for flight operations. All members shall read and be familiar with the content of these documents. Members with questions regarding these Rules should contact the Director of Flight Operations or one of the Corporate Officers. Any member who violates any of the rules herein shall be considered for revocation of membership, and, if appropriate, a full report of the details shall be sent to the Federal Aviation Administration. A member misusing or abusing corporate property in any manner will be denied use of corporate aircraft until a review of the events has been conducted by the Board of Directors.

### **I. SCHEDULING**

#### **A. General**

Only members on “active” status who meet all currency requirements can schedule corporate aircraft. In order to qualify for currency, a member must have a valid FAA pilots license (IAW FAR Part 61), a valid FAA medical certificate (IAW FAR Part 67), a current FAA flight review and applicable recent flight experience (IAW FAR 61.56 and FAR 61.57), and a current OSFC, Inc. proficiency check appropriate for the aircraft being flown (IAW Section II, Part C of these Rules). No member with an overdue financial account with the corporation is permitted to schedule corporate aircraft. The following are additional specific scheduling rules:

1. Scheduled corporate aircraft must be claimed ON TIME. An aircraft not claimed within 30 minutes after the scheduled time will then become available to other members for scheduling.
2. Members must return aircraft ON TIME. If late, and in the vicinity of the Corvallis airport, members shall advise the authorized Fixed Base Operator (FBO) of the situation. If late, and not in the vicinity of the airport, members must call the FBO or the Director of Flight Operations to advise of the situation. A member that is late and fails to make contact as described above may incur an additional daily minimum charge for the aircraft (see Section I, Part B, Item 2), as determined by the Board of Directors.
3. Members shall schedule corporate aircraft only for the time needed. A member returning an aircraft early should remove the unused time in their reservation from the schedule.
4. Members planning to leave Corvallis before or after the FBO’s normal business hours must pick up the tach book and keys while the FBO is open, or make special arrangements with the FBO.

5. Members returning corporate aircraft before or after the FBO's business hours must fill out the tach sheet, lock the tach book in the aircraft, and drop the aircraft key in the FBO's night drop box.
6. Members shall cancel their reserved flight-time as soon as their intentions for the flight change.

#### B. Cross-Country Flights

1. No member may schedule an aircraft for a period of more than one week (7 consecutive days) away from Corvallis, or more than one full weekend (Saturday and Sunday) per month without prior approval of the Director of Flight Operations. Requests for exemptions from this Rule must be made at least two weeks before the beginning of the flight.
2. Members taking corporate aircraft away from the Corvallis airport will be charged a minimum of two flight hours for each 24-hour period.
3. Members taking corporate aircraft away from the Corvallis airport for 12 hours or longer are required to post a contact phone number and destination for their intended flight in the comments section of the schedule.
4. Members planning flights outside the contiguous 48 United States must notify the Director of Flight Operations of their intentions at least two weeks in advance. At the expense of the member, a Canadian or Mexican Insurance card will then be requested for the aircraft from our insurance carrier. The member is responsible for determining what documents are required for trans-border flights to and from the United States.
5. Members taking corporate aircraft out of the Corvallis area over the end of one month into the beginning of the next month must turn in the current tach sheets to the FBO's front desk before departing on their flight.

## II. OPERATIONS

#### A. General

1. It is the responsibility of each member to be familiar with, and in connection with their activity as members, to observe and abide by: (1) the Bylaws, Board Resolutions, the Rules of the Oregon State Flying Club, Inc.; (2) the manufacturer's operating procedures for each corporate aircraft the member flies; and (3) the applicable laws, rules and regulations of the Federal Aviation Administration and other governmental authorities, including regulations concerning activity at the Corvallis Municipal Airport imposed by the City of Corvallis, Benton County, and the State of Oregon.
2. Equipment of the corporation is for the exclusive use of its members. No member shall allow a non-member to operate corporate aircraft, unless that non-member is a flight instructor authorized by the OSFC, Inc. to give instruction to the member, or except as deemed in the best interest of the corporation and authorized by a majority vote of the Board of Directors.
3. Student pilots must have an authorized instructor's approval for every solo flight.

4. Corporate aircraft may be used for instruction, for pleasure, and for transportation. All other operations such as parachuting, towing of any kind, or any modification of an aircraft, such as removal of doors or windows or attachment of objects, are not permitted.
5. There shall be no off-pavement landings or take-offs in the corporate C-172SP, unless the member has been determined proficient in off-pavement operations by the Director of Flight Operations. No one is permitted to do takeoffs or landings in the C172SP from the right seat unless they hold a Flight Instructor Certificate or have received an endorsement from a CFI that they are proficient in right seat takeoffs and landings. (modified Oct 13, 2013)
6. Corporate aircraft may not be used for maneuvers or any flights which may impose unusual strain on the aircraft and/or its systems.
7. Corporate aircraft shall be operated and maintained in accordance with regulations and procedures set forth by the Federal Aviation Administration, the equipment manufacturer, and the Board of Directors, consistent with the type of operation intended for the equipment and normal safety precautions.
8. Any member who damages corporate equipment will be responsible for the cost of repair for that equipment, up to the amount of the corporation's insurance deductible. If the board chooses not to file an insurance claim, the member will still be responsible for the amount of the deductible. In the event an insurance claim is denied due to the actions of the pilot, the member will be responsible for the full cost of repair. (June 3, 2016)
9. Only persons authorized by the Board of Directors may provide instruction in OSFC, Inc. aircraft. Instruction of non-members in corporate aircraft is NOT allowed. Members shall receive instruction in OSFC, Inc. aircraft by Board-approved flight instructors only. (April 6, 2004).
10. Except for approved instructors giving instruction to members, only members of the Corporation may act as pilot-in-command of OSFC, Inc. aircraft. (modified Dec 3, 2003).
11. No person shall use or operate corporate equipment for profit or as a commercial operation as defined by the Federal Aviation Administration, other than Board authorized flight instructors providing flight instruction to members. (March 19, 2019)
12. While taxiing corporate aircraft, members shall avoid gravel areas whenever possible.
13. Intentional spins are not permitted in corporate aircraft except under supervision of an authorized instructor, and only for training requirements in accordance with FAR 61.183.
14. Corporate aircraft may not be used for any unlawful purpose.
15. Preflight fuel samples: Members shall comply with local, state, and federal regulations for fuel disposal. Members are encouraged not to drain, sump, or dump fuel on the ground.
16. No animals are to travel in the clubs aircraft unless they are properly restrained in an enclosed carrier so that they do not damage the aircraft, hinder or distract the pilot or cause a safety issue. Any damage or necessity for clean-up caused by an animal to club aircraft is the pilot's responsibility. (Apr 17, 2012)

## B. Proficiency Requirements

1. All members with an FAA Recreational, Private, Commercial, or ATP certificate are required to take regular proficiency check flights with an authorized flight instructor. These flights are intended to: (a) provide members a regular opportunity to review the FARs and any procedural changes that may have occurred; (b) allow newly certificated members to keep their skills sharpened; and (c) enable members to maintain a high level of proficiency. [This requirement is not intended to have the rigor of an FAA flight review. It is an opportunity for members to be evaluated by an authorized flight instructor and to be reminded that safety is the most important element of every flight.] (Dec 3, 2003)
2. Any member of the Board of Directors may suspend a member's flight privileges pending review by the Board at the next official Board meeting. The Board may require a member to satisfactorily complete a special proficiency check before reinstating flight privileges. The tasks required by this special proficiency check will be determined by the Director of Flight Operations. (Dec 6, 2005)
3. The member and the authorized flight instructor will together determine which flight maneuvers are to be reviewed and practiced during the proficiency check. These maneuvers could include, but are not limited to, stalls, flight at minimum controllable airspeeds, soft-field landings, short-field landings, or night flight.
4. A proficiency check is satisfied by the successful completion of an FAA check-ride, an FAA flight review, or an FAA instrument proficiency check.
5. Initial Checkout: Each member must have a one-time checkout by a Club CFI in every make and model of aircraft the member will fly. The member must demonstrate competence in the following areas: stalls, slow flight, steep turns, emergency procedures, take-offs and landings, crosswind landings, aircraft systems, weight & balance computation, aircraft performance, and other air work at the discretion of the instructor. Member performance must meet the requirements of the FAA Practical Test Standards for Private Pilots. (April 17, 2012)
6. Proficiency Checks: Members are required to complete a proficiency check in an OSFC aircraft within the preceding six (6) calendar months. In addition to a review of flying skill, proficiency checks shall include knowledge/judgment training. The content of knowledge/judgment training shall be at the discretion of an OSFC approved flight instructor; however possible subjects include flight safety awareness, weather, flight planning, aircraft performance, systems, etc. Knowledge/judgment training may be accomplished through ground training with an instructor, online courses and/or a combination of the two. (Jan 15, 2013)
7. To fly Corporate aircraft under instrument flight rules, or in weather conditions less than the minimums prescribed by VFR, members must be qualified and current in accordance with the FARs.
8. Club members who are flight instructors authorized by the Board to provide instruction to Club members may self-certify their own Club Proficiency Checks. If flying in the C-172SP, said instructors must also certify they meet insurance requirements applying to all members as described below. These instructors must state their self-certification for the C-172SP each time they update their

Proficiency Check if they wish to operate the C-172SP as a Club member. (Jul 11, 2006)

### C. C-172SP Requirements

Members must meet all of the following requirements in order to operate the Cessna C-172SP as pilot-in-command:

1. Hold a current and effective medical certificate (unless a pre-solo student pilot).
2. Satisfy the FAA's flight review requirements.
3. Have completed to VFR standards a training course for the Garmin G-1000 that is accepted by the club's Insurance Company.
4. Have received a checkout from, and written approval of, a Certificated Flight Instructor in the OSFC C172SP. (May 20, 2010)

A member may receive dual flight instruction in the insured aircraft from a Certificated Flight Instructor to meet the above requirements. (Feb 18, 2010)

### III. FLIGHT SAFETY

The continued existence of the corporation depends on its flight safety record. If the corporation's safety record is compromised, it may be impossible to obtain insurance coverage at affordable rates. The following safety Rules, therefore, will be strictly enforced for the continued benefit of all corporate members.

1. Members acting as pilot-in-command when out of currency (by FAA or corporate regulations) are subject to action by the Board of Directors, including: reprimand, suspension of flying privileges, expulsion from the corporation, or other penalty as deemed appropriate by the Board of Directors.
2. Members may not act as pilot-in-command (PIC) of corporate aircraft unless they satisfy all FAA and corporate currency requirements. No member may operate corporate aircraft as PIC in violation of any Federal Aviation Regulation or corporate Rule.
3. The minimum permissible altitude of flight over Corvallis is 1300' MSL (IAW FAR 91.119).
4. No VFR night operations are permitted in corporate aircraft if visibility is, or is forecast to be, less than 5 statute miles or if ceilings are, or forecast to be, lower than 3,000 feet AGL.
5. Members are responsible for notifying the contracted FBO and either the Director of Maintenance or the Director of Flight Operations of any conditions of corporate aircraft that they deem unsafe. (May 20, 2010)
6. A member acting as pilot-in-command of corporate aircraft away from Corvallis who is unable to continue flight or return the aircraft due to weather conditions or maintenance difficulties, must notify the Director of Flight Operations (or a member of the Board if the DFO is unreachable). In this case, the member will NOT be assessed the daily minimum charges for the aircraft. In the case of a

- prolonged maintenance or weather situation where the member chooses to abandon the aircraft, the member must make arrangements to return or retrieve the aircraft in a reasonable time (as determined by the Board of Directors) or pay for the costs required to have the aircraft retrieved by the corporation. Members retrieving abandoned aircraft will not be paid for their services.
7. No member will operate corporate aircraft in a manner that could cause apparent or hidden damage to the aircraft.
  8. Any damage to, or deficiency noted in, corporate aircraft must be entered on a squawk form on Schedule Point immediately after its occurrence or detection (for example, but not limited to, excessive engine temperatures, low oil pressure, hard landings, large dents, oil leaks, low tire pressure, inoperable avionics, etc.). (May 20, 2010)
  9. No corporate aircraft may depart any airport with the fuel tanks less than one quarter full, regardless of the anticipated length of flight.
  10. Flight plans must be filed for any flight leaving the Willamette Valley and for every flight originating outside the Willamette Valley.
  11. No member shall operate corporate aircraft at night without having his/her own operational flashlight on board (OSFC, Inc. does not provide flashlights). (Section III modified 120303).
  12. Pilots who overfly scheduled maintenance may be prohibited from flying OSFC aircraft until they have taken ground instruction, consisting of a thorough review of the relevant FAR and OSFC rules and procedures regarding maintenance and ADs, from an OSFC-approved CFI and the CFI has endorsed the pilot's log book. (August 26, 2010)
  13. Pilots are responsible for operating corporate aircraft in a manner consistent with best safety practices. (August 26, 2010)

#### **IV. PROTECTION AND CARE OF OSFC, INC. PROPERTY**

Members are required to take all reasonable precautions to protect corporate property from damage, and to minimize wear and tear on equipment and aircraft.

1. All corporate aircraft must be tied down with control locks inserted, windows and vents closed, and doors locked while unattended.
2. Tow bars must be used when maneuvering aircraft on the ground [do NOT push on the tail to position the aircraft].
3. Members are responsible for locating appropriate tie-downs at all airports where the airplane will be parked for an extended length of time. On airports without tie-downs, the member has responsibility to protect the aircraft from possible damage due to the lack of tie-downs.
4. Smoking is not permitted in any corporate aircraft.
5. Members are required to return corporate aircraft in a clean condition inside. All personal belongings and any garbage must be removed. Shoulder harnesses shall be stowed in the overhead slots when available, front seat-belts shall be tied around the seats, and fuel sampler cups and fuel measuring sticks shall be returned to the seat back pockets. It is each member's responsibility to provide

- sick-sacks for his/her passengers, to ensure that those passengers understand their use, and to dispose of used sick-sacks properly.
6. If a member determines that a corporate aircraft has been left in an unacceptable condition, he/she should report the condition, together with the last name entered on the tach-sheet, to the Director of Flight Operations (or a member of the Board if the DFO is unavailable). Items of value found in the aircraft should be turned in to the front desk of the FBO.
  7. Members are required to check the squawk-forms on Schedule Point as part of the aircraft pre-flight. (May 20, 2010)
  8. Any member, in consultation with a certified FAA mechanic or an authorized flight instructor, may ground a corporate aircraft that they feel is unsafe for flight. A member grounding an aircraft must contact the Director of Maintenance as soon as possible to explain the reasons for grounding.
  9. A corporate aircraft grounded for cause may not be flown until released by a certified aircraft mechanic or an authorized Board member.
  10. Deficiencies and repair of corporate aircraft:
    - a. Only members approved by the Board of Directors are permitted to attempt repair of any corporate aircraft or its contents.
    - b. If a deficiency is noted, the appropriate course of action is as follows:
      1. if on the ground in Corvallis - contact the FBO; or
      2. if airborne - land as soon as practical according to prescribed procedures if the deficiency could adversely affect the safety of flight; or
      3. if on the ground away from Corvallis - try to pinpoint the problem as accurately as possible, fill out a squawk form on SchedulePointe, then seek competent advice from a licensed aircraft mechanic; and
        - a. if repair of the deficiency is necessary for the safe continuation of flight, and the cost will not exceed \$250.00, the member shall authorize the repair; or
        - b. if the repair of the deficiency is necessary for safe continuation of flight, and the cost is expected to exceed \$250.00, the member must contact the Director of Maintenance (telephone numbers in the back of tach-book) to get authorization before having any work started. (May 20, 2010)

## **V. BILLING PROCEDURES AND CHANGE OF STATUS**

1. Members shall pay the costs associated with operation of corporate equipment in accordance with the rate schedule provided by the Board of Directors.
2. The parent or legal guardian of a member under the age of full legal responsibility is responsible for the payment of charges incurred by the member.
3. A member shall be in "good standing" at all times at which his/her account is current or less than 30 days in arrears and the Board of Directors is not under any disciplinary sanctions (e.g. Flight Hold) on the member.

4. Members will pay their equipment operation charges after each flight whenever the FBO is open and the corporate aircraft is stored at the clubs base of operation. For any other occasion, members will pay their equipment operation charges in the month following that in which the obligation was incurred. A member who is thirty (30) days overdue in meeting his/her financial obligations to the corporation, shall be placed on the FINANCIAL HOLD list by the Board, barring them from use of aircraft, until such obligations are met.
5. Monthly dues, to cover fixed monthly costs of operations, will be charged to all members in an amount prescribed by the Board of Directors.
6. A bill for monthly dues and unresolved charges for use of corporate aircraft will be mailed to each member on, or before, the 10th day of every calendar month.
7. Full payment is due by the last day of the calendar month during which the bill was issued.
8. Members who are late or delinquent in payment are charged 1.5% interest per month on the unpaid balance (\$.50 minimum), are ineligible to fly corporate aircraft until the balance is paid, and are placed on the FINANCIAL HOLD list.
9. Checks returned to the corporation for insufficient funds are treated as if no payment was made.
10. Members who are delinquent 60 days will receive a written notice and remain on the FINANCIAL HOLD list until full payment of the balance is received. An additional refundable security deposit may be required, at the discretion of the Board of Directors.
11. Members who are delinquent 90 days may be expelled from the corporation, at the discretion of the Board of Directors. Their security deposit will be applied against all outstanding charges, the remainder of which will be refunded to the member. If the outstanding balance is greater than the security deposit, the member's account will be turned over to a collection agency. The expelled member will not be allowed to re-join the corporation at any time in the future.
12. Members are removed from the FINANCIAL HOLD list only after payment for all outstanding charges has been received, plus any required additional security deposit.
13. Hourly rates for corporate aircraft include use of aircraft, fuel at KCVO Club Rates, oil, insurance and approved repairs. Other expenses (i.e. landing fees, tie-downs etc.) are to be paid by the individual member. (May 20, 2010)
14. Removed. (May 20, 2010)
15. Removed. (May 20, 2010)
16. Members who pay corporate expenses from personal funds and wish to be reimbursed, must submit the receipts with their monthly payment. Deduction requests must be accompanied by receipts. These receipts must include member name and number, date, aircraft N-number, purpose and amount of payment.
17. Questions concerning monthly bills should be addressed to the Treasurer.

## **VI. INSURANCE COVERAGE FOR OSFC, INC. AIRCRAFT**

1. Corporate aircraft are currently insured by the AVEMCO Insurance Company. [Members are encouraged to carry their own "renter's insurance" as secondary



coverage. For a complete account of our insurance coverage members should contact the Director of Flight Operations.]

2. All “Active” members of the corporation are named on the insurance policy. “Inactive” members are NOT insured and cannot use corporate aircraft.
3. Payment of the deductible, up to an amount set by the Board, is the responsibility of the member at fault.
4. No member shall operate corporate aircraft if:
  - a. The aircraft does not bear a valid and currently effective "standard" Airworthiness Category Certificate issued by the FAA;
  - b. The member that does not hold valid and effective medical and pilot certificates, or fails to meet FAA flight review or recent flight experience requirements in accordance with FAR 61.56 and 61.57;
  - c. The member does not meet the proficiency requirements of the corporation or insurance requirements of our policy; or
  - d. The aircraft is being used:
    1. in any manner which required a special permit or waiver from the FAA, whether granted or not;
    2. in performance or attempted performance of abnormal flying including closed course racing, hunting, bird or fowl herding; or
    3. in violation of any regulation pertaining to any pilot certificate.
5. If loss occurs, members are responsible for:
  - a. Protecting the aircraft. Any additional loss due to failure to protect the aircraft is not recoverable from the insurance company. If loss is covered, reasonable expenses incurred in providing protection are also recoverable;
  - b. Notifying the Director of Flight Operations (or a member of the Board if the DFO is unavailable) as soon as possible. Law enforcement should also be contacted in the event of theft, larceny, robbery, or pilferage;
  - c. Assisting with recovery; and
  - d. Remuneration of expenses not recovered by the corporation. Members will be responsible for no more than the amount of the deductible if they are operating the aircraft in a way that does not violate insurance requirements.