

# Pajarito Flying Club

## Operational Rules

The Pajarito Flying Operational Rules, as referenced in the Pajarito Flying Club Bylaws, govern the use and operation of Pajarito Flying Club aircraft and outline fees and dues.

### 1 GENERAL

1. All members shall comply with applicable aircraft limitations, Federal Aviation Regulations, NOTAMS, and local airport operations as described in the appropriate current Airport/Facility Directory. This rule supersedes all other operational rules defined herein.
2. Aircraft provided by the Club are for the exclusive use of its Equity Members and their passengers.
3. Members are required to conduct themselves in a manner that is a credit to the Club.
4. An Equity Member may use Club aircraft for personal transportation, for training of the member, or the member's pleasure. Club aircraft may not be used for commercial operation as defined by Federal Aviation Regulations.
5. Club aircraft may be flown solo only by individuals who meet Pajarito Flying Club Bylaws requirements.
6. ANY accident or incident involving a club aircraft must be immediately reported to the President and the Maintenance/Safety Director.

## 2 RECORD KEEPING

1. No member may operate a club aircraft without scheduling the aircraft according to section 3. This rule does not apply to ground operations for the purpose of repositioning an aircraft on the airport.
2. For each aircraft, the club shall provide a notebook that contains the following items:
  - Aircraft key(s)
  - Checklists
  - Weight and balance information
  - Aircraft use log
  - Maintenance squawk log
3. Prior to each flight, the pilot shall record the Tach OUT time in the aircraft use log and verify that it matches the previous Tach IN time. Any discrepancy shall be noted in the log.
4. Each pilot shall file a Flight Plan for each cross-country flight (more than 50NM) conducted in club aircraft.
5. No pilot other than club-approved Flight Instructors or students receiving training toward an instructor certificate, may fly from the right seat, or in a tandem aircraft, any seat other than the one approved for solo operation.
6. Aerobatics, including intentional spins, are prohibited in club aircraft unless at the direction of an approved instructor.
7. At the conclusion of each flight, the pilot shall record the Tach IN time in the aircraft use log, and record any maintenance squawks in the squawk log. Maintenance issues that would cause the aircraft to become unairworthy shall be noted prominently and reported as soon as practical to the Aircraft Maintenance Officer.
8. ANY damage to a club aircraft must be reported to the Aircraft Maintenance/Safety Officer as soon as practical. This includes major damage and minor damage including upholstery stains, etc.

### 3 SCHEDULING

1. Only Equity Members who meet checkout and currency requirements of the Pajarito Flying Club Bylaws for the aircraft to be scheduled may schedule use of an aircraft.
2. Aircraft must be scheduled by the web-based scheduling tool on the club's website and are made on a first come/first serve basis. No aircraft may be used before making an entry in the web-based scheduling tool.
3. A contact phone number for the Equity Member using the aircraft is required.
4. For trips that require less than a full tank of fuel to meet weight/balance requirements, i.e. for increased usable load, the required fuel level must be entered into the scheduling tool when scheduling use.
5. An Equity Member failing to return the aircraft before the next scheduled operation at the start of the scheduled use is responsible for fees charged to subsequent scheduled Equity Members who are unable to use the aircraft. If the aircraft cannot be safely returned, the Equity Member must make an appropriate entry in the scheduling tool as soon as practical to absolve the responsibility to pay the fees of other members.
6. All cancellations and delays must be entered into the scheduling tool as soon as practical, but no later than 30 minutes before the start of scheduled use.
7. If the Equity Member is not present 30 minutes before the start of scheduled use, the scheduled use of that Equity Member is forfeit.
8. Scheduled use for more than 24 hours must include at least 2 billable hours per 24 hours of use.
9. Each Equity Member may only schedule one trip lasting more than 24 hours per calendar month.

### 4 GROUND OPERATIONS

1. Each pilot is responsible for properly parking and securing the aircraft at the conclusion of each flight. An appropriate towbar shall be used to maneuver an aircraft for the purpose of parking. Aircraft shall be tied down or hangared,

the doors shall be locked, and any aircraft covers provided by the club shall be installed on the last flight of the day. Members will be held individually responsible for damage caused by failing to comply with this rule.

2. No smoking in club aircraft or within 50 feet of a club aircraft.
3. Members must keep aircraft clean, tidy, and ready for the next flight. Members may be assessed a fee for habitually violating this rule and an additional fee to cover cleaning costs, if necessary.
4. The Maintenance/Safety Director is the only individual permitted to authorize repairs. If a repair is made without authorization from the Maintenance/Safety Director, the Equity Member who initiated the repair may be liable for the entire cost of the repair.
5. When the propeller is in motion, the rotating beacon as well as the strobes (daytime) or positional lights (nighttime) to provide further warning of the associated danger to those on the ramp.
6. When ambient temperatures are below freezing, pre-heating the engine into operating range (in the green arc) is required before flight. Pre-heating engine time is reimbursed by the club and does not count toward flight or rental time.
7. The aircraft must be free of snow and ice before flight. Snow or ice must be removed by a combination of brush, sun-melt, or aviation de-ice fluid – no scraping nor beating surfaces.

## 5 FLIGHT OPERATIONS

1. Equity members must follow the specific checklist provided for each aircraft.
2. Flight plans must be filed for any trip that leaves a 50 nautical mile radius of the home airport, KLAM.
3. Equity Members shall have a flight endorsement before flying club aircraft at night (as defined by FAA regulations.)
4. Equity Members are strongly encouraged to fly “by the book” patterns near airports
5. Equity Members shall fly with the landing light on when near an airport or high traffic area.

## 6 Passengers

1. Equity Members are allowed to transport passengers so long as the Member meets all of the requirements set forth by the FAA for such transportation.
2. Passengers must be briefed according to the aircraft checklist and FAA regulations.
3. Children must be restrained according to FAA regulations with an FAA approved Child Restraint System (CRS). The Equity Member is responsible for any soiling occurring as a result of the transportation of any passengers, including children, so the Member should consider the use of an additional seat cover, floor cover, or restriction of food and beverage according to their willingness to clean and to accept responsibility for repairing damage due to soiling.
4. Pets are allowed so long as:
  - (a) They are never present on the flight deck, where the flight deck is defined as the back of the pilots' seats forward.
  - (b) They must be restrained in the back seat by a crate or automotive seat-belt/harness.
  - (c) To the extent possible, pet dander/hair must be contained during and removed after flight.
  - (d) The Club Member must provide additional protection for upholstery and flooring to prevent damage.

## 7 FEES, DUES, AND RATES

As the club currently has no major assets, these fees are based on rough estimates and are intended as a guide for researching, inspecting, and acquiring new aircraft and for the execution of tasks related to incorporation, website operation, and other routine business.

### 7.1 Initial membership fees

This fee is intended to cover startup costs such as professional services, filing fees, office supplies, website development, and other fees necessary to the start of Club business. Any funds remaining will be applied to the down payment on a new aircraft, or in the event that no aircraft is purchased, returned to members in equal portions.

1. The membership fee for equity members is \$100.
2. The membership fee for social members is \$20.

## 7.2 Yearly dues

1. Yearly dues for social members is \$20.

## 7.3 Monthly Fees

The monthly fees shall be comprised of the equal distribution among the members of fixed costs associated with aircraft ownership. These costs include:

1. Loan payment toward aircraft mortgage
2. Insurance
3. Hangar or tie-down fees
4. Annual inspection (basic)

Any other fixed costs shall be covered by dividing the fees equally among the Club Equity Members after approval by the Board according to the Bylaws.

## 7.4 Hourly Rates

Hourly rates shall be comprised of the following:

1. Fuel and oil
2. Maintenance beyond base annual inspection
3. Engine overhaul reserve
4. Avionics maintenance

Any other hourly costs accrued while the aircraft is being operated by a Member shall be paid by that Member. This does not supercede any description of payments for damage or other special costs that are already addressed in the Bylaws.