



## BYLAWS

### 1. NAME

The name of this association shall be Oscar 41 Aviators, LLC and will be referred to throughout this document as the “Club”.

### 2. OBJECTIVES & PURPOSE

The objective & purpose of this organization is to promote the safe and effective use of general aviation; provide safe and enjoyable access to high quality aircraft, and to promote and provide access to the best quality flight instruction available in the region.

### 3. MEETINGS

Meetings shall be called by the General Manager, as necessary.

### 4. ADMINISTRATION

Club organization, promotion and administration shall be controlled by the General Manager (GM). Help may be employed by the GM, as necessary. Finances will be managed by the Accounting Personnel at Watts-Woodland Airport (WWA) under direct supervision of the GM.

### 5. MEMBERSHIP

- a. Applicants for membership must complete and sign all pages of the Membership Application. This must be submitted along with all documentation and the non-refundable application fee. Upon acceptance and payment of the required monthly dues, the applicant becomes a member in good standing.
- b. Monthly dues shall be paid on the 1<sup>st</sup> day of each month automatically using the credit card on file for each member. If no card is on file, the payment must be received by the Club no later than the 4<sup>th</sup> of each month. A late fee of \$5.00 may be charged for any dues received after the 4<sup>th</sup> of the month.
- c. Only Club members may manipulate controls and act as Pilot in Command (PIC) of any Club aircraft.
- d. Members may withdraw from the Club at any time by notifying the GM or the Club Accounting Personnel in writing.

- e. Members who have withdrawn in good standing may rejoin on a “space available” basis by completing a Re-Activated Membership Application and paying the appropriate membership fees, subject to the GM’s approval.
- f. The GM may limit the acceptance of new members at any time.
- g. Members may have their membership terminated by the GM at any time.
- h. Members are responsible for canceling all scheduled flights within 24 hours of the reservation. If no cancellation has been made by 45 minutes after the flight’s original departure time, it will automatically be cancelled, and the member will be charged as follows:
  - i. \$25 for first and second occurrence.
  - ii. \$50 for each occurrence thereafter.
- i. Fees for flight time and flight instruction are due & payable immediately after each flight. Aircraft flight time is to be paid to the Club through the Club Accounting Personnel. Instruction fees are to be paid to the Flight Instructor directly. All members must maintain an active credit card on file with the Accounting Personnel and agree that it can be charged for any after-hours flights or unpaid balances. If no card is stored on file, members must maintain an account balance of no less than \$500.00.
- j. All bills are due upon receipt. Overdue balances are subject to a 2% interest charge per month. Any account more than 30 days overdue may result in a suspension of flying privileges until the account has been paid in full.

**6. INSURANCE**

The Club carries insurance to cover Club aircraft, and the Club itself, should an accident occur while a student or CFI is flying. There is a physical damage deductible of \$2,500 on each Club airplane. The Club STRONGLY recommends that each pilot carry his/her own Non-Owned Aircraft Liability and Physical Damage Insurance policy. Having this type of policy could cover the cost of the Club deductible if the pilot were to be at fault for damages. There is an application for Non-Owned Aircraft Liability and Physical Damage Insurance available at the Watts-Woodland Airport Front Office for anyone interested in more information.

# DEFINITIONS

1. AGL – Above Ground Level
2. AIRCRAFT BINDER – Binder for each aircraft containing keys, aircraft time sheet, fuel station card and other items of use for a flight.
3. AS – Advanced Student – An advanced student is a pilot with at least a Private Pilot Certificate who is training for an additional certificate or rating.
4. ATC – Air Traffic Control
5. CFI – Certified Flight Instructor
6. DUAL FLIGHT – Training flight with a CFI onboard the aircraft.
7. FAR – Federal Aviation Regulation
8. GM – General Manager
9. IAW – In Accordance With
10. IFR – Instrument Flight Rules
11. LOCAL FLIGHT – Flights that originate from Watts-Woodland Airport (O41) and are within a 25 NM radius of the airport.
12. MEI – Multi-Engine Instructor
13. MSL – Mean Sea Level
14. NM – Nautical Miles
15. NTSB – National Transportation Safety Board
16. NSRP – Non-Student Rental Pilot – Certificated pilots who are approved to rent Oscar 41 Aviators aircraft for personal use.
17. POH – Pilot Operating Handbook
18. PS – Primary Student – A primary student refers to a student pilot without a private pilot certificate.
19. SOP – Standard Operating Procedure
20. TFR – Temporary Flight Restrictions
21. VFR – Visual Flight Rules
22. VOR – Very high frequency Omni Range Navigation System

# GENERAL RULES

## 1. INTRODUCTION

In this document you will find the practices and procedures that Oscar 41 Aviators, Inc. has determined our Primary Students (PS), Advanced Students (AS), Non-Student Rental Pilots (NSRP) and Staff must follow. We have developed these with the mindset of operating at the highest level of safety. Members shall observe all federal, state, local and Club rules.

- a. There are instances in these procedures where our standards are more restrictive than FAA standards (e.g., fuel requirements). This manual will be the final authority in such cases. If anything in this manual is in direct conflict with the Federal Aviation Regulations (FAR) or not consistent with safety, the FAR's will be the final authority, and such examples will be brought to the immediate attention of the Club GM.
- b. All pilots flying at Oscar 41 Aviators, LLC agree to adhere to this Standard Operating Procedure (SOP) in its present revision and as amended in future revisions. A copy of the most current version shall be maintained at the Watts-Woodland Airport front desk. When the SOP is revised, front desk personnel shall inform all pilots and ensure receipt prior to flight. It is the responsibility of each pilot to read any updated version before their next flight begins.
- c. Failure of pilots to adhere to this SOP may result in the loss of flight privileges, assessed fees for aircraft cleaning/repair and forfeiture of any funds held on account with the Club.

## 2. GENERAL

### *a. Applicability*

The procedures, rules and practices outlined herein apply to all pilots training under FAR Part 61, and Non-Student Rental Pilots. Other non-FAR related exceptions may be granted to the NSRP by the Club GM.

### *b. Required Procedures*

All pilots and students will comply with the following:

- i. Preflight the aircraft per the Pilot Operating Handbook (POH), located inside the aircraft.
- ii. Remove ice, frost, and snow from windshield and airplane surface prior to flight.
- iii. Ensure windshield and windows are clean.

- iv. Always use the appropriate checklist in the approved POH. Read the POH and be familiar with the emergency procedures and aircraft systems for the aircraft that you are flying.
- v. After **every** flight: clean windscreen, ensure windows are clean inside and out, remove all garbage from aircraft, clean leading edges, cover airplane (if applicable), wipe down touchscreen with microfiber cloth, install pitot tube covers, and refuel aircraft as appropriate. Install window and inlet covers if the aircraft is so equipped.
- vi. All aircraft operators are responsible for, as a minimum, the satisfactory knowledge of the following:
  - 1. Aircraft fuel system.
  - 2. Fuel & oil capacity, grade(s) and consumption rates.
  - 3. Weight & balance limitations.
  - 4. Airspeed & performance and aircraft limitations.
  - 5. Emergency & abnormal procedures.
  - 6. Aircraft radio navigation equipment & systems (e.g., autopilot).
- vii. Ensure the following, as a minimum, are on board the aircraft prior to flight:
  - 1. Airworthiness certificate.
  - 2. Aircraft registration.
  - 3. POH.
  - 4. Weight & balance information.
  - 5. Approved checklist.
  - 6. Safety equipment (e.g., fire extinguisher, if supplied).

**c. Student Solos (Primary)**

- i. No student pilot may be authorized to start a solo practice flight from an airport until the flight has been approved by a responsible CFI, who is present at that airport (not including out-airports on solo cross-country flights).
  - 1. The solo flight begins when the solo student performs his or her first takeoff from WWA (O41).
  - 2. On multi-leg solo cross-country flights, all other arrivals or departures are considered a segment of the initial flight authorization, and the CFI is not required to be at those out-base locations.
  - 3. Local area solo flights are approved when a CFI present at the airport fills out and signs the "Local Solo Flight Approval Form".

4. Cross-country solo flight approval is the CFI's cross-country solo endorsement.
- ii. Students will not depart on solo flights with less than 50% full fuel tanks. Exceptions may be granted by the GM.
- iii. Solo student landings at WWA (O41), any airport with a runway length of less than 5,000 ft. or a runway width of less than 100 ft., or at airports with a density altitude of more than 3,500 ft. must be full-stop landings – **No** touch and go landings. There will be **no exceptions** to this policy.

**d. Safety Equipment for Airplanes**

The following includes those items that must always be in the aircraft, as well as highly recommended items to be carried by the pilot:

- i. First-aid kit
- ii. airsickness bags
- iii. Fuel Strainer
- iv. Tow bar
- v. Current charts for route of flight (paper or digital, provided by pilot)
- vi. For night flights: At least one serviceable flashlight with spare batteries (provided by pilot)
- vii. Survival kit for flying over uninhabited mountains or desert terrain (provided by pilot). The contents are at the discretion of the pilot, but should include:
  1. Food & water
  2. Signal & light devices
  3. Knife
  4. Light weight shelter equipment (e.g., space blanket, large trash bags, etc.)
  5. Fire starting equipment
  6. For over water operations beyond power-off glide range from the shore, a life vest for each passenger with an attached signaling device.
- viii. For flight over terrain higher than 4,500 ft. MSL, the pilot shall check out and carry a Club "Mountain Flying Kit".

**e. Aircraft Accident/Incident**

- i. Pilots shall report any accident or incident to Club officials, as soon as possible. If available, the pilot will also gather and report the names and addresses of witnesses and any involved parties. A form is provided in each aircraft binder for information gathering purposes.

1. Any malfunction, trouble or damage **MUST** be listed on the squawk sheet immediately.
- ii. In the event of an accident or incident, do not permit the aircraft to be moved unless expressly authorized to do so by an officer of the Club. Take necessary steps to secure and protect the aircraft and its equipment from loss. Report incidents and accidents to the proper authorities according to NTSB 830, if applicable.
- iii. If damage is the result of the pilots (e.g., PS, AS, CFI, NSRP) negligence, he or she is responsible for aircraft damages. Although the Club carries insurance on its aircraft, all pilots flying Club aircraft are ultimately responsible for any damages they may cause, or deductibles that might be imposed, in the event of a mishap. For this reason, we **HIGHLY** recommend a Non-Owned Aircraft Liability and Physical Damage Insurance policy be held by all pilots and student pilots.
- iv. Careless procedures or abuse to Club aircraft beyond normal wear and tear will be chargeable to the club member responsible.

### **3. SCHEDULING & RENTAL: POLICIES & PROCEDURES**

Members may only take out a Club aircraft if they have received a checkout specific to that aircraft from a CFI. In addition, the member's records on file must be signed by a CFI for each type of Club aircraft that he/she is authorized to fly.

#### ***a. Solo Aircraft Rental Requirements***

- i. Checkout requirements: Before renting or flying a Club aircraft, the individual must:
  1. Possess the experience and qualifications required by insurance for the type of aircraft rental.
  2. Show record of licenses and certificates applicable for the type of aircraft being rented, a current Flight Review, current Flight Medical, and valid photo identification. Copies of all applicable documents will be kept on file with the Club and will be updated as needed.
  3. Provide the Club with proof of citizenship in the form of an original birth certificate or valid passport, if training as a student for sport, recreation, private, commercial, instrument, instructor, or multiengine certificate/ ratings.
  4. Complete an open book questionnaire on the make and model of aircraft to be flown. This form must be signed and dated by the CFI who performs the checkout.
  5. Demonstrate to a Club approved CFI the skill required to safely operate the aircraft in question, regardless of the experience a pilot may have.

6. If renting as a solo student (PS only), each flight must be properly authorized/endorsed.

**b. Flight Scheduling**

All flights in Club aircraft will be scheduled online in Flight Schedule Pro. A valid e-mail address is required for registration. For a local flight, "local" should be placed in the remarks section. For a cross-country flight, the route, destination, and estimated time of return to WWA(O41) shall be entered in the remarks section. Names of all passengers will also need to be noted in the remarks section.

**c. Procedures for Charging Flight and Ground Instruction**

- i. Aircraft rental fees are based on HOBBS meter reading. In the event the HOBBS meter is inoperative, the rental fee will be based on the tachometer reading multiplied by 1.3.
- ii. The renter is responsible for payment of aircraft rental costs, and any fees associated with the flights to destination airports such as landing fees, FBO fees, etc.
- iii. Approved CFI's associated with the Club are responsible for making their own payment arrangements with their students.
- iv. CANCELLATION POLICY:
  1. If the renter must cancel a scheduled flight or training session, he or she will do so up to 24 hours prior to the scheduled flight reservation without penalty.
  2. If no cancellation is made and a member does not show up for a scheduled flight, the flight will automatically cancel 45 minutes after the scheduled departure time. The scheduled member will be billed \$25 for the first two times this occurs. Any "no show" incidents after that will be charged at a rate of \$50 per occurrence.
  3. The Club may waive the fee for extenuating circumstances not in the renter's control (e.g., weather), at the discretion of the GM.
- v. There is a \$40 minimum charge on each returned check.
- vi. Should it become necessary for the Club to enforce any of the terms of this agreement through court action, the renter/student shall pay attorney's fees incurred by the Club for the prosecution of any said action.

**d. Payment Policies**

- i. Fees for flight time and flight instruction are due and payable immediately after each flight. Payments for flights after regular business hours are due at the beginning of the next business day unless arrangements have been made in advance.
  1. Aircraft flight time is to be paid to the Club.



2. Instruction fees are to be paid directly to the instructor.
3. All members must maintain an active credit card on file with the Club and agree that it can be charged for any after-hours flights or unpaid balances.
4. If a renter does not want to keep a credit card on file, they must maintain a prepaid balance with the Club not to drop below \$500.
  - a. Funds paid in advance of training or more than incurred expenses, will be held "on account" and will not accumulate interest.
  - b. Requests for refunds for any positive account balances must be made in writing. Refund checks shall be issued within 30 business days of receipt of written request.
5. All unpaid balances that become overdue are subject to a 2% interest charge per month.
6. Any account more than 30 days overdue will result in a suspension of flying privileges until the balance is paid in full.

#### **4. FLYING OPERATIONS: POLICIES AND PROCEDURES**

##### ***a. Safety of Flight***

- i. Pilots shall exercise good judgement and avoid situations that compromise the safety of the flight crew, passengers, personnel, and property on the ground. Safety will never be intentionally compromised. If the Club becomes aware of a student or renter's failure to abide by these rules, it reserves the right to revoke flying privileges.
- ii. The use of any tobacco, "vapor" products, marijuana, or any illegal drugs is strictly forbidden in a Club aircraft.
- iii. If using allowed medication (such as aspirin), it is the pilot's responsibility to use good judgement, as to their physical and mental preparedness for the flight.
- iv. Bringing small animals on board must be approved by the GM. If allowed, they must be secured either in a kennel or by other means approved by the GM.

##### ***b. Preflight Preparations***

All Oscar 41 Aviators pilots are expected to:

- i. Check Flight Schedule Pro (FSP) for outstanding maintenance discrepancies (squawks) prior to each flight to ensure the aircraft is not past a required inspection.

- ii. Ensure the aircraft book contains the following:
  - 1. Aircraft keys
  - 2. Aircraft weight and balance report
  - 3. VOR/GPS (if equipped) check form/GPS update form
  - 4. Accident reporting form for insurance purposes
- iii. Inspect and make a preflight ground check of the aircraft, its equipment, and accessories before takeoff, following the appropriate checklist in the approved POH, and will not accept the aircraft unless it is airworthy. All maintenance discrepancies not previously reported that are discovered during the preflight must be reported to the Club. Failure to do so may result in the Club charging the renter for aircraft repairs. En route, and post flight phases shall be reported to the Club management and written up on the Aircraft Flight Log. Instruments or accessories not required by FARs shall be placarded as "INOP" by Club management or the Pilot in Command (PIC) if the aircraft is off station.
- iv. Conduct a thorough preflight before every flight in accordance with (IAW) the aircraft POH and standard pilot procedures. This includes, but is not limited to:
  - 1. Obtain current and forecast weather at point of origin, en route, destination and alternate.
  - 2. Obtain Notices to Airman (NOTAMS), including Temporary Flight Restrictions (TFR).
  - 3. Determine length of runways and aircraft performance based on conditions.
  - 4. Complete a weight and balance to ensure aircraft is properly loaded and can perform within its performance envelope and limitations.
  - 5. Determine fuel requirement and fuel burn to ensure there is adequate fuel with reserves to safely complete the flight.
  - 6. Compute density altitude and crosswind component to ensure operations within the performance range of the aircraft for the given weather, temperature, and altitude conditions.
  - 7. Determine and use appropriate aids to navigations, including possessing current navigation charts.

**c. Pilot Position in Airplane**

- i. The PIC shall fly from the left seat only. Exceptions to this are:
  - 1. Student training towards any instructor rating.
  - 2. Student has received a right seat check-out with a Club CFI and has documentation stating such in his/her student or renter file.

**d. Starting Procedures**

- i. Do not start an aircraft if adjacent to a fuel truck.
- ii. Hand-propping an airplane is not authorized for students or renters.
- iii. All starts will be on the ramp or suitable taxi area; startups in the hangar are not permitted.
- iv. Prior to entering an aircraft for startup, conduct a final walk-around check to ensure baggage doors and fuel caps are secure and tie-downs, tow bars, pitot covers, and tire chocks have been removed and properly secured.
- v. Ensure aircraft prop blast is pointed away from open doors, people, and other aircraft to the maximum extent possible. If necessary, push or tow the aircraft to a safe place for starting.
- vi. As a minimum, the PIC will brief passengers on the operations of seatbelts, appropriate emergency procedures, and the location of safety and survival equipment onboard the aircraft.

**e. Student Practice Areas**

- i. Students on training flights shall confine flights to the designated practice areas as assigned by the CFI. Pilots shall ingress and egress the practice areas at appropriate VFR or IFR altitudes, depending upon the type of training. While in the practice area, if not on flight following, pilots shall monitor the appropriate NorCal or Travis ATC frequency or CTAF/UNICOM.
- ii. Altitudes within the training areas shall be no lower than 500 ft AGL.

**f. Conditions of Flight**

Flights will be conducted IAW the basic VFR weather minimums prescribed in FAR Part 91, or the following, whichever is more restrictive:

- i. Dual Instruction: All dual instruction conducted under VFR will meet the appropriate FAR weather minimum requirements.
- ii. Solo Local: Unless further restricted by the recommending CFI, no local solo (PS) flying will be authorized unless the following weather conditions exist:
  1. Ceiling  $\geq$  3000 ft. above ground level (AGL);
  2. Visibility > 5 statute miles (SM); AND
  3. Headwinds < 15 knots; crosswinds < 10 knots (including any gust factors).
- iii. Solo (PS) cross-country conducted under VFR conditions.
  1. Reported or forecast winds at the departure airport and destination airports should not exceed the limits dictated by the CFI endorsement.

2. Current and forecast weather at the departure airport, en route, and at the destination airport must be at least: Ceiling > 5000 ft. AGL; Visibility > 5 SM.
3. No Solo cross-country flights shall be conducted at night without GM or CFI approval.
4. Students shall utilize ATC flight following on each leg of their solo cross-country flights.

**g. Airports**

Except in case of emergency, the following rules apply for Club pilots landing at airports other than WWA(O41):

i. Hard surface:

1. Pilots shall exercise good judgement with respect to their personal minimums when selecting suitable airports for landing.
2. Runway length minimum is 2500 ft. for single engine airplanes on hard surface runways.
3. Runway length minimum is the accelerate-stop distance plus 20% for multi-engine aircraft on hard surface runways.
4. Runway width shall not be less than 50 ft.
5. For hard surface runways that do not meet the above requirements, permission may be granted by the GM or CFI.

ii. Other than hard surface:

1. No pilot shall land on a runway other than hard surface without GM approval. This includes dirt, gravel, grass, and private runways.

**h. Fuel Reserves**

- i. Weight and balance limitations will not be exceeded under any circumstances.
- ii. Unless weight and balance limitations apply, all flights will begin with sufficient fuel to complete the planned flight and land with 45 minutes of usable reserve (60 minutes night). This will be verified through a visual inspection using a calibrated fuel stick or other approved methods.
- iii. While en route, if the pilot determines that they will not be able to arrive at the destination with sufficient reserves, the pilot will divert to the nearest suitable airport with fuel available, land, and refuel. If the pilot is a student pilot, they will contact the Club, inform them of the diversion, and obtain permission and appropriate endorsement(s) to continue the flight or receive new instructions.

***i. Minimum Altitudes***

In addition to the minimum safe altitudes prescribed in FAR Part 91, the following procedures shall be followed:

- i. Solo flight in airplanes shall be conducted at or above 1500 ft. AGL except for takeoff, approach, landing and ground reference maneuvers.
- ii. Dual forced landing training shall not be conducted over congested areas.
- iii. Simulated forced landing training in airplanes may be practiced only under the supervision of a CFI. During a simulated forced landing, the airplane may not be flown below 500 ft. AGL unless the aircraft is over a suitable landing site and will not be in a position closer than 500 ft. to any person, structure, vessel, or vehicle (unless the selected site is a designated airstrip). Prior to and during a simulated forced landing, the CFI must ensure the engine is operating correctly, carburetor heat is in use, and the CFI or student periodically applies power to ensure engine power is available. The CFI shall ensure no unsafe operation of the aircraft occurs with respect to airspeed, control, or altitude.
- iv. For solo flight (PS), stalls shall be practiced at an altitude where completion of the maneuver is at least 2000 ft. AGL. They shall not be performed over congested areas.

***j. Wake Turbulence Avoidance***

All CFI's shall incorporate and discuss wake turbulence and aircraft avoidance procedures and techniques with Club students and all pilots during flight reviews or rental checkouts. Be sure the student or pilot fully understands the wake turbulence caused by heavy civilian and military aircraft and rotorcraft flying into and out of WWA (O41) or other airports where large aircraft operate.

***k. Collision Avoidance***

- i. All pilots shall operate under the "see and avoid" principle, when weather conditions permit, regardless of the type of flight being conducted.
- ii. Most aircraft collisions occur in visual conditions, on or near airports, or at locations such as VORs, where aircraft converge. Pilots must be vigilant in the proximity of airports and places where aircraft converge. The following will reduce the risk of a mid-air collision:
  - 1. Proper scanning techniques
  - 2. Monitoring radio frequencies
  - 3. Use of Mode C transponders
  - 4. Correct communications procedures
  - 5. Listening to Air Traffic Control (ATC) advisories
  - 6. Following proper techniques for entering airport traffic patterns

- iii. During ground operations, pilots shall ensure use of appropriate task management techniques to allow for clearing. Taxi speeds should be kept below 7 knots in congested (i.e., parking) areas and 15 knots on parallel taxi ways.
- iv. Before performing any maneuvers, all pilots shall make clearing turns. When changing direction of flight or altitude, scan in the directions of the turn or pitch change. If in a high wing airplane, raise the wing in the direction of the turn to ensure that the area is clear of other aircraft. During climb-out and once clear of obstacles, use a cruise climb airspeed that gives better visibility over the nose. While in a climb, periodically lower the nose or use shallow S-turns to see and avoid other traffic.

***l. Unplanned Diversions to Airports***

- i. All students training under FAA Part 61 must have all landings at airports away from WWA(O41) pre-approved by a CFI (unless emergency condition exists). Landings must be at an airport that meets the Club's airport requirements unless the CFI for that course has approved an exception for another airport.
- ii. If a forced or precautionary off-airport landing occurs, or the pilot diverts to an alternate airport because of an emergency, maintenance problem, or the original airport is unsuitable because of weather, excessive winds, etc., the pilot will notify the Club as soon as practical.
- iii. Failure to contact the appropriate CFI or the Club GM may require the pilot to remain overnight at the pilot's expense.
- iv. Any aircraft that remains overnight at an airport other than WWA(O41) is expected to be properly secured with the control locks installed, all doors and windows locked, and secured to the ground with chains, ropes, or other tie-downs.
- v. The pilot is expected to return the aircraft to its home base following each reserved flight. If the pilot is forced to leave it elsewhere for any reason except mechanical, unfavorable weather, an emergency, or an unsafe situation based on the judgement of the PIC, the pilot is responsible for all expenses involved in retrieving that aircraft. Advise the Club in the event of undue delay, deviation, or any other unexpected circumstance.

***m. Fire Precautions and Procedures***

Whenever entering the tie down, refueling, or hangar areas, fire precautions shall be followed.

- i. There shall be no smoking in or within 50 ft. of any Club owned or operated aircraft.
- ii. Ensure aircraft is properly grounded during refuel operations.
- iii. Do not refuel aircraft in a hangar.

- iv. Know location of fire extinguishers and how to operate them.
- v. When using pre-heat to heat an engine, ensure a serviceable fire extinguisher is readily available.
- vi. Know location of first aid kits.
- vii. Use caution not to over-prime aircraft in cold weather.
- viii. If a fire occurs in an aircraft, call 911 using the nearest telephone. Also, attempt contact with the FBO, on UNICOM, or ground control frequency (as appropriate).

***n. Refueling Procedures***

- i. Verify through a visual inspection the amount of fuel in the aircraft fuel tanks and ensure it is the proper grade of fuel per the POH.
- ii. Verify the fuel caps are serviceable and secured, and fuel vents are clear.
- iii. Ensure the aircraft is properly secured, chocked, and grounded prior to refueling.
- iv. Smoking is prohibited in and around aircraft while refueling.
- v. Do not refuel during thunderstorm activity on or near the airport.
- vi. All persons must deplane prior to refueling the aircraft.
- vii. When obtaining fuel for a Club aircraft at WWA(O41), use the station card located in the binder for payment. You do not need to provide a receipt to the Club.
- viii. When obtaining fuel away from WWA(O41), the pilot shall:
  - 1. Pay for the fuel personally.
  - 2. Submit receipt to the Club for fuel reimbursement. Fuel will be reimbursed at a rate not to exceed the current rate at WWA(O41).

***o. Securing Aircraft Post-Flight***

- i. Avoid using higher than idle power for turn out of and into parking. If there is a lack of sufficient momentum to make a turn without adding power, stop the aircraft, shut down the engine, and use the tow bar to manually position the aircraft.
- ii. If parking at WWA(O41), aircraft must be parked in one of the Club's designated parking spots. If all Club spots are full, utilize the nearest transient parking spot and inform the Club personnel as soon as possible of the situation.
- iii. Clean aircraft and prepare it for the next pilot. Aircraft left uncovered and unclean/prepared for the next user may incur a charge to the pilot/renter.
- iv. Complete the squawk sheet, if necessary.

- v. Use the aircraft tow bar to properly move the aircraft into its assigned tie down area.
- vi. Apply appropriate control locks, throttle locks, aircraft wheel chocks, tie downs, pitot covers, cowl plugs and aircraft cover as provided.
- vii. Ensure doors are locked.
- viii. Close your flight plan, if applicable.

**p. Special Rules**

i. Multi-Engine Airplanes

- 1. Only Club MEI's may conduct emergency procedure practice and single engine practice in multi-engine aircraft.
- 2. Actual feathering of an engine for training purposes will only be done over an airport where a safe landing on one engine can be made.
- 3. Except for the VMC demonstration, simulated engine failure training will be done at airspeed no lower than VYSE (blue line) or VSSE, whichever is higher.
- 4. Stalls shall not be practiced with one engine inoperative or simulated inoperative.

ii. Spins

- 1. Spin training shall only be performed in an aircraft approved for spins and under dual instruction and supervision of a Club CFI, who is familiar with the spin characteristics of the aircraft.
- 2. Spin training instruction shall only be given by a Club CFI, who has demonstrated spin awareness and proficiency to the GM.
- 3. During spin training, all aircraft operating limitations shall be followed.

**5. MAINTENANCE PROCEDURES**

**a. Pilot Maintenance Actions**

- i. Conduct a thorough preflight of the aircraft IAW the aircraft POH or with a checklist approved for the aircraft. Report any discrepancies to a CFI or to Club personnel prior to flight.
- ii. Record discrepancies noted during the preflight inspection, while en route, and after flight on the aircraft dispatch squawk sheet.
- iii. Review the aircraft status in FSP to determine maintenance status as part of the preflight. If the aircraft is within 3 hours of a 50-hour or 100-hour inspection, check with Club personnel to determine the availability of the aircraft before the flight.



- iv. Inoperable equipment not required for flight will be placarded as “INOP” until the item is repaired.
- v. Report any condition that makes the aircraft unsafe or affects the airworthiness immediately to a CFI and/or Club personnel.
- vi. Contact the Club GM for instructions in the event of a malfunction of any part of the airplane or its accessories. **DO NOT ATTEMPT REPAIRS.**
- vii. Should a breakdown occur away from WWA(O41), the pilot will coordinate with the Club prior to any repairs. If the pilot pays for any repairs or maintenance *authorized* by the Club, full reimbursement will be made. Reimbursement for approved maintenance will be made as a credit against the rental fee upon presentation of a paid receipt. A refund can be requested instead of a credit on account should the repair cost exceed the rental fee.
- viii. Should it be necessary to leave the aircraft overnight, the pilot may choose to remain with the aircraft or return home via other means (both at the pilot’s own expense). The pilot will only incur the additional aircraft HOBBS time required to fly the aircraft back to WWA(O41) after repairs are made. Required post-maintenance test flight time will not be charged to the pilot.