

Operating rules

August 2011



Victory Aviation Club, Inc.

NOTES:

Shaded paragraphs represent changes in Rate, Rule, Philosophy, or By-law from the previously published edition that were made with the majority vote of the membership.

Underlined words represent minor updates and clarifications.

Section 1: Rates and Information

1.1 Definitions:
 Victory Aviation Club, Inc. (hereinafter referred to as the Club) is a non-profit corporation comprised solely of member-owners of the Club aircraft. As a non-profit operation, monthly dues are based upon actual fixed costs (insurance, hangar fees, capital improvements, and equipment upgrades, debt service, and administration costs); hourly rates are based upon actual variable costs of operation of the various aircraft owned by the Club (fuel, oil, maintenance, restoration of upholstery and paint, engine and prop overhaul, etc.).

Regular membership ("A" & "Spouse-A")		full use of all Club aircraft.
Student membership ("B")		use of the trainer only.
Family membership	dual instruction	use of any Club aircraft
Pilot Emeritus	social member only	not permitted to fly Club aircraft

1.2 Initiation Fees (non-refundable):

Regular membership ("A")	\$ 650.00	\$ 0.00 for "Spouse-A" membership
Student membership ("B")	\$ 250.00	additional \$400.00 for "B" to "A" upgrade
Family membership	\$ 0.00	
Pilot Emeritus	\$ 250.00	waived for ex-members

1.3 Monthly Dues: Effective **March 2011**

Regular membership ("A")	\$ 60.00	(also applies to "Spouse-A" membership)
Student membership ("B")	\$ 40.00	
Family membership	\$ 0.00	
Pilot Emeritus	\$ 0.00	

1.3 Monthly Minimums:
 To encourage members to stay current and proficient, a minimum of one hour of trainer time is charged per month. Your monthly bill will be one hour of trainer time or your actual flight time, whichever is greater, plus the monthly dues for your class of membership. Family Members will be exempt from minimums.

1.5 Hourly Base Rates:

Cessna 172 (355VA)	Skyhawk	\$84.00
Cessna 172 (9515Q)	Skyhawk	\$92.00
Piper Pa28-181 (352VA)	Archer II	\$94.00
Piper Pa28-236 (351VA)	Dakota	\$126.00
Piper Pa32-301 (356VA)	Saratoga	\$139.00

All rates are Hobbs Meter time, wet (including fuel).

* Rates may be adjusted during the year if warranted to include a surcharge for increasing fuel prices.

1.6 Scheduling:
 Plane scheduling is based on a first-come, first-served basis. Planes are scheduled online using the Club's website. It is possible to schedule as an alternate if the plane is already booked for the time that you desire.

1.7 Home Airport:
 All planes are permanently based at the Butler County Regional Airport (KHAO). The Airport is located 3 miles southeast of Hamilton, Ohio. The airport has a 5500' asphalt runway and both localizer and GPS instrument approaches for RWY 29, as well as an RNAV instrument approach.

Section 2.1: Fleet Information Sheet

	Cessna 172 (Trainer)	Cessna 172	Piper Archer	Piper Dakota	Piper Saratoga
Registration Number	N355VA	N9515Q	N352VA	N351VA	N356VA
Year	1976	1998	1976	1981	1982
Insured Value	\$48,000	\$100,000	\$55,000	\$100,000	\$150,000
Seats	4	4	4	4	6
Base Rate per hour (Hobbs)	\$84.00	\$92.00	\$94.00	\$126.00	\$139.00
Horsepower	150	160	180	235	300
Cruise (Knots)	105	105	<u>107</u>	130	136
Range (Nautical Miles)**	450	650	660	690	850
Usable Fuel (gallons)	38	53	48	72	102
Payload (lbs. w/ full fuel)*	583	456	690	758	780
Equipment:					
Nav/Comm	2	2	2	2	2
Glide slope	1	1	1	2	2
Marker Beacon	1	1	1	1	1
ADF	1	1	1	None	None
DME	1	GPS	GPS	GPS	GPS
Transponder	1	1	1	1	1
Altitude Encoder	1	1	1	1	1
Autopilot (No. Axis)	0	1	1	1	2
Strobes	No	Yes	Yes	Yes	Yes
Intercom	4	4	4	4	6
Back-up vacuum	Yes	Yes	Yes	Yes	Yes
GPS	None	KLN89B, IFR	<u>Garmin430</u> , IFR	Garmin430, IFR	Garmin430, IFR

NOTES:

* Payload is approximate, consult Weight & Balance forms for exact figures.

** Range is approximate and based on no wind conditions with 30 minutes VFR reserves. Refer to performance charts for accurate information.

Section 2.2: Club office holders

VICTORY AVIATION OFFICERS

President	Bob Overman	513-829-3474	513-534-4823	513-404-2038
Vice President	John Chappell	513-874-9663	513-892-5288	513-404-4055
Treasurer	Doug Ostholthoff	513-771-5661	513-771-4800	513-623-4712
Safety	Jan Jansen	513-385-9209	513-272-0131	513-546-4000
Planning	Alan Koch	513-829-3153	513-742-8895	513-608-5900
Secretary	Mark Woods	513-899-1350	513-223-3124	513-846-5470

VICTORY AVIATION TRUSTEES

		Home	Work	Cell
Trustee (Chairman)	Herb Porter	513-777-8721	--none--	513-478-8723
Trustee	Gary Hensler	513-867-9870	513-603-7650	513-378-0175
Trustee	Dave Babcock		513-923-3100	513-262-1489
Trustee	Don Scharnhorst	513-863-8692		513-235-9027
Trustee (President)	Bob Overman	513-829-3474	513-534-4823	513-404-2038

CLUB INSTRUCTORS

Op. rule 3.5.10: Instructor fees shall be arranged and paid for personally with the flight instructors approved by the Club.

	Club Instructors	Home	Work	Cell
CFII	Herb Porter	513-777-8721	--none--	513-478-8723
CFII	Bob Stothfang	513-942-2334	513-923-3264	513-324-3264
CFI	Betty Huck	513-942-2668	--none--	513-325-7666
CFII	Steve Ormsby	513-844-8076	--none--	--none--
CFII	Phil Tinne	513-772-2948	513-243-1585	--none--
CFI	Mark Dame	513-759-5348	513-618-5232	513-616-4686
CFII	<u>Kevin Moe</u>	<u>513-755-7549</u>		<u>513-312-4324</u>

PLANE CAPTAINS

	Primary	Home	Work	Cell
N355VA	C-172	Ron Harbaugh	513-769-3781	513-324-1314
N9515Q	C-172	<u>Jim Huber</u>	513-922-8958	<u>513-867-9500</u>
N352VA	Archer	Gary Hensler	513-867-9870	513-603-7650
N351VA	Dakota	Bill Noack	513-759-5750	513-618-5227
N356VA	Saratoga	Dave Gold		<u>734-262-0493</u>
	Backup (all planes)	Alan Koch	513-829-3153	513-742-8895x250 513-608-5900

Section 3: Operating Rules

3.1 GENERAL

Following are operating rules, which have been put into effect during meetings of the Club. Operating rules may be added, removed or changed by a membership vote at any Club meeting. Clarification to amplify the existing rules without changing the rules' intent may be made to the operating rules by the Officers and Trustees (as required) without a membership vote. All members are expected to attend Club meetings and to be informed of new operating rules, as they become effective.

Disciplinary action may be taken should any operating rule(s) or regulation(s) of the Club or Federal Aviation Regulation be violated. Disciplinary action will be administered by, and at the discretion of, the Officers as provided in the By-Laws. Upon receipt of a written request from any member, and within thirty days thereof, the Officers shall render, 1) a written interpretation of any operating rule or of any article of the By-Laws, or 2) a decision upon any ruling made by any Officer of the Club.

3.2 QUALIFICATIONS OF MEMBERS

- 3.2.1 All members of the Victory Aviation Club, Inc. shall conduct themselves in a manner, which is in the best interest of the Club and aviation in general.
- 3.2.2 Only members and Club-approved Certified Flight Instructors (CFI's) as defined in 3.2.7 below, and pilots employed by the Club's maintenance provider may act in the capacity of pilot in command (PIC) of Club aircraft. This excludes Family Members and Pilots Emeritus.
- 3.2.3 To qualify as PIC in any Club aircraft, members must:
- a. Be an active member in good standing in one of the categories of membership defined in paragraph 1.1 above, excluding Family Members and Pilots Emeritus.
 - b. Have a valid Private Pilot Certificate, Student License, or higher rating, except that the Saratoga may not be flown by a member holding a Student License.
 - c. Have a current valid FAA medical and meet FAR currency requirements.
 - d. Be checked out by, and have written authorization from, a Club CFI (or approved non-Club CFI) in each airplane used. Dakota checkout requires a member to have logged a minimum of 5 hours as PIC in the same make and model OR, if total logged flight time is less than 100 hours, a minimum of 10 hours as PIC in the same make and model. Saratoga checkout requires a member to have logged 200 hours total flight time, AND a minimum of 5 hours as PIC (or 10 hours as PIC if total logged time is less than 25 hours in aircraft with 210 horsepower or greater) in the same make and model.
 - e. Have achieved a level of piloting skills commensurate with the proposed flight.
 - f. Have logged in the preceding 90 days a minimum of one (1) hour as PIC (not including acting as safety pilot) before flying Club aircraft as PIC. For the Dakota or Saratoga, have logged 3 hours as PIC (not including acting as safety pilot) in the preceding 180 days in the same make and model OR, in the preceding 45 days have completed a currency checkout, and have written authorization from, a Club (or approved non-Club) CFI. A member who has not logged PIC time as noted herein must have passed a currency checkout, and have written authorization from, a Club CFI (or approved non-Club CFI) before flying Club aircraft as PIC.

- g. Receive at least one hour of flight instruction annually from a Club CFI (or approved non-Club CFI) in the plane with the highest horsepower the member is authorized to fly.
 - h. Have completed or updated the annual questionnaire. Failure to provide required currency/safety information within 60 days following distribution to members will result in suspension of flying privileges until complete information is provided. Monthly dues and minimums will remain in effect during suspension.
- 3.2.4 New members already licensed before entering the Club must meet all requirements in 3.2.3 above.
- 3.2.5 Student pilots holding student "B" memberships may fly only the designated trainer--currently N355VA. In special cases, with the approval of the student's CFI and the Club president, the student may upgrade to a regular membership while holding only a student license by paying the appropriate initiation fee. After upgrading, the student may fly other Club airplanes that have been designated by the student's CFI and the Club President, while under the supervision of the CFI.
- 3.2.6 Licensed pilots holding a student "B" membership may fly only the designated trainer.
- 3.2.7 Non-Club CFI's or Certified Flight & Instrument Instructors (CFII's) will not normally be permitted. However, under special circumstances, the Club President or Safety Officer may approve a non-Club CFI for a specific member's instruction provided the following conditions are met:
- a. The proposed CFI is "checked-out" to determine his or her capability in each type of Club aircraft in which he/she intends to instruct. The President will refer this "check-out" to an appropriate Club CFI.
 - b. The Club approved CFI will be familiarized during his/her "check-out" with the Club's pertinent philosophy and operations. He/she will be provided with a current copy of the Club operating rules and By-Laws.
 - c. To be an approved non-Club CFI or CFII, the candidate instructor must meet the Club's "minimum time in make and type aircraft" for which he/she will be giving instruction.
- 3.2.8 The Club CFIs and approved non-Club CFIs or CFII's must inform the Club Safety Officer of the members they sign-off to fly in each airplane. CFIs will issue access keys for those airplanes a member is approved to fly. All keys are to be returned to the Safety Officer when a Member becomes inactive, resigns, or changes to emeritus status.
- 3.2.9 If requested by the Club President, a member must take a proficiency check ride with a Club CFI. When such a request has been made, a member may not use any of the Club aircraft until the required proficiency check has been completed.
- 3.2.10 As part of the checkout procedure, the club member must complete a Club-approved written examination on the contents of the Pilot's Operating Handbook (POH) for each type of Club airplane he/she intends to fly. This procedure will be effective December 1, 1994, and will not be applied retroactively.

3.3 FLIGHT RULES

- 3.3.1 All flights in Club aircraft must be conducted in accordance with current Federal Aviation Regulations.
- 3.3.2 Student pilots MAY NOT carry passengers (FAR 61.89).
- 3.3.3 All documents required by law to be in the aircraft (e.g. Airworthiness Certificate, Registration Certificate, Radio Station License—when operated outside the United States, Pilot Operating Handbook and flight operation limitations, and weight & balance) must be in the aircraft at all times when it is flown. It is the responsibility of the PIC to assure compliance with this rule prior to flight. Should a Club pilot determine the documents are missing or out of date, he/she will immediately notify the Safety Officer or other available Club Officer to obtain the missing or correct document before flight.

- 3.3.4 Responsibility for each aircraft owned and operated by the Club lies with the PIC for each flight.
- 3.3.5 Club aircraft may be used only on airports regularly used for take off and landing. This includes both hard surfaced and grass runways.
- 3.3.6 The use of Club aircraft for commercial purposes (by insurance definition) is prohibited, except as transportation on a business trip or for instruction of members.
- 3.3.7 Flight maneuvers are restricted to those in accordance with aircraft handbook limitations. During training flights a student may perform only those maneuvers approved by a Club CFI or approved non-Club CFI.
- 3.3.8 Planning and preparation should precede any flight which involves operations over hazardous terrain and large bodies of water. In these cases, a flight plan is required and a Club CFI agreement to the flight plan is strongly recommended.
- 3.3.9 Prior to night flying, members must verify that a working flashlight and extra fuses (when appropriate) are on board and readily available to the pilot.
- 3.3.10 The aircraft designated as a trainer is not to be used for overnight trips without special permission from an Officer.
- 3.3.11 No member shall take off without adequate fuel for two hours flying time.
- 3.3.12 Each member is responsible for removing all loose items from the airplane interior; loose items pose a flight hazard.
- 3.3.13 Any member noting a SERIOUS malfunction shall ground the plane by placing obvious notification on the aircraft panel and immediately notifying the Plane Captain, Planning Officer, or other available Officer. This malfunction or discrepancy shall be annotated as a maintenance "squawk" in the aircraft cockpit log book in accordance with Club procedures described therein.
- 3.3.14 Any member noting an equipment malfunction or discrepancy shall make a maintenance "squawk" in the aircraft cockpit log book in accordance with the Club procedures described therein. He/she will then bring this discrepancy to the attention of the Plane Captain if the discrepancy must be repaired immediately.
- 3.3.15 Any member operating a Club aircraft must personally see that the aircraft is placed in its hangar with the hangar lights turned off and the hangar doors locked before leaving the airport unless another member making a subsequent flight accepts the responsibility. When leaving the aircraft overnight at an airport away from home base, it must be secured (tied down or chocked, covers in place, controls secured, and doors and baggage compartment locked).
- 3.3.16 The aircraft fuel and oil must be checked before each flight. After each flight the pilot shall see that the aircraft is clear of all papers and refuse, the ashtrays are emptied, the windshield and exterior forward-facing surfaces are cleaned, and all switches are turned off. The pilot shall have the plane on the ground and returned to its hangar, or ready for turn over to the next member, by the time his/her scheduled period has elapsed.
- 3.3.161 When returning aircraft to the hangers, it is recommended members not top off fuel tanks. Fueling will be the responsibility of each member prior to flying. Special Requirements; 15Q should not be left with more than 30 gallons on board. The Saratoga (6VA) should be left with no more than 70 gallons on board.
- 3.3.17 A qualified mechanic or pilot must be at the controls when Club aircraft are started by pulling-through the propeller.
- 3.3.18 Student pilots may not fly in a crosswind in excess of ten knots or more than 30 degrees off the runway without first checking with an instructor.
- 3.3.19 Student pilots should get a CFI's opinion on the winds and weather each day before flying solo.

- 3.3.20 All aircraft are to be operated at 65% power setting once cruise altitude has been established. Power setting specifications for each aircraft can be found in the POH.
- 3.3.21 Pilots are limited to 100 hours per year with the exception of time training for an advance rating with total hours not to exceed 150 hours per calendar year

3.4 SCHEDULING

- 3.4.1 If a plane is scheduled but not flown, it must be canceled to permit others to use it. After repeated violations, a member may be assessed one hour flight time in the uncanceled airplane at the current rate. If the scheduled time is for more than one day, each day will count as uncanceled time.
- 3.4.2 If a plane is reserved for a short time (2 hours or less), and the pilot does not arrive on time, another member must wait 30 minutes before taking the plane. If the plane was scheduled for more than 2 hours, another member must wait one hour before taking the plane. The member who originally scheduled the plane must update the online schedule within the 30 or 60 minute grace period to confirm the delay or their reservation will not be honored. The member taking the airplane after the grace period must update the online schedule to show their reservation as a standby pilot, adding a note in the standby reservation that the original member did not take the airplane, and should make a reasonable effort to contact the original member to let them know as a courtesy. Members are prohibited from taking an aircraft without an associated reservation.
- 3.4.3 Every effort must be made to return an airplane as scheduled, subject only to delays consistent with the safe operation of the airplane. The member next scheduled in the plane must be contacted by phone if the plane cannot be returned as scheduled.

3.5 FINANCIAL RESPONSIBILITIES OF MEMBERS

- 3.5.1 Flight rates, monthly dues and initiation fees shall be determined by the officers and approved by a majority vote of members in good standing.
- 3.5.2 Initiation fees shall be as follows:
- a. Regular membership - "A" - The non-refundable \$650 initiation fee entitles a member holding at least a private pilots license to fly all Club airplanes. Student pilots who meet the qualifications of 3.2.3 and 3.2.5 above and pay the regular member initiation fee and regular member monthly dues may fly in other Club airplanes in addition to the trainer.
 - b. Student membership - "B"- The non-refundable \$250 initiation fee entitles a member to fly only the designated trainer aircraft.
 - c. "Spouse-A" - There is no initiation fee, but full written application is required.
 - d. Family memberships - There is no initiation fee
 - e. Pilot Emeritus - A Pilot Emeritus who has never previously been a member of the Club may apply for this class of membership, but must pay the "B" membership initiation fee.
 - f. Inactive members - a regular member in good standing who has voluntarily gone inactive will be charged one-half of the "A" member initiation fee to rejoin, subject to the provisions of operating rule 3.5.13 below. An inactive student member will be charged one-half the student initiation fee to rejoin.
- 3.5.3 Members using the privileges of a regular membership will be charged the regular membership monthly dues. Members using the privileges of a student membership will be charged the student membership monthly dues. Members using the privileges of a "Spouse-A" membership will be charged the regular membership monthly dues. Members using the privileges of a family membership will not be charged dues.

- 3.5.3.1 Members who submit their resignation from the Club on or before the 15th of the month are responsible for the current month's dues, flying fees and minimums, and are members of the Club, and the resignation will become effective at the end of the month. Members who submit their resignation after the 15th of the month are responsible for the current and following month's dues, flying fees and minimums, and their resignation will become effective the end of the following month. Membership may be voluntarily terminated by submitting a request in writing to the President or Treasurer. As a courtesy and at their discretion, an email may be accepted. A resignation is confirmed when a reply is received from the Officer, in lieu of a hard copy.
- 3.5.4 Members are encouraged to fly at least once a month to maintain proficiency. Members will be billed for their monthly flight time or the current minimum flight time amount, whichever is greater.
- 3.5.5 The billing period is from the 1st of the month to the last day of the month.
- 3.5.6 Minimum flying requirements (cumulative) for overnight trips are as follows:
- a. All day Saturday, Sunday, and Holidays - three hours minimum per day.
 - b. Weekdays - one hour minimum per day.
- 3.5.7 A \$50 late fee will be assessed on the last day of the month for unpaid bills for that month. A member, whose account has not been paid in full by the end of the succeeding month may be placed on inactive status. The member must settle his/her account before returning to active status. If a membership opening does not exist at the time the account is settled, the member will be placed at the bottom of the waiting list and must wait his/her turn before returning to active status. Reinstatement to active status requires payment of one-half of the "A" member initiation fee to re-join and re-accomplishment of a membership application and evaluation by the Officers for acceptance.
- 3.5.8 A \$25.00 fine for each occurrence may be assessed to members who repeatedly leave controls unlocked, doors unlocked or hangar doors unlocked.
- 3.5.9 Members leaving the master switch on will be fined an amount equal to the cost of a jump-start, battery recharge or battery replacement, whichever is necessary.
- 3.5.10 Instructor fees shall be arranged and paid personally to CFI's.
- 3.5.11 Expenses incurred at airports other than home base, such as fuel, oil, preheat and essential service, must be paid by members and a receipt submitted to the Treasurer for deduction from the member's monthly statement. Expenses such as airport landing fees, de-icing, tie down fees, and hangar fees are the member's responsibility and may not be deducted.
- 3.5.12 A family membership is intended to enable training for in-flight emergencies for a spouse and dependent children of a current "A" member; it is limited to a six month membership period. The family member has no voting rights and is not charged initiation fees, monthly dues, or minimums. In consideration of this, the family member is limited to no more than 15 hours of dual instruction with a Club CFI (instructor costs paid separately). Also, upon approval of the Club President, a familymember may take an additional 6 hours of dual instruction annually with a Club CFI in each Club aircraft. A family member student **MAY NOT MAKE SOLO FLIGHTS**. For insurance purposes, the family member will NOT be maintained on the membership roster.
- 3.5.13 Upon written request, members will be placed on inactive status and will not be charged dues or minimums. Inactive status must be maintained for a minimum of 6 months and may be extended for an additional 6 months by submitting an additional written request. At the end of 6 months, members not requesting active status or extension of inactive status will lose inactive status and the accompanying privileges. Inactive members have no voting rights, cannot serve as Officer or Trustee, and cannot fly as PIC in Club aircraft. This status merely permits a member to drop out for a limited period of time and then become reinstated (based on available Club vacancy) without again paying the full initiation fee. Reinstatement requires re-accomplishment of a membership application and evaluation by the Officers for acceptance.

- 3.5.14 All elected officers and non-elected Plane Captains will receive 3 hours of free flying time (trainer rate) per year. All elected Officers and Club CFI's will be exempt from minimums.
- 3.5.15 Members are liable for any expenses incurred for which their negligence invalidates existing insurance coverage, and for expenses incurred due to operating outside Club operating rules or By-Laws. A member found responsible through act or omission for damage to Club aircraft, engine, or equipment will be charged according to the By Laws Article VI B. The current insurance deductible is \$2500.
- 3.5.16 Any airplane taken out of the territorial United States must have the concurrence of the Club President. (MINIMUM ONE WEEKS NOTICE required). The Clubs current AVEMCO Insurance coverage includes all of the North American continent between 13°N and 67°N (which includes lower Canada and lower Alaska), but excludes Bermuda, Cuba and Central America. Club members operating outside the territorial U.S. are responsible for compliance with Customs registration.
- 3.5.17 Members who are ineligible to fly due to lack of required periodic flight review or medical certificate are not relieved of their financial obligations, further dues, or minimums unless they request inactive status in writing to the Club President.
- 3.5.18 The officers may, by a majority vote, adjust plane rates to handle abnormal economic conditions. The membership will vote approval or adjustment at the next regularly scheduled meeting.
- 3.5.19 Application for membership in the Club is subject to a credit history check and an FAA Airman's Record check by Victory Aviation Club, Inc. or its authorized agent. If membership is denied within the first 60 days of the original membership application (does not apply to reinstatement application), the initiation fee minus charges incurred (dues, minimums, or flight time) will be refunded.
- 3.5.20 The Pilot Emeritus membership is intended as a social membership, with only minimal costs to cover administration. No initiation fee is required of previous Victory members. The Pilot Emeritus may NOT fly as PIC in Club aircraft. He/she will not be charged monthly dues.

3.6 MAINTENANCE

- 3.6.1 Aircraft maintenance expense shall be authorized by Club Officers only. However, in cases where the total charge will be less than \$200.00, AND IS CRITICAL TO SAFETY, a member may authorize maintenance by signing the work order. If over \$200.00, or not critical to safety, the maintenance must be authorized by the Plane Captain or Planning Officer or, if neither are available, another Club officer. This rule applies at home base or off-site. In all cases, the maintenance problem should be recorded on the maintenance squawk sheet in the aircraft, and the Plane Captain, Planning Officer, or other Club Officer notified by telephone.
- 3.6.2 When maintenance is required away from home base, the member will follow the authorization procedure identified in 3.6.1 above. Direct two-way communication between the member and the Planning Officer, Plane Captain, or other available Officer is required unless the amount and safety criticality exception applies. (A message left on an Officer's answering machine DOES NOT constitute Officer authorization). The maintenance problem should be recorded on the maintenance squawk sheet, and any off-site repairs dated and signed by the responsible certified A&P or avionics technician with their certificate number. The member should attempt to arrange with the provider for direct billing to the Club Treasurer. If this cannot be arranged, the member will pay for the required maintenance and submit a receipt to the Treasurer for deduction from the member's monthly statement or for direct reimbursement.
- 3.6.3 The following are definitions of Club policy regarding aircraft maintenance:
- a. Every effort will be made to accomplish aircraft oil changes every 50 hours \pm 10 hours;
 - b. The equivalent of an annual inspection—to be certified as an annual inspection if an Inspection Authority (IA) is available—will be performed between 150 and 200 hours.
 - c. Engine overhauls will be performed as required, but will not exceed manufacturer's recommended time between overhaul (TBO) by more than 100 hours unless specifically approved by official vote of the membership;

- d. For liability and safety reasons, no Club member (i.e. aircraft owner) will perform routine preventative maintenance (as defined in FAR 43, Appendix A, paragraph c, such as oil and filter changes, spark plug changes, tire or brake service, etc.) unless that member has completed a supervised training session for those activities and has been certified in writing by the FAA instructor, Planning Officer or Safety Officer as competent to perform and log those specific maintenance activities.

3.6.4 PLANE CAPTAINS – Plane Captains duties shall include:

1. Coordinating all short-term maintenance activities and maintenance scheduling between the Club and the FAA-approved providers who will perform the maintenance work. This responsibility will include writing and approving work orders, verifying that the work was accomplished, categorizing work as preventative maintenance, restoration, or upgrade/improvements and certifying work orders and parts invoices for payment by the Treasurer.
2. Being the primary point of contact through which all maintenance activities will be scheduled, controlled and authorized (except as noted in 3.6.1 and 3.6.2 above). Further, the Captains shall be responsible to ensure that all accomplished maintenance activities and corrective actions are properly and completely annotated in the official aircraft maintenance logbooks and in the aircraft cockpit logs (including maintaining current status of completion and due dates in the Aircraft Maintenance Status Summary), prior to returning the airplane to service. The Plane Captains are authorized to initiate repairs up to \$500, beyond which Planning Officer approval is required.
3. Monitoring Club aircraft to ensure that required inspections and preventative maintenance (e.g. oil and filter changes, etc.) are accomplished in timely manner in accordance with accepted Club policy and FAA requirements. (See 3.6.3 above) Reviewing the on-board maintenance records at least once per week to ensure timely correction of any unreported squawks and verify that corrected squawks have been correctly recorded.
4. Insuring that members who have the aircraft scheduled are notified as soon as possible should the aircraft become unexpectedly unavailable or restricted due to required maintenance. Notification should be placed in the electronic scheduling system.
5. Making a brief report on the significant maintenance, modification status, and condition of the aircraft once each month for inclusion in the Club newsletter and discussions at the regular business meetings. This report should highlight major problem areas, modification plans, substantial expenditures of funds, and critical aircraft maintenance activities.