

ENGINEERS FLYING CLUB  
OKLAHOMA CITY, OKLAHOMA  
OPERATIONS MANUAL

This Operations Manual may be amended at any time by a majority vote of the Board of Directors. Changes made will go into effect after thirty (30) days from the date voted by the Board of Directors, providing the membership has received sufficient notice of the changes.

ARTICLE I: FLIGHT OPERATIONS

Section A. Fees and Charges. The Board of Directors shall fix hourly rates for each airplane owned by the Club. Each member will be responsible for his or her own fuel costs. The Club will furnish all oil.

Section B. Scheduling.

1. No member may fly any airplane unless scheduled to do so, except for test flight by the Maintenance Officer or his or her representative.
2. A Club member will PRIMARILY use the Club's "Schedulemaster" (or any subsequently updated system) on-line scheduling system to schedule their aircraft requirements. In those rare occasions where the member has no access to "Schedulemaster" and needs a new or revised schedule, the member may communicate with one of the board officers who may then schedule the aircraft for the member. The member SHOULD check on Schedulemaster the status of his scheduled aircraft the day before and the day of use to ascertain the availability of his aircraft, i.e., it could have gone "down" for maintenance during the last day or so. Scheduling of aircraft may be accomplished *no farther ahead than 90 days* into the future, except as authorized below in Paragraph 6.
3. No member shall schedule any aircraft for more than twelve (12) consecutive days including one (1) weekend. With the permission of the President, Operations Officer or a majority of the Board of Directors, a member may schedule nine (9) consecutive days to include two weekends. The minimum time flown must average one hour per day for each day the airplane is kept. Example one: Twelve days; leave on Monday go through that weekend and come back on Friday. Example two: Nine days; leave on Saturday and come back on the next Sunday.
4. No member shall have more than five (5) aircraft schedules in the scheduling system at any one time, and said schedules shall not provide for more than sixteen (16) days (combined of all schedules) unless specifically approved by the majority of Board of Directors, the President, or the Operations officer. Example: An aircraft schedule is a consecutive period of flight, i.e.: if on Monday a flight from 5:00pm to 7:00pm is one (1) schedule. If the member takes an aircraft on Monday and returns on Friday, this is one schedule.
5. If a scheduled aircraft is unattended by its user (a Club Member) for more than an hour after the start time of its scheduled use, then the following will apply to said aircraft and its schedule:
  - A. A Club member who finds said (unattended) aircraft, and can ascertain its user not available/present, may contact a Club Board member for possible rescheduling of the aircraft.
  - B. The Board member may cancel the existing user's schedule of that aircraft thus making at that time said aircraft available for use by other Club members.

C. The Club member finding the unattended aircraft may also then ask the Board member to reschedule the aircraft in his (the Club member) name.

D. The “offending member” who failed to cancel his/her schedule will face the following consequences for his/her dereliction of responsibility to cancel his/her schedule:

(1) FIRST offense will be a stern warning from the Board or Board Officer, reiterating the consequences for further such derelictions. **Exception** would be for a multi-day schedule in which case para. (2) below will apply in **addition** to the warning;

(2) SECOND offense: He/she WILL BE CHARGED 1 hour of flight time (per day in the case of multi-day schedules) for his/her dereliction to cancel said schedule.

(3) THIRD offense will be a penalty fee (para. (2) above) PLUS an exclusion from any further scheduling of aircraft for a period of six (6) months. Additionally, any schedule made under para. 6 below (one made in a 12-month window) will BE CANCELLED.

(4) The Board of Directors retain the right to administer these “penalties” based on the rate (how often) of occurrences. The Board may consider expulsion from the club for any member flagrantly abusing (more than 3 times) these club operations guidelines.

6. The EFC Board recognizes Club members’ potential need, under very special and/or extenuating circumstances, to schedule the use of a Club aircraft into the future beyond the ninety (90) day limitation. Therefore, such an “extension”, ie., waiver to the 90-day rule, into the “future” may be allowed under the following conditions:

A. The Club member must request such an extension/waiver in writing (email or letter) to the EFC Board of Directors. After due consideration, the Board will approve/deny the request and will notify the member in writing (email probably) of the Board’s decision. Requests will be considered by the Board on a 1<sup>st</sup> come – 1<sup>st</sup> served basis, based on the date/time group of the email or letter of request.

B. A Club member (or his/her family in the case of multiple same-family members) will be allowed ONLY ONE (1) such an extension/waiver per twelve (12) month window, which starts on the date/month of the original request. The Club’s CFO (or designated representative) will track such extensions/waivers to help provide equal opportunity for such an extension to all members.

C. A granted request for such an extension/waiver will be counted as ONE schedule of the member’s allotted 5 schedules, leaving said member with only 4 usable schedules until the extended schedule is used.

D. If a member has scheduled an aircraft under this provision, and his/her need no longer exists, it is incumbent upon the member to cancel ASAP said scheduled activity, thereby not allowing the plane to set idle and unused. Failure to do so, and thus returning the plane to use by other members, will result in the denial of future “extension” requests by the “offending” member. ADDITIONALLY, the member WILL be charged a penalty as stipulated in para. D.(1) above. The Board may, at their discretion, consider appropriate appeals by the violating member.

7. The Board of Directors may designate one (1) airplane as the club training airplane. That airplane so designated may not be scheduled for overnight trips, provided that the President, Operations Officer or the Board of Directors may from time to time suspend this restriction for specified periods of time.

## Section C. Qualifications.

1. All Club members and outside instructors must satisfactorily accomplish a check ride given by a Club instructor pilot, for each Club airplane, regardless of experience, certificates or ratings. No member shall be permitted to use an outside (non-member) instructor pilot for any reason or purpose in any Club aircraft, unless extenuating circumstances exist, and only then with special permission from a majority of the Board of Directors.
2. Members who are not licensed pilots are restricted to the use of the club training airplane only.
3. No member may operate any Club airplane having a constant speed propeller and/or retractable landing gear until such member has logged at least twenty (20) hours in an airplane with a fixed pitch propeller or more complex aircraft after Private Pilot Rating and has been checked out as provided in paragraph 1, above.
4. Student pilots will require a dual instruction ride when they exceed fifteen (15) days with no flight time logged as a pilot. Licensed pilots will require a check ride when they have exceeded ninety (90) calendar days with no flight time logged as pilot-in-command.
5. An annual proficiency check ride will be required of each Pilot Member within 12 months of any flight. Members will be reminded of this requirement with the "birthday check" system and by a procedure on the scheduling service. The check ride will be conducted by a Club Flight Instructor or a designated (by Ops Director) instructor.
6. A Club member whose pilot or student pilot ability is questioned in any manner by the Operations Officer or any member, may be required to demonstrate his or her pilot ability to an instructor pilot at any time it is deemed necessary to insure the high level of safety performance and judgment which is required within the Club.
7. A student pilot shall not be released for solo flight until he or she has been signed off by a Club instructor in accordance with the FAR's.
8. No member will allow non-members to act as pilot-in-command of Club aircraft. The following are examples:  
Question: If the member does not have a current medical, could the member fly Club aircraft with a non-member rated pilot. **Answer: NO.** The member could not legally be PIC.  
Question: If the member does not have a current medical could the member fly Club aircraft with another rated pilot that is a member of the Club? **Answer: YES.** The member that is current and has the medical would be PIC.  
Question: If the member is a private pilot without an instrument rating could they fly on an IFR flight plan with a non-member who is instrument rated. **Answer NO.** The member could not legally be PIC.

## ARTICLE II: FLIGHT

### Section A. Responsibility.

The Club member who is occupying the left pilot seat is fully responsible and required to see the aircraft is operated in strict compliance with Federal Air Regulations, Federal Communication

Commission regulations, the provisions of the operating manual of the aircraft, these rules and By-Laws, local field regulations and good flying practices, except that when a member is receiving instruction from a designated flight instructor, the instructor has such responsibility. If the instructor is not a club member the member receiving the instruction is responsible for compliance with Club rules and By-Laws.

#### Section B. Accident Report.

The member in command of the airplane shall make a written report of all aircraft accidents, violation charges, and incidents in which the aircraft has been operated not in accordance with its operations manual, to the Operations Officer within forty-eight (48) hours after the occurrence. Incidents of operation other than as provided in the operation manual shall also be noted in the aircraft logbook.

#### Section C. Authorized Airports.

Except in case of emergency, Club aircraft shall be landed at and operated only from airports appearing on current sectional charts.

#### Section D. Restriction on student pilots.

Student pilots may not operate Club aircraft in winds exceeding ten (10) knots crosswind component. Stop and Go or Touch and Go are at the discretion of the Instructor.

#### Section E. Cross Country Procedures.

Members making cross-country flights shall:

1. Schedule the aircraft for the desired date(s) and times
2. Check the logbook to insure that the aircraft has sufficient time prior to an inspection, and that it is mechanically suitable for such flight.
3. Use of FAA flight plans on such flights are recommended by the club.
4. Be responsible for servicing the aircraft with proper fuel and oil, and for the proper storage and protection of the aircraft.
5. Have authority to spend up to \$400 for any repairs. A Club officer must authorize repairs costing more than \$400. Full and complete receipts and other memoranda showing the exact nature and extent of any such repairs shall be secured and delivered to the Treasurer.
6. Pay a minimum of one (1) hour per day cross country charge in the event the aircraft is not flown as many hours as the trip requires in days.

#### Section F. Night Flying.

1. A student pilot member may not act as pilot-in-command of a Club aircraft between the hours of sunset and sunrise.
2. A pilot member may act as pilot-in-command of a Club aircraft between the hours of sunset and sunrise (ie., night operations) for purposes of a local and/or cross country night flight only if he or she:
  - a. Meets the requirements of FAR 61.57(b); and
  - b. Has logged three (3) hours of night cross-country instrument flight instruction, at night, logged (and signed off) with a club CFII; or,
  - c. Has a valid instrument rating; and is certified (by receiving a night "IPC") for night flight by a Club CFII.

3. Night takeoff and landing experience: Except as provided in paragraph 2 of this section, no person may act as pilot-in-command of an aircraft carrying passengers during the period beginning 1 hour after sunset and ending 1 hour before sunrise, unless within the preceding 90 days that person has made at least three (3) takeoffs and three (3) landings to a full stop during the period beginning 1 hour after sunset and ending 1 hour before sunrise, and
  - a. That person acted as sole manipulator of the flight controls; and
  - b. The required takeoffs and landings were performed in an aircraft of the same category, class, and type (if a type rating is required).

#### Section G. Miscellaneous.

After each flight the pilot-in-command shall:

1. Have the aircraft topped off at the aircraft's home base, as established by the Board of Directors,
2. Enter the time of operation in the Club logbook in each aircraft, noting oil used and any discrepancies,
3. Personally supervise the return to the hangar or tie down of the aircraft (with rope knots specified by the Club).
4. If there is any major maintenance discrepancy, the PIC will:
  - (a) place the RED GROUNDED sign on the throttle to indicate a grounded status, and
  - (b) notify the Maintenance and Operations Officers by telephone.
5. Any pilot not exceeding three (3) hours of logged (PIC) flying hours (in any club or non-club aircraft) within the preceding ninety (90) days must successfully complete another "currency" check-out from a properly certificated club flight instructor in a club's aircraft.