

ADDENDUM A: THE CHIEF JOSEPH FLYERS, INC.

OPERATING RULES

Section I. Purpose

1. The purpose of these Operating Rules is to ensure the safe, proper, and equitable operation of club aircraft by all members. These rules are established in accordance with Article 10 of the Bylaws.

Section II. Pilot Eligibility Requirements

1. No person shall operate a club aircraft in any capacity until he/she has:
 - a. an approved Membership Application & Agreement on file with the club
 - b. a signed and accepted membership Bill of Sale in his/her possession
 - c. been added to the club membership documents (Roster, email, QuickBooks, and Insurance)
 - d. accomplished the First Flight Checklist found in *Attachment 1* to these rules.
2. A member shall not operate a club aircraft as Pilot-in-Command unless he/she:
 - a. has been checked out in the specific make and model of aircraft by a club approved CFI
 - b. has a current Medical Certificate, a valid Airman Certificate
 - c. is in compliance with all applicable Federal Aviation Administration (FAA) regulations for recent flight experience (currency). Student pilots must comply with 14 CFR Part 61 as it relates to required documentation and currency.
 - d. has successfully completed a biennial Flight Review within the previous 24 calendar months.
3. Only Board approved CFIs are authorized to give instruction or check outs in club aircraft.
4. No non-member shall fly or be permitted by a member to fly club aircraft, except club-approved CFIs in the course of instructing or checking members.

Section III. General Operating Rules

1. Aircraft provided by the club are for the exclusive use of its members and their passengers.
2. A member may use club aircraft for personal transportation, individual flight training, or pleasure.
3. Club aircraft shall not be used for commercial operations nor business activities.
4. It is each member's sole responsibility to comply with all regulations and requirements when flying club aircraft.
5. Members are reminded that insurance coverage is not valid if club aircraft are flown without meeting regulatory requirements. Members may be liable for all expenses incurred by such action.
6. Members shall obtain and become familiar with an Aircraft Flight Manual/Pilot Operating Handbook for every club aircraft flown.
7. Members shall conduct a comprehensive preflight inspection prior to every flight, following the procedures detailed in the Pilot's Operating Handbook.
8. Members shall use checklists from the Pilot's Operating Handbook for all flight conditions, including but not limited to preflight, engine start, taxi, take-off, cruise, before landing and post-landing.
9. Members shall follow the engine manufacturer's recommended leaning procedure during taxi, take-off, cruise flight, descent and landing.
10. Members shall use the utmost caution when taxiing on loose gravel, especially when off the runway proper. Loose gravel and rocks can easily damage propellers. As a general rule, do not exceed a momentary maximum of 1500 RPM (15" MP) while taxiing on gravel.

11. In the interest of safety, the engine shall not be operating during the loading or unloading of passengers or material.
12. Club pilots shall not smoke while inside any club aircraft, within 50 feet of a club aircraft, or inside the club hangar, and shall ensure that their passengers or guests observe the same rule.
13. Club aircraft shall not be removed from hangar or tie down, nor shall the hangar doors be opened, when the wind velocity exceeds 25 knots, including gusts.
14. Flight outside the contiguous 48 continental United States must be approved by the Board. The member may be required to pay any incremental costs of insurance coverage.
15. Members shall present their Airman Certificate, Medical Certificate, and log book to an Officer of the club for examination when requested.
16. Members shall immediately report to a club Officer any adverse changes in their status with the FAA or any law enforcement agency (e.g. suspended/revoked certificate or license, DUI, drug offense, etc.).

Section IV. Flight Limitations

1. A member shall not pilot club aircraft unless he/she has logged flight time in an aircraft of the same or greater complexity within the last 90 days. Currency may be restored by a check flight with a CFI.
2. Primary student pilots shall not exceed 10 consecutive hours of solo flight or 30 days without flying, without a dual proficiency flight with a CFI.
3. Only full-stop landings with a taxi back are allowed during a student pilot's initial supervised solo. Touch-and-go landings are prohibited, except during an emergency go-around.
4. When a club aircraft is operated by a student pilot, no other person shall be aboard the aircraft other than a CFI. At the CFI's discretion, one passenger may accompany the student as long as the CFI is also on board and occupies a seat from which he/she may reach the flight controls.
5. Student solo cross-country flights with overnight stops are prohibited. Student pilots shall make no solo cross-country flights without written CFI approval.
6. Primary student pilots shall comply with the weather limitations placed on solo flight by their CFI. In the absence of specific CFI criteria, use the following minimum meteorological conditions:
 - a. Ceiling: 3000 ft AGL or greater
 - b. Visibility: 5 statute miles or greater
 - c. Surface winds: 15 kts or less including gusts
 - d. Landing crosswind component: 8 kts or less
7. Restricted and Prohibited Fields. Use of club aircraft at certain airfields may be restricted or prohibited by the Board of Directors due to unsafe, hazardous, or poorly maintained conditions.
 - a. Restricted Fields. The following fields are Restricted Fields: (1) any field with an unpaved surface that is not prohibited; (2) any paved field less than 2,500 feet in length.
 - b. To land club aircraft at a Restricted Field, that specific field must first be approved for use by a club membership vote. Local Restricted Fields that have been pre-approved are Red's Horse Ranch, Dug Bar, and Johnson Creek.
 - c. A member with fewer than 200 hours total flying time and fewer than 25 hours in the preceding 12 months shall not land club aircraft at any Restricted Field.
 - d. Before landing a club aircraft at any Restricted Field, members having the qualifying hours stated above must have 1) logged at least 15 hours of off-pavement/backcountry/short field training from a qualified CFI; and 2) received a logbook endorsement for that particular field from 2 CFIs.
 - e. Members who do not have the qualifying hours stated above may receive instruction to land at a particular Restricted Field by a CFI specifically approved by the Board of Directors for that

field; however, no landing without the specifically approved CFI shall be allowed until the qualifying hours stated above have been met.

- f. If it has been more than 12 months since a qualified member has landed at a particular Restricted Field, written approval by one of the original endorsing CFIs must be entered in the member's logbook prior to the flight.
 - g. Prohibited Fields. Club aircraft are prohibited from using Minam Ranch Field.
 - h. Any additional Restricted or Prohibited Airfields shall be communicated to the members immediately upon identification. If a member is unsure of whether landing at a particular field is allowed, contact the Board of Directors prior to undertaking the flight.
8. Close formation flight in club aircraft is prohibited, unless specifically approved by the Board.

Section V. Scheduling

- 1. No member shall fly a club aircraft without first reserving the aircraft in the provided scheduling system, the club's Google Calendar account.
- 2. All reservations on Google Calendar must include a phone number.
- 3. Scheduling use of aircraft shall be on a first to schedule basis.
- 4. Members shall reserve only the time for which they will be using the aircraft.
- 5. For reasons of fair access to club aircraft, no member may make or have pending more than four reservations at any time, except as approved by the Board.
- 6. FAA practical exams have priority over all other scheduled flights.
- 7. A member who is more than 30 minutes late for his reservation forfeits his scheduled right to the aircraft. A member is allowed to show up to 2 hours after the reservation time for an overnight trip.
- 8. If a member is unable to keep a reservation, or arrives back early from a flight, the schedule should be updated as soon as possible to allow the aircraft to be used by other members.
- 9. If the aircraft cannot be returned at the time stated in the schedule, members are expected to make every attempt to contact any member so disadvantaged, or a Board Member.
- 10. Overnight flights may be scheduled.
- 11. Weekend or extended-time flights may be scheduled. For flights of 1, 2 or 3 (consecutive) days, aircraft shall be booked using the club scheduling tool. For flights of 4 or more consecutive days, the member shall first obtain Board approval, prior to booking the aircraft in the scheduling tool.
- 12. Members shall pay strict attention to the flight schedule on Google Calendar, and all reservations shall be honored. Members may be fined \$50.00 for (1) failure to list a flight; (2) taking a plane that has been reserved by another; (3) failure to notify the member with the next reservation of a late return which conflicts that reservation; and (4) failure to cancel a reservation that precludes use by another member.
- 13. No member may make changes to the schedule affecting anyone other than him/herself. This does not apply to making an entry into Google Calendar on another member's behalf, with their knowledge.
- 14. The Maintenance Coordinator or a club Officer may cancel the scheduling of a particular aircraft if maintenance is required or an inspection is due. A "Down for Maintenance" event shall be scheduled in Google Calendar and all members with affected reservations shall be notified.
- 15. The Board shall have discretion to resolve any scheduling abuses, conflicts, or disagreements, and is specifically charged with the maintenance of orderly scheduling for the maximum benefit of all.

Section VI. Aircraft Return and Repairs Away from Home

1. Aircraft must be returned with sufficient time that allows for cleaning prior to the next scheduled time.
2. After each flight, restore the cabin to a clean state and remove all personal items. As a courtesy, clean windscreen areas and leading edges, removing bugs and dirt. Use only provided materials for cleaning.
3. Should an aircraft become disabled due to a mechanical failure, the member must notify the Maintenance Coordinator or President as soon as possible.
4. A member of the club has the authority to obtain routine maintenance of club aircraft while on a trip away from Joseph, not to exceed \$250.
5. A member shall obtain prior authorization from the Maintenance Coordinator or President for maintenance or repairs in excess of \$250 while away from Joseph.
6. Off-station maintenance expenses incurred by a member for authorized repairs will be reimbursed upon submission of a valid receipt to the Treasurer.
7. A member is responsible for a club aircraft until it is returned to its home base. A member shall not leave an aircraft away from Joseph without first contacting the Maintenance Coordinator or President.
8. If, for any reason, a member must leave an aircraft off-station, the member shall be responsible for the flight time expenses incurred by the club in returning the aircraft to Joseph, not to exceed the cost that would be incurred via the most direct routing. Additionally, while club Officers strive to assist in any way possible, the club shall not be responsible for arranging alternate transportation home for the member and his/her passengers while off-station repairs are being made, nor shall it reimburse the member for such.

Section VII. Maintenance

1. Aircraft Status Board. The PIC shall update the Aircraft Status Board in the hangar after each flight by recording the current Tachometer Time, annotating the Go-No Go marker as appropriate, and listing any new discrepancies. The Maintenance Coordinator shall keep the list of inspection due dates and tachometer times up to date.
2. Squawking Airworthiness Discrepancies. If a maintenance discrepancy is noticed, either by inspection or while using an aircraft, make a dated entry with a description of the discrepancy and PIC name on the Aircraft Status Board, and notify the Maintenance Coordinator.
3. Grounding an Aircraft. If a discrepancy is of such a nature that airworthiness or safety of flight is compromised, the aircraft shall be grounded. To ground the aircraft, mark a Red "X" in the Go-No Go box on the Aircraft Status Board. Place placards, signs, or notes in an obvious fashion to warn others, both on left pilot station and on the hangar door. Notify the Maintenance Coordinator and any members with an affected reservation.
4. Conditions Requiring Grounding. The following conditions shall cause an aircraft to be grounded:
 - a. Due inspection (50 Hour, 100 Hour, Annual, 24 month Pitot-Static, etc.).
 - b. Any flight control problem.
 - c. Any abnormal landing gear operation or indication thereof.
 - d. Inoperative brakes or worn tires (cord showing).
 - e. Propeller control malfunctions.
 - f. Low or high oil pressure (or when varied significantly from the aircraft's norm).
 - g. Any electrical malfunction affecting required systems.
 - h. Any fuel feed problems.
 - i. Any engine instrument malfunction.
 - j. Radio transmitter or receiver malfunction
 - k. Any other reason not listed which, in the opinion of the pilot, prevents safe flight.

5. Clearing Grounding Discrepancies. Only a certified A&P mechanic may clear a grounding discrepancy.
6. No Overflying Required Inspections. No required 50-Hour, 100-Hour, or Annual Inspection of club aircraft shall be overflown. No member shall depart on a cross-country flight if, based on the projected flight time, the aircraft will be away from Joseph State when any required inspection time is reached.
7. Reporting Incidents. The PIC is required to report any incident or accident, including hangar rash, to the President by the most expedient means. Any member who is requested to submit a report of an incident shall do so within 48 hours.
8. Use of the Aircraft Engine Heater. Engines that have been exposed to temperatures below freezing for more than 3 hours or are otherwise cold soaked, must be preheated until the cylinders are warm to the touch (typically at least 1 hour). When the temperature is consistently below freezing, typically from October to April, the engine heater will remain plugged in when the aircraft is in the hangar. A timer will not be used to preclude condensation damage to the cylinders.
9. Aircraft and Facility Upkeep. Members are expected to contribute at least 2 hours of service per calendar year to club aircraft and facility upkeep tasks, such as washing the aircraft, removing weeds from in front of hangar, and cleaning the clubhouse.

Section VIII. Operational Costs

1. Aircraft Charges. Charges for aircraft use are computed from the Hobbs meter. Record Hobbs readings in the aircraft Hobbs record before engine start, and after engine shutdown. If the tenth's digit of the Hobbs meter has moved off center, use the higher reading. Notify the Treasurer of any discrepancies between the initial Hobbs reading and the last reading in the aircraft book.
2. Fuel Card Use. A club Debit Card is provided for member use when refueling. The card shall be promptly returned to its storage location after each use. The card shall not be used for any expense other than aircraft fuel without prior permission from the Treasurer or President.
3. Off-Station Refueling. Use of the club-provided Debit Card is authorized for off-station fuel purchases. Members will be charged for fuel costs in excess of the price per gallon rate charged at Joseph State Airport on that date. Obtain and maintain a receipt to be provided to the Treasurer upon request.
4. Other Off-Station Charges. All non-fuel charges (tie-downs, landing fees, etc.) incurred away from Joseph State airport will be paid for by the member and are non-reimbursable. This does not include authorized maintenance required to return the aircraft to Joseph.
5. Minimum Daily Rental Charge. For multiple-day trips, a member shall pay one-hour rental (minimum) for each full day a club aircraft is checked out, even if the aircraft is not flown. A full day is anything in excess of 8 hours in a 24-hour period. Reasonable waiver appeals will be considered by the Board.
6. Propeller Damage. Any pilot who damages a propeller while acting as PIC, requiring dressing to return it to airworthy condition, may be charged a fee. The mechanic has final word on airworthiness.

ADDENDUM A, ATTACHMENT 1: THE CHIEF JOSEPH FLYERS, INC.
FIRST FLIGHT CHECKLIST

This checklist shall be followed prior to the first flight in a club aircraft for any new Active Member, Family Member, Spousal Member, or student flying on an organization's membership. It is the responsibility of the member to ensure that all items are accomplished satisfactorily.

CHECKLIST ITEM	DATE	INITIALS
1. Confirm that either an approved <i>Membership Application and Agreement</i> , or <i>Family Member / Designated Individual Agreement</i> is on file with the Secretary, and that you have read and understand the terms of agreement.		
2. Confirm with the Treasurer that required billing information has been entered into QuickBooks; and confirm with the Secretary that you have been added to the club roster and group email address list.		
3. Contact a club approved Certificated Flight Instructor (CFI) to arrange a check flight or to begin training in the club aircraft. This can also be conducted as the flight portion of your biennial flight review if required or desired.		
4. Schedule the flight on the club's scheduling website to reserve the aircraft (Google Calendar). The account name is club@chiefjosephflyers.info . Password 'aviation'.		
5. Read and understand the club Bylaws and Operating Rules. Clear up any questions you have with a club Officer or your CFI.		
6. Bring your Driver's License, Airman Certificate, Medical Certificate, and flight logbook to your flight check for in-person inspection by your CFI.		
7. Your CFI will familiarize you with the club hangar procedures to include avoiding hangar rash and use of the winch, use of the Aircraft Status Board, location of the aircraft maintenance logs, fuel card location and use, aircraft preflight and servicing, measures to avoid propeller nicks and dings, etc.		
8. Accomplish the check flight for a specific club aircraft with your CFI.		
9. Have your CFI endorse your logbook to certify you as a qualified Pilot-In-Command (PIC) for that specific club aircraft.		
10. Obtain a set of hangar and airplane keys from the club President.		
11. Return completed checklist to Secretary to file in your member folder.		