

ANN ARBOR FLYERS

OPERATING PROCEDURES

Revision 14

1. ABBREVIATIONS AND DEFINITIONS

The following definitions are used in the Operating Rules:

ARB	The Ann Arbor Airport
AIRCRAFT	Any aircraft owned by the Ann Arbor Flyers, Inc.
BOARD	The Board of Directors of the Ann Arbor Flyers, Inc.
BFR	Biennial Flight Review as defined in the FAA Regulations
BYLAWs	The current version of the Club Bylaws duly adopted by the membership
CFI, CFII	Any person who holds a valid certificate for flight instructor or flight instructor - instrument, issued by the FAA
CLUB	Ann Arbor Flyers, Inc.
FAA	Federal Aviation Administration
FLIGHT SUPERVISOR	The person elected or designated as Flight Supervisor for the flying operation of Ann Arbor Flyers, Inc. The Board may act for the Flight Supervisor.
IMC	Instrument meteorological conditions
INSTRUCTOR	Any CFI or CFII. A "Club" Instructor is a CFI or CFII approved by the Board of Directors of Ann Arbor Flyers, Inc., to instruct members in Club Aircraft.
INSTRUCTOR GROUP	The group consisting of approved Club Instructors, and AAF Flight Supervisor that meets regularly regarding instructional and safety issues.
EQUITY DEPOSIT	The contribution to CLUB equity reserves, in an amount established by the BOARD, required to become an Active Member of the CLUB
PIC	Pilot-in-command. The member responsible for the aircraft as defined in the FAA regulations.
SIGN-UP	A single continuous period of time for which an aircraft is reserved.

2. MEMBERSHIP

The Club has two categories of membership: Active and Inactive

2.1 Requirements and Rights of Membership]

- 2.1.1 Membership – Club membership is open to all persons having an interest in aviation, are citizens or legal residents of the United States, meet the financial obligations described in Section 2.3, and pass any security screening mandated by the Club, FAA, or Department of Homeland Security.
 - 2.1.2 Active Members – Active Members must hold an appropriate pilot certificate issued by the FAA and appropriate medical certification, pay the equity deposit, and pay all dues, special assessments and incurred aircraft use costs. Active Members may access and use Club aircraft and other resources, attend all Club meetings and events, and vote.
 - 2.1.3 Inactive Members – Inactive Members must have previously been an Active Member in good standing for no less than 12 consecutive months and been granted Inactive Member status by the Board. Inactive Members may not access or use Club aircraft or other resources, may not vote, do not have to pay monthly dues, but must pay all Special Assessment fees. Inactive Members may participate in all Club meetings, events, and activities at cost.
- 2.2 Maximum number of members in each category
- 2.2.1 Active Members – 15 per aircraft
 - 2.2.2 Inactive Members – no limit.
- 2.3 Application and acceptance for membership
- All applications for membership will be addressed to and managed by the Vice President.
- 2.3.1 Active Membership
- 2.3.1.1 Application consideration priority – Providing the maximum number of members defined in Section 2.2 has not been reached, applications for Active Membership will be considered in order of receipt with priority as follows: 1) Inactive Members wishing to return to active status, then 2) previous Club members who left in good standing, then 3) new applicants.
 - 2.3.1.2 Applicant information – applicants for membership will provide required information by completing the Request for Club Membership and Information Form, provided by the Vice President, and return the form to the Vice President.
 - 2.3.1.3 Acceptance process – To be considered for Active Membership, prospective members must pay the application fee, participate in a Introductory Flight with a Club flight instructor, and be introduced to the membership. A flight instructor's report of the Introductory Flight must be provided. If a Club flight instructor has sufficient personal experience with an applicant's flight skills and temperament, the instructor(s) may volunteer a report and

recommendation in lieu of the Introductory Flight. After fulfilling the preceding requirements, the applicant's request for membership will be placed before the membership for approval by majority vote. After an affirmative vote of approval by the membership, the applicant will be granted membership upon payment of the Equity Deposit.

2.3.1.4 Vote – Membership will be granted only after the candidate receives an affirmative vote of the membership, conducted as described in Section 3.3 of the Bylaws.

2.4 Fees, dues and assessments

2.4.1 Application fee – Prospective Active Members will pay an Application Fee of \$100 plus the cost of one (1) hour flight time in the aircraft selected by the applicant. \$100 of the application fee will be used for membership processing and is non-refundable. The remainder will be credited to the applicant's Club account. If the applicant's request for membership is denied, the balance remaining in the applicant's Club account will be refunded.

2.4.2 Equity share – Upon acceptance as an Active Member and before being granted the rights and privileges of membership, each applicant shall pay an equity share in the amount in effect at the time of application, as established by the Board and approved by the membership. The current Equity share value is available by contacting the Treasurer.

2.4.3 Monthly dues – Dues in the amount established by the Board and approved by the membership shall be assessed monthly for each Active Member. The current monthly dues value is available by contacting the Treasurer.

2.4.4 Aircraft use fees – Hourly fees for use of each Club aircraft shall be assessed at the rate established by the Board. The current aircraft use fees are available by contacting the Treasurer.

2.4.5 Credits – The Board may grant monetary credits against monthly dues for actions and service benefiting the Club. The current credit values are available by contacting the Treasurer.

2.4.6 Hangar key – Each Active Member will be assigned a key that will unlock all Club hangars. The key must be returned to a Club Officer upon resignation from the Club, transition to Inactive Member Status, or suspension of flying privileges. A \$5 fee will be charged for each key not returned.

2.4.7 Special assessments – After approval of the purpose and amount by the membership, the Board may levy special assessments on all Active and Inactive Members to fund costs of equipment and operations above and beyond those paid from operating capital.

2.4.8 Refund on resignation - Upon approval by the Board of resignation or termination of membership per the Club by-laws, the equity deposit remaining after deduction of all outstanding dues, fees, assessments, and other financial obligations will be returned to the member. Resignation or termination will be effective the beginning of the month following approval by the Board (*example: notification of resignation Apr-14, Board reviews and approves May-9, resignation is effective and invoices stop Jun-1*).

2.4.8.1 No prospective members -- In the case that no prospective new member is available to assume the departing member's equity share, the Board may occasionally need to defer acceptance of a member's resignation and repayment of equity until general Club funds are sufficient to repurchase the equity share on behalf of the club. A member desiring to resign in this case will be placed in Inactive status, or may choose to remain in Active Member status if they desire.

2.4.8.2 Resignation & refund priority and "Designated Transfer" -- Member resignations and equity refunds will generally be prioritized in the order of receipt. However, members desiring to resign are permitted to designate the sale of their equity share to a specific individual they recruit to join the Club, pending application and acceptance of the designated prospective member per Section 2.3. Such Designated Transfers will be prioritized for approval ahead of other resignation requests. In the event of a waiting list of prospective new members, the application consideration priority described in 2.3.1.1 must be respected ahead of any such an individual designation. Transfer of the equity share will be via the Club treasury in all cases.

2.5 Transition to Inactive Member status

2.5.1 Approval of Inactive Member status - An Active Member in good standing for the previous 12 consecutive months may be granted inactive status by the Board upon receipt of a written request and after confirmation from the Treasurer that all Club accounts are paid in full.

2.5.2 Aircraft access – Aircraft access will be terminated upon Board approval of Inactive Member Status. The assigned hangar key shall be returned to a Club Officer immediately. A \$5 fee will be charged for each key not returned.

2.5.3 Equity Deposits and Special Assessments – Inactive Members will pay all Special Assessments levied by the Board and will maintain Equity Deposits equal to that of Active Members at all times.

2.6 Reinstatement from Inactive Member status – An Inactive Member may be reinstated as an Active Member upon receipt of a written request, a demonstration that they meet all requirements for Active Membership, are approved for membership as described in Section 2.3.1.1 above, and pay any

difference between their total equity deposit and the approved equity deposit requirement at the time of reinstatement.

2.7 Revocation of Membership

2.7.1 An Active Member may be expelled from the Club upon a majority vote of the Board for any of the following reasons:

- Reckless or negligent operation of an aircraft.
- Operation of an aircraft in non-compliance with Club Bylaws or Operating Procedures.
- Actions in willful disregard of FAA Regulations or State and Local laws, regulations, or ordinance.
- Display of poor judgment or an unsafe attitude, or
- Actions in a manner contrary to the best interests of the Club.

2.7.2 A member who is being considered for expulsion shall be immediately notified by the Board and given a hearing by the Board prior to taking final action. Upon such notification, the member shall be grounded pending the outcome of this hearing.

3. CLUB OPERATIONS

3.1 Officer qualifications for office – Candidates for elected office shall be Active Members in good standing and have been a member of the Club for at least one year at the time of election. Any officer who voluntarily or mandatorily becomes an Inactive Member immediately forfeits their elective position, and the position becomes vacant. Vacancies shall be filled in accordance with the Bylaws.

3.2 Meetings

Meetings will be held at a time and place determined by the Board, unless otherwise specified in the following subsections. Notices of the date, time and place of each meeting will be provided as specified in the Bylaws. Business of the Club may be conducted at meetings of the membership once a quorum of one-third (1/3) of the Active Members is achieved.

3.2.1 Regular meetings of the membership – Meetings of the membership shall be held a minimum of four times per year, once in each calendar quarter, to conduct business of the Club once a quorum of one-third (1/3) of the Active Members is achieved. Unless otherwise established by the Board, Regular Meetings of the membership will be held on the second Wednesday in the months of January (concurrent with the Annual Meeting), April, July and October.

3.2.2 Annual meeting of the membership – The Annual Meeting of the membership shall be held on the second Wednesday in the month of January of each calendar year. Reports of the previous year's financial

performance, including receipts, expenses, reserves, and capital purchases; and Club operations; membership status; introductions of officers and directors; and budget and Club operation plan for the current fiscal year shall be presented.

3.2.3 Special meetings of the membership – Special meetings of the membership may be called, as described in Section 4.5.2 of the Bylaws, to present to the membership resolutions or actions requiring approval of the membership. It is anticipated that most special meetings will be called to secure membership approval of a resolution by electronic voting or mail-in ballot, rather than at a physical meeting. A valid vote will occur when ballots are received from a quorum of one-third (1/3) of the membership.

3.2.4 Excused absences – Active Members may be excused from participating in the regular, annual, and in-person special meetings if a reason for the absence is presented to the President prior to the meeting, and the President determines the reason to be valid.

3.2.5 Remote access – When remote access (e.g., teleconference, video conference, or web conference) to a meeting of the membership is available, access will be available to members with prior approval of the Board.

3.2.5 Meeting calendar - The date of the Annual Meeting and each Regular Meeting for a given calendar year will be established no later than January 1 of that year, provided to each Active Member, and made available for reference thereafter in a manner accessible by the membership.

3.2.6 Professional development meetings – Professional development meetings, separate from meetings of the membership will be held on a schedule and at times and places established by the Board. Professional development meetings will be held to improve the knowledge and skills of members, discuss aircraft maintenance and operations, and provide aircraft and Club operations reports.

3.3 Approvals by the membership – The following actions, other than elections of officers, shall require a vote of the membership, a valid vote being defined as ballots or other form of vote having been received from a quorum of one-third (1/3) the Active Members:

- Approval of new members
- Annual budget
- Acquisition and disposition of aircraft

3.4 Elections

3.4.1 Management of elections – the Secretary will be responsible for management of all aspects of the annual election of officers of the Club.

3.4.2 Slate of nominees – The secretary shall present to the membership, no later than October 15 of each fiscal year, a slate of candidates, consisting

of one candidate for each open position, approved by the Board. The membership shall have fourteen (14) calendar days to offer additional nominations for any or all open positions.

- 3.4.3 Election by unanimous consent- If no additional nominations are received by the appointed date, the slate approved by the Board shall be elected by unanimous consent.
- 3.4.4 Election by vote - If additional candidates are nominated for an open position or positions, the Secretary shall conduct an election in accordance with the Bylaws for that position(s) during the month of November, no sooner than fourteen (14) days after close of the nominating period.
- 3.5 Resolution of tie votes – Tie votes shall first be resolved by negotiation if possible. If the tie vote cannot be resolved by negotiation, it shall be resolved by a method of random selection, such as coin toss, roll of dice, or playing card draw, approved by all candidates.
- 3.6 Selection and retention of employees, contractors, and consultants – The Board, after providing appropriate notice and information to the membership and providing a minimum of fourteen (14) days for receipt of comments from the membership, may select and retain employees, contractors, and consultants to the extent payment for which is provided in the approved budget.

4. FINANCIAL OPERATIONS

- 4.1 Fiscal year – The fiscal year has been established by the BOD as beginning on January 1 and ending on December 31 of each calendar year.
- 4.2 Management of accounts
 - 4.2.1 Liquid asset accounts will be established by the Board on advice of the Treasurer in accounts insured by the FDIC and in amounts in each account not exceeding FDIC insured limits.
 - 4.2.2 Savings and investment accounts will be established by the Board on advice of the Treasurer in accounts or instruments having financial risk no greater than U. S. Treasury bonds.
- 4.3 Spending/contracting
 - The Board and responsible officers duly authorized by the Board are authorized to collect revenues and expend funds of the Club in accordance with the approved budget. No further authorization from the membership shall be required for any expenditure, including capital expenditures, included in the approved budget.
 - Neither the Board nor any responsible officer may expend funds in excess of the total expenses in any expense category authorized in the approved budget without first obtaining membership approval of a budget amendment.

- All aircraft acquisitions and divestitures shall be approved by a majority of the membership, as described in the bylaws, separate and distinct from all budget approvals.

4.4 Annual budget

4.4.1 Process

- The Board, in consultation with the Treasurer, shall develop an annual budget, which shall include, but not be limited to, projections of revenues, aircraft operating expenses, club operating expenses, wages, and capital expenses. After approval of the Board, the budget shall be presented to the membership for approval.
- All individual expenses of greater than \$10,000 shall be itemized in the budget prior to presentation to the membership.
- The membership shall have a minimum of 30 calendar days to review the budget. The Board will schedule at least one informational meeting during the review period to answer questions and receive comments on the budget.
- The membership shall vote to approve or reject the budget presented by the Board. If the budget is rejected, the Board shall propose alternate budgets and hold membership votes until a budget is approved.
- The budget will become effective on the first day of the fiscal year after approval by the membership, or on the first day after membership approval if the vote is held after the beginning of the budget year.
- If no budget has been approved by the first day of the fiscal year, the Board shall maintain operations of the Club on a continuing budget resolution providing for spending at the rate of 1/12 of the previous year's budget for each month until a budget is approved.

4.4.2 Schedule – The annual budget for each fiscal year shall be approved by the Board and presented to the membership no later than November 1st of the preceding calendar year. The membership shall vote to approve or reject the budget no later than December 1st of the preceding calendar year. If the budget is rejected by the membership, the Board shall have no more than 60 calendar days to revise and resubmit the budget to the membership for approval.

4.4.3 Amendments – Neither the Board nor any responsible officer may expend funds in excess of the total expenses authorized in the approved budget without first obtaining membership approval of a budget amendment that increases the maximum amount of allowed expenses. The Board shall present all such amendments to the membership for a vote of approval or rejection after allowing a minimum of 14 calendar days for review and comment.

4.5 Accounting principles and financial reviews

4.5.1 Accounting principles – The Treasurer shall use reasonable, defensible, and understandable accounting and budget tracking techniques

4.5.2 Reporting and review

- The Treasurer shall provide, at the first membership meeting in each fiscal year, a financial summary of the previous fiscal year. The status report shall include, at a minimum, total revenues by source, total expenses by budget category, capital expenditures, and funds in liquid and investment accounts, including the locations of those accounts.
- The Treasurer shall provide a financial status update report at each quarterly meeting of the membership. The status report shall include, at a minimum, the total revenues by source, total expenses by budget category, capital expenditures, and funds in liquid and investment accounts, including the locations of those accounts.
- The Board may, at its sole discretion, order an accounting review or audit of the Club's accounts and finances. A review of the Club's accounts and finances shall be conducted at Club expense upon request of any Active Member and affirmative vote of two-thirds of the membership.

5. AIRCRAFT OPERATIONS

5.1 Management Responsibilities

5.1.1 The Flight Supervisor shall provide oversight of all Club flight operations by:

- Maintaining and keeping current the established aircraft reservation system.
- Monitor currency of members as entered in the aircraft reservation system.
- Coordinate with the Maintenance Supervisor on aircraft maintenance issues.
- Provide new member orientation or delegate to any board member.

5.1.2 The Maintenance Supervisor, if appointed, shall:

- Be appointed by the Board and report directly to the Board.
- Be responsible for the maintenance and repair of the Club's Aircraft, including avionics databases.
- Oversee the Crew Chiefs.
- Coordinate and oversee routine, owner-allowed maintenance operations and schedules in conjunction with the Crew Chiefs.
- Coordinate and oversee contracted repairs, maintenance, and annual inspections of aircraft in conjunction with the Crew Chiefs.

- Authorize, within the limitations of the annual budget and Section 4.4, approved payments for contracted repairs, maintenance, and annual inspections of aircraft.
- Order and maintain aircraft supplies and parts for owner-allowed maintenance, aircraft cleaning, and hangar operations.
- In the case that a Maintenance Supervisor is not appointed by the Board, the responsibilities will be assumed by the Flight Supervisor, or delegated to the Crew Chiefs at the discretion of the Flight Supervisor.

5.1.3 The Crew Chief shall for the assigned aircraft:

- Perform owner-allowed maintenance.
- Maintain oil level, battery, tire pressures, spark plugs, and lights at optimum operational levels
- Report all aircraft malfunctions, issues, damage, and maintenance needs to the Flight Supervisor and/or Maintenance Supervisor.
- Coordinate aircraft repairs with the Maintenance Supervisor.
- Coordinate the owner preparation of aircraft for Annual Inspections.
- Coordinate aircraft cleaning and waxing, including all materials and insure that the aircraft is in the proper location for the “Wax Party”
- Maintain a neat and orderly hangar and coordinate hangar repairs and maintenance with airport personnel.

5.2 Pilot qualifications for flight

5.2.1 Each member, while acting as PIC of a Club aircraft, must be in compliance with any and all applicable requirements of 14 CFR 61.

5.2.2 Each member, while acting as PIC of a Club aircraft, must have had 1 hour of dual instruction with a Club instructor in the previous 12 months and have it logged.

5.2.3 Each member, while acting as PIC of a Club aircraft, must have any qualifications required by our current insurance policy, such as minimum hours for specified aircraft.

5.2.4 Flight Proficiency Checks

5.2.4.1 Before operating as PIC of a Club aircraft, a Member must demonstrate flight proficiency in that specific make and model to the satisfaction of a Club CFI as evidenced by a logbook entry and/or endorsement. To act as PIC in any high performance or complex aircraft requires a minimum of 5 hours of dual instruction.

5.2.4.2 To act as PIC for night flight a Member must hold an Instrument rating or demonstrate night flight proficiency to the satisfaction of a Club CFI.

- 5.2.4.3 An Officer or Flight Supervisor may require a flight proficiency check and endorsement by a Club CFI at any time information or evidence placing a Member's proficiency in doubt is obtained.

5.2.5 Minimum Qualifications for High-Performance Aircraft

- 5.2.5.1 Minimum qualifications for any high-performance aircraft. To act as PIC of any high-performance Club aircraft Make & Model, a member must have logged a minimum of 125 hours total time, have or obtain a high-performance endorsement as per 14 CFR 61.31, and obtain a logbook sign-off from a Club instructor. A Club instructor may provide such a sign-off after member satisfactorily completes a Club training syllabus for the Make & Model or has documented and satisfactorily demonstrated the equivalent experience.
- 5.2.5.2 Minimum qualifications for Lancair Columbia aircraft. To act as PIC of a Lancair Columbia 300 Club aircraft, a member must have logged a minimum of 125 hours total time, have or obtain a high-performance endorsement as per 14 CFR 61.31, have a minimum of 50 hours as PIC in high-performance aircraft, and obtain an aircraft type logbook sign-off from a Club instructor. A Club instructor may provide such a sign-off after member satisfactorily completes 10 hours dual instruction in a Lancair Columbia 300 using the Club training syllabus or has documented and satisfactorily demonstrated the equivalent experience.
- 5.2.5.3. Minimum qualifications for Piper Saratoga PA32R-301:

Due to this aircraft being the club's first complex high-performance aircraft, the requirements will be as follows until such time as the BOD feels the need to revise these categories into a less complicated categorization.

This should cover all the different types of pilot members that would be using 1AF (consult with the Flight Supervisor or other board member for clarification if needed).

To act as PIC of a Piper Saratoga PA32R-301, a member must meet the requirements of 5.2.5.1, and complete Club training and sign-off by a Club instructor as indicated:

- For a CFI or Commercial ATP with 100+ hours complex time: Train to proficiency + 3 landings.
- For a CFI with 25+ hours 4339L or other PA32 time: 2 hours dual instruction with 5 landings (emphasize key differences) and comfortable to instruct.

- For any pilot with 100+ hours complex time and 10+ hours PA32 time: train to proficiency + 3 landings.
- For any pilot with 50+ hours High Performance time: 10 hours dual instruction in a PA32R-301 with minimum 3 lessons and 5 landings.
- For any other pilot: 25+ hours in 4339L or other PA32 time PLUS 5 hours dual instruction in a PA32R-301 with minimum 3 lessons and 5 landings.

5.2.5.4 The Board may waive the minimum requirements for a checkout on a case-by-case basis, upon recommendation by 2 people - one club CFI and either the Flight Supervisor or President.

5.2.6 Minimum Currency Requirements

- 5.2.6.1 Any member who has not maintained the minimum currency requirements in this section must receive a proficiency endorsement from a Club CFI before again acting as PIC of the type aircraft.
- 5.2.6.2 Piper Archer (PA28-181). To act as PIC a member must have logged as PIC in the previous 180 days 3 hours of flight time, 3 take-offs, and 3 landings in a single-engine land class airplane, or in the previous 180 days completed an annual hour of dual.
- 5.2.6.3 Piper Saratoga (PA32-301). To act as PIC a member must have logged as PIC in the previous 180 days 3 hours of flight time, 3 take-offs, and 3 landings in a PA32, or in the previous 180 days completed an annual hour of dual in a PA32. To act as PIC of a PA32R a member must additionally have 3 take-offs and 3 landings in a retractable aircraft in the previous 180 days or completed an annual hour of dual in a retractable aircraft.
- 5.2.6.4 Lancair Columbia 300 (COL3). To act as PIC a member must have logged as PIC in the previous 180 days 3 hours of flight time in a Lancair Columbia 300, or in the previous 180 days completed an annual hour of dual in a Lancair Columbia 300. Additionally, to act as PIC a member must have logged as PIC in the previous 90 days 3 take-offs and 3 landings in a Columbia 300.

5.3 Aircraft reservations

- 5.3.1 Each member must continually update entries in the aircraft scheduling system which reflect current medical certification, compliance with 14CFR 61.56 (BFR or other) and their annual hour of dual with an instructor.
- 5.3.2 A Member desiring to use a Club aircraft they are authorized to fly must, prior to use, make a reservation in their name for the time of use in the Club's reservation system.
- 5.3.3 Any Member desiring to use a Club aircraft may enter an "Alternate" reservation in their name into the Club reservation system and use the reserved aircraft for any unused portion, if any, of the original reservation period.
- 5.3.4 Any Member holding an aircraft reservation shall, upon determining that part or all of that reservation cannot or will not be used, immediately modify or remove the reservation from the reservation system, as appropriate, and notify any holder of an Alternate reservation of the aircraft availability as soon as practicable.
- 5.3.5 Any member who fails to initiate use of a Club aircraft or modify an existing reservation within 30 minutes after the start of a reservation period of 4 hours or less, within 1 hour after the start of a reservation period of 4 -12 hours of contiguous daylight, or within 2 hours after the start of a reservation period lasting more than 12 hours, the reservation shall be considered cancelled.
- 5.3.6 The following restrictions shall apply to all aircraft reservations, unless a deviation receives prior approval of the Flight Supervisor:
 - A single continuous reservation shall not exceed 13 days nor include all or part of the daylight hours of more than three weekend days.
 - No Member may at any one time hold reservations for all of the daylight hours of more than three consecutive weekend days nor a total of 4 weekend days if not consecutive.
 - Additional time, above and beyond the limitations described above, may be extended up to 24 hours at a time, if within 24 hours or less before the beginning of desired reservation extension, no conflicting aircraft reservation exists.

5.4 Aircraft usage

5.4.1 Aircraft access – Club aircraft are available to Active Members in good standing provided, prior to accessing and using a club aircraft, the Member has properly reserved the aircraft in accordance with Section 5.3, and before acting as PIC, has been authorized by a Club CFI to act as PIC for the aircraft make and model under anticipated flight conditions (VFR and/or IFR).

5.4.2 Pilot responsibilities before, during, and after flight

- 5.4.2.1 The PIC must perform a thorough preflight inspection of the aircraft, including a visual inspection of the fuel quantity and understanding any open airplane squawks, prior to commencing flight. Any damage or discrepancies discovered by a member must be recorded in Flight Schedule Pro for that aircraft and promptly reported to the aircraft Flight Supervisor, Maintenance Officer, or Crew Chief. The last person to fly the aircraft will be deemed responsible for any damage detected unless the damage was previously reported to the Flight Supervisor, Maintenance Officer, or Crew Chief. If a condition is discovered which may affect the airworthiness of the aircraft, the aircraft shall not be flown until cleared by the Flight Supervisor/Maintenance Officer.
- 5.4.2.2 Each member must verify that the airworthiness and registration certificates, appropriate operating limitations information, and operator's manual are in the aircraft prior to commencing the flight.
- 5.4.2.3 The PIC should comply with all local procedures, such as for noise abatement.
- 5.4.2.4 Each PIC is personally responsible for the aircraft under their control and is required to return the aircraft to its assigned hangar at ARB at or before the conclusion of the reservation period, unless another member specifically assumes responsibility for the aircraft.
- 5.4.2.5 Unless under direct observation by the PIC, aircraft parked at an airport for other than short periods of time, must have doors and windows locked, controls and wheels secured, and be properly tied down or parked in a hanger.
- 5.4.2.6 At the conclusion of each flight, the PIC must legibly record the tachometer reading and flying time in the Aircraft Flight Time Log that is found in each aircraft.
- 5.4.2.7 Upon return of aircraft to ARB the pilot will request fuel service according to the policy for the Type aircraft flown unless the next scheduled user has requested a different fuel level. Any deviation from the fuel policy will be noted on the aircraft's log sheet to inform the next user. The pilot will make a reasonable effort to be present for the fuel service in order to insure the tanks are filled to the proper level. Fuel should be ordered from the designated provider at ARB and charged to the Club account.
 - Archer policy: fill each tank to the fuel tab — 17 gallons each side, 34 gallons total
 - Saratoga policy: fill the inner tanks — 30 gallons each side, 60 gallons total
- 5.4.2.8 Upon return of aircraft to ARB after each flight, the leading edges should be wiped clean of bugs, the Tanis heater plugged in, the incandescent caged light hung correctly in the cockpit and the battery trickle charger plugged in.

- 5.4.2.9 The PIC is responsible for obtaining and paying for fuel, oil, and repairs at airports other than ARB, with maintenance approved by a Club Officer subject to reimbursement per 5.4.4.
- 5.4.2.10 All aircraft repair work must be approved by a Club Officer. If emergency repair work is required, the member will be responsible for all costs involved if prior approval is not obtained.
- 5.4.2.11 The PIC experiencing or observing an aircraft system or equipment malfunction must clearly detail pertinent information in the Flight Schedule Pro squawk section to assist in diagnosing the malfunction and promptly report the malfunction to the Flight Supervisor or aircraft Crew Chief. If the aircraft is not airworthy, the aircraft must be grounded by the following procedures:
- Post a notice in the aircraft where it will obviously be seen and place the "Grounded" sign on the aircraft propeller.
 - Notify the Crew Chief for the aircraft and/or Flight Supervisor as soon as possible.
 - Pilots are encouraged to also record squawks in the Aircraft Flight Time Log in the aircraft for the benefit of other pilots.
- 5.4.2.12 The PIC, who experiences an aircraft system equipment or malfunction at an airport other than ARB, is responsible for all costs of returning the aircraft to ARB unless otherwise waived by the Flight Supervisor.
- 5.4.2.13 When a Club Instructor is providing an Introductory Flight to a prospective member at the request of a Board member, the Club Instructor is responsible for completion of the items in section 5.4.2 indicated as Pilot or PIC or Member responsibility. Club Instructors are encouraged to engage prospective members in completing these activities together, to introduce Club operations to the prospective member.

5.4.3 Limitations on use of Club aircraft

- 5.4.3.1 Use of aircraft for commercial purposes is specifically prohibited. Use of aircraft on a personal basis for business purposes, and instructors teaching members for a fee are not considered commercial use.
- 5.4.3.2 Aerobatic operations are prohibited. Spins are permitted only in an aircraft approved for spins and when accompanied by an instructor.
- 5.4.3.3 The Flight Supervisor may request a check ride of any member at any time, and may require additional instruction or make other recommendations.
- 5.4.3.4 All members must fly aircraft from the left seat unless they have been approved in writing to fly from the right seat. To gain approval to fly from the right seat, you must either be a club approved flight instructor, or received a right seat checkout from an approved club

flight instructor. A member that is authorized to fly in the right seat but is not a club approved instructor must have made 3 take offs and landings in the right seat in the previous 90 days. Once out of currency, the members must get current with a club approved instructor before flying from the right seat.

5.4.4 Incurred costs reimbursement - To receive credit for fuel, oil, or authorized repair services thus purchased, Members must submit to the Treasurer the original receipt(s), or facsimile thereof, which must clearly show Member's name, aircraft number, and quantities of fuel, oil, etc. purchased.

5.5 Aircraft Flight Time Log – An Aircraft Flight Time Log will be maintained in each aircraft. At the beginning of each flight, the PIC should verify the current tachometer reading with the last entry in the log. At the conclusion of each flight, the PIC shall enter her/his name, the current tachometer reading, and the net flight time in the spaces provided. The PIC shall indicate the oil level (# qts. or “OK”) at the beginning of the flight and any oil added. Squawks of any malfunctions, remote repairs, aircraft damage, etc. should be entered in the log and wherever else, as deemed by the Flight Supervisor, e.g. the Club’s scheduling program

5.6 Incident reporting

5.6.1 Accidents and damage

5.6.1.1 Minor damage to Aircraft, such as stone abuses, dents, scratches resulting from contact with hangars or other objects, shall be noted in the Aircraft Flight Time Log referenced in Section 5.5 by the member responsible or the member noting the damage. The Flight Supervisor must be notified.

5.6.1.2 Any member involved in an accident or incident shall comply with the requirements of NTSB 830 and report it to the Flight Supervisor or other Club Officer immediately. The member will provide any written reports or other documentation as required by the Club and/or insurance company.

5.6.1.3 The Club will carry public liability insurance for the Club and the individual members to pay for damages awarded to non-members. Hull damage insurance will be carried on Aircraft having outstanding loans.

5.6.1.4 An individual member, provided they are in compliance with Club By-Laws and Operating Procedures, will have a financial liability for damage caused per event equal and limited to an amount that is the lesser of half the Club’s insurance policy deductible for a loss covered by hull damage insurance (or \$5000 for a loss covered by Club self-insurance), or half the total costs of the repair(s) chosen

by the Board. For in-motion events these costs apply to the member logging “dual received” time, or, if no member is logging such time, the member in the left seat. For not in-motion events these costs apply to the member holding the aircraft reservation during or proximate to the event.

5.6.1.5 An individual member who is not in compliance with Club By-Laws or Operating Procedures will have a financial liability for damage caused per event equal and limited to an amount that is the lesser of the Club’s insurance policy’s full deductible for a loss covered by hull damage insurance (or \$10000 for a loss covered by the Club’s self-insurance), or the total costs of the repair(s) chosen by the Board.

5.6.1.6 When a Club Instructor is providing an Introductory Flight to a prospective member at the request of a Board member, section 5.6.1.4 does not apply and the Club will cover the full deductible and/or repair costs.

5.6.2 Denial of insurance coverage – Members causing damage to Club aircraft will be responsible for that damage if the Club insurance carrier denies coverage because that Member was not operating the aircraft in compliance with Club Bylaws or Operating Procedures.

5.6.3 FAA actions – Any Member who has been notified by the FAA that he/she is being investigated or questioned pursuant to a potential rule, airspace, procedure, clearance, or other violation, or who has been notified by any law enforcement agency of a violation of law related to aviation activities, must inform the Flight Supervisor as soon as practical. Any Member who has been notified by the FAA of suspension or revocation of flight privileges or to appear at a hearing that may result in suspension or revocation of flight privileges, must inform the Flight Supervisor as soon as practical

5.7 Grounding

5.7.1 Each member shall self-ground, voluntarily suspending PIC privileges, during any period in which the member does not have a valid medical certificate, deems himself/herself medically not fit, is not in compliance with 14 CFR 61.56, i.e. a biennial flight review, within the required time limits, does not possess a valid pilot certificate, or is otherwise not qualified to operate an aircraft as PIC.

5.7.2 Any member may be temporarily grounded, thus losing PIC privileges, by the Board of Directors for any of the following reasons:

- is reckless or negligent in the operation of an Aircraft,
- acts in willful disregard of FAA Regulations, State, Local or Club rules,
- displays poor judgment or an unsafe attitude, or
- is more than 90 days in arrears in payment of incurred club fees and costs.

5.8 Instruction — Instruction in Club aircraft is limited to Club Members and Club instructors except under special circumstances as determined by the Board.

5.8.1 Instructor qualifications (Member) – Prior to becoming an approved club instructor as a member, a CFI or CFII must meet the following qualifications:

- Be an active Club member in good standing for at least 6 months
- Apply to the Board to be approved as a club instructor and provide all requested references and information
- Attend at least 2 general membership meetings
- Attend instructor group meetings if requested by the Flight Supervisor.
- Have logged a minimum of 10 hours as PIC in the class of airplane in which instructing.
- Have logged a minimum of 300 hours total time
- Have logged a minimum of 20 hours of actual instrument time to instruct instrument students
- Obtain a recommendation from at least one Club instructor of equivalent certification (CFI or CFII) for instruction in club aircraft
- Be approved by the Flight Supervisor

5.8.2 Instructor qualifications (Non-member) – To be an approved Club instructor as a non-member, a CFI or CFII must meet the following qualifications:

- Apply to the Board to be approved as a Club instructor and provide all requested references and information
- Provide documentation of insurance coverage appropriate for a non-member instructor after review by the Club's current insurance carrier.
- Logged a minimum of 10 hours PIC in the class of airplane in which instructing.
- Logged a minimum of 300 hours total time
- Logged a minimum of 20 hours of actual instrument time to instruct instrument students
- Completed certificates or ratings for a minimum of two student pilots
- Obtain a recommendation from at least one Club instructor of equivalent certification (CFI or CFII) for instruction in club aircraft
- Obtain a recommendation from the Flight Supervisor for instruction in Club aircraft
- Be approved by the Board of Directors

5.8.3 Fees – All fees for instruction shall be paid directly to the instructor.

5.8.4 AOPA Pinch-Hitter Instruction - Club Aircraft may be used by a member's immediate family to take the AOPA pinch hitter course from a Club Instructor. Such use is encouraged.

5.9 Maintenance and repairs

5.9.1 Each PIC is responsible for an aircraft signed out. If there is a malfunction or mishap, it must be recorded and reported per Section 5.4.2, in Flight Schedule Pro, in the Aircraft Time Log Book, and reported to the aircraft's Crew Chief.

5.9.1.1 – Squawk Handling – In the event of a reported squawk, the aircraft Crew Chief will lead the response by the following procedure:

- 1) Crew Chief for squawked aircraft reaches out to member who posted to gain more insight.
- 2) Crew Chief touches base with Maintenance Supervisor on squawk, and creates a response or repair plan
 - a. At Crew Chief's discretion, Crew Chief may involve other aircraft Crew Chiefs or other members to help with diagnosis or proposing a plan.
 - b. Any financial expenditure for maintenance or diagnosis must be discussed & agreed by the Maintenance Supervisor. The Maintenance Supervisor is responsible to coordinate with the Treasurer if the expenditure is expected to be significant.
 - c. Decision to ground or un-ground an aircraft on the club schedule will be made by the Crew Chief in consultation with the Maintenance Supervisor and Flight Supervisor. This does not change the responsibility of each member as PIC to judge airworthiness per FAR's.
- 3) Flight Supervisor communicates aircraft status and reservation impact to any members with affected reservations, and updates aircraft schedule in FSP. Affected members revise or schedule alternate reservations in FSP as desired.
- 4) Crew Chief oversees, performs or coordinates repair based on conversation with Maintenance Supervisor. Crew Chief updates squawk status as appropriate throughout.
- 5) Crew Chief closes out squawk and reports back to Maintenance Supervisor and Flight Supervisor if needed.

If Crew Chief or Maintenance Supervisor are not available or able to respond to a squawk, the Maintenance Supervisor or Board President may request another Crew Chief or club member to temporarily substitute.

- 5.9.2 Any and all preventive maintenance work done by a member, such as an owner assisted annual inspection, must comply with 14CFR 43.3 (g), Appendix A to Part 43, Paragraph C – Preventive Maintenance and AC43-12A.
- 5.9.3 Any and all preventative maintenance work done by a member must be performed under the direction of the Crew Chief for that aircraft or the Maintenance Supervisor.
- 5.9.4 Routine supplies such as paper towels, light bulbs, bug juice, tires, etc are to be purchased by the Maintenance Supervisor.
- 5.9.5 Service and materials providers for repairs, maintenance, parts and capital acquisitions shall be selected prudently by the Board, responsible officer, or delegated representative approved by the Board.
- 5.9.6 Arrangements for any maintenance or repair service needed must be made only by the Maintenance Supervisor or his/her designee.
- 5.9.7 The Annual aircraft inspection is completed with owner assistance, in compliance with 5.9.2 and is coordinated by the Crew Chief and Maintenance Supervisor.
- 5.9.8 Unless approved in the budget, expenses of \$500 or more must be approved by the Maintenance Supervisor in conjunction with the Board.
- 5.9.9 All maintenance and repair work will be conducted by a company approved of by the Board.
- 5.9.10 Responsibilities of Maintenance Supervisor noted in this section will be handled by the Flight Supervisor if no Maintenance Supervisor is appointed by the Board.

6. REVISION STATUS

These procedures replace all previous procedures and shall be known as the ANN ARBOR FLYERS OPERATING PROCEDURES, Revision 14, Dated 9/13/2023.

For reference, the previous documents were known as:

- ANN ARBOR FLYERS OPERATING PROCEDURES, Revision 13, Dated 1/10/2023
- ANN ARBOR FLYERS OPERATING PROCEDURES, Revision 12, Dated 8/30/2022
- ANN ARBOR FLYERS OPERATING PROCEDURES, Revision 11, Dated 2/1/2021
- ANN ARBOR FLYERS OPERATING PROCEDURES, Revision 10, Dated 11/2/2020
- ANN ARBOR FLYERS OPERATING PROCEDURES, Revision 9, Dated 9/11/2019
- ANN ARBOR FLYERS OPERATING PROCEDURES, Revision 8b, Dated 5/8/2019

- ANN ARBOR FLYERS OPERATING PROCEDURES, Revision 7, Dated 11/17/2018
- ANN ARBOR FLYERS OPERATING PROCEDURES, Revision 6, Dated 09/05/2018
- ANN ARBOR FLYERS OPERATING PROCEDURES, Revision 5, Dated 06/06/2018
- ANN ARBOR FLYERS OPERATING PROCEDURES, Revision 4, Dated 05/04/2018,
- ANN ARBOR FLYERS OPERATING PROCEDURES, Revision 3, Dated 10/31/2017,
- ANN ARBOR FLYERS OPERATING PROCEDURES, Revision 2, Dated 09/10/2017,
- ANN ARBOR FLYERS OPERATING PROCEDURES, Revision 1, Dated 08/06/2017,
- ANN ARBOR FLYERS OPERATING PROCEDURES, Revision 0, Dated 11/09/2016,
- ANN ARBOR FLYERS OPERATING RULES, Revision 11, Dated 12/5/01 by K. Wayne Powell.
- Prior revisions can be found in Google Docs under Superseded Versions in Membership Docs.