

# **Hillsboro Flying Club (HFC)**

## **Policy and Procedures**

### **Working Document dated (9/12/2011)**

This document is intended to introduce all HFC members and CFI's to the expectations and requirements for operating and caring for HFC airplanes, equipment, and hangars. The club member is given this as a reminder and to impress upon each member they are responsible to care for and keep HFC property in good working order, free from excessive wear and tear.

**A) Required of all members before flying solo or carrying passengers in an HFC airplane:**

- 1) **Approved, per club regulations, to fly the particular airplane. Membership fees and any dues/rates must have been paid in full before a club check ride may be given.**
- 2) **The member must have received a check ride(s) (including currency reviews), with related log book endorsement and appropriate club form(s) by a club approved CFI (see below).**
- 3) **The CFI shall fill out proper club forms and paperwork documenting the check ride(s) results to the designated club member. The designated club member will file this and update or make changes to "Schedule Master" to allow (or not allow) the member flying reservation privileges.**
- 4) **During the APCR check ride(s), the member must demonstrate through certificate(s) or logbook notation, that at least two club approved safety seminars were successfully completed within the previous 12 months. See "D"**

**B) Use and operation of the engine analyzer:**

- 1) **Part of the CFI check ride will be to instruct in the proper use and operation of the engine analyzer instrument for the aircraft (JPI). This item is part of the check list the approved CFI uses during the check ride. Each airplane has these requirements included in the airplane.**
- 2) **The JPI has capability of downloading to show readouts of previous flights. Should an overheating issue result in any damage, the member needs to know they may be required to pay for repairs.**

**C) The following is a list of most, but not all of required operations required by HFC that members must adhere to. These items involve not only safety but guidelines to keep HFC property in good condition.**

- 1) **Before each flight, review all destination airports and alternates. Physical layout is important. Contact an HFC approved CFI or other experienced member if you have any questions about your ability to use the airport(s) or there suitability for HFC aircraft. This is particularly important if flying to soft or short fields. Use caution when taxiing in grass or rough surfaces. Full back elevator is a good aid.**
- 2) **Hangar doors are to be fully opened before moving the airplane in or out.**
- 3) **Always put the cover on the aircraft after each flight. Includes ramp parking at home or destination airport, unless returning the same day.**

- 4) When the aircraft is parked outside, use and stow the airplane covers such that they do not touch the ground and are properly stowed in its bag. Care given to not scratch the airplane.
- 5) Replenish oil if needed. Use oil from plastic box in aircraft. Replace used oil container with a full one from the designated club hangar and properly dispose of used container.
- 6) **Add comment on what maneuvers are not allowed**
- 7) Examine the prop guard and do not fly if it is delaminated, has excessive bubbling, or other surface distortion.
- 8) Lower flaps completely during preflight inspection and note ammeter for appropriate drop.
- 9) Never sit on or push down on the horizontal stab to raise the nose or turn the aircraft. It can damage the spar. Flex horizontal stab's on Cessna's before each flight for unacceptable movement (possible damage to spar).

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- 10) Push aircraft off tie down wires prior to startup.
- 11) **Check oil change tach time in aircraft log book. Do not fly the aircraft more than a few hours past this time, and contact the plane captain or maintenance officer (before or) after the flight. —If the Tach time is beyond the oil change tach time, notify Don Brown (Maintenance Officer) by phone or email.**
- 12) Before starting the engine, perform an additional outside scan to determine tie downs and chocks are removed, all hatches closed, fuel caps secure, and tow bar removed.
- 13) Yoke in full aft for C-182 and Deb during acceleration in taxi and engine runup.
- 14) Prop cycling for C-182 and Deb; three cycles, only drop of 200 RPM each.
- 15) Do not test electrical system amps by turning off alternator master switch while engine is running. Use taxi or landing light.
- 16) Replace or stow yoke brace, pitot cover, cowl plugs, tow bar, and ladder (28M) properly.
- 17) **Leave switches for lights off except the beacon, transponder is on standby, and fuel selector in appropriate state for next flight.**
- 18) Place chocks on tire(s), use cowl plugs, and pitot cover whether in hangar or outside. If outside, attach tie downs and set propeller vertical (except 10A). If inside set propeller at an angle (except 10A).
- 19) **Do not use anything to clean the windscreen except water! Do not use paper towels or other cloth that may be abrasive!**

- 20) Fill in aircraft log book with all information listed. Add “cries” if something needs to be fixed. Contact plane captain or maintenance officer as soon as possible.
- 21) Top off fuel tanks (if Premier Jet fuel truck available) after each flight at home, unless otherwise instructed. i.e. less fuel needed for lower gross weight. Fuel truck will not refuel unless aircraft wings are outside the hangar.
- 22) Replace padding on aileron outside office door if C-172 is parked in D-14.
- 23) If returning early, delete remaining time from schedule master so others may use the aircraft.
- 24) Should you be delayed returning from a flight, notify the next aircraft user. If unknown, contact another member and/or maintenance officer.
- 25) Do not park vehicles in the HFC hangars. Parking is only allowed in designated areas or close to and in front of the hangar. Parking in front of the hangar is discouraged for more than a one day flight.

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- D) A minimum of two safety classes, lectures, or internet reviews (i.e. FAA, AOPA) shall be shown to the approved CFI each year during an APCR (Airman Proficiency Check Ride) or Flight Review.
  - 1) Members are encouraged to work with the airplane Captain or other members to know and understand the care of HFC property.
  - 2) HFC will attempt to provide classes or, at minimum, discuss property care during HFC meetings. It is the responsibility of each member to know how to care for and operate any and all property of HFC prior to its use.

## CFI selection and approval:

### Application Form

Any Certified Flight Instructor (CFI) applying for privileges in HFC aircraft shall fill out the “CFI/CFII Application & Agreement” HFC form. There is no requirement that a club member nominates a CFI or presents the application to the HFC Board.

### Process for Approval or Denial of CFI application

The HFC Board shall approve or deny each application for instructor privileges in a timely manner. The following serves as a guideline for the Board during this process.

- a) A background check of the applicant consisting of former managers, colleagues, and/or students.
- b) Check official records of any incidents or accidents, if available.
- c) Interview applicant along with a minimum of two Category I CFI's included. May include a qualified HFC member such as a CFI or plane Captain to review HFC policy for care of aircraft and equipment.
- d) Verify the CFI has received copies of the most recent Regulations, Bylaws, and this Policy & Procedure.
- e) **Verify the applicant has the appropriate hours needed for insurance purposes.(this can not be waived)**
- f) Determine if a check ride is needed in HFC aircraft with a Category I CFI.
- g) Any or all of the above may be waived at the Board's discretion if history of instruction and other inputs indicate the applicant has sufficient experience with attention to safety and care of HFC aircraft and equipment.
- h) Board vote shall be a motion that includes – CFI privileges for specific aircraft, Category of instruction, and any specific restrictions on instruction or use of club aircraft
- i) not already included in HFC Regulations and Bylaws.
- j) Should the vote to deny a CFI application for privileges, the Board shall promptly notify the applicant of the reasons for denial and the process necessary to secure approval.
- k) Revoking privileges of a previously approved CFI: The Board may, after review of a current CFI's qualifications such as lack of recent instruction, medical, performance issues, FAA issues, and the like, deny CFI privileges. The Board shall promptly notify the CFI and advise the process necessary to be reapproved.
- l) The Board President may invoke emergency CFI restriction(s) until the Board can convene to consider further action, as necessary.

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**CFI Definitions:**

**Category I:**

A CFI authorized by the Board shall be allowed sign off privileges for the following:

INITIAL A/C CHECK OUT – To include care of the aircraft the member is authorized to fly – proper aircraft operations – flight proficiency – includes a type (high performance, complex) sign off, if needed.

INTRODUCTION FLIGHTS – Designed for a member ‘trying out’ the next level of aircraft – shall include aircraft operations – flight proficiency requirements. Note that any current club member (not a CFI) may give a flight to a potential new HFC member.

CURRENCY CHECK OUT – To include aircraft care and proper aircraft operations – flight proficiency. Usually required by HFC Regulations and Bylaws.

AIRMAN PROFICIENCY CHECK RIDE (APCR) – This may be fulfilled by an additional rating, or Flight Review. Designed to review aircraft operations – flight proficiency. Required yearly by HFC regulation.

ALL CATEGORY II INSTRUCTION

**Category II:**

A CFI authorized by the HFC Board shall be allowed sign off privileges for the following:

ADDITIONAL RATINGS/ENDORSEMENTS – FAA defined for Instrument, Commercial, CFI, CFII, High performance, Complex

INSTRUMENT RECURRENCE – FAA defined for Instrument flight proficiency.

FLIGHT REVIEWS – FAA defined for flight proficiency.

PINCH HITTER – Designed for spouse or other family member to receive flight instruction in the event the pilot in command may need assistance.

**NOTE: The policy relating to Student Pilot instruction has not been finalized.**

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#### **CFI follow-up obligations:**

1. Abide by HFC Regulations, Bylaws, and this Policy and Procedures pertaining to instructors and operations of aircraft. Instruct club members, as appropriate, as to these documents.
2. Endorse the member's logbook for any HFC required privileges or reviews the CFI has completed and/or granted (Example: HFC APCR ok on xx/yy/zz, Joe Cfi, 123456CFI, Exp xx/zz).
3. Promptly submit club form(s) of member's privileges to the designated HFC member.
4. Report any defects or issues in HFC aircraft to the plane Captain or maintenance officer.
5. Promptly report to the designated HFC member any significant issues (ability or attitude) of a student that could affect safety of the student or anyone else, or damage aircraft or property.
6. Promptly report to the designated HFC member any incidents, accidents, disciplinary actions (FAA or student) involved in, or official action relating to the CFI's FAA privileges, or licenses. Whether or not related to HFC aircraft or property.
7. Promptly inform the designated HFC member of any change of address(s), phone number(s), or information published by HFC on the CFI's status.
8. Attend any required meetings for HFC approved CFI's.
9. Forward to the designated HFC member copies of license(s) and FAA medical renewals.

#### **Accepted by the Hillsboro Flying Club Board:**

**By: Fred Hostetler/President** \_\_\_\_\_

**Dated: September 12, 2011** \_\_\_\_\_

