

HILLSBORO FLYING CLUB

CLUB REGULATIONS

NOVEMBER 8, 2011 REVISION

Article I, General

1.1 *Compliance with Regulations.* Members must comply with all applicable FAA, State and local regulations, as well as with the Bylaws, Flight Regulations, and applicable insurance company policies of the Club in connection with all of their activities relating to the Club.

1.2 *Copies of Regulations.* A current copy of these Flight Regulations shall be placed in the corporate records of the Club and in each Club aircraft.

1.3 *Changes to Flight Rules.* Changes to these Flight Regulations shall be approved by a majority of the Members present at a meeting duly called and convened in accordance with the Bylaws; provided, however, that the Board of Directors may establish, revise, revoke, amend or otherwise alter one or more of these Flight Regulations if they determine that such a change is necessary or desirable and that the delay required to obtain the approval of the Members would adversely affect the Club. Any change so adopted will be referred to the Members for approval as described above at the next regular or special meeting of the Members.

1.4 *Use of Defined Terms.* Unless the context requires otherwise, terms used herein that are defined in the Federal Aviation Regulations ("FAR's") have the meanings so ascribed to them. The term "Club CFI" means a Club member who is also a CFI or CFII.

Article II, Flight Operations

2.1 *Use of Club Aircraft.* Club aircraft are to be used for the personal enjoyment and transportation of Members and their passengers. Club aircraft may not be used for any of the following activities:

- For cargo or passenger hire or any other activity to which FAR Part 135 applies;
- For flight instruction of persons other than Members, except that a member of the immediate family of a Member may receive up to ten hours of flight instruction in emergency procedures ("Pinch Hitter training") and up to three hours of refresher

flight instruction per calendar year thereafter, in each case from a Certified Flight Instructor (“CFI”) approved by the Board of Directors for that purpose.

On any Civil Air Patrol mission, actual or training.

Outside the limits of the (48) contiguous United States and Canada without prior approval of the Board of Directors or a Club officer authorized by the Board of Directors to grant such approval.

Operations prohibited by the terms of the Club’s insurance policy, including, but not limited to, any and all operations into or out of the Flying M Ranch (OR05).

2.2 *Compliance with Operating Procedures.* Each Member is responsible for knowing and complying with FARs, Club Regulations and Bylaws and manufacturer’s operating procedures for each Club aircraft he or she flies.

2.3 *Command of Club Aircraft.* No club aircraft shall be operated in flight except under the command of one of the following who meets all of the applicable requirements of Article IV of these Rules:

A Member;

A licensed pilot in the employ of an FAA approved facility conducting inspections or repairs authorized by the Club to the extent required for that purpose;

An FAA Inspector or Designated Examiner in connection with a Member’s flight test or flight review;

A non-Member CFI who has been authorized by the Board of Directors to give flight instruction in specific Club aircraft, to the extent so authorized.

2.4 *Flight Instruction.* A CFI who is also a Member (“Club CFI”) may give instruction in any Club Aircraft for which he or she is eligible to act as pilot in command. An approved non-Member CFI may provide flight instruction in Club aircraft only to Members who are Student Pilots or are authorized to act as Pilot In Command of the aircraft being used as provided in Section 2.3 and only in connection with the following activities:

- New/additional ratings;

- New or additional certificates;
- Flight Reviews;
- Instrument Proficiency Checks; and
- Wings Program.

2.4.1 CFI's, whether Members or not, shall provide only that instruction in Club aircraft they are qualified to provide under applicable FAA regulations.

2.4.2 Club aircraft checkouts and annual proficiency check rides shall be performed only by Club CFIs.

2.4.3 Members shall use only those approved CFIs listed on the Club's web site; however, Members may nominate non-listed CFIs in accordance with section 2.5.

2.4.4 Members are strongly encouraged, but not required, to use a CFI who is covered by CFI insurance. If the CFI is not a Club member, his/her CFI insurance policy should include a non-owner aircraft clause.

2.4.5 The Club web site shall identify those CFIs who have voluntarily provided the webmaster with their CFI insurance information (if applicable) and expiration date, in order to assist the membership in determining which CFIs have CFI insurance coverage. The webmaster shall not publish such information without permission from the CFI.

2.5 CFI Approval Process. Any member may nominate any CFI for Club approval and listing on the web site via the following process:

2.5.1 Member actions:

Find a CFI of his/her choice (preferably one covered by CFI insurance).

- Arrange for the CFI to interview with any two Club CFIs who will decide whether to approve the nominated CFI based on the candidate's experience level, ratings, accident history, and attitude, with a bias also as to whether the candidate is covered by CFI insurance with a non-owner aircraft clause (recommended, but not absolutely required for Club approval).

2.5.2 CFI candidate action:

Sign a waiver/declaration/understanding form (non-member CFIs only), covering such topics as:

CFI states his/her credentials and experience (CFI #, total hours, hours in applicable aircraft types, hours in complex/high performance aircraft, etc.)

CFI understands Club insurance requirements pertaining to providing instruction in Club aircraft,
CFI understands the Club rules pertaining to the aircraft,
CFI agrees to provide instruction only to Hillsboro Flying Club members (when flying in Club aircraft),
CFI releases Hillsboro Flying Club of liability,
CFI grants or denies permission to publish his/her name, insurance status and expiration date on the Club web site,
"Expiration" of the Club's approval to instruct in Club aircraft (e.g. one-year if not renewed by the CFI).

2.5.3 Board Action:

- The Board, upon the advice and recommendation of the two Club CFIs may approve or disapprove the application of the non-Club CFI.

2.5.4 Club Officer actions if the non-Club CFI is approved:

Maintenance Officer or Club Treasurer: Receive form (section 2.5.2) and instruct the Club Webmaster to add the CFI to the web site (with notation that he/she has CFI insurance with a non-owner aircraft clause, if applicable).

Webmaster: Regularly remove CFIs listed on the Club's web site that:
are no longer members of the Club and have not been approved per the above process,
have not renewed their approval and their time has expired.

2.5.5 Nothing in Section 2.5 to 2.5.5 shall preclude the requirement that Club aircraft checkouts and proficiency checkrides be performed only by Club-member CFIs (see 2.4.2)

2.6 *Unauthorized Maneuvers.* Club aircraft shall not be used for maneuvers or any flights of a competitive nature, such as full throttle racing, which may impose unusual strain on the aircraft and/or its systems.

2.7 *Trips Away from Base.* A Member taking a Club aircraft on trips away from the home base of that aircraft are responsible for the safe return of that aircraft to its home base. Members landing at other airports are responsible for airport/runway selection in light of aircraft capability, load, runway and weather conditions, as well as pilot experience and present competency. Members should perform a RISK ASSESSMENT in conjunction with, or prior to, their pre-flight. This should include the following considerations;

- 1) RUNWAY selection, conditions, and pilot proficiency requirements.
- 2) AIRPORT ENVIRONMENT/APPROACH conditions and pilot proficiency requirements.

When the risks and unknowns appear higher than normal, members should be certain that they have the proficiency required to operate at applicable airports(s). Members are strongly encouraged to utilize Club or specialty CFI to assess such risks and reduce them to an acceptable level with regard to both personal safety and aircraft integrity.

Operations into and out of the Flying M Ranch, (OR05), are prohibited.

2.8 *Refueling.* Whenever practical, Club aircraft should have their fuel tanks topped at the end of each flight.

2.9 *Smoking.* Smoking in any form is prohibited in all Club aircraft at all times.

2.10 *Trial Membership Upgrade Option.* A member may receive up to 10 hours of dual in the aircraft at the next higher membership class, and at the regular hourly rates for that aircraft, for any purpose. Any member who takes advantage of this section shall be charged the dues of the higher membership class for the month or months in which such member flies under this section.

Article III, Non Flight Operations

3.1 *Contracting for Maintenance and Repairs.* No Member may contract for significant maintenance or repair work on Club aircraft without prior approval of the Maintenance Officer, except in an emergency. The Maintenance Office must be notified as soon as possible when emergency repairs are contemplated or have been performed.

3.2 *Reports of Malfunctions and other Discrepancies.* Members are responsible for reporting immediately to the Maintenance Officer, Plane Captain or Board member any damage or malfunction affecting safety of flight which occurred before, during or after a flight and to see that such information is logged in the aircraft flight log and visually placarded when appropriate.

3.3 *Securing of Club Equipment.* Members using Club aircraft or equipment are responsible for properly securing it when leaving it unattended.

Article IV, Pilot in Command

4.1 *Authority to Act as Pilot In Command.* No person shall act as pilot in command of a Club aircraft unless such person is authorized so to act under this Article IV.

4.2 *Requirements Applicable to All Pilots In Command.* No person shall act as pilot in command of any Club aircraft unless he or she:

Is a Member, or is a non-Member operating as a PIC under section 2.3 or 2.4;

Meets all applicable FAA requirements to act as pilot in command of the aircraft being flown under the conditions applicable to the flight, including, but not limited to, requirements for ratings and other pilot certifications, FAA Medical Certificate, currency requirements and health requirements, and complies with all applicable Club rules and insurance policies relating to command of Club aircraft.

4.3 *Requirements Applicable to Members.* No Member shall act as pilot in command of a Club aircraft unless:

The Member has taken and passed a check ride in that aircraft and has been authorized by the Club to act as pilot in command of that aircraft and such authority has not been revoked. All such check rides shall be given by a Club CFI or other CFI specifically authorized by the Board of Directors to provide such checkouts. Non-Club CFI's can conduct all but the final hour of any airplane check out requiring more than one hour of flight time. A student pilot shall be endorsed for solo flight by a Club approved CFI.

Has provided to the appropriate Club officers current copies of his or her Pilot Certificate, Flight Review Endorsement and FAA Medical Certificate and such other documents as such officers may request in order to determine the qualification of that pilot to act as pilot in command.

For good cause, the Board of Directors may, at any time, require any Member to take a proficiency flight check or other examination and may revoke the Member's qualification to act as pilot in command of one or more aircraft pending successful completion of such flight check or examination.

The Board of Directors may suspend the scheduling and flying privileges of any member who:

- (a) Has accumulated an account which is in arrears, or;
- (b) Is no longer current with respect to FAA required Flight Review and/or Medical Certificate requirements.

4.4 *Requirements Applicable to Non-Members.* A non-Member shall not act as pilot in command of a Club aircraft unless:

He or she is authorized to do so in Section 2.3 or 2.4; and

He or she has provided to the Club such documents relating to his or her qualifications as such officers may have requested.

A non-Member's authority to act as Pilot in Command may be revoked at any time for any reason by an appropriate Club Officer or Board of Directors.

4.5 *Experience Requirements for Certain Aircraft.* No Member shall be eligible to take a check ride or to act as pilot in command of the following Club aircraft unless such Member has at least the following experience:

Club Cessna 182: Minimum of (10) hours flight instruction if less than (100) hours aircraft total flight time. Otherwise, a minimum of (5) hours flight instruction. Recent Cessna 182 flight time may be considered.

Club Beech 35-C33: (1). Minimum of (250) hours aircraft total flight time; and (2). Minimum of either (A), (50) hours retractable gear flight time, or (B), (25) hours dual instruction with a Club CFI in the Club Beech 35-C33.

4.6 *Experience Requirements for CFI's.* CFI's instructing in Club aircraft are required to meet the minimum aircraft flight time requirements:

Experience Requirement	Fixed Gear	Retractable Gear
Total Time	500 Hours	500 Hours
Retractable Time	None	50 Hours
Time in Make & Model	10 Hours & Check Out	10 Hours & Check Out

4.7 *General Currency Requirements.* No Member shall act as Pilot in Command of a Club aircraft unless he or she meets the following currency requirements before acting as pilot in command in that make and model:

During the preceding (12) months, the Member shall have attended at least (2) Club approved Safety Meetings.

4.8 *Currency Requirements for Certain Aircraft.* No Member shall act as pilot in command of the following aircraft unless he or she meets the applicable currency requirements set forth below:

- A) Beech 35-C33: In a Beech Model 33, 35, or 36:
 - (i). (2) hours as pilot in command during the preceding (90) days.
 - (ii). A proficiency check (APCR) or FAA Flight Review with a Club approved CFI within the preceding (12) months.

- B) Cessna 182: In an aircraft of the same or a substantially identical make and model:
 - (i). (1) hour as pilot in command during the preceding (90) days.

- (ii). A proficiency check (APCR) or FAA Flight Review with a Club approved CFI within the preceding (12) months.

C) Cessna 172: Except as stated in (iii) below:

- (i). (1) hour as pilot in command during the preceding (90) days.
- (ii). A proficiency check (APCR) or FAA Flight Review with a Club approved CFI within the preceding (12) months.
- (iii). While in compliance with 4.8 B), (1) hour PIC in the Club's C172 during the preceding (12) months.

4.9 *Reestablishing Currency.* A Member whose currency has lapsed with respect to any aircraft may reestablish currency in that aircraft by taking and passing a checkride with a Club CFI.

4.10 *Proficiency Check.* For the purposes of this document, any of the following counts as a proficiency check in a specific Club aircraft:

- a. An explicit proficiency check ride with a Club CFI.
- b. An aircraft check-out with a Club CFI.
- c. An Airperson's FAA rating in the aircraft.
- d. A Biannual Flight Review (BFR) in the aircraft.
- e. A recurrency flight with a Club CFI, if the Club CFI so includes this in the sign-off.
- f. Written evidence presented to the Club, signed by a CFI, signifying the accomplishment of any of the above.

Article V, Flight Reservations

5.1 *Long Reservations.* From June 1st through September 30th (the "Flying Season"), reservations that cover more than (7) consecutive days will require the prior approval of the Board of Directors. Reservations for more than (14) days may not begin on a Sunday, to preclude encroachment on a third consecutive weekend.

5.2 *Multiple Uncompleted Reservations.* During the Flying Season, no Member shall have pending/uncompleted more than (2) reservations which include (2) or more adjacent-day reservations, partial or otherwise, with the following exception: after any Thursday noon, an additional multi-day reservation not exceeding (5) days may be made, provided that it terminates prior to the following Thursday.

5.3 *Use of Reservation System.* All flights in Club aircraft require a flight reservation through the Club's Flight Reservation System.

5.4 *Cancellations.* Reservation cancellations should occur as soon as possible, whether due to flight cancellation or early return. No-show uncanceled scheduling may result in Member billing at Club hourly rates.

5.5 *Delays.* When a Member is unable to return a Club aircraft as scheduled, the following scheduled pilot, Plane Captain, and Maintenance Officer should be notified as soon as possible.

5.6 *Minimum Hours.* During the Flying Season, if a Member schedules an aircraft for a period in excess of (1) day, a minimum of (1) hour's flight time will be billed for each (24) hour period during weekdays, and a minimum of (2) hours will be billed for each (24) hour period during weekends and holidays.

Article VI, Charges

6.1 *Membership Equity and Regular Charges.* Provisions relating to membership interests and monthly dues are set forth in the Bylaws.

6.2 *Hourly Rates.* From time to time, the Board of Directors shall determine and approve hourly rates for the use of each Club aircraft and such rates shall be charged to all Members, except as specifically addressed in the Bylaws. Except where otherwise clearly indicated, hourly rates are "wet" and based on tach time. Members purchasing and paying for gas, oil or other consumables related to the operation of Club aircraft are entitled to a credit against hourly rates upon presentation of appropriate documentation to the Treasurer.

6.3 *Other Operating Costs.* Oxygen system refills and normal non-home based airport charges and fees are the personal responsibility of the Member. Abnormal circumstances and needs relating to aircraft protection and maintenance will be dealt with on an individual basis by the Board of Directors.

6.4 *Reasonable Delays.* A Member will not be charged for a reasonable delay in returning an aircraft when the delay is due to weather conditions and/or circumstances beyond the Member's control. Subsequent retrieval costs, if any, will be the Member's responsibility.

6.5 *Credits to Certain Members.* Club Plane Captains (PCs) and the Club's Treasurer will be entitled to compensation equal to the value of (1) flight hour in the highest cost aircraft in the PC's membership class, determined using the aircraft hourly rates in effect on the last day of the month in which the PC performed their services. Further, Plane Captains and Treasurer will receive an additional dollar credit for each hour of work they perform in excess of six hours per month. The dollar credit rate will be determined by formula: (6) hours of Plane Captain/Treasurer maintenance time equates to one hour of nominal FBO hourly maintenance rate. The Club's Maintenance Officer is responsible for determining the 'nominal' rate based upon local conditions.

6.6 *Certain Actions Against Club Members.* The Club shall have authority to assess any member for damages or losses to Club Property, if that member, at the time of the

damage or loss, is not qualified or authorized to act as Pilot in Command by operation of the FARs, Club By-Laws, Club Insurance requirements or Club Regulations. The Club may bring legal action to enforce any assessment authorized by this paragraph.

Revised August 1985

August 9, 1988

March 13, 1990

April 14, 1992

February 8, 1993

April 11, 1995

July 11, 1995

April 9, 1996

December 10, 1996

July 8, 1997

April 14, 1998

June 8, 1999

February 8, 2000

July 10, 2001

January 8, 2002

June 11, 2002 4.6 Revised

November 12, 2002 Clarified CFI approval process (§2.4, §2.5) and APCR credit (§4.10).

October 14, 2003 4.2 Revised

June 8, 2004 4.7, 4.8 Revised

July 16, 2004 1.1, 4.8 Revised

February 9, 2005 6.5 Revised

November 8, 2011

HILLSBORO FLYING CLUB – REGULATIONS

PAGE 10 of 16

December 13, 2005	6.5 Revised
January 10, 2006	2.1 and 2.7 Revised
November 14, 2007	2.7 Revised
March 29, 2008	4.3 Revised
August 12, 2008	Global Revisions
October 28, 2008	Membership Restructuring Adopted
June 9, 2009	4.7 and 4.8 (D) (a) revised
April 12, 2011	Updated payment in arrears policy; misc. housekeeping.
November 8, 2011	Clarified sections 4.2 and 4.8. Relaxed requirements of 4.7.