



GENERAL OPERATING RULES

Clearview Flying Club, Inc.

June 2017

www.clearviewflyingclub.club

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INTRODUCTION

This document is intended to outline the general operating rules of the Clearview Flying Club. These rules apply to club membership, operation of club aircraft, as well as club activities and events. Exceptions to the rules are only appropriate when necessary to preserve the health and safety of club members, guests, and the public. Special attention to safety is reflected in these rules given the unique and challenging nature of Clearview Airpark, the shortest runway in Maryland.

ARTICLE I – CLUB OVERVIEW

1. Clearview Flying Club is a nonprofit corporation organized for the express purpose of promoting general aviation by providing its members with aircraft for their personal use and enjoyment as well as conducting educational and social events. All members of the club shall comply with all Federal Aviation Regulations, state, airport, and club rules while operating club aircraft.
2. Mission Statement – Clearview Flying Club was created by pilots for pilots and students to perpetuate the adventure of flying by 1) encouraging new students to start and complete their flight training, 2) to entice rusty pilots to get back up in the air and flying again, and 3) to encourage current pilots to continue their training, proficiency, and flying adventures. To meet this mission, Clearview Flying Club will maintain affordable, safe and clean aircraft, promote pilot training and education, and create fun aviation-themed social events.
3. The club is led by a Board of Directors which includes a President, Vice President, Treasurer, Secretary, Safety Officer, Maintenance Officer, Event Manager(s), and other Directors. The President is responsible for the overall direction of the club and presides over regular club meetings. The Vice President performs those tasks assigned by the President and Board in the furtherance of the club. The Secretary documents the business of the club and records minutes from club meetings. The Treasurer collects and deposits all monies, pays all bills, and provides reports on club finances at club meetings. The Safety Officer keeps all members up to date on new and changing flight rules and safety matters within the club. The Maintenance Officer tracks the scheduled maintenance of club airplanes and provides reports on any maintenance issues at club meetings. The Event Manager(s) creates and coordinates club events. A current list of club officers is included as **Attachment 1**.
4. Revisions, additions, or deletions to these rules must be approved by a majority vote of the Board of Directors.

ARTICLE II – CLUB MEMBERSHIP AND FEES

1. Membership in the Clearview Flying Club is contingent upon approval of the application for membership by the Board of Directors, and such membership may be revoked by the Board of Directors with just cause.
2. When any member is in default in the payment of dues or plane use fees for two consecutive months, membership may be terminated by the Board of Directors upon appropriate notification. Notification will generally consist of two separate letters (written or electronic delivery) from the Board advising the member of the balance due and required payment date. (Monthly statements are not notifications as defined herein.) Failure to settle the account within 30 days of the first notification will result in suspension of club privileges; failure to settle the account within 30 days of the second notification or 60 days of the first notification – whichever occurs first - will result in membership termination and possible legal action (e.g. debt forwarded to a collection agency).
3. The Club is set up with two membership classes: flying members and social members. Flying members are authorized to fly club aircraft in accordance with the rules established herein; social members are similarly authorized to participate in all other club activities.
4. As of January 1, 2017, the monthly dues for flying members are \$75/month, and the monthly dues for social members are \$25/month. (Dues for flying memberships generally break down as \$50/month for flying privileges and \$25/month for social privileges.)
5. Immediate family of flying members (parents and children) are eligible for flying membership at \$50/month and social membership at no additional cost.
6. Membership dues are applied on the first of the month, are due by the 15th of following month, and are non-refundable. Dues are primarily intended to cover the cost of aircraft ownership/leasing, maintenance, and insurance. However, the club may also use income from dues to support social and educational events at the discretion of the Board.
7. Any new member, whether social or flying, must pay six (6) months of membership dues at the time of sign up. Monthly dues will then commence on the seventh (7th) month. If a flying member wishes to drop to a social membership and at a later time wants to rejoin as a flying member, they fall under the same conditions as a new member joining (including limits on the number of flying members).

8. The club is currently limited to 20 flying members and unlimited social members. The limit on flying members is based on the number of club airplanes (currently two) to keep club airplane availability high for members' access and use.
9. A member is eligible to fly club aircraft only if the membership is valid in all respects and the member meets the requirements outlined herein.
10. Exceptions to the membership rules may be approved by the Board of Directors.

ARTICLE III – AIRCRAFT AND FLIGHT RULES

1. Aircraft and Fees
 - a. *The club currently operates a **1969 Cessna 150J** and a **1975 Cessna 172M**.*
 - b. *As of January 1, 2017, the rate for airplane use by flying members is **\$75/hour** for the Cessna 150 and **\$90/hour** for the Cessna 172, as recorded by Hobbs time. Charges for airplane time are to be recorded in the logbooks stored in each plane. Charges for each month are due by the 15th of the following month. A monthly statement will be provided by the Treasurer to each flying member.*
 - c. *Club aircraft may not be used to give flight instruction to anyone except club members and, upon approval by the Board of Directors, members of their immediate families.*
2. Pilot Proficiency and Currency Requirements
 - a. *To operate club aircraft as Pilot-In-Command, flying members must have the following qualifications/certificates:*
 - i. *Private Pilot Certificate or higher (Recreational Pilot Certificate with Board approval);*
 - ii. *Current Third Class Medical or higher (FAA BasicMed rule to apply after May 1, 2017);*
 - iii. *Special Flight Rules Certificate demonstrating completion of the FAA-required training;*
 - iv. *Current flight review (aka Biennial Flight Review) or equivalent FAA WINGS credits.*
 - v. *Minimum three hours of flight time in the prior six (6) months;*
 - vi. *Minimum three (3) take-offs and landings every 90 days in club aircraft;*
 - vii. *Minimum three (3) full-stop take-offs and landings at night to qualify for night flying;*
 - viii. *Each flying member must have flown a check ride with a qualified and approved flight instructor during the preceding 12 months, subject to the following:*
 1. *A pilot not having flown club aircraft within a three (3) month period must take a check ride with a qualified and approved flight instructor.*

2. *A pilot qualified and approved to fly more than one type of aircraft in the club will take the annual check ride in the heaviest/fastest of such aircraft and the check ride will qualify the pilot to fly all other aircraft in which he/she has been approved to fly. The ranking of the Club's aircraft for this paragraph will be made by the Safety Director.*
3. *The check ride will include maneuvers and procedures appropriate to the aircraft flown and the pilot certificate held.*

3. Pre-Flight and Flight Rules/Procedures

- a. *Clearview members are expected to follow all applicable FAA rules.*
- b. *Prior to commencing a flight in club aircraft, a flying member must perform the following:*
 - i. *Obtain a complete flight briefing including weather, flight restrictions, and NOTAMs;*
 - ii. *Conduct a thorough preflight inspection of the aircraft, including a visual inspection of the fuel quantity. Maintenance issues identified or suspected must be reported in accordance with ARTICLE IV.*
 - iii. *Ascertain that the airworthiness and registration certificates, appropriate operating limitations information, and operator's manual (POH) are present in the aircraft.*
 - iv. *Fuel reserves of one (1) hour in daylight and 1.5 hours for night flight are required;*
 - v. *Conduct a take-off performance analysis considering density altitude anytime the ambient temperature is above 80 degrees Fahrenheit.*
- c. *Taxi speed must be equivalent to a slow walk in the ramp area near fuel pumps and hangars and a fast walk in other unobstructed areas.*
- d. *All aircraft operating limitations outlined in the POH must be observed. Aerobic maneuvers are prohibited except those which are permissible under the operating limitations when the aircraft is operated in the utility category.*
- e. *Take-offs at Clearview require use of all available runway, and after liftoff, climb out at best angle of climb speed until a safe altitude is reached.*
- f. *Use all appropriate checklists for inspections, start-up, take-off, flight, landing, and shutdown.*

- g. Flying members using club aircraft for Instrument Flight Rules (IFR) flights must have had an instrument proficiency check during the past 12 months with a qualified and approved flight instructor.*
 - h. Except in emergencies, club aircraft shall be flown from and landed on Federal/State-approved airfields.*
 - i. Any member observed to operate club aircraft in a negligent or unsafe manner may have his/her flying privileges suspended or membership terminated altogether.*
4. Introductory and Orientation Flights – To promote general aviation and the club, the club offers one introductory/orientation flight in a club plane at no cost to non-pilots, non-current pilots, and current pilots that express an interest in general aviation and the club. If an intro/orientation flight requires a CFI, the CFI must be paid directly (currently \$40/hour) according to Hobbs time recorded during the flight with a one-hour minimum.
- a. Intro flights for non-pilots may last up to approximately 60 minutes.*
 - b. Intro/orientation flights for current and non-current pilots may last up to approximately 120 minutes.*

ARTICLE IV – AIRCRAFT CARE AND MAINTENANCE

1. Upon completion of a flight, the pilot must tidy up the aircraft. Waste paper and extra charts should be removed, seat belts should be straightened, etc. A sectional chart for the local area should be kept in the aircraft.
2. When possible, aircraft should be refueled at the end of a flight unless other arrangements have been made.
3. Members should report any squawks to the maintenance officer as soon as a maintenance issue is identified or suspected. Any damage or discrepancies discovered by a member will be assumed to be the responsibility of the last user unless it has been reported previously to the Maintenance Officer or another club director. If a condition is discovered which may affect the airworthiness of the aircraft, the aircraft shall not be flown until cleared by the Maintenance Officer. If a maintenance condition is discovered in flight that has the potential to jeopardize pilot/passenger safety, the aircraft should be landed at the nearest available runway and the Maintenance Officer or another club director must be notified immediately.
4. No member (except the Maintenance Officer) may perform any maintenance on club aircraft, other than preflight inspection, without authorization from the Maintenance Officer.

ARTICLE V – AIRCRAFT SCHEDULING

1. Flying members must schedule club aircraft using the online scheduler before every flight. Reservations can be made at any time up to the time of plane use. A reservation means any reservation of any length of time.
2. “Trip Reservations” are defined as a single plane reservation extends for eight (8) or more hours or overnight. There is a minimum of three (3) hrs of plane use charged per 24-hour period for Trip Reservations of the club aircraft.
3. Except for Trip Reservations as described above, only one (1) pending reservation that includes a weekend day is permitted at any given time. A second reservation that includes a weekend day may be entered 1) after the first weekend day reservation has been flown off or cancelled, or 2) the plane has not been reserved by another member within 24 hours prior to the second reservation.
4. Only one (1) pending reservation that includes a holiday is permitted at any given time. A second reservation that includes a holiday may be entered 1) after the first holiday reservation has been flown off or cancelled, or 2) the plane has not been reserved by another member within 24 hours prior to the second reservation.
 - a. **Holidays include New Year’s Day, Martin Luther King, Jr. Day, Presidents Day, Memorial Day, Independence Day, Labor Day, Columbus Day, Veterans Day, Thanksgiving and the following Friday, and Christmas Day.*
5. Weekday reservations: Only three (3) reservations that include a weekday are permitted at any given time. A fourth reservation that includes a weekday may be entered 1) after a prior weekday reservation has been flown off or cancelled, or 2) the plane has not been reserved by another member within 24 hours prior to the second reservation.
6. General reservations rules:
 - a. *If an aircraft is available, any flying member may schedule it provided the new reservation does not conflict with any existing reservations.*
 - b. *Multi-day “local” trips with limited planned flight hours are discouraged. The club may work with the member to ferry the plane back during the time the plane would not be used.*

ATTACHMENT 1

Clearview Flying Club Board of Directors – 2017

2017 Clearview Flying Club Directors

President	Walt Tegeler
Vice President	Dave Berry
Treasurer	Charles Greene
Secretary	Ken Horton
Assistant Secretary	Rachael Horton
Safety Officers	Tom Henry/Jeff Barnett
Maintenance Officer	Chuck Amirkhanian
Event Manager	Richard Rain