

# AIR CAPITAL AVIATORS CLUB RULES OF OPERATION

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RULES - REV T, March 15, 2016

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# AIR CAPITAL AVIATORS CLUB

## RULES OF OPERATION

### 1.0 INTRODUCTION

**1.1 Purpose of the Air Capital Aviators Club (ACAC) Rules of Operation** - The Rules of Operation (hereafter referred to as Rules) are intended to ensure fair use of Club resources. These rules protect and serve the interests of the majority, satisfy insurance requirements and keep the Club financially sound. Members are expected to be considerate of their fellow members.

#### 1.2 Definitions -

ACAC - Air Capital Aviators Club

CALENDAR DAY - Starts at 12:00 a.m. and lasts through 11:59 p.m. (midnight to midnight).

CLUB – Air Capital Aviators Club (ACAC)

FLYING PRIVILEGES - Reserving or scheduling Club aircraft, acting as pilot-in-command or providing flight instruction in Club aircraft.

FSP - Flight Schedule Pro, the Air Capital Aviators Club (ACAC) official electronic aircraft and instructor scheduling and member notification system.

LOA - Leave of Absence. Temporary membership status as defined in Section 6.0.

MEMBER - An individual that has met the criteria of the ACAC Bylaws, Article III., has an application on file and membership has been approved by the Board.

NO-SHOW (TIME) - Any time a scheduled member does not arrive within 15 minutes after the start of the member's reserved time.

RESERVED TIME - Any time scheduled in the official reservation book or system such as Flight Schedule Pro.

TOTAL MEMBERSHIP - Sum of Company Members (CM) and Affiliate Members (AM). The sum does not include CMs or AMs on LOA status at the time of computation.

TRIP ITINERARY - A plan of record that describes a member's intentions for a reservation of more than 24 consecutive scheduled hours. It will include the member's name, route of flight, aircraft to be used, times of departure from and return to Wichita, and contact phone number.

UNAUTHORIZED USE (OF CLUB AIRCRAFT) - Any commercial operations, non-members acting as pilot-in-command of Club aircraft, or any use prohibited by these Rules.

### 2.0 MEMBERSHIP REQUIREMENTS

**2.1 Code AM (Affiliate Member) Limitations** - No new Code AM members may be added when this category exceeds 40% of the total membership.

**2.2 Requirements** - For members to maintain their privileges to operate Club equipment they must meet all requirements prescribed by FAA Regulations with respect to certificates and ratings held. Members shall ensure that their medical certificates are valid, that they are qualified to participate in the flight operations they engage in, and that adequate and true log entries, certificates and other records are maintained documenting their qualifications, check-rides and required flight time.

**2.3 Documentation** - The Safety Officer shall survey membership at least once a year to ensure that the certificates and qualifications required of members are up-to-date in Club records. Records of this survey are to stay in the possession of the Safety Officer until a new survey is taken. Members shall submit documentation of qualifications as requested by the Club.

### 3.0 MEMBERSHIP COSTS

**3.1 Monthly Dues and Fees** - Monthly membership dues and Club fees are specified in Attachment A.

### 4.0 FLYING CHARGES

#### 4.1 Aircraft

**4.1.1** Flying charges are based on Hobbs times as determined by the Board and are subject to sales tax. See Attachment A for rates.

**4.2 Flight Instruction** - Payment for flight instruction is the personal responsibility of the member and will not be billed through the Club. The Club is not responsible for determining instructor fees.

### 5.0 PAYMENT OF ACCOUNTS

**5.1 Billing Date** - The Club shall endeavor to mail members' bills prior to the close of business on the 15th of each month.

**5.2 Accounts Due** - Accounts are due and payable in full by the end of the month in which the bills are mailed. All payments must be postmarked prior to the end of the month in which the bill was mailed, or the member shall be considered delinquent. Per the Club Bylaws, members whose accounts are delinquent may not exercise their flying privileges. The Club is not responsible for lost, late, or misdirected mail, or lost, late, or misdirected electronic funds transfer.

**5.3 Payment Address and Form** - Payment shall be sent to the address noted on the monthly statement. Payment must be made by check, money order or electronic funds transfer.

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**5.4 Delinquent Charges** - Members who are delinquent in their accounts will be charged 10% of the amount overdue. Delinquent charges will appear on the subsequent month's billing.

**5.5 Account Collection** - The Board may take action to collect moneys due which may include, but not be limited to, termination of membership or legal action to recover the delinquent account.

### 6.0 LEAVE OF ABSENCE (LOA)

**6.1 Request** - Members desiring a LOA shall submit a written request (or e-mail) to the Club Membership Officer in advance of the effective date, stating the effective date, the LOA expiration date and a brief explanation of need.

**6.2 Account Status** - The member's account must be in good standing before a LOA can be approved.

**6.3 Expiration Date** - The expiration date may not be earlier than six months from the effective date. Members may request through the Membership Officer a revision of their LOA expiration date, earlier or later than the original expiration date.

**6.4 Duration** - LOA status starts on the first day and ends on the last day, respectively, of the effective and expiration months. The duration of a LOA period will be specified with the request, and be at least six months from the date of approval. Members requesting reinstatement prior to the six month minimum expiration date are required to pay the difference between LOA dues and Active membership dues for each month the member was on LOA.

**6.5 Approval** - All requests for LOA and revisions are subject to approval by the Board.

**6.6 Fees** - Members on approved LOA are required to pay a LOA Handling Fee per Attachment A.

**6.7 Privileges** - Members on approved LOA shall not have access to Club aircraft and shall not have Club voting privileges.

**6.8 Reinstatement** - Members desiring to end their LOA and return to active membership shall notify the Club Membership Officer no later than the LOA expiration date. Members' accounts must be in good standing prior to becoming active. Members will be required to complete a familiarization flight in an ACAC aircraft with an ACAC-approved flight instructor prior to acting as pilot-in-command in an ACAC aircraft.

**6.9 Termination** - Membership shall be subject to termination if the Membership Officer is not contacted about returning / reinstatement within two months after expiration date of the approved LOA. Members abusing this section, as determined by the Board, may be subject to termination.

### 7.0 OPERATION OF AIRCRAFT

#### 7.1 General

**7.1.1** Members acting as pilot-in-command of Club aircraft shall comply with all applicable Federal Aviation Regulations (FARs), and all current Club Rules of Operation and Bylaws.

**7.1.2** Commercial operation, as defined by FARs, of Club aircraft is prohibited.

**7.1.3** Flight instruction shall not be provided to non-members except as approved by the Safety Officer.

**7.1.4** Members whose flying privileges are suspended and members on Leave Of Absence (LOA) are prohibited from acting as pilot-in-command of Club aircraft.

**7.1.5** The pilot-in-command, as defined in the FARs, is responsible for the safe operation of the airplane. Refer to Attachment A for aircraft insurance deductibles.

**7.1.6** Unauthorized use of Club aircraft will be billed at a rate determined by the Board. Unauthorized users of Club aircraft are subject to legal action.

**7.1.7** Carriage of animals is allowed only when the animals are secured in animal carriers.

**7.1.8** Non-members may act as pilot-in-command of Club aircraft only as approved by the Safety Officer.

**7.1.9** Flight instruction shall not be provided to members by non-member Flight Instructors, except as approved by the Safety Officer.

#### 7.2 Airplane Checkout and Return Procedures

**7.2.1** Prior to operating a Club airplane, each pilot shall check the aircraft squawk log.

**7.2.2** On all flights the member is expected to return the airplane to the Club FBO at or before the end of the reserved time period unless the subsequent pilot is aboard. Failure to return the airplane within a ten-minute grace period may result in a charge, as specified in Attachment A, if another member is scheduled and waiting. Blatant or consistent offenders will be subject to suspension of flying privileges. Offenses shall be reported to a Board officer.

**7.2.3** On return, members shall follow the aircraft post flight check list and return the aircraft key to the Club key lockbox at the Club FBO.

**7.2.4** When a member is delayed from returning an aircraft at the scheduled time of return, the member shall:

**7.2.4.1** For local flights, notify the Club FBO on Unicom of the estimated time of arrival.

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**7.2.4.2** For distant flights (beyond the radio range of Club FBO), notify a Board officer of the reason and the revised time of return.

**7.2.5** The member must complete the flight time record upon return for billing purposes.

**7.2.6** If at any time there is an unsafe or unairworthy condition revealed, the airplane shall be grounded by the member. The Safety Officer or Operations Officer shall be notified as soon as practical and a written description of the condition made in the squawk log and schedule book (FSP). All types of malfunctions shall be recorded in the squawk log and the Operations Officer notified by telephone, e-mail, or in person.

**7.2.7** Be courteous. Members returning early from cross country flights are encouraged to adjust their schedule in Flight Schedule Pro (FSP), the Club's scheduling program, so as to free the aircraft for use by the next waiting Club member. If possible, contact the waiting Club member (or ask the FBO to make the contact for you) and advise that member that the aircraft is now available. This courtesy will provide waiting Club members with an earlier departure time.

### 7.3 Cross Country Flying

**7.3.1** Members are encouraged to file flight plans. Do not forget to close your flight plan.

**7.3.2** Trip itinerary information must be submitted to the Safety Officer for approval as soon as practical prior to all reservations of more than 24 consecutive hours. A member shall not depart until the member's trip itinerary has been approved. It is the member's responsibility to contact the Safety Officer if itinerary approval has not been received. If the Safety Officer is unavailable, approval may be obtained from any current Board member on an emergency basis only. The Safety Officer must obtain trip itinerary approval from another Board member.

**7.3.3** Members planning flights outside the United States must obtain a letter from the Club President confirming that the pilot is a Club member and may operate the aircraft outside the United States. The member must obtain and provide evidence of proper insurance coverage for the area of intended flight prior to departing the Wichita area. The insurance coverage required must be coordinated with the Safety Officer prior to itinerary approval. The member must also have the aircraft documents required for the area of flight.

**7.3.4** Fuel, pre-heat, defrosting and maintenance receipts are reimbursable and shall be submitted to the Treasurer either coincident with the monthly bill payment or not later than 63 days after the date incurred, whichever is earlier. The original receipt must be itemized and include the aircraft registration number, date, gallons of fuel purchased, FBO name, and be signed by the member.

Limits on reimbursement are contained in Attachment A and Section 7.9.2.

**7.3.5** Charges for all tie-downs, landing fees, hangar fees, etc. are the member's responsibility, except at the Club FBO.

### 7.4 Familiarization Flights

**7.4.1** Prior to operating as pilot in command in club aircraft, a Aircraft Familiarization Flight Record / Pilot Operating Handbook Exam (AFFR/POHE) is required for each airplane model, day, night and IFR flight and shall be given only by Board-approved instructors. Familiarization flights shall follow procedures developed by the Safety Officer and approved by the Board.

**7.4.2** A record of familiarization flight completion shall be submitted to the Safety Officer. The AFFR/POHE should be forwarded to the Safety Officer no later than 24 hours after both the member and approved instructor have signed the AFFR/POHE. The form may be mailed, faxed or hand carried to the Safety Officer.

### 7.5 Ground Operations

**7.5.1** Hand starting of aircraft is not permitted.

**7.5.2** Engine preheat or placing of aircraft in heated hangar for 30 minutes prior to engine start is MANDATORY on all club aircraft when the temperature is below 20 degrees F and the airplane has not been operated within the preceding four hours. If not performed at the Club FBO, it is the member's responsibility to pay for these services at the time the services are performed; reimbursement limitations are specified in Attachment A, and submission requirements are described in Section 7.3.4. No one shall attempt flight with frost, snow or ice on the airplane.

### 7.6 Instruction

**7.6.1** Instruction in Club aircraft may be given only by current FAA-certified flight instructors who have been approved by the Board and are members in good standing. Application for Board approval of instructors shall be made through the Safety Officer and will require a check flight with an approved ACAC flight instructor.

**7.6.2** Instructors shall not reserve flying time for their students. It is the student's responsibility to contact the instructor and arrange flying times.

### 7.7 Minimum Flight Qualifications –

**7.7.1** Special requirements must be met to fly fixed-gear high-performance Club aircraft. See Attachment A for these requirements.

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## RULES OF OPERATION

**7.7.2** Special requirements must be met to fly complex high-performance Club aircraft. See Attachment A for these requirements.

**7.8 Airport Limitations** - Club aircraft shall be flown only into airports or areas clearly designated for landing of aircraft. Landing at (07S) Beaumont, KS is permitted with C-172 only.

### **7.9 Maintenance**

**7.9.1** Only officers of ACAC shall contact maintenance personnel to effect repairs on the aircraft.

**7.9.2** Repairs in excess of \$50.00 must be approved in advance by a Board officer. The original itemized receipt must be submitted to the Treasurer in accordance with Section 7.3.4. The Operations Officer shall be notified of the maintenance problem as soon as practical.

**7.9.3** Various minor repairs or cosmetic enhancements up to \$300 per occurrence may be affected by the Operations Officer without Board approval. Time-phased inspections (i.e., annuals or 100-hour) do not require Board action to be initiated.

**7.9.4** Receipts for airplane oil changes, airplane washes and aircraft supplies, which are to be credited to the member's account, must be turned in within 63 from the date of purchase or initiation of receipt as applies to reimbursements in Section 7.3.4.

### **7.10 Accidents**

**7.10.1** Only the President is authorized to make any statement to news media in the event a Club aircraft is in any way involved in an accident.

**7.10.2** Members shall notify a Board officer of an accident or incident as soon as practical.

**7.10.3** The member involved in an accident is responsible for filing the necessary reports with the FAA and NTSB. Members shall attempt to contact the Safety Officer, or other available officer, for the necessary action and assistance.

**7.10.4** Within the limits of the ACAC Bylaws, in the event of damage to Club equipment, the Board will determine the assessment to the member responsible upon recommendation of the Safety Board. For losses covered by insurance, the assessment will be limited to the insurance deductible. Refer to Attachment A for aircraft insurance deductibles.

**7.10.5** In case of an accident which results in an airplane becoming unairworthy, the Club flying privileges of the member pilot shall be suspended until reinstated by the Safety Officer. Reinstatement shall be contingent upon successful completion of a flight competency review by an ACAC flight instructor.

## **8.0 RESERVING AIRCRAFT AND MINIMUM DAILY CHARGES**

**8.1 General** - Reservations are made online using Flight Schedule Pro (FSP).

### **8.2 Reserving Aircraft**

**8.2.1** Each member shall attempt to reserve the aircraft in advance of an intended flight. The following sections define the limits of advance scheduling.

**8.2.2** Reservations of less than 24 consecutive hours may be made up to 14 days in advance. A member shall have no more than three reservations of this type scheduled on the books at any time.

**8.2.3** Reservations for 24 consecutive hours or more may be made up to two calendar months in advance. A member shall have no more than two reservations of this type scheduled on the books at any time.

**8.2.4** Reservations may be made online by the member or by calling the Club FBO.

**8.2.5** Scheduling as an alternate provides a means of establishing priority upon the event of a cancelled reservation for the specific aircraft that is being scheduled using the online scheduling tool.

**8.2.6** To guarantee a reservation that is scheduled for 24 consecutive hours or more shall require an approved trip itinerary.

### **8.3 Reservation Cancellation**

**8.3.1** Reservation cancellation shall be made by the member online or by calling the Club FBO. A charge as specified in Attachment A shall be assessed if another member was prevented from flying by the reserving member's failure to cancel.

**8.3.2** Cancellation of reservations which are 24 consecutive hours or more must be made by the member and the Safety Officer notified. Failure to cancel this type of reservation shall result in a charge as specified in Attachment A.

**8.3.3** After a member is 15 minutes late for a reserved start time, the member is considered a no-show and the aircraft will be released for use by all members.

**8.3.4** A member who will arrive late for a reservation should notify the Club FBO and reschedule the flight. Members are encouraged to cancel or reschedule any reservation they are unable to keep. This allows maximum aircraft availability.

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## RULES OF OPERATION

### 8.4 Reservation Changes

**8.4.1** There will be no penalty or charge for:

- (1) Transferring from one aircraft to another for the same period.
- (2) Relinquishing an aircraft for use by another member.
- (3) Cancellation because of weather conditions.
- (4) Cancellation because of aircraft un-airworthiness.

**8.4.2** To alter an approved trip itinerary reservation, the member must notify the Safety Officer. The member must update the reservation online or call the Club FBO to update.

### 8.5 Minimum Daily Charges

**8.5.1** The minimum number of hours charged for reservations scheduled for more than 6 consecutive hours in each calendar day are specified in the table below.

Number of Calendar Days	Minimum Hours
1, Monday through Friday	1
1, Saturday or Sunday	2
2, weekdays only	2
2, reservations including Saturday or Sunday	3
3-4	3
5-7	5
8 or more	1 additional hour per day

### 9.0 FLIGHT DELAYS AND DIFFICULTIES

**9.1 Flight Conditions** - Members are encouraged to delay their flight if conditions exceed their personal capabilities.

**9.2 Reservation Charges** - Members are not required to pay additional reservation charges for the days delayed. Members shall call a Club officer and explain delays as soon as practical.

**9.3 Repairs** - The cost of repairs to the aircraft is the Club's responsibility, unless the repairs are made necessary by the member's negligence as determined by the Club Safety Board. (See also Section 7.9.2).

**9.4 Extended Delays** - If a member must stay overnight, or longer, because of weather or a maintenance problem, all additional expenses over and above the cost of repairing the airplane are the member's responsibility.

**9.5 Returning Aircraft** - Return of the Club aircraft to the Club FBO is the responsibility of the member. If the aircraft is not returned at the first opportunity after the cause of delay is resolved, the member is subject to minimum daily charges for the additional days.

### 10.0 INFRACTIONS AND VIOLATIONS

**10.1 Penalties** - Violations of these Rules of Operations may result in disciplinary action that can include warning, suspension of flying privileges, termination of membership and civil proceedings (in extreme circumstance).

**10.2 Reporting** - Infractions and suspected infractions of the Rules of Operation shall be reported to a Board member.

**10.3 Board Review** - If the Board member receiving the report believes that an infraction has occurred, the Board member must contact the respective member and discuss the suspected activity. If the activity is questionable, the respective member shall be told to cease those activities pending a decision from the Board. If a special Board meeting is determined to be necessary, it shall be convened as soon as practical to determine if the alleged activities violated the Rules of Operation.

**10.3.1** If a special Board meeting is called, the respective member shall be invited to attend. The scheduling of the special Board meeting shall accommodate the respective member. The respective member may invite up to two others to attend in support.

**10.3.2** At the conclusion of the special Board meeting, the decision of the Board shall be made known to the respective member. The decision shall be recorded in the Board's minutes of the meeting. If the Board decides a violation has occurred, the Board may exercise disciplinary action per Section 10.1.

**10.4 Appeals** - A written appeal process is available to the member if, within 30 calendar days subsequent to the Board's decision, new information, reasons, explanations or new factors pertaining to the incident or accident can be presented. The Board has final authority in granting an appeal. Decisions of the Board, after an appeal, are final.

# AIR CAPITAL AVIATORS CLUB

## RULES OF OPERATION

### 11.0 WAIVERS AND REQUESTS FOR DEVIATIONS

**11.1 Requests** - Members may request a waiver, deviation or exemption from the Rules of Operation with the Board. All requests shall be in writing and shall include an explanation for the request.

**11.2 Urgent Situations** - When the situation does not permit prior approval, or when it is not practical to request approval in advance, the deviation should be brought to a Board member's attention within 24 hours.

**11.3 Appeals** - A written appeal process is available to the member if, within 15 calendar days subsequent to the Board's decision, new information, reasons, explanations or new factors pertaining to the request for waiver or deviation can be presented. The Board has final authority in granting an appeal. Decisions of the Board, after an appeal, are final.

**11.4 Disciplinary Action** - Unapproved deviations may result in disciplinary action per Section 10.1.



# AIR CAPITAL AVIATORS CLUB

## RULES OF OPERATION - Attachment A

### ATTACHMENT A – CHARGES AND OPERATIONAL ADDENDUM

- **INITIATION FEE** (Section 3.1) \$300.00, \$150.00 due with application, \$75.00 per month for two months thereafter. (Non-refundable upon application approval) Applicant-paid background check fees may be deducted from the last initiation fee payment, if the application is approved.

- **MONTHLY DUES** (Section 3.1)

The first month's dues for a new member will be prorated. Dues will be charged thirty days after application approval or the first flight date, whichever is earlier.

- (a) \$55.00 for all members not on Leave of Absence (LOA)
- (b) \$15.00 for all members on LOA

- **AIRCRAFT RATES** (Section 4.1.1) (Rates subject to applicable sales tax)

- (a) Cessna 172 - \$85.00 per hour (wet) plus fuel surcharge if applicable
- (b) Cessna 182RG - \$145.00 per hour (wet) plus fuel surcharge if applicable

- **FUEL SURCHARGE DETERMINATION**

If needed, a fuel surcharge will be determined during the Club's monthly board meeting and will be applied to the next month's flying charges. The fuel surcharge is calculated by rounding the current FBO fuel cost up to the nearest \$.50 (to account for changes in fuel cost during the month); then subtract \$5.50 (fuel cost that current aircraft rates are based); and then multiply by either 7 gallons per hour (average fuel rate for the C-172s) or 13 gallons per hour (average fuel rate for the C-182RG).

- *C-172 example with FBO fuel cost at \$6.37/gallon*

	\$ 6.50	Fuel cost rounded up to nearest \$.50
Minus	5.50	Fuel cost that current aircraft rates are based
	1.00	
Multiply	7	Average fuel burn for the C-172s (in GPH)
	7.00	Fuel surcharge
Add	85.00	Current C-172 rate
	<u>\$92.00</u>	New fuel adjusted rate

- *C-182RG example with FBO fuel cost at \$6.37/gallon*

	\$ 6.50	Fuel cost rounded up to nearest \$.50
Minus	5.50	Fuel cost that current aircraft rates are based
	1.00	
Multiply	13	Average fuel burn for the C-182RG (in GPH)
	13.00	Fuel surcharge
Add	145.00	Current C-182RG rate
	<u>\$158.00</u>	New fuel adjusted rate

- **FIXED-GEAR HIGH-PERFORMANCE AIRCRAFT MINIMUMS** (Section 7.7.1)

Private pilot's license with 100 hours total time and one of the following:

- (1) Previous checkout in Club complex high-performance aircraft and a minimum of 1 hour dual instruction in Club fixed-gear high-performance aircraft, or
- (2) A minimum of 3 hours dual instruction in Club fixed-gear high-performance aircraft.

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## RULES OF OPERATION - Attachment A

- **COMPLEX HIGH-PERFORMANCE AIRCRAFT MINIMUMS** (Section 7.7.2)

Private pilot's license with 125 hours total time and one of the following:

- (1) Previous checkout in Club fixed-gear high-performance aircraft and a minimum of 3 hours dual instruction in Club complex high-performance aircraft, or
- (2) A minimum of 15 hours complex experience, 15 hours high-performance experience and 3 hours dual instruction in Club complex high-performance aircraft or
- (3) A minimum 5 hours of dual instruction in Club complex high-performance aircraft.

- **AIRCRAFT INSURANCE** (Section 7.10.4)

Insurance deductibles: \$500 in motion, \$100 not in motion. Insurance coverage for all aircraft includes \$1,000,000 of liability coverage.

- **AIRCRAFT DEFROST AND ENGINE PRE-HEAT** (Sections 7.3.4, 7.5.2)

The total pre-heat and defrost charges exceeding \$25 per member per calendar day are the member's responsibility. Reimbursable charges should be submitted per Section 7.3.4.

- **TRIP ITINERARY** (Section 7.3.2)

The trip itinerary information required in section 7.3.2 is submitted through Flight Schedule Pro, using the "Reservation Type: Standard (Multi-Day)" form. On the "Flight Details" tab, the flight route and destination airports are required. On the "Comments" tab, the member's preferred email address and contact phone number would be appreciated. The Safety Officer reviews the entries and emails the member with a decision. It is the member's responsibility to obtain approval of the trip itinerary before departure.

- **FAILURE TO RETURN AIRCRAFT** (Section 7.2.2)

\$20.00 per occurrence

- **FAILURE TO CANCEL RESERVATION** (Sections 8.3.1, 8.3.2)

\$20.00 per occurrence

- **REIMBURSEMENT SUMMARY**

This summary is not comprehensive.

- (a) Fuel (up to 50 cents per gallon more than the current Club FBO price)
- (b) Pre-heat and defrosting (up to \$25 per member per day), and maintenance are reimbursable (7.3.4). Excess fuel cost shall be paid by the Member.
- (c) Maintenance in excess of \$50 requires approval of a Board officer (7.9.2).
- (d) Away from the Club FBO, all fees, such as landing fees, tie-down fees, hangar fees, handling fees, etc., are not reimbursable (7.3.5).
- (e) All receipts and credit slips related to club business must be turned in within 63 days of purchase or activity date for the member to be reimbursed or credited.

- **APPROVED COMPANIES/ORGANIZATIONS**

Companies/Organizations whose employees are approved for membership status of Company Member (CM):

1. Airbus North America Engineering
2. The Boeing Company
3. Bombardier Aerospace/Learjet
4. Garmin International
5. Spirit AeroSystems
6. National Institute of Aviation Research (NIAR)
7. Wichita Area Technical College (WATC)
8. Wichita Aero Club corporate member companies

# **AIR CAPITAL AVIATORS CLUB**

## **RULES OF OPERATION - Attachment A**

- **AIRCRAFT SAFETY PROGRAM**

After completing an AOPA Air Safety Institute (ASI) online course, the member must submit a copy of the certificate of completion to the ACAC Safety Officer. The Safety Officer will add the certificate to the members file and notify the board that the member qualifies for the discount. If by the end of the next calendar month, the member flies a minimum of one hour in any Club aircraft a \$10.00 credit will be applied to the member's bill. Only one certificate may be submitted per month, each certificate must be for a different course, each certificate must be submitted within one month of completion and only one credit will be applied per billing cycle. A similar offer is also extended to members who complete a phase of the FAA Wings Program. When the member receives a certificate from the FAA, submit a copy of it to the ACAC Safety Officer. The Safety Officer will add the certificate to the member's file and notify the board that the member qualifies for the \$10.00 discount.

All members are highly encouraged to increase their pilot knowledge and flying skills. To this end, the Board has agreed that other activities may qualify for a \$10.00 discount. Certificates of completion for safety seminars and other training may be submitted. If deemed appropriate, the Board may allow the \$10.00 credit toward flight charges.