

AIRCRAFT OPERATING REGULATIONS

PILOT REQUIREMENTS

Operation of club aircraft is limited to members in good standing who have flying membership status as defined in the bylaws and who meet all other requirements as specified herein.

Before operating any club aircraft as pilot in command, flying members must meet all of the following requirements:

1. Flying members must either
 - a have received, within the preceding 12 months, an annual proficiency check in accordance with the most current board-approved Club Checkout Procedures document (hereinafter: Club Checkout Procedures) from an approved club instructor in each club aircraft he/she wishes to fly. An endorsement by the club instructor conducting the check flight shall be entered in the member's logbook, and into club records. Federal Aviation Administration check rides which result in the award of a pilot certificate or rating shall also satisfy the annual proficiency check requirement, provided the checkride occurred in a club aircraft.
-OR-
 - b For student pilots: Have a current solo endorsement in the club aircraft to be flown, issued by a club-authorized FAA-certificated flight instructor in the last 90 days. Additionally, each individual flight must be approved in writing by the member's club-approved CFI within the 2 hours preceding departure.
2. Members must meet all applicable Federal Aviation Administration Regulations as pertains to flight competency and currency.
3. Members shall provide the club with current copies of their Pilots Certificate, Medical Certificate, Flight Review, and annual proficiency check endorsement for inclusion in their file.

REGULATIONS AND RESTRICTIONS

1. Any Flying Member in good standing holding a Private Pilot Certificate or better and meeting all other specified requirements may carry non-club members as passengers in club aircraft providing that the club member is acting as pilot-in-command at all times.
2. No member may operate as pilot-in-command from the right seat of any club aircraft unless he/she has received a right seat check flight in category and type from a club approved instructor.
3. No member shall use or operate any club aircraft or other club equipment for hire. However, club approved Certificated Flight Instructors may charge a fee for instruction given to club members. No member shall rent or lease any club aircraft or other club equipment to any other person.
4. Members shall use the approved aircraft scheduling system to reserve aircraft. Members shall not utilize the aircraft outside of scheduled windows without Board permission. Members must not make reservations they do not intend to use.
5. Except in emergencies, only airports shown on current aeronautical charts are authorized for use by club aircraft.

6. Except in emergencies, pilots shall not operate club aircraft on any unpaved surface without having completed the requirements of a club “soft-field checkout” set forth in the Club Checkout Procedures.
7. Except in emergencies, pilots shall not operate club aircraft under instrument flight rules without completing the “Instrument Flight Requirements” set forth in the Club Checkout Procedures.
8. Except in emergencies, pilots shall not operate club aircraft at night without completing the “Night Flight Requirements” set forth in the Club Checkout Procedures.
9. No flights outside the borders of the United States are permitted without the written authorization of the Board of Directors.
10. All club aircraft shall be operated under the provisions and limitations of the Federal Aviation Administration Regulations and in compliance with the aircraft manufacturer’s flight handbook and owner’s manual.
11. The pilot-in-command operating any club aircraft shall be solely responsible for the operation of the aircraft at all times. In the event of an accident, the pilot-in-command shall notify the Board of Directors immediately.
12. Smoking and/or vaping shall not be permitted in club aircraft at any time.
13. Pets/animals are not permitted in club aircraft, except when required by law (e.g., service animals).
14. Persons experiencing an active medical crisis shall not be transported aboard club aircraft (i.e., the club aircraft is not a medevac)
15. Flight instruction in club aircraft shall be conducted by club approved, Certificated Flight Instructors only. A list of approved instructors is available upon request or may be found on the club website.
16. Club aircraft shall not be used for any illegal purpose.
17. Any violation of Federal Aviation Regulations, club bylaws, or these Aircraft Operating Regulations shall be reported to the Board of Directors as soon as practicable. Members are subject to suspension or revocation of membership at the discretion of the Board of Directors for any such violations.
18. A “No Fly” roster shall be maintained. This roster shall contain the names of club members whose flying privileges have been suspended or revoked as specified in the club bylaws. Members whose Medical Certificate, Aircraft Currency, Flight Review endorsement, or Annual Proficiency Check have expired, as reflected in club records, shall also be listed on the “No Fly” roster. **Members whose names appear on this roster may not operate any club aircraft.** Members may view whether or not they are on this roster on the club website, and names may be removed only by The Board of Directors or a board designee.
19. Members using club aircraft for any consecutive period of 3 days or more may be subject to a minimum charge equivalent to 2 hours rental for each day that they have possession of the aircraft. If the member is delayed by weather or other unforeseen emergency, such minimum charge may be evaluated by the Board of Directors.
20. Scheduling an aircraft for more than 5 consecutive days requires approval from the Board of Directors.

21. A digital time record shall be maintained for every club aircraft for the purpose of logging aircraft usage. Each member shall be responsible for recording their flight time accurately in this log. Members shall not operate the aircraft unless they are able to successfully “start” the flight before first aircraft use and “end” the flight after return and before leaving the airport in this system.
22. Any deficiencies relating to aircraft, fuel, fuel farm, or the general airport shall be noted and reported to the Board of Directors using the established protocol as soon as possible.
- a Reportable aircraft deficiencies which must be entered into the "squawk" system include, for example, but are not limited to:
- i Potential damage
 - ii Actual damage
 - iii Unusual, irregular, or incorrect indications, noises, smells, behaviors, and/or appearances of any aircraft component or system
 - iv Missing/loose screws
 - v Avionics issues, including databases which are not up to date
 - vi Any unsafe or potentially unsafe condition of the aircraft or its associated equipment
- b While student pilots may first consult their instructor to confirm whether a discrepancy is genuine, this consultation does not eliminate your duty to log the concern once it is confirmed as legitimate by your CFI. For all non-student members, you **MUST** immediately report issues via the squawk system as your first step. You must not rely on another person to submit your squawk for you, and you may not report the issue to the club's maintenance service provider(s) directly to bypass the club's squawk system. Review the list of existing squawks, and if your issue isn't on it, submit it immediately.
23. While the aircraft is stationary on the ground (i.e, parked or in hangar), pre-solo members, members who have never received a club checkout, and non-members are prohibited from operating the controls of the club aircraft (including buttons, switches, etc) and/or moving the club aircraft (under power or using tug/etc) without explicit permission from a club-authorized CFI or Board Member.
24. Except when moving under its own power, a tug or tow bar shall be attached to the aircraft for directional control for all ground movements greater than 3'. A powered tug is always required when moving the aircraft up an incline, except with the permission of a Board Member or club-authorized CFI.
25. Members shall not attach objects to the outside of the aircraft (cameras, signage, etc) without written permission from the Board of Directors.
26. Student pilots shall not operate photo/video/audio recording devices and/or personal electronic devices while operating club aircraft, except for the use of an Electronic Flight Bag, or when required for the safe continuation of flight. An exemption to the prohibition on recording may be granted on a time-limited basis in writing upon agreement of the Board of Directors and the student's instructor. No photos or recordings of flight training in club aircraft may be posted to social media without board permission.

27. Members are required to always carry and maintain up-to-date navigational information during flight operations in club aircraft, either through a current Electronic Flight Bag (EFB) or current paper charts and relevant supplements. Members are responsible for ensuring all information is accurate and up-to-date.

a If using an EFB, it must contain current, offline-available data for the region of operation, as well as have the ability to access NOTAMs and weather information.

b Paper charts/supplements must be current and relevant to the flight area.

28. The Club shall maintain an up-to-date navigational database subscription in all avionics systems.

29. Hangar doors must be fully closed and latched when leaving the hangar unattended. When returning the aircraft, the member may not leave the airport until the airplane is properly put away and the doors are closed and secure.

30. Members must complete the club's "Aircraft Return Checklist" at the end of each flight.

31. **INSURANCE COVERAGE AND PILOT RESPONSIBILITY FOR DAMAGE:**

a **Insurance Coverage:** The club shall maintain liability and hull coverage insurance on all club aircraft. This insurance coverage shall be in the following minimum amounts:

i **LIABILITY:**

1 \$1,000,000.00 per occurrence

2 \$100,000.00 per person

ii **HULL:** Aircraft cash value

iii **DEDUCTIBLE:**

1 \$2,000.00 when in motion

2 \$500.00 when not in motion

b **Deductible Responsibility:** In the event of an accident where a deductible amount applies, the club member acting as pilot-in-command shall be responsible for payment of the deductible.

c **Board Discretion Regarding Insurance Claims:** The club reserves the right, at the discretion of the Board of Directors, to decide not to file an insurance claim. In such cases, the pilot-in-command shall be fully responsible for the total cost of repairs and/or damage caused by the incident. The pilot-in-command may be held liable for up to \$15,000 in such costs.

d **Liability for Negligence or Violations:** If the damage results from negligence, improper operation, or violation of Federal Aviation Regulations, club bylaws, or Aircraft Operating Regulations, the pilot-in-command may be held responsible for costs beyond the deductible amount or the previously stated \$15,000 limit. The Board of Directors shall have the discretion to determine the extent of the pilot's financial liability, including repair costs, lost time, and other associated liabilities.

e **Recovery of Additional Liabilities:** The Board may also pursue recovery for any additional liabilities incurred by the club, such as legal costs, third-party claims, or other

damages caused by the member's actions. This recovery of additional liability is not subject to any maximum limit.

f **Supplementary Insurance:** The club encourages all members to evaluate their personal insurance needs and to obtain supplementary coverage as they deem appropriate, particularly to cover any potential financial exposure beyond the club's insurance.

32. Any members utilizing club aircraft for charitable purposes associated with organizations including, without limitation, Angel Flights, Pilots n' Paws, and EAA Young Eagles, and any similar organizations, shall be required to meet the following requirements:

- a If carrying passengers, must have at least 50 hours cross country PIC time.
- b Must obtain and maintain a non-owned/renters insurance policy covering any such operations they conduct in Club aircraft, with at least \$100,000 per seat coverage, \$500,000 per accident coverage, and \$15,000 in aircraft damage coverage, naming "Brookings Flying Club, Inc." as an additional insured, and must provide proof of insurance to the club secretary prior to the flight.
- c Must notify the Board of Directors at least 24 hours in advance of any such operations.
- d This rule shall not be construed as permission to bypass any other club policies/procedures when performing these types of operations.