

# FLYWELL FLYING CLUB, INC.

## OPERATING RULES

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# 1. SCHEDULING

## 1.1 *Scheduling an Aircraft*

All reservations and cancellations are made on-line through the club designated Internet based scheduling program. To make a reservation; specify the "N" number and model of the aircraft, indicate the time and date of the reservation, then **verify** your reservation. Reservations are taken on a first come first serve basis. Blocks of reserved time shall start and end on the hour or the half-hour. No member may remove another member's reservation without approval of the President or that member.

Reservations made by or on behalf of qualifying "immediate family" of a member, as defined in the Flywell Bylaws, Article II, Section E, will be considered to have been made by and on behalf of the member for purposes of applying these scheduling rules. A maximum of five reservations per member may be on the schedule at any given time. A member training for a rating can request approval from the Flywell president to exceed the five-reservation limit for a 60-day period.

## 1.2 *Advance Scheduling*

Reservations of longer duration can be scheduled further in advance than shorter reservations. The limits on advance scheduling are given in the table below:

<b>Length of Reservation</b>	<b>Maximum Advanced Scheduling</b>
Less Than 24 Hours	3 Weeks
24 Hours to 7 Days	4 Weeks
More Than 7 Days	5 Weeks
Any length, but only one at a time	More than 5 weeks

Whenever a reservation exceeds 10 days or will involve more than 10 hours of actual flight, the applicable aircraft maintenance officer must be informed when the reservation is made. This requirement is designed to facilitate maintenance of the aircraft.

## 1.3 *Schedule Changes*

Schedule changes shall be made by one of the following methods:

- a. **Cancellation** (remove reservation before it starts): No cancellation penalty applies.
- b. **Shorten** (terminate reservation after it starts): As a courtesy to other members, please update your reservation. No cancellation penalty applies.
- c. **Extend** (longer duration of reservation): Notify Maintenance Officer or a Board member. Notify all affected members. Minimum flight requirements penalty (listed in 1.4) is invoked if notification is not given.

## 1.4 *Minimum Flight Requirements*

A minimum amount of flying is required for each reservation. This minimum is based on the length of the reservation and the days of the week. Minimum flight requirements are given in the table below:

Type of Reservation	Day of Week	Each Aircraft
Less Than 24 Hours	Monday - Sunday	.5 Hr. / Reservation
1 Day or More	Monday - Friday	1 Hours / Day
1 Day or More	Saturday - Sunday	2 Hours / Day

If canceling, extending, or shortening a reservation, do so as soon as possible. A penalty of the hourly flying rate times the minimum flight requirement (see Minimum Flight Requirements table) will be levied for 1) not using an aircraft and failing to cancel in advance of the reservation or 2) returning early and not canceling the balance of the reservation. There is no penalty for cancellation due to inclement weather or an early return provided the balance of the reservation is canceled.

If an airplane has not left the hangar after 50% of the scheduled reservation time or after the first 24 hours of a reservation have elapsed, whichever is less, another member may schedule the aircraft for the balance of the reservation after notifying the Maintenance Officer for that aircraft or the President.

Flywell leadership encourages the Golden Rule for scheduling and use of the aircraft: be considerate of others.

## **2. AIRCRAFT CARE AND SERVICES**

### **2.1 Fuel**

All aircraft use fuel with an octane rating according to the POH or applicable STC, usually 100LL. Fuel can be purchased at any Fixed Base Operator. At Anoka County Airport (KANE), fuel shall be purchased at the self-service pump using the credit card in the aircraft. If the Flywell credit card is not available, the member must send the fuel receipt to the Club Treasurer. A receipt with your name and aircraft "N" number on it for the fuel purchased at other airports must be submitted to the Club Treasurer for reimbursement. If fuel is purchased at an airport other than KANE, fuel costs will be reimbursed at the KANE price even if you purchased fuel at a lower price. If member fills the aircraft with fuel within a 15 min flight to KANE, there is no need to refuel at the KANE self-service pump.

### **2.2 Oil**

All aircraft use only PHILLIPS X/C 20W50 oil in the blue containers. No other type of oil shall be used unless special instructions are communicated from the club. The weight or grade of oil to be used is marked on the oil access door or in the oil log.

### **2.3 Aircraft Logs**

A log is kept in each aircraft. This log contains the time flown by each member (flying log), oil consumption of the aircraft (oil log). The Hobbs hour meter shall be used for times noted in the aircraft log. Tach time shall only be used if the hour meter is inoperative and in such cases the time shall be marked as a tach reading rather than an hour reading. All fuel purchased fuel quantities must be entered in the aircraft Time Log.

### **2.4 Aircraft Storage**

Each member is responsible for filling the fuel tanks after the flight, updating the aircraft logs, and securing the aircraft (tie downs, control locks, door locks, removing litter and emptying ashtrays) and the Flywell hangar (lights out and doors locked). If your car leaks oil, place cardboard under it when parking in the hangar. For aircraft returned in an unclean condition where cleaning is necessary before returning to service, a minimum fee of \$15.00 will be assessed to the member who flew last plus cleaning charges. This includes bugs left on the leading edges and trash left in the cabin.

## **2.5 Maintenance**

A maintenance officer is assigned to each aircraft, and the hangar. It is the maintenance officer's duty to schedule maintenance with a certified aircraft mechanic and to perform certain minor maintenance. Maintenance officers periodically inspect the aircraft and check the squawk sheets for problems with the aircraft.

Problems with the aircraft fall into three categories: **nuisances** (i.e., window won't stay open while taxiing), **major** (i.e., nav 1 is noisy), and **grounded** (i.e., faulty engine operation). All squawks shall be promptly noted on the on-line scheduler. Major problems shall be promptly brought to the attention of the maintenance officer for that aircraft. For **grounded** conditions, the pilot shall placard the aircraft and notify the Maintenance Officer immediately. For aircraft with inoperative avionics or instruments required by FAR 91.205, the aircraft shall be grounded. To maintain FAR 91.213 airworthiness, inoperative avionics or instruments not required by FAR 91.205 must be placarded.

If a Club member finds it necessary to have an aircraft repaired and is unable to have the work scheduled by a maintenance officer (e.g. out of town on a trip), the following rules must be observed. Repair costs exceeding \$500 must be approved by a Board member or Maintenance Officer for that aircraft.

### Non-Accident Aircraft Damage

In the event the aircraft is damaged due to irresponsible or reckless use, the member who the aircraft is scheduled for shall be responsible for the repairs not covered by insurance. In the interest of the general membership the Board will decide if a claim will be submitted to the insurance company. If a pilot discovers damage to the aircraft during preflight inspection, **and** the damage is verified by or communicated to a Flywell Club Board Member prior to the flight, the pilot who flew the aircraft previously shall be responsible for the repairs.

## **2.6 Gravel Restriction**

Club aircraft are prohibited from operation on any gravel airstrips or taxiways without prior approval of the Club President or Vice President. When approval is granted, an appointment must be made with the appropriate Maintenance Officer to conduct a thorough inspection of aircraft damage before and after the flight to the gravel airstrip or taxiway. The repair of all damage noted as a result of the flight shall be paid for by the member who scheduled the aircraft in accordance with the Flywell Flying Club Bylaws Section I - Liability.

## **2.7 Member responsibility - Preflight / Postflight**

Prior to operation and use of Flywell aircraft, members are responsible for:

- Ensuring that the aircraft is in an airworthy condition
- Conducting an aircraft preflight according to the POH or aircraft checklist. The preflight must include an assessment for pre-existing damage. ***The member assumes responsibility for the aircraft condition upon pulling the aircraft from the hangar chocks***
- Reviewing the online aircraft squawk log. Questions can be directed to the aircraft maintenance officer.

## **2.8 Cold weather operations**

**Flywell aircraft can be operated above 20° degrees Fahrenheit** without pattern restrictions. **Continuous pattern operations** (i.e repeated takeoffs and landings) **are not recommended at or below 20° degrees Fahrenheit.**

**Flywell aircraft are to be operated above 0° degrees Fahrenheit.** Operation at or below 0° degrees Fahrenheit requires approval by a board member.

## **2.9 Aircraft and avionics security**

At the home airport, Flywell aircraft are to be secured in the Flywell hangar when not in use and unattended. When operating Flywell aircraft to other locations Flywell aircraft shall be locked when unattended.

## **3. AIRCRAFT OPERATIONS**

### **3.1 Aircraft Checkout**

A Club member may not act as pilot-in-command of a Club aircraft unless the member has satisfied the following Club requirements:

- a. A Club Officer (Director, Treasurer, Vice-President, or President) or board designated member has given the member a briefing of Club operational procedures prior to issuance of hangar keys.
- b. The member must have received an orientation about that aircraft from either the Maintenance Officer of that aircraft or the Flywell approved flight instructor conducting the checkout.
- c. The member must complete an aircraft check out form and present it to a Flywell approved flight instructor for each aircraft to be flown prior to the check ride flight.
- d. After successful completion of the check ride, the flight instructor shall turn in the completed checkout form to the Vice President or board designated member.

### **3.2 Member Currency**

To be considered current to operate a Club aircraft as pilot in command, members must meet the following conditions:

- a. Each member shall ensure that they are current to act as pilot of command with regard to all FAA rules and regulations.
- b. Each member shall provide, upon request, currency information and evidence for periodic Club insurance renewal or for other needs as determined by board. The requested data could include information such as: flight review date, copy of flight review endorsement, date of recent medical exam, copy of medical certificate, copy of log book entries total or recent flight hours.
- c. Each member shall be current with regard to their payment of Club dues and aircraft charges,
- d. Each member shall meet the Club aircraft currency requirements as outlined in section 3.3 through 3.10 below,
- e. Each member shall maintain a membership in the Aircraft Owners and Pilots Association (AOPA) in accordance with the requirements of our insurance carrier.

Each member is solely responsible to ensure that they meet these currency requirements prior to acting as pilot in command of a flight. Note – if a member conducts all or part of a flight as pilot in command when they are not current with regard to FAA and Club rules, there is a strong possibility that the member will not be covered by insurance. In addition, the member will be subject to disciplinary action by the Club.

### **3.3 Student Pilot Instruction**

Student pilots are permitted to fly the C-172 or PA-28.

### **3.4 Requirements for Flying the C-172**

Any member who acts as pilot-in-command of the C-172 must have a Certificated Flight Instructor checkout and logbook endorsement to certify the member can fly C-172.

### **3.5 Requirements for Flying the PA 28**

Any member who acts as pilot-in-command of the PA28 must have a Certificated Flight Instructor checkout and logbook endorsement to certify the member can fly the PA28.

### **3.6 Requirements for Flying the C-182RG**

Any member who acts as pilot-in-command of the C182RG must have at least a private pilot certificate. The member must also have a minimum of 150 logged flying hours as Pilot in Command (must be PIC, not logged time). The member must have 25 hours in single engine aircraft with retractable landing gear and must have 5 hours in a C182RG; or have a minimum of 10 hours of dual instruction in a C182RG with a Flywell approved CFI that includes at

least 15 takeoffs and landings and a cross-country flight. The member must also have a checkout by an approved Certified Flight Instructor and a logbook endorsement to certify the member has received instruction to act as pilot in command of a C182RG.

**C182RG Currency requirements:** All Flywell members who have received a check out and endorsement to act as PIC in the C182RG must perform by manipulating the controls and log a minimum of 6 takeoffs and landings in a C182RG in the previous 6 months. This requirement is waived if the member is current in the Piper Lance. If the member does not meet the 6 takeoff and landing requirement, the member must fly with a Flywell approved CFI until the member meets the 6 takeoff and landing requirement.

### ***3.7 Requirements for Flying the PA32R***

Any member who acts as pilot-in-command of the PA-32R Lance must have at least a private pilot certificate. The member must also have a minimum of 250 logged flying hours as Pilot in Command (must be PIC, not logged time). The member must have 50 hours in single engine aircraft with retractable landing gear and have 25 hours in a PA-32R Lance; or have 10 hours of dual instruction in a PA-32R Lance with a Flywell approved CFI that includes at least 15 takeoffs and landings and a cross-country flight. The member must also have a checkout by a Flywell approved Certified Flight Instructor and a logbook endorsement to certify the member has received instruction to act as pilot in command of a PA-32R Lance.

**Lance Currency requirements:** All Flywell members who have received a check out and endorsement to act as PIC in the PA-32R Lance must perform by manipulating the controls and log a minimum of 6 takeoffs and landings in a PA32 Lance in the previous 6 months. If the member does not meet the 6 takeoff and landing requirement, the member must fly with a Flywell approved CFI until the member meets the 6 takeoff and landing requirement.

### ***3.8 Flight Instructors***

Club members must use Flywell approved flight instructors when using Flywell aircraft to meet all student pilot currency and competency requirements. Flywell Approved flight instructors must be used to renew expired biennial flight reviews.

### **3.9 Flight Review**

Member's must have a current flight review to be covered by Flywell Insurance and members may not act as pilot in command of a Flywell aircraft without a CFI until they have a current flight review. The follow rules must be followed for flight reviews:

- a. If flying for a FAR Part 121/135 operator and participates in an Advanced Qualification Program (AQP) or other FAA approved program that qualifies as a recurrent program with no more than a 12 month recurrent cycle, the pilot meets the insurance requirements for the period. Then d and e of this section do not apply.
- b. If members passes a flight test for a new rating or endorsement and the flight test meets the flight review requirements, the pilot meets the insurance requirements for the period. Then d and e of this section do not apply
- c. If the member is a CFI and has a current flight review, the pilot meets the insurance requirements for the period. Then d and e of this section do not apply.
- d. If members are flying the Lance or the 182RG. They must take the flight review in the Lance or the 182RG by a Flywell Member CFI. This will then also cover the 172 and Archer.
- e. If members are flying the 172 or Archer. They must take the flight review in the 172 or Archer by a Flywell Member CFI.

### **3.10 Additional restrictions for pilots older than 70 years old**

If a member is older than 70 years old during the insurance policy period, then the following additional restrictions are in place:

- Must have a medical issued within the preceding 24 months. Any FAA approved medical is allowed.

If a member is older than 80 years old during the insurance policy period, then the following additional restrictions are in place:

- a. Not covered in a retractable gear or conventional gear aircraft, unless the member has made 15 landings and takeoff in the preceding six months.
- b. Must have a medical issued within the preceding 12 months. Any FAA approved medical is allowed.
- c. Must have a Flight Review by a club member CFI within the preceding 12 months.
- d. If the member is flying with another club member who has a current medical and flight review, then the additional restrictions are not required.

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## **4. CLUB RATES AND CHARGES**

### **4.1 Flying Charges**

Club revenue is generated from several sources, two of which are monthly dues and flying charges. The hourly flying rates are determined by the Board at the annual budget meeting and are subject to periodic review and adjustment. The Board will send an official notice when rates are changed. Hourly flying charges are listed on the Club Currency Roster.

Flying charges are based on the actual flying hours from engine start up to shut down as indicated on the Hobbs hour meter in each aircraft. All members' bills are due by the 1<sup>st</sup>. of the following month. For those bills over \$150.00, a minimum payment of 1/2 the amount billed is required. In addition, all accounts with balances over \$1,000.00 must be paid below \$1,000.00 to continue active flying privileges. If minimum payment is not received by the 1st of the following month, the member will be classified as inactive and the member's flying privileges are suspended.

## **4.2 Monthly Dues**

Monthly dues are determined by the Board at the annual budget meeting and are subject to a periodic review and adjustment. Monthly dues are listed on the Club roster.

A Wash Fund fee is charged to each member each month. The Wash Fund is used to finance washing and waxing of the aircraft along with food treats at the plane washes. Washing and waxing is normally done by the Club membership at times scheduled by the Plane Wash Coordinator or Hangar Maintenance Officer.

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## **5. GENERAL RULES**

### **5.1 Qualification for Membership**

Only persons who desire to further the interests of flying and the Club, and who are able to meet all financial obligations of the Club, will be considered for membership. Final approval shall be granted only after agreement of the majority of the Board of Directors. Ownership of one or more shares of common stock issued by the corporation shall be a requirement for membership except as provided in Section E of Flywell Flying Club, Inc Bylaws.

Any person who subscribes to the purposes of the Club as set forth in the bylaws and who completes the Club's membership application shall be eligible for membership in the Club, subject to approval by the Board of Directors of the Club. Board approval may be granted after:

- Showing (to the satisfaction of the Board of Directors) of financial responsibility by the prospective member.
- Showing (to the satisfaction of the Board of Directors) a history and/or willingness to volunteer at Club sponsored events.
- Showing (to the satisfaction of the Board of Directors) that he or she has read the Club's Bylaws and these rules and regulations and agrees to abide by them (as may be duly amended, from time to time).
- Full payment for membership purchased from the Club or a payment plan approved by the board.
- Meeting with the Board of Directors and Maintenance Officers to express his/her interest in joining the Club.

As Flywell Flying Club is a social and volunteer organization, membership will be evaluated against the prospective member's history and willingness to volunteer. The Board will also evaluate that prospective member's flying history and future needs ensure that the member will benefit from the Club.

It is the policy of this Club not to discriminate against any person on the basis of sex, race, color, creed, religion or national origin.

### **5.2 Other General Rules**

Only personal, non-commercial use of Flywell aircraft is permitted. Flywell's insurance does not cover injuries, damage, or loss when aircraft are used for commercial purposes. Sharing of expenses is permitted. Members may be reimbursed by their employer for the expense of a flight provided that the employer is not in an aviation business and the flight is incidental to the member's employment. Certificated Flight Instructors are covered by Flywell's insurance for the purpose of instructing Club members in Club aircraft. Non-member maintenance personnel who are Commercial pilots, have at least 500 hours total time, and are employed by a maintenance facility are covered by Flywell's insurance for flight operations conducted in connection with inspections or repairs. The preceding information about instructors and commercial pilots is advisory only, and is subject to the provisions of the Club's insurance policies.

Every member shall abide by FAA rules and regulations, state statutes and laws, and local ordinances in addition to Club rules. If Club rules are in conflict with any of the aforementioned regulations, Club members shall adhere to the federal, state, or local regulations rather than Club rules. The Board shall be notified of any such conflict.

While in flight, no person may act as pilot in command of Club aircraft unless that person is an active Club member, approved family member, or a Certificated Flight Instructor instructing a Club member.

Flywell encourages its pilots to file flight plans on all cross-country flights in Flywell aircraft. Aircraft operations are limited to airports appearing on federal or state recognized aeronautical charts.

All Club aircraft flights outside the continental 48 states require prior notification of the Board of Directors to satisfy insurance requirements. This notice shall be given at least 10 days before the intended flight.

Smoking is prohibited in all Club aircraft.

The Board may suspend scheduling rights of a member for up to 30 days if the Board determines that the Club's planes or other assets may be at risk for any reason.

***END OF OPERATING RULES***