

**ORLANDO AERO
CLUB, INC.
Operating Rules**

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December 13, 2017

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ORLANDO AERO CLUB, INC. - Introduction

Welcome to the Orlando Aero Club! The purpose of this package is to familiarize new members with the Club, its aircraft, and membership procedures. Included are a copy of our governing by-laws, rules of operation and a list of Club Officers, Directors, and Instructors whom you may contact for further information. New members are encouraged to keep this package as a convenient reference. The OAC Board is comprised of the Officers and Directors.

The Orlando Aero Club (OAC), established in 1967 by a construction company and incorporated in 1971, is one of Florida's largest member-owned flying clubs. We are based at the Atlantic Aviation FBO at the Orlando Executive Airport. The Club presently operates four aircraft : three Cessna's and a Citabria. All aircraft are professionally maintained and serviced by licensed maintenance facilities selected by the OAC Board.

The purpose of the Club is to promote **PROFICIENCY, SAFETY, and RECREATION** and to provide a **LOWER COST OF FLYING**. We believe you will find the Club an excellent opportunity to enjoy flying well-equipped aircraft at very competitive rates with maximum convenience and availability.

General membership meetings are held on the second Wednesday of each month at 7:30 p.m. The meetings generally include a review of Club business, current financial status, aircraft maintenance and operation status, acceptance of new members, and a special safety program. **Visitors are welcome at all meetings.**

OPERATIONAL RULES

ARTICLE I - GENERAL

MEMBERSHIP STRUCTURE / COSTS

The Orlando Aero Club is a member-owned organization. All active members own one (1) \$25.00 share of ownership in the Club. This share of ownership is purchased upon joining the Club and is refundable upon resignation from the Club or when a member changes to inactive status. Each active Club member is entitled to a single vote and is considered a partial owner of all Club assets including the aircraft.

Members are provided group liability and accident insurance through membership in the Club. In addition, members are required to contribute an annual fee to cover the deductible portion of our regular insurance coverage. The annual fee is currently \$50.00 per member.

A non-refundable initiation fee is charged to each new member at the time of joining the Orlando Aero Club Inc.

Monthly membership dues cover fixed operating costs of the organization including aircraft payments, ramp rent, insurance, taxes, and other costs.

Hourly rates for aircraft use include the cost of fuel, variable expenses including engine overhaul reserve, paint & interior reserve, and maintenance. Hourly rates are computed based on the tachometer time meter rather than the Hobbs time meter. Rates are charged to the nearest tenth of an hour. Aircraft hourly charges are adjusted periodically based on variable expenses such as the cost of fuel.

Family membership: A spouse and any children, under age 18, are eligible for membership at no additional cost for initiation. Any member less than 18 years of age must participate in OAC with an adult family member.

CURRENT COST STRUCTURE (subject to change):

Initiation:	\$350	Non-refundable membership fee
	\$ 50	Annual Assessment
	\$ 25	One share ownership
	<u>\$95</u>	Current monthly dues
	\$520	TOTAL INITIAL COSTS
*Monthly:	\$95	Monthly dues
	<u>\$440</u>	Total flight time charges
	\$535	Total Monthly Costs

*Example: 4.0 hr (tach time) = 4.0 x \$110.00 = \$440.00

FLIGHT INSTRUCTION / FLIGHT REVIEWS

As with all flying organizations, training is an important aspect of the Orlando Aero Club. Both initial and recurrent training for ratings from Private through Airline Transport Pilot are available from Flight Instructors who are members of OAC.

The Flight Instructors Group meets to discuss new techniques for teaching, changes in operation of new or upgraded Club aircraft, and any changes in local airspace requirements or regulations which could affect Club members. All Club members are required by our insurance carrier to demonstrate levels of proficiency consistent with their currently held ratings through initial flight reviews when joining the Club (except student pilots) and an **annual** flight review.

The Club recognizes the trend toward increased usage of electronic logbooks. As part of the annual flight review each pilot will present to the instructor either a traditional written log or a computer display of an electronic logbook or a print out (hard copy) of a current electronic logbook. The instructor will review the log and sign off (on hard copy or electronically) on the flight review as well as note any instruction provided during the flight. The member must then provide a hard copy of all requested logbook entries to verify the member is legal for further flight; the club will retain a hard copy of such for club records. Each member is required to retain a signed copy of the log (traditional, hardcopy, or electronic) and provide it upon request of a club officer, a club instructor, our insurance provider, or FAA official.

ORLANDO AERO CLUB DESIGNATED FLIGHT INSTRUCTORS

Membership in the Club does not require that one pursue additional or complex ratings. After all, some folks just enjoy flying around "the patch" on those sunny days. However, members who are interested in additional ratings are encouraged to do so. The Club's Instructors offer a diverse background and wealth of professional flying knowledge. All members are encouraged to familiarize themselves with the different Instructors in the Club. To assist in this, members may find instructors contact information on the Club's website at www.orlandoaeroclub.com

AIRCRAFT MAINTENANCE AND FACILITIES

Safety of the fleet is a top priority with the Orlando Aero Club. Our aircraft are professionally maintained on a contract basis with a licensed maintenance facility periodically selected by the OAC Board.

The maintenance facility provides all needed maintenance including regular airframe and power plant inspections. Logbooks provided in each aircraft, allow pilots to note discrepancies or problems found during flights. A mechanic reviews these logs to track aircraft hours of operation and perform any necessary maintenance.

Tie-down facilities and refueling services are provided by contract. Fuel is purchased on a bulk agreement which entitles the Club to a substantial discount off advertised prices.

Automobile parking areas are provided at the Atlantic Aviation. parking lot, on the ramp near the aircraft tie down area, and at the Citabria hanger. Keypad codes for ramp access gates are provided to Club members through Atlantic Aviation.

FOR UNSCHEDULED MAINTENANCE NEEDS

**PLEASE USE THE FOLLOWING LIST
UNTIL SOMEONE HAS BEEN NOTIFIED:**

1. Maintenance Officer
2. President
3. Vice President
4. Orlando Aircraft Services at KORL 407 894-9963 (for emergencies only)

AIRCRAFT

All aircraft with exception of the Citabria are IFR certified. All include standby vacuum systems, Mode C or S transponders, and voice activated intercoms. ADS-B OUT/IN equipment is being installed at airplane annuals. Rates can be found on the website and are with fuel included and are charged based upon tach time. These rates are adjusted periodically by the Board.

SINGLE ENGINE AIRCRAFT

N516SP 2000 Cessna 172
Garmin 430W
KX 155A NAV/COM
KI 209A VOR/LOC/GS Indicator with GPS Interface
KI 208 VR/LOC
KMA 26 Audio Panel/Marker Beacon/4 Position, Voice
Activated Intercom
ADS-B Equipped (Mode S-es transponder)
KAP 140 Two Axis Autopilot with electric Trim and Altitude
Preselect

N53540 1981 Cessna 172
KLN89B GPS Navigator/Moving Map Display
Dual Nav / Comm
Glide Slope / Marker Beacons / ADF / DME
ADS-B Equipped (Mode S-es transponder)

N9346D 1983 Cessna 172 RG
Retractable Gear / Constant-speed Propeller
Dual Nav/Comm / Autopilot/Garmin GPS 430W
Glide Slope / Marker Beacons
EGT / Strobes
Mode S transponder with Mode S Traffic display

TAIL WHEEL / AEROBATIC AIRCRAFT

N5060L 1979 7GCAA (150 hp, Citabria)
Single Comm
Intercom
GPS, Altitude Encoding Transponder
Aileron Spades
2 Parachutes

OFFICERS

The OAC Officers & Directors are required and have duties defined in the OAC By-Laws document.

Refer to the Club's website at www.orlandoaeroclub.com for the current list of Officers.

DIRECTORS

Refer to the Club's website at www.orlandoaeroclub.com for the current list of Directors.

ARTICLE II - RESERVATIONS

Section 1. All flying time shall be scheduled at www.aircraftclubs.com in advance of the proposed flight. A computer and internet connection is provided at Atlantic Aviation.

Section 2. It is the responsibility of the member scheduling the reservation to cancel as soon as possible if unable to keep the reservation. Offenders of this rule may be fined by the Board commensurate with the number of times the offender is found to have violated this rule and the estimated loss of revenue to the Club.

Section 3. No member shall keep the Club aircraft beyond the time scheduled, for other than weather or mechanical reasons. Offenders of this rule may be fined by the Board.

Section 4. Any member who is more than thirty (30) minutes late for the scheduled aircraft reservation shall forfeit the balance of the period to any member desiring the aircraft. The forfeiting member may be subject to a fine determined by the Board.

Section 5. The person to whom the aircraft is checked out is responsible for the aircraft until its return to the home base.

Section 6. When any delay occurs on a flight which will cause a delay in the return of the aircraft, it must be reported to the aircraftclubs.com scheduler as soon as possible. If there is to be a significant delay or one which will impact another member's schedule, then a phone call to an Officer and the impacted member should be initiated. The member is responsible for all personal return expenses in the event an aircraft is unable to return home.

Section 7. Members are required to put destination airport identifiers and other pertinent information when scheduling an aircraft for a flight.

ARTICLE III - RESTRICTIONS OF USE

Section 1. No cross-country flights beyond a 25 mile limit shall be allowed by any member holding a student pilot's certificate unless they have the permission of, or are accompanied by a Club Instructor. Flight plans are required for all student pilot cross-country flights of 50 miles or greater.

Section 2. Flight plans are required for all cross-country flights exceeding 100 nautical miles or for an overnight trip. VFR Flight Following may be substituted for a filed flight plan only if flight following is available and used for the whole flight. It shall be the responsibility of any member taking a Club aircraft overnight to have it secured and tied down at that member's expense.

Section 3. No student pilot may take a planned overnight cross-country flight in a Club aircraft except with explicit authorization by the Board.

Section 4. No person, except an active member of the Club, a licensed flight instructor approved by the Club, an FAA inspector or examiner, or qualified person making necessary test flights, shall be permitted by any member of the Club to fly any Club aircraft. All flights are to be made within the limits of the FAA certificate of the person piloting the Club aircraft.

Section 5. No member shall use the Club aircraft for hire nor shall they rent or lend the Club aircraft to any other person.

Section 6. All pilots receiving dual instruction in Club aircraft must use only qualified and currently rated flight Instructors designated by the Club Flight Instructors Group. These Instructors must hold active memberships in the Club. Instructors holding memberships in the Club may not use the Club aircraft equipment to instruct or charter for hire any person not a member of the Club.

Section 7. In the event an aircraft is damaged while signed out to a member, the member shall notify an officer of the Club as quickly as practical. The member shall also provide a written account of the accident to the Board within ten days of the damage, or as soon as able.

If a member is involved in an accident or incident in a Club airplane, the member's Club flight privileges are immediately suspended pending a review by the Board. Only the Board may return the member to active flight status.

Any member involved in an aircraft accident or incident, whether or not in a club aircraft, shall notify the Board.

Section 8. Smoking is not permitted in the Club aircraft.

Section 9. It is the responsibility of each Club member to see that their medical certificate, government issued identification with photograph, and pilot certificate are at all times current and carried on their person or readily accessible in the airplane for each flight. No person may fly a Club aircraft unless these requirements are met.

Furthermore all pilots must have documentation to prove they are legal to make a flight from a currency standpoint whether that documentation is a traditional written log or a printout from an electronic log. And specifically, for any required Club check ride, FAR61.56, FAR61.57, etc., the club requires a printed page with signatures from any electronic logbook so the club and the instructor can retain a copy for the record.

Section 10. Each member shall be required to make at least one check ride in a Club aircraft per year with a member of the Flight Instructors Group. Failure to complete said check ride shall result in the member being grounded and unable to schedule a flight until such time as

the check ride has been completed successfully. The check ride must be completed in the most complex aircraft to be flown by the Member. The Citabria requires a separate check ride.

Section 11. Each member who has not flown as PIC in a Club aircraft during the last three (3) months is grounded until such time as the member has successfully completed a proficiency check ride with a member of the Flight Instructors Group. Currency requirements apply individually to each make and model aircraft.

Section 12. Each member must complete a check ride with a Club instructor in a Club aircraft prior to operating Club aircraft as PIC. The Cessna 172RG and Citabria require individual check rides, regardless of prior pilot experience.

Section 13. Student pilots are restricted to exercising solo privileges in the fixed gear Cessna 172's and the Citabria.

Section 14. Any member scheduling an aircraft for a period of time exceeding eight (8) days shall obtain prior approval from the Board of Directors. A minimum number of billing hours per day may be a condition of the approval.

Section 15. For pilot-in-command (PIC) operation of the Cessna 172RG, the following requirements must be met by all Club members:

- A) A minimum of 100 hours PIC Cross Country time or as modified by the OAC Board of Directors.
- B) Possession of a complex aircraft logbook endorsement.
- C) 10 hours of experience in make and model for pilots with less than 50 hours of retractable gear time and satisfactory completion of an OAC flight review with a member of the Flight Instructors Group.
- D) 5 hours of experience in make and model type for pilots with more than 50 hours of retractable gear time and satisfactory completion of an OAC flight review with a member of the Flight Instructors Group.
- E) 3 hours as PIC in a C-172RG aircraft within the preceding 180 days in order to meet insurance criteria satisfactory or completion of an OAC flight review with a member of the Flight Instructors Group.

Section 16. For operation of N5060L as PIC, the following requirements must be met by all Club members.

- A) Possession of a tail wheel aircraft logbook endorsement or equivalent prior experience per Federal Aviation Regulations

- B) 10 Hours experience in tail wheel aircraft in make and model
- C) Satisfactory completion of initial tail wheel OAC Flight Review or satisfactory completion of an OAC flight review with a member of the Flight Instructors Group.
- D) Unless accompanied by an OAC Authorized Flight Instructor, no aerobatic maneuvers may be performed unless the appropriate OAC Aerobatic Endorsement has been received for such maneuvers as indicated herein.
1. Basic Aerobatic Endorsement:
Loop, Aileron Roll, Spin
 2. Intermediate Aerobatic Endorsement:
Loop, Aileron Roll, Barrel Roll, Slow Roll, Spin, Immelmann, 1/2 Cuban Eight, 1/2 Reverse Cuban Eight, and appropriate combinations thereof
 3. Advanced Aerobatic Endorsement:
Loop, Aileron Roll, Barrel Roll, Slow Roll, Snap Roll, Spin, Immelmann, Clover Leaf, Split S, Hammerhead Turn, Cuban Eight, Reverse Cuban Eight, and appropriate combinations thereof
- E) Aerobatic maneuvers not approved by the Citabria 7GCAA Flight Manual are absolutely prohibited.
- F) Flight Load Factors shall be absolutely limited as follows:
- | | |
|----------------------|-------------------------------|
| Positive Load Factor | +4.0 G's Maximum |
| Negative Load Factor | <u>None</u> , 0.0 G's Maximum |

Section 17. Unless accompanied by an OAC Authorized Flight Instructor, the following weather minimums shall apply:

A) Student Pilots:

1. Pattern Operations: Ceiling: 1500' AGL
Visibility: 5 S.M.
2. Local Flights: Ceiling: 2500' AGL
(within 25 N.M.) Visibility: 7 S.M.
3. Cross Country Flights: Per OAC Instructor's Authorization

B) Student pilots are not authorized to operate at night unless such operation is approved by their OAC Flight Instructor.

C) Non-Instrument Rated Pilots:

1. Day: Ceiling: 1500' AGL
Visibility: 5 S.M.
2. Night: Ceiling: 2000' AGL
Visibility: 7 S.M.

D) Weather minimums prescribed in items A and C above are to include a forecast of stable or improving conditions.

Section 18. The following weather minimums apply to all Instrument Rated OAC pilots and Instructors during operations under instrument flight rules:

A) Takeoff: No takeoff shall be initiated unless the ceiling and visibility are at or above the minimums applicable for the instrument approach in use at the departing airport or the closest airport having an instrument approach if the departing airport has no instrument approach procedure.

B) Landing: As published in the appropriate instrument approach procedure for the airport and runway in use.

Section 19. No Club aircraft other than the Citabria shall be flown with less than one (1) hour and fifteen (15) minutes of fuel remaining based upon normal cruise power settings; the Citabria is required to meet the minimum fuel requirements as required by the FAA.

A) Flights initiated with full fuel shall not continue longer than the prescribed Maximum Operating Time as specified below.

B) Flights initiated in aircraft other than the Citabria with less than full fuel shall require that the pilot, prior to commencing the flight, accurately and conservatively determine the remaining usable fuel available and operate accordingly in order to assure a minimum of at least one (1) hour and fifteen (15) minutes of fuel remaining at the completion of the flight, based upon normal cruise power settings; the Citabria is required to meet the minimum fuel requirements as required by the FAA.

**ORLANDO AERO CLUB, INC.
MAXIMUM OPERATING TIME / FUEL RESERVES**

**ACTUAL TIME, NOT TACH TIME, ENGINE START TO LANDING
FULL FUEL, 65% CRUISE POWER**

C-172	3.75 hr
C-172 S	4.0 hr (Full Fuel)
C-172 S	2.2 hr (Bottom of Tabs)
C-172 RG	4.5 hr (Full Fuel)
C-172 RG	3.0 hr (Bottom of Tabs)
Citabria	3.0 hr

Section 20. The Board, in its discretion, may restrict any member's operating privileges with regard to a particular flight, a particular aircraft, particular operating conditions, or any other matter which the Board, in its sole discretion, believes appropriate and in the interest of the safety of the Club's members, the public and the Club's property. In exercising this discretion, the Board may consider any factors or information which it deems appropriate, including, without limitation, a particular trip, its route and destination, the geographic features of the route and destination, the current weather and forecast weather, the pilot's personal experience, licensure and ratings, and any other factors which the Board deems appropriate in consideration of the exercise of its discretion.

ARTICLE IV - INSPECTION, OPERATIONS, AND MAINTENANCE

Section 1. A preflight inspection shall be performed before each flight. Any defects found in the aircraft's structure or accessories shall be reported to a Maintenance Officer or scheduling immediately and no flight shall be made if such defect may endanger the safe or legal operation of the aircraft. Members shall have knowledge of all appropriate "V" speeds, power settings, fuel and weight and balance information applicable to the proposed flight in the proposed aircraft. Aircraft left without a pilot must have the aircraft tied down, the avionics turned off, the master and magneto switches off, control lock in, pitot cover on, and doors locked. All tanks will be topped after each flight, with the exception of the N516SP and N9346D where the tanks shall be filled to the bottom of the filler necks (tabs); and the Citabria, which shall not be refueled after flight.

Section 2. No member shall be permitted to attach any object to the aircraft or make adjustments or repairs unless approved by the Club Officers.

Section 3. Before contacting any maintenance facility for labor on a Club aircraft or purchasing any parts for a Club aircraft, in an emergency or on a cross country flight, a member shall first contact the Chief Maintenance Officer or the President for consultation and authorization. The member is authorized to procure such parts and labor up to the limit of \$1000. After presentation of a properly receipted bill for such labor and/or parts and after the bill has been approved by the chief maintenance officer, said member shall be reimbursed. Oil and gas will be purchased and the member given credit in accordance with receipts. Fuel will be reimbursed at a maximum rate as set by the board, as posted on the website. No expenses pertaining to overnight storage expenses are reimbursable.

ARTICLE V - PROHIBITED TYPES OF FLYING

Section 1. All flying in any Club aircraft is to be done in strict accordance with existing Federal Aviation Regulations, state, local, and Club rules.

Section 2. Any Club aircraft is restricted against maneuvers prohibited by the limits of operation of the aircraft as specified by the manufacturer.

Section 3. There shall be no formation flying of the Club aircraft with each other or any other aircraft.

Section 4. Flying to the Bahamas requires a private pilot certificate, a minimum of 50 hours cross country as PIC, training relative to customs procedures, and a specific approval by the Board for the member's first trip.

Section 5. The discretion of the Board in Article III, Section 20, shall include restrictions on prohibition of types of flying, where deemed appropriate by the Board.

ARTICLE VI - ENFORCEMENT

Section 1. The above regulations and rules shall be policed by the entire membership. All complaints shall be filed with the President who shall call a meeting of the Board at which time action will be taken. Any violation of the Federal Aviation Regulations shall constitute cause for immediate grounding, and any member so grounded shall remain as such until further action is taken by the Board.

ARTICLE VII - CHANGES AND AMENDMENTS

Section 1. Changes or amendments to these Operational Rules may be effected only by the majority vote of the Board at a regular or special meeting called for such purpose.

Section 2. Any changes or amendments to these Operational Rules shall be mailed (postal or e-mail) to all members of the Club, read aloud at the next general meeting, and posted on the two web sites.