
Octopus Flying Club, Inc.

Club Operating Procedures

July 12, 2023

Introduction

This document contains the rules and regulations governing the operations of the Octopus Flying Club, Inc. (the Club), as set forth by the Board of Directors, under the authority of the Bylaws of the Club.

Membership

1. The total number of memberships in the Club shall not exceed 16 per aircraft. The minimum number of memberships in the Club is 12 per aircraft. The minimums can be adjusted at the discretion of the Board of Directors based on membership above the minimum in higher tiers.
2. A special classification of inactive membership exists for members who are no longer actively flying, but may wish to resume flying in the future. A member may request this status only if the club is above minimum membership level. An inactive member cannot schedule a Club aircraft, and cannot act as pilot-in-command of a Club aircraft. There is no limit to the number of inactive memberships, but an inactive membership can be reactivated only when the existing number of active memberships is less than the maximum allowable number. Inactive requests must be submitted in writing to the Board of Directors. The request is either accepted or declined by the Board within 48 hours. If accepted, the membership will become inactive on the last day of the current calendar month at which time the financial commitment (monthly dues) and aircraft scheduling privileges are suspended.
3. The Board of Directors may lower the total number of memberships in the Club at any time and for any duration to ensure a reasonable availability of aircraft to the Club members.
4. When the Club is at maximum membership, a waiting list will be maintained by the Vice President of the Club. A \$50.00, non-refundable fee will be charged for an application to join the Club and to reserve a position on the waiting list. An inactive member, who wishes to reactivate his or her membership, will be placed at the head of the waiting list.

5. New members are required to provide the Board of Directors with photocopies of his or her pilot certificate, medical certificate, the latest two pages of pilot logbook entries, pilot logbook entries of the latest biennial flight review and pertinent endorsements, and a photocopy of a government issued photo I. D.
6. Resignation requests must be submitted in writing to the Board of Directors. The request is either accepted or declined by the Board within 48 hours. If accepted, the membership will be terminated on the last day of the current month at which point the financial commitment (monthly dues) and aircraft scheduling privileges cease. The original membership deposit will be refunded as outlined in the Club Bylaws upon receipt of the aircraft keys less any owed money. If the aircraft keys are not returned within 30 days of the effective resignation date the membership deposit is considered forfeited by the member.

Deposits, Dues, and Payments

1. A membership deposit is required to be paid by all new members upon acceptance into the club by the Board of Directors. This deposit is refundable as outlined herein and in the Club Bylaws. The initial membership deposit is required to be paid by check in the amount of \$1200.00
2. Monthly membership dues are determined by the clubs fixed costs and set by the Board of Directors. Monthly dues for new members will be pro-rated, from the time the member receives the aircraft keys, to the end of the current month. Monthly dues for members who resign cease at the end of month in which the resignation is accepted by the Board of Directors. Inactive members are exempt from the monthly dues after the end of the month in which the inactive request is approved by the Board of Directors.
3. [removed]
4. The rate for each aircraft usage is listed in the Aircraft Usage Rate Schedule or Club web site. The rate includes the cost of fuel. A reimbursement will be made to a member for fuel purchased at other airports. Reimbursement for fuel purchases are obtained by deducting that amount from his or her monthly Club invoice. A copy of that fuel purchase invoice must be submitted within 90 days for credit to be given. That invoice must clearly itemize the purchase to include the amount of fuel purchased, and the cost of the fuel. The aircraft tail number, the date of the purchase, the member's name, and the place the fuel was purchased should also be included on the invoice. Fuel invoices over 90 days are not eligible for reimbursement.
5. Members must record the hours used for each block of time that he or she has scheduled. Entries must be made in the logbook located in the seatback of the aircraft. Start and stop time, to the nearest one-tenth hour TACH time, must be recorded. The one-hundredth hour reading, if available, is disregarded.

6. Any discrepancy between the actual start time, and the previously recorded stop time, must be noted in the logbook, and should be noted as a separate line entry. If a previous discrepancy is not noted, the time may be charged to the following user.
7. An invoice will be sent to each member on or about the tenth of the month. The invoice includes the dues for the current month, aircraft usage for the previous month, and any other sum due to the Club. The invoice will also show payments made, and credits allowed, for the previous month.
8. Members joining the Club are required to maintain a valid credit card on file for settlement of all account balances. Credit cards on file will be charged the entire amount owed on the 25th of each month. Any member who has failed to pay in full by the 25th will incur a late charge of \$20.00. Any member who incurs a late fee twice in a 12-month period will be subject to removal from the club per the by-laws.
9. If a member's payment is not received by the 25th of the month, he or she will be suspended from using Club aircraft, and all schedules between the 26th of the current month and 15th of the following month will be deleted. If payment is not made by the 15th of the following month, all future reservations will be deleted.
10. The member will be reinstated after his or her account is made current, but reservations lost due to the suspension can only be rescheduled if that time is still available.
11. Any lost aircraft key will result in a minimum \$25.00 replacement charge per key; or the actual cost of the key if the replacement cost exceeds \$25.00.
12. The keys remain the property of the Club and must be returned to the Board of Directors upon resignation of membership or upon request from the Board of Directors.

Aircraft Reservation Scheduling

1. Aircraft scheduling is administered through an Internet-based computer scheduling system. Each member is allowed access to the online scheduling system. The scheduling system is available twenty-four hours per day, seven days of the week.
2. Each member is allowed to make reservations on a first come, first served, basis, up to 90 days in advance.
3. Each member is allowed a total of up to 3 reservations on the scheduling system at any one time.
4. A Regular Member is allowed to schedule up to 200 hours of reservation time, with no limit, other than the member's maximum amount, on the length of any one reservation.

5.[removed]

6.[removed]

7.All members are restricted to scheduling the Club training aircraft for a maximum of 6 hours per day.

8. [removed]

9.There is no minimum flight time required for any length of reservation, however, a reasonable amount of time must be utilized, and logged, for every reservation that remains on the schedule.

10. Reservations may be canceled at any time prior to the start of the reservation without a penalty.

11. If a reservation is made, and not canceled prior to the start of the reservation, and no time is logged, the member who made the reservation will be assessed a penalty.

12. A cancellation made within the first hour of the reservation will result in a penalty of \$10.00, unless a zero-time entry is made in the aircraft logbook, indicating that the member was at the airport, and had a valid reason for the late cancellation.

13. A cancellation made after the first hour of the reservation will result in a penalty of 25% of the hourly cost of the aircraft for each hour of lapsed time into the reservation, up to a maximum of 25% of 4 hours per day. A zero-time log entry will not waive this penalty.

14. If a member fails to cancel a reservation, and does not utilize the aircraft, he or she will receive a penalty of 25% of the hourly cost of the aircraft for each hour of the reservation, up to a maximum of 25% of 4 hours per day.

15. The start time of each reservation must be scheduled for the member's actual arrival time at the airport. If the member's plans are changed, then he or she must change the reservation start time. If bad weather will delay the departure of a flight, the member must change the reservation start time to reflect when he or she will actually get to the airport or start the flight. A member's arrival time at the airport should be no later than 30 minutes past the scheduled start time of the reservation.

16. The Club's "No-Show" policy allows a member to override the schedule of another member and take their aircraft in the event that the other member has not arrived at the airport within one hour of the beginning of their reservation.

17. When a member completes his or her use of the aircraft earlier than originally scheduled, the remainder of the reservation must be changed whenever the remaining time is greater than 30 minutes. If a member is returning much earlier than planned, he

or she must adjust the scheduled end time as soon as plans are finalized, to give other members the opportunity to use the aircraft.

18. When a member cannot return an aircraft as planned, due to weather or other circumstances, he or she must notify the next scheduled user of the aircraft, and make all necessary arrangements to return the aircraft as soon as possible.
19. [removed]
20. Exceptions to the scheduling rules can be made by the Board of Directors to accommodate special circumstances.

Preflight Preparations

1. The aircraft squawk book, located in the aircraft, must be reviewed before each use of the aircraft.
2. Windows must only be cleaned with cleaners approved for aviation windows, or with water. Windex brand or other ammonia-based cleaners cannot be used, as these products will permanently cloud plastic windows. Window wipes or cleaning cloths used for cleaning the windows must be labeled as non-abrasive, as many paper towel products can scratch the windows.
3. Engine oil level must be checked before each operation of the aircraft, and added as needed. A notation in the squawk book must be made whenever oil is added indicating the amount of oil added, the type of oil, the level prior to adding oil, the date, and the TACH time. Do not overfill the engine oil, as excess oil will be blown out during flight. The minimum and maximum oil levels are listed on the club information card in each aircraft.
4. Pre-heating the engine is required if the outside temperature is below 20°F. Pre-heating when the outside temperature is below 20°F will be paid as an expense of the Club.

Securing the Aircraft After Flight

1. Each member is responsible for properly securing the aircraft after his or her use of the aircraft. Do not refuel the aircraft when returning to home base; this allows the next member to load fuel based on their planned flight activity.
2. The fuel used in each aircraft is 100-octane, low lead (100LL) aviation fuel.
3. Properly securing the aircraft includes: shutting off the avionics master switch; shutting off all electrical equipment; parking the aircraft on its proper tie-down space or in the hanger; tying down the aircraft outside or chocking its wheels in the hanger; securing

the control yoke with a seat belt or control lock; securing the remaining seat belts and harnesses; logging flight time and squawks; removing trash and debris; locking the window and doors; installing the cover when parked outside; and installing the cowl plugs.

4. The parking brake must not be used for any length of time. Standard uses of the parking brake include preflight preparations, engine run-up, and temporarily holding the aircraft prior to securing the aircraft with tie down lines or wheel chocks.
5. The hanger doors must be closed, and secured in place after the aircraft has been removed from the hanger, and after returning from a flight, as wind can lift and damage the doors if they are not secured in place.
6. A member returning to home base, who intends to hand over the aircraft to another member, may not use a temporary tie down, unless the next user is physically present at the aircraft and accepts that responsibility.

Aircraft Maintenance and Repair Service

1. If a problem is found concerning the airworthiness of an aircraft, the Maintenance Officer must be notified by telephone. If the Maintenance Officer cannot be reached, a voice message must be left regarding the nature of the problem, and a telephone call must be made to a Board Member. If a Board Member cannot be reached, a voice message must be left. Further, a note concerning the problem must be entered in the aircraft squawk book by the member that discovered the problem, and that member must make every effort to notify the next scheduled user of the aircraft. If it is not possible to notify the next user, the squawk book must be placed on the pilot's seat as an indication that it contains an urgent message. E-mail messages for any problem involving the airworthiness of an aircraft cannot be used as the primary communication mechanism and may only be used to communicate backup or supporting information.
2. If a problem is found that does not concern the airworthiness of the aircraft, a note concerning the problem must be entered in the aircraft squawk book and the Maintenance Officer must be notified by telephone or e-mail
3. The member's assistance with the repair process is always appreciated. Repairs or maintenance of \$250 or less needed to safely complete a return flight can be made without prior approval, but notification of repairs must be made to the Maintenance Officer and noted in the squawk book. All authorizations for repairs, adjustments, or modifications, and the authorization to spend any money to make such repairs, adjustments, or modifications, over \$250 must come from the Maintenance Officer or a Board Member.
4. Minor maintenance, such as tire inflation, adding engine oil, and replacing a burnt-out landing light, can be done by a member, and that maintenance work must be noted in the squawk book.

5. Notification that an aircraft is grounded shall only be made by the Maintenance Officer.

General Operating Requirements

1. Members must follow all applicable federal, state, and local government laws, and abide by the rules and regulations of any airport visited, when using any of the Club aircraft.
2. The pilot-in-command (PIC) of a Club aircraft must be a member of the Club. The only exception to this is when a Club member is receiving dual instruction from a Certified Flight Instructor (CFI), and the CFI is the PIC.
3. Club members, who are also flight instructors, cannot give flight instruction to nonmembers in the Club aircraft.
4. Each member must receive training and a pilot logbook sign off from a Club approved CFI, in each of the Club aircraft, before operating that aircraft as PIC. Each member must also receive training and a pilot logbook sign off from a Club approved CFI, in each of the Club aircraft, before night operations as PIC. A night time check out will satisfy both day time and night requirements. A copy of the sign off must be provided to the Board of Directors before operating that aircraft as PIC.
5. The Club's policy for 'Pilot Qualifications' are as follows:

It is a condition of this insurance that when **In Flight**, the **Aircraft** will be operated only by pilot(s) specified below.

WHEN IN FLIGHT, THE AIRCRAFT WILL ONLY BE OPERATED BY PILOT/S SPECIFIED BELOW WHO POSSESS CURRENT AND VALID RATINGS AND CERTIFICATES AS REQUIRED FOR THE AIRCRAFT BEING FLOWN AND A CURRENT AND VALID FAA MEDICAL CERTIFICATE (IF REQUIRED BY THE FAA).

As Respects Single Engine Aircraft with Fixed Landing Gear, and Having an Engine of 200 Rated HP or Less:

1. Any pilot maintaining a Private or more advanced pilot certificate who has demonstrated to the Named Insured's appropriately certificated flight instructor, the piloting skill required for the aircraft flown, or; 2. Any pilot maintaining a Student pilot certificate while under the direct supervision of an appropriately certificated flight instructor for all dual flight instruction and prior to solo flight has received the instructor's appropriate written endorsement(s) of the student's certificate and log book for solo flight in an aircraft of the same make and model being flown.

As respects single engine aircraft with retractable landing gear:

Any pilot maintaining a certificate a Private or more advanced pilot certificate who has demonstrated to the Named Insured's appropriately certificated flight instructor the piloting skill required for the aircraft being flown and who has flown a minimum total pilot in command time of 100 hours including 25 hours in single engine aircraft with retractable landing gear and 10 hours in the make and model

6. Each member is required thoroughly familiarize themselves with the Pilot's

Operating Handbook (POH) or Pilot's Information Manual (PIM) for each aircraft in which they intend to act as PIC. Manuals are kept in each aircraft. Before operating that aircraft as PIC, the member must take and pass a written exam for that aircraft.

7. [removed]
8. The aircraft Engine and Airframe Logbooks are maintained at a secure off-site location. The logbooks can be viewed on request to the Board for a mechanic recording maintenance work or for review by a flight examiner. The Pilot's Operating Handbook is required to be in the aircraft at all times and cannot be removed from the aircraft unless prior approval is obtained from the Maintenance Officer.
9. Smoking is not allowed in any of the Club aircraft or in the Club hangar.
10. Costs arising from accidents or damage occurring under the control of any member and not by virtue of the failure of the aircraft or engine equipment beyond the control of said member shall be the responsibility of the member causing such accident or damage to the extent that same is not covered by an insurance policy or policies.
11. Each member is strongly encouraged to obtain secondary insurance (also commonly known as renters' insurance) to pay for damages not covered by the club's insurance policy. The club reserves the right to pursue legal action, including the recovery of its costs and expenses, including but not limited to reasonable attorneys' fees, in the event the member fails to meet their obligations in General Operating Requirements Paragraph 10 'Costs arising...'
12. Members who flat spot, or otherwise cause damage to any aircraft tire shall be responsible for the tire replacement and labor costs. Each member shall completely inspect the tires before takeoff for flat spots. Should a pilot notice a flat spot, they shall follow the 'Aircraft Maintenance and Repair Service' section of these operating procedures. Upon pre-flight inspection If a member discovers an unreported flat spot, it shall be assumed the prior member was responsible for the flat spot and they shall be assessed the cost for tire replacement and labor. This section does not apply to normal wear and tear, nor from unexpected damage caused by an unknown runway hazard.