

East Hill Flying Club, Inc.  
Ithaca, NY

# Rules of Operation

Rev. February 10, 2005

## I. Chief Pilot Duties and Responsibilities/Staff Instructors

- (a) The Club normally employs a Chief Pilot whose responsibilities include day-to-day Club management, hiring and supervision of the instructional staff, and such other duties as the Club may assign.
- (b) The CFI hired by the Club and accepted as a Chief Instructor will satisfy the requirements of 14 CFR 141.35. In addition, each staff instructor hired will satisfy 14 CFR 141.33 and conform to the the East Hill Flying Club Rules of Operation and the direction of the Chief Pilot.
- (c) Each CFI, checked out by the Chief Pilot, must be available at least 5 hours weekly as agreed upon by the Chief Pilot or special privileges do not apply and employment will be discontinued. Instructors must be Club employees to instruct in aircraft or conduct ground instruction or simulator instruction.
- (d) Instructors may not use Club facilities nor Club aircraft to instruct non-Club members.

## II. Who may use Club Aircraft

- (a) Aircraft owned or controlled by the East Hill Flying Club may be used only by members who have been checked out in that make and model of aircraft to the satisfaction of the Chief Pilot or instructors designated by the Chief Pilot before pilot in command flight, regardless of certificate or ratings.
- (b) Annual checks
  1. Members holding a private pilot certificate or better shall have had an annual check ride with the Chief Instructor/Pilot or designee in each make and model of aircraft to be flown as Pilot in Command.
  2. Annual night checks are also required of Club members intending to operate Club aircraft at night (after sunset).
  3. Annual instrument checks are required for flight under instrument flight rules (IFR).
  4. Annual grass-field checks are required for flights to or from grass fields.
  5. Annual check rides for any given calendar year shall be completed between November 1 of the preceding year and the last day of February of the current year. For pilots previously checked out in a Cessna 152, an annual check ride in a Cessna 172 exempts a member from an annual check ride in a Cessna 152.
  6. The annual Checkouts in the aggregate and as a minimum, shall consist of one hour of instrument instruction, one hour of airwork, one hour of pattern work and one hour of ground instruction as required by the Chief Pilot.
- (c) Currency
  1. In any 90 day period preceding intended operation of Club aircraft, such members shall have been Pilot In Command for one hour and have performed at least three take-offs

and landings in or have had a check ride in, that make and model of aircraft. For the Mooney, two hours are required per 90 days. Members are required to meet the minimum flight time or pass another check ride in that make and model of aircraft.

2. Low time Private Pilots (50 hours or less since obtaining certificate) may only fly when the ceiling is at least 1500 feet, visibility at least 5 miles and crosswind component less than 10 knots.
  3. Low time private pilots must, in any 45 day period preceding intended operation of Club aircraft, have been Pilot In Command for one hour and performed at least three take-offs and landings in or have had a check ride in, that make and model of aircraft.
- (d) Members holding a student pilot certificate and authorized for solo flight shall have a check ride for make and model in the preceding 90 days.

Additionally, all flights by student pilots must be approved by a Club instructor who is present at the Club at the time of departure.

Weather minimums for a student pilot will be determined by the student's instructor, but will in no case be less than the minimums of Section VI of this document.

Student pilots will use only the practice area as depicted in the Training Course Outline (TCO) and also attached to this document. Check rides with other than their principal instructor are required for students as follows: prior to solo, at approximately 25 hours and before the flight test (Part 61).

If a student pilot's flight inactivity exceeds 10 days, a check ride with an instructor is required. See Sections VI and VII.

Student pilots will not fly solo at night.

- (e) Grounded or inactive members shall not pilot nor make reservations for Club aircraft. Overnight use of the Club's parking lots by grounded or inactive members also is prohibited.

### III. Rules for Operation of Club Aircraft

- (a) Operation of Club aircraft must comply with Federal Aviation Regulations, East Hill Flying Club Rules of Operation, Tompkins County Airport rules and regulations, and the requirements set forth by the insurance policies in force at the time. The President, the Chief Instructor or any Club instructor has the authority to ground any member who violates these rules pending review and final decision by the Board of Directors.
- (b) Prior to each flight, the pilot shall at a minimum accomplish a thorough preflight operation that includes: checking weather, gas and oil levels, fuel sediment bowl for contamination, tires and wheel assemblies, and checking general condition of the aircraft as outlined in the aircraft check list, checking for "inoperative" placards and consulting the "watch list," and complying with 14 CFR 91.7, 91.9, and 91.103. The pilot must report all discrepancies to the Aircraft Maintenance Officer or his designee without delay, and if advisable, ground the aircraft. Special notice is given that draining fuel sumps on the hangar floor or the ramp pavement causes holes and is prohibited.
- (c) Aircraft are not to be flown if the magneto RPM drop or carburetor heat drop do not comply with the requirements listed in the preflight check sheet in each aircraft.
- (d) Before each flight, members must properly dispatch the flight and make the following entries on the Aircraft Activity Board: Name, Destination, Estimated Duration of Flight. When reading Hobbs meters, if the meter is between tenths, the lowest number showing shall be used.
- (e) If a member has signed up for a Club aircraft and does not show up, the aircraft may be reassigned after fifteen minutes.

- (f) Persons signed up for dual instruction and not appearing or canceling at least 2 hours in advance will be charged the instructor rate for the missed time. (Weather in doubt? Telephone out. The signee is responsible even if communication cannot be established or the answerer makes an error; request a read back.)
- (g) Passengers shall not be loaded or unloaded while propeller is turning.
- (h) In the event that weather conditions or the condition of the aircraft raise the slightest doubt with respect to flight safety, a member is required to contact an instructor or the Chief Pilot for advice.
- (i) The Chief Pilot or instructors have authority over, but not responsibility for, all pilots in all air operations with Club aircraft.
- (j) No pilot shall use Special VFR departure clearances in Club aircraft except those instrument rated and current.
- (k) Aircraft shall not be operated (started, taxied or landed) in areas where loose objects on the ground may cause damage to the aircraft.
- (l) Pilots shall comply with all restrictions and limitations on all placards in the plane and in the Pilots Operating Handbook (POH) for the particular plane, including weight and balance and loading limitations.
- (m) No animal shall be permitted in Club aircraft unless caged in a safe carrying case and approved by the Chief Pilot.
- (n) Taxiing of Club aircraft shall be in a manner reasonable and prudent, and with the ailerons and elevator in the proper position with respect to the wind.
- (o) No open flames or lighted smoking materials are allowed in the building or ramp area. Members are responsible for determining that guests comply. Extreme care must be taken when using the auxiliary heater before cold-weather starts. Do not overprime. Do not pump the throttle as a substitute for priming. If there is any suggestion of an induction system fire due to a backfire or overpriming, continue to operate the starter and pull out the idle cut-off valve. In the case of an in-flight fire in the engine compartment, shut off the fuel supply with the fuel tank selector valve or take whatever action is recommended by the approved Operating Handbook.
- (p) No member shall attempt to take off after an emergency landing unless he or she has contacted and has authorization from the Chief Pilot or the Club instructors.
- (q) Club aircraft parked in the hangar or outside will have a control lock installed. Chocks will be used if parked on the ramp or apron. Away from Tompkins County Airport, Club aircraft will be locked and securely tied down or hangared if left unattended.
- (r) Except when landing or taking off, all flights shall be conducted at altitude consistent with Federal Aviation Regulations. No "off airport" simulated emergency landings are permitted without an instructor.
- (s) After each flight, the pilot will:
  1. Log fuel and oil use
  2. Clean windshield and leading edges of struts, wings, stabilizers, nose, and gear legs
  3. Remove trash from cabin
  4. Check master switch OFF
  5. Perform exterior check
  6. Log elapsed time
  7. Install fuel drip buckets, gust locks, secure all seat belts, and doors.
  8. Conduct a thorough post-flight inspection and report any problems or discrepancies to the chief pilot, maintenance officer, or CFI (and ground if necessary).

- (t) Members will not start the aircraft by hand-propping.

#### IV. Use of Other Club Assets

- (a) Club fuel will not be pumped into other than Club-owned planes. Club fuel is not to be used for commercial purposes.
- (b) Instrument charts are intended for instrument pilots only, including instrument trainees on training flights. They are to be used only in club planes or in plane-owner member planes. They are not to be used for any commercial operations.
- (c) Other Club publications, supplies and equipment are not to be taken from the club for any purpose. These items include, but are not limited to:
  - 1. AIM
  - 2. NOTAMS
  - 3. A/FD
  - 4. Aircraft documents
  - 5. Aircraft operating handbooks
  - 6. Club-owned study materials, including tapes and videos

#### V. Cross-Country Flights

- (a) On cross-country flights in excess of 100 nautical miles a flight plan must be filed. In addition, the flight plan must be activated or continuous flight-following maintained.
- (b) Charges for gasoline and oil incurred away from home on cross-country flights will be paid by the pilot and will be reimbursed by the Club at prevailing Club rates after submission of receipts.
- (c) Repairs or maintenance charges exceeding \$50 incurred while on cross-country must have prior approval of the Chief Pilot. All other expenses while on cross country must be borne by the pilot at the time they are incurred.
- (d) Aircraft that cannot be flown back to the Club because of mechanical problems will be the responsibility of the Club without further charge to the pilot.
- (e) Except when approved in advance by the Board of Directors, flight over water shall at all times be at an altitude such that in the event of engine failure the aircraft is within gliding distance of land. In cases of Board approved exceptions, pilot must carry approved flotation per 14 CFR 91.509.
- (f) Club aircraft may not be flown into air fields other than those marked on sectional charts or other official air maps without prior approval of the Chief Pilot or instructors designated by him.
- (g) Club aircraft reserved for cross-country flights shall be flown at least the following times for every day that the plane is away from Ithaca:

2 hours per day Saturday and Sunday;  
1 hour per day otherwise

If depart before noon, full minimum applies. Depart past noon, half of minimum applies.  
Arrive before noon, half of minimum applies. Arrive past noon, full minimum applies.

- (h) Destination of a cross-country flight and "VFR" or "IFR" must be indicated in the reservation computer or the sign-up is invalid and may be erased.
- (i) All flights shall be planned so that there is at least a one hour reserve supply of fuel.

## VI. Weather Guidelines and Requirements for Student Pilots and Training Flights.

### (a) Weather Minimums for Student Pilots: Private Pilot Course of Instruction.

1. Solo — Pattern	ceiling	2000' min.
	visibility	5 mi. min.
	crosswind component	8 kt. max.
	surface wind	20 kt. max.
2. Solo — Practice Area	ceiling	3000' min.
	visibility	5 mi. min.
	crosswind component	8 kt. max.
	surface wind	20 kt. max.
3. Dual — Pattern	ceiling	1500' min.
	visibility	3 mi. min.
	crosswind component	20 kt. max.
4. Dual — Practice Area	ceiling	1500' min.
	visibility	3 mi. min.
5. Solo — Cross Country (forecast or reported weather)	ceiling	3000' min.
	visibility	10 mi. min.
	winds aloft	20 kt. max.
	crosswind component	8 kt. max.

6. No “Special VFR” departures allowed.

### (b) Weather Minimums Enroute and at Destination for Private, Commercial, and Flight Instructor Training Operations.

1. Terminal and enroute weather must be forecasted to remain for two hours after ETA at destination as follows:

ceiling	3000' min.
visibility	5 mi. min.
surface wind	30 kt. max.

2. Instrument training will not be conducted with ceiling less than 500' minimum and/or visibility less than 3/4 mile.

### (c) Requirements for Solo Flight by Student Pilots, Private Pilot Course, in the Local Area.

1. Student pilot certificate, signed by instructor and log book endorsed for competency to solo within 90 days.
2. Current medical.
3. Fuel tanks must be at least half full for local flights.
4. No passengers allowed, including animals.
5. Minimum altitudes as stated in 14 CFR 91 must be observed. Students will not practice emergency landings when solo.
6. Stalls are to be initiated only above 2500' AGL.
7. Spins are to be performed with designated instructors only. Instructors will not enter spins below 5000' AGL or fly emergency landing practice below 500' AGL.
8. Instructors will acquaint students with the limits of the local practice areas.

9. Students are approved for solo only in designated practices areas or assigned and approved cross-country flights.
  10. No intersection departures are allowed.
  11. A maneuver may not be practiced solo until it has been demonstrated and performed satisfactorily to the student's instructor.
- (d) Requirements for Solo Cross-Country Flights, Private Pilot Course.
1. All of the requirements of §VI(c), and:
  2. Student pilot certificate signed for cross-country.
  3. Log book endorsed and dated for day of flight.
  4. Cash or credit card for fuel or emergency.
  5. East Hill Flying Club phone number — 607/257-1313.
  6. Check with an instructor for enroute weather evaluation (10 mile minimum visibility required).
  7. File a flight plan on each cross-country flight.
  8. In the event of an unplanned landing, call EHFC for further flight permission.
  9. Fuel reserve shall be one hour in addition to fuel needed for destination plus alternate.
  10. Log book must be signed at each point of landing. Landings to be made only at airports designated by instructor, except in an emergency.
  11. Collision avoidance involves constant surveillance. BE ALERT! During times of reduced visibility turn on aircraft lights; position, beacon, strobe and landing lights all increase the chances of being seen.
  12. No intersection departures are allowed.

## VII. Night Flights.

- (a) This section applies to all flights conducted in whole or in part from local sunset to local sunrise.
- (b) Student pilots shall not fly solo at night.
- (c) Each pilot will have an annual night check ride with the Chief Pilot or designee in the heaviest aircraft that will be flown at night.
- (d) Except for night flights covered under §VII(e) below, a member shall certify on a form provided by the Club that conditions for VFR night flight have been met prior to each flight. Members not current for carrying passengers at night by FAA regulations must take a night checkride with a Club instructor before exercising night flight privileges.
- (e) Current instrument rated pilots meeting the requirements of §VII(c) and thoroughly checked out by the Chief Pilot or designee as per §II(b)3 will have unrestricted night flight privileges after checkout.
- (f) Night VFR flights shall be undertaken only in accordance with the other guidelines listed in Section VIII.

## VIII. Guidelines and Weather Minimums for Night VFR by Non-instrument Current Pilots.

- (a) Rated pilots must have had an annual night check ride with the Chief Pilot or designee and also be current for night operations under the Federal Aviation Regulations.
- (b) Pilot must be current for carrying passengers at night under the Federal Aviation Regulations whether or not passengers will be on the flight.
- (c) For operations which do not extend more than 25 nautical miles from the Tompkins County Airport, weather must meet or exceed the following requirements:

ceiling	3000' min.
visibility	7 mi. min.
surface winds	15 kt. max.

- (d) For operations at distances greater than 25 nautical miles from the Tompkins County Airport, a flight plan must be filed and activated and weather must meet or exceed the following requirements:

ceiling	5000' min.
visibility	10 mi. min.
surface winds	15 kt. max.

#### **IX. Newly Certificated Pilots Seeking Night Privileges**

- (a) This section applies to newly certificated pilots or pilots who have not completed a night check-out.
- (b) Pilots must complete 3 additional hours minimum of dual night flight to obtain local night privileges for night return to Ithaca or local flight with take-off and landings at Ithaca only.
- (c) Upon accumulating 10 hours night PIC since certification, pilots wishing cross-country privileges must complete a final check with the Chief Pilot or a designated CFI.

#### **X. Billing and Payment Policy.**

- (a) Accounts are prepared on the tenth of each month for the previous month's expenses and sent out by mail.
- (b) Accounts are due and payable by the first day of the following month.
- (c) All payments should be made payable to the East Hill Flying Club, Inc. and forwarded to the club.
- (d) Members not settling their accounts by the due date will be grounded, at which time they relinquish their privileges of flying Club aircraft until their account is settled. Members grounded for non-payment of their bill will not become ungrounded until the past due amount has been paid. Grounded members do not have the right to make or hold aircraft reservations. Any officer or instructor may remove names of grounded members from the reservation book.
- (e) Members grounded for two consecutive months shall automatically be placed on the inactive list and their accounts turned over to a collection agency, unless prior arrangements are made with the Treasurer.
- (f) Late fee of two percent (2%) of the unpaid balance will be assessed for bills not paid by the last day of the month.
- (g) A \$10 penalty will be assessed to each pay-as-you-go member for each flight unpaid.
- (h) Billing challenges will only be accepted or considered until 30 days after the due date.
- (i) Prospective members, after paying fees, may fly with Club instructors.
- (j) Members performing work at the Club to offset hangar fees will be credited at six dollars per hour, at the discretion of the Chief Pilot.
- (k) Training material sold to members are not returnable for credit.

#### **XI. Accident Policy and Insurance.**

- (a) In the event of an accident, the Club member in command is required to notify as soon as practicable a Club instructor or Club officer.

- (b) An Accident Committee shall be appointed by the President for each accident involving either a member of the Club or any equipment belonging to the Club, providing such accident resulted in damage to Club property exceeding \$100.
- (c) The Accident Committee shall consist of the Chief Pilot, the Safety Officer and four other members of the Club who were not involved in the accident.
- (d) The Accident Committee shall take all steps necessary to ascertain the facts, conditions, and circumstances of the accident, shall arrive at conclusions regarding the probable cause and the responsibility for said accident and shall make known to the Board of Directors, and to all parties involved in the accident, its findings and recommendations in the form of a written report.
- (e) The Board of Directors, upon receipt of the findings of the Accident Committee, shall offer to all parties involved in the accident the opportunity of a hearing. After the hearing, or if such hearing is waived by all the parties involved the accident, the Board of Directors will rule on the cause of the accident and determine if any Federal Aviation Regulations or East Hill Flying Club rules were violated. The decision of the Board of Directors shall be final. If the cause is determined by the Board of Directors to be pilot error, the pilot shall be required to pay up to \$1000. If no pilot error or violation of East Hill Flying Club Rules of Operation is involved, the Club may assume full financial responsibility.
- (f) If in the opinion of the Board of Directors a Federal Aviation Regulation or East Hill Flying Club rule has been violated while preparing for or during a flight the pilot may be grounded until he has satisfied the Board that he can assume the responsibility expected of all East Hill Flying Club members.
- (g) All financial obligation imposed on any member as a result of the decision of the Board of Directors shall be satisfied within thirty days of written notice, unless other suitable arrangements are made and approved by the Board.
- (h) The membership shall be informed of the Board's action with regard to any accident on which the Accident Committee has been appointed.
- (i) The Club carries passenger liability and property damage insurance for itself and its members.
- (j) If the pilot was operating in an unlawful way or in such manner as to invalidate insurance coverage, the pilot may be held liable for the entire cost of the accident.
- (k) The Club insurance covers flights to Canada for our planes. Obtaining and paying for customs stickers is the pilot's responsibility.

## XII. Membership

- (a) **Categories.** The Club shall maintain the categories of membership named herein. Privileges and responsibilities of each category, in addition to those here included, shall be defined by the Board of Directors.
  - 1. **Single.** Regular membership with all privileges and responsibilities.
  - 2. **Family.** A Family membership requires just one set of fees and one deposit. As of 1/3/96, for this category of membership, a Family will minimally consist of one adult (who will be the primary member) and any domestic partner and/or dependent children. The primary member shall assume financial responsibility for all members of the family. All members of the family registered with the East Hill Flying Club shall be bound by the rules of the Club. Family memberships established with the Club before 1/3/96 will continue under the rules and costs applicable at the time of their initiation.
  - 3. **Aircraft Owner.** Those who, in the judgment of the Board of Directors, have full or a substantial part ownership of an aircraft may be Aircraft Owner members. No deposit is required. Aircraft Owners are required to pay cost + 20% on club aircraft and CFI

time when instruction is given in club aircraft, either as a pay-as-you-go (“paygo”) or pre-pay. However, if an Aircraft Owner member holds a full deposit with the club and elects to pay an annual fee equal to three months’ total of the difference between the monthly regular member dues and Aircraft Owner dues, then no surcharges will be applied to that member’s aircraft rental and CFI time. If the member elects to use this rate structure, the fee will be assessed the first time each calendar year that that member rents a club aircraft.

4. **Honorary.** Candidates for honorary membership shall be nominated by the Board of Directors for election by vote of the majority of the members present at the next regular meeting of the Club. Candidates may be members who have been in good standing for the two years immediately preceding and who are leaving active status due to physical health, leaving the community, or other sufficient cause determined by the Board of Directors. Honorary members shall not be subject to the deposit requirements nor to the regular fees of the Club, but shall enjoy all privileges of the Club including use of aircraft within Club regulations. Honorary members shall pay flight fees for aircraft flown at the same rate as single members.
  5. **Inactive.** The Treasurer may grant a member inactive status during which period no fees or deposit additions will be required. Inactive members shall not have the privilege of voting at Club meetings but may rent club aircraft for dual flight for one hour every six months without requiring a change in membership status. The member may apply to the Treasurer for return to active category and group upon payment of a reactivation fee of \$10 as established by the Board.
  6. **Proficiency Membership.** Temporary membership status may be granted to those wishing to take dual instruction to re-establish or increase their flying proficiency. This category is intended to allow pilots who will be in the area on a short-term basis to fly with an instructor at the standard per-hour cost plus 20%. All proficiency flights are pre-pay or pay-as-you-go.
- (b) **Groups.** The Board of Directors shall define membership groups, members of each group to be determined by their deposit status.
1. **Pay-As-You-Go.** A partial deposit is made upon joining the club with the rest of the deposit to be paid in monthly installments. Pay-as-you-go members are required to pay for each flight upon its completion or pay an additional \$10 per flight. Pay-as-you-go members will guarantee \$700 on a credit card or bank account upon joining.
  2. **Full Deposit.** Single and Family members that have made the full deposit required.
  3. **Aircraft Owners, Honorary and Instructors.** No deposit required.
  4. **Inactive members**
    - (i) \$100 deposit - receive newsletter, pay dues \$5.
    - (ii) \$500 deposit - receive newsletter, no dues.
- (c) **Application.** All applications for membership shall be presented to the Board of Directors. Each application shall include a requested category and group, and it shall be accompanied by the appropriate monies. After approval by the Board of Directors, the applicant is a Provisional Member, entitled to the privileges of the Club for a period of ninety days, except as provided in §XII(d). Provisional Members are subject to all regulations of the Club. After ninety days of Provisional Membership, the Board of Directors will present its recommendation regarding regular membership and any recommendations of Club instructors for acceptance by the Club at regular meetings. If the applicant is rejected at this time, the new member fee, less any monies owed to Club by the Provisional Member, will be refunded. If accepted a membership card will be provided.
- (d) **Limitations on Other than Full Members.** Use of Club aircraft is limited to a maximum of 48 contiguous hours for New and Provisional members, except by discretion of the Chief Pilot or Chief Instructor.

- (e) **Transfer.** A member may change his category or group to another for which he is eligible upon application to and approval by the Treasurer.
- (f) **Withdrawal.** A member may withdraw from the Club upon written notification to the Treasurer. Withdrawal will be effective at the end of the month in which the written notice is received.
- (g) **Expulsion.** A member may be expelled by a two-thirds vote of the members voting at any regular or special meeting of the membership. Ten days notice of such pending action shall be given to all except inactive members. All members at the meeting shall have the right to be heard either in person or by counsel.
- (h) **Fees.** The Board of Directors shall establish operating fees for each category and group which enable the members to share the expenses of the Club. The fees shall include but not be limited to those named herein.
  - 1. New Member Initiation Fee. Due with initial application for Single, Family and Aircraft owner categories. Not refundable except as specified in §XII(c) above.
  - 2. Operation Fee. Due monthly from Single, Family, Aircraft Owner and Inactive members.
  - 3. Flight Charges. Due monthly from each member, equals the members total time in each aircraft and the total time for dual instruction for the month at the appropriate rates.
- (i) **Deposits.** The Board of Directors shall establish deposit requirements for the Single, Family, Owner, and Inactive categories and for each group to enable members to share the capitalization of the Club. Upon termination of membership, the member's involvement, less any monies owed the Club by the member, shall be returned to the member not sooner than 30 days nor later than 60 days after termination. The required deposit will be subordinate to all other liabilities of the Club.

## East Hill Flying Club, Inc.

This information is presented to comply with the requirements of FAR 141.93(a)(3)(i - x).

### I. Weather Minimums:

Refer to Rules of Operations, page 5, §VI, “Weather Guidelines and Requirements for Student Pilots and Training Flights.”

### II. Starting and Taxiing Procedures:

Aircraft shall not be operated (started, taxied or landed) in areas where loose objects on the ground may cause damage to the aircraft, persons or property. Taxiing of club aircraft shall be in a manner reasonable and prudent and with the ailerons and elevator in the proper position with respect to the wind. When taxiing, it is important that speed and use of brakes be held to a minimum and that all controls be utilized to maintain directional control and balance. (See taxiing diagram, figure 4-2 in the pilots operating handbook.) Passengers shall not be loaded or unloaded while propeller is turning. For additional details carefully read section 4 of the Pilots Operating Handbook.

### III. Fire Precautions and Procedures:

No fires or lighted smoking materials are allowed in the hangar. Members are responsible for determining that guests comply. Extreme care must be taken when using the auxiliary heater prior to cold weather starts. Do not overprime. Do not pump the throttle. If there is any indication of an induction system fire due to backfire or overpriming, operate according to section 3 of the pilot’s operating handbook. In the case of an in-flight fire including: cabin fire; engine compartment fire; electrical fire; and wing fire, take whatever action is recommended by the approved pilot operating handbook (see section 3).

### IV. Redispatch Procedures After Emergency Landing:

No member shall attempt to take-off after an emergency landing unless the pilot has contacted and has authorization from the Chief Instructor or the Club Instructors. Secure the aircraft, notify the Flight Service Station and call the club instructors.

### V. Aircraft Discrepancies and Write-Offs:

Before preflighting the aircraft, the pilot will check the status board and the discrepancy (squawk) sheet for that aircraft. The aircraft with discrepancies is not to be flown until the Chief Instructor or Maintenance Officer indicates approval for flight. Pilots must enter discrepancies on the squawk sheet in the office and insure compliance with 91.213(d) (i.e., deactivate and placard). Aircraft are not to be flown if the magneto RPM drop or carburetor heat drop does not comply with the requirements listed in the preflight checklist for each aircraft.

### VI. Securing of Aircraft When Not In Use:

Club aircraft shall be parked with gust locks installed, the wheels chocked and they shall be put in the hangar, as appropriate. Away from Tompkins County Airport, club aircraft shall be locked and securely tied-down or hangared if left unattended.

### VII. Fuel Reserves Necessary for Local and Cross-Country Flights:

Fuel reserve shall be one hour in addition to fuel needed for destination plus alternate.

### VIII. Collision Avoidance:

Collision avoidance involves constant surveillance. BE ALERT! During times of reduced visibility, turn on aircraft lights: position, beacon, strobe, and landing lights all increase the chances of being- seen. Extreme care must be taken to avoid other aircraft on the ground and in flight. Air Traffic Control assistance does not negate the pilot’s responsibility to see and avoid other aircraft.

IX. Minimum Altitude Limitations and Simulated Emergency Landing Instructions:

In reference to simulated emergency landings- practice, the minimum altitude will be 500' AGL. Student pilots will not practice emergency landings during solo flights. Instructors will simulate emergency power failure with power reductions only, not using idle cut-off mixture setting or magneto switch.

- X. Description and Use of Assigned Practice Areas: A copy of the school practice areas is posted on the wall in the briefing area. A copy of these areas is included herewith. Each area is roughly 20x20 miles, one immediately west of Tompkins County Airport referred to as the "West Practice Area" and the other is immediately north of the airport and referred to as the "North Practice Area." Local solo practice flights must be restricted to these areas.