

NAPLES FLYING CLUB, INC.

Since 1955

Al Russo, Secretary, Safety Officer & Chief Pilot
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RULES, REGULATIONS AND PROCEDURES

A. **RULES and REGULATIONS**

1. Operations must always comply with all applicable FAR's and the limitations set by the Club's insurance carrier.

No commercial operations are ever allowed in Club aircraft. A Club member in good standing must always be in the left seat during flight.

Our insurance coverage requires that the PIC have a valid pilot license, a current medical, satisfy all FAA requirements and have been checked out by a club approved CFI (who signs off in the appropriate Club plane log book) prior to flying any Club aircraft.

Pilots with less than 100 total hours must first have at least 10 hours of dual instruction in the aircraft prior to solo flight in the aircraft

Pilots with more than 100 total hours must have a minimum of 5 hours of time in make and model or 5 hours of dual instruction in make and model prior to solo flight in the aircraft. Waiver of this requirement is at the sole discretion of the Chief Pilot/Safety Officer.

Student pilots may not solo the C-182.

A check out in the C-182 allows the member use of all club aircraft.

A check out in the C-172 only, limits the member to use of only the C-172.

2. Always make a reservation through Schedule Master before flying a plane. (See RESERVATION PROCEDURE)

No member may use an aircraft without first, scheduling a reservation. Even if the plane you want is sitting on the ramp, it may be about to be used by another member. Someone else's reservation may be just beginning.

3. Please be courteous to other members and only schedule the actual time you will need the aircraft. You are responsible to ensure the aircraft is ready and available for use by another member at the end of your scheduled use.

Never reserve a plane for all day when you intend to only fly a portion of the time. Be as exact as possible about your scheduling. If you plan to land at another airport, even if your planned flight is a local round trip, please include the airport identifier in the comments. Also provide a contact number at your destination if you will not be reachable at your contact number in the membership directory.

4. Please adjust your scheduled reservation anytime there is a change in your plans. If your departure or return times change adjust the time in Schedule Master so other members may use the airplane.
5. If you are unavoidably delayed away from Naples and will not return at your scheduled time, adjust your reservation in Schedule Master and determine if any member(s) will be affected by your delay. If your delay extends into another reservation(s), contact the member(s) and explain the situation. If internet access is not available or you cannot contact any affected member(s), call Al Russo at 239-233-3700 or another Board Member if he cannot be reached.

This requirement refers to any unavoidable delay including; weather, mechanical issues or some other unavoidable situation.

You are solely responsible for keeping Schedule Master, affected member(s) and Al Russo updated to your estimated return time. Even if it continues to change.

6. Only two (2) future reservations may be held by an individual at one time. A current day reservation is not included in the future reservation count.

A reservation is a single use of a plane originating in Naples and ending in Naples. A two-hour "hop" around Naples, a one-hour local session with an instructor or a four-day trip all qualify as a single reservation. Blocking out extended periods of time within which a member uses a plane occasionally or for only a brief period is not allowed.

7. Lengthy bookings over 10 days are permissible with Board Approval.

Any reservation over 10 days requires Board approval. Schedule Master will not allow a member booking over 10 days (9 overnights). You must contact a Board member to ensure the reservation is accurately created in Schedule Master. Use of back to back reservations for flights exceeding 10 days are prohibited other than a temporary placeholder pending Board approval. The Board reserves the right to cancel any back to back reservation that has not been submitted for approval or consideration. Back to back reservations will count as two reservations until converted into a single reservation by a Board member. The Board reserves the right to restrict short distance multi-day reservations to resolve a multi-member conflicting request. Members may be charged a minimum usage fee of one (1) hour per day for multi-day reservations.

Please use the Trip Request form on the Club website to request approval for reservations exceeding 10 days or any special or exception request. An email to any Board member including the details of your request will be an acceptable substitute.

All exception requests must be affirmatively approved. If a response to your request has not been received please reach out to Board member for assistance.

8. If a member finds the plane still on the ramp one (1) hour after the time it was scheduled to leave on a trip of four (4) hours or less, the member may reserve the aircraft in his/her name.

Prior to rescheduling, a reasonable effort must be made to locate the scheduled pilot and resolve any conflict. Please note in the comments in Schedule Master if you successfully contacted the other member. The Club reserves the right to charge a usage fee of one (1) hour for aircraft reservations that go unused and are not cancelled.

9. Billings, reflecting dues in advance, assessments, plane usage in the previous 30 days and other charges will be mailed at the beginning of the month.

Billings are due upon receipt. Member airplane usage and scheduling privileges will be suspended if their club account is not current.

10. Smoking is prohibited in or around Club aircraft.

If any explanation or rationale is needed for this rule, please contact a member of the Board.

B. PROCEDURES - RESERVATIONS

1. Log in to <http://schedulemaster.com/default.asp> using your private username and password.
2. Specify the resource (aircraft), date, and exact period of use.
3. Include the Destination(s) airport identifiers for each place of intended landing in the comments (including local flights). This will help us in locating you if the need arises.
4. Verify your contact information is current in case you must be reached.
5. If your plans change, promptly adjust the schedule.
6. After use, cancel any unused portion of the schedule

C. PROCEDURES - PRE-FLIGHT AND POST-FLIGHT

1. **TOW BAR - The TOW BAR must NEVER be connected to the airplane when not in use. If your hands are not on the TOW BAR it MUST be removed from the airplane.**

What seems like a minor Tow-Bar Prop-Strike accident will cost thousands of dollars \$\$\$\$\$\$\$\$. All Tow-Bar Prop-Strike accidents can be eliminated with a small amount of vigilance on the part of every member.

2. OIL CHANGE – The tach time for the next OIL CHANGE is recorded in the logbook. If the anticipated ending tach time for your flight will exceed the tach time in the logbook by more than one (1) hour, contact Bill Cecil (239-262-3869) or another Board Member prior to departure.

3. LOG BOOKS in the aircraft should be checked for prior pilot notes and "squawks" and that the correct tach time is entered for billing.
 - a) If the TACH times do not agree, note this in the logbook with a picture sent to the treasurer showing the discrepancy.

4. ON RETURN TO APF:
 - a) Call Unicom/Naples Airport Authority to refuel according to NFC policy.
 - 182 – If the total fuel is less than 35 gallons, refuel to 60 total gallons (30 gallons per tank)
 - 172 – If the total fuel is less than 25 gallons, refuel to 40 total gallons (20 gallons per tank)
 - b) Use the "shutdown" (stopping engine) portion of check list. READ THE CHECKLIST.
 - c) Dip the tanks and record final fuel levels and fuel used for the flight(s) in the logbook.
 - d) If you refuel based on the request of another member, please note this in the logbook. This will eliminate any confusion why the aircraft was refueled outside normal procedures.
 - e) Record your tach time, date and name in the aircraft log book and calculate the time used.
 - f) Wipe down the leading edges to remove any bugs.
 - g) Wipe down the windshield as needed using only the Microfiber Cloth and Pexus cleaner.
 - h) Note in the log book if you added oil and how much.
 - i) Please leave the log book on the copilot's seat when your flight is done, and the aircraft is back in the hangar.
 - j) Note in the log book any mechanical or avionics "squawks", report them through Schedule Master, and send a message to Bill Cecil (239-262-3869) at your earliest opportunity. This is very important as it may be several days before the log book or flight schedule is reviewed. If the aircraft must be grounded, post a notice in the plane stating the reason.

- k) Note the next Oil Change tach-time in the logbook. If three (3) or less hours remain between the ending tach-time from your flight and the oil-change recorded in the logbook, send a message to Bill Cecil (239-262-3869).

- 5. DOUBLE CHECK that the Avionics Master Switch is **OFF** and the Battery Master Switch is **OFF**. Nothing is worse than to arrive and find the Master still on and the battery dead. The rotating beacon switch is always left in the ON position to serve as a visual reminder that the Master Switch is on.

- 6. TIE DOWN if parked outside. Properly position the plane and tie it down securely if not in the hanger with all three ropes using two NFC approved aviation knots on each rope. The knot is used for three reasons; It can be tied with tension; It will never slip under a heavy load; It is always easy to untie.

It is best to secure each wing first and then pull firmly on the tail rope before securing, to ensure that all lines are snug.

- 7. Make certain the GUST LOCK and PITOT TUBE cover are in place. INSTALL Windscreen Sun Shield if outside, CLEAN the interior and CLOSE all air vents. REMOVE soda cans, food or candy wrappers, charts, approach plates, magazines, and unmentionable items as well as all personal equipment or possessions. LOCK the plane if outside.

D. PROCEDURES - MAINTENANCE AWAY FROM BASE

1. Provided the repair is not due to negligent operation, the cost of essential repairs and maintenance away from home base are reimbursable.
2. When an aircraft is in your possession you are responsible for it just as if it was 100% yours. If you are grounded away from home, please do the following:
 - a) Contact Bill Cecil (239-262-3869) or another Board Member to discuss the issue and determine the best course of action prior to approving any repairs.
 - b) If you cannot reach Bill Cecil or any other Board Member you are authorized to approve minor repairs not exceeding \$200.00.
 - c) Repairs exceeding \$200.00 must be approved by a Board Member before proceeding with the repair.
 - d) Submit all receipts to the Club Treasurer for reimbursement.
3. Check Schedule Master (www.schedulemaster.com) to see if a delayed return will interfere with another reservation(s). If so, contact the member(s) and inform him/her of the situation. Stay in touch as necessary until the airplane is returned to base. (See Rule A-5)
4. Abandonment is to be avoided if possible. If you must leave the airplane behind, first contact the Bill Cecil (239-262-3869) or another Board Member for instructions. It is your responsibility and your expense to see that the airplane is returned to home base.
5. The Board reserves the right to determine when special circumstances dictate other procedures.
6. Keep the Bill Cecil (239-262-3869) or another Board Member informed until the repair has been completed.

E. PROCEDURES - MISCELLANEOUS

1. A MINIMUM CHARGE of one (1) hour may be assessed for each day of a multi-day reservation.

2. GAS/OIL PURCHASES. Members should submit all gas, oil and repair receipts incurred on a trip with their next payment to the Club Treasurer. Be sure to include dates and the aircraft's tail number on the receipts. Line service fees are the responsibility of the member and are not reimbursable. Oil is available in the hanger of each airplane. Members are encouraged to make sure that a couple extra quarts of oil are available in the airplane prior to departing on a flight. Oil purchased at a remote FBO will always be more expensive than using club oil. Members will be reimbursed for off-field fuel based on the following formula:
 - a) Fuel reimbursement formula: Total gallons purchased times the lower of (Off-Field fuel price paid or the recent 30-day Naples (APF) average fuel price incurred by the club)
 - Example 1 - Member purchases 15 gallons of fuel at Key West for \$5.25 per gallon. The APF 30-day average is \$4.25 per gallon. The reimbursement would be 15 gallons at \$4.25 per gallon.
 - Example 2 - Member purchases 30 gallons of fuel at Bartow for \$3.25 per gallon. The APF 30-day average is \$4.25 per gallon. The reimbursement would be 30 gallons at \$3.25 per gallon.

3. "STAND-BY" BOOKINGS. If a plane you are seeking is already scheduled, Schedule Master allows you to set up a "Standby" reservation. You will be alerted by email if your standby reservation becomes active. You must reply and confirm the standby reservation, or it will expire.

4. SWITCHING with members to work out availability conflicts is encouraged. If you need a plane for an overnight which is scheduled for a couple hours during the time you want, contact the other member and see if they can switch aircraft or will alter their schedule. Pressuring members to change is not acceptable. Explain your situation and see if they will volunteer. If you are contacted by someone for a schedule change, be as accommodating as possible so they will someday return the favor.

5. COLD WEATHER OPERATIONS

It is recommended that members schedule time to review Cold Weather Operations with Al Russo if you plan to fly north during the winter months.

At a minimum the following procedures must be followed:

- For ambient temperatures below 25^oF an engine pre-heat is required if the airplane is stored outside (overnight heated hanger storage is the only substitute)
- All snow, ice and frost must be removed from the airplane prior to flight (hanger de-ice, line service de-icing or a soft rag are the only approved methods for snow, ice, frost removal)
- Follow engine-start checklist (allow starter to cool after 30 seconds of use)

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