

Chuckanut Flying Club
Policies and Procedures Handbook
Bellingham, WA

Rev. February 2018

SECTION 1 – PURPOSE

- 1.1** Welcome to the Chuckanut Flying Club (CFC). The CFC is a not-for-profit Corporation whose members share an enthusiasm for aviation, seek to share the cost of flying, enhance their piloting skills, teach each other, and enjoy the company of other pilots. This CFC Policies and Procedures Handbook (Handbook) is intended to introduce new members to our procedures and operations and to provide existing members with a reference for continued use.

SECTION 2 – MEMBERSHIP

2.1 Rights and Responsibilities of Members

- 2.1.1 Each member is expected to abide by the rules and regulations of the CFC as set forth in the By-Laws and in this Handbook, and to maintain the goodwill of those individuals the member comes in contact with.
- 2.1.2 As a representative of the CFC, each member's actions and attitudes reflect directly on the CFC and the other members.
- 2.1.3 Since the CFC operates through voluntary support of its members, each member is encouraged to help whenever they can with CFC activities.
- 2.1.4 In order for the CFC's records to be kept up-to-date, any changes of address or phone number should be submitted promptly to the Membership Officer and the Treasurer. The member should also update their "User" information in Schedule Master, the CFC's online scheduling system which also acts as the CFC's email distribution and primary contact system.
- 2.1.5 Members should keep their files updated as to personal qualifications.
- 2.1.6 Guests are always welcome at the general membership meetings, CFC activities, and aboard all CFC aircraft.

2.2 Membership Categories

- 2.2.1 Active Members consist of those members that have full membership privileges. They shall have previously submitted an application for membership, been approved by the Board, and have made the required initiation fee payment and agreed to make monthly dues payments. They have full voting privileges. The total number of active members will be limited to 40, unless otherwise approved by the Board.
- 2.2.2 Inactive Members consist of those members that for health, financial and availability reasons are social members only and do not have direct access to the Club's aircraft. Inactive members agree to make monthly inactive dues payments.
- 2.2.3 Approved Flight Instructors are those FAA certified flight instructors who have been approved by the Board to provide pilot checkout, currency requirements, and flight instruction for active members.

2.3 Application for Membership

- 2.3.1 Applicants for membership shall complete a CFC supplied application form, which can be obtained from the CFC's website (www.chuckanutflyingclub.com) or from the Membership Officer or any member of the Board.
- 2.3.2 A completed application along with the application fee (See Section 12, Club Rates and Fees) should be mailed to the CFC Treasurer or given to the Membership Officer or other Board Member. Application fees will be waived for dependents (21 years old and younger) and spouses of current active members.
- 2.3.3 The Board shall meet and vote on whether to approve the application during their next regularly scheduled meeting, through email communication, or as membership positions become available.
- 2.3.4 Applicants for instructor membership need to fill out the CFC member application, be sponsored by a CFC member, be checked out in all CFC planes by a Board member, then approved by the Board.

2.4 Member's Accounts

- 2.4.1 The CFC operates on a pay-as-you-go basis.
- 2.4.2 It is expected that each member's account be paid in full at the end of each flight.
- 2.4.3 A \$25 per month assessment will be charged to active members with a 90 day past due debt of \$500 or more.
- 2.4.4 Any member owing the CFC more than 30 days in arrears will be considered grounded from further flying until the account is paid in full. If any member's account is more than 120 days in arrears, he/she will be notified by the Board and if payment is not made within 10 days will automatically have their membership canceled.
- 2.4.5 Flight violations or violations of good flying practices may result in suspension or expulsion, as determined by the Board, and described in the CFC By-Laws.

2.5 Resignation and Status Change

- 2.5.1 Members must notify the Board of resignation from membership in the CFC. If notification is not received, monthly dues will continue to accrue.
- 2.5.2 Resignation from the CFC does not entitle a member to receive a refund of the application fee.
- 2.5.3 Upon Board discretion or member request, an individual may move from active status to inactive with an outstanding balance if a payment plan is established with the Treasurer.
- 2.5.4 In order for an Inactive Member to regain flying status, a written (email) request for reinstatement must be approved by the Board, the member's account must be current, and their minimum flying requirements must be met. Approval will depend upon availability of a roster position.

SECTION 3 – CLUB MANAGEMENT

3.1 Governance

- 3.1.1 The CFC is governed by the Board as defined in the CFC By-Laws. CFC members are expected to take their turn in CFC management.

3.2 Meeting Dates and Time

- 3.2.1 The Board will designate times and places of all CFC meetings, and the Secretary will be responsible for notifying all members.
- 3.2.2 All members are strongly encouraged to attend general membership meetings to remain well acquainted with CFC issues and one another.

3.3 Officer Entitlements

- 3.3.1 Officers of the CFC may receive entitlements for necessary services to the CFC. Changes in the Officers Entitlements shall be proposed by the Board and voted upon by majority vote by the general membership either by email or at the next membership meeting.

SECTION 4 – PILOT REQUIREMENTS

4.1 Pilot License

- 4.1.1 The right to pilot an aircraft owned or operated by the CFC shall be a privilege accorded only to active members of the CFC, other personnel approved by the Board to make required test flights, or prospective CFC members making a trial flight with an active CFC member acting as Pilot In Command. All members must hold at least a Private Pilot license or be a Student Pilot under the instruction of an CFC Approved Flight Instructor.

4.2 Medical Certificate

- 4.2.1 Members must have a valid medical certificate to solo or act as pilot in command of any CFC aircraft.
- 4.2.2 Student pilots do not require a medical certificate/student license until they solo.

4.3 Pilot Check-out and Currency Requirements

- 4.3.1 Each CFC member must be checked out by a CFC Approved Flight Instructor for each type of CFC aircraft they intend to fly.
 - 4.3.1.1 The initial check-out will include aircraft familiarization (worksheet information), practice areas area locations, local reporting points, and flight maneuvers as the CFC Approved Flight Instructor considers necessary.
 - 4.3.1.2 The CFC requires 5 hours in Type for high performance aircraft (i.e. C-182) for 100 hour plus total-time pilots and 10 hours in Type for members who have less than 100 hours total-time.
- 4.3.2 The CFC requires an FAA defined Flight Review to be completed every 24 calendar months.
- 4.3.3 Copies of the initial examination for new members, medical examination, and Flight Review shall be made a part of each member's CFC records.
- 4.3.4 Pilots with an extended period of flying inactivity (6 months or more) shall require a check flight by a CFC Approved Flight Instructor.
- 4.3.5 All members who fly CFC aircraft must maintain a pilot's logbook to verify all flight time and to bear evidence as to the individual currency and capability to operate various types of aircraft.

- 4.3.6 Should any member of the CFC be involved in an aviation incident, whether the aircraft involved is operated by the CFC or not, that pilot shall notify the Safety Officer and be subject to a flight check by a CFC approved flight instructor before operating any CFC equipment.
- 4.3.7 Approved flight instructors have the authority to refuse flight permission based on the results of any flight check.
- 4.3.8 Active members are encouraged to fly CFC aircraft a minimum of twelve (12) hours a year.

SECTION 5 – STUDENT PILOTS

5.1 CFC Regulations

- 5.1.1 Members holding current Student Pilot Certificates may fly the CFC aircraft only if under the supervision of a CFC Approved Flight Instructor, and shall observe the regulations imposed by the FAA.

5.2 Solo Flights

- 5.2.1 No student pilot shall be permitted to fly solo in CFC aircraft until a CFC Approved Flight Instructor has certified as to their capacity to fly that make and model of aircraft by individual log book endorsement.
- 5.2.2 No student shall be permitted to make solo cross-country flight until they have logged at least five (5) hours of solo time, three (3) hours of dual cross-country time and secured an appropriate student certificate and log book endorsement from a CFC Approved Flight Instructor who considers the student competent to fly cross-country.
- 5.2.3 Student pilots logging less than three (3) solo landings or one (1) hour of solo flight within the preceding thirty (30) calendar days will be required to pass a check flight.
- 5.2.4 Student pilots must obtain approval by a CFC Approved Flight Instructor prior to flying solo at night.

5.3 Log Book Endorsement

- 5.3.1 Student pilots must be properly checked-out and have received a log book endorsement from a CFC Approved Flight Instructor before being permitted to fly any CFC aircraft.
- 5.3.2 The CFC recommends that Student pilots take check rides with another CFC Approved Flight Instructor (other than their primary instructor) prior to their FAA check ride.

SECTION 6 – CONTINUING PILOT EDUCATION

6.1 Encouragement

- 6.1.1 All CFC members possessing a pilot certificate are encouraged to attend at least two Continuing Education Classes or complete two on-line FAA Wings programs each year. Certificates of completion should be submitted to the Safety Officer.

SECTION 7 – OPERATIONS AND RULES OF FLIGHT

7.1 Suspension of Flying Privileges

- 7.1.1 Any member of the Board shall have the power to suspend a member's flight privileges for cause, as described in Section 5 of the CFC By-Laws.

SECTION 8 – SCHEDULING OF AIRCRAFT

8.1 Reserving Aircraft through the Schedule Master System

- 8.1.1 All aircraft must be scheduled in advance by accessing Schedule Master, the CFC's online scheduling system. This process will help ensure that the aircraft is available when scheduled.
- 8.1.2 An aircraft schedule shall be maintained for each aircraft operated by the CFC, and all flights shall be scheduled in advance. The time reserved should cover the period from the beginning of the pre-flight inspection until the aircraft is back at the home field, serviced, and ready for the next member to fly.
- 8.1.3 Members may access the Schedule Master System 24 hours a day, via the Internet (<https://my.schedulemaster.com>), or by phone (800-414-6114).
- 8.1.4 The information required for scheduling a flight is: member name, aircraft and/or instructor scheduled, date and time range resource(s) will be used, and destination of flight.
- 8.1.5 If the aircraft has not been taken within 30 minutes of a scheduled use 2 hour or less, or 60 minutes of a scheduled use greater than 2 hours, another member may consider it canceled and use it during the remaining scheduled time period. The assuming member shall:
 - 8.1.5.1 Make an attempt to contact the individual by phone, text, or email.
 - 8.1.5.2 Leave a note in the hangar.
 - 8.1.5.3 Access Schedule Master (see contact information in 8.1.3) and reserve the desired time.
 - 8.1.5.4 If the flight extends past the previously scheduled time, schedule the extra time on Schedule Master.

8.2 Individuals Authorized to Schedule and Fly the CFC Aircraft

- 8.2.1 Active Members in good standing are allowed to schedule the CFC aircraft.
- 8.2.2 CFC Approved Flight Instructor may schedule the aircraft for their students who are active members at the request of their student. CFC Approved Flight Instructors may not fly the CFC aircraft unless they are with their student who is an active member, or unless they themselves are a CFC Active Member.
- 8.2.3 CFC Approved Flight Instructors may schedule the aircraft and check out new candidates for CFC flight instructors at the request of the Board.

8.3 Cancellations

- 8.3.1 If the scheduled flight must be canceled for any reason, it is the member's responsibility to access the Schedule Master system and remove their name from the schedule as far in advance as possible. Members wishing to be notified of cancellations should sign up for email alerts for schedule changes in the Schedule Master system.

- 8.3.2 Always be courteous to your fellow CFC member and have the aircraft back on time. If you must return later than scheduled, access the Schedule Master system as early as possible and notify directly any member on the schedule that will be impacted by your late arrival. If you return early, update your schedule on Schedule Master so that members may be notified of the aircraft availability. Members wishing to be notified of availability changes should sign up for email alerts for schedule changes in the Schedule Master system.

8.4 Responsibility

- 8.4.1 Each member shall be held responsible for the aircraft scheduled from the moment they commence the preflight inspection prior to flight until the aircraft has been properly serviced and secured after the flight.

SECTION 9 – OPERATIONS

9.1 Landings

- 9.1.1 Aircraft landings shall be made on regular Sectional designated airports and airstrips only.
- 9.1.2 No open field, beach or roadway landings allowed, except in an emergency.
- 9.1.3 Use of soft field airports (e.g., Stuart Airpark, Point Roberts) designated on regular Sectionals is allowed if conditions are suitable, and all precautions are taken to ascertain their suitability prior to use. The member should contact the field manager to get accurate conditions prior to attempting a landing. Use of any non-sectional suitable airstrip can be made with prior approval of the Board.

9.2 Run Ups

- 9.2.1 Aircraft shall be "run up" on asphalt or cement concrete, or grass and not on any area with loose gravel or debris.

9.3 Cross-Country Flights

- 9.3.1 For purposes of these regulations, any flight that exceeds fifty (50) nautical miles from home base, is over mountainous terrain, or is away from the field for a period exceeding three (3) hours shall be deemed a cross-country flight.
- 9.3.2 Pilots may schedule cross-country trips by accessing the Schedule Master system. Listing the destination of the flight is mandatory.
- 9.3.3 All cross-country flights beyond 250 statute miles or over four days require the approval of the Safety Officer prior to departure.
- 9.3.4 Flight plans are encouraged to be filed with the FAA for all cross-country flights.

9.4 Expenses

- 9.4.1 CFC fuel cards are available in each aircraft for fueling at the fuel pumps at the home field at KBLI.
- 9.4.2 Away from KBLI the pilot shall pay for all other operating expenses and repairs incurred, including fuel. Legitimate expenses will be reimbursed upon presentation of bills and receipts to the Treasurer.

9.5 Fueling

- 9.5.1 The CFC has been able to negotiate discounted fuel rates at our local field (KBLI). CFC members should fuel the aircraft at our local field before beginning their flight. If the aircraft is fueled at another location the club member will be responsible for the difference in fuel cost from our negotiated rate. If available at KBLI, members are expected to utilize the self-serve fuel pumps with the CFC fuel cards in each aircraft. In the event a member elects to use a full-service fueling service when a self-serve facility is available, the member will be responsible for any difference in price.
- 9.5.2 Members shall fuel the Warrior up to the “tabs” (less than 34 total gallons) after returning from a flight. The Skylane shall be filled to about 50 gallons after returning from a flight. Members are encouraged to check with pilots utilizing the aircraft after them in order to determine their fuel needs and to coordinate fueling.
- 9.5.3 Members are to use extreme care when fueling the aircraft. The fuel nozzle must not contact the wing surface during fueling.
- 9.5.4 CFC members using their personal credit cards for fuel, will be credited at the “home” per gallon rate.

9.6 Use of Club Aircraft

- 9.6.1 Passengers may not be carried for compensation or hire; they can, however, share expenses per FAA regulations.
- 9.6.2 No member of the CFC shall use any CFC equipment for hire, nor shall the member rent or lend any CFC equipment to any other person or group of persons for any purpose whatsoever.
- 9.6.3 Active members holding a pilot certificate other than student pilot may carry non-members as passengers in CFC aircraft, providing that the CFC member is in command of the aircraft at all times.
- 9.6.4 Entitlements may be made to members by the Board to allow for new member recruitment. The Board may offset flight time or provide credits for members participating in Board approved recruitment activities as determined by the Board, in advance of any such activities.

SECTION 10 – EQUIPMENT

10.1 Information Supplied in CFC Aircraft

- 10.1.1 The following information shall be posted or carried in all CFC aircraft: list of standard tower light signals, approved flight or owner's manual, pre-flight and post-flight checklists, a no-smoking sign, the minimum equipment list, and the FAA registration number of that aircraft.

SECTION 11 – INSPECTION AND MAINTENANCE OF AIRCRAFT

11.1 Certified Mechanic

- 11.1.1 Maintenance on CFC aircraft is normally performed by a FAA approved mechanic.
- 11.1.2 No individual may remove any unit from any aircraft for maintenance, unless specifically approved by the Maintenance Officer. The unit must be inspected by a FAA Certified mechanic prior to reinstallation on the aircraft.

11.2 Engine Maintenance

- 11.2.1 Lubrication is prescribed by the appropriate aircraft flight manual.

- 11.2.2 An engine inspection is due every 100-tachometer hours of flight. An FAA Certified mechanic must perform this inspection and an entry must be made in the Aircraft Engine Logbook.
- 11.2.3 No individual may remove any unit from any engine for maintenance without express approval by the Maintenance Officer. The unit must be inspected by an FAA Certified mechanic prior to reinstallation on the engine.

11.3 Fuel and Oil Inspection

- 11.3.1 Prior to each flight, both the fuel and oil levels shall be checked. The aircraft fuel shall be 100 LL, and shall be checked for contaminants and color by taking a sample from the sediment bowl drain and each wing drain.

11.4 Pilot's Responsibilities

- 11.4.1 It shall be the responsibility of each CFC member prior to flight to see that the aircraft is airworthy and that all accessories are complete and in good working order.
- 11.4.2 A visual inspection of the aircraft shall be accomplished prior to each flight. This general inspection will include checking the flight and control surfaces, engine, fuselage, struts, tires, safety nuts and bolts, etc.
- 11.4.3 Cross-country flights shall be made with, either a one (1) hour reserve of fuel or sufficient fuel to reach an alternate airport, whichever is greater.
- 11.4.4 The Pilot in Command shall be responsible for properly securing the aircraft after each flight. Adequate steps must be taken to protect the aircraft from wind and weather, and all items of the post-flight checklist must be complied with. When securing the aircraft, ensure that all tie-downs are snug; all electrical systems are off, and controls locks are properly installed.
- 11.4.5 An Active Member must occupy the seat normally considered that of pilot-in-command, except in the case of a CFC Approved Flight Instructor, or as approved by the Board.
- 11.4.6 Any member may ground a CFC aircraft when deemed necessary in the interest of safety and/or in compliance with FAA, State or Local rules and regulations. Grounding is accomplished by attaching a note to the instrument panel of the aircraft and immediately notifying the Maintenance Officer. While tagged, the aircraft may not be started, taxied, or flown without specific approval of a member of the Board. The note may only be removed upon approval of a member of the Board.
- 11.4.7 All garbage and debris must be removed from the aircraft after each flight and the cabin tidied up for the next member's use. A hand-held vacuum cleaner is available in the hangar for CFC use.

SECTION 12 – CLUB RATES AND FEES

12.1 Aircraft Hourly Rates

- 12.1.1 The hourly flight rates of aircraft are determined and set by the Board based on the operational costs of the aircraft. Adjustments are made as needed to meet the financial needs of the CFC.
- 12.1.2 Aircraft rental rates are posted on the CFC's web site, www.chuckanutflyingclub.com, and in the hangars.
- 12.1.3 Effective March 1, 2018 any CFC member who introduces an individual who becomes an Active Member may receive \$100.00 credited to their flight account.

12.2 Application Fee

- 12.2.1 The application fee is to be submitted with the Application for Membership form to the CFC Membership Officer.
- 12.2.2 This fee is refundable in the event the Board does not accept the application, or the pilot requesting membership elects to withdraw his/her application prior to formal acceptance into the CFC.
- 12.2.3 Application fees are non-refundable once the applicant becomes a member of the CFC.
- 12.2.4 Effective March 1, 2018, the Application fee is \$1,000.00.

12.3 Monthly Fees

- 12.3.1 Monthly dues are collected to offset fixed and variable operational expenses that the CFC incurs on behalf of its members.
- 12.3.2 Payment of the monthly dues can be sent to the CFC Post Office Box, or a check can be placed in the black deposit box located in each aircraft hangar.
- 12.3.3 Effective March 1, 2018, active members are assessed \$90.00 per month, which is due on the first day of the month.
- 12.3.4 Effective March 1, 2018, inactive members are assessed \$10.00 per month, which is due on the first day of the month.
- 12.3.5 CFC Approved Flight Instructors, that are not members, are not assessed monthly dues.
- 12.3.6 Effective March 1, 2018, family members who are also Active Members (e.g., dependents who are 21 years old and younger or spouses of Active Members), will be assessed \$60.00 per month for dues (family rate).

12.4 Special Assessments

- 12.4.1 Special assessments may be applied to the accounts of the CFC members for expenses that are not considered routine (fuel bladder replacement, prop replacement, etc).
- 12.4.2 Non-routine expenses will be considered those expenses greater than \$2500.
- 12.4.3 Special assessments will normally be applied equally to all active members, and pro-rated for inactive members, but may, at the judgment of the Board, be applied in a prorated manner, based on aircraft usage and member status.

SECTION 13 – TIME AND EXPENSE RECORDS

13.1 Recordkeeping and Aircraft Usage Fees

- 13.1.1 Each flight must be logged on the appropriate flight sheet located in each hangar after each flight. All items on the flight sheet should be filled out completely.
- 13.1.2 The duration of each flight shall be computed by the aircraft's tachometer (e.g., tach time). All flying time shall be recorded to the nearest hundredth hour. If the meter reading is between numbers, the next higher hundredth hour shall be used. Tach time is used to assess flying time in order to support proper

preflight, run-up, and warm-up time on the aircraft, and to encourage use of lower power settings during flight which benefit CFC aircraft.

- 13.1.3 Record fuel purchased with the club card at KBLI on the flight sheet, and place any non-CFC receipt for gasoline or oil purchased and your check for the net amount due in the drop box in the hangar.