

# FORT SMITH FLYING CLUB INC.

## OPERATING POLICIES and PROCEDURES

(The Fort Smith Flying Club, Inc. Bylaws take precedence.)

### 1.0 DEFINITIONS

#### 1.1 Club Aircraft

A Club aircraft is any aircraft owned, leased or operated by Fort Smith Flying Club Inc. An aircraft that is not insured by or through the auspices of the Club, or is not insured in such a manner as to provide bodily injury and property damage liability, and physical damage insurance for the Club, its members, officers or directors shall not be considered a Club aircraft.

#### 1.2 Instructors

Only Club-approved instructors may instruct in Fort Smith Flying Club aircraft.

1.2.1 Approved Club check-out instructors are those flight instructors currently certified under Part 61, Subpart G of the Federal Aviation Regulations who have:

- i) been authorized by the Board of Directors to offer Club check rides to members in aircraft authorized by the Board of Directors;
- ii) agreed to abide by all Club Bylaws, Policies, and Procedures, and to impart both the letter and spirit of said Bylaws, Policies, and Procedures to their students;
- iii) met the Instructor Initial Check-out Requirements in accordance with Appendix B
- iv) hold a current minimum limited membership in Fort Smith Flying Club Inc.

A Club check-out instructor may not necessarily be authorized to offer Club check rides in all Club aircraft. The number of Club check-out instructors shall be limited by the Board of Directors based on size and needs of the membership.

1.2.2 Approved member instructors are those flight instructors currently certified under Part 61, Subpart G of the Federal Aviation Regulations who have:

- i) been authorized by the Board of Directors to offer instruction to members in aircraft authorized by the Board of Directors;
- ii) agreed to abide by all Club Bylaws, Policies, and Procedures, and to impart both the letter and spirit of said Bylaws, Policies, and Procedures to their students;
- iii) met the Instructor Initial Check-out Requirements in accordance with Appendix B;
- iv) hold a current minimum limited membership in Fort Smith Flying Club Inc.

Member instructors may offer primary and advanced training in Club aircraft to Club members. Member instructors may not necessarily be Club check-out instructors unless approved by the Board of Directors.

1.2.3 Approved Club instructors are those flight instructors currently certified under Part 61, Subpart G of the Federal Aviation Regulations who have:

- i) been authorized by the Board of Directors to offer instruction to members in aircraft authorized by the Board of Directors;
- ii) agreed to abide by all Club Bylaws, Policies, and Procedures, and to impart both the letter and spirit of said Bylaws, Policies, and Procedures to their students;
- iii) met the Instructor Initial Check-out Requirements in accordance with Appendix B.

#### 1.3 Club Member

A Club or Active Member is one who meets the requirements as defined in the Bylaws, Article III, Sections 1 and 2.1.

- 1.4 Club Check Ride  
Club check rides will be as defined by the Safety and Training Officer and administered by a Club check-out instructor. All Club check rides will be at least as inclusive as Appendix A. Annual or Biennial Flight Reviews and Instrument Competency checks, as defined by the FAA and administered by a Club check-out instructor, shall qualify as a Club check ride (see paragraph 7.1).

## 2.0 CLUB AND INSURANCE PILOT QUALIFICATIONS

The Board of Directors has imposed certain pilot qualification requirements, consistent with the Club's insurance policy, governing minimum experience and check-out requirements for operation of each category and class of aircraft.

- 2.1 Single Engine, Fixed Gear  
Any Club member of active status holding a currently effective FAA Student, Private, Commercial, or Air Transport Pilot certificate with single engine land rating may operate the Club's single engine, fixed gear aircraft provided they meet the requirements of section 4.0.
- 2.2 Single Engine, Retractable Gear  
Any Club member of active status holding a currently effective FAA Private, Commercial, or Air Transport Pilot certificate with single engine land rating may operate the Club's single engine, retractable gear aircraft provided they:
- i) Have logged 150 or more hours of flight time
  - ii) Have logged 50 or more hours of retractable gear flight time
  - iii) Have logged 5 or more hours of dual instruction in same make and model aircraft or, in lieu of 50 hours of retractable gear flight time, have logged 10 hours or more of dual instruction in an aircraft of same make and model
  - iv) Have received and logged an initial Club check ride in accordance with Appendix A, administered by a Club check-out instructor authorized for that aircraft;
  - v) Have logged at least 2 hours in the same make and model within the last 180 days.
  - vi) Have met the requirements of section 4.0.
- 2.3 Single Engine, Fixed Gear, High Performance  
Any Club member of active status holding a currently effective FAA Private, Commercial, or Air Transport Pilot certificate with single engine land rating may operate the Club's single engine, fixed gear, high performance aircraft provided they:
- i) Have received and logged an initial Club check ride in accordance with Appendix A, administered by a Club check-out instructor authorized for that aircraft
  - ii) Have met the requirements of section 4.0.

## 3.0 AIRCRAFT OPERATIONS

The requirements for operation of Fort Smith Flying Club aircraft are: knowledge of appropriate FAR's, the current Club insurance requirements, the aircraft operations manuals, Club Bylaws, Club Operating Policies and Procedures.

- 3.1 The pilot responsible for the aircraft must be an active Club member.
- 3.2 Non-members may not operate Club aircraft.
- 3.3 Club aircraft shall not be used for commercial purposes. This does not preclude use for Club member flight training or for business travel.
- 3.4 Fuel, oil and Club-approved maintenance/repair are the only reimbursable expenses allowed.
- 3.4.1 Whenever possible, fuel purchases at other airports should be made using the credit card assigned to each plane. Fuel purchases other than the above will be made by the member.

Member fuel and/or oil purchases will be credited to member's account provided original receipts are submitted within 30 days of purchase.

- 3.5 All members are required to be aware of the aircraft's status. Members who fly Club aircraft over oil change intervals, past required inspections, etc. shall be subject to a fine equal to one hour's flight time for each hour flown past these intervals.
- 3.6 Flights outside the continental United States (includes Alaska, Canada, and Mexico) must be arranged with the Board of Directors. Full liability insurance coverage with an appropriate insurance company may be required to be obtained by the member at the member's expense, and a copy of said policy filed with the Board of Directors fourteen days prior to flight departure. Any other requirements exclusively for flights outside of the continental United States shall also be at the member's expense.
- 3.7 At the end of a flight:
- 3.7.1 Leave fuel tanks at least half full, or to the "tabs" (standard range capacity) if applicable.
  - 3.7.2 Record ending Hobbs readings on the tach sheets. Include the name, date, hours flown, and any other data as appropriate.
  - 3.7.3 Record and report any maintenance squawks.
  - 3.7.4 Remove all trash, personal effects, etc. from the aircraft and wipe down the aircraft to remove any bugs or debris.
  - 3.7.5 Secure the aircraft with gust lock(s), pitot cover and three point tie downs.
- 3.8 A Club aircraft shall be grounded upon the discovery by a member of any defect that affects flight safety and the maintenance officer or a board member shall be notified. Only the maintenance officer or a board member may release the aircraft for flight.
- 3.9 In the event of an accident, the pilot and/or responsible member will:
- 3.9.1 Be transferred from active to suspended status
  - 3.9.2 Be denied flight privileges pending resolution of the incident by the Board of Directors
  - 3.9.3 Assume immediate responsibility for the insurance deductible.
- Upon final resolution of the Fort Smith Flying Club, Inc. investigation of the incident the insurance deductible may in whole or in part be refunded.
- 3.10 Grass Field Operations
- 3.10.1 Members must receive a sign off by the Chief Flight Instructor for operation on grass fields. The pre-flight preparation must include a check of the conditions at the intended point of arrival. The cost of any repairs or replacements not covered by insurance which are the result of damage incurred by landing or taking off at a grass field shall be paid for in full by the member who had custody of the aircraft. The member is responsible for insuring the cleanliness of the airplane upon return to Fort Smith. All FAR and POH restrictions and procedures must be observed. Violations of this section are subject to fine set by the Board of Directors.

#### 4.0 PILOT QUALIFICATIONS

- 4.1 FAA Requirements  
Each Club member desiring flight privileges must hold a current Student, Private, Commercial, or Air Transport pilot certificate and a current medical certificate.
- 4.2 Club Requirements  
In order to maintain flight status in the Club, each pilot must meet the following requirements:
- 4.2.1 Be a member of active status.

- 4.2.2 Meet the insurance and Club imposed qualification criteria for the aircraft to be flown (Section 2.0).
  - 4.2.3 Have a current completed questionnaire (Appendix C), reviewed and signed by a Club check-out instructor, on file with the Safety and Training Officer for each aircraft of intended operation.
  - 4.2.4 Successfully complete an initial Club check ride, in **each** aircraft of interest with a Club check-out instructor prior to making flights as pilot-in-command in that aircraft.
  - 4.2.5 Inform the Safety and Training Officer of each Club check ride, change in license class or rating, each medical certificate renewal, or any other change which affects flight status.
- 4.3 Student Pilots
- 4.3.1 Student pilots are prohibited to fly solo in all aircraft except those designated as primary trainer in the scheduling system unless the following requirements are met:
    - 4.3.1.1 Student pilot has 30 or more hours total time.
    - 4.3.1.2 Student pilot has passed an instructor checkout in the requested aircraft.
  - 4.3.2 Students are required to use aircraft designated as primary trainers if available.
  - 4.3.3 Student touch-and-go training is discouraged in all aircraft except primary trainers.
  - 4.3.4 **All student solo flights must be approved by an instructor.**
- 5.0 RESERVATIONS / SCHEDULING
- Club members must reserve a plane before using it. Complex and high performance Club aircraft are subject to a two-hour minimum reservation period (excluding dual instruction to meet minimum requirements and flights made the same day as the reservation). All other Club aircraft are subject to a one-hour minimum reservation period. Be courteous to other Club members
- 5.1 Method of reservations
- Reservations are made via Fort Smith Flying Club's on-line scheduling system. Access to the scheduling system is via the computer in the Club's office or world-wide via the Internet at <http://fsmflyingclub.skyscheduler.com>. Each member is assigned a password and given instructions for accessing the scheduling system.
- 5.2 Cancellation of reservation
- Each member shall update the scheduling system as soon as possible when canceling a reservation, regardless of weather conditions or other phenomenon.
- 5.3 Scheduling conflicts
- No member or members may exercise any authority over another in order to obtain reservations. In the event of conflict, the name listed on the scheduling system has first option to use the aircraft in question.
- 5.4 Reservation restrictions
- Each member is entitled to have three active aircraft reservations on the scheduling system at any one time. Reservations for nine (9) or more consecutive days must be approved by the Board of Directors prior to scheduling.
- 5.5 Reservations by Instructors / Others
- Instructors may not reserve time in Club aircraft for their students. Other members may not make reservations in their name for other members. All reservations must be made by, and in the name of, the current member of active status actually flying the plane.
- 5.6 Penalties
- Penalties, as described below, can be assessed by the Board of Directors for abuse of the reservations policies and/or other Club policies and procedures.
- 5.6.1 Loss of Reservation due to tardiness
- Reservations are to be made exactly for the period required. A member one hour or more late for his reservation will forfeit the entire reservation.

- 5.6.2 **Penalty due to late return**  
Members returning Club Aircraft after their scheduled time may be assessed a fine equal to the hourly rate for the aircraft involved for the late interval. The late penalty will not be assessed when weather or mechanical difficulties make it impossible to return on time, provided the member updates the Fort Smith Flying Club scheduling system and notifies any member scheduled for the plane during the late interval. In the event the scheduling system cannot be updated, a Club Officer shall be informed of the delay.
- 5.6.3 **Penalty due to no-show**  
Members failing to utilize the aircraft during their reserved time slot may be assessed a penalty equal to one-half the hourly rental rate of the aircraft in question, times the length of the reservation period.
- 5.6.4 **Penalty for flying Club aircraft while ineligible.**  
Any member flying Club aircraft while knowingly ineligible to do so, (past due bills, failure to meet currency requirements, etc) shall be assessed a penalty equal to the hourly rental rate of the aircraft times the number of hours flown while the member is ineligible.
- 5.7 **Minimum Usage**  
All Club aircraft are subject to a two-hour minimum usage fee per day of reservation.
- 5.8 **Cross Country Flights**  
A pilot taking an aircraft cross country is responsible for returning the aircraft to the Club's home base and any expenses which may be incurred in this process.
- 6.0 **DUES, RATES, and FEES**
  - 6.1 **Structure**  
Dues, rates and fees will be established by the Board of Directors, in accordance with the provisions of the Bylaws, and will be subject to periodic re-evaluation and adjustment in order to meet Club operating costs.
  - 6.2 **Initiation Fee**  
A one-time non-refundable initiation fee will be established by the Board of Directors and will be collected from each new Full or Student member. This fee covers administrative expenses such as aircraft flight manuals, questionnaires, billing, mailings, and other such member costs. (Additional initiation fee is not assessed for Family members)
  - 6.3 **Membership Deposit**  
A member may be required to place a deposit with the Club as covered in the bylaws Article 9 Section 4.
  - 6.4 **Member Dues**  
Except as exempted by the Bylaws, each member shall pay monthly dues in the amount established by the Board of Directors.
  - 6.5 **Aircraft Rental Rates**  
Hourly rates for the aircraft made available to members will be based on the operating costs (plus leasing fee, if applicable) of the aircraft, as calculated by the Treasurer. The Board of Directors may at any time elect to adjust aircraft rental rates to reflect the current operating costs of the aircraft.

7.0 FLIGHT INSTRUCTORS: USE OF, CRITERIA FOR CLUB CHECK-OUT

- 7.1 Primary Instruction of Club Members in Club Aircraft  
Members may only receive primary instruction in Club aircraft from Club-approved instructors. A check-out shall be obtained from a Club check-out instructor prior to solo flights in Club aircraft. Primary instruction of full members is limited to the Club's designated training aircraft.
- 7.2 Advanced Training in Club Aircraft  
Members holding at least a private pilot's license may receive advanced instruction from any properly certified Club-approved flight instructor (need not be a Club member). It should be noted that a flight instructor who is not currently a Club member is not covered by the Club's insurance policy (the member is covered as a named insured). Advanced instruction, whenever possible, should be done in the Club's designated training aircraft.
- 7.3 Application for Club-approved Instructor Status  
An instructor may apply for Club-approved instructor status by satisfying the requirements of Appendix B and obtaining the sponsorship of the Safety and Training Officer and/or the Board of Directors. Club members may also submit a request to the Board of Directors for appointment of an instructor to Club-approved instructor status.

DEVELOPED and ADOPTED: *September 6th, 2005*

Appendix A

**FORT SMITH FLYING CLUB FLIGHT REVIEW**  
**THIS PAGE TO BE FILLED OUT COMPLETELY BEFORE FLIGHT REVIEW**

AIRCRAFT TYPE: \_\_\_\_\_ N \_\_\_\_\_ DATE: \_\_\_\_\_

PILOT: \_\_\_\_\_

TOTAL TIME AIRPLANE \_\_\_\_\_ TOTAL TIME MAKE & MODEL \_\_\_\_\_ DUAL M&M \_\_\_\_\_  
TOTAL TIME RETRACT \_\_\_\_\_ TOTAL TIME MULTI ENGINE \_\_\_\_\_

**AIRSPPEED REVIEW:**  $V_x$  \_\_\_\_\_  $V_y$  \_\_\_\_\_  $V_{fe}$  \_\_\_\_\_ (RETRAC)  $V_{le}$  \_\_\_\_\_  
(MULTI ENGINE ONLY)  
 $V_{appr}$  \_\_\_\_\_  $V_{land}$  \_\_\_\_\_  $V_{max\ glide}$  \_\_\_\_\_  $V_{mca}$  \_\_\_\_\_  $V_{yse}$  \_\_\_\_\_

**WEIGHT & BALANCE:** MAX GROSS WEIGHT \_\_\_\_\_ lbs. EMPTY WEIGHT \_\_\_\_\_ lbs.

FULL FUEL \_\_\_\_\_ GAL. PAYLOAD (FULL FUEL) \_\_\_\_\_ lbs.

FUELED TO TABS \_\_\_\_\_ GAL. PAYLOAD (FUELED TO TABS) \_\_\_\_\_ lbs.

**AIRCRAFT PROCEDURES: POWER SETTING, FUEL CONSUMPTION & TAS**

75% POWER 6000 FT. Manifold Pressure \_\_\_\_\_ RPM \_\_\_\_\_

Fuel GPH \_\_\_\_\_ TAS KTS \_\_\_\_\_ Range NM \_\_\_\_\_ Endurance HR \_\_\_\_\_

**AIRSPACE (Class B, C, D):** Describe how to land at DAL, SHV, FSM. Describe how to transit (frequency, when to call, & what to say).

**LOST PROCEDURES:** You are under a low ceiling looking for FSM. What VOR Frequency & Radial might help? What Communication frequency would get you radar service?

**EMERGENCY:** Explain the fuel system. Explain the landing gear system, and the emergency extension.

**WEIGHT & BALANCE:** Use the Wt.& Balance form, include yourself, three 170 pound passengers, 50 pounds luggage, and fuel to gross weight.

**CROSS COUNTRY:** Using 75% power settings and the fuel from the weight and balance exercise, calculate the time enroute and fuel stop(s) for a flight from Fort Smith to Oshkosh. The distance is 584 nm, the heading is 021 degrees magnetic and the wind is 230 degrees true at 18 kts. If the fuel allowed by the weight and balance calculation is less than 2 hours, leave the baggage at home. At least 1 hour of fuel must remain at all stops.

TOTAL TIME \_\_\_\_\_ HOURS TOTAL FUEL \_\_\_\_\_ GAL STOPS \_\_\_\_\_

# FLIGHT REVIEW CHECKLIST

This form is to be used as an aid in conducting the flight review. Individual situations / aircraft will dictate which maneuvers will be used or if maneuvers not indicated below will be used.

## FLIGHT INSTRUCTION RECORD

	HOURS	HOURS	NAME
DATE _____	GROUND _____	DUAL _____	CFI _____
DATE _____	GROUND _____	DUAL _____	CFI _____
DATE _____	GROUND _____	DUAL _____	CFI _____

MEDICAL _____	DATE _____	BFR _____	DATE _____	INST COMP CHECK _____	DATE _____
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MANEUVER	OK	INSTRUCTOR REMARKS
Review FAR 61 & 91	_____	_____
Review Club Procedures	_____	_____
Preflight	_____	_____
Use of checklist	_____	_____
Takeoff	_____	_____
Climb	_____	_____
Level Off	_____	_____
Use of Trim	_____	_____
Turns @ 30 & 45 deg	_____	_____
Slow Flight	_____	_____
Stalls	_____	_____
Emergency Gear Ext	_____	_____
Instrument Procedures	_____	_____
Traffic Pattern	_____	_____
Normal Landings	_____	_____
Soft Field T/O & Ldg	_____	_____
Short Field T/O & Ldg	_____	_____
Cross wind T/O & Ldg	_____	_____
Loss of power on T/O & Ldg	_____	_____
Parking & Shutdown	_____	_____
Gross Weight Check	_____	_____

**GENERAL OBSERVATIONS:**

Smoothness on Controls	_____	_____
Lookout for Traffic	_____	_____
Radio Communication	_____	_____
Radio Navigation	_____	_____

\_\_\_\_\_  
Signature of Pilot

\_\_\_\_\_  
Signature of CFI



**FLIGHT REVIEW CHECKLIST - MULTI ENGINE ADDENDUM**

MANEUVER	OK	INSTRUCTOR REMARKS
Taxi & Cross Feed Check	_____	_____
Takeoff Vmca + 5	_____	_____
Climb Vyse minimum	_____	_____

SINGLE ENGINE >3000 AGL Vyse MINIMUM SPEED EXCEPT FOR Vmca DEMO!!  
 USE OF A YAW STRING REQUIRED - MAINTAIN YAW STRING CENTERED  
 NO ENGINE CUTS PERMITTED BELOW Vyse OR BELOW 300' AGL

Enroute Power Failure (above Vyse)	_____	_____
Recognition & Procedures Vyse	_____	_____
Trouble Shoot Failed Engine Vyse	_____	_____
Feather Propeller Vyse	_____	_____
Climbs & Descents Vyse	_____	_____
Turns @ 30 & 45 deg Vyse	_____	_____
Effect of Gear & Flaps Vyse	_____	_____
Restart Engine Vyse	_____	_____
Vmca Demonstration	_____	_____

SIMULATE FEATHER USING 12" MP BELOW 3000' AGL

Instrument Procedures	_____	_____
Engine Failure on Take off Roll	_____	_____
Engine Failure on climb out	_____	_____
Single Engine Landing	_____	_____
Single Engine Go Around	_____	_____
Gross Weight Check	_____	_____

**GENERAL OBSERVATIONS:**

Awareness of speed Vyse	_____	_____
Planning Ahead of Airplane	_____	_____
Response to Power Failure	_____	_____

\_\_\_\_\_  
Signature of Pilot

\_\_\_\_\_  
Signature of CFI

Appendix B

**INSTRUCTOR INITIAL CHECK OUT REQUIREMENTS**

	OK	REMARKS
1. Right seat check-out equivalent to BFR	_____	_____
2. Club member (minimum limited status)	_____	_____
3. Member pilot check-out.	_____	_____
4. Demonstrate instrument proficiency.	_____	_____
5. Board approval.	_____	_____
6. Minimum flying time.	_____	_____

C-172/C-182 N/A

\_\_\_\_\_  
Signature of Member Pilot Performing Check-out

\_\_\_\_\_  
Date

I, \_\_\_\_\_ agree to abide by all Club Bylaws, Policies, and Procedures, and to impart both the letter and spirit of said Bylaws, Policies, and Procedures to my students while instructing in Fort Smith Flying Club aircraft.

\_\_\_\_\_  
Signature of CFI

\_\_\_\_\_  
Date

Appendix C

# FORT SMITH FLYING CLUB AIRCRAFT QUESTIONNAIRE

THIS FORM MUST BE FILLED OUT COMPLETELY BEFORE FLYING CLUB AIRCRAFT

AIRCRAFT TYPE: \_\_\_\_\_ N \_\_\_\_\_ DATE: \_\_\_\_\_

PILOT: \_\_\_\_\_

TOTAL TIME AIRPLANE \_\_\_\_\_ TOTAL TIME MAKE & MODEL \_\_\_\_\_ DUAL M&M \_\_\_\_\_  
TOTAL TIME RETRACT \_\_\_\_\_ TOTAL TIME MULTI ENGINE \_\_\_\_\_

**AIRSPEED REVIEW:**  $V_x$  \_\_\_\_\_  $V_y$  \_\_\_\_\_  $V_{fe}$  \_\_\_\_\_ (RETRAC)  $V_{le}$  \_\_\_\_\_  
(MULTI ENGINE ONLY)  
 $V_{appr}$  \_\_\_\_\_  $V_{land}$  \_\_\_\_\_  $V_{max\ glide}$  \_\_\_\_\_  $V_{mca}$  \_\_\_\_\_  $V_{yse}$  \_\_\_\_\_

**WEIGHT & BALANCE:** MAX GROSS WEIGHT \_\_\_\_\_ lbs. EMPTY WEIGHT \_\_\_\_\_ lbs.

FULL FUEL \_\_\_\_\_ GAL. PAYLOAD (FULL FUEL) \_\_\_\_\_ lbs.

FUELED TO TABS \_\_\_\_\_ GAL. PAYLOAD (FUELED TO TABS) \_\_\_\_\_ lbs.

**AIRCRAFT PROCEDURES:** POWER SETTING, FUEL CONSUMPTION & TAS

75% POWER 6000 FT. Manifold Pressure \_\_\_\_\_ RPM \_\_\_\_\_

Fuel GPH \_\_\_\_\_ TAS KTS \_\_\_\_\_ Range NM \_\_\_\_\_ Endurance HR \_\_\_\_\_

\_\_\_\_\_  
Signature of Pilot

\_\_\_\_\_  
Signature of CFI