



Operating Rules

1. GENERAL OPERATIONAL RULES

1. Members are required to conduct themselves in a manner that is a credit to the Club.
2. Members shall follow all the rules of our host airport. These are available on the Club website [here](#).
3. Only club equipment may be stored in the hangar(s). Members may not store personal property in the hangar(s) without prior permission from the Board of Directors. This includes gasoline jerry cans.

2. USE OF CLUB AIRPLANES

1. Club airplanes shall be flown only by Club members approved as flying members by the Club's Board of Directors.
2. To fly, members must have a non-owned aircraft insurance policy in force.
3. To fly, members must not be in arrears to the Club financially.
4. Members may use only the Club airplanes for which they have received a check out from a Certified Flight Instructor approved by the Club.
5. Certified Flight Instructors approved by the Club are independent contractors and are not provided by the Club.
6. Before flying in a Club airplane, all passengers must first sign a Waiver of Liability. These are available on the Club [website](#) and in hard copy in the hangar. Put signed copies in the Waiver box in the hangar.
7. A member may use club airplanes for personal transportation, for individual flight training, or for pleasure.
8. Club airplanes shall not be used for compensation or hire, commercial operations nor business activities.

9. Members shall obtain and become familiar with the Pilot Operating Handbook (POH) for every Club aircraft they fly. These are available on the Club website.

3. PRE-FLIGHT

1. Prior to the first flight each day, members shall perform a thorough pre-flight inspection of the airplane in accordance with the POH.
2. Any unreported damage or discrepancies discovered during a pre-flight will be assumed to have been caused by the last previous user.
 - Report such instances to the Maintenance Chief or a member of the Board of Directors.
 - Document the problem as a squawk in Flight Circle.

4. POST-FLIGHT

Upon completion of a flight, the pilot shall:

1. Perform a thorough post-flight inspection of the airplane in accordance with the POH.
2. Remove all personal items and clean the airplane.
3. Document in Flight Circle any squawks noted before, during, or after the flight.
4. Record the flight – and pay for it – using Flight Circle.
5. Put the radio on its battery charger. Make sure the radio is OFF.
6. Ensure that the master switch is off to avoid draining the battery.
7. Refuel the airplane as per below.
8. Plug in the Breese's battery charger.

5. REFUELING THE AIRPLANE

1. Members will top up the gas tank(s) after their flights. This shall be at their own expense.
2. NO REFUELING IS ALLOWED IN ANY HANGAR. Take the plane outside.
3. The best fuel for the M-Squared Breese is **93-octane auto gas**. But it has a limited shelf life of 6 months. If it contains alcohol, it must be used within 30 days. 100LL burns well but leaves lead deposits. Use it only when necessary. Pilots shall follow this policy:

- **October – March. Use 93-octane no-ethanol auto fuel.** This is available at the BP station on the north side of Warrenton.
 - **April – September. Use 93-octane auto fuel. 10% ethanol is OK.** Our higher usage rate in the summer means that fuel will not sit in the plane for 30 days. Therefore, ethanol is OK, unlike in the winter.
 - **Use 100LL only sparingly.** Refuel with 100LL only when fuel is needed at an away airport or when caught at KCJR without enough jerry-can fuel.
4. When refueling from jerry cans, members shall use the Club’s electric pump. They will not climb a ladder with a full jerry can to reach the Breese’s wing tanks.
 5. The Maintenance Chief shall keep oil in the Breese’s oil tank at Club expense. If the level gets low, pilots will enter this as a squawk in Flight Circle, which will notify the Maintenance Chief to go refill it.

6. RESERVATION OF CLUB AIRPLANES

1. Reservations shall be made using Flight Circle.
2. Flight Circle will refuse to make a reservation if:
 - The pilot has not been approved by the Club to fly this airplane, or
 - The pilot is financially in arrears to the Club, or
 - The pilot is overdue for a Basic Flight Review (BFR), or
 - The pilot’s non-owned aircraft insurance has expired, or
 - The Board has withdrawn the pilot’s flying privileges.
3. No member shall fly a club airplane without first reserving the airplane in Flight Circle.
4. Members shall reserve only the time for which they will be using the airplane.
5. Reservations remain valid for 30-minutes after the time of the reservation. After the 30-minute period, the reservation expires.
6. Prior to taking off, members shall dispatch the airplane using Flight Circle.
7. If the airplane cannot be returned at the time stated in the schedule, members are expected to make every attempt to contact any member(s) who are disadvantaged by the delay, as shown in Flight Circle.

8. If a member is unable to keep a reservation, or arrives back early from a flight, the schedule should be updated to allow the plane to be used by other members.
9. No more than 4 reservations may be held at one time, per member.
10. Overnight flights may be scheduled.
11. Weekend and/or extended-time flights may be scheduled. For flights of 1, 2 or 3 (consecutive) days, the airplane shall be booked using Flight Circle. For flight of 4 or more consecutive days, the member shall first contact a Board Member for approval, prior to booking the airplane in Flight Circle.
12. A member who utilizes club airplanes to an extent that impedes another member's ability to utilize the airplanes, may have flight time limits imposed and may have scheduling limitations applied, at the discretion of the Board of Directors.

7. REPORTING TIME AND EXPENSES

1. Using Flight Circle, all airplanes shall be checked out (dispatched) prior to flight and checked in upon completion of flight.
2. Flight time will be reported from the EIS in each plane, to the tenth of an hour. Discrepancies shall be noted when the airplane is checked out or checked in and brought to the attention of the Maintenance Chief via Flight Circle.
3. All maintenance services and activities must be pre-approved by the Maintenance Chief – or, if they are not available, by a Board Member – prior to having the service performed. Any maintenance performed outside of these guidelines could become the financial responsibility of the member who authorized the work. If you have any doubts, get the work done and be safe, but also be sensible.
4. All maintenance squawks should be reported in Flight Circle at the time of discovery.
5. If you deem an airplane to be un-airworthy, immediately ground it. Then:
 - Send a text to the Maintenance Chief and the Flight Operations Chief,
 - Enter the grounding into Flight Circle, and
 - By looking at the reservations in Flight Circle, send a text to any pilots whose reservations will be affected this day.

8. OVERNIGHT RESERVATIONS

1. Use of club airplanes for overnight trips is encouraged.
2. If a club airplane becomes stranded due to weather, please contact the Flight Operations Chief or a Board Member to discuss the situation and determine the next steps to be taken.