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# **Indian River Flying Club**

## **Member's Handbook**

**Revised:**

**Nov 19, 2021**

Indian River Flying Club, Inc.  
P. O. Box 100053  
Palm Bay, FL 32910-0053

Aircraft Based at:  
Melbourne International Airport (KMLB), Melbourne, FL  
Valkaria Airport (X59), Grant-Valkaria, FL

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## TABLE OF CONTENTS

Section 1	General Information.....	1
1.1	Introduction to the Handbook .....	1
1.1.1	Organization of the Handbook.....	1
1.2	Corporate and Club Information .....	1
1.2.1	Purpose of the Club.....	1
1.2.2	Member Services .....	1
1.2.3	History & Corporate Structure .....	1
1.2.4	Financial Policies.....	2
1.2.5	Insurance .....	2
1.2.5.1	Additional Insurance Requirements for Arrow .....	2
1.2.6	Aircraft Maintenance .....	2
1.2.7	Meetings and Newsletters .....	2
1.2.8	Club Officers.....	2
1.3	Aircraft and Operations.....	2
1.3.1	Club Aircraft .....	2
1.3.2	Scheduling .....	3
1.3.3	Log Sheet/Squawk Sheet.....	3
1.3.4	Fueling .....	3
1.3.5	Hangar Operations .....	3
1.3.6	Operational Area .....	3
1.3.6.1	Valkaria Airport.....	4
1.3.6.2	Melbourne Airport.....	4
1.3.7	Bahamas Operations.....	4
1.4	Instructor Information and Selection.....	4
1.5	Scheduling System Information.....	4
1.6	Club Web Site .....	5
Section 2	Bylaws of the Corporation .....	5
2.1	General Information.....	5
2.2	Articles of the Bylaws .....	5
	Article I - Purpose.....	5
	Article II - Meetings of Members.....	5
	Article III - Board of Directors.....	5
	Article IV - Officers .....	5
	Article V - Safety Board.....	6
	Article VI - Hearing .....	6
	Article VII - Membership .....	6
	Article VIII - Assessments .....	7
	Article IX - Property .....	8
	Article X - Equity.....	8
	Article XI - Amendments to Bylaws .....	8
	Article XII - Responsibility.....	8
	Article XIII - Finances .....	8
	Article XIV - Resignation .....	9
	Article XV - Operating Rules .....	9
Section 3	Operating Rules .....	9
3.1	General.....	9
3.2	Meetings.....	9
3.3	Aircraft Checkout.....	9
3.4	Flight Training in Club Aircraft .....	10
3.5	Financial Administration .....	10
3.5.1	Member Deposits .....	10
3.5.2	Standard Membership Fees and Dues.....	10
3.5.3	Family Membership Fees and Dues.....	10
3.5.4	Hourly Flight Costs .....	10
3.5.5	Reimbursements .....	10
3.5.6	Minimum Charges for Extended Reservations .....	11
3.5.7	Payments and Late Fees .....	11
3.5.8	Dual Instruction Rates .....	11
3.6	Upkeep.....	11

3.6.1 Cleaning ..... 11

3.6.2 Fueling ..... 11

3.6.3 Oil Levels and Oil Changes ..... 11

3.6.4 Other Maintenance ..... 11

3.7 Approved Flight Protocol ..... 12

3.7.1 General ..... 12

3.7.2 Cross Country ..... 12

3.7.3 Right Seat Operations ..... 12

3.8 Use, Fair Access, and Scheduling..... 12

3.8.1 Approved Use..... 12

3.8.2 Fair Access Guideline(s) ..... 12

3.8.3 Scheduling Policies ..... 12

3.9 Request for and Authorization of Inactive Membership Status ..... 13

3.10 Aircraft Keys ..... 13

3.11 Member Contact and Currency Information..... 13

3.12 Use of Personal Information ..... 13

3.13 Board Approved Instructors..... 14

Section 4 Summary of Rates..... 14

4.1 Membership Fees..... 14

4.2 Member Deposits ..... 14

4.3 Monthly Dues ..... 14

4.4 Flight Costs ..... 14

4.5 Dual Instruction Fees ..... 14

4.6 Badge and Keycard Fees ..... 14

4.7 Other Costs and Fees ..... 14

Section 5 Roster of Club Officers ..... 15

5.1 Directors of the Corporation ..... 15

5.2 Appointed Officers ..... 15

5.3 Other Service Positions ..... 15

**Changes from previous version**

Date	Description of Change	Sections Affected
7/6/2018	Updated and consolidated costs and fees; Information updates for airports and airplanes; Reserve and clarify "Inactive" status section; Editorial and format changes	Various
5/25/2020	Added Piper Arrow information; Add minimum 1-year membership requirement;	1.2.5.1, 1.3.1, 3.4, 3.8.3
1/6/2021	Changes to aircraft equipment descriptions, club purpose and structure, and addition of Member Deposit and Fair Access policies	1.2.1, 1.3.1, 1.3.6.1, 3.4, 3.5.1, 3.8, 4.3, 4.7, 5.2, 5.3
11/19/2021	Update rules in relation to Arrow landings, right seat operations, and club approved instructor privileges.	1.3.1, 3.3, 3.4, 3.7.3, 3.13

## Section 1 General Information

### 1.1 Introduction to the Handbook

The purpose of this manual is to provide members of the Indian River Flying Club with a central source of information regarding the operations and procedures of the Club.

The goals that have been kept in mind during the assembly of this manual are:

- To further increase the levels of efficiency and safety at which the Club and the members operate
- To encourage growth in Club membership, and
- To help ensure the financial health and longevity of the Club.

As information and procedures are updated, changes will be made to this manual and revisions will be made available to the membership.

Suggested changes to this manual should be made in writing and sent to the Club's postal address:

Indian River Flying Club, Inc.  
P.O. Box 100053  
Palm Bay, FL 32910-0053

The Club particularly welcomes input from new members who might be able to share their experiences in aircraft ownership, partnerships, and clubs. For this reason and on a voluntary basis we periodically ask new members to tell us a little about their personal and aviation-related history.

**Each member is a shared owner of each plane, and members' active participation is crucial in keeping the club a vital, growing organization.**

Information included in this manual of an administrative or financial nature is binding upon each member by virtue of its approval and adoption by the Board of Directors and/or the membership. Regulatory information or information relating to safety of flight is for information purposes; in all cases FAA regulations, Federal, State and local laws, and prudent pilot-in-command procedures shall take precedence over information included in this manual.

#### 1.1.1 Organization of the Handbook

This handbook is divided into three major sections. Section 1 contains general information as a broad overview of the club. Section 2 contains the bylaws of the club, which are also the bylaws of the corporation (Indian River Flying Club, Inc.). Section 3 contains the Operating Rules and Procedures of the club covering day-to-day operations. Appendices contain the current roster of elected and appointed officers, membership information, current fees, and a hangar briefing checklist.

### 1.2 Corporate and Club Information

#### 1.2.1 Purpose of the Club

The purpose of the Indian River Flying Club, as stated in the Club's bylaws, is to provide access to airworthy and dependable aircraft for member pilots at a

low overall cost. The club is operated as a not-for-profit shared ownership organization; members are the airplane owners outright. Charges for flying are a direct result of covering expenses incurred and explicitly **not** for developing profit.

IRFC is not an "ATP time-building", "in-and-out for a rating", or "rental" provider. We are a not-for-profit recreational and educational club that depends on goodwill, cooperation, and long-term support of our member community. Activities that disrupt this model will be addressed on a case-by-case basis by the club's Board of Directors in the best interest of the membership at large. Our "fair access" guideline and scheduling policy (Section 3.8) provides a general framework allowing all members reasonable access to shared club resources, avoids situations that could be construed as abusive, and accommodates reasonable training objectives.

People who are new to aviation as well as those who are experienced pilots are welcome as members in the Club; student pilots as well as rated pilots are eligible to apply for membership consistent with the purposes stated above. The Board of Directors shall screen applications for membership into the Club and may deny acceptance to the club for any reason.

Club aircraft may be used for member training, pleasure or incidental to business (such as business travel) in accordance with FAA regulations and with approval of the Board of Directors. Commercial ventures using club aircraft are explicitly not allowed.

#### 1.2.2 Member Services

The Club's primary service to its members is the use of aircraft at more affordable rates than would normally be found in a non-club environment.

Several Club members are Certificated Flight Instructors and are approved to provide dual instruction to members in the Club aircraft and members are encouraged to further their aviation education. A list of approved member-instructors is available from the Membership Officer or the Chief Pilot.

The club provides a monthly invoicing service with a summary of each member's past month's flying activity and charges. This is emailed or mailed directly to the member. As the member roster of the Club grows, it is the intention of the Club to offer to its members the use of additional aircraft, pilot-training tools and services appropriate to membership size and club purpose.

#### 1.2.3 History & Corporate Structure

The Club was formed in late 1991 and registered as a Florida Corporation in 1992. In 2006 the club revised its corporate registration to a Florida Not For Profit Corporation via merger with a separate entity created by the club. The club is governed by a Board of Directors elected each year.

Each member of the club is a shareholder in the corporation. While the aircraft are held in the corporate name, members fly the aircraft as owners outright. Club

meetings are held to keep the membership informed and to conduct business of the club. Each member has one vote at each meeting.

#### 1.2.4 Financial Policies

Members are charged an initial fee and deposit upon entering the club, monthly dues to cover fixed expenses of the club such as hangar rent, insurance, aircraft mortgage, utilities, upgrades, etc., and hourly costs for time flown to cover the operating expenses of the aircraft. These fees, dues, and costs may be adjusted from time to time as described in Section 3.5 of the handbook. In addition, special assessments may be levied to meet emergencies as described in Section 2.2 of the handbook (Bylaws Article VIII).

Members are provided detailed billing monthly by the club, and bills are due upon receipt. Interest on late fees is charged per Section 2.2 of the handbook (Bylaws Article XIII) and flight privileges may be suspended for delinquent members.

#### 1.2.5 Insurance

The club maintains property damage and liability insurance to protect the club assets and provide reasonable protection to owner-members operating club aircraft. A copy of the Club's insurance policy is available upon request from the club's Vice President who carries the collateral duty of Insurance Officer. Members should review the policy in relation to their personal insurance requirements and assess their need for additional personal coverage. "Renter's" insurance is not applicable since members operating club aircraft are flying as owner-outright. In the event of an accident or incident, the Board of Directors determines a pilot's financial responsibility for the accident or incident after investigation by the Safety Board.

**Members are only covered under the club's insurance if they are medically qualified (current Medical or BasicMed), satisfy the FAA's flight review and currency requirements, and have received a check-out from and the written approval of a certificated flight instructor in the same make and model as the insured aircraft.**

##### 1.2.5.1 Additional Insurance Requirements for Arrow

The following additional pilot requirements must be met in order to obtain an Arrow checkout.

- Has a Private, Commercial, or Airline Transport Pilot Certificate;
- Has at least 100 hours of total logged flight time;
- Has at least the following logged pilot time in the same make and model as the insured aircraft prior to acting as pilot in command:
  - 10 hours if member has less than 50 hours of logged pilot time in retractable gear aircraft; or;

- 5 hours if member has 50 or more hours of logged flight time in retractable gear aircraft; or;
- 1 hour if member has 500 or more hours total logged flight time and 100 or more hours in retractable gear aircraft
- has at least 3 hours logged pilot time in the same make and model as the insured aircraft in the preceding 180 days, or has taken and passed a currency check-out in the insured aircraft, and written approval from a Certified Flight Instructor in the preceding 45 days
- has received a check-out from, and written approval of, a Certificated Flight Instructor in the same make and model as the insured aircraft.

#### 1.2.6 Aircraft Maintenance

Each aircraft is inspected as required for maintenance and airworthiness. Members may perform certain routine service of the aircraft as allowed by 14 CFR Part 43 but must coordinate any maintenance other than fluids and tire pressures with the Cognizant Maintenance Officer. All maintenance work is performed or supervised and certified by FAA licensed personnel.

#### 1.2.7 Meetings and Newsletters

Meetings of the club are held to conduct corporate business and keep the membership informed. Periodic treasurer's reports and minutes of club and Board of Directors meetings are provided to the membership via the web site. Additional data is disseminated as required via email or scheduler messages posted on the scheduling system.

#### 1.2.8 Club Officers

Elected and appointed officers of the club administer the routine business of the club. They are ultimately responsible to the membership for efficient operation of the aircraft, preservation of the club's assets, and advancing the club's purpose and goals. Election and appointment of officers occurs yearly as specified in the bylaws and operating rules.

To ensure safe flight operations, the Board appoints and oversees a Chief Pilot who functions as the Safety/Flight Operations Officer, and one or more Maintenance Officers. To encourage a growing, active roster of club members, the Board also appoints and oversees a Membership Officer. The Board may appoint additional service positions as required to assist in routine operations and special events of the club.

### 1.3 Aircraft and Operations

#### 1.3.1 Club Aircraft

The Indian River Flying Club, Inc. currently owns and operates the following aircraft:

Aircraft: **N3744Q**, 1977 Piper Archer (PA28-181), 180 hp  
 Location: Melbourne, FL (MLB), T-Hangar #45  
 Avionics: IFR Approach-approved WAAS GPS, Dual NavComs, ADS-B Out, ADS-B In (to personal EFB), Glide Slope, Marker Beacon Receiver, Electric Trim, Single-axis Autopilot with GPSS, 4 Place Intercom, 121/406 MHz ELT

Aircraft: **N183SP**, 1977 Cessna 172 Skyhawk (C172N), 160 hp with STC free-flow exhaust upgrade  
 Location: Melbourne, FL (MLB), T-Hangar #44  
 Avionics: IFR Approach-approved GPS, Dual NavComs, ADS-B Out, Glide Slope and Marker Beacon Receivers, 4 Place Intercom, 121/406 MHz ELT

Aircraft: **N94768**, 1983 Cessna 152 (C152), 108 hp  
 Location: Valkaria, FL (X59), T-Hangar #23  
 Avionics: NavCom, Mode C Transponder, 2 Place Intercom, 121/406 MHz ELT

Aircraft: **N47700**, 1978 Piper Arrow (PA28-201), 200 hp  
 Location: Valkaria FL (X59), T-Hanger #83  
 Avionics: IFR Approach-approved WAAS GPS GTN 650, G 430, Garmin 496 non-IFR, Dual NavComs, ADS-B Out, ADS-B In (to personal EFB). Glide Slope, Marker Beacon Receiver, Electric Trim, Single axis Autopilot with GPSS, 4 Place Intercom, 121/406 MHz ELT

Information concerning club checkout requirements are provided in section **Error! Reference source not found.**

Each member is required to read and become familiar with the information in the Airplane Flight Manual and its supplements or the Pilot's Operating Handbook kept in each aircraft. These documents provide weight and balance information and operating instructions for optional equipment installed in the aircraft. A member may choose to purchase his/her own POH for study at home. These can be purchased through the club at club cost.

### 1.3.2 Scheduling

All club flights must be scheduled using the automated reservation and scheduling system. The scheduling system is accessible to all members 24 hours a day via internet. The system allows a member to schedule or cancel a flight or check the availability of aircraft and review posted aircraft squawks. A member's access to the scheduling system may be suspended without notice upon delinquency of his account or other infractions.

Scheduling rules are formally documented in Section 3.8 and should be thoroughly studied by each

member to assure all members have fair and equal access to the aircraft.

### 1.3.3 Log Sheet/Squawk Sheet

A log sheet is kept in a binder in each aircraft and must be filled out for each flight. Any aircraft squawks or maintenance items should be clearly noted on the squawk sheet and brought to the attention of the Cognizant Maintenance Officer with a phone call or email. Any member detecting a non-airworthy or grounding condition should contact the Cognizant Maintenance Officer or Chief Pilot immediately, and courtesy dictates that the next scheduled member also be notified as soon as possible.

### 1.3.4 Fueling

Each member is responsible for assuring sufficient fuel and oil is on board before beginning a flight as well as leaving sufficient fuel on board so that the next member using the aircraft will be assured of adequate fuel for a nominal local flight. Formal fueling policies are provided in the Operating Rules, Section 3.6.2. Members who fuel the planes are reimbursed at the aircraft's current home base fuel rate.

Fueling at Valkaria airport is from a self-serve pump activated by credit card. The self-serve pump system will process a credit card pre-authorization that remains on the card until the final transaction is posted to the account (usually the next business day). An airport staff member may also activate the pump manually to accommodate cash payments when airport staff is on duty. Fueling must be done in accordance with airport rules. Ask your instructor, a club member, or an airport staff member for instruction in fueling using this system.

Fueling at Melbourne is done by FIT Aviation like Valkaria, paid for by the member and reimbursed at the end of the month. The club does not maintain an account at FITA no charges to the club by members are allowed. Members may taxi to FIT Aviation or call FITA on Melbourne UNICOM (122.95) or via phone (674-6501) to request fueling at the hangar. Contact the FITA Customer Service Desk for payment options; you may place a personal credit card on file or call your credit card number to Customer Service after fueling.

NOTE: IRFC members receive a fuel discount from FIT Aviation after their customer account is associated with the club by FITA Customer Service but you must do this in person. The discount is calculated into IRFC flight rates and the authorized fuel reimbursement rate.

### 1.3.5 Hangar Operations

Each member is responsible for hanging and securing the airplane, placing the pitot cover and cowling plugs on the aircraft as applicable, and locking the hangar doors. Members should familiarize themselves with these procedures during checkout. The hangar shall be locked at all times when unattended.

### 1.3.6 Operational Area

Florida's East Coast is a very active aviation area, and for the most part is very supportive of general aviation. Pilots who are new to the area should familiarize themselves with the Melbourne Class D airspace as well as procedures to transition through the Patrick Air Force Base Class D airspace and avoidance of Cape Kennedy Special Use Airspace. Our two home base airports are described below.

#### 1.3.6.1 Valkaria Airport

Valkaria Airport (X59) is a paved non-towered airfield. There are two intersecting runways, 14-32 and 10-28; runway 14-32 has runway end lighting and 4-light PAPI; 10-28 has runway end lighting only and 4-light PAPI on runway 28. CTAF/UNICOM frequency is 122.725, and a SuperUNICOM for automated condition reports shares the UNICOM frequency. Members should familiarize themselves with the airfield and all local rules.

The airport is fenced and gated. The gate can be activated using an electronic key card available from the airport manager for a nominal fee. Access to the airport is also available via a combination-padlocked gate. The combination to this gate can be obtained airport staff after receipt of a security briefing.

The club planes are located in T-hangars #23 and #83 on the NW portion of the airport. Access to T-hangar #23 is via a padlock whose combination is available following a mandatory hangar briefing. Access to T-hangar #83 is via a keyed lock, keys are available following a mandatory hangar briefing.

#### 1.3.6.2 Melbourne Airport

Melbourne Airport (MLB) is the home airport for two of IRFC's aircraft. Melbourne boasts three lighted runways varying in length from 3000' to 9500' and widths from 75' to 150' to provide a variety of flying conditions for both students and seasoned pilots. Melbourne has an FAA control tower; ILS, LOC, VOR, and GPS IFR approaches are supported through Orlando Approach Control. Melbourne's airport provides ATIS and ASOS (LAWRS) weather information. Check NOTAMs and the Airport/Facility Directory (A/FD) for the latest airport data.

Club planes are located in T-hangars #44 and 45 on the south side of the airport, southeast of the main terminal. Unrestricted access to the T-hangar area is only possible with a badge issued by the MLB airport police. Applications for a MLB badge can be obtained from a member of the Board of Directors or from the airport police department. Badges remain the property of the MLB Airport Authority and must be surrendered when leaving the club. The badge provides the user with walk-in or drive-in access and a badged member may escort guests subject to airport security rules. Vehicles driven in to the ramp area must be parked in the hangar when the airplane is in use. Access to IRFC T-hangars is via a padlock whose combination is available following a mandatory hangar briefing.

### 1.3.7 Bahamas Operations

IRFC does not prohibit operation of IRFC aircraft in the Bahamas, however, IRFC does not maintain Customs User Fee Decals or Aircraft Station Licenses for all club aircraft. All flights to the Bahamas are subject to the prior approval requirements of Section 3.7.2. Also, the pilot must possess a Restricted Radiotelephone Operator Permit or equivalent FCC license or permit.

Pre-flight planning, as always, is the pilot's responsibility. While the club maintains some assets such as life vests and survival kits, the pilot is solely responsible for assuring all required equipment and documentation is on board and that the flight can be completed in adherence with all US and Bahamas civil aviation and Customs rules. Pilots should thoroughly familiarize themselves with US and Bahamas Customs Ports of Entry for general aviation aircraft, their operating hours, fees, and requirements for prior notification of arrival. Prior notification of arrival is required at all US Ports of Entry. *There is a substantial penalty for failure to provide proper notification.* While Melbourne has a Customs facility, it is not available to the general aviation pilot without prior permission. If you wish to use Melbourne as your port of entry, contact the Melbourne Customs office several days in advance to obtain an Overflight Exemption. Overflight Exemptions can be granted for an extended period.

### 1.4 Instructor Information and Selection

The Club has a number of approved instructors on the membership list. Instructor compensation is not a part of the club's monthly invoicing service and must be arranged with and paid directly to the instructor. The Operating Rules of the club limit the maximum amount instructors may charge for dual instruction in club aircraft. During dual instruction, a student or rated pilot is flying the Club aircraft as owner outright and logs flight time under their name on the log sheet.

Club aircraft may be used for training owner-members, but the club does not have a standardized training syllabus or training schedule. The syllabus and flight training regimen must be established between the student and the flight instructor. The selection of an instructor is a major step in the flight training of a student, be it for a beginner or for adding a rating, so the student is encouraged to evaluate potential instructors critically. Look for a combination of patience, experience, personal chemistry and the ability to communicate clearly. By far the most important ingredient is a comfortable, open relationship between the student and instructor as two-way communication is vital to the learning process.

As detailed in Section 3.3, each student will receive a progress check from another club instructor prior to solo flight, and a member or student pilot may request a check flight at any time. In the interest of safety and protection of club assets, the Chief Pilot may conduct a flight with an instructor or member at any time to review flight proficiency.

## 1.5 Scheduling System Information

The club uses a scheduling service accessible via internet at [www.FlightCircle.com](http://www.FlightCircle.com). An IRFC Schedule System Administrator will set up or approve new accounts and assist members with familiarization.

## 1.6 Club Web Site

The club maintains a web site at [www.fly-irfc.com](http://www.fly-irfc.com) for certain club information and downloadable items such as the Member's Handbook, aircraft Weight and Balance information, and checkout quizzes.

## Section 2 Bylaws of the Corporation

### 2.1 General Information

The Indian River Flying Club, Inc. (IRFC) was formally established in January 1992, and was incorporated in the State of Florida to provide airworthy and dependable aircraft that could be flown by member pilots at a low overall cost. The Club continues to operate in the same manner today.

The Club is operated in accordance with well-established Bylaws and Operating rules approved by the membership, and is governed by an annually elected Board of Directors composed of a President, Vice President, Secretary and Treasurer. In addition, there are appointed positions administered by the elected Board of Directors: the Chief Pilot, the Maintenance Officer(s), and the Membership Officer. Special positions or committees such as Safety Board are appointed by the Board of Directors to further the purposes of the Club. All members have equal voting rights.

Club aircraft may be used for non-commercial purposes including incidental business travel, member training, or pleasure in accordance with the bylaws and operating procedures of the club and the approval of the Board of Directors.

### 2.2 Articles of the Bylaws

INDIAN RIVER FLYING CLUB, INC.  
Bylaws Accepted during the  
13 December 2006 merger:

#### Article I - Purpose

The purpose of the flying club is to provide for its members the means of obtaining educational, proficiency, and recreational flying time based on three major concepts.

- Low overall cost including initial membership fee, per hour flying rate, growth and improvement costs.
- Maximum flying time availability per member including scheduling flexibility.

- Equipment quality, quantity, and versatility are based upon club membership and financial growth.

#### Article II - Meetings of Members

1. Regular Business meetings of the club shall be held at least each quarter at such time as the Board of Directors shall determine.

2. Special meetings of the members may be convened by the President or at the request of any member in good standing.

3. The President, or in his absence the Vice President, or in the absence of the President and Vice President any other member of the Board of Directors, shall call the meeting of the members to order and act as the presiding officer thereof.

4. At every meeting of members, each member shall have only one vote.

5. A majority vote of the members present is necessary for the adoption of any resolution and for the election of a member to the Board of Directors.

#### Article III - Board of Directors

1. The Board of Directors (hereinafter referred to as the Board) shall consist of the President, Vice President, Secretary, Treasurer, Safety/Flight Operations Officer, Membership Officer and Maintenance Officer(s).

2. The powers, business and property of the club shall be administered by the Board.

3. Special meetings of the Board shall be called at any time on order of the President or on order of two (2) or more Directors.

4. An affirmative vote of greater than one-half of the number of Directors present shall be necessary to approve any resolution or action by the Board.

5. The Board shall cause to be kept a complete record of its resolutions and actions, and provide members a Statement of its proceedings in order that members are fully and currently apprised of the affairs and condition of the Club.

6. The Board may engage paid personnel from inside or outside the Club membership to perform such services on behalf of the Club as the Board deems appropriate and necessary.

7. The Board shall have the power and authority to promulgate and enforce all rules and regulations pertaining to the use and operation of Club property and to do and perform or cause to be done and performed any and every act which the Club may lawfully do and perform.

8. The Board shall serve without compensation.

#### Article IV - Officers

1. The Officers of the Club are the members of the Board, and shall be elected by a ballot of club members



in good standing at the last meeting of the calendar year (termed the "Annual Meeting"), and shall hold office for twelve (12) months or until their successors are elected and qualified.

## 2. Duties of Officers

a. President. This is an elected position. The President shall preside over all meetings of the Club and enforce observation of the Bylaws, call special meetings, appoint committees, sign checks, and perform such other duties as this office may require.

b. Vice President. This is an elected position. In the absence of the President, the Vice President shall perform the duties of the office of President. The Vice President shall be responsible for planning Club activities and programs for either regular or special meetings and shall serve as the primary insurance interface.

c. Secretary. This is an elected position. The Secretary shall act as both recording and corresponding secretary; keep minutes of the Club and records of all proceedings, maintain books, documents, and papers of the Club, except financial records; keep members informed of the activities of the Club; and perform such other duties connected with the operation of the Club as the Secretary may undertake at the suggestion of the President.

d. Treasurer. This is an elected position. The Treasurer shall receive and account for all money belonging to the Club; maintain records showing the name, address, home and office telephone numbers; collect membership deposits, monthly dues, charge for flying and other assessments, prepare annual financial statements; file Federal, State and Local tax returns as required; and pay all bills. The Treasurer shall bill members for each calendar month before the middle of the following month.

e. Maintenance Officer(s). Maintenance Officers are appointed, generally one for each aircraft. Maintenance Officers shall be responsible for: maintaining current information in the logbooks of the aircraft; maintaining the aircraft in proper operating condition, by or under the supervision of a properly certified aircraft and power plant mechanic; obtaining all required inspections, major overhauls, and compliance with all service bulletins for the aircraft; assuring that all papers required to be carried in the aircraft are in place and that all papers required upon completion of inspections and major repairs are executed.

f. Chief Pilot. This is an appointed position. The Chief Pilot shall be responsible for assuring that all members accomplish initial and proficiency check rides as required by the Operating Rules. The Chief Pilot will also serve as the Safety Officer and Flight Operations Officer. The Chief Pilot shall be responsible for maintaining standardized procedures among all approved CFI's with respect to initial Checkouts, Night Checkouts, Flight Reviews, and current insurance requirements.

g. Membership Officer. This is an appointed position. The membership Officer shall be responsible for; recruiting, screening and orientation of new members to the Club; obtaining signed applications and statements by new members agreeing to be bound by the Articles of Incorporation, the Bylaws and Operating Rules, etc.

3. If any office, other than that of President, becomes vacant for any reason, the President shall appoint an interim successor until such time as the members shall elect a successor from the membership who shall hold that office for the unexpired term. If the office of President becomes vacant, the Vice President shall become President.

## Article V - Safety Board

1. A Safety Board of three (3) members shall be appointed by the Board to provide a safety program for members, and upon its own initiative or at the request of any member of the Board (of Directors) investigate and report on aircraft accidents involving either a member of the Club or any equipment belonging to the Club.

2. The Safety Board shall be chaired by the Chief Pilot. If a member of the Safety Board is involved in any Accident or incident, the Board of Directors shall appoint a substitute for that member to serve on the Safety Board to investigate that particular accident or incident.

3. The Safety Board shall take all steps necessary to ascertain the facts, conditions and circumstances for any accident or incident; shall arrive at conclusions regarding the probable cause and responsibility for each accident or incident; and shall make known to the Board and to all parties involved, its findings in the form of a written report for each accident and incident.

## Article VI - Hearing

1. Upon receipt of the findings of the Safety Board the Board of Directors shall offer to all parties involved in the accident or incident the opportunity of a hearing. After the hearing, or if such hearing is waived by all the parties involved in the Accident or incident, the Board of Directors shall decide the financial responsibility. The decision of the Board shall be final.

2. The member(s) found responsible for aircraft damages shall be liable for the first \$500 in repair costs unless the damage results from a violation not covered by the insurance carried on the aircraft, in which case the members(s) responsible for the damage shall be liable for the full repair amount.

3. All financial obligations imposed on any member as a result of the decision of the Board of Directors shall be satisfied within thirty (30) days of written notice. Should a member fail to satisfy his/her financial obligations, all unsatisfied monies should be deducted from the member's current membership value, the remainder of which shall be returned to the member with cancellation of membership in the Club. If unsatisfied monies still remain after deduction of the member's

current membership value, and cancellation of his/her membership, the member shall still be responsible for payment of that amount.

### **Article VII - Membership**

1. Admission to Membership. Applicants must agree to a 1-year commitment to the club, be sponsored by a club member in good standing, and shall be admitted to provisional membership upon submitting a completed membership application and payment of the membership deposit and approval by a majority of the Board. The term "provisional membership" shall apply to all new members and shall refer to their membership status for a period of 180 calendar days or 60 hours of flight in club aircraft from the date of approval (whichever comes first). This 180 day / 60 hour period will be used by the Club to further evaluate character and aviation references and flying safety of the provisional member. The Board may, after this investigation, terminate the individual's membership with full refund of all monies less accrued charges. Should no such action be taken before the end of the provisional period, the individual's status will automatically become that of "member" without written notice.

2. Membership Deposits. The refundable amount of the deposit will be established by the membership agreement at the time the member joins.

3. Termination of Membership. Upon termination of membership, members terminated shall forfeit all right, title or interest in any funds or property on the books of the Club. Membership may be terminated as follows.

a. Upon written resignation and settlement of his/her Club account in accordance with the Operating Rules. Resignation is effective no sooner than the end of the calendar month in which the resignation is tendered.

b. Upon death of a member. The settlement of his/her Club account shall be arranged by the Board.

c. Upon a two-thirds vote of the Board for expulsion of the member for conduct contrary to the interests of the Club. Such vote shall be held as soon as possible but no sooner than five (5) days after notice in writing of the charges against the member has been delivered to the member. The settlement of his/her Club account shall be in accordance with the Operating Rules.

4. Minor as member. No person under the age of 21 shall be admitted to membership unless he/she shall first present to the Club an indemnity agreement signed by his/her parents or guardian in the presence of a Notary Public which shall read as follows:

"In consideration of my son, daughter and/or ward who is (age), being accepted for membership in the Indian River Flying Club, Inc., I hereby guarantee unconditionally his/her full and faithful performance of any and all of the obligations of membership and particularly of the payment of any membership charges, fees and assessments, and I further agree to indemnify and hold harmless the

Indian River Flying Club, Inc. for any and all damage that may be done by my son, daughter and/or ward to any equipment or property belonging to the Indian River Flying Club, Inc., or for any negligence or carelessness of my son, daughter and/or ward, including but not limited to legal expenses and costs incurred in defending claims or in enforcing this agreement."

5. Honorary Membership. Honorary membership may be awarded by the Board on a case by case basis.

6. Family Members. A parent, spouse or child of a current member in good standing with the Indian River Flying Club, Inc. is eligible for membership and pay dues at the rate of ½ the primary members as long as the family member lives in the same household as the regular current member. Should the family member not live in the same household, standard member fees, status and requirements shall apply.

7. Member Status. Each and every member shall be categorized as ACTIVE, INACTIVE, or SUSPENDED.

a. ACTIVE Status: (Full Club Privileges). An active status member is defined as a dues paying member whose uncontested account is no more than 30 days in arrears.

b. INACTIVE Flight Status: (Remains In Good Standing, Return Rights Guaranteed). An INACTIVE flight status member is defined as a member in good standing who requests and is granted by the board a suspension of his monthly financial obligations to the club for up to 3 months in any 12 month period. An inactive member is still responsible for assessments per Article VIII of the Bylaws, and his account must be up to date with no outstanding balance for any type of prior assessment. An inactive member forfeits Club voting and equipment use privileges during the inactive period.

c. SUSPENDED Status: (Club Privileges Suspended, Return Rights Not Guaranteed). A dues paying member whose uncontested account is more than 30 days in arrears. A suspended member is still responsible for assessments per Article VIII of the Bylaws, and a suspended member forfeits Club voting and equipment use privileges during the suspension period. The Board of Directors shall review the accounts of suspended members in a timely manner and may expel the member for nonpayment.

8. Returning Members: At the discretion of the Board of Directors, returning former members who left in good standing may be readmitted to the club without paying the non-refundable portion of the membership fee.

### **Article VIII - Assessments**

The Club shall be operated as a not for profit entity and have expense sharing basis. The Board shall establish and revise as necessary monthly dues and hourly rates to cover the fixed expenses and operating costs of each aircraft. The Board may also levy special

assessments not to exceed \$10 per month to meet the current expenses. New additional assessments of over \$10 per month shall require approval by a majority vote of the members present at a Meeting. The power to assess is fully within the discretion of the Board and is not to be construed as making the Members personally liable for the debts of the Club. Inactive and suspended status members are responsible for all assessments.

### **Article IX - Property**

All property owned outright, both real and personal, shall be in the Corporate name of the Club unless financing of new aircraft purchases requires all members to be co-signers of the financial obligation incurred.

In the event any financed real or personal property is purchased as approved by the membership and co-signed or guaranteed by other than full membership, those members who are named guarantors/co-signers for a particular loan shall comprise a "financial advisory board" regarding the specific property financed. This financial advisory board will be empowered by a majority vote of their board to veto any and all decisions made affecting the applicable property. The financial advisory board will only be empowered to veto decisions regarding the particular property they are personally guaranteeing. When the financial obligation is satisfied regarding the particular property, the financial advisory board will be dissolved.

### **Article X - Equity**

The excess of the Club's assets over liabilities represents the equity members have in the Club. In the event the Club is disbanded or otherwise liquidated, any equity will be distributed to the members in good standing according to the plan of dissolution adopted by the membership minus any outstanding debts they have to the Club.

### **Article XI - Amendments to Bylaws**

Bylaws may be amended by a majority of votes cast by members in good standing. Proxy votes will be accepted. The Bylaws shall not be amended unless any proposed amendment is read at the previous regular meeting and mailed to members with notice of the meeting at which the vote is to take place.

### **Article XII - Responsibility**

1. In the event of damage to any property owned by the Club, the following rules shall apply:

a. If any damages or expenses are incurred as a result of accidents or incidents to an aircraft because of recklessness, personal negligence or carelessness or while the aircraft is being operated in violation of the Federal Aviation Administration regulations, State Aviation regulations, Local Field rules or Club Operating Rules as determined or reported by the Safety Board appointed to investigate the accident or incident, the member in charge of the aircraft at the time damages or

expenses are incurred shall be responsible for damages or expenses and assume all resultant costs and expenses not otherwise covered by Club insurance.

b. In the event of damage caused by failure of equipment as established by the Safety Board, the Club shall pay all damages except as provided in the paragraph above.

c. If any damages or expenses are incurred that were not caused by failure of equipment or recklessness, personal negligence or carelessness on the part of the Club member in charge of the aircraft, or the Club property was not being operated in violation of FAA regulations, State regulations, Local Field rules, or Club operating Rules such damages or expenses shall be handled on the following basis: The Board shall decide financial responsibility for the Club member in charge of the aircraft at the time the damages or expenses were incurred in accordance with procedures outlined in Article V and Article VI of the Bylaws. Should the Board decision result in the Club assuming financial responsibility, the total cost involved less any amount reclaimed by insurance or individual member responsibility payment, shall be divided equally among the Club members.

2. Responsibility for accidents or incidents involving violations of FAA regulations, Local Field rules, or Club Operating Rules shall be fixed by the Safety Board as directed in Article V.

### **Article XIII - Finances**

#### **A. ACCOUNTING.**

The financial records of the Club shall be kept in such a fashion that the following separate categories of expenses can be identified:

1. Fixed Expenses (expenses incurred whether the aircraft flies or not)
2. Operating Expenses (result from operating the aircraft)

#### **B. CHARGES.**

Each member is responsible for the prompt payment of charges for monthly dues, hours flown, fines, cost of repairs to Club aircraft chargeable to the member, and other assessments. Failure to meet one's financial responsibilities to the Club constitutes a basis for administrative grounding, suspension, termination of membership or other administrative and/or legal action deemed necessary. Should administrative and/or legal action be necessary, the Club shall charge all fees, costs or incurred expenses to the member.

1. The MONTHLY DUES shall be set by the Board to cover the fixed expenses of the Club.

Club dues are due on the 15th day of each month. Aircraft usage charges will be due on the 15th day of the month immediately succeeding the month in which flying is done.

a. In the event that a member does not pay charges when due, the Treasurer will automatically assess a penalty charge of 1½% of the unpaid balance each month.

b. The Board may grant a member an inactive status in the event of ill health, extended travel, or other extenuating circumstances. Members will be relieved of monthly dues while in an inactive status.

2. The HOURLY RATE charged for flying an aircraft shall be set by the Board to cover the operating expenses of that aircraft. Fuel reimbursement shall be at the current aircraft home base rate unless determined otherwise by the Board of Directors.

3. NON-CHARGED FLIGHT TIME. The Club shall normally pay for ferry flights made for the purpose of ferrying aircraft to or from locations for necessary maintenance. The Maintenance Officer will determine if any maintenance flights are authorized. In the case of a member's failure to return the aircraft to the home base, the member will be charged the ferry time to reposition the aircraft to home base.

4. DEPOSIT. Each member is assessed a Membership Deposit to be held to secure final bills and the timely return of keys and club-sponsored airport badges. Upon settlement of these items, the deposit will be returned to the departing member.

5. OTHER CHARGES. Charges for landing fees, tie-downs or storage fees incurred by a member while he/she has control of the aircraft will be paid by that member unless otherwise approved by the Board.

6. DISPUTED CHARGES. Disputed charges shall be resolved by the Treasurer with the approval of the Board within 30 days after the member lodges a complaint.

### **C. EXPENDITURES**

1. The Board is authorized to spend up to \$400 per instance for equipment or supplies without prior approval of the membership.

2. The Treasurer or in his absence, the President are the only members authorized to approve petty cash expenditures.

3. No member may incur bills or expenses for the Club without approval of at least the Treasurer and another Board member.

### **Article XIV - Resignation**

A member wishing to resign from membership must provide such notice in writing to the Treasurer and return keys and club-sponsored airport badges. Resignation shall be effective at the end of the calendar month following the month in which notification of the resignation is received by the Treasurer, provided the member's account is paid in full. If the account of a resigning member is not paid in full, he/she shall continue to be assessed monthly dues and shall be subject to the monthly fine of 1½ percent of the unpaid balance.

Otherwise, the Club will return to the resigning member his/her initial deposit less debts to the club upon a new member taking the resigning member's slot.

### **Article XV - Operating Rules**

1. The Club shall establish a set of Operating Rules governing the use of aircraft, scheduling procedures, finances and charges, procedures for the payment of charges and assessments, and such other rules and operating procedures as are required for the proper operation of the Club.

2. Emergency rule. The Board shall have the right to establish and place in effect immediately any rule of an emergency nature but shall provide written notice to members of such rule prior to the next meeting of the general membership. This rule shall be subject to veto by a majority of the members present at the next Club meeting.

3. Operating Rules may be amended, added to, or deleted by a majority vote of the Board. However, all such changes, with the exception of changes in the scheduling policy of the Operating Rules, shall be subject to veto by a majority of the members present at the next regular meeting or special meeting of the Club; providing the membership has received written notice of the rule change prior to such meeting. No rule change that is subject to the veto procedure shall be placed in effect prior to such time as the membership has the opportunity to veto its adoption, except changes placed into effect under the Emergency Rule.

## **Section 3 Operating Rules**

### **3.1 General**

Club aircraft shall not be loaned or otherwise given for use to non-Club members, nor shall club aircraft be used for commercial purposes, air races, participation in air shows, towing gliders, flight instruction of nonmembers, or sport parachuting unless approved by the Board. It is the responsibility of each individual member to be sure they have complied with the Club's insurance requirements. Because these insurance requirements may change over time, it will be the Vice President's responsibility to publish the requirements any time they change.

It is the Membership Officer's responsibility to inform each new member of the current requirements.

It is the Chief Pilot's responsibility to keep the other Club-approved CFIs informed of current insurance requirements.

### **3.2 Meetings**

Meetings of the club membership shall be held at least once per quarter. The Board of Directors may set the time, place, or meeting date on a case-by-case basis provided the membership is provided sufficient notice. Such notice may be announcement at the previous

meeting, electronic or postal mailings to the members, or a message disseminated through scheduling system.

### 3.3 Aircraft Checkout

Initial checkouts will be mandatory for all new members except pre-solo student pilots. Pre-solo students must complete a phase check prior to solo flight with a club CFI who is not their primary instructor. The Chief Pilot will approve the selection of phase check instructor.

A club checkout and logbook endorsement are required for each club make and model flown (see Section 1.2.5 for insurance requirements). Additional checkout(s) may be required for night, IFR, or right seat based on instructor review of pilot experience. Checkouts shall consist of as many of the items contained in the AOPA Air Safety Foundation's "Flight Review Checklist" or FAA Practical Test Standards the club Chief Pilot or his designee determines are necessary to ascertain and certify that the member is qualified to safely operate that aircraft. A biennial flight proficiency check-ride with a club instructor is also required to maintain currency, and returning members must complete recurrency check flights prior to acting as PIC in club aircraft.

Member-instructors who wish to provide training in club aircraft shall obtain a checkout from the Chief Pilot or an instructor designated by him. The Chief Pilot will provide a recommendation to the Board of Directors for final approval of club instructors.

### 3.4 Flight Training in Club Aircraft

Persons receiving flight training in club aircraft must be members in good standing of Indian River Flying Club Inc, and use only member-CFIs approved by Indian River Flying Club Inc., or otherwise permitted by special arrangements that have been approved by the Board of Directors. During dual instruction, students are flying the aircraft as owner outright and log aircraft flight time under their own name.

Primary flight training in the Archer and Arrow is restricted for scheduling and maintenance reasons. The scheduling intent is to maximize the availability of the Archer and Arrow for cross country flights. Maintenance issues are the difficulty in thoroughly inspecting tires and brakes and the added cost of landing gear maintenance. Specific restrictions for training in the Archer and Arrow are:

- No Student Pilot solos in the Archer or Arrow
- No repetitive landings in the Archer except for the purpose of initial aircraft checkout and 90-day currency. In the case of checkouts and currency flights, repetitive landings shall be held to the absolute minimum required.
- No repetitive landings in the Arrow except for the purpose of initial aircraft checkout. Repetitive landings shall be held to the absolute minimum required.

- No touch and go or power off 180 landings in the Arrow, FULL STOP, TAXI BACK LANDINGS ONLY

### 3.5 Financial Administration

The following routine charges shall be authorized for member accounts according to their standing and activity. These charges are in addition to any special assessments levied.

#### 3.5.1 Member Deposits

In accordance with the Bylaws (Section 2.2), the Board of Directors shall set minimum membership deposits for each Member Type at a sufficient amount to cover final bills including key and badge deposits. Member deposits may be increased at the sole discretion of the Board for individual members based on payment and/or flight history and may be revisited periodically at the request of the member.

#### 3.5.2 Standard Membership Fees and Dues

A non-refundable Membership Fee and a refundable deposit are assessed to each new member at the time they join the club. The amount of the non-refundable membership fee and the refundable deposit are determined by the membership agreement in effect at the time they join.

Upon acceptance as a standard member, a member shall be charged a monthly fixed fee ("dues"). This is designed to cover the fixed expenses of the club operations (hangar rent, insurance, aircraft mortgage, utilities, upgrades, etc.).

The membership fee, its refundable portion, and dues and assessments may be changed as determined by the Board of Directors.

#### 3.5.3 Family Membership Fees and Dues

A reduced non-refundable Family Membership fee applies for each additional membership for immediate family members sharing a household (i.e., "under the same roof") with a standard member. The membership fee is determined by the membership agreement at the time they join.

Upon acceptance as a Family Member and for as long as a family member shares a household with a standard member, the family member shall be charged monthly dues at a reduced rate of the standard member dues amount and as determined by the Board of Directors. Assessments are generally not divided by half for family members.

#### 3.5.4 Hourly Flight Costs

Hourly costs for operation of the aircraft are billable to the member and are revised as necessary to track fuel and other operating cost changes. Costs are published via meeting minutes, schedule system bulletin board messages, or email. All hourly flight costs are based on Hobbs hours. These hourly amounts are charged to cover aircraft operating expenses such as fuel and oil, maintenance, and reserves for engine overhaul. The

Board of Directors may modify hourly fees as necessary to meet hourly operating expenses of the aircraft.

### 3.5.5 Reimbursements

As specified in Article XIII of the Bylaws, fuel reimbursement shall be made at the aircraft's home base rate and includes applicable discounts as arranged by the club. Spare oil is provided in the hangar and shall be carried for use on long cross country flights. General guidance for reimbursement of other expenses is provided below.

Reasonable and actual expenses for emergency maintenance, if approved by a club officer, shall be reimbursed by the club. Members should make all reasonable efforts to coordinate repairs with the club prior to committing for services.

Incidental expenses such as routine ramp fees or tie-down or transportation and lodging in the event of weather or maintenance delays shall be borne by the member. The guiding principal is that each member flies the aircraft as owner-outright and accepts certain risks when flying outside of the local operating area.

### 3.5.6 Minimum Charges for Extended Reservations

A minimum charge of 2 hours per 24-hour day will be charged to the member for extended reservations. Carry-over of charged time not flown is allowed. In the event of unforecast weather or other extenuating circumstances, the Board of Directors shall have the sole discretion for waivers to this rule. This is our Safety First policy intended to encourage members to plan adequately and always avoid the risks of flying in marginal conditions.

### 3.5.7 Payments and Late Fees

A monthly statement is mailed to each member and is payable upon receipt. Late fees and interest consistent with state law and the Bylaws shall be charged to accounts that are overdue and are applicable to the account balance remaining at the end of the month in which late charges apply.

### 3.5.8 Dual Instruction Rates

Since only club-approved instructors may provide dual instruction in club aircraft, the club limits the maximum amount instructors may charge for dual instruction. Deviations from this policy should be brought to the attention of the Board of Directors.

## 3.6 Upkeep

Club aircraft will be kept in a clean, orderly, and serviceable fashion and it is the responsibility of all members to assure this state is maintained. The Board may sanction individual members if a pattern of abuse is detected. Sanctions may include but are not limited to administrative grounding.

### 3.6.1 Cleaning

The club regularly hires a professional detailer to clean the plane and hangar and also schedules waxing as needed.

After each flight members are required to clean and wipe down all aircraft leading edges to remove bugs. This should be done using shop towels and automotive spray wax or water. Solvents, abrasives or harsh cleaning sprays should never be used.

### 3.6.2 Fueling

It is each pilot's responsibility as a preflight action to assure sufficient fuel is on board to meet trip or first-leg requirements with reserve. A dip tube is provided in each aircraft for use in physically verifying fuel levels.

Fueling after each flight is not necessarily required, but members are required to measure and record fuel levels in the flight log after each flight. Members shall refuel aircraft as required to meet the following useable fuel-on-board amounts when the plane is hangared: 25 gallons minimum for N3744Q; 20 gallons minimum for N183SP; N47700 shall be hangared with between 30 and 50 gallons; N94768 shall be hangared with between 10 and 15 gallons of fuel for gross weight control. Pilots are advised that since the aircraft may have as few as 10 gallons the aircraft should be fueled to pilot spec before flight.

If extenuating conditions prevent fueling an airplane to required minimums after a flight (e.g., FIT closed, X59 pump inop, active thunderstorm, etc.) the fuel on board amount shall be entered with a brief margin note as to why the airplane was not fueled.

### 3.6.3 Oil Levels and Oil Changes

It is each pilot's responsibility as a pre-flight action to assure proper engine oil levels before each flight and at each stop for extended flights, and that the engine oil is not overdue for change. Members shall record the Oil Change Due time in the space provided in the flight log and notify the cognizant Maintenance Officer when an oil change is within 5 hours of being due.

Members may complete a trip in progress when an oil change is due except that any aircraft shall be grounded from further flight once the oil change becomes 10 hours overdue. Failure to adhere to the grounding limit at ten (10) hours overdue for oil change will result in a minimum \$25 fine to the member.

Maintenance Officers are responsible for arranging or coordinating oil changes. Club members who have been properly trained may change engine oil and filter in accordance with 14 CFR Part 43 as approved by the cognizant Maintenance Officer.

### 3.6.4 Other Maintenance

Safety is the club's foremost concern. Any maintenance required shall be promptly brought to the cognizant Maintenance Officer's attention. When a suspected maintenance item raises doubt about safety

of flight or preservation of the aircraft, the member discovering the item shall placard the aircraft in addition to notifying the Maintenance Officer. Club members may perform certain limited or routine service in accordance with 14 CFR Part 43 when coordinated by a Maintenance Officer. All other maintenance work shall be performed or supervised and certified by FAA licensed personnel.

### 3.7 Approved Flight Protocol

#### 3.7.1 General

1. Reckless or careless operation, violation of bylaws or operating rules or violation of FARs will result in sanction by The Board to include suspension, grounding, or termination.

2. Aircraft shall be properly leaned for all cruise flight (see the applicable POH and *Textron Lycoming Service Instruction 1094D*). This operating rule is intended to provide proper fuel economy and maximize spark plug life.

3. Maximum continuous power for cruise flight is 65% as determined by the applicable POH. This limitation is intended to for operating efficiency and to maximize engine life (see *Textron Lycoming Service Instruction 1094D*). Determination of cruise power settings based on altitude is part of pre-flight planning. Failure to lean the mixture and observe this limitation may result in a fuel surcharge for the flight. The following excerpts from Figure 5-7 of the C172N POH are sample guidelines for the C172. **Refer to the applicable POH for actual power settings:**

Pres Alt (ft)	RPM	Standard Temperature		
		% BHP	KTAS	GPH
2000	2400	67	111	7.5
4000	2400	64	110	7.1
6000	2500	67	115	7.6
8000	2500	64	114	7.2

4. Each member shall return the aircraft to its home base and refuel as required at the end of their scheduled time. If this is not possible due to extenuating circumstances, the member operating the aircraft away from home base is responsible to return the aircraft to home base as soon as the circumstances are resolved. This requirement is consistent with the policy that members are flying as owner-outright and accept certain risks when traveling outside the club's normal flying area. A Schedule Administrator or another club officer is to be contacted as soon as it is known that return to home base will not occur as planned.

#### 3.7.2 Cross Country

1. See Section 3.7.1 for leaning and max cruise power setting rules.

2. See Sections 3.5.5 and 3.8 for flight time minimums and scheduling.

3. Out of state cross-country flights must be approved by the Chief Pilot or in his/her absence, the

club President. Flight plan detail shall be provided to the Chief Pilot or the President at the time of scheduling in the event of a planned RON (remain overnight) or scheduled flight greater than 3 days in duration. Cross-country flights projected to exceed the member's deposit may require an additional deposit or pre-payment for the flight.

4. Extended over water flights must be approved by the Chief Pilot. In addition, all required equipment (i.e. Flotation devices) must be on board for extended over-water operation.

#### 3.7.3 Right Seat Operations

1. Members shall not operate club aircraft from the right seat unless the member possesses a logbook endorsement from a Board-approved instructor certifying proficiency in such operation.

2. Except for Board-approved Instrument Instructors, Members shall not manipulate controls or act as PIC from the right seat in less than VMC.

3. Members acting as Safety Observer may only manipulate the controls of a club aircraft above 1,000' AGL and only for the period necessary for the pilot flying to set or remove a view limiting device.

### 3.8 Use, Fair Access, and Scheduling

#### 3.8.1 Approved Use

This policy, stated elsewhere, is repeated here for emphasis. IFRC aircraft are for member-as-PIC use for pleasure and member training with limited incidental use consistent with FAA regulations and IRFC policies. Commercial use is expressly disallowed.

#### 3.8.2 Fair Access Guideline(s)

Except for planned exceptional events such as long cross-country flights for vacations, average flying activities up to 4 hours per week are consistent with club expectations.

When training for a rating requires more intensive training time for periods exceeding one month, the member's flight instructor-member will provide periodic reports to the Chief Pilot and Board of Directors to advise progress and set expectations for the following month.

#### 3.8.3 Scheduling Policies

1. All flights of Club aircraft must be scheduled through the club scheduling system. Flight reservations are accepted on a first come, first served basis. Exceptions to the policies below must be pre-approved by the Board.

a. Members may schedule club aircraft for periods not to exceed consecutive 7 days.

b. Members may not schedule more than one full weekend in a 30-day period.

c. Members may not have more than five (5) outstanding future schedules at any time.

d. Multi-day and cross-country flights should normally be given priority over scheduled local or training flights in the Arrow.

2. Overscheduling, or scheduling large blocks for convenience in excess of the planned usage time is expressly discouraged. Other than legitimate delays in route, members are expected to utilize the schedule time reserved.

3. Reservations posted on the scheduling system shall be updated or cancelled for all flight cancellations not due to inclement weather. These schedule updates shall be posted not later than 1 hour prior to proposed departure time.

4. If a scheduled flight block is for 4 hours or less and the pilot of the scheduled flight has not arrived at the aircraft within thirty minutes of the scheduled time, the aircraft may be taken over by another member provided scheduling is checked for the latest updated information such as a rescheduled departure time.

If a scheduled block is for more than four hours, a two-hour late forfeiture time period will be used, provided the procedure above is followed, and the scheduled pilot has been contacted or an attempt to contact him/her has been made using contact information provided on the club scheduler.

5. If a member displays a pattern of failure to show for scheduled flight time that member may be sanctioned by the Board in the manner of a minimum time charge equal to the time scheduled or suspension of flight privileges for a specified amount of time.

6. Mandatory hours will be charged anytime the aircraft is scheduled for 24 consecutive hours or more at the rate of 2 hours minimum per day. In those cases where flight cannot be executed due to weather conditions, unforeseen grounding of aircraft for maintenance purposes, or other reasons beyond the control of the member scheduling the aircraft, the Board shall have sole discretion in waiving minimum charges for the period the circumstances exist.

7. When an aircraft cannot be returned as scheduled, the pilot shall immediately notify the scheduler or one of the Club officers by telephone to indicate why the aircraft cannot be returned, when it will be returned, and provide a telephone number where the pilot can be contacted. If the return flight is further delayed, the pilot shall provide a Club officer a revised time for return of the aircraft. The pilot will also be responsible for contacting directly or indirectly through the Club officer notified any other pilots whose scheduled flights may be affected by the delay. If such notification is not made, the pilot may be fined at the discretion of the Board.

### 3.9 Request for and Authorization of Inactive Membership Status

Article VII of the bylaws provides for Inactive status for members at the discretion of the Board of Directors; however, Inactive Membership status for member

convenience is not consistent with a shared ownership operation. In general, these provisions are only applied in unusual situations beyond a member's control such as deployed military reserve members. Club members who wish to suspend their dues during periods of inactivity are generally required to resign from the club and rejoin at a later time.

### 3.10 Aircraft Keys

Members or instructors are NOT to make duplicate aircraft keys for any reason. Aircraft keys are issued by representatives of the Membership Committee or a Maintenance Officer to members following their check flight and a hangar orientation. In the event of loss, the club will issue replacement keys and may charge a fee for cost recovery. The club provides duplicates made from an original or suitable master key. "Second generation" keys may not work properly and may damage our locks.

### 3.11 Member Contact and Currency Information

Members are responsible for providing current and accurate personal information to the club for a variety of reasons including monitoring pilot currency, notification of club meetings and activities or aircraft down time, and mailing of monthly statements. Information retained in the billing system is the master record. Each member shall review personal information provided in their monthly statement and advise the Treasurer in writing of any changes. Email notification is acceptable. The Treasurer will be responsible for updating Pilot Currency Information in the scheduling system.

90-day solo endorsement information for Student pilots must be communicated to the Treasurer by the cognizant Flight Instructor.

**Failure to provide current Flight Review and Medical Certificate information may result in a member being locked out of the scheduler.**

Members should also periodically review and update phone number and email information in their scheduling system account as there is no link between the billing and scheduling systems other than manual input. Members requiring assistance in this should contact a scheduling system administrator (see Appendix 1).

The scheduler also provides for members to post Emergency Contact information in their pilot profile. Members are strongly encouraged to keep this information up to date.

Personal information provided to the club shall be used for official club business only. Accommodation will be made for members wishing to provide unlisted phone numbers to the club. The Treasurer will act as the contact point for members wishing this consideration.



### 3.12 Use of Personal Information

Personal information held by the club is for private non-commercial use only. Disclosure to 3<sup>rd</sup> parties for other than official club business is prohibited.

Mass email and schedule message facilities are intended for communications related to club activities or items of general interest to the club members. Discretionary use of these facilities for personal use is permitted where the information may benefit the club or contribute to the club's sense of community. Examples of proper use include but are not limited to: ride- or flight-sharing; aviation-related personal items for sale; free-cycling.

### 3.13 Board Approved Instructors

Club-approved instructors must possess a separate board authorization for each of the following privileges (as applicable):

- Airplane Instruction
- Instrument Instruction
- Administration of New Member checkouts

## Section 4 Summary of Rates

Information provided here is current as of the revision date of this Handbook but any rate may be changed by the IRFC Board of Directors or other competent authority without notice.

### 4.1 Membership Fees

Membership fees must be paid at time of application. In the event that an application is denied, the membership fee less the cost of the member's background check will be refunded. Membership fees are not otherwise refundable.

The membership fee for a regular member is \$175.00. The membership fee for a Family Member is \$100.00.

### 4.2 Member Deposits

Member deposits must be paid before a member's acceptance is final, therefore applicants are encouraged to pay deposits at time of application. Deposits are refundable when a member resigns from the club and all outstanding balances are settled.

The Board of Directors sets the amount of member deposits and may levy additional deposit requirements on members due to high flight activity and/or poor payment history. Increased deposits will be reviewed periodically and adjusted as warranted.

The normal member deposit for a Regular Member is \$750.00. The member deposit for a Family Member is \$0.00; however, the sponsoring Regular Member is responsible for unpaid bills.

### 4.3 Monthly Dues

Dues amounts are set by the Board of Directors, billed in advance, and payable when billed. Family Members pay an abated rate as long as they are shared household members with a Regular Member.

Monthly dues rates are \$70.00 per month for Regular Members and \$35.00 per month for Family Members. Monthly Dues may be changed by the Board of Directors with no less than 30-day's notice to members.

### 4.4 Flight Costs

Flight costs are based on hourly operating costs of the airplanes and are therefore heavily dependent on fuel prices. The Board of Directors periodically reviews operating costs including, maintenance, reserves for engine overhauls, and planned capital upgrades to set base flight rates. These rates are further adjusted in near-real time to account for changes in fuel prices, are included in monthly statements, and published in the monthly Treasurer's Report.

### 4.5 Dual Instruction Fees

The club is a shared ownership corporation and not a flight school. The club authorizes instructor-members to provide flight instruction in club aircraft to other members, but this is a third-party arrangement between student and instructor. Since only instructor-members may provide flight instruction in club airplanes, the Board sets maximum hourly rates an instructor may charge. At the current time, the authorized maximum is \$50 per hour for non-instrument flight instruction, and \$55 per hour for instrument instruction due to CFII being an additional rating.

### 4.6 Badge and Keycard Fees

Fees for airport security identification badge applications and badge renewals at KMLB are \$75.00 for new badges and \$35.00 for renewals every two years. The fee for a non-returned badge is \$100.00. These fees are set by the Airport Authority and billed to the club. The club will bill the member at actual rate.

Keycards for entry into Valkaria Airport (X59) are issued by the airport staff with a fee of \$10.00. This fee is set by the airport and payable in cash or check when the keycard is issued. X59 keycards are access keys and not identification badges; they are issued without expiration dates.

### 4.7 Other Costs and Fees

1. Fees and interest on late payments are 1.5% of the unpaid and overdue balance at the end of each month.

## Section 5 Roster of Club Officers

Directors of the Corporation are elected annually and the Board of Directors appoints Club Officers and persons to fill various service positions. Directors and Officers for the 2018 operating year are listed below.

### 5.1 Directors of the Corporation

President:	Jeremy Kazmierczak
Vice President:	Vince Ryan
Secretary:	Jon Vadney
Treasurer:	Dan Beard

### 5.2 Appointed Officers

Chief Pilot and Safety Officer:	Jon McNeilly
Maintenance Officers:	
N183SP:	Jon McNeilly
N94768:	Jeff Bell
N3744Q:	Tom Brandon
N47700:	Jonathan Parker
Membership Officer:	Tanya Kuelbs
Media Officer:	Tanya Kuelbs

### 5.3 Other Service Positions

Scheduling System Administrator:	Dan Beard
Assistant Scheduling System Administrator:	Jon Vadney
GPS Database Administrator:	Jeremy Kazmierczak
Web Site Administrator:	Tanya Kuelbs

## Appendix 1: IRFC Hangar Briefing Checklist

Briefers should provide a copy of this briefing checklist to the member and use it during the hangar briefing.

### **Administrative:**

- Member's Handbook: You are responsible for knowing and adhering to all published rules
- POHs available at cost through the club. Don't remove the Flight Manual from the airplane
- Scheduling rules
  - Schedule what you plan to fly, fly what you schedule
  - Cancel promptly when a flight is cancelled or you return early
  - Review other scheduling rules in the Membership Handbook (Section 3.8) at your leisure
- Hangar combinations
- Log sheet completion
  - Left side pre flight, right side post flight
  - Verify that the previous pilot's end time equals your start time. Correct previous line if obvious mistake or leave a blank line if the gap is large.
  - Oil level logged is at preflight before adding oil
  - Oil change due time: 10 hours overfly and no more (\$25 fine)-- even on cross country
  - Always enter fuel gallons purchased. Don't write in the "Fuel \$\$" block unless paying home base rate
  - Fuel reimbursement at home rate for that airplane
  - Hobbs meter turns quickly- always round up if the meter is turning, and close out your flight log at the hangar, not at the fuel pump

### **Operations:**

- Emphasize use of checklists and a thorough preflight inspection
- Hangar doors
  - Always open them ALL THE WAY before moving aircraft
  - Close and lock the hangar while you are away
- Hangaring and Dehangaring the airplane
  - Use a tow bar to move the airplane-- don't push down on the tail. It can dent or wrinkle the sheet metal skin and overstress the horizontal stabilizer attach points.
  - Connect the tow bar above the wheel, not on the axle
  - Check wingtip and tail clearance during movement
    - Don't turn the airplane until the tail is well clear of walls and doors
    - Push straight into the hangar or pull back out to realign-- don't let the tail swing into walls and doors. KEEP THE MAIN WHEELS ON THE GUIDE LINE AND ROLL STRAIGHT IN.
  - Never "prop wash" a hangar, a hangar door, or another aircraft
    - Pull the airplane out parallel to the taxi line prior to start
    - Stop parallel to the taxi line for shutdown and use the tow bar to turn the airplane
- Noise abatement procedures:
  - Downwind over Sarno Road at Melbourne for 9L/27R
- Dash/Glare shield is not a shelf. No metal objects to be placed on dash
- Life vests in the locker at MLB for over water flights. Use in club aircraft only and return them to the locker promptly. Time in the plane equals greater physical and UV damage
- Lean the mixture properly, and always lean for cruise
- 65% max continuous power for cruise flight. Fuel surcharges apply for excessive fuel used during flight.

**Servicing the A/C:**

- Windshield cleanliness is a safety issue. Consider possible low sun angles for your flight; clean properly but only as necessary. Do not use paper towels from the restroom as cleaners—they can scratch the plastic. Use the white lint-free wipes and spray plastic cleaner/conditioner
- Oil levels
  - Don't overfill — between 6 to 7 qts is preferred for PA28, 5 to 6 qts for C172, 5 ½ to 6 qts for C152, 5.5 to 6 qts for PA28R. Adding half quarts is allowed and encouraged
  - Use a funnel or valved oil bottle spout
  - Don't over tighten the dipstick. Finger tight is all that is required
- Oil change due times
  - If due or due soon, call the cognizant maintenance officer
  - Members may change the oil if trained and approved by the Maintenance Officer
- Tire pressures: We use 6-ply tires-- pump to 45 psi, not POH value
- Fueling procedures
  - 'Stick' the tank after each flight. For the PA28, C172, must fuel if less than the following minimums: C172, greater than 20 gallons; PA28, greater than 25 gallons
  - For the PA28R, refuel to between 30 and 50 gallons after each flight.
  - For the C152, refuel to between 10 and 15 gallons after each flight.
  - Fuel reimbursement is at the airplane 'home base' rate— inform Treasurer if fuel costs have changed
  - Valkaria procedures
    - Most major credit cards, airport staff can take cash if attended
    - Preauthorization amount is \$300, released when final transaction is posted
    - No one in airplane during fueling and no non-participants within 50' of fueling operation
    - Brief pump procedures. Pump is on a timer
  - Melbourne procedures
    - Make a personal visit to FIT Aviation to be sure your account is associated with IRFC or you will not receive the club discount
    - Taxi to or call FIT, 674-6501 or 122.95 UNICOM
    - Cash or credit card - no charges to club
    - You may put a credit card number on file at FIT for convenience
- Clean and wipe down all leading edges to remove bugs after each flight. Use spray detailing wax or water and a blue towel. Do not use windshield wipes for the wings or for oil rags

**Maintenance:**

- Maintenance Officers: Tom Brandon, N3744Q; Jeff Bell, N94768; Jon McNeilly, N183SP; Jonathan Parker, N47700
- Read the squawk sheet before flight
- If a squawk is detected:
  - Enter it in the log
  - Call the cognizant Maintenance Officer
  - If it's a "grounding" squawk, call the next pilot (or next several) and put a message on the Scheduling System

**Facilities:**

- Rest Room locations
- Self-brief weather terminals available at FIT

**Security:**

- Airport Badges remain the property of the Airport Authority
  - Give MLB application, explain badge procedure (Warning: up to \$100 charge for lost badge)
  - Valkaria access cards
- Drive gate at Melbourne: You must stop clear of the gate and wait for it to fully close behind you. No tailgating—each vehicle must activate the gate separately