

# Operating Rules of Las Cruces Aviators

As of August 23, 2020

## A - Club General Rules

1. All Members are required to conduct themselves in a manner that is a credit to the Las Cruces Aviators ("Club").
2. It is each Member's responsibility to be familiar with, observe, and comply with:
  - a. Regulations of the Federal Aviation Agency (the "FARs")
  - b. Regulations of the airport being used
  - c. Regulations or directives of any governing agency
  - d. Club By-Laws
  - e. Operating Rules
  - f. Member Handbook
  - g. other governing document approved by the Board of Directors
  - h. amendments and modifications distributed to all Members via e-mail, posted on the website, or otherwise circulated to all Members in a means approved by the Club's Board of Directors.
3. Failure to comply with any of the regulations, documents, amendments, rules, handbooks, or other governing document of the Club may result in in action against a Member by the Board of Directors. Requests for deviation from any rule, process or procedure should be presented in writing or by email to the Club President (or, if unavailable, another officer of the Club or Board Member), who will in turn present the request to the Board of Directors for decision.
4. The Operating Rules may be changed by a majority vote of the Board of Directors, and unless otherwise provided for in the Bylaws, may be effective immediately upon notice to Members by email, mail, posting on website, posting at Club facility/Hangar, posting in the aircraft, or otherwise circulated as approved by the Board of Directors.
5. All Members will keep the Club updated on information that has changed from what was provided on the application. This includes but is not limited to the following: BFR and medical due dates, loss of medical, moving violation charges, aircraft accidents or incidents, etc. Additionally, members will provide information requested for insurance purposes or other governing agency's purpose upon request. Said updates are to be provided to the President, Secretary or Member of the Board.

## **B – Aircraft Use Rules**

1. Aircraft provided by the Club are for the exclusive use of its Members and their passengers.
2. Members may not use the Club aircraft for any commercial operation or personal gain.
3. Members may only use Club aircraft for personal transportation, recreation, currency, or flight training from an instructor authorized by the Board of Directors. Members may use a Club aircraft to take an FAA required check ride from an FAA examiner or designated FAA examiner.
4. Only qualified Club Members, FAA designated examiners, and Club approved Certified Flight Instructors are authorized to pilot Club Aircraft. A Member's guest may NOT pilot the Aircraft under any circumstances.
5. Only Certified Flight Instructors approved by the Club are authorized to give Proficiency and Currency Check Rides in Club aircraft. See Member Handbook for additional information.
6. Certified Flight Instructors approved by the Club are not employees of the Club.
7. The Club does not provide flight instruction. The Club shall maintain a list of approved flight instructors. A Member shall choose an instructor from the list for: flight training, Club Proficiency Check Rides, flight reviews, and other training needs.
8. Club aircraft may be flown solo only by individuals who satisfy the FAA requirements and regulations to do so and who have also been approved by a Club CFI.

## **C - Hobbs and Tach Time – Recording Time**

1. All flight time will be reported from the Hobbs meter before and after every flight and will be used for the basis of charging Flying Fees to the Member (see Member Handbook for additional information).
2. Discrepancies shall be noted when the aircraft is checked out or checked in and brought to the attention of the President or a Board Member.
3. If the Hobbs meter is inoperative, flight time shall be estimated as tachometer time X 1.2.
4. The tachometer time shall be used as the basis for maintenance

## **D – Scheduling**

1. To schedule a Club aircraft, the pilot must be a Flying Member in good standing as defined in the Club's Bylaws in Article # 3.2.
2. Prior to operating a Club aircraft, a Member must request a reservation and receive a confirmation. Reservations shall be made directly by the Member via the web-based scheduling tool.
3. If the aircraft cannot be returned at the time stated in the schedule, Members are expected to make every attempt to contact any Member so disadvantaged, a Board Member or the President.
4. If a Member is unable to keep a reservation or arrives back early from a flight, the schedule should be updated to allow the aircraft to be used by other Members.
5. Repeated failures to cancel a reservation that will not be used, may result in charges to that Member, as others may have been prohibited from using the aircraft.
6. Same day exception: If an aircraft is available for the current day, a Member may schedule it for that day only without jeopardizing any future schedules or subject to the reservation limits.
7. Use of stand-by schedule: All Members are encouraged to submit standby reservations. In the case of a cancelled flight, they will be notified of the aircraft's availability.
8. Multi-day "local" trips with limited hours planned are discouraged. The Club will work with the Member to ferry the plane back during the time the plane would not be used.
9. Reserving a plane for multiple days in order to ensure "as-needed" availability will not be permitted.
10. A Member who utilizes Club aircraft to the extent that they impeded another Member's ability to utilize the aircraft, may have a maximum flight time limit imposed and may have scheduling limitations applied, at the discretion of the Board of Directors.

## **E - Delay in Returning Aircraft**

1. If a weather delay occurs that prevents an aircraft from being returned as planned. the minimum hourly charge will be waived upon notification to the Treasurer. Such notification should occur within 48 hours of returning from any such flight that a weather delay occurred. Do not fly in weather that exceeds the capability of the aircraft or the pilot, and do not violate any regulations.
2. If a Club aircraft becomes stranded due to weather, maintenance or other issues, please contact the President or Board Member to discuss the situation and determine a resolution.

## **F – Notice Requirements and Reservation limitations**

### Definitions:

- “Holidays” are defined as: New Year’s Day, Martin Luther King Jr. Day, Presidents Day, Memorial Day, Independence Day, Labor Day, Columbus Day, Veterans Day, Thanksgiving (and the following Friday), and Christmas Day.
  - “Weekend” is defined as: Saturday and/or Sunday.
  - “Weekday” is any day not defined as Holiday or Weekend.
1. Notice Requirements: To make a reservation for a flight planned to be extended over 48 hours, the Member will need prior permission from the President. If the President is not available, then permission may be obtained from one of the Board members.
  2. Weekend and holiday reservations: Only one (1) pending reservation that includes a weekend day or holiday is permitted at any given time. A second reservation that includes a weekend day or holiday may be entered only after the first weekend day or holiday reservation has been flown or cancelled. A single reservation means any reservation of any length of time.
  3. Weekday reservations: Only three (3) reservations that include a weekday are permitted at any given time. A fourth reservation that includes a weekday may be entered only after the first weekday of the reservation has been flown or cancelled. A single reservation means any reservation of any length of time.

## **G - Flight Minimum Charges**

Any flight reservation that exceeds twenty-four (24) hours in duration will be subject to the following daily minimum charges:

- A flight that spans past midnight of Friday, Saturday or Sunday will be subject to a minimum of (3) three hours of flight time per day.
- A flight that spans past midnight on the day before or the day of a listed holiday will be subject to a minimum of (3) three hours of flight time per day.
- All other days that spans past midnight will be subject to a minimum of (2) two hours of flight time per day.

## H - Reimbursable Expenses – Expense Reimbursement Form

Members may incur expenses that can be reimbursed by the Club. Examples of such expenses: purchase of office supplies, refreshments for a Club meeting, parts, etc. These expenses should be authorized by a Board Member prior to the purchase whenever possible.

Fuel or oil purchased at another FBO when traveling and approved aircraft services or repairs also require the Expense Reimbursement Form to be completed.

1. Any expense to be reimbursed must be submitted on the Expense Reimbursement Form and must contain a receipt that adequately describes the item being reimbursed.
2. All reimbursements must contain a board member's approval.
3. All reimbursement requests must occur within thirty (30) days of such occurrence (and preferably sooner). To keep operating costs as low as possible, be price sensitive when selecting an FBO to purchase fuel, oil, etc.

**NOTE: Reimbursement will not cover landing fees, tie down costs or other FBO or airport-imposed fees. The Club will only reimburse the costs for fuel and oil when visiting other FBOs.**

## I - Amendments

These Operating Rules may be amended at any regular or special meeting of the Board.

A majority vote of the Board at any such meeting shall be required to adopt any proposed amendment.

I, Daniel Haverporth, President of the Las Cruces Aviators, certify that these Operating Rules were approved by a majority vote of the Board of Directors on the following date:

August \_\_\_\_\_, 2020

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Daniel Haverporth, President, Las Cruces Aviators