

**LAKES REGION FLYING CLUB, INC.  
LACONIA AIRPORT  
GILFORD, NEW HAMPSHIRE**

**FLIGHT OPERATION RULES FOR CLUB-OWNED AIRPLANES**

(As revised and amended January 13, 2004)

**I. LIMITATIONS**

- A. Members shall conform to Federal Air Regulations, New Hampshire Aeronautical Regulations, Laconia Airport Rules, and Club By-Laws as they pertain to flight operations.
- B. Buzzing, low flight (below 500 feet AGL) and aerobatics are strictly prohibited. Aircraft shall be operated within limits as outlined in the aircraft information manual.
- C. The airplane engine shall not be started without a competent operator at the controls.
- D. The airplane shall be operated only from officially designated airports as listed in the current Airman's Information Manual.
- E. Flights to foreign countries shall have prior authorization by the Operations Officer.
- F. No Club member shall loan or rent the airplane to a non-member.
- G. The airplane shall be inspected and maintained in accordance with Federal Air Regulations. No flight shall be authorized until the inspection and/or maintenance is completed and proper entries made in the aircraft and engine logbooks.
- H. Any member observed to be operating club aircraft not within the FAA Practical Test Standards shall immediately be reported to the Operations Officer or a Director. Club member's actions will then be reviewed by the Board of Directors and appropriate measures taken.
- I. Club aircraft will not be flown when surface winds exceed a steady 25 knots or are gusting to 30 knots or exceed the aircraft manufacturer's demonstrated crosswind component.
- J. There will be NO smoking in club aircraft.
- K. If an off-airport emergency landing is made the aircraft will not be moved without the knowledge of the Operations Officer or a Director.

L. Simulated forced landings will not be practiced without an acceptable Club Flight Instructor onboard.

M. IFR Operations Limitations:

a. Prior to flight, the airplane, instruments, equipment and radios shall be in accordance with FAR requirements for instrument flight.

b. The airplane shall not be flown into known areas of icing and thunderstorms.

N. Landings should all be to a full stop. "Touch & Go" landings are not allowed in club aircraft. (Added 12/11/03)

## II. **ELIGIBILITY**

A. Prior to flying the airplane as pilot-in-command, each member shall:

a. Hold a current FAA pilot's certificate, Airplane Category, Single Engine Land Rating, a current FAA medical certificate and a current NH Airman's certificate.

b. Have, within the preceding 24 months, met the requirements of FAR 61.56 with proper endorsement in his pilot's logbook (flight review and/or higher rating or proficiency check).

c. New members shall be required to demonstrate flight proficiency in the Club airplane to a Certified Flight Instructor acceptable to the Board of Directors as recommended by the Operations Officer. Prior to Pilot-in-Command flight in the Club airplane, currency requirements, credential check and logbook endorsements shall be reviewed and approved by the Operations Officer.

B. The Club airplane shall not be flown by persons other than members except:

a. Non-member Certified Flight Instructors when giving flight instruction to members.

b. Non-member Designated Flight Examiners and FAA Inspectors in connection with flight tests for members.

C. Recent Experience Requirements (FAR 61.57):

- a. Each pilot member who has not flown the Club airplane as sole operator of the controls for an entire flight within the preceding 90 days shall, before acting as Pilot-in-Command in the Club airplane, make three (3) take-offs and three (3) landings prior to carrying passengers.
- b. Night Flying: Each pilot member who has not qualified for night flight and wishes to do so, may make arrangements with the Operations Officer for a night check-out in the club aircraft. Each pilot member who has been qualified for night operations is reminded of the recent experience requirement of the FARs prior to carrying passengers.

D. IFR Eligibility Requirements:

- a. Each member, as Pilot-in-Command who flies the aircraft under actual IFR conditions, shall hold a current valid instrument rating and shall have met the recent experience requirements of the FARs.
- b. To qualify for actual instrument flight in the Club airplane, each instrument-rated pilot shall complete an instrument flight check in the Club airplane with a Certified Flight Instructor acceptable to the Board of Directors as recommended by the Operations Officer.

E. Right Seat Flying Eligibility:

- a. Each member must operate the club aircraft only from the left seat unless the member has demonstrated flight proficiency in the Club airplane to a CFI acceptable to the Board of Directors. This checkout must meet the conditions set forth in the club's *Check-Ride Standards* for VFR and IFR flight, include a logbook endorsement for intended use (VFR and/or IFR), and submit a copy of the endorsement to the Operations Officer. Right seat flying eligibility does not supersede Rule II (B).

### **III. RESERVATIONS AND FLIGHT SCHEDULING**

- A. An appointment book will be maintained at [www.schedulebook.com](http://www.schedulebook.com) for reserving the aircraft and for indicating to the membership who has the airplane when it is away from Laconia.
- B. All flights keeping the aircraft away from Laconia overnight or longer shall be scheduled in advance and cleared with the Operations Officer.
- C. All flights shall be scheduled in advance and entered in [www.schedulebook.com](http://www.schedulebook.com).
- D. Entries in the appointment book should always include the destination or the word "Local". For overnight flights also enter a contact phone number (i.e. cell number).
- E. On all flights that cannot be completed within one (1) hour of the ETA Laconia in the appointment book, it shall be the responsibility of the pilot to notify the Operations Officer or any board member, or phone the FBO at LCI, give the reason for the delay and the new ETA.
- F. Consideration must be given to reserved time later in the day after your ETA Laconia. Your ETA Laconia must be prior to the next reserved flight time.
- G. Any member more than 1 hour late for his scheduled departure shall forfeit the use of the aircraft to another member who is scheduled and waiting.
- H. Any member who finds that he cannot use his reserved time shall cancel his reservation as far in advance as possible.

### **IV. RESPONSIBILITY**

- A. Each pilot shall conduct a pre-flight inspection of the aircraft.
- B. Each pilot member shall be expected to adhere to good operating practices as presented in the Airplane Flight Manual and the FAA Airman's Information Manual.
- C. The Aircraft Flight Manual with the current Weight and Balance Data shall be kept in the aircraft at all times. Emergency maintenance or service work including oil changes that are performed at an airport other than Laconia during an extended cross-country flight, shall be recorded by the service authority. It shall be the responsibility of the

- pilot that these records are given to the Operations Officer for entries to be made in the airplane and/or engine logbooks after returning to Laconia.
- D. Maintain oil quantity of no more than 7 quarts as indicated on the dipstick. The Operations Officer will decide what type of oil will be used in the aircraft. Do not add oil until the dipstick shows "6" when the engine is cold. Two quarts are kept in the baggage compartment for adds.
- E. In the event of damage to the aircraft while away from Laconia, it shall be the responsibility of the pilot to have the damage inspected by a rated mechanic. If the aircraft is considered airworthy for ferrying prior to repair, approval of this conditional airworthiness must be secured from the Operations Officer prior to flight.
- F. Authorization for damage repair, for maintenance, or for service other than fuel while away from Laconia shall be requested from the Operations Officer if the cost for any one incident exceeds \$200.
- G. At the completion of each flight the pilot is responsible for:
- a. Having the fuel tanks re-filled upon return to LCI. If fuel is unavailable it shall remain the responsibility of the returning pilot to refuel the airplane as soon as feasible. If for some reason the member is unable to refuel he should contact another member for assistance and notify the next member or members scheduled to fly. (Added 12/11/03)
  - b. Placing the airplane centrally in the hangar, chocking the nose wheel, stowing the tow bar on the clips in the baggage compartment and locking both airplane doors. Plug in the Tannis Heater if it is anticipated that the ambient temperatures in the hangar will be 20°F or lower and replace cowl cover.
  - c. Close the hangar doors. Make sure each door is over the correct lower guides; secure the hook, bolts and lockpins; turn out lights, if on and lock the hangar.
  - d. If the airplane must be left outdoors, tie it down, chock the wheels, secure the wheel control with a front seat belt, set the parking brake and lock the airplane.
- H. Circumstances not permitting full compliance with the above paragraphs shall not lessen the pilot's responsibilities to exercise good judgment relative to refueling and securing the aircraft.

- I. It shall be the responsibility of each pilot member to supply his own charts, approach plates, computers and other flight aids, including flashlight.
- J. The pilot in command shall be required to file a flight plan with ATC for each leg of an IFR flight in the Club aircraft. Pilots are encouraged to file VFR flight plans.

V. **CHARGES**

- A. On cross-country flights, fuel, oil and routine service bills paid by the member will be credited to the pilot's account after receipts are presented to the Treasurer. Fuel reimbursements will not exceed the rate per gallon currently being paid by LRFC at LCI (note that the cost to LRFC for fuel at LCI may be lower than the advertised LCI rate).
- B. Airport tolls or landing fees, tie-down and hangar fees away from Laconia shall be the responsibility of the pilot member and are not expenses that will be reimbursed by the Club.

VI. **FLIGHT RECORD**

- A. A monthly flight record book shall be maintained in the aircraft for the purposes of recording each member's flight time. These monthly records will be used by the Treasurer in determining your monthly charges. For uniformity, a printed form is used. Entries shall be made as follows:
  - a) DATE: Use month/day/year (i.e., 5/28/78).
  - b) NUMBER OF OCCUPANTS: Count yourself. (This item is for the purpose of determining utilization of seating capacity.)
  - c) PILOT'S NAME: To be entered by pilot member.
  - d) INSTRUCTOR'S NAME: If applicable.
  - e) P.I.C. is Pilot In Command: Self-explanatory.
  - f) SOLO: This space may be used by pilots when they are the sole occupant of the aircraft.
  - g) DUAL: This space may be checked on instructional flights with a Certified Flight Instructor.

- h) LOCAL and CROSS-COUNTRY: Self-explanatory. Check one.
- i) PT. Of DEPARTURE: If cross-country enter name (or identifiers) of airport of departure for that leg.
- j) PT. OF 1ST LANDING: If cross-country, enter name (or identifiers) of airport of first landing.
- k) It is suggested that one complete block be used for each cross-country leg.
- l) REMARKS: These lines should be used to note any discrepancies found in the aircraft and equipment. (Use back of page if more space is required.) Record oil adds on these lines-this information is needed for oil analysis.
- m) FLIGHT RECORDER BOX: Before starting engine, enter the recorder reading on the second line in the box opposite "Initial Recorder Reading." Enter the hours to the left and tenths to the right of the vertical line. At the completion of the flight, or leg and after refueling, after stopping the engine, enter the recorder reading opposite "Final Recorder Reading" on the first line. Subtract the entry on the second line from the entry on the first line. This is the flight time.
- n) In addition to noting any discrepancy in the flight record, if the discrepancy is of a nature that, in the pilot's opinion may affect the continued safe operation of the aircraft, he should notify the Operations Officer and/or the FBO at LCI immediately and tie a red cloth on the control wheel so that the next pilot may be warned of the discrepancy. Red cloth is stored in the box in the baggage compartment.

## VII. **GENERAL**

A. A tow bar is part of the airplane equipment. It may be placed in the corner of our hangar during local flights. It shall be carried in the baggage compartment on the clips provided on all cross-country flights. Extreme care must be exercised when engaging, disengaging and handling the airplane with the tow bar to avoid damage to the fiberglass front cover over the nose wheel fairing.

B. Members are cautioned as regards to improper loading, for both Normal and Utility Category operations.

C. A quick drain gasoline cup is stored in a seat pocket; after use, it must be returned to the pocket.

D. Each member shall be responsible for a clean windshield and windows for good visibility prior to flight. Caution should be exercised in cleaning the windows and windshield to avoid scratching the Plexiglas. Either a special Plexiglas cleaner or clean water and a soft cloth should be used.

E. Members are cautioned to specifically check for security of gasoline tank filler caps, quick drain valves and oil filler cap prior to flight.

F. All ashtrays shall be emptied and litter removed from the airplane after flight by the pilot member.

G. The Club shall not be responsible for loss of personal gear left in the aircraft.

#### VIII. VIOLATIONS

A. Violations of any of these rules by a member renders him liable as provided in the By-Laws. (Each member is reminded that there are deductible amounts for insurance covering aircraft damage.)

#### IX. WAIVER

A. Under certain unusual or emergency circumstances, waiver of any part of these rules may be authorized, prior to flight if practicable, by the Operations Officer with subsequent approval of the Club Directors.

#### X. **DISTRIBUTION AND ACKNOWLEDGMENT**

A. Each member shall receive a copy of these rules and shall sign the Master Copy indicating that he/she has read and understands the provisions here and will comply with them.