

Green Castle Pilot Rules

Approved 11/11/2009, supercedes all previous versions

I. Introduction

A. In an effort to establish uniformity, maintain safety and assure smooth flight operations, the Board of Directors (also referred to as the "Board") of the Green Castle Aero Club, LTD has established a series of rules governing the use of Aero Club aircraft. The Green Castle Aero Club, LTD (also referred to as the "Aero Club") is a corporation in which all members are stockholders and part-owners of Aero Club aircraft. Therefore, it is in the best interests of the corporation and its stockholders, that adherence to the rules described here be maintained. The Aero Club has an intentional non-commercial and social structure. We hope that an atmosphere of common sense will prevail and that members will intuitively use proper judgment regarding their flying activities, care of aircraft and airport facilities and in discharging their responsibilities to the corporation in general. However, violation of the rules may confer full financial liability on the pilot in command for any resulting damage or harm, subject to decision of the Board after reviewing the details.

B. The rules provided below may be modified from time to time based on changing needs of the Aero Club, subject to approval by the Board and notification in the published Board minutes. Please read and reread these rules carefully on a regular basis. Feel free to share your suggestions about rules with an officer of the Aero Club. It is each member's responsibility to be aware of and follow the then current rules. A copy of the most current rules will be made available by the Aero Club in an easily accessible location, typically the Aero Club's website, at all times. Written copies of the rules can be provided by request.

C. The Board directs member pilots to give special attention to the fact that Green Castle Pilot Rules (subsequently referred to as "Rules") are based on the FARs. All pilots of Aero Club aircraft need to recognize their obligation to maintain an understanding of the Federal Aviation Regulations (FARs). Intentionally or recklessly violating then current FARs in an Aero Club aircraft will be considered violation of Green Castle Pilot Rules. It is the responsibility of the pilot-in-command (PIC), not the Aero

Club, to assure that he/she satisfies the necessary FAR currency requirements and has been properly checked-out in the particular Aero Club aircraft to be flown. Additionally, rules of our insurance carrier may be more stringent in some instances than FARs for some airplanes (for example rules for flying complex or tail wheel aircraft) and should be considered Club rules in those circumstances. Check with a Club officer to establish aircraft rules when being checked out to fly a specific aircraft.

D. Student pilots should pay particular attention to additional rules concerning their use of Aero Club aircraft. (For example, no student may carry passengers.)

II. Pilot and Instructional Rules

A. Only members of the Green Castle Aero Club, LTD may act as PIC of Aero Club aircraft.

B. To qualify as a pilot in an Aero Club aircraft, the Aero Club member must:

1. Be an active member of the Aero Club in good standing (see by-laws)
2. Be qualified in the aircraft type
3. Have achieved a level of piloting skill commensurate with the proposed flight
4. Meet all FAR currency requirements
5. Have current (unexpired) medical and Biannual Flight Review Dates entered in the Club Scheduler.

C. Individuals holding a pilot's license at the time of joining the Aero Club must take a check ride with an approved Green Castle Aero Club CFI before piloting each different type of Aero Club aircraft.

D. Only CFI's authorized by the Board of Directors of the Aero Club may give instruction in Aero Club aircraft.

E. Instructors using Aero Club Airplanes must first be approved for instruction by the Board and must abide by Aero Club rules, but are otherwise independent agents. Instructor fees shall be arranged with and paid directly to the CFI's sanctioned by the Green Castle Aero Club, LTD.

F. All students must obtain a verbal "O.K." from a sanctioned Green Castle Aero Club CFI before flying solo at least once for each day of flying.

G. Students may not solo an Aero Club aircraft in a crosswind without authorization from a CFI of the Green Castle Aero Club, LTD.

III. Rules of Use for Aircraft of the Green Castle Aero Club, LTD

A. All flights in aircraft owned by the Aero Club must be conducted in accordance with current FARs.

B. As specified in the FAR, it is the responsibility of the pilot in command to verify that all documents which are required by the FAA to be in the aircraft (airworthiness certificate, current registration, operating manual and weight and balance data sheet) are in the aircraft when it is flown.

C. It is the responsibility of the PIC to assure that the aircraft is airworthy before take off.

D. Aero Club aircraft may be used only on airports. Intentional or careless off-airport landing violates Club by-laws and therefore Green Castle Pilot Rules.

E. The use of Aero Club aircraft for commercial purposes, other than as transportation on a business trip or for instruction of members by the Aero Club authorized CFI's, is prohibited unless specifically approved by the Board.

F. Any night use of Aero Club aircraft must be done in strict accordance with FARs governing currency and on-board equipment.

G. Before each flight, the PIC must do the following:

1. Check oil level. Check the fuel amount visually by measuring the level in each tank and comparing it to the amount indicated on the appropriate gauge. No aircraft can be flown without sufficient fuel to fly at least one hour more than the scheduled flight. Record the amount of fuel added in the relevant logs.

2. Properly preflight the aircraft.

H. After each flight, the PIC must:

1. Turn off all switches, lights, etc.
2. Remove all personal items from the aircraft.
3. Appropriately secure the aircraft (e.g. tie-down, lock controls, etc.) before leaving the aircraft.

I. Any member noting a malfunction of any type should place an obvious warning notice on the aircraft time log, then if necessary immediately notify a CFI or officer of the Aero Club.

J. All members who encounter mechanical problems at an airport other than the Green Castle Airport should first notify by phone an officer of the Aero Club before authorizing repairs to be made away from Green Castle.

K. All expenses incurred at other airports (repair, fuel, etc.) must be paid by the member and a receipt submitted to the treasurer of the Green Castle Aero Club, LTD for deduction from the hourly rental fee. Credit is not approved for expenses such as airport tolls, tie-down fees and hanger fees. Fuel is reimbursed at the then current Club rate rather than the rate actually paid at another airport.

IV. Scheduling

A. All scheduling of Green Castle aircraft and instructors is accomplished by way of an internet-based scheduling system. Instructions for using the online system can be found by going to the [scheduling page](http://www.greencastle-aeroclub.com/index.htm) of our website <http://www.greencastle-aeroclub.com/index.htm>.

B. Short-term reservations for aircraft (two hours or less) may be automatically canceled if the reservee does not arrive within 30 minutes of the scheduled start time. If the plane is reserved for more than two hours, check with an Aero Club officer or the pilot who scheduled it before canceling the reservation.

C. Should a delay occur which will prevent return of the checked out aircraft at the scheduled termination time, every effort should be made to notify an Aero Club officer of this fact. If no officer is available, leave a message on the Aero Club's answering machine.

V. Financial Responsibilities of Aero Club Members

A. Charter memberships are family memberships which can be purchased for a one-time fee set from time to time by the Board. This allows any family member (family is defined to include the spouse and any children 17 or under living at home) who is current and qualified in type, to pilot an Aero Club aircraft. The costs and conditions of future memberships may be changed by the Board of Directors in accordance with the by-laws of the Green Castle Aero Club, LTD.

B. Monthly dues are to be paid semi-annually or annually as set by the Board.

C. Should a member become delinquent in the payment of his/her monthly dues, membership in the Green Castle Aero Club, LTD will be canceled if the delinquency exceeds \$180.00. Should the member wish to rejoin, he/she would pay the membership fee which is in force at the time the member wishes to rejoin.

D. Flight rates, monthly dues and hanger rent shall be determined by the Board of Directors of the Green Castle Aero Club, LTD in accordance with the corporate by-laws.

1. For Day Flights or flights not involving more than one overnight away from Green Castle, the charge for the airplane is based on elapsed time on the plane's Hobbes meter.

2. For trips involving two nights or more before return to Green Castle, charge for the airplane is based on a minimum assumed Hobbes time of 2 hours per day. If actual Hobbes time is less than this, half the difference between actual Hobbes hours and minimum assumed hours is added to actual Hobbes hours to calculate the fee. (For example, the fee for an airplane with a \$100.00/hour rate rented over two days with three hours elapsed on the Hobbes meter on return would be $3 + (4-3)/2 = 3.5$ hours or \$350.00)

E. Credit on unpaid balances will not be extended for more than 30 days. Further use of Aero Club aircraft may not be allowed until delinquent balances are paid. Payment in full at the time of aircraft usage is encouraged.

F. In the event of an accident, damage to an Aero Club aircraft, or damage to property and/or personal injury caused by an Aero Club aircraft, a Board member should be notified as soon as possible. The Board is the final arbiter of the pilot's financial liability to the Aero Club under these rules and will evaluate according to the following principles:

1. If the Board finds that the pilot has clearly made an effort to follow Aero Club rules and FAR rules, the pilot will not be individually assessed by the Aero Club for the cost of damage or injury but will share in any special assessments levied on Aero Club membership to cover the Aero Club insurance deductible or other expense.
2. If the Board finds that the pilot has violated Aero Club rules and/or FAR rules by not exercising the diligence a reasonable pilot would use, the pilot may be held liable for costs to the Aero Club that result including but not necessarily limited to the insurance deductible in effect at the time of the accident.
3. Any member who deliberately or recklessly lands an aircraft at any place other than an airport will be totally responsible for any damage or liability caused by the incident. Emergency off airport landings in which the PIC has followed Aero Club Rules are excluded as above.
4. The Board will consider all reasonable evidence available including an interview with the pilot in making their determination. Findings of the Board with respect to an individual pilot's financial liability to the Aero Club are independent of any findings by other entities and may not be construed as releasing the pilot from any other liability he or she may have incurred.

VI. Aircraft Maintenance, Repair and Construction

A. Aircraft owned by the Green Castle Aero Club, LTD will be inspected annually. The inspection protocols will be established on recommendation of qualified aircraft mechanics.

B. Aircraft repair and maintenance expenditures are to be authorized by Aero Club officers as authorized by the Board.

The Aero Club treasurer will pay only bills which have been thus authorized. This does not mean for example, that a student pilot on a cross-country flight must first consult with an Aero Club officer before purchasing fuel at a distant airport.

C. Any defect, damage or malfunction (minor or major) shall be noted in the aircraft's Time Log and called to the attention of a Board member as soon as possible. In cases where the plane has been grounded or is judged unfit to fly, the PIC should also place a note on the instrument panel of the aircraft to warn subsequent possible users.