

MEMBERS HANDBOOK

**ATHENS AERO CLUB, INC.
P.O. BOX 1153, ATHENS, OHIO 45701**

MARCH 2, 2011

FOR PLANE RESERVATIONS CONTACT: FlightSchedulePro.com

FLIGHT SERVICE STATION: 1-800-992-7433

GENERAL INFORMATION

Name and Purpose

The Athens Aero Club, Inc. was founded in May, 1968, to provide members with enjoyable, safe, economical flying, for pleasure and business.

Equipment

The Club owns one plane:

1982 Piper Archer II (N8467B) – 4 place

Plane is equipped for IFR flight conditions with two nav-com radios, ADF, glide slope, red-light marker beacons, and transponder, as well as the usual DG, artificial horizon, sensitive altimeter, VSI, turn and bank, airspeed indicator, encoding altimeter, and tachometer. The Archer II also has a King KLN-89 GPS, Garmin 430 GPS, S-Tec System 50 Autopilot (including altitude hold), BFG WX-900 Stormscope, Precise Flight SVS III Standby Vacuum System, and P.S. Eng. PM-1000II 2-placeintercom.

Costs

In addition to rental fees, which are figured by tach time, members must pay a \$2900 membership fee, of which \$2850 is refundable upon departure from the Club.

Monthly dues are \$60.00, which includes a monthly update on the Garmin 430. A 6 percent per month penalty is charged on the balance unpaid by the monthly meeting following billing. If the member stops paying monthly dues without resigning from the club, a maximum of 10 monthly dues payments will be charged against his deposit.

Admission to membership

The procedure for joining the club is as follows:

The applicant, who must be 16 or over, must submit a written application form to one of the Officers of the Club. Upon acceptance by the Board of Governors and payment of at least \$500 the applicant is enrolled as a provisional member for 30 days. (Note that the entire membership fee is \$2900 but, if necessary, arrangements can be made to pay the balance of the membership fee at the rate of \$100 per month.) The applicant must then meet with the Club members at the next regular meeting. If no protests are received within the 30 day provisional period the applicant is automatically accepted to full membership at the end of the provisional period. During the provisional period the applicant may use club's aircraft only with 'club approved CFI or full Club member holding at least a private pilot's license present. Dues are payable in advance and will be prorated for new members from the day of the month on which the new member begins flying.

A student Membership is available to University students. Student Members shall enjoy all benefits of Club membership and shall be entitled to an expedited return of their deposit (see Repayment Policy below).

A CFI receiving training in the Club plane from another CFI for the purpose of later instructing a club member will automatically be a temporary member of the Athens Aero Club during the period of instruction.

Plane keys are obtained from the Maintenance Officer upon evidence of check rides and sign off in the applicant's log book by CFI that satisfactory checkouts in Club aircraft have been accomplished. A check ride is required.

Repayment Policy

The following repayment policy governs repayment of member's investment:

1. A resigned member may transfer or sell his or her investment deposit to any new member approved the Club; or
2. The resigned member will receive repayment of his or her investment deposit as soon as cash is available, but only if repayment will not cause the Club additional interest expense.
3. If the resigned member has not received repayment for his or her investment deposit after 3 months (calculated from the last day of the month in which the member resigned, (the Club will pay the resigned member \$500 (less any amount that is owed to the Club) and \$100 per month each month thereafter until the debt is paid.

4. A student member will receive his or her deposit as soon as practicable upon graduating and leaving the club.
5. These procedures can be abrogated only with the consent of the resigned member.

Etiquette

After using the Club plane, it is each member's responsibility to leave the aircraft ready for use by other members. Refuel the plane before departing. A fuel order is filled out in the O.U. operations building and a charge card billing form signed and left with the airport agent. To avoid condensation, as well as for the convenience of the next user, the tanks should be topped off. The plane is to be hangared if next user is not physically present. The Club buys oil in case lots. A couple of quarts should be kept in each plane. Replacement quarts are kept in a cabinet in the T-hangar. When placed in the hangar, the tow bar should be on the ground, the plane locked securely (including pilot's window), all litter removed from the plane, and hangar doors closed. Please take extreme care when hanging aircraft to avoid any hangar rash.

Insurance

The Club carries liability (medical, death, and property insurance on the plane with limits of \$100,000 per person, \$1,000,000 for property damage, \$1,000,000 per occurrence. The liability portion covers claims by occupants.

The hull insurance (comparable to auto collision coverage) has a \$1000 deductible, of which \$300 is the member's liability. The deductible is not applied if collision is with a plane also insured by AVEMCO. To be covered by Club insurance, the member must have a current PFR and medical certificate, not be flying for hire, and have a written statement in his or her logbook that the pilot has been checked out in a PA-28.

A Club approved CFI is considered a member for insurance purposes while checking out another CFI in the Club aircraft for purpose of becoming a Club approved flight instructor. This procedure must have prior Board approval. If an instructor is to be checked out in a Club plane, a Club member must take responsibility for the insurance deductible amount.

It is the member's responsibility to file an oral report with a Club officer that is within 24 hours followed by written confirmation within 5 days of any of the following:

1. Had any aircraft accidents, incidents, or claims, or had your pilot certificate surrendered, suspended, or revoked
2. Had an automobile driver's license surrendered, suspended or revoked.
3. Been arrested for, or charged with, operating a motor vehicle or aircraft under the influence of alcohol or drugs.

4. Been convicted or, or pleaded guilty or no-contest to a felony crime or misdemeanor other than a traffic violation.
5. Had an insurance company cancel, decline to insure or refuse to renew their aircraft coverage.
6. Been involved in any aviation business including, but not limited to, sale or repair of aircraft, aircraft kits or plans or providing pilot or flight instructional services.
7. Been involved with or made contributions to a terrorist organization.

At the time of such a report the Club will review the situation and take appropriate action if necessary.

Note: At the time of application for membership new applicants must make the Club aware of any of the above situations which have occurred within the past 12 months.

Eligibility

The Club aircraft shall not be flown by persons other than legally current members in good standing in accordance with Club regulations. Provisional members are not permitted to solo or be PIC. Non-licensed members may use the aircraft only when taking instruction from an approved Club flight instructor who is acting as PIC or when signed off for solo flights. Licensed members must be checked out in the Club plane by an approved Club instructor prior to acting as PIC or that particular aircraft regardless of currency or type. (Club rule, not FAR.)

Responsibility

For all flights it will be the responsibility of the PIC to insure that proper and complete preflight duties are performed (including FAA flight plan filing for flights in excess of 75 miles), to fuel the aircraft at termination of flight (see Etiquette), to report any malfunctions, however minor, on the log sheet, and to report problems to the maintenance officer by email, and to properly secure the aircraft in its hangar unless the next member to fly is on hand.

Limitations

All members will operate the Club aircraft in accordance with federal, state, local and Club directives. Aircraft engines will not be started without an eligible licensed pilot or qualified mechanic at the controls. Unusual maneuvers, beyond those required for any airman certification flight test, are prohibited, as are maneuvers which exceed the

operating limitations of the Club aircraft and accessories. The Club aircraft will be operated only from those areas officially recognized as airports. Smoking is prohibited in the Club aircraft.

Currency

Club members are grounded unless they are current under all FARs including those requiring the biannual flight review. Members must have flown within the last 90 days or be checked out by a CFI.

Accidents

In case of an accident, however minor, the Board of Governors shall be notified immediately. General accident reporting procedures specified in federal directives will be observed when appropriate. Subject to review by the Board and decision by the Club, a member can be held liable for any damage not covered by insurance.

Reservations

All flying time must be scheduled through the scheduling service (FlightSchedulePro.com). Any member more than 15 minutes late for a local flight appointment shall forfeit the remainder of his or her scheduled flying time to any member desiring it. Local flying is that which is done within a 75-mile radius of the O.U. airport (including 'Columbus). A note on the schedule sheet indicating destination is required for any flight beyond a 50-mile radius.

For overnight flying, a total minimum charge for 0.5 hours will be made per weekday and 2.0 hours per weekend day, even if the actual total time is less. A day will be charged if the plane arrives after 9 am or leaves before 6 pm. Exceptions to these charge calculations are made for delays due to weather or mechanical problems. Failure to cancel for cause other than weather or mechanical difficulties renders the member liable for the guarantee. This liability can be reduced in whole or in part if the reserved aircraft is flown by others for the originally scheduled minimum.

Any member who wants an aircraft reserved for longer than 7 days must apply to the Board for consideration.

Charges

Flight rates include gasoline and oil. Hourly rates will be recommended by the Board and approved by the membership and are subjected to change with variations in operating costs and general revenues. At present the hourly rate increases automatically \$0.50 per hour with each \$0.05 per gal increase in the fuel rate charged by the O.U. airport. All routine service bills paid by members will be deducted from the member's account upon presentation of valid receipts to the treasurer. Non-routine service, e.g. airframe de-icing, engine pre-heat, language, tie-down, landing fees (and the like) are not reimbursable. Maintenance and repair must be considered as affecting the safety of the return flight in order to qualify as reimbursable. A maximum of \$200 or reimbursable expenses may be incurred away from home without approval of the President or Maintenance Officer.

Members are not permitted to charge flying time to the Club without prior approval by the President (or Vice-President in the President's absence).

No member may carry on his or her account unpaid charges in excess of about he or she has invested in the Club.

Tach time charges as of March 2, 2011 are \$93.13 per hour for N8467B.

Violations

A violation of any rules mentioned herein may render a member liable to grounding. Termination of membership may be recommended in cases of flagrant violations.