

Elk Flyers, Inc.
Operating Rules
Revised 7-31-13

Section I

Scheduling and use of time

- I.1 Only a corporation member may reserve and log flight time on corporation aircraft. All billing shall be to the member and all payments shall be by the member.
- I.2 No member may fly a Corporation airplane without having reserved time for the flight in the Corporation reservation. Log on line at www.tak-off.com/ElkFlyers
- I.3 It should be thoroughly understood that the proper use of this reservation feature is the key to successful operations of the Corporation. It will provide for maximum use of the aircraft, and maximum utility to all of the members.
- I.4 By your reservation you are declaring to the other members that the airplane is assigned to your custody for the period reserved. Therefore, you should be careful to follow these rules.
 - 1. Reserve precisely the time you want. Make your reservation, for example, from 9:30 A.M. to 6:00 P.M., if that gives you sufficient time.

2. Cancel any unused time upon returning from a flight or trip, as soon as possible. In the event of cancelling unused time the member shall reenter the actual flight time the aircraft was in use.
3. Cancel as soon as you know you cannot keep a reservation. Adjust your reservation if you find you will be delayed in starting.
4. Contact the airport or a Corporation officer if you are unable to return on schedule. All such delayed returns should be reported promptly to prevent any undue anxiety, investigation or search.
5. Conflicts in reservations can be resolved only by the mutual consent of both parties involved.

Section II

Membership Fees

II.1 The one time membership fee is established as follows:

New membership fee	\$ 400
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II.2.a If a new member leaves the Elk Flyers prior to one calendar year, that member will be reimbursed the \$400 new membership fee. After one calendar year the member relinquishes the membership fee upon leaving the corporation.

II.2.b A member must be active and in good standing for a period of at least one calendar year in order to be entitled to any financial disbursements by the Elk Flyers, Inc.

II.3a A member may elect to go to inactive status for up to one year (12 calendar months). An inactive member will not owe any monthly dues. Inactive members in good standing are welcome to attend any Elk Flyers membership function. Inactive members will not have any voting rights or have access to the Elk Flyers scheduling web site. A member in good standing who has been inactive for less than 12 months may reactivate membership by informing the board of directors in writing, and by resuming payment of monthly membership dues. Upon reactivation back dues shall not apply for the period of time that the member was on inactive status.

II.3b Any member who remains inactive in excess of 12 months will be removed from any membership role whatsoever, and forfeit any financial interest or ownership in, and disbursements by the Elk Flyers, Inc.

II.3c Any former member who wishes to rejoin the Elk Flyers, Inc must submit a new membership application, be approved by the board of directors and, upon acceptance, will owe 25% of the current new membership fee.

II.4 The monthly dues are established as follows:

Full Membership	\$ 70 per month
Student Membership*	\$ 40 per month
Associate Membership	\$ 40 per month
Corporate certified CFI or CFII (active)	\$ 20 per month
Inactive Membership	\$ 0 per month

* Student Membership pertains to a full time high school, college or technical school student only. A student on summer recess is still considered to be a full time student.

II.5 The aircraft rates are as follows:

	Full, Student And Instructor Member	Associate Member
Archer, N2203F	\$75/ Hr.	\$95/ H
Cessna 172, N2109Y	\$70/ Hr.	\$90/ Hr.

II.6a All members must pay all invoices in a timely manner, which shall be within 30 days of the date of the invoice.

II.6b Any invoice not paid within 30 days may be noted during the next month's invoicing cycle with an enclosed note to the member that they are overdue by 30 days. However, the Elk Flyers, Inc shall not be required to furnish the overdue notice. It is the member's responsibility to promptly pay any overdue invoices. Partial payments will not relieve the member of their responsibility to pay in full within the second, 30 day period.

II.6c If, after the above 60 day total period, the member has not paid in full, the member will be notified in writing that they are being placed on inactive membership status. (Thus removed from the membership only portion of the web site, unable to schedule the aircraft for use and will not be charged any additional monthly dues.) The member has an additional 35 days from the date of the written notification to pay funds due in full, or reach a mutually agreeable payment plan with the Board of Directors. If after the final notice and 35 days period, if no terms have been reached with the Board of Directors, that member will be removed from the

membership rolls altogether, and shall not be considered a member in good standing. The funds due will remain in force and may be relegated as a legal lien for collection. The former member may at a later time rejoin the Elk Flyers, if approved by the Board of Directors, and will owe between 25% and 100% of the new membership fee at the Board of Directors discretion based solely on the Directors judgment of the extra effort involved in dealing with the delinquent member.

- II.7 Membership, dues and aircraft usage rates are established to defray the fixed and variable costs of corporate operations. Rates are subject to change by the Board of Directors as necessary to meet the costs of corporate operations.
- II.8 If the club incurs extra expenses the Board of Directors may, from time to time, establish an extra assessment for all active members to cover all or part of the extra expense as needed to maintain the operations and financial viability of the Elk Flyers. Active members are persons who have flown the Elk Flyers aircraft in the preceding 12 months, with the Board of Directors determining the exact dates of the preceding 12 month period.
- II.9 Eligibility to use the corporate aircraft is generally the responsibility of individual members. However, the Board of Directors may declare a member ineligible to use a corporate aircraft for failure to comply with operating rules and must notify the member in writing.
- II.10 In order to fly any corporate aircraft as Pilot in Command, the member must maintain:
 - 1. Current Bi-Annual flight review status as required by the FAA.

2. Current flight medical status as required by the FAA.

Each member is required to enter their current flight review and medical status on the corporate web site.

It is the member's responsibility to adhere to the above. Any member must submit proof of the above if so requested by the Corporate Board of Directors.

Section III

Reporting Flight Time

- III.1 Each member shall enter, in the aircraft flight log located in the aircraft, the date, his/her name, the engine tach. start time, the engine tach. stop time, the Hobbs start time, the Hobbs stop time and the total Hobbs elapsed time.
- III.2 If the Hobbs meter should fail, the clock time from engine start to engine shut down should be recorded as equivalent to the Hobbs start, stop and elapsed time.
- III.3 Each member shall also enter all applicable columns noting maintenance status, fuel added, oil added, aircraft concerns, discrepancies, etc in the aircraft flight log located in the aircraft.

Section IV

Aircraft Usage

- IV.1 Eligibility for usage of the corporate aircraft must be documented in the members log book with an endorsement

for specific aircraft and flight classifications. This endorsement must be obtained from a corporate member flight instructor unless a non-member flight instructor is authorized by the Board of Directors.

Flight Currency

VI.2 Members are encouraged to maintain a high level of Proficiency.

VI.3 Members who do not fly for extended periods must be rechecked by a corporate flight instructor as follows:

1. Student pilot members failing to fly in a 30 day period must be rechecked by a corporate member flight instructor before flying a corporate aircraft solo again.

2. Members with an FAA Certificate and who have not flown any of the corporate aircraft in the pervious 90 days*, must fly with a corporate member flight instructor who is authorized and current in the specific aircraft and must enter a new endorsement in the member's log book, before the member may fly that aircraft as pilot in command.

* A minimum of 3 take-offs and landings.

3. If a member is checked out in multiple Elk Flyer, Inc. aircraft, and has maintained 90 day currency as above in at least one of the corporate aircraft, the member must have flown the other corporate aircraft in the previous 180 days*, else the member must fly with a corporate member flight instructor who is authorized and current in the specific aircraft and must enter a new endorsement in the member's log book, before the member may fly that aircraft as pilot in command.

* A minimum of 3 take-offs and landings.

VI.4 More frequent checks may be requested by the Board of Directors or the corporate certified Flight Instructors.

Corporate member certified Flight Instructors are:

Faisal ElAwar

Larry Kissel

VI.5 A Member may use other flight instructors for instruction or FAA currency requirements with the approval of the Board of Directors.

VI.6 A specific endorsement, from a corporate member flight instructor, with a member log book entry, is required for turf runway operations.

VI.7 Cold weather operations: at temperatures below 40° F, the following preheating schedule must be followed:
30° F to 39°F, preheat the engine for one hour prior to start
20 °F to 29°F, preheat the engine for two hours prior to start
10°F to 19°F, preheat the engine for three hours prior to start
<10°F, preheat engine for 6 or more hours prior to start

As a general rule the aircraft shall not be left on preheat in excess of 18 hours, for temperatures less than 20°F additional cabin heat is advised to decrease excessive gyro wear.

As a convenience, members may schedule aircraft engine preheating with the crew chief or St Marys Airport personnel.

VI.8 Hand Propping Corporate Aircraft: In the event that hand propping is required to start a corporate aircraft, at least two persons are required. The first is a qualified person to

actually prop the engine and the other person must be seated at the aircraft controls and be at least student pilot who has soloed and is familiar with the aircraft controls or an accredited FAA mechanic who is familiar with the aircraft controls.

VI.9 Members who are aware of any members demonstrating questionable judgment, poor flying skills or unsafe operations of corporate aircraft should, with discretion, discuss it with the individual or report it confidentially to the Corporate Board of Directors.

VI.10 Corporate members who are corporate certified flight instructors, or are ATP rated pilots, or are IA & A&P pilots who are FAA current and approved by the corporate board of directors shall be considered to meet the Elk Flyers currency requirements to act as PIC.

VI.11 Outside FAA mechanics who are IA or A&P rated may make a request to observe corporate aircraft in flight. In that event those persons must be accompanied at all times in flight with a current Elk Flyer pilot who is acting as PIC during all flight operations.

Section V

Maintenance

V.1 Any person who wishes to make repairs to corporate aircraft must be authorized by the corporate board of directors. This person shall be licensed by the FAA and hold an A&P or IA, as appropriate, for the work undertaken.

- V.2 Elk Flyer members may assist with aircraft maintenance, but only if mutually agreed to by the board of directors and the corporate authorized aircraft mechanic. All Elk Flyer member work must be supervised by the corporate authorized aircraft mechanic.
- V.3 Well meaning persons shall NOT MAKE ANY REPAIRS without prior approval from the authorized mechanic and the Board of Directors.
- V.4 Crew Chief This person must be a licensed private pilot or better, and a member of the Corporation. This person may have up to two assistants. The assistant(s) must be a corporate member and be at least a Student Pilot or better, and be approved by the crew chief. Also all positions must be approved by the corporate board of directors.
- V.5 If a person is unable to serve, it shall be the responsibility of that person to arrange for a replacement.
- V.6 The crew chief and assistant crew chief(s) shall receive discounted flight time rates as follows:
1. Crew Chief: \$10/ Hr. off of each flight hour up to 7 hours per calendar month.
 2. Assistant Crew Chief: \$10/ Hr. off of each flight hour up to 3 hours per calendar month.

(Over)

Maintenance

V.5 The Crew Chief shall be responsible for the following:

1. Provide close monitoring of the aircraft's maintenance status. The Crew Chief shall be responsible for seeing that the authorized aircraft mechanic is appropriately scheduled for and that the authorized aircraft mechanic performs the required inspections, maintenance, repair and replacement of parts on time, and that the aircraft, avionics, propeller and engine log books are kept up to date.
2. The Crew Chief shall communicate in advance with the authorized aircraft mechanic for impending work to anticipate the need for parts. In coordination with the authorized aircraft mechanic, the crew chief may purchase required parts. Purchases in excess of \$200 must be pre-approved by the board of directors.
3. The Crew Chief, with approval from the board of directors, shall be responsible for purchasing and stocking spares for which the corporate aircraft typically used but not limited to items such as:
 - a. Tires, at least one of each size, and two of the most common size.
 - b. Tubes, at least one of each size, and two of the most common size
 - c. At least two spare landing lights. Non LED spare landing lights are acceptable but must not overload landing light wiring if temporarily placed in service.

(Over)

3. Continued:

- d. At least three Curtis (for Archer) fuel drain sumps
- e. Cessna fuses, special fuses at least five of each size
- f. At least two full cases of oil
- g. At least two oil filters
- h. At least two air filters for each aircraft
- i. At Least two spare Carbon Dioxide monitors

4. The Crew Chief shall be responsible for verifying that all miscellaneous maintenance is performed in a timely manner, and to note such in the aircraft flight log book, to include:

- a. ELT battery OK and renewal due date
- b. Pitot Static system OK and renewal due date
- c. Transponder OK and renewal due date
- d. 50 Hr. inspection OK and hours when due
- e. 100 Hr. inspection OK and hours when due
- f. Annual OK and re-inspect by due date
- g. Archer Curtis drain valves change out due date
- h. Magnetos OK and rebuild due date

5. Purchase and maintain an adequate supply of aircraft approved cleaning supplies.

6. Maintain the appearance of the corporate aircraft and hangar in accordance to the following schedule. Show item schedule status on aircraft hangar whiteboard.

(Over)

6:

Elk Flyers Crew Chief responsibilities	
Task	Frequency
Wash exterior of aircrafts	Twice/ Year: 05-06 and 09-10
Degrease the underside of the Archer and Cessna	Twice/ Year: 04 and 08
Scrub the interior of the Archer and Cessna	Twice/ Year: 05-06 and 09-10
Vacuum the interior of Archer and Cessna	Once / Month: 01 through 12
Wax the exterior of the Archer and Cessna	Once / Year: 05-06
Remove bugs off of the leading edges and reapply wax on the Archer and Cessna	Once/ Month, in season: 05 through 10
Check Air Pressure in landing gear in all three A/C	Once/ Month: 01 through 12
Replace landing and Nav. lights in Archer and Cessna	As needed
Clean splash area under wings and stabilizer	Once/ Month in season: 04-through 10
Install the Oil cooler baffle on the Archer	Install in late Fall and remove in early summer.
Change batteries in the intercom in all aircraft	Twice/ Year 04-09
Clean the hanger and pressure wash the floor	Once/ Year: 05
Replace batteries in the hanger door lock	Three/ Year: 02-06-10
Touch up paint on hanger floor including lines	Once/ Year: 05
Clean and wax the windshields in all A/C	Once/ Month: 01 through 12
Clean aircraft instruments	Six/ year: 01-03-05-07-09-10-11
Remove and replace wheel pants on all A/C	Seasonal
Install new outdoor hanger lights for apron	As needed
Sweep out and generally clean hangar	Twice/ Year: 04 and 08
Check 12V Starter Battery Fluid Level	Twice/ Year: 04-09

7. Schedule assistance of other members as needed to accomplish the above or other projects.

End