

July 2015

Elmira Aeronautical Associates, Inc.

RULES OF OPERATIONS

Introduction

Elmira Aeronautical Associates, Inc. is an independent not-for-profit corporation in which membership is open to current members of EAA Malcolm Winnick Chapter 533 and EAA National. Our intention is to preserve in flying status and maintain "interesting" aircraft, to promote aviation to the public, and to provide affordable aviation for our members. These goals can only be met if every member takes an active role in the business and mission of the corporation. Such activity is a requirement for members who fly the aircraft.

MEMBERSHIP QUALIFICATIONS

Prospective new Elmira Aeronautical Associates Inc. members must be active EAA Chapter 533 members in good standing for at least the three months before their application to Elmira Aeronautical Associates will be considered.

Non-rated or prospective student pilots may apply to Elmira Aeronautical Associates, providing less than 25 % of the membership is engaged in primary training, and also contingent on the board approving the application. An FAA medical certificate is required to join Elmira Aeronautical Associates as an active member.

PIC QUALIFICATIONS

In order to act as Pilot in Command, a member must

1. Meet and operate in accordance with all Federal Aviation Administration regulations,
2. Meet and operate in accordance with all insurance requirements and mandates,
3. Have a checkout by an Elmira Aeronautical Associates approved instructor and approval of the Safety Coordinator, or have been appropriately checked out to be Pilot In Command previous to 1 March 2002 and
4. Have flown and logged as actual Pilot In Command in the club's specific aircraft within the past 180 days or
 - a. Had a checkout in the club's specific aircraft by a qualified certificated flight instructor within the past 180 days.
5. Have on file with the Secretary evidence of current renter's insurance as specified in the bylaws if required for the aircraft.

It is the responsibility of the PIC to

1. Properly fill out the Tach Record Billing card kept in the aircraft.
2. Check all the aircraft Squawk sheets before flying, to enter all squawks and to notify the Maintenance Coordinator of all squawks.
3. Make sure that the aircraft is properly put to bed and secured: refueled to at least $\frac{3}{4}$ tanks, clean internally and externally, use drip pans, clean the windshields, et cetera. This includes tie-downs during intermediate stops and outside overnight storage.
4. Be responsible familiar and comply with the bylaws.
5. Be familiar with the Pilot's Operating Handbook for the aircraft being flown.
6. Use checklists in the airplane
7. FLY THE AIRCRAFT IN VFR CONDITIONS ONLY.

It is recommended that the aircraft not be flown in winds above 15 knots or any conditions approaching the limit of the PIC's skills. If there is a question, do not fly. Be especially careful at the beginning of the flying season or after times of inactivity. Slowly work off any rustiness. Always feel free to fly with a qualified certified flight instructor to regain proficiency or to improve our capability.

SCHEDULING AND USE PROCEDURES

A calendar will be kept in the Chapter clubhouse or online for scheduling the aircraft. A reservation will be honored up to 15 minutes past the time noted in the log. After that time, the reservation is no longer valid. On weekends, a minimum flight charge of 1 hour is required for every four hour block that the aircraft is out. No more than a 2 hour minimum flight charge per day will be levied. It is recommended that the aircraft be returned within four hours from a weekend breakfast flight so that others might use the aircraft. Any weekday that is a state or federal holiday counts as a weekend day.

FEES AND DUES

Initiation fees and quarterly dues are as listed in the bylaws of Elmira Aeronautical Associates, or in any amendments to the bylaws. The current hourly rate is listed elsewhere for each aircraft. An Elmira Aeronautical Associates Member may purchase eleven hours by prepaying the cost of ten hours. If the aircraft is grounded for more than 6 months, the member may request in writing to the Treasurer a refund of unused money. However, the eleventh hour is NOT part of the refund.

Gas and oil charges may be credited to a member's account. Receipts should be turned in to the Elmira Aeronautical Associates Treasurer.

Any member more than 45 days past due on the billed moneys owed to the EAA 533 Chapter or Elmira Aeronautical Associates is not a member in good standing.

MAINTENANCE AND SAFETY

The task of maintenance and safety coordinator shall be a rotating position among the members. The board will specify the term and publish a calendar at least annually. The board can update the appointment and calendar at any time. The maintenance coordinator shall coordinate and schedule required maintenance with qualified personnel.

All maintenance decisions and purchases will go through the Board. The Board can delegate this responsibility as they see fit. The Board has the authority to approve expenditures related to maintenance. The Board can use volunteer, internal Chapter mechanics, or for-charge external mechanics.

Any member can ground the aircraft or instruct someone else to ground the aircraft for safety reasons.

If the Maintenance Coordinator is not available and he has not delegated his authority, then his authority passes through the willing and licensed A&P mechanics that are Elmira Aeronautical Associates members.

The board can request written reports regarding any activity of concern from any member. Safety is a direct result of minor improvements and a state of mind that accepts constructive criticism. Anyone may approach the Safety Coordinator with a concern. We urge members to carefully consider the helpful suggestions and comments of others. All members are required to participate in an organized aviation safety meeting once a year. All members are urged to participate in the FAA Wings Safety Program. All members are required to review the insurance policy annually.

EAA 533 HANGAR PROCEDURES

The current EAA 533 Hangar Procedures are dated. The EAA Chapter 533 Secretary will send each member a new EAA 533 Hangar Procedure and the accompanying Certificate of Acknowledgment whenever it is updated. The membership is responsible to read and understand the procedures and sign and return the Certificate of Acknowledgment to the Secretary.

ELMIRA AERONAUTICAL ASSOCIATES INSURANCE

Elmira Aeronautical Associates will provide all members and prospective members with a copy of the insurance policy and any updates. An up-to-date and complete copy of the insurance policy will be kept on file in the chapter clubhouse by the Secretary.

INSURANCE REQUIREMENTS OVERVIEW

The current insurance requirements for each Elmira Aeronautical Associates aircraft will be posted. It is the duty of each member to make themselves familiar with and comply with all of the requirements of the policy for the aircraft they intend to fly. Members should not fly any aircraft if there is a question regarding the status of the insurance policy, or its currency, or their ability to meet any of its requirements. The policy applies only while the aircraft is being

operated by any flying club member who holds a currently effective Pilot Certificate issued by the FAA, and who meets all of the following requirements: 1) has a current and effective medical certificate if required; 2) satisfies the FAA's flight review requirements; 3) has at least 10 hours in tailwheel-equipped aircraft; 4) has previously received a checkout from, and written approval of, a certificated flight instructor in the same make and model as the insured aircraft. NOTE: The 10 hour requirement may be met with time in any tailwheel-equipped aircraft.