

# EAST HILL FLYING CLUB (EHFC)

## RULES OF OPERATION

REVISED APRIL 2017

### 1.0 GENERAL RULES

1.1 Employees and members of East Hill Flying Club (EHFC) shall comply with the requirements of this document along with all FAA regulations, airplane pilot operating handbook (POH) limitations, and AIM guidance. Each member and employee is responsible for maintaining their own FAA pilot certificate, medical (if required), flight review, legal currency, and adequate proficiency. All pilots are encouraged to develop personal minimums which may be significantly more restrictive than those listed in this document.

**1.2 The chief instructor has the final say in interpretation of the rules and shall approve exceptions and/or additional limitations to the rules (preferably in writing) assuming compliance with all federal aviation regulations is maintained.**

1.3 Each employee and member is required to be familiar with the EHFC rules.

1.4 EHFC instructors and board members have the authority to immediately ground any club member for violation of club practices and procedures or unsafe operation.

1.5 Unsafe behavior, accident, or incident will result in a committee formed by the EHFC board to discuss requirements for limitations, remedial training, or expulsion of the member(s) involved.

1.6 Smoking is not allowed in the club, on the ramp, or in EHFC aircraft.

1.7 Parking lots are only for current active members and those doing business with EHFC unless approved by the chief instructor.

1.8 Late arrival 20 minutes beyond the dispatch time for an aircraft sign up will result in the aircraft being made available to another member and repeat offenders may be charged for the aircraft time.

1.9 Cross country flights must be scheduled with comments to indicate the destination, duration of flight, and whether the flight will be IFR or VFR.

1.10 Changes to trip plans, weather difficulty, or mechanical difficulty should be relayed to the chief instructor as soon as possible.

## **2.0 GENERAL FLIGHT OPERATIONS**

- 2.1 Fuel shall be at a minimum of half full prior to departure.
- 2.2 Fuel reserves shall be planned for a minimum of one hour after landing.
- 2.3 Towing and moving airplanes shall be done with help whenever possible and always with great caution since it is one of the leading causes of damage to EHFC aircraft.
- 2.4 Loading and unloading of EHFC aircraft shall not be performed with the propeller turning.
- 2.5 Cargo shall be properly restrained and clear of all flight controls.
- 2.6 Animals shall be restrained in an approved carrier while in EHFC aircraft.
- 2.7 Seat belts must be used by all occupants in EHFC aircraft while the engine is running.
- 2.8 Safety briefings must be given to all passengers in EHFC aircraft.
- 2.9 Engines shall not be running inside of the yellow safety line on the EHFC ramp.
- 2.10 Taxi away from the EHFC ramp promptly after starting and before run-up.
- 2.11 Airports of use must be surveyed and found on current government aeronautical charts.
- 2.12 Flight following or a flight plan is required for all cross country flights.
- 2.13 Water crossings beyond gliding distance of land are prohibited except with chief instructor approval and appropriate survival equipment.
- 2.14 Water crossings of more than 5 nm require an approved PFD for each occupant of the aircraft.
- 2.15 Refueling shall not be performed (except for the Mooney) after a flight so the next pilot can decide how much fuel to bring.
- 2.16 Refueling of the Mooney should be done to the top of the tanks after every flight to preserve the rubber bladder tanks.
- 2.17 Cleaning the airplane after every flight is required including removing all trash, scrubbing off the bugs, and cleaning the windshield as needed.
- 2.18 Reimbursement for fuel and oil purchased on trips will be made at the lesser of purchased cost or the current club rates.
- 2.19 Fees such as landing and parking fees will be paid by the member and not reimbursed.
- 2.20 Aircraft stranded due to weather will be retrieved by EHFC and the retrieval costs may be billed to the member.
- 2.21 Parked aircraft shall have the wheels chocked and control locks installed when on the EHFC ramp during the day.
- 2.22 Overnight parking must be done with the aircraft securely tied down or placed in a hanger.

### **3.0 INSTRUCTIONAL FLIGHTS**

- 3.1 Lessons shall be scheduled in standard two hour blocks with remarks indicating the approximate lesson number or skills to be addressed.
- 3.2 Cancelled lessons (except if due to bad weather) with less than 24 hour notice may be charged for instructor time.
- 3.3 All instruction in EHFC aircraft and at club facilities shall be by EHFC instructors.
- 3.4 Each EHFC instructor must be current, checked out, and approved by the chief instructor for the flight operation to be performed.
- 3.5 All instruction by EHFC instructors within 50 nm of EHFC must be scheduled through EHFC and billed at club rates.
- 3.6 CFI “ride-along” flights for member comfort are considered instructional and must be billed at club rates.
- 3.7 EHFC instructors are allowed to make social flights (no instructor charge) in EHFC aircraft with member pilots only if the flight is clearly not instructional, the pilot is proficient, and the pilot is legal to make the flight solo.
- 3.8 EHFC instructors can instruct in non-EHFC aircraft if approved in advance by the chief instructor.
- 3.9 Night instruction shall be done by an instructor who is night current, instrument current, and approved by the chief instructor for night instruction.
- 3.10 Owner members must provide EHFC with a waiver of subrogation or have approved coverage and list EHFC as a named insured in order to use EHFC instructors.

## **4.0 STUDENT PILOT OPERATIONS**

4.1 Weather minimums will be determined by the student's instructor but will not be lower than the club weather minimums listed in Table 1.

4.2 Currency requirements are listed in Table 2 and a dual flight with an EHFC instructor is required if solo currency requirements have not been met.

4.3 Students must maintain a current medical for solo flights.

4.4 A logbook and syllabus must be carried on all training flights.

4.5 Solo flights require an instructor present at the club to approve and dispatch the flight.

4.6 Solo flights are limited to the approved club practice areas (Figure 1) unless endorsed and engaged in a specific cross-country flight.

4.7 Log books shall be signed at all cross country destinations for verification.

4.8 Stage check flights will be flown with the chief instructor or designated alternate.

4.9 All flights will conform to the approved syllabus unless approved by a CFI.

4.10 TSA requires a current photo identification and proof of citizenship (or TSA approval) on file for all training operations.

## **5.0 MEMBER PILOT OPERATIONS**

5.1 Members shall hold a valid FAA pilot certificate, current medical (if required), and have a current photo identification on file at EHFC.

5.2 Annual checkouts with an EHFC instructor are required for each make and model to be flown as pilot in command except a Cessna 172 check will be sufficient for a Cessna 152 approval if the pilot had a previous EHFC checkout in a Cessna 152.

5.3 Annual checkouts including a minimum of four hours of instruction are required for all members prior to flying EHFC aircraft including one hour on instruments, one hour of air work, one hour of pattern work, and one hour of ground school (or alternate approved training).

5.4 All checkouts are validated by an EHFC instructor filling out the current EHFC member card. Members are responsible for ensuring that their checkouts are accurately recorded by the EHFC instructor.

5.5 Tail wheel aircraft checkout (and endorsement) requires a minimum of ten hours of instruction (or total tail wheel time) and the EHFC instructor will document the pilot's wind and airport limitations on their annual checkout card.

Level 1 – Local flight at Ithaca (grass or pavement)

Level 2 – Cross country to paved runways

Level 3 – Cross country to designated grass runways

5.6 IFR operations require an additional annual checkout.

5.7 Night operations (defined by EHFC as sunrise to sunset) are statistically hazardous and require an additional annual checkout in the heaviest EHFC plane to be flown at night.

5.8 Night operations have an initial level of checkout allowing only night return (or local flight) to Ithaca and a secondary level allowing unrestricted night flying (an instrument rating is suggested).

5.9 Grass runways require an additional annual checkout.

5.10 Flight review and/or FAA WINGS credit may be given along with an annual checkout only if specifically requested by the member and properly endorsed by the EHFC instructor.

5.11 Weather minimums will be determined by each pilot but will not be lower than the club weather minimums listed in Table 1.

5.12 Currency requirements are listed in Table 2 and a dual flight with an EHFC instructor is required if currency requirements have been exceeded.

5.13 Grounded or inactive members shall not pilot or make reservations for flight with the exception of inactive currency of one hour every 6 months with an instructor.

5.14 IFR safety pilots must be approved by the chief instructor or be EHFC members who have completed their annual VFR checkout in any EHFC aircraft.

5.15 Participation in the FAA WINGS program is strongly encouraged.

## 6.0 MAINTENANCE & REPAIRS

6.1 Maintenance and/or repairs of EHFC planes shall not be performed by members (no tools) unless approved by the maintenance officer.

6.2 Inoperative equipment discovered during preflight renders the aircraft unairworthy and the following steps should be taken per FAR 91.213 (please ask an instructor for help):

- a) If the equipment is required by the aircraft minimum equipment list (if applicable), the aircraft type certificate, any airworthiness directives, or FAR 91.205 (please ask an instructor) then the aircraft must be grounded. Examples of required equipment for day VFR flight (FAR 91.205) include: Airspeed Indicator, Altimeter, Compass, Tachometer, Oil Pressure Gage, Oil Temperature Gage, Fuel Gages, Landing Gear Position Indicator (if applicable), Seat Belts, Emergency Locator Transmitter
- b) If the equipment failure is likely to pose a danger to another pilot operating the aircraft then it must be grounded. Examples include: Engine not running properly, Flight controls which are not free and correct, Magnetos which drop excessively during run-up check, Structural damage, Seats which don't lock securely in the track, Inoperative radios
- c) If the equipment is required or malfunction is dangerous then it should be written on the squawk sheet as grounded and listed as grounded on the sign out board.
- d) If the equipment is not required and is not dangerous then it should be written on the squawk sheet and deferred for future repair. Equipment must be placarded as inoperative before flight.
- e) Cosmetic damage shall be recorded on a watch list or note to the chief instructor and not listed on the squawk sheet. Examples include a torn seat cushion, a broken air vent, a missing section of carpet, or a scuff on the paint

6.3 Planes landed due to mechanical difficulty shall not be flown unless approved by the maintenance officer or chief instructor.

6.4 Repair charges exceeding \$100 must be approved by the club maintenance officer or chief instructor.

6.5 Aircraft stranded due to mechanical difficulty become the responsibility of EHFC and the member will not be charged for repairing or shuttling the aircraft home. EHFC is not responsible for the return transportation of people or luggage.

## **7.0 FLIGHT SCHOOL OPERATIONS (FAR 141.93(a)(3))**

7.1 Weather minimums are contained in table 1.

7.2 Starting and Taxiing Procedures: Aircraft shall not be operated (started, taxied or landed) in areas where loose objects may cause damage to the aircraft, persons or property. Taxiing of club aircraft shall be in a manner reasonable and prudent and with the ailerons and elevator in the proper position with respect to the wind. Pilots should use minimum power and speed (in no case to exceed 15 knots) with minimum brake usage. Every pilot shall utilize a taxi diagram at all unfamiliar airports and carefully observe and comply with all signs and directions from ATC. If ambiguity exists in any clearance verification from ATC will be obtained by radio. Hand propping of club planes is prohibited and no props shall be turning south of the yellow safety line at EHFC. Beacon switches shall be ON at all times. Strobes are activated when a clearance to taxi is received. During the day, landing lights are switched on when a clearance to take-off is received. All club pilots shall use the EHFC radio sheet and AIM radio phraseology as a guide to proper unambiguous radio phraseology: avoid jargon and chatter on the radio. When taxiing in to East Hill after flight do not "power turn" the plane at the top of the ramp; park facing south and use the tow bar.

7.3 Fire Precautions and Procedures: No lighted smoking materials are allowed in the EHFC hangar, ramp or facilities. Members are responsible that their guests are briefed and comply with this rule. Extreme caution shall be taken with the use of auxiliary heat for winter operation and cold weather starts. Avoid over-priming and in no case "pump the throttle" if the engine is not starting. If there is any indication of an induction system fire due to backfire or any other fire, operate according to section 3 of the POH. Notify the maintenance officer immediately and an inspection shall be performed before further aircraft operation. All members shall be familiar with the location of fire extinguishers and the fuel shut-off switches for the fuel tank. All planes must be grounded with the static strap when fueling and extreme care exercised when handling fuel. Any leaks should be reported and absorbed with the leak kit available at the pump.

7.4 Re-Dispatch Procedure After Emergency Landing: No member shall practice emergency landings without an EHFC CFI. No member shall attempt a take-off after an emergency landing or precautionary landing due to a maintenance difficulty unless the pilot has contacted and received authorization from the chief instructor or club maintenance officer. Secure the aircraft and notify the club ASAP and in all operations assure the safety of pilot and passengers first.

7.5 Aircraft Discrepancies and Return to Service (see section 6 above): ANY inoperative equipment grounds a plane! Each member is personally responsible for accepting and flying the aircraft in an airworthy condition per 91.3, 91.7 91.103 and 91.213! If an aircraft has an unresolved squawk in the computer system that plane is grounded and will not dispatch. If an aircraft has unresolved (non-airworthy limiting) items that have been correctly deferred, this plane will dispatch and notify the pilot on the dispatch sheet. Aircraft shall not be flown in an un-airworthy condition or if the outcome of the flight is in any way questionable or contrary to safety.

7.6 Securing EHFC Aircraft When Not In Use: Planes parked on the ramp shall have chocks secured and gust locks installed. The tow bar shall be removed on EHFC ramp unless south of the yellow safety line. Beacon switches shall be ON at all times (to alert for inadvertent master switch activation).

No planes should be started or run south of the yellow safety line on the EHFC ramp. Aircraft away from EHFC shall be securely tied down or hangared if left unattended.

7.7 Fuel Reserves Necessary for Local and Cross-Country Flights: No plane shall be dispatched and flown with less than ½ tanks and all flights shall be planned to land at their destination or alternate with one hour fuel reserve. Students on cross-country are required to carry a valid credit card or cash for fueling. All members should be trained and familiar with leaning procedures per POH for safe efficient aircraft operation. Failure to lean can result in 40% increase in fuel consumption.

7.8 Collision Avoidance: Collision avoidance requires constant vigilance. Every pilot must BE ALERT and actively searching for other aircraft at all times. When “cleared to taxi” the strobes shall be activated (unless safety or courtesy to other pilots dictate otherwise) and the taxi route read back and verified with a written diagram. Upon receiving clearance for take-off the landing light shall be activated prior to taking the runway and a careful scan for traffic on final accomplished. All pilots shall comply with ATC ground and flight directions and utilize FAR/AIM standard operating procedures in all operations. Verification shall be sought in the case of any ambiguity in ATC instructions. It is the PIC responsibility to see and avoid collisions in all operations.

7.9 Minimum Altitude Limitations and Simulated Emergency Landing Instructions: No EHFC aircraft shall be operated below 500 feet AGL except for the purposes of take-off and landing. Emergency landing practice shall only be performed with an EHFC CFI on board and in no case continued lower than 500 feet AGL. Students shall not fly below 1000 feet AGL except for the purposes of TO/L. Instructors shall simulate engine failures by retarding the throttle and announcing “engine failure.” The student or pilot in training shall then pull the carb heat and perform the required actions according to the approved checklist or POH. In no case shall engines be failed in training with the mixture, fuel valve or magneto switch. Emergency landing practice shall emphasize a safe outcome by assuring a normal pattern to an emergency landing site directed into the wind. This maneuver shall be terminated as soon as a successful outcome is obvious and in no case proceeding lower than 500 feet AGL. Extreme caution for obstacles must be maintained at all times. Student pilots will not practice emergencies or fly below 1000 feet AGL while solo.

7.10 Description of Assigned Practice Areas: A map of the EHFC practice areas (Figure 1) as well as any current concerns or NOTAMS is posted on the club dispatch bulletin board. The two practice areas designated as the “North Practice Area” and “West Practice Area” are recognized by a letter of agreement with local ATC. Each practice area shall be requested by name upon taxi and crossing from one to the other through the runway 32 centerline should be avoided. Students must be familiar with the practice areas and are restricted to one or the other during all student solo operations except cross country flights (which are approved by an EHFC instructor). Student solo south of the airport in the hills and over Cornell or the city is prohibited. A current sectional chart must be carried on board for local flight.



## **8.0 REVISION HISTORY**

April 2017

3.2 Notice required for cancellations increased to 24 hours

Typographical errors fixed in sections 2.22, 3.2, 5.10, 5.15, 7.1, & 7.3

**TABLE 1, EHFC WEATHER REQUIREMENTS**

PILOT	OPERATION	CEILING MINIMUM (feet AGL)	VISIBILITY MINIMUM (SM)	WIND* MAXIMUM (Knots)	X-WIND* MAXIMUM (Knots)
<b>Student Pilot Solo</b>					
	Pattern	2000	5	20	8
	Practice Area	3000	10	20	8
	Cross Country	3500	10	20 Aloft	8
	Night**	N/A	N/A	N/A	N/A
<b>Private Pilot, VFR, Low Time (&lt;50 hours since certification)</b>					
	Pattern	1500	5	20	10
	Practice Area	3000	10	20	10
	Cross Country	3000	10	20	10
	Night**, Local***	3000	10	20	10
	Night**, Cross Country	5000	10	20	10
<b>Private Pilot (or better), VFR</b>					
	Pattern	1500	5	25	15
	Practice Area	2000	8	25	15
	Cross Country	2500	10	25	15
	Night**, Local***	3000	10	20	10
	Night**, Cross Country	5000	10	20	10
<b>Private Pilot (or better), IFR</b> Departure airport or approaches within 20 miles & destination forecast $\pm$ 1 hours					
	Precision Approach	500	1	25	15
	Non-Precision	800	1	25	15
	No Approach	VFR	VFR	25	15
	Night**	1000	2	25	15
<b>Tail-Wheel Aircraft (Day VFR Only)</b>					
	Pattern	1500	5	20	8
	Practice Area	2000	8	20	8
	Cross Country	3000	10	20	8
<b>Dual, VFR Training with club CFI</b>					
	Pattern	1500	3	30	20
	Practice Area	2000	5	30	20
	Cross Country	3000	5	30	20
	Night**, Local***	3000	10	20	10
	Night**, Cross Country	5000	10	20	10
<b>Dual, IFR Training with club CFII</b>					
	Precision Approach	500	$\frac{3}{4}$	30	20
	Non-Precision	800	1	30	20
	No Approach	VFR	VFR	30	20
	Night**	1000	2	20	10
* Higher wind limits may be approved by an EHFC instructor for an individual pilot ** Night is defined by EHFC as any time between sunset and sunrise *** Night, Local is defined as within 25 nm of Ithaca with landings only at Ithaca					

**TABLE 2, CURRENCY REQUIREMENTS\*\***

PILOT	OPERATION	TIME PERIOD (days)	MAKE & MODEL TIME (hours)	MAKE & MODEL TAKEOFFS & LANDINGS
Student Pilot Solo (also requires checkout and endorsement every 90 days)				
	Day Time	10	1	3
	Night*	N/A	N/A	N/A
	IFR	N/A	N/A	N/A
Private Pilot, VFR, Low Time (<50 hours since certification)				
	Day Time	45	1	3
	Night*	45	1	3 full stop
	IFR	N/A	N/A	N/A
Private Pilot (or better), Cessna Aircraft				
	Day Time	90	1	3
	Night*	90	1	3 full stop
	IFR	Annual checkout and FAA currency		
Private Pilot (or better), Tail Wheel Aircraft				
	Day Time	45	2	3
	Night*	N/A	N/A	N/A
Private Pilot (or better), Mooney Aircraft				
	Day Time	45	2	3
	Night*	45	2	3 full stop
	IFR	Annual checkout and FAA currency		
Grass Runways				
	Day Time	Annual chief instructor approval for each grass strip		
	Night*	N/A	N/A	N/A
	IFR	N/A	N/A	N/A
* Night is defined by EHFC as any time between sunset and sunrise				
**Any pilot not meeting these currency requirements will need an instructor checkout				

FIGURE 1 – EAST HILL FLYING CLUB PRACTICE AREAS

