

Westchester Flying Club, Inc.  
Operating Rules  
Amended and Restated April 13, 2010

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## 1. Obey Federal Aviation Regulations

Members must obey Federal Aviation Regulations (“FARs”) at all times. A member who fails to observe the FARs or who takes a club aircraft after he or she is grounded by the club may be subject to expulsion and forfeiture of his or her interest in the club.

## 2. Club Checkout

2.1. To qualify for club approval, each checkout must be recorded on a club checkout form. This form must be completed and signed by a club-approved flight instructor and the member completing the checkout, and be returned to the club records officer by the member. There are four types of club checkouts, several of which may be combined in a single flight:

2.1.1. Initial Club Checkout. Each new member, and each member returning from a period of inactive status of one year duration or longer, must complete an initial club checkout that includes the requirements of the club’s checkout form and an FAR 61.56 flight review (formerly “BFR”) regardless of when his/her last flight review was accomplished. This checkout must be conducted by a club-approved certified flight instructor (“CFI”) who is also a club member in a club aircraft of any class the member is eligible to fly. Except in accordance with student pilot provisions below, evidence of this checkout must be returned to the club records officer prior to the member acting as Pilot-in-Command (“PIC”) in any club aircraft. The initial club checkout will also qualify as a Make and Model checkout for the particular aircraft make and model and an Annual club checkout for the membership class of the aircraft used.

2.1.1.1. For student pilots, prior to the member's initial solo flight in any club aircraft, the member must provide evidence (typically in the form of a solo flight logbook endorsement) to the club's records officer that s/he has been authorized by his or her club-approved flight instructor to fly solo. In addition, each student pilot must also log at least one flight with a second club-approved flight instructor within three flight hours preceding the student pilot's first solo flight and provide evidence of such a flight (e.g., copy of logbook entry) to the club's records officer. One of the two instructors must be a club member.

2.1.1.2. Each student pilot must complete the Initial Club Checkout requirements (section 2.1.1) during primary training or upon obtaining his or her pilot certificate.

- 2.1.1.3. If there are no club members who are flight instructors, non-member club-approved flight instructors may be substituted for club member flight instructors in sections 2.1.1 and 2.1.1.1 above.
- 2.1.2. Make and Model Checkout. Each member must check out in each different make and model of club aircraft that s/he desires to fly. Each make and model checkout shall be conducted by a club-approved flight instructor in a club aircraft and must include the requirements of the club's checkout form. It may also qualify as an Annual club checkout at the option of the member and instructor.
- 2.1.3. Annual Club Checkout. In order to act as PIC of a club aircraft, each member must have satisfactorily completed an Annual club checkout within the preceding 12 calendar months. The Annual club checkout must have been conducted by a club-approved flight instructor in a make and model aircraft that is representative of the same or higher class as the aircraft the member desires to fly, but need not be in a club aircraft.
  - 2.1.3.1. Members may extend the period for completing an Annual club checkout to 24 calendar months by providing the club records officer with evidence of having logged at least 24 flight hours in any combination of club or non-club aircraft within the preceding 12 months, at least 3 hours of which were logged within the preceding 3 months.
  - 2.1.3.2. Any member who provides the records officer with evidence of having received a new pilot certificate or rating will be considered to have satisfactorily completed an Annual club checkout on the date of the practical test in the membership class of the aircraft used for the practical test. The rating flight need not be conducted in a club aircraft.
- 2.1.4. Post Accident/Incident Checkout. Any club member involved in an aircraft accident or incident (as defined by NTSB Part 830.2) while acting as the PIC of any club or non-club aircraft may be required, at the discretion of the Executive Committee, to satisfactorily complete a customized post accident / incident checkout and/or receive additional ground training prior to acting as PIC of any club aircraft.

**3. Pilot Records (formerly Rule 19)**

- 3.1. When acting as PIC of club aircraft, each member must be qualified and current in accordance with appropriate Federal Aviation Regulations, club by-laws and operating rules.
- 3.2. Each member must provide the Records Officer with current copies of the following documents within 72 hours of receiving any updates:
  - 3.2.1. Pilot certificate
  - 3.2.2. FAA medical certificate
  - 3.2.3. Evidence of compliance with an FAR Part 61.56 flight review
  - 3.2.4. Required club checkout form(s), signed by a club-approved flight instructor and the member
  - 3.2.5. A copy of his/her logbook showing the past year's flight activity, when requested
  - 3.2.6. The expiration date of his/her TSA Ramp Pass

**4. Flight Currency (formerly Rule 3)**

- 4.1. Members are expected to maintain currency. No member may act as PIC of a Club aircraft unless that member has logged at least 3 takeoffs and landings within the previous 90 days in any aircraft. Members whose currency has lapsed under this rule must be checked out by a CFI in any aircraft before acting as PIC of a Club aircraft.
- 4.2. Members who fly any of the Club's retractable aircraft must have at least 2 hours logged pilot time in the same make and model as the insured retractable aircraft in the preceding 90 days, or have taken and passed a currency check-out in the insurance aircraft, and received written approval from a CFI in the preceding 45 days. However, members who meet the above currency requirement for the Bonanzas (N8519M, N9003S and N275BM) are not additionally required to meet the currency requirements for the Arrows (N190FT and N15644).

**5. Requirements for High Performance and Retractable Aircraft**

- 5.1. Before acting as the PIC (solo) in any club Piper Arrow, a member shall have:
  - 5.1.1. at least a private license and 150 hours pilot time;

- 5.1.2. either (1) at least 50 hours total retractable time, including at least 5 hours of dual instruction with a WFC approved CFI in any club Arrow including 15 takeoffs and landings, or (2) at least 10 hours of dual instruction with a WFC approved CFI in any club Arrow including 15 takeoffs and landings; and
- 5.1.3. completed a comprehensive club checkout with a WFC-approved CFI in any club Arrow.
- 5.2. Before acting as the PIC (solo) in the Club's Beech Debonair 8519M, a member shall have:
  - 5.2.1. an instrument rating and 350 hours pilot time;
  - 5.2.2. at least 25 hours PIC and/or dual instruction in a Beech Bonanza and/or Debonair;
  - 5.2.3. either (1) at least 50 hours total retractable time, including at least 10 hours of dual instruction with CFI including 15 takeoffs and landings in a Beech Debonair and/or Bonanza aircraft of which at least 5 hours must be dual instruction with a WFC approved CFI in 8519M, or (2) at least 25 hours of dual instruction with a CFI including 15 takeoffs and landings in a Beech Debonair and/or Bonanza aircraft of which at least 10 hours must be dual instruction with a WFC approved CFI in 8519M; and
  - 5.2.4. completed a comprehensive club checkout with a WFC approved CFI in 8519M. The checkout will be conducted to either a VFR or IFR standard at the member's election, and the member shall demonstrate competence with all the aircraft's equipment. Any member electing to be checked out to VFR standards is limited to VMC usage until an IFR checkout is passed.
- 5.3. Before acting as the PIC (solo) in any club Beech Bonanza N9003S and/or N275BM, a member shall have:
  - 5.3.1. an instrument rating and 350 hours pilot time;
  - 5.3.2. at least 25 hours PIC and/or dual instruction in a Beech Bonanza and/or Debonair;
  - 5.3.3. either (1) at least 50 hours total retractable time, including at least 10 hours of dual instruction with CFI including 15 takeoffs and landings in a Beech Debonair and/or Bonanza aircraft of which at least 5 hours must be dual instruction with a WFC approved CFI in N9003S and/or N275BM, or (2) at least 25 hours of dual instruction with a CFI including 15 takeoffs and landings in a Beech Debonair and/or Bonanza aircraft of which at least 10 hours

must be dual instruction with a WFC approved CFI in N9003S and/or N275BM;

- 5.3.4. completed a comprehensive club checkout with a WFC approved CFI in N9003S or N275BM. The checkout will be conducted to either a VFR or IFR standard at the member's election, and the member shall demonstrate competence with all the aircraft's equipment. Any member electing to be checked out to VFR standards is limited to VMC usage until an IFR checkout is passed.
- 5.4. Notwithstanding any requirement in Sections 5.2 or 5.3 or any subparagraph there under, a member who is already checked out in any club Bonanza or Debonair and who has 500 PIC and 100 hours Bonanza and/or Debonair time may satisfy the check-out requirements of any other club Bonanza or Debonair after a minimum of 1 hour of instruction by a WFC approved CFI in that plane.
- 5.5. Members shall not land or takeoff any retractable Club aircraft from any non-paved runway.

## **6. Student Pilot Flight Requirements**

- 6.1. Student pilots are prohibited from training in the Club's high performance aircraft. Student pilots are also prohibited from flying in winds over 13 knots unless accompanied by a CFI and from flying solo if they have not flown within the past 30 days unless the flight is specifically approved by a CFI.

## **7. Pilot in Command (formerly Rule 16)**

- 7.1. Before each flight, the name of the PIC must be recorded in the aircraft flight log (i.e., tach sheet). The PIC must be a club member, except for:
  - 7.1.1. Maintenance and test flights by appropriately licensed repair facility personnel; or
  - 7.1.2. Instructional flights where the PIC is a CFI on the WFC approved instructor list, and the person receiving instruction is a club member.
- 7.2. The PIC must occupy the left front seat, except that the PIC may occupy the right front seat when:
  - 7.2.1. The PIC is a WFC-approved CFI giving instruction to a club member who is occupying the left front seat; or
  - 7.2.2. The PIC is a club member with right-seat privileges, all controls (including brakes) are reachable by the PIC, and the left front seat

is either empty or occupied by another club member. To have right-seat privileges, a club member must either be a CFI or pass a one-time WFC right-seat checkout.

## 8. Aircraft Reservations <sup>1</sup>

- 8.1. No aircraft shall be taken without a reservation, and each reservation must be confirmed prior to taking the aircraft.
- 8.2. Reservations shall be cancelled or modified as soon as it is known that the aircraft will not be used for the entire period of the reservation. This applies to any unused portion of time at the end of the reservation, as well as delays at the beginning of the reservation.
- 8.3. It is a violation of this rule for a member to make reservations for more than one aircraft where the periods covered by the reservations overlap. This rule shall not apply when the reservations exist for the purpose of aircraft maintenance.
- 8.4. A reservation will be considered void and cancelled if the aircraft is not obviously being used after the first hour of the reservation, or if one hour has elapsed since the aircraft was returned to its tiedown, and any member may cancel such reservation and make their own reservation in its place. This rule shall not apply when the reservation exists for the purpose of aircraft maintenance.
- 8.5. No airplane may be reserved for more than fourteen (14) consecutive calendar days, or parts thereof, without prior written approval of the Executive Committee (formerly Rule 9).
- 8.6. Summer Weekend Reservation Limitation (formerly Rule 10). There is a limitation on reservations for flights within the period from June 1st through Labor Day. No member may make reservations involving more than four (4) weekend days or parts thereof, regardless of whether or not the flight is actually conducted. This rule does not apply to those reservations where:
  - 8.6.1. The reservation is made no earlier than Wednesday at 12:00 noon ET immediately preceding the weekend involved, or
  - 8.6.2. The reservation is subsequently cancelled at least 14 days prior to the start of the reservation, or

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<sup>1</sup> For the purpose of these Operating Rules, the terms "Reservation" and "Cancellation" imply specific activities conducted by the member with the Club's centralized reservation service.

- 8.6.3. If such reservation is made less than 14 days prior to the start of the reservation, the reservation is cancelled by 12:00 midnight ET on the same calendar day on which it is made, or
- 8.6.4. The flight is cancelled because the aircraft involved is subsequently taken off-line for all or part of the reservation period by its Maintenance Coordinator.

Example 1: If a member made advance reservations (prior to Wednesday noon preceding the weekend involved) for all or part of each of the four Sundays in June, that member would not be allowed to make another reservation for a flight within the summer period that included any part of a weekend day unless the new reservation, or one or more of the existing reservations, became covered by the exceptions listed in Rules 8.6.1 through 8.6.4 above.

Example 2: If a member made one advance reservation (prior to Wednesday noon preceding the weekend involved) for a period of 14 days in July spanning two weekends, then that member would not be allowed to make another advance reservation for a flight within the summer period that included any part of a weekend day unless the new reservation, or the existing reservation, became covered by the exceptions listed in 8.6.1 through 8.6.4 above.

Example 3: If the 14 day reservation in Example 2 was instead made after Wednesday noon preceding the first weekend involved, it would still count as 2 summer weekend days because of the second weekend covered by the reservation.

- 8.7. Winter Weekend Reservation Limitation (formerly Rule 21). There is a limitation on reservations for flights within the period from Labor Day through May 31st. No member may have outstanding reservations involving more than four (4) weekend days or parts thereof. Once the weekend day has passed, it is no longer considered “outstanding” and an additional weekend day reservation may be made. This rule does not apply to those reservations where the reservation is made no earlier than the Monday preceding the weekend involved.
- 8.8. Members who violate Rule 8 shall be subject to the following penalties (formerly Rule 22):
  - 8.8.1. Fined \$50.00 for the first violation of any of these rules.
  - 8.8.2. Grounded for 30 days for a second violation within a six-(6) month period. The grounding shall take effect upon the adjournment of the next regular Club meeting following the violation.
  - 8.8.3. Members who violate any of these rules for a third time within a twelve (12) month period shall be subjected to the provisions of the discipline by-law, and may be subject to expulsion and forfeiture of their interest in the club.

- 8.9. A member in violation of Rules 8.6 or 8.7 shall, within 24 hours of notification, cancel enough pending reservations to return within compliance, or all pending reservations if unable to return within compliance. Following such notification, a member who fails to cancel enough pending reservations will be subject to imposed cancellation and escalating penalties under Rule 8.8.
- 8.10. If unable to communicate directly with the offending member for notification purposes, the Executive Committee shall cancel the necessary reservations in reverse chronological order (i.e., most distant reservation first).

**9. Responsibilities while Using Club Aircraft (formerly Rule 12)**

- 9.1. Members shall personally perform a thorough preflight check of the aircraft, its equipment and records prior to each flight. Pay particular attention to the Squawk section of the plane's activity binder. Take nothing for granted. If you are taking the aircraft on a trip that will span the end of month time sheet reading, call the tach time reader to make arrangements to get him/her the billing records.
- 9.2. At the termination of the flight, properly secure the plane at the tie down, clean out any trash, fill out the time sheet legibly with your name and all required fields, and cancel any time remaining on the reservation. If the plane has flown at least one hour since last being refueled, you are responsible for having the plane refueled prior to its next reservation. Many of our aircraft are provided with covers to protect the interior, avionics and windows from the harmful effects of the sun, and to facilitate removal of frost and snow from windows during the winter. Members are required to install the cover provided with each aircraft whenever the plane is permanently tied down at HPN, and are encouraged to do so when tied down at other airports. Exceptions are permitted when adverse weather conditions such as strong winds make successful installation difficult.
- 9.3. Record all aircraft or avionics concerns in the Squawk section of the plane's activity binder for the information and benefit of the next pilot and the aircraft's Maintenance Coordinator. Make sure your name is legible in case additional information is needed. Writing squawks on the time sheet is not sufficient because these sheets are regularly removed from the aircraft for billing purposes.
- 9.4. If a significant mechanical, electrical or structural condition occurs or is discovered that may affect the airworthiness of the aircraft or bring into question its condition for safe flight, you should promptly notify both the responsible Maintenance Coordinator and the next reservation holder in addition to recording the problem in the Squawk section of the binder. If

you cannot contact and actually speak with the appropriate Maintenance Coordinator, then you should attempt to contact the following individuals in the order indicated:

9.4.1. Another club aircraft Maintenance Coordinator

9.4.2. A club officer

9.4.3. Other designees as may be listed from time to time.

9.5. This rule requires that you continue attempting to contact the above individuals until you actually speak with one of them. Simply leaving them a message is not considered contact.

9.6. Should such a significant condition be discovered while in flight, discontinue the flight and land at an appropriate airport as soon as practical.

9.7. No member shall make any modification to any club aircraft without the express prior approval of the maintenance coordinator, maintenance officer or executive committee. This includes, but is not limited to applying Velcro or any other adhesive products to any part of a club aircraft.

## **10. Aircraft Repairs (formerly Rule 13)**

10.1. Maintenance Coordinators or their designees are the only Club Members allowed to personally perform Preventative Maintenance as authorized in FAR Part 43.3(g), such Preventative Maintenance items being identified in FAR Part 43, Appendix A (c). Any person performing such Preventative Maintenance shall do so in accordance with FAR Part 43.13, and make the proper aircraft logbook entry, with the required information, in accordance with FAR Part 43.9. "The person's signature in the above noted logbook entry constitutes the approval for the aircraft's return to service for the work performed."

10.2. In the event that a club aircraft requires other repairs while away from its base, the pilot must contact the appropriate aircraft or avionics Maintenance Coordinator for instructions and authorization before proceeding with any repairs. If you cannot contact and actually speak with the appropriate Maintenance Coordinator, then you must attempt to contact the following individuals in the order indicated:

10.2.1. Another club aircraft Maintenance Coordinator

10.2.2. A club officer

10.2.3. Other designees as may be listed from time to time.

- 10.3. This rule requires that you continue attempting to contact the above individuals until you actually speak with one of them. Simply leaving them a message is not considered contact.
- 10.4. Failure to comply with this requirement may cause the member to be held personally responsible for any and all charges incurred and be subject to other sanctions as described in the discipline paragraph of the club by-laws.

**11. Members Responsibility for Damage (formerly Rule 14)**

- 11.1. Members shall pay for damage to an aircraft in their custody up to the amount of the Club's insurance deductible. In addition, the member shall also be responsible for incidental costs associated with the incident. These latter costs shall be limited to those which members would have incurred had they been the sole owners of the plane. Each case of damage to an aircraft may be reviewed by the Executive Committee to determine the extent to which the first part of this paragraph shall apply.

**12. Members Responsibility for Service (formerly Rule 15)**

- 12.1. Members are liable for the cost of service to correct a problem for which they are responsible (e.g., the cost to charge a battery rundown due to the member's failure to turn off the master switch). Members are personally liable for the cost of pre-heating service in winter.

**13. Attendance (formerly Rule 17)**

- 13.1. All members are required to attend at least one club meeting every three months to maintain flying status. Any member who has consistently failed to attend a club meeting for three months or more is not permitted to fly club aircraft until the member has attended a meeting. The Executive Committee may, upon request, excuse a member from this attendance requirement where it deems hardship would be caused to the member, or where it recognizes the member has provided alternative service to the Club.

**14. Payments in Arrears (formerly Rule 18)**

- 14.1. Once a member has been prohibited from flying because of being in arrears, if that member is substantially or habitually in arrears, then the Executive Committee may require payment of a deposit in addition to the arrears before the member is permitted to fly again. If a member flies while grounded, he/she will be subject to the penalties listed in Operating Rule 0 and the Discipline By-law—without exception.

**15. Winter operations (formerly Rule 20)**

- 15.1. All snow, ice, and frost must be removed from the wings and tail surfaces prior to flight. Loose snow may be removed with a broom or brush, but frost and ice shall be removed using only the following approved methods to protect the aircraft's finish:
  - 15.1.1. Wait until sun melts it
  - 15.1.2. Move aircraft to a heated hangar
  - 15.1.3. Spray with de-icing liquid
- 15.2. A cold engine must be preheated whenever the ATIS temperature is below -6 degrees Celsius (20 degrees Fahrenheit).
- 15.3. The starter motor must not be cranked for more than 15 seconds continuously. If necessary, wait one minute then re-prime before cranking.

**16. Flight Instructors (formerly Proposed Rule 4)**

- 16.1. Candidates for club-approved flight instructor will be reviewed by the club safety committee and approved by the Executive Committee in accordance with the following minimum qualifications and requirements:
  - 16.1.1. Current FAA certificated flight instructors having appropriate class and category ratings for the club aircraft to be utilized and operations to be conducted.
  - 16.1.2. Have given at least 100 total hours of instruction in the same class and category of aircraft for which approval is sought. However, for member CFI's having less than 100 total hours of instruction, instruction may be given in any club aircraft but the member CFI is restricted from giving initial club checkouts, and Bonanza make and model checkouts, until 25 total hours of instruction are acquired.
  - 16.1.3. Have logged at least 50 hours as PIC in the same make and model of aircraft for which approval is sought.
  - 16.1.4. Have satisfactorily completed a flight check and/or presentation of appropriate background, training and experience acceptable to the safety committee and the Executive Committee.
  - 16.1.5. Demonstrated familiarity with the club by-laws, operating rules specific club aircraft, and their installed equipment.

- 16.2. Club-approved flight instructors may have that approval suspended or revoked for violation of club by-laws, operating rules, FARs or other acts prejudicial to the club or the safety of its members, or for other cause at the discretion of the safety committee and/or Executive Committee.
- 16.3. Club-approved flight instructors are PIC for the WFC aircraft when providing initial club checkouts, make and model training, and currency flights and they shall meet the same left seat flight currency requirements as WFC members provided in Rule 4.

**17. Procedure to Change Operating Rules**

- 17.1. Operating rules may be changed, added to, or deleted by an affirmative vote of majority of members present at a regular club meeting.