

Westchester Flying Club, Inc.  
Operating Rules  
Amended and Restated July 14, 2020

**Table of Contents**

	<b>Page</b>
1. Obey Federal Aviation Regulations .....	2
2. Required Club Checkouts .....	2
3. Specific Make and Model Checkout Requirements.....	4
4. Pilot Records .....	5
5. Flight Currency .....	5
6. Aircraft Limitations and Restrictions.....	6
7. Pilot in Command .....	7
8. Aircraft Reservations .....	7
9. Responsibilities while Using Club Aircraft .....	10
10. Aircraft Repairs.....	11
11. Members Responsibility for Damage .....	11
12. Members Responsibility for Service.....	12
13. Attendance .....	12
14. Payments in Arrears.....	12
15. Winter Operations.....	12
16. Flight Instructors.....	13
17. Procedure to Change Operating Rules .....	13

## 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. Required Club Checkouts

- 2.1. To qualify to fly any Club aircraft, members must be checked out in each Club aircraft, and must record such a checkout 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’s Records Officer by the member before acting as PIC in the applicable aircraft. 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. Specific Make and Model Checkout Requirements**

- 3.1. Before acting as PIC (solo) in any Club Piper Archer, the member must have completed the Club's Initial Checkout requirements.
- 3.2. Before acting as the PIC (solo) in any Club Piper Arrow, the member shall have:
  - 3.2.1. At least a private license and 150 hours pilot time;
  - 3.2.2. either (1) at least 20 hours total retractable time, including at least 10 hours in the make and model, with 5 of dual instruction with a WFC approved CFI in any Club Arrow including 10 takeoffs and landings, OR (2) at least 20 hours of dual instruction with a WFC approved CFI in any Club Arrow including 10 takeoffs and landings; and
  - 3.2.3. Completed a comprehensive Arrow Checkout with a WFC-approved CFI in any Club Arrow.
- 3.3. Before acting as the PIC (solo) in the Club's Beech V35 Bonanzas, a member shall have:
  - 3.3.1. 300 hours pilot time or 275 hours if instrument rated;
  - 3.3.2. At least 15 hours dual instruction in a Beech V35 Bonanza;
  - 3.3.3. 75 hours of total retractable time;
  - 3.3.4. Completed a Bonanza Checkout with a WFC approved CFI in N9003S and 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 of the aircraft's equipment. Any member electing to be checked out to VFR standards is limited to VMC until an IFR checkout is passed. Should only one of the Club Bonanzas be available when his checkout is being conducted, the member can be approved for flight in that particular aircraft but will be required to log at least one training flight with a WFC approved CFI in the other Bonanza before acting as PIC in that aircraft.
- 3.4. Before acting as the PIC (solo) in the Club's Cirrus SR20, a member shall have:
  - 3.4.1. 250 hours pilot time; or 150 pilot time and 75 hours in Cirrus aircraft;

- 3.4.2. At least 10 hours of dual instruction in a Cirrus SR20;
- 3.4.3. Completed a comprehensive club checkout with a WFC approved CFI in N298AM. 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 until an IFR checkout is passed.

#### **4. Pilot Records**

- 4.1. When acting as PIC of Club aircraft, each member must be qualified and current in accordance with appropriate Federal Aviation Regulations, Club Bylaws and Operating Rules.
- 4.2. Each member must provide the Records Officer with current copies of the following documents within 72 hours of receiving any updates:
  - 4.2.1. Pilot certificate;
  - 4.2.2. FAA medical certificate;
  - 4.2.3. Evidence of compliance with an FAR Part 61.56 flight review;
  - 4.2.4. Required Club checkout form(s), signed by a Club-approved flight instructor and the member;
  - 4.2.5. A copy of his/her logbook showing the past year's flight activity, when requested;
  - 4.2.6. The expiration date of his/her TSA Ramp Pass.

#### **5. Flight Currency**

- 5.1. Members are expected to maintain currency in all Club aircraft. No member may act as PIC of any Club aircraft in which the member is not current. Currency is defined as having satisfied the following requirements:
  - 5.1.1. For the Club's Cirrus SR20 aircraft, currency is defined as having logged at least two flight hours and three takeoffs and landings in any Cirrus SR20 within the previous 90 days.
  - 5.1.2. With respect to the Club's Archer, Arrow and Beechcraft aircraft, there are two currency requirements:
    - 5.1.2.1. Each member must log at least two flight hours and three takeoffs and landings within the previous 90 days in any

aircraft of the same make and model as the highest class of Club aircraft among these three in which the member intends to act as PIC.

- 5.1.2.2. Each member must also log at least one flight hour and three takeoffs and landings within the previous 12 calendar months in any aircraft of the same make and model as any lower-class Club aircraft among these three in which the member intends to act as PIC.
- 5.1.3. For clarity, if a member satisfies requirement 5.1.2.1 in a Bonanza, the member must satisfy requirement 5.1.2.2 in both an Arrow and an Archer to be considered current in Arrows and Archers. Failure to satisfy requirement 5.1.2.1 in an Arrow, for example, would result in this member's currency lapsing in Arrows, but would not affect currency in Archers.
- 5.1.4. A member that is current in accordance with requirement 5.1.2.1, but not 5.1.2.2, may only act as PIC in the same make and model as the aircraft in which the member's 5.1.2.1 currency was logged. However, the reverse is not applicable; that is, no member may act as PIC of any Club Archer, Arrow or Bonanza aircraft without having satisfied at least requirement 5.1.2.1.
- 5.1.5. Finally, Cirrus currency requirements (5.1.1) and the collection of currency requirements for Archers, Arrows and Bonanzas (5.1.2 through 5.1.4) are independent of one another and must both be separately satisfied to fly as PIC in either group of Club aircraft.
- 5.2. Any member whose currency has lapsed under any part of this rule must be checked out by a Club-approved CFI before acting as PIC of the applicable Club aircraft. Following such a checkout, the member must fly as PIC at least once in any aircraft of the same make and model of the checkout aircraft within the subsequent 45 days. The member must provide evidence of such a checkout to the Club's Records Officer before acting as PIC in the applicable aircraft. The pilot is responsible for self-certifying after the required refresher flight within the 45-day post checkout period.

## **6. Aircraft Limitations and Restrictions**

- 6.1. No members shall land or takeoff the Club's Cirrus SR20 or any retractable Club aircraft from any non-paved runway.
- 6.2. Student pilots are prohibited from training in the Club's high performance aircraft.

- 6.3. 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 these flights are specifically approved by a CFI.

## **7. Pilot in Command**

- 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.

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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 online reservation service.

- 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.
- 8.6. **Summer Weekend Reservation Limitation.** 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 and the member had no canceled reservation for the weekend in previous 48-hour period; or
  - 8.6.2. The reservation is subsequently cancelled at least 14 days prior to the start of the reservation; or
  - 8.6.3. If such reservation is made less than 14 days prior to the start of the reservation, the reservation is cancelled by 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 for maintenance.

**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: 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. Single Asset Reservation Limitation: When the Club operates an aircraft that is singular to the Club's Fleet, the reservation rules for that aircraft are modified as follows:
  - 8.8.1. No member may make advanced reservations involving more than two (2) weekend days, or parts thereof, for a single asset aircraft. This is applicable to both summer (8.6) and winter (8.7) and reservations rules.
  - 8.8.2. No single asset aircraft may be reserved for more than seven (7) consecutive calendar days, or parts thereof, without prior written approval of the Executive Committee.
- 8.9. Members who violate Rule 8 shall be subject to the following penalties:
  - 8.9.1. Fined \$50.00 for the first violation of any of these rules;
  - 8.9.2. 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;
  - 8.9.3. 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 Bylaw, and may be subject to expulsion and forfeiture of their interest in the Club.
- 8.10. 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.
- 8.11. 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

- 9.1. Members shall personally perform a thorough preflight check of the aircraft, its equipment and records prior to each flight, including a review of the Club's online squawk and maintenance system. 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. 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 Club's online squawk and maintenance system at the termination of each flight. This information benefits 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 Club's online squawk and maintenance system. 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 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**

- 10.1. Maintenance Coordinators or their designees shall keep members apprised of all aircraft maintenance by including a notation in the Club's online squawk and maintenance system, and as appropriate, via email to the membership.
- 10.2. 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."
- 10.3. 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:
  - 10.3.1. Another Club aircraft Maintenance Coordinator;
  - 10.3.2. A Club officer;
  - 10.3.3. Other designees as may be listed from time to time.
- 10.4. 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.
- 10.5. 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 Bylaws.

**11. Members Responsibility for Damage**

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**

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**

13.1. All members are required to attend at least one Club meeting every three months to maintain flying status. Any member who has 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**

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 and disciplinary action as per the Club Bylaws — without exception.

**15. Winter Operations**

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**

- 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 Bylaws, 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 Bylaws, 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; they shall meet the same left seat flight currency requirements and record reporting requirements of WFC members.

## **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.