

THE UW FLYING CLUB  
**Operating Rules**

Note: the club board is currently in the process of updating these rules. Several obsolete provisions will probably be modified by summer 2011.

- A. All Club aircraft shall be flown in compliance with current Federal Aviation Regulations (FARs).
- B. Who may fly Club aircraft:
  - 1. Any FAA certified pilot with private or higher airplane certificate who is current for all applicable FARs, is a Club member in good standing, and meets the additional following requirements:
    - a) Prior to solo flight as pilot-in-command of any Club aircraft, a member must have completed an initial checkride in the highest make and model aircraft (e.g., C-152, C-172, C-182) that the member intends to use regularly, with a UWFC Designated Instructor.
    - b) Within ninety (90) days immediately preceding any flight as pilot-in-command, a member must have completed three take-offs and three landings in a Club aircraft. Otherwise, the checkride requirement applies:
    - c) Within the twelve (12) months immediately preceding any flight as pilot-in-command, a member must have completed one of the following in the highest-rated (or most complex) Club plane in which the member has completed previous checkrides:
      - A proficiency check with a Club Designated Instructor (Club Annual Flight Review)
      - The addition of a pilot certificate or rating
      - Completion of a phase in the FAA Wings program
      - Completion of a Biennial Flight Review
    - d) All members must comply with Dane County Airport Security regulations.
    - e) Members shall comply with all insurance requirements for flight of aircraft. For the Cessna 182, these require that the pilot-in-command must have five (5) hours minimum in type if the pilot has more than 100 hours total time or

must have ten (10) hours in type if the pilot has less than 100 hours total time. This rule is in addition to any other Club rules pertaining to this aircraft.

2. Any student pilot who is a Club member under direct supervision of a Club Designated Instructor may fly Club aircraft. A student pilot who has not flown within the previous 30 days must have a dual check ride with a Club Designated Instructor. Student pilots must have prior approval by a Club Designated Instructor for each solo flight.
3. Non-members may not fly a Club aircraft, except that UWFC Designated Instructors may fly Club aircraft for the purpose of instructing Club members only. Maintenance personnel who are employees of the FBO performing maintenance may operate the aircraft for test purposes only, in accordance with the Club's insurance policy.

C. UWFC Designated Instructors:

Only FAA Certified Flight Instructors approved by the President may be UWFC Designated Instructors. Currently, any flight instructor affiliated with, and covered by the insurance of Wisconsin Aviation - Madison is a UWFC Designated Instructor. Club members rated CFI(I) may only give other Club members instruction in Club aircraft.

D. Scheduling of Aircraft:

1. All pilots must check the flight schedule just before flying.
2. Any member more than 15 minutes late for starting a scheduled flight of two hours or less or more than one hour late for a flight scheduled in excess of two hours, shall forfeit the remainder of the reservation to any other member wishing to fly.
3. The member's name must be printed legibly on the flight schedule sheet showing the duration of the flight. If this is more than one day, write the flight destination on the departure day's flight schedule sheet.
4. The member must obtain from staff at WisAV lobby desk the flight ticket clipboard, key, and "squawk book" for the aircraft to be flown. Before leaving the desk, the member must sign the statement at the top of the flight ticket, fill in destination, and print her/his name legibly in the designated space near the bottom. During preflight, the member must check the Hobbs/Tach "Time Out" that appears on the flight ticket. After the flight, the member must fill in the Hobbs/Tach "Time In", and the date before returning the flight ticket, key, clipboard and squawk book to the WisAV lobby desk.
5. Only the time needed to complete the flight shall be scheduled. Aircraft are to be returned as scheduled. If, after departure, aircraft malfunction or bad weather

prevent returning safely on time, the pilot must notify WisAV, (608) 249-2189, negotiate a schedule extension, and ask that other affected pilots be notified.

6. Between May 15 and September 15, no Club member, without prior approval of the UWFC President or Office Manager, may schedule a time block that includes more than two weekends.
7. Cancelling of a scheduled flight shall be done as far in advance as possible. If a flight is not cancelled, the member may be required to pay a down time fee based on the number of hours scheduled, at 1/2 the normal rental rate for the aircraft scheduled, as determined by the President (\$200 maximum).
8. No member shall alter the aircraft scheduling of any other member without prior permission of the other member. However, the schedule may be changed for maintenance purposes by the President, the UWFC Office Manager, the Fleet Captain, or the aircraft's Plane Captain.

E. Cross-Country Flights:

1. All student cross-country flights must be approved in advance by a Club Designated Instructor.
2. N48836 is not available for flights of more than four (4) hours except if authorized by a CFI for training, or if taken after 6 PM and returned by 8 AM the following morning. The UWFC President or Office Manager may authorize flights of longer duration.
3. Trips in duration of five (5) days or less may be scheduled at any time if the aircraft is available. A minimum of two hours per day average will be charged for such trips, unless it is excused due to poor flying weather or aircraft malfunction.
4. Trips of more than five days must be approved by the President or Office Manager. Submit the following information in writing as far in advance as possible:
  - date range for which aircraft is desired;
  - destination;
  - number of hours aircraft will be flown (two hour/day minimum). This will be the minimum charge for the trip.

If the member's request for the aircraft is granted (as is customary), only poor flying weather or aircraft malfunction will excuse the minimums. Prior usage and trip feasibility may be considered in granting use of aircraft under this section.

5. If, for any reason, a member is unable to return from a flight, the member must notify and receive acknowledgment from the Club Office or any Club Officer or Board member or Fleet Captain or the aircraft's Plane Captain.

6. All flights outside of the Continental U.S. other than Mexico must have the prior approval of the Club President. All extra costs (e.g., Customs fees) are to be paid by the member. Flights into Mexico are prohibited.
7. On cross-country flights, all fuel, oil, preheats, and routine service bills that you pay, and submit to the Club Office will be credited on your next UWFC billing statement. Receipts, in the form of a legible invoice or charge card receipt showing the aircraft's "N" number, must be submitted. Landing, tiedown, de-icing, hangar fees and chart purchases will not normally be reimbursed. No member is authorized to have an FBO direct-bill the UWFC for any charges.

F. Ground Operation:

1. Obtain the flight ticket clipboard and key for the aircraft to be flown at WisAV lobby desk. Before leaving the desk, sign the statement at the top of the flight ticket, fill in destination, and print your name legibly in the designated space near the bottom. During preflight, check the Hobbs/Tach "Time Out" that appears on the flight ticket. After the flight, fill in the Hobbs/Tach "Time In", and the date before returning the flight ticket and clipboard to the WisAv lobby desk.
2. Always make a thorough preflight inspection of the aircraft before flying. This includes required papers ("ARROW"). Members will be held responsible for this, as well as the condition of the aircraft upon its return. Keep aircraft clean and tidy.
3. Preheats are **required** when the ambient air temperature is below **20 degrees** Fahrenheit. The cost of engine "Preheats" are billed directly to UWFC by WisAV. WisAV will honor member requests for preheats below 32 degrees Fahrenheit. If in doubt about getting a safe, sure engine start -- Preheat!
4. The primary billing record is the flight ticket on the clipboard you check out from WisAV lobby desk. Except for N1256M, which is billed on Tach time, Hobbs meter time will be used in filling out a flight ticket for each flight you make. It is imperative that the pilot check the Hobbs meter and the flight time record of the previous pilot before the flight. If the meter is between two numbers, the higher one shall be used. If the Hobbs meter is inoperative, Tach time shall be recorded and noted on the flight ticket.

If there is a Hobbs meter discrepancy, have your flight ticket signed off by an FBO employee or another Club member; otherwise the difference in hours will be charged to the following pilot.

5. If you notice anything unusual about the aircraft, you are required to:
  - a) Note the problem in the Squawk Book (be sure to include date, N-number, your name, and your telephone number);

- b) If the problem appears hazardous or affects airworthiness, notify one of the following in this order: Plane Captain, Fleet Captain, Club President, Club Office;

Otherwise, another member may inadvertently fly the airplane while a hazardous condition exists. A member delinquent in this manner can be held responsible!

- 6. After completing a flight, leave the aircraft on the WisAV ramp or in a suitable tie-down position and be sure that:
  - a) aircraft is secured as per manufacturer's checklist;
  - b) control lock is in place;
  - c) master switch is turned off;
  - d) emergency brake is off;
  - e) plane is tied down with locking knots;
  - f) clipboard and key is returned to WisAV lobby desk.
  - g) your name and date of flight are legible on flight ticket.
- 7. There will be no smoking or exposure to open flame, in or near the aircraft, at any time.
- 8. If the master switch is left on, the cost to start or the cost to replace the battery shall be borne by the pilot responsible.

G. In-Flight Operation:

- 1. All Club aircraft shall be operated only from those landing areas that are recognized by the FAA as public or private airports. This means that they can be found on a current sectional chart.

H. Night VFR Operation:

- 1. Student pilots may only fly solo at night when under direct supervision of a Club Designated Instructor.
- 2. Any Club member with a Private Pilot or higher certificate is authorized to act as pilot in command for night cross-country flights if the member has previously received a night flying checkout.

I. Logbooks:

Pilot logbooks of Club members will be made available for inspection upon request of the Safety Officer.

J. Aircraft Rates:

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Aircraft use rates, based on Tach/ Hobbs meter hours, are established and revised as needed by the UWFC Board of Directors. These are “wet” rates, i.e., fuel and oil is included. Club members who pay for off-airport fuel, oil, preheats, and repairs will receive credit on their billing statements after documentation is submitted to the Club Office.

K. Member Requirements - Billing

1. Monthly, each Club member shall be billed dues, plus any incurred outstanding charges including hourly usage at the current rate in effect. Bills are payable on receipt. Balances that remain unpaid after 30 days are subject to a finance charge of 1.5% per month.
2. Any request that has a financial impact to the Flying Club must be made in writing to the Club office seven days prior to the next Board of Directors meeting. The Office Manager and/or Treasurer shall compile all copies of pertinent records so that the Board can make an informed decision.

L. Club Service Requirement:

Each member will be required to donate four hours each year ending June 30 toward club service. Two hours of this requirement may be satisfied by attending UWFC recognized safety events. Volunteer service to the Flying Club shall not be fulfilled by virtue of holding a Club office, serving as a plane captain or serving as a member of the Board of Directors. Hours not served will be billed to the Club member at a rate of \$10 per hour on June 30, or prorated on inactivation of membership.

M. Insurance Coverage:

Each Club member is responsible for being familiar with the provisions of the insurance policy or policies in force at any given time, and shall rely on coverage from Club insurance based only on the provisions of the policy or policies themselves. The Club does not carry insurance on any aircraft not owned by the Club, and does not insure any member when flying aircraft not owned by the Club.

N. Newsletter

The UW Flying Club News is the official publication of the Club. Notices published therein may amend these Operating Rules, and are binding on all members.

O. Violations:

Violation of these Rules render a member liable to monetary fine, temporary flight suspension, and in extreme cases, expulsion from the Club, as provided by Sections 6, 14 and 22 of the Constitution.

Scheduled for Adoption: October 22, 1998