



## THE CLUB – POLICIES AND PROCEDURES

AMERICAN FLIGHT SCHOOLS, LLC and FLYING CLUBS OF AMERICA, LLC are management companies that operate under a contract with various entities including Aspen Flying Club, Western Air Flight Academy, Aurora Flight Training, the Club at Centennial, Alliance Flight Training, and Bay Area Flying Clubs and is herein after referred to as “THE CLUB” or “CLUB”. THE CLUB reserves the right to alter, modify, amend, remove, waive, or add any rule or policy. Flight Instructors will be notified of updates at monthly Instructor Safety Meetings or by email in special circumstances. Any Flight Instructor that flies a CLUB aircraft after notification is made has by implication acknowledged and accepted such changes. Failure to abide by THE CLUB Instructor Policies and Standards may result in restriction or termination of flight instruction privileges at THE CLUB.

### 1 Administrative Policy

#### 1.1 Dues & Payment

- a) Individual Membership dues are \$45 per month.
- b) Club dues will automatically be billed to the member’s credit or debit card, each month. The Group Renters Insurance Pool charge is billed yearly to the member’s credit or debit card. Other payment options may be considered for an additional fee.
- c) All other charges must be settled immediately, as they are accrued. Any balance will be automatically billed to the members’ credit or debit card.
- d) For flights returning after normal business hours, payment must be made with prepaid funds, cash, check, or credit card. Any member wishing to participate in after-hours operations must have a credit card authorization form on file with THE CLUB.
- e) THE CLUB aircraft are rented at a “wet rate”. Fuel costs are included in the rental price.
- f) Flying privileges **may** be suspended or revoked for any account overdue.
- g) Membership may be suspended or terminated for violation of CLUB policies or any FAA regulation or rule.
- h) Merchandise returns must be within thirty (30) days of purchase and accompanied by the original receipt. The item cannot have been opened or show any signs of use.
- i) If the Renter fails to pay any money due under or in connection with the Rental of Aircraft within 14 days of the date by which the Renter was required to pay the money, the Club may, without prejudice to any other rights or remedies the Club may have or be entitled to, charge the Renter and the Renter must pay all additional costs as outlined below:
  - (1) interest at 10% (compounded daily) on the total amount owing from the expiry of 14 days from the date on which the hirer was required to pay the money to the date of payment; and
  - (2) all costs incurred for the collection of the unpaid money by a debt collection agency or other external or legal agency; and
  - (3) an administration fee of \$50.
- j) If a Hobbs meter is not installed in an aircraft, or is inoperative, the aircraft rate will be charged at 1.2 times tach time.

#### 1.2 Aircraft Scheduling, Dispatch and Use

- a) Please be considerate. When an aircraft is scheduled and not used, or canceled on short notice, it prevents others from using the aircraft. Schedule only what you need.
- b) Aircraft keys and checkout sheets are dispatched from THE CLUB office front desks. Aircraft may be scheduled 24 hours a day via the online scheduling system. Dispatch books will be left in the CLUB after-hours box for flights planned outside of regular business hours.
- c) Dispatch books can only be made available for after-hours flights if the plane has been reserved during regular business hours. The lockbox code changes daily and is published on the online flight scheduler message board. Combinations are for members only.



- d) No aircraft may depart a CLUB tie down or hangar unless it has been scheduled and dispatched through Flight Schedule Pro. This procedure applies equally to aircraft owners as it does to all members.
- e) If the departure destination, time or date changes, or if you come back early, please notify the front desk.
- f) Both Tach and Hobbs times are to be entered on the aircraft checkout sheet prior to engine start and after engine shutdown.

### **1.3 Aircraft Pick-up & Return**

- a) A thorough pre-flight inspection must be performed prior to flight. Any damage or discrepancies not previously noted should be reported to THE CLUB prior to departure. You may be held financially responsible for damage reported after your flight, if not reported beforehand.
- b) After returning, the aircraft should be properly secured (Gust lock, pitot cover, tie down and cockpit cover or window shades) at its tie down location or hangar. Remove all trash from the aircraft.
- c) A fee may be charged if an aircraft is incorrectly secured following flight. Examples include:
  - (i) Parking an aircraft that has a designated space in the wrong location.
  - (ii) Improperly securing aircraft (improperly tied down and/or chocked, or failure to install the gust lock).
  - (iii) Returning an aircraft in poor condition (i.e. excessively dirty or damaged interior, trash, etc.).
  - (iv) Not returning aircraft keys.

### **1.4 Delays & No-Shows for Aircraft Rental**

- a) If running late for an aircraft reservation, call THE CLUB. Failure to check-in within 15 minutes of the reservation time, without contacting the front desk, may result in the aircraft being released for other renters.
- b) A \$100 no-show fee may be assessed for renters who do not show up for their flight and did not make any attempt to contact the Club prior to their flight time. An additional fee of \$25 per hour will be added for any reserved flight of more than two (2) hours.
- c) Every effort should be made to return the aircraft on time. Aircraft must be checked in at the front desk prior to the conclusion of the rental period. A \$50 late fee may be assessed for aircraft that are returned late. Repeated violations may result in suspension of privileges at THE CLUB.
- d) (i) Any student who does not arrive for a scheduled lesson (no-show), or who fails to give at least two hours' notice prior to cancelling a lesson with an instructor may be charged for the instructor's time, at the instructor's discretion.
  - (ii) The instructor's no-show or late cancellation fee may be up to, not to exceed, the full amount that would have been charged for the reserved lesson time.
  - (iii) A student who repeatedly fails to give two hours' notice prior to cancelling a lesson may be required by CLUB management to give the instructor 24-hours prior notice to avoid a cancellation fee.

### **1.6 Expenses Incurred Away From the Home Airport**

- a) Aircraft fuel expenses incurred away from the base airport will be reimbursed at a maximum price per gallon, which changes from time to time. Consult the front desk for the current rate.
- b) Original fuel receipts must be submitted to the front desk. THE CLUB will accept fuel receipts up to seven (7) days after the flight. Fuel receipts older than seven (7) days will not be honored.
- c) Expenses such as tie-down, lodging, alternative transportation and landing fees are the member's responsibility and will not be reimbursed. This includes expenses incurred due to mechanical failures.
- d) Aircraft repairs or expenses, other than fuel, exceeding \$50.00 must be pre-authorized by THE CLUB. Renters may be held financially responsible for any expenses not pre-authorized by THE CLUB.



### 1.7 Multiple Day Rentals

- a) A minimum charge of three (3) flight hours per day will be made for all-day or multiple day rentals in single engine aircraft for Club members. A minimum charge of four (4) hours per day will be made for multiple day rentals in multi-engine aircraft or for non-members.

Example: A cross-country trip of 16 days in a single engine aircraft, with a Hobbs time of 25 hours would be charged for 48 hours, based on the 3-hour per day minimum.

- b) Advance payment of one-half of the anticipated flight hours on any rental over five (5) hours is required. Some extended reservations will require advance payment of the full estimated aircraft rental charge before departure.
- c) Non-members, such as Open Airplane guests, and international renters are required to *prepay* the full estimated aircraft rental charge for a multiple day reservation, based on the estimated flight time and a minimum of three (3) hours per day the aircraft is rented, plus a damage deposit. The damage deposit will be refunded following the return of the aircraft and a condition inspection of the aircraft. Non-members are *required* to buy into THE CLUB's Group Renters Insurance pool.

### 1.8 Aircraft Damage

- a) Do not place any items near the windscreen on top of the instrument panel glare shield. Windscreens are easily damaged.
- b) Do not use aircraft glare-shield as a hand hold to pull seats forward. Glare-shields may be damaged or may come off in your hand.
- c) In case of accident, incident or damage caused by pilot error or negligence, the renter agrees to pay the cost of repairs not covered by insurance.
- d) Any found damage not reported to the front desk after an aircraft has been dispatched to a renter, but before the aircraft has been moved, is considered to have been incurred during that renter's dispatch period.
- e) Maintenance expenses resulting from a member, pilot, or passenger's carelessness, negligence or improper operating procedures will be billed directly to the member or pilot. Examples include, but are not limited to:
- (i) Failure to turn off the aircraft master switch, causing complete battery discharge, requiring a battery replacement.
  - (ii) Failure to install a gust lock or tie the aircraft down following flight, leading to control damage.
  - (iii) Tires that are flat spotted due to excessive braking or mishandled cross wind techniques.
    - (a) For trainer aircraft, the member will be charged 50% of the cost of replacement of the tire. Trainer aircraft include: Light Sport, C172, Diamond DA-20, Piper Archer and Warrior.
    - (b) All other aircraft, the member will be charged 100% of the replacement cost of the tire
    - (iv) Cirrus brake overheating, requiring a maintenance inspection or repairs.

### 1.9 Accessory Rentals

Headsets, handheld radios, GPSs, iPads and other accessories may be available for rent, in addition to an aircraft. Damaged or lost rental accessories will be repaired or replaced at renter's expense.

### 1.10 Safety / Retraining Flights

In the interest of safety, the CLUB's Chief Flight Instructor/Chief Pilot or their designee may require any member or non-member to complete remedial ground and/or flight training, at the pilot's expense. If said training is required, the pilot shall not fly as pilot in command of a CLUB aircraft until that training is successfully completed. A letter will be placed in the pilot's file indicating the reason the remedial training was required, the training provided by topic and duration and whether or not the training was successfully completed.

### 1.11 Termination / Resignation

- a) Either party may terminate the membership agreement at any time. Resigning members shall submit **written** notice of resignation. An email sent to [accounting@aspensflyingclub.com](mailto:accounting@aspensflyingclub.com) may serve as written notice. The reason for termination by the member and the primary location from which they fly would be appreciated.



b) At the time of resignation, the member's account must be paid in full. Any credit balance will be returned to the Member after all charges have been reconciled.

### **1.12 Insurance**

All renters are required to pay into the Club renters insurance pool, for which they will be charged \$150.00 per year.

THE CLUB's insurance policy coverage is as follows:

- a) Liability - Total liability coverage is a minimum of \$1,000,000 for property damage and/or bodily injury with a \$150,000 per passenger limitation.
- b) Hull coverage is all-risk, ground and flight coverage.

### **2 Aircraft Operations**

- a) All flights must be operated in accordance with Federal Aviation Administration (FAA) regulations, 14 CFR Part 61, Part 91 and, if applicable, Part 141.
- b) No commercial operations other than flight training are allowed in Club aircraft.
- c) At KAPA- touch and go's on 10/28 are only approved for training flights with a Club CFI in one of the pilot seats.
- d) No flying from the right seat is allowed without a checkout from a Club CFI's

#### **2.1 Weather Limitations**

- a) Prior to each flight, each member must obtain a weather briefing in accordance with FAA requirements.
- b) No flight may depart when the crosswind component exceeds the demonstrated crosswind component noted in the aircraft's POH. If no demonstrated crosswind component is listed in the POH, a 15 knots crosswind component should be used.
- c) No flight may take place when surface winds or gusts are, or are forecast to be greater than 30kts during the course of the flight.
- d) No aircraft may depart with any frost or ice contamination

#### **2.2 Ground Operations**

- a) No pilot or instructor may attempt to start an aircraft by hand propping.
- b) While taxiing, maintain a wingtip clearance of at least a 5' from any aircraft, structure or object, and a propeller clearance of at least 10' from any aircraft, person, structure or object.
- c) Do not taxi across tie-down cables, as damage to the propeller, wingtips or tires may occur.
- d) Aircraft shall be shutdown perpendicular to the parking space. The tow-bar used to pull the aircraft out of and push the aircraft back into its spot. The tow bar should be used when moving an aircraft manually on the ground.
- e) Never leave a tow-bar unattended when it is attached to an aircraft.
- f) NEVER taxi through a snowdrift or ice dam.

#### **2.3 Accidents or Emergency Landings**

- a) Report accidents to the NTSB immediately when required, and incidents or accidents to THE CLUB as soon as practical.
- b) Report emergency landings (either on or off airport) to THE CLUB. Obtain permission from CLUB management to re-dispatch, prior to take-off.
- c) Pilots should use the CLUB Accident and Incident Plan in the aircraft dispatch book for procedures to follow after an accident, incident or emergency landing.



## 2.4 Aircraft Discrepancies

- a) Any discrepancy, whether an airworthiness issue or not, should be reported to THE CLUB front desk. If the discrepancy does not affect the airworthiness of the airplane, it may be reported at the conclusion of the flight via the aircraft dispatch sheet.
- b) When a condition of the airframe, engine, or avionics is found that renders the aircraft unairworthy, the pilot will not operate the aircraft and immediately report the condition to THE CLUB and log the discrepancy on the dispatch sheet.

## 2.5 Securing Aircraft, Post-flight

- a) When parking the aircraft, chock the wheels and chain or tie it down at three points.
- b) When away from the aircraft's designated parking location, chock both main landing gear wheels. Set the parking brake ONLY if chocks are not available. The parking brake should only be used for temporary parking.
- c) At the aircraft's base airport, return the aircraft to its designated parking location, if there is one for that aircraft, or an appropriate tie-down space on the flight line.
- d) Immobilize the flight controls with the control lock or a seat belt and lock the doors.
- e) If available, insert cowl plugs, put the sunscreens in place and attach the pitot cover.
- f) Remove any trash from aircraft.

## 3 THE CLUB Operational Requirements

### 3.1 Initial Checkouts

- a) No person may operate a CLUB aircraft unless that person has been approved by a properly authorized CLUB instructor for flight in that particular make, model and variant, if applicable (for example, a unique avionics package).
- b) Prior to renting aircraft at a CLUB location, other than the one where their initial checkout was completed, pilots are required to complete a location-specific orientation with a CFI based at the add-on location.

### 3.2 Annual Proficiency Checkouts (CLUB Flight Review)

- a) Each member on active flying status is required to complete a ground and flight review with a designated CLUB flight instructor at least every 12 months, to ensure flight proficiency, comprehension of FAA regulations and CLUB policies. The proficiency check will be held to the same standards as the Practical Test Standards/Airman Certification Standards for that pilot's certificate.
- b) An FAA Flight Review, when conducted by a CLUB instructor, qualifies as an annual CLUB proficiency check.
- c) An additional make or model aircraft checkout *may* qualify as an annual proficiency check, if the instructor and pilot agree in advance to include the annual proficiency check as a part of the aircraft checkout.

### 3.3 Recent Experience Requirements for PIC/Solo Flight

- a) Student Pilot  
See Section 4, Student Pilot Policies, below.
- b) Private Pilot (Members are responsible for maintaining currency)
  - (i) With less than 100 hours total; a minimum of 1 hour in the preceding 30 days including 3 takeoffs and landings.
  - (ii) With 100 hours total time; a minimum of 1 hour in the preceding 60 days including 3 takeoffs and landings.
- c) Commercial Pilot (Members are responsible for maintaining currency)



- (i) With less than 1,000 hours total; a minimum of 1 hour in the preceding 90 days including 3 takeoffs and landings.
- (ii) More than 1,000 hours total time; as required by FARs for carrying passengers, night, etc.

### **3.4 Fuel Planning**

- a) Cross-country flights must plan for and maintain a minimum fuel reserve of one (1) hour, considering winds and weather.
- b) Pilots should stop at an intermediate airport whenever the estimated fuel reserve at the intended destination airport drops below one hour.
- c) Verify fuel on board visually or using dipsticks, prior to every flight. Do not rely solely on the aircraft fuel gauges.
- d) Fuel burn values from the POH are to be used for flight planning.

### **3.5 Collision Avoidance**

- a) On the ground, a brake check should be carried out as the aircraft begins moving.
- b) When flying to and within the practice areas, announce your position and altitude on the locally recognized frequency, for traffic awareness.
- c) Take special care just outside the airport traffic area and in the vicinity of common visual reporting points.
- d) Landing lights should be on during flight within 5nm of an airport and when enroute to and from the practice areas. LED landing lights may be left on during all flight operations.

### **3.6 Minimum Altitudes**

All flights are to be conducted in accordance with 14 CFR 91.119.

### **3.7 Airports**

Aircraft operations are limited to paved runways at public use airports, unless authorized by the Chief Flight Instructor.

### **3.8 Smoking**

- a) Smoking, including e-cigarettes and similar products, while in any CLUB aircraft is prohibited.
- b) Smoking, including e-cigarettes and similar products, in CLUB lobbies, training rooms, offices, hangars and flight lines is prohibited.

### **3.9 Mountain Flying**

Mountain flight is considered to be any flight over or in close proximity to terrain above 8,000' MSL for pilots trained at airports with a surface elevation of 5,000' or above and as flight over or in close proximity to terrain above 7,000' MSL for pilots trained at all other locations. Mountain flights in THE CLUB aircraft are only allowed after:

- a) The pilot completes a CLUB hosted or recognized mountain ground training class and a mountain flight checkout by a CLUB authorized instructor; **or**
- b) The pilot receives a waiver signed by the Chief Flight Instructor, which is entered into the pilot's file.
- c) Pilots must have at least 100 hours total time to be eligible for a mountain check-out.

### **3.10 Spins and Aerobatic Flight**

- a) Intentional spins and aerobatics may only be carried out in aircraft approved for those maneuvers and only within the parameters and limitations set by the aircraft operating manual or pilot operating handbook.
- b) Spins may only be performed with a CLUB CFI approved by the Chief Flight Instructor for spin training, in one of the pilot seats of the aircraft.



- c) Aerobatic flight may only be performed with an approved, CLUB aerobatic flight instructor in one of the pilot seats.
- d) Parachutes must be worn by all aircraft occupants during aerobatic flight, with the exception of spin training.
- e) Solo aerobatic flight may be approved on an individual basis with express written permission from the Chief Flight Instructor.

### **3.11 Formation Flying**

- a) The use of any CLUB aircraft in formation flights is prohibited, without specific, written permission from the Chief Flight Instructor. Pilots shall maintain a separation of *at least* 1/4 mile from any other aircraft, while flying in CLUB aircraft.

### **3.12 Oil**

- a) Rotax powered aircraft – When adding oil, do not add full quarts. The difference between the minimum and maximum oil level on a Rotax engine is less than one quart. Follow the Rotax-specific POH procedures, including “burping” the engine as a part of checking the oil level.
- b) For all other aircraft, add full quarts only.
- c) After adding oil, note how much oil was added on the aircraft dispatch sheet.
- d) Aircraft (other than LSAs) should have three (3) quarts of oil in a box in the aircraft. Take the box to the front desk to be refilled, when it is empty.

### **3.13 Foreign Country Flights**

Prior written permission must be obtained from THE CLUB management (CLUB owner, General Manager or Chief Flight Instructor) before any flight to or over a foreign country.

## **4 Student Pilot Policies**

### **4.1 Student Supervision**

- a) Student pilots, receiving primary flight training at THE CLUB, are under the direct supervision of a CLUB-authorized Certified Flight Instructor at all times.
- b) FAA regulations (Part 61, 91 and 141) require that each individual solo flight must have prior approval and proper sign offs from their instructor at the time of the flight. Blanket and absentee approvals are not permitted.
- c) Student pilots may not make their own arrangements with instructors, other than their primary instructor, to approve solo flight. The student’s primary instructor must make arrangements with another CLUB instructor to approve a student solo, in the primary instructor’s absence.
- d) The supervising CFI must be present with the student pilot *for all solo flights* and review the pilot’s plans, weather for the duration of the flight and any other information relevant to the flight, before the student pilot may depart in solo flight.

### **4.2 Recent Experience for Solo Flight**

A student pilot must have flown a minimum of two (2) flights in the preceding 30 days, with a minimum of two (2) hours of flight time, including three (3) take-offs and landings, prior to solo flight. If these requirements are not met, a student pilot must fly with an instructor prior to any solo flight.

### **4.3 Student Pilot Weather Limitations**

- a) Student pilot solo flights may not depart when actual or forecasted winds exceed 16 knots, or a crosswind component in excess of 8 knots exists or is forecast to exist.
- b) Student pilots may have more restrictive limitations noted in their solo endorsement, in which case those limitations take precedence.



- c) Ceiling and visibility limitations for student solo flights are:
- (i) Flight in the traffic pattern – 5 statute miles visibility, 2,500' ceiling
  - (ii) Local flight – 5 statute miles visibility, 3,000' ceiling
  - (ii) Cross country flight – 6 statute miles visibility, 5,000' ceiling.

#### **4.4 Runway Conditions for Student Pilots**

No student pilot may depart in solo flight if the runways at any airport of intended operation are reported to be icy, snow covered, to have patchy snow or ice, or where the runway braking action is reported as less than good, and/or the runway condition code is 4 or less. (See AIM Figure 4-3-7)

#### **4.5 Student Cross Country Flights**

- a) All student solo cross-country flights will depart with fuel tanks topped-off.
- b) Each student cross country flight must have a flight plan that is approved by their CFI and filed, prior to departure.

#### **4.6 Student Night Flights**

Solo flight by student pilots at night is prohibited.

#### **4.7 Student Pilot Runway Use**

- a) Solo student pilots must use the full runway length for takeoff. Intersection departures are not authorized.
- b) Solo student pilots should avoid taking off or landing on Runway 10/28 at KAPA, unless wind conditions change during the course of the student pilot's flight and safety indicates that Runway 10 or 28 should be used, in which case a full stop landing should be made.

### **5 Aircraft Specific PIC Requirements**

This section contains CLUB minimum requirements for any person in solo flight or as pilot in command of a CLUB aircraft, when not flying with an authorized CLUB instructor. **NOTE:** Some aircraft may have additional requirements for solo flight. Those requirements are found in the aircraft-specific checkout documents. Each aircraft make and model has a required written quiz that must be completed, along with the flight checkout. Pilots may apply for a waiver of these minimum requirements from the chief flight instructor, based on the pilot's experience; however, flight time in each make and model is required.

#### **5.1 Technically Advanced Aircraft (TAA)**

To fly a TAA aircraft equipped with a glass panel, (G1000, Avidyne, etc.), a pilot must complete ground and flight training with a CLUB approved instructor, to the proficiency of the pilot certificate held.

#### **5.2 Fixed Gear Aircraft (Excluding Cirrus)**

- a) **200hp or less, Single-engine, fixed, tricycle gear**
  - (i) Student Pilot Certificate or higher, with appropriate endorsements.
  - (ii) Check-out in make & model.
- b) **201 – 235hp Single-engine, fixed gear (C-182)**
  - (i) Private pilot certificate or higher.
  - (ii) 100 hours total time.
  - (iii) Check out in make and model.
  - (iv) A turbocharged aircraft requires a checkout flight in the aircraft.
  - (v) High performance endorsement





**C) 201 – 235hp Turbocharged Single-engine, fixed gear, (for example, a C-182T)-** (Requires Pilot Experience Form)

- (i) Private pilot certificate or higher
- (ii) 150 hours total time
- (iii) 10 hours in make and model
- (iv) 3 hours of turbocharged operations
- (v) A turbocharged aircraft requires a checkout flight in that aircraft.
- (vi) High-performance endorsement
- (vii) Must have viewed the "Turbochargers" section of *Advanced Equipment* DVD from Sporty's, which may be purchased through Sporty's or contact flight department to check out a copy.
- (viii) Instrument Rating

**D) More than 235hp, single-engine, fixed tricycle gear (6 seats or less)-** (Requires Pilot Experience Form)

- (i) Private pilot certificate or higher.
- (ii) 200 hours total time with 15 hours make and model or 300 hours total time with 10 hours dual make and model.
- (iii) Check out in make and model.
- (iv) High-performance endorsement
- (v) Instrument Rating

**5.3 Cirrus Aircraft** (Requires Pilot Experience Form)

**a) SR-20**

- (i) 100 hours total time or Private Pilot Certificate and 50 hours in type.
- (ii) Successful completion of a Cirrus aircraft checkout with a CLUB instructor.

**b) SR-22**

- (i) 250 hours total time and 50 hours in high performance aircraft.
- (ii) 10 hours with a CLUB Cirrus instructor and successful completion of a Cirrus aircraft checkout.
- (iii) Supercharged or Turbo SR-22 requires a separate CLUB checkout.
- (iv) Instrument rating.

**5.4 Retractable Gear / Complex Aircraft (235 HP or less)**

- (i) 150 hours total time.
- (ii) Complex aircraft endorsement.
- (iii) High performance aircraft endorsement, if over 200HP.
- (iv) 15 hours total time in make and model or 5 hours of dual in make and model.
- (v) Check out in make and model.

**5.5 Retractable Gear / Complex Aircraft (201 HP or greater) -** (Requires Pilot Experience Form)

- (i) 200 hours total time.
- (ii) Minimum 15 hours Dual received, make and model; or 300 hours total time with a minimum of 10 hours Dual received, make and model; or equivalent as approved by the Chief Flight Instructor.
- (iii) CLUB checkout in make and model.
- (iv) High performance endorsement.
- (v) Complex aircraft endorsement.
- (vi) Instrument rating.



## 5.6 Tailwheel/Conventional Gear Aircraft

- (i) For the purposes of this section, the terms “approved American Flight Schools instructor” and “approved instructor” indicate an employee of American Flight Schools, and its affiliates, with written approval from the Chief Flight Instructor for tailwheel/conventional gear aircraft and/or aerobatic flight dated on or after July 1, 2018.
- (ii) Flight in conventional gear/tail-wheel aircraft is restricted to Dual flight with an approved American Flight Schools conventional gear/tailwheel instructor, unless the pilot has a letter of approval for solo flight in conventional gear/tailwheel, signed by the Chief Flight Instructor and dated on or after July 1, 2018. All members and non-members seeking to fly Dual or Solo in conventional gear/tailwheel aircraft, are required to purchase renters insurance from Aviation Marine, with a minimum of \$30,000 in Hull Damage. (Follow this link to purchase the insurance – [Aviation Marine Insurance](#)) Proof of insurance must be provided prior to flight.
- (iii) All pilots must have a minimum of PPL. No student pilots.
- (iv) Approval to act as PIC of a CLUB tailwheel aircraft only authorizes the pilot to fly the aircraft from the designated PIC seat in the aircraft. For example, the PIC seat of a Citabria and Extreme Decathlon is designated by the aircraft manufacturer as the front seat of the aircraft.
- (v) To perform solo aerobatics, a pilot must have completed an aerobatic proficiency and safety flight with a CLUB aerobatic instructor within the previous 6 months, documented and on file with the CLUB, and have written approval for solo aerobatics from the Chief Flight Instructor.
- (vi) All members and non-members, including CFI's must have renters insurance for solo flight.

## 5.7 Multi-Engine Aircraft- (Requires Pilot Experience Form)

### a) Multi-Engine Trainers

- (i) Private and Multi-engine ratings.
- (ii) 250 hours total time.
- (iii) 50 hours multi-engine time and CLUB checkout; or CLUB multi-engine rating and 10 hours make and model.
- (iv) All pilots with a multi-engine rating and qualified to fly a multi-engine aircraft are required to take their CLUB annual proficiency flight in a multi-engine aircraft.
- (v) All pilots with less than 500 hours total time and multi-engine rated are required to have had a proficiency check in a CLUB multi-engine aircraft within 6 months of any solo flight in a multi-engine aircraft.
- (vi) No pilot will perform an actual or simulated engine shutdown unless in an actual emergency or with a CLUB MEI.
- (vii) Prior approval by the Chief Flight Instructor is required for multi-day rentals in multi-engine aircraft.