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American Flight Schools

MEMBER POLICIES AND PROCEDURES

AMERICAN FLIGHT SCHOOLS, LLC and FLYING CLUBS OF AMERICA, LLC are management companies that operate under a contract with various entities 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. The Policies and Procedures are updated as necessary and maintained on the CLUB scheduling system. Any person that pays dues and flies a CLUB aircraft is considered a "member" as used herein and has by implication acknowledged and accepted the Policies and Procedures and any such changes thereto. Failure to abide by THE CLUB Policies and Procedures may result in restriction or termination of flight privileges at THE CLUB, or termination of a member's status with THE CLUB.

1. Administrative Policy

1.1 Dues & Payment

(a) Individual Membership dues are $45 per month.
   i. The initial Membership dues payment is not refundable if cancelled within the first month of Membership due to the administrative costs associated with both the Enrollment and Deactivation process.
   ii. If a Member requests to deactivate their Membership after the date of the monthly renewal date, that month's dues are refundable only if the Member has not taken any flights after the renewal date. Membership dues for prior months are not refundable.

(b) CLUB dues will automatically be billed to the member's credit or debit card, each month.

(c) The Group Renters Insurance Pool charge is billed $200 yearly to the member's credit or debit card.

(d) The insurance pool charge is non-refundable after the first aircraft rental has started.

(e) Member's rejoining after cancellation will have to re-buy into the insurance pool.

(f) Other payment options may be considered for an additional fee.

(g) All other charges must be settled immediately, as they are accrued. Any balance will be automatically billed to the members' credit or debit card.

(h) For flights returning after normal business hours, payment must be made with prepaid funds, cash, check, or credit card. Any Renter wishing to participate in after-hours operations must have a credit card authorization form on file with THE CLUB.

(i) THE CLUB aircraft are rented at a "wet rate". Fuel costs are included in the rental price.

(j) Flying privileges may be suspended or revoked for any account overdue.

(k) Membership may be suspended or terminated for violation of CLUB policies, any FAA regulation or rule, or any operation considered careless or reckless.

(l) 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.

(m) 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:

i. 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
ii. All costs incurred for the collection of the unpaid money by a debt collection agency or other external or legal agency; and
iii. An administration fee of $50; and
iv. All legal fees that may be incurred.

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.
(b) Schedule only the time that you intend to make appropriate use of the aircraft.
    i. Example 1: Barring any abnormalities, multi-day rentals, or cross-country trips; booking an aircraft for 12hrs then only flying 2 of those hours would not be considered making appropriate use of the aircraft.
    ii. Example 2: Making multiple reservations without an Instructor, with the hopes that an Instructor will become available to fly with you, would not be considered making appropriate use of the aircraft.
    iii. Example 3: Making any number of reservations without the intent to fly all of them would not be considered making appropriate use of the aircraft.
(c) Aircraft may be scheduled 24 hours a day via THE CLUB's online scheduling system.
    i. Currently "Aviatize".
(d) Aircraft keys and dispatch binders are dispatched from the after-hours lockbox in the pilot lounge.
(e) The lockbox code for after-hours access changes daily and is published on the online scheduling system's message board.
(f) Codes/Combinations are for current members only. Sharing any codes with a non-Member may result in termination of CLUB membership.
(g) No person may access a CLUB aircraft unless it has been scheduled and dispatched through THE CLUB's online scheduling system or via the Front Desk. This procedure applies equally to aircraft owners as it does to all Renters.
    i. This also applies to instructors and students accessing the aircraft without the intent to fly.
(h) If the departure and/or arrival location, time, or date changes, please edit the reservation in the online scheduling system and notify the front desk.
(i) Both Tach and Hobbs times are to be entered in the online scheduling system for aircraft checkout prior to engine start and check-in after engine shutdown.
    i. A Tach or Hobbs meter that is rolling over must be recorded at the highest value shown.
    ii. Aircraft without a functioning Hobbs meter will use the highest cumulative tach time for that flight, multiplied by 1.25, and added to the check-out Hobbs time.
(j) The front desk areas may only be accessed by authorized staff. Renters and Instructors are asked to remain outside front desk areas unless given permission by the front desk staff at that moment.
(k) The member must deliver to THE CLUB a copy of the liability waiver referred to in Section 2.1(g) executed by the passenger. Delivery can be via in person or by uploading the waiver into the online scheduling software. Failure to register a passenger timely, or failure by member to deliver required documents for the passenger, may result in that passenger being barred from flying in

Aircraft associated with THE CLUB, suspension of a member's flight privileges, or termination of a member's membership with THE CLUB.

1.3 Aircraft Maintenance Logbooks

(a) Aircraft Mx logbooks are required to be signed out and in at the front desk by the renter during regular business hours.
(b) Only authorized staff are allowed to access the Mx logbook cabinet including the sign-out/in sheet.
(c) Mx logbooks may only be checked out for the duration they are required for review.
(d) The member or renter is fully responsible for any loss or damage to Mx logbooks in their custody.

1.4 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 front desk prior to departure.
(b) You may be held financially responsible for damage reported after your flight, if not reported beforehand.
(c) 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.
(d) Remove all trash from the aircraft.
(e) 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.

1.5 Delays & No-Shows for Aircraft Rental and Instruction

(a) If you are running late for an aircraft reservation, call THE CLUB. Failure to check-out within 15 minutes of the reservation time, without contacting the front desk, may result in the aircraft being released for other Renters.
(b) Every effort should be made to return the aircraft on time. Aircraft must be checked in via the online scheduling system at 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.
(c) Subject to approval by administrative staff any renter who does not arrive for a reservation (no-show), or who fails to give at least 12 hours notice prior to cancelling a reservation, will be charged a cancellation fee of $100 plus $25 for each hour the aircraft was reserved.
(d) Subject to approval by administrative staff any renter who does not arrive for a reservation with an instructor (no-show), or who fails to give at least 12 hours notice prior to cancelling the reservation, will be charged for the instructor's time for the duration of the reservation at the rate for the instruction intended to be given.

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 and is not to exceed the aircraft's home base self-serve fuel rate. Consult the front desk with any questions.

(b) Original fuel receipts must be submitted to the front desk or via the online scheduling system. 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 Renter's responsibility and will not be reimbursed. This includes expenses incurred due to mechanical failures.
(d) Until otherwise notified by the CLUB, renters are responsible for any expenses incurred for the recovery of an abandoned aircraft for any reason.
(e) Aircraft repairs or expenses, other than fuel, exceeding $50.00 must be pre-authorized by THE CLUB.
(f) 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 reservations greater than 12 hours in length 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.
    i. 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 may be required. Some extended reservations will require advance payment of the full estimated aircraft rental charge before departure.
(c) Non-members 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.
(d) Non-members are required to buy into THE CLUB's Group Renters Insurance pool for multiple-day reservations.

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 Renter 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, Renter, or passenger's carelessness, negligence, or improper operating procedures will be billed directly to the Renter. Examples include, but are not limited to:
    i. Failure to install a gust lock or tie the aircraft down following flight, leading to control damage.
    ii. Tires that are flat spotted due to excessive braking or mishandled cross wind techniques.
        1. For all basic training aircraft, the Renter will be charged 50% of the cost to replace a tire.
        2. For all other aircraft the Renter will pay 100% of the cost to replace a tire.
    iii. Cirrus brake overheating, requiring a maintenance inspection or repairs.
(f) Renters will be held liable for costs associated with replacing any batteries that have been completely

discharged due to forgetting to turn off that battery.

i. Student Pilots on a flight with an instructor will only be held liable for 50% of the costs.
ii. Student Pilots on a solo flight will be held liable for 100% of the costs.
iii. Certificated Pilot's with Private or higher will be held liable for 100% of the costs.

1.9 Accessory Rentals

(a) In addition to the aircraft rental, various flight accessories may be available for rent at the front desk. Damaged or lost rental accessories will be repaired or replaced at Renter's expense.

1.10 Safety / Retraining Flights

(a) In the interest of safety, the CLUB's Chief Flight Instructor may require any Renter to complete remedial ground and/or flight training, at the Renter's expense.
(b) If said training is required, the Renter shall not fly as Pilot in Command (PIC) of a CLUB aircraft until that training is successfully completed.
(c) Upon completion, a letter will be placed in the Renter's file indicating the reason the remedial training was required, the training provided by topic and duration and whether the training was successfully completed.

1.11 Termination / Resignation

(a) Either party may terminate the membership agreement at any time.
(b) Members who wish to cancel their membership are required to first complete a deactivation survey. The survey must be requested from the front desk staff during regular office hours. The survey will be sent via email and must be completed online.
(c) At the time of resignation, the Renter's account must be paid in full. Any credit balance will be returned to the Renter after all charges have been reconciled.

1.12 Insurance

(a) All Renters are required to pay into the CLUB Renters insurance pool, for which they will be charged $150.00 per year.
(b) THE CLUB's insurance policy coverage is as follows:
(c) 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.
(d) Hull coverage is all-risk, ground, and flight coverage.

2. Aircraft Operations

2.1 General Ops

(a) All flights must be operated in accordance with all applicable Federal Aviation Administration (FAA) regulations including, but not limited to, 14 CFR Part 61, Part 91, and Part 141.
(b) All flights must be operated in accordance with the best practices outlined in the Aeronautical Information Manual (AIM).
(c) No commercial operations other than flight training are allowed in CLUB aircraft.

(d) No flying from the right seat is allowed without a checkout from a CLUB CFI and approval from the Chief Flight Instructor.
(e) No person may give or receive dual instruction in CLUB aircraft other than instruction given by a CLUB employed Flight Instructor.
(f) No member may operate a flight without first executing an applicable Waiver of Liability, Assumption of Risk, and Agreement to Hold Harmless in favor of THE CLUB.
(g) No passenger may accompany any member on a flight without that passenger first executing an applicable Passenger Waiver of Liability, Assumption of Risk, and Agreement to Hold Harmless in favor of THE CLUB.

2.2 Cold Weather Ops

(a) No aircraft is to be started with a cold soaked engine
    i. American Flight Schools defines a cold soaked engine as any engine that has been exposed to temperatures of 10F (-12C) or less for longer than 2 hours.
    ii. Cold soaked engines must be exposed to heat above 10F (-12C) for at least 4 hours prior to engine start.
(b) Recovering a cold soaked engine is done via pre-heating the engine or after storage in a heated hangar for at least 4 hours.
(c) No aircraft is to be started below 35F (2C) without following CLUB pre-heat SOPs.
(d) No aircraft may depart with any frost, snow or ice contamination.
    i. No person may use de-ice fluid on any CLUB aircraft unless they have received the required training, certification or authorization.

2.3 Airport Specific Restrictions

(a) At KAPA
    i. Touch and goes on 10/28 are prohibited unless on a training flight with a CLUB CFI in one of the pilot seats.
    ii. 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 10/28 should be used for a full-stop landing.
(b) At KLVK
    i. No student solo touch-and-goes on 25L/7R

2.4 Weather Limitations

(a) Prior to each flight, each Renter or Member must obtain a weather briefing in accordance with FAA requirements.
(b) No Renter or Member may takeoff or land if the reported crosswind component exceeds the demonstrated crosswind component in that aircraft's POH or 15kts if none is published.
(c) No Renter or Member may takeoff or land if the total surface winds or gusts exceed 30kts.
(d) No aircraft may depart with any frost, snow, or ice contamination.
    i. No person may use deice fluid on any CLUB aircraft unless they have received the required training, certification, and authorization.

2.5 Ground Operations

(a) No Renter or Member may attempt to start an aircraft by hand propping.

(b) While taxiing maintain a wingtip clearance of at least 5' from any aircraft, structure, or object, and a propeller clearance of at least 10' from any aircraft, person, structure, or object.
(c) Maximum of 15kts on taxiways and non-movement areas.
(d) Do not taxi across tie-down cables as damage to the propeller, wingtips, or tires may occur.
(e) Aircraft shall be shutdown and started 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.
(f) Never leave a tow-bar unattended when it is attached to an aircraft.
(g) NEVER taxi through a snowdrift or ice dam.

2.6 Accidents or Emergency Landings

(a) Immediately assess all persons on-board for injury, call EMS if there are any suspected injuries.
(b) Report accidents to the NTSB immediately when required and incidents or accidents to THE CLUB as soon as practical.
(c) Obtain permission from CLUB management to re-dispatch prior to take-off.
(d) Renters and Instructors should use the CLUB Accident and Incident Plan in the aircraft dispatch book for procedures to follow after an accident, incident, or emergency landing.

2.7 Aircraft Discrepancies

(a) Any discrepancy, whether an airworthiness issue or not, must be reported to THE CLUB front desk and on the online scheduling system. If the discrepancy does not affect the airworthiness of the airplane, it may be reported at the conclusion of the flight.
(b) When a condition of the airframe, engine, or avionics is found that renders the aircraft unairworthy, the Renter will not operate the aircraft and immediately report the condition to THE CLUB front desk and log the discrepancy in the online scheduling system.
(c) Aborted takeoffs, aside from simulated aborted takeoffs for training purposes, must be squawked in the online scheduling system and reported to the front desk at the end of the flight.

2.8 Securing Aircraft, Post-flight

(a) When parking the aircraft, chock the wheels, and chain or tie it down at three points.
(b) Conduct a thorough post-flight inspection.
(c) When away from the aircraft's designated parking location, chock both main landing gear wheels.
(d) Set the parking brake ONLY if chocks are not available. The parking brake should only be used for temporary parking.
(e) 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.
(f) Immobilize the flight controls with the control lock or a seat belt and lock the doors.
(g) If available; insert cowl plugs, put the sunscreens in place, and attach the pitot cover.
(h) Remove any trash and/or personal items from the aircraft.

3. THE CLUB Operational Requirements

3.1 Aircraft/Avionics Checkouts

(a) No person may act as PIC in a CLUB aircraft unless that person has been approved by an authorized CLUB Flight Instructor for flight in that make, model, and avionics package.

(b) Aircraft/Avionics checkouts must first complete a ground session with an authorized CLUB Instructor to complete the following items:
   i. If the pilot is a new Renter, Review CLUB Pilot Policies and Procedures.
   ii. Review a completed aircraft quiz for the make and model being flown and correct it to 100%.
   iii. Review a completed avionics quiz for the avionics package being flown and correct it to 100%.

(c) After the ground session is completed to the satisfaction of the authorized Instructor a flight session can begin and the Renter must, at a minimum, demonstrate the following tasks to the ACS standards of the highest certificate held by the Renter:
   i. Slow Flight in a configuration specified by the authorized Instructor.
   ii. Power on and off stalls in a configuration specified by the authorized Instructor.
   iii. Steep turns.
   iv. Total engine power loss.
   v. Normal takeoff and landing.
   vi. Navigation using only the permanently installed avionics package or pilotage.
   vii. Basic use of AP, if installed.
   viii. Any other items deemed necessary by the Instructor.

(d) A checkout for the Garmin G1000 or G1000 Nxi can be accomplished in either avionics package. Additional time during the ground session is required to cover the major differences between the avionics. The ground session should include time in the aircraft with ground power to demonstrate the differences. Ground power can be requested from the front desk.

(e) A glass transition checkout can be completed in the G1000 simulator if the pilot already has a 6-pack aircraft checkout on file.

(f) A checkout for a “steam gauge” or “6 pack” avionics package must be successfully completed as a flight.

(g) Pilot’s intending to rent an aircraft as PIC under IFR must also complete the following items:
   i. Review a completed IFR quiz and correct it to 100%.
   ii. Demonstrate proficiency in the following flight tasks while using a view limiting device:
      1. Unusual attitude recovery
      2. Intercepting, tracking
      3. Holds
      4. Autopilot setup for an approach, disconnected and hand-flown around FAF intercept.

(h) Prior to renting aircraft at a CLUB location, other than the one where their initial checkout was completed, Renters 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 Renter is required to complete a ground and flight review with an authorized CLUB flight Instructor at least every 12 months, to ensure flight proficiency, comprehension of FAA regulations, and CLUB policies and procedures.

(b) The proficiency check will be held to the same standards as the Airman Certification Standards for the highest certificate held by the Renter.

(c) An FAA Flight Review (BFR), when conducted by a CLUB Instructor, qualifies as an annual CLUB proficiency check.

(d) An additional make or model aircraft checkout may qualify as an annual proficiency check if the

Instructor and Renter 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) Renters are responsible for maintaining currency.
(b) Renters who exceed the minimums below will be required to complete a dual flight with a CLUB Instructor to reset the requirements.
(c) Student Pilot
    i. See Section 4, Student Pilot Policies, below.
(d) Private Pilot
    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 or greater total time: a minimum of 1 hour in the preceding 60 days including 3 takeoffs and landings.
(e) Commercial Pilot or higher
    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's 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 or published frequencies.
(c) Take special care just outside the airport traffic area and in the vicinity of common visual reporting points.
(d) All LED lights should be on during all flight operations as safe for conditions.

3.6 Minimum Altitudes

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

3.7 Airports

(a) 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

(a) THE CLUB considers designated mountainous areas to include those areas having a terrain differential exceeding 3'000 feet within 5 nautical miles within those one arc-second quadrangles overlying terrain or U.S. territorial waters. (Integrates existing ICAO definition with quantitative methods) "Mountainous Terrain Identification Area" (MTIA): An area used to identify a terrain elevation differential exceeding 3,000 ft within:
   i. A 5 NM radius from a specified point ("Grid Method"); or,
   ii. 5 NM from the centerline of a route or transition ("Route Method").

(b) Mountain flights in THE CLUB aircraft are only allowed if:
   i. The Renter completes a CLUB hosted mountain ground training class and a mountain flight checkout by a CLUB authorized Instructor; or
   ii. The Renter receives a waiver signed by the Chief Flight Instructor, which is entered into the Renter's file.
   iii. Pilots must have at least 100 hours total time to be eligible for a mountain check-out.
   iv. The 5nm radius from the route's centerline is <50% MTIA.
   v. Approved practice areas are exempt from any MTIA.

3.10 Spins and Aerobatic Flight

(a) Intentional spins and aerobatics are prohibited unless carried out in an aircraft approved for those maneuvers and only within the parameters and limitations set by the aircraft operating manual or pilot operating handbook.
   i. Aircraft approved for spins: Decathlon, DA-20

(b) Spins may only be performed with a CLUB aerobatic Instructor authorized by the Chief Flight Instructor for spin training in one of the pilot seats of the aircraft.

(c) Aerobatic flights may only be performed with an authorized CLUB aerobatic Instructor in one of the pilot seats.

(d) Aerobatic flights without an authorized CLUB aerobatic Instructor may be approved on an individual basis with express written permission from the Chief Flight Instructor.

(e) Parachutes must be worn by all aircraft occupants during aerobatic flight unless the flight is training toward a spin endorsement with an authorized CLUB aerobatic Instructor.

(f) Intentional spins in the DA-20 aircraft are only to be performed during CFI initial or recurrent training with a CLUB authorized spin instructor occupying one of the seats.
   i. All DA-20 spin instructors need approval to conduct spin training from the Chief Flight Instructor.
      1. Spins must be conducted in accordance with the aircraft operating manual or POH.

3.11 Formation Flying

(a) The use of any CLUB aircraft in formation flights is prohibited unless approved with specific written permission from the Chief Flight Instructor.

(b) 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
    i. 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) Aircraft 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 Aircraft Supply Boxes

(a) Aircraft supply boxes should contain the following items
    i. Oil
    ii. Paper towels
    iii. Prist
    iv. Microfiber cloth
    v. Oil Funnels
(b) If any of these items are absent from the Supply Box it must be delivered to the Front Desk for restocking.

3.14 Practice Areas

(a) All pilots must prioritize the use of club recognized practice areas for maneuvers practice. See the Flight Department at your location for information.

3.15 Foreign Country Flights

(a) 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 in a CLUB aircraft.
(b) All flight plans and destinations must be submitted to the front desk prior to departure.
(c) Any changes to flight plans must be submitted and approved by the Chief Flight Instructor.

4. Student Pilot Policies

4.1 Student Supervision

(a) Student Pilots receiving primary flight training at THE CLUB must be under the direct supervision of a CLUB-authorized Certified Flight Instructor.
(b) Each solo flight reservation must have the approval of the student's primary CFI.
    i. Blanket and absentee approvals are not permitted.
(c) If a student's primary Instructor is unavailable for the student's solo flight, they may designate another CLUB Instructor to supervise the flight.
(d) Immediately prior to any Student Pilot's solo flight the primary or designated Instructor must review:
    i. All required endorsements and documents.
    ii. CLUB currency requirements.
    iii. Intentions/plan for the flight(s).
    iv. Weather for the duration of the flight(s).
    v. Student's personal minimums

vi. Any other relevant information.

4.2 Recent Experience for Student Solo Flight

(a) In the preceding 30 days a Student Pilot must have flown a minimum of
   i. Two (2) flights.
   ii. Two (2) hours of flight time
   iii. Three (3) take-offs and landings

(b) If these requirements are not met a Student Pilot must fly with an Instructor prior to any solo flight to meet the above requirements.

(c) Instructors may give Student Pilots more restrictive limitations and note them in the student's solo endorsement in which case those limitations take precedence.

4.3 Student Pilot Weather Limitations

(a) A Student Solo may not takeoff or land if the reported crosswind component exceeds or is forecast to exceed ½ of the demonstrated crosswind component in the POH or 7kts if none is published.

(b) A Student Solo may not takeoff or land if the gust factor exceeds or is forecast to exceed 10kts.

(c) A Student Solo may not takeoff if the total winds exceed or are forecast to exceed 20kts.

(d) 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 – 8 statute miles visibility, 3,000' ceiling
   iii. Cross country flight –10 statute miles visibility, 5,000' ceiling.

(e) Instructors may give Student Pilots more restrictive limitations and note them in the student's solo endorsement in which case those limitations take precedence.

4.4 Runway Conditions for Student Pilots

(a) 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 Solo Cross Country Flights

(a) All student solo cross-country flights will depart with fuel tanks topped-off.

(b) Each student solo cross-country flight must have a flight plan that is approved by the instructor and filed with Flight Service prior to departure.

(c) Flight plans with identical departure and destination airports are prohibited. No "round-robin" flight plans.

(d) Flight plans must be activated and closed appropriately.

(e) If available, students must request VFR flight following from ATC and cannot cancel unless the destination airport is in sight.

4.6 Student Night Flights

(a) Solo flight by Student Pilots at night (sunset to sunrise) 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.

5. Aircraft Specific PIC Requirements

5.1 General

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.

5.2 Technically Advanced Aircraft (TAA)

(a) To fly a TAA aircraft equipped with a glass panel a Renter must complete ground differences training and flight or simulator training with a CLUB approved Instructor, to the proficiency of the pilot certificate held.

5.3 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
   i. Private pilot certificate or higher.
   ii. 125 hours total time.
   iii. 5 hours in make & model.
   iv. Check out in make & model with a CLUB CFI.
   v. High performance endorsement.
      1. Can be given during the checkout.

(c) 201 – 235hp Turbocharged Single-engine, fixed gear
   i. Completed Pilot Experience Form
   ii. Private pilot certificate or higher
   iii. 150 hours total time
   iv. 10 hours in make and model
   v. 3 hours of turbocharged operations
   vi. A turbocharged aircraft requires a checkout flight in that aircraft.
   vii. High-performance endorsement
   viii. 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.
   ix. Instrument Rating

(d) Greater than 235hp, single-engine, fixed tricycle gear (6 seats or less)
   i. Completed Pilot Experience Form
   ii. Private pilot certificate or higher.
   iii. 200 hours total time with 15 hours make and model or 300 hours total time with 10 hours dual make and model.
   iv. Check out in make and model.
   v. High-performance endorsement
   vi. Instrument Rating

5.4 Retractable Gear / Complex Aircraft

(a) 200 HP or less
   i. 150 hours total time.
   ii. Complex aircraft endorsement.
   iii. 15 hours total time in make and model or 5 hours of dual in make and model.
   iv. Check out in make and model.

(b) 201 HP or greater
   i. Completed Pilot Experience Form
   ii. 200 hours total time.
   iii. Minimum 15 hours Dual received in make and model; or 300 hours total time with a minimum of 10 hours Dual received in make and model; or equivalent as approved by the Chief Flight Instructor.
   iv. Checkout in make and model.
   v. High performance endorsement.
   vi. Complex aircraft endorsement.
   vii. Instrument rating.

5.5 Cirrus Aircraft

(a) SR-20
   i. Completed Pilot Experience Form
   ii. 100 hours total time or Private Pilot Certificate and 50 hours in type.
   iii. 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.

(c) SR-22 Turbo
   i. 350 hours total time or
   ii. 150 hours in Cirrus Aircraft (25 hours of the 150 hours must be in a SR-22 Turbo).
   iii. Successful completion of a Cirrus aircraft checkout with a CLUB instructor.
   iv. Instrument Rating.

5.6 Tailwheel/Conventional Gear Aircraft

(a) 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 a CLUB Chief Flight Instructor for tailwheel (conventional gear) aircraft and/or aerobatic flight dated on or after July 1, 2018.

(b) Flight in tailwheel aircraft is restricted to Dual flight with an approved Instructor unless the Renter has a letter of approval to fly without an approved Instructor in conventional gear/tailwheel, signed by a CLUB Chief Flight Instructor and dated on or after July 1, 2018.

(c) A letter will be given when an applicant has successfully completed the appropriate stages of the Aspen Flying Club Tailwheel Aircraft course curriculum.

(d) All Renters seeking to fly as PIC in tailwheel aircraft or receive dual instruction in a tailwheel are required to purchase Renter’s insurance from Aviation Marine, with a minimum of $30,000 in Hull Damage.
    i. Renters receiving training toward a spin endorsement or for UPRT are not required to purchase the additional insurance.

(e) Instructors must select the CFI coverage option.

(f) Proof of insurance must be on file with THE CLUB prior to flight.

(g) All Renters must have a minimum of a Private Pilot Certificate for dual or PIC flight.

(h) All Renters must have a Tailwheel endorsement for PIC flight.

(i) Approval to be PIC of a CLUB tailwheel aircraft only authorizes the Renter to fly the aircraft from the designated solo seat in the aircraft.
    i. For example, the designated solo seat of a Citabria and Extreme Decathlon is designated by the aircraft manufacturer as the front seat of the aircraft.

(j) Only approved CLUB Instructors can PIC from any seat necessary.

(k) To perform aerobatics as PIC, a Renter 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 from a CLUB Chief Flight Instructor.

(l) If less than 10 hours in tailwheel aircraft
    i. A minimum of 10 hours dual with a CLUB approved instructor are required for solo privileges.

(m) 10-25 hours in tailwheel aircraft:
    i. A minimum of 5 hours dual with a CLUB approved instructor are required for solo privileges

(n) Greater than 25 hours in tailwheel aircraft
    i. With 5 hours PIC in tailwheel aircraft in the previous 6 months, an aircraft checkout is required.

(o) With less than 5 hours PIC in tailwheel aircraft in the previous 6 months, then 5 hours dual is required with the aircraft checkout.

5.7 Multi-Engine Aircraft

(a) Completed Pilot Experience Form
(b) Multi-engine rating.
(c) 250 hours total time.
(d) 50 hours multi-engine time and CLUB checkout; or CLUB multi-engine rating and 10 hours make and model.
(e) All Renters 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.
(f) All Renters 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.
(g) No Renter will perform an actual or simulated engine shutdown unless in an actual emergency or with a CLUB MEI.
(h) Prior approval by the Chief Flight Instructor is required for multi-day rentals in multi-engine aircraft.
(i) Unless approved by the Chief Flight Instructor no person will operate a CLUB Multi-Engine aircraft without a CLUB employed MEI onboard that aircraft for the duration of flight.
    i. Any CLUB employed CFI with a CAMEL and a CLUB checkout in the Multi-engine aircraft is exempt from this limitation.
    ii. High performance endorsement.
    iii. Complex aircraft endorsement.
    iv. Instrument rating.

Changelog:

1/23/2026- Updated Section 1.2 (c) i to remove the previous scheduling software “Private Radar” and changed it to “Aviatize

1/23/2026- Updated section 3.10 (a) i to remove Citabria and Extra from the list of aircraft approved for intentional spins

6/24/2026- Updated policies section 1.2(k) to reflect the ability for a member to digitally upload passenger waivers into the online scheduling system.

Updated policies 1.6(b) to reflect the ability of a member to upload fuel receipts into the online scheduling system.

Updated policies 3.1(e) and removed ‘PFC’ from the G1000 simulator glass transition and just worded it with G1000 simulator.