

FLIGHT TIME, INC.

**Wiscasset, Maine
Established 1998**

FLYING REGULATIONS

The purpose of the flying regulations of Flight Time, Inc., is to protect the interests of the members and the club, and to provide safe and economical flying. The club recognizes that rules cannot be written to cover all possible situations and that there are exceptions to every rule caused by unique circumstances. Thus, each member is expected to use good judgment in application of the rules.

The club carries liability insurance and hull insurance on the aircraft, but the best form of insurance against injury or loss is flight proficiency, knowledge, and a careful and conscientious pilot.

It is not the policy of the club to penalize its members for unintentional infractions of the rules. However, in order to protect the interests of its members, the club will not tolerate negligence, violations of its regulations, willful abuse of its equipment, or gross errors in judgment. The club will not hesitate to suspend or expel a member in order to protect the interests of the majority.

Article I

SCHEDULING

1. No flight shall be made without prior reservation scheduled in the manner provided by the Board of Directors.
2. It is the responsibility of the member scheduling the aircraft to cancel as soon as possible if he finds himself unable to keep the reservation. Reservations should be canceled even if the member judges that weather conditions would prevent other members from flying. In the event an alternate member is scheduled, the canceling member will make reasonable effort to notify the alternate of the availability of the aircraft.
3. Failure to use the aircraft within thirty minutes after the scheduled time period will forfeit the scheduling member's right to use the aircraft during that time period.
4. No member shall keep the aircraft beyond the time scheduled by him except for reasons beyond his control, in which case he shall notify, as soon as possible, the FBO at the Wiscasset Municipal Airport. It will be the responsibility of the member in question to notify any other affected members or make suitable arrangements to have all affected members notified.
5. Cross country trips in excess of four days will require prior a simple majority approval of the Board of Directors. Members should deliver (hand delivered, mail, or email) a written request promptly after reserving the aircraft for the trip to the Club Operations Officer.

Article II

OPERATIONS

1. It is a requirement that all operations be conducted in strict accordance with Federal Aviation Regulations (FARs), State and Local laws, and Club rules and regulations. It is the responsibility of each member to be familiar with the rules and regulations. This document is intended to further define operations to benefit the Club.
2. A complete line check or pre-flight inspection will be made prior to each flight. Any defect found during the line check, pre-flight inspection, or operation of the aircraft which represents a hazardous condition shall cause the member to place a grounded tag on the pilot's yoke grounding the aircraft and stating why. The Maintenance Officer (or in his absence, any officer of the club) will be immediately notified. No member shall use the aircraft until it has been released from such grounding by an officer of the club.
3. The aircraft engine shall be preheated when the outside air temperature is below 20°F. Preheating time shall depend on the outside air temperature, but should be long enough to permit the engine oil to warm up.
4. No person except a member, an approved, licensed, flight instructor (CFI) giving dual instruction to a member, or a qualified pilot designated by an officer of the Club to make test flights shall act as pilot in command of Club aircraft. However, a non-member may be utilized as a safety pilot or observer as required by FARs for logging instrument experience or currency.
5. All non-member flight instructors giving dual in Club aircraft must be approved by the Board of Directors. It is the responsibility of the member to verify that an instructor is on the approved list.
6. Flight instructors holding Club membership may not use the Club aircraft to instruct any person who is not an active member of the Club, except that dual instruction or check rides may be given to a suspended member as directed by the Board of Directors.
7. No member shall use any Club aircraft for hire. Sharing expenses is allowed.
8. Currency requirements.
 - a. Each club member, except those holding an ATP certificate, is required to have had at least a check ride with a club approved CFI within the 12 months preceding the piloting of Club aircraft and have had this entered in his log book and signed by that CFI. This requirement is also satisfied by the Biennial Flight Review (BFR) required by FAR 61.56 within a 12 Month period or any other pilot proficiency check that also satisfies the BFR requirement. Other flying proficiency programs as sometimes sponsored by the FAA may also, at the Board's discretion, satisfy this requirement. The Board may be requested to adjust the timing of this requirement to accommodate special cases. BFRs in club aircraft must be conducted by a Club Certificated

Flight Instructor (CFI) or board-approved CFI, if not a club member.

- b. A member must have made 3 takeoffs and landings as pilot in command within the preceding 90 days in any single engine land airplane to maintain day currency in Club aircraft. If these requirements are allowed to lapse, the member may become current by making 3 takeoffs and landings without carrying passengers within the next 90 days. But if a member has not made 3 takeoffs and landings within the preceding 180 days, then a checkout with a Club approved CFI is needed to re-establish currency. This checkout also satisfies the Club's annual requirement of 7.a. above.
 - c. Provided that day currency of (b) above has been maintained, the night experience required by FARs may be re-established through solo flight during the three months following last night currency. After that period, night flight is restricted to dual instruction until night currency is re-established.
 - d. Members must notify the Club Operations Officer of any change in medical, annual, or biennial currency dates.
9. No member shall operate any aircraft while under the influence of alcohol or drugs. It shall be further provided that upon receipt of evidence that any member has violated this section, or shall have been convicted of operating a motor vehicle while his ability has been impaired by alcohol or drugs, the Board shall investigate and determine whether expulsion is warranted. Further, such conviction may be a bar to membership of any prospective member. Determination as to whether the member was, or was not, under the influence of alcohol or drugs shall be made by the Board. Members are cautioned that many prescription and non-prescription drugs or medications may cause nausea, vomiting, dizziness, nervousness, errors in judgment, etc. The term drugs, as used in this section, shall include, but is not limited to marijuana.
 10. It is the responsibility of each member to be familiar with the operating manuals of the club aircraft and to operate the aircraft in compliance with this manual. A manual for club aircraft will be made available to each member upon request. The expense of the manuals will be borne by the member.
 11. For the safety of both pilot and passengers, the club strongly encourages the filing of flight plans for all cross country flights. In addition, the use of air traffic control advisories is highly encouraged in areas where such coverage is available.
 12. Any member who, while operating club aircraft, causes damage to the aircraft, person, or property of another person shall, as soon as possible, notify an officer of the Club and also comply with the appropriate and applicable FARs. The Board may direct that such member submit such additional information as it may deem necessary to properly investigate the incident.
 13. Upon completion of each flight the fuel tanks must be refueled to the level specified for that aircraft, interior cleaned, and the aircraft parked in the hangar, with at least one wheel chock in place. The windscreen must be cleaned. If the next scheduled member is present, the aircraft may be turned over to him on the flight line, or hangar, in the condition it was returned, as agreed upon by both

members. However, the ultimate responsibility lies with the last member to use the aircraft.

14. To fly Club aircraft, members need to meet Club and any Insurance Carrier requirements relative to minimum time and aircraft checkouts.
15. Each member shall maintain a log book which, in addition to the requirements of FAR 61.56, can be used to demonstrate the experience required by these Flying Regulations. The member's log book is subject to audit by the Board for maintenance of flying privileges in Club aircraft.
16. Club aircraft are not permitted to land at airports designated closed by notam or other reasonable authority.
17. Smoking in club aircraft is prohibited.
18. Pets may be taken in club aircraft only in FAA-approved animal carriers, which must be stowed in the baggage compartment.
19. New members must receive a club checkout by the Operations Officer or member CFI prior to their first flight as pilot-in-command. The checklist contains a summary of club flying regulations and operational procedures that all members must be familiar with. Aircraft keys will not be issued to new members until the Operations Officer receives certification that the review has been completed.

Article III

LOGGING TIME AND FLYING RATES

1. Flight time charges are based on hobb meter hours. Flight hours for each flight will be computed from the aircraft hobb meter by recording engine tachometer reading at startup and shutdown at the hangar area or at point of transfer to another member. In the event of a hobb meter failure, engine tachometer time will be used at the rate of 120% (1.2 times engine tachometer time).
2. Hobb time shall be recorded on the form provided for the aircraft. Members shall record the date, their name, the beginning and ending hobb time, and the total flight time. Discrepancies should be brought to the attention of any member or the FBO staff before starting the engine. The member assumes the ending time recorded from the last flight once the aircraft engine is started.
3. The Board of Directors will prescribe the dues and rates per hour of flying for each aircraft as prescribed by Article VI of the Club Bylaws. Flight time rates will be based on the club's variable operating expenses. Aircraft rates are best on the "wet" costs; meaning fuel and oil are included. Members who refuel the aircraft away from Wiscasset may either place the charges on the approved club credit card (currently Phillips) or pay for the cost of fuel and oil out of their own pocket. Original receipts for fuel and oil should be forwarded to the Club Treasurer for credit against flight

charges. Credit will not be provided without an original receipt. The aircraft hourly rate does not include dues which are assessed to each member based on the club's fixed costs (refer to the Club by-laws).

4. On cross country flights the minimum charge will be one (1) hour Monday through Friday and two (2) hours on the weekend of flight time for each 24 hours of time away from the home base. A member using the Club aircraft shall be responsible for all charges and fees, other than maintenance charges addressed elsewhere in this document, incurred during his use of the aircraft at other than home field. A member who for any reason is unable to return the aircraft to the home base may find he's responsible for the costs of recovering the aircraft. The Board may deem it necessary for the best interest of the Club to affect the return of the aircraft to its home base by other than the member involved. Such costs incurred by the Club in the return of the aircraft may be assessed against the member. The Board, in its discretion, may waive the requirements of this section if, after review of the circumstances involved, it finds that circumstances were beyond the control of the member and that the member used good judgment in all phases of the trip involved.

Article IV

INSPECTION AND MAINTENANCE

1. A line check or pre-flight inspection will be accomplished prior to each flight as detailed in Article II of these regulations.
2. An oil change shall be performed after each 25 hours of operation by an FAA licensed mechanic on all club aircraft.
3. Any member finding an aircraft in need of repair shall note such discrepancy on the back of the flight log, date and sign the entry, and notify the club Maintenance Officer. If the discrepancy is such that it may be hazardous to operation or cause further damage to the aircraft, the member shall ground the aircraft as provided in Article II, Item 2 above.
4. Except for that maintenance that may be performed by an aircraft owner, all necessary maintenance will be performed by a license A&P mechanic.