



Flying Club Operations Manual

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Introduction

Welcome to the Discover Aviation Center Flying Club! The Discover Aviation Center Flying Club is a 501c7 nonprofit corporation. The Flying Club exists to:

- Make flying fun and affordable.
- Provide training opportunities for new and existing pilots
- Enhance the safety culture of all pilots in northeast Ohio.
- Provide public outreach and education through the introduction of aviation and aviation related activities.

The Discover Aviation Center Flying Club strives to make flying fun and affordable by offering you, the aviation enthusiast, a whole host of reasons to come out to the airport. Currently we have a spacious, heated hangar we share with Discover Aviation Center LLC, along with an attached pilot's lounge that serves as a friendly meeting place for the many different types of events hosted at the Discover Aviation Center. These include social cookouts, safety seminars and monthly Flying Club meetings to name a few. In addition, the DAC hangar serves as a home for several of our Flying Club aircraft which ensures a comfortable experience for our Club members during even the most inclement conditions.

We also collaborate with other non-profit aviation groups like the [Experimental Aircraft Association](#), [Women in Aviation](#) and the [Civil Air Patrol](#) to promote aviation and grow each other's memberships. We also organize local fly-ins and other events that include "Discover Aviation Days" held annually at Lorain County Regional Airport.

The Discover Aviation Center Flying Club makes flying affordable by offering you well maintained, older aircraft at reasonable rates. Our club is organized to keep you flying all year round. The more our Club members fly, the lower their overall hourly rate to use our aircraft becomes.

One of the goals of the Flying Club is to help grow the local pilot population by supporting a positive learning environment. We recognize that our pilots will not always remain active members of the Flying Club. Our members are encouraged to spend time in our Club, gain additional pilot ratings and even acquire their own airplanes to continue flying.

The Discover Aviation Center Flying Club offers our members a one of a kind Safety Management System. This is something that is not commonly found in flying clubs. We intend to enhance our region's safety culture by offering our pilot's annual training in conjunction with the FAA Safety Team Wings Program and our own Safety Management System (SMS). Our Safety Management System exists because pilots are human beings and human beings make mistakes. The longstanding culture among pilots has been to hide their mistakes for fear of retribution. However, under the guidance of a Safety Management System, if those mistakes are shared, analyzed and recorded, we have the opportunity to provide that pilot protection from certificate action. With the sharing of such information, we can collect data and build a training program designed around the specific needs of Northeast Ohio area pilots.

The Discover Aviation Center Flying Club believes that if we build a strong safety culture, right here in our local community, then you will be a safer and more confident aviator and share your love for aviation with others.

Sincerely,

Paul Koziol
Founder of Discover Aviation Center

Aircraft Rental Rates May 1, 2022

All Aircraft Rates are billed using Hobbs Time. Tach Times are used for Maintenance Tracking

- N8573X Piper Tomahawk PA38-112 \$80.00 per hour
- N1198X Piper Archer PA28-180 \$125.00 per hour
- N8574X Cessna P172D \$150.00 per hour

Flying Clubs

The following guidelines and guidance are taken directly from *FAA Order 5190.6B* which was last amended April 4th, 2016 to clarify rules governing flying clubs utilizing public airports. Flying Clubs are not addressed within Title 14 of the Code of Federal Regulations.

Definition: The FAA defines a flying club as a non-profit or not-for-profit entity (e.g., corporation, association, or partnership) organized for the express purpose of providing its members with aircraft for their personal use and enjoyment only.

General: The ownership of the club aircraft must be vested in the name of the flying club *or* owned by all its members. The property rights of the members of the club shall be equal; no part of the net earnings of the club will inure to the benefit of any individual in any form, including salaries, bonuses, etc. The flying club may not derive greater revenue from the use of its aircraft than the amount needed for the operation, maintenance and replacement of its aircraft.

Policies: A flying club qualifies as an individual under the grant assurances and, as such, has the right to fuel and maintain the aircraft with its members. The airport owner has the right to require the flying club to furnish documents, such as insurance policies and a current list of members, as may be reasonably necessary to assure that the flying club is a non-profit organization rather than an FBO or other commercial entity. The FAA suggests several definitions and items as guidance for inclusion by airports in their minimum standards and airport rules and regulations. These items include:

1. All flying clubs desiring to base their aircraft and operate at an airport must comply with the applicable provisions of airport specific standards or requirements. However, flying clubs will not be subject to commercial FBO requirements provided the flying club fulfills the conditions contained in the stated airport standards or requirements satisfactorily.

2. Flying clubs may not offer or conduct charter, air taxi, or aircraft rental operations. They may conduct aircraft flight instruction for regular members only, and only members of a flying club qualify as an individual under the grant assurances and, as such, has the right to fuel and maintain the aircraft with its members. The airport owner has the right to require the flying club to furnish documents, such as insurances policies and a current list of members, as may be reasonably necessary to assure that the flying club is a non-profit organization rather than a fixed-base operator or other commercial entity that purports to be a flying club.
3. A flying club may permit its aircraft to be used for flight instruction in a club-owned aircraft as long as both the instructor providing instruction and person receiving instruction are members of the club owning the aircraft, or when the instruction is given by an employee of a lessee based on the airport who provides flight training and the person receiving the training is a member of the flying club. In either circumstance, a flight instructor may receive monetary compensation for instruction or may be compensated by credit against payment of dues or flight time; however, that individual may not receive both compensation and waived or discounted dues or flight time concurrently. The airport sponsor may set limits on the amount of instruction that may be performed for compensation.
4. A qualified mechanic who is a registered member and part owner of the aircraft owned and operated by a flying club may perform maintenance work on aircraft owned by the club. The mechanic may receive monetary compensation for such maintenance work or may be compensated by credit against payment of dues or flight time; however, that individual may not receive both compensation and waived or discounted dues or flight time concurrently. The airport sponsor may set limits on the amount of maintenance that may be performed for compensation.
5. All flying clubs and their members are prohibited from leasing or selling any goods or services whatsoever to any person or firm other than a member of such club at the airport, except that said flying club may sell or exchange its capital equipment.
6. A flying club at any airport shall comply with all federal, state, and local laws, ordinances, regulations and the rules and regulations of the airport.
7. The flying club should file periodic documents as required by the sponsor, including tax returns, insurance policies, membership lists, and other documents that the sponsor reasonably requires.

8. Flying Clubs may not hold themselves out to the public as fixed based operators, a specialized aviation service operation, maintenance facility or a flight school and are prohibited from advertisements as such or be required to comply with the appropriate airport minimum standards.
9. Flying Clubs may not indicate in any form of marketing and/or communications that they are a flight school, and Flying Clubs must not indicate in any form of marketing and/ or communications that they are a business where people can learn to fly.

Violations: A flying club that violates the requirements for a flying club – or that permits one or more members to do so – may be required to terminate all operations as a flying club at all airports controlled by the airport sponsor.

Our Safety Culture

Pilots have learned to fly by making use of what was previously called the '*FAA Practical Test Standards (PTS)*'. Starting in 2018, there was a significant re-think and re-write to these standards and the name was changed to '*FAA Airman Certification Standards (ACS)*'.

The Discover Aviation Center Flying Club makes use of these standards as our guide when our Club members wish to obtain new pilot certificates and ratings. FAA Designated Examiners in turn, are required to use these standards to grade us during our actual check rides.

In the course of our flight training, we may have practiced stall recovery procedures, steep turns, take offs and landings, etc. During our check ride the examiner may have asked us to perform an emergency power off landing, a partial panel approach or another scenario that certainly tested our decision-making ability. If we managed to fly those maneuvers within the testing standards and exercised good judgment on the day of our check ride, we earned a Pilot's Certificate or perhaps even an Instrument Rating. It was an amazing day and we now became one of the roughly 600,000 certificated pilots in the United States!

Now what...?

After completing this milestone journey, you were probably told that you had earned your "license to learn". What exactly does that mean? Are you supposed to continue your flying education by yourself by getting out there, making mistakes on your own, getting lost or even scaring yourself so badly that you possibly say, "Never again"?

Many new pilots get their pilot certificate and do just that. They have no outlet to share their new experiences. Regardless of how much experience a pilot has, he or she will eventually make a mistake, perhaps by attempting a landing when they shouldn't have, accidentally entering controlled airspace or even taking off overweight. The pilot community

in general has already “been there, done that” so you don’t have to. You are a human being and as such you will make mistakes, it is inevitable. Why not benefit from them?

During this new era of flying, with all of today’s technology, we can openly share our mistakes with others if our pride will allow us. With that shared information in the right hands, we can build flight training programs locally that will address those common areas that many of us struggle with. We can share our learning experiences anonymously with others, thereby lowering the risk for the good of all local area pilots.

This is the basic principle behind a Safety Management System (SMS) which we practice here at the Discover Aviation Center Flying Club. The Discover Aviation Center’s Safety Management System (SMS) is designed to build a “Just Culture” of pilots, first within our Flying Club and then by reaching out to other local area pilots whose only reminder for safety is perhaps their FAA required flight review.

The Discover Aviation Center Flying Club is governed by Directors. Together our directors and volunteer members will meet to see what, if any, policy changes need to be addressed, enhanced or omitted in order to minimize the level of risk inherent to flying.

Your role as a Club pilot is easy. Simply make use of our easy-to-use online data collection system to tell us what you experience. The online tool is designed to collect and share data so that our Directors can use to lower risk by managing policy. This information will be always be secure and kept private.

The Discover Aviation Center’s Safety Management System is specifically designed to protect you in the event that you are involved in an FAA Investigation. We have worked directly with our local FAA district office to develop a trusting relationship that allows us to offer you this benefit. In the event of an investigation, you and one of our Directors will meet with the FAA to discuss what happened, how it happened and what we can do to keep it from happening again. Each case will be handled independently.

Together we will decide what we can do to satisfy the FAA in order for you to keep your certificate and to keep exercising your privileges as a rated pilot. A simple meeting or additional training might be all that is required to satisfy the FAA. Mistakes are going to happen, that is a fact of life. Our mission is to enhance the safety culture by giving you a local outlet of self-disclosure that ultimately will benefit us all.

It is our hope and belief that becoming a member of the Discover Aviation Center Flying Club will guide you through many years of flying enjoyment!

Discover Aviation Center and The Discover Aviation Center Flying Club’s Leadership reserve the right to ground any DAC Flying Club member in the event they find their behavior unacceptable. That member will have every right to defend their actions in a private session with the Club Leadership. In the event that the Club Leadership finds the

Club member's actions and intent harmful to the safety culture of the Club, that person may be asked resign and be fully refunded their deposit if the member is not delinquent with their dues.

Training

Proficiency: Discover Aviation Center Flying Club has a “Train to Proficiency” policy. Our instructors will ensure that you are proficient before you can act as PIC in any Club aircraft. Any approved Club instructor may provide proficiency training (“check out”) to you in a Club aircraft. Certain instructors have more experience in certain aircraft than in others, you are encouraged to seek out the flight instructor you are most comfortable with and who is best qualified to provide your training. The flight instructor will then record your progress and keep a record of your training.

Required Training: Each Flying Club member will be required to complete, at a minimum, 3 FAA Safety training events per year, either in person at a Wings Approved safety seminar or on-line. Once completed the information must be made available to the Training and Safety Director or complete the required on-line training completion form. Please ensure that you have registered for a wings account at faasafety.gov in order to track your wings progress.

Each Club member that is not in a formal aviation training program with their employer, will be required to complete the Wings Flight Training program with a Club instructor as well. The safety seminars, on-line training and Flight Training requirements are an annual program and must be completed before the end of the calendar year. You can be credited for this training if it is done outside of the club if the information is complete and made available to the Training Director or via your faasafety.gov account.

It is the desire of the Club Leadership to create on-line training for the Discover Aviation Center Flying Club. These courses will contain an overview of the By-Laws and this Operations Manual as well as specific aircraft information. They include subjects like basic indoctrination, aircraft limitations, performance, weight and balance and emergency procedures. Currently, basic indoctrination and aircraft checkouts are performed by Club instructors.

Flight Instructors: The Flying Club will approve all flight instructors who wish to instruct in a Club aircraft. Club instructors MUST be Flying Club members in good standing. Club instructors are independent contractors who make arrangements privately with Club members for flight instruction. The Club DOES NOT provide flight instructors to Club members. Members wishing to receive flight instruction may ask for recommendations from Club Leadership as to an appropriate flight instructor for their needs.

Flight Instructor Insurance: All flight instructors who wish to instruct in DACFC aircraft MUST carry their own flight instructor insurance. The Club’s aircraft insurance policy does not cover Club members acting as an instructor in one of our aircraft. It also does not cover commercial operations such as flight instruction. Therefore, when a Club aircraft is

being used for flight instruction, the flight instructor is solely responsible for the complete liability of the aircraft and its operation for that period of time that flight instruction is being conducted. A Club member who is a student pilot flying solo, is covered under the Club's insurance policy.

Student Pilot Solo Operations: Club flight instructors conducting flight instruction for Club members who hold a Student Pilot Certificate must be present during all times when that member is operating a Club aircraft in solo flight. All solo flight operations conducted by Student Pilot Club members must be under the direct supervision of an approved Club flight instructor. This means that an approved CFI must be present at the Discover Aviation Center (the hangar) while a Student Pilot Club member is out flying a Club aircraft. This includes local solo flights and solo cross-country flights. Student Pilot Club members MAY NOT operate a Club aircraft without an approved CFI being present.

Note: Another qualified Flying Club flight instructor may supervise a student pilot with prior arrangement from the student pilot's primary instructor.

Training Records: Each member is responsible to communicate when they complete any new or additional certificates or ratings via email to the Training Director, as well as on the on-line insurance form. Each member is also responsible to provide current copies of their certificates and medical certificate to Club Leadership. Each member will be provided a file in the cabinet in the DAC Hanger. Failure to provide this information in a timely manner may result in a Club member being suspended until this information is provided. Proficiency training forms may be obtained from the top of the filing cabinet. This form should be utilized by a Club member and Club flight instructors to document their proficiency training and must be signed by the certifying Club flight instructor.

Scheduling of Aircraft

All scheduling of Flying Club aircraft shall be conducted online at www.flightcircle.com via the online scheduling reservation system. The following general rules apply to scheduling and use of Club aircraft:

Aircraft Reservations: Club members may not schedule more than three (3) consecutive reservations for any combination of Club aircraft at one time. This is to prevent any one member from having unfair access to the airplanes. A Club member found to have more than three (3) reservations at once will be asked to remove any extra reservations. Club Directors reserve the right to remove ANY Club member's reservation for Club related activities including maintenance, educational events, etc. Club members who have their reservation(s) removed will be notified as soon as possible by Club Leadership.

Cancellations: DAC Flying Club members should cancel their reservation online whenever they schedule the aircraft and then for any reason, do not show up to fly the airplane. This includes weather related reasons. Club members, as a matter of good practice, should advise that they have cancelled their reservation by sending out a group email to all other Club members. This will allow other members to use the aircraft for that period if need be. If a Club member is unable to cancel their reservation due to being beyond the starting time of the reservation, they should contact a member of Club Leadership to have them cancel the reservation.

Returning Aircraft Late: Club members not returning the aircraft back to KLPR in time for the next scheduled operation by another DAC Flying Club member, shall be financially responsible for any penalties that the next scheduled DAC Flying Club member may encounter due to fees charged to the Club member for lost lesson time, etc. Club members are expected to be familiar with the aircraft's daily reservations and if they become aware that they will be late in returning the aircraft, make every attempt to contact the pilot of the next reservation as soon as possible. Showing up to go flying on a beautiful day only to find the aircraft has not yet returned from its previous reservation is extremely frustrating. Please do everything in your power to have the aircraft back on time and if not, to notify the next pilot as soon as possible! Failure to do so will result in a fine of two (2) flight hours per twenty-four (24) hour period that the aircraft is not returned to KLPR

If a Flying Club member should ever encounter weather or adverse conditions which make getting back to KLPR before the next scheduled operation by another member unsafe, the member should communicate with the next scheduled Club member as soon as possible. If unable to reach the next scheduled member, contact a member of Club Leadership as soon as possible. By communicating with the next member directly about weather related delays, the member in conflict will be absolved of the responsibility for lost lesson fees, etc.

Overnight Scheduling: DAC Flying Club members who schedule DAC aircraft for more than 24 consecutive hours are expected to return the aircraft with at least two (2) billable hours for each twenty-four (24) hour period scheduled. This provision is to ensure that other DAC Flying Club members are not denied the opportunity to fly an aircraft that may be away from the home base, but not being flown.

Multi-Day Scheduling: The maximum period for which a DACFC aircraft may be scheduled away from KLPR by any one Club member is seventy-two (72) hours. Club members may request to extend this time limit by making a formal request to Club Leadership BEFORE their reservation begins. This extension will be at the discretion of the Club Leadership. Once a member leaves the local area for an overnight at a different location, they are required to have the aircraft back by the end of their reservation. Failure

to do so will result in a fine of two (2) flight hours per twenty-four (24) hour period that the aircraft is not returned to KLPR.

Club members are expected to exercise good judgment and not depart on a multi-day trip if weather forecasts indicate that returning to KLPR on the final day of the reservation is not likely. Club members who are not able to return the aircraft by the end of their scheduled reservation period due to factors beyond their control (weather, maintenance, etc.) are expected to notify Club Leadership as soon as possible.

Forfeiting a Reservation: If a DAC Flying Club member fails to show up at the airport within sixty (60) minutes of his/her scheduled time, he/she is considered to have forfeited that reservation. At that point, the plane can be re-scheduled by another Club member. A DAC Flying Club member wishing to take an aircraft in this manner must contact a member of Club Leadership to get approval to schedule over the first member. If a DAC Flying Club member is delayed in arriving at the airport, he/she may protect his/her scheduled time by contacting a member of Club Leadership and revising the starting time to accurately reflect the arrival time at the airport.

Use of Club Aircraft

Club aircraft are available to DAC Flying Club members for flight training, recreational flying, public outreach and time building flying activities. DAC aircraft are not to be thought of as tools for business use by Flying Club members. This is not to be construed that DAC Flying Club members may not use Club aircraft for an occasional business trip. Rather, DAC Flying Club members should not come to rely on using DAC aircraft as tools necessary for the normal conduct of their business.

DAC Flying Club members shall be responsible for acquainting themselves with and operating in accordance with any current operating requirements that are prescribed by the Maintenance Director or Club Leadership.

Caring for the Aircraft: Club members are expected to treat the aircraft with respect and return them to the DAC hangar in an acceptable condition for the next Club member. This includes cleaning of the windshield, cleaning of dirt and oil, cleaning bugs off of the leading edge surfaces and making sure the interior is left the way it was found. This includes removing any tablet mounting systems, chart holders or portable electronic device aids from the cockpit area. In short, Club members are expected to leave the aircraft in a manner that they themselves would want to receive it. DAC Flying Club members, are a FAMILY. DAC Flying Club members should treat the aircraft as they would treat property which they themselves own.

Smoking/Vaping: DAC Flying Club members and their guests shall not smoke/vape either inside of or within 100 feet of any aircraft, including non-club aircraft.

Fueling Policy: DAC Aircraft are only to be fueled with Aviation Grade 100LL fuel “AvGas”. While at Lorain County Airport (KLPR), MRK Aviation is the only authorized provider for aviation fuel for our aircraft. While away from base, aviation fuel may be obtained by any licensed Fixed Base Operator (FBO). Under no circumstances will aviation fuel be obtained from a container that is not subject to daily inspection and sampling. Club members obtaining fuel away from base must submit their fuel receipt to the Financial Director in order to be reimbursed for the cost of their fuel purchase. The following fueling policies will apply to club aircraft

- *N8573X* – Upon returning to the DAC hangar, this aircraft is to have the fuel brought up to the bottom of the metal tabs (“to the tabs”) which is the 10 gallon per side level from MRK Aviation. The Tomahawk should only be fueled above this level for extended solo operations, for example solo cross-country flights.
- *N8574X* – Upon returning to the DAC hangar, this aircraft is to be returned to full fuel (“topped off”) from MRK Aviation.
- *N1198X* – Upon returning to the storage hangar, this aircraft is to have the fuel brought up to the bottom of the metal tabs (“to the tabs”) which is the 17 gallon per side level from MRK Aviation.

Fuel Sampling: Club aircraft must have their fuel tanks sampled (sumped) prior to an originating flight to check for fuel contamination. Additionally the fuel tanks should be sampled any time the aircraft is refueled, sits outside for an extended period of time or sits outside with falling precipitation. DACFC aircraft should always be hangared while at KLPR so this is not as big of concern as when the aircraft is away from base and sits outside overnight.

An appropriate fuel sample should be obtained from each fuel sump that will allow capture of the fuel. Sumps located below the aircraft with in-cockpit fuel sump controls need not be tested if doing so would cause fuel to be spilled onto the ground. In these cases the Maintenance Director will periodically sump these fuel drains to assure that there is no contamination of the fuel.

Captured fuel should not be put back into any aircraft’s fuel tank. Please place this sampled fuel into the provided container which generally will be located on top of the filing cabinet.

Once this container is full, notify the Maintenance Director or other member of Club Leadership for instructions on where to empty this supply.

Fuel Spills: In the event that there is a significant fuel spill, notify MRK Aviation immediately. If after hours, notify the Oberlin Fire Department via 911. Either entity has the resources to handle fuel spills, the Flying Club does not. Small spills (less than one gallon) may be cleaned up with rags or paper towels which then should be disposed of properly.

In the event that an aircraft fuel sump is stuck and will not stop leaking fuel, place a container underneath the sump to capture as much of the fuel as possible and immediately call the Maintenance Director or a member of Club Leadership for further guidance. In many cases these leaks are caused by a piece of debris which prevents the seal from closing properly and this can sometimes be remedied by exercising the fuel sump to clear the debris. In any event, we will not have a container on hand large enough to capture the entire volume of fuel from the tank, even the PA-38 holds up to 16 gallons of fuel in each tank. If unable to reach anyone from the Flying Club, contact MRK for assistance.

Unable to Refuel/Fueling after Hours: Club members who fail to return the Club aircraft to the required fuel levels or who are unable to return the aircraft to the required fuel levels (returning after FBO is closed) shall notify the Club membership via group email as soon as possible. Alternatively the Club member may make arrangements for the aircraft to be fueled as soon as possible by MRK Aviation (next morning). The key is communication! DO NOT leave the aircraft un-refueled without letting Club members know. There are times when the aircraft may have flown for less than one hour and refueling the aircraft is not required for the next Club member. Members should handle these situations on a case-by-case basis and if in doubt, always return the aircraft to the required fuel levels prior to leaving the hangar.

Oil Policy: Club aircraft currently utilize Aeroshell 15W-50 oil for all seasons. Oil for the aircraft is located in the cabinet adjacent to the refrigerator on the south hangar wall of the DAC Hangar. The following oil policy will apply to club aircraft:

- *N8573X* – Prior to flight, Club members will ensure that the aircraft has a minimum of 5 Quarts of oil as determined by the oil dipstick inspection. If the oil quantity is between 4 and 5 quarts of oil, the Club member will add one-half quart of oil using the funnel located in the oil locker. If the oil quantity is less than 4 quarts, the Club member will add one full quart of oil using the funnel located in the oil locker. Under no circumstances will the aircraft be operated with less than 4 quarts of oil on board.

- *N8574X* – Prior to flight, Club members will ensure that the aircraft has a minimum of 6 Quarts of oil as determined by the oil dipstick inspection. If the oil quantity is between 5 and 6 quarts of oil, the Club member will add one-half quart of oil using the funnel located in the oil locker. If the oil quantity is less than 5 quarts, the Club member will add one full quart of oil using the funnel located in the oil locker. Under no circumstances will the aircraft be operated with less than 5 quarts of oil on board.
- *N1198X* – Prior to flight, Club members will ensure that the aircraft has a minimum of 6 Quarts of oil as determined by the oil dipstick inspection. If the oil quantity is between 5 and 6 quarts of oil, the Club member will add one-half quart of oil using the funnel located in the oil locker. If the oil quantity is less than 5 quarts, the Club member will add one full quart of oil using the funnel located in the oil locker. Under no circumstances will the aircraft be operated with less than 5 quarts of oil on board.

Maintenance

Maintenance Director: The DAC Flying Club Maintenance Director shall coordinate with all vendors for the repair and maintenance of all DACFC aircraft. The Maintenance Director has the authority to determine the Airworthiness of DAC Aircraft for the use of all members, and can thus make the aircraft unavailable to DAC Flying Club members based on Airworthiness Criteria. The Maintenance Director can also restrict the operation of each aircraft to certain levels of experience or certain conditions as he or she sees fit. For example limiting an aircraft to non-student pilots for various reasons.

Determining Airworthiness: DAC Flying Club members are expected to advise the Maintenance Director of any airworthiness condition which would make the operation of DAC aircraft unsafe. While DAC Flying Club members shall not dictate the airworthiness of DAC aircraft to other members, DAC Flying Club members are ultimately responsible for determining the airworthiness of DAC aircraft each and every time they fly. DAC Flying Club members should communicate to the Maintenance Director any anomalies with the aircraft, directly by phone or email after the flight in question. If unable to reach the Maintenance Director, notify another member of Club membership. In addition, there is a maintenance discrepancy form that must be filled out on line via the dacfc.org website form.

Aircraft Damage: Any Flying Club member who damages a DACFC aircraft, whether intentionally or not, must report that damage immediately to the Maintenance Director or another member of Club Leadership. **This could be a life or death matter that absolutely must be reported.** Additionally the Club member shall ground the aircraft in

place (including away from base) until a damage assessment can be made. This includes placarding the cockpit so that another member does not accidentally try to operate the aircraft before it can be inspected. A red “**AIRCRAFT GROUNDED, DO NOT FLY**” placard will be kept in each aircraft’s binder for this purpose.

Aircraft that have been damaged will be immediately grounded until the Maintenance Director or another member of Club Leadership can determine the severity of the damage and make a determination on the aircraft’s airworthiness. This may require that the aircraft be inspected by an authorized mechanic or repair station. Once the damage has been assessed, the aircraft will either be removed from service for repairs or returned to service.

A Club member who causes damage to a Club aircraft will be held financially responsible for the cost of the repair or the cost of the insurance deductible, whichever is lower. (The current Club insurance deductible is \$1000.00) The Club member will be responsible for the entire cost of the repair to include parts, labor, inspection fees and repositioning fees as applicable. Club Leadership will work with the Club member to establish a fair repayment schedule if the Club member is not able to immediately pay the cost of the damage incurred. Club members shall have the right to appeal a damage assessment if they feel that the damage was not their fault (worn out tire that ruptures for example). Any appeal must be made in person to a majority of Club Leadership members who will render a decision as quickly as possible.

Under no circumstances shall any Club member attempt to hide or repair damage to an aircraft on their own. Club member/s who are found trying to conceal or hide damage to an aircraft that they or another member caused will immediately be removed from the Flying Club according to the policies of the DACFC By-Laws.

Authorized Repairs: Only the DAC Flying Club Maintenance Director or Discover Aviation Center are permitted to authorize repairs to be made to DAC aircraft. If repairs are needed while a DAC aircraft is away from its home base, the repairs must be approved first. In the event that a DACFC member feels that a repair is needed to make the airplane airworthy to return it to its home base, he/she must attempt to contact the DAC Flying Club Maintenance Director to receive authorization to have the repair completed. If the member is unable to reach the Maintenance Director, the member must contact another member of Club Leadership for repair authorization. If the member does not receive prior authorization for the repair from Club Leadership he/she may be liable for the cost of the repair. A request for reimbursement must be formally submitting in writing to Club Leadership.

Preventative Maintenance: The Maintenance Director shall be responsible for overseeing any preventative maintenance performed on Club aircraft that is not performed by a certificated mechanic to include oil changes, changing of light bulbs or any of the other preventative maintenance items that are permitted under Part 43 of the FARs. The Maintenance Director may delegate the duties associated with any of these tasks but may not delegate the responsibility for ensuring any preventative maintenance is performed properly.

Airport Operations Policies

Aircraft Handling on Ground: All DAC Flying Club members are expected to handle and operate the aircraft in a safe and predictable manner while operating on the ground in or near the vicinity of other aircraft, persons, vehicles or other equipment. Ground taxi speeds shall not exceed those required to stop the aircraft safely under all conditions.

Only active DACFC Club members or a member of MRK Line Service are permitted to move a DACFC aircraft. Members may use and are encouraged to utilize their guests as “spotters” to mitigate the risk factors associated with moving the aircraft in and around the hangars.

All ground movement of DACFC aircraft while not under their own power shall be accomplished with the proper hand tow bar or with an authorized aircraft tug operated by a member of MRK Line Service.

Aircraft may only be pushed or pulled into the DAC hangar by hand using the appropriate tow bar. Under no circumstances shall an aircraft be “tugged” into or out of a hangar by anyone other than a properly trained member of the MRK Line Service. While moving the aircraft into and out of the DAC Hangar, EXTREME care must be utilized in order to prevent damage to the aircraft. Adherence to the floor markings is crucial!

Aircraft on the ramp or taxiway needing to be turned more than 90° while shut down shall utilize the appropriate tow bar and be positioned manually. Additionally Club members who need assistance positioning an aircraft by hand should ask MRK Line Service for assistance if needed to facilitate a safe operation. During winter operations it may be impossible to push an aircraft back into a hangar by hand. Please seek assistance if needed!

Designated markings on the floor are displayed inside the DAC Hangar for the position of each aircraft’s landing gear tires. This facilitates properly positioning each aircraft to avoid damaging them. Additionally, other large equipment (golf cart, etc,) may also have positioning marks located on the floor of the hangar to facilitate their positioning for storage. These markings are not recommendations, they are mandatory!

If needing to temporarily store a club aircraft or piece of equipment inside the DAC Hangar while flying another aircraft, that aircraft or equipment may be placed in the middle of the hangar as needed and need not be placed on the designated floor marks as long as there is enough room to do so.

When returning an aircraft to the DAC Hangar, aircraft will be parked and shut down facing to the south, in line with the direction of the taxi lane. Under no circumstances will aircraft be permitted to make a 180° turn in the taxi lane in order to facilitate the next departure.

All aircraft covers, pitot covers, control locks, etc. shall be placed appropriately on each aircraft before leaving the airport. Failure to do so could result in damage to an aircraft for which the club member will be held financially responsible for. The Cessna should have its control lock installed PRIOR to positioning it back inside the DAC Hangar. This allows for extra clearance of the aircraft's elevator underneath the propeller of the Tomahawk.

Engine run-ups, including any post-flight run-ups, shall be accomplished in a safe manner away from the vicinity of other aircraft, persons, vehicles or other equipment. Post-flight run-ups should only be accomplished next to the hangar if there are no other individuals or vehicles around.

Use of Aircraft Lighting: DAC Flying Club members are required to operate anti-collision lights during the day and position lights at night whenever the aircraft engine is running. This notifies any pedestrian on the airport ramp that the propeller of the aircraft is in motion or about to be in motion. Aircraft position lights are required to be lighted on aircraft operated on the surface and in flight from sunset to sunrise.

DAC Flying Club members shall fly with the landing lights/recognition lights on whenever operating in the vicinity of an airport or high concentrations of air traffic. Operating with these lights on significantly aid pilots to see and be seen by other aircraft. Aircraft landing/recognition lights are inexpensive and are a safety multiplier. When using a landing or taxi light on the ground, make every effort to not sit stationary with the landing or taxi light illuminated. The lights themselves can get very hot and may cause damage to light covers or lenses if not provided with enough cooling air flowing across them.

Starting of Aircraft: Prior to starting any DACFC aircraft, all Club members must visually clear the area by scanning around all sides of the aircraft for any persons or property. Additionally all Club aircraft must have their anti-collision lighting system active prior to engaging the starter. All DACFC members are expected to loudly announce "CLEAR" before engaging the engine starter of a DAC aircraft. No DACFC aircraft will be started inside a hangar for any reason.

Additional Policies

Personal Vehicles: Normally, the operations of cars on airport ramps, taxiways, and runways should not be practiced by DAC Flying Club members. Club members shall never block the alleyways (taxiways) running adjacent to the hangars with a personal vehicle. Vehicle parking will only be allowed on the north end of the hangar row with access to the taxiway not blocked by any vehicle. Additional parking for vehicles is available on the far west (non-active) taxiway as well as in the parking area on the south end of the hangar row. The Flying Club is just one owner in a community of hangar owners and as such we must practice courtesy and professionalism at all times.

Guests of Club Members: DAC Flying Club members shall be responsible for the behavior and safety of their non-member, non-flying guests when on airport aircraft operations areas. Non-Club members should be briefed on proper “hangar etiquette” prior to arriving at the airport to include vehicle parking, no smoking policy, use of alcohol, location of exits and emergency equipment, etc.

Alcohol Consumption: Alcohol is only permitted to be consumed by Flying Club members who are of legal age for the state of Ohio. Alcohol may not be served by any Flying Club member to any Club member or Non-Club member. Alcohol is for personal consumption only. If a Club member wishes to consume alcohol during a non-flying function, they must bring their own alcohol and take any remaining alcohol home with them at the end of the event. Under no circumstances will alcohol be permitted to be stored at the DAC Hangar or inside the condo association clubhouse. Do not leave leftover alcohol in the refrigerator inside the DAC Hangar.

Winter Operations

Operating small aircraft over top of snow or ice covered surfaces is an increased risk and special considerations must be made BEFORE operating the aircraft as to the surface conditions, weather conditions, etc. Even a small amount of wind can turn a taxiing aircraft sideways if it has no traction to the surface below.

Normal operations during the winter months will have all Club aircraft kept inside a hangar at all times. The Piper Tomahawk and Cessna SkyHawk will be kept inside the DAC Hangar with the thermostat set to no higher than 45°F while the hangar is not in use. This will prevent water lines inside the hangar from freezing as well as allow for some degree of thermal protection for the airplanes during cold weather. Club members are encouraged to plan ahead for these events and are expected to coordinate with other Club members and Club Leadership if necessary to utilize the DAC hangar for warming purposes.

Preheating: If for any reason a DACFC aircraft is kept outside during cold weather because of an event or other circumstance, a preheat will be required if the air temperature is below 20°F and is strongly encouraged when the temperature is below 32°F. Currently both the Cessna Skyhawk and Piper Tomahawk are equipped with engine pre-heaters which can be plugged into any wall outlet. Pre-heat times vary and the main goal is to warm the engine oil to an acceptable starting temperature and viscosity. Once started do not take off until the oil temperature for the aircraft has reached the bottom of the green arc. This may require a prolonged period of time in the run-up area running at a slightly higher than idle power setting to achieve this.

The Piper Archer currently is stored in a non-heated hangar and requires special attention before flying in the winter season. Club members may request to have the aircraft pulled out and placed inside one of MRK's heated hangars prior to their flight. Members may be required to pay a "warming" fee by MRK. This action must be coordinated by Club members prior to travelling to the airport to give MRK enough time to move the airplane.

Snow Removal: If there is snow on the aircraft, brush it off before flying with an appropriate brush or broom. There are brushes in the Discover Aviation Center Hangar. Do not scrape snow and ice off of any aircraft as this can damage the aircraft. DO NOT BEAT ON the wings to knock ice off. If you cannot get it all off with a brush, relocate the aircraft into a heated hangar and wait until the snow or ice is fully removed by the natural thermal process. If the weather permits you may also turn the aircraft into the direction of the sun and let the natural thawing process occur outside.

Frost Removal: If a DACFC aircraft is coated with frost, this must be removed from the wings and tail surfaces prior to operating the aircraft in flight. If the aircraft is located at KLPR, then follow the normal snow removal procedures listed above. If the aircraft is away from home base, the Club member will be responsible for any charges associated with frost removal to include hangar use or use of de-icing fluid.

Use of De-Icing Fluids: Club members should make every effort to avoid having to use Type I Glycol de-icing fluid on our aircraft to remove frost or snow. De-Icing fluid is extremely messy and works its way into every part of the aircraft and will remain on parts of the aircraft for an extended period of time. It is also very expensive to use. Only Type I fluid may be used to remove frost or snow. If at all possible, use another warming method to remove frost or snow.

Adverse Weather

Operating in high wind conditions: Flying Club members must exercise caution while operating Club aircraft in gusty and high wind conditions. All aircraft have a maximum

demonstrated cross-wind value. While this value is not a limitation, it is a recommendation from the manufacturer and should be regarded as a 'best practice'. Operating a Club aircraft in conditions beyond these recommended values increases the risk of an accident or incident and may result in Club member suspension. Under no circumstances will Flying Club members operate a Club aircraft if the surface winds, including gusts are greater than 30 knots. Members must consider not only the effects of the wind on takeoff and landing, but also the effects of taxiing a light aircraft in such conditions. The direction of the wind, while favorable for takeoff and landing, is not an excuse to operate an aircraft outside of its design certification.

Student Pilots Flying Solo: Flying Club student pilots are not permitted to operate a Club aircraft in solo flight with winds that exceed 20 knots, including gusts. Student pilots also may not operate a Club aircraft in solo flight if the prevailing visibility, as reported by the nearest weather source, is less than 5 miles. Student pilots may not operate a club aircraft in solo flight with any snow or ice reported on an active taxiway or runway. These limitations pertain to operations at KLPR or any airport from which the student pilot may be operating.