



Pittsburgh Flying Club

RULES & REGULATIONS

1. GENERAL

a. Care & Consideration

Consideration for members and equipment of the Club must be practiced at all times by each individual member.

b. Participation (*Revised 5-Feb-2002*)

All members are expected to devote some time each month to Club duties and to attend the Regular Business Meetings. Meetings are scheduled for the first Tuesday of each month or in the case where this falls on a holiday the meeting will be held on the subsequent Tuesday.

c. Payment

Monies due the Club must be received by the 10th of the month or a 10 percent per month penalty will be charged. (See Bylaws Article IX.A).

d. Fuel Reimbursement (*revised 9-09*)

Members must sign and include the aircraft registration number on all sales slips for fuel charged to the Club. For reimbursement, fuel purchases may be deducted from the member's monthly payment. Signed sales slip(s) must be included with the payment. Only fuel purchases may be deducted. Fuel will be reimbursed at the current cost per gallon at Arnold-Palmer Regional Airport (LBE). Any fuel purchased above that rate price will be the members responsibility.

e.

Minimum Charges (*Revised 5-Feb-2002*)

When a member has possession of an aircraft for four (4) or more consecutive hours in a given day, a minimum flight-time charge for that day will apply. Defined in tach hours at the aircraft's respective rate, the minimum charge shall be 1.0 hours for weekdays (Monday through Friday) and 1.5 hours for Saturdays, Sundays and major holidays.

1. In the case of an overnight cross-country trip, the member will be charged for the actual total tach time or the accumulation of minimum daily charges whichever is greater.

2. Should weather or critical repairs delay the return of an aircraft, a PFC officer may waive the minimum daily charges that apply during the period of the delay. The member must contact the officer promptly. The PFC officer must deem the delay appropriate and notify the Treasurer in writing.
- f. **Accident Reports**
A written report is required for any accident or any FAA incident. It must be submitted to the Board of Directors and Officers for evaluation, prevention, and possible disciplinary action.
- g. **Incident Reports (*revised 9-09*)**
If an incident occurs by a PFC member that may involve a FAR, that member must notify an officer within 24 hours of that incident for assistance in filling out a *NASA ARC 277B* form – this could alleviate liability for the PFC and or the members flight certificate.
- h. **Reimbursements (*Revised 5-Feb-2002*)**
Only authorized club purchases are reimbursable. Receipts must be submitted to the Treasurer within three (3) months of the date of purchase.
- i. **Suspension**
Any pilot found in violation of a PFC Rule or Regulation shall be automatically penalized with a 30-day suspension.

2. SCHEDULING

- a. **Reservation Requirement (*Revised 5-Feb-2002*)**
An aircraft must be properly reserved through the reservation service before it may be flown.
- b. **Waiting List**
If another member has the plane reserved, the second member can reserve the plane as first alternate.
- c. **Forfeited Reservations (*Revised 5-Feb-2002*)**
If a member fails to take possession of an aircraft within thirty minutes of his or her reservation and has not contacted the reservation service to inform them of the delay, the reservation will be forfeited.
- d. **Penalty for Failure to Cancel**
If a member fails to cancel a reservation for a plane two warnings will be given. A fine of \$25 will be paid for the third offense. The 4th offense will be a fine to cover the time the plane was reserved and not used. The fine can be appealed to the Board of Directors.
- e. **Cancellation (*Revised 5-Feb-2002*)**
Reservations may be canceled through the reservation service at any time. It is the canceling member's responsibility to ask the reservation service if there is another member listed as first alternate and then to make a reasonable effort to contact that member. The first alternate must then contact the reservation service as soon as possible to confirm the reservation change.
- f. **Cross-country Limitations**
No member may take an overnight cross-country trip more than once in any thirty day period without permission of a Club officer. It is the responsibility of the Club member to inform the officer that this is a special request for an additional trip within the 30-day waiting period. The thirty day waiting period for the next trip starts the day after the airplane is returned to the base airport from the previous trip.

g. Late Return

Aircraft must be returned on time, and if a delay beyond the scheduled time is unavoidable, the member shall, as soon as possible telephone the reservation service. If the delay is likely to be considerable, the member shall also notify a Club officer. If another member's schedule will be affected, the member shall also contact that member.

h. Early Return (*New 26-Feb-2002*)

When an aircraft is returned one (1) hour or more before the end of the member's reservation, the member must contact the reservation service to cancel the balance of the reservation. If another member has the aircraft reserved immediately following the original reservation, the member returning the aircraft shall make a reasonable attempt to inform the holder of the next reservation of the early availability of the aircraft.

i. Maximum Reservation

The maximum duration of a trip away from the base airport is twelve days.

j. Refueling Requirements

When 1.5 hours of fuel are out of the plane it must be refueled.

PREFLIGHT

k. Squawk Sheets

All aircraft must be properly preflighted and any discrepancies noted on the tach sheet and the crew chief notified.

l. Grounding Aircraft

It is a member's duty to ground an airplane if it is found to be defective in any way which might affect its airworthiness. The member must promptly notify the Vice President, and if the Vice President is not available, then call the crew chief. The grounding pilot must also check the schedule for the next two days and notify anyone who has the plane scheduled to fly that the plane was grounded. After two days the officers and the crew chief are responsible for notifying scheduled members.

m. Ungrounding Aircraft (*Revised 5-Feb-2002*)

When a plane is grounded, only the Vice President can unground the airplane. If the Vice President is not available the designated crew chief can unground the plane.

n. Oil Change Requirements (*Revised 5-Feb-2002*)

During preflight each pilot must check the tach sheet for the time of the next oil change. It is each member's responsibility to notify the Vice President or crew chief when an aircraft is due within 10 hours of oil change.

o. Windows

Airplane windows should be washed with clean water and then Mirror-Glaze. Do not use a dry cloth.

p. Leading Edges and Wheel Pants (*revised 9-09*)

After flying the airplane each member is responsible for cleaning the leading edges and wheel pants in a proper fashion.

q. Reimbursement for Repairs

A member will be charged for the difference between material and labor charges at the base airport and charges away from home for tires, tubes, brakes, and other equipment considered to be in obvious marginal condition before the flight. Total purchases over \$100 per trip away from the base airport must be approved (by phone) by any Club officer.

- r. [Engine Preheat](#) (*New 5-Mar-2002*)
If temperatures have fallen below 40 degrees Fahrenheit at any time in the prior 24 hours and the aircraft has not been recently flown, the engine must be preheated before starting. The electric heating coils are to be used for a minimum of 1 hour (2 hours for temperatures below 30 degrees) prior to any attempt to turn the engine over.

3. FLIGHT

- a. [Applicable Regulations](#)
All aircraft must be operated in accordance with the FAA regulations, PFC regulations, and any applicable state or local regulations. (this rule will be strictly enforced by the PFC)
- b. [Initial Checkout](#)
Before flying any PFC airplane, members must be properly checked out in that model of airplane by a CFI approved by the club. A club approved CFI is defined in By-Laws Article II.B.3.
- c. [Training](#) (*Revised 5-Feb-2002*)
There will be NO training in N6775F. (Two current members will be grandfathered) (2010)
- d. [Currency](#) (*Revised 9-09*)
To maintain PFC currency a member must log 2 tach hours and a minimum of 3 take-offs and landings within a 90 day period. If member is to be current in both aircraft the member must have a minimum of one hour tach time in each of the aircraft and 3 take-offs and landings in each plane.
- e. [Night Currency](#) (*Revised 26-Feb-2002*)
No member may operate a club aircraft at night until they have received an initial night checkout by a club approved CFI. This initial checkout must include at least one night dual cross-country flight and sufficient pattern work to demonstrate competent operation of the aircraft at the base airport at night. Subsequently, members who have not logged at least 2 hours tach time and a minimum of 3 takeoffs and landings at night within the past 12 months must receive a night checkout by a club approved CFI to be night current. The CFI must note satisfactory completion of the checkout on the rear of the tach sheet with signature.
- f. [Students Night Solo](#) (*New 5-Feb-2002*)
Students are not permitted to fly club aircraft solo at night under any circumstances.
- g. [Aerobic Maneuvers](#)
No member, for any reason, with or without an instructor in the aircraft, may perform spins or other aerobatic maneuvers in the Archer 181.
- h. [Smoking](#)
No smoking in the aircraft by anyone.
- i. [Hangering](#)
Upon completion of a flight, the airplane should be refueled and placed in the Club hangar or tiedown area unless being turned over to the next scheduled member. The last member to fly an airplane is responsible for hangering the airplane.
- j. [Tach Sheets](#)
Tach sheets must be completely filled out after the plane is hangered or turned over to the next member with operational difficulties noted.

k. Flight Plans

For cross-country flights it is strongly recommended that a flight plan be filed with FSS.

l. Radio Use

At non-controlled, non-unicom fields monitor the appropriate frequency. The CTAF frequency at Greensburg Jeannette Regional Airport (5G8) is 122.9. Announce your position before take-off, landing, taxiing on the runway, and periodically while in the area. This is especially important during conditions of low visibility, heavy traffic, when ultralight traffic is present, when the active runway is not obvious, or when skydiving is being conducted.

m. Flying Credits (*Revised 5-Mar-2009*)

PFC Officers (President, Vice President, Secretary, and Treasurer), will be credited with dues not to exceed \$100/ month. President and Secretary will be credited with $\frac{1}{2}$ dues.

n. Hand Propping

A pilot or mechanic must be seated at the controls when hand propping any club plane. (This is required by the club insurance).

o. Recruiting Incentive (*New 5-Feb-2002*)

A member who introduces an individual to the club and who actively encourages that individual to join will be awarded flying credits should that individual become an active member. These flying credits are to be in an amount equivalent to two (2) hours tach time at the lowest hourly rate available for club aircraft. To limit confusion, the individual should include the sponsoring member's name on the application for membership. The Board of Directors must approve each award.
