

RFC Dallas, Incorporated
P.O. Box 691
Addison, Texas 75001

OPERATING POLICIES and PROCEDURES
(The RFC Dallas, Incorporated Bylaws take precedence.)

June 1, 2001

1.0 - DEFINITIONS

1.1 Club Aircraft

A Club Aircraft is any aircraft owned, leased or operated by RFC Dallas, Incorporated (herein called the "Club"). An aircraft that is not insured by or through the auspices of the Club, or that is not insured in such a manner as to provide bodily injury and property damage liability and physical damage insurance for the Club, its members, officers and directors may not be considered a Club Aircraft.

1.2 Instructors

1.2.1 Member Instructors - Member Instructors are those flight instructors currently certified under Part 61, Subpart G of the Federal Aviation Regulations who are currently Club Members. Member Instructors may offer primary and advanced training in Club Aircraft to Club Members. Member Instructors are neither Club Check-out Instructors nor Senior Instructors unless specifically approved as such by the Board of Directors.

1.2.2 Club Check-out Instructors - Club Check-out Instructors are those Member Instructors who have (1) been authorized by the Board of Directors to offer Club Check Rides to Club Members in Club Aircraft authorized by the Board of Directors of the Club, (2) agreed to abide by all Club Bylaws and Operating Policies and Procedures, and to impart both the letter and spirit of said Bylaws, and said Operating Policies and Procedures to their students and (3) met the Club Check-out Instructor Initial Requirements in accordance with Appendix B. A Club Check-out Instructor may not necessarily be authorized to offer Club Check Rides in all Club Aircraft. Club Check-out Instructors receive their annual Club Check Rides from Senior Instructors only. The number of Club Check-out Instructors shall be limited by the Board of Directors based on size and needs of the membership.

1.2.3 Senior Instructors - Senior Instructors are designated by the Board of Directors based on their experience and expertise in Club Aircraft. They represent the core of the Club instructor pool. Senior Instructors receive their annual Club Check Rides from fellow Senior Instructors only. The number of Senior Instructors will be kept to a minimum as determined by the Board of Directors.

1.3 Club Member

A Club Member is one who meets the requirements of a Full, Family and/or Limited member as defined in Article III, Sections 1, 1.1, 1.2 and 1.3, of the Club's Bylaws.

1.4 Club Check Ride

The content of Club Check Rides will be as defined by the Safety and Training Officer and shall be administered by a Club Check-out Instructor. All Club Check Rides will be at least as inclusive as Appendix A. Annual or Biennial Flight Reviews and Instrument Proficiency checks, as defined by the FAA and administered by a Club Check-out Instructor, shall qualify as a Club Check Ride (see paragraph 6.1).

1.5 Category and Class

For the purposes of these Operating Policies and Procedures, when defining pilot annual currency requirements, "category and class" is redefined from the Federal Aviation Regulations (the "FAR's") to recognize the differing complexities of aircraft. For example, a Club Member current only in a fixed-gear aircraft of 200 HP or less is not current in a complex or high performance aircraft, but a Club Member current in a complex or high performance aircraft is considered current in a fixed-gear aircraft of 200 HP or less. The order of precedence from highest to lowest "category and class" is: (i) Beechcraft complex, (ii) non-Beechcraft complex, (iii) high performance (over 200 HP) fixed-gear aircraft, and (iv) fixed-gear aircraft, 200 HP and under.

1.6 Equivalent Time

For the purposes of these Operating Policies and Procedures, the term "Equivalent Time" shall mean the total amount of time that the applicable Club Member has logged as pilot-in-command in either (i) the same make and model of aircraft (e.g., Beechcraft BE-33 or Cessna C177RG) or (ii) such other aircraft as may be permitted by the terms of Appendix C attached hereto.

2.0 AIRCRAFT OPERATION

The requirements for operation of Club Aircraft are compliance with (i) the appropriate FAR's, (ii) the current Club insurance requirements, (iii) the aircraft operations manuals, (iv) the Club Bylaws, and (v) the Club Operating Policies and Procedures.

2.1 For safety reasons, only Club Members are permitted to operate vehicles on the airport tarmac. The pilot responsible for the aircraft must be an active Club Member. Non-Club Members are not permitted to operate Club Aircraft.

2.2 Prior to operating a Club Aircraft, the Club Member shall (i) check the time sheet in the aircraft to verify that the most recent Tach and Hobbs time recorded thereon matches the time shown on the aircraft's tachometer and Hobbs meter and (ii) review the maintenance squawk sheet maintained in the aircraft. If there is a discrepancy between the most recent time recorded on the time sheet in the aircraft and the aircraft's tachometer and/or Hobbs meter, then the Club Member should record the discrepancy on a separate line on the time sheet, with appropriate comments (including the Club Member's name), and then record his/her flight time on the next available line on the time sheet. No Club Member may adjust another Club Member's time entry without informing the other Club Member of the adjustment and receiving such other Club Member's permission to make such adjustment.

2.3 Club Aircraft shall not be used for commercial purposes. This does not preclude use of Club Aircraft for Club Member flight training or business travel.

2.4 Club Aircraft shall be pulled out of the patio hangar before starting the engine. When moving Club Aircraft, do not push on the prop spinner as this can crack the prop bulkhead. No high heels are to be worn by anyone walking on the wing of a Club Aircraft. Smoking is prohibited in Club Aircraft.

2.5 Fuel, oil and approved maintenance/repair expense are the only reimbursable expenses allowed. Any maintenance or repair expense must be preapproved by the aircraft's owner or a member of the Club's Board of Directors in order to be reimbursable.

2.5.1 Oil should be either in the baggage compartment of the aircraft or in the lock box. Additional quantities may be purchased, as needed.

2.5.2 Fuel at ADS is purchased from Million Air Addison (alternatives, if any, will be published in the Club Newsletter). Fuel purchases at other than Million Air Addison must be paid for by the Club Member. Original fuel and/or oil receipts will be credited to the Club Member's account provided they (i) are submitted to the Club Treasurer within 60 days of the purchase and (ii) identify (a) the date of the purchase, (b) the Club Aircraft for which the fuel or oil was purchased, (c) what was purchased and how much it cost and (d) the Club Member whose account should be credited.

2.6 Flights outside the continental United States may only be made with the approval of the Board of Directors. Full liability insurance coverage with an appropriate insurance company must be obtained by the Club Member at the Club Member's expense, and a copy of said policy must be filed with the Board of Directors fourteen days prior to flight departure.

2.7 At the end of each flight, the Club Member shall:

2.7.1 Leave the aircraft with fuel tanks full (subject to any supplemental procedures published in the Club newsletter, posted in the aircraft or requested by another Club Member for weight and balance reasons).

2.7.2 Record both ending Tach and ending Hobbs readings in the logbook (working from the bottom up), together with the date, the Club Member's name, the hours flown, the instructor's name, if any (if the Club Member is not checked out to fly the aircraft or is obtaining a Club Check Ride, then the Club Check-out Instructor's name must be included), and any other data as appropriate. If any portion of the next 1/10th hour is showing on the Hobbs meter, that 1/10th hour belongs to and shall be paid for by the Club Member operating the aircraft at that time such 1/10th first began to show on the Hobbs meter.

2.7.3 Record all maintenance squawks in the logbook in the aircraft and report same as soon as possible to the aircraft owner and/or the Club Maintenance Officer.

2.7.4 Remove all trash (including any items which you or your passengers may have placed in the ashtrays or seat pockets) from the aircraft (being careful not to remove any manuals or equipment which belong in the aircraft), properly tie the aircraft down in its appropriate spot, install any bird shield, sunshades, curtains and/or gust locks, lock doors, return the key to the lock box and lock the lock box.

2.8 Upon the discovery by a Club Member of any defect in a Club Aircraft that affects flight safety, the Club Member should (i) ground the aircraft by noting same on the squawk sheet in the logbook in the aircraft and by placing a clear and legible note on the front seat of the aircraft stating that the aircraft has been grounded and why it has been grounded, (ii) immediately notify the aircraft owner and the Club Maintenance Officer (or a member of the Board of Directors if the Club Maintenance Officer is not available) and (iii) attempt to notify any other Club Member that has the aircraft scheduled and might be affected by the grounding of the aircraft. Only the aircraft owner, the Club Maintenance Officer or a member of the Board of Directors may release a grounded aircraft for flight.

2.9 In the event of an accident, the pilot and/or responsible Club Member will:

2.9.1 Be transferred from active to suspended status (see Section 2.3 of the Bylaws); and

2.9.2 Be denied flight privileges pending resolution of the incident by the Board of Directors. The pilot and/or responsible Club Member is responsible for the insurance deductible which is due and payable on demand to the Club Treasurer.

2.9.3 Upon final resolution of the Club's investigation of the incident, the insurance deductible may, at the sole discretion of the Club, be refunded, in whole or in part.

2.10 Use only water or ammonia-free cleaner to clean Club Aircraft windows. The use of Windex or other ammonia-based cleaners is not permitted, as ammonia can cause the PlexiGlass to craze.

3.0 PILOT QUALIFICATIONS

3.1 *FAA Requirements*

Each Club Member desiring flight privileges must hold a current Student, Recreational, Private, Commercial, or Air Transport pilot certificate and a current medical certificate.

3.2 *Club Requirements*

In order to maintain flight status in the Club, a Club Member must meet the following requirements:

3.2.1 Be a Club Member of active status (as defined in the Bylaws);

3.2.2 Meet the insurance and Club-imposed qualification criteria for the aircraft to be flown (see paragraph 3.3 below).

3.2.3 Have a current completed questionnaire, reviewed and signed by a Club Check-out Instructor, on file with the Safety and Training Officer for each Club Aircraft of intended operation;

3.2.4 Have successfully completed an initial Club Check Ride, in each aircraft of interest, with a Club Check-out Instructor prior to making flights as pilot-in-command in that aircraft;

3.2.5 Comply with all FAR currency requirements. In addition, to fly one of the Club's complex aircraft, the Club Member must have, in the past 90 days, flown the aircraft (or an aircraft that would satisfy the Club's Equivalent Time requirements for that aircraft as set forth in paragraph 3.3.4 below); or, if the Club Member has not, in the past 90 days, flown the aircraft (or an aircraft that would satisfy the Club's Equivalent Time requirements for that aircraft as set forth in paragraph 3.3.4 below), then the Club Member must have, in the past 90 days, had a Club Check Ride in the aircraft (or an aircraft that would satisfy the Club's Equivalent Time requirements for that aircraft as set forth in paragraph 3.3.4 below).

3.2.6 Have successfully completed a Club Check Ride in the highest category and class of interest (see paragraph 1.5 above), logged as such in the Club Member's logbook (and on the aircraft's time sheet, if conducted in a Club Aircraft), administered by a Club Check-out Instructor, within the past twelve months (for the purpose of establishing compliance with this paragraph, a Club Check Ride shall be valid through the last day of the twelfth [12th] calendar month following the month in which such Club Check Ride was logged in the Club Member's logbook);

3.2.7 Have informed the Club through the Club Safety and Training Officer and/or the Club Treasurer of each Club Check Ride, each change in license class or rating, each medical certificate renewal, and each other change which affects flight status, and shall have provided the Club with copies of each new pilot and medical certificate.

3.3 Club and Insurance Pilot Qualifications

The Board of Directors has imposed certain pilot qualification requirements, consistent with (or exceeding) the requirements of the Club's insurance policy, governing the minimum experience and check-out requirements for operation of each category and class of Club Aircraft.

3.3.1 Single Engine, Fixed-gear Aircraft

Any Club Member of active status holding a currently effective FAA Student, Recreational, Private, Commercial or Air Transport Pilot certificate with a single engine land rating may operate the single engine, fixed-gear Club Aircraft provided they meet the requirements of paragraphs 3.1 and 3.2 above.

3.3.2 Single Engine, Four Seat, Complex Aircraft

Any Club Member of active status holding a currently effective FAA Private, Commercial or Air Transport Pilot certificate with a single engine land rating may operate the single engine, four seat (or less), complex Club Aircraft provided they:

- (i) Have logged 150 or more hours of flight time;
- (ii) Have logged 25 or more hours of retractable gear flight time (or, in lieu of 25 hours of retractable gear flight time, have logged 10 hours or more of dual instruction in the aircraft of interest with a Club Check-out Instructor authorized to give Club Check Rides in that aircraft);
- (iii) Have 5 or more hours of Equivalent Time (see paragraph 1.6 above);
- (iv) Have received and logged an initial Club Check Ride in accordance with Appendix A, administered by a Club Check-out Instructor authorized to give Club Check Rides in that aircraft; and
- (v) Have met the requirements of paragraphs 3.1 and 3.2 above.

3.3.3 Single Engine, Complex Aircraft With More Than Four Seats

Any Club Member of active status holding a currently effective FAA Private, Commercial or Air Transport Pilot certificate with a single engine land rating may operate the single engine, complex Club Aircraft manufactured with and/or currently configured for more than four seats provided they:

- (i) Have logged 250 or more hours of flight time;
- (ii) Have logged 50 or more hours of retractable gear flight time (or, in lieu of 50 hours of retractable gear flight time, have logged 10 hours or more of dual instruction in the aircraft of interest with a Club Check-out Instructor authorized to give Club Check Rides in that aircraft);
- (iii) Have 5 or more hours of Equivalent Time (see paragraph 1.6 above);
- (iv) Have received and logged an initial Club Check Ride in accordance with Appendix A, administered by a Club Check-out Instructor authorized to give Club Check Rides in that aircraft; and
- (v) Have met the requirements of paragraphs 3.1 and 3.2 above.

4.0 RESERVATIONS

A Club Member must reserve an aircraft before using it. Club Aircraft are subject to a one hour minimum reservation period. Be courteous to the other Club Members.

4.1 *Method of reservations*

Reservations are made by calling the Club's computerized reservation system which is generally available 24 hours a day/seven days a week. Each Club Member is assigned a PIN for access to the system. See Appendix C for additional information.

4.2 Cancellation of reservation

Each Club Member shall, as soon as possible, cancel any reservation which the Club Member will not utilize, regardless of weather conditions or other phenomena. Upon completion of a flight, each Club Member shall cancel the remainder of the Club Member's reservation so as to free up the aircraft for use by other Club Members.

4.3 Scheduling conflicts

No Club Member or Club Members may exercise any authority over another in order to obtain reservations. In the event of conflict, the Club Member holding a reservation on the Club's reservation system has first option to use the aircraft in question.

4.4 Reservation restrictions

Each Club Member is entitled to have three (3) reservations, excluding the current day, within a 6-month period. Additional local flights may be scheduled and flown on the then-current day if a Club Aircraft is available and there is no contention for its scheduling or use. Reservations for nine (9) or more consecutive days must be approved by the Board of Directors prior to scheduling.

4.5 Reservations by Instructors

Instructors may not reserve time for their students. All reservations must be made by and in the name of a Club Member of active status.

4.6 Penalties

Penalties, as described below, can be assessed by the Board of Directors for abuse of the reservations policies.

4.6.1 Loss of Reservation due to tardiness

Reservations are to be made exactly for the period required. A Club Member who is one hour or more late for his reservation may forfeit the entire reservation.

4.6.2 Penalty due to late return

A Club Member returning a Club Aircraft after its scheduled time may be assessed a fine equal to the rate for the aircraft involved for the late interval. The late penalty will not be assessed when weather or mechanical difficulties make it impossible to return on time, provided a member of the Board of Directors and/or a Club Officer is informed of the delay in advance.

4.6.3 Penalty due to no-show

A Club Member who fails to utilize a Club Aircraft during its reserved time slot may be assessed a penalty equal to one-half the hourly rental rate of the aircraft in question, times the length of the reservation period.

4.7 Minimum Usage

Each aircraft reserved is subject to a one-hour minimum usage fee per day of reservation.

5.0 DUES, RATES, and FEES

5.1 Structure

Dues, rates and fees will be established by the Board of Directors, in accordance with the provisions of the Bylaws, and will be subject to periodic reevaluation and adjustment in order to meet the Club's fixed and variable operating costs.

5.2 Initiation Fee

A one-time non-refundable initiation fee will be collected from each new Club Member. This fee covers expenses such as aircraft flight manuals, questionnaires and similar costs. No additional fee is assessed for Family members.

5.3 Membership Deposit

Each new Club Member will place a deposit with the Club as covered in Article IX, Section 6 of the Club's Bylaws.

5.4 Member Dues

Except as exempted by the Bylaws, each Club Member shall pay monthly dues in the amount established by the Board of Directors. Family member monthly dues are assessed to the sponsoring Full Voting Club Member.

5.5 Aircraft Rental Rates

Hourly rates for the Club Aircraft made available to Club Members will be based on owner lease agreements, plus the estimated operation costs of the aircraft, as calculated by the Treasurer and approved by the Board of Directors. The Board of Directors may at any time (with or without prior notice to the Club Members) adjust aircraft rental rates to reflect the current operating costs of the Club Aircraft. The Board of Directors will strive to provide Club Members with timely notice of changes in aircraft rental rates, but the Board of Directors may, from time to time, be required to adjust aircraft rental rates without advance notice in order to reflect current operating costs.

6.0 FLIGHT INSTRUCTORS/CRITERIA FOR CLUB CHECK RIDE

6.1 Alternate means for meeting Annual Club Check Ride requirement

The Club's annual proficiency requirement set out in paragraph 3.2.6. may be met with FAA annual and biennial flight reviews, instrument proficiency checks and Club Check Rides so long as such flight review, proficiency check or Club Check Ride is obtained from a Club Check-out Instructor in the highest category and class of aircraft of intended use (see paragraph 1.5 above). This requirement is essential in that Club Check-out Instructors are responsive to complacency in flight operations of Club Aircraft which may develop within the Club membership. Additionally, Club Check-out Instructors will refresh Club Members with current Club procedures and documentation.

6.2 Primary Instruction of Club Members in Club Aircraft

Club Members may only receive primary instruction in Club Aircraft from Member Instructors. A Club Check Ride must be obtained from a Club Check-out Instructor prior to any solo flight by a student pilot in a Club Aircraft.

6.3 Advanced Training in Club Aircraft

Club Members holding at least a private pilot's license may receive advanced instruction from any properly certified flight instructor (need not be a Club Member). It should be noted that a flight instructor who is not currently a Club Member is not covered by the Club's insurance policy (the Club Member is covered as a named insured).

6.4 Application for Club Check-out Instructor

A Member Instructor may apply for Club Check-out Instructor status by satisfying the requirements of Appendix B and obtaining the sponsorship of a Senior Instructor. Senior Instructors will submit a request to the Board of Directors for appointment of a Club Check-out instructor based on the Senior Instructor's verification of applicant's qualifications as set forth on Appendix B, including any check-rides.

Appendix A - Club Check Ride Requirements

1. A Club-approved questionnaire for the applicable Club Aircraft shall be completed by Club Member, reviewed and signed by a Club Check-out Instructor and then submitted to the Safety and Training Officer.
2. Each Club Check Ride shall cover, among other things, the following:
 - a. A briefing including:
 - i. Review of FAR 61 & 91
 - ii. Review of Club Operating Policies and Procedures
 - b. A flight check including:
 - i. Preflight
 - ii. Area check-out (Class B Airspace, Airports, Communications)
 - (1) Current DFW Terminal Area Chart
 - (2) Current DFW Sectional Chart
 - iii. Departure procedures and ADS operations
 - iv. Steep turns
 - v. Flight at MCA (minimum controllable airspeed)
 - vi. Approach and departure stalls.
 - vii. In-flight emergencies
 - viii. Short-field, soft-field, and x-wind take-offs and landings
 - ix. Instrument work
 - (1) Straight and level
 - (2) Turns
 - (3) Climbs and descents
 - (4) Approaches
3. In order for a Club Member to obtain his/her initial Club Check Ride in each make and model of Club Aircraft, a Club-approved Record of Initial Aircraft Checkout (see Appendix A-1) must be completed and signed by a Club Check-out Instructor and then submitted to the Safety and Training Officer.

These are the minimum requirements that are required on a Club Check Ride. Your Club Check-out Instructor may add more items as deemed necessary. Club Check Rides may only be accomplished by a Club Check-out Instructor authorized by the Board of Directors to give Club Check Rides in the applicable Club Aircraft.

APPENDIX A-1

RFC Dallas

Record of Initial Aircraft Checkout

Pilot name: _____ Instructor signature: _____

Aircraft N#: _____ Time in this A/C: _____ Date completed: _____

Instructions: RFC Check-out Instructor will initial and date only those items accomplished satisfactorily. Once the checkout is complete, turn in this form, along with the aircraft questionnaire, to the Safety & Training officer. Once these forms are submitted, the aircraft checkout is complete.

Ground	Initials, Date	Inflight Emergencies	Initials, Date
RFC procedures, bylaws		Simulated engine failure - inflight	
Aircraft questionnaire		Manual gear extension	
Bonanza Video		Door opening in flight	
Pilots operating handbook		Electrical or vacuum failures	
Flight planning & area familiarization		Engine compartment fire	
Night operations		Carburetor or induction icing	
		Lost procedures	
Preflight		Emergency communications	
Walk around inspection			
Cockpit knowledge		Instrument Flight <small>Note 1</small>	
Aircraft pullout		Attitude instrument flight	
Starts - normal, hot, & flooded		Unusual attitude recovery	
Run-up and ground check		Radio navigation	
		Partial panel instrument flight	
Takeoff & Departure		Holding procedures	
Normal takeoff		ILS approach	
Crosswind takeoff		VOR approach	
Short field takeoff		NDB approach	
Soft field takeoff		Missed approach	
Simulated engine failure - takeoff			
Traffic pattern exit		Descent and landing	
		Descent from altitude	
Airwork		Traffic pattern entry	
Clearing turns		Normal landing	
Slow flight, including turns		Crosswind landing	
Minimum controllable airspeed		Short field landing	
Approach to landing stalls		Soft field landing	
Departure stalls		Go around	
Stall recovery			
Steep turns		Postflight	
Unusual attitude recovery		Post landing checklist	
		Shutdown	
Enroute operations		Aircraft pushback	
Power settings and leaning		Fueling	
Use of systems (nav, autopilot, etc..)		Logging of flight time	
DFW airspace procedures, radio use		Logging of aircraft squawks	

Refer to the FAA Private and Instrument Practical Test Standards for details on objectives and acceptable performance.

Note 1 - Non instrument rated pilots need only complete the first three procedures of the Instrument Flight section.

Appendix B - Initial Requirements for Club Check-out Instructors

1. Right seat check-out equivalent to BFR.
2. Six (6) months as an active Club Member.
3. Club Check Ride (see Appendix A).
4. Demonstrate instrument proficiency from the right seat.
5. Demonstrate both the ability and a willingness to impart both the letter and the spirit of the Club's Bylaws and the Club's Operating Policies and Procedures to Club Members.
6. Board of Director's approval.
7. Minimum flying time.

C-172/PA-28 Not Applicable

C-177RG 35 hours make & model
10 hrs. right seat make & model

B-33/F-33/A36 50 hrs. make & model
10 hrs. right seat make & model
Bonanza tape review.

APPENDIX C - CURRENT INFORMATION

Paragraph 1.6 - Equivalent Time - With respect to only the requirements of paragraph 3.2.5, paragraph 3.3.2(iii) and paragraph 3.3.3(iii), the Equivalent Time requirement that must be met by a Club Member in order to operate the Club's Cessna 177RG may be satisfied not only by logging time as pilot-in-command in a Cessna 177RG, but also by logging time as pilot-in-command in a Beechcraft Debonair, a Beechcraft F33 and/or a Beechcraft 36 or A36; and the Equivalent Time requirement that must be met in order to fly each of the Club's Beechcraft aircraft may be satisfied with time logged as pilot-in-command in a Beechcraft Debonair, a Beechcraft F33 and/or a Beechcraft 36 or A36 (but not with time in a Cessna 177RG or any other aircraft).

Paragraph 4.1 - Reservations - Currently, the telephone number for the reservation system is (972) 407-6939 (changes, if any, will be announced in the new Club Member letter and/or the Club newsletter). The demo PIN is 1903.