

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

OPERATING POLICIES AND PROCEDURES

(The RFC Dallas, Incorporated Bylaws take precedence.)

April 15, 2021

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. Subject to paragraphs 6.2 and 6.3 hereof, 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 one or more Club Aircraft, (2) agreed to abide by the Club's Bylaws and the Club's 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 hereto. A Club Check-out Instructor may not necessarily be authorized to offer Club Check Rides in all Club Aircraft. 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. 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, paragraphs 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 hereto. 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 Horsepower ("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 (e.g., Beechcraft F33A), (ii) non-Beechcraft complex (e.g., Piper Arrow), (iii) high performance (over 200 HP, but less than 300 HP) fixed-gear aircraft (e.g., Cessna 182), and (iv) fixed-gear aircraft, 200 HP and under (e.g., Piper Cherokee). For the purposes of this paragraph 1.5, the Club's high performance (in this case, with at least 300 HP) fixed-gear aircraft (i.e., the Cirrus SR22) shall be considered to be the highest "category and class" amongst the Club's fixed-gear aircraft; therefore, a Club Member who has completed a Club Check Ride in this aircraft in order to meet the Club's pilot annual currency requirements shall be current with respect to the Club's pilot annual currency requirements in the Club's other fixed-gear aircraft, but shall not necessarily be current in the Club's retractable-gear aircraft.

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 Piper PA28R) 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's Bylaws, and (v) the Club's Operating Policies and Procedures.

2.1 For safety reasons, and in accordance with the ordinances of the Town of Addison, (i) Club Members are not permitted to enter Addison Airport unless such Club Member is in possession of his/her current Addison Airport Access Permit and (ii) non-Club Members are permitted to operate vehicles on the airport tarmac (i.e., within the Non-Movement Area of Addison Airport) only if escorted by a Club Member with a current Addison Airport Access Permit.

2.2 Only Club Members on active status (and aircraft mechanics and/or avionics technicians covered by the Club's insurance policy) may operate Club Aircraft either on the ground or in the air. Persons who are not Club Members (and Club Members who are not on active status) are not permitted to operate Club Aircraft on the ground or in the air.

2.3 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 (if the Club Member fails to check the time sheet in the aircraft prior to operating the aircraft and it later turns out that there was [or may have been] a discrepancy in the Hobbs time reflected thereon, barring evidence to the contrary acceptable to the Club Treasurer, the starting time for the Club Member's flight shall be the Hobbs time shown on the time sheet in the aircraft) 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.

2.4 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.

2.5 Club Aircraft shall be pulled out of the patio hangar before starting the engine. When moving Club Aircraft, do not push or pull on the prop spinner as this can crack the prop bulkhead. When a Club Member opens the key lock box (or finds the key lock box in an unlocked condition), the Club Member shall not leave the immediate vicinity of the key lock box (i.e., within 3 feet thereof) without first closing, latching and locking the key lock box. No high heels are to be worn by anyone walking on the wing of a Club Aircraft. Smoking is prohibited in Club Aircraft.

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

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

2.6.2 Fuel at ADS is purchased from Million Air Addison (alternatives, if any, will be published in the Club newsletter and/or on the Club website). Fuel purchases at other than Million Air Addison must be paid for by the Club Member. Original point-of-purchase 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.

2.6.3 Ramp fees, parking fees, hangar fees and any other expenses (other than reimbursable fuel and oil) are the Club Member's sole responsibility, will not be reimbursed by the Club and, if billed to the Club, will be charged to the Club Member.

2.7 Flights outside the continental United States may only be made with prior approval of the Board of Directors. For such flights, 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.

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

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

2.8.2 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 (at least last name and first initial), the number of Hobbs hours flown, the instructor's name, if any (if a Club Check-out Instructor is required to be present because 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 the time such 1/10th first began to show on the Hobbs meter.

2.8.3 Record all maintenance squawks in the logbook in the aircraft so that Club Members making subsequent flights in the aircraft will have access to all squawks reported with respect to such aircraft. In addition, all maintenance squawks shall be reported, as soon as possible after the completion of the flight, in the online squawk reporting system on Schedule Master (www.schedulmaster.com) or to both the aircraft owner and the Club Maintenance Officer.

2.8.4 Remove all trash (including any items that 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 that belong in the aircraft), properly tie the aircraft down in its appropriate spot, clean the aircraft in accordance with the Club's post-flight cleaning requirements, install any bird shield, sunshades, curtains and/or gust locks, lock doors, return the key to the lock box and lock both the key lock box and the cleaning supplies dock box.

2.9 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.

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

2.10.1 Be transferred from active to suspended status (see Section 2.3 of the Club's Bylaws);

2.10.2 Be denied flight privileges pending resolution of the incident by the Board of Directors; and

2.10.3 Be responsible for any portion of the costs and expenses related thereto not covered by the Club's insurance; provided, however, so long as the Club's insurance is available to cover

such costs and expenses, the responsibility of the pilot and/or responsible Club Member for such costs and expenses shall be limited to the amount of such costs and expenses up to, but not to exceed, the Club's insurance deductible, which amount will be due and payable on demand to the Club Treasurer. Upon final resolution of the Club's investigation of the incident/accident, the amount paid by the Club Member may, at the sole discretion of the Board of Directors, be refunded, in whole or in part.

2.11 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 and exercising flight privileges must hold a current Student, Recreational, Private, Commercial, or Air Transport pilot certificate and a current medical certificate (which, for the purpose of these Operating Policies and Procedures and the Club's Bylaws, shall include then current compliance with the requirements of BasicMed [see FAA Advisory Circular No. 68-1A, as amended, and applicable Federal Aviation Regulations including §61.23(c)(3), §61.113(i) and Part 68 thereof]).

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 Club's 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 (i) a current completed Operating Policies and Procedures Orientation/Review questionnaire, reviewed and signed by a Club Check-out Instructor, on file with the Safety and Training Officer, and (ii) 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, (i) to fly one of the Club's complex aircraft, the Club Member must comply with paragraph 3.2.5.1 below and (ii) to fly the Club's Cirrus SR22, the Club Member must comply with paragraph 3.2.5.2 below:

3.2.5.1 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 1.6 above); 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 1.6 above), 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 1.6 above).

3.2.5.2 To fly the Club's high performance (in this case, with at least 300 HP) fixed-gear aircraft (i.e., the Cirrus SR22), the Club Member must have, in the past 90 days, flown and logged at least five (5) hours in the aircraft; or, if the Club Member has not, in the past 90 days, flown and logged at least five (5) hours in the aircraft, then the Club Member must have, in the past 90 days, had a Club Check Ride in the aircraft.

3.2.6 Have successfully completed a Club Check Ride (see paragraph 1.4 above) 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 (who, in the case of the Cirrus SR22, must be a Cirrus Standardized Instructor Pilot, or a Club Check-out Instructor specifically authorized by the Board to administer such Club Check Ride), 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. A Club Member relying upon compliance with BasicMed in lieu of a current medical certificate shall have provided the Club evidence of current compliance with BasicMed by submission to the Club Safety and Training Officer and/or the Club Treasurer of a current completed BasicMed Certification in the form attached hereto as Appendix D.

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, with 200 HP or less

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 with 200 HP or less provided they meet the requirements of paragraphs 3.1 and 3.2 above.

3.3.2 Single Engine, Fixed-gear Aircraft, with more than 200 HP, but less than 300 HP (i.e., the Cessna 182)

Any Club Member of active status holding a currently effective Private, Commercial or Air Transport Pilot certificate with a single engine land rating may operate the single engine, fixed-gear Club Aircraft with more than 200 HP, but less than 300 HP, provided they:

- (i) Have logged 125 or more hours of flight time;

- (ii) Have logged 5 or more hours in the same make and model within the last two (2) years (or, in lieu of 5 hours in the same make and model within the last two (2) years, have logged 5 hours or more of dual instruction in the aircraft of interest with a Club Check-out Instructor authorized for that Club Aircraft; provided, however, if the Club Member is current in one or more of the Club's single-engine retractable Bonanza aircraft, then the requirement of 5 hours of dual instruction shall be reduced by 2 hours);
- (iii) 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
- (iv) Have met the requirements of paragraphs 3.1 and 3.2 above.

3.3.3 Single Engine, Fixed-gear Aircraft, with at least 300 HP (i.e., the Cirrus SR22)

Any Club Member of active status holding a currently effective Private, Commercial or Air Transport Pilot certificate with a single engine land rating may operate the single engine, fixed-gear Club Aircraft with at least 300 HP (i.e., the Cirrus SR22) provided they:

- (i) Have logged 250 or more hours of flight time;
- (ii) Have an instrument rating;
- (iii) Have a current Cirrus Completion Certificate;
- (iv) Have received and logged an initial Club Check Ride in accordance with Appendix A, administered by a Cirrus Standardized Instructor Pilot (a "CSIP") authorized by the Board of Directors or a Club Check-out Instructor authorized to give Club Check Rides in the Club's Cirrus SR22 aircraft; and
- (v) Have met the requirements of paragraphs 3.1 and 3.2 above.

3.3.4 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 (or, for the Club's Piper PA28R-200, 125 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.

3.3.5 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. Club Members are required to be courteous to the other Club Members including, in particular, in connection with reservations of Club Aircraft.

4.1 Method of reservations

Reservations are made through the Club's online reservation system, Schedule Master, which is generally accessible 24 hours a day/seven days a week either online (www.schedulmaster.com) or by telephone ([800] 414-6114). 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 (or portion of a 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 Club 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 ten (10) 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 Club's 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 Club's 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 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 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

A Club Member holding at least a private pilot's license may receive instruction from any properly certified flight instructor (need not be a Club Member) in any Club Aircraft that the Club Member is authorized to operate solo under these Operating Policies and Procedures. It should be noted that a flight instructor who is not 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 the 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 the 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 and Class D 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. From and after January 1, 2012, 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: Club 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 – See Note 1	
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		RNAV approach	
Soft field takeoff		NDB approach	
Simulated engine failure - takeoff		Missed approach	
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 to Club Members both the letter and the spirit of the Club's Bylaws and the Club's Operating Policies and Procedures.
6. Board of Director's approval.
7. Minimum flying time.

C-172/PA-28-180 Not Applicable

PA28R-200/
C-182 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.

Cirrus SR22 Cirrus Standardized Instructor Pilot; or
 Cirrus Completion Certificate, plus sign off
 by a Cirrus Standardized Instructor Pilot

APPENDIX C

CURRENT INFORMATION

Paragraph 1.6 - Equivalent Time - With respect only to the requirements of paragraph 3.2.5, paragraph 3.3.4(iii) and paragraph 3.3.5(iii), the Equivalent Time requirement that must be met by a Club Member in order to operate the Club's Piper PA28R-200 may be satisfied not only by logging time as pilot-in-command in a Piper PA28R-200, 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 Piper PA28R-200 or any other aircraft).

Paragraph 4.1 - Reservations - Currently, the telephone number and web address for the reservation system are (800) 414-6114 and www.schedulmaster.com, respectively (changes, if any, will be announced in the Club newsletter and/or on the Club website).

APPENDIX D

BASICMED CERTIFICATION

I, _____, have reviewed the requirements outlined by the Federal Aviation Administration ("FAA") in regards to BasicMed (see FAA Advisory Circular No. 68-1A, as amended, and applicable Federal Aviation Regulations including §61.23(c)(3), §61.113(i) and Part 68 thereof) and by signing below am attesting that I currently understand, and am in compliance with, the requirements and other provisions of BasicMed to act as Pilot In Command of (or otherwise operate) an RFC Club Aircraft (provided that all other requirements including training and check-out procedures have also been successfully accomplished and are current). I understand and acknowledge that it is my responsibility to ensure that I continue to comply with the FAA rules and regulations for BasicMed prior to acting as Pilot In Command of (or otherwise operate) any RFC aircraft for each flight. I understand that operating an RFC aircraft without complying with the BasicMed rules and regulations may result in denial of coverage by RFC's insurance carrier and cause financial liability for an incident/accident to rest solely on me and also result in a violation of the Federal Aviation Regulations.

As partial evidence of my compliance with the requirements of BasicMed, attached are copies of (i) my most recent FAA Medical Certificate (see Exhibit A), (ii) my current and valid U.S. drivers license (see Exhibit B), (iii) my current Comprehensive Medical Examination Checklist executed by the state-licensed physician who conducted the required examination (see Exhibit C) and (iv) my current "certificate of completion" for the online medical education course that pilots must complete prior to operating under BasicMed (see Exhibit D). I am aware that the Comprehensive Medical Examination Checklist is only valid for a period of 48 months from the date thereof and that the "certificate of completion" is only valid for a period of 24 months from the date thereof.

I hereby certify that:

- My date of birth is: _____
- The date of issuance of my last FAA Medical Certificate was: _____
- The expiration date of my U.S. drivers license is: _____
- The date of my attached Medical Examination Checklist is: _____
- The date of my attached "certificate of completion" is: _____

I understand and agree that I will complete, assemble and execute the then current version of this BasicMed Certification form on or before the earlier of the expiration of my attached U.S. drivers license, the expiration of my attached Medical Examination or the expiration of my attached "certificate of completion", and submit the executed form to the RFC Treasurer or the RFC Safety and Training Officer prior to conducting any operation of an RFC aircraft that, barring compliance with the requirements of BasicMed, would require possession of a current FAA medical certificate.

Signature: _____ Date: _____

Printed Name: _____

EXHIBIT A

FAA Medical Certificate

Insert a copy of your most recent FAA Medical Certificate behind this page.

EXHIBIT B

Current U.S. Drivers License

Insert a copy of your current valid U.S. Drivers License behind this page.

EXHIBIT C

Comprehensive Medical Examination Checklist

The Club Member must:

- Complete and sign the following Declaration; and
- Insert a copy of the last page of the Club Member's current Comprehensive Medical Examination Checklist behind this page, which last page of the Club Member's current Comprehensive Medical Examination Checklist shall have been completed and executed by the Club Member's physician.

Airman's Signature and Declarations

In accordance with section 2307(b)(2)(A) of the FAA Extension, Safety, and Security Act of 2016 (Public Law 114-190), I affirm that:

The answers provided by me on my Comprehensive Medical Examination Checklist, including my answers regarding my medical history, are true and complete;

I understand that I am prohibited under Federal Aviation Administration regulations from acting as pilot in command, or in any other capacity as a required flight crewmember, if I know or have reason to know of any medical deficiency or medically disqualifying condition that would make me unable to operate the aircraft in a safe manner; and

I am aware of the regulations pertaining to the prohibition on operations during medical deficiency and I have no medically disqualifying conditions in accordance with applicable law.

Printed Name

Airman Signature

EXHIBIT D

Certificate of Completion

Insert a copy of your current Certificate of Completion behind this page.