

PROCEDURES MANUAL



GACE FLYING CLUB, INCORPORATED

2099 Smithtown Ave.
Ronkonkoma N.Y. 11779-7324

Revision May 2016
By direction of the
Board of Directors

Warren Miller
Operations Director

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GACE FLYING CLUB, INC.

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SECTION 1.0 - DEFINITIONS

- 1.1 MEMBER - See Club By-Laws, Article 1.
- 1.2 Local Flight - Up to but not including 6 hours on weekdays and up to but not including 8 hours on weekends and holidays.
- 1.3 Extended Flight - Beyond local flight up to but not including 7 days.
- 1.4 Vacation Flight - 7 days or more.
- 1.5 Schedule Period - One hour.
- 1.6 Multiple Periods - Consecutive schedule periods.
- 1.7 Minimum Flight Time Requirement - The minimum time for which aircraft use is charged.
- 1.8 Day Cross-Country Flight - More than 50 miles from base of Operations.
- 1.9 Night Cross-Country Flight - More than 25 miles from base of Operations after dark.
- 1.10 Flight Time - That time recorded on the tachometer.

SECTION 2.0 - AIRCRAFT UTILIZATION

- 2.1 All members in good standing have equal rights to all Club equipment via scheduling procedures, provided the member is properly qualified to fly the aircraft requested, except as limited by this section and Article I, Section 4 of the Club By-laws.
- 2.2 The use of Club aircraft for other than pleasure, or proficiency flying is prohibited.
- 2.3 At least one C-172 aircraft shall be restricted to local flying at all times. Unless prior approval from Operations Director is obtained.

SECTION 3.0 - SCHEDULING

3.1 Information Required

- 3.1.1 Aircraft reservations shall be made online at: www.aircraftclubs.com. Each Flying Member will be provided with a UserID and password. Members are responsible for keeping their individual profile information up to date.

3.2 Advanced Scheduling

- 3.2.1 Members, other than students, shall not have more than two flights scheduled in advance. Students for any rating may schedule up to three flights in advance. Members, other than Special Members and Primary Students, are entitled to Vacation Flights. Extended or Vacation Flights require prior approval of proposed itinerary by the Operations Director. See 3.4 and 3.5.
- 3.2.2 Vacant
- 3.2.3 Scheduling is transferable only by consent of affected members.
- 3.2.4 When the Operations Director must revise the schedule for any reason, he must immediately notify the members affected.

3.3 **Scheduled Period**

- 3.3.1 If an aircraft is not used by 30 minutes after the scheduled start time, the aircraft may be rescheduled and flown by any other member.
- 3.3.2 Members shall return their aircraft at least 15 minutes before the end of their scheduled period.
- 3.3.3 Members returning aircraft, late for the next scheduled member, may be fined, unless the delay is clearly beyond the control of the member, e.g., weather, equipment failure, traffic or illness. The Operations Director shall be the judge in such cases.
- 3.3.4 Failure to notify the GACE Airport Office of any expected delays may also result in the imposition of overtime penalties.

3.4 **Itinerary, Extended or Vacation Flight**

- 3.4.1 An itinerary with the destination, expected landings and planned schedule shall be provided to the Operations Director.

3.5 **Flights Outside of the United States**

- 3.5.1 Members wishing to schedule a flight, outside of the conterminous limits of the United States, shall submit a request, in writing, to the Board of Directors for approval.
- 3.5.2 Flights outside the conterminous United States may require additional insurance coverage at the expense of the member making the flight.

3.6 **Minimum Flight time Requirements**

- 3.6.1 Local Flight minimums shall be 0.5 of the scheduled time, up to 3 hours per day on weekdays and up to 4 hours per day on weekends and holidays.
- 3.6.2 Extended Flight minimums shall be 3 hours per day on weekdays and 4 hours per day on weekends and holidays.
- 3.6.3 Vacation Flight minimums shall be 18 hours per week. For flights in excess of a week, minimums shall be the weekly rate plus the daily minimum for days in excess of a week, or 36 hours for 2 weeks, whichever is less.

3.7 Aircraft Billing Form

The Aircraft Billing Form (Exhibit A) shall be filled out in accordance with the following instructions:

3.7.1 The Aircraft Billing Form consists of three copies; a white, a pink and a yellow. The white copy is labeled **ORIGINAL** and must be returned to the Club Office immediately upon completion of the flight. The pink copy is labeled **TREASURER'S** and must be placed in the back of the register in the aircraft. The yellow copy is labeled **MEMBER'S** and is for your records.

3.7.2 Legibility - To avoid errors in your monthly bill, it is extremely important that all Aircraft Billing Forms be legible and neat. The following standard must be adhered to in the printing of letters and numbers on the Billing Form:

A B C D E F G H I J K L M N O P Q R S T U V W X Y Z

0 1 2 3 4 5 6 7 8 9

3.7.3 It is important that all digits are filled in for any field that is to be used. **DO NOT** omit any numbers, including leading zeros in the tach time fields.

DO NOT use "-" (dash) in place of a zero.

CORRECT **INCORRECT**

Example 1: RETURN RETURN

0 2 0 3 2 **3 2**

DEPARTURE DEPARTURE

0 2 0 1 1 **1 1**

TOTAL **0 2 1** TOTAL **2 1**

Example 2:

CORRECT **0 1 8 0** **INCORRECT** **1 8 -**

- 3.7.4 Upon entering the aircraft, compare the tach time **RETURNED** on the pink **TREASURER'S** billing form left by the last member, to the current tach hour reading. Should a discrepancy exist, enter indicated tach time in "**RETURN TACH TIME.**" Sign with name and Club number in the comments section. Start a new billing ticket for flight. At end of flight, deposit all three discrepant tickets and notify the Operations Director or his designee. Missing tach time will be charged to the member failing to report this missing time.
- 3.7.5 If an error is made while completing the Billing Form, **DO NOT** cross out, erase or write outside the spaces. Void the Billing Form in error and complete a new one. Turn all three copies of the void form into the GACE Airport Office so that the numeric sequence can be maintained
- 3.7.6 Plane No.(number) - is the aircraft registration number.
- 3.7.7 Date - is in Month, Day, Year format with two positions for each. For trips of more than one day duration, use the date that the aircraft is returned.
- 3.7.8 Name - last name first, with the first two letters of your last name appearing in position 9 and 10. Your first initial is placed in the position labeled "INIT."
- 3.7.9 Card - is your GACE Membership Number as assigned by the Membership Director.
- 3.7.10 Fuel/Oil Charged at Home - In the **FUEL** field, enter amount of fuel pumped at the Self Service Pump, or received from the Fuel Truck. If oil is used at home, write quarts used and "SHED."
- 3.7.11 Tach Time - is recorded as read directly from the tachometer, through the tenths digit. The hundredths digit is disregarded. **DO NOT** round off.

DEPARTURE - is the tach time before engine start.

RETURN - is the tach time after engine shut down at the end of the flight.

TOTAL - is the difference between **DEPARTURE & RETURN.**

- 3.7.12 Fuel/Oil Purchased on Road - entries shall be the totals accumulated during the period covered by the Billing Form. The cost will be credited

to the member's account provided said fuel/oil receipts have been attached to the white Original Billing Form and submitted upon completion of the flight. **DO NOT** include monies spent for parking, tie down, etc. in the cost field

- 3.7.13 Min (Minimums) - indicates the minimum time that will be charged to the member's account. The default minimum is 0.5 hour for any flight. If your flight was terminated due to weather (WX) or illness, before the default minimum was met, indicate the reason on the bottom of the Billing Form and record the total tach time flown in the Min. field.

All-day flights, remain overnight flights, weekend flights, vacation flights, etc., may have other minimum time requirements. These minimums will be entered by the Operations Director. If your total tach time is less than the minimum time entered in this field, you may be billed for the difference at the Ground Rate as posted, as per Section 3.6.

- 3.7.14 At the discretion of the Board of Directors an administration fee of \$25 may be imposed for any individual whom, fails to comply with the above sections.

3.8 Billing/Payments

- 3.8.1 Full payment of bill is due upon receipt.

- 3.8.2 Payments shall be made by check or money order only, made payable to "GACE Flying Club, Inc.", and shall contain the member's GACE membership number and submitted by mailing to:

GACE Flying Club, Inc.
2099 Smithtown Ave.
Ronkonkoma, N.Y. 11779-7324
attn: Treasurer

- 3.8.2.1 Members are encouraged to make payment at completion of flight, based on the rate schedule posted at the GACE Airport Office.

- 3.8.2.2 Payments made by mail should be submitted with the indicated portion of the bill.

- 3.8.3 Unpaid Balances

- 3.8.3.1 If there is a past due balance then, at the discretion of the board, the member may be grounded until the entire bill is paid in full.
- 3.8.3.2 Flight eligible members are maintained on the computer generated Flight Status List at the GACE Airport Office.
- 3.8.3.3 Grounded members, sending checks to satisfy their bill, will be removed from grounded status.

3.9 **Billing Inquiries**

- 3.9.1 Inquiries may be made by letter, containing pertinent information addressed to the GACE office.

3.10 **Cancellations**

- 3.10.1 Notification of cancellation for any reason is mandatory.
- 3.10.2 Local Flight - Notice of cancellation shall be received not less than two hours prior to scheduled departure time.
- 3.10.3 Extended or Vacation Flight - Notice of cancellation shall be received not less than 24 hours prior to scheduled departure time.
- 3.10.4 Early Flight Return - Immediate notice canceling remaining time.
- 3.10.5 Failure to comply with cancellation procedure may subject members to applicable minimum charges should aircraft lose utilization or forfeit of the aircraft to another member. "No Shows" may be billed at the ground rate.
- 3.10.6 Cancellation is automatic if aircraft is not used by 30 minutes after scheduled start time.

SECTION 4.0 - FLIGHT OPERATIONS

4.1 Regulations and Piloting of Club Aircraft

- 4.1.1 Compliance with all Federal Aviation Regulations, Good Operating Practices (Airman's Information Manual), Club and Airport rules are the responsibility of the Pilot-in-Command.
- 4.1.2 Members shall record their proposed flight itinerary on the aircraft dispatch board (in the GACE Airport Office) before each flight. Members are encouraged to file a VFR Flight Plan with the Flight Service Station for all cross-country flights.
- 4.1.3 Only qualified Club members are authorized to fly Club aircraft. The member scheduling the aircraft is responsible for the aircraft. In addition; to operate, act as Pilot in Command, or Instruct in any club aircraft, the member must be a Flying member as prescribed in our By-Laws, Article I Section 3.
- 4.1.4 All aircraft shall be operated from FAA designated Public Use Airports, unless such an airport has been disapproved by the Club. Unattended airports are disapproved for Club use. (Public Use Airports, and the hours attended, are published in the Airport/Facility Directory.)
- 4.1.5 Operation onto unpaved runways and runways less than 2,000 feet in length require prior approval of the Operations Director. Taxiing onto unpaved areas shall require extreme caution.
- 4.1.6 Flight maneuvers permitted are those specified in the aircraft flight manual and in compliance with Federal Aviation Regulations.
- 4.1.7 Forced landings, accidents and incidents shall be reported immediately, by phone, to one of the designees listed on the back of the billing register, for further instructions.
- 4.1.8 Suitable overnight storage shall be provided at the member's expense during RON. Every precaution shall be taken to prevent damage to aircraft during inclement weather.
- 4.1.9 VFR flights to or from Long Island (including Long Island Sound crossings) require the PIC to have a current instrument rating when the reported Islip visibility is less than six miles and/or the Islip ceiling is less than 3000 feet.

4.2 **Wind Limitation for Flight (except with GACE instructor):**

4.2.1	Angle of Wind	<u>Wind Velocity Including Gusts to Runway</u>
		Private & Higher
	0 °	25 knots
	45 °	20 knots
	90 °	15 knots
	Maximum Gust Increments	15 knots

4.2.2 Instructors are responsible for wind and other limitations for student solo flights.

4.3 **Preflight**

4.3.1 The Aircraft Flight Manual, Aircraft Check List, Procedure's Manual and Airport Rules shall be used as a guide in the proper operation and use of equipment for preflight inspection, starting, run-up, takeoff, cruise and landing procedures.

4.3.2 Members shall review airworthiness items prior to flight and report any unrecorded discrepant conditions, immediately, to the Operations Director, or his designee. Non-compliance may result in the member being liable for previously unreported damage.

4.3.3 The control lock and pitot cover, when removed, shall be stored in the pocket on the back of the pilot's seat.

4.3.4 The aircraft struts shall not be used as steps.

4.3.5 Animals shall be confined in a suitable container while aboard the aircraft. All animal hair and soil shall be removed from the aircraft at the termination of the flight.

4.3.6 Pilots shall insure the securing of loose objects in the cabin. Skis and other equipment shall be wrapped and secured in such manner as to prevent chaffing damage to aircraft interior.

4.3.7 Passengers shall be instructed in the use of Sic-Sacs.

4.3.8 Supervision of children and animals in the rear seat shall be by responsible persons other than the Pilot-in-Command.

4.3.9 Cabin doors shall be closed and secured, only by the Pilot-in-Command.

- 4.3.10 Passengers shall be instructed in the use and operation of seat belts, shoulder harness, doors and windows prior to each takeoff and landing.

4.4 **Ground Operations**

4.4.1 Aircraft Starting

- 4.4.1.1 Aircraft shall not be started or left running without a qualified person at the controls.

- 4.4.1.2 The aircraft shall not be started unless the PIC, or in the case of an instructional flight the CFI, has done a complete walk around of the aircraft to insure no potential danger to persons or property exist, or interference from ground obstructions.

- 4.4.2 The boarding or discharging of persons or baggage with the engine running is prohibited.

- 4.4.3 **HAND PROPPING TO START IS PROHIBITED.**

- 4.4.4 When taxiing in the ramp areas, be especially cognizant of wing clearances, horizontal stabilizer clearances in turns, and surface conditions, i.e., holes, ice, etc. Taxi speed shall not exceed a fast walk.

- 4.4.5 Special attention shall be exercised when maneuvering and parking aircraft. The aircraft should only be moved when any potential obstruction that can interfere with the operation of the aircraft, can be seen at all times by the pilot and safely navigated around. The aircraft WILL NOT be moved unless the obstruction or object is in clear view of the PIC at all times. If the aircraft must be moved in an associated high risk area as mentioned above, it may be moved under the discretion of the PIC using one of the following techniques;

- 4.4.5.1 Use the assistance of a qualified lineman to marshal the aircraft clear of obstructions. Keep in mind that the ultimate responsibility for obstacle clearance lies with the PIC

- 4.4.5.2 Moved by the PIC using a tow bar and approved ground handling techniques specific to the aircraft type to maneuver the aircraft clear of potential hazards.

4.4.5.3 Move the obstruction so it no longer poses a threat while taxiing or starting the aircraft.

4.4.6 When an aircraft is returned to the GACE tie-down area, the aircraft shall be stopped, while **STILL ON, AND PARALLEL TO, THE YELLOW TAXI CENTERLINE**, prior to proceeding with shutdown procedures.

4.4.7 A tow bar shall be used for pushing an aircraft back into its designated parking location.

4.5 **Instructional flight**

4.5.1 Flight instruction shall be conducted only by Club CFIs approved by the Board of Directors or a designee assigned by the Board of Directors.

4.5.2 Prior to assuming the duties of Pilot-in-Command of any Club aircraft, each member shall submit a completed Ground Review checklist to a flight instructor for review and approval.

4.5.3 Student solo flights shall be governed by wind and other limitations stipulated by the instructor.

4.5.4 Simulated Instrument flight may be conducted, only under VFR and with a Club Member acting as safety pilot. The Club Member must hold a valid Private Pilot Certificate and be checked out in the aircraft. The Safety Pilot shall assume PIC responsibility as delineated in the applicable FAR's.

4.5.5 Actual instrument training flight, under IFR, may only be conducted by a current GACE Club Certified Instrument Flight Instructor.

4.5.6 Club approved CFIs and CFI students are the only persons authorized Command duties from the Co-pilot's position. New member pilots shall be checked out by a Club CFI prior to flying with each make and model of Club aircraft.

4.6 **Night Flight**

4.6.1 Night operation of Club aircraft shall be as per FAR requirements.

4.6.2 Special VFR at night requires an instrument rating.

4.6.3 Any flight to or from any island, other than Long Island, at night, requires an instrument rating.

4.6.4 All flights, planning a return after 2400 hours, local time, require prior approval of the Operations Director or his designee.

4.7 **Instrument Flight**

4.7.1 IFR operation of the club aircraft shall be permitted provided that the aircraft and Pilot-in-Command meet FAR requirements.

4.7.2 The flight must be planned so that it does not penetrate forecast or known icing conditions or thunderstorms.

4.8 **Flight Proficiency**

4.8.1 All Club Members shall demonstrate their proficiency, to safely fly Club aircraft, by means of an initial and annual written test and check ride, in the make/model of aircraft having the highest gross weight in which the member wishes to fly. If the aircraft with the highest gross weight is not available, then at the discretion of the Operations Director or his appointee, he can substitute the aircraft with the next highest gross weight. Prior to a CFI being allowed to instruct in a GACE aircraft he/she shall be required to take a one-time standardization ride by a CFI designated by the Board of Directors

4.8.2 Requirements to act as Pilot-in-Command of a Club high performance airplane are:

- * At least a Private or Commercial certificate
- * Requisite FAR endorsements
- * Logged total time - 200 hours minimum
- * Retractable Minimum - 25 hours, of which 10 hours are in that make and model. (No Retractable time - 10 hours dual instruction and endorsement by a Club CFI.)
- * Check out by CFI and endorsement.

4.8.3 Requirements to act as Pilot-in-Command of a Club fixed gear aircraft are:

- * 5 hours make and model (no 5 hours make and model, a 3 hour checkout by a Club CFI, consisting of more than one flight)

- 4.8.4 Student dual flight
- * All dual flights for any rating must be with an approved GACE Flight Instructor of the students choosing.
- 4.8.5 Student solo flight
- * Each student pilot must be under the supervision of an approved GACE instructor.
 - * The student pilot must have a valid Medical Certificate and properly endorsed Student Pilot Certificate and logbook as per FAR requirements.
 - * The student pilot shall be endorsed, for solo flight, by their assigned GACE Instructor, every 90 days, in accordance with the FAR's.
 - * Prior to solo cross-country flight, a student pilot shall have received the dual instruction for night flying privileges for the Private Pilot Certificate contained in the FAR's.
- 4.8.6 Annual checkout in the C-182R qualifies as an annual checkout in the C-172, which qualifies as an annual checkout in the Cessna 152/150 in descending order. The reverse order is not applicable.
- 4.8.7 The annual GACE check ride shall require, as a minimum, one hour of logged ground instruction and one hour of logged dual flight instruction.
- 4.9 **Special Safety Flight Check**
- 4.9.1 Should circumstances arise which involve safety of flight, the Board of Directors may require a special flight check of that member by a Board Designated CFI
- 4.9.2 A report shall be submitted, by the instructor administering the flight check, to the Board of Directors, regarding the flight check results and recommendations.
- 4.10 **Refueling**
- 4.10.1 The aircraft shall be refueled at the termination of each flight, regardless of length of flight, unless prior arrangement is made with the next pilot to use the aircraft.

4.11 Post Flight

NOTE: When an aircraft is returned to GACE tie-down area, the aircraft shall be stopped, while **STILL ON, AND PARALLEL TO, THE YELLOW TAXI CENTERLINE**, prior to proceeding with shutdown procedures.

- 4.11.1 Turn off all equipment switches, shut engine down, turn off ignition and master switches. Leave rotating beacon ON and set transponder to 1200.
- 4.11.2 Using the tow bar contained in the aircraft, align the aircraft, in its assigned tie-down space, in such a manner to insure proper tie-down rope angles. The hand brake shall not be applied when the aircraft is chocked and tied down. Tie-down spaces for GACE aircraft are identified by the aircraft number painted on each space.
- 4.11.3 Install control lock, pitot cover, instrument panel cover and wheel chocks. Place propeller in a horizontal position (or Vertical position during winter months to prevent ice from forming in propeller hub).
- 4.11.4 Remove all debris accumulated in the aircraft.
- 4.11.5 It is the responsibility of the Pilot-in-Command to prevent abuse of the interior by occupants of the aircraft and to remove all soil and odors caused by animals, sickness, etc., immediately after a flight. Members will be liable, for cost of cleaning or repair, when the interior is left damaged or soiled.
- 4.11.6 Pilot, passenger and baggage doors shall be locked.
- 4.11.7 Billing Forms shall be filled out in their entirety and signed by the member. See **EXHIBIT A**.
- 4.11.8 Each crab shall be recorded on separate crab forms and posted on the crab holder (blue crabs - aircraft, salmon crabs - avionics).
- 4.11.9 Grounding of aircraft: Any pilot may ground an aircraft if, in his opinion, the plane is not airworthy. The Maintenance Director and any persons scheduled within the next 24 hours must be notified.
- 4.11.10 Un-grounding of aircraft: Only the Operations Director or his designee may unground an aircraft

4.11.11 Members shall notify the Maintenance Director of any deviations from these procedures by the previous member to avoid erroneous liability for discrepancies. Such notification should occur prior to flight.

4.12 Miscellaneous

4.12.1 No smoking in the Club aircraft, in the GACE office or in the aircraft ramp area.

4.12.2 VFR Flight Plans must be closed with FSS by radio or telephone. The pilot is responsible for any costs incurred, if the flight plan was not closed.

4.12.3 **Landing Fees (away from KISP):** Pilots are responsible for all landing fees incurred during their flight. If possible, these should be paid at the airport of landing.

Landing Fees (at KISP): To cover the cost of the KISP landing fee, this charge will be added to every flight, with the exceptions noted in this paragraph regarding shared flights.

Landing fees for shared flights: If members are splitting the cost of a flight and submit two or more billing statements for the flight, it is the responsibility for the club members to note in the comments section of the bill, that this is a shared flight and also note who the member that made the landing at KISP was. It will be this member who will be assessed the landing fee. It will then be the responsibility of the members who shared the flight to work out how they will share this cost. We should also note that if these comments are not made at the time of the flight, each bill will be assessed the current landing fee charge and will be non-refundable.

The current fee(s) will be posted in the GACE office.

4.12.4 Visibility - Use strobes and landing lights in haze, dawn, dusk or any other period that may cause your aircraft to be difficult to be seen.

4.12.5 Vacant.

4.12.6 Private automobiles are prohibited from airport areas other than those areas set aside for parking.

- 4.12.7 The rate schedule is available in the GACE office.
- 4.12.8 GACE aircraft are insured for hull damage and liability. The insurance policy is available in the GACE office for review.

SECTION 5.0 - MEMBER LIABILITY

5.1 Liability for Damage to Club Aircraft

Any member involved in accidental damage to aircraft is liable for the deductible part of the insurance plus any other unrecovered costs. Payment must be made within a reasonable time period.

5.2 Liability for Gross Negligence, Willful Violation of Law and Flight Under the Influence of Intoxicants.

In the event that any member is found by the Incident Review Board to have caused loss, damage, destruction, or injury to the Club, its aircraft, engines or equipment, through, or by reason of gross negligence, or willful violation of any law, regulation or rule of the Federal and or State Government, or any State or of the Club, the member or his estate shall be held liable for all such loss, damage, destruction or injury and that member shall be subject to expulsion.

5.3 Members involved in an Accident, Incident or in Violation of FAR's

Members involved in an accident, incident or in violation of FARs or Club rules shall be grounded automatically pending investigation by the Incident Review Board. The Incident Review Board shall submit its findings and recommendations to the Board of Directors for final decision which will be passed on to the member. The grounded member is automatically returned to flight status after 14 days unless otherwise directed by the Board of Directors. In the event of an on-going FAA investigation, the Board of Directors shall defer a return to flight status decision pending the results of the findings of any FAA investigation of the accident, incident, or violation. If an accident is involved at any location, the member shall contact one of the officers listed on the inside back cover of the aircraft billing box for further specific action to take. In all cases, where the member is cited by the FAA for violation, he shall, as soon as is practicable, contact the Club.

SECTION 6.0 - SPECIAL OPERATIONS

6.1 Cold Weather Operations

- 6.1.1 Pilots shall refer to the aircraft manual's sections covering "Cold Weather Operation".
- 6.1.2 Frost, snow and ice shall be removed using only those methods and alcohol solutions approved by the Club with extra care towards preventing scratches, dents or other damage to the plastic windows and aircraft surfaces. No scrapers of any kind will be used.
- 6.1.3 Preheaters are available for preheating aircraft prior to engine start. During preheat, the aircraft shall not be left unattended, during which time, a watch will be maintained to preclude damage to aircraft parts due to excessive heat or fire.
- 6.1.4 The cabin heater shall be operated on the ground, in order to purge the system of moisture and prevent interior fogging, and turned off for take-off, and not turned on until at least 1,000 feet of altitude is attained.
- 6.1.5 The Pilot-in-Command shall verify that the airport of intended landing is clear of snow and ice.

SECTION 7.0 - MAINTENANCE

- 7.1 No Repairs or adjustments shall be performed on Club equipment except by persons duly authorized by the GACE Board of Directors.
- 7.2 Under no circumstances shall a Club member sign a waiver of responsibility, for work to be performed on a GACE aircraft, or its equipment, unless so authorized by the Board of Directors.

Appendix -- Revision History:

Feb 2011

1. Removed section "1.11 Company Business - Use of aircraft for Grumman business travel"
2. Removed Grumman Business from Section 2.2
3. Added verbiage "Unless prior approval from the Operations Director is obtained."
4. Added verbiage "or his designee" to 4.5.1
5. Added verbiage "Prior to a CFI being allowed to instruct in a GACE aircraft he/she shall be required to take a one time standardization ride by the Chief Flight Instructor or his/her designee." To section 4.8.1
6. Added verbiage "of the students choosing" to section 4.8.4
7. Added verbiage "(or Vertical position during winter months to prevent ice from forming in propeller hub)" to section 4.11.3
8. Change verbiage from "GACE A&P mechanic" to "Only the Operations Director or his Designee" in section 4.11.10
9. Added Appendix with Revision History
10. Added Rev to Footer

Jan 2012

1. Added section "3.7.14 At the discretion of the Board of Directors an administration fee of \$25 may be imposed for any individual whom fails to comply with the above sections. "
2. Added verbiage to section 3.7.1 - "immediately upon completion of the flight"
3. Added Verbiage to section 4.1.3 - "In addition; to operate, act as Pilot in Command, or Instruct in any club aircraft, the member must be a Flying member as prescribed in our By-Laws, Article I Section 3."

Changes to remove verbiage relating to the Chief Flight Instructor or training director, and bring in line with the Constitution and by laws approved by the members in April 2011

4. Section 3.1.2 vacated
5. Changed section 4.1.5 to remove reference to Chief Flight instructor and replace with "Operations Director"
6. Changed section 4.5.1 to remove chief flight instructor or his designee and replaced by: by the Board of Directors or a designee assigned by the Board of Directors.
7. Section 4.8.1 removed verbiage: "by the Chief Flight Instructor or his/her designee." and replaced with "by a CFI designated by the Board of Directors"
8. Section 4.9.1 amended to remove Chief Flight Instructor Verbiage and replaced by "the Board of Directors may require a special flight check of that member by a Board Designated CFI."

Oct 2014

1. Change 3.8.3 changed "If there is an unpaid starting balance that exceeds \$250 for any member" to "If there is a past due balance then, at the discretion of the board, may be grounded until the entire bill is paid in full."
2. Changed 4.8.1 Added verbiage "If the aircraft with the highest gross weight is not available, then at the discretion of the Operations Director or his appointee, he/she can substitute the aircraft with the next highest gross weight."
3. Changed 4.12.3 Formatting changed and added the following to reflect the new landing fee at KISP
 - a. **Landing Fees (at KISP):** To cover the cost of the KISP landing fee, this charge will be added to every flight, with the exceptions noted in this paragraph regarding shared flights.
Landing fees for shared flights: If members are splitting the cost of a flight and submit two or more billing statements for the flight, it is the responsibility for the club members to note in the comments section of the bill, that this is a shared flight and also note who the member that made the landing at KISP was. It will be this member who will be assessed the landing fee. It will then be the responsibility of the members who shared the flight to work out how they will share this cost. We should also note that if these comments are not made at the time of the flight, each bill will be assessed the current landing fee charge and will be non-refundable.
 - b. The current fee will be posted in the GACE office.

July 2016

1. Changed 3.7.10 verbiage - "Leave FUEL field blank." to "In the FUEL field, enter amount of fuel pumped at the Self Service Pump, or received from the Fuel Truck"

May 2017

1. Removed Section 4.5.6 -- Club approved CFIs and CFI students are the only persons authorized Command duties from the Co-pilot's position. New member pilots shall be checked out by a Club CFI prior to flying with each make and model of Club aircraft.