



TWIN TIER AVIATION ASSOCIATION, INC

OPERATING REGULATIONS

**Adopted:
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**OPERATING REGULATIONS OF THE
TWIN TIER AVIATION ASSOCIATION, INC.**

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Section 1 - PREAMBLE

The Twin Tier Aviation Association, Inc. (hereinafter the “Club”) has established the clear goal of operating safely and successfully as a flying club offering a lower cost alternative to owning or renting an aircraft. It is the intention of the Board of Directors to point out that a spirit of cooperation between members and associates will accomplish what pages of regulation may not.

Section 2 - COMPLIANCE WITH REGULATIONS

Members shall conduct each flight in accordance with all federal, state, local and Club regulations herein. This includes, but is not limited to, regulations concerning preflight check of aircraft and weather conditions, night flight requirements and over-water requirements. Members are reminded that an inadequate preflight inspection could cause a member to be held responsible for damage done to the aircraft by another member. Members are responsible for any security items at any airport and must comply with all Transportation Security Administration (“TSA”) rules and regulations which may apply to privately-owned aircraft.

Section 3 - LIMIT OF USE

Club airplanes are the exclusive use of Club members in good standing and may not be rented, loaned or otherwise used by anyone other than a Club member.

Section 4 - SCHEDULING OF AIRCRAFT

No member may fly a Club aircraft without first having reserved time for the flight by use of the authorized scheduling system as determined by the Board of Directors.

It should be thoroughly understood that the proper use of the scheduling system provided is the key to successful cooperative operation, maximum use of the Club aircraft, and maximum utility to all of the Club members.

By your reservation, you are declaring to all other members that the aircraft is assigned to your custody for the time period reserved. Therefore, you should be careful to follow these rules:

- (a) Reserve precisely the time you want (allowing for pre-flight, re-fueling and cleaning);
- (b) Double check the time you are due back. It is also good practice to note which member has the aircraft after you in the event you will return late.
- (c) Cancel as soon as you know you cannot keep a reservation, for whatever reason. DO NOT assume that in inclement weather the aircraft will not be

needed (maintenance could be performed during this time, for instance). Adjust your reservation if you find you will be late in leaving. Offenders are subject to sanction by the Board of Directors.

Section 5 - RESERVATION LIMITS

The aircraft will automatically become available to another member if the scheduling member is not present to use the aircraft within thirty (30) minutes after the scheduled start time. It is suggested that a courtesy call to the scheduling member be made prior to taking the aircraft.

- a) If you are more than thirty (30) minutes late for any flight, the aircraft may be assigned to another Club member and you lose your reservation, unless you have contacted the Club scheduling agent, and left an appropriate message describing your delay
- b) No Member shall keep the Club aircraft beyond the time scheduled. If weather or maintenance delays your return, please contact the next scheduled Club Member and/or a Club officer.
- c) No Member shall be permitted to have more than three (3) scheduled time slots on the reservation system at any one time.

Section 6 - MINIMUM CHARGE

There is a minimum flying charge of two (2) hours for each consecutive twenty-four (24) hours that aircraft is away from Bradford Regional Airport.

Section 7 - DELAYED RETURN

If in the event the aircraft must be left at another airport overnight, it is the scheduling member's responsibility to secure and coordinate the return of the aircraft to the Bradford Regional Airport.

Section 8 - OPERATING LIMITATIONS

Club aircraft may only be operated from FAA-recognized fields or airports. Club aircraft also may not be operated at any private airports or fields, unless designated as approved by the Board of Directors. Operations at U.S. military airports require prior approval by the Club's Insurance Representative. Members should be aware of the Club's Insurance limitations when traveling outside of the U.S.

Section 9 - PROFICIENCY REQUIREMENTS

- a) Annual Proficiency Check. Each year, every Club pilot shall demonstrate his or her competency to fly Club-type aircraft. Club authorized CFI's are exempt from this requirement if they have at least twenty (20) flight hours in the past twelve months. This requirement must be met in one of two ways:
 - 1) A check ride in Club aircraft administered by a Club authorized CFI or;
 - 2) A Flight Review (BFR) in Club-type aircraft.
- b) New Members. New members shall be checked out in Club aircraft by an authorized Club CFI.
- c) Documentation. Members must provide the Safety Officer with sufficient documentation of the requirements of 14 C.F.R.61.56.

Section 10 - PILOT REQUIREMENTS

- a) Student Pilots. Student pilots shall be limited to flying only under the direct supervision of a Club CFI authorized by the Board of Directors.
- b) Flight Instruction. In the event of instruction being given in the Club aircraft, the individual receiving the instruction (including a Club check ride, FAA check ride and/or BFR), is required to be a member of the Club as delineated in Article 1, Section 3 of the Club's By-Laws; and
- c) Certified Flight Instructors
 - 1) A club member must select a CFI that is authorized by the Club for any instruction, check-ride, BFR or any other flight requiring a CFI in Club aircraft. The Club is not responsible for any student-instructor relationship whatsoever.

Section 11 - CARELESSNESS

Any Club member who is observed handling Club equipment (aircraft or otherwise) in a careless, reckless, unsafe or incompetent manner should be referred to the Board for appropriate action under Article 1, Section 4; and Article 4, Section 1 of the By-Laws.

Section 12 - REFUELING AIRCRAFT

Each member is responsible for refueling the aircraft after each use. The aircraft should be evacuated during refueling operations. The member is also personally responsible for the following:

- a) Seeing that overfills are avoided and fuel spills are cleaned up;
- b) Seeing that proper grounding procedures are adhered to;
- c) Gas caps are properly seated and secured;
- d) The proper grade of fuel is used;
- e) Fuel hoses are not “dragged” across the leading edges, thereby scraping and damaging the paint;
- f) Ladders are not permitted to come in contact with any part of the aircraft.
- g) Securing a proper receipt for any fuel purchased by Club member from any airport except Bradford Regional Airport. The club will reimburse the receipt up to the current per gallon rate at Bradford Regional Airport at the time of refueling. This will be the only way for the Club member to receive proper credit for out of pocket fuel purchases.

Section 13 - SECURING AIRCRAFT

- a) Members are expected to return a fully fueled (filled to the tabs) aircraft to its appropriate hanger. The following is also the responsibility of the Club member:
 1. All switches, including the master, lights, avionics and ignition key are in the OFF position. The only exception is the beacon switch, which is to be left in the ON position.
 2. Flaps are retracted, carburetor heat is OFF, throttle is CLOSED and mixture is in FULL LEAN position.
 3. Aircraft is chocked.
 4. Seatbelts, both lap and shoulder harnesses are secured and neatly stored.
 5. All gas receipts and fuel sampler cups are in their proper place.
 6. Aircraft interior is cleaned, as necessary, of any debris.
 7. Aircraft exterior is cleaned, as necessary, of any excessive mud, bugs, spilled fuel, etc.
 8. The proper Hobbs time is recorded along with oil information on the aircraft’s log sheet.
 9. Any problems are written in the appropriate book, and left in the designated location.
 10. Engine heater is plugged in. (seasonal)
 11. The aircraft’s key is returned to its designated location.

- b) Tie Downs. When tied down, also check that the aircraft's control surfaces are secured, using the yoke locks when available, and the aircraft is securely tied and chocked.

Section 14 - HANGERS

- a) Maintenance Hanger. The Board appointed mechanic is the authorized A/P or mechanic for the Club. All reasonable efforts should be made to have the authorized mechanic perform any maintenance. Any maintenance required that is more than one hundred fifty dollars (\$150.00) must be authorized by the appropriate Club officer/officers.
- b) General Hanger Information. The hanger has window cleaner, paper towels, tow bar and garbage can. Vehicles may be parked in the hanger when Club member is scheduled to fly.
- c) Hanger Malfunctions. Should a malfunction of a hanger door or any other non-Club rented portion of the hanger be noted, the member is to immediately notify maintenance personnel at the airport.

Section 15 - RECORDING FLIGHT TIME

Time is recorded by Hobbs meter. Each member is responsible for recording the proper flight time on the aircraft's log sheet. If the tenth meter is between numbers, the time is to be rounded UP. The date, member's name, Club number (if assigned), Hobbs time IN and OUT must be FULLY RECORDED for each flight on the log sheet. Also, record the ending tachometer time. In the event the Hobbs meter malfunctions, the tachometer time is used for billing purposes.

Section 16 - MISCELLANEOUS SAFTY

- a) Smoking is PROHIBITED in or around Club aircraft, hangers and office AT ALL TIMES.
- b) The engine must be shut down when loading and unloading passengers or cargo.
- c) Hanger doors should be down and main door locked when aircraft is taken for more the two (2) hours, or when security of Club assets is in question.
- d) When starting the aircraft make sure that it is at a 90-degree angle to the hanger prior to start-up to prevent debris form the blowing into other hangers.
- e) DO NOT hand prop the aircraft; and
- f) When returning to the hanger area, DO NOT apply POWER to "turn" the airplane, use the tow bar. Debris blows a long way into our hangers and our neighbors.