

Operating Rules

October, 2022



Victory Aviation Club, Inc.

NOTES:

Shaded paragraphs represent changes in Rate, Rule, Philosophy, or By-law from the previously published edition that were made with the majority vote of the membership.

Underlined words represent minor updates and clarifications.

Section 1—Rates and Information

1.1 DEFINITIONS

Victory Aviation Club, Inc. (hereinafter referred to as the Club) is a non-profit corporation composed solely of member-owners of the Club aircraft. As a non-profit operation, monthly dues are based upon actual fixed costs (insurance, hangar fees, capital improvements, and equipment upgrades, debt service, and administration costs); hourly rates are based upon actual variable costs of operation of the various aircraft owned by the Club (fuel, oil, maintenance, restoration of upholstery and paint, engine and prop overhaul, etc.).

Regular Membership ("A")	Full use of all Club aircraft
"Spouse-A" Membership	Full use of all Club aircraft
Student Membership ("B")	Use of designated trainer only
Family Membership	Dual instruction only; any Club aircraft (see 3.5.10)

1.2 INITIATION FEES (NON-REFUNDABLE)

Regular Membership ("A")	\$ 1000.00
"Spouse-A" Membership	\$ 0.00
Student Membership ("B")	\$ 500.00
"B" to "A" upgrade (Student to Regular Membership)	\$ 500.00
Family Membership	\$ 0.00

1.3 MONTHLY DUES (EFFECTIVE May, 2021)

Regular Membership ("A")	\$ 62.00
"Spouse-A" Membership	\$ 62.00
Student Membership ("B")	\$ 42.00
Family Membership	\$ 0.00

1.4 MONTHLY MINIMUMS

To encourage members to stay current and proficient, a minimum of one hour of trainer time is charged per month. Your monthly bill will be one hour of trainer time or your actual flight time, whichever is greater, plus the monthly dues for your class of membership. Family Members shall be exempt from minimums.

1.5 HOURLY BASE RATES

Hourly plane rates are usually found in the most recent Club newsletter. All rates are Hobbs meter time, wet (including fuel). Rates may be adjusted upward or downward during the year, if warranted, to allow for fluctuations in fuel prices and may include a surcharge.

1.6 SCHEDULING

Plane scheduling is based on a first-come, first-served basis. Planes are scheduled online, using the Club's website. It is possible to schedule as an alternate if the plane is already booked for the time that you desire.

Section 2—Fleet Information Sheet

	Cessna 172M (Trainer)	Cessna 172R	Piper Archer	Piper Dakota	Piper Saratoga
Registration Number	N355VA	N9515Q	N352VA	N351VA	N356VA
Year	1976	1998	1976	1981	1982
Insured Value	\$48,000	\$100,000	\$55,000	\$100,000	\$150,000
Seats	4	4	4	4	6
Horsepower	150	160	180	235	300
Cruise (kts)	105	105	107	130	136
Range (nm)**	405	650	660	690	850
Usable Fuel (gallons)	38	53	48	72	102
Payload (lbs. w/ full fuel)*	585	450	654	758	794
Nav/Comm	2	2	2	2	2
Glideslope	1	1	1	2	2
Marker Beacon	1	1	1	1	1
ADF	1	1	None	None	None
DME	1	430W	430W	430W	650
ADS-B Transponder	Out	In/Out	In/Out	In/Out	In/Out
Strobes	Yes	Yes	Yes	Yes	Yes
Intercom (# of places)	4	4	4	4	6
Back-up vacuum	Yes	Yes	Yes	Yes	No***
GPS	None	430W, IFR	430W, IFR	430W, IFR	650, IFR
Double over-the-shoulder harnesses, front seats	2	2	2	2	2

NOTES

- * Payload is approximate, consult Weight & Balance forms for exact figures.
- ** Range is approximate and based on no wind conditions with 30 minutes VFR reserves. Refer to performance charts for accurate information.
- *** This aircraft has digital (dual G5s) AI, HSI and Autopilot, which require no vacuum pump.

Section 3—Operating Rules

3.1 GENERAL

Following are operating rules that have been put into effect during meetings of the Club. Operating rules may be added, removed or changed by a membership vote at any Club meeting. Clarification to amplify the existing rules without changing the rules' intent may be made to the operating rules by the officers and trustees (as required) without a membership vote. All members are expected to attend Club meetings and to be informed of new operating rules, as they become effective.

Disciplinary action may be taken should any operating rule(s) or regulation(s) of the Club or Federal Aviation Regulation be violated. Disciplinary action will be administered by, and at the discretion of, the officers as provided in the By-Laws. Upon receipt of a written request from any member, and within thirty days thereof, the officers shall render, 1) a written interpretation of any operating rule or of any article of the By-Laws, or 2) a decision upon any ruling made by any officer of the Club.

3.2 QUALIFICATIONS OF MEMBERS

- 3.2.1 All members of the Victory Aviation Club, Inc. shall conduct themselves in a manner that is in the best interests of the Club and aviation in general.
- 3.2.2 Only members and Club-approved Certified Flight Instructors (CFI's) as defined in 3.2.3 below and pilots employed by the Club's maintenance provider may act in the capacity of pilot in command (PIC) of Club aircraft. This excludes Family Members.
- 3.2.3 To qualify as PIC in any Club aircraft, members must meet the following criteria:
 - 3.2.3.1 Be an active member in good standing in one of the categories of membership defined in paragraph 1.1 above, excluding Family Members.
 - 3.2.3.2 Have a valid Private Pilot Certificate, Student Pilot Certificate, or higher rating.
 - 3.2.3.3 Have a current, valid Basic Med certificate or FAA medical and meet FAR currency requirements.
 - 3.2.3.4 Be checked out by, and have a signed and completed logbook entry by a Club CFI (or approved non-Club CFI) for each airplane in which that member has been checked out.
 - 3.2.3.5 The Club CFIs and approved non-Club CFIs or CFIs must provide a signed and completed check-out sheet to the Club Safety Officer member they sign off to fly in each airplane. CFIs will issue access keys for those airplanes a member is approved to fly. All keys are to be returned to the Club when a member resigns.
 - 3.2.3.6 Dakota check-out requires a member to have logged a minimum of 100 hours total flight time, AND a minimum of five (5) hours as PIC in the same make and model.
 - 3.2.3.7 Saratoga check-out requires a member to have logged a minimum of 200 hours total flight time AND a minimum of five (5) hours as PIC (or ten (10) hours as PIC if total logged time is less than twenty-five (25) hours in aircraft with over 200 horsepower or greater) in the same make and model.
 - 3.2.3.8 For ALL Club aircraft, a member must have logged in the preceding 90 days a minimum of one (1) hour as PIC (not including acting as safety pilot) before flying Club aircraft as PIC.

- 3.2.3.9 For the Saratoga, a member must have logged three (3) hours as PIC (not including acting as safety pilot) in the preceding 180 days in the same make and model. To regain currency that has lapsed, the member must complete a currency check-out with a Club CFI (flight time minimum specified by CFI) and fly a total (dual instruction and normal PIC combined) of three (3) hours within 45 days.
- 3.2.3.10 Each Club member must receive at least one hour of flight instruction annually from a Club CFI (or approved non-Club CFI) in the plane with the highest horsepower the member is currently authorized to fly. However, at the discretion of a club CFI, if the pilot has significant time in the highest HP aircraft in the preceding 12 months, the pilot may request time in a different aircraft.
- 3.2.3.11 Each Club member is required to complete the Annual Currency Form questionnaire. Failure to provide required currency/safety information within 60 days following distribution to members will result in suspension of scheduling and flying privileges until complete information is provided. Monthly dues and minimums will remain in effect during suspension.
- 3.2.4 "B" membership may fly only the designated trainer (currently N355VA), except under special circumstances as approved by Club officers or the Lead Flight Instructor.
- 3.2.5 Non-Club CFI's or Certified Flight & Instrument Instructors (CFII's) will not normally be permitted. However, under special circumstances, the Club President may approve a non-Club CFI for a specific member's instruction provided the following conditions are met:
 - 3.2.5.1 The proposed CFI is checked out to determine his or her capability in each type of Club aircraft in which he/she intends to instruct. The President will refer this check-out to an appropriate Club CFI.
 - 3.2.5.2 The Club approved CFI will be familiarized during his/her check-out with the Club's pertinent philosophy and operations. He/she will be provided with a current copy of the Club Operating Rules.
 - 3.2.5.3 To be an approved non-Club CFI or CFII, the candidate instructor must meet the Club's minimum time requirements for in the make and type aircraft for which he/she will be giving instruction.
- 3.2.6 If requested by the Club President or Safety Officer, a member must take a proficiency check ride with a Club CFI. When such a request has been made, a member may not use any of the Club aircraft until the required proficiency check has been satisfactorily completed and documented by a CFI entry in the member's logbook.
- 3.2.7 As part of the check-out procedure, the club member must complete a Club-approved written examination on the contents of the Pilot's Operating Handbook (POH) for each type of Club aircraft that he/she intends to fly.

3.3 FLIGHT RULES

- 3.3.1 The use of Club aircraft for commercial purposes (by insurance definition) is prohibited, except as transportation on a business trip or for instruction of members.
- 3.3.2 The aircraft designated as a trainer is not to be used for overnight trips without special permission from an officer.
- 3.3.3 Any member noting a SERIOUS malfunction affecting airworthiness shall ground the aircraft by placing a "GROUNDED" sticker or other obvious notification on the aircraft instrument panel and immediately notifying the Plane Captain or Planning Officer. This malfunction or discrepancy shall be annotated as

a maintenance "squawk" in the aircraft log book in accordance with Club procedures described therein. Adhesive "GROUNDED" stickers are available in the aircraft logbooks in each hangar.

- 3.3.4 Any member noting a minor equipment malfunction (not affecting airworthiness) or discrepancy shall enter a maintenance "squawk" in the aircraft log book in accordance with the Club procedures described therein. Wherever applicable, if an instrument or other piece of equipment (e.g. radio, DG, fuel gauge, etc.) is inoperable, he/she shall place an INOP sticker on the inoperative item. He/she will then bring this discrepancy to the attention of the Plane Captain if the discrepancy must be repaired immediately. Adhesive "INOP" stickers are available in the aircraft logbooks in each hangar.
- 3.3.5 When leaving the aircraft overnight at an airport away from home base, it must be secured (tied down and/or chocked, covers in place, controls secured, and doors and baggage compartment locked).
- 3.3.6 The aircraft fuel and oil must be checked before each flight. After each flight, the pilot shall see that the aircraft is clear of all papers and refuse, the windshield and exterior forward-facing surfaces are cleaned, and all switches are turned off, *except for the beacon switch*, which shall be left ON.
- 3.3.7 When returning aircraft to the hangers, do not fuel the airplane. Fueling will be the responsibility of each member prior to flying.
Special Requirements: 15Q should be left with no more than 30 gallons on board.
The Saratoga (6VA) should be left with no more than 70 gallons on board.
- 3.3.8 A qualified mechanic or pilot must be at the controls when Club aircraft are started by pulling the propeller through. This method of starting is *not* recommended unless there is no other alternative.
- 3.3.9 All aircraft are to be operated at a maximum power setting of 65% once cruise altitude has been established. Power setting specifications for each aircraft can be found in the POH.
- 3.3.10 Pilots are limited to 100 hours per year with the exception of time spent training for an advanced rating with total hours not to exceed 150 hours per calendar year.
- 3.3.11 If a towbar is attached to an aircraft, someone must be holding onto it AT ALL TIMES while it is attached; otherwise, it MUST be removed.
- 3.3.12 Smoking is prohibited in all our aircraft.

3.4 SCHEDULING

- 3.4.1 If an airplane is scheduled but not flown, it must be canceled to permit others to use it and a notice must be sent out to the Club membership at large via the email distribution list (dist@victoryaviation.org). If there is an alternate scheduled, the alternate shall be contacted immediately by phone or text message. After repeated violations, a member may be assessed one hour flight time in the uncanceled airplane at the current rate. If the scheduled time is for more than one day, each day will count as uncanceled time.
- 3.4.2 If an airplane is returned more than three (3) hours early from a trip, the remaining time shall be canceled and a notice shall be sent out to the Club membership at large via the email distribution list (dist@victoryaviation.org).
- 3.4.3 Every effort must be made to return an airplane as scheduled, subject only to delays consistent with the safe operation of the airplane. The member scheduled next in the plane shall be contacted by phone or text message if the plane cannot be returned as scheduled

3.5 FINANCIAL RESPONSIBILITIES OF MEMBERS

- 3.5.1 Members are financially responsible for the first \$2,500 of costs associated with any accidental damage to the aircraft that can be covered by the club's insurance. See 3.5.12 for damage not covered by insurance.
- 3.5.2 Former Club members who rejoin the club within 365 days of when they resigned will pay half of the standard initiation fee and will not be required to check out in each airplane they fly. Former Club members who rejoin the club after more than 365 days from when they resigned are handled exactly like a new member: they will pay the full initiation fee and must receive a CFI check-out on each airplane they intend to fly.
- 3.5.3 Members who submit their resignation from the Club on or before the 15th of the month are responsible for the current month's dues, flying fees and minimums, and are members of the Club, and the resignation will become effective at the end of the month. Members who submit their resignation after the 15th of the month are responsible for the current and following month's dues, flying fees and minimums, and their resignation will become effective at the end of the following month. Membership may be voluntarily terminated by submitting a request in writing to the President or Treasurer. As a courtesy, and at their discretion, an email may be accepted. A resignation is confirmed when a reply is received from the officer, in lieu of a hard copy.
- 3.5.4 Members are encouraged to fly at least once a month to maintain proficiency. Members will be billed for their monthly flight time or the current minimum flight time amount, whichever is greater.
- 3.5.5 The billing period is from the 1st of the month to the last day of the month.
- 3.5.6 Minimum flying requirements (cumulative) for overnight trips are as follows:
- All day Saturday, Sunday, and Holidays: three hours minimum per day.
 - Weekdays: one hour minimum per day.
 - Minimums may be enforced at the discretion of the officers.
- 3.5.7 A \$50 late fee will be assessed on the last day of the month for unpaid bills for that month. A member whose account has not been paid in full by the end of the succeeding month risks being removed from the Club by the Officers.
- 3.5.8 Instructor fees shall be arranged individually and paid personally to CFI's.
- 3.5.9 Expenses incurred at airports other than home base, such as fuel, oil, preheat and essential service, must be paid by members and a receipt submitted to the Treasurer for deduction from the member's monthly statement. Members will only receive reimbursement from receipts received by the Treasurer within 90 days of the date that the expense was incurred. Aircraft-related expense receipts must contain the tail number of the airplane. Expenses such as airport landing fees, de-icing, tie down fees, and hangar fees are the member's responsibility and may not be deducted.
- 3.5.10 A family membership is intended to enable training for in-flight emergencies for a spouse and dependent children (as defined by the IRS) of a current "A" member; it is limited to a six-month membership period. The family member has no voting rights and is not charged initiation fees, monthly dues, or minimums. In consideration of this, the family member is limited to no more than 15 hours of dual instruction with a Club CFI. Also, upon approval of the Club President, a family-member may take an additional six (6) hours of dual instruction annually with a Club CFI in each Club aircraft. A family member student MAY NOT MAKE SOLO FLIGHTS. For insurance purposes, the family member will NOT be maintained on the membership roster.

- 3.5.11 All elected officers and non-elected Plane Captains and Hangar Captain will receive three (3) hours of free flying time (trainer rate) per year. This credit will be entered on the December billing statement. The credit will be prorated based on the number of months served in the qualifying position. If a member resigns prior to the end of the year, a prorated credit will be entered on their final statement. All elected officers and Club CFI's will be exempt from minimums.
- 3.5.12 Members are liable for any expenses incurred for which their negligence invalidates existing insurance coverage, and for expenses incurred due to operating outside Club operating rules or Bylaws. A member found responsible through act or omission for damage to Club aircraft, engine, or equipment will be charged according to the Bylaws, Article VI.B. Since the club's insurance will not cover these expenses, there is no \$2,500 "deductible" as defined in 3.5.1. and the member is responsible for 100% of the costs.
- 3.5.13 Any airplane taken out of the territorial United States must have the concurrence of the Club President. (MINIMUM ONE WEEK NOTICE required). The Club's current AVEMCO Insurance coverage includes all of the North American continent between 13°N and 67°N (which includes lower Canada and lower Alaska), but excludes Bermuda, Cuba and Central America. Club members operating outside the territorial U.S. are responsible for compliance with Customs registration.
- 3.5.14 Members who are ineligible to fly due to lack of required periodic flight review or medical certificate are not relieved of their financial obligations, further dues, or minimums.
- 3.5.15 Application for membership in the Club is subject to a credit history check and an FAA Airman's Record check by Victory Aviation Club, Inc. or its authorized agent. If membership is denied within the first 60 days of the original membership application (does not apply to reinstatement application), the initiation fee minus charges incurred (dues, minimums, or flight time) will be refunded.

3.6 MAINTENANCE

- 3.6.1 Aircraft maintenance expense shall be authorized by Club officers only. However, in cases where the total charge will be less than \$200.00, AND IS CRITICAL TO SAFETY, a member may authorize maintenance by signing the work order. If over \$200.00, or not critical to safety, the maintenance must be authorized by the Plane Captain or Planning Officer or, if neither are available, another Club officer. This rule applies at home base or off-site. In all cases, the maintenance problem should be recorded on the maintenance squawk sheet and the Plane Captain, Planning Officer, or other Club officer notified by telephone.
- 3.6.2 When maintenance is required away from home base, the member will follow the authorization procedure identified in 3.6.1 above. Direct two-way communication between the member and the Planning Officer, Plane Captain, or other available officer is required unless the amount and safety criticality exception apply. (A message left on an officer's answering machine DOES NOT constitute officer authorization). The maintenance problem should be recorded on the maintenance squawk sheet, and any off-site repairs dated and signed by the responsible certified A&P or avionics technician with their certificate number. The member should attempt to arrange with the provider for direct billing to the Club Treasurer. If this cannot be arranged, the member will pay for the required maintenance and submit a receipt to the Treasurer for deduction from the member's monthly statement or for direct reimbursement.

3.6.3 PLANE CAPTAINS—Plane Captains' duties shall include:

- 3.6.3.1 Coordinating all short-term maintenance activities and maintenance scheduling between the Club and the FAA-approved providers who will perform the maintenance work. This responsibility will include writing and approving work orders, verifying that the work was accomplished, categorizing work as preventative maintenance, restoration, or upgrade/improvements and certifying work orders and parts invoices for payment by the Treasurer.
- 3.6.3.2 Being the primary point of contact through which all maintenance activities will be scheduled, controlled and authorized (except as noted in 3.6.1 and 3.6.2 above). Further, the Captains shall be responsible to ensure that all accomplished maintenance activities and corrective actions are properly and completely annotated in the official aircraft maintenance logbooks and in the aircraft cockpit logs (including maintaining current status of completion and due dates in the Aircraft Maintenance Status Summary), prior to returning the airplane to service. The Plane Captains are authorized to initiate repairs up to \$500, beyond which Planning Officer approval is required.
- 3.6.3.3 Monitoring Club aircraft to ensure that required inspections and preventative maintenance (e.g. oil and filter changes, etc.) are accomplished in a timely manner in accordance with accepted Club policy and FAA requirements.
- 3.6.3.4 Reviewing the on-board maintenance records at least once per week to ensure timely correction of any unreported squawks and verify that corrected squawks have been correctly recorded.
- 3.6.3.5 Ensuring that members who have the aircraft scheduled are notified as soon as possible should the aircraft become unexpectedly unavailable or restricted due to required maintenance. Notification should be placed in the electronic scheduling system.
- 3.6.3.6 Making a brief report on the significant maintenance, modification status, and condition of the aircraft once each month for inclusion in the Club newsletter and discussions at the regular business meetings. This report should highlight major problem areas, modification plans, substantial expenditures of funds, and critical aircraft maintenance activities.

3.6.4 HANGAR CAPTAIN – Hangar Captain duties shall include:

- 3.6.4.1 Maintaining, cleaning, organizing, keeping stocked with supplies all of Victory Aviation's facilities at the airport (currently five (5) hangars and one (1) office), along with other duties as assigned.
- 3.6.4.2 Reporting to the Planning Officer.

Operating Rules

October 2022



I, the undersigned member of the Victory Aviation Club, have a copy of the current Operating Rules, have read those rules, and agree to comply with said rules as a condition of Club membership.

Printed Name

Signature

Date

Victory Aviation Club, Inc.