

Palm Springs Aviators, Inc. (the “Club”) Operations Manual

GENERAL

Introduction:

1. The Club’s mission is to provide Club members with the most enjoyable and affordable flying experience possible with access to a clean well-maintained aircraft for personal, recreational, and instructional use.

2. Purpose:

The purpose of this Operations Manual is to provide guidance to the membership in scheduling, operating and maintaining the aircraft. This manual may be modified from time to time in the sole discretion of the Club’s Executive Board.

3. Scope:

These rules apply to all persons involved in the operation of aircraft including certificated pilots and certified flight Instructors. All Active Club members must become and remain familiar with the contents of this manual. An Active Club member is a person defined as such in the Club’s bylaws.

4. Compliance:

a. Compliance with the rules and policies in this manual and other policy documents is essential to flight operations.

b. Pilots unwilling or unable to comply with these policies may have their flight privileges suspended.

c. Repeated violations, which suggest a willful disregard for operations, may result in suspension of aircraft usage and/or termination of club membership for cause.

FLIGHT OPERATIONS

Overview:

5. The Club offers to members a well-maintained aircraft for personal, recreational, and instructional use.

Aircraft Checkout:

6. All new members regardless of rating, experience or profession must successfully complete a currency review, logbook review, and checkout flight with a Club-approved CFI before he or she acts as pilot-in-command (“PIC”) of Club aircraft.

7. **Currency requirement for All Pilots:** Any pilot who has not logged one hour of flight time within 90 days must be checked out by a Club approved /Certified Flight Instructor before flying Club aircraft.

8. **No Flight within 12 Hours of Alcohol Consumption.** No Club Member shall perform any pilot duties in any aircraft within 12 hours after consuming any quantity of alcohol or psychoactive drugs (including any cannabis product).

9. Except in the event of an emergency, no Member may act as PIC in an aircraft from the right seat unless she/he has been authorized to do so by a Club-approved certified flight instructor. A Club instructor may fly with another Club flight instructor from the right seat for the purposes of flight reviews or other recurrent training.

10. Except in the event the Pilot-in-Command becomes incapacitated during a flight, no person other than (a) an Active Club member, or (b) a Club-approved CFI, shall manipulate the controls of a Club aircraft during a flight or while the aircraft is moving under its own power on the ground.

Pilot- in-Command:

11. Only Active Club members possessing a valid FAA Pilot certificate, at least a valid FAA third class medical certificate or is compliant with the FAA Basic Medical program and who have successfully completed the applicable checkout requirements may operate Club aircraft.

12. **Non-Club Pilots Flying Club Aircraft:** The Club, in the sole discretion of the Executive Board, may issue a special authorization for use of Club aircraft for a certified club flight instructor.

13. **Certified Flight Instructors:** The club will maintain a roster of Club-approved FAA Certified Flight Instructors (“CFI”) who are current in category, class and type, authorized to perform pilot checkouts or training in club aircraft.

14. **Training:** Club aircraft are available to club members for training only with a Club-approved CFI and practical tests with an FAA Inspector or Designated Pilot Examiner.

15. **Engine Temperatures.** Pilots will use a combination of throttle, attitude, and mixture to keep the CHT for all cylinders below 380 F and the EGT below 1400 F at all times. During flight, pilots shall closely monitor the JPI engine

analyzer with regard to CHT and EGT temperatures and promptly make necessary correction (which usually means enriching the mixture and/or lowering the nose). Climb out shall be made at or above 120 knots, especially when the outside air temperature exceeds 90 F.

16. **No Touch-and Goes.** Touch-and-Goes and Stop-and-Goes are strictly prohibited in Club aircraft, regardless of runway length. All landings shall be made to a full stop. All takeoffs shall be made from the takeoff threshold of the runway regardless of runway length.

17. **No Unpaved Runways.** Club aircraft may *not* be operated in or out of unpaved airports (whether public or private), unpaved runways, unpaved airstrips, or any unpaved area, except in a bona fide emergency. Similarly, Club aircraft may not be operated in or out of paved runways or other paved areas that are not actual airports shown on navigation charts, except in bona fide emergency.

Scheduling Procedures:

General scheduling policy: All Club Members wishing to schedule Club Aircraft more than 90 days in advance and/or for more than seven days duration must first obtain permission from the Executive Board. If it is deemed by the Board that the request is not in the best interest of the Club, the request may be denied.

18. Scheduling will be on a **first come/first served** basis for daily flying, cross-country trips, and long duration multi-day flights.

19. The Club uses an internet-based scheduling program that allows members to reserve the airplane.

20. No Member may schedule an aircraft for more than seven consecutive days without first obtaining permission from the Executive Board, which shall not be unreasonably withheld.

21. If you cannot fly your schedule, please cancel using the Club's on-line scheduling system ASAP so that another Member can take advantage of the slot.

22. Also, if you finish a schedule early, please check in the remainder of your time as soon as possible and notify members using the Club's on-line scheduling system site. It would be courteous to send an email to the Owners group email indicating that the airplane is back in the hangar.

23. Be flexible when possible. Things change, and it's nice if we can accommodate each other when unexpected scheduling changes or conflicts arise. Most members are happy to change schedules if they can.

24. If you are detained beyond your regularly scheduled time due to weather or other factors, it is important that you contact someone in the Club (especially the person scheduled after you!) to let them know where you are and when you expect to return.

25. Be considerate when scheduling. Don't schedule up the whole month or every weekend in a month or all the prime time (i.e., after work, weekends, holidays, etc.) even though it may be within the "90-day-rule" limits.

26. If unforeseen weather conditions prevent a return flight to KPSP as planned, the pilot-in-command shall inform a member of the Executive Board. Phone numbers are listed on the contact page in the white binder in the airplane.

Dispatch Procedures:

27. Flight time is based on tach time with in and out times entered by the pilot in the aircraft flight log and when checking in on the Club's scheduling app, which currently is Flight Circle.

28. Tach time must be recorded each time an aircraft is flown and returned.

29. When scheduling the airplane, an attempt should be made to schedule it as close as possible to your departure time (and allowing for pre-flight) as to not block others from using the airplane before or after you.

Flight Cancellation Procedure:

30. Last minute changes, especially cancellations of reservations, can adversely impact other pilots. Last minute cancellations will often deprive another Club member of the opportunity to fly the airplane.

31. Cancellations must be made in the Club's on-line scheduling system. In addition to such posting, send an email to all the Active Members (owners@palmspringsaviators.com) alerting them of the canceled reservation.

32. Members must make a reasonable effort to post a cancellation far enough in advance to not disrupt operations and avoid scheduling conflicts.

No-Show Procedures:

33. A no-show occurs when a Club member fails to appear for a non-canceled scheduled flight within 15 minutes of the start time of the reservation.

34. A no-show by a Club member may result in a fine of \$100.00 by the Executive Board.

Local/Cross-Country/Overnight Operations:

35. While at another airport, the Pilot-in-Command is responsible for determining that the airplane is secured and serviced properly. This includes tie-downs, wheel chocks, control locks and, if available, window shades.

Tach time discrepancy

36. If a tach time discrepancy is found, the Pilot-in-Command shall enter the current tach- time on a new line in the flight log and note the date and time the discrepancy was found. Sign or initial the log entry.

Access to Aircraft:

37. Club airplanes will have all required documentation onboard including:

- Airworthiness certificate
- Aircraft registration
- POH/AFM
- Weight and balance

38. It is required that each Pilot-in-Command verify that these documents are onboard during the pre-flight inspection. The airplane shall not be flown if any required document is missing.

Payment to Club for Flight Time:

39. Aircraft flight time will be invoiced to the member at check-in. Flight time and monthly dues will be billed to each member on or about the first day of each month; payment in full is due by the tenth day of the month. Flight time is billed in arrears. Dues are billed prospectively.

40. Any billing dispute may be raised with Club treasurer.

41. Flight time is calculated by Tach time as a wet rate (fuel and oil included). Club members should take enough oil with them from the hangar for their trip to minimize or eliminate the need to purchase oil. One quart of oil will be kept in the plastic bin in the airplane. For longer flights, it would be prudent to take a second quart with you. (Note: Do not take off with less than 8.5 quarts or more than ten quarts of oil in the engine.) Fuel will be reimbursed at the current **Atlantic Aviation** rates for the Club (which currently are discounted from the rates charged to the general public) (or actual amount paid, whichever is less) x Gallons purchased. Club members may turn in receipts for fuel and oil, and amounts will be deducted from the member's next statement.

Suspension of Flights:

42. A Pilot will have flying privileges suspended if his/her Pilot certificate or medical certificate has expired

43. Any Pilot involved in an **incident or accident involving property damage or injury** to persons will have his or her flying privileges immediately suspended. This kind of suspension is not intended to assign blame; it is merely a precaution until the probable cause of the incident or accident has been determined.

44. A Pilots flying privileges maybe suspended after a violation of Club policy or federal regulation.

45. A Pilot may have flying privileges suspended if he/she fails to settle his or her Club payment account in a timely manner.

46. Whenever a pilot or flight Instructor becomes aware of a temporary medical condition that makes him unqualified for the class of medical certificate he/she holds, he/she may not exercise the privileges of his Pilot certificate. All pilots and flight instructors must comply with all FAA regulations regarding medications which render a pilot ineligible to fly.

Liability and Damage Procedures:

47. The pilot-in-command is responsible for the aircraft from the time the aircraft is dispatched until it is checked in after the flight.

48. A person who damages an aircraft may be held liable for repairs resulting from misuse of the equipment, accident, or negligence.

49. Damage must be reported immediately to Maintenance Officer. There are phone numbers on a contact list available in the aircraft flight book.

50. Whenever unreported damage is discovered on an aircraft, the last person who flew the aircraft will be notified and questioned. For these reasons, it is imperative that the Pilot conducts a thorough preflight and post-flight inspection of the airplane and report any defects or damage.

14. Aircraft Flight Book:

Contents:

- Flight log
- Maintenance Open Item Discrepancies
- Club Member Contact List
- Accident/Mishap Checklist
- Accidental Fuel Spill Checklist

- Aircraft Grounded red tag
- FAA Intercept Procedures
- Copy of this Operations Manual

SAFETY PROGRAM

51. Ramp and Hangar Safety:

- a. Only pilots and passengers are allowed in the ramp areas.
- b. All pilots must brief all their guests regarding ramp safety considerations.
- c. Passengers should be escorted to and from the airplane by the Pilot-in- Command.
- d. The Club aircraft shall be properly chocked at all times whenever unattended. The parking brake will be employed as per the airplane flight manual. When parked in any hangar, it will be chocked and the parking brake remaining in the off position and the cabin door locked. This will allow movement in the event of a hangar fire or other need to reposition the aircraft.

52. Use of Checklists:

- a. Members shall use an aircraft checklist during all phases of ground and flight operations.
- b. A preflight inspection will be made using the appropriate checklist prior to each flight.

53. A fire extinguisher is available in the aircraft and outside the hangar.

54. Except in an emergency no person may enplane or deplane while an airplane engine is running.

Refueling Aircraft:

55. The pilot shall ground the aircraft prior to fuel servicing operations by connecting the aircraft to the refueling equipment with an approved cable before making any fueling connection to the aircraft.

56. The ground wire shall be attached to the aircraft until fueling connections have been removed and the fuel pump has been turned off.

57. No active ignition sources are permitted within 50 feet of an aircraft being refueled.

58. Smoking is not permitted around aircraft being refueled.

59. No pre-flight involving energized electrical systems, engine starts, or maintenance of aircraft parked within 50 feet of the refueling operation is permitted.

60. When returning the aircraft to the Club's hangar, do not add fuel if each tank is at or above the tab. If the level is below the tab, add fuel to the slots. Provided, however, if the next person scheduled to fly the aircraft requests that you top off the tanks, do so.

Fire Prevention:

61. Smoking is prohibited on board or within 50 ft. of any Club airplane at any time.

Fuel Reserve:

62. No person may begin a flight in a club aircraft under VFR day or night unless (considering wind and forecast weather conditions) there is enough fuel to fly to the first point of intended landing and assuming normal cruising speed, fly after that for at least 45 minutes. If possible, plan your flights so that you land with an hour's worth of fuel in the tanks.

Weight and Balance:

63. Overloading of aircraft is prohibited. It is the responsibility of each pilot in command to know and abide by the authorized loading requirements and weight and-balance limits of the aircraft to be flown.

SECURITY PROGRAM

Parking and Security:

64. The club aircraft will be hangered in the club hangar whenever stored at KPSP. It may remain on a ramp, but properly chocked, if a further flight that same day by you or another pilot is anticipated. On overnight trips, the cabin shall remain locked if parked on a ramp. In the event of adverse weather conditions, efforts should be made to secure the airplane in a suitable hangar if possible.

Suspicious Activities/Persons/Vehicles/Aircraft

65. General aviation pilots are the eyes and ears of the Transportation Security Agency. The FAA encourages all pilots to remain alert to any suspicious signs of criminal action at all airports. This includes suspicious aircraft loading/unloading

operations, photography of security areas and unusual vehicle traffic. KPSP security should be immediately notified should any suspicious activity be observed.

MAINTENANCE PROGRAM

Inspection Schedule:

66. Routine maintenance and other non-emergency maintenance shall be tracked on Flight Circle. Pilots shall keep abreast of maintenance and avoid flying through such things as an oil change or an annual inspection due date. The Maintenance Officer is responsible for coordinating and scheduling all non-emergency maintenance.

Reporting Discrepancies

67. Any mechanical or avionics discrepancy discovered before, during or after a flight shall be reported to the Maintenance Officer promptly and noted on Flight Circle. The Maintenance Officer will schedule the maintenance and determine whether and when to ground the airplane

Unscheduled Maintenance Procedures:

68. An airplane is grounded and not available for flight when a pilot or the Maintenance Officer discovers or becomes aware of an issue that he or she believes renders the aircraft not airworthy. If the pilot grounds an airplane due to a maintenance problem, the pilot will place a Grounded sheet at the front of the aircraft binder and promptly notify the Maintenance Officer,

Unscheduled Maintenance Procedures Away From Home Airport:

69. When a discrepancy arises while the airplane is away from KPSP, the Pilot-in Command shall contact the Maintenance Officer, or, in his/her absence another member of the Executive Board, to report the discrepancy and obtain instructions regarding its repair or deferral. Contracting of maintenance services will be coordinated by the Maintenance Officer or, in his or her absence, another member of the Executive Board. Pilots shall not contract for maintenance services without first obtaining authorization from the Maintenance Officer or, in his or her absence, another member of the Executive Board; if they do so, they shall, in the discretion of the Executive Board, be obliged to pay for those services.

General Care and Stowage of Aircraft/Hangar:

70. Pilots are expected to keep the aircraft and hanger clean and free of debris. Anything brought to the airplane should be removed after the flight. The Maintenance Officer may schedule periodic "work details" to request volunteers for aircraft wash/wax duties.

71. Post-flight, the pilot shall clean all leading edges of the aircraft with the blue “wash and wax” and a clean microfiber towel, and clean the windshield with water of a cleaner designed to clean plexiglass, using a clean microfiber or cotton towel. All seat belts shall be fastened around the seats.

MISCELLANEOUS

Accident Policy:

72. All members should be familiar with the Club policy regarding accidents or incidents involving Club aircraft. Club Accident policy is to accomplish all actions required by safety considerations and to comply with all legal responsibilities as required.

73. Accident or Incident Procedure The following procedures are the basic actions which must be taken in case of an accident or incident involving Club aircraft: a) Secure the aircraft; b) Administer first aid immediately if necessary; c) Notify local authorities only if required; d) Notify Club authorities (always required); e) Assist Club authorities in notifying the FAA and/or National Transportation Safety Board (NTSB) if required; and f) Make no statements to anyone other than Club officials regarding an accident or incident unless legally required to do so. Nothing in this paragraph is intended to modify or contravene all applicable FAA regulations, with which Club members are required to be familiar and comply.

FAA Inquiries:

74. In the event that a representative of the FAA or other government agency requests information regarding the pilot of a Club aircraft, the Club will disclose to the representative the name, telephone number, address, and email address for the pilot shown on the schedule as having custody of the aircraft at the time in question. The person making this disclosure will also indicate that under Club policy, the person who scheduled the aircraft was not necessarily the pilot in command of the aircraft in question, for example, if multiple Club pilots were flying. By operating a Club aircraft, a Club member consents to such disclosure.

Authorized Use of Club Aircraft:

75. **No Use of Club Aircraft for Commercial Purposes;** Club aircraft shall not be used by Club members for commercial purposes. No Club member may offer transportation for a profit, although a Club member may accept reimbursement for actual flight costs if used in connection with his/her business subject to applicable FAA regulations. Particular care must be taken that any flying of Club aircraft cannot be construed as a charter operation or a commercial service. Provided, however, that Club aircraft may be used for charitable flights as long as the Pilot-

in-Command operates with the parameters of the applicable FAA regulation (currently section 91.46.)

76. **No Acrobatic Maneuvers**, including spins, are authorized .

77. **Radical Bank or Pitch Maneuver Restrictions.** No steep turns, stalls, spins, minimum controllable airspeed (V_{mc}) or any maneuver which exceeds 45 degrees of bank or 20 degrees of pitch may be initiated if such maneuver would result in return to straight and-level flight at an altitude below 2000 feet AGL.

78. **Low Flight Restrictions.** Except for the purposes of takeoff or landing, conducting a published instrument approach, dual instruction with a Club-approved CFI of a maneuver which is part of a training curriculum, or practice of simulated emergency landings, Club aircraft shall not be flown less than 1,000 feet AGL or less than 1,000 feet above the highest obstruction within 1 nm of the flight path. Specific prohibitions include, but are not limited to flight below these minimum altitudes for photography, ground observation, signaling, or “buzzing.” When practicing ground reference maneuvers, no building, dwelling, or vehicle may be used as a reference nor may the altitude be less than 1,000 feet above the highest obstruction within 1 nm. (Caution must be exercised with regard to obstacles, towers, power lines, and high terrain; and a vigilant traffic scan maintained.)

79. **Runway Length. Requirements.** Landing on a runway shorter than 2,500 feet is prohibited in Club aircraft unless specific permission has been granted by a Club-approved CFI or the Executive Board. Should either published Club policy or the owner's manual for a particular aircraft state a longer minimum runway length requirement, that will be the minimum allowed runway length for that aircraft.

80. **Formation Flight is prohibited** at all times.

81. **Flights outside the United States.** Flights by Club aircraft outside the contiguous 48 continental United States (“International Flight”) are only permitted when authorized by the Executive Board. A member may request authorization for an International Flight, which the board may authorize after consultation with the Member and the Club’s insurance carrier as well as considering such other factors as the Board may deem appropriate. The Board may impose conditions on approval, such as the Member pay incremental cost of insurance coverage for the intended flight.

82. **Instructing in Club Aircraft.** Flight instruction may be given only by Club-approved CFIs. All such instructors are listed on the Flight Circle reservations page. Such approval and designation may be withdrawn by the Executive Board in its sole discretion at any time.

83. **Captions For Convenience Only.** Captions and paragraph headings in this manual are for convenience only and shall not be considered in construing the provisions of this manual. Club members are responsible for reading the entire text of this manual and adhering to it.

84. **Adoption.** This manual was adopted by the Executive Board on March 11, 2022.