



Flying Regulations & Operating Rules

Southeastern Minnesota Flying Club, Inc.

A community of friends and pilots since 1958

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**Southeastern Minnesota
Flying Club**

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SECTION 1: FLYING REGULATIONS

The Southeastern Minnesota Flying Club Flying Regulations are provided to give each Member detailed information and guidance on rules to which to adhere.

NOTE: We want to make certain Members realize these regulations are to enhance the safety and comfort of the pilots.

- I. All flying shall be done in strict compliance with existing Federal Aviation Regulations (FARs), Mn/DOT Office of Aeronautics Regulations, and this Club's Regulations.
- II. Particular attention should be given to the following:
 - A. **Student Pilots:** each flight shall have the specific approval of a pilot holding a valid current Certified Flight Instructor's (CFI) certificate issued by the Federal Aviation Administration (FAA) as specified in Part 61 of the FARs.
 - B. **Flight Review:** no Member of the Club shall fly Club aircraft as a pilot-in-command unless such Member has completed subject flight review as specified in Part 61 of the FARs.
 - C. **Chemical Usage:** no Member shall use any of the Club aircraft while under the influence of alcohol or illegal or non-FAA-approved drugs. Determination as to whether the Member was under such influence or not shall be made by the Board of Directors, and its decision shall be final. Any Member found guilty of this rule will be expelled from the Club, fined an amount equal to her/his Equity value, and all indebtedness will be due immediately.
- III. All Members, regardless of previous experience, will be required to check out in each type of Club aircraft as pilot-in-command. Each check flight must be made with the Club's Chief Pilot or the Chief Pilot's designate. It is expected that pilots will familiarize themselves with unique equipment in individual aircraft.
- IV. Minimum requirements for flying Club aircraft are defined by the Board of Directors. These requirements are listed in Table A. The Board of Directors may at any time require proof of flight time, flight check, current medical, and Flight Review.
- V. Aircraft owned by the Club shall be flown by:
 - A. Members of the Club who meet the following requirements:
 1. Hold a current medical certificate (unless a pre-solo student pilot);
 2. Comply with Flight Review requirements;
 3. Have received a check ride from, and written approval by, the Club's Chief Pilot or the Chief Pilot's designate in the same type of aircraft to be flown.
 - B. Commercial pilots in the employ of an FAA-approved aircraft repair station in connection with the inspection or repairs to be or that have been performed on a Club aircraft.
 - C. Any FAA Inspector or a Board-approved CFI for the purpose of instructing a Club Member.
- VI. No aircraft owned by the Club shall be operated for hire, although a Member may accept an offer to share the cost of a flight made for common interest. Particular care must be taken to ensure that such a flight cannot in any way be construed as a charter operation.
- VII. Landings: except in cases of emergency, no Member shall land a Club aircraft at any but established airports as shown on a current sectional aeronautical chart.

- VIII. Proper care of aircraft is to be exercised at all times, particularly when traveling away from KRST and when hangars are unavailable.
- IX. Any temporary aircraft operating restrictions or limitations shall be described in writing and shall be posted in the scheduling system. Such restrictions or limitations become the Temporary Flying Rules for that aircraft and must be observed.
- X. Each Member shall submit any pertinent information required by the Board of Directors (e.g., access card number; certifications, ratings and endorsements held; flight experience; medical and biennial dates, etc.).
- XI. The following regulations must be followed:
 - A. Check the aircraft maintenance log sheet and the scheduling system to become familiar with any known maintenance discrepancies.
 - B. Perform complete, appropriate pre-flight planning (personal safety limits, aircraft, weather, destination, etc., as defined in the latest FARs) before flying.
 - C. Check the previous entry on the aircraft time log sheet, making sure it agrees with the hour meter on the tachometer.
 - D. Check the maintenance log sheet for the time of the next oil change. If projected flight time will exceed the time for the next oil change by five (5) hours or more, the oil must be changed before flying the aircraft. Call the Maintenance Officer for assistance if you are not qualified to change oil. A fixed base operator (FBO) should perform oil changes that come due on a cross-country flight. Inform them that the aircraft is equipped with a quick-drain. Members failing to do so will be charged for the cost of the labor to remove the cowling.
 - E. At the end of each flight, fill each gas tank to the neck. You may use the credit card system at the fuel pump or the FBO to fuel the airplane. If the credit card system is not usable, the tanks must still be filled. If you use the local FBO to fill the tanks, payment for the fuel must be made directly to the FBO. Do NOT charge fuel to the Club. At KRST, Club Members will get a discount on the price per gallon from the FBO upon request.
 - F. Taxi the aircraft to the hangar and put it away unless another Member is waiting to fly immediately.
 - G. Fill out the aircraft log sheet. Enter the date, name and the tach hour reading on the line next to the last entry. Figure the total flying time and enter it on the log. Indicate any oil added.
 - H. On the Cessna 172, place the fuel tank selector on Right or Left tank to prevent siphoning.
 - I. Note any maintenance problems in the aircraft's Squawks section of the scheduling system and notify the Membership and appropriate Maintenance Officer as soon as possible.

SECTION 2: OPERATING RULES

The Southeastern Minnesota Flying Club Operating Rules are provided to give each Member detailed information and guidance on: Responsibilities, Pilot Proficiency, Scheduling, Maintenance, and Membership.

2.1 Responsibilities

As a Member of the Southeastern Minnesota Flying Club, you are a pilot-owner. You share with other pilot-owners an ownership in each aircraft. With ownership comes responsibility for aircraft maintenance and upkeep. If each pilot-owner does her/his share, then we can continue to fly clean, comfortable, well-maintained, safe aircraft at minimum cost. There are several actions each of us must take to ensure availability of first-class aircraft that we can be

proud to fly. Your compliance with these Operating Rules will make Club membership safer and more enjoyable for you and others.

2.2 Pilot Proficiency

Each Member shall fly as pilot-in-command in a Club airplane at least once every 90 days. If a Member does not fly a Club plane within a 90-day period, s/he must schedule flight time in a Club airplane with a Club-approved CFI who will assess the Member's flying proficiency.

2.3 Scheduling

- A. No Member may fly a Club aircraft without having reserved time for the flight with the Club scheduling system.
- B. It should be thoroughly understood that the proper use of the reservation feature provided is the key to successful cooperative operation, maximum use of the aircraft, and maximum utility to all the Members.
- C. By creating a reservation, you are declaring to the other Members that the aircraft is assigned to your custody for the period reserved. Therefore, you should be careful to follow these rules:
 - a. Reserve precisely the time you intend to use the aircraft including the time for a preflight inspection, the flight, and refueling.
 - b. Cancel as soon as you know you cannot keep a reservation, regardless of reason, including weather. Do not assume that in inclement weather the aircraft will not be needed for instrument flights or maintenance. Adjust your reservation if you find you will be delayed in leaving. If for any reason you cannot cancel or edit your schedule, contact a Board member to do it on your behalf.
 - c. If any Member does not show up within thirty (30) minutes after the start of her/his scheduled flying time, any other Member may use the remainder of that scheduled time. However, before the aircraft is taken in such a situation, the aircraft scheduling system MUST be notified (i.e., schedule Standby for the aircraft).
 - d. No member shall intentionally keep Club aircraft beyond the time scheduled by her/him. If return of the aircraft is unavoidably delayed, notify the scheduling system and the Maintenance Officer. If the delay will affect another Member's schedule, also notify that Member.
 - e. A pilot taking a Club aircraft away from the home field is responsible for returning it to the home field. If the plane is left at another location for reasons other than mechanical failure, it must be returned to the home field within twenty-four (24) hours after the arrival of safe flying weather unless the pilot arranges an extension with the Board of Directors. The pilot must pay any charges, including flying time, incurred by the Club to return the aircraft to the home field.
 - f. Any Member scheduling an aircraft for more than fourteen (14) days must contact the Board of Directors to discuss intended use of the aircraft. The Board of Directors will approve the schedule if the intended use of the aircraft is not detrimental to the overall operation of the Club.
 - g. Any Member scheduling an aircraft for more than nine (9) continuous days may not make another schedule of more than three (3) continuous days until the longer schedule has been flown, canceled, or the Member has contacted the Board of Directors and discussed the intended use of the aircraft. The Board of Directors will approve the schedule if the intended use of the aircraft is not detrimental to the overall operation of the Club.

- h. The Board of Directors reserves the right to review any scheduled flight where the aircraft will be hangared overnight away from the Club's rented space. Future schedules may be prohibited if it is determined that the reservation unfairly limits access to the aircraft by the majority of Club Members.

2.4 Maintenance

- A. Maintenance of aircraft held and operated by the Club shall be at all times under control of the Board of Directors.
- B. The Board of Directors shall first authorize all major repairs and alterations of aircraft held and operated by the Club.
- C. Flights made for the purpose of ferrying aircraft to or from locations for maintenance shall be conducted at Club expense. This also shall apply to the second aircraft used to return the pilot of the first aircraft to the home base if the trip is solely for that purpose.
- D. Costs of flights associated with maintenance of the aircraft, including fuel, are paid for by the Club.
- E. Repairs away from the home field:
 - a. Necessary services and minor repairs will be reimbursed at cost. Repairs costing more than \$250 must be approved by a member of the Board of Directors or by a Maintenance Officer.
 - b. Any expense statements shall be turned in promptly with the remittance for the period involved.

2.5 Membership

- A. Membership in the Southeastern Minnesota Flying Club is open to those who live within a 30-mile radius of the Rochester International Airport as determined by the address on the applicant's FAA pilot certificate.
- B. All Members shall pay a Membership Fee of \$2,000. In the case of a Family membership, all Members after the first shall pay \$100. This Fee is not part of the Equity. Members in good standing and whose accounts are current receive a Membership Fee refund upon resignation based upon how long they have continuously been an Active member. The refund schedule is shown in Table A (this schedule may be superseded by publication of revisions in the Club newsletter).

Table A. Membership Fee

Member Tier	Membership Fee	Refund Schedule
Standard Tier	\$2,000	Continuous Active Membership
		0-36 Months
		37-59 Months
		60+ Months
		Refund
		\$0.00
		\$1,000.00
		\$1,500.00
Family	\$100	Family Members are not entitled to any refund of membership fees.

- C. Members are required to remain Members for at least 90 days, unless the Board of Directors approves otherwise.
- D. Equity Fees and Monthly Dues are shown in Table B (these items may be superseded by publication of revisions in the Club newsletter).

Table B. Equity and Monthly Dues

Member Class	Equity Fee	Monthly Dues	Remarks
Active	\$500.00	\$99.00 (including tax)	
Family	None	\$49.50 (including tax)	Can schedule only one plane at a time
Student	\$500.00	\$99.00 (including tax)	A Student is a person who may or may not hold an active student pilot certificate but who has not yet earned a private pilot certificate.
Inactive	See Active, Family or Student	\$0.00	Only for infrequent situations (e.g., active military duty, temporary job assignments)
Suspended	\$500.00	\$99.00 (including tax)	Not eligible to schedule aircraft.

- E. Persons who are enrolled at least half time in an accredited secondary or undergraduate post secondary education program may qualify for a reduced Academic Tier Equity Fee of \$100. Academic Tier members are required to pay the full Equity Fee balance when their education program enrollment ends.
- F. Aircraft rates are posted on the Club's website and the scheduling system (rates may be superseded by publication of figures in the Club newsletter). Published rates exclude applicable sales taxes.
- G. Late fees shall be assessed sixty (60) days after an invoice is due but unpaid at an annual rate of eighteen percent (18%) for the unpaid debt. The Treasurer has the discretion to waive late fees.
- H. Service to the Club by the Board of Directors and some other Members is acknowledged by offering waivers and credits as shown in Table C.
- I. Officers and Members can accumulate a maximum of 36 flight hour credits. Flight hour credits are not transferable to other Members. Upon termination of membership, all unused flight hour credits are forfeited.

Table C. Waivers & Credits

Position	Waiver	Credit
President	100% of monthly dues	1 hr/month flight credit
Vice President	100% of monthly dues	2 hrs/month flight credit
Secretary	100% of monthly dues	2 hrs/month flight credit
Treasurer	100% of monthly dues	3 hrs/month flight credit
Assistant Treasurer	100% of monthly dues	1 hr/month flight credit
Maintenance Officers*	100% of monthly dues	1 hr/month flight credit
Chief Pilot	100% of monthly dues	1 hr/month flight credit

*Maintenance Officer waivers and credits are based on typical responsibilities as defined by the Board of Directors. The Board of Directors has the authority to adjust Maintenance Officer responsibilities, waivers and credits on a per Member or per aircraft basis. Other changes to waivers or credits shall be voted on by a Quorum of Club Membership and published in the Club newsletter.

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