

Information for New Members

Welcome and congratulations! You are now part of one of the most successful and enjoyable flying organizations around. Having survived the Club's check ride and weathered the scrutiny of the Board's membership review, you are probably wondering what is next. Well, relax and read on.

This book contains the items in print that relate to the operations of the club. Please read this completely. As a Club, we meet regularly to discuss and vote on items of business and to review issues related to safety and the maintenance of our aircraft. Meeting dates are given below. *You are strongly encouraged to attend these meetings*, as your active participation is important to the successful operations of the Club. The meetings usually take about an hour. Refreshments are always served. We look forward to seeing you.

This checklist lists everything you need to obtain. Many of these items are included in this document.

- Meetings and Activities** – Dates, times, and location of our regularly scheduled social and business events.
- General Information** – Variety of important information on our Club including: our mission statement, aircraft rate and configuration guidelines, billing information, aircraft reservation system access, web site information, etc.
- Bylaws, and Rules and Regulations** – The rules and regulations that govern the daily operations of our Club.
- General and Individual Aircraft Operating Procedures** – All the special items that need to be known about operating and maintaining our aircraft fleet.
- Naper Aero Regulations** – The rules that help promote safe and courteous flying at Naper Aero.
- Insurance Policy** – Provides our policy's number and the Avemco telephone number (just in case). Obtain updates of these from the Club Treasurer.
- Membership Roster** – Provided with each monthly newsletter.
- Aircraft Owners and Operating Manuals or Pilot Operating Handbook (POH)** – Required by the FAA to be in the aircraft when flown. Originals are located in each aircraft (**do not remove**). Copies can be obtained from any Club

Instructor, the Club Secretary, or President. Our aircraft are as follows:

- Cessna 172SP, 1997, N388ES
(Primary Trainer)
 - Cessna 172SP, 1999, N983SP
 - Cessna 182S, 1998, N415RC
- Aircraft Keys** – To be issued to you by a Club Instructor or Officer as authorized by a Club Instructor upon your successful completion of each aircraft check ride.
 - Clubhouse Code** – XXXXX *

Meetings and Activities

- **Monthly Meetings** – Held the first Tuesday of each month at the Naper Aero Clubhouse at 7:30 PM. During the meetings, we discuss and vote on items of business and review issues related to safety and the maintenance of our aircraft. New membership, Club operations, finances, individual accomplishments, and other items of general interest are also discussed.
- **Work Nights** – Held in conjunction with the monthly meetings but *only on the first Tuesday of the months during daylight-savings time*, at the Naper Aero Airport, beginning at about 4:30 PM through 7:00 PM. Typically, we simply wash and wax the airplanes and get a little wet. Occasionally, we change the oil in a plane or perform minor repairs. We always partake in copious amounts of hangar flying, and have a lot of fun. After the work is done, and before the business meeting we generally have a cookout.
- **Summer Picnic** – We move our monthly meeting from the Clubhouse to the outdoors during July and invite our families and friends along for a lazy summer lawn picnic at the airport. Date and time announced each year.
- **Christmas Party** – Our annual holiday dinner meeting with family and friends at a favorite local restaurant instead of a regular meeting at the Clubhouse. Date and time announced each year.
- **Annual Meeting and Election** – In accordance with the Club bylaws, the annual meeting is held on the first Tuesday of October each year. During this meeting the Board of Directors is voted into office and the preliminary financial results of the previous fiscal year (November 1st through October 31st) are announced.

General Information

Operating Guidelines

The following items serve in conjunction with our Bylaws, and Rules and Regulations in defining our Club mission, our dues and rental rate structure, aircraft configuration and service life:

Mission Statement – To make available to the members of the Businessmen’s Flying Club, Inc., a not-for-profit social group, a fleet of aircraft for personal use, which offers the safest possible flying environment at the lowest practicable price?

Aircraft Rate Guidelines – Aircraft rental rates and monthly dues shall be guided by the following formula: The average FBO rate times two should equal the BFC monthly dues plus the average BFC aircraft rental rate times two. This provides a 2-hour “breakeven point” to the member. The intention of this guideline is such that anyone flying more than two hours per month will generally fly more economically with the BFC than with an FBO. Rates will be evaluated on an annual basis, with data obtained from FBO’s within a 15-mile radius of LL10 if possible.

Aircraft Configuration – The fleet shall consist of a minimum of three aircraft classified as follows:

- One high performance, four place airplane intended to offer the highest practical useful load, range and speed for long distance cross-country use. The airplane should have current avionics technology, and be full IFR and Storm Scope (or equivalent) equipped.
- One intermediate performance, four place airplane intended to offer good general utility for both local and cross-country flying. The airplane should be full IFR equipped with current avionics technology.
- One two or four-place primary trainer airplane intended to offer the best value for training or for local or cross-country flights. This airplane can be VFR or IFR equipped.

All of our aircraft shall be similar in flight and ground handling characteristics, and shall be generally suited to the abilities and skills of the general membership. The aircraft shall be high wing, to ensure continuity in terms of ground effect landing techniques and fuel tank management. The aircraft will be tricycle fixed gear and shall be of a low wing load configuration and all metal construction suitable for outdoor storage. All aircraft shall have landing flap systems.

Aircraft Term of Service – It is intended that aircraft airframe age shall be limited to 4,000 to 5,000 hours in

order to maximize resale value, minimize maintenance costs and minimize the risk of structural failure.

Miscellaneous Topics

Monthly Bills – Flying times and dues are billed to each member as of the first of the following month. Those who attend the monthly meeting can pick up their bill. Payment can be made at the meeting or any time after that, as long as the treasurer receives it before the 25th of the month. Amounts unpaid as of the 25th of the month are subject to a late charge of 10% of the total bill. It is a good idea to pay the entire amount billed and have the treasurer calculate any credit you may be due for off-field oil and gas purchases. Otherwise, you may be “surprised” with an unexpected late charge! See the Club’s rules and Regulations or the Treasurer in case you have any questions. Since the BFC is a Not-For-Profit corporation, and all of our revenues come from Club members, on-time collection is a primary consideration for financial solvency of our organization.

Refreshment List – A tradition has been maintained for many years, that when a pilot solos, passes a written exam, or passes a check ride, which is directly related to flying with the Club, he or she is asked to bring refreshments to a Club meeting. The Refreshment Listing is maintained in the monthly newsletter. We’re hoping to see you on the Refreshment List regularly!

Newsletter – A copy of the Club newsletter, “Blue Side Up” is distributed via e-mail each month, and posted on our web-site. Hard copies are mailed to those members that do not have access to a computer. Please note, however, that all members are encouraged to utilize computer based communications methods. This allows for more effective communications, and saves both time and money for your club and your club officers.

Web Site – The BFC maintains a web page at the address: www.flybfc.org. Information to be found on our web-site includes:

- BFC Facts and Figures
- New Member Application Form
- Picture Page
- BFC Bylaws, Rules, and Regulations
- Membership Information
- Copies of the latest Newsletters

Also included are a variety of aviation links and information/articles of general interest to the membership and prospective members.

Member Assistance – As you can imagine, it takes a significant amount of effort to run the Club and to keep three aircraft safely flying. Generally, the Board of Directors and Plane Captains carry out the preponderance of this work for you “behind the scenes”. As a member, your assistance in this process is always welcome. In addition to the mandatory tasks, as delineated in the Bylaws and Rules and Regulations, some things you can help with include:

- Pick up - if you see something out of place in the hangars or tie-down areas, put it away.
- If you notice something wrong with any of the aircraft, note it in the aircraft squawk sheets and – if serious enough - let the Operations Officer or appropriate Plane Captain know about it *right away*.
- If you notice that the aircraft was not secured and/or cleaned properly by the last member to use that aircraft, then please make it a point to call that individual and courteously remind them of the items in question.
- If you notice that any of the line equipment (air compressor, winches, hangar doors, tow bars, tie down straps, tools, etc.) is broken or missing, or if we're low on sundries such as oil, and cleaning supplies, let the Operations Officer know about it. If you can help fix or replace it, take the initiative and offer your assistance.
- We're always in need of someone to launder the towels used to clean the aircraft on work nights.
- Aircraft shuttling – we typically use professional services for our maintenance (Lumanair, JA Aviation, etc.). Often the planes need to be shuttled to different airports for repairs. Help with driving or flying is always appreciated.
- **Most importantly** - *please make it a point to attend as many meetings and work night events as your schedule will allow.*

Reservation System – The BFC utilizes an on-line Internet reservation system at www.aircraftclubs.com, club ID, LL10 (upper or lower case letters). Each active pilot is assigned his or her own password for access to this site. Members must meet BFR and Medical currency requirements in accordance with the FAR's in order to reserve club aircraft. The reservation system automatically locks out pilots that do not meet these requirements. Membership data is input and maintained by the Club Secretary and President. See the “Rules and Regulations” and the “General and Individual Aircraft Operating Procedures” for additional information on the reservation system. See any Club Flight Instructor or Board member if you need assistance in using the system.

AOPA - The BFC encourages all members to join the Aircraft Owners and Pilots Association (AOPA). This organization does a tremendous amount to protect and advance the interests of the general aviation community. For an annual fee, you receive a monthly magazine and a very useful directory of all U.S. airports. There are many other services available as well. You can contact the AOPA at 1-800-USA-AOPA, or visit their web site at <http://www.aopa.org>.

WINGS – The BFC *strongly* encourages all pilots to participate in the FAA Wings Pilot Proficiency Award Program. This ongoing program is an important aspect of sustained pilot proficiency. You'll find that many of our Club members participate. In addition to sharpening our skills as aviators, participation helps keep insurance rates under control. Completing a Wings Level can be used in lieu of a BFR. Typically, a Wings Level is obtained by attending an FAA and/or Air Safety Foundation (ASF) sponsored training seminar (free of charge) and completing three hours of dual instruction. For further information, you can see any Club Instructor or talk to the folks at the local Flight Standards District Office (FSDO).

PILOT PROFICIENCY – Safe flying is of paramount concern to everyone. In addition to meeting basic FAA requirements, it is important for all of us to continually improve our skills as aviators. **To this end, all pilots are *strongly* encouraged to spend time with an authorized BFC flight instructor at least once per year.**

Our instructors can help you wring out your crosswind landing techniques, or polish up those instrument flying skills. Looking to add flair to your touchdown? Or maybe you suffer from “mic-fright-atoxis”. Whatever your needs, whatever questions you have, you'll find that this is a great opportunity for you to work with a fellow BFC member – and friend – in honing those important skills.

Proficiency is everything...a bad day of flying is not like a bad day on the golf course! Get good...stay good. Our instructors are here for your benefit.

Bylaws

Article I – Name and Purpose

Section 1

The name of the organization is Business Men’s Flying Club, Inc. (“Club”). The primary functions of the Club are to provide facilities for pleasure flying to its members and to provide other recreational activities for member and their families. The aircraft shall not be used for any business purpose.

Article II - Membership

Section 1

Membership in the Club shall be limited to the number of members listed in the club rules and Regulations. Changes to this number must be approved by a majority vote.

Section 2

Membership in the Club for prospective members must be approved by a majority vote.

Section 3

The Club shall be a one (1) class club with a cost of \$4,250.00 for Full Membership rights payable immediately upon admission to the Club. Each member shall have one vote and is entitled to fly all club aircraft. Each member must be approved by a Club instructor to fly each aircraft.

Section 4

A member in good standing is one who is current with regard to financial obligations to the Club. A member not in good standing has one hundred dollars (\$100.00) or more outstanding after the passing of the Club’s payment due date, which is the first of each month. Changes to this date must be approved by a majority vote.

Section 5

Any member desiring to resign from the Club must notify the Club in writing. When a replacement member is voted into the Club or an inactive member takes the place of a member desiring to resign the resigning member will receive his or her total paid-in membership cost, less all-outstanding indebtedness to the Club.

Section 6

Upon the dissolution of the Club, the total liquidated worth of the Club shall be divided proportionately among the members in good standing according to his or her paid-in membership costs.

Section 7

A member may be expelled from the Club for violating Club Bylaws or Club rules and Regulations. This action must be approved by a two-thirds vote.

Section 8

The Board of Directors may restrict a member not in good standing from flying the Club aircraft. The board may also initiate expulsion proceedings under Article II, Section 7 of these Bylaws.

Section 9

Any member desiring to become an inactive member must notify the Club in writing. When a replacement member is voted into the Club, the inactive member gives up his or her membership standing and rights. With a priority over prospective members, inactive members may replace an active member desiring to resign at any time. An inactive member may give up this priority at any time, receiving his or her total paid-in membership costs, less all-outstanding indebtedness to the Club. For a twelve dollar (\$12.00) annual fee, inactive members shall receive the Club newsletter.

Section 10

Our insurance carrier requires Club member pilots to maintain all levels of currency as required by the Federal Aviation Administration. Any Club member that operates a Club aircraft when they are not current places an unnecessary financial risk to themselves and to the other Club members. The Board Members of the Club will monitor two of these levels of currency. Each member must produce proof of a biennial flight review and current medical certificate to the Board of Directors. This proof can be presented to any Board Member by mail or in person. Proof of a biennial flight review may be a logbook entry, (photocopy or actual) or a signed statement from a certified flight instructor. Proof of a current medical certificate will be a visual verification of the actual certificate (or photocopy). The renewal dates for these will be published in the roster of members that is published in the newsletter. If a Club member falls out of currency his or her status will be flagged as not current.

Article III – Dues and Hourly Rates

Section 1

Members are responsible for the payment of monthly dues and hourly flying charges.

Section 2

A member’s monthly dues shall continue until membership replacement or expulsion. The Board

shall be empowered to levy a special assessment on the membership to cover unusual financial situations.

Section 3

The President shall annually appoint a committee to evaluate hourly rates for aircraft, monthly dues and Club financial condition and to recommend changes if necessary. Any changes to hourly rates for aircraft and monthly dues must be approved by a majority vote.

Section 4

In the event that a member takes an aircraft away from the field for more than twenty-four (24) hours, he or she is subject to a minimum charge of one (1) hour flying time per day, at Board discretion.

Article IV – Meetings

Section 1

Annual meeting of the Club will normally be held on the first Tuesday of October at seven-thirty (7:30) P.M. at the Club headquarters or such other place as may be designated by the President or his representative.

Section 2

Regular meetings of the Club will normally be held on the first Tuesday of each month at seven-thirty (7:30) P.M. at the Club headquarters or other such place as may be designated by the President or his representative.

Section 3

Special meetings of the Club may be called at any time or place by the President, the vice-president, or any four (4) members of the Club in the event of an emergency. A twenty-four (24) hour notice of special meetings shall be given all members.

Section 4

No less than 20% of the members in good standing, including at least one (1) member of the Board of Directors, must be present at a regular or special meeting to constitute a quorum. Any vote will include all members present and those properly represented by proxy.

Article V – Officers and Board of Directors

Section 1 – President

The duties of the President shall be to preside at all meetings of the Club and of the Board of Directors; to oversee all work and activities of the Club; to sign with the Secretary and Treasurer, when necessary, all approved documents necessary for the proper function

of the Club: contracts, notes, leases, mortgages, bills of sale, checks, etc.; to assist in the enforcement of these Bylaws; and to see that all the Club aircraft are properly covered by insurance protecting the Club, its members and passengers.

Section 2 – Vice-President

The duties of the Vice-President shall be to assist the President in his duties; in the President's absence, disqualification or resignation, to assume the duties of the President; and to organize all social functions.

Section 3 – Secretary

The duties of the Secretary shall be to keep the minutes of all meetings of the Club; to prepare and send out the monthly newsletter; to keep a record of the names and addresses of all Club members; to maintain the Not-for-Profit corporation charter; and to perform such other functions as may be assigned by the Board of Directors.

Section 4 – Treasurer

The duties of the Treasurer shall be to collect from the Club members all initial fees, dues, flying time charges and assessments; to make all necessary and approved disbursements; to keep a record of all receipts, disbursements, assets and liabilities; to prepare necessary Federal and State reports; to maintain insurance records; to make approved investments with the Club's funds; and to make the monthly and annual Treasurer's reports to the Club.

Section 5 – Operations (Maintenance) Officer

The duties of the Operations Officer shall be to see that all aircraft of the Club are kept in good flying condition; that repairs and inspections are made when needed; to properly maintain the engine and aircraft logs; and to perform such other related duties as may be assigned by the Board of Directors.

Section 6 – Safety Officer

The duties of the Safety Officer shall be to conduct periodic Safety and Training seminars, maintain and issue pilot operating handbooks and aircraft keys, disseminate current LL10 NOTAMs and field rules to pilot members, consult with the BFC board and CFI's with regard to pilot performance issues, and to perform such other functions as may be assigned by the BFC Board of Directors.

Section 7 – Board of Directors

The Club shall elect the President, Vice-President, Secretary, Treasurer, Operations Officer, Safety Officer and three (3) untitled members at its annual meeting by a plurality vote. Offices are held for one (1) year or until replacements are elected. The Board

shall also include past Presidents. The Board shall meet at such times and places as the President may designate for the purpose of transacting business that does not require the vote of a quorum.

Section 8

The purpose of regular and special meeting is to involve the members present in the finances and operations of the Club. Non-recurring expenditures, contracts and long-term investments for amounts exceeding one thousand dollars (\$1,000.00) must receive prior approval by a majority vote.

In matters of immediate nature, approval of each action by a two-thirds vote of the then existing Board of Directors shall substitute for other voting requirements of these Bylaws. The Secretary shall summarize the Board of Director's discussions, voting and any such actions taken in the next subsequent Newsletter.

Article VI – Flight Rules

Section 1

The Club aircraft shall be flown only by members in good standing of the Club and by Club approved instructors. The pilot or instructor in command shall be properly licensed by the FAA under FAR Part 61 and the Illinois State Aeronautics Department, shall have a current medical certificate and shall operate the aircraft within the limitations of his or her license and ratings. The Club aircraft shall be landed only on airfields designated on current aeronautical charts. For infractions of these rules a Club member may be grounded for a period not to exceed thirty (30) days.

Section 2

Use of the Club aircraft shall be on the basis of reservations, such reservations to be made with a person or service designated by the Club to schedule the Club aircraft.

Section 3

Immediately following each flight, the pilot shall enter his or her name, flight time, and other required information on record sheets in the aircraft.

Section 4

In the event of any accident, the member pilot is responsible to the extent of a maximum of the amount of the deductible insurance currently in force except as modified below. The member pilot will also be held responsible for arranging the expeditious repair of the aircraft. In the event of a student-instructor accident, financial responsibility will be shared 50-50. In the event of any accident involving violation of any FAA or Club regulations, the pilot in command may be held

responsible to the full extent of the cost of repairs to the aircraft, subject to the Board of Directors' decision.

Article VII – Special Voting Provisions

Section 1

Amendments to these Bylaws, aircraft purchases or sales, loans, notes, mortgages, leases, assessments, investments (for maturities exceeding three (3) months) and changes to membership rights costs must be approved by a two-thirds vote, unless noted otherwise.

Section 2

Any proposal pursuant to Article VII, Section 1 of these Bylaws shall be submitted in writing, signed by the member presenting same, read by the Secretary or the President at one of the Club meetings, and published in the next subsequent Newsletter. However, no action shall be taken upon the first reading; it may be voted upon at any succeeding meeting.

Article VIII – Parliamentary Authority

Section 1

Roberts Rules of Order shall be the parliamentary authority in all Club matters when not inconsistent with the Club Bylaws.

Article IX - Incorporation

Section 1

The Club shall be incorporated under the laws of the State of Illinois as a Not-for-Profit Corporation, and it shall be the duty of the Secretary to see that the charter is maintained at all times.

Rules and Regulations

Section 1 – Reservations

Use of Club aircraft must be scheduled in advance through the Club reservation system.

Aircraft reservations must be made for a definite period, i.e., 7:30 PM Friday through 5:00 PM Sunday. A no-show within thirty (30) minutes after the scheduled time will constitute a cancellation of the reservation. If reservations are to be cancelled, this must be done as soon as the member becomes aware of his or her inability to use the aircraft as planned.

Late return from scheduled trips: In the event of some unavoidable delay in meeting scheduled return times, the Club reservation system or a Club officer must be notified as soon as possible. The plane must be returned to the field at the member's expense as expeditiously as possible.

The Board of Directors must be informed in writing as far in advance as possible of all reservations for Club aircraft that exceed seven (7) consecutive days.

Aircraft reservations may be modified or cancelled at the discretion of the Board.

Section 2 – Flight

All members must know and observe all applicable FAR's. All members must observe traffic pattern rules of the Naper Aero Club field.

Flight plans must be filed for all student cross-country trips (50 nautical miles or more). Student solo cross-country flights are not permitted unless the weather conditions for the entire flight are reported and forecast to be 2,500 foot ceiling and five (5) miles visibility or better.

Only current IFR rated pilots shall operate Club aircraft above any cloud deck from which a VFR glide and landing are not possible.

All members must comply with the following special flight restrictions specified in the current Club aircraft insurance policy:

- If carrying passengers, the pilot must have completed at least three (3) takeoffs and landings within the preceding ninety (90) days in an aircraft of the SAME MAKE AND MODEL as the insured aircraft.
- Regarding the 182 only: prior to solo, Club members must have a minimum of 100 hours total logged time and if previous pilot time in aircraft of

the SAME MAKE AND MODEL as the insured aircraft is less than five (5) hours, the Club member must receive sufficient dual flight instruction with, and the approval of, a Certified Flight Instructor in the 182 to meet the five (5) hours minimum time requirements.

Unsupervised student solo night flying in Club aircraft is prohibited.

Section 3 – Pilot Currency

In addition to applicable FAR's, requirements for Active BFC Pilots include:

- Mandatory night flight instruction at LL10 for all new BFC members (logbook endorsement required).
- 90-day currency for both day AND night operations out of LL10. If a pilot falls out of currency in either category, check flight with BFC instructor required. If a pilot is day current but falls out of 90-day night currency, night flight at LL10 is *prohibited in BFC aircraft* until a night currency check-flight with a BFC instructor is accomplished. 90-day currency can be satisfied through flight at other locations and with other non-BFC aircraft. This program will be self-regulated, however, subject to audit by the Board of Directors. Pilots are expected to monitor and maintain currency in accordance with this requirement.

Section 4 – Financial Responsibility

Dues are established as follows:

- \$89.00 per month for active membership.
- \$12.00 per year for inactive social membership.

Aircraft hourly rental rates as of September, 2011:

- C-172SP, N388ES - \$97 per tach hour
- C-172SP, N983SP - \$97 per tach hour
- C-182S, N415RC - \$124 per tach hour

Hourly aircraft rates include oil and the cost of gasoline purchased at Naper Aero Club field. A fuel surcharge has been incorporated into the above rates. The amount of the surcharge will vary based on the cost of fuel at LL10. Members will receive credit on their monthly bills for purchases made for aircraft away from Naper Aero only when receipts are turned in to the Treasurer within sixty (60) days after the date of purchase. Credit for gasoline purchased will be at the cost of fuel at Naper Aero field. Oil will be reimbursed at the price paid by the member.

Dues for the current month and hourly charges for the previous month are due on the first of the month. Payments of any amount due to the Club not received by the 25th of the month will be subject to a late charge of 10% of the total bill. There will be no appeal of late charges. Non-payment of bills is the basis for grounding until payment is made.

Section 5 – Membership

Membership in the Club shall be limited to 45 members. There is no limitation on the number of social or inactive members. If a pilot on our active list falls out of currency, that member will be relegated to Active/Non-Current status and prohibited from reserving an aircraft until satisfying currency requirements. Their active membership slot will be kept available until these requirements are met and/or the member chooses to resign from active status (in which case his or her membership would become available in accordance with Club Bylaws). Currency is defined as compliance with applicable FAR's (BFR, Medical requirements, etc.), 90 day currency, and currency as otherwise may be stipulated in BFC rules and regulations.

Current Bylaws and Rules and Regulation of the Club will be made available to each member who then has the responsibility of keeping them up to date.

Prospective members will be required to fill out a membership application for the Club's records, must be properly licensed, hold a current FAA medical certificate, and must be given a check ride by a board of Directors approved instructor and receive the recommendation of that instructor. Written requests from inactive members to rejoin the Club take priority over prospective members' applications and are also considered in the order of receipt.

A waiting list to enter or exit the club shall be maintained by the Secretary and shall be processed first-in/first out. If there is an excess of members waiting to exit, a member waiting to exit may recruit his own replacement and exit immediately.

It is *strongly preferred* that the prospective member is present at the meeting at which he or she is considered for membership. However, a prospective member *already on the waiting list* may be presented to the membership by proxy and voted into membership if he or she had attended a meeting within the previous three months.

Social memberships may be granted by Board action. A social membership entitles an individual or family to receive the monthly newsletter and to attend Club social functions.

Section 6 – Meetings

Members are expected to attend all scheduled Club meetings and work nights.

Section 7 – Ground Rules

Members are responsible for maintaining proper oil level in aircraft, for changing oil at specified intervals, and for refueling the aircraft after each flight.

Securing the Aircraft:

- All wheels chocked (indoor and outdoor storage) as required to prevent the aircraft from inadvertently moving.
- All windows and doors and cargo hatches must be closed and locked.
- Internal control lock and external gust locks must be in place (outdoor storage).
- All external vents and cowl flaps must be closed to prevent egress of insects and birds (indoor and outdoor storage).
- Pitot covers must be in-place, as well as vent or access plugs specific to the particular aircraft.
- Window covers or reflective screens – where applicable – must be in place (outdoor storage).
- All aircraft surfaces must be clean of bugs and other debris accumulated while flying. Pay particular attention to all flying surface leading edges, struts, and landing gear fairings.
- Tanis heaters must be connected and cover blankets used during the winter season.
- Master, magneto, and avionics master switches must be in the off position for storage.
- Aircraft interior must be cleaned of any trash and debris accumulated during the flight.

Regardless of the specific securing instruction noted above, all applicable instructions given in the Pilot Operating Handbook (POH) must be adhered to. It is the pilots' responsibility to ensure that the aircraft is properly secured after each flight.

Hangar doors must be kept closed any time the aircraft is not being taken out of or put into the hangar. Aircraft shall not be started in the hangar.

All the Club lockers must be locked when not in use.

Treat the equipment as if it were your own. It is!