

# NAPLES FLYING CLUB, INC.

*Since 1955*

Al Russo, Safety & Administration  
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## RULES, REGULATIONS AND PROCEDURES

### A. RULES AND REGULATIONS

1. Operations must comply with applicable FAR's and the limitations set from time to time by the Club's insurance carrier.

No commercial operations are allowed in Club aircraft. A Club member in good standing must be in the left seat at all times during flight.

Our insurance coverage requires not only that you have a current license and medical, but that you satisfy the FAA's requirements and have been checked out by a CFI (who signs off in the appropriate Club plane log book) prior to flying any Club aircraft. Pilots with less than 100 total hours must first have at least 10 hours of dual in both planes before they may solo that aircraft. Pilots with more than 100 hours must have a minimum of 5 hours. Dual instruction by a CFI. Student pilots may not solo the C-182.

2. Always make a reservation through Schedule Master before flying a plane. (See RESERVATION PROCEDURE)

Never take a plane without scheduling a reservation. Even if the plane you want is sitting on the ramp, that doesn't mean it's not about to be used. Someone else's reservation may be just beginning.

3. Only schedule the actual time to be away from the Naples Airport. Of course, include pre-flight and shutdown times.

Never reserve a plane for all day when you intend to only fly a portion of the time. Be as exact as possible about your scheduling. If you will be away from Naples, leave a message on the web site about how to contact you if your contact information will not be available at your Naples number.

4. Adjust your scheduled reservation whenever there is a change in your plans. If your departure or return times change (shorten) adjust the time through Schedule Master so other members can use the plane. If the needed time lengthens, adjust the schedule so there is no conflict.
  
5. If unavoidably delayed away from Naples, get on-line and determine if any members will be affected by your delay. If your delay extends into any other reservations, contact the members and explain the situation. If internet access is not available, call Al Russo at 239-233-3700 or another board member if he cannot be reached.

This refers to an unavoidable delay due to being weathered in or by mechanical problems or some other unavoidable situation.

6. Only two (2) advance reservations may be held by an individual at one time. A reservation for the current day does not count.

A reservation is regarded as a single use of a plane originating in Naples and ending in Naples. A two-hour "hop" around Naples, a one-hour local session with an instructor or a four day trip all qualify as single reservations. Blocking out extended periods of time within which a member uses a plane occasionally or for only a brief period is not allowed.

7. Lengthy bookings are permissible up to nine days with Board Approval.

Anything over 3 days requires Board approval. This will allow a trip stretching over two weekends. Longer trips are possible with approval of the executive committee. Use of a plane over several days requires you to pay for at least one hour of flying for each day, or part thereof, you have the plane. So, a four-day trip with three hours of flying time would require the pilot to pay for four hours of time. Trips scheduled for three days, depart Friday, return Sunday, does not require board approval.

8. If a member finds the plane still on the ramp 1 hour after the time it has been scheduled to be flying on a trip of 4 hours or less, that member may reserve the aircraft in his/her name.

Before rescheduling, a reasonable effort must be made to locate the scheduled pilot and resolve the matter. The Club reserves the right to charge one hour flying time for each incident that it is determined a member has abused the scheduling policy.

9. Billings, reflecting dues in advance, assessments, plane usage in the previous 30 days and other charges will be mailed at the beginning of the month.

Billings are due upon receipt. Members who are not current on their account may not reserve aircraft for future flights or make use of previously made reservations.

10. No smoking in or around Club aircraft.

If any explanation or rationale is needed for this rule, please contact a member of the executive committee.

## B. PROCEDURES - RESERVATIONS :

1. Log in to <http://schemedmaster.com/default.asp> using your private password.
2. Specify the resource (aircraft), date, and exact period of use.
3. Verify your contact information is current in case you have to be reached.
4. If your plans change, promptly adjust the schedule.
5. After use, cancel any unused portion of the schedule
6. In the schedule indicate if local use, or where you are going. This helps locate you is you do not return on time. You must designate a destination so that the aircraft location is known.

## C. PROCEDURES - PRE-FLIGHT AND POST-FLIGHT

1. FLIGHT PLANS are to be filed on all flights over 50NM.
2. The tow bar is NOT to be left attached to the aircraft unless your hands are physically on the tow bar. We have had two issues with this in the past leading to large financial costs. Remove the tow bar when not being used to move the aircraft. This is very important.
3. LOG BOOKS in the aircraft should be checked for prior pilot notes and "squawks" and that the correct tach time is entered for billing.
  - Note: If the TACH times do not agree, note this in the logbook with a picture sent to the treasurer showing the discrepancy.
4. ON RETURN TO APF:
  - a) Call Unicom to refuel according to NFC policy. In general, topping off "to the tabs" is encouraged.
  - b) Use "shutdown" (stopping engine) portion of check list. READ THE CHECKLIST.
  - c) Record your tach time, date and name in the aircraft log book and calculate the time used.

d) Dip the tanks and note in the log book quantities for each side.

e) Fuel Requirements:

172: If total is less than 25 Gallons, then refuel to bring total to 40 Gallons, or 20 gallons in each tank.

182: If total is less than 30 gallons, then refuel to bring total fuel to 60 gallons, or 30 gallons in each tank.

f) Note in the log book if you added oil and how much.

g) Please leave the log book on the copilot's seat when your flight is done, and the aircraft is back in the hangar.

h) Note in the log book any mechanical or avionics "squawks", report them through Schedule Master, and send a message to Bill Cecil, Vice President Maintenance (262-3869) at your earliest opportunity. This is very important as it may be several days before the Log Book or flight schedule is reviewed. If the problem grounds the aircraft, post a notice in the plane stating the reason.

4. **DOUBLE CHECK** the Master Switch. Nothing is worse than to arrive and find the Master still on and the battery dead. Avionics are all turned on and off by the master avionic switch so it is not necessary to turn off individual radios, etc. **The rotating beacon switch is always left in the ON position to serve as a visual reminder that the Master Switch is on.**

5. **TIE DOWN AND CLEAN-UP AFTER USE.** Properly position the plane and tie it down securely if not in the hanger with all three ropes tight using two NFC approved aviation knots on each rope. That knot is used for three reasons; 1. It can be tied with tension. 2. It will never slip under a heavy load. 3. It is always easy to untie. It is best to tie each wing first and then pull firmly on the tail rope before tying to ensure that all lines are snug.

Make certain the GUST LOCK and PITOT TUBE cover are in place. **INSTALL** Windscreen Sun Shield, **CLEAN** the interior and **CLOSE** air vents. **REMOVE** soda cans, food or candy wrappers, charts, approach plates, magazines, and unmentionable items as well as all personal equipment or possessions. **FASTEN** front seat belts. Place the log book, open, on the pilot's seat. **LOCK** the plane.

6. Note any maintenance items or dents and scratches upon your return in the aircraft's logbook.

#### D. PROCEDURES - MAINTENANCE AWAY FROM BASE

Provided the matter is not due to negligent operation, the cost of essential repairs and maintenance away from home base is reimbursable.

When an aircraft is in your possession you are responsible for it just as if it was 100% yours. If you are grounded away from home do the following:

1. If it is a minor problem that can be handled expeditiously, arrange for the necessary repairs, pay for them, and submit your paid receipt to the Treasurer for reimbursement. As soon as possible, inform the Vice President/Maintenance director (Bill Cecil 239.262.3869) of what happened and what was done.
2. For more serious matters ascertain the nature and severity of the problem, then contact the Vice President/Maintenance Director or his designee (Bill Cecil 239.262.3869 or Hans Muller at 239.262.4193) for further instructions and coordinate.
3. Check Schedule Master ([www.schedulmaster.com](http://www.schedulmaster.com)) to see if your delayed return will interfere with another reservation. If so, contact the member and inform him/her of the situation. Stay in touch as necessary until the airplane is returned to base.
4. Abandonment is to be avoided. If you must leave the airplane behind, first contact the Vice President/Maintenance Director or his designee (Bill Cecil 239.262.3869 or Hans Muller at 239.262.4193) for instructions. It is your responsibility and your expense to see that the airplane is returned to home base.
5. The Executive Committee reserves the right to determine when special circumstances dictate other procedures.
6. Keep the Vice President/Maintenance Director or his designee (Bill Cecil 239.262.3869 or Hans Muller at 239.262.4193) informed.

#### E. PROCEDURES - MISCELLANEOUS:

1. A MINIMUM CHARGE of one hour may be assessed for each day or part of a day on overnight or longer reservations, whether or not the plane is flown. These charges may also be made for weather delays but not for delays caused by mechanical problems.

2. **GAS/OIL PURCHASES.** Members should submit all gas, oil and repair receipts incurred on a trip with their next payment to the Treasurer. Be sure to include dates and the aircraft's tail number on the receipts. Credits will not be given for tie downs, parking or landing fees, or for fuel charges higher than the established Naples base fuel rate.
  
3. **"STAND-BY" BOOKINGS.** If a plane you are seeking is already scheduled, the system allows you to set up a "Standby" reservation. You will be alerted by email if your standby reservation becomes active. You must reply and confirm the standby reservation or it will expire.
  
4. **SWITCHING** with members to work out availability conflicts is encouraged. If you need a plane for an overnight which is scheduled for a couple hours during the time you want, contact the other member and see if they can switch aircraft or will alter their schedule. Pressuring members to change is not acceptable. Explain your situation and see if they will volunteer. If you are contacted by someone for a schedule change, be as accommodating as possible so they will someday return the favor.

Hans Muller, Pres. 1128 12th Avenue North Naples, FL 34102	William Cecil, VP/Main. 1698 Ixora Drive Naples, FL 34102	Rob Kolstedt, Treasurer 10235 Avonleigh drive Bonita Springs, FL 34135	Al Russo Safety & Administration 3213 BrookeView Ct Naples, FL 34120
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