

Pilot Information File and Standing Rules

Neo-Flites Flying Club, Inc.

Revised: February 2024

Neo-Flites Flying Club, Inc. Pilot Information File

In applying the following regulations, it should be kept in mind that alertness and good judgment in the air (and on the ground) are vastly more important than the ability to memorize a set of rules. This document is supplementary to and does not substitute for Federal Aviation Regulations. (All applicable Federal Aviation Regulations are to be observed!)

1. Club members may schedule the Cessna 172 through the clubs scheduling website: Aircraftclubs.com.
2. When scheduling the aircraft members are asked to be mindful of the fact that many people are sharing the aircraft and to schedule only for the time they expect to fly and at a time that would allow others to use the aircraft that day or evening. This is especially important on weekends when demand for the aircraft may be high.
3. If the aircraft is to be taken overnight, the member must get the approval of the Chief Pilot and one other board member.
4. All accidents or incidents must be reported immediately to the Chief Maintenance Officer, George Smith, at (630) 279-7273 and (630) 776-3486. If you are unable to contact the Chief Maintenance Officer, call any Board Member.
5. New members will have their credentials checked and logged in by the Chief Pilot. These include a medical certificate, a pilot certificate, a logbook, recent experiences, violations and accident history. The Chief Pilot will keep a file on each pilot member that will include this information. You can email or fax a copy of this info to the Chief Pilot. His numbers are listed on club members list at the scheduling website.
6. Before a new member is allowed to fly Club aircraft, he or she must pass a flight review with the Chief Pilot or a designated instructor who will report to the Chief Pilot.
7. Before flying IFR, ALL PILOTS must have an initial instrument check by the Chief Pilot or a designated certified flight instructor. It is the pilot's responsibility to ensure that the aircraft is IFR legal and capable before flying IMC.

8. All pilots are subject to a yearly flight check, “club review”, by the Chief Pilot or an instructor designated by the Chief Pilot. The Chief Pilot may also require a flight check after an accident or whenever any circumstance leads him or her to believe that safety is compromised. The date of the pilot’s annual flight check,” club review”, is viewable on the AircraftClubs.com website under the pilot’s profile. This check ride can serve as a 24-calendar month required flight review if needed. This is a nice convenience for a club member as he or she can make both requirements with one training session.

9. Only flight instructors approved by the Neo-Flites Flying Club, Inc. Board can instruct in the Club’s aircraft. All instructors must have a flight check by the Chief Pilot prior to instructing in the Club’s aircraft.

10. All flight checks and flight reviews will be conducted in accordance with the FAA practical test standards or flight test guides as appropriate. Be sure that the most recent edition is used. Consult the latest FAR 61.56 prior to a flight review. The date of the pilot’s annual club review, flight review, and medical is viewable on the AircraftClubs.com website under the pilot’s profile.

11. The use of aircraft checklists is required for all operations in all club aircraft.

12. All personnel will observe NO SMOKING in any hangar or shop, within 50 feet of any aircraft or fuel truck. Smoking is prohibited in all Neo-Flites Flying Club, Inc. aircraft at all times.

13. Prior to flight, all pilots will make a pre-flight inspection. If the plane is not airworthy, the aircraft should be grounded. Immediately notify the Chief Pilot, if unable, the Maintenance Officer or contact another Board Member of all groundings. Place the “Grounded” sign over the yoke. It is in the flight log box. If it is not available, make a CLEAR note as to the Aircraft’s Down Status and attach it to the Pilot’s yoke or the aircraft key. Make every effort to inform the next scheduled pilot of the situation.

14. Survival gear is required only on over water flights, over mountains, over swamps, and over heavily wooded areas. Be sure to file VFR flight plans over any of these areas.

15. The propeller should not be turned by hand under any circumstances. Do not prop the plane to start it. Do not prop the plane to “loosen the oil”.

16. Club aircraft should be parked in a heated hanger for a minimum of 4 hours when the outside air temperature at the airplane’s airport is below 32° Fahrenheit unless flying with a club instructor. If the airplane has been flown within an hour or less and temperature is between 20° and 32° Fahrenheit, the airplane may be flown again. No extended idle or low power settings are to be executed below 30° Fahrenheit although pattern work is approved. Extended idling can damage the engine at these temperatures. If the airplane is hangered, flight is approved down to 20° Fahrenheit. If the field temperature is below 20° Fahrenheit and predicted to be above 20° Fahrenheit field temperature by the time you return, the flight is allowed. For a check ride the

instructor and student will consult with the board or maintenance officer when the outdoor temperature is below 20° Fahrenheit.

17. Student pilots are prohibited from flying solo when the temperature is below 32° Fahrenheit.

18. Caution should be exercised such that the blast from the propeller is not directed at people or into an open hangar. Do not operate at more than 1,000 r.p.m. when the tail is pointed at an aircraft, vehicle or pedestrian(s).

19. Taxi lines should be followed if they are available. Exception: Taxiway Charlie at DuPage is used for aircraft taxiing in both directions -- keep the entire aircraft to the right of the centerline. N12791 has a 36-foot wingspan, and it can strike any number of obstacles.

20. DuPage Airport is a tower-controlled airport; all operations should be conducted in accordance with information issued by the tower or ground control.

a) ATIS.....132.075 MHz

b) Ground Control.....121.8 MHz

c) Tower.....120.9 MHz

21. All club aircraft will squawk Mode-C (*altitude* position) and operate with ADS-B out at all times during flight.

22. Radios will be used for traffic advisories when operating at non-controlled airports.

23. No pilot may fly a club aircraft more than 8 hours in a 24-hour period.

24. Members flying the Skyhawk 172 are to leave the fuel selector in the BOTH position at all times except if necessary, during an emergency.

25. No club aircraft will be taken on a local solo flight if fuel tanks are less than half full or oil is more than one and a half quarts low. Student pilots flying on solo cross-country flights will refuel at each stop.

26. Members are encouraged to file a VFR flight plan for all cross-country flights, and it is recommended that the aircraft be refueled at each enroute stop. It is recommended that you have cash to pay for fuel. Some airports will not accept checks and not all credit cards are accepted at all airports. Some airports do not have fuel all the time, even though the Airport Facility Directory indicates that they carry certain grades. **THEY DO RUN OUT OF FUEL!** When flying cross country at night, know people charge from \$10 to \$20 above fuel costs if they must come out to the airport to refuel an aircraft. Do not charge fuel to Neo-Flites Flying Club, Inc. on your cross-country flights. Get a receipt and attach it to your Aircraft Use Ticket and your account will be credited for the amount you paid by cash, credit card or check.

27. Power settings for cruise flight shall not exceed 75% brake horsepower.
28. In no case will a club aircraft be landed at an uncertified airport. If the airport of destination is not paved, the pilot will ensure (by radio or phone) that the runway is in suitable condition at the time of his landing. This could be accomplished by checking NOTAMs and by UNICOM prior to landing.
29. Pilots are prohibited from operating from grass runways unless they have the authorization of the Chief Pilot or are under the supervision of an instructor. If the airport of destination is not paved, the pilot will ensure (by radio or phone) that the runway is in suitable condition at the time of his landing. This could be accomplished by checking NOTAMs and by UNICOM prior to landing.
30. Student pilots flying solo are prohibited from doing touch-and-goes. Full stop landings with taxi-back are required when practicing landings.
31. No simulated emergencies (forced landing practice) are permitted by solo students.
32. The performance of any unsafe maneuver or a maneuver that falls into the aerobatics category ($+60^{\circ}$ angle of bank), such as buzzing, slow rolls, and similar maneuvers that would place undue stress on the aircraft will be grounds for immediate dismissal from the Neo-Flites Flying Club, Inc. This does not preclude training in spins with a certified instructor in a properly certified aircraft provided that all FAA regulations are followed.
33. Student pilots are prohibited from flying solo at night.
34. Private pilots with less than 100 hours may fly solo at night after an initial night checkout. Private pilots with less than 100 hours who become non-current for night flying must be rechecked by a certified flight instructor designated by the club.
35. Pilots with more than 100 hours may regain night currency after three landings to a full stop at night. Stop and goes are legal but the best and safest night currency is gained by a taxi back at night.
36. The aircraft should never be left unattended without being tied down.
37. Aircraft will be tied down after the termination of all flights. If away from DuPage and the tie down utilizes rope, use only a three half-hitch knot as taught by your flight instructor. Install all flight control locks and the pitot cover as part of your tie-down procedure. Always have the fuel tanks topped off at the completion of each flight. When the oil is down one and one-half quarts, add one quart. Maintain oil level between 6 and 6.5 quarts maximum. Any more is a waste and builds up film on the exterior of the airplane. Appropriate oil type should be available

in the lock box. Take your time with this as spillage will cause the motor to smoke and make the ramp and lock box greasy. Write on your use ticket how much oil was added and the tachometer time.

38. No pilot may fly further than 350 nautical miles from DuPage Airport unless they have an instrument rating and are IFR current.

39. The Pilot Information File and Club Standing Rules will be reviewed annually and updated as necessary. The Club annual check, “club review” is a recommended time to review and sign a copy verifying familiarity. The copy will be filed with the Chief Pilot. All new procedures will be disseminated by the Secretary after Board approval. This file will be updated as needed and posted on the club website and AircraftClubs.com.

40. It is a club custom to clean the leading edges and windshield of the aircraft if needed after your flight. We have a fine group of aviators with high standards and we continue to leave and find the aircraft clean and in order. Supplies are in our club lockbox. Use a microfiber cloth and products made to specifically clean the windshield. To protect the windshield and vinyl please do not place items on top of the instrument panel.

41. To schedule the club aircraft it is necessary to have a Risk and Waiver of Liability Relating to Coronavirus/COVID-19 waiver signed & dated on file with the club secretary. Once filed, access to schedule the aircraft will be granted by the club maintenance officer. Pilots are required to follow the cleaning and use procedures for Covid-19 including sanitization of hands and a wipe down of aircraft controls and surfaces prior to and after use of the aircraft, using a mask with instructors and flying with passengers within your immediate family or those you have been sheltering in place with. These practices will be in place as long as necessary.

42. Starting January 2022 all pilots are to fly 3 takeoffs and landings at a minimum every 4 months or the pilot will have to fly with an instructor to regain club currency.

43. If the fuel cost exceeds \$6.25 a gallon there will be a surcharge of the excess amount times 8 (gallons per hour). Example: If the gas is \$6.50 a gallon the surcharge would be $\$.25 \times 8$ or \$2 per hour. If a pilot flies 1.4 hours the surcharge would be $\$2 \times 1.4\text{hrs}$ or \$2.80.

44. If a member flies 3 hours or more in a month the monthly dues are waived. As of March 2022.

Neo-Flites Flying Club, Inc. Standing Rules

Initial investment in the Club:

Initial investment is \$500.00 and is refundable when membership is terminated.

Dues and Hourly Rates:

Dues - \$50 per month per member
 - If a member flies 3 hours or more in a month, dues are waived

Hourly Rate - Cessna 172
 - \$155.00 per hour (wet)
 - After 16 hours of flight time in a designated year, block time may be used

Fuel Surcharge – The difference of gas over \$6.25 x 8 gallons per hour. See rule 43 for examples.

Calendar Year:

For club purposes the flying calendar year will be from January 1 to December 31.

Billing:

Members will be billed monthly for their dues and flight time.

Recognition of Board Members:

In recognition of their responsibilities and work, the fee for the Treasurer, Chief Pilot, Maintenance Officer, Secretary and Social Media Manager will be one half of the regular rate for the first 16 hours of flight time.

Delinquent Accounts:

If any member lets an invoice be delinquent 30 days past the date of the invoice that member is grounded until the invoice is paid in full.

Termination of Membership by Club:

After being 45 days delinquent that member shall be notified, and the Board shall vote to consider termination of that person's membership. If any member is delinquent past 30 days twice in a 12-month period, the board will vote to consider termination of that person's membership.

Provision for Financial Hardship:

A member whose account is in good standing who experiences demonstrable financial hardship may petition the Board to be excused from paying membership fees for a period of up to six

months. During this time that person's membership remains active and they may fly off any accumulated flight time but no more. This period may not be extended beyond six months.

Membership Committee:

There will be three Board members on the Membership Committee to review applications for membership.

Termination of Membership by Member:

A member wishing termination must send a written request to the Club Secretary or Treasurer. From the time of the receipt of the request, the member need not pay any membership fees. Refund of the initial membership fee (less any amount due) will be made as soon as possible.

Provision for Temporary Medical Hardship:

A member whose account is in good standing who experiences a temporary medical condition that prevents them from flying may petition the Board to be excused from paying dues for a period of up to six months. During this time that person's membership remains active, but they do not accumulate flight time. This period may not be extended beyond six months.

Scheduling the Aircraft:

Under no circumstances is any member to fly the aircraft unless he or she has properly scheduled the aircraft.

Failure to Cancel Penalty:

Members may be charged \$10.00 for failure to use aircraft time for the slot that was reserved.

Board Membership:

The Board will have no fewer than three members and an odd number of members to determine vote decisions and may contain: President, Vice-President, Secretary, Treasurer, Chief Pilot, Chief Maintenance Officer and other positions as appointed or needed by the board.

Insurance Coverage:

Pilots and passengers \$100,000. each for bodily injury per accident and \$1,000,000 total property damage/bodily injury per accident. \$3,000 for medical per person. The pilot's family has no recourse to sue the Club for liability in the event of an accident. Our policy has a \$0 deductible when in motion or not in motion.

Deductible Insurance:

If an accident occurs during dual flight with a Neo-Flites Flying Club, Inc. instructor, the Club will absorb the entire amount of the loss or the deductible portion of the insurance, whichever is smaller. (At this time there is no deductible.)

If an accident occurs when a Neo-Flites Flying Club, Inc. instructor is NOT on board, and the FAA investigation or the Neo-Flites Board findings indicate pilot error was the probable cause of the accident, the member flying the aircraft will pay one-half of the amount of the deductible

portion of the insurance or the amount of the loss, whichever is smaller. The Club will absorb the remaining cost up to the limit of the deductible amount.

The deductible portion of a loss resulting from an accident which is found not to be pilot error by the FAA and the Club Board will be borne by the Neo-Flites Flying Club, Inc.

Pilot Information File (PIF):

Pilots must read the PIF and sign the check sheet indicating that they have read it if amended. Get a current copy of this signed document to the Chief Pilot. All new additions will be disseminated by the Secretary. The PIF will be updated and Board approved annually as needed.

Membership Flying Information:

Annually members will be required to submit information about their flying time, currency, and other information required for insurance purposes. Members are required to have a photocopy of their pilot certificate and current medical on file with the Chief Pilot.

Board and Membership Meetings:

General Meetings will be held during the months of February, April, June, September and November. The February meeting will be the Annual meeting where the officers for the next year are to be elected. Board Meetings will be held during the months of March, May, and October. This rule does not restrict either board meetings or general meetings from being held at other times as necessary. All meetings will be held on evenings during the third week of the month unless otherwise published in the monthly newsletter/meeting minutes.

Aircraft Check Out Sheet

During the new member check-flight the pilot will present a completed check-out sheet to be reviewed with the Chief Pilot or designated club instructor.

I have read, understand and will comply with the current:

Pilot Information File and Standing Rules Neo-Flites Flying Club, Inc.

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Signed: _____ Date: _____

Printed: _____