WILD RIVER FLYING CLUB, INC.

L.O. Simenstad Municipal Airport

General Club Rules & Operational Procedures

WILD RIVER FLYING CLUB

OSCEOLA, WISCONSIN

Hangars C8 & C10
KOEO

WILD RIVER FLYING CLUB, INC
L.O. Simenstad Municipal Airport
Hangars C8 & C10
Osceola, WI 54020

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GENERAL CLUB RULES & OPERATIONAL PROCEDURES

FLIGHT EXPERIENCE – PILOT IN COMMAND

1. Only WRFC members holding valid and current pilot and medical certificates with ratings as required by the FAA for the flight involved will operate a Club aircraft as Pilot in Command. Exceptions are:

    a. A certificated and current instructor acting in an instructor capacity for the member who is actively completing a structured training course for a specific rating or checkout that is recorded in the member's logbook.

    b. A certificated and current aircraft mechanic, also current in that aircraft, testing the Club aircraft on which he is currently working.

2. Further clarification of the intent of our insurance carrier:

    a. A member may not take a non-member instructor or non-member instrument rated pilot along on a trip with the intent of entering IFR conditions and the non-member's IFR rating would be needed.

    b. A member may not allow a non-member, IFR rated or not, to take over operation of the aircraft, from any seat, acting as Pilot in command.

    c. If a non-member IFR pilot or instructor must take over operation of the aircraft in IFR conditions and/or obtain an IFR clearance, that person becomes the Pilot in Command regardless of which seat the WRFC member is seated. The WRFC member must be the Pilot in Command at all times except as in the two exceptions noted in this paragraph.

    d. A member who is a CFI may not instruct a non-member in WRFC aircraft.

3. IFR Rated Pilot in Command: Only a Club member may act as pilot in command of a Club aircraft on an IFR flight. The only exception is a CFII (instrument instructor) engaged in instructing a Club member.

4. A Club member who is not IFR rated may not operate the aircraft in IFR conditions just because there is an IFR rated non-member on board. See the section in this manual entitled PILOT IN COMMAND.

   THESE REGULATIONS MUST BE FOLLOWED. VIOLATIONS MAY RESULT IN TERMINATION OF MEMBERSHIP. SEE BYLAWS.

MEDICAL AND CURRENCY REQUIREMENTS

1. A member may operate club aircraft only with a current and valid pilot and medical certificate that is valid for the aircraft type and type of flight (IFR or VFR) involved. Violations will result in immediate termination of membership. See Bylaws.

2. It is the member's responsibility to notify the Treasurer of the dates as soon as these certificates are updated. Our online reservation system will remind the member of an expiring medical and flight review.

3. All Flight Reviews, Instrument Proficiency Checks, aircraft checkouts, aircraft refresher training, initial training, and any other training in WRFC aircraft utilizing a flight instructor must be performed by a flight instructor who is on the Approved Instructor List. [5]

4. It is very important to follow currency requirements as stated. These requirements are driven by our insurance carrier. Any flights outside of currency requirements will make the pilot responsible financially for all costs incurred with such event.

EXPERIENCE REQUIRED FOR EACH WRFC AIRCRAFT [6]

1. Cherokee Six-300 – N56088.

   a. To be certified to fly the Cherokee Six-300, a member must have more than 200 hours total time in all types of fixed wing aircraft, a <u>minimum</u> of 10 hours of dual instruction in the Cherokee Six-300, and have their logbook endorsed by a Board-approved CFI.

b. If the member has previous documented Cherokee Six-300 time with at least 10 hours of dual instruction, and 200 hours total time, then a check out in N56088 and logbook endorsement by Board-approved CFI is required. A specific High Performance endorsement for the Cherokee Six-300 is required.

c. To remain current, a rated pilot must fly N56088 as PIC at least one hour and perform and log at least three (3) take offs and landings within the preceding 90 days.

d. Our insurance company requires that the pilot must fly N56088 as PIC a minimum of three (3) hours in the preceding 180 days.

    1. If either the 90-day or 180-day currency requirement has not been met, a currency check in N56088 and a logbook endorsement from a Board-approved CFI is required to restore currency.

    2. If the three hour minimum has not been met within 45 days after a currency check, then another currency check and logbook endorsement by a Board-approved CFI is required to restore currency.

    3. According to Avemco Insurance, the time spent getting checked out or getting current in the Six counts towards the three hour requirement. Succinctly, if a persona hasn't flow the Six in a year and the pilot spends an hour with a CFI getting current, the pilot only needs to get two more hours within the next 45 days to stay current. [22]

2. Cessna 182 – N58776 [15]

    a. To be certified to fly the Cessna 182, a member with less than 100 hours total time in fixed wing aircraft must receive a minimum of 10 hours training in N58776 by a Board-approved CFI and training can begin at or beyond their 100 hour mark.[16] A member with 100 or more hours in fixed wing aircraft must receive a minimum of five (5) hours training in N58776 by a Board-approved CFI.

b. If the member has previous documented Cessna 182 time with at least 10 hours of dual instruction and a Cessna182, then a checkout in N58776 and logbook endorsement by Board-approved CFI is required. A specific High Performance endorsement for the Cessna 182 is required.

c. To remain current, a rated pilot must fly N58776 as PIC at least one hour and perform and log at least three (3) take offs and landings within the preceding 90 days.

d. Being current or having a currency check in the Cherokee Six-300 qualifies as being current in the N58776.

e. If the 90-day requirement has not been met, a currency check in N58776 and logbook endorsement from a Board-approved CFI is required to restore currency.

3. Cessna 172 – N12181

a. To initially fly the Cessna 172, a Board-approved CFI must give a checkout in N12181 and endorse the pilot's logbook.

b. To remain current in N12181, a rated pilot must fly as PIC in a Cessna 172 for at least one hour and perform and log at least three (3) take offs and landings in the preceding 90 days.

c. If the 90-day requirement has not been met, a currency check in N12181 and logbook endorsement from a Board-approved CFI is required to restore currency.

d. Being current or having a currency check in the Cherokee Six-300, Cessna 182 or Citabria qualifies as being current in the Cessna 172.

4. Citabria 7GCAA – N5038A

a. To fly the Citabria, a Club member must have a minimum of 10 hours of dual instruction in N5038A and have their logbook endorsed by a Board-approved CFI. Spin awareness flight training must also be

performed and logged in the pilot's logbook; no spins are required, though they are encouraged.

b. If the member has previous documented tail wheel time, a Board-approved CFI must give a checkout in N5038A and endorse the member's logbook for a tail wheel endorsement or a checkout if the pilot has a tail wheel endorsement.

c. To remain current, a rated pilot must fly N5038A or any other tail wheel airplane as PIC at least one hour and perform at least three (3) take offs and landings to a full stop in the preceding 90 days.

d. If the 90-day requirement has not been met, a currency check in N5038A and logbook endorsement from a Board-approved CFI is required to restore currency.

5. Current FAA regulations regarding passenger currency for Category and Class and Day and Night currencies (Tricycle and Tail Wheel are different) for carrying passengers apply. The most stringent requirement applies. [15]

6. Summary [15]

		Then Current In…			
Aircraft	**Current?**	**Six**	**182**	**172**	**Citabria**
Cherokee Six-300	Yes	N/A	Yes	Yes	No
Cessna 182	Yes	No	N/A	Yes	No
Cessna 172	Yes	No	No	N/A	No
Citabria 7GCAA	Yes	No	No	Yes	N/A

7. IFR Checkout

If initial IFR training was done in one aircraft, an initial IFR checkout by a CFII in the other aircraft is required before flying in IFR conditions is permitted in the other aircraft.

8. A student pilot may operate the Cessna 172, Cessna 182, and Citabria aircraft:
   a. with a Board-approved CFI, or
   b. if signed off for a specific solo flight by a Board-approved CFI.

9. Instruction may not be given in WRFC aircraft to non-members even if the CFI is a WRFC member.

10. A non-WRFC pilot may not act as PIC for a WRFC student or non-current WRFC member in WRFC aircraft.

FLIGHT INSTRUCTION IN WRFC AIRCRAFT

1. Only Certificated Flight Instructors who have been approved by the WRFC Board of Directors and are on the ***Approved Instructor List*** may give flight instruction in WRFC aircraft. Instructors are NOT covered by insurance to fly WRFC aircraft. Instructors and WRFC members must be thoroughly familiar with the minimum training requirements for the aircraft in which the WRFC member is being trained.[4]

2. For instructors to be on the Approved Instructor List they must meet the following criteria:

    a. Have a current CFI or CFII certificate
    b. Have a current medical
    c. Be current in the make and model of the aircraft in which they will be training
    d. Be checked out by a CFI on the Approved Instructor List in the plane in which they will instruct.
    e. The WRFC Insurance Company (Avemco) will not cover the liability for the CFI if an incident is the fault of the CFI. Either the CFI needs to carry his own insurance for his own protection or he takes his chances for financial loss. Either way, the Club member needs to advise the CFI of his choices prior to the start of training. [12]

3. Instruction may not be given to a non-member in WRFC aircraft even if the CFI is a WRFC member.

4. These regulations are based on very strict insurance requirements and WRFC insurance is void if they are not followed. Failure to adhere to these regulations could mean immediate loss of flying privileges and membership.

5. All flights of WRFC aircraft will be in accordance with Federal Aviation Regulations. It is the PIC responsibility to ensure that the current regulations and aircraft performance charts are understood and followed. [7]

6. Initial and currency aircraft check outs will include, at a minimum, a review of the aircraft performance charts and limitations and personal minimums. A WRFC aircraft check out questionnaire that includes but is not limited to weight & balance, landing and takeoff performance calculations, etc., will be used to guide the review. [16]

7. New members to the Club should get spin awareness training. Aperiodic spin awareness training for current Club members his highly recommended.

AEROBATIC FLIGHT

The Citabria is the only WRFC aircraft certified for certain unusual attitude (aerobatic) flight such as loops, rolls, hammerheads, spins, etc. There will be no aerobatic flight (as defined in FAR-91. 71) in the other aircraft. It is the responsibility of the PIC to follow the FARs and Citabria manufacturer's recommendations that regulate such flight. Training for such activities must be completed before attempting them. For safety reasons, spin recovery training is highly recommended for all pilots regardless of whether or not aerobatics will be performed. Sustained inverted flight is prohibited because the Citabria is not certified for inverted flight. [16]

AIRPORTS

1. WRFC aircraft should be operated from FAA certified airports as shown on the Sectional Charts regularly used for the normal landing and take-off of the type aircraft being flown.

2. When using grass runways, every effort should be made in advance to check for ruts, holes, the slope of the runway, obstructions on or in the vicinity of the airport, etc., that could prevent a safe landing or takeoff and cause damage to the aircraft. For all aircraft, the pilot must review performance charts and personal minimums to ensure that even longer grass runways are suitable for takeoff and landing. Density Altitude and adverse conditions such as wet grass or a light coating of snow, and all other aspects of the landing and takeoff must be taken into consideration as

braking action is severely reduced and takeoff roll and climb is adversely affected. [16]

3. If using an “un-certified airport” pilot is to exercise extreme caution. [20]

SCHEDULING AIRCRAFT

1. The Club uses an on-line scheduling system. Each member has scheduling and viewing access to each plane they are certified to fly. Scheduling of aircraft is generally done on a first come - first served basis. The Board of Directors will periodically review the schedules and will be open to comments to ensure that any single member’s use is not severely limiting the availability of the aircraft for other members.

2. Each aircraft has its own schedule. The time of aircraft usage should be entered on the appropriate day, showing time out and expected time of return. Also, the “Comments” section should include the destination city/airport or “Local” if staying around Osceola. The location is important to show on the schedule so we can locate the pilot in case of an emergency. This also gives the next person waiting for the aircraft an idea of the length of the trip and whether any delays in returning may occur due to weather.

3. Be sure to include plenty of time on the schedule for loading, etc. so that you don't cut yourself short and have to unsafely rush back so another person is not kept waiting. However, do not schedule a whole afternoon on the aircraft and then come in to fly it for an hour at your convenience. Others may want to fly on that nice afternoon also.

4. If you are not sure if you are going on your trip or are flexible on the time, enter a note, such as “Tentative” so that another member may contact you to discuss and agree on different flight times.

5. Please cancel the reservation for the aircraft as soon as possible if you cannot go or modify your arrival time if you return significantly earlier than planned.[2]

MOVING THE AIRCRAFT

1. The tow bars should remain in each aircraft at all times even for local flights. If you always put the tow bar in the aircraft before flight, you won't leave it

somewhere or accidentally leave it on the nose wheel and then try and start the engine causing a prop strike. The tow bar should not be used for turning the nose wheel only when the aircraft is rolling.

2. The propeller may be used, if necessary, for pulling or pushing, only by holding the area closest to the hub, not toward the tips. Do not push or pull on the hub spinner or the cowling.

3. The Cherokee Six-300 must not be pushed at any point from behind except the wings. It may be pushed backward by having a member steering with the tow bar and others pushing on the root area on the front of the wing. There is an electric winch that can be used to pull the aircraft back into the hangar. Ensure that the cable does not scrape against any aircraft parts.

4. The Cessnas may be pushed either way by having a member steering with the tow bar and any others pushing either way on a wing strut close to the fuselage. Be careful someone doesn't get tripped up by the wheels.

5. The Citabria may be pushed forward or backward by the member pushing on the top rudder braces if going forward and pushing on the fuselage handle under the horizontal stabilizer and the horizontal stabilizer next to the fuselage and any helper pushing either way on a wing strut close to the fuselage. The Citabria can also be moved using the tail wheel tow bar. Be careful someone doesn't get tripped up by the wheels. The tailwheel MUST remain parallel to the fuselage when parked to ensure equal tension on the springs.

6. Watch those helping you move the aircraft - you must always be in charge. Watch the corners and the strobe lights, etc. You are financially responsible if there is any damage. **NEVER HURRY!**

FUELING THE AIRCRAFT

1. The fuel that the Club has in its tank is only for the Club's aircraft. With fuel on sale on the field through the FBO, the Club may not sell any fuel for other aircraft. The Club tank is under a "grandfather clause" allowing us to keep our own tank even though there is an FBO at the airport. We cannot jeopardize this privilege. Our tank is leak tested and inspected to comply with State and Federal regulations.

2. All fuel is 100LL octane avgas and is used in all our aircraft.

3. No smoking in the hangar, around the fuel area, or on the taxiway when refueling is in progress. Watch your guests!

4. When fueling, always lay the fuel hose on the ground and never over the wings or cowling. Use a rubber pad on the wing to protect it from the nozzle. Hold the nozzle to take the pressure off the filler neck of the airplane's fuel tank.

5. The plastic "fuel sump check tubes" should be kept in the back pocket of the right front passenger seat in the Cherokee Six-300, in the back pocket of a front seat in the Cessnas and in the right door pocket in the Citabria. If they are always put back in the same place, each pilot can find them easily to use before each flight.

6. Always check the quantity of fuel and the sump drains for moisture and contaminants before each flight. Make sure the drains are properly seated so leakage doesn't occur.

7. Be sure to turn off the fuel pump when done fueling. Wind up the hose carefully and neatly. Ensure the hose nozzle cover is on the hose nozzle.

8. Do not fuel the aircraft under the hangar door or with any part of it in the hangar. This is a State Fire Marshall Law. Also, the cables could break causing the door to collapse onto the aircraft.

RECORDING FLIGHT TIME

1. Each aircraft has a log sheet to record flight hours. It is located in the glove box in Cherokee Six, both Cessnas and in the right door pocket in the Citabria. It is very important you print clearly.

2. On all aircraft, the HOBBS (hour meter) is used to record time on the log sheets. If the tenths are rolling over to the next higher number when you are done flying (i.e., if you can see any part of the new number), use that new number. Be sure to total your flight time.

3. Enter your first and last name on the record. The pilot's name should be entered; if the Additional Family Member is flying, their name only (not the

full member's name) should be entered both on the reservation system and the log sheet.

4. Always check the log sheet before starting the engine and just after turning it off. This protects you from any undue charges and saves the Treasurer from having to track down who has the missing time.

5. If it is a new month and the log sheet shown is from the previous month, please use a new log sheet. The Treasurer will be picking up the last month's log sheet. If you will be gone for a number of days or will be leaving the plane someplace for maintenance beyond the 1st of the month, please leave the log sheet (clearly marked) in the Treasurer's mailbox in the hangar so the Treasurer can pick it up and complete the month's billing. (Maintenance Director please note).

6. A trip of more than several days should be scheduled as far in advance as possible. Total hours for the extended trip should average at least two hours per day. The flight hours must be paid in total upon the receipt of the next month's Club billing and before any fuel reimbursement can be made.

7. Please pay close attention to the above record keeping items to prevent many extra hours of deciphering numbers and names at the end of the month.

INSPECTION – PREFLIGHT

1. It is the responsibility of the PIC to ensure that the aircraft being flown has an adequate supply of fuel and oil for the intended flight and for the reserves required by FAA regulations for the type of flight.

2. The preflight checklist should be used to be sure all parts of the aircraft are in proper operating condition including tire pressures. Any service or air worthiness problems must be reported immediately to the WRFC Maintenance Director or a Club Officer and a note left in plain sight within the aircraft. The item must be listed in the squawk section of the reservation system. If you find the aircraft is not airworthy for any reason (including overdue A/D's, place a sign in the aircraft window, DO NOT FLY and the reason for it. Any maintenance issues or questions, call the Maintenance Director.

3. Check the aircraft fuel sumps before each flight even if you have just fueled the aircraft. Be sure the sump drains are properly seated and not blocked by ice or particles which would cause a slow leak.

4. Be sure all lights are off before starting the engine and that the tow bar is in the airplane. The Avionics Master Switch must be OFF, too.

5. Check the log sheets before starting the engine and enter the starting time and your name. Be sure the previous pilot remembered to enter their stopping time. This ensures you are only charged for your flight.

6. Use the checklist for every flight. The checklist is there for YOUR safety.

7. Current weather information, live radar maps, forecasts, and ability to file flight plans are available at the Osceola Airport Terminal Building. This same live service is available at most airports around the country. Use this service for every flight; be sure to check for Temporary Flight Restrictions.

8. Only the pilot should close or open the aircraft doors as well as lock or unlock them. Catch your guests before they slam them shut. The doors are made of thin aluminum with delicate latches which can be damaged easily.

ENGINE OIL

1. Always check the engine oil before each flight and each leg of the flight. The box of oil in the hangar will be marked for the proper aircraft. On an extended trip or flight, carry extra oil of the type being used in that aircraft so oils do not get mixed. Lightly hand-tighten the dipstick as it tends to tighten itself in flight; it should not take pliers to loosen it.

2. Each aircraft engine has a “normal” oil level that it likes to maintain. Only add a quart of oil when the level is a quart below the “normal” level.

3. The Cessna 182 is the only aircraft that uses different oil; do not mix different kinds of oil in the aircraft.

4. Oil changes are performed regularly at the direction of the Club Maintenance Director.

COLD WEATHER OPERATIONS

1. All Club aircraft are equipped with a *TANIS* Heater. Aircraft should be continuously plugged in once the prevailing temperatures consistently stay 40 degrees and lower. A 100 foot extension cord is in each plane so that an FBO electrical outlet can be used to plug it in when away from our home field. Engine blankets should be carried and used to preserve heat.

2. The aircraft are also equipment with *TANIS* cabin heaters. Leave the heater in the plane. Ensure it's out of the way of control surfaces and cloth. They should be plugged in when the prevailing temperatures are below 20 degrees.

3. Our hangars are equipped with retractable power cords in the North hangar suspended from the roof with strings operated from the north wall. If these power cords are not completely pulled up when not being used, they could rip off the high tail strobes and antennas when aircraft are moved. This type of damage is the pilot's financial responsibility.

4. Become familiar with all cold weather operating procedures as listed in each aircraft manual. Undue stress is placed on the metal, electrical equipment and engine during cold weather. When in doubt, or any time the temperature is below 40 degrees, plug in the Tanis heater and cover the cowling with the blanket when away from the airport.

    a. If the engine is cold, i.e., it has not been plugged in, try starting it without priming. If it fails to start, prime it once and try starting it. If it fails this time, prime it again and try a restart. Last resort, push in the throttle all the way, pull out the mixture, and try starting it. Do NOT pump the throttle while starting. Pumping it during starting is 1) going to make starting harder and 2) increase the fire hazard during start. If it fails to start, plug it in, put the blanket on, and wait a couple of hours or find a heated hangar and plug in the Tanis heater while in the hangar. The cabin heater can be used to speed up the heating process. You may have to wait a couple of hours before the engine gets warm enough to start. In all cases, do not crank the starter for more than ten seconds at a time and allow it to rest before cranking again. [24]

b. Per FAA Cold Weather Operations Suggestions:

1. Engine Starts - In moderately cold weather, engines are sometimes started without preheat. Particular care is recommended during this type of start. Oil is partially congealed and turning the engines is difficult for the starter or by hand. There is a tendency to over prime which results in washed-down cylinder walls and possible scouring of the walls. This also results in poor compression and, consequently, harder starting. Sometimes aircraft fires have been started by over prime, when the engine fires and the exhaust system contains raw fuel. Other fires are caused by backfires through the carburetor. It is good practice to have a fireguard handy during these starts.

2. Another cold start problem that plagues an un-preheated engine is icing over the spark plug electrodes. This happens when an engine only fires a few revolutions and then quits. There has been sufficient combustion to cause some water in the cylinders but insufficient combustion to heat them up. This little bit of water condenses on the spark plug electrodes, freezes to ice, and shorts them out. The only remedy is heat. When no large heat source is available, the plugs are removed from the engine and heated to the point where no more moisture is present.

3. Engines can quit during prolonged idling because sufficient heat is not produced to keep the plugs from fouling out. Engines which quit under these circumstances are frequently found to have iced-over plugs.

4. After the engine starts, use of carburetor heat may assist in fuel vaporization until the engine obtains sufficient heat. [25]

5. Per AOPA Cold Weather Operations Suggestions: “Warm up the engine at 1,000 to 1,200 rpm unless it's necessary to reduce rpm to keep from exceeding the oil pressure red line. As the oil warms up, the rpm can be increased. Allow plenty of time for the engine to warm up. Don't consider taking off until the oil temperature has stabilized at least at the bottom of the green. Don't try to expedite the warming of the engine by closing the cowl

flaps, either; airflow over the cylinders during ground operation is not sufficient that way, and you'll only end up with lukewarm oil and hot heads." [25]

6. Cold weather flight operations.

    a. In cold weather, all pilots need to be aware of the hazards of 'shock cooling' and the negative impact this can have on engines. Refer to POH. Ensure the engine is warm before takeoff [20];

    b. The aircraft should <u>not</u> be operated when the temperature is below zero degrees Fahrenheit for local flights [11];
    c. The aircraft should <u>not</u> be conducting "touch and goes", stalls, or slow flight when the temperature is below +10 (positive ten) degrees. [13]

7. Cold weather operations in general [25]

    a. "Dress to Egress" – Bring warm clothing as if you had to spend the night in the airplane for an emergency reason.

    b. Be careful on the taxiway if there is ice. Go slower and use minimal throttle to brake as much as possible. To do your runup, you may need to look elsewhere for dry spots besides the runup area.

    c. Per AOPA Cold Weather Operations Suggestions: "A competent pilot will know and adjust his or her cross wind approach to final to the current conditions. A commonly used rule of thumb is cut your max crosswind component in half for a snowy runway, and cut it by 75% for ice landings. This will help prevent the aircraft from weathervaning into the wind."

    d. The PIC is responsible for ensuring that the tire pressures are kept at their proper levels at all times. The Maintenance Director will check the tire pressures at each oil change which is normally every 50 hours which is about every 3-6 months; a lot can change in that time. Air compressors are in each hangar as well as tire pressure gauges. The wheel pants will be removed around November 1st and re-installed around April 1st. This will prevent slush from building up inside and cracking them and it will make it much easier to check tire pressures in the winter when they are more prone to deflating.

ENGINE RUN-UP

1. Aircraft must never be started inside the hangar. After starting on the ramp, taxi the aircraft under idle power to the run-up area. This gives the engine time to warm up a bit at idle power.

2. Be very conscious about keeping your feet off the toe brakes while taxiing. If you must use the brakes, you are using too much power. The same goes for takeoff and landing. ***Only use the brakes when you must slow down or for turns, etc. They should not be used to hold back the power of the engine while moving.***

3. Be sure your run-up area at Osceola or any other airport is not in a gravel area (this includes a dirty paved ramp) and not close to cars and buildings. Under no condition are aircraft to be run-up immediately outside of the hangar or in a gravel area. Prop damage is very expensive to repair.

INSPECTION – POST FLIGHT

1. Be sure the lights and Avionics Master Switch in the Cessnas and Cherokee Six-300 are turned off before stopping the engine. Ensure the Master Switch is turned off and the keys are hung on the DG. That ensures the magnetos are turned off.

2. Always disconnect the tow bar and put it on the floor by the nose wheel even if you have to reconnect it in a few minutes after refueling. Be careful not to "ding" the nose wheel pant.

3. Complete the log sheets with stopping time. If the HOBBS is starting to roll over to the next number, i.e. if you can see any part of the next number, use that next number.

4. Clean out the aircraft. There is a vacuum in each hangar for vacuuming after EACH use. Clean the windshield with an approved spray and a clean "window-only" blue rag only. Do not use paper towels to clean the windows. Clean the leading edges and cowling with water and white rags. Put the time sheets and checklists back in the proper places and buckle the seat belts and shoulder harnesses. It is always pleasant to be able to stop at the

hangar at any time and show your guests or prospective members clean and organized aircraft that you can be proud of. You own it!

5. Check the radio on 121.5 to ensure that the ELT was not activated on landing.

6. Any problems you found with the aircraft notify the Maintenance Director or a Club Officer and make a note on the squawk sheet. This is very important so that another pilot does not fly the aircraft with a problem they are not aware of.

PARKING IN THE HANGAR

1. Normal parking arrangements in the North hangar are such that the Cherokee Six-300 is backed in with the tail in the northwest corner. Floor markings indicate wheel position for safe parking to avoid "hangar rash." Be sure that the beacon does not strike a ceiling light.

2. Be sure the hangar doors are in the full up position (with the counterbalance weight box sitting on the floor in the North hangar) before moving aircraft in or out of the hangars. Be sure all aircraft are clear of the hangar doors before closing them.

3. Do not depend on people who are non-members to move aircraft and watch the above fine points. You must always be in charge and should always steer and direct the movement of the aircraft and opening and closing of the hangar door. You are personally responsible for "hangar rash"; the wing tip strobes are very expensive to replace.

PARKING OF AIRCRAFT AWAY FROM OSCEOLA

1. Always tie down the aircraft, use the wheel chocks, and use the gust lock or tie the yoke with the seat belt whenever the aircraft is parked outside. Do not depend on the weather staying calm even if you are away from the aircraft for a short time. The aircraft can roll very easily with just the slightest breeze or slope and the wind can destroy the ailerons and elevator.

2. Be sure before you leave the WRFC hangar that you have a set of tie-down ropes and chalks with you.

3. If you are at an away airport and bad weather is imminent, it is the pilot's responsibility to ensure that the aircraft is protected from damage. It is also the pilot's responsibility to pay to have it stored in a hangar as this is a part of the cost of flying. Damage as a result of negligence, which includes not taking precautions to hangar the aircraft, is the pilot's responsibility.[1]

TRIPS – ONE DAY

1. A minimum of two flight hours per day may be charged whenever the aircraft is scheduled and used for a full day or more. The intention is that an aircraft not be flown half an hour away to Eau Claire (for example) and sit all day or several days where nobody else can use it.

2. Exceptions to the two-hours per day minimum charge can be made by a vote of the Board of Directors to ensure no undue hardship to the member.

TRIPS – EXTENDED

1. A trip of more than several days should be scheduled as far in advance as possible. Total hours for the extended trip should average at least two hours per day. The flight hours must be paid in total upon the receipt of the next month's Club billing and before any fuel reimbursement can be made.

2. If a Club aircraft must be left at an airport other than Osceola because of weather, darkness, excessive winds, etc., it is the responsibility of the member to return the aircraft to Osceola as soon as possible. Expenses such as other aircraft to pick up passengers, rental cars, etc., are the pilot's responsibility. The Club cannot pay expenses incurred because of a maintenance problem, but will pay for the maintenance repair. These repairs must be approved in advance.

SERVICING THE AIRCRAFT

1. Normal servicing such as oil changes and minor maintenance as allowed by the FARs are to be performed only by or with the supervision of the WRFC Maintenance Director.

2. It is the obligation of the Maintenance Director to arrange scheduling and transportation of aircraft for all annual inspections, regular maintenance, and emergency maintenance on a timely basis so there is only minimal disruption in the availability of aircraft. This ensures the highest safety standards are maintained.

3. When the Maintenance Director is also an A&P or A&P with IA, the following will apply:

    a. The monthly dues will be waived. The waiving of dues is for compensation for such things as but not limited to:
        i. mileage to and from the airport
        ii. changing oil in all aircraft
        iii. scheduling and shuttling planes for repairs and annuals
        iv. ordering and receiving parts
        v. performing non-A&P-required maintenance

    b. A billable rate of $30 per hour or one-half the minimum going rate for an A&P or A&P with IA for maintenance that the Club would normally be performed by a mechanic. In lieu of charging the club, MD will receive compensation of up to 2 hours each fiscal year usable in any WRFC aircraft in place of charging WRFC for other compensation.

    c. The Maintenance Director, A&P, or A&P with IA, will bill the Club at the end of each month for hours that he worked in accordance with paragraphs 3a. and 3.b. above.

4. Aircraft: The Cherokee Six-300, The Cessna 182 and the Cessna 172 are certified for IFR operations; the Citabria is not. However, it is the pilot's responsibility to ensure that the aircraft has current certification, inspections, static, GPS, and VOR checks as required for an IFR operation. The GPS data cards are updated every 28 days by a club member. The VOR checks are logged in a spiral note card book in each of the IFR planes by any pilot.

CLUB USE OF AIRCRAFT

Club Use of Aircraft is defined as flying time charged to the Club for purposes of Club outings or meetings, or transportation to a maintenance center for pickup or delivery of another Club aircraft being maintained, checking aircraft before or after maintenance such as oil change, tire

change, demonstration ride for a prospective member, press, etc. Any of the above must be expressly approved by a Club officer. In the case of maintenance, the Maintenance Director may also approve.

The log sheet in the aircraft should be completed as follows:

"1/10 John Jones, maint/pickup 172 in Menomonie 101.5 103.3 1.8"

PRIVATE PILOT PRIVILEGES AND LIMITATIONS – PILOT IN COMMAND

The following is the exact wording of the Federal Aviation Regulations, Section 61.113 pertaining to Private Pilot Privileges and Limitations. Part (d) refers to charitable airlifts. Part (f) refers to aircraft salesman. Part (g) refers to towing a glider. These Parts will not be reviewed in the WRFC manual.

"(a) Except as provided in paragraphs (b) through (g) of this section, no person who hold a private pilot certificate may act as pilot in command of an aircraft that is carrying passengers or property for compensation or hire; nor may that person, for compensation or hire, act as pilot in command of an aircraft.

"(b) A private pilot may, for compensation or hire, act as pilot in command of an aircraft in connection with any business or employment if:

(1) The flight is only incidental to that business or employment; and,
(2) The aircraft does not carry passengers or property for compensation or hire.

"(c) A private pilot may not pay less than the pro rata share of the operating expenses of a flight with passengers, provided the expenses involve only fuel, oil, airport expenditures, or rental fees.

"(e) A private pilot may be reimbursed for aircraft operating expenses that are directly related to search and location operations, provided the expenses involve only fuel, oil, airport expenditures, or rental fees and the operation is sanctioned and under the direction and control of:

(1) A local, State, or Federal agency; or
(2) An organization that conducts search and location operations."

COMMERCIAL OPERATIONS OF WRFC AIRCRAFT

1. AIRCRAFT - WRFC aircraft are not insured for any commercial operations as defined by the FARs.

2. PILOTS - WRFC aircraft may not be used for any commercial operations that are for hire or compensation regardless of type of pilot license. Training WRFC members only is permitted.

COST SHARING

1. Since Club members have purchased the aircraft and pay monthly dues for expenses, the Club has established that allowable cost sharing is any amount up to the Club's established hourly cost to the member of the particular aircraft used.

2. It is to be understood that this could be done occasionally with relatives, neighbors or friends, and not with "just anyone" who needs to go someplace even if they are somewhat known to the pilot or they are an occasional acquaintance. The intention here is that the spirit of the regulation be upheld and not used as a diversion for what really could be called a commercial flight.

3. Any member found in abuse of this part is liable for immediate expulsion from the WRFC or penalties or loss of privileges as determined by the Board of Directors. See Bylaws.

PARKING YOUR CAR IN THE HANGAR

You may want to park your car in the hangar while you have an aircraft out for an extended time. It is important that you leave the car doors unlocked and the keys in the ignition so that it can be moved in case the hangar space is needed or there is an emergency where the hangar must be vacated. If you do not desire to leave the car open with the keys in it in the locked hangar, then you should leave it outside in the parking lot and lock it there.

ACCIDENTS AND REPORTING

1. In addition to your responsibilities for reporting accidents under FAR part 430, you must report any accident which results in any damage to the aircraft, or bodily injury to the pilot or passengers, to a Club Officer as soon as possible.

2. If an accident happens while you are away from Osceola, contact a Board member immediately by phone and coordinate what help you may need and what actions need to be taken.

3. IF you suspect you may have violated an FAA Rule or Regulation, you can file a NASA Aviation Safety Report to help protect yourself. The form can be found at http://asrs.arc.nasa.gov/report/electronic.html

AIRCRAFT AND LIABILITIES

1. The actual insurance policy supersedes any and all descriptions described in this document.

2. Aircraft liability insurance is extended to all members of the WRFC while they are operating or have care and custody of the Club aircraft. Coverage does not include Club members in non-Club aircraft. CFI's, even if they are Club members, are not covered while providing training to other Club members.

3. Coverage includes:
   a. For Bodily Injury, Property Damage, Medical Expenses, refer to Aircraft Policy.
   b. The Club carries hull and liability insurance for the aircraft. Members may carry their own hull and/or liability insurance. See Para 4 immediately below. [21]

4. Members are required to read and understand the actual insurance policy for the working details of the hull and liability insurance policies. The following is a summary of the intent of this policy. [18]

a. Carrier: Avemco Insurance Company.

b. Values
   i. These values are arrived at using a tool called Vref. Vref factors in condition of the plane and engine.
   ii. These values will be revisited every April.
   iii. These planes will be insured to their estimated values as determined by the Board. [21]

c. Pilot & Club Responsibilities:
   i. Anything up to and including $2,500 damage to an aircraft will be the pilot's responsibility.
   ii. Above $2,500, the Board will determine whether the Club will submit a claim. [22, 23]

5. Also see sections in this manual on Commercial Operations of Aircraft, Instrument Operations of Aircraft, Flight Experience, Pilot in Command, and Enforcement.

6. All approved pilots must have a current flight review, current medical, and recency of experience. [8] [21]

CLUB LOUNGE

1. The Club has a large lounge suitable for families and friends while waiting for an aircraft preflight or for meetings or parties. A member must be in attendance at all times the lounge is used. It may not be loaned or offered for use to outside groups unless a member is present or unless some special arrangement is made by the Board of Directors.

2. The member is responsible for any damage to the lounge such as broken item. The room must be cleaned after each use. Smoking is prohibited.

3. After every use of the lounge, place the furniture and conference table and chairs in their original order. Close the drapes, and turn off the heat if the room is not going to be used immediately again.

4. There is electric heat in the lounge that is turned on by switching the circuit breaker to “on”. Two of the three electric floor units have control dials on them that should never be set higher than" 2". That makes the room about 70 degrees. Never leave the room if the setting is higher or a fire could be caused. Be sure the furniture is not against the heaters.

5. The outside door to the lounge and the windows should always remain locked. The door between the lounge and the hangar should be closed but not locked. In the hot summer, it may be necessary to leave that door open to keep the excessive heat from building up in the well-insulated lounge.

RESPONSIBILITIES AND CHORES

1. Each member and Additional Family Member has an equal obligation for housekeeping, cleaning the hangar, the lounge, the aircraft, and helping with aircraft maintenance, mowing the grass, and removing the snow.

2. Responsibilities may be assigned on a regular basis by members at regular Club meetings. Performance of assigned duties is an obligation of membership equal to paying dues.

ADDITIONS TO THE BYLAWS AND THIS MANUAL WILL BE MADE BY BULLETIN SENT TO EACH MEMBER AS THE ITEM IS ENACTED OR APPROVED. IT WILL THEN BE INCLUDED IN THE NEXT REVISION OF THE COMPLETE MANUAL.

[1] As amended May 1, 2006 by the membership. (Bylaws only)
[2] As amended June 30, 200y by the Board of Directors.
[3] Paragraph deleted June 30, 2006 by the Board of Directors.
[4] As amended March 18, 2007 by the Board of Directors.
[5] As amended March 18, 2007 by the Board of Directors.
[6] As amended April 5, 2007 by the Club Membership
[7] As amended July 21, 2008 by the Board of Directors
[8] As amended July 21, 2008 by the Board of Directors
[9] Removed all references to LORAN July 21, 2008 by the Board of Directors
[10] Added December 22, 2009 by the Board of Directors
[11] Changed from -5 to zero degrees January 4, 2010 by the Board of Directors
[12] The March 18, 2007 requirement to show proof of insurance was removed by the Board of Directors on October 6, 2009 and replaced by the amended wording.
[13] Subparagraphs (b) and (c) added by Board of Directors November 9, 2010.
[14] Numerous rearranging and cosmetic editorial changes of existing bylaws and operational information – December 2010
[15] Information added – December 2010
[16] Numerous entries specifying training requirements and discussion of airport and runway landing & takeoff minima and requirements – August 2012
[Unlisted17] Removed all references to the Cherokee Six-300 (N1127X) – September 2012
[18] Hull Insurance Guidelines as passed 12-5-2012 see policy for details.
[19] Add in Cherokee 6 language as previously stated – November 7th 2013
[20] Add modifiers to language for Cold Weather Ops and Un-Certified Airports.
[21] Changed the insurance wording – January 12, 2015
[22] Added paragraph to clarify ambiguity. – July 18, 2016
[23] Deleted wording about a deductible – December 1, 2016
[24] Added the paragraph for clarity – December 24, 2017
[25] Added due to new policy – January 10, 2018