

PHOENIX FLYERS, INC.

OPERATING PROCEDURES

October 27, 2009



Under the authority established by the By-Laws of Phoenix Flyers, Inc., the operating Procedures contained herein shall have the same force and effect as if a part of the By-Laws of the Corporation.

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REVISIONS

Significant changes from Operations Manual dated August 10, 2000.

- Section 4.3.2: A comment was added to reflect the club's insurance requirements in regaining currency.
- Section 4.4.4.: Modified to reflect the new insurance requirements for the Arrow and Comanche.
- Section 4.4.4.1: Reflects the new insurance requirements for the Arrow.
- Section 4.4.4.2: Reflects the new insurance requirements for the Comanche.
- Section 4.4.5: Modified to ensure current insurance requirements always take precedence.
- Section 8.12.2: Recommended oil level for the Comanche was changed to 9 quarts.
- Section 12.3.1: Removed share price from text.
- Section 12.3.4: Modified to reflect that statements are due and payable upon receipt.
- Section 12.3.6.3: Modified to reflect new share value of \$1750 (April Special Meeting).
- Section 12.3.6.4: Modified to differentiate between share value and membership fee.
- Section 14.3.1: Modified to differentiate between share value and membership fee.
- Section 14.3.2: Modified to differentiate between share value and membership fee.
- Section 14.5: Removed "Members Only" username and password from document.
- Appendix A: Modified to reflect changes recommended by the safety officer and club instructors.
- Appendix B: Replaced with instructions for Internet scheduling system.

Significant changes from Operations Manual dated December 18, 2001.

- Section 4.4.1.1: Added to address requirement for written review for retractable gear aircraft.
- Section 5.2.1: Added to address documentation required at time of checkride.
- Section 5.2.2: Added to address CFI discretion for written review for retractable gear aircraft on annual checkride.
- Appendix A: Modified to reflect changes recommended by the safety officer and Board of directors.

Significant changes from Operations Manual dated January 7, 2003.

- Section 3.1.1.1.: Section 3.1. CURRENCY REQUIREMENTS changed to Section *3.1.1 Club Currency* under this section.
- Section 3.1.2.: Added to address CFI experience requirements.
- Section 4.3.5.: Section *4.4.4. Special Insurance Requirements* updated with new insurance requirements and moved to Section 4.3. CURRENCY as Section *4.3.5. Insurance Experience Requirements*.
- Section 4.3.5.3.: Added *Insurance Experience Requirements for Certified Flight Instructors* and member responsibility to ensure a selected instructor is insurance qualified.
- Section 4.3.6.: Section *4.4.5. Current Insurance Requirements* moved to Section 4.3. CURRENCY as Section *4.3.6., Current Insurance Experience Requirements*.
- Section 5.3.3.: AOPA Online Courses included as alternative to attending a safety seminar.
- Section 10.2.2: Updated with new \$2,500 hull insurance deductible.
- Section 12.3.8.: Associate membership removed from Section *12.3.6., Termination of Stock Ownership*, and renamed to Section *12.3.8., Associate Membership*. Onetime associate membership fee increased to \$150 from \$75.
- Section 13.5.: Treasurer's credit changed from \$100 to \$150 as approved at the February 23, 2003 board meeting.
- Section 13.5.: Maintenance officer credit changed from \$100 to \$150 as approved at the February 23, 2003 board meeting.
- Appendix A: Modified to reflect insurance changes.

Significant changes from Operations Manual dated January 14, 2005.

- Section 2.3.: Section 2.3. INSTRUMENT TRAINING amended to make it the responsibility of a member to verify a non-member CFII meets insurance requirements.
- Section 3.1.: Rewritten to define the role of board-approved flight instructors, define the requirements for board approval and amend annual checkride requirements to maintain board approval.
- Section 4.3.1.: Removed club currency requirements specific to the Arrow and Comanche.
- Section 4.3.5.1.: Amended to reflect current Arrow insurance requirements.
- Section 4.3.5.2.: Amended to reflect current Comanche insurance requirements.
- Section 4.3.5.3.: Amended to reflect current CFI insurance requirements.
- Section 4.4.2.: Renumbered to Section 4.4.3. *Checkout Procedure.*
- Section 4.4.3.: Renumbered to Section 4.4.4. *Minimum Checkout Time.*
- Section 4.4.4.1.: Deleted and rewritten as Section 4.4.2. *Written Reviews* covering any written review required by the board.
- Section 5.2.1.: Amended to include additional documentation required for club checkrides.
- Section 5.5.: Modified requirements specific to the Arrow and Comanche to requirements pertaining to high-performance and complex aircraft.
- Section 10.2.2.: Revised with new insurance deductible limits.
- Appendix A: Modified to reflect insurance changes.

Significant changes from Operations Manual dated March 28, 2006.

- Section 4.3.5.1.: Amended to reflect current Skylane insurance requirements.
- Section 5.1.: Section 5.1. POLICY amended to extend the annual checkride period from November 1st to March 1st.
- Appendix A: Modified to reflect insurance changes.

Significant changes from Operations Manual dated September 25, 2007.

- Section 4.3.5.1.: Amended to reflect pilot requirements in the Comanche and Skylane.
- Section 4.2.: Renamed to INITIAL AIRCRAFT CHECKOUT
- Section 4.4.: Section 4.4. INITIAL CHECKOUTS deleted and combined under Section 4.2.: INITIAL AIRCRAFT CHECKOUT
- Appendix A: Modified to reflect pilot requirements.

Significant changes from Operations Manual dated December 23, 2008.

The entire Operations Manual was revised. Most of the changes were cosmetic or better clarified existing policies. Areas containing significant changes which modified the previous policy are stated below.

- Section 1.: Renamed from MISSION to GENERAL and a paragraph added to allow email as a form of written notification.
- Section 2.2.: Allows a member seeking primary flight instruction to request inactive status if no Board-approved instructors are available to conduct the training.
- Section 2.3.: Added a requirement for a member to notify the operations and safety officers if a non-Board approved instructor is being used for advanced training.
- Section 6.8.: Rewritten to specify the maximum number of reservations allowed on the reservation system.
- Section 6.9.: Rewritten to specify the maximum length of a reservation (formerly Section 6.8). Sections 6.9 and 6.10 renumbered to 6.10 and 6.11 respectively.
- Section 7: Rewritten to cover all International flights. Section 7.3 added to define the Mexico policy.
- Section 8.1.: Modified to reflect the Skylane.
- Section 8.8.3.: Modified to show Cutter as the fuel provider at Deer Valley.

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Section 8.12.: Rewritten to reflect current policy on oil use and specify level for the Skylane.

Section 12.3.2.: Completely rewritten to clarify the procedure for filling out the flight invoice.

Section 12.3.6.5.: Added to define the process to be followed in completing a member termination.

Section 12.3.7.4.: Modified to state that an inactive member must pay any outstanding share assessment prior to being returned to active status.

1. GENERAL

1.1. HISTORY

Phoenix Flyers (hereinafter called the Club) was established in 1958 at Phoenix Sky Harbor International Airport for the purpose of providing high-quality and cost-effective aircraft to members for personal, pleasure, and business use. The Club was incorporated as a nonprofit organization in November 1984 as Phoenix Flyers, Inc. under the laws of the State of Arizona and has six (6) members elected to serve as the Board of Directors (hereinafter called the Board). It moved its planes from Phoenix Sky Harbor Airport to Phoenix Deer Valley Airport and Chandler Municipal Airport in 1997.

1.2. AIRCRAFT STANDARDS

Our goal is to provide mechanically sound, fully functional aircraft for our members. Airplane exterior and interior condition shall be maintained at a level 5 or above, on a scale of 0 to 10. Aircraft avionics will be suitable for normal IFR flight. We will manage the cost of providing these aircraft so that flying a minimum of 40 hours per year will be cost effective for our members.

1.3. DEFINITION: "IN WRITING"

Unless specified otherwise, the term "in writing" shall be meant to include the use of email.

2. TRAINING

2.1. FLIGHT INSTRUCTION

A member who has completed an initial aircraft checkout for make and model and meets all Club and FAA currency requirements to act as Pilot-In-Command (PIC) may fly Club aircraft of the same make and model with any person of his or her choosing on board: non-pilot; pilot; or instructor. When the member does not meet one or more Club or FAA requirements to act as PIC in make and model, the member shall not fly Club aircraft of the same make and model without a Club Board-approved certificated flight instructor (CFI) occupying one of the front seats of the aircraft, except as provided for in § 2.2 or 2.3.

2.2. PRIMARY TRAINING

The Club generally has members that are certificated flight instructors willing to provide primary flight instruction (instruction to obtain an initial pilot certificate) and will accept new members as student pilots. Primary flight instruction conducted in Club aircraft must be performed by a Board-approved, member-CFI. In the event there is no Board-approved, member-CFI available or willing to conduct primary flight instruction the member may request to be placed inactive until such time as a qualified and willing CFI becomes available (§ 12.3.7. *Inactive Membership*).

2.3. ADVANCED TRAINING

A member who meets all Club and FAA requirements to act as PIC may fly with any qualified CFI or CFII for the purposes of advanced training without Board approval for the instructor. A member qualified to act as PIC under Visual Flight Rules (VFR) may fly with any CFII under actual Instrument Flight Rules (IFR). The member shall be responsible to verify that the instructor, if not a member, meets the insurance requirements specified in § 4.3.5., *Insurance and/or Board-Approved Experience Requirements*.

3. FLIGHT INSTRUCTORS

3.1. BOARD-APPROVED FLIGHT INSTRUCTORS

The Board will approve flight instructors for primary instruction, new-member checkrides and annual checkrides. There is no limit on the number of Board-approved instructors.

3.2. REQUIREMENTS FOR BOARD APPROVAL

3.2.1. Club Membership

The instructor must be a club member in good standing for a minimum of six (6) months.

3.2.2. Pilot-In-Command Time

The instructor must have a minimum of twenty-five (25) hours of Pilot-In-Command time in make and model to provide instruction or checkrides in complex or high-performance Club aircraft.

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3.2.3. Right-seat Checkout

The instructor must receive a right-seat checkout in a Club aircraft by the safety officer or an appointed Club instructor. A separate right-seat checkout is required in the make and model of each high-performance or complex aircraft however a right-seat checkout in either will satisfy the requirement for any Club aircraft not designated as complex or high-performance.

3.2.4. Recommendation to the Board

The instructor must be recommended to the Board by the safety officer or appointed Club instructor and approved by a majority vote.

3.3. CURRENCY REQUIREMENTS

3.3.1. Club Currency

All instructors providing primary instruction or annual checkrides in Club aircraft must meet all checkout and currency requirements required of other members.

3.3.2. Experience Requirements

All instructors providing flight instruction in Club aircraft must meet the experience requirements specified in the insurance policy in effect for the aircraft being used; § 4.3.5., *Insurance Experience Requirements*.

3.4. ANNUAL CHECKRIDE

All Board-approved instructors must have an annual checkride by another Board-approved instructor. Additionally, all Board-approved instructors are required to have a safety briefing by the Club safety officer each year. The briefing will cover Club operating procedures, checkout requirements and insurance requirements. Failure to accomplish the requirements of this paragraph by March 1st of each year will result in the loss of Board-approved status until such time the requirements are met.

3.5. CHECKRIDE FORM

All instructors performing aircraft checkouts or annual checkrides are required to complete and sign a Checkout/Checkride form. This form must be forwarded to the safety officer upon completion of the checkout or checkride. A Checkout/Checkride form is available in Appendix A.

3.6. BILLING SLIPS

Each Board-approved instructor shall ensure that his or her name is on the billing slip when performing instruction for aircraft checkouts or checkrides and whether or not the checkout/checkride was completed satisfactorily. The instructor should also note whether the checkout/checkride also met the requirements of a flight review as defined in the FAR.

4. CHECKOUT AND CURRENCY

4.1. POLICY

No member shall fly any Club aircraft in which he or she is not current.

4.2. INITIAL AIRCRAFT CHECKOUT

Initial checkouts shall be conducted by a Board-approved instructor using the current Checkride/Checkout form. A Checkout/Checkride form is available in Appendix A.

4.2.1. Aircraft Make and Model

A separate initial checkout is required for each make and model of airplane.

4.2.2. Written Reviews

The member must complete any Board-approved, written review or test for a specific make and model Club aircraft prior to completing the initial checkout in that aircraft.

4.2.3. Minimum Checkout Time

Providing insurance requirements are met, the time required for checkout in each of the Club aircraft is left to the discretion of the Board-approved instructor performing the checkout. Depending on pilot experience and skill, the checkout may require more than one flight and may cover activities and subjects in addition to those listed on the Checkout/Checkride form.

4.3. CLUB CURRENCY

4.3.1. Club Current

A member who meets the currency requirements of the FAA in accordance with the FAR and who has completed an annual checkride in accordance with § 5 of this document is considered Club current. Only members that are Club current may act as PIC in Club aircraft.

4.3.2. Regaining Currency

A member that is not FAA current but has a valid annual checkride can regain currency through solo flight unless prohibited by the FAR or the Club insurance requirements specified in § 4.4.4. Each member must critically assess his or her skill level however and determine if it would be appropriate to use an instructor in regaining currency. The Board recommends using an instructor to regain currency.

4.3.3. Currency in non-Phoenix Flyers Aircraft

Any currency required for a specific make and model of Club aircraft may be maintained in the same make and model of aircraft not belonging to the Club. Proof of such currency either by logbook entry or a flight invoice shall be presented to the safety officer or operations officer upon request.

4.3.4. Night Currency

A member meeting the night currency requirements of the FAR and the requirements of § 4.3.1 is considered Club-current for night flight.

4.3.5. Insurance and/or Board-Approved Experience Requirements

4.3.5.1. Experience Requirements for the Cessna Skylane (C182)

Any pilot maintaining a Private or more advanced pilot certificate who has demonstrated to a Club Board-approved certificated flight instructor the piloting skill required for the aircraft being flown.

4.3.5.2. Experience Requirements for the Piper Comanche (PA24-260)

Any pilot maintaining a Private or more advanced pilot certificate who has demonstrated to a Club Board-approved flight instructor the piloting skill required for that aircraft being flown and who has flown a minimum total Pilot-In-Command (PIC) time of 200 hours, or total PIC time of 100 hours if the pilot is instrument rated, including 25 hours in the make and model; or in lieu of make and model time, 10 hours of dual flight instruction in aircraft of the same make and model being flown including at least 15 takeoffs and landings while accompanied by an appropriately certificated flight instructor.

4.3.5.3. Insurance Experience Requirements for Certified Flight Instructors

Any flight instructor properly qualified and approved by the Club.

4.3.6. Current Insurance Experience Requirements

In all situations, requirements specified in the current insurance policy take precedence over requirements specified in § 4.3.5.

5. ANNUAL CHECKRIDE

5.1. POLICY

All Club members must receive an annual standardized checkride from a Board-approved instructor between November 1st and March 1st to remain club current.

5.2. GENERAL REQUIREMENTS

The annual checkride will include a review of aircraft weight and balance, and aircraft performance data. It will also include a review of Club operating procedures. Emphasis will be on safety and the proper care of our airplanes.

5.2.1 Documentation Required At Time of Checkride

The member will be responsible for providing a current FAA certificate, current medical certificate, a log book showing proof of completion of a current BFR or FAA Wings program, and proof of meeting the safety seminar requirements as outlined in § 5.3. The member should also bring the Pilot Information Manual (PIM) for the aircraft being used in the checkride and attest to owning the PIM for each make and model of Club aircraft flown. The member should also bring a current, pre-filled checkride form.

5.3. SAFETY SEMINAR REQUIREMENT.

5.3.1. Number of Seminars

Unless specified otherwise in this section, each Club member is required to attend a minimum of two (2) safety seminars each year prior to the annual checkride.

5.3.2. Acceptable Safety Seminars

A safety seminar is defined as a Club sponsored seminar, an FAA sponsored seminar, or an AOPA Air Safety Foundation seminar. Club seminars will be scheduled by the safety officer.

(a) Completing any course which qualifies for at least one (1) Knowledge Credit for the FAA WINGS Pilot Proficiency Program will meet the requirement of one safety seminar; for example an AOPA online course which qualifies for the WINGS program.

5.3.3. Alternatives to Safety Seminars

Any of the following will meet the requirement for two safety seminars: a CFI renewal course; completing a phase of the FAA Wings program; completion of a Biennial Flight Review; earning a new or additional rating; or taking a FAA required Part 135/121 checkride.

5.3.4. Member Responsibility

At the time of the annual checkride, the Club member must provide evidence that he or she has fulfilled the safety seminar obligation within the previous twelve months.

5.3.5. New Members

A new member that joins the Club during the annual checkride period does not have to meet the safety seminar requirement for that period. A new member that has been in the Club six (6) months or less at the time of his or her annual checkride need only complete one (1) safety seminar.

5.4. SCHEDULING

It is the responsibility of the member pilot to schedule the airplane and arrange for his or her annual checkride with a Board-approved instructor.

5.5. AIRCRAFT TYPE

The annual checkride must be accomplished in a complex or high-performance aircraft of the same make and model of Club aircraft to maintain currency in all make and model of Club aircraft in which the member has had an initial checkride. A checkride in a complex aircraft will satisfy the currency requirements for a high-performance aircraft. A checkride in a high-performance aircraft will not satisfy the requirements for a complex aircraft.

5.6. DURATION AND FEES

The duration of the annual checkride shall be left to the discretion of the instructor. Any instruction fees shall be negotiated between the member and the instructor conducting the checkride and are the responsibility of the member.

5.7. UNSATISFACTORY PERFORMANCE

If the instructor feels that the member's performance was unsatisfactory, he or she may recommend an additional checkride or additional dual instruction. The instructor will not sign off the member's annual checkride until satisfactory performance has been achieved.

5.8. STANDARDIZATION

The same standardized checkride requirements will apply to all pilots, regardless of FAA certificate held.

5.9. ANNUAL CHECK RIDE RECORD

The annual checkride must be documented on the current Checkout/Checkride Form approved by the Board. A Checkout/Checkride form is available in Appendix A.

6. SCHEDULING OF AIRCRAFT

6.1. POLICY

The aircraft scheduling policy will be defined and enforced by the Board: (1) to assure equal opportunity to all members; (2) to provide for maximum utilization of aircraft; and (3) to preclude loss of revenue caused by members not flying aircraft they have reserved.

6.2. COURTESY

Whenever making reservations, keep in mind that the aircraft must be shared fairly between all members. Make reservations when you know you will be flying, not on the "off-chance" that you might want the plane on the weekend. Do not monopolize a single airplane by reserving it for multiple weekends in a row. If we are all courteous to other members, the airplanes will be easier to schedule and will have greater utilization.

6.3. AUTOMATED RESERVATION SYSTEM

All aircraft reservations are made through our automated reservation system. The system is available on the Internet or by toll free phone number anywhere in the United States. See Appendix B for complete instructions on using the automated reservation system.

6.4. LONG FLIGHTS

Trips that will result in more than 10 hours of TACH time must be reported to the maintenance officer. After reserving the aircraft, call the maintenance officer to ensure that all necessary maintenance is accomplished prior to your flight.

6.5. CANCELLATIONS

Cancellations are also made through the automated reservation system. Please make any cancellations as early as possible to allow other members to schedule the aircraft. See Appendix B for complete instructions on using the automated reservation system.

6.6. DELAYED RETURNS

Delayed returns will only be tolerated when the cause is weather or vital equipment malfunction. If your return is delayed, the operations officer (or any other board member if unable to reach operations officer) should be called as soon as possible. The operations officer will work with you to update the reservation system and to notify any other member whose reservation will be affected by the delay.

6.7. EARLY RETURNS

If an aircraft is returned earlier than scheduled, the remaining reservation time should be canceled through the automated reservation system. See Appendix B for complete instructions on using the automated reservation system. An hour or so of local flight might still be possible. Some pilots prefer late evening flights, when traffic is light or summer temperatures are cooler.

6.8. MAXIMUM NUMBER OF RESERVATIONS

The total combined number of hours a member may have on the schedule is 480 hours: 20 days. Members will be limited to a maximum of three (3) reservations on the reservation system including backup reservations and excluding the current day's reservation. The Board may grant a member's request in writing for more than three reservations: generally for the purpose of primary or advanced training.

6.9. MAXIMUM RESERVATION PERIOD

The maximum reservation period is 384 hours: 16 consecutive days. There is a minimum charge of one TACH hour at the hourly rate for that aircraft for each 24 hours that the aircraft is reserved. The Board may grant a member's request in writing for a longer reservation period.

6.10. RESERVING ACCURATELY

For better aircraft utilization, each member must attempt to schedule the aircraft as close to the actual flight time as possible. If an aircraft has not departed within two hours of the reservation start time, the remainder of the reservation may be used by another member. The member taking the remainder of the reservation should put a note in the comment section of the flight invoice: "[member name] NO-SHOW RESERVATION AS OF [hh:mm]". This rule should not be used to take a reservation if the departure is delayed by weather or equipment malfunctions. As a courtesy, please call the member who has reserved the aircraft before canceling his or her reservation.

6.11. FAILURE TO CANCEL

A member who fails to cancel a reservation for a plane that he or she does not use will be charged one TACH hour, at the aircraft's hourly rate, for each full or partial day of the reservation.

7. INTERNATIONAL FLIGHTS – OPERATIONS OFFICER MUST BE CONTACTED

Disclaimer:

The information in this section of the Operations Manual is for informational purposes only. It suggests documents, methodology, etc. for international flights, but it is not a complete or comprehensive guide. Each member must provide their own documentation and follow all government procedures for any international flights.

7.1. ENTRY AND DEPARTURE PROCEDURES

Each member is responsible for registering with eAPIS (Electronic Advance Passenger Information Service) and the Customs and Border Protection Service. Each member must obtain the latest information on entry and departure procedures for each country they fly into. Each member is also required to know and follow all flight laws for the country they are operating in. Any fees for entering, departing, or operating outside the continental United States are the responsibility of the individual member.

7.2. INSURANCE

The territory covered by our insurance policy is: US, Canada, Mexico, the Bahamas and the Caribbean Islands or en route points therein. Changes to the policy regarding international coverage may occur however. Any member seeking to take a club aircraft outside the continental United States must contact the operations officer as soon as possible after scheduling the flight.

7.3. MEXICO POLICY

Members have made many trips to Mexico in Club aircraft without incident. The Club does not discourage any member from making flights into Mexico, providing the member complies with all U.S. and Mexican government regulations. The Club has additional operating procedures for flights into Mexico.

7.3.1. Insurance Requirements

Although our present Club insurance covers flights into Mexico, this coverage may not be accepted by the Mexican Authorities; therefore, separate insurance that is recognized by Mexico must be obtained. The Club has arranged with MacAfee & Edwards to provide this insurance. It can be activated by phone and billed to Phoenix Flyers. Contact the operations officer or the treasurer for details. To allow for any problems that may delay your return, we suggest including coverage for several days after the actual intended return date. Each member must arrange for this insurance and will be charged for the additional insurance with their monthly billing.

7.3.2. Documents Required by Mexican Authorities

This is a suggested list only. Government regulations change from time to time and must be verified by each pilot prior to any flight into Mexico.

- Notarized letter of aircraft ownership from the operations officer
- Copy of Mexican Insurance Policy
- Aircraft Registration Certificate
- Passport for each person aboard
- Turista Permit (visa)
- Pilot license
- Aircraft radio operator's license

8. GENERAL REQUIREMENTS

8.1. POLICY

It is in everyone's best interest to carefully operate and maintain our aircraft. Each member is a part owner in our fleet of aircraft and therefore has the responsibility to care for our planes. We all appreciate flying clean and well maintained planes. When we arrive at the airport, we expect to find the plane clean and in good condition. Leaving the airplane dirty, abusing it, or operating in a manner that causes excessive wear will not be tolerated.

8.2. DISCREPANCY REPORTS

Any malfunction or discrepancy should be reported on the flight ticket and in the aircraft squawk book for the next pilot to see.

8.2.1. Calling the Maintenance Officer

Any significant discrepancy should be reported to the maintenance officer as soon as possible.

8.2.2. Aircraft Squawk Books

Record all discrepancies in the aircraft squawk book including a complete description of the problem along with the date, TACH time and your name. The squawk book can be found in the hanger next to the flight tickets or in the lock box at a tiedown location.

8.2.3. Call Other Pilots with Reservations

If the discrepancy will ground the aircraft or if it may cause another pilot to alter their plans, please call that pilot and let them know what is wrong with the aircraft.

8.3. REQUIREMENT FOR USING APPROVED AIRPORTS

Club insurance and Club policy require that all take-off and landings be done to or from an approved runway.

8.4. LANDING ON DIRT STRIPS

The use of dirt strips is discouraged however if one is used please follow these guidelines:

8.4.1. Run-up

Do not do the run-up over loose dirt or gravel. This could cause prop nicks, sand blasted finishes and general dings and dents. The member is liable for any dings, dents or other damage while operating on a dirt strip.

8.4.2. Takeoff

The pilot is expected to follow safe soft field takeoff procedures as described in FAA Flight Training Handbook.

8.5. OUT-OF-TOWN MAINTENANCE

Any maintenance or repair in excess of one hundred dollars (\$100.00) must be authorized by a Board member. This authorization can be made by telephone by any member of the Board.

8.6. SECURING THE AIRCRAFT

8.6.1. General

All aircraft must be stored in a secure hangar or tied down and locked when parked outside. For good aircraft care the hand brake should never be left on while the plane is parked.

8.6.2. Hangars

Aircraft parked in hangars should be pushed carefully into the hangar to avoid hangar rash, wheels chocked, interior cleaned, and keys left on the instrument panel.

8.6.3. Outside Tie Down

Aircraft parked in an outside tie down (including T-Shades) should be pushed carefully into its tie-down, wheels chocked, aircraft chained to anchors, pitot mast covered, controls secured with a locking device or the seat belt, interior cleaned, and if appropriate, cowl plugs and canopy cover in place. Keys should be locked in the lock box next to the tie down.

8.7. CLEANING AIRCRAFT

The maintenance officer will arrange for exterior cleaning of the aircraft however each member should at a minimum clean the exterior of the windows following a flight. The interior is the responsibility of those who use the plane. The airplane interior should be cleaned after each flight. A \$25.00 fine may be charged to anyone leaving the plane dirty.

8.8. REFUELING

8.8.1. Fuel Quantity

Members are responsible for refueling the aircraft after each flight. A member need not refuel an aircraft following a single flight of thirty (30) minutes or less however a notation should be made in the comments of the following invoice as to the amount of fuel burned. To simplify weight and balance calculations for the next pilot the aircraft should be refueled as follows:

- Comanche: Top the inboard mains; leave a couple gallons in each auxiliary tank.
- Archer: Fill to the tabs.
- Skylane: Fill to the bottom of the filler neck.

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If you desire more fuel for your flight, you may request additional fuel before your departure.

8.8.2. Fueling at Chandler

Fuel should be purchased through Chandler Air Service and charged to Phoenix Flyers; contact them as "Chandler Fuel" on 122.95 or by telephone at 480-963-6420. Their hours are 6:00 AM to 8:00 PM.

8.8.3. Fueling at Deer Valley

Fuel should be purchased through Cutter Aviation and charged to Phoenix Flyers; contact them as "Cutter Fuel" on 122.95 or by telephone at 623-581-1444. Their hours are 5:00 AM to 11:00 PM.

8.8.4. . After Hours Fueling at Chandler or Deer Valley

Many of our members like to depart early in the morning and rightfully expect to find the aircraft properly refueled. Unless you have made prior arrangements with the next pilot or you have verified that no one has reserved the aircraft for early the next morning, you should use the self-serve pumps to refuel the aircraft. You will need to use your own credit card to purchase fuel at the self-serve pump: remember to save the receipt for reimbursement by the club. It is your responsibility to arrange for refueling before the next pilot uses the aircraft.

8.8.5. Away from Phoenix

The Club does not have accounts at airports other than Chandler and Deer Valley. You will have to purchase fuel yourself and save the receipt for reimbursement with your monthly bill. Although the Club will reimburse you for the actual cost of fuel, it is in everyone's best interest to find the lowest priced fuel available at the out of town airport.

8.9. HANGAR RASH

Report any evidence of skin, wing-tip or control-surface damage on both the flight ticket and in the aircraft squawk book. Failure to comply with this requirement could leave you liable for the damage when the next person reports it.

8.10. MASTER SWITCH

Ensure the master switch has been turned off before locking up the aircraft. There is an automatic \$20.00 fine for leaving the master switch on.

8.11. SMOKING IN CLUB AIRCRAFT

Smoking is prohibited in all club aircraft.

8.12. AIRCRAFT OIL

8.12.1. Proper Oil

Be sure to use the proper oil for each aircraft. Several quarts of the correct oil are kept in the hangar or the lock box with each aircraft. Check with the maintenance officer if you are unsure of which type of oil to use. If you carry oil with you, be sure to protect the interior of the aircraft from spills. The next pilot does not want oil on his or her clothes or luggage. Remember, you are liable for any clean-up costs.

8.12.2. Adding Oil

Wait until the aircraft is an entire quart down before adding oil. Do not add a partial quart and do not overfill the aircraft. Record any added oil on the flight ticket so that the maintenance officer can track aircraft oil consumption.

8.12.3. Oil Level

The Archers and Skylane should be filled to 6 quarts. The Comanche should be filled to 9 quarts.

9. ECONOMIC OPERATION

9.1. POLICY

Each member shall operate the aircraft with due concern for the costs incurred by his or her methods of handling and operating the aircraft.

9.2. FUEL

Follow the appropriate power setting table for each aircraft.

9.3. BRAKES & TIRES

- Do not ride the brakes during taxi.
- Avoid unnecessary heavy braking on the landing roll.
- At the discretion of the board, any pilot who abuses aircraft brakes or tires may be charged for their replacement

10. FLIGHT SAFETY

10.1. POLICY

All members must make safety their foremost consideration when planning and executing flights. Any member who knowingly violates the Club Operating Procedures or the Federal Aviation Regulations will be grounded and/or have his or her membership terminated at the discretion of the Board: § 12.3.6. *Termination of Stock Ownership*.

10.2. ACCIDENTS

10.2.1. In the event of any accident/incident:

Notify any member of the Board and the National Transportation Safety Board as required by FAR Part 830.

10.2.2. Member Liability

Each member is responsible for any costs resulting from an accident or incident that occurs while he or she has the aircraft. The Club carries one million dollars (\$1,000,000) single limit liability damage; one hundred thousand dollars (\$100,000) per person liability; and two hundred fifty dollars (\$250) deductible hull insurance. Our policy includes a provision that the aircraft be operated legally and within the Federal Aviation Regulations for the policy to be valid. If the airplane is operated illegally or outside of the FAR, our insurance could be invalidated and the responsible member will become FULLY liable for ALL damage.

10.2.3. Flying Privileges Following an Accident

Any member acting as Pilot-In-Command of a Club aircraft that is involved in an accident/incident that results in damage to the plane or injuries to any person is automatically grounded. The member's flying privileges will be reinstated when he or she satisfactorily completes a checkout with an instructor designated by the Board.

10.3. FAA REGULATIONS

Each member must obey all Federal Aviation Regulations.

10.4. PILOT SKILL

In the interest of safety, each pilot should fly much more than the minimum currency requirement.

10.5. FLIGHT WITH EQUIPMENT DEFICIENCIES

Before every flight, each member as Pilot-In-Command is required to determine if the airplane is in a condition for safe flight. The FAR specify certain equipment that is required for every flight. Additionally, Class B, C, or D airspace has requirements for communications equipment and/or transponder with altitude encoding equipment. During primary training, each pilot should have developed good judgment about determining when an airplane is safe for flight. DO NOT FLY any aircraft if you are uncertain about its airworthiness or uncomfortable with its condition.

10.5.1. Maintenance Questions

Contact the maintenance officer if you are uncertain about maintenance, compliance with Airworthiness Directives, or compliance with required inspections.

10.5.2. Federal Regulation Questions

Contact a Board-approved CFI if you have questions regarding the FAR, or determining the airworthiness of an aircraft.

10.6. FILING FLIGHT PLANS

The use of flight plans and en route flight following is strongly encouraged.

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10.7. WEIGHT & BALANCE

Weight and balance should be calculated in writing rather than guessed at. Several of our aircraft can be loaded significantly over gross and out of CG (Center of Gravity) when filled with full fuel, full passengers, and little or no bags!

10.8. FUEL STOPS

Fuel stops and expected fuel burn should be planned before takeoff.

10.9. CHECK LISTS

Each pilot must use a written check list when operating Club aircraft. The manufacturer's check list is located in each airplane. If a member desires, he or she may use their own checklist instead of the manufacturer's checklist.

10.10. PILOT INFORMATION MANUAL

Each member is required to obtain a Pilot Information Manual for each make and model Club aircraft he or she flies.

11. PREFLIGHT PREPARATIONS

11.1. POLICY

Prior to every flight, the FAR require each pilot to obtain and review all available information. This includes making use of: weather conditions, runway condition and length, en route conditions, aircraft performance, and weight and balance. It is the pilot's responsibility to weigh his or her piloting skills and the aircraft's capability against the current and forecast conditions. Safe alternatives in case the flight is delayed or cannot be completed should always be considered.

11.2. VFR

11.2.1. Visibility

The vast majority of weather related accident reports read VFR pilot attempted continued flight into IFR conditions. A premature landing in the face of deteriorating weather is a lot easier to explain to passengers than the obvious alternative.

11.2.2. Wind

Although the air is clear, do not underestimate the force of strong winds and turbulence, especially over mountainous terrain.

11.3. IFR

11.3.1. Preflight

Inspect aircraft logs for currency of altimeter, pitot-static system, and transponder checks. Be sure alternate engine air or carburetor heat, and pitot heat are all working properly. Check that all navigation instruments are within IFR tolerances and that any required log entries for navigational checks have been made.

11.3.2. Pilot Currency

Club currency requirement are the same as those specified in the FAR.

11.3.3. Ice

Be sure to check for any reported or forecast icing conditions prior to departure. None of our planes are certified for flight into known icing conditions. It is illegal to fly our airplanes into known icing conditions.

12. DUES AND ACCOUNTS

12.1. POLICY

Monthly dues and hourly aircraft rates shall be established by the Board. Rates will be set at levels that insure high quality aircraft and provide financial health and longevity to the corporation.

12.2. MONTHLY CHARGE

Each member will be charged a non-refundable fixed monthly fee as set by the Board. This fee will be the same for all members.

12.3. ACCOUNTS

12.3.1. Shares

The share purchase price is working capital and not money held in a stockholder's account.

12.3.2. Flight Invoices

12.3.2.1. Prior to each flight, a member shall fill in all those items that can be completed prior to flight: PILOT NAME; AIRCRAFT N #; YOUR ACCT. NO.; YOUR DESTINATION; DATE RETURNING; TIME RETURNING; ENGINE START (TACH READING); and DEPARTURE DATE.

12.3.2.2. After the flight, the member shall complete the remaining items on the page he or she began before the flight: QTS OF OIL added during the trip; ENGINE STOP (TACH READING); and RETURN DATE. The member should also: note any malfunctioning equipment; sign the slip; remove the white and yellow copies and place them in the box. The pink copy remains in the book so future pilots can review any discrepancy reports. The member should fill out the AIRCRAFT N # and ENGINE START time on the next flight invoice to be used.

12.3.2.3. The ENGINE STOP time should be rounded up if the ending TACH time is rolling to the next tenth or hundredth increment.

12.3.2.4. If a member finds a discrepancy between the ENGINE START time on the current invoice and the TACH time on the aircraft (aircraft TACH time greater than ENGINE START time on the invoice) the member should complete the ticket as described in this section, using the aircraft TACH time as the ENGINE STOP time and voiding the ticket in the COMMENTS section with the reason why the invoice is being voided. It is not necessary to void a ticket on which information was copied incorrectly from the previous invoice: an ENGINE START time less than the aircraft TACH time (cross out the incorrect time and use the correct time); or information copied to the wrong location.

12.3.2.5. There should always be a new invoice book available for use upon using the last invoice in the current book. In the event the next invoice cannot be located it is the member's responsibility to provide all of the information described in this section on a separate piece of paper and left with the completed invoices.

12.3.3. Gas Receipts

Mail any gas and oil receipts promptly with your monthly remittance. The amounts, not to include tie down or hangar fees should be deducted from member's statement and a check for the balance remitted. All gas receipts must include the date, the aircraft tail number, and the member's signature. Gas and oil receipts may also be scanned into a computer softcopy and forwarded to the treasurer with an email request for credit.

12.3.4. Terms

All statements are due and payable upon receipt. Delinquent accounts at the next monthly billing cycle will be charged a penalty of 2% on the outstanding balance from the previous month.

12.3.5. Delinquencies

12.3.5.1. Any member with past due charges of \$250.00 or more may be suspended from flight scheduling and grounded by a majority vote of the Board until their account is brought current.

12.3.5.2. Any member who has been grounded for a delinquency within the previous two years will be monitored by the treasurer.

12.3.6. Termination of Stock Ownership

12.3.6.1. Voluntary: Any stockholder wishing to terminate stock ownership may offer his or her share for sale by sending a written statement to the Board.

12.3.6.2. Involuntary: The Board may, by unanimous vote, suspend, reinstate, or expel a stockholder for cause after an appropriate hearing. Interest of such stockholder shall be disposed of as described in § 12.3.6.3. or § 12.3.6.4.

12.3.6.3. When there is no waiting list to join the Club, the corporation will purchase a terminating member's share at any time for \$4250 less any amount due the corporation. If a

member does not elect to sell his or her share to the Club, he or she may sell it to anyone acceptable to the Board however the monthly fixed fee will continue to be charged against that share until transferred to a new member. In the case of involuntary termination of stock ownership the corporation will purchase the share for \$4250 less any amount due the corporation. Amounts due the corporation may include any unpaid share assessment balance.

12.3.6.4. The corporation will refund the \$250 membership fee to a terminating member, voluntary or involuntary, less any amount due the corporation whenever there is a waiting list to join the Club at the time of termination.

12.3.6.5. The corporation will process member terminations in the order received by the Board. All settlements for a terminated membership will be completed within forty-five (45) days of the date of termination unless there is insufficient cash on hand to purchase the share and maintain working capital for the daily operation of the Club. In that event the Board will take immediate action to sell assets or obtain equity loans to meet the obligations of this section as soon as possible.

12.3.7. Inactive Membership:

12.3.7.1. Status: Inactive membership status is only available to members with valid reasons for becoming inactive and must be approved by a unanimous vote of the complete Board. Inactive memberships will not be charged a fixed monthly fee. In addition, inactive members are not allowed to reserve or fly Club aircraft.

12.3.7.2. Requesting Inactive Membership: Requests for inactive membership must be made to the Board in writing or in person at a regularly scheduled monthly meeting. The request should include the reason and planned duration for inactive status. Valid reasons for becoming inactive include: temporary work reassignments that will last more than one year; a temporary loss of medical certificate; or inability to conduct primary training for lack of a qualified Board-approved instructor. Because the Club's fixed costs for owning aircraft do not change when a membership becomes inactive, the Board will be very cautious in giving approval for inactive memberships.

12.3.7.3. When a member is placed inactive, the Board may approve a new membership to an applicant requesting to join the Club.

12.3.7.4. Reactivating: Requests to reactivate an inactive membership must be made to the Board in writing or in person at a regularly scheduled monthly meeting and approved by a majority of the Board. Upon approval by the Board inactive memberships will normally be placed at the top of any new member waiting list and allowed to become active when a membership becomes available. A reactivated member must pay any share assessment enacted while the member was on inactive status.

12.3.8. Associate membership:

Spouses, domestic partners, or dependents (as defined by the IRS) 21 years of age or younger may become associate members. Associate members have the same access to Club aircraft as a full member. To become an associate member, a separate application for the associate member must be given to the treasurer along with a onetime fee of \$150.00. No monthly fee will be assessed to the associate member, nor will the associate member be allowed to vote on any corporation matters. The sponsoring member is responsible for all flying charges made by the associate member. Associate member aircraft reservations will be made under the sponsoring member's name and all reservation scheduling limitations will apply jointly to the sponsor and associate member.

13. CREDITS & REIMBURSEMENTS

13.1. POLICY

13.1.1. General

Nothing in this section limits the Board's authority under the corporation By-Laws to enter into a specific contract with any individual, member or non-member.

13.1.2. Credits

Credits can only be issued to a member's account. They cannot be received in cash except in the event of membership termination. Credits in excess of monthly fees, flying charges, or other member charges will be carried forward to the next month. No interest will be earned on credits. Requests for credit, except for automatic credits, must be submitted in writing to the Club treasurer. Each request must clearly detail the reason for credit and must be signed by the requesting member.

13.1.3. Reimbursements

Reimbursements are normally issued to a member's account, but arrangements can be made to be reimbursed by check. Requests for reimbursement are made by submitting receipts for expenditures to the Club treasurer. Each receipt must detail the expenditure and must contain the member's account number, signature, and the tail number of the airplane if applicable. If a receipt is not available, other evidence of the expenditure must be submitted with a signed explanation detailing the expenditure. If requested, the treasurer will issue a check to the member for the amount of the reimbursement. Reimbursements in excess of \$100 require prior approval of any Board member.

13.2. REIMBURSEMENTS

The actual cost of any expenses paid by a member on behalf of the Club will be reimbursed by the Club. All expenses, except fuel and out of town maintenance costing less than \$100 (§ 8.5) must be approved by the Board. Typical reimbursed expenses include fuel and oil purchases for Club aircraft. Tie down, hangar and parking fees are not reimbursable.

13.3. CREDIT FOR RECRUITING

When there is no waiting list to join Club and when the Club is actively seeking new members, the Club will provide an incentive credit to encourage recruiting. Any current member who recruits a new member will be eligible to receive a \$50 credit. The new member must purchase a share from the Board. The sponsoring member must identify the potential new member to the operations officer and must do any legwork necessary to show club aircraft to the prospective member. Credit will be issued after the new member has been accepted into the Club and the sponsoring member has made a credit request in writing: in accordance with § 13.1.2. *Credits*. A prospective member who finds the club through an advertisement paid for by Phoenix Flyers cannot be used for this credit.

13.4. WORK CREDIT

Any member assisting with Board-sanctioned work on our aircraft can receive a credit for an amount established by the Board per hour worked. Examples of work eligible for this credit are: assisting with tire changes; assisting with oil changes; washing the aircraft; or cleaning the hangars. Credit is obtained by submitting a written request to the treasurer: in accordance with § 13.1.2. *Credits*.

13.5. CREDIT FOR THE DUTIES OF TREASURER

The treasurer will receive a credit of \$150 per month for keeping the Club's books, billing the members, paying corporate bills, and complying with required non-profit filings. The Board, at its discretion, may increase, decrease or eliminate this credit at the end of any month.

13.6. CREDIT FOR THE DUTIES OF MAINTENANCE OFFICER

The maintenance officer will receive a credit of \$150 per month for arranging the maintenance of our aircraft, tracking Airworthiness Directives, scheduling annuals and other required inspections, and keeping the maintenance history for our aircraft. As a result of our aircraft being maintained at two locations the Board may authorize the same \$150 maintenance credit to a second person sharing the monthly maintenance functions with the maintenance officer. The Board, at its discretion, may increase, decrease or eliminate this credit at the end of any month.

14. MISCELLANEOUS

14.1. RECRUITING

Our current members have always been our single best source of new members. If you have a friend that may be interested in joining the Club, please try to recruit them. Our web site or the operations officer will provide applications or information packets on the club. If you do the work of showing the aircraft, you may be eligible for a recruiting credit (§ 13.3.).

14.2. DEMO FLIGHTS

Demonstration flights with prospective members are normally not necessary. In the event that a prospective member is ready to join and requests a demonstration flight, the Club may authorize a one. Authorization from the operations

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officer must be obtained prior to the flight. For approved demonstration flights, the Club will credit up to 0.5 hours of flight time. Any flight time beyond 0.5 hours will be at the member's expense.

14.3. APPLICATION FOR MEMBERSHIP

Applications for membership are available on our web site or from the treasurer or operations officer.

14.3.1. When there is no waiting list to join Phoenix Flyers

The membership application along with a check for the share purchase price and membership fee must be submitted to the treasurer or the operations officer.

14.3.2. When there is a waiting list to join Phoenix Flyers

The membership application must be submitted to the treasurer to join the waiting list. Once a prospective member reaches the top of the waiting list and a membership is available, the treasurer will contact the prospective member. The prospective member will then have two weeks to provide a check for the share purchase and membership fee to the Club or lose his or her position on the waiting list.

14.4. AIRPORT RAMP ACCESS

Contact the operations officer or the treasurer to receive the appropriate paperwork for vehicle access to either Chandler or Deer Valley airports.

14.4.1. Chandler Airport

The Club will initiate a ramp pass form and leave it at the operations desk in the main terminal building. Once advised the form is ready the member should go to the operations desk to complete the form, and pay the fee. When you leave the Club, this card must be returned to Chandler Airport operations.

14.4.2. Deer Valley Airport

A ramp pass is required for all access at Deer Valley Airport including walk-on access. The Club will initiate an associate ramp pass form and leave it at the operations desk in the main terminal building. Once advised the form is ready the member should go to the operations desk to complete the form, take the required instruction and test and pay the fee. When you leave the Club, this card must be returned to Deer Valley Airport operations.

14.5. PHOENIX FLYERS WEB SITE

The address for the Club website is www.phoenixflyers.org. All club documents are available on the website. Once accepted into the Club, members will be provided with a username and password to access the member-only area.

Phoenix Flyers Aircraft Checkout & Checkride Form

Pilot Name: _____ Aircraft Tail Number: _____
 Member Number: _____ Aircraft Make & Model: _____
 Date of Last Medical: _____ Aircraft PIM – Presented _____ Possessed _____
 Date of Last BFR: _____ Pilot Certificate/s & Log Book Presented: _____
 Total Time: _____ FAA Certificates/Ratings (Circle): Private Comm
 Tailwheel Time: _____ Multi-Engine Time: _____ ATP CFI CFII ASEL AMEL Instrument
 Total Time in Last 90 Days: _____ Occupation: _____
 Waivers or Limitations: _____

Have you ever had an FAA or Military Pilot Certificate suspended or revoked? Yes / No (circle one)
 Have you ever been cited for any violation of Federal Aviation Regulations? Yes / No (circle one)
 Have you ever been involved in an aircraft accident or incident? Yes / No (circle one)
 Have you ever been convicted or pleaded guilty to a DUI or a felony? Yes / No (circle one)

| Minimum Pilot Requirements | | | | | | | | | |
|----------------------------|---------------------|---|-----------------------|-----------------------|---------------------------------------|---------------------------------|-----------------------|-----------------------|------------------------------|
| Aircraft | Minimum Certificate | Total PIC Time | ASEL Retract PIC Time | Make & Model PIC Time | In Lieu of Make & Model & Retract | Fill in Your Logged Hours Below | | | |
| | | | | | | Total PIC Time | ASEL Retract PIC Time | Make & Model PIC Time | Dual Hrs #Takeoffs #Landings |
| PA28 | Student | - | - | - | - | | | | |
| C182 | Private SEL | - | - | - | - | | | | |
| PA24 | Private SEL | 200 hrs 100 hrs with instrument rating | - | 25 hrs | 10 hrs Dual 15 Takeoffs + Landings | | | | hrs Lndgs |

Requirement for Two safety seminars met by:
 Club Seminars (Dates): _____ FAA Seminars (Provide Record): _____
 FAA Wings _____ BFR _____ CFI Renewal _____ New Rating _____ Part 135/121 Checkride _____
 Pilot Signature: _____ Date: _____

Instructors:

| Minimum Items for Initial Aircraft Checkout | Minimum Items for Annual Checkride |
|---|---|
| Phoenix Flyers operating procedures Verify logbook for insurance requirements Review aircraft quiz and answer questions Aircraft Preflight, Aircraft Systems Normal and Emergency operating procedures Aircraft Performance Flight Planning, Weight & Balance | Phoenix Flyers operating procedures Aircraft performance for all aircraft flown Aircraft systems for all aircraft flown Recommended engine operating techniques Normal and Emergency operating procedures Flight Planning, Weight & Balance Airspace Restrictions |

I certify that I have given the above member the required instruction and that he/she has satisfactorily completed the following type of check flight:
 Student Solo: _____ Initial Aircraft: _____ Club Annual: _____ Instructor (Right Seat): _____
 Instructor Name (Printed): _____ CFI #, Exp. Date: _____
 Instructor Signature: _____ Date: _____

Note to Instructors: Phoenix Flyers requires you to complete and mail a copy of this form to the Club safety officer for all student solos, initial aircraft checkouts, and annual checkrides.

Automated Aircraft Scheduling

Phoenix Flyers uses a Scheduling System hosted and supported by AircraftClubs.com, providing both phone and Internet accesses. The best way to use this system however is with Internet access.

Internet Access

The Scheduling System may be accessed from the club web site by clicking on the Reservations link, available in the MEMBERS AREA on any of the index pages. This link will open a new browser window and take you to the AircraftClubs.com Calendar page. From here you still have to log into the system. DO NOT LOG INTO THE DEMO SITE! Use the Login link in the upper left corner of the page to go to the Calendar Login page for the club. You can also access the Scheduling System directly through the AircraftClubs.com home page (www.aircraftclubs.com) and following the Club Calendar links.

Enter the information you received when you were added to the Scheduling System into the appropriate fields of the login screen. The entries are not case sensitive but ALL of the fields are required. You may check the selection box to have your login information retained within a cookie on your PC. NEVER CHECK THIS OPTION IF YOU ARE LOGGING IN FROM SOMEWHERE OTHER THAN YOUR HOME PC.

| | |
|-------------|---------------|
| Club ID: | PHOENIXFLYERS |
| First Name: | |
| Last Name: | |
| Password: | |

You can look at aircraft reservations with four different views:

- Calendar View - view each aircraft in the club inventory by month
- List View - same information as the calendar view in list format
- Day View - view the schedule for all the aircraft by day
- Pilot View - view reservations by pilot member name

New reservations may be made from any of the views. You can edit any of your own reservations by clicking on the appropriate link. Navigating the web site is fairly intuitive. New reservations are initiated by clicking on the desired start date in the Calendar View, or clicking on one of the *calendar icons* in the remaining views.

The Board has authorized certain scheduling rules be electronically enforced on the system to assure a reasonable amount of preferred availability for all pilot members. The Board may modify these rules at any time. The following rules currently apply:

- No more than three active reservations at any one time
- No single reservation greater than 16 days duration
- No more than 20 total reservation days at any one time

Updating your Internet Profile

You can update your personal information by clicking on the My Profile link. You can update all information except your assigned Pilot ID. Use the profile page to:

- Change your Voice PIN for phone access
- Change your password for internet access
- Prevent other members from seeing your contact information
- Request a reminder of BFR and medical expiration dates
- Request scheduling notifications for each aircraft in the club inventory
- Select the starting view when you log in

After you are finished on the web site, please be sure to logout.

Phone Access

The phone system allows you to call toll-free from most phones and access the same schedules that are available on the Internet. A unique Pilot ID and PIN are required to access the phone system. This information is generated at the time a member name is added to the scheduling system and delivered to the member by email or included in the new-member packet.

To use the Phone Scheduling System call: 1-866-831-8600

If you are unable to complete your call using the toll-free number you can call 1-408-907-2425. You will be billed for this call by your phone company.

The system supports barge-in responses. This means as soon as the voice begins asking you for a response, you can barge-in with your answer. Although the system supports both voice and keyed responses, keyed responses may be more effective. If you choose to use voice responses, speak clearly in a normal voice.

The system has three options:

- [1] "Read Schedule" - reads the schedule for a resource for a given date range
- [2] "Reserve a Resource" - make a reservation
- [3] "Cancel a Reservation" - deletes a reservation

To select an option, simply say the option, like "Read Schedule" or use the numbered keypad and enter the appropriate number. You also may say only "Read", "Reserve", or "Cancel"

Whenever you are presented with a list of club aircraft, they will always be presented in the following order, and you may barge-in with the "list number" at any time to select the aircraft.

- N30749 - press or say "One"
- N47601 - press or say "Two"
- N493JL - press or say "Three"
- N9014P - press or say "Four"

When entering a date you may say the month and day, like "December tenth", or you can use the keypad and enter "one, two, one, zero" for December 10. You can also say "today", "tomorrow", or days of the week, like "Tuesday". The system will always interpret these on a forward basis. Date selections can be up to one year ahead. If it's currently November and you enter February fifteenth, the system will interpret the February date as being the following year.

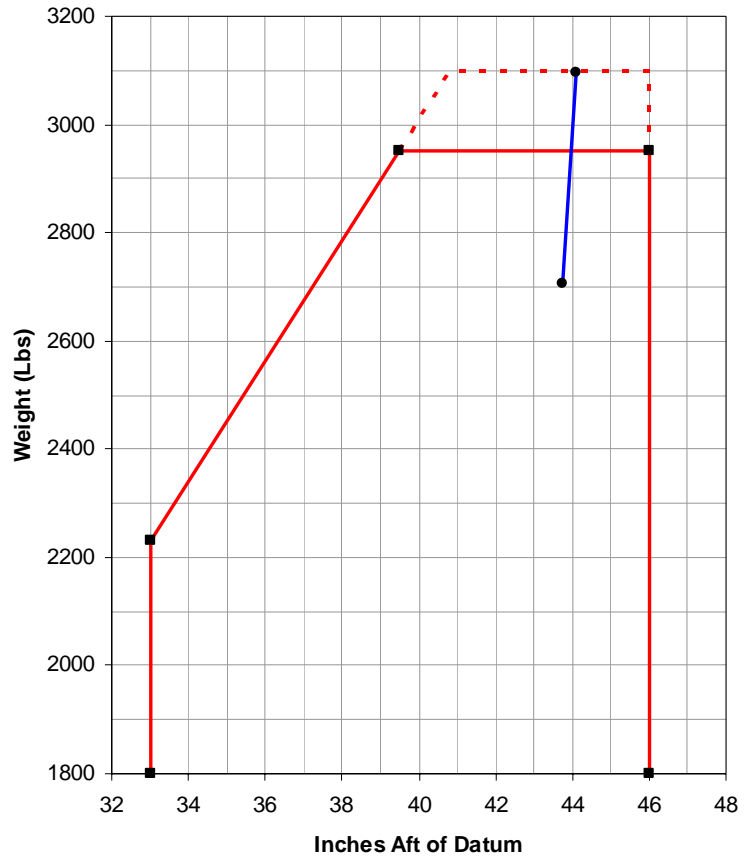
When entering a time, say the hour, minute, and AM or PM, like "eight thirty AM". If you forget the AM or PM, you will be prompted for it.

You may say "help" at anytime for more assistance.

| | |
|--------------------------------|----------------|
| AircraftClubs.com Phone Access | |
| Toll-free number: | (866) 831-8600 |
| Toll number: | (408) 907-2425 |
| Pilot ID: | |
| PIN: | |

Please direct your comments and feedback to the Board of directors

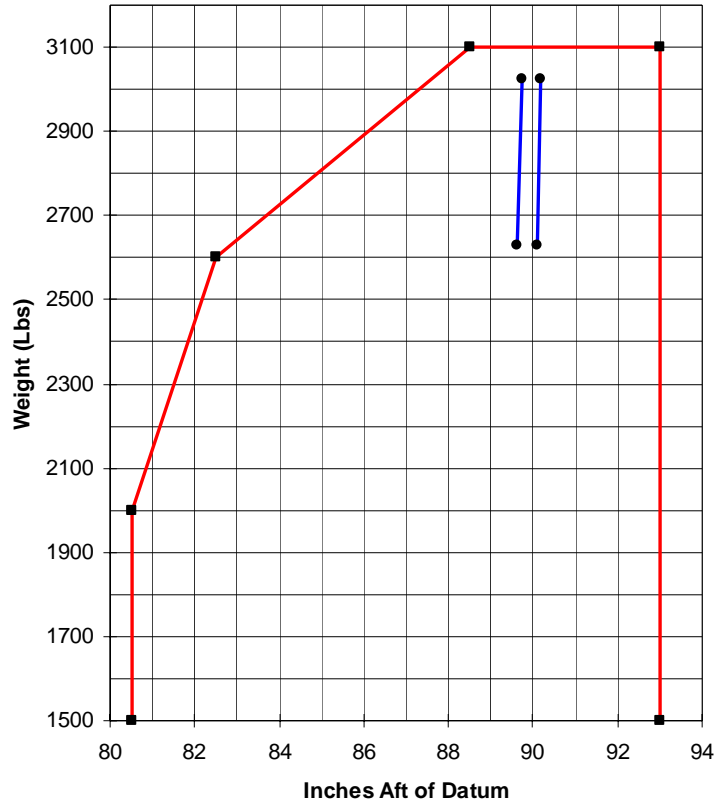
C.G. Range and Weight



| Configuration Data | Lbs |
|---|-----|
| Pilot and Front Passenger | 360 |
| Rear Passengers | 340 |
| Fuel in Gallons (88 Max, 65 Bottom of Filler Neck) | 65 |
| Baggage A (120 lbs Max) | 80 |
| Baggage B (80 lbs Max) | 0 |
| Baggage C (80 lbs Max) | 0 |

| | Weight (Lbs) | Arm Aft of Datum (Inches) | Moment (In*Lbs) |
|---|--------------|---------------------------|-----------------|
| Basic Empty Weight | 1,926.8 | 37.44 | 72,139.2 |
| Pilot and Front Passenger | 360.0 | 37.00 | 13,320.0 |
| Rear Passengers | 340.0 | 74.00 | 25,160.0 |
| Fuel (88 Gal. Max, 65 Gal. Tabs) | 390.0 | 46.59 | 18,170.1 |
| Baggage A (120 lbs Maximum) | 80.0 | 97.00 | 7,760.0 |
| Baggage B (80 lbs Maximum) | 0.0 | 116.00 | 0.0 |
| Baggage C (80 lbs Maximum) | 0.0 | 129.00 | 0.0 |

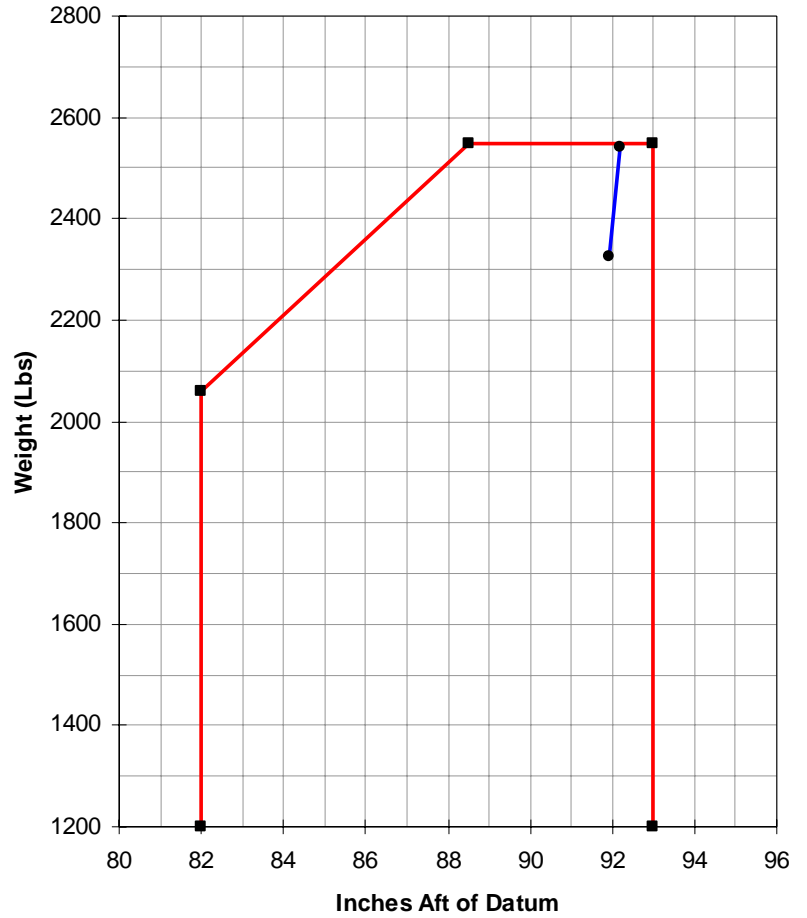
C.G. Range and Weight



| Configuration Data | Lbs |
|-------------------------------|-----|
| Pilot and Front Passenger | 360 |
| Rear Passengers | 340 |
| Fuel Main in Gallons (56 Max) | 56 |
| Fuel Aux in Gallons (30 Max) | 10 |
| Baggage | 80 |

| | Weight (Lbs) | Arm Aft of Datum (Inches) | Moment (In*Lbs) |
|--|----------------|---------------------------|-----------------|
| Basic Empty Weight | 1,834.7 | 82.78 | 151,881 |
| Oil (8 Quarts; 12 Quarts Maximum) | 15.0 | 28.0 | 420 |
| Pilot and Front Passenger | 360.0 | 84.8 | 30,528 |
| Rear Passengers | 340.0 | 120.5 | 40,970 |
| Main Fuel (56 Gal. Maximum) | 336.0 | 90.0 | 30,240 |
| Aux Fuel (30 Gal. Maximum) | 60.0 | 95.0 | 5,700 |
| Baggage (250 Lbs Maximum) | 80.0 | 148.0 | 11,840 |
| Gear Retraction Moment | | | 1,266 |
| Total: Gear Down (Maximum 3,100) | 3,025.7 | 89.76 | 271,579 |

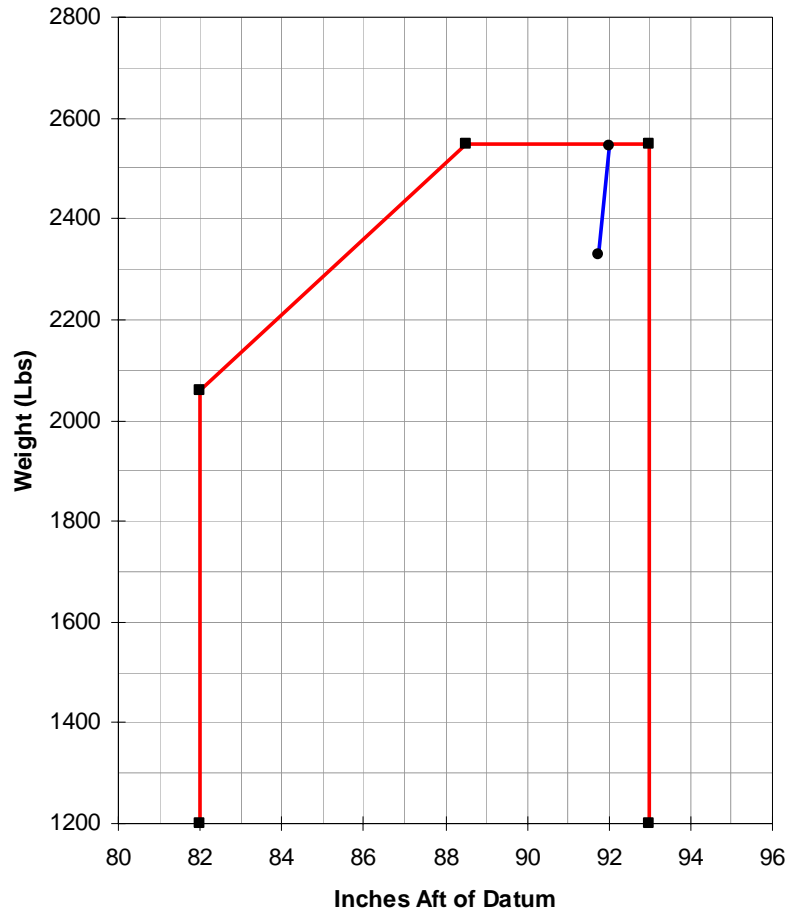
C.G. Range and Weight



| Configuration Data | Lbs |
|-----------------------------------|-----|
| Pilot and Front Passenger | 360 |
| Rear Passengers | 340 |
| Fuel in Gallons (48 Max, 36 Tabs) | 36 |
| Baggage (200 lbs Max) | 60 |

| | Weight (Lbs) | Arm Aft of Datum (Inches) | Moment (In*Lbs) |
|---|--------------|---------------------------|-----------------|
| Basic Empty Weight | 1,564.8 | 86.93 | 136,026.2 |
| Pilot and Front Passenger | 360.0 | 80.50 | 28,980.0 |
| Rear Passengers | 340.0 | 118.10 | 40,154.0 |
| Fuel (48 Gal. Max, 36 Gal. Tabs) | 216.0 | 95.00 | 20,520.0 |
| Baggage (200 lbs Maximum) | 60.0 | 142.80 | 8,568.0 |

C.G. Range and Weight



| Configuration Data | Lbs |
|-----------------------------------|-----|
| Pilot and Front Passenger | 360 |
| Rear Passengers | 340 |
| Fuel in Gallons (48 Max, 36 Tabs) | 36 |
| Baggage (200 lbs Max) | 40 |

| | Weight (Lbs) | Arm Aft of Datum (Inches) | Moment (In*Lbs) |
|---|--------------|---------------------------|-----------------|
| Basic Empty Weight | 1,588.4 | 87.38 | 138,797.1 |
| Pilot and Front Passenger | 360.0 | 80.50 | 28,980.0 |
| Rear Passengers | 340.0 | 118.10 | 40,154.0 |
| Fuel (48 Gal. Max, 36 Gal. Tabs) | 216.0 | 95.00 | 20,520.0 |
| Baggage (200 lbs Maximum) | 40.0 | 142.80 | 5,712.0 |

Glossary:

| | |
|------------|--|
| BFR | Biennial Flight Review: Flight and ground training meeting the requirements of § 61.56 of the FAR. |
| FAR | Federal Aviation Regulations: As used in this document, the rules and procedures pertaining to General Aviation, Sport Pilots and Instructors. |
| IFR | Instrument Flight Rules: The Federal Aviation Regulations pertaining to flights conducted in instrument meteorological conditions. |
| IMC | Instrument Meteorological Conditions: Weather conditions below the minimums established for flights conducted under visual flight rules. |
| PIC | Pilot In Command: The person designated before or during the flight that has final authority and responsibility for the operation and safety of the flight and holds the appropriate category, class, and type rating, if appropriate, for the conduct of the flight. |
| VFR | Visual Flight Rules: The Federal Aviation Regulations pertaining to flights conducted in visual meteorological conditions. |
| VMC | Visual Meteorological Conditions: Weather conditions meeting or exceeding the minimums established for flights conducted under visual flight rules. |