

Phoenix Flyers

Operations Manual

October 2017

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. Every effort is made to maintain the accuracy of this document. Please inform the board of directors of any errors or discrepancies found.

Disclaimer:

Federal Aviation Regulations, Federal Communications Commission Regulations, Federal, State or local laws, and pilot operating handbooks take precedence over this "Operations Manual" in case of conflict, differences and discrepancies. The core value in aviation is personal responsibility as stated in 14 CFR 91.3 regarding "PIC authority" and 91.103 regarding "all available information". Aviation safety is paramount and begins with you. For safe operation of club aircraft, or any aviation related activity, it is always wise to adopt a proactive attitude for safety and allow a margin for error and surprise.

Please Fly Safe.

Table of Contents

Significant changes from Operations Manual dated August 10, 2000.....	4
Significant changes from Operations Manual dated December 18, 2001.....	4
Significant changes from Operations Manual dated January 7, 2003.....	4
Significant changes from Operations Manual dated January 14, 2005.....	5
Significant changes from Operations Manual dated March 28, 2006.....	5
Significant changes from Operations Manual dated September 25, 2007.....	5
Significant changes from Operations Manual dated December 23, 2008.....	6
Significant changes from Operations Manual dated October 27, 2009.....	6
Significant changes from Operations Manual dated December 18, 2012.....	8
Significant changes from Operations Manual dated June 2015.....	8
Significant changes from Operations Manual dated October 2015.....	8
Significant changes from Operations Manual dated September 2017.....	8
1 GENERAL.....	9
1.1 HISTORY.....	9
1.2 AIRCRAFT STANDARDS.....	9
1.3 DEFINITION: “IN WRITING”.....	9
1.4 DEFINITION: “MAIL”.....	9
2 TRAINING.....	9
2.1 FLIGHT INSTRUCTION.....	9
2.2 PRIMARY TRAINING.....	9
2.3 ADVANCED TRAINING.....	9
3 FLIGHT INSTRUCTORS.....	10
3.1 BOARD-APPROVED FLIGHT INSTRUCTORS.....	10
3.2 REQUIREMENTS FOR BOARD APPROVAL.....	10
3.3 CURRENCY REQUIREMENTS.....	10
3.4 ANNUAL INSTRUCTOR REQUIREMENTS.....	10
3.5 CHECKRIDE FORM.....	10
3.6 BILLING SLIPS.....	11
3.7 GUEST INSTRUCTORS FOR ADVANCED TRAINING.....	11
4 CHECKOUT AND CURRENCY.....	11
4.1 POLICY.....	11
4.2 INITIAL AIRCRAFT CHECKOUT.....	11
4.3 CLUB CURRENCY.....	12
5 ANNUAL CHECKRIDE.....	13
5.1 POLICY.....	13
5.2 GENERAL REQUIREMENTS.....	13
5.3 SAFETY SEMINAR REQUIREMENT.....	13
5.4 SCHEDULING.....	14
5.5 AIRCRAFT TYPE.....	14
5.6 DURATION AND FEES.....	14
5.7 UNSATISFACTORY PERFORMANCE.....	14
5.8 STANDARDIZATION.....	14

5.9	ANNUAL CHECKRIDE RECORD	14
6	SCHEDULING OF AIRCRAFT	14
6.1	POLICY	14
6.2	COURTESY	15
6.3	AUTOMATED RESERVATION SYSTEM	15
6.4	LONG FLIGHTS	15
6.5	CANCELLATIONS	15
6.6	DELAYED RETURNS	15
6.7	EARLY RETURNS	15
6.8	MAXIMUM NUMBER OF RESERVATIONS	15
6.9	MAXIMUM RESERVATION PERIOD	15
6.10	RESERVING ACCURATELY	15
6.11	FAILURE TO CANCEL	16
7	INTERNATIONAL FLIGHT	16
7.1	AUTHORIZATION LETTER	16
7.2	ENTRY AND DEPARTURE PROCEDURES	16
7.3	INSURANCE	16
7.4	MEXICO POLICY	16
8	GENERAL REQUIREMENTS	17
8.1	POLICY	17
8.2	DISCREPANCY REPORTS	17
8.3	REQUIREMENT FOR USING APPROVED AIRPORTS	17
8.4	LANDING ON DIRT STRIPS	17
8.5	OUT-OF-TOWN MAINTENANCE	17
8.6	SECURING THE AIRCRAFT	18
8.7	POST-FLIGHT AIRCRAFT CLEANING	18
8.8	REFUELING	18
8.9	HANGAR RASH	19
8.10	MASTER SWITCH	19
8.11	SMOKING IN CLUB AIRCRAFT	19
8.12	AIRCRAFT ENGINE OIL	20
9	ECONOMIC OPERATION	20
9.1	POLICY	20
9.2	GENERAL ENGINE OPERATION RULES	20
9.3	POWER SETTINGS	21
9.4	ENGINE TEMPERATURE MANAGEMENT	22
9.5	MIXTURE LEANING	22
9.6	ENGINE PREHEAT	23
9.7	BRAKES & TIRES	23
10	FLIGHT SAFETY	24
10.1	POLICY	24
10.2	ACCIDENTS, INCIDENTS, OCCURRENCES	24
10.3	FAA REGULATIONS	24
10.4	PILOT SKILL	24

10.5	FLIGHT WITH EQUIPMENT DEFICIENCIES.....	24
10.6	FILING FLIGHT PLANS	25
10.7	WEIGHT & BALANCE	25
10.8	FUEL STOPS	25
10.9	CHECKLISTS	25
10.10	PILOT INFORMATION MANUAL (PIM).....	25
10.11	MOUNTAIN FLYING AND DENSITY ALTITUDE.....	25
11	PREFLIGHT PREPARATIONS.....	25
11.1	POLICY.....	25
11.2	VFR.....	26
11.3	IFR.....	26
12	DUES AND ACCOUNTS	26
12.1	POLICY.....	26
12.2	MONTHLY CHARGE	26
12.3	ACCOUNTS	26
13	CREDITS & REIMBURSEMENTS	29
13.1	POLICY.....	29
13.2	REIMBURSEMENTS.....	30
13.3	CREDIT FOR RECRUITING.....	30
13.4	WORK CREDIT.....	30
13.5	CREDIT FOR THE DUTIES OF TREASURER	30
13.6	CREDIT FOR THE DUTIES OF MAINTENANCE OFFICER	30
14	MISCELLANEOUS.....	31
14.1	RECRUITING	31
14.2	DEMO FLIGHTS.....	31
14.3	APPLICATION FOR MEMBERSHIP	31
14.4	AIRPORT RAMP ACCESS	31
14.5	PHOENIX FLYERS WEBSITE	32
	Glossary:.....	33

REVISION HISTORY

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 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	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 1.0	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 7.0	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.
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.

Significant changes from Operations Manual dated October 27, 2009.

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 1.4	Added the definition of "mail"
Section 2.1	Moved existing language to section 4.1 as it was more applicable to currency then amended for flight instruction.
Section 2.3	Clarified PIC responsibility for flight training
Section 3.4	Renamed section from ANNUAL CHECKRIDE to ANNUAL INSTRUCTOR REQUIREMENTS
Section 3.7	Inserted section as Guest Instructors
Section 4.2	Removed redundant reference to Checkride form and therefore modified the section to make reference to section 3.5 CHECKRIDE FORM.
Section 4.3.3	Renamed section title for consistency from 4.3.3 Currency in non-Phoenix Flyers Aircraft to 4.3.3 Currency in non-Club Aircraft
Section 4.3.5	Renamed section title from 4.3.5 Insurance and/or Board-Approved Experience Requirements to 4.3.5 Experience Requirements.
Section 5.2.1	Replaced the term BFR with Flight Review.
Section 5.3.1	Changed ' <u>attend</u> a minimum of two (2) safety seminars' to ' <u>complete</u> a minimum of two (2) safety seminars'.
Section 5.3.2	Modified to reflect 2010 name change of the AOPA Air Safety Foundation to Air Safety Institute (ASI), a division of the AOPA Foundation; replaced additional reference to AOPA with ASI.

Section 5.3.3	Changed Biennial Flight Review to Flight Review.
Section 5.5	Modified annual checkride requirements to promote safe operations in both the Skylane and Comanche recommended by the safety officer and club instructors.
Section 5.8	Expanded content to include checkride theme or focus area topic
Section 5.9	Removed redundant reference to Checkride form and therefore modified the section to make reference to section 3.5 CHECKRIDE FORM.
Section 6.9	Added to reflect a member shall not schedule concurrent reservations in order to have extended consecutive days.
Section 7	Inserted section 7.1 AUTHORIZATION LETTER to specify the need for a letter authorizing the use of aircraft for international flight. Sections 7.1 thru 7.3 renumbered to 7.2 thru 7.4 respectively.
Section 8.2.1	Expanded content to include reporting and handling of an aircraft-grounding event.
Section 8.2.2	Removed reference to the lock-box.
Section 8.5	Rewritten to specify additional acceptable means of approval for out-of-town maintenance. Added notification to treasurer that approval was given.
Section 8.6.2	Inserted section as Ground Handling; renumbered section
Section 8.6.4	Removed reference to the lock-box; added special note for usage of the Comanche gust lock
Section 8.7	Renamed section from CLEANING AIRCRAFT to POST-FLIGHT AIRCRAFT CLEANING. Enhanced to include post-flight aircraft care requirements.
Section 8.8.2	Added requirement for member to print name on fuel receipt.
Section 8.8.3	Updated the Cutter Fuel hours of operation. Added requirement for member to print name on fuel receipt.
Section 8.9	Added requirement to notify maintenance officer or Board member in addition to documenting on flight ticket and squawk log.
Section 8.12	Renamed section from AIRCRAFT OIL to AIRCRAFT ENGINE OIL; reordered sub-sections
Section 8.12.1	Removed reference to the lock-box.
Section 8.12.2	Added recommended method for checking engine oil.
Section 9	Expanded section to include, Section 9.2 GENERAL ENGINE OPERATING RULES, 9.3 POWER SETTINGS, 9.4 ENGINE TEMPERATURE MANAGEMENT, 9.5 MIXTURE LEANING, 9.6 ENGINE PREHEAT
Section 10.2.1	Clarify member responsibility to notify the Board for events less than accident.
Section 10.2.2	Amended to reflect current insurance deductible rates for not-in-motion and in-motion accidents.
Section 10.8	Section was expanded to include awareness for proper fuel planning and in-flight fuel management.
Section 10.11	Inserted section for awareness of Mountain Flying and Density Altitude.
Section 12.3.3	Renamed from Gas Receipts to Fuel Receipts; created sub-sections for Domestic and International
Section 12.3.3.3	Inserted section for fuel receipts on account at DVT and CHD FBOs; also describes handling of receipts.
Section 12.3.5	Increased delinquencies threshold from \$250.00 to \$2500.00; replaced two-year delinquency probation with language to permit involuntary termination after an account is six months in arrears.
Section 12.3.9	Inserted section for Abandoned Memberships.
Section 13.3	Increased the member recruiting credit from \$50 to \$100.
Appendix C	Reformatted Appendix C to include all aircraft and removed reference to subsequent Appendices D-F; modified N493JL empty weight and ARM after installation of 3-blade prop.

Significant changes from Operations Manual dated December 18, 2012.

Section 5.1	Changed period for the annual standardized checkride from a Board-approved instructor from November 1 through March 1 to every 12 calendar months.
Section 5.5	Rewritten to cover changes in section 5.1.

Significant changes from Operations Manual dated June 2015.

Section 8.4	Changed Landing on Dirt Strips to be prohibited; paved/hard surfaces only per Oct 2015 Board decision.
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Significant changes from Operations Manual dated October 2015.

Appendix A	Modified Appendix A Check ride form language to direct members to the website's document library for the effective form.
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Significant changes from Operations Manual dated October 2017.

Section 12.3.2	Update that the pilot should retain the yellow copy of post-flight invoices.
Section 12.3.9	Define that all billing invoices be delivered via e-mail.
Section 13.4	Add a classification for Airframe and Powerplant Work Credit.
Section 14.3	Require that prospective members attend a monthly meeting of the Board.
Section 14.3.2	Define a priority date system for the wait list. Require the membership fee to be provided when joining the waitlist. Change the responsiveness requirement to 10 business days, with discretion to the treasurer. Specify that the membership fee is refundable until the member joins.
Appendix A	Removed reference to the checkride form.
Appendix B	Removed outdated phone reservation information.
Appendix C	Removed outdated weight-and-balance information. See website for more up-to-date advisory information.

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. Aircraft 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 electronic mail.

1.4 DEFINITION: “MAIL”

Unless specified otherwise, the term “mail” shall be meant to include the use of postal or electronic mail.

2 TRAINING

2.1 FLIGHT INSTRUCTION

Primary or advanced flight training is permissible in Club aircraft.

2.2 PRIMARY TRAINING

The Club generally has members that are certificated flight instructors (CFIs) willing to provide primary flight instruction (i.e. 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 per §12.3.7 until such time as a qualified and willing CFI becomes available.

2.3 ADVANCED TRAINING

A member, meeting 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. Either the member or instructor must be able to act as PIC for the flight and flight conditions. Additional information is provided in §3.7 Guest Instructors for advanced training.

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.

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 as specified in §4.3.

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 as specified in §4.3.5.

3.4 ANNUAL INSTRUCTOR REQUIREMENTS

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 as 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 (hereinafter called the Checkride form). This form must be forwarded to the safety officer upon completion of the checkout or checkride. A 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. An additional notation shall be made when the member completed it satisfactorily so currency records may be updated. The instructor should also note whether it met the requirements of a flight review as defined in the [Federal Aviation Regulations](#), or FARs.

3.7 GUEST INSTRUCTORS FOR ADVANCED TRAINING

Non-Club instructors are permitted to instruct in Club aircraft provided the following:

3.7.1 Member

The member receiving instruction meets all Club and FAA requirements to perform the duties of PIC under VFR. The member shall be responsible to verify that the guest instructor meets the insurance requirements specified in §4.3.5

3.7.2 Guest Instructor

The guest instructor meets all FAA requirements to perform instructional duties and applicable Club currency and insurance requirements as stated in §4.3.

4 CHECKOUT AND CURRENCY

4.1 POLICY

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 (e.g. lacking minimum time, high-performance and/or complex endorsement requirements), 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 §2.0.

4.2 INITIAL AIRCRAFT CHECKOUT

A Board-approved instructor shall conduct initial checkouts. The Checkride form must be completed as specified in section §3.5.

4.2.1 Aircraft Make and Model

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

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 and/or Board-approved experience 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 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 FARs and who has completed an annual checkride in accordance with §5.0 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 in compliance with 14 CFR 61.56 – 61.57; however, each member must critically assess his or her skill level 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-Club 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 14 CFR 61.57 (b) and the requirements of §4.3.1 is considered Club current for night flight.

4.3.5 Experience Requirements

4.3.5.1 Experience Requirements for the Cessna Skylane (C182)

Any member maintaining a Private or more advanced pilot certificate and 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 member maintaining a Private or more advanced pilot certificate and has demonstrated to a Club Board-approved certificated flight instructor the piloting skill required for that aircraft being flown and has flown a minimum total 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 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 every 12 calendar months in accordance with §5.5 below 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 aircraft.

5.2.1 Documentation Required At Time of Checkride

The member will be responsible for providing the instructor:

1. A current, pre-filled Phoenix Flyers Aircraft Checkout/Checkride form (Appendix A of Operations Manual);
2. Airmen certificate;
3. Current medical certificate;
4. Airmen's logbook;
5. Current Phoenix sectional and TAC charts;
6. The Pilot Information Manual (PIM) for the aircraft used to conduct the flight. (The member must also attest to owning the PIM for each additional make and model of aircraft flown);
7. Proof of completion of a current FAA Flight Review or Wings – Pilot Proficiency Program;
8. And completion of the safety seminar requirements as outlined in §5.3.

5.3 SAFETY SEMINAR REQUIREMENT

5.3.1 Number of Seminars

Unless specified otherwise in this section, each Club member is required to complete a minimum of two (2) safety seminars within the 12 months 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 Air Safety Institute (ASI) seminar. The safety officer may schedule Club seminars. Completing any course that 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 ASI online course that 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—Pilot Proficiency Program; completion of a FAA 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.

5.3.5 New Members

A new member who joins the Club during the annual checkride period does not have to meet the safety seminar requirement for that period. A new member who 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 to schedule the aircraft and arrange for his or her annual checkride with a Board-approved instructor.

5.5 AIRCRAFT TYPE

A separate annual checkride is required for each Club complex or high-performance make and model aircraft in which a member has completed an initial checkout. Any complex or high-performance checkride will satisfy the checkride requirement for any "standard" (non-complex or non-high-performance) aircraft in which a member has completed an initial checkout. Club members not checked out in either a Club complex or high-performance aircraft must complete the annual checkride in any standard Club aircraft in which they have had an initial checkout.

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 the member's annual checkride until satisfactory performance is achieved.

5.8 STANDARDIZATION

The same standardized checkride requirements will apply to all pilots, regardless of FAA certificate held, and will include the theme or focus area topic chosen by the board-approved flight instructors at their annual safety briefing.

5.9 ANNUAL CHECKRIDE RECORD

Completion of the annual checkride must be documented utilizing the current Checkride form as specified in section §3.5. A 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 aircraft by reserving it for multiple weekends in a row. If we are all courteous to other members, the aircraft 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 via the Internet or by toll-free phone number anywhere in the United States. Complete instructions on using the automated reservation system are available in Appendix B.

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.

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 the operations officer) shall be notified as soon as possible. If necessary, the operations officer will work with you to update the reservation system and to notify any other member whose reservation is affected by the delay.

6.7 EARLY RETURNS

If an aircraft is returned earlier than scheduled, the remaining reservation time shall be canceled through the automated reservation system. An hour or so of local flight might still be possible. Some members 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 or 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, advanced training or flight tests.

6.9 MAXIMUM RESERVATION PERIOD

The maximum reservation period is 384 hours: 16 consecutive days. A member shall not schedule concurrent reservations in order to have extended 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, another member may use the

remainder of the reservation. 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 is not to be used to take a reservation if the departure is delayed by weather or equipment malfunction. 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 FLIGHT

Disclaimer: Except for §7.1, the information in this section of the Operations Manual is for informational purposes only. It suggests documents and/or methodology for international flight, but it is not a complete or comprehensive guide. Each member must provide his/her own documentation and follow all government procedures for any international flight. AOPA members can visit the international flying section of the [AOPA website](#) for additional information.

7.1 AUTHORIZATION LETTER

Members planning an international flight must request a notarized letter from the operations officer no later than ten (10) days prior to departure. The letter will (1) indicate the member as part owner and (2) authorize the use of the aircraft for flight within the destination country.

7.2 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 he or she intends to fly. Each member is also required to know and follow all flight laws for the applicable country. Any fees for entering, departing, or operating outside the continental United States are the responsibility of the individual member.

7.3 INSURANCE

The territory covered by our insurance policy includes the US, Canada, Mexico, Bahamas and the Caribbean Islands or en route points therein. Changes to the policy regarding international coverage may occur. 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.

7.4 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.

7.4.1 Insurance Requirements

Although our present Club insurance covers flights into Mexico, the Mexican Authorities may not accept the coverage; therefore, separate insurance that is recognized by Mexico must be obtained. A policy can be purchased online from [MacAfee and Edwards](#) (underwritten by Seguros Mapfre Tepeyac) through a link on our [Club website](#). The cost of the insurance is your responsibility. MacAfee and Edwards will provide the proof-of-insurance form to take with you on your trip. 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.

7.4.2 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 airworthiness and registration certificates
- Passport for each person aboard
- Tourist visas are required and may be obtained at the first airport of entry
- Pilot certificate and medical (note: student pilots are not permitted to make international flights)
- Restricted radiotelephone operators permit

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 aircraft dirty, abusing it, or operating it in a manner that causes excessive wear will not be tolerated.

8.2 DISCREPANCY REPORTS

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

8.2.1 Calling the Maintenance Officer

All discrepancies should be reported to the maintenance officer as soon as possible. If, in the opinion of the member, the aircraft should be grounded, the maintenance officer, or in his or her absence any Board member, must be contacted as soon as possible to review the issue with the member and take further action. The aircraft shall not be flown after grounding until released by a qualified aircraft mechanic.

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.

8.2.3 Call Other Pilots with Reservations

If the discrepancy will ground the aircraft or if it may cause another member to alter his or her plans, as a courtesy, please notify that member and let him or her know what is wrong with the aircraft.

8.3 REQUIREMENT FOR USING APPROVED AIRPORTS

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

8.4 LANDING ON DIRT STRIPS

The use of dirt strips is prohibited. Aircraft must be operated on paved/hard surface runways only.

8.5 OUT-OF-TOWN MAINTENANCE

A Board member must authorize any out-of-town maintenance or repair work in excess of one hundred dollars (\$100.00). The Board member may authorize the request via telephone, email or text message. The Club treasurer shall be informed of

the approval as soon as practicable. The member should request a receipt for the work performed and submit it to the Club treasurer. The member is responsible for costs involved in returning the aircraft to its home base in the event the aircraft is left out of town.

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 Ground Handling

Aircraft shall be moved on the ground via a proper tow bar. If no tow bar is available then push only on approved surfaces such as wing struts (Cessna), propeller hub (not the actual prop), or leading edge of the wing near the fuselage (Piper).

8.6.3 Hangars

Aircraft parked in hangars shall be carefully pushed using a proper tow bar into the hangar to avoid hangar rash, wheels chocked, interior cleaned, and keys left on the instrument panel.

8.6.4 Outside Tie Down

Aircraft parked overnight in an outside tie-down or t-shade shall be carefully pushed into its tie-down using a proper tow bar, wheels chocked, aircraft chained to anchors, pitot tube or mast covered, controls secured with a gust locking device or the seat belt, interior cleaned, and if appropriate, cowl plugs and canopy cover in place.

Special Note: Securing the Comanche with gust lock:

The gust, or control lock, on the Comanche ALSO LOCKS THE STEARABLE NOSE WHEEL AND THE AIRCRAFT IS NOT TO BE TOWED WHILE THIS LOCK IS IN PLACE. There is a special red "DO NOT TOW" flag that the pilot shall secure to the nose wheel at all times the lock is in place

8.7 POST-FLIGHT AIRCRAFT CLEANING

Following each flight, at a minimum, the member should clean the following exterior aircraft components: the lead edge of the wings, elevator, nose and spinner to remove dirt and bugs as well as the exterior windows. Proper cleaning solutions are made available in each hangar.

The maintenance officer may periodically schedule a work event for more thorough exterior cleaning of the aircraft.

The interior is the responsibility of those who use the plane. Post-flight interior activities shall include securing seatbelts and baggage area items, removing all personal belongings and any trash accumulated during the flight, and returning checklists and manuals to their proper locations to ready the aircraft for the next member. Possibly, in some cases, this may leave the aircraft in a better condition than it was found; however, remember the next member to fly it may also be you.

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 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 shall 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.

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

8.8.2 Fueling at Chandler Airport

Fuel should be purchased through Chandler Air Service and charged to Phoenix Flyers, Inc.; contact them as "Chandler Fuel" on 122.95 or by phone at 480-963-6420. Their hours of operation are 6:00 AM to 8:00 PM. Members shall print their name on receipts for fuel purchased on account and place the receipt in the bin with the flight tickets.

8.8.3 Fueling at Deer Valley Airport

Fuel should be purchased through Cutter Aviation and charged to Phoenix Flyers, Inc.; contact them as "Cutter Fuel" on 122.95 or by phone at 623-581-1444. Their hours of operation are 6:00 AM to 10:00 PM. Members shall print their name on receipts for fuel purchased on account and place the receipt in the bin with the flight tickets.

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 as stated in §12.3.3.1. 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 fuel 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 when away from the home airport.

8.9 HANGAR RASH

Immediately report any evidence of skin, wing tip or control surface damage to the maintenance officer or any Board member. Also report the event 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 ENGINE 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 with each aircraft. Check with the maintenance officer if you are unsure 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 cleanup costs.

8.12.2 Oil Level

The Archers shall be maintained at 6 quarts, the Skylane 7 quarts and the Comanche 9 quarts. Wait until the aircraft is an entire quart down before adding oil. Do not add a partial quart and do not overfill the engine oil reservoir.

8.12.3 Adding Oil

Record any added oil on the flight ticket so that the maintenance officer can track aircraft oil consumption.

To check the oil (**most accurate when cold**):

Cold: screw out the dipstick and note the oil level.

Hot: screw out the dipstick, wipe it off, then screw it completely back in before removing it one more time to check the oil level.

Be sure to start with the dipstick screwed all the way in; otherwise it will indicate a level that is too low. Carefully verify the dipstick markings when reading the oil level. For example, the dipstick on the Skylane is non-linear. Be sure to look carefully to determine accurate oil quantity. A level of 6 quarts is fairly far down the dipstick.

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.

Note: *The information contained in this section regarding our engines and how to care for them comes from the Lycoming Flyer Key Reprints documents (Lycoming, 2011). The recommendations of the Pilot's Operating Handbook (POH) provide the best guidance for operation of an aircraft/engine combination, and therefore the recommendations and limitations of the POH should also be observed.*

9.2 GENERAL ENGINE OPERATION RULES

9.2.1 Temperature Limits

Without exception, observe the redline temperature limits during takeoff, climb and high-performance cruise power operation. If you are unsure how to cool an engine in flight, ask one of the club CFIs or maintenance officers for further clarification and instruction.

9.2.2 Leaning Below 5000ft Density Altitude

The oft-quoted figure of 5000 feet is based on the engine being unable to produce more than 75% power, even at full throttle, at that altitude. Cruise power for Lycoming normally aspirated engines is generally considered to be 55% to 75% of the maximum power for which the engine is rated. **At these reduced power settings, the engine may be leaned at any altitude.**

There has been confusion amongst pilots in general about the reference to not leaning below 5000-foot density altitude. Remember that this reference only applies to those power settings above the cruise range — those normally used for takeoff and climb. Once cruise power has been set, leaning to best economy should be standard procedure as damage to the engine will not occur from leaning at cruise power settings.

9.2.3 Mixture Adjustment

Whenever mixture is adjusted, rich or lean, it should be done slowly.

9.2.4 Mixture Full Before Power Increase

Always return mixture slowly to full before increasing power setting.

9.2.5 Temperature Change

At all times, caution must be taken not to shock-cool the cylinders. The maximum recommended temperature change should not exceed 50° F per minute.

9.2.6 Maximum Service Life

For maximum service life, maintain the following recommended limits for continuous cruise operation:

- Engine power setting – 65% of rated or less;
- Cylinder head temperature – 400° F. or below;
- Oil temperature - 165° F - 220° F.

9.2.7 Lean of Peak (LOP)

Operating on the lean side of peak EGT can only be accomplished with fuel-injected engines of at least 250 HP or higher AND a complete set of reliable engine instruments to protect the engine because the fuel flows in the lower horsepower engines are so small. It isn't possible with float-type carburetors because of imperfect fuel/air distribution. In any case, **leaning past the peak is not recommended.**

9.3 POWER SETTINGS

Operating our high-performance aircraft at minimum RPM and maximum MP within the allowable envelope as defined in the POH helps our engines last longer. Low RPM operation provides numerous benefits, such as better cylinder compression, lower frictional losses, improved propeller efficiency, cooler-running valves, lower EGTs and CHTs, and a quieter cabin. The combinations of RPM and MP listed in the cruise power charts of the airframe POH have been flight tested and approved by the airframe and power plant engineers. Therefore, if there are power settings such as 2100 RPM and 24" MP in the power chart, they are approved for use. Lycoming recommends the pilot attempt the various combinations offered by the power chart over a five-minute period when flying in smooth air, and use the listed RPM and MP combinations which give the least vibration and the lowest noise level.

9.4 ENGINE TEMPERATURE MANAGEMENT

The best way to manage our piston engines is by limiting temperature. By keeping large engine temperature changes over a short period of time to a minimum, and within prescribed limits, the safety, reliability and longevity of our engines are significantly enhanced.

As a rule, the pilot should keep engine temperatures at settings that maximize engine life. Engine experts suggest an oil temperature of around 180° F or a little higher for typical air-cooled GA engines. If the aircraft is equipped with a cylinder head temperature (CHT) gauge, the CHT should not be allowed to exceed 380-400° F.

There are two ways to control engine temperature: fuel flow (throttle and mixture) and airflow (pitch attitude and cowl flaps, if the aircraft is so equipped). On hot days, the pilot may need to enrich the mixture, open cowl flaps, lower the nose, or even reduce power to keep CHTs within limits. If the aircraft has cowl flaps, which increase the amount of air flowing over the engine, the pilot should leave them open even after leveling off until temperatures stabilize – then close them as appropriate. Hot summer days in the desert most likely require keeping the cowl flaps open even after established in cruise flight.

Also, check for any induced drag. Be sure flaps are fully retracted, landing gear retracted, and correct pitch trim after established in cruise and prior to engaging altitude hold – if equipped. Indications on the Comanche and Skylane autopilot will tell you of consistent nose up or down commands. Manually establishing the aircraft in straight-and-level flight before engaging the autopilot altitude hold will extend the life of the servos.

9.5 MIXTURE LEANING

Leaning procedures vary considerably between aircraft. Regardless of the fuel-metering device, fuel management of normally aspirated engines is primarily dependent on the instrumentation available. The method is the same for both fixed- and controllable- pitch propellers. All Club aircraft have at a minimum an exhaust gas temperature gauge to assist in leaning. The high-performance aircraft also have cylinder head temperature and fuel flow gauges that allow a greater degree of accuracy. It is important that you are familiar with the correct flight manual and engine manufacturer's leaning procedure for the aircraft you fly.

9.5.1 Density Altitude

For 5,000 feet density altitude and above, or high ambient temperatures, roughness or reduction of power may occur at full rich mixture. The mixture may be adjusted to obtain smooth engine operation. For fixed-pitch propellers, lean to maximum RPM at full throttle prior to takeoff where airports are at 5,000-foot density altitude or higher. With fuel injection, if the power plant has a marked fuel-flow gauge, the mixture should be set in accordance with instructions on the fuel-flow gauge and/or in accordance with the aircraft POH. **Limit operation at full throttle on the ground to a minimum.**

9.5.2 Taxi Operations

Over leaning isn't a problem when running at just above idle power during ground operations. During a long taxi or a lengthy wait for takeoff clearance, the engine can be leaned aggressively without the risk of damage. Leaning on the ground helps prevent spark plug fouling.

9.5.3 Takeoff

Use full-rich mixture during takeoff or climb. Careful observation of engine temperature instruments should be practiced to ensure the limits specified are never exceeded. Refer to the aircraft POH for more specific instructions.

9.5.4 Cruise Flight

The mixture should always be leaned during cruise provided that the desired altitude will be maintained for a reasonable period of time. The engine can be leaned at any altitude provided the power setting is 75% or less. A properly leaned engine can significantly increase the still-air range of an aircraft compared with not leaning at all at the same altitude.

Best Economy Cruise – Peak EGT

Best Power Cruise - 100° F Rich of Peak EGT (Skylane 125° F)

Lycoming has long authorized leaning to peak EGT at any cruise setting up to 75% power. Where cylinder head temperature is also available, the pilot should always cross-check the head temperature as a routine procedure when leaning, and remember that whenever CHT reaches the maximum before reaching peak EGT, then CHT rather than EGT should dictate the limit of allowable leaning.

9.5.5 Descent

Regardless of the field elevation where the pilot intends to land, the descent from cruise altitude to traffic pattern altitude should be made with the engine leaned for smooth engine operation. Low elevation fields (below 5,000 feet density altitude) will require that the mixture be moved to full rich in the “before landing checklist.” Landing at airports above 5,000 feet density altitude, the mixture must be leaned to smooth engine operation during traffic pattern flight and landing, otherwise the engine may stop on the runway because of excessive richness.

9.6 ENGINE PREHEAT

During mostly warm desert climate flying, engine preheat is not something that concerns pilots; however, during the desert winter or when flying from one climactic zone to another, temperature changes can be extreme. If the aircraft was parked outside overnight and the temperature is below 20°F, the engine should be preheated, both to aid in starting and prevent engine damage. During a cold start, try to avoid draining the battery unnecessarily. Leave avionics, electric flaps, and aircraft lighting, which all rely on and use battery power, off until the engine is running.

Different metals in the engine will shrink at varying rates and parts clearances can become extremely small below 20°F. Oil loses some ability to lubricate at extremely low temperatures. Starting an engine in these conditions can cause metal parts to rub together and cause extreme wear in a very short time. Preheating helps prevent this wear and also helps fuel vaporize more easily for quick starting.

When using a hot-air preheater, plug the air intakes on either side of the propeller and place a blanket over the cowling to contain the heated air. Preheat for 15 to 20 minutes to ensure even heating for the entire engine.

9.7 BRAKES & TIRES

- Do not ride the brakes during taxi. Use minimum power and speed necessary for taxi operations.
- 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 procedures outlined in the Club Operations Manual or the Federal Aviation Regulations will be grounded and/or have his or her membership terminated at the discretion of the Board as specified in §12.3.6.

10.2 ACCIDENTS, INCIDENTS, OCCURRENCES

10.2.1 In the event of any accident, incident, or occurrence:

Any member acting as PIC of a Club aircraft involved in an accident, incident or occurrence, regardless of severity, must notify a member of the Board as soon as practicable following the event. The member is advised to do so even if, in the opinion of the member, investigation of the occurrence may not result in any further action against the member and/or the aircraft is deemed airworthy. Additionally, following an accident or incident, the PIC will notify the National Transportation Safety Board as required by [49 CFR 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 that are not paid by the insurance company. This includes costs associated with returning the aircraft to its home base. The Club carries one million dollars (\$1,000,000) single limit liability damage and one hundred thousand dollars (\$100,000) per person liability. Medical payments are covered to a level of five thousand dollars (\$5,000) per person and thirty thousand dollars (\$30,000) per occurrence. The deductible is set at two hundred fifty dollars (\$250) when not-in-motion and one thousand dollars (\$1000) when in-motion. 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 aircraft is operated illegally or outside of the FARs, 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](#), or FARs. The Federal Aviation Regulations are part of Title 14 – Aeronautics and Space of the Code of Federal Regulations (CFR).

10.4 PILOT SKILL

In the interest of safety, each pilot should fly much more than the minimum currency requirement outlined in 14 CFR [61.56](#) and [part 61.57](#).

10.5 FLIGHT WITH EQUIPMENT DEFICIENCIES

The PIC, as defined in 14 CFR [91.3](#), is responsible for determining if the aircraft is in an airworthy condition for safe flight as defined in [part 91.7](#). The regulations also specify the instrument and equipment requirements for every flight in [part 91.205](#) and [part 91.213](#). Additionally, [part 129-131](#) outlines requirements for communication and transponder with altitude encoding equipment when operating within Class B, C, or D airspace.

During primary training, each pilot should have developed good judgment about determining when an aircraft is safe for flight. DO NOT FLY any aircraft if you are uncertain about its airworthiness, uncomfortable with its condition and/or the outcome of the flight is in anyway questionable or contrary to safety.

Refer to §8.2 Discrepancy Reports for additional information.

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 FARs, 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.

10.7 WEIGHT & BALANCE

Weight and balance must be calculated rather than estimated. 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! Weight and balance examples for Club aircraft are provided within Appendix C.

10.8 FUEL STOPS

Fuel stops and expected fuel burn should be planned before takeoff. Fuel exhaustion accidents have highlighted the fact that correctly leaning the mixture in cruise flight is an important part of in-flight fuel management. Planned fuel consumption rates, and thus range, will not be achieved if the mixture is not correctly leaned as recommended in §9.5.

10.9 CHECKLISTS

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

10.10 PILOT INFORMATION MANUAL (PIM)

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

10.11 MOUNTAIN FLYING AND DENSITY ALTITUDE

Mountain flying presents challenges and risks not present when flying over flatlands. High-density altitude seriously degrades aircraft performance. In addition to calculating takeoff and landing distances, it is important to calculate climb performance after takeoff. Members not familiar with the challenges and risks associated with mountain flying and density altitude are recommended to seek mountain flight training from a qualified instructor.

11 PREFLIGHT PREPARATIONS

11.1 POLICY

The PIC is required to obtain and review all available information about the planned flight per 14 CFR [91.103](#). This includes making use of weather reports and forecasts, runway condition and length, aircraft performance and fuel requirements,

and weight and balance. It is the pilot's responsibility to assess 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 either alternate engine air or carburetor heat, as well as 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 requirements are the same as those specified in 14 CFR [61.57 \(c\)](#).

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 (FIKI) conditions. It is illegal to fly our aircraft into known icing conditions.

12 DUES AND ACCOUNTS

12.1 POLICY

The Board shall establish monthly dues and hourly aircraft rates. Rates will be set at levels that insure high quality aircraft and provide financial health and longevity to the Club.

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 Pre-flight: 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 Post-flight: 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 copy and place it in the box. Retain the yellow copy for your records. 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 Rounding: 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 Discrepancies: 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, i.e. 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 Member responsibility: 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 to be left with the completed invoices.

12.3.3 Fuel Receipts

12.3.3.1 Domestic Fuel Receipts

Mail any gas and oil receipts promptly with your monthly remittance. The amounts, not to include tie down or hangar fees, shall 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 to a PDF or JPG image and forwarded to the treasurer with an email request for credit.

12.3.3.2 International Fuel Receipts

International receipts for fuel purchased with cash in the local currency will be reimbursed at the current exchange rate obtained from currency exchange calculators on the Internet. Charged fuel will be reimbursed the amount the credit card company charged if the member includes the credit card invoice, redacted if necessary, with the request for credit.

12.3.3.3 DVT and CHD Receipts

The club maintains fuel accounts with the FBOs on each of the home airports. Members shall print their name on receipts for fuel purchased on account from Cutter (DVT) and Chandler Air Service (CHD) and place the receipt in the bin with the flight tickets. Self-service and all other receipts are handled as stated in §12.3.3.1

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 Past due charges: Any member with past due charges of \$1500.00 or more may be suspended from flight scheduling and grounded by a majority vote of the Board until his or her account is brought current.

12.3.5.2 Termination: A member whose account is in arrears for more than six months may be terminated in accordance with §12.3.6.2.

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 Member stock sale: When there is no waiting list to join, the Club will purchase a terminating member's share at any time for \$4250 less any amount due. 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 Club will purchase the share for \$4250 less any amount due. Amounts due may include any unpaid share assessment balance.

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

12.3.6.5 Settlement: The Club 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.

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 status: 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 cautious in giving approval for inactive memberships.

12.3.7.3 Accepting new members: The Board may approve a new membership to an applicant requesting to join the Club once the requesting member is placed inactive.

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 Publication 501](#)) 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 one-time 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 Club 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.

12.3.9 Invoice Delivery

Members must maintain a valid e-mail address at which the treasurer will send monthly invoices. Changes to a member's email address must be provided to the treasurer in a timely manner to permit billing. Invalid or inaccurate email addresses do not waive late fees.

13 CREDITS & REIMBURSEMENTS

13.1 POLICY

13.1.1 General

Nothing in this section limits the Board's authority under the Club 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 to be reimbursed by check can be requested. All requests for reimbursement are made to the Club treasurer by submitting the applicable receipts for expenditures. Each receipt must detail the expenditure and must contain the member's account number, signature, and the tail number of the aircraft, 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 Club will reimburse the actual cost of any expenses paid by a member on behalf of the Club. The Board must approve all expenses, except fuel and out of town maintenance costing less than \$100 as specified in §8.5. 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 the Club is actively seeking new members, and there is no waiting list to join, the Club will provide an incentive credit to encourage recruiting. Any current member who recruits a new member will be eligible to receive a \$100 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. A prospective member who finds the Club through an advertisement paid for by the Club cannot be used for this credit.

13.4 WORK CREDIT

Any member assisting with Board-sanctioned work on our aircraft may receive a credit for an amount established by the Board per hour worked.

13.4.1 Owner/Operator Work

Examples of work eligible for this credit are: assisting with changing tires; 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.

13.4.2 Airframe and Powerplant Work

Club members approved by the Board and certificated by the FAA to perform Airframe and Powerplant maintenance may perform additional Board-sanctioned work on our aircraft. As with Owner/Operator work in §13.4.1, credit is obtained by submitting a written request to the treasurer in accordance with §13.1.2.

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. The Board may authorize the same \$150 maintenance credit to a second person sharing the monthly maintenance functions with the maintenance officer as a result of our aircraft being maintained at two locations. 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. Members having a friend who may be interested in joining the Club are encouraged to recruit them. Visit our website or contact the operations officer for additional information regarding the Club. Members performing recruiting activities and showing the aircraft may be eligible for a recruiting credit per §13.3 Credit for Recruiting.

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 one. Authorization from the operations 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 website. Before their application can be accepted, prospective members must attend a monthly meeting of the Board, although the Board need not have a quorum to meet prospective members for this requirement.

14.3.1 Applying for membership to the Club without a waiting list in effect

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

14.3.2 Applying for membership to the Club with a waiting list in effect

The waiting list is ordered by priority date. An application's priority date is the date when a prospective member has both attended a monthly meeting, and provided their membership application and membership fee to the treasurer. 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 10 business days to provide payment for the share purchase to the Club or forfeit his or her position on the waiting list at the discretion of the treasurer. Prospective members should notify the treasurer in advance if they know they are going to be unresponsive for a period of time to avoid forfeiting their position.

The application fee is fully refundable until the prospective member is processed as a club member.

14.4 AIRPORT RAMP ACCESS

Contact the operations officer or the treasurer for information regarding vehicle access to either Chandler or Deer Valley airports.

14.4.1 Chandler Municipal Airport

A ramp pass is required for all vehicle access at [Chandler Municipal 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 [affiliate access card request 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 WEBSITE

The address for the Club website is <http://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.

Glossary:

Accident	An occurrence associated with the operation of an aircraft where as a result of the operation of an aircraft, any person (either inside or outside the aircraft) receives fatal or serious injury, or any aircraft receives substantial damage.
AFM	Airplane Flight Manual: An AFM is a document developed by the manufacturer and approved by the FAA. This book contains the information and instructions required to operate an aircraft safely. A pilot must comply with the information that is specific to a particular make and model aircraft, usually by serial number. An AFM contains the operating procedures and limitations of that aircraft. Title 14 of the Code of Federal Regulations (14 CFR) part 91 requires that pilots comply with the operating limitations specified in the approved flight manuals, markings, and placards.
AOPA	The Aircraft Owners and Pilots Association is a not-for-profit organization dedicated to general aviation.
ASI	The Air Safety Institute is a nonprofit, tax-exempt organization promoting safety and pilot proficiency in general aviation through quality training, education, research, analysis, and the dissemination of information.
BFR	Biennial Flight Review: Flight and ground training meeting the requirements of part 61.56 of the FARs. The FAA later renamed to Flight Review.
CFI / CFII	Certificated Flight Instructor / Certificated Flight Instructor Instrument
CFR	Code of Federal Regulations: The Code of Federal Regulations (CFR) is the codification of the general and permanent rules published in the Federal Register by the departments and agencies of the Federal Government. It is divided into 50 titles that represent broad areas subject to Federal regulation. The 50 subject matter titles contain one or more individual volumes, which are updated once each calendar year, on a staggered basis. We find the relevant general aviation regulations such as (14 CFR) Part 61 and Part 91 within Title 14 Aeronautics and Space .
CG	Center of Gravity
CHT	A Cylinder Head Temperature (CHT) gauge measure the temperature at the cylinder head. CHT is a critical indicator of engine health.
eAPIS	Electronic Advance Passenger Information System: The Electronic Advance Passenger Information System (eAPIS) is a U.S. Customs and Border Protection (CBP) Web-based application that provides for the collection of electronic traveler manifest information for international travel both into and out of the United States. eAPIS collects and transmits electronic manifests to CBP's Advance Passenger Information System (APIS).
FAA	Federal Aviation Administration

FAR	Federal Aviation Regulations: As used in this document, the rules and procedures pertaining to General Aviation, Pilots and Instructors. See CFR.
FIKI	Flight Into Known Icing conditions
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.
Incident	An occurrence involving one or more aircraft in which a hazard or a potential hazard to safety is involved, but not classified as an accident due to the degree of injury and/or extent of damage. (8900.1 Vol. 7, Ch 1, Sec 2, Incident Investigations and Occurrences)
OAT	Outside Air Temperature
Occurrence	An event that is not readily discernible as an incident. (8900.1 Vol. 7, Ch 1, Sec 2, Incident Investigations and Occurrences). For Club purposes, events such as the departure from an approved paved surface, contact with surface vehicles and/or structures, or an event that forces a runway or airport closure are considered occurrences, and must be investigated to determine the impact on safety of operations.
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.
PIM	Pilot Information Manual: The information manual is a non—official copy of the Pilot's Operating Handbook and may be used for general information purposes only. The information manual is not kept current. It must not be used as a substitute for the official FAA approved Pilot's Operating Handbook required for operation of the airplane.
POH	Pilot's Operating Handbook: The POH is a document developed by the aircraft manufacturer and contains FAA approved AFM information. If "POH" is used in the main title, a statement must be included on the title page indicating that sections of the document are FAA approved as the AFM.
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.