

# Operating Rules and Procedures

Last updated March 10, 2025

## I. GENERAL

1. **Knowledge.** All members of the Paramus Flying Club (the “Club”) are required to be familiar with the regulations of the Federal Aviation Administration required to be followed by private pilots (the “FARs”), the By-Laws of the Club and the operating rules and procedures contained herein, including amendments and modifications thereof as are announced at a general meeting, published in the Club newsletter, distributed to all members via e-mail, or otherwise circulated to all members in a means approved by the Club’s Board of Trustees (“Board”), and incorporated herein.

2. **Compliance.** All members of the Club are required to observe all FARs and Club rules and procedures. Failure to observe such rules and regulations may result in action against a member by the Board. Requests for deviation from any rule or procedure should be presented to the Club President or, if unavailable, another officer of the Club, who will in turn present the request to the Board for decision.

3. **Special Rules.** Special rules for the pilots may be adopted from time-to-time by the Club’s Board. Such rules when adopted and in effect are made a part hereof.

## II. PROFICIENCY, CURRENCY AND SOLO PRIVILEGES

### 1. Initial Checkout:

A. New members will be admitted to the Club under a “dual-only” designation. To qualify to operate a Club aircraft solo and clear the “dual only” designation, new members must:

- i. Meet the Initial Checkout requirements for at least one Club aircraft as provided in Schedule 1 attached hereto; and
- ii. Successfully complete an Initial Checkout flight with the Club Chief Pilot or alternate Club approved CFI designated by the Chief Pilot.

B. Initial Checkouts for other models of aircraft owned by the Club may be completed with any Club approved CFI as provided in Schedule 1 hereto; however, as stated in II.1.A.ii. above until such time as the Initial Checkout flight with the Club Chief Pilot or alternate Club approved CFI designated by the Chief Pilot is successfully completed the pilot will remain under a “dual only” designation.

2. **Experience.** The experience requirements set forth in Schedule 2 attached hereto are necessary to operate Club aircraft unless waived by the Board.

### 3. Proficiency.

A. **Annual check ride.** To operate Club aircraft, each pilot must have passed a check ride for the aircraft to be operated (subject to the exceptions set forth in Schedule 1 hereto) given by a Club-approved CFI within the preceding 12 calendar months; provided, however, that the Chief Pilot, with the approval of any one Board member, may grant a one month extension to any pilot who has made reasonable effort but has been unable to complete the annual check ride on time. The Board member participating in the decision

may not be the pilot who is requesting the extension.

**B. 6-month dual.** To operate Club aircraft, each pilot must have undergone a dual instructional session with a Club Approved CFI in the preceding 6 calendar months in a Club aircraft unless another aircraft is authorized by the Chief Pilot; provided, however, that the Chief Pilot, with the approval of any one Board member, may grant a one-month extension to any pilot who has made reasonable effort but has been unable to complete the 6-month dual on time. The Board member participating in the decision may not be the pilot who is requesting the extension. This dual instruction session must cover, in its entirety, instructional material to be specified by the Chief Pilot, and an appropriate logbook entry must be made. **C.** The annual check ride and 6-month dual may be combined into a single instructional session. The first annual check ride must happen within 12 months of the Initial Checkout, or admission to the Club, whichever occurs later. The first 6-month dual must happen within 6 calendar months of the Initial Checkout, or admission to the Club, whichever occurs later.

**D.** No member may act as PIC of a Club aircraft unless that member has logged as PIC at least 3 takeoffs and landings within the previous 90 days in an airplane. Additionally, no member may act as PIC of a Club Diamond DA40 unless that member has logged at least 3 takeoffs and landings within the previous 90 days in a Diamond DA40. Members whose currency has lapsed under this rule must fly with a CFI in any airplane and make 3 takeoffs and landings before acting as PIC of a Club aircraft other than a Club Diamond DA40. Members whose currency has lapsed in a Diamond DA40 under this rule must fly with a CFI in a Diamond DA40 and make at least 3 takeoffs and landings before acting as PIC of a Club Diamond DA40. Note this does not require a formal review or CFI checkout.

**4. Chief Pilot.** The Club's Chief Pilot shall be a CFI designated by the Board, who shall have authority to designate other CFI rated check pilots, subject to approval by the Board.

### **III. AIRCRAFT OPERATION**

#### **1. Pilot-in-Command**

- A. The Club's Chief Pilot can act as PIC in Club Aircraft occupying the front left or front right seat.
- B. Club Approved CFIs can act as PIC in Club Aircraft occupying the front left or front right seat.
- C. A club member can act as PIC in Club Aircraft occupying the left front seat if they meet the *Proficiency, Experience, and Aircraft Checkout* requirements.
- D. A club member can act as PIC in Club Aircraft occupying the front right seat if they meet the *Proficiency, Experience, and Aircraft Checkout* requirements for the purpose of being a "safety pilot" as required by the FARs while a club member who occupies the front left seat who meets the *Proficiency, Experience, and Aircraft Checkout* requirements operates the controls.

**2. Right Seat Operation** A club member can operate Club Aircraft from the front right seat if being instructed by the Chief Pilot or a Club-approved CFI.

**3. Instruction** The Club's Chief Pilot and Club Approved CFIs can instruct in Club Aircraft.

**4. Preflight.** Prior to flight, all aircraft must be inspected as provided in the pilot's operating manual for such aircraft.

The pilot-in-command is encouraged to review previous pages of the aircraft's logs and squawk book (including any squawks noted on Schedulemaster or any other place designated by the Board). Satisfactory repairs must be completed before flight to any equipment or to alleviate any malfunctions or squawks noted in the aircraft's logs and/or on Schedulemaster or such other place designated by the Board if the aircraft may not be operated in a safe manner because of an equipment problem or malfunction.

5. **Ground Operations.** Ground operations should be conducted conservatively with ample margin for error both in speed and spacing. These operating rules cannot possibly provide an exhaustive list of unacceptable ground operations, examples of operations likely to be found "reckless" include but are not limited to: Taxiing over tie-down spots (especially if ropes are present,) maneuvering an airplane in a parking spot (e.g. a 180° turn,) or taxiing off of a marked taxiway when a more safe alternative exists.

6. **Landings.** Except in an emergency or as provided in Schedule 3 hereto, Club aircraft may only be landed on paved runways at airports included in the official Flight Supplement or foreign equivalent to such publication, provided however, that landings on a paved runway at a private airport listed on a sectional chart may be made with the permission of the owner and/or operator of such airport.

7. **Accident, Damage, Malfunction Reports.** Club members are required

- i. to record (with necessary details) all accidents, damages, incidents, equipment failures and malfunctions in the as a squawk Schedulemaster for the applicable Club aircraft;
- ii. to notify the plane captain or plane lieutenant of such matters;
- iii. to report all accidents, damages or other incidents directly to the Club President or to a member of the Board.

Equipment malfunctions and items in need of maintenance should be reported to the plane captain or lieutenant as quickly as is practicable.

8. **Securing Planes.**

- A. After any use of a Club aircraft, procedures indicated on the club-approved checklists must be followed.
- B. The tach times, oil consumption and squawks are to be entered into Schedulemaster as soon after the flight as practicable.
- C. If a dangerous condition exists, the aircraft captain or lieutenant responsible for the aircraft must be notified immediately. Members should make an effort to contact the next scheduled member.

9. **Loading and Unloading.** Passengers are not allowed to embark or disembark while the aircraft engine is running.

10. **Cold weather flying.** On the first flight of the day if the outside temperature is thirty-two degrees Fahrenheit (32F / 0C) or lower, or the outside temperature has been at or below twenty degrees Fahrenheit (20F / -7C) for more than 2 hours within 12-hours the preceding the flight, Club aircraft may not be operated unless suitable pre-heating procedures are used. The cost of such pre-heating procedures is to be borne by the member using the aircraft personally.

- A. **Preheat Confirmation.** A member must confirm that the preheat was successful, by confirming that the rocker covers and the crank case are warm to the touch and that oil is flowing freely from the dipstick.

**B. Use of a heated hangar.** If a member chooses to preheat using a heated hangar, the aircraft must be in the hangar for at least 8-hours prior to the flight.

**C. Recommendation.** If a member has the time and the resources, the Club requests, but does not require, that the member use a heated hangar.

11. **No Smoking.** No smoking is allowed in Club aircraft at any time.

#### **IV. BOOKING AND SCHEDULING**

1. **Booking.** An aircraft may not be flown without a booking first having been made with the Club's scheduling service.

2. **Booking Rules.** In order to allow Club members to utilize Club aircraft as much as possible in a manner which insures just and fair availability for all members, the following rules for booking Club aircraft are to be followed: A.

**Booking Duration Limit:** Unless permission is otherwise given in advance by the Board, extended cross country flights are limited to 12 days and should not infringe upon more than one weekend. A weekend is defined in this paragraph as Saturday 0001 to Sunday 2359.

**B. Loss of Booking Due to Lateness:** If a member cannot arrive on time for a flight, the booking must be rescheduled or canceled with the scheduling service. A member arriving over 45 minutes late forfeits a booking unless it is overnight reservation (i.e., booking includes entire 9pm. through 6am period). Overnight bookings are forfeited after two hours, provided that the holder of an overnight reservation may extend this 2-hour period by notifying the Club's membership that they need additional time prior to their flight via an electronic delivery method approved by the Board with email and/or WhatsApp currently being acceptable. Prior to taking an aircraft due to a forfeited reservation, a member should verify that there is no stand-by reservation in the system that would conflict with their use of the aircraft and attempt to contact the holder of the forfeited reservation to verify that they will not be using the aircraft.

**C. Number of Bookings:** All members will be allowed 4 points for bookings. All bookings 4 hours and less are equal to 1 point, all bookings more than 4 hours will be equal to 2 points. In addition to the 4 points system of bookings, members may have a same day booking for 0 points that does not extend beyond the current day. A compassion or angel flight booking for 0 points will only be allowed weekdays Monday 0000 hours – 2400 hours Friday. Each member may only have a single 0 point compassion or angel flight booking on the schedule at a time. A compassion or angel flight booking must be made through and approved by the Board. A compassion flight or angel flight is defined as a charitable flight by a Club on behalf of a recognized organization that sponsors this type of flight.

**D. Circumvention of Booking Rules:** Once an aircraft returns to its home base, the reservation should be updated to show that it has ended, unless the Club member will be using the aircraft again within 2 hours. Furthermore, landing at an airport 50 nautical miles or less from the aircraft's home base and keeping such aircraft there overnight is not allowed unless prior Board approval is obtained. The intent of this provision is to prevent Club members from monopolizing the use of any aircraft by booking the aircraft for multiple days

and incurring only 2 points for the booking under Section IV.C.2 above when they should be using multiple 1-point bookings under such rule. Such behavior keeps other Club members from using the aircraft when they otherwise would be available and goes against the intent of these rules.

E. **Monthly Club Flights:** Unless the Board selects an alternative time or decides to release the planes, on the Sunday following the monthly general meeting of the Club, all Club aircraft are reserved for a Club activity. If the aircraft will not be used for a Club activity, the Activity Chairman, President or a Club officer will release the aircraft. The monthly Club flights may occasionally be overnight flights requiring the Club aircraft to be reserved for two days or may occur on days other than the aforementioned Sunday.

F. **Deviation from Bookings Rules:** Requests for scheduling arrangements in variance with these bookings rules should be made to a Board member, who shall present them to the entire Board for approval.

3. **Cancellation of Bookings.** A booking should be canceled as soon as a Club member is aware for whatever reason (including IFR or marginal VFR weather) that the Club Member will not be able to utilize the Club aircraft that he has booked. In the event an aircraft returns to its home base more than 2 hours prior to the time for which it was booked, the booking should be updated to reflect that the plane is available for use by other Club members.

4. **Alternate Bookings.** In the event a Club aircraft is booked at a time that a Club member wishes to use the aircraft, the Club member may use Schedulmaster to book a standby schedule or request to be notified via email if the aircraft becomes available.

5. **Return to Home Base.** All flights should return to the home base by the end of the time for which the aircraft was booked. If poor weather or unavoidable factors prevent a flight from returning on time, a Club officer must be called and given: (i) the aircraft's location, (ii) a telephone number at which the Club member can be reached, and (iii) the expected time of return. The Club member shall also ascertain from the schedule the Club's members whose bookings will be affected by the delay in return and the Club member shall telephone such members to advise them of the delay. If the aircraft is not booked until the expected time of return, the booking should be extended to such time.

6. **Aircraft Left Away from Home Base.** A Club member who must leave a Club aircraft at an airport that is not its home base is financially responsible for the return of the aircraft to its home base as soon as conditions permit. The aircraft must be left correctly tied down or hangered at all times while away from its home base. For the sake of clarity, if an aircraft is left at a location that is not its home base and is airworthy at that location for more than two weeks, the Board may take whatever action it deems necessary to safeguard and return the aircraft, including but not limited to hiring a ferry pilot or company, and the Club member who left the aircraft at such location shall be financially responsible for the full cost of returning the aircraft up to an amount of \$2,500, in addition to any other charges the Club may impose. The Board may make exceptions to this rule and the financial allocation of the cost of returning the aircraft in its discretion.

7. **Cross Country Operation by New Members.** During the first ninety days of membership in the Club, a Club member may not fly a Club aircraft to an airport which is more than 300 nautical miles from the aircraft's home base,

unless a waiver is obtained from the Board.

8. **Grounding.** Any two of the Club's officers and members of its Board may ground a Club member from using Club aircraft if they believe the Club member has operated an aircraft in an unsafe manner. A Club member who is grounded may request that the Club Safety Board conduct an investigation as provided in the Club's By-Laws and a Safety Board meeting will be held within 15 days to determine whether such grounding was warranted. Whatever the outcome, the member is not relieved of any financial responsibilities as described in the Club's Bylaws.

## **V. FINANCIAL**

1. **Payment of Dues and Charges.** Monthly dues, charges for flying time, and special assessments are due when sent.

2. **Delinquency.** Any Club member who has failed to pay any monies due the Club within ninety (90) days after such monies are due shall be considered a delinquent member and shall be prohibited from flying Club aircraft and may incur late fees as set by the Board. Invoices over 120 past due will cause the offending member to be placed on the exit list and removed from the club at the board's discretion. Payment in full will remove members from the exit list and restore full flying privileges. Members with two or more separate instances of invoices over 120 days past due will be placed on the exit list and removed from the club at the board's discretion.

3. **Fees.** Fees not explicitly covered by the club have to be paid by the member personally. Examples of fees the member has to pay personally are landing fees, parking fees, airspace fees, preheating, de-icing, tows, hangers, etc.. Members must make a reasonable effort to pay these at the time of use so that the club does not get billed.

4. **Fuel Charges.** The Club credit cards should be used whenever possible to pay for fuel. If it is necessary to pay for fuel with a member's own funds, members should submit the receipt to the finance team via [flyingclub.org/expense](http://flyingclub.org/expense) in order to receive a credit to their account.

5. **Equity Deposits** collected upon a member's initiation may be used to pay delinquent dues or special assessments, to include monthly dues while under suspension from flying or while on the exit list.

### **Schedule 1. Aircraft Checkout Requirements**

#### **1. Initial Checkout:**

A. Separate checkouts are required for members to operate the Club's Cessna 172SP-NavIII (G1000), Cessna 182T-NavIII (G1000), and Diamond DA40 (G1000).

#### **B. Initial checkout in the Club's Cessna 172SP-NavIII (G1000) aircraft requires:**

- i. Advanced avionics training by completion of a ground study portion that may be satisfied by any of the following:
  - a. Passing an FAA check ride in a G1000 equipped aircraft, or;
  - b. Completing a ground school taught by a PFC approved CFI that PFC and our Current Insurance Carrier have both endorsed as meeting the minimum necessary content. The PFC approved CFI shall issue a logbook endorsement to the same effect, or;

- c. Completing a PFC and Current Insurance Carrier approved home study course that contains a testing component that the member passes. In such a case, a PFC approved CFI will review the test results/certificate and certify completion via logbook endorsement, or;
  - d. Completing a Cessna Corporation approved Cessna G-1000 ground school from an external provider and obtains a Cessna approved graduation certificate. A PFC approved CFI will review the certificate and certify completion via logbook endorsement.
- ii. Completion of the flight portion of the advanced avionics training is satisfied by completion of a minimum of two scenario-based flights per Cessna FITS syllabus and, if IFR privileges are sought, one additional dual flight focusing on IFR procedures and an appropriate logbook endorsement and/or graduation certificate with/from
- a. A PFC approved CFI, or;
  - b. An outside provider. In the case of an outside provider, the member must still perform one flight with a PFC approved CFI as the initial checkout in that aircraft, or;
  - c. An FAA examiner. In the case of passing a check ride with an FAA examiner, the member must still perform one flight with a PFC approved CFI as the initial checkout in that aircraft.

**C. Initial checkout in the Club's Cessna 182T-NavIII (G1000) requires:**

- i. A high performance endorsement pursuant to FAR 61.31(e);
- ii. If the member has 100 hours or more logged flight time, a minimum of 5 hours in a Cessna 182 in the preceding 12 months, or;
- iii. If the member has less than 100 hours logged flight time, a minimum of 10 hours in a Cessna 182 in the preceding 12 months.
- iv. A minimum of 2 hours dual instruction in a Cessna 182T-NavIII (G1000) with a PFC approved CFI. It is the CFI's discretion to determine the length of instruction to ensure that the member exhibits adequate knowledge and skills for the safe operation of the Cessna 182T-NavIII (G1000).
- v. Advanced avionics training by completion of a ground study portion that may be satisfied by any of the following:
  - a. Passing an FAA check ride in a G1000 equipped aircraft, or;
  - b. Completing a ground school taught by a PFC approved CFI that PFC and our Current Insurance Carrier have both endorsed as meeting the minimum necessary content. The PFC approved CFI shall issue a logbook endorsement to the same effect, or;
  - c. Completing a PFC and Current Insurance Carrier approved home study course that contains a testing component that the member passes. In such a case, a PFC approved CFI will review the test results/certificate and certify completion via logbook endorsement,

or;

d. Completing a Cessna Corporation approved Cessna G-1000 ground school from an external provider and obtains a Cessna approved graduation certificate. A PFC approved CFI will review the certificate and certify completion via logbook endorsement.

vi. Completion of the flight portion of the advanced avionics training is satisfied by completion of a minimum of two scenario based flights per Cessna FITS syllabus and, if IFR privileges are sought, one additional dual flight focusing on IFR procedures and an appropriate logbook endorsement and/or graduation certificate with/from

a. A PFC approved CFI, or;

b. An outside provider. In the case of an outside provider, the member must still perform one flight with a PFC approved CFI as the initial checkout in that aircraft, or;

c. An FAA examiner. In the case of passing a check ride with an FAA examiner, the member must still perform one flight with a PFC approved CFI as the initial checkout in that aircraft.

**E. Initial checkout in the Club's Diamond DA40 (G1000) requires:**

i. At least 100 hours of total logged flight time.

ii. Prior to commencing the flight portion of the checkout, completion of a ground school taught by a PFC approved CFI that PFC has endorsed as meeting the minimum necessary content covering the differences of the DA40 as compared to the Club's Cessna models, DA40 systems, performance, and limitations.

iii. A minimum of 5 hours by a PFC approved CFI in a Diamond DA40 as part of the initial checkout, including at least 15 takeoffs and landings.

iv. Advanced avionics training by completion of a ground study portion that may be satisfied by any of the following:

a. Passing an FAA check ride in a G1000 equipped aircraft, or;

b. Completing a ground school taught by a PFC approved CFI that PFC and our Current Insurance Carrier have both endorsed as meeting the minimum necessary content. The PFC approved CFI shall issue a logbook endorsement to the same effect, or;

c. Completing a PFC and Current Insurance Carrier approved home study course that contains a testing component that the member passes. In such a case, a PFC approved CFI will review the test results/certificate and certify completion via logbook endorsement, or;

d. Completing a Cessna Corporation approved Cessna G-1000 ground school from an external provider and obtains a Cessna approved graduation certificate. A PFC approved CFI will review the certificate and certify completion via logbook endorsement.



v. Completion of the flight portion of the advanced avionics training is satisfied by completion of a minimum of two scenario based flights per Cessna FITS syllabus and, if IFR privileges are sought, one additional dual flight focusing on IFR procedures and an appropriate logbook endorsement and/or graduation certificate with/from

a. A PFC approved CFI, or;

b. An outside provider. In the case of an outside provider, the member must still perform one flight with a PFC approved CFI as the initial checkout in that aircraft, or;

c. An FAA examiner. In the case of passing a check ride with an FAA examiner, the member must still perform one flight with a PFC approved CFI as the initial checkout in that aircraft.

## **2. Annual Check rides:**

A. An annual check ride in a Cessna 172SP-NavIII (G1000) aircraft will qualify a member for operations in a Cessna 172SP-NavIII (G1000) aircraft, provided they had previously completed an initial checkout in the same, and if the member exhibits adequate knowledge of the other aircraft systems, performance and limitations.

B. An annual check ride in a Cessna 182T-NavIII (G1000) or Cessna 182Q (Aspen) aircraft will qualify a member for operations in a Cessna 172SP-NavIII (G1000), Cessna 182T-NavIII (G1000) or Cessna 182Q (Aspen) aircraft, provided they had previously completed an initial checkout in the same, and if the member exhibits adequate knowledge of the other aircraft systems, performance and limitations.

C. An annual check ride in a Diamond DA40 will qualify a member for operation of a Diamond DA40 aircraft, provided they had previously completed an initial checkout in the same, and if the member exhibits adequate knowledge of the other aircraft systems, performance and limitations.

## **Schedule 2. Experience Requirements**

### **1. Experience Requirements under II.2:**

A. New members, other than student pilot members, must have a minimum of a Private Pilot Certificate for a Single Engine Land Airplane in good standing, and a valid Third Class Medical Certificate or BasicMed. In addition, in order to qualify to stand for the Initial Checkout for solo privileges, new members must have logged 5 PIC hours within the previous 180 days in a high-density area, and have one of the following: i. 150 hours total time and 75 hours as PIC, or;

ii. 75 hours total time and an instrument rating, or;

iii. 12 hours logged as PIC in the last 90 days ("Recent Flight Experience")

## **Schedule 3. Requirements for Operations on Non-Paved Surfaces**

1. Takeoffs and landings in Club aircraft on a runway composed of ice is prohibited.

2. Takeoffs and landings in Club aircraft on other non-paved surfaces are approved only when all of the

following conditions are satisfied:

- A. All such operations are limited to aircraft which have the wheel pants removed.
- B. The airport and runway utilized must be referenced in the description of the airport in the Flight Supplement or foreign equivalent to such publication, provided however, that landings on a runway at a private airport listed on a sectional chart may be made with the permission of the owner and/or operator of such airport.
- C. The Club member must have completed a "Grass Field Checkout" with a Club-approved CFI within the past 12 months, which checkout meets the guidelines specified by the Club's Chief Pilot, including at least 3 takeoffs and landings to a full stop.
- D. The Club member conducting the flight shall be responsible for satisfactorily cleaning the aircraft after each such operation. Any cost incurred as a result of such cleaning shall be the member's sole responsibility.