

Operating Rules and Procedures

Last updated October 05, 2026

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 a Club aircraft, each pilot must have passed a check ride or completed an initial checkout for that specific aircraft type (subject to the exceptions set forth in Schedule 1 hereto) given by a Club-approved CFI within the preceding 12 calendar months. The content of the annual check ride shall be determined by the Chief Pilot. An appropriate logbook entry must be made. 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. This requirement is not aircraft-specific: a qualifying dual entitles the member to operate any Club aircraft for which their annual check ride remains current. The content of the dual instruction session shall be determined by the Chief Pilot. An appropriate logbook entry must be made. 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.

C. The annual check ride and 6-month dual may be combined into a single instructional session.

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. 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.

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 are allowed to instruct members 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 Schedulmaster 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 Schedulmaster 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 as a squawk in Schedulmaster 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 Schedulmaster 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 (32°F / 0°C) or lower, or the outside temperature has been at or below twenty degrees Fahrenheit (20°F / -7°C) for more than 2 hours within 12-hours 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 in Flight Circle. A member should keep the booking in Flight Circle up to date as their plans evolve.

2. Booking Rules. The booking rules are intended to maximize utilization of Aircraft for Club Members. While we cannot spell out every way in which booking rules may be circumvented, members are expected to take care to not monopolize planes by circumventing booking rule intentions.

A. **Booking Duration and Count:** A member can have up to 4 standing bookings on the calendar. The sum duration of all future bookings for any member may not exceed 288 hours (12 days.)

B. **Weekends:** A single booking should include no more than one weekend. The weekend starts Saturday at 0001 and ends Sunday 2359.

C. **Loss of a Booking:** A member arriving over 45 minutes late at the airport forfeits a booking.

D. **Monthly Club Flights:** The Board or the Board's designee may reserve club airplanes for Club Flights. Club Flights may be overnight. Club Flights tend to happen at the beginning of the month on a Sunday but may be at other times.

E. **Request to deviate from Booking Rules:** Members can ask the Board for approval to deviate from these Booking Rules.

3. Return to Home Base. A Club Aircraft must be returned to KCDW by the end of the booking. If a member is unable to return a Club Aircraft to KCDW by the end of their booking, a Club Officer and all the Club's other members, whose bookings will be affected by the delay, must be informed.

The existing booking should be extended to the expected time of return.

4. Aircraft Left Away from KCDW. A Club member who does not return a Club Aircraft to KCDW at the end of the booking remains responsible for the Aircraft. The Board may effect the return of the Aircraft to KCDW (e.g. by hiring a Ferry Pilot.) The Club Member can be held liable up to \$5,000 when an Aircraft is left away from KCDW.

5. 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 KCDW.

6. 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 days 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 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.

VI. Members

1. Membership Size. The Club targets seventy-three (73) members. A member seeking to exit when membership stands at exactly seventy-three (73) will remain a member until a new member is admitted. The Club may admit up to seventy-six (76) members. This "flex membership" is intended to facilitate the interviewing and nomination of new candidates and to ease exit-list management.

2. Membership Committee. The Board of Trustees has established a Membership Committee consisting of three (3) seats and, pursuant to the By-Laws, has designated the Membership Committee to conduct candidate interviews on its behalf.

3. Nomination and Approval. Following an interview, the Membership Committee shall nominate candidates for membership. The Board shall vote on all nominations. A candidate becomes a new member upon approval by the Board.

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) will qualify a member for operations in a Cessna 182T-NavIII (G1000) or Cessna 172SP-NavIII (G1000), 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")
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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.