

## **HIGH SIERRA PILOTS OPERATIONAL RULES & PROCEDURES**

### **A. Reservations and Flying Time**

1. A member may have no more than three (3) separate reservations for aircraft at any one time. Weekdays – You may have up to 3 reservations that occur on weekdays. Weekends – You may have only 1 weekend reservation at a time. (Any reservation that falls on a Friday, Saturday or Sunday is considered a weekend).
2. Late Arrival Forfeiture: If a member fails to arrive for their scheduled reservation time, any other member may over-schedule and fly the aircraft after at least 30 minutes have elapsed since the start of the reservation of the previous member.
3. No-Show Minimum Charges: If a member fails to utilize a reservation and does not cancel after at least 30 minutes have elapsed since the start of the reservation, that member may be charged 1.0 hour of flying time for that aircraft.
4. Over flying Reservations: Any member who overflies their reservation and infringes on a reservation following their reserved time is subject to being charged and additional penalty equal to the time over flown, and having that time given to the party whose reservation has been infringed. For example: Member A arrives 30 minutes after the end of their reservation, and infringes 30 minutes into the following reservation of Member B. Member A would have an additional 30 minutes of time deducted from their account, and that time would be added to Member B's account.
5. Minimum Charges: A member is responsible for paying a minimum of 1.0 hour of flying time for each complete 24-hour interval between the start of the reservation and the check-in (post-flight) of the aircraft.
6. Length of Reservations and Hours Flown: Members are expected to fly an amount equal to at least half of the time reserved on the schedule, and will be charged accordingly if they do not reach this minimum. For example, if a member schedules a 3 hour block of time in an aircraft, they are expected to fly at least 1.5 hours.
7. Members are expected to check out and check in each flight using the flight scheduling system, and accurately record the Hobbes and Tach time, according to the instruments in each plane. Any discrepancies in the times, any errors in recording the time, and/or any problems with recording the time shall be reported either over the phone or in person to a High Sierra Pilots staff member so they can assist the member in properly recording the time for the flight.
8. Any reservation that extends to an overnight stay will accrue an overnight fee of \$50/night. For example: If a member makes a reservation from a Tuesday to Thursday the overnight fee would be: 2 nights at \$50/night = \$100.
9. Reservations for flights shall note the FAA or ICAO designation of the intended destination airport(s), or of the aircraft's home field if flying locally only.

### **B. Flying Regulations**

1. No member private pilot or higher, shall operate or instruct in any High Sierra Pilots aircraft unless that member has satisfactorily completed a flight review (per FAR 61.56) within the previous 24 calendar months.
2. Only members in good standing may operate club aircraft.

- a. Anyone receiving flight training must be a member.
  - b. Flight instructors must be club members or specifically approved by the club if they are providing flight training to members in club aircraft. Such flight instructors must also meet the minimum instructor requirements of these operational rules.
  - c. Flight Instructors must attend a minimum of one (1) High Sierra Pilots Safety Meeting every 3 months. New Member Flight Instructors must attend one such meeting before instructing students.
  - d. Multiengine pilots are required to do 1 phase check every 12-calendar mos.
  - e. Multiengine instructors must complete a phase check every 6 months to instruct in club multiengine aircraft.
3. No club member will operate a club airplane when the reported wind speeds are 25 knots or greater, including the gust factor (so if the reported wind speed is 18 knots, gusting 27 knots, club members will not operate the aircraft) unless they have received prior approval from management, and are working with an club approved instructor who has received the club's permission to conduct high wind training.
  4. No club member shall operate club aircraft when the Density Altitude is over 7900 feet, unless they have satisfactorily completed the club's "High Density Altitude" safety course, and have been signed off for high density altitude operations.
  5. Members shall comply with all applicable Federal Aviation Regulations when operating club aircraft.
  4. If for any reason (weather, maintenance, incident, or accident), a member cannot return an aircraft to its home airport at the scheduled time, the member shall notify the owner and a club officer as soon as possible. The member shall be responsible for the return of said aircraft to its home airport within a reasonable time (A.3 through A.6 above are waived in this case) and shall pay all costs associated with its return.
  5. No Members shall affix, or attach any device (such as camera, video equipment) to the external surfaces of any High Sierra Pilots aircraft at any time, without prior approval from management.
  6. A member must perform a thorough pre flight inspection of the aircraft, including a visual inspection of the fuel quantity, prior to commencing flight. Any damage or discrepancies discovered by a member will be assumed to be the responsibility of the last user unless it has been reported previously to the Club. If a condition is discovered which may affect the airworthiness of the aircraft, the aircraft shall not be flown until cleared by a Club Officer.
  7. Except in emergencies, Club aircraft shall be flown from and landed on airfields approved by the club. As a guideline these are generally hard-surfaced runways in good condition with suitable length and width for the proposed operation.
  8. Each club member will completely fill out the Aircraft Flight Log, located within the aircraft, at the start and end of each reservation.

### **C. Operations in Mexico**

1. Operations in Mexico can only be conducted in aircraft so designated and then only with specific authorization from the club for each and every trip into Mexico. The member shall comply with all checkout requirements established by the club.

### **D. Maintenance and Discrepancy Reporting**

1. When a member finds a maintenance problem or discrepancy (squawk), that member shall record a complete description for the appropriate aircraft in the flight scheduling system, and either call the office or inform in person a member of the High Sierra Pilots staff to let them know of the issue.
2. It is the duty of any member to ground an aircraft that the member deems to be not airworthy. The member shall note the grounding along with their squawk in the flight scheduling system, and shall call High Sierra Pilots office, or inform in person a member of the High Sierra Pilots staff of the grounding. In addition, the appropriate Club Officer shall also be notified when the member grounds an aircraft.
3. If, after engine start, a member is unable to depart in an aircraft due to a maintenance problem, the member does not have to pay for the operation if the aircraft does not get airborne. The member shall log their name and indicate "maintenance" when checking their reservation in on the flight scheduling system. In order to waive the charge, the member must provide an accounting of the problem or squawk in the flight scheduling system's squawk reporting area. If the aircraft does take off, regardless of how short the flight, the member is responsible for paying for the flight.

#### **E. Fueling/Oil**

1. Each member is responsible for all fuel costs. The aircraft needs to be completely refueled at the end of each flight, according to the fueling requirements of each airplane. If the member has any questions in this regard, they must seek clarification from a High Sierra Pilots staff member, and then complete the fueling process.
2. While the club will provide oil for the airplane, it is each club member's responsibility to check the oil levels before each flight as well as to calculate the proper oil burn before the flight to make sure that the oil level NEVER falls below the appropriate amount.

#### **F. Pilot and Flight Instructor Requirements**

1. A logged, satisfactory flight check signed by a Flight Instructor is required in make and model before a member operates that make and model as pilot in command. When necessary, before operating as pilot in command of a High Sierra Pilots aircraft, a member shall also satisfactorily complete any assigned POH Questionnaires provided by a Club CFI.