

# **OPERATING RULES**

## **1 AUTHORITY FOR THE RULES**

These Operating Rules are issued under Art 5, Sec. 7 of the API Bylaws, 29 June 1998, as amended, to further the purposes of the Corporation.

## **2 GENERAL PRINCIPLES OF OPERATION**

The Rules are based on general principles which govern in the absence of a detailed rule. These are:

### **2.1 Consideration for Your Fellow Member**

Consideration for your fellow member is the most important rule at API. All other rules are descended from this one.

### **2.2 Mutual Trust**

Mutual trust is the only condition under which an organization like ours can operate. Within API, only the highest standard of responsibility and ethics will do.

### **2.3 Cooperation**

Willingness to help, and an appreciation for the cooperation of others goes a long way in solving problems within an ownership group. Thoughtless, arrogant, or petty actions are inappropriate, as are attempts to twist our rules to undue personal advantage. API only exists through the cooperation of its members.

### **2.4 Maintenance of External Relations**

Courtesy and a professional approach are expected of API members in all contacts with the government, the flying community, and the general public. API is well known: the courtesies we frequently receive are the result of a good reputation of long standing. Members are expected to help maintain it.

With respect to the public, members are encouraged to represent general aviation by their own example as a sane and legitimate use of fuel and the national airspace. They are expected not to make unnecessary noise with the aircraft, and not to frighten people or feed their resentment of "private planes," either in their flying or in their behavior on

the ground.

## **2.5 Importance of an Instrument Rating**

While API accepts pilots at all levels of training, it is expected that members will work toward an instrument rating, and once there, will continue to work at maintaining their instrument proficiency.

## **2.6 Maintenance of Knowledge and Skills**

Members are responsible for maintaining and improving their general flying skills. In addition to mandatory check rides, they are expected to check themselves (and each other), and to take instruction when advisable. They are responsible for knowing thoroughly the aircraft they fly, including any idiosyncrasies. They are likewise responsible for remaining current on regulations and procedures, and they are urged to stay abreast of useful general knowledge appearing in the flying literature.

## **2.7 Maintaining Attention to Detail**

Members are expected to maintain the wariness, checking, and attention to detail required to survive as a pilot. Thoughtlessness, haste, or a too casual approach to either the aircraft or the Operating Rules are regarded as poor flying habits, and are of concern to the other members.

## **2.8 Being Kind to Machinery**

Since API members rely heavily upon the known condition of our aircraft to safely conduct IFR, night, and terrain operations, it is essential that the aircraft be operated intelligently, with due regard for the long term consequences of overstressing already critically engineered aircraft parts. Members are expected to take pride in the condition, visible and invisible, of the fleet, and to operate the aircraft accordingly.

## **2.9 Use of Good Judgment: Responsibility of Pilot-in-Command**

Members are expected to show good judgment, to use all available information (including that available within API) when planning an operation, to remain within their limitations, to be aware of their command responsibility, and to always “fly the airplane first!”

# **3 SCHEDULING**

## **3.1 Reservation Required**

Under no circumstances may a plane be flown by a member without making a reservation, or flown during time reserved by another member, unless that member has given his permission.

## **3.2 Making Reservations**

Corporation aircraft are reserved by making a schedule entry on the web calendar,

using your calendar access privileges. Do not distribute your password or delegate the process. Keep an eye open for errors. Preventing mistakes is important please double check your reservation for accuracy. When making a reservation, be sure you've brought up the right calendar page, and are putting your entry down in the right week, day, and date columns.

### **3.3 Reservation Requirements**

A flight reservation must specify date and time for the beginning and ending of a flight. State the aircraft desired, your name, and indicate am or pm on the times. Reservations are normally made to the nearest hour, in good faith, for the actual time the aircraft is to be used. The "All Day" scheduling option should only be used if you are indeed going to be using the aircraft from 7am through 11pm of the day being scheduled.

If you are making an "All Day" booking to hold the aircraft due to uncertainty in timing, you should mark the reservation as "Time TBD".

There is no limit on trip duration, but reservations exceeding four days, or trips out of the US, must be cleared with Operations and Maintenance.

Except for instruction, or as otherwise permitted by the Operations Manager, members may not reserve an aircraft in which they are not qualified.

### **3.4 Advance Reservation Restrictions**

A member may have a maximum total of three advance reservations on API aircraft. These reservations taken together may include time on, at most, two weekends. A "weekend" extends from 0800 on Saturday (or Friday, if that Friday or Saturday is a major holiday) to 2300 on Sunday (or Monday, if that Sunday or Monday is a major holiday). Exceptions will be granted by Operations for reasons of instruction, extended travel, etc.

### **3.5 Destinations**

While stating a destination is ordinarily not required, it is often a help to the other members to advise them of significant plans via e-mail, particularly if you are willing to share a trip or hood time. Likewise, flight plans are not required, but good operating practice is to leave word of routes and destinations with others. Sign airport registers; remain reachable during a trip to a reasonable degree, do not let colleagues or family members become panicked. Any intended destinations outside the US and the settled parts of Canada must be reviewed with Operations and Maintenance as described in "Operations," below.

### **3.6 Engine Hour (Tach Time) Minimums**

Ordinarily, minimums are not charged, provided aircraft usage is perceived as fair and "reasonable" by a general consensus of the membership. The Treasurer has the authority to steer aircraft usage by altering rates. In the event of intractable availability problems, he can establish minimums if necessary. (Minimums if instituted will be applied equally, across the board, to the entire membership). An example from past years is the following:

from	To	Minimum
0	6	0
6	18	1
18	30	2
30	42	3
6	n	$1 + \text{INT}((n+6)/12)$

Obviously, no one wants to see such minimums imposed, therefore members should take care to be fair and reasonable in their use of the airplanes. If necessary, the Operations Manager (in consultation with the rest of the membership) can determine more precisely what “reasonable” means, but it should be evident that hogging the airplanes, or taking them for extended periods without putting some time on them is not a fair or reasonable use in a group such as ours. That said, decisions affecting safety must not be made under schedule pressure, or from perceived or actual minimums. Allowances will be made for bona fide weather, mechanical, or pilot impairment problems.

### 3.7 Canceling Unused Reservations

A member not able to use reserved time should cancel his or her reservation as soon as possible. Any reserved time not used must be cancelled, even if the reason is bad weather, mechanical trouble, or something else for which the member is not personally responsible. The reservation should be changed on the website and the membership should be informed of cancellations via e-mail. Canceling is extremely important. It is to be done as early as possible, but even if it has to be done late in the day, on the day of the reservation, it still has to be done. Do not assume just because the time of day is late or the weather non-ideal that someone else may not want to schedule the aircraft.

### 3.8 Showing Up Late for a Reservation

If a member finds that he or she is going to be more than 30 minutes late for a reservation, the reservation must be revised, either directly via computer, or by calling Maintenance or Treasurer (each of whom have direct access to calendar schedule entries). In a pinch any other member may be called. (Other members can’t modify entries other than their own, but they could add a supplemental entry to the calendar, put out an e-mail, or relay information by phone.) (In this regard, it is recognized that delays are likely to be encountered in flying. Ground traffic, passenger coordination, weather, security, or other problems may delay a departure. While incremental trimming of a reservation start time is undesirable — and a habitual tendency to do this will be regarded as a breach of the general rules — the only correct way to handle such delays is by timely updating of the reservation.)

### 3.9 Returning Late

If, for any reason, a member cannot return a plane before the end of his reserved time, as soon as he or she is aware of the possibility, the member must update the reservation

endtime, state the difficulty via e-mail or phone call as appropriate, and give an estimated time of arrival. He or she must make sure that members whose subsequent reservations are affected are notified, preferably by direct communication if possible. Also, where possible, the member should leave a telephone number or e-mail address where he or she can be reached.

(For late return vs. curfew hours at Hanscom: see Responsibilities, below.)

### **3.10 Returning Early**

If a member returns before the end of his/her reserved time, or if the member knows he/she will return early, an e-mail should be sent to members and the on-line reservation must be updated.

### **3.11 Primacy of Maintenance Reservations**

If an airplane has been scheduled for maintenance, the member desiring to use it may talk to the Maintenance manager, or may request to be advised of the airplane's early release, but he or she may not interfere directly with reservations made by Maintenance, or with scheduling of work in the shop.

### **3.12 Scheduling Errors and Misunderstandings**

Do not let a scheduling problem drift or propagate. When an error or misunderstanding has been discovered, those who are affected are advised to get it resolved with each other right away. To accomplish this, direct communication among those concerned is recommended. By all means, notify Operations if some procedural change, refereeing, or other intervention is required, and go ahead and send an e-mail to the membership if an extended e-mail discussion seems warranted.

## **4 OPERATIONS**

### **4.1 Operating Restrictions**

There are no operating restrictions or destination restrictions as such. "Ambitious" operations, however, particularly by new members, or members with new ratings, or in new or newly repaired aircraft—are of concern to Operations. Good judgment requires that these be discussed ahead of time. There are special considerations in flying mountains and terrain, NYC, Washington DC and similar major metro airspace, sightseeing in the vicinity of major scenic attractions, etc. Operations outside the US may require special equipment, up-to-date information, security precautions, additions to the insurance coverage. In some cases, specific instruction might be advisable. Much information is available within the club. All available information should be gathered and the proposed ambitious operation discussed ahead of time.

### **4.2 Restrictions on Who May Operate a Corporation Aircraft**

Corporation planes may be flown only with a member aboard who must either be pilot in command, or be under the direct supervision of an API approved flight instructor.

There will be no instruction in Corporation planes except to members. Other persons (passengers, other pilots, prospective members, unqualified API members, unqualified or uninsured maintenance personnel, linemen, etc.) may not handle the equipment or operate the controls except at the express direction, and under the close supervision of, the API pilot in command, who, in any case, must be able at any time to assume full personal control of the aircraft.

(Judgment is required: members should not fly from the right seat unless they are qualified to do so. Members are likewise cautioned about allowing unqualified persons to assist in ground-handling, loading and unloading, or starting. Passengers who want to help with rollout or pushback should be briefed on ramp and propeller safety, and on where (and how hard) they're allowed to push. (Don't assume that via your briefing they have really understood anything! Keep an eye on them.)

Don't let passengers remove the airplane manuals or documents. Have them keep any pets and children under positive control. When starting, have all unqualified persons remain well clear, or make them get inside the aircraft with you.)

### **4.3 Concerns of the Operations Manager**

The Operations Manager has the power to specify the conditions under which each member may operate API aircraft. Each member's capacities for the operation intended must be satisfactory to the Operations Manager. These include:

Satisfactory checkout, including checkout on any special skills needed (e.g., mountain flying).

Adequate experience in the operation and care of these particular aircraft, as well as suitable general experience.

Compliance with API Rules, government regs, insurance requirements, and advisable or required equipment, documents, procedures, etc. (e.g., those for travel in Canadian or Alaskan wilderness areas, Mexico, Central America, or off continent).

Evidence of good judgment, proper planning.

In addition, the Operations Manager may have to consider: Aircraft Status (new, recently repaired, or due for needed maintenance), effect on availability; effect on rights of other members.

### **4.4 Approved Instructors**

A member not current in API aircraft can receive instruction in API aircraft only from an instructor approved by the Operations Manager. Additional instructors may be approved by the Operations Manager.

### **4.5 Checkouts**

Before solo flight, or flight as pilot in command in API aircraft, each member must be checked out in that API aircraft by an API-approved instructor. Satisfactory checkout must be separately recorded for each aircraft in the member's log book. Successful completion of a checkout shall be reported to the Operations Manager before exercising the privilege of acting as Pilot in Command.

#### **4.6 Currency**

A member who has not flown as pilot-in-command of any API aircraft within the previous 90 days must have a check ride with an approved API instructor before operating any API aircraft. Once past an initial checkout in the Cessna 182, a successful check ride in the Cessna 206 is considered to check pilot capability in the Cessna 182. The converse, however is not true: a check ride in the 182 does not check currency in the Cessna 206. Separate currency checks in both planes, though not mandatory, are highly advisable. Note the currency requirements spelled out under "Minimum Pilot Qualifications", below. (Members are reminded that while passing a check ride or meeting minimum currency requirements may indeed allow them to undertake any operation permitted by their ratings, the wisdom of attempting any given operation is quite another matter, one which calls for good self-judgment, estimation of current competence of man and machine to deal with surprises, and a realistic evaluation of the risks.)

#### **4.7 Annual Check Ride**

Each member must have an annual check ride with an approved instructor in the highest performance or most complex aircraft he or she intends to use. This check ride must be completed by the last day of the month in which the preceding annual check ride occurred. A currency check ride or BFR check ride may count as an annual check ride (or vice versa) if arranged with the instructor beforehand and so noted by the instructor in the pilot's log book. Successful completion of a check ride shall be reported to the Operations Manager and entered on the club's Pilot Expiration Date web page. (see 5.1).

#### **4.8 Instrument Instruction Requirement**

No member may make night or cross-country flights unless he or she has met the instrument training requirements of the present-day private pilot's license, or has an instrument rating..

#### **4.9 Minimum Pilot Qualifications for the Cessna 206**

The requirements for the 206 are as follows:

1. Pilot has a Private, Commercial, or Airline Transport Certificate;
2. has a current and effective medical certificate;
3. satisfies the FAA's flight review requirements;
4. has at least 200 hours of total logged flight time;
  - a) has at least 5 hours logged pilot time in the same make and model if the pilot has 25 hours or more in aircraft with horsepower equal to or greater than 210 hp
  - b) has at least 10 hours logged pilot time in the same make and model if the

pilot has less than 25 hours in aircraft with horsepower equal to or greater than 210 hp.

5. has at least 3 hours logged pilot time in the same make and model in the preceding 180 days or has passed a currency check and has received written approval from a CFI in the same make and model in the preceding 45 days.
6. has received a checkout and written approval from a CFI in the same make and model. A member may receive dual flight instruction from a CFI to meet these requirements

#### **4.10 Minimum Pilot Qualifications for the Cessna 182**

The requirements for the 182 are as follows:

1. Any Flying Club member who has a current and effective medical certificate.
2. satisfies the FAA flight review requirements.
3. has at least the following pilot time in the same make and model prior to acting as PIC;
  - a) 10 hours if pilot has less than 100 hours of total logged flight time.
  - b) 5 hours if a member has more than 100 hours of total logged flight time.A member may receive dual flight instruction from a certificated flight instructor to meet these requirements.
4. has received a checkout from, and written approval of, a certificated flight instructor in the same make and model.

## **5 MEMBER RESPONSIBILITIES**

### **5.1 Check Ride Scheduling and Notification**

It is the member's responsibility to schedule check rides and to post the new expiration date on the club web page and notify the Operations Manager upon completion of the initial and each annual check ride. If notification is not given and posted, the member is automatically grounded at the expiration of his previous check ride. Notification is accomplished by contacting the Operations Manager and by posting the new expiration date in the space provided on the club web page.

### **5.2 Currency and Availability of Flying Documents**

It is the member's responsibility to maintain currency of his/her ratings and medical certificate, to carry a valid certificate, license, and radio permit (if needed) while flying, and to check for the presence of the required aircraft documents. Note that additional documents (e.g. evidence of ownership, authorization to use the aircraft, Canpass reservation number, restricted radiotelephone permit, evidence of insurance, etc.) may



be required for operation outside the US.

All API pilots will note the expiration date of their Medical and BFR, in addition to their annual check ride, in the space provided on the club's Pilot Expiration Date web page.

### **5.3 Commercial Operation Prohibited**

Members may not operate API aircraft for hire. In cases of doubt, refer to the government regulations and their interpretations, and request a determination from Operations

### **5.4 Penalties for Violations and Poor Practices**

The Board of Directors may penalize members (e.g. by a temporary grounding, a fine, or a required checkout.) for violation of FAA or Corporation regulations, for poor flying habits or other carelessness, or for undue infringement upon the rights of other members.

### **5.5 Weight and Balance vs. Performance Figures, Operating Limitations**

Members must observe aircraft weight and balance and operating limitations in accordance with FAA regulations, and in accordance with good judgment as well. Current loading information for all API aircraft may be obtained from Operations or from the Maintenance Manager. (The official weight and balance numbers, of course, are those actually shown in the aircraft papers carried in the plane). (Members are reminded that the performance figures in the aircraft manuals were obtained under ideal conditions. Your numbers may differ.)

### **5.6 Protection of the Aircraft Interior**

It is a member's responsibility to prevent damage or the occurrence of an unsafe condition in the carriage of passengers or pets, heavy, dirty, sharp, or awkward objects, noxious materials, etc. Sicksacs and other suitable protection for the aircraft interior must be provided for susceptible passengers and animals. Proper cargo restraints and protection of the aircraft interior must be provided for difficult or heavy objects. Under-seat areas and the rudder pedals must be kept clear. Allergenic substances (e.g. dog or cat hair) can be a problem. Avoid exposing the interior (and the radios and instrument air intakes) to smoke, fuzz, and dust. Smoking is not permitted. Don't carry opened containers of oil (or empties) in the aircraft. Attention is called to the government regulations on flammables, poisons, compressed gases, radioactive elements, magnets, RF emitters, contraband substances, and the like.

Please keep the interiors clean.

### **5.7 Accident Notification**

Members involved in an accident or affected by criminal activity must immediately notify the Operations Manager or any other Board of Directors member by telephone. In case of accident, render any necessary assistance and cooperate with local authorities, but do not express opinions or make statements without consultation with API. In case of damage, loss, or theft, follow insurance company instructions, obtain the necessary

documentation.

### **5.8 Security, Airport Rules, Hangar Discipline, Tie-down**

Observe all required (or prudent) aircraft and airport security precautions. Observe the hangar rules. Keep the hangar picked up and swept out. Never start the engine or transfer fuel in the hangar. Never leave the tow bar attached to the nose wheel unless someone's hand is on the handle. If the aircraft must be left outside, tie it down securely with ropes (3 ropes, two locking half hitches each rope), or chains. Lock the controls, lock the doors, comply with any local rules on double locking. (Typically) leave the brakes off, install the sunscreens (summer), bird corks (spring). If power is available, connect the block heater and apply blankets (winter) or plan to have preheat available below 20°F.

### **5.9 Incident Notification**

Members involved in an incident or near incident should promptly report it on NASA form ARC277B, as described in FAA Advisory Circular 0046C. **Judgement is required on exactly what to report; consultation with API Officers or with an aviation lawyer may be advisable.**

### **5.10 Leaving Aircraft in Operational Readiness**

It is a member's responsibility to leave the aircraft in full operational readiness for the next pilot. To avoid the inconvenience of waiting for line service, needless nuisance to the line crew, or after-hours problems, the following procedure is in effect: Fuel the aircraft before putting in into its hangar, and perform a post-flight check of cabin interior, tank valve setting, tank caps, master switch, documents, block heater connection (cold WX). Check tires, prop, surfaces. Clean the windshield and interior, perform all other shutdown/put away items.

If the aircraft must be left unfueled, note the hours low in the aircraft's calendar log, but plan to return to refuel it as soon as possible. The next member on the schedule should be advised if there is a possibility that his departure may be delayed by anything left undone. The object is to assure the next member of a definitely known fuel status, and sufficient oil, in the event of an early departure. If the next person has requested that the tanks be left low, be sure to note the accurately estimated gallons or hours low taking into account the power settings you used, any prolonged climbs, etc. If offloading fuel yourself, pull the plane out of the hangar, observe all defueling precautions, or request that the line service offload fuel. Note that Massport does not allow storage of fuel in the hangar. Operations and maintenance items are to be recorded as described under Maintenance, below.

### **5.11 Other Items to be Entered in the Calendar Log**

Also to be noted is information of value to other pilots or to the Maintenance Manager, or information required to be recorded, such as: altimeter and VOR calibration errors. Record oil consumption, and fuel consumption as well when it has been possible to

measure it over a reasonably long leg at constant conditions. (When recording fuel consumption, be sure to record the conditions: altitude, temperature, power, and mixture settings!)

### **5.12 Time records**

After each flight, a member must enter the tachometer reading (all digits) before and after each flight, the difference, the aircraft type, the date, and his name on the carbonless forms provided. The same information should be entered on a time-slip-online. If there are maintenance issues with the plane they should be noted on the time-slip-online.

Ferrying time should be marked FERRY in order for the member to receive appropriate credit.

Attention is called to proper placement of the backstop/separator in the time book: contrary to the printed instructions, it goes between yellow and white sheets so that the next yellow, pressure-sensitive layer is protected! The same information, including any maintenance needed, is to be recorded promptly as an online timesheet entry, via the link provided in the website.

## **6 MAINTENANCE**

### **6.1 Placarding the Aircraft**

If a member believes an aircraft is not airworthy, or not up to IFR standards, he or she should affix a prominent sign to the panel or the wheel and immediately notify Maintenance. Not doing so is a serious breach of API Operating Rules! He or she must also see to it that the next person on the schedule is informed, typically directly by telephone, or by e-mail if there is time. Those concerned should be told the nature of the problem (but see 6.2 below). (When leaving notes, do not remove the back pages of the Calendar Log! It is a permanent record.)

### **6.2 Determining the Status of Aircraft**

The Maintenance Manager or the mechanics providing service will make the official determination of whether an aircraft is flyable, ferryable, operable with restrictions, or grounded. The Operations Manager may then impose any necessary restrictions on its use, and he or the Maintenance Manager will then circulate an authoritative announcement of aircraft status to the group. (Obviously, anyone finding the aircraft in an unsafe condition can and should placard it, inform the next person, etc., but to avoid confusion, its official status should only be announced to the group at large via the route described above.)

### **6.3 Arranging for Maintenance**

Time for maintenance must be reserved on the calendar schedule, preferably not in conflict with previously reserved flights. If maintenance is necessary when flight time has been reserved, the affected members must be notified promptly. In the local area,

only the Maintenance Manager and his assistants are authorized to schedule maintenance or to deal with API's approved mechanics. Members are not allowed to schedule work with these or with other local mechanics except in a definite emergency, with no one reachable in API Maintenance. When repairs are required away from the local area, the member's best judgment will be honored. Telephone consultation with the Maintenance Manager or his assistants is strongly urged for any non-routine maintenance. Do not attempt to ferry a damaged, jury-rigged, or otherwise impaired aircraft on your own. If ferrying is indicated, be sure that all required exemptions are obtained and all government rules and insurance requirements complied with.

## **7 MEMBERSHIP**

### **7.1 Member Operating Privileges**

All members, if otherwise qualified, may fly any API aircraft.

### **7.2 Member Capital Investment**

The refundable portion of the membership buy-in plus any other equity shall be considered the extent of a member's capital investment. (See By-Laws)

### **7.3 Spouse Members**

The spouse of a member may become a member of Associated Pilots, Inc. Application procedures will be the same as those normally required for a new member, but all buy-in fees, normal buyout amounts and dues will be only one half that for a normal member.

### **7.4 Voting and Office Holding Privileges**

Privileges for all members, including spouse members, will be the same for voting and holding office.

### **7.5 Spouse Aircraft Familiarization Instruction**

At the discretion of the Board of Directors, spouses of members may apply for some hours of dual instruction with an approved instructor. An initial fee of \$1 and monthly dues of \$2 will be paid by the member. Aircraft reservations will be made in the member's name, and the total advance reservations of the member and spouse will not exceed those allowed the member. The regular hourly aircraft rate and instructor fee will be the responsibility of the member.

## **8 FINANCIAL**

### **8.1 Billing of Members**

Bills are rendered monthly for the previous month's flying time and for the current month's dues. Any landing fees, user fees, noise abatement fines, or other expenses

billed to API but attributable to the member's use of the aircraft will also be billed to the member. Interest charges of 1.5% per month may be levied for payments later than 30 days after receipt of bill.

## **8.2 Financial Delinquency**

At the discretion of the Treasurer, a member may be grounded for excessive financial delinquency. A member excessively late in his payment of an account may be considered to have indicated his intention to resign, unless prior arrangements had been made with the Treasurer.

## **8.3 Credit for Oil, Services, and Repairs**

Oil, services, and repairs, if purchased in transit and charged directly to the member, the member should submit the receipt to the Treasurer for credit. Hangaring as a precaution against severe weather, or for the purpose of thawing, or for security in high theft locations is reimbursable, as are charges for preheat and jumpstarting. Hot glycol ice removal will not be reimbursed. Paying for gasoline is the member's responsibility. Landing and parking fees, user charges, noise or curfew fines are the member's responsibility.

## **8.4 Credit for Ferrying Expense**

The pilot ferrying an API aircraft for club purposes pays for fuel (except as described in 8.5) but is not charged for the tach time.

## **8.5 Responsibility for Retrieving Abandoned Aircraft**

Members are responsible for the full expenses of retrieving aircraft which they have abandoned in distant places due to ordinary mechanical trouble or bad weather. Such expenses, though unfortunate, are looked upon as normal responsibilities of ownership.

9/07 Revised