

POLICIES AND PROCEDURES

THE CLUB AT CENTENNIAL, LLC reserves the right to alter, modify, amend, remove, waive or add any rule or policy. Pilots will be notified of updates via email. Any pilot that flies a club aircraft after receipt of notification has by implication acknowledged and accepted such changes. The current policies will be posted on THE CLUB's website.

1. Administrative Policies

1.1 Dues & Payment

- (a) Club dues are \$35 per month.
- (b) Insurance pool payment is \$40 per year. The insurance pool pays 50% of deductible in the case of an insurance claim. Insurance deductible is up to \$5,000. [Renters insurance](#) to cover remaining deductible is recommended.
- (c) Club dues will be automatically billed each month to member's credit or debit card. Insurance pool charge is billed yearly to the member's credit card. Other payment options may be considered for an additional fee.
- (d) All other charges must be settled immediately after conclusion of flight.
- (e) For flights returning after normal business hours, payment must be made with prepaid funds, cash, check, or credit card. Any member wishing to participate in after hours operations must have a credit card authorization form on file with THE CLUB.
- (f) Prepayment made on account in the amount of \$1,000 or more paid by cash or check will receive a 3% bonus.
- (g) THE CLUB aircraft are typically rented at a "wet rate". Fuel costs are included in the rental price.
- (h) Flying privileges will be suspended or revoked for any account overdue.
- (i) Merchandise returns must be within thirty (30) days of purchase and accompanied by the original receipt. The item cannot be opened or show any signs of use.

1.2 Aircraft Scheduling & Use

- (a) Be considerate! When an aircraft is scheduled and not used, or canceled on short notice, it prevents others from using the aircraft. Schedule only what you need. Use the time that you schedule.
- (b) Aircraft are available to schedule 24 hrs via online scheduling system.
- (c) No flight may depart unless it has been scheduled & dispatched by front desk.
- (d) If departure time or date changes, or if you come back early, please notify the office.

1.3 Aircraft Dispatch

Aircraft keys and checkout sheets are dispatched from THE CLUB office front desk. Both Tach and Hobbs times must be entered on the aircraft checkout sheet prior to engine start and after engine shutdown. Dispatch sheet must be returned to the front desk with keys, aircraft folder & aircraft checklist immediately after flight.

1.4 Aircraft Pick-up & Return

- (a) Prior to departing with an aircraft, a thorough pre-flight should be undertaken. Any damage not recorded on the dispatch sheet should be reported to THE CLUB prior to departure. You may be held financially responsible for damage reported after your flight if it was not reported.
- (b) After returning, aircraft should be properly secured (Gust lock, tie down & cockpit cover) at its tie down location, or its hangar. Remove all trash from the aircraft.
- (c) A set fee may be charged if an aircraft is incorrectly secured following flight. Examples include:
 - (i) Parking any aircraft in the wrong location.
 - (ii) Improperly securing aircraft (improperly tied down and/or choked, failure to install the gust lock).
 - (iii) Returning an aircraft in poor condition (i.e. excessively dirty interior, trash, etc.).

1.5 Delays & No-Shows for Aircraft Rental

- (a) If running late for aircraft pick-up, call THE CLUB. Failure to check-in within 15 minutes of reservation time may result in aircraft being released for other renters.
- (b) Every effort should be made to return the aircraft ON TIME. Aircraft must be checked in at the front desk prior to the conclusion of the rental period. Repeated violations may result in suspension of privileges at THE CLUB. A \$50 late fee may be assessed for aircraft that are returned late.
- (c) A \$25 no-show fee will be assessed for renters who do not show up for their flight and do not make any attempt to contact the Club prior to their flight time. An additional fee of \$10 per hour will be added for any reserved flight of more than two (2) hours.
- (d) Any student who does not arrive for a scheduled lesson (no-show), or who fails to give at least two hours notice prior to cancelling a lesson with an instructor can be charged for the instructor's time at the instructor's discretion. The instructor's no-show or late cancellation fee may be up to, but not exceed, the full amount they would have charged for the complete lesson.

1.6 After Hours Reservations.

A lockbox is provided in THE CLUB front foyer for flights scheduled to begin outside of normal office hours. The lockbox code changes daily, and is published on the online flight scheduler message board. Lock box combinations are for members only. If combinations are circulated to non-members, flying will be limited to office hours.

1.7 Expenses Incurred Away From Home Airport

- (a) Aircraft fuel expenses incurred away from home airport will be reimbursed. Original fuel receipt must be submitted to the office at the flight conclusion. THE CLUB will accept fuel receipts up to seven (7) days after the flight. Fuel receipts older than seven (7) days will not be honored.
- (b) The max fuel reimbursement per gallon changes from time to time. Consult with the front desk at check out for the most up to date rate.
- (c) Expenses such as tie-down, lodging, alternative transportation and landing fees are the member's responsibility.
- (d) Aircraft repairs or expenses exceeding \$50 must be pre-authorized by THE CLUB. Renters may be held financially responsible for any expenses not pre-authorized by THE CLUB.

1.8 Multiple Day Rentals

A minimum charge of two (2) hours per day will be made for multiple day rentals. Example: A cross-country trip of 16 days with a Hobbs time of 25 hours will have a charge of 32 hours. Advance payment for one-half the anticipated flight hours on any multiple day rental over five (5) hours is required.

1.9 Aircraft Damage

- (a) In case of accident/incident through pilot error, the member agrees to pay the amount not paid by or covered by insurance (i.e. insurance deductible).
- (b) Maintenance expenses resulting from member, pilot, or passenger's carelessness or improper operating procedures will be billed directly to the member or pilot. Examples:
 - a. Forgetting to turn off aircraft master switch, causing complete battery discharge requiring battery replacement.
 - b. Failure to install a gust lock or tie aircraft down following flight leading to control surface damage
 - c. Tires that are flat spotted due to excessive braking will be charged at \$75 per tire if chords are showing. This is discounted to \$50 if the damage is self-reported.
- (c) Do not place any items near the windshield on top of the instrument panel glare shield. Windcreens scratch very easily.
- (d) Do not use aircraft glare-shield as a hand hold to pull seats forward. Glare-shield will be damaged or may come off in your hand

1.10 Accessory Rentals

Headsets, handheld radios, GPS's, iPads or any other accessory must be returned in the same condition as it was dispatched. Damaged or lost rental accessories must be repaired or replaced at renter's expense.

1.11 Safety / Retraining Flights

THE CLUB's Chief Pilot, Assistant Chief Pilot, or their designee may at their discretion require any member to complete a remedial re-training flight in the interest of safety. This may include ground training as well as flight training. These flights will be conducted at the member's expense.

1.12 Termination / Resignation

Either party can terminate the membership at any time. Resigning members shall submit **written** notice of resignation (an email sent to fly@aspensflyingclub.com will suffice). At the time of resignation, the account must be paid in full. Any credit balance will be returned to the Member after all charges are accounted for.

1.13 Insurance

THE CLUB's insurance policy is as follows:

- (a) Liability - Total liability coverage is \$1,000,000 for property damage and/or bodily injury with a \$250,000 per passenger limitation.
- (b) Hull coverage is all-risk ground and flight coverage.
- (c) Deductibles are:

Aircraft not in motion (All Aircraft)	\$1,000
Aircraft in motion (All Aircraft)	\$5,000

Insurance deductible amounts change periodically. Consult www.aspensflyingclub.com for most up to date information
- (d) Following any insurance incident, the member is responsible for 50% of the insurance deductible, with the insurance pool picking up the other 50% of the deductible.

- (e) Coverage for medical expenses is the responsibility of each individual member.
- (f) It is highly recommended that members purchase commercially available renter's insurance. Ask at THE CLUB's Front Desk for more information.

2. Aircraft Operations

2.1 General

- (a) All flights must be operated in accordance with Federal Aviation Administration (FAA) regulations and specifically with 14 CFR Part 61 and 14 CFR Part 91.
- (b) Prior to each flight, each member must obtain a weather briefing in accordance with FAA requirements.
- (c) No flight may take place when the crosswind component exceeds that demonstrated per the POH.
- (d) No flight may take place when steady winds or gusts are \geq 30kts, or forecasted to be during your flight.

2.2 Ground Operations

- (a) No pilot or instructor shall attempt to start an aircraft by hand propping.
- (b) While taxiing, maintain at least a 5 ft clearance from any aircraft and or structure.
- (c) Do not taxi across tie-down cables. Damage to propeller, wingtips & tires occurs easily.
- (d) Aircraft shall be shutdown perpendicular to the parking space, and the tow-bar used to push the aircraft back into its spot. The tow bar must be used when moving an aircraft manually on the ground.
- (e) (KAPA only) All aircraft shall depart to the **south** and return from the **north** taxi lanes (unless a hazard exists).
- (f) NEVER taxi through a snowdrift or ice dam.

2.3 Accidents or Emergency Landings

- (a) Report any incidents or accidents to THE CLUB immediately when they occur.
- (b) Report emergency landings (either on or off airport) to THE CLUB. Obtain permission to re-dispatch prior to take-off.

2.4 Aircraft Discrepancies

- (a) Any discrepancy, whether an airworthiness issue or not, must be reported to THE CLUB personnel. If discrepancy does not affect the airworthiness of the airplane, it may be reported at the conclusion of the flight via the aircraft dispatch sheet.
- (b) Should any condition of airframe, engine, or avionics be found which may render the aircraft non-airworthy the pilot shall:
 - a. Immediately report the condition to THE CLUB.
 - b. Record the discrepancy on the aircraft dispatch sheet.

2.5 Securing Aircraft Post-flight

- (a) Away from the aircraft's designated parking location, chock wheels OR set parking brake ONLY if chocks not available. Parking brake should be only used for temporary parking.
- (b) At an aircraft's parking location, chock wheels & chain/tie-down.
- (c) Return aircraft to its approximate parking spot, or its designated parking location.
- (d) Immobilize flight controls with control lock or seat belt. Tie aircraft down and lock doors.
- (e) If available, insert cowl plugs, place cover over aircraft and attach pitot cover.
- (f) Keep the aircraft neat and clean. Remove any trash from aircraft. Leave aircraft in the condition you expect to find.

3. Special THE CLUB Requirements

3.1 Initial Checkouts

No flight by any pilot will be permitted unless that pilot has been approved by a properly authorized instructor of THE CLUB for flight in the particular make & model.

3.2 Annual Proficiency Checkouts/AFR (CLUB Flight Review)

Each member on active flying status is required to fly with a designated CLUB flight instructor once per year to ensure flight proficiency, comprehension of FAA regulations & club policies. The proficiency check will be held to the same standard as a Biennial Flight Review.

3.3 Recent Experience

- (a) Student Pilot See student pilot section below.
- (b) Private Pilot
 - a. Less than 100 hrs TT Min of 1 hr in preceding 30 days incl. 3 takeoffs & landings.
 - b. More than 100 hrs TT Mini of 1 hr in preceding 60 days incl. 3 takeoffs and landings.
- (c) Commercial Pilot
 - a. Less than 1000 hrs TT Min of 1 hr in preceding 90 days incl. 3 takeoffs & landings.
 - b. More than 1000 hrs TT As required by FAR's.
- (d) Air Transport Pilot As required by FAR's.

3.4 Fuel Planning

- (a) Cross-country flights should plan a minimum fuel reserve of one (1) hour, after considering winds and weather.
- (b) On any flight, stop at an intermediate airport whenever the estimated fuel reserve drops below forty five (45) minutes.
- (c) Verify fuel on board visually or using dipsticks prior to every flight. DO NOT RELY ON AIRCRAFT FUEL GAUGES.

3.5 Collision Avoidance

- (a) On the ground, a brake check should be carried out after aircraft begins moving.
- (b) Announce position on 122.75 for local traffic when flying to & within the Centennial practice areas.
- (c) Take special care just outside the airport traffic area and in the vicinity of common visual reporting points.

3.6 Minimum Altitudes

- (a) All flights to be conducted in accordance with FAR 91.119 (NO EXCEPTIONS)

3.7 Airports

- (a) THE CLUB's aircraft shall be limited to paved runways at public use airports.
- (b) Aircraft must not be operated from grass airfields, gravel runways & all private airports
- (c) Deviations with special written permission from THE CLUB on case by case basis.

3.8 Smoking

Smoking while in any THE CLUB aircraft is prohibited. THE CLUB lobby, flight training department, Denver Jet Center lobby, hangar and flight line are also no smoking areas.

3.9 Mountain Flying

A mountain flight is considered to be any flight over terrain above 8,000 feet MSL. Mountain flights in THE CLUB aircraft are allowed only after:

- (a) Receiving a mountain checkout by a CLUB authorized instructor; **or**
 - (b) Receiving a waiver signed by the chief instructor, which is entered into the pilot's file.
- Pilots must have at least 100 hrs total time before being eligible for a mountain check-out.

3.10 Spins & Other Aerobatic Flight

- (a) Aerobatic flight, including intentional spins can only be carried out when a properly rated and checked out CLUB Flight Instructor is on board the aircraft.
- (b) Intentional spins and aerobatics can only be carried out in aircraft approved for those maneuvers, and always within the parameters & limitations set by the POH.
- (c) Parachutes must be worn by all aircraft occupants during aerobatic flight.
- (d) Solo Aerobatic flight is prohibited without express written permission from the chief instructor.

3.11 Formation Flying

- (a) The use of any CLUB Aircraft in any formation flights is prohibited.
- (b) All CLUB aircraft shall maintain a separation of at least 1/4 mile from any other aircraft while flying over similar routes.

3.12 Oil

- (a) For Light Sport Aircraft (LSA's) do not add full quarts. The difference between min oil and max oil on a Rotax engine is approx one quart.
- (b) For all other aircraft, add entire quarts. Do not use partial quarts.
- (c) After adding oil, mark the Oil Consumption Record Sheet in the oil box, indicating the tail number of the aircraft.

3.13 Foreign Country Flights

THE CLUB aircraft are not permitted to be flown to any foreign country. Prior written permission may be granted in some circumstances.

4. Student Pilot Policies

4.1 Student Supervision

Students undertaking primary flight training at THE CLUB are under the supervision of a CLUB-authorized Certified Flight Instructor at all times. As per FAA regulations (Part 61 & Part 91) each individual solo flight must have prior approval and proper sign offs from the instructor at the time of the flight. Blanket approvals are not allowed.

4.2 Recent Experience for Solo Flight

To undertake solo flight, a student must have flown a minimum of two (2) flights in the preceding 30 days, with a minimum of two (2) hrs of flight time, including three (3) take-offs and landings. If these requirements are not met, a student must fly with an instructor prior to any solo flights.

4.3 Weather Limitations

- (a) Wind limitations for student solo flights may not depart when actual or expected forecasted exceed 16 knots or with a crosswind component in excess of 8 knots. If limitation in student's logbook is less than stated here use logbook limitation ONLY.
- (b) Ceiling limitations for student solo flights are:
 - a. Local 10 statute miles visibility, 3,000 ft ceiling
 - b. Cross country 10 statute miles visibility, 5,000 ft ceiling

4.4 Runway Conditions for Student Pilots

No student pilot may depart on a solo flight if the runways at any airport of intended operation are reported to be icy or snow covered, or where the runway braking action is reported as fair, poor or nil.

4.5 Student Cross Country Flights

All solo cross-country flights will depart with fuel tanks topped-off. The only exception is if weight-and-balance precludes full fuel.

4.6 Student Night Flights

Student solos at night are prohibited unless specifically authorized by the chief pilot.

4.7 Student Pilot Runway Use

- (a) Solo student pilots must use full runway length for takeoff. Intersection departures are not authorized.
- (b) (KAPA only) Solo student pilots should avoid landing on 28 because of the difficulty of doing a go-around. Its use is only authorized if a student has received specific ground & flight training on its unique challenges & risk

5. Aircraft PIC Requirements

5.1 Technically Advanced Aircraft (TAA)

To fly a TAA aircraft equipped with a glass panel, (G1000, Avidyne, etc), pilot must undertake ground & flight training to the proficiency for the type of pilot certificate held.

5.2 Fixed Gear Aircraft

- (a) 200 hp or less, single-engine, fixed tricycle gear:
 - a. Student Pilot Certificate or better.
 - b. Check-out in make & model.
- (b) 201 – 235 hp Single engine, Fixed gear (C-182, C-T182, C-182T):
 - a. Private pilot's certificate or better.
 - b. 100 hours total time.
 - c. Check out in make and model.
 - d. Turbo C-182 requires checkout flight in that airplane and viewing of video on turbo charging.
 - e. High performance endorsement
 - f. C-182 280hp requires a minimum 3 hour checkout with a qualified instructor. No exceptions.

- (c) More than 235hp (6 seats or less):
 - a. Private pilot's certificate or better.
 - b. 300 hours total time with 15 hours make and model **OR** 10 hours dual make and model.
 - c. Check out in make and model.
 - d. High performance Endorsement.

5.3 Cirrus Aircraft

- (a) SR-20
 - a. 100 hours total time OR 50 hours in type with Private Pilot Certificate.
 - b. Pass Cirrus Standardized Aircraft Training Course.
- (b) SR-22
 - a. 200 hours total time OR 100 hours in Cirrus Aircraft (25 of the 100 hours must be in an SR22).
 - b. Pass Cirrus Standardized Aircraft Training Course.
- (c) SR-22 Turbo
 - a. 350 hours total time OR 150 hours in Cirrus Aircraft (25 of the 100 hours must be in an SR22 Turbo).
 - b. Pass Cirrus Standardized Aircraft Training Course.
 - c. Pilot must have Instrument rating.

5.4 Retractable Gear / Complex

- (a) 150 hrs total time.
- (b) Complex Aircraft endorsement.
- (c) High performance aircraft endorsement.
- (d) 15 hours in make and model **OR** 5 hours dual make and model.
- (e) Check out in make & model.
- (f) View turbo charging video (for turbo-charged aircraft only).

5.5 Tailwheel

- (a) If less than 10 hours in conventional gear type aircraft, then 10 hours dual required for check out.
- (b) With 10-25 hours in conventional gear type aircraft, then 5 hours dual for aircraft checkout.
- (c) Greater than 25 hours in conventional gear type aircraft: With 5 hours tail wheel in the previous 6 months then, an aircraft checkout required.
- (d) If less than 5 hours in the previous 6 months, then 5 hours dual required with checkout.
- (e) To perform aerobatics, have completed an aerobatic proficiency and safety flight with a CLUB aerobatic instructor within the previous 6 months

5.6 Multi-Engine Aircraft

- (a) Multi-Engine trainers 180 hp or less (Tecnam, Duchess , Seminole or similar)
 - a. Private and Multi-engine ratings.
 - b. 250 hours total time.
 - c. 50 hours multi, and CFI checkout; **or** CLUB multi-rating and 20 hours make and model.
 - d. All pilots with multi-engine rating and qualified to fly a multi-engine aircraft are required to take their annual proficiency flight in the aircraft he/she will be flying.
 - e. All pilots with less than 500 hours total time, multi-engine rated and qualified in the aircraft will be required to have a proficiency check every 6 months in the aircraft.
 - f. No Multi-engine rated pilot will perform simulated engine shutdown unless in an actual emergency or with a CLUB MEI.
- (b) High performance twin engine aircraft (Greater than 200 hp)
 - a. Private and Multi-engine ratings. Current Instrument Rating
 - b. 350 hours total time.
 - c. 50 hours multi, and CFI checkout; **or** CLUB multi-rating and 20 hours make and model.
 - d. All pilots with multi-engine rating and qualified to fly a multi-engine aircraft are required to take their annual proficiency flight in the aircraft he/she will be flying.
 - e. All pilots with less than 500 hours total time, multi-engine rated and qualified in the aircraft will be required to have a proficiency check every 6 months in the aircraft.
 - f. No Multi-engine rated pilot will perform simulated engine shutdown unless in an actual emergency or with a CLUB MEI.

**All CLUB Policies and Procedures are subject to change without notice.*