

# Emporia Flying Club Policies and Procedures



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## **Introduction**

The Emporia Flying Club, Inc. (d/b/a Emporia Flying Club) (Referred to as EFC, Corporation, or “Club” hereinafter) is a 501(c)(7) Not-For-Profit corporation. The EFC owns aircraft, based at Emporia, Kansas (KEMP), for the exclusive use of its members. Each member of the EFC is a shareholder in the corporation, which is run by the member shareholders. Collectively, we are responsible for the operation, maintenance, and safe use of our aircraft. Each member is expected to accept this responsibility and act accordingly, including treating EFC aircraft with utmost care and respect, as if the aircraft were his or her own, or borrowed from a best friend.

It is very important to understand that EFC is not a full-service FBO and does not “rent” airplanes. Individuals simply looking for a place to rent aircraft and not wanting to take on the responsibilities of ownership should not seek to become members of the EFC but should instead seek the services of one of the FBOs in the area. Coffey County Airport offers aircraft rental on the field.

The club currently owns one aircraft, and maintains hull and liability insurance coverage to protect the clubs assets. Additionally, we have been able to establish an emergency fund that allows us to self-insure minor aircraft damage. As a result, we have good quality, safe aircraft and user fees that are amongst the lowest in the nation. Just as we benefit from the members who have gone before us, we have an obligation to future members to be good stewards of our aircraft and our financial resources. We hope every member of EFC fully appreciates what a tremendous privilege it is to be able to pilot an aircraft and how fortunate we are to have the EFC which enables many people to enjoy this privilege that otherwise may not be able to afford to do so.

## **Fees**

The fee structure of EFC is as follows:

### One-time fees:

- One Share of Stock = \$600
- Administrative Fee = \$60 (non-refundable)

### Recurring fees:

- Monthly Membership Dues = \$75
- Aircraft Hourly Rates = Vary by aircraft model.

Allowance for fuel and oil is included in the hourly rates.

Upon leaving the club, the share of stock is applied as a credit toward your account and offsets any outstanding charges on your account. Minimum flight charges encourage members to fly at least once a month, and combined with membership dues, cover the club’s fixed expenses such as insurance and hangar rent.

## **Know the EFC By-Laws and this Manual**

Members are responsible for being familiar with the Club By-laws and Policies and Procedures Manual (this document). Ignorance of these documents is never an excuse. For example, liability regarding the misuse of or negligence with club aircraft is explicitly covered in the By-laws. Gross negligence with club aircraft that results in physical damage to the aircraft can leave the club member liable for the damage.

You should become familiar with this handbook in its entirety. Not only does it outline our expectations of how club assets are treated, but also contains handy reference information for specific situations that arise on occasion. It's also a legally binding document, so it's important to observe and follow the guidelines set forth.

Make sure that you observe and obey all FAR's and Club rules when you operate the aircraft. If you are a student pilot, always observe the limitations that your CFI has placed in effect for solo flight. If you are acting as Pilot in Command always establish and adhere to your own personal minimums and work to maintain proficiency.

Members that fly with an expired or ineffective medical certificate or out-of-date Flight Review will be considered negligent. Members that do not follow FAA/Club currency and/or minimum fuel requirements will also be considered negligent.

Each member is expected to pay his or her account promptly and in full each month. The previous month's payment is due by the last day of the month. If for some reason you cannot pay the full amount, you should contact the Treasurer to make arrangements for payment. Your flying privileges will be suspended if you have an unpaid balance and you have made no arrangement for paying it. Members that frequently neglect their account balance could be expelled from the club.

## **EFC Assets**

The club currently owns one aircraft for the use of the membership: A 1973 Cessna 172M. The 172M can be used for training purposes and/or cross-country flights by all members.

The club owns a computer and printer that may be used to obtain weather briefings, scheduling of club aircraft, and maintenance of pilot/aircraft records. The computer is also available to visiting pilots for obtaining weather briefings and other information regarding their flights. Our computer has simulation software for the GPS units used in the club aircraft that may be used by club members. Wi-Fi internet access is available in the club lobby. Any use of club assets that is illegal or not in the best interest of the club or its membership is strictly prohibited and can result in termination of membership.

## **Keeping Your Records Up To Date**

### **1. Flight Reviews and Aircraft Checkouts**

When you successfully complete an aircraft checkout or a club flight review, always do the following:

- Completely fill out one of the white checkout cards in the club locker and have your CFI review and sign it. BE SURE to include the date! (**Incomplete Check-out cards will NOT be accepted**)
- Drop the card in the indoor mailbox in the club lobby. The Safety Officer may review the information and the Treasurer will keep it in club records.
- Log into Flight Schedule Pro (FSP) and update your checkout and/or flight review information in your account profile. Aircraft checkouts are located in the **My Account > Pilot Info** tab, then click 'Aircraft Check-Outs'. NOTE: The checkout date is the date that you completed the checkout. The Flight Review date is also the date of the flight review. FSP will not allow you to schedule aircraft if your flight review has expired.

Keep in mind that aircraft checkouts and club flight reviews are required to be equivalent to an FAA Flight Review as stated in the bylaws. Individual tasks that are to be performed are indicated on the check-out cards.

### **2. Pilot Medical Information**

Anytime you receive a new medical certificate:

- Send a copy of your airman physical to the treasurer (can be dropped in the indoor mailbox or scanned and e-mailed). DO NOT send us the original.
- Log into your FSP account and update your medical certificate expiration date in the **My Account > Pilot Info** tab. FSP will not allow you to schedule aircraft if your medical has expired.

### **3. Member Contact Information**

It is important that you keep your email and mailing address up-to-date in FSP. This is how the club officers notify members about the wash and wax dates and other important information.

- Log into FSP, select **My Account > My Profile** tab. Edit the email address, and your mailing address and click "save". NOTE: If you receive your billing statement via e-mail and you need it sent to an alternate e-mail address, advise the Treasurer.

## **Points of Contact**

**To obtain new privileges** on FSP to reserve an aircraft that you want to be checked-out in, contact the Safety Pilot.

**If you wish to leave the club**, contact the club Treasurer to settle your final bill and receive credit for your share of club stock.

**In case of mechanical problems** with aircraft, open a squawk in FSP. If the failure is critical, notify the next scheduled member and notify Winter Aviation.

**In case of missing aircraft keys or fuel cards**, contact Empoira Aviation. They have a spare set of keys.

**In case of hangar door or other airport maintenance issues**, contact the Airport Maintenance Technician at 620-343-5600.

**To contact the Board of Directors**, e-mail [emporiaflyingclub@gmail.com](mailto:emporiaflyingclub@gmail.com)

Current contact information for Board Members, Club-approved CFI's and Maintenance personnel are on the club website at [www.emporiaflyingclub.com](http://www.emporiaflyingclub.com).

## **Flight Training**

All flight training must be administered by club-approved CFI's. The list of currently approved CFI's is on the club website [www.emporiaflyingclub.com](http://www.emporiaflyingclub.com). Payment arrangements for the services of a CFI are solely between the club member and the CFI. The Emporia Flying Club only charges members for dues and plane usage.

## **Business Meetings**

The Club holds a wash and wax and business meeting twice each year, usually in April and October. We normally meet on a Sunday from 1 to 4pm (times may vary). Notifications about upcoming Wash and Wax meetings will be sent by email (make sure you keep your email address on FSP up to date and "allow" mail from the club in your spam settings). We wash and wax all club aircraft and then conduct club business. Food and beverages will be available before or after the aircraft are washed and waxed. During the spring wash and wax, the President, Vice President and Secretary are elected. In the fall, the Safety Officer and Treasurer are elected. There is a no-show fine of \$40.

## **Scheduling Club Aircraft**

All club aircraft scheduling is performed through Flight Schedule Pro (FSP) at <http://www.flightschedulepro.com/>

Flight Schedule Pro has an iOS app that can be downloaded through the App store.

When scheduling the aircraft for an upcoming flight, there are a few things to consider. How long will it take to do a thorough preflight inspection? How long will it take to load and brief passengers? How long will my flight be? How long will I need to allow for refueling and cleaning up the airplane so that it is ready for the next member at the end of my schedule block? Usually, scheduling an extra half hour is sufficient to refuel the aircraft and return it to the hangar. It is important to schedule such that you are not late bringing the plane back, running into the next member's schedule. Do not fly extra time at the end of your schedule because there was nobody scheduled after you. Members frequently stop into the airport if they think a plane is available and will schedule at the last minute, which causes problems if you're still out flying past the end of your block. If you return from a flight earlier than expected, be sure to cancel the remainder of your time on FSP; this allows the plane to be available for other members who may have set a notification if your schedule ends early. Members are allowed to schedule over another member's reservation if that member has not shown up to fly the plane after one hour. Please let one of the board members know when you notice a plane is scheduled but is not being flown. Remember, club members can schedule our aircraft at a moment's notice, night or day.

If a mechanical problem or unexpected weather causes you to be late returning an aircraft, the top priority is being safe. Take care of the immediate issues first. Once you are safely on the ground and the aircraft is safe, notify the next member on the schedule. If there is a gap between your block and the next pilot's block, you can extend your block to show that the airplane is unavailable. You may call a board member to assist with this.

Members that schedule an aircraft but do not show up to fly will be charged a fee as follows:

- If the aircraft is scheduled for less than four (4) hours, the fine will be ½ hour of flight time
- If the aircraft is scheduled for greater than four (4) hours but less than twenty-four (24), the fine will be one (1) hour
- If the aircraft is scheduled for greater than twenty-four (24) hours, the fine will be 1 hour per day.

You may cancel your schedule at any time. If you cancel a schedule that is already in progress you will likely not be charged for minimum time, as long as this provision is not being abused. Failure to schedule an aircraft during the time that it is flown or in the possession of a member subjects the member to disciplinary action by the Board of Directors.

## **Preparing For Flight**

### **Preflight Inspection**

Be sure to arrive at the airport with plenty of time to obtain flight and weather briefings and to perform a thorough pre-flight inspection of the aircraft. The flight usage log books are located in the club locker. Each aircraft has its own checklist on board. Please use them. Your first visual scan of the aircraft should be to check that the tires and the oleo nose strut are properly inflated. Do not fly with low tires or oleo struts. Call Winter Aviation and see if they have time to fix the problem. You can continue with the rest of your preflight in the meantime.

Aircraft are to be carefully inspected prior to each flight to ensure the safe and airworthy condition of the aircraft. Members are expected to be in possession of a Pilot's Operating Handbook or an Approved Flight Manual for each make and model of aircraft they fly.

Always make sure the hangar doors are fully open before pulling the aircraft outside. If it's windy, be cautious with the aircraft doors so they don't get damaged.

If you are going on an overnight cross-country flight or if windy conditions are expected during the day, make sure you close and latch the hangar doors before leaving.

### **Aircraft Usage Logs (Usage Slips)**

It is a good idea to fill out most of the information on your usage slip in the flight logbook before your flight.

You are required to log the date, your first and last name, tail number, destination(s) (indicate LCL for local flights), and the starting Hobbs and tachometer readings (make sure you write down all 4 digits plus the tenths). Check your starting Hobbs meter reading against the previous user's ending Hobbs reading, they should be the same. If the previous user's Hobbs time does not match the starting Hobbs time of your flight, you must make note of this on the bottom of the usage slip or you will be billed the difference. Contact the treasurer with any discrepancy you notice from the previous flight. Also check the previous pilot's usage slip for any squawks or notes that may affect your flight.

### **Oil Usage**

Each of the club's aircraft, currently consisting of the one Cessna 172, have a maximum "by the book" oil capacity of eight (8) quarts. We recommend running a maximum of seven (7) quarts for practically all flight conditions. When the oil level is down to six (6) quarts, just add one whole quart to top it off at seven. Running more than seven quarts can cause excess oil to be blown out the breather tube, wasting oil and making the airplanes dirty. Please *avoid adding partial quarts*. Wait until the oil level is at least one quart low and then add an entire quart of oil. Partial containers of oil do not properly seal and will create a mess in the airplane or hangar over time.

Each hangar has oil for the aircraft, and each aircraft should have two quarts of oil in the tote box in the rear of the aircraft. There is also a rag and at least one oil filler spout/funnel to assist with adding oil. If the hangar is out of oil, contact the Flight Officer.

If you add a quart of oil, please note this at the front of the log book (write down the date and tachometer reading). Upon returning the aircraft to the hangar, make sure you throw away empty oil jugs and re-stock the tote with any oil or other supplies you used during your trip.

## **After Your Flight – Returning the Aircraft to Service**

### **Re-fuel the aircraft.**

- Use the self-service pumps. The gas card in each plane is used to charge the fuel to the club. Please be very careful refueling the aircraft.
- The ladder needs to be pushed about 1” away from the wing, otherwise when you climb on the ladder, it will touch the wing and damage the surface. *Never* lay the fuel nozzle on the wing when refueling and be careful not to put any stress on the tank opening with the nozzle. Repairing the fuel filler neck is expensive. When fuelling, always support the weight of the fuel nozzle when so you don’t damage the filler neck in the wing.
- If you are new to the club and have never done self-refueling, make sure you have a CFI show you how. YOU are responsible for receiving proper training in fueling and mooring the aircraft.
- Please remember **not** to take the keys and/or gas card home with you. If you do happen to take the keys with you after your flight, you must return them immediately.

### **Hangar and Cleanup the Aircraft**

- Make sure your CFI or the Safety Pilot shows you how to properly push the aircraft into the hangar—repairs to control surfaces are very expensive.
- Always verify the hangar doors are fully open, the wind can blow them partially closed during your absence.
- **Never push on the spinner to move the aircraft!** Instead, push on the propeller blades near the hub immediately next to the spinner and use the tow bar to steer.
- ALWAYS be looking up at the tail while you push. DO NOT fixate on where the nose wheel is.

- Make sure the hangar doors are fully open. If you have trouble opening the doors for any reason (ice or mechanical issues), call airport personnel using the phone numbers written inside the club locker or on page 6 of this document.
- Between the Fall and Spring Wash and Wax meetings, plug-in the engine block heater and cover the aircraft cowl with the blanket that is provided.
- Remove all personal items and trash. Use the provided cleaner and towels to clean the windshield so it's clean for the next member. Be sure that the fuel card is left hanging from the cabin air/heat knob, and not in your pocket.
- Make sure the master switch is off to avoid draining the battery. Failure to do so subjects the member to paying the cost of servicing or replacing the battery.
- Make sure the hangar doors are securely fastened before leaving and do not leave any gaps.

### **Record your usage.**

- When you return the aircraft, write the end Hobbs meter reading in the logbook. In cases where the Hobbs tenths digit has started to flip to the next number, always write down the higher number (round up). Also write down the beginning and end tachometer reading, the type of fuel used to refuel the aircraft and if the tanks were topped or not (see Refueling Procedures)
- If the Hobbs meter is inoperative, open a squawk entry and contact the Flight Officer. The flight time will be derived from the tachometer at a rate of 110% until the Hobbs meter is repaired.
- Take the white (original) usage slip with you (so it doesn't continue making carbon copies); leave the yellow copy in the logbook. Make sure the aircraft keys are left in the binder and locked securely in the club locker.
- Write any squawks noted during your flight into the appropriate page of the usage log, and also open a squawk in Flight Schedule Pro if necessary.
- Failure to record flight time subjects the member to a \$10 fine. If the failure is deemed intentional, the member is subject to expulsion and prosecution for theft of services.

### **When Things Break**

On-field: Check with Winter Aviation. They are usually more than willing to take a quick look at the airplane if something doesn't seem to work right. Please write down any problems in the squawk sheet in the front of the aircraft reservation book, open a squawk in FSP, and make a reasonable attempt to contact the next member scheduled to fly the plane (if applicable).

Off-field: Any repair for \$300 or less will be automatically reimbursed. For repairs greater than \$300, please call one of the board members for approval. If you have to leave the aircraft while waiting for maintenance, be sure to SECURE the aircraft by tying it down and locking the aircraft. Make sure the keys are given to the repair facility or left for them to find.

In the event of an aircraft mechanical breakdown, the club is not responsible for costs associated with a member's transportation or lodging. Members bear those expenses as they would if they personally owned the aircraft. The club will pay for hangar or tiedown fees as the result of an aircraft becoming stranded at a remote airport. In any case, if the aircraft cannot be returned by the end of your schedule, amend the schedule as soon as possible and notify the Board of Directors.

### **Cross-country flights**

For the purposes of this document, a cross-country flight is one in which the aircraft is being flown more than 50nm away, or, a flight which the aircraft is kept overnight away from its home airport. Make sure you enter the destination airport(s) you will be flying to in FSP.

Members shall obtain an appropriate flight briefing, including weather, NOTAM, and TFR information for the route(s) of the flight as well as any overnight stay of the aircraft away from home base. A flight plan must be filed with the FAA for all cross-country flights. Failure to file a flight plan subjects the member to a fine of \$20 to be levied at the discretion of the Board of Directors.

If there is a probability of hail and/or high winds during your overnight away, we expect members to put the aircraft in a hangar if one is available, at the member's expense. Care should be taken to check the weather for hail and wind probabilities in advance of the flight, and make sound judgment whether or not the flight and overnight stay should occur in the event that a hangar is not available. Hail and wind damage claims are extremely expensive and may jeopardize the ability of the club to maintain insurance. Make sure you weigh the risks with the benefits of any flight. When the aircraft is left outside, always tie it down and insert the lock in the yoke.

*Note that landing, parking, tie-down, jump starting, pre-heat, and airspace fees are not reimbursed by the club.*

If you can't make it back to Emporia on time, always remember "Safety First". It is far more important that the flight can be undertaken under safe conditions. You should never try to make it back in bad weather or if you're not feeling well. If you can't make it back on time, use FSP to find out if anyone has the plane scheduled after you and contact them by phone or email to let them know that you will be unable to make it back on time. If possible change your schedule on FSP to indicate when you are likely to return, or contact a board member to help you with this. You will not be penalized for returning a plane late due to weather, mechanical problems, or sickness.

During the winter months, and any time the temperature is expected to be below 25 degrees, take the block heater extension cord with you. You may be able to use the heater while you are away. Try to keep the engine warm overnight, or at the least give the engine a proper pre-heat before starting up. Always make sure the wings are free of ALL frost, snow and ice before starting up.

All Club aircraft require MOGAS, 100 or 100LL fuel. Never use fuel containing ethanol or other alcohol. You will need to pay for any fuel and oil purchased on your cross-country flights. To be reimbursed for fuel, keep your copy of the bill showing the aircraft N-number, gallons purchased, and your name, and submit it to the club treasurer within 90 days. You will be reimbursed at the current rate as stated on each month's statement. This may be more or less than what your actual costs were. Be sure that there is extra oil in the aircraft tote. If not, grab some from the hangar to take with you. The club should not have to reimburse you for oil. It is expected that you will take enough oil for the trip with you. If the engine is consuming an unusually large amount of oil we will reimburse you. Please make a note of high oil consumption in the squawk log.

Take airsickness bags with you if you have passengers.

Corporation aircraft shall only be landed at FAA-approved airports which appear in the current sectional chart. Any deviation from this rule places the member fully at their own risk and financially responsible for any and all liability and damage that results from landing at uncharted or unapproved airports.

All cross-country flights shall be planned with sufficient fuel reserves for one (1) hour's flight beyond the expected fuel consumption.

On cross-country flights that span multiple days the member will be billed for a minimum of one and one-half (1.5) hours each day for Saturday and Sunday, and one (1) hour for each weekday that the aircraft is away. On days which the aircraft departs the home field after 1500 hours local time or is returned to the home field before 1000 hours local time will not be counted in computing the minimum flight time. Members will be billed for minimum time whether or not they fly it.

### **General Aircraft Care**

Our aircraft need to be treated carefully because they are used so frequently and because they need to last us a long time. It is critical that your passengers also know how to treat the aircraft carefully. Particular attention needs to be given to items like being careful not to scratch the plastic windscreen with your headsets or other items on the dashboard. Be careful getting into the aircraft that you do not step on the fuel selector housing in the 172. Notify passengers that they are not to open their door until you notify them, and during windy conditions make sure they have a firm grasp on the door. Be careful not to grab the fragile plastic trim pieces on the doors, use the proper handles instead. Always park the aircraft pointing into the wind so that when you open the door it is not thrown open by the wind (this can seriously damage the hinge and door). **Never push on the propeller spinner** when pushing the aircraft. Push on the blades near the center hub of the propeller and use the tow bar to steer the plane. Before shutting down the engine, make sure the landing lights are off for at least 30 seconds so as not to break the lamp filaments.

Also, make sure the Avionics Master switch is off before shut-down, then make sure the master switches are off and the transponder is set to standby and 1200 before leaving the

aircraft. If it is found that you are responsible for draining an aircraft's battery by leaving the master switch on *you will be direct-billed* for servicing or replacement of the battery by Winter Aviation or whoever performs the maintenance.

Make sure you clean out the aircraft after using it. Pets shall be transported in pet carriers at all times aboard our aircraft. After refueling the aircraft, also clean the outside of the windscreen. Only use special non-scratch paper towels on the windscreen (regular paper towels can scratch). The cleaning spray and towels are provided by the club. Wipe the screen in an up-down motion, not circular. This helps avoid circular scratches that glare in the sun.

### **Accident Reporting**

Report all accidents and/or any aircraft damage as soon as possible. Follow all FAA regulations regarding accident reporting, and let the club Safety Officer and the President or Vice President know as soon as possible. The Safety Officer and/or the Board of Directors may exercise the right to suspend or limit a member's flying privileges for a period of time to ensure safety to Club members and property during an investigation or remedial training.

## **Corporation Minimum Pilot Standards**

All members are required to be checked out in each make and model of the Club's aircraft before flying solo in that make and model of aircraft. A night proficiency check-out is required before flying solo at night in any Club aircraft. All check-outs must be conducted by a Club-approved CFI and the member's proficiencies noted on the proficiency cards (located in the locker). Each checkout shall be equivalent to the FAA standard Flight Review and include the items specified in the appropriate section below.

### **Cessna 172M:**

A minimum one-hour check-out by a Corporation-approved Certified Flight Instructor (CFI) is required to include the following:

- A. Aircraft familiarization
- B. Weight and balance (fly loaded)
- C. Local flight
  - i. Touch and go's
  - ii. Slow flight
  - iii. Stalls
  - iv. Steep turns
- D. Cross-country flight to Class B or C airspace (instructor's discretion).
  - i. ATIS
  - ii. VFR approach control
  - iii. Jet environment
  - iv. Communications
    - (1) Air
    - (2) Ground
  - v. VFR radar departure
  - vi. Touch and go's at an unfamiliar airport
  - vii. Hood work

### **Annual Flight Review:**

All Corporation members must have a proficiency check-out (flight review) in the most complex Corporation plane they are qualified to fly, completed within the previous 12 months, administered by a Club-approved CFI. Each flight review shall be equivalent to the Flight Review requirements as established in Federal Aviation Regulation 61.56. Members meeting the requirements of FAR 61.56(d) by successful completion of a private, instrument or commercial check ride; or completion of any qualifying proficiency course meeting the requirements of FAR 61.56(d) are not required to complete an Annual Proficiency if they present documentation to the Safety Officer who will endorse the member's proficiency card. Proficiency cards that are not completed in full and signed by a club-approved CFI will not be accepted.

### **Recent Flight Experience:**

If there is a lapse of ninety (90) days between performing three (3) take-offs and landings in any aircraft, a check-out by a Club-approved CFI is required.

### **Night Currency:**

Members with less than fifty (50) hours of night flying must have performed six (6) night take-offs and landings and have at least one (1) hour of night flying within the previous ninety (90) days. If there is a lapse of ninety days, a check-out by a Club-approved CFI is required.

### **Corporation-Approved CFI Minimum Standards**

All Corporation-approved CFI's must be checked-out in each make and model of aircraft they will be instructing in by the Safety Officer. CFI's are not required by our insurance policy to meet the full member requirements in order to give dual instruction in the club's aircraft; the CFI only needs the approval of the Safety Officer after a satisfactory check-out in the club's aircraft. However, CFI's who are also Corporation members must adhere to the Corporation Minimum Pilot Standards when they are flying as a private pilot.

The Board of Directors shall establish the criteria for club-certification of CFI's.