

CLEARWATER VALLEY AERO CLUB, INC.

(A not for Profit Corporation and Flying Club) Policy Manual, Rules and Regulation

To Become Effective February 01, 2019

(Approved by the Board 01/25, 2019 & Ratified by The Membership on 02/01, 2019)

These Rules and Regulations (hereinafter referred to as the "Rules") are adopted by a majority vote of the Clearwater Valley Aero Club, Inc. flying club membership (hereafter referred to as the "Club"), and enforced by the elected Board of Directors which shall operate within these Rules and are subject to the By Laws of the Club which were adopted October 22, 2003.

I. The mission of the Clearwater Valley Aero Club, Inc. is to promote the knowledge and practice of safe flying, to make low cost flying available to its members on a nonprofit basis, to provide education, fellowship, social activities, to be of service to the local community as it pertains to aviation, and to experience the enjoyment of flying.

II. Membership

A. The Club is normally limited to a maximum of 20 regular full members who shall have the privilege of flying the Club aircraft, but by action of the Board of Directors this number can be reduced or increased when circumstances warrant. Once the full member maximum limit has been reached, additional full members may not be accepted into the Club until additional aircraft have been purchased, and then only upon approval by either the Board of Directors or the general membership. When additional aircraft are purchased by the Club, all then full members in good standing and with the proper FAA Certification(s) will be allowed to pilot all aircraft they are qualified to fly, provided however that any additional payment of funds such as the security/trust deposit or amounts required to obtain such aircraft have been fully paid by the individual member(s). In addition to regular full members who have the privilege of flying Club aircraft, there shall be a membership class referred to as associate or social members. Members who fall within this class do not have privileges of flying any Club aircraft and they cannot vote on changes or modifications to these Rules but are allowed to participate in all the Club events and activities. Such associate/social members will be allowed to move to full membership status that will enable them to fly Club aircraft once they have paid the required full member fees and security/trust deposit, and when an opening becomes available for them and when approved by the Board of Directors. In addition to the number of members first mentioned above that have the privilege of flying the Club aircraft, the Board of directors shall likewise have the privilege to fly Club aircraft for their personal use even though they may or may not have contributed a financial amount giving them that privilege, and Board members shall be subject to all the same.

- B. To further the Club's mission, each member is expected to participate and contribute to Club activities.
1. Attendance is encouraged at both the Board and Membership meetings, which shall be held at the places and times as follows:
 - a. Board meetings shall be scheduled by the President as needed.
 - b. Membership meetings held on the first Friday of each month, unless scheduled otherwise by the President, shall be at the Club Office at the Airport at 6 PM. In the absence of the President, the Club Treasurer shall assume the role of conducting Club meetings.
 2. Members are also expected to contribute their time and talents in maintaining and cleaning club aircraft and in maintaining the airport facilities, or in other ways.

C. Member classes:

1. Regular Member With Flying Privileges-Private or Student Pilot:

Pays any applicable one time membership fee; the required assessment amount if they are acquiring a fractional ownership position in a member owned aircraft; or the security/trust deposit amount currently set at \$1,000 for a membership status that enables the member to fly Club aircraft; and the monthly insurance assessment, and monthly dues when applicable.

- a. The security/trust deposit as stated above, shall be one-half retained by the Club, and upon the removal, withdrawal, or termination of any member who has paid in such deposit, the other one-half shall be refunded to the member. The retention by the Club of one-half of the security/trust deposit shall be used primarily for upgrades to the Club aircraft and/or for unusual unexpected major maintenance work to the Club aircraft. Members of record on the date of adoption of these revised Rules & Regulations that have flying privileges of the Club aircraft and who have paid the security/trust deposit, shall be given the following options.
- b. After the adoption of these revised Rules & Regulations and within thirty (30) days' notice of such adoption, the member shall notify by email or US Postal Service mail either the Club Secretary or Treasurer if they wish to withdraw their membership that enables the member to fly the Club aircraft. Upon notification from the member within the prescribed time period that they wish to withdraw their membership, the Club Treasurer shall return the full amount of the security/trust deposit to the member and the member will no longer be allowed the privilege of flying the Club aircraft.
- c. Members who wish to retain their privileges of flying Club aircraft shall notify either the Club Secretary or Treasurer by email or US Postal Service that they have elected to abide by the newly revised and adopted Rules & Regulations which requires them to forfeit one-half of their security/trust deposit. If at a future date said member wishes to withdraw from the flying membership of the Club, then the Club will refund to the member his/her one-half of their original security/trust deposit. If said member then

requests to rejoin again at a later date as a member with flying privileges of the Club aircraft, said member will only be required to place in trust with the Club one-half of whatever the then current security/trust deposit amount may be.

- d. In addition to the previous mentioned amounts, a student pilot must also pay a one time student pilot training fee, which is used to cover the costs of miscellaneous pilot supplies and for the biennial re-certification of the Club Certificated Flight Instructor. Upon request members are required to provide current copies of their driver's license, pilot certificate, medical certificate, biennial flight review, pilot experience form requested from the Club's insurance agent, and birth certificate, to the Club's Training Director, Secretary, or Treasurer.
 - e. In the event of any sale of Club assets where the asset is the sole property of the Club, proceeds realized from such sale shall remain with the Club and will not be disbursed to the then current active regular members. In the event of disbursement of any insurance proceeds that may result from settlement of any insurance claim(s) with an insurance company, all members who hold an undivided interest in or are a fractional equity holder of the applicable aircraft, will receive an equal share, not to exceed their fractional equity interest, of any such insurance proceeds that may be distributed.
 - f. A regular member who may hold a fractional ownership interest in an aircraft may transfer their ownership interest to an existing Club member, a new member, or an immediate family member of the Club member. Although the Club is not a party to such an ownership transfer agreement, the Club does reserve the right to approve such transfer but shall not unreasonably withhold such approval. Taxes, if any, that may be incurred and due any governmental agency because of such an ownership transfer shall be the responsibility of the seller/buyer of the equity ownership interest.
1. CFI Member – No membership fee and pays regular monthly dues when applicable. May fly Club aircraft for personal use only and may only give instruction or biennial flight reviews to full Club members who have the right to fly Club aircraft, and may not allow anyone to fly in the left seat except such Club member(s). Is allowed a monthly credit of \$75 for personal use of Club aircraft, or for purchase of fuel for use in a non-club aircraft. Such monthly credit may be accumulated for a total of six (6) months.
 2. Associate or Social Member – Pays any applicable membership fee, can be a pilot or non-pilot person who wishes to join Club solely for fraternal or social purposes and will not be allowed to fly any Club aircraft. Will not be allowed to vote at Club business meetings on any matters that involve the purchase or sale of Club assets or any other matters of a financial nature that may have an effect on regular full members; nor can they vote on the changing of Club Rules & Regulations that pertain to such matters. May, at their option, change to a Regular full membership at any time, provided there is an opening available, by paying the required amounts then in effect.
 3. Inactive Member – A regular formally active member who has the privilege of flying the Club aircraft and is on a requested leave of absence; or one who has not flown any Club aircraft for at least two (2) hours within a period of at least two (2) months.

Members who become inactive because of their failure to fly the required minimum time in the Club aircraft and they do not request to be moved to inactive status, will automatically be placed there after a period of thirty (30) days of such inactivity. The member will then be notified by email that he/she has thirty (30) days in which to become active again by flying Club aircraft and meeting the requirements of the point system (provided the point system has been adopted), or their membership status will be re-evaluated by the Board with the possible result of their security/trust deposit, less the one-half (1/2) retained by the Club and less any amounts they may owe the Club on their account, being returned to them and their membership that allows the member to fly Club aircraft will be discontinued. If a request is made to the Board by an inactive member (as described in this section of the Rules) that they be given special consideration in order to avoid being terminated because of an event or events which are beyond their control (which can include inclement weather), the Board will consider on a case by case basis if an exception should be made to the Rules.

4. Additional Requirements To Be Considered Active: A member who has the privilege of flying the Club aircraft shall also be considered inactive (even if they have met the actual aircraft flying time minimum hours that are required) if the member has failed to be in compliance with the following point system requirements. In addition to the required minimum flying time each two (2) months period of time of two (2) hours Hobbs time, it will be required that 36 points be accumulated during a twelve (12) months period of time to maintain an active status within the Club, and those points can be earned and credited to the member in the following way:
- 2 points for each actual hour flown during a twelve (12) months period.
 - 1 point for each Flight Simulator hour flown during a twelve (12) months period.
 - 1 point for meeting attendance during the calendar year.
 - 1 point for training/ground school attendance during the calendar year.

Members will be required to make up for points which they should have accumulated. If a member neither fly's nor accumulates points in any particular month in the ways shown above, they then are given 30 days to not only fly the requirements for the current month but also for the previous inactive month(s) that they did not accumulate the required number of points. A member must accumulate a total of three (3) points per month on average, and therefore if a member fails to accumulate the required points during any particular month they will be required to earn and accumulate six (6) points before the end of the following month. Other than the requirement to earn and accumulate points by actually flying the Club aircraft, members will not be required to attend meetings, ground schools, or fly the Flight Simulator but may do so voluntarily to earn and accumulate the required monthly points. However, as stated above in the first paragraph of this section, the member will still be required to actually fly the Club aircraft the required number of hours each month.

If this section five (5) of the Rules & Regulations is approved by the voting members of the Club, it is agreed by the said members that discretion is granted to the Board of Directors of the Club that they can activate and require adherence to this section when

they deem it appropriate to do so; or the said Board of Directors can in their discretion temporarily or permanently suspend this Rule.

Members desiring to become voluntarily inactive must notify the Secretary or Treasurer by email or signed letter and have their leave approved by the Board. If that member's request to become inactive is approved by the Board, then the member's security/trust deposit less the one-half retained by the Club, and less any amounts owed to the Club, shall be returned to the member and no assessment for insurance or Club dues will be made so long as they remain inactive. Inactive members desiring to return to active status must request the change in an email or signed letter to the Secretary or Treasurer and pay any changes in membership fees or dues. They will then be placed on any waiting list.

III. Costs-The Club is a not for profit organization with fees and dues that are established by the Board and approved by the general membership.

- A. Each member is expected to pay all amounts due for flying of Club aircraft, any insurance assessment, monthly dues, when applicable hangar rent, or purchase of fuel, by the 15th of the month in which they are billed. Members in arrears sixty (60) days or more may be subject to fines, suspension of flying privileges by having their access removed from scheduling of Club aircraft. At the Board's discretion the member may also be terminated from the Club and their net security deposit returned to them after deduction of their outstanding past due account.
1. The Club's fixed costs include insurance, loan payments (when applicable), hangar and tie down fees, scheduling and registration fees, and various office expenses. These costs are primarily paid for by monthly dues (when applicable), insurance assessments, and membership fees. A portion of these costs may also be paid for from the Club aircraft hourly rental income.
 2. Aircraft operations, such as all maintenance, engine oil and filters, reserves for engine overhauls, upgrades to the avionics or anything else on the aircraft, annual inspections, etc., are all paid for through aircraft hourly rental rates based on Hobbs time. If the Club has any aircraft at anytime that is rented on a "wet" basis which includes the cost of fuel in the hourly rental rate, then the cost of fuel is also included as part of aircraft operating expenses.
 3. The initial membership fee for the flying Club is currently \$100 for members joining that already hold at least a current private pilots license or who are joining as an Associate member. New members joining as a student pilot who will receive instruction from the Club CFI in Club aircraft, will be charged an additional student pilot training fee also of \$100. All fees are non-refundable.
 4. There is one (1) hourly rental rate for Piper Warrior N9576K, and that is \$35 an hour "dry" with members providing all fuel which must either be 100LL aviation fuel or 91 octane non-ethanol auto fuel. Members who rent the Piper Warrior N9576K at the dry rate must provide fuel in the month that the flight(s) occur equal to the total tach time(s) for the flight(s) multiplied by 9.0 gallons per hour. If a member fails to provide the required amount of fuel for their flights in a calendar month, then that member will be charged for fuel at the per gallon rate of the current price of 100LL

avgas at \$73, or by a per gallon price established by the Board of Directors when no 100LL avgas is available, or by a per gallon price for 91 octane non-ethanol auto fuel that the Club may make available; multiplied by the number of gallons they are deficient. The total rental cost to the member for such flight(s) during any particular month, will be calculated by multiplying the Hobbs time for the flight(s) by the hourly dry rental rate of \$35. The hourly rental rate for Club owned aircraft and for the Piper Warrior N9576K as set forth in this paragraph, became effective July 1, 2017.

- B. In addition to the hourly rental rate based on Hobbs time, each member who has the privilege of flying Piper Warrior N9576K shall pay a monthly insurance assessment that is based on the annual insurance policy premium for Piper Warrior N9576K, plus any finance charge that is assessed by the insurance agent. The insurance assessments shall be billed monthly with the other charges, such as rental of Club aircraft and any member dues. Failure to pay by the due date any amounts billed to the member may result in an automatic suspension of scheduling and flying privileges of that aircraft. (See paragraph III. Costs-A above)
- C. Fuel on cross-country flights must be purchased by the member/pilot, and the member/pilot will be given credit for the number of gallons purchased toward their fuel requirements for such flights the same as for local flights, and as shown above in paragraph III. Costs-A.4. In order to obtain credit toward the fuel requirements for such flights, all original receipts must be submitted within 10 days or within the month in which the cross-country flight(s) were made. On cross-country flights the member/pilot should, when possible, take with him/her sufficient quantities of engine oil supplied by the Club. The member/pilot will be reimbursed for engine oil purchased while on cross-country flights at the same rate as the current cost of engine oil to the Club.
- D. Fuel purchased in the surrounding area and paid for by the pilot will be reimbursed on the same basis as (c) above.
- E. The Club does not reimburse for landing fees, tie-downs, hangar fees, de-icing, preheat or jump starts, unless such costs were incurred while the aircraft was being used on Club business.

IV. The Board of Directors may levy fines and membership termination fees, suspend schedules made by the member to fly club aircraft, and/or take disciplinary action for the violation of any of the Rules and Regulations of the Flying Club; such as:

1. Flying without having completed a biennial flight review (BFR), or having a current Medical, or complying with Instruction and Proficiency VI. C.3. below.
2. Failure to pay amounts billed for and due by the 15th of the month; (e.g., payment for billing dated the 1st of the month for the previous months flying, insurance, and dues; is due at the airport address by the 15th of the month).

3. Returned or insufficient fund check charge-\$ 15.00 or whatever the Club's bank charges the Club for the return of such check(s).
4. Fines are for each occurrence and are cumulative. Should any member feel that the fine is unjust, the member may appeal in writing to the Board of Director's as per Section II-B. of the Club's By-Laws dated October 22, 2003.

Scheduling-With our aircraft being shared by many individuals, members must be considerate of others in scheduling and using aircraft.

A. Scheduling Administrator shall be a designated Board member. Currently, Flight Circle is used for all aircraft scheduling.

Scheduling Rules:

1. Each member in good standing may schedule up to four (4) reservations.
2. Members in good standing with at least a private pilot rating may schedule an aircraft for up to five (5) consecutive days on a single schedule. However, any Club aircraft that is most often used for training may only be scheduled for no more than twenty-four (24) hours. A member must have prior Board approval before scheduling any such aircraft in excess of twenty-four (24) hours. No Club aircraft shall be flown at night carrying a passenger(s) unless the pilot has fulfilled the FAA regulatory requirements to do so, or unless the private/student pilot is receiving training from the CFI.
3. As soon as possible, adjust and/or cancel schedules, or portions of schedules you will not fly.
4. Members could be subject to disciplinary action by the Board if they consistently fail to do any of the following:
 - a. Fail to fly during their schedule (except where weather or mechanical problems cause the failure to fly)
 - b. Cancel more than 30 minutes after the start of their schedule.
 - c. Fail to cancel a schedule that has been overridden by a maintenance schedule. Schedules must be canceled in case the maintenance is completed early.
 - d. No pilot/club member shall change the schedule of another pilot/club member without their consent, nor shall any member change a scheduled maintenance time without the consent of the maintenance director.
5. If returning from scheduled time early, as a courtesy to other members cancel your remaining scheduled time from the Kamiah Airport Office by using one of the office computers or by using a smart phone.
6. Members flying local flights are expected to fly a reasonable part of their scheduled time. Minimum scheduling requirements of flight time of one and one-half (1.5) hours exist to improve utilization and sharing of our planes (this requirement does not apply during training).
7. Members are expected to return aircraft on time.

- A. Any member not returning an aircraft on time (except for mechanical or weather-related reasons) could be subject to disciplinary action.
- B. If a member becomes grounded away from the Kamiah Airport for any reason, including weather, they must advise the President, Secretary, or other Club Officer and any other members whose schedules will be affected.
 - 1. Generally, it is the member's responsibility to return the aircraft to home base.
 - 2. The daily minimums will not apply until the aircraft is repaired, or the weather between the airport of departure and home base is flyable.
 - 3. The aircraft must be returned on the first flyable day by the member, or at the members' expense.
- 8. In consideration of the various duties performed, and responsibilities accepted by various Club members, credits to their flying account will be given such member(s) for performing those duties and discharging those responsibilities. In addition all Board members of the Club, which consists of the President, Treasurer, Training Office, Secretary, and Maintenance Office; shall be allowed a monthly credit in the amount of \$75 to either their flying account or for purchase of fuel for aircraft. Additionally, each board member who fly's any Club aircraft and who is receiving such monthly credit shall also be charged for whatever the current monthly dues are that are paid by other Club members who fly the Club aircraft, and likewise such board member(s) shall be subject to the same currency requirements as any other membership class. The net monthly credits allowed the various parties in this paragraph may be accumulated and carried forward to subsequent months, but cannot be accumulated beyond a total of six (6) months.

V. Flight Limitations

- A. Members of the Club shall observe all existing Federal Aviation Regulations, State, Local Airport, and Club Rules and Regulations.
- B. Only active Regular members either private pilots or students, and member CFI's or Board approved CFI's are to be pilot in-command of Club aircraft. Neither associate/social members, regular members who are not an equal equity interest holder in Club aircraft(s), non-members, nor inactive members may occupy the left front seat or act as pilot-in-command. Only the named private/student pilots listed in the Club membership records may act as pilot in command. Additionally, if required to comply with insurance carrier requirements and to expedite the training of student pilots, the Club shall not allow at any one time more than 20% of its qualified active members to be student pilots in training.
- C. Club aircraft shall not be operated in a careless or reckless manner or without preflight inspection, thorough flight planning, or with disregard for weather conditions considered to be safe for the level of experience of the member.
- D. Under no conditions shall any Club aircraft be leased, rented, used, or loaned to another party (non-club member).

- E. No member should execute unusual maneuvers or any aerobatic maneuvers that may cause structural damage to the aircraft, other than those maneuvers required in flight tests for any airman certificate.
- F. The aircraft shall be operated only from those landing areas that are recognized as public or private airports. Operations from private airports must be with permission of the owner(s). Operations from other landing areas will be permitted only upon prior approval of the Board of Directors.
- G. Flight outside of the Continental US is prohibited. Flights to Canada and the Bahamas are permitted only by prior approval of the Board of Directors. The cost of required additional insurance coverage, Customs stickers, or any other fees must be paid by the member and that member will not be reimbursed by the Club.
- H. In order to provide a higher degree of safety to Club members while acting as pilot-in-command of Club aircraft, the Club has implemented the "pinch-hitter" program for spouses of Club members who have obtained their private pilots license. Further, the Club may adapt to this "pinch-hitter" program the training and other operating procedures currently in use by AOPA. The purpose of the "pinch-hitter" program is to provide instruction and other training to those spouses of Club members in order that they may be able to assist in flying Club aircraft in the event of an emergency involving the Club member as pilot-in-command. At no time shall the spouse while participating in the "pinch-hitter" program be considered to be or allowed to act as pilot-in-command. Initial and subsequent training provided by the Club from the Club CFI to the spousal "pinch-hitter", shall be only to the level necessary to handle the aircraft in case of an emergency involving the Club member while acting as pilot-in-command. The spousal "pinch-hitter" shall be covered by the Club insurance to the same extent the Club member is. All costs of instruction and training of the spousal "pinch-hitter" shall be charged to the Club member at the same rate and on the same terms as to the Club member.
- I. The Club currently has in force through their insurance carrier the following policy limits that cover Club aircraft: a non-commercial liability insurance policy of \$100,000.00 dollars bodily injury, \$1,000,000.00 dollars per accident, and \$1,000,000.00 property damage; and aircraft damage (physical damage or hull coverage) in force in the amount of \$40,000, with a \$2,500.00 deductible. At the present time this coverage is for a Piper PA-28 151 Warrior N9576K. Members who fly the Club aircraft will be assessed monthly for an equal share of the insurance premium plus any finance charge. All members who fly any Club aircraft acknowledge that the Club does not provide any type of personal liability or hull insurance coverage for such members at any time or for any amount while flying Club aircraft. Members who hold a fractional or undivided ownership or equity interest in any aircraft acknowledge that any hull insurance coverage through the Club insures only their equity interest in the aircraft in which they hold an ownership interest, and does not provide for them in anyway personal liability insurance coverage. Members also acknowledge that in the event of any insurance

settlement or pay-out as a result of damage to an aircraft in which they hold an ownership interest in, that they individually are only entitled to an amount up to but not exceeding what their then current equity ownership interest is. Members are encouraged to obtain their own personal liability and hull coverage policy through the insurance company of their choice. If at any time the member is required to carry insurance with comparable coverage as is described in this paragraph, before the member will be allowed to solo or act as pilot in command of any aircraft, they must first provide written evidence of such insurance coverage to the Club Treasurer.

- J. If any incident/accident caused by pilot error, negligence, or poor judgment results in any damage or loss to Club property or a claim filed by another party against any Club insurance policy, the member shall be financially liable for all amounts not covered by any insurance policy that may or may not be in effect. In addition, the Club member shall be personally liable for any claims filed against them by another party, and the member acknowledges that any insurance policy that may be in force insuring the Club will not extend to the benefit of the member.
- K. In the event of damage or loss to any Club property, no personal effects or property of any member that also sustained damage or loss shall be covered by any Club insurance that may or may not be in effect, nor shall the Club be financially liable to the member having sustained such loss to their personal effects.

VI. Instruction and Proficiency

- A. Only Club members may receive flight instruction in Club aircraft:
 - By instructors who are members, or
 - Upon case-by-case approval of the Board: by non-member instructors who are employed by established flight training organizations. Before taking any instruction with a non-member instructor, a member must obtain specific approval from the Board.
- B. New members must be checked out by a CFI in EACH of the Club's aircraft they intend to fly. All checkouts shall be conducted by a Club approved instructor only.
- C. In order to maintain pilot proficiency and to comply with FAA regulations, the Club requires a biennial flight review (BFR) for each private pilot with a Club approved flight instructor.
 - 1. Flight without a current BFR is not permitted and if violated may result in a fine for each incident for the member and possible suspension of flying privileges.
 - 2. In order to maintain a higher degree of proficiency and safety and to more fully utilize the Club aircraft, all private pilots shall fly a minimum of two (2) hours during each two (2) month period. Pilots who do not maintain this proficiency requirement shall be considered inactive as per paragraph II.2-C4 above, and

shall be required to be checked out by the Club CFI before being allowed to fly Club aircraft and act as pilot in command.

- D. D. The Club has available at the airport office a X-Plane 11 Professional Flight Simulator which can be used by members either for VFR or IFR training. Club members will be charged \$15 per hour Hobbs time for the flight sim time, and non-members will be charged \$20 per hour and must pay in cash at the completion of each flight sim session.

VII. Flight Operations

- A. Do not leave cars in tie-down areas or in the hangar.
- B. The member must first consult the appropriate aircraft manual before attempting to jump start any Club aircraft engine that may have a 12VDC system and is equipped with an external ground power plug that may be used in conjunction with a car battery for engine starting. Some aircraft can incur damage to the electrical system if the starting procedure is not strictly followed. It is recommended that the Maintenance Director be consulted before attempting any jump start of an aircraft.
- C. Each aircraft contains a log book for recording flight time as per the Tach/Hobbs meters.
 - 1. The pilot is responsible for the accurate logging and recording of Tach/Hobbs time of their flight for accounting purposes.
 - 2. Fuel and oil added, along with any other information that might be of interest to subsequent pilots should be noted in the flight logbook, and when possible the same entries for fuel and oil added shall be entered into Flight Circle. Any person fueling Club aircraft from either the hangar fuel tank or from the City fuel truck shall make the appropriate entries on the fuel truck log book as well as on the aircraft flight log book.
 - 3. Completed log sheets must be removed from the aircraft prior to a flight by any member who intends to return from a cross-country flight on or after the 30th of the month. Log sheets should be left in a place where the Treasurer can have access to them such as in the office desk of the Treasurer.
- D. All aircraft maintenance is done by FAA approved A&P and IA mechanics and by the Club maintenance Director with assistance from other Club members from time to time.
 - 1. Any item requiring repairs is to be written up in the aircraft flight log in the aircraft and called in to the Maintenance Officer. If possible, it should also be communicated via email to the Maintenance Officer and recorded on the Flight Circle squawk list.
 - 2. If it is of a serious or safety related issue an immediate call should be made to the Maintenance Officer or member of the Board of Directors. Also notify any pilots that may have a schedule entered following yours.

3. Club members are not authorized to take an aircraft out of service without approval from a Club Officer unless directly related to its safety or airworthiness.
- E. A supply of extra oil is kept in the office building/hangar area. Note oil usage on the flight log, and when possible also enter in Flight Circle the quantity of oil added to the engine.
- F. All aircraft should be hand positioned in their parking places to avoid damage to either the aircraft or those aircraft parked near them.
- G. Remove trash, personal belongings and be sure the interior is in a clean and orderly condition and vacuum the inside of the aircraft if necessary.
- H. A complete post flight must be done after every flight including wiping down the cowlings, leading edges of the wings and tail, wheel fairings and struts, and the windscreen.
- I. Winter precautions
 1. Preheating should be used prior to engine starting at temperatures below 32 degrees F. Preheating is mandatory when temperatures are 20 degrees F or lower.
 2. If equipped, the electric trim should not be used on aircraft in the winter months due to the extra strain placed on the trim motor.
 3. It is preferred that the propellers on all outside aircraft be left in the vertical position in the winter to minimize the damage of water freezing in the spinner area.

VIII. These Rules & Regulations can be amended and/or revised by a simple majority vote of all qualified regular active members of the Club at either a regular or special called business meeting of the Club, or by voting by email. Before qualified active members are asked to vote on any such revisions or changes, a copy of the new proposed Rules & Regulations shall be emailed to each qualified member and a reasonable period of time (but no more than seven (7) days) shall be allowed such members to consider the proposed revisions and changes and to cast their vote by email.

Approved this date, February ___, 2019, by the Board of Directors of the Clearwater Valley Aero Club, Inc.

Josh Crosby, President_____

Danyel Rich, Secretary_____

Nicholas Grachanin, Training Officer_____

Ron Funnemark, Maintenance Officer_____

George Hunt, Treasurer_____

I, Danyel Rich, Secretary of the Clearwater Valley Aero Club, Inc, hereby certify that the foregoing Rules and Regulations were ratified by a simple majority vote of the active members present at the regular Club meeting on _____, or that voted by email as provided for within these Rules and Regulations, and that upon the effective date of these Rules and Regulations they shall supercede and replace all previous editions of such Rules and Regulations.

Danyel Rich, Secretary_____

February ___, 2019.

Rev 01/25/2019