



THE CLUB – POLICIES AND PROCEDURES

Aspen Flying Club, Alliance Flight Training, Aurora Aviation Flight Training and Western Air Flight Academy, LLC, herein after referred to as “THE CLUB” or “CLUB”, reserves the right to alter, modify, amend, remove, waive or add any rule or policy. Members will be notified of updates via email. Any member who 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 websites. For 14CFR Part 141 specific operations, refer to the Part 141 Appendix to this document.

1 Administrative Policy

1.1 Dues & Payment

- a) Club dues are \$35 per month.
- b) Club dues will automatically be billed to the member’s credit or debit card, each month. The Group Renters Insurance Policy charge is billed yearly to the member’s credit or debit card. Other payment options may be considered for an additional fee.
- c) All other charges must be settled immediately, as they are accrued. Any balance will be automatically billed to the members’ credit or debit card.
- d) 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.
- e) Prepayments made on account in the amount of \$1,000 or more, paid by cash or check, will receive a 2% bonus.
- f) THE CLUB aircraft are rented at a “wet rate”. Fuel costs are included in the rental price.
- g) Flying privileges will be suspended or revoked for any account overdue.
- h) Membership may be suspended or terminated for violation of CLUB policies or any FAR.
- i) Merchandise returns must be within thirty (30) days of purchase and accompanied by the original receipt. The item cannot have been opened or show any signs of use.
- j) If the Renter fails to pay any money due under or in connection with the Rental of Aircraft within 14 days of the date by which the Renter was required to pay the money, the Club may, without prejudice to any other rights or remedies the Club may have or be entitled to, charge the Renter and the Renter must pay all additional costs as outlined below:
 - (1) interest at 10% (compounded daily) on the total amount owing from the expiry of 14 days from the date on which the hirer was required to pay the money to the date of payment;
 - (2) all costs incurred by the owner for the collection of the unpaid money by a debt collection agency or other external or legal agency; and
 - (3) an administration fee of \$50.

1.2 Aircraft Scheduling, Dispatch and Use

- a) Please 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.
- b) Aircraft keys and checkout sheets are dispatched from THE CLUB office front desks. Aircraft may be scheduled 24 hours a day via the online scheduling system. Dispatch books will be left in the CLUB after-hours box for flights planned outside of regular business hours.
- c) Dispatch books will be made available for after-hours flights, if the plane has been reserved during regular business hours. The lockbox code changes daily and is published on the online flight scheduler message board. Combinations are for members only.



- d) No aircraft may depart THE CLUB flight-line unless it has been scheduled with and dispatched by the front desk.
- e) If the departure destination, time or date changes, or if you come back early, please notify the office.
- f) Both Tach and Hobbs times are to be entered on the aircraft checkout sheet prior to engine start and after engine shutdown.

1.3 Aircraft Pick-up & Return

- a) A thorough pre-flight inspection must be performed prior to flight. Any damage or discrepancies not previously noted should be reported to THE CLUB prior to departure. You may be held financially responsible for damage reported after your flight, if not reported beforehand.
- b) After returning, the aircraft should be properly secured (Gust lock, tie down and cockpit cover or window shades) at its tie down location or hangar. Remove all trash from the aircraft.
- c) A fee may be charged if an aircraft is incorrectly secured following flight. Examples include:
 - (i) Parking an aircraft that has a designated space in the wrong location.
 - (ii) Improperly securing aircraft (improperly tied down and/or chocked, or failure to install the gust lock).
 - (iii) Returning an aircraft in poor condition (i.e. excessively dirty or damaged interior, trash, etc.).

1.4 Delays & No-Shows for Aircraft Rental

- a) If running late for an aircraft reservation, call THE CLUB. Failure to check-in within 15 minutes of the reservation time, without contacting the front desk may result in the aircraft being released for other renters.
- b) A \$25 no-show fee may be assessed for renters who do not show up for their flight and did 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.
- c) 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. A \$50 late fee may be assessed for aircraft that are returned late. Repeated violations may result in suspension of privileges at THE CLUB.
- 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, not to exceed, the full amount that would have been charged for the reserved lesson time.

1.6 Expenses Incurred Away From the Home Airport

- a) Aircraft fuel expenses incurred away from the base airport will be reimbursed at a maximum price per gallon, which changes from time to time. Consult the front desk for the current rate.
- b) Original fuel receipts must be submitted to the front desk. 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.
- c) Expenses such as tie-down, lodging, alternative transportation and landing fees are the member's responsibility and will not be reimbursed.
- d) Aircraft repairs or expenses, other than fuel, exceeding \$50.00 must be pre-authorized by THE CLUB. Renters may be held financially responsible for any expenses not pre-authorized by THE CLUB.



1.7 Multiple Day Rentals

- a) A minimum charge of two (2) flight hours per day will be made for all-day or multiple day rentals.

Example: A cross-country trip of 16 days with a Hobbs time of 25 hours would be charged for 32 hours.

- b) Advance payment of one-half of the anticipated flight hours on any rental over five (5) hours is required. Some extended reservations will require advance payment of the full estimated aircraft rental charge before departure.
- c) Non-members, such as Open Airplane renters, and international renters are required to *prepay* the full estimated aircraft rental charge for a multiple day reservation, based on the estimated flight time, plus a damage deposit. The damage deposit will be refunded following the return of the aircraft and a condition inspection of the aircraft. Non-members are *required* to purchase THE CLUB's Group Renters Insurance Policy.

1.8 Aircraft Damage

- a) Do not place any items near the windscreen on top of the instrument panel glare shield. Windscreens are easily damaged.
- b) Do not use aircraft glare-shield as a hand hold to pull seats forward. Glare-shields may be damaged or may come off in your hand.
- c) In case of accident, incident or damage caused by pilot error, the member agrees to pay the cost of repairs not covered by insurance.
- d) Maintenance expenses resulting from a member, pilot, or passenger's carelessness, negligence or improper operating procedures will be billed directly to the member or pilot. Examples:
- (i) Failure to turn off the aircraft master switch, causing complete battery discharge, requiring a battery replacement.
 - (ii) Failure to install a gust lock or tie the aircraft down following flight, leading to control damage.
 - (iii) Tires that are flat spotted due to excessive braking or mishandled cross wind techniques.
 - (a) For trainer aircraft, the member will be charged 50% of the cost of replacement of the tire. Trainer aircraft include: Light Sport, C172, Diamond DA-20, Piper Archer and Warrior.
 - (b) All other aircraft, the member will be charged 100% of the replacement cost of the tire
 - (iv) Cirrus brake overheating, requiring a maintenance inspection or repairs.

1.9 Accessory Rentals

Headsets, handheld radios, GPSs, iPads and other accessories may be available for rent, in addition to an aircraft. Damaged or lost rental accessories will be repaired or replaced at renter's expense.

1.10 Safety / Retraining Flights

THE CLUB's Chief Flight Instructor, Assistant Chief Flight Instructor, or their designee may, at their discretion, require any member to complete remedial re-training flights in the interest of safety.

- a) These flights will be conducted at the member's expense.
- b) This training may include ground training as well as flight training.

1.11 Termination / Resignation

- a) Either party may terminate the membership agreement at any time. Resigning members shall submit **written** notice of resignation. An email sent to frontdesk@aspensflyingclub.com may serve as written notice. The reason for termination by the member would be appreciated but is not required.
- b) At the time of resignation, the member's account must be paid in full. Any credit balance will be returned to the Member after all charges have been reconciled.



1.12 Insurance

Members are required to hold the Club based renter's insurance supplemental policy. This policy replaces the discontinued insurance pool. Members are charged \$100.00 per year for this policy.

THE CLUB's insurance policy coverage is as follows:

- a) Liability - Total liability coverage is \$3,000,000 for property damage and/or bodily injury with a \$250,000 per passenger limitation.
- b) Hull coverage is all-risk, ground and flight coverage.

2 Aircraft Operations

2.1 General

- a) All flights must be operated in accordance with Federal Aviation Administration (FAA) regulations, 14 CFR Part 61, Part 91 and, if applicable, Part 141.
- b) Prior to each flight, each member must obtain a weather briefing in accordance with FAA requirements.
- c) No flight may depart when the crosswind component exceeds the demonstrated crosswind component noted in the aircraft's POH. If no demonstrated crosswind component is listed in the POH, 15 knots should be used.
- d) No flight may take place when surface winds or gusts are, or are forecast to be, greater than 30kts during the course of the flight.

2.2 Ground Operations

- a) No pilot or instructor may attempt to start an aircraft by hand propping.
- b) While taxiing, maintain a wingtip clearance of at least a 5' from any aircraft, structure or object, and a propeller clearance of at least 10' from any aircraft, person, structure or object.
- c) Avoid taxiing across tie-down cables, as damage to the propeller, wingtips or tires may occur.
- 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 should be used when moving an aircraft manually on the ground.
- e) NEVER taxi through a snowdrift or ice dam.

2.3 Accidents or Emergency Landings

- a) Report accidents to the NTSB immediately and any incident or accident to THE CLUB as soon as practical.
- b) Report emergency landings (either on or off airport) to THE CLUB. Obtain permission from CLUB management to re-dispatch, prior to take-off.
- c) Pilots should use the CLUB Accident and Incident Plan in the aircraft dispatch book for procedures to follow after an accident, incident or emergency landing.

2.4 Aircraft Discrepancies

- a) Any discrepancy, whether an airworthiness issue or not, should be reported to THE CLUB front desk. If the 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 the airframe, engine, or avionics be found that may render the aircraft unairworthy, the pilot will immediately report the condition to THE CLUB and log the discrepancy on the dispatch sheet.



2.5 Securing Aircraft, Post-flight

- a) When parking the aircraft, chock the wheels and chain or tie it down at three points.
- b) When away from the aircraft's designated parking location, chock both main landing gear wheels. Set the parking brake ONLY if chocks are not available. The parking brake should only be used for temporary parking.
- c) At the aircraft's base airport, return the aircraft to its designated parking location, if there is one for that aircraft, or an appropriate tiedown space on the flight line.
- d) Immobilize the flight controls with the control lock or a seat belt and lock the doors.
- e) If available, insert cowl plugs, put the sunscreens in place and attach the pitot cover.
- f) Leave the aircraft neat and clean. Remove any trash from aircraft.

3 THE CLUB Operational Requirements

3.1 Initial Checkouts

- a) No person may operate a CLUB aircraft unless that person has been approved by a properly authorized instructor of THE CLUB for flight in that particular make and model.
- b) Prior to renting aircraft at a CLUB location, other than the one where their initial checkout was completed, pilots are required to complete a location-specific orientation with a CFI based at the add-on location.

3.2 Annual Proficiency Checkouts (CLUB Flight Review)

- a) Each member on active flying status is required to fly with a designated CLUB flight instructor at least every 12 months, to ensure flight proficiency, comprehension of FAA regulations and CLUB policies. The proficiency check will be held to the same standards as the Practical Test Standards for that pilot's certificate.
- b) A Flight Review conducted by a CLUB instructor qualifies as an annual proficiency check.
- c) An additional make or model aircraft checkout may qualify as an annual proficiency check, if the instructor and pilot agree in advance to include the annual proficiency check as a part of the aircraft checkout.

3.3 Recent Experience Requirements for PIC/Solo Flight

- a) Student Pilot
See Section 4, Student Pilot Policies, below.
- b) Private Pilot (Members are responsible for maintaining currency)
 - (i) With less than 100 hours total; a minimum of 1 hour in the preceding 30 days including 3 takeoffs and landings.
 - (ii) With 100 hours total time; a minimum of 1 hour in the preceding 60 days including 3 takeoffs and landings.
- c) Commercial Pilot (Members are responsible for maintaining currency)
 - (i) With less than 1,000 hours total; a minimum of 1 hour in the preceding 90 days including 3 takeoffs and landings.
 - (ii) More than 1,000 hours total time; as required by FARs for carrying passengers, night, etc.

3.4 Fuel Planning

- a) Cross-country flights must plan a minimum fuel reserve of one (1) hour, considering winds and weather.
- b) Pilots should stop at an intermediate airport whenever the estimated fuel reserve at the intended destination airport drops below one hour.
- c) Verify fuel on board visually or using dipsticks, prior to every flight. Do not rely solely on the aircraft fuel gauges.
- d) Fuel burn values from the POH are to be used for flight planning.



3.5 Collision Avoidance

- a) On the ground, a brake check should be carried out as the aircraft begins moving.
- b) When flying to and within the Centennial practice areas, announce your position on 122.75, for local traffic awareness.
- c) Take special care just outside the airport traffic area and in the vicinity of common visual reporting points.
- d) Landing lights should be on during flight within 5nm of an airport and when enroute to and from the practice areas. LED landing lights may be left on during all flight operations.

3.6 Minimum Altitudes

All flights are to be conducted in accordance with FAR 91.119

3.7 Airports

Aircraft operations are limited to paved runways at public use airports, unless authorized by the Chief Flight Instructor.

3.8 Smoking

- a) Smoking, including e-cigarettes and similar products, while in any CLUB aircraft is prohibited.
- b) Smoking, including e-cigarettes and similar products, in CLUB lobbies, training rooms, offices, hangars and flight lines is prohibited.

3.9 Mountain Flying

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

- a) The pilot completes a mountain checkout by a CLUB authorized instructor; **or**
- b) The pilot receives a waiver signed by the Chief Flight Instructor, which is entered into the pilot's file.
- c) Pilots must have at least 100 hours total time before being eligible for a mountain check-out.

3.10 Spins and Aerobatic Flight

- a) Intentional spins and aerobatics may only be carried out in aircraft approved for those maneuvers and only within the parameters and limitations set by the aircraft operating manual or pilot operating handbook.
- b) Spins may only be performed with an approved CLUB CFI in one of the pilot seats of the aircraft.
- c) Aerobatic flight may only be performed with an approved, CLUB aerobatic flight instructor on board the aircraft.
- (d) Parachutes must be worn by all aircraft occupants during aerobatic flight, with the exception of spin training.
- (e) Solo aerobatic flight may be approved on an individual basis with express written permission from the Chief Flight Instructor.

3.11 Formation Flying

- a) The use of any CLUB aircraft in formation flights is prohibited, without specific, written permission from the Chief Flight Instructor. Pilots shall maintain a separation of *at least* 1/4 mile from any other aircraft, while flying in CLUB aircraft.



3.12 Oil

- a) Light Sport Aircraft (LSAs) – When adding oil, do not add full quarts. The difference between the minimum and maximum oil level on a Rotax engine is approximately one quart.
- b) For all other aircraft, add full quarts only.
- c) After adding oil, note how much oil was added on the aircraft dispatch sheet.

3.13 Foreign Country Flights

Prior written permission must be obtained from THE CLUB management (CLUB owner, General Manager or Chief Flight Instructor) before any flight to or over a foreign country.

4 Student Pilot Policies

4.1 Student Supervision

- a) Student pilots, receiving primary flight training at THE CLUB, are under the direct supervision of a CLUB-authorized Certified Flight Instructor at all times.
- b) FAA regulations (Part 61, 91 and 141) require that each individual solo flight must have prior approval and proper sign offs from the instructor at the time of the flight. Blanket and absentee approvals are not permitted.
- c) Student pilots may not make their own arrangements with instructors, other than their primary instructor, to approve solo flight. The student's primary instructor must make arrangements with another CLUB instructor to approve a student solo, in the primary instructor's absence.
- d) The student pilot's supervising CFI must sign the Aircraft Activity Log at the front desk, prior to each solo flight. This sign-off is not required for first solo, where the CFI has flown with the student pilot immediately prior to that solo flight.

4.2 Recent Experience for Solo Flight

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

4.3 Weather Limitations

- a) Student pilot solo flights may not depart when actual or forecasted winds exceed 16 knots, or a crosswind component in excess of 8 knots exists or is forecast to exist.
- b) Student pilots may have more restrictive limitations noted in their solo endorsement, in which case those limitations take precedence.
- c) Ceiling and visibility limitations for student solo flights are:
 - (i) Local flight – 10 statute miles visibility, 3,000' ceiling
 - (ii) Cross country flight – 10 statute miles visibility, 5,000' ceiling

4.4 Runway Conditions for Student Pilots

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



4.5 Student Cross Country Flights

- a) All student solo cross-country flights will depart with fuel tanks topped-off.
- b) Each student cross country flight must be flight planned, filed and approved by their CFI prior to departure.

4.6 Student Night Flights

Solo flight by student pilots at night is prohibited.

4.7 Student Pilot Runway Use

- a) Solo student pilots must use the full runway length for takeoff. Intersection departures are not authorized.
- b) Solo student pilots should avoid landing on Runway 10/28 at KAPA, unless wind conditions change during the course of the student pilot's flight and safety indicates that Runway 10 or 28 should be used, in which case a full stop landing should be made.

5 Aircraft Specific PIC Requirements

This section contains CLUB minimum requirements for any person in solo flight or as pilot in command of a CLUB aircraft, when not flying with an authorized CLUB instructor. **NOTE:** Some aircraft may have additional requirements for solo flight. Those requirements are found in the aircraft-specific checkout documents. Each aircraft make and model has a required written quiz that must be completed, along with the flight checkout.

5.1 Technically Advanced Aircraft (TAA)

To fly a TAA aircraft equipped with a glass panel, (G1000, Avidyne, etc), a pilot must complete ground and flight training with a CLUB approved instructor, to the proficiency of the pilot certificate held.

5.2 Fixed Gear Aircraft

a) 200hp or less, single-engine, fixed, tricycle gear

- (i) Student Pilot Certificate or higher, with appropriate endorsements.
- (ii) Check-out in make & model.

b) 201 – 235hp Single engine, fixed gear (C-182, C-182T)

- (i) Private pilot certificate or higher.
- (ii) 100 hours total time.
- (iii) Check out in make and model.
- (iv) A turbocharged C-182 requires a checkout flight in the aircraft and viewing of video on turbo-charging.
- (v) High performance endorsement
- (vi) A Cessna 182 with 280hp requires a minimum 3 hour checkout with a qualified CLUB instructor.

c) More than 235hp, single-engine, fixed tricycle gear (6 seats or less)

- (i) Private pilot certificate or higher.
- (ii) 200 hours total time with 15 hours make and model or 300 hours total time with 10 hours dual make and model.
- (iii) Check out in make and model.
- (iv) High-performance endorsement
- (v) Complex aircraft endorsement

5.3 Cirrus Aircraft

a) SR-20

- (i) 100 hours total time or Private Pilot Certificate and 50 hours in type.
- (ii) Successful completion of a Cirrus aircraft checkout with a CLUB instructor.



b) SR-22

- (i) 200 hours total time **or** 100 hours in Cirrus Aircraft (25 hours of the 100 hours must be in an SR22).
- (ii) Successful completion of a Cirrus aircraft checkout with a CLUB instructor.
- (iii) Supercharged SR-22 requires a separate CLUB checkout

c) SR-22 Turbo

- (i) 350 hours total time **or** 150 hours in Cirrus Aircraft (25 hours of the 150 hours must be in an SR22 Turbo).
- (ii) Successful completion of a Cirrus aircraft checkout with a CLUB instructor.
- (iii) Instrument rating.

5.4 Retractable Gear / Complex Aircraft

- (i) 150 hours total time.
- (ii) Complex aircraft endorsement.
- (iii) High performance aircraft endorsement, if over 200HP.
- (iv) 15 hours total time in make and model **or** 5 hours of dual in make and model.
- (v) Check out in make and model.
- (vi) View turbo charging video (for turbo-charged aircraft).

5.5 Tailwheel/Conventional Gear Aircraft

- (i) Less than 10 hours in conventional gear type aircraft, a minimum of 10 hours dual with a CLUB approved instructor are required for solo privileges.
- (ii) 10-25 hours in conventional gear type aircraft, a minimum of 5 hours dual with a CLUB approved instructor are required for solo privileges.
- (iii) Greater than 25 hours in conventional gear type aircraft:
 - (a) With 5 hours PIC in tailwheel aircraft in the previous 6 months, an aircraft checkout is required.
 - (b) If less than 5 hours PIC in tailwheel aircraft in the previous 6 months, then 5 hours dual is required with the aircraft checkout.
- (iv) Approval to act as PIC of a CLUB tailwheel aircraft only authorizes the pilot to fly the aircraft from the designated PIC seat in the aircraft. For example, the PIC seat of the Citabria and Extreme Decathlon is designated by the aircraft manufacturer as the front seat of the aircraft.
- (v) To perform solo aerobatics, a pilot must have completed an aerobatic proficiency and safety flight with a CLUB aerobatic instructor within the previous 6 months and have written approval for solo aerobatics from the Chief Flight Instructor.

5.6 Multi-Engine Aircraft

- a) **Multi-engine trainers with 180HP or less per side**, such as Beechcraft Duchess, Tecnam P2006T and Piper Seminole
- (i) Private and Multi-engine ratings.
 - (ii) 250 hours total time.
 - (iii) 50 hours multi-engine time and CLUB checkout; **or** CLUB multi-engine rating and 10 hours make and model.
 - (iv) All pilots with a multi-engine rating and qualified to fly a multi-engine aircraft are required to take their CLUB annual proficiency flight in a multi-engine aircraft.
 - (v) All pilots with less than 500 hours total time and multi-engine rated are required to have had a proficiency check in a CLUB multi-engine aircraft within 6 months of any solo flight in a multi-engine aircraft.
 - (vi) No pilot will perform an actual or simulated engine shutdown unless in an actual emergency or with a CLUB MEI.