

**Skiatook Flying Club LLC**  
**Skiatook, Oklahoma**  
**Operating Rules**  
Rev. 2: 5/16/18

**INTRODUCTION**

*This document provides the operating rules for the club and will govern how the club aircraft will be operated.*

**ARTICLE I – THE CLUB**

1. The Skiatook Flying Club is a not-for-profit entity organized for the express purpose of providing its members with aircraft for their personal use and enjoyment only. Club aircraft cannot be used for commercial purposes. All members of the Club shall comply with all Federal Aviation Regulations, state, airport, and Club rules while operating Club aircraft.

**ARTICLE II – CLUB MEMBERSHIP**

1. Membership in the Skiatook Flying Club is contingent upon approval of the application for membership by the Board of Directors and such membership may be revoked by the Board of Directors.
2. The applicable initiation fee and current dues must be paid in full before a membership application can be approved.
3. When any member is in default in the payment of dues for 60 days, membership may be terminated by the Board of Directors.
4. A member is eligible to fly Club aircraft only if the membership is valid in all respects.

**ARTICLE III – FLIGHT RULES**

1. A member must perform a thorough preflight inspection of the aircraft, including a visual inspection of the fuel quantity, prior to commencing flight. Any damage or discrepancies discovered by a member will be assumed to be the responsibility of the last user unless it has been reported previously to the Maintenance Officer. If a condition is discovered which may affect the airworthiness of the aircraft, the aircraft shall not be flown until cleared by the Maintenance Officer.
2. Each member must ascertain that the airworthiness and registration certificates, appropriate operating limitations information, and operator's manual are in the aircraft prior to commencing the flight.
3. All aircraft operating limitations must be observed. Aerobatic maneuvers are prohibited except those which are permissible under the operating limitations when the aircraft is operated in the utility category.
4. Flight plans must be filed with the FAA for flight over sparsely

- populated areas; mountainous, wooded, or desert terrain; or for extended overwater flight and for all student solo cross-country flight in excess of fifty (50) miles.
5. Each member must have flown a review flight with a qualified and approved instructor during the preceding 12 months, subject to the following:
    - a. A pilot not having flown Club aircraft within a three (3) month period must take a review flight with a qualified and approved flight instructor.
    - b. The review flight will include maneuvers and procedures appropriate to the aircraft flown and the pilot certificate held.
  6. Other specialized aircraft may be subject to additional rules.
  7. Members using Club aircraft for Instrument Flight Rules (IFR) must have had an instrument proficiency check during the past 12 months with a qualified and approved flight instructor.
  8. Student pilots are not authorized to land on grass strips without an instructor, except in emergencies.
  9. Club aircraft may not be used to give flight instruction to anyone except Club members and, upon approval by the Board of Directors.

#### ARTICLE IV – AIRCRAFT CARE AND MAINTENANCE

1. Upon completion of a flight the pilot must tidy up the aircraft. Waste paper and extra charts will be removed, seat belts will be straightened, etc.
2. Refueling of the aircraft should be completed at the end of a flight unless other arrangements have been made.
  - a. For the specific airplane N8338X, because of weight and balance issues, only that fuel used for a flight need be replaced. After refueling, there should be between 20 and 25 gallons (usable) in the tanks.
3. Upon completion of a flight the pilot must fill out the aircraft logbook and record ending Hobbs and tach time. These numbers are also needed when checking in the aircraft through Flight Circle.
4. No member (except the Maintenance Officer) may perform any maintenance on Club aircraft, other than preflight inspection, without authorization from the Maintenance Officer. If the Maintenance Officer can't be reached, call a board member.

#### ARTICLE V – SCHEDULING

1. Weekend and holiday\* reservations: Only one (1) pending reservation that includes a weekend day or holiday is permitted at any given time. A second reservation that includes a weekend day or holiday may be entered only after the first weekend day or holiday reservation has been flown off or cancelled. A single reservation means any

reservation of any length of time.

\*Holidays include New Year's Day, Martin Luther King, Jr. Day, Presidents Day, Memorial Day, Independence Day, Labor Day, Columbus Day, Veterans Day, Thanksgiving and the following Friday, and Christmas Day.

2. Weekday reservations: Only three (3) reservations that include a weekday are permitted at any given time. A fourth reservation that includes a weekday may be entered only after a prior weekday reservation has been flown off or cancelled. A single reservation means any reservation of any length of time.
3. Multi-day reservations: Any reservation for more than two (2) days must be approved by the Board of Directors.
4. General rules
  - a. Same day exception: If an aircraft is available for the current day, a member may schedule it for that day only without jeopardizing any future schedules.
  - b. Multi-day trips are subject to a two-hour per day minimum.
  - c. Multi-day "local" trips with limited hours planned are discouraged. The club will work with the member to ferry the plane back during the time the plane would not be used.
  - d. Reserving a plane for multiple days in order to ensure "as-needed" availability will not be permitted.
  - e. No flight may cross the Continental US ADIZ with the exception of Canadian airspace where contact with US ATC is uninterrupted.
5. Violation of reservation policy
  - a. Any reservation violating this policy may be immediately stricken by the board of directors.

#### ARTICLE VI – INSURANCE

1. Liability: All club aircraft are included in a policy that includes liability protection for the club and its individual members that arise out of the ownership, maintenance, or use of a club aircraft. Such coverage will include protection for club members who are liable for the injuries to another passenger or bystander club member. Coverage limits are to be determined by the consensus of the club members, and availability of coverage. Individual pilots/club members are not protected for their own injuries.
2. Hull: All club aircraft to be insured against loss or damage as determined to be necessary by the consensus of the club.
3. Policy Territory: U.S. only.