

# BEAVER VALLEY FLYING CLUB, INC.

---

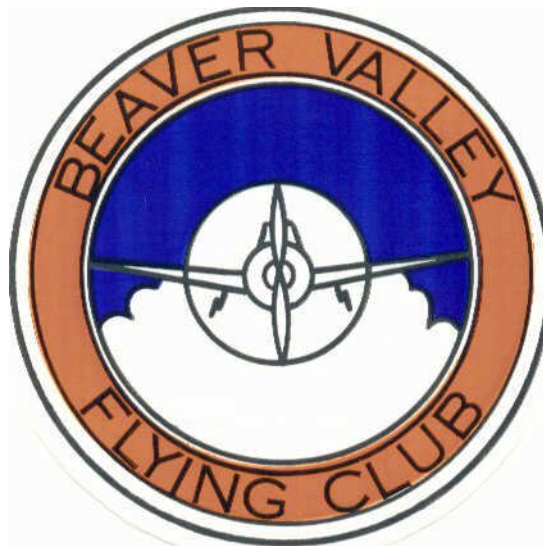
## Operating Regulations

---

MAILING ADDRESS:

12 Piper Street  
Beaver Falls, PA 15010-1067

Hangars 76-79  
Beaver County Airport (BVI)  
Beaver Falls, PA



Revised:  
November, 2004

**Operating Regulations  
of the  
BEAVER VALLEY FLYING CLUB, INC.**

---

**TABLE OF CONTENTS**

<b><u>Section</u></b>	<b><u>Title</u></b>	<b><u>Page No.</u></b>
1	PREAMBLE.....	3
2	COMPLIANCE WITH REGULATIONS.....	3
3	LIMIT OF USE.....	3
4	SCHEDULING AIRCRAFT .....	3
5	RESERVATION LIMITS.....	4
6	MINIMUM CHARGE.....	4
7	DELAYED RETURN .....	4
8	OPERATING LIMITATIONS .....	4
9	PROFICIENCY REQUIREMENTS .....	4
10	PILOT REQUIREMENTS.....	5
11	CARELESSNESS .....	5
12	REFUELING AIRCRAFT .....	6
13	SECURING AIRCRAFT .....	6
14	HANGARS.....	7
15	RECORDING FLIGHT TIME.....	7
16	MISCELLANEOUS SAFETY .....	8
17	GARMIN 430 GPS .....	

**Operating Regulations  
of the  
BEAVER VALLEY FLYING CLUB, INC.**

**Section 1 - PREAMBLE**

The Beaver Valley Flying Club, Inc. (hereinafter the "Club") has been operating safely and successfully since 1967 and it is the intention of the Board of Directors to point out that a spirit of cooperation between members will accomplish what pages of regulations may not.

**Section 2 - COMPLIANCE WITH REGULATIONS**

Members shall conduct each flight in accordance with all federal, state, local and Club regulations herein. This includes, but is not limited to, regulations concerning preflight check of aircraft and weather conditions, night flight requirements and over-water requirements. Members are reminded that an inadequate preflight inspection could cause a member to be held responsible for damage done to an aircraft by another member. Members are responsible for any security items at any airport and must comply with all Transportation Security Administration ("TSA") rules and regulations which may apply to privately-owned aircraft.

**Section 3 - LIMIT OF USE**

Club airplanes are for the exclusive use of Club members in good standing and may not be rented, loaned or otherwise used by anyone other than a Club member.

**Section 4 - SCHEDULING AIRCRAFT**

No member may fly a Club aircraft without first having reserved time for that flight by use of the Flight Pro scheduling system (via Internet or telephone).

It should be thoroughly understood that the proper use of the scheduling system provided is the key to successful cooperative operation, maximum use of the Club aircraft, and maximum utility to all of the Club members.

By your reservation, you are declaring to all other members that the aircraft is assigned to your custody for the time period reserved. Therefore, you should be careful to follow these rules:

- (a) Reserve precisely the time you want (allowing for pre-flight, re-fueling and cleaning);
- (b) Double check your aircraft number and time you are due back. It's also good practice to note which member has the aircraft after you in the event

you will return late.

- (c) Cancel as soon as you know you cannot keep a reservation, for whatever reason. Do NOT assume that in inclement weather the aircraft will not be needed (maintenance could be performed during this time, for instance). Adjust your reservation if you find you will be late in leaving. Offenders are subject to sanctions by the Board of Directors.

### **Section 5 - RESERVATION LIMITS**

An airplane will automatically become available to another member if the scheduling member is not present to use the aircraft within thirty (30) minutes after the scheduled start time. It is suggested that a courtesy call to the scheduling member be made prior to taking the aircraft.

- (a) If you are more than thirty (30) minutes late for any flight, the aircraft may be assigned to another Club Member and you lose your reservation, unless you have contacted the club office and left an appropriate message describing your delay. The member taking the aircraft shall use the standby feature on the reservation system.
- (b) No member shall keep a Club aircraft beyond the time scheduled. If weather or maintenance delay your return, please contact the next scheduled Club member and/or a Club officer.

### **Section 6 - MINIMUM CHARGE**

There is a minimum flying charge of two (2) hours for each consecutive twenty-four (24) hours the aircraft is away from Beaver County Airport.

### **Section 7 - DELAYED RETURN**

If in the event the aircraft must be left at an another airport overnight, it is the scheduling member's responsibility to secure and coordinate the return of the aircraft to the Beaver County Airport.

### **Section 8 - OPERATING LIMITATIONS**

Club aircraft may only be operated from FAA-recognized fields or airports. Operations at U.S. military airports require prior approval by the Club's Insurance Representative. Members should be aware of the Club's Insurance limitations when traveling outside of the U.S.

## **Section 9 - PROFICIENCY REQUIREMENTS**

- (a) Annual Proficiency Check. Each year, every Club pilot shall demonstrate his or her competency to fly Club-type aircraft. This requirement must be met in one of two ways:
  - 1. A check ride in Club-type equipment with a CFI;  
or
  - 2. A Flight Review in Club-type aircraft;
- (b) Quarterly Proficiency Check. Any Club pilot who has not flown Club-type aircraft for the past ninety (90) days must demonstrate his or her proficiency to a CFI. The Club pilot shall forward to the Club Safety Officer a report of the pilot's proficiency.
- (c) New Members. New Members, including their pilot-rated dependents, shall be checked out in Club aircraft by a Club CFI as appointed by the Safety Officer.
- (d) Documentation. Members must provide the Safety Officer with sufficient documentation of the requirement of 14 C.F.R. § 61.56.

## **Section 10 - PILOT REQUIREMENTS**

- (a) Student Pilots. Student pilots shall be limited to flying only Cessna 172 (N51240), unless other aircraft are designated by the Board of Directors. Under certain circumstances and upon request, the Board of Directors may permit student flight in another aircraft;
- (b) Flight Instruction. In the event of instruction being given in Club aircraft, the individual receiving the instruction (including a Club check ride, FAA check ride and/or BFR), is required to be a member of the Club as delineated in Article I, Section 3 of the Club's By-Laws; and
- (c) Certified Flight Instructors
  - 1. A club member may select a CFI of his or her choice. The CFI is not required to be a member of the Club, however, all FAA, TSA and Club Rules and Regulations **MUST** be adhered to according to the Club By-Laws and these Operating Regulations. A Club member, who is a CFI, is prohibited from instructing Non-Club members in Club aircraft. The CFI and student make their own arrangements between them as to hourly instruction rates and scheduling. The Club is not responsible for any student-instructor relationship whatsoever.

2. The Club Member or their immediate family, who has not reached 17 years of age, may select a CFI of their choice provided that CFI is reviewed by the Safety Officer or their designee. The Club member, the immediate family member, and the CFI are jointly responsible to adhere to all Club By-Laws and these Operating Regulations.

### **Section 11 - CARELESSNESS**

Any Club member who is observed handling Club equipment (aircraft or otherwise) in a careless, reckless, unsafe or incompetent manner should be referred to the Board for appropriate action under Article 1, Section 4; and Article 4, Section 1 of the By-Laws.

### **Section 12 - REFUELING AIRCRAFT**

Each member is responsible for refueling the aircraft after each use. The aircraft should be evacuated during refueling operations. The member is also personally responsible for the following:

- (a) Seeing that overfills are avoided and fuel spills are cleaned up;
- (b) Gas caps are properly seated and secured;
- (c) The proper grade of fuel is used;
- (d) Fuel hoses are not 'dragged' across the leading edges, thereby scraping and damaging the paint;
- (e) Ladders are not permitted to come into contact with ANY part of the aircraft; and
- (f) It is permitted to have a maximum of 0.5 hours (e.g., for refueling at an airport other than BVI for a 'better fuel value', etc.); and
- (g) Aircraft wings are to be outside of the hangar threshold when refueling in the hangar area.

### **Section 13 - SECURING AIRCRAFT**

- (a) Members are expected to return a fully fueled aircraft to its appropriate hangar. The following is also the responsibility of the Club member:
1. All switches, including master, lights, avionics and ignition key are in the OFF position;
  2. Flaps are retracted, carb heat is OFF, throttle is CLOSED and mixture is in FULL LEAN position;
  3. Aircraft is chocked;
  4. Seatbelts, both lap and shoulder are secured and neatly stored;
  5. All gas credit cards and receipts and fuel sampler cup are in their proper place;
  6. Aircraft interior is cleaned, as necessary, of any debris;
  7. Aircraft exterior is cleaned, as necessary, of any excessive mud, bugs, spilled fuel, etc.;
  8. The proper Hobbs time is recorded along with the fueling/oil information on the aircraft's log sheet;
  9. Any 'squawks' are written up in the aircraft's respective Squawk Book located in the Club Office;
  10. Engine heater is plugged in (seasonally);
  11. The aircraft's key (if necessary) is returned to its hook in the Club Office.
- (b) Tie Downs. When tied down, also check that the aircraft's control surfaces are secured, using the yoke locks when available, and the aircraft is double tied and chocked.

### **Section 14 - HANGARS**

- (a) Maintenance Hangar. Hangar 78 is the Maintenance Hangar. Since Hangar 78 is required for the maintenance and servicing of all Club aircraft it is strictly prohibited to park vehicles in Hangar 78 *at any time*.

- (b) General Hangar Information. Each Hangar has window cleaner, paper towels, tow bar and a garbage can. Vehicles may be parked in the Hangar of the aircraft that the Club member has scheduled to fly (with the exception of Hangar 78 as described in Section 16(a), above).
- (c) Hangar Malfunctions. Should a malfunction of a Hangar door or any other non-Club owned portion of the Hangar be noted, the Member is to IMMEDIATELY complete the County's Hangar write-up form (provided in the Club Office and the Terminal Building) and deliver it to the Airport Director's Office.

### **Section 15 - RECORDING FLIGHT TIME**

Time is recorded by Hobbs meter. Each member is responsible for recording the proper flight time on the aircraft's log sheet. The date, member's name, Club number, Hobbs time IN and OUT must be FULLY RECORDED for each flight on the log sheet. In the event that the Hobbs meter malfunctions, tachometer time is recorded and noted on the log sheet.

### **Section 16 - MISCELLANEOUS SAFETY**

- (a) Smoking is PROHIBITED in or around Club aircraft, hangars and office AT ALL TIMES;
- (b) The engine must be shut down when loading and unloading passengers;
- (c) Hangar doors should be down and man door locked *at all times* when aircraft is taken, no exceptions.
- (d) When starting the aircraft make sure that it is at a 90-degree angle to the hangar prior to start-up to prevent debris from blowing into other hangars;
- (e) DO NOT hand prop an aircraft; and
- (f) When returning to the hangar area, DO NOT apply POWER to 'turn' the airplane, use the tow bar. Debris blows a long way into our hangars and our neighbors'.

### **Section 17 – GARMIN 430 GPS**

- (a) Customized waypoints shall be deleted after your flight; and
- (b) If default settings are changed for your flight, you must return the settings back to their default mode after your flight.