



**BOEING EMPLOYEES' FLYING CLUB-  
ST. LOUIS**

**PROCEDURES MANUAL  
&  
RULES OF OPERATION**

Revision 5e – June 2022

[www.befcstl.org](http://www.befcstl.org)

## Table of Contents

1. INTRODUCTION.....	1
2. MEMBERSHIP REQUIREMENTS .....	3
3. MEMBERSHIP COSTS.....	3
4. FLYING CHARGES.....	5
5. PAYMENT OF ACCOUNTS .....	5
6. LEAVE OF ABSENCE AND RESIGNATIONS .....	5
7. PILOT QUALIFICATIONS.....	6
8. OPERATION OF AIRCRAFT.....	6
9. RESERVING AIRCRAFT AND MINIMUM DAILY CHARGES .....	11
10. FLIGHT DELAYS AND DIFFICULTIES .....	12
11. INSTRUCTOR MINIMUM REQUIREMENTS .....	13
12. INFRACTIONS AND VIOLATIONS .....	13
13. WAIVERS AND REQUESTS FOR DEVIATION .....	13
APPENDIX A – Member Costs, Fees, & Reimbursements.....	15
APPENDIX B – Aircraft Checkout Guidelines .....	17
APPENDIX C – Operations Briefing.....	21

### Change History

**Revision 4** -- Jan 2018 - Updated to reflect the 2017 By-Laws and Fees changes

**Revision 4a** -- March 2018 - formatting and wording changes

**Revision 4b** -- Jan 2019 - Appendix A update rates and fees

**Revision 5** -- Mar 2022 – wording and rule clarifications + App A update costs/fees

**Revision 5e** -- June 2022 –App A updated aircraft rates and member dues

# 1. INTRODUCTION

## 1.1. Purpose of the Boeing Employees' Flying Club-St. Louis (BEFC-STL)

1.1.1. BEFC-STL exists to provide safe, reasonably priced flying opportunities for its members. Safety of flight is a key concern.

## 1.2. Purpose of this Document

1.2.1. The BEFC Procedures Manual and Rules of Operation (herein referred to as the Rules) are intended to ensure safe and fair use of Club resources. These rules protect and serve the interest of the majority, satisfy insurance requirements, and keep the Club financially sound. Members are expected to read and understand these Rules and be considerate of their fellow members.

## 1.3. Definitions

- **Club** – Boeing Employees' Flying Club-St. Louis or **BEFC or BEFC-STL**)
- **Board**- Board of Trustees
- **Boeing Holiday** – Those holidays recognized by The Boeing Company for which Boeing suspends operations. During the Christmas period, only Christmas Day and New Year's Day will be regarded as Boeing Holidays.
- **Calendar Day** – Starts at midnight and extends until the following midnight
- **Calendar Week** – Starts at 12:01am Sunday and ends at 12:00am midnight the following Saturday
- **Certified Flight Instructor (CFI)** - Board approved instructor holding a current FAA issued instructor certificate. FAA Designated Examiners are also considered a CFI.
- **Certified Pilot** - Club member pilot holding a current FAA issued certificate
- **Check Pilot** –A BEFC-STL approved instructor authorized to conduct make/model check-outs.
- **Club Scheduling Tool** – The flight scheduling system thru which all flight reservations must be made.
- **Cross Country Flight** – For purposes of these Operating Rules: A flight undertaken for traveling from a departure airport to a different destination airport with a landing. The duration of the stop at the destination may be short or multiple days.
- **Cross Country Time (hours)** –Refers to the hours that can be logged in a pilot's logbook as "cross country" flight time. The FARs specify the requirements to log flight time as cross country.
- **Day of Flight** –Starts at 12:01am and ends at 12:00pm midnight
- **Dry Rate** - Specifies an aircraft rental rate which excludes the cost of fuel. Fuel is replenished & paid by the member after each flight.
- **Estimated Time of Departure (ETD)** - Planned time of departure for a flight
- **Estimated Time of Arrival (ETA)** – Planned time of arrival for a flight
- **Extended Cross-country / Extended Reservation (reservation type)** –Any reserved time of more than six consecutive hours (for determining member limits on cross-country scheduling)
- **FAA** –Federal Aviation Administration
- **FAR(s)** –Federal Aviation Regulations as defined in Title 14 of the Code of Federal Regulations.

- **Flying Privileges** – Reserving or scheduling Club aircraft; Acting as pilot-in-command; Receiving or providing flight instruction in Club aircraft
- **LOA** – Leave of Absence
- **Mountain Flying** – Flight within five miles of the 3,000 foot contour lines
- **Night Cross-country** –Any night flight (as defined by FARs) in excess of 50 nautical miles of the BEFC-STL base of operation
- **No-Show Time** – That time when a plane becomes available due to a member having a reservation not appearing by the end of the prescribed waiting period (refer to 8.3.4)
- **Non-Flying Member** – A member who does not fly, but who maintains a membership to facilitate flying by a qualified family member
- **NTSB** – National Transportation Safety Board
- **Pilot in Command (P.I.C)** –Person who has final authority and responsibility for the operation and safety of the flight. (Ref. Code of Federal Regulations – Title 14)
- **Prime Time (reservation type)** –A reservation day & time period designated as a peak use period. (Limits have been set on the number of future prime time reservations).
- **Reserved Time** –Any time recorded in the current Club Scheduling Tool in advance of the time of an intended flight of a club plane
- **Student Pilot** – Club member who will operate with an FAA Student Pilot certificate and is undertaking (or will undertake) flight training in pursuit of a Private Pilot’s license. If a Pilot is undertaking an additional rating or certificate they will be referred to as an Advanced Student.
- **Trip Itinerary** –A plan of record that describes a member’s intentions for a reservation scheduled overnight, to include the member’s name, destination, destination contact information, and daily ETD and ETA
- **Unauthorized Use (of Club aircraft)** –Any commercial operations, non-members acting as pilot-in-command of Club aircraft, or any use prohibited by these Rules.
- **Wet Rate** - Specifies an aircraft usage rate which includes the cost of fuel.

## **2. MEMBERSHIP REQUIREMENTS**

### **2.1. Membership**

2.1.1. Membership is composed of General Members, Social Members, Participating Members, Associate Members, and Service Members as defined in the Club Bylaws.

2.1.2. Student Pilots as Members

- (a) In order to strike a balance between aircraft availability for current members, increased demands of flight training, and allow for club growth via student pilots, limits on the number of student pilot members at any given time will be set by Board.
- (b) If the active student pilot limit is reached potential student pilot members will be placed on a waiting list until an opening occurs.

### **2.2. Privileges**

2.2.1. All members, with flying privileges, shall be eligible to schedule and operate Club aircraft and equipment within the limitations of these Rules of Operation, and the Bylaws.

### **2.3. Requirements**

2.3.1. To join members must submit a completed Member Application, and Indemnity Release Form with their application fee for approval by the Board.

2.3.2. For members to maintain their privileges to operate Club equipment, they must have:

- (a) Fulfilled all financial obligations within the limits as prescribed herein,
- (b) Met all requirements prescribed by FAA Regulations with respect to certificates and ratings held.
- (c) Ensured all pilot information is current on the Club Scheduling Tool (including: contact information, emergency contact information, medical class/dates, certification/ratings, endorsements, checkouts, and flight reviews)

2.3.3. To be considered a Member in Good Standing the member must:

- (a) Have completed 1-year active dues paying (non-LOA) membership with the Club.  
A Student pilot member is to complete 1 year of active membership *after* obtaining their private pilot's license.
- (b) Fulfilled all financial obligations within the limits as prescribed herein
- (c) Not abandoned their membership – meaning they have been out of contact and not paid dues (active or LOA) more than 6 months

### **2.4. Documentation**

2.4.1. The Safety Officer shall survey the membership at least once a year to ensure that the certificates, insurance, and qualifications required of members are up to date in Club records. Records of this survey are to stay in the possession of the Safety Officer until a new survey is taken.

2.4.2. Members shall submit documentation of qualifications as requested by the Club officers.

## **3. MEMBERSHIP COSTS**

### **3.1. Member Security Deposit**

- 3.1.1. General, Participating and Associate members shall pay a security deposit to the club per the Bylaws and at a level established by the Board. The Member Security deposit is held in reserve against member charges incurred and a determination of good standing (§ 2.3.3).
- 3.1.2. Social and Service Members do not pay a security deposit.
- 3.1.3. DEPOSIT REFUND - Security Deposits are refundable to members in Good Standing (§ 2.3.3) upon their termination/resignation from BEFC.
- 3.1.4. Security Deposits exceptions.  
A member may petition the board for exceptions such as:
  - (1) New member who joins but determines that they are unable to continue within 3 months and < 5 hrs. flight time. (ex. Severe Air Sickness).
  - (2) Boeing initiated move/relocation of work assignment
  - (3) Loss of Medical
- 3.1.5. The following will not be considered as exceptions:
  - (a) Electing a voluntary layoff
  - (b) Retirement
  - (c) Termination / Leaving Boeing
  - (d) Voluntary move or relocation

**3.2. Initiation Fee**

- 3.2.1. General, Participating and Associate members pay an Initiation Fee set by the board and based on their flying experience level as determined by their FAA Pilot Certificate.
- 3.2.2. Social and Service members do not pay an initiation fee.
- 3.2.3. The Initiation Fee is non-refundable. This may be appealed in writing to the Board within 3 months and first 5 hours of flight time after joining for special or unusual circumstances.

**3.3. Monthly Dues and Fees**

- 3.3.1. Monthly membership dues and Club fees are established by the Board and are specified in APPENDIX A – Member Fees, Costs & Reimbursements. They are normally reviewed & adjusted annually.
- 3.3.2. General Members, Participating Members and Associate Members pay monthly dues.
- 3.3.3. Social Members pay annual dues
- 3.3.4. Monthly dues are not prorated for any reason (such as joining, termination, or LOA status change).
- 3.3.5. Dues payment will begin in the month the member joins if a flight is made in that month. Otherwise, dues begin being assessed the following month.

Examples:	<u>Join Date</u>	<u>1st Flight Date</u>	<u>Dues Start</u>
	Jun 3	Jun 10	June Bill
	Jun 3	Jun 30	June Bill
	Jun 3	July 15	July Bill
	Jun 3	Aug 12	July Bill

**3.4. Assessments**

- 3.4.1. The Board may assess special one-time fees or assessments to cover financial shortcomings per Article IV of the BEFC-STL Bylaws.

## **4. FLYING CHARGES**

### **4.1. Aircraft**

4.1.1. Rates may vary by aircraft and/or Membership types. Aircraft usage is billed using aircraft Tachometer time. The current rate is set by the Board See APPENDIX A – Member Fees, Costs & Reimbursements.

### **4.2. Flight Instruction**

4.2.1. Payment for flight instruction is the personal responsibility of the member and will not be billed through the Club.

4.2.2. The Club is not responsible for determining instructor fees.

## **5. PAYMENT OF ACCOUNTS**

5.1. **Billing Date** – The Club issues members’ statements prior to the close of business on the 1<sup>st</sup> of each month.

5.2. **Accounts Due** – Accounts are due and payable in full no later than 10 days after invoices (bills) are sent unless otherwise specified. All payments must be received prior to the due date on the invoice, or the member shall be considered delinquent. Per BEFC-STL Bylaws, members whose accounts are delinquent may not exercise their flying privileges. The Club is not responsible for lost or misdirected payments or mail.

### **5.3. Payment methods**

5.3.1. BEFC has arranged for online payment processing using a credit or debit card. Each member is required to set up a payment card and enable automatic payments.

5.3.2. For non-recurring items such as Member Security Deposits, Initiation Fees, and Application Fees, payment is to be made by check, money order, or other terms agreed to by the treasurer. Any special fees associated with a member’s payment will be billed back to his/her account.

5.4. **Delinquent Charges** – Members who are delinquent in their accounts will be charged 10% of the amount overdue on the subsequent month’s billing.

5.5. **Account Collection** –The Board can take action to collect money due which may include, but not be limited to, termination of membership or legal action to recover the delinquent account.

5.6. **Maximum Amount Owed on Account** – The Board has set a limit on the maximum dollar amount owed on a member account. See APPENDIX A – Member Fees, Costs & Reimbursements for detail.

5.7. **Delinquent CFI Payments** - CFIs may submit a request to suspend flying privileges of a member if the member has not paid for instruction in a club aircraft for the past 2 months. The CFI shall provide a bill to the member and the board with a 2-week due date. The CFI is responsible for the collection of the amount owed. If the member fails to pay the bill, the board may suspend flying privileges of the member until the instructor is paid in full.

## **6. LEAVE OF ABSENCE AND TERMINATING MEMBERSHIP**

### **6.1. Leave of Absence**

6.1.1. Request – Members desiring a leave of absence shall submit a written request to the Club Secretary in advance of the effective date, stating the effective date, duration, and a brief explanation. LOA start dates will be synchronized with billing cycles to reduce treasury overhead

- 6.1.2. Finances – Member’s account must be paid in full before a leave of absence request will be considered.
  - 6.1.3. Approval – All requests for leaves of absence must be approved by the Board.
  - 6.1.4. Dues – Members on approved leave of absence will pay monthly dues at a rate to be established by the Board (Per APPENDIX A – Member Fees, Costs & Reimbursements). The LOA dues may be waived by the Board for up to 6 months due to medical reasons.
  - 6.1.5. Duration –After six (6) months on leave of absence, the LOA & membership will be re-evaluated by the Board. The LOA may be extended at the discretion of the Board only if the LOA dues have been regularly paid
  - 6.1.6. Privileges – Members on approved LOA shall not have Club Flying Privileges.
  - 6.1.7. Reinstatement – Members returning to active membership shall notify the Club Secretary prior to reinstatement. Members returning from a leave of absence in excess of 120 days shall have a familiarization flight with a Club approved FAA-Certified flight instructor (CFI) prior to acting as pilot-in-command.
- 6.2. **Resignations**
- 6.2.1. Membership Termination and Loss of Privileges are explained in the BEFC-STL Bylaws, Article XII.
  - 6.2.2. **Terminations are effective on the last day of the month.**

## 7. PILOT QUALIFICATIONS

- 7.1. Members acting as pilot-in-command of Club aircraft shall be certificated with a Pilot certificate bestowed by the United States of America and shall comply with all Federal Aviation Regulations (FARs) and all Club Rules of Operation and Bylaws.
- 7.2. Basic Med – BEFC has no additional restrictions on pilots qualifying under Basic Medical in lieu of the traditional FAA medical certificates.
- 7.3. Minimum Pilot License qualification for operating Club aircraft:
  - 7.3.1. **Cessna 172 N8716U:**
    - (a) FAA Student Pilot
  - 7.3.2. **Piper PA-28-161 N63PL:**
    - (a) FAA Private Pilot

## 8. OPERATION OF AIRCRAFT

### 8.1. General

- 8.1.1. Operation of Club aircraft must be in compliance with Federal Aviation Regulations, all other Federal, State, and Local regulations and ordinances, and the Club Rules of Operation, and must be performed in a safe and courteous manner.
  - (a) BEFC encourages each member to develop their own Personal Minimums as recommended by the FAA, and other flight safety organizations.
- 8.1.2. Commercial operations or any intent to advertise, solicit, operate, or “hold out” Club aircraft for hire is prohibited. Violators will be subject to membership termination, fines, and/or such additional disciplinary action as determined by the Board.
- 8.1.3. The base aircraft rate is dry. When using the dry rate, all fuel used is the responsibility of the using member. A wet rate may be charged if the board finds it is more practical.



- 8.1.4. Defueling is prohibited.
- 8.1.5. Instruction in any Club aircraft may be given only by Board approved flight instructors.
- 8.1.6. Carriage of animals is allowed only when the animals are secured in animal carriers.
- 8.1.7. Unauthorized users of Club aircraft are subject to legal action.
- 8.1.8. Unauthorized use of Club aircraft will be billed at a rate determined by the Board
- 8.1.9. Smoking aboard or within 25 feet of any part of club aircraft is prohibited.
- 8.1.10. Eating or drinking beverages other than water in the aircraft is prohibited.
- 8.1.11. The keys and other preflight aids will be kept in a locker adjacent to the aircraft locked with a combination lock. Members will return the keys and secure the locker.
- 8.1.12. The BEFC hangar will not be left unlocked or open when unattended
- 8.1.13. The BEFC hangar door(s) will not be left open or unlocked during a flight.
- 8.1.14. All members will conduct a pre-flight inspection using a valid checklist
- 8.1.15. Unless given special instructions the aircraft shall be refueled as follows:
  - (a) The Cessna 172 (N8716U) shall be fully refueled before returning the aircraft to the hangar
  - (b) The Piper PA-28 (N63PL) shall be refueled to the 17-gallon indicator tabs inside each tank (i.e. 34 usable gallons on board) before returning the aircraft to the hangar
    - 8.1.15.b.1. A member may add additional fuel if desired or needed. A member shall not receive credit for plane returned with fuel in excess of the tabs.
- 8.1.16. After a flight Members shall return the aircraft to its clean and ready state:
  - (a) The interior of the aircraft shall be left in a clean condition for the next user, with seatbelts, manuals, checklists, etc. properly stowed and avionics, lights, etc. properly turned off.
  - (b) Any personal items and trash will be removed. Member will clean the aircraft interior if required
  - (c) Member will clean leading edges, cowling, struts, and windscreen with provided supplies.
  - (d) During Winter Operations member will plug in engine heater and restore any additional covers & cowl plugs in use.
- 8.1.17. If at any time there is an unsafe or un-airworthy condition revealed, the usage log shall be documented and the Safety or Operations Officer shall be notified as soon as practical and a written description of the condition made in the usage log. All types of malfunctions shall be recorded in the usage log and the Operations Officer notified.
  - (a) Members shall squawk any issues found with the aircraft in the club scheduling tool
    - 8.1.17.a.1. Any airworthiness issues should be investigated immediately by the PIC and the plane should be grounded. The operations officer and the next pilot on the schedule should be notified.
    - 8.1.17.a.2. Anyone having a safety concern may ground an airplane.
    - 8.1.17.a.3. NOT taking acting on a safety concern is a serious infraction of these rules.
- 8.1.18. **Crosswind Limits**

- (a) Aircraft takeoff and landing operations for certified pilots are limited to the maximum demonstrated crosswind component listed in the pilot's operating handbook (POH) or 17 knots whichever is less.  
Attempting to takeoff or land at greater than 80% of the crosswind limit is discouraged. The board may impose a lower crosswind limit on a member at the suggestion of the safety officer or a club approved flight instructor.
  - (b) Student pilots are limited to 60% of the demonstrated crosswind component. Student pilots may be subject to a lower limit imposed by their flight instructor without requiring board approval.
- 8.1.19. Student pilots must receive approval from the club President (or another board member in his absence) prior to using a club aircraft for their FAA flight examiner checkride to ensure availability and coordinate usage of the aircraft log books.
- 8.1.20. The aircraft logbooks are not to be carried/flown in a club aircraft w/o approval of the club President.
- 8.2. Check Out**
- 8.2.1. All members must meet the requirements of applicable FARs and BEFC-STL check outs before acting as pilot-in-command (PIC) of any Club aircraft.
  - 8.2.2. The individual member is responsible for obtaining required check outs and ensuring completion of Pilot Record entries, including check out type, aircraft make and model and authorized CFI or Check Pilot signature, prior to acting as PIC of any Club aircraft.
  - 8.2.3. BEFC-STL check outs may only be conducted by BEFC-STL authorized instructors who have been approved to conduct the appropriate check out by the Board.
  - 8.2.4. The checkout will be conducted using **APPENDIX B – Aircraft Checkout Guidelines** as a general guide. The member will be evaluated to ensure safe operation of the aircraft. A BEFC-STL approved instructor shall use the appropriate FAA Airman Certification Standard if they deem it necessary to evaluate proficiency.
  - 8.2.5. All members must have a check out in each make and model with a BEFC-STL authorized instructor prior to acting as PIC in that model.
- 8.3. Aircraft Reservation, Dispatch and Check-In Procedures**
- 8.3.1. Prior to operating a Club aircraft, a scheduled reservation will have been made using the designated Club Scheduling Tool. See Section 9 RESERVING AIRCRAFT AND MINIMUM DAILY CHARGES for scheduling rules.
  - 8.3.2. Prior to operating a Club aircraft, the member will Dispatch the reservation for the flight using the Club Scheduling Tool.
    - (a) The Pilot In Command (PIC) shall check the aircraft usage log for squawks correct current Hobbs and/or Tachometer time, and document intended destination.
    - (b) If there is a discrepancy the previous flyer shall be contacted. If contact cannot be made or the aircraft usage log cannot otherwise be reconciled, then a Board member must be notified of the discrepancy.
    - (c) If the aircraft was not fueled up after the previous flight, the using member shall fuel the aircraft prior to use. This fuel receipt should be submitted to the offending member and to the club board. If the dispute cannot be resolved, the club will then bill the offending member and take corrective action.
  - 8.3.3. Upon completion of a flight each member is responsible for:

- (a) Performing a Check-In of the aircraft using the BEFC-STL Scheduling Tool
  - 8.3.3.a.1. The member must complete the aircraft flight time usage log for billing and maintenance purposes, including Tachometer Time, Hobbs Time (if appropriate), Oil used, Fuel Used, and other data entry fields.
  - 8.3.3.a.2. The member is responsible for recording any anomalies, squawks, and/or grounding issues.
  - 8.3.3.a.3. The member is responsible for notifying the next pilot(s) and board members of issues found/recorded.
- 8.3.4. On all flights the member is expected to return the aircraft to the home base at or before the end of the reserved time period unless the subsequent pilot is aboard. Failure to return the aircraft within a ten-minute grace period may result in a charge, as specified in APPENDIX A – Member Fees, Costs & Reimbursements, if another member is scheduled and waiting. Blatant or consistent offenders will be subject to suspension of flying privileges. Offenses shall be reported to a Board member.
- 8.3.5. When a member is delayed from returning an aircraft at the scheduled time of return, the member shall take all reasonable action to notify the next scheduled user that the delay would impact.
- 8.4. Cross Country Flying**
  - 8.4.1. Members are encouraged to file flight plans, utilize ATC Flight Following services, and reminded to close flight plans upon arrival at their destination.
  - 8.4.2. A BEFC-STL trip itinerary must be submitted to the Safety Officer for approval, as soon as practical for all reservations of more than 24 consecutive hours. A member shall not depart until the member’s trip itinerary has been approved. It is the member’s responsibility to contact the Safety Officer if itinerary approval has not been received. If the Safety Officer is unavailable, approval may be obtained from any current Board member on an emergency basis only. No member may self-approve endorse a trip itinerary. Therefore, the Safety Officer must obtain trip itinerary approval from another Board member, preferably the Operations Officer.
  - 8.4.3. Members planning flights outside the United States must obtain a letter from the Club President confirming that the pilot is a Club member and may operate the aircraft outside the United States. The member must obtain and provide evidence of proper insurance coverage for the area of intended flight prior to departing the St. Louis area. The insurance coverage required must be coordinated with the Safety Officer prior to itinerary approval. The member must also have the aircraft documents required for the area of flight.
  - 8.4.4. Pre-heat, defrosting, and maintenance receipts are reimbursable and shall be submitted no later than 30 days after the date incurred. The original receipt must be itemized and include the aircraft registration number, date, FBO name, and be signed by a member. Cost limits on reimbursable items are contained in APPENDIX A – Member Fees, Costs & Reimbursements
  - 8.4.5. Charges for all tie-downs, landing fees, hangar fees, etc. are the member’s responsibility.
- 8.5. Ground Operations**
  - 8.5.1. Ground handling is solely the responsibility of the club member. Movement within and around the hangar must be done as briefed in the Operations Briefing (APPENDIX C). Passengers and guests must not be permitted to move aircraft.
  - 8.5.2. Hand starting of aircraft is not permitted.

- 8.5.3. The aircraft must be pulled clear and turned 90 degrees so the prop wash is clear of other aircraft and facilities (hangar or shade port that it is parked in) prior to starting the engine.
- 8.5.4. Engine pre-heat or placing aircraft in heated hangar for 60 minutes prior to engine start is MANDATORY on all Club aircraft when the temperature is at or below 20 degrees F and the aircraft has not been operated within the preceding four (4) hours. It is the member's responsibility to pay for these services at the time the service is performed.
- 8.5.5. No one shall attempt flight operations with frost, snow, or ice on the aircraft.
- 8.5.6. No club aircraft shall be flown with the surface air temperature is 10 degrees F or lower.
- 8.6. Instruction in Club Aircraft**
  - 8.6.1. Instruction in Club aircraft may be given only by current FAA-Certified Flight Instructors (CFI) who has been approved by the Board. Application for Board approval of instructors shall be made through the Safety Officer.
  - 8.6.2. FAA Designated Examiners shall be considered as approved club CFIs when engaged by the member for the purpose of an FAA check-ride flight exam required for issuance of an FAA Certificate, Rating, or proficiency check.
    - (a) FAA Designated Examiner flight instruction must originate within the airspace depicted on the St. Louis TAC chart (approximately a 40nm radius of KSTL). A written request can be submitted to the board to conduct the flight exam outside of this area if a strong reason to do so exists.
- 8.7. Airport Limitations**
  - 8.7.1 Public Airports**
    - 8.7.1.1 Club aircraft may be operated at public airports listed in the current FAA Terminal Procedures Publications (Airport Facility Directory)
  - 8.7.2 Private Airports**
    - 8.7.2.1 Club aircraft may be operated at private airports which appear on the Approved Private Airports List maintained by the Safety Officer
    - 8.7.2.2 Prior to operating club aircraft at a private airport not on the Approved Private Airports List, a club member shall make application to the Safety Officer to have that private airport approved and added to the Approved Private Airports List by submission of the following:
      - (a) Dimensions (length and width) of the runway(s)
      - (b) Surface type (e.g. turf, asphalt, etc.) of the runway(s) and the relative condition thereof
      - (c) Information, to include height and distance, on any obstacles to approach to, departure from, or sideways drift along the runway(s)
      - (d) The name and telephone number of a person or organization that can provide timely reports on the condition of other than hard-surface runways
      - (e) Should the above information fail to demonstrate the suitability of the private airport in question, the member making application may submit photographs of the private airport, statements from other members who have logged landings at the private airport, or other information which may be useful to the Safety Officer in determining the suitability of the airport.

**8.8. Maintenance**

- 8.8.1. Only officers of BEFC-STL shall contact maintenance personnel to effect significant repairs on Club aircraft. Significant repairs are defined as those in excess of \$50.00 or those which require a certified Airframe & Powerplant Mechanic.
- 8.8.2. Repairs in excess of \$50.00 must be approved in advance by a Board member. The original itemized receipt must be submitted to the Treasurer in accordance with Section 8.4.4. The Operations Officer shall be notified of the maintenance problem as soon as practical.
- 8.8.3. Various minor repairs or cosmetic enhancements up to \$100 per occurrence or \$300 in a month may be affected by the Operations Officer without Board approval. Time based inspections (i.e., annuals or 100 hour) do not require Board action to be initiated.

**8.9. Accidents and Incidents**

- 8.9.1. Only the President is authorized to make any statement to news media in the event a Club aircraft is in any way involved in an accident or incident.
- 8.9.2. Members shall notify a Board member of an accident or incident as soon as practical.
- 8.9.3. The member involved in an accident is responsible for filing the necessary reports with the FAA and NTSB. Members shall attempt to contact the Safety Officer, or other available officer, for the necessary action and assistance.
- 8.9.4. Within the limits of the BEFC-STL Bylaws, in the event of damage to Club equipment, the Board will determine the assessment to the member responsible upon recommendation of the Club Safety Board (per the By-Laws). For losses covered by insurance, the assessment will be limited as specified in APPENDIX A – Member Fees, Costs & Reimbursements.
- 8.9.5. In the case of an accident which results in an aircraft no longer being airworthy, the Club flying privileges of the member pilot shall be suspended until reinstated by the Safety Officer. The incident will be reviewed by the Club Safety Board as specified in By-law Article VIII to determine the appropriate corrective action. It is recommended that the Safety Board consult with at least one instructor pilot and one mechanic to lend expert opinions. If members with these qualifications are not available, the committee will seek out the advice of qualified persons. As stated in the By-Laws Safety Board will recommend actions to the Board of Directors who will approve the corrective action(s) to be taken against the pilot. Member re-instatement shall be contingent upon successful completion of said corrective action.
- 8.9.6. Members will indemnify BEFC-STL for any legal costs, fines, etc. that arise due to a member’s action or failure to act. BEFC-STL will not be responsible for defending or indemnifying members for any actions they take or fail to take while operating BEFC-STL aircraft or equipment.

**9. RESERVING AIRCRAFT AND MINIMUM DAILY CHARGES**

**9.1. General –**

- 9.1.1. Reservations shall only be made using the Club Scheduling Tool.

- 9.1.2. Reservations shall include the member's name as listed on the roster, as well as the reservation's start and stop times.
- 9.1.3. For the first 60 days of any new Club aircraft's operation, no member shall reserve the aircraft for any period containing an overnight stay.
- 9.1.4. Schedule time is considered to be of two types: prime time and non-prime time, with prime time being week days from 4:00 pm to 8:00 pm and weekends and Boeing holidays 8:00 am to 8:00 pm.

**9.2. Reserving Aircraft**

- 9.2.1. Each member shall reserve the aircraft in advance of the intended flight. The destination and route of flight should be put in the reservation.
- 9.2.2. A member may have no more than 8 hours prime time on the schedule at any one time.
  - (a) Overnight trips and student pilot long cross-country flight requirements will be considered separately and must be approved by the Safety Officer before scheduling. If the Safety Officer is unavailable, approval may be obtained from any current Board member on an emergency basis only. This approval can be rescinded at any time if aircraft availability changes.
- 9.2.3. Members should only reserve time they intend to be using the aircraft or have the aircraft away from the home base.
- 9.2.4. Extended Reservations for more than 24 consecutive hours may be made up to 180 calendar days in advance. A member shall have no more than two (2) future reservations of this type scheduled on the books at any time.
- 9.2.5. Scheduling as an alternate provides a means of establishing priority for the next cancelled reservation, not necessarily a specific aircraft

**9.3. Reservation Charges and Trip Itinerary**

- 9.3.1. To guarantee a reservation that is scheduled for 24 consecutive hours or more, required cross country flying documents must be submitted (See Section 8.4 **Cross Country Flying**). Prepayment of trip reservation fees (if any) must be made as specified by APPENDIX A – Member Fees, Costs & Reimbursements.
- 9.3.2. There will be no reservation charge for a reservation of less than 24 consecutive hours.
- 9.3.3. Prepayment money not used for payment of flight time shall be credited to the member's account. A member's prepayment for a trip reservation will be refunded upon request minus any other outstanding account charges.

**10. FLIGHT DELAYS AND DIFFICULTIES**

- 10.1. **Flight Conditions** – Members should delay their flight if conditions exceed their personal capabilities.
- 10.2. **Reservation Charges** – Members shall call a Club officer and explain delays as soon as practical. Members are not required to pay additional reservation charges for the days delayed, unless the member fails to make reasonable efforts to contact any Club officer to explain the situation.
- 10.3. **Repairs** – The cost of repairs to the aircraft is the Club's responsibility, unless the repairs are made necessary by the member's negligence as determined by the Club Safety Board.

- 10.4. **Extended Delays** – If a member must stay overnight, or longer, because of weather or a maintenance problem, all additional expenses over and above the cost of repairing the aircraft are the member's responsibility.
- 10.5. **Returning Aircraft** – Return of the Club aircraft to the Club Hangar is the responsibility of the member. If the aircraft is not returned at the first opportunity after the cause of delay is resolved, the member is subject to minimum daily charges for the additional days.

## 11. INSTRUCTOR MINIMUM REQUIREMENTS

- 11.1. All BEFC-STL Instructors must meet the requirements of all applicable FARs.
- 11.2. All instructors must be recommended by the Safety Officer to the Board for approval.

## 12. INFRACTIONS AND VIOLATIONS

- 12.1. **Penalties** – Violations of these Rules of Operation, Federal Aviation Regulations, or Safety Practices, may result in disciplinary action that can include warning, suspension of flying privileges, termination of membership, and civil proceedings.
- 12.2. **Reporting** – Infractions and suspected infractions of the Rules of Operation shall be reported to a Board member.
- 12.3. **Board Review** – If the Board member receiving the report believes that an infraction has occurred, the Board member must contact the respective member and discuss the suspected activity. If the activity is questionable, the respective member shall be told to cease those activities pending a decision from the Board. If a special Board meeting is determined necessary, it shall be convened as soon as practical to determine if the alleged activities violated the Rules of Operation.
  - 12.3.1. If a special Board meeting is called, the respective member shall be invited to attend. The scheduling of the special Board meeting shall accommodate the respective member. The respective member may invite up to two (2) others to attend in support.
  - 12.3.2. At the conclusion of the special Board meeting, the decision of the Board shall be made known to the respective member. The decision shall be recorded in the Board's minutes of the meeting. If the Board decides a violation has occurred, the Board may exercise disciplinary action per Section 12.1
- 12.4. **Appeals** – A written appeal process is available to the member if, within 30 calendar days subsequent to the Board's decision, new information, reasons, explanations or new factors pertaining to the incident or accident can be presented. The Board has final authority in granting an appeal.

## 13. WAIVERS AND REQUESTS FOR DEVIATION

- 13.1. **Requests** – Members may request a waiver, deviation or exemption from the Rules of Operation with the Board. All requests shall be in writing and shall include an explanation for the request.
- 13.2. **Urgent Situations** – When the situation does not permit prior approval, or when it is not practical to request approval in advance, the deviation should be brought to a Board member's attention within 24 hours. Informing a Board member does not imply

concurrence. The issue shall be addressed at the next Board meeting and consequences imposed at that time, as appropriate.

- 13.3. **Appeals** – A written appeal process is available to the member if, within 15 calendar days subsequent to the Board’s decision, new information, reasons, explanations or new factors pertaining to the request for waiver or deviation can be presented. The Board has final authority in granting an appeal.
- 13.4. **Disciplinary Action** – Unapproved deviations or waivers may result in disciplinary action per Section 12.1.



**APPENDIX A – Member Fees, Costs & Reimbursements**

*Items in Appendix A are set by the Board and subject to change. Member notification and effective date of change may occur prior to republishing of this document.*

**APPLICATION FEE** ..... **\$0**  
 Application fee is currently being waived

**MEMBER SECURITY DEPOSIT**

General Member, Participating Member, & Associate Member Types ..... **\$750**  
 Social Member and Service Member ..... **\$0**

**MEMBER INITIATION FEE**

General, Participating, & Associate Members:  
     Student Pilot ..... **\$500**  
     Private Pilot ..... **\$250**  
 Social & Service Members: ..... **\$0**

**MONTHLY DUES**

General Member, Participating Member, & Associate Member ..... **\$100**  
     Member on LOA (see 6.1.3)..... **\$10**  
 Service Member..... **\$0**  
 Service members pay no dues and are not covered by club insurance.

**ANNUAL DUES**

Social Member..... **\$25**

**MAXIMUM AMOUNT ALLOWED ON ACCOUNT** ..... **\$500**

Exceeding this amount will cause the Club Flight Scheduling Tool to automatically lock the member from scheduling or flying club aircraft until the amount is paid down mid-month or paid in full during the next monthly billing cycle.

**AIRCRAFT USAGE RATES** (*Dry Rate using Tach Hours*)

**N8716U - Cessna 172 Skyhawk** ..... **\$45 / Hour**  
**N63PL - Piper PA-28 Warrior** ..... **\$45 / Hour**

**RESERVATION CHARGES** ..... **\$0**

**Reservation fee** – There is currently no reservation fee for any flight (local, prime time, cross country, or future overnight trip).

**Daily Minimum** - There is no minimum daily usage charge for daily or extended use trips/flights.

**FAILURE TO RETURN AIRCRAFT** (per occurrence) ..... **\$20**  
 (Weather, maintenance, and safety reasons excluded)

**FAILURE TO CANCEL RESERVATION (per occurrence)..... \$20**

**NO SHOW TIME..... 15 minutes**

If a member fails to show 15 min past the reservation start time that reservation shall be considered a no-show & failure to cancel.

**FAILURE TO PAY ACCOUNT BALANCE BY DUE DATE .....10%**

10% of outstanding balance per month, plus any cost of collection (legal, court fees, etc.)

**BANKING FEES..... fee + \$10**

Any specific banking fees (returned checks, etc.) plus \$10

**DAMAGE FEE ASSESSMENT LIMIT .....\$750**

Club member damage fee assessments are capped at \$750 per incident. Actual assessment is set by determination of the Board and Club Safety Board (per By-Laws requirement).

Members are then covered per the damage/liability limits of the club insurance policy.

### **REIMBURSEMENTS**

In lieu of any specific instruction by the Operations Officer, any member reimbursement shall follow the procedure in Section 8.4.4

**AIRCRAFT DEFROST AND ENGINE PRE-HEAT ..... \$25/day**

The total pre-heat and defrost charges exceeding \$25 per member per calendar day are the member's responsibility.

**AIRCRAFT FUEL AND OIL ..... \$ Oil**

Fuel cost is the responsibility of the club member. Differences in cost from the club home base airport are not reimbursed.

Any aircraft oil purchased will be reimbursed in full

## **APPENDIX B – Aircraft Checkout Guidelines**

### **Cessna 172 (N8716U) Check Out Guidelines**

Members will demonstrate satisfactory aeronautical knowledge and proficiency before being permitted to act as PIC of the Cessna 172. This document details the required Areas of Operation and Tasks to be evaluated by the examining instructor. The instructor is not limited to these Tasks and may add to or combine them as he/she sees fit.

Each member should complete self-study & familiarization of the GPS/radios and systems using the POH & SFM (Supplemental Flight Manual) on the befcstl.org website.

#### **General Aeronautical Knowledge (May be waived if member is receiving an additional aircraft check out)**

- Pilot Certificates
- Pilot Currency Requirements
- AROW documents
- Airworthiness
- Required Equipment
- Airspace
- VFR Weather Minimums and Cloud Clearance

#### **Systems**

- Flight Controls
- Powerplant
- Electrical System
  - Alternator reset
  - 16U Cabin & exterior lighting
- Vacuum System
- Fuel System & shutoff
- Avionics
  - Garmin GPS operations
  - Nav & Com
  - Garmin Audio panel
- Performance
  - V speeds
  - Best Glide
- Weight and Balance

#### **Preflight & 16U unique items**

- Walk around inspection
- Use of checklists
- Mandatory Tire Pressure check

#### **Engine Starting and Ground Operations**

- Primer use and securing
- Cold Starting
- Hot Starting
- Taxing
- Engine Run-up
- Use of Checklists

#### **Takeoff**

- Normal Takeoff
- Short Field Takeoff
- Soft Field Takeoff

#### **Maneuvers**

- Steep Turns
- Slow Flight in various configurations

- Power On Stalls
- Power Off Stalls

Emergency Operations

- Loss of Engine Power
- Loss of Electrical Power

Landing

- Traffic Patterns
- Normal Approach and Landing
- Brake Use and 16U's susceptibility to brake/tire wear
- Short Field Approach and Landing
- Soft Field Approach and Landing
- Emergency Landings

Post flight Operations

- Parking
- Securing
- Using FC to Record time, fuel, oil, and any squawks
- Grounding procedure
- Cleaning supplies and cleaning aircraft
- Securing hangar

## Piper Warrior (N63PL) Check Out Guidelines

Members will demonstrate satisfactory aeronautical knowledge and proficiency before being permitted to act as PIC of the PA-28-161 Warrior. This document details the required Areas of Operation and Tasks to be evaluated by the examining instructor. The instructor is not limited to these Tasks and may add to or combine them as he/she sees fit.

Each member should complete self-study & familiarization of the radios and systems using the POH & SFM (Supplemental Flight Manual) of the Avionics and Instruments manuals on the befcstl.org website.

### General Aeronautical Knowledge (May be waived if member is receiving an additional aircraft check out)

- Pilot Currency Requirements
- ARROW documents & where BEFC keeps them
- Determining Airworthiness
- Required Equipment
- Airspace
- VFR Weather Minimums and Cloud Clearances

### Systems

- Flight Controls
  - Electric Trim, Rudder Trim
  - Autopilot
    - Modes & Nav source select
    - Altitude Hold
  - NAV1 - GPS / VLOC switch
- Power plant
  - Graphic Engine Monitor and use (EGT/CHT/Oil) temp alarms
- Electrical System
  - Alternator reset
  - Panel/cabin lighting
- Pitot System
  - Alternate Static Source
  - Pitot Drain ports
- Vacuum System
  - Alternate/Standby Vacuum System use & limitations
- Fuel System
  - L / R select
  - Fuel computer use and how to set after refueling
- Avionics
  - GNS650 competency
  - GTX345 ADS-B / FIS-B
  - Com panel usage
- Performance
  - Vx Vy Vr Va Vno Vs1 Vso
  - Best Glide
- Weight and Balance
  - Usable fuel (tabs & topped)
  - Understanding the STC increase of max gross to 2440 pounds

### Preflight

- Walk around inspection – **verify tow bar stowed**
- Use of checklists
- Verify tire pressure and strut inflation

### Engine Starting and Ground Operations

- Primer use & danger of not securing
- Cold Starting
- Hot Starting
- Taxing
- Engine Run-up
- Use of Checklists

### Takeoff

- Normal Takeoff
- Short Field / Soft Field Takeoff

### Maneuvers

- Steep Turns
- Slow Flight in various configurations
- Power On Stalls
- Power Off Stalls

### Emergency Operations

- Loss of Engine Power
- Loss of Electrical Power

### Landing

- Traffic Patterns
- Normal Approach and Landing
- Short Field Approach and Landing
- Soft Field Approach and Landing
- Emergency Landings

### Post flight Operations

- Parking
- Securing
- Cleanup
- Use Flight Circle to Record time, fuel, oil, and any squawks
- Grounding procedure
- Cleaning supplies and cleaning aircraft
- Securing hangar

## **APPENDIX C – Operations Briefing**

All Club members and CFIs shall complete an operations briefing conducted by the Club Operations Officer (or his delegate) prior to being permitted to operate any club aircraft.

Safety, known hazards, cautions, and club lessons learned will be emphasized in all topics of this briefing.

The operations briefing will discuss, explain, and/or demonstrate the following topics: (The full briefing presentation is available on the befcstl.org website under Club Briefings menu item)

- Creve Coeur Airport orientation/overview
- Overview of club aircraft and proper parking orientation when in hangar.
- Club Concept of Operations
- Safety Concerns/Hazards – a/c ground handling, hangar doors, fueling, startup, taxiing, tools/equipment/chemicals
- Passenger Safety
- Hangar Door operation – hazards, policies, securing
- Hangar equipment box
- BEFC cabinets – aircraft accessories, kits, tools & supplies, member replenishment responsibilities
- Pre-Flight requirements & Aircraft Dispatch
- Aircraft movement & Tow-bar Safety
- Starting/taxiing/departing best practices
- Post Flight – Aircraft Check-In, cabin clean-up, and securing plane & hangar
- Cold Weather Operations
- Provide door & lock access codes