



**Dayton Pilot's Club
Flight and Operational Rules
Revised 9/14/2017**

Table of Contents

I. FLIGHT LIMITATIONS AND POLICES2
 A. Operating Policies.....2
 B. Exceptions4
II. ELIGIBILITY4
III. CHECK-OUT, CURRENCY, PROFICIENCY AND TRAINING REQUIREMENTS.....5
 A. DPC Flight Review.....5
 B. Safety meeting attendance5
 C. Aircraft Check-out Sheets6
 D. Complex Aircraft.....6
 E. High Performance Aircraft **Error! Bookmark not defined.**
 F. Currency Requirements6
 G. Flight Instructor Guidelines.....7
IV. SCHEDULING.....8
 A. General Information8
 B. Current Scheduling.....8
 C. Advance Scheduling.....9
V. OPERATIONAL COSTS9
VI. VIOLATION10
VII. FLIGHT INSTRUCTION IN DPC AIRCRAFT11
VIII. AUTHORITY TO RESTRICT USE OF DPC AIRCRAFT11
IX. AUTHORITY TO GROUND DPC AIRCRAFT12
X. AUTHORITY TO AUTHORIZE AIRCRAFT REPAIRS/MAINTENANCE13
XI. INSURANCE13
XII. MISCELLANEOUS PROVISIONS14
XIII. AMENDMENTS14

I. FLIGHT LIMITATIONS AND POLICES

A. Operating Policies

1. No member shall violate any federal aviation regulation, state law, local airport regulation or provision of these Flight and Operational Rules.
2. No member shall operate a DPC aircraft unless the member is in full compliance with the check-out, currency, proficiency and training requirements set forth in Article III of these Flight and Operational Rules.
3. Except as specifically authorized by the Board of Trustees pursuant to Article I (B) below, no member shall operate a DPC aircraft at any landing area unless it is an area officially recognized by the FAA as a public or private airport.
4. No member shall use a DPC aircraft for any commercial purpose. A commercial purpose would include but not be limited to:
 - a) A DPC Flight Instructor giving instruction in a DPC aircraft to someone other than a member of DPC, or
 - b) A member charging a fee to passengers transported by such member in a DPC aircraft. However, this paragraph shall not preclude a member and his or her passengers from sharing expenses as permitted under the Federal Aviation Regulations.
5. No member shall transport any animal in a DPC aircraft unless the animal is in an airline approved cage.
6. No member shall loan or rent a DPC aircraft to a non-member.
7. Except as specifically authorized by the Board of Trustees pursuant to Article I (B) below, no member shall operate a DPC aircraft outside the contiguous United States.
8. No member shall smoke, or allow others to smoke, a cigarette, cigar or pipe in any DPC aircraft while on the ground or in flight.
9. No member shall operate a DPC aircraft without conducting thorough pre-flight planning before each flight, including planning for the following items:
 - a) Takeoff and landing distances;
 - b) Type and performance of the aircraft;
 - c) Weight and balance calculations;
 - d) Weather conditions, including temperature and humidity;
 - e) Fuel consumption and adequate reserves;

- f) Evaluation of ability of pilot to complete the flight safely under conditions which could reasonably be expected to be encountered.
10. No member shall operate a DPC aircraft without conducting a thorough pre-flight inspection of the aircraft before each flight.
 11. No member shall operate a DPC aircraft without first fastening his or her seat belt and shoulder harness, nor shall such member fail to request that passengers in the aircraft do the same. It shall be a violation of Club rules to permit any seat belt in the aircraft to be used to secure more than one occupant at a time. Every member shall be mindful that he or she is responsible for the safety of all passengers in an aircraft operated by such member.
 12. No member acting as pilot in command of any DPC aircraft shall permit the occupant load, including such member, to exceed the designated occupant seating capacity of such aircraft.
 13. Members are requested to leave the tanks of aircraft at least one-half (½) full after completing a flight at the home airport, unless the member is unable to purchase fuel at the home airport. If a member wants to receive an aircraft at a different fuel loading, he or she shall make arrangement with the prior pilot beforehand.
 14. No member shall fail to pull a DPC aircraft out of its hangar and turn it straight on the hangar taxiway (i.e. with wing perpendicular to the hangar door) before starting the engine.
 15. No member shall fail to write his or her name and account number, the date, and the tach time, legibly on the tach sheet of a DPC aircraft after completing a flight.
 16. No member shall fail to make a note in the comment area of the tach sheet indicating the circumstances of any observed malfunction, mechanical or electrical problem or damage to a DPC aircraft scheduled or flown by such member. Further, such member shall promptly notify the Crew Chief for such aircraft, the Maintenance Officer, or any Trustee, of such observed malfunction, mechanical or electrical problem or damage.
 17. No member shall fail to place a DPC aircraft in its assigned hangar after completing a flight unless the next member scheduled to fly the aircraft is on hand to personally take responsibility for the aircraft.
 18. No member returning a DPC aircraft to its hangar shall fail to:
 - a) Lock throttle and/or mixture controls on aircraft where such locks are provided;
 - b) Leave aircraft in a neat and clean condition, including cleaning off the wings and removing all trash, etc.;
 - c) Lock all aircraft pilot, passenger and baggage doors;

- d) Secure aircraft keys in wall-mounted lock box;
 - e) (In winter) Plug in engine oil heater and cover the cowling with a blanket;
 - f) Replace cowl plugs/covers over cowl opening; and
 - g) Close the hangar doors and secure them with lock provided.
19. No member shall fail to do everything reasonably necessary to safeguard all keys, locks and combinations, including:
- a) Locking all locks when not in use;
 - b) Turning the combination to a different number whenever a combination lock is locked.
20. If operation on a grass surface is necessary, all care shall be exercised including, if practical, visual inspection of the surface area beforehand, slow speed appropriate to the terrain, and/or placement of a wing walker alongside the aircraft to help watch for and avoid obstructions.
21. Retractable gear aircraft shall not be used in touch-and-go operations. If a landing is to be followed by an immediate takeoff, a full stop on the runway may be used, if practical, to re-configure the aircraft.
22. Formation flying in DPC aircraft is prohibited.

B. Exceptions

- 1. A request by a member for an exception to the General Operating Policies set forth under subparagraphs (3) or (7) of Article I (A) above may be granted by the Board of Trustees if such request is submitted in writing by the member to the Board of Trustees at least fourteen (14) days before the date of the proposed operation.

II. ELIGIBILITY

- A. The right to pilot a DPC aircraft shall be a privilege accorded only to (a) active members, (b) eligible dependents of active members, hereinafter called 'Sponsored Members', and (c) certified flight instructors during training flights with a member or Sponsored Member. Certain authorized personnel may also be authorized to make test or ferrying flights provided express authorization is first granted by DPC's current insurance carrier.
- B. Copies of (i) a valid pilot certificate for a single engine, fixed wing aircraft, (ii) a current medical certificate, and (iii) a log book entry indicating either a flight review within the last twelve (12) months by an authorized and approved DPC Flight Instructor, or checkride for a new rating with an FAA Designated Examiner, or the completion of an instructor

revalidation/recertification are required by each active member and each Sponsored Member in order to be eligible to act as Pilot In Command of a DPC aircraft.

III. CHECK-OUT, CURRENCY, PROFICIENCY AND TRAINING REQUIREMENTS

A. DPC Flight Review

Prior to operating a DPC aircraft as Pilot In Command or instructing in a DPC aircraft, a member shall have successfully completed the following DPC Flight Review requirements:

1. When first becoming an active member of DPC;
2. At any time the Board of Trustees requests that a flight review be completed by an authorized or approved DPC Flight Instructor.
3. Last day of the 12th month since the last flight review, or the last day of the 12th month since passing a checkride with an FAA Designated Examiner for a new rating, or the last day of the 12th month since completing an instructor revalidation/recertification.
4. A member taking a required DPC flight review shall take such flight review in the most complex DPC aircraft that the member intends to fly, and for the highest pilot rating such member has obtained and intends to use.
5. After passing any required flight review under these Flight and Operational Rules, a member shall send the completed DPC Flight Review form to DPC.
6. A member who fails to successfully complete a required DPC flight review shall not be permitted to operate a DPC aircraft as Pilot In Command until rescheduling and passing a DPC flight review with an authorized and approved DPC Flight Instructor; provided, however, if a member successfully completes the VFR portion of a DPC flight review, but not the IFR portion, the member shall be permitted to operate a DPC aircraft as Pilot In Command under Visual Flight Rules.
7. To insure that members will receive a thorough testing of their knowledge and skills regarding the aircraft being flown and as otherwise may be prescribed for the DPC flight review, aircraft type check or dual instruction being given, the Board of Trustees shall adopt, and may from time to time amend, minimum standardized procedures and policies pertaining to DPC flight review, aircraft type checks, and dual instruction given to members by authorized and approved DPC Flight Instructors.

B. Safety meeting attendance

1. All active members are required to attend a safety meeting before the last day of the 12th month since the last safety meeting, or the last day of the 12th month since becoming an active member.
2. Members returning from inactive status must attend a safety meeting before the last day of the 6th month since becoming active again.

3. The following constitute a DPC safety meeting:
 - a. A DPC sponsored safety seminar (and such attendance has been validated by the member signing the required attendance sheet); or
 - b. A safety seminar conducted under the auspices of the Federal Aviation Administration (FAA) which qualifies as a phase of the FAA's WINGS program. In order to get credit for such attendance, a member must have a WINGS program card completed and signed by the FAA representative conducting such seminar and must then mail a copy of such card to DPC.

C. Aircraft Check-out Sheets

Each member is required to complete an aircraft check-out form and have it signed by an authorized and approved DPC Flight Instructor, on file for each make and model of DPC aircraft prior to solo flight by such member in that make and model. For purposes of this provision, a 'solo flight' shall mean any flight by a member in a DPC aircraft for which such member does not possess a check-out form for that aircraft unless accompanied during such flight by an authorized and approved DPC Flight Instructor who is checking such member out in the make and model of aircraft then being flown by such member. Such check-out forms are on the DPC website. When completed and signed by an authorized and approved DPC Flight Instructor, such form shall be submitted to DPC's Safety Officer.

D. Complex Aircraft

A member desiring to act as pilot in command in any retractable gear aircraft owned by DPC shall, in addition to satisfying the requirements under subparagraphs (A & B) above of this Article III, satisfy the following requirements:

1. Member must have logged 100 hours in a powered fixed wing aircraft and must have successfully completed a ten (10) hour check-out with an authorized and approved DPC Flight Instructor in the make and model the member wishes to fly, or
2. Member must have logged 100 hours in a powered fixed wing aircraft (50 hours of which shall be in a fixed wing, retractable gear aircraft) and must have successfully completed a five (5) hour check-out with an authorized and approved DPC Flight Instructor in the make and model the member wishes to fly, or
3. Member must have logged 500 hours in a powered fixed wing aircraft (100 hours of which shall be in a fixed wing, retractable gear aircraft) and successfully complete a one (1) hour check-out with an authorized and approved DPC Flight Instructor.

E. Currency Requirements

1. In order to be and remain current to act as Pilot In Command of any DPC aircraft other than a retractable gear aircraft, a member shall have completed and logged three (3) takeoffs and landings in a powered fixed wing aircraft as Pilot In Command within the last ninety (90) days. To be and remain current in a DPC retractable gear aircraft, a member must have completed and logged three (3) takeoffs and landings to a full stop as Pilot In Command in a retractable gear aircraft within the last ninety (90) days. In addition, pilots must have logged three (3) hours of flight time in a retractable gear aircraft (of the same make and model) within the last one hundred eighty (180) days.
2. A member who is not current to act as Pilot In Command of any DPC aircraft, as such currency requirements are specified under subparagraph (E) of this Article III, shall not operate such DPC aircraft as Pilot In Command until completing and logging three (3) takeoffs and landings in a DPC aircraft (for each aircraft as specified above) with an authorized and approved DPC Flight Instructor. Such DPC Flight Instructor shall sign the member's log book to indicate dual instruction for currency in takeoffs and landings.
3. All members returning to the active member status from the inactive list must receive the same orientation briefings in club procedures and safety from the membership and safety officers that new members receive. The orientation in club operating and safety procedures is mandatory and must be accomplished and documented prior to the member being permitted solo, Pilot In Command privileges in DPC aircraft. The orientation is as necessary for returning to active status as a check out by an instructor, a current medical and the annual DPC flight review.

F. Flight Instructor Guidelines

1. The minimum standardized procedures and policies shall be given to DPC's Chief Flight Instructor, who shall disseminate the policies and procedures to all DPC Flight Instructors who are authorized and approved to instruct in DPC aircraft.
2. All DPC Flight Instructors who are authorized and approved to instruct in DPC aircraft shall adhere to the minimum standardized procedures and policies.
3. The DPC Chief Flight Instructor shall meet at least semi-annually with all DPC Flight Instructors who are authorized and approved to instruct in DPC aircraft to review and evaluate the implementation and effectiveness of the minimum standardized procedures and policies, and the DPC Chief Flight Instructor shall, within thirty (30) days following each meeting, submit a written report to the Board of Trustees, setting forth recommendations with respect to improving flight instruction and safety.
4. In order to further review and evaluate the implementation and effectiveness of the minimum standardized procedures and policies, the Chief Flight Instructor and any authorized and approved DPC Flight Instructor designated by the Chief Flight Instructor may periodically ride as an observer with DPC Flight Instructors who are authorized and approved to instruct in DPC aircraft during flight reviews, aircraft type checks, and dual instruction.

IV. SCHEDULING

A. General Information

1. Members shall schedule all flying time in advance of the proposed flight.
2. A member scheduling over four (4) consecutive hours in a single day shall be obligated to pay daily minimums.
3. Any member more than one-half hour (30 minutes) late beyond the time such member has scheduled a DPC aircraft shall forfeit the remainder of such member's scheduled time on such aircraft to any other member desiring it. However, any member exercising the privilege granted under this subparagraph (C) should do so with discretion, and an attempt to contact the scheduling member should be made if possible.
4. No member shall schedule more than one (1) DPC aircraft for the same time period. However, a member may be listed as a first alternate on a second aircraft scheduled by another member during the same time period such member is listed as the primary scheduler of another DPC aircraft. At such time as a member who is listed as a first alternate on a second aircraft becomes the primary scheduler of such aircraft, such member must promptly cancel one (1) of the aircraft scheduled in order that such member will not be listed as the primary scheduler of two (2) DPC aircraft for the same time period.
5. Any member failing to either use or cancel scheduled flight time in a DPC aircraft shall be required to pay a 'failure to cancel charge' equal to one-half (½) of the time such aircraft was scheduled, but not to exceed the daily minimum charge for such aircraft as set forth under Article V ('Operational Costs') of these Flight and Operational Rules. Such 'failure to cancel charge' shall be billed to such member. It is the member's responsibility to assure that the cancellation was actually made.

B. Current Scheduling

1. DPC uses the services of ScheduleMaster to provide scheduling of all DPC aircraft. ScheduleMaster is available through the internet or via phone.
2. To schedule an airplane through the internet, go to www.ScheduleMaster.com. You can obtain your username and password from the Board of Trustees. Once you are logged in, you may schedule any aircraft for any time period for the next thirty (30) days. ASI has allowed us to use their computer in the flight planning room for scheduling purposes.
3. Access to ScheduleMaster is also available through a toll-free phone number. The number is (800) 414-6114. Follow the voice instruction using a touch-tone phone. Your username and password are required for telephone access.

C. Advance Scheduling

1. To advance schedule the use of a DPC aircraft (i.e. which is necessary when the scheduling dates desired are outside of the thirty (30) day window configured in ScheduleMaster), a member must contact the DPC member in charge of Advance Scheduling. The name of this person will normally be found in the most recently revised membership roster.
2. A member may not advance schedule the use of a DPC aircraft more than one (1) year in advance of the date of the member's proposed use of the aircraft.
3. Except as specifically authorized by the Board of Trustees, no member shall advance schedule a DPC aircraft for more than one (1) weekend in any thirty (30) day period nor for more than seven (7) consecutive days. Any member desiring to schedule a DPC aircraft for more than one (1) weekend in any thirty (30) day period or for more than seven (7) consecutive days must make a written request for approval by the Board of Trustees, which request shall be submitted to the designated person in charge of Advanced Scheduling.
4. As used in subparagraph (3) above, the word 'weekend' shall mean ANY TIME advance scheduled on either a Saturday, Sunday or legal holiday.

V. OPERATIONAL COSTS

- A. All fuel, oil and authorized maintenance expenses incurred by a member for a DPC aircraft will be deducted from the member's account, provided that the original receipts (not copies) for such expenses are presented to the Treasurer within ninety (90) days after the expenses were incurred. Such receipts must show all of the following:
 1. Member's DPC account number;
 2. Number of DPC aircraft;
 3. Quantity of fuel and/or oil purchased and/or authorized maintenance expense;
 4. Cost of fuel, oil and/or authorized maintenance expense and applicable taxes; and
 5. Signature of member.
- B. All expenses incurred by a member for items other than fuel, oil and authorized maintenance, including but not limited to airport tolls, hangar fees, landing, parking or tie-down fees, fees for preheating, de-icing, APU's and similar expenses, shall be personal to such member and are NOT deductible from such member's account.
- C. DPC maintains open accounts for fuel purchases at Dayton Wright Brothers.
- D. Inasmuch as oil purchased in quantity by DPC costs considerably less, a member should attempt to use the oil provided in each hangar rather than having an FBO add oil.

- E. A daily minimum charge shall be billed to any member who schedules a DPC aircraft for more than four (4) consecutive hours. For billing purposes, the daily minimums will be based on a 24 hour clock. The 24 hour day begins at the time the aircraft is shown as reserved for a DPC member in the schedule book. In cases where the 24 hour period contains both a weekday and a weekend or holiday, the minimum time will be billed based on the day containing the majority of the time.

Current daily minimum charges for the Club’s aircraft are as follows:

| <u>Time</u> | <u>Aircraft</u> | <u>Daily Minimum Charge</u> |
|----------------------------------|-----------------|-----------------------------|
| Mondays – Fridays | All | 1.0 Hours |
| Saturdays, Sundays, and Holidays | All | 1.5 Hours |

- F. If for any reason a member leaves a DPC aircraft at another airport, the Board of Trustees may arrange to have the aircraft returned to Dayton Wright Brothers at such member’s expense.
 - 1. The member will be notified by the Board of Trustees of the arrangements.
 - 2. At the discretion of the Board of Trustees, the member may be assessed the minimum charge for the aircraft for each day until the aircraft is returned to Dayton Wright Brothers, including the day the aircraft is returned.

VI. VIOLATION

- A. If a member receives notice that their operation as a Pilot In Command of an aircraft is the subject of an investigation or an enforcement action by the FAA, such member shall immediately provide detailed written notification of the circumstances thereof to the Board of Trustees.
- B. The flying privileges of any member who allegedly violates any federal aviation regulation, state law, local airport regulation or provision of these Flight and Operational Rules are hereby automatically suspended under the following circumstances:
 - 1. A voluntary admission by a member of a violation to any member of the Board of Trustees;
 - 2. A finding of a violation by the FAA or by any federal, state, or local court or agency; or
 - 3. A determination by the Board of Trustees that probable cause exists to find that the member committed a violation referred to under this subparagraph (B).
- C. If the flying privileges of any member are automatically suspended pursuant to subparagraph (B) above, the Board of Trustees shall conduct an investigation, and shall have the following authority:

1. To reinstate the flying privileges of the member with or without conditions or limitations;
2. To continue the automatic suspension of the flying privileges of the member pending further action by the Board of Trustees;
3. To continue the automatic suspension of the flying privileges of the member pending action by the FAA or by any federal, state, or local court or agency;
4. To impose a further suspension of the flying privileges of the member for a definite period of time determined by the Board of Trustees;
5. To impose a further suspension of the flying privileges of a member for an indefinite period of time, until such time as the member applies for reinstatement of flying privileges to the Board of Trustees and the Board of Trustees approves such reinstatement; and
6. To take any other appropriate action as may be determined by the Board of Trustees.

VII. FLIGHT INSTRUCTION IN DPC AIRCRAFT

- A. No member shall give instruction in a DPC aircraft unless such member is certified by the FAA as a flight instructor and has been authorized and approved by the Chief Flight Instructor of DPC to instruct in DPC aircraft.
- B. No member shall take primary flight instruction in any DPC aircraft from any flight instructor who is not an approved DPC member instructor.
- C. No member shall take advanced rating flight instruction in any DPC aircraft from any flight instructor who has not been authorized and approved to instruct in DPC aircraft by the Chief Flight Instructor of DPC.

VIII. AUTHORITY TO RESTRICT USE OF DPC AIRCRAFT

- A. Any member of the Board of Trustees has the authority to temporarily suspend the flying privileges of any member, including Sponsored Member, for any of the following reasons:
 1. The member of the Board of Trustees has personal knowledge of a member's violation or failure to comply with any federal aviation regulation or provision of the DPC By-Laws or these Flight and Operational Rules;
 2. A member's operation as the Pilot In Command of an aircraft is the subject of an investigation or enforcement action by the FAA;
 3. A member's operation as the Pilot In Command of a DPC aircraft resulted in an accident or incident involving flight or ground taxiing operations; and

4. Any other action or conduct of a member is deemed to be contrary to the best interests of DPC.
- B. If a member of the Board of Trustees exercises the authority set forth in subparagraph (A) above, such Board member shall forthwith provide a detailed written report to all other members of the Board of Trustees.
- C. If the flying privileges of any member are temporarily suspended pursuant to subparagraph (A) above, the Board of Trustees shall conduct an investigation, and shall have the following authority:
1. To reinstate the flying privileges of the suspended member with or without conditions or limitations;
 2. To require that the member whose flying privileges are temporarily suspended successfully completes a flight check (meeting the requirements of a Biennial Flight Review required under Part 61 of the FARs), in a DPC aircraft with a DPC Flight Instructor designated by the Board of Trustees, prior to, and as a condition of, reinstatement of such member's flying privileges;
 3. To require that the member whose flying privileges are temporarily suspended completes ground instruction and/or dual flight instruction in a DPC aircraft from an authorized and approved DPC Flight Instructor prior to, and as a condition of, reinstatement of such member's flying privileges as follows:
 - a. The Board of Trustees shall designate which DPC Flight Instructor shall give the instruction; and
 - b. The Board of Trustees shall determine the type and amount of ground and/or flight instruction required.
 4. To continue the temporary suspension of the flying privileges of the member pending further action by the Board of Trustees;
 5. To continue the temporary suspension of the flying privileges of the member pending action by the FAA or by any federal, state, or local court or agency; and
 6. To take any other action authorized under Article VI (C) above.

IX. AUTHORITY TO GROUND DPC AIRCRAFT

- A. Any member has the authority to ground a DPC aircraft upon the detection of a malfunction or failure which affects the safety of flight or if such member deems the aircraft to be unsafe.
- B. If a member exercises the authority to ground a DPC aircraft set forth in subparagraph (A) above, that member shall immediately notify either the Crew Chief for that aircraft, the Maintenance Officer, or any Trustee, and also take the following action:

1. Make a note in the comment area of the grounded aircraft's tach sheet indicating that the aircraft has been grounded;
 2. Tie a shop rag to the propeller of the aircraft or attach a note on the propeller or door of the aircraft indicating that the aircraft has been grounded; and
 3. Attempt to notify the member shown in the DPC schedule who is next scheduled to fly the grounded aircraft.
- C. Only a Crew Chief, a qualified aircraft mechanic, of the DPC Maintenance Officer may authorize return of a grounded aircraft to flying status after a repair has been made. If no repairs are required, at least two (2) people from a group that contains the Crew Chief of the aircraft, the Maintenance Officer and the Safety Officer must agree that the aircraft can be returned to service. If any of the three are not available, a Crew Chief from another aircraft or any Officer may be used as a substitute.

X. AUTHORITY TO AUTHORIZE AIRCRAFT REPAIRS/MAINTENANCE

- A. Only the Maintenance Officer or the Crew Chief or the members of the Board of Trustees have the authority to authorize the repair and/or maintenance of a DPC aircraft.
- B. When outside the local area, a member must obtain approval for necessary repairs to a DPC aircraft from the Maintenance Officer or from any Crew Chief or member of the Board of Trustees.

XI. INSURANCE

- A. The insurance carried and maintained by the Club covers DPC aircraft operations in the continental United States and Canada. Any member planning a trip elsewhere in a DPC aircraft must notify the Treasurer well in advance of the trip. The Treasurer will assist the member in contacting the insurance carrier to obtain approval and insurance coverage for the trip and for the member's payment of any additional premium or fee to the insurance carrier.
- B. Any member involved in an incident or accident which results in damage to a DPC aircraft, and whose negligence as determined by the Board of Trustees contributed to such incident or accident, shall be responsible and liable for repairs up to, but not in excess of, \$1,000; except, however, if such member is in violation of any insurance policy requirements at the time of such incident or accident, and such insurance coverage is voided as a result thereof, the member shall be responsible and liable for the full amount of such damage, regardless of whether or not such member's negligence contributed to such incident or accident. A few examples of violations of the Club's insurance policy requirements which will void insurance coverage on a DPC aircraft are (1) A member does not possess a valid pilot's license and current medical certificate at the time of an incident or accident, (2) the incident or accident causing damage or loss occurs outside the continental United States and Canada and such member did not have the approval of the Club's insurance carrier for such trip as required under subparagraph (A) of this Article XI, (3) A member does not possess a current FAA Flight Review at the time of the incident or accident, (4) A member is using a DPC aircraft

for a commercial purpose at the time of such incident or accident, or (5) A member is using a DPC aircraft at the time of an incident or accident for any illegal activity. Any cost of repairs for which a member is responsible will be listed on such member's monthly statement as 'Assessments' or otherwise billed to such member. A member may obtain additional information about the Club's insurance coverage and requirements by requesting a 'Summary of DPC Insurance Policy' from the Club's Membership Chairman.

XII. MISCELLANEOUS PROVISIONS

- A. A member shall note any new business or residence address or telephone number on the portion of the monthly statement which is returned with the member's payment.

Upon being issued a new medical certificate following a required FAA medical exam, such member shall send a photocopy of such certificate to the Safety Officer. Likewise, a member shall send to the Safety Officer a photocopy of such member's logbook entry, signed by an authorized and approved DPC Flight Instructor, after passing a required DPC Annual flight Review.

When a member makes the last entry on a page of the tach sheet of a DPC aircraft, that member should record the time on the following tach sheet, tear off only the name/logged time part of the tach sheet (leaving the maintenance/comment part of the tach sheet in the tach book), and place the name/logged time part of the tach sheet through the slot in the door to the maintenance room (next to Hangar No. 7).

- B. If a member is leaving for a trip and will be gone over the end of the month, that member should record the time on the following tach sheet, tear off only the name/logged time part of the tach sheet (leaving the maintenance/comment part of the tach sheet in the tach book), and place the name/logged time part of the tach sheet through the slot in the door to the maintenance room.

XIII. AMENDMENTS

- A. Amendments to these Flight and Operational Rules may be adopted by a majority vote of the Board of Trustees or by a majority vote of the active members of DPC present at a regular membership meeting, a quorum being present.

Revision history

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| 2005 – February | Oldest digital version available |
| 2014 – February | Reformatted document and fixed misc. typos |
| 2014 – August | Changed currency requirements for RG planes to match insurance requirements for the Cessna 182RG |
| 2014 – September | Fixed formatting, updated airport name (!), added heading for General Information |
| 2014 – November | Revised II. Eligibility, Paragraph A. |

- 2015 – May/June Updated III.F.1 to remove specific currency requirements for high-performance aircraft. Removed III.F.3, which had specific currency requirements for IFR flight in retractable-gear aircraft and high-performance aircraft. Renumbered III.F.4 (currency requirements for re-activated members) to III.F.3.
- 2016 – February Updated the rules to reflect the current club aircraft and procedures. Specifically:
 I.A.14: Removed references to Mooney, Piper Archer, and Cessna 172
 I.A.15: Removed the requirement that aircraft must stop parallel to taxiway
 I.A.21: Removed rules specific to Mooney aircraft.
 III.C: Changed the location of club forms from the FBO to the website. Also updated the wording to allow submitting forms by methods other than mail.
 XII.A: Made the Safety Officer the contact point for members to submit their medical certificates, flight reviews, and other documents.
- 2017 – September Removed references to student pilots.
 III. C. Remove any references to former DPC aircraft.
 III. Former E: Removed guidelines for High Performance Aircraft
 V. G. Deleted section referring to monthly minimum flying charge.
 VII. Former C.: Removed instructions regarding primary flight instruction
 XII. Former C: Removed directions for acquiring a POH.