

**The Cub Club, Inc  
dba The Fort Myers Flying Club**



**Rules and Regulations**

**Revised: February 17, 2016**

**December 21, 2016**

**January 18, 2017**

**February 15, 2017**

**Effective Date: March 15, 2017**

**1. Equipment:** The club currently has 3 aircraft which are all individually hangared at Page Field in Fort Myers, FL. The club aircraft include:

- A. N944CC 1979 Piper PA28-181 Archer II
- B. N397ME 2000 Cessna 182S Skylane
- C. N3521Q 2001 Cessna 172 Skyhawk

**2. Check out:** A check out is required for each club aircraft prior to a members solo flight in that aircraft. The checkout must be performed by a club authorized CFI and will consist of at least one hour of instruction in the aircraft. More time may be required, at the CFI's discretion, to further familiarize the pilot with the avionics and safe operation of the aircraft. NOTE: The C182S requires a minimum of 75 hours PIC in type and 3 hours in make and model as well as a high performance endorsement. All CFI check out forms must be on file with FMFC prior to any member/student solo flights in club aircraft. New members refer to 3.G.

**3. Membership Types**

Type of Membership	Entrance Fee	Monthly Dues
Active Member	\$400	\$45 per month / \$495 Annually
Family Members	\$0	\$20 per month
Inactive Members	N/A - Paid as active	<del>\$20 per month</del> \$25 per month
Student Members	\$300	\$45 per month / \$495 Annually
Associate Members-as of 2/15/2017 no new Associate Memberships will be available	\$0	\$60 annual dues
Honorary Members	\$0	\$0
Resigned Members	See below	See below

- A. Active Members- Full use of all club equipment subject to the limitation described below
  - a. Family Members- A family member has the same rights as an active member. To be considered for a family membership, the individual must be residing within the same household as the active member and have the same physical address on a state issued driver's license. Any termination or status change in the family membership will require the family member to upgrade their membership to an active membership and as such fees due will be adjusted accordingly.
- B. Inactive Members : An inactive member can participate in all club related activities but cannot fly club aircraft. Any member wishing to change their status to inactive must do so in writing. Any inactive member can also request that their status be reinstated to active by petitioning the board and paying any applicable dues. Once the status change from inactive to active has been made, the member must remain in an active status for at least 6 months before he/she can re-apply for inactive status.
- C. Student Members can participate in all club related activities and are able to train in the C172 and PA28. They are restricted from training in the C182S Skylane.
- D. Associate Members are social members without flying or voting privileges in the club.
- E. Honorary Members are determined by the Board of Directors. An honorary membership is typically awarded in recognition of service and contribution to the club. Honorary members have dues waived and do not vote on club activities and fly club aircraft. Honorary members may request Active Member status by notifying the treasurer and payment of active member dues.
- F. Resigned Members- If an active member, in good standing, resigns their membership of the FMFC and elects to return to active status within the first 24 months of that resignation, they are able to rejoin the club at a reduced entry fee. If reinstatement occurs within 0-12 months of the resignation, the fee is 1/3rd of the current entry fee for new members. If more than one but less than 2 yrs (between 12-23 months) the member will pay 2/3 the cost of the current entry fee. The full entry fee is due if the reinstatement occurs more than 24 months after the resignation.
- G. New Members- Once approved by a majority of the board of directors must, within the first 60 days of membership, complete an orientation with the membership chair as well as attend at least 1 club general meeting or board meeting. Failure to do so will result in suspension of membership and forfeiture of any entry fees or dues paid. Pilot must have five (5) hours in a similar aircraft (i.e. tri-cycle gear) and one (1) hour in make and model in addition to a Club check-out prior to solo flight. A high performance endorsement, three (3) hours minimum in make and model, and 75 hours PIC time in type are required to fly the Cessna 182, N397ME.

#### 4. Hourly Rates and Expense Reimbursement

- A. Rental Rates- Aircraft costs are charged to the member based upon the published rates for the aircraft flown. Costs will include a base rate, plus a fuel charge based upon a fixed aircraft fuel utilization and fuel cost. The fuel rate will vary monthly based upon market rates for 100LL and what the club is able to secure from the supplier. Aircraft hourly base rates are subject to change based upon the board discretion, however, a 30 day notice of any change to rates must be provided to the membership.
  
- B. Expense Reimbursement- All fuel, oil and routine service costs incurred by a member during a rental period will be reimbursed to the member's club account once the club treasurer has received a copy of the expense. The expense report must include the FBO name where the expense was incurred as well as the date and aircraft flown. All receipts for a given flight must be submitted to the treasurer within 30 days of the date of the expense. All fuel costs will be reimbursed based upon the current rate the club is paying for 100LL at Page Field (market rate). Any difference in fuel cost between the club rate and the rate paid will be at the members expense. The club will not reimburse airport tolls/landing fees, hangar fees, tie down fees or any other fee related to the flight but not related to the aircraft or maintenance incurred while the aircraft was checked out. If a club aircraft requires services while in the members possession, this must be approved by the club Maintenance officer and/or the current President of the FMFC. Any services that are performed on the aircraft without the required permissions will be at the member's expense.
  
- C. Credit Limitations- New members, based upon initial credit approval of the board, will be extended a \$1,000 credit limit for costs associated with aircraft rental for the first 12 months. Should a member, within the first 12 months of membership, need approval for additional credit for a trip or cross country, approval of the board will be required. In some cases a deposit may be requested of the member prior to approval of said trip. The deposit will be the approximate difference between their available credit balance and the estimated costs of the trip. Established members will receive unlimited credit beginning the second year if a history of on-time payment has been established.

## 5. Reservations

### A. Entering A New Reservation

1. Up to 72 hours duration: Time of departure, time of return, destination, and member's name must be entered into MyFBO. MyFBO must be checked prior to each flight to be certain that it is properly reserved. All members are responsible for appropriate and correct use of the MyFBO reservation system, including making and cancelling reservations, as well as dispatching and checking in aircraft at the completion of the flight.
2. Extended trips in excess of seventy-two (72) hours require the member to complete the online Extended Trip Request Form and get approval of a majority of Board Members. A MyFBO administrator must schedule the trip on MyFBO. The Board must be notified in advance by e-mail of all extended trips.

B. Cancelling A Reservation: It is the member's responsibility to cancel and/or remove from MyFBO any reservation that will not be used as early as possible. If possible, cancellations should be done twelve (12) hours prior to the flight time.

C. Dispatch and Check-in: It is the member's responsibility to properly dispatch and check in the aircraft with the correct out and in hobbs and tach times. If difficulty is encountered contact the available MyFBO help personnel.

D. Ground Time For Reservations over 72 Hours: On all reservations of over seventy-two (72) hours, the aircraft must be flown an average of 2.5 hours per day over the span of the trip. If the aircraft does not average 2.5 hours per day, the difference between the actual flight time and the 2.5 hours per day must be paid for at a rate that is one-third (1/3) the hourly rate of that specific aircraft.

### E. Late Departure>Returns:

1. Departure: It is expected that keys are picked up within 30 minutes the pilot's scheduled reservation start time. If the pilot is unable to meet this time frame, it is expected that s/he update their reservation in MyFBO so the resource is available for another member.
2. Returns: Keys to the aircraft are due back in the office key box on/before the end time of your scheduled reservation. If a pilot finds he will not be able to return in his allotted time, it is MANDATORY he/she contact the next pilot and inform him/her that the flight is

delayed. This procedure will be followed for all overtime flying, whether emergency, weathered-in etc.

- F. Duplicated Reservation: A member may not reserve more than one aircraft for the same period of time.
- G. Reservations: With the exception of a same day reservation, a member may not have more than two (2) reservations booked at any given time.
- H. Infringements/Abuse of Reservations: Any member should report the infringement or abuse of MyFBO to the Board of Directors and/or the Disciplinary Officer. Offending members shall be dealt with as deemed fair and as outlined in Section 12, Disciplinary Actions, by the Board of Directors and/or Disciplinary Officer.
- I. Weekends: A member may not reserve an aircraft for more than one individual full weekend during a calendar month except involving an approved extended trip reservation. A weekend is defined as overnight Saturday night. More than one weekend in a calendar month may be reserved with approval of the Board of Directors.

## **6. Limitations:**

- J. Check-Ride Form: Prior to initial flight, new members must submit a Check- Ride Form endorsed by an approved Club member CFI for each Club aircraft type and model to be flown.
- K. Currency (Lack of currency will result in blocking of "dispatch" privileges in MyFBO):
  - 1. FMFC Pilots are required to complete an annual flight review (FR). This FR will be conducted in accordance with the requirements of FAR 61.56 (a) and logged as a flight review in the pilot's logbook. The flight review must be completed in type, but it is not required that it be completed in club aircraft. Documentation of this review will be provided to the FMFC Treasurer for inclusion in the pilot's MyFBO records.
    - i. Initially, all pilots must have a recorded FR in 2015 by December 31, 2015, and annually thereafter.
    - ii. Given that FMFC retains aircraft of varying complexity or performance, this flight review will be conducted in an aircraft of the highest complexity or performance that the pilot desires to fly. If the FR was conducted in an aircraft of lower complexity or performance, the pilot must take a check ride with a FMFC CFI in the higher complexity or performance aircraft to be deemed current.

2. In order to be current, a FMFC pilot or student pilot must act as PIC (sole manipulator of the controls) and have at least 1 flight/landing every 60 days. Any lapse of currency requires a checkout flight with a CFI in order to regain the ability to dispatch an aircraft. If not logged in MyFBO, documentation must be provided to the FMFC Treasurer for inclusion in the pilot's MyFBO records.
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- L. Before operating any Club aircraft, members must have on file with FMFC a copy of his/her current medical certificate, flight review, license, check-ride form and other documents required by the Board. Each member is required to submit a current copy of his/her license, medical certificate and flight review or new rating. Failure to comply will result in automatic grounding.
  - M. The member renting the aircraft is personally responsible for any deductible in any insured accident.
  - N. Airports. The aircraft belonging to FMFC shall be operated only from those landing areas which are officially recognized as a public or private airport, as designated on current sectional charts, unless deemed off limits by the Board of Directors. Flights which do not fall into this category must be approved on a case by case basis by the Board.
  - O. Non-members: The aircraft shall not be loaned or rented to non-members. The aircraft owned by the Club shall not be flown by persons other than members unless the Club member is in one of the front seats and serving as Pilot In Command (PIC).
  - P. Commercial Use: Any form of commercial fees charged in or for the use of Club aircraft is strictly prohibited. Use of club aircraft for commercial purposes is strictly prohibited, except for personal transportation to business sites. Only an authorized Club CFI may instruct Club members in Club aircraft. Members may have passengers share the costs of a flight.
  - Q. Authorized CFI: Only CFI's authorized by the Club may give dual instruction to Club members in Club aircraft. All Club CFI's must be Active members. A current instructor list is published in the Club's newsletter. Use of a non-authorized CFI is a violation of rules and subject to fines listed in Section F. Any CFI wishing to become an authorized instructor will accomplish the normally required aircraft check-outs from the right seat. Another Club authorized CFI will perform the check-out. These check-outs will satisfy the Club's initial check-out requirements and enable the new member CFI to give dual instruction in Club aircraft.
  - R. Flights outside the United States, including the Bahamas: Flights operating outside the continental US including the Bahamas must be approved by the Board of Directors. All pilots

operating outside the United States must have at least 150 hours PIC or an IFR rating. Pilots with no previous experience flying to the Bahamas must have a preflight briefing conducted by a FMFC representative or other authorized experienced party. Pilots must be familiar with any special rules for flights outside the United States, and are responsible for compliance with all regulations. All pilots requesting flights outside the US must complete the Bahamas/International Trip Request Form which will be reviewed and approved by a majority of the Board. The Board must be notified by email in advance of all trips to the Bahamas. A MyFBO administrator must schedule the trip on MyFBO.

- S. Restricted Aircraft: The Club may from time to time operate higher performance/specially equipped aircraft that have limitations and/or prerequisites for flight as determined by the Board of Directors. The specific limitations will be described in Equipment section. In all cases, in addition to such prerequisites, a member is responsible for obtaining and becoming familiar with a personal copy of the Pilot's Operating Handbook for the aircraft involved.
- T. Night flights: Night flights are to be made in aircraft equipped for night flights and all pilots flying at night must be current under applicable FAR's.
- U. Keys: Keys to all aircraft will be regulated by the Board of Directors.
- V. A Private Pilot's License (PPL) is required for dual instruction training in the C182.

**7. Operational Requirements to be observed by all members:**

- A. Federal Aviation Regulations. (FAR's)
- B. State and local airport regulations and rules.
- C. FMFC Bylaws, Rules and Regulations.
- D. Applicable Pilot Operating Handbook (POH) for aircraft.
  - Pilots will own a personal copy (electronic or hard copy) for each aircraft flown.
  - Pilots will have in their possession a checklist (electronic or hard copy) specific to the aircraft being flown.
- E. The aircraft shall not be started unless a competent operator is at the controls. No member shall execute slow rolls, snap rolls, spins, inverted flight or other unusual maneuvers that might cause structural damage to Club aircraft, other than maneuvers required during a flight test for any airman's certificate.
- F. Operate aircraft in a safe, friendly and courteous manner.



## **8. Maintenance/Housekeeping:**

- a. Each member using an aircraft will be responsible for the following items during each flight operation: Pre-flight inspection according to Pilot Operating Handbook procedure.
- b. Proper, legible logging in and out of the Hobbs meter and tach time.
- c. Proper logging and notifying the Aircraft Officer by telephone of any malfunction(s), regardless of how minor the malfunction(s) may seem.
- d. Ensure proper procedure for securing aircraft including the shutdown procedure (avionics off), all switches off (including lights, but not the beacon), control lock installed, properly tied down (including tail) when not in the hangar, doors locked and key returned to the Club office.
- e. Park in the designated Club space or hangar at Page Field, or in a safe authorized location when away from Page Field.
- f. Clean cabin interior, check for personal belongings, secure and stow belts and harnesses and install windshield sun screen or aircraft cover (when aircraft is not hangared), connect grounding cable, install pitot cover, install wheel chocks, and clean leading edges.
- g. A.R.O.W. documents (Airworthiness Certificate, Aircraft Registration, Aircraft Flight/Operating Manual, Weight and Balance, ) may not be removed from the aircraft. If any of the A.R.O.W. documents are removed from the aircraft other than at the request of a flight examiner for testing purposes, it will be considered a violation of the Fort Myers Flying Club Rules and Regulations and appropriate disciplinary action will be taken against offending party.
- h. No smoking is allowed in or around any Club aircraft or in the Club office.

## **9. Grounding of Aircraft:**

Whenever any Private Pilot or above, or Student Pilot with solo privileges acting as Pilot In Command of Club aircraft deems the aircraft unairworthy and takes the necessary steps to have the aircraft grounded, all members are prohibited from flying this particular aircraft until released for service by an A&P mechanic, Club President, or designated Aircraft Officer.

## **10. Equipment Damage:**

All equipment, whether it is aircraft or accessories, are the property of the Club exclusively and any attempt to tamper with, destroy, or in any way damage the property of the Club will be dealt with by the Disciplinary Committee and turned over to the civil authorities for prosecution.

## **11. Maintenance Problems:**

If a Club aircraft encounters a maintenance problem, it will be the sole responsibility of the Club member for returning the aircraft to Page Field, Fort Myers, at his or her expense. Refer to Expense Reimbursement section 4.B

## 12. Disciplinary Actions – Violations and Fines

- A. **Scope:** Warnings, letters of reprimand or fines for violations of Club rules regarding reservations, logging, securing or operation of Club aircraft will be levied at the discretion of the Disciplinary Committee or Board of Directors.
- B. **Parameters:** Any third offense automatically requires an appearance before the Board plus the fine imposed. This means that the member shall be required to appear before the Board of Directors at the next scheduled Board meeting following his notification. Should said member fail to appear, he will be grounded until his appearance before a regular scheduled meeting of the Board.
- C. **Offenses:** All offenses are cumulative, meaning that a second offence of any type constitutes a second offense and will be treated as such. Offenses are listed by “First”, “Second” and “Third”. Note that any infringement upon the reservation of another member may also cost the offending member the difference in cost between the aircraft involved and the cost of a comparable aircraft rented by the infringed-upon member.

Offense	1st Violation	2nd Violation	3rd Violation
Late Payment of Dues / Flying Time	\$5 or 1.5%	\$50	Determined by Board of Directors, required appearance in front of the board
Improper Tie Down / Not securing Aircraft	\$25	\$50	Determined by Board of Directors, required appearance in front of the board
Mag/Ignition Left On	\$25	\$50	Determined by Board of Directors, required appearance in front of the board
Master Switch left on while on ramp/hangar	\$50	Actual Cost	Determined by Board of Directors, required appearance in front of the board

Offense	1st Violation	2nd Violation	3rd Violation
Avionics Switch Left on while in ramp/hangar	\$25	\$50	Determined by Board of Directors, required appearance in front of the board
Improperly Logged Reservation	\$25	\$50	\$100 and a required board appearance
Failure to Return Keys	\$25	\$50	\$100 and a required board appearance
Failure to use or cancel scheduled reservation	\$25	\$50	\$100 and a required board appearance
Failure to properly dispatch or check in an aircraft	\$25	\$50	\$100 and a required board appearance
Improper Change of Reservation	\$25	\$50	Dismissal
Failure to return aircraft on time <i>(Allowances made for weather, aircraft malfunction, pilot illness or family emergency. Member must notify the club president or aircraft officer should any such circumstance arise)</i>	\$25	\$50	Dismissal
Flying an Aircraft without a scheduled reservation	Immediate Dismissal		
Smoking in Aircraft	Immediate Dismissal		
Instructing Non-Member	Immediate Dismissal		
Performing Aerobatics	Immediate Dismissal		
Permitting Non-Member flying as PIC	Immediate Dismissal		
Unlawful use of Club Aircraft	Immediate Dismissal		
Flying with Non-Current License or Expired Medical	Immediate Dismissal		
Violation of any Club Rule or Bylaw other than Specified	\$50	Immediate Dismissal	

### 13. Accidents

- A. In the case of aircraft accident and/or damage, contact must be made with the Club Aircraft Maintenance Officer or President or his or her designee prior to operating the aircraft, obtaining repairs or taking any other action.
- B. In the case of an aircraft accident and/or damage determined by the safety committee to be caused by pilot error, the involved member(s) shall be liable for any and all costs related to the accident/incident up to the amount not

covered by insurance.

- C. In the case of an accident and/or damage is determined by the safety committee to be caused by pilot error causing the aircraft to be grounded, in the discretion of the Board of Directors, additional fees may be levied against the offending member as described in Section 5.D, Reservations/Ground Time of the Rules and Regulations.

**14. Appeals:** All fines and other forms of reprimand levied by the Disciplinary Officer may be appealed before the Board of Directors at the next regularly scheduled meeting.

**15. Special Consideration for Officers and Appointed Positions:** The following is a list of positions that, due to position requirements, can fly the club aircraft at a discounted rate. The discounted rate is determined by the credit units. A unit is defined as \$100 credit towards aircraft rental only, and can be amended from time to time by the Board of Directors. All Board Members or Officers shall pay monthly dues unless listed as exempt below. Board Members or Officers may only earn credit for one position. Officers may use accumulated credits as payment for dues when s/he retires from the credit earning position. The following applies to the use of cumulative time:

- a. Any member who has accumulated flying units may fly those off in the future.
- b. Cumulative units are not negotiable, transferable, sellable, or convertible and have no cash value, except that credits accumulated are transferable to immediate family household members in good standing with the Club.

Position	# of Units	Dues Exempt
President	2	Y
Vice President	1	Y
Secretary	1	N
Treasurer	7	Y
Membership	1.5 Units per new member	Y
Disciplinary Officer	0	Y
Legal Officer	0	Y
Aircraft Maintenance Officer	2	Y
Communications	2	N
Activities	1	N
Hangar Cleaning	1	N
CFI Review	1	Y

## Amendments

Changes in, or amendments to, these rules may be affected only by the vote of a quorum of the Board of Directors and are subject to change. Such changes will be effective thirty (30) days after notification to the general membership is made.

### **Rules and Regulations Troubleshooting Guide/FAQ (These FAQ's may be amended without the amendment procedures above.)**

Use the following table to guide you in choosing the correct course of action when a question or situation arises.

<b>Question / Event</b>	<b>Course of Action</b>	<b>R&amp;R Section</b>
Equipment failed, but does not affect flying	Note it in the logbook and call the aircraft officer. If the officer is not available, call the President, Vice President, or any member of the board.	8.C
I would like to fly to the Bahamas (any length)	Make sure you have 150 PIC or an IFR Rating. Get a Bahamas Brief Fill out the Trip Request form online. Receive Board Approval	6.Q
I would like to take a trip that is longer than 72 Hours	Fill out the Trip Request form online. Receive Board Approval	5.A.2
I would like to take a trip that is 72 hours or less	Make the Reservation on <a href="http://myfbo.fortmyersflyingclub.com">myfbo.fortmyersflyingclub.com</a> Board Approval not required	5.A.1
The plane needs any repair while away from KFMY	Contact the Aircraft Officer or Club President <b>before</b> the repair to receive approval.	4.B
I fueled up away from KFMY	Include the receipt with your monthly check, you will be reimbursed at the FMFC's Fuel price, not the price you paid for fuel.	4.B
MyFBO will not let me -Log In -Reserve -Dispatch -Check In -Cancel -Or anything else	Contact available personnel on the office copy of the MyFBO help list.	5.A,B,C,D