



## **GENERAL OPERATING RULES**

1. Corporate members must abide by the Cal Aggie Flying Farmers, Inc. (CAFF) General Operating Rules, stranded aircraft policy, all F.A.A. regulations, and by the University Airport rules and noise abatement procedures. All rules and policies are subject to change. Current rules and policies will be posted to our web page and are available at the CAFF office. Members are responsible for obtaining and understanding the most current rules and policies. Failure to comply with any of these rules and policies will be deemed grounds for termination of membership.

2. No one, other than **CAFF** members in good standing, may fly corporation owned or corporation-leased aircraft. Corporate aircraft may only be flown in the lower 48 states and Canada. No member shall receive instruction in a Corporate aircraft from any instructor other than a CAFF instructor.

3. Fees:

- Initiation Fee .....\$75.00 (non-refundable)
- Dues .....\$19.00 per month regardless of flight activity.
- Proximity Card.....\$5.00
- Returned Check Charge.....\$25.00

4. An applicant for membership in the corporation shall present a completed application form and the initiation fee. Acceptance to membership shall entitle the applicant to all privileges afforded to members of the corporation. New members are on a cash basis pending credit approval. Upon credit approval your membership will have an open charge account. A member with a delinquent balance is grounded until the bill is paid.

5. Termination of your membership in the Cal Aggie Flying Farmers must include: **WRITTEN NOTICE OF TERMINATION**, account balance being paid in full, , and your forwarding address.

6. All corporation aircraft are insured for hull value and liability and each **CAFF** member is a named insured. All deductibles will be paid by CAFF. The **CAFF** Chief Pilot and/or Board of Directors will review all aircraft incidents and accidents and will require additional training or termination of membership as appropriate. Refusal of additional training will result in immediate membership termination. The liability limit is \$1,000,000 per occurrence/\$100,000 per seat. All incidents or accidents must be reported to **CAFF** within 24 hours or as soon as possible. The member shall not in any manner provide information to media or aid or abet any claimant, but shall cooperate fully with the FAA, NTSB and the insurance company in all matters connected with the investigation and defense of any claim or suit.

7. No member may act as Pilot in Command of a corporate aircraft unless they are a current and qualified private pilot or higher with a flight checkout or, if a student pilot, a solo endorsement by a **CAFF** flight instructor who is current in type. Should, as determined by the Chief Pilot, a safety or training issue occur, then a re-check with a **CAFF** flight instructor will be required before further flight. Failure to accept the re-check or additional training is grounds for membership termination.

8. Each private pilot or higher is required to have a CAFF night checkout. The time limit for implementation of this requirement will be ninety days after the date joined. The Chief Pilot, in special cases for single-engine aircraft may waive this requirement. At the discretion of a **CAFF** instructor, night flying privileges based on the original **CAFF** night checkout may be extended to include other aircraft models in the same class.

9. No member shall make a night flight unless he or she has been previously checked out and approved for night flying by a **CAFF** flight instructor and the corporation has recorded the fact. It is the member's responsibility to maintain night currency according to the current FARs. If a member's FAR night currency for carrying passengers has expired, regardless of day currency that member must get a night recheck by a **CAFF** instructor to operate a **CAFF** aircraft at night with or without passengers.
10. All night flights (even locals) are required to obtain a weather briefing. Night flying over, or to and from, airports within the Sierra Nevada Mountains or to or from airports above 3,000 feet MSL is prohibited in a single engine aircraft.
11. Animals may not be transported in corporation aircraft.
12. No **CAFF** member who is instrument rated may operate in IFR conditions unless they have had an IFR checkout from a **CAFF** instructor and the member pilot is IFR current by the existing FARs. No pilot may depart an airport in IFR conditions with the current weather conditions below the lowest published landing minimums for that airport and that approach is available at the time of departure. No pilot may file to an airport that is forecast below published minimums at the time of arrival. No pilot may commence an approach that is reported below minimums. If you are established on an approach, and the weather goes below minimums, you must execute a missed approach.
13. Each pilot shall be responsible for securing and refueling the aircraft at the completion of each flight. The aircraft must be tied down, controls and avionics locks installed and the door locked. Pilots who leave the master switch on will be charged for dead battery recharging.
14. Non-instrument rated pilots may not initiate a flight with the intention of utilizing a special VFR clearance.
15. The on-line schedule must be filled out prior to any flight. For any flight not in the local area (greater than 25 NM from Davis), or with a reservation duration of longer than 2 hours, you must put your itinerary in the comments box when you schedule an aircraft.
16. On all cross-country flights the aircraft will be pro-rated at a minimum of two flight hours per 24-hour day. Any flight time deficit will be charged at the aircraft's dry rate. These charges may be modified due to special circumstances (e.g. weather). It is the responsibility of the renter, at the renter's expense, to return the aircraft to University Airport. The **CAFF** stranded aircraft policy is available on our web page.
17. When scheduling aircraft for trips lasting one day (8 hours) or longer, the member's contact phone number should be listed in the comments box on the on-line schedule.
18. Aircraft reservations with a duration of 2 or more overnights must be approved by the Chief Pilot.
19. Aircraft reservations of two hours or less are relinquished fifteen minutes past the sign-up time. Reservations longer than two hours shall be relinquished after thirty minutes. If you cancel your flight, you must delete it from on-line scheduling or call the office and cancel the flight.
20. All members will file flight plans with the F.A.A. or leave a fully completed flight plan in the **CAFF** office or "night" room or provide a fully detailed itinerary in the reservation comments section for all cross-country flights in excess of twenty-five nautical miles.
21. All members shall utilize the appropriate checklist provided in the aircraft on every flight.
22. Corporation aircraft may land only at public use airports listed in the Airport/Facility Directory. However not all public airports are approved for use by corporation aircraft. Public airports may not be used due to time of year, airport conditions, type of aircraft to be used and pilot experience and skills. Such restrictions are at the discretion of the Chief Pilot. Other locations may be used with prior written approval by the Chief Pilot and the owner of the airport of intended use and are subject to the same conditions of public airports.
23. Passengers may not load or unload from a **CAFF** aircraft while the engine is running.

24. Members may not handprop **CAFF** aircraft.
25. Mechanical difficulties in any **CAFF** aircraft must be entered on the flight discrepancy log and reported immediately to the office, to an instructor, or to the shop.
26. Student pilots may fly cross-country only to airports designated by their **CAFF** flight instructor. Each cross-country flight is to be conducted only under the instructor's supervision and dispatched as authorized in writing.
27. Student pilots may not conduct more than 3 consecutive solo flights without receiving dual flight instruction.
28. Student pilots may not solo an aircraft unless they have had a dual flight lesson with a **CAFF** CFI within the preceding 14 days.
29. Student pilots shall make no solo night flights and are required to be on the ground at University airport no later than sunset and may not take off before sunrise.
30. Student pilots may not stay overnight on cross-country flights.
31. Student pilots must receive authorization from a **CAFF** flight instructor prior to each and every solo flight. The authorization must be received in person at University Airport.
32. Pilots will not perform right seat landings or takeoffs without a right seat checkout from a **CAFF** instructor.
33. All members must fill in the Hobbs time on the blue flight data card. Flight time, as recorded by the Hobbs meter, shall be logged in hours and tenths. The highest number appearing on the Hobbs meter, even though only partly visible, will be recorded. Members will be billed for any flight that becomes airborne. (If you log it, you pay for the flight.) If your flight aborts on the ground, that time will not be billed.
34. Rental rates are based upon fuel costs at University airport. Members will be either credited or charged the price difference for fuel bought at other airports. **CAFF** credit cards should be used at University airport. Tie down charges at other airports are not to be charged to **CAFF** credit cards and you are not reimbursed for that fee. If a member pays for fuel and oil out of pocket, the member will be credited at the current University prices. Oil is part of the rental price and members will not be charged for oil. Receipts must be turned in to the office with the member's name and aircraft identification clearly legible.
35. Failure to keep an appointment with an instructor may be billed at the discretion of the instructor. Students may be charged for the full lesson period at the current instructor rate. The instructor may, at fifteen minutes past the sign-up time, take another student if one is available. The absent student may then be billed for only that part of the hour that the instructor waited. Cancellations should be made twenty-four hours before flight time. If the time is less than that, the student should attempt to personally contact the instructor to assure that the cancellation is effective.
36. While in a **CAFF** aircraft, each occupant must have his/her own seat and seatbelt. When carrying children, each child seat must comply with the current California child restraint regulations for motor vehicles.
37. Intentional shut down of an engine in a multi-engine aircraft is not permitted unless a **CAFF** multi-engine instructor is on board and occupying one of the pilot's seats. Intentional shut down of an engine in a single-engine aircraft is prohibited.

### 38. AIRCRAFT CHECK OUT REQUIREMENTS:

*All members must receive a check out from a **CAFF** Instructor and meet the following requirements to act as Pilot in Command (PIC). No pilot may act as PIC in an aircraft for which they are not checked out and current. The requirements below are the minimum hours required per group. However, the **CAFF** flight instructor is the final authority as to the number of checkout hours required. All checkouts must state the aircraft and the type of operations the pilot is approved to do. Examples: Day VFR, Night VFR, IFR and right seat pilot operations.*

Initial Checkout requirements:

- In order to act as PIC in a CAFF 152, a 152 checkout must be conducted in ANY CAFF 152.
  - In order to act as PIC in a CAFF 172, a checkout must be conducted in a CAFF 172, however a familiarization flight must be conducted in EACH 172 in order to rent the other 172's in the fleet. The only exception is that 198ME may be flown without a familiarization flight, if one was already conducted in 6042N or 1947L.
  - In order to act as PIC in a CAFF 182RG, a checkout must be conducted in a CAFF 182RG.
  - In order to act as PIC in CAFF Multiengine aircraft, a checkout must be conducted in a CAFF Multiengine aircraft.
- A checkout is considered completed once a CAFF CFI has signed the required CAFF checkout card, authorizing a pilot to operate corporation aircraft.

A. Single-Engine fixed gear aircraft, less than 200 horsepower and four place or less: (Cessna 152 & 172)

(1) Any person holding a current student pilot certificate issued by the Federal Aviation Administration and is under the direct supervision of a **CAFF** flight instructor with airplane category and single-engine land rating or (2) A private pilot or higher with airplane category and single-engine land rating. (3) 5 hours dual instruction is required for G-1000 equipped aircraft. This time may be reduced if the pilot has previous glass cockpit experience.

B. Single-Engine retractable gear aircraft, over 200 horsepower (Cessna 182 RG).

Any person holding a current pilot certificate issued by the Federal Aviation Administration designating such person a private pilot or higher with an airplane category and single-engine land rating and who has a minimum of 200 total logged flying hours including either 10 or more hours in retractable aircraft or 5 hours dual in make and model.

D. Multi-Engine Aircraft: (Piper Seminole PA44-180)

Any person holding a current pilot certificate issued by the Federal Aviation Administration designating such person a private pilot or higher with airplane category and unlimited multi-engine land rating and an airplane instrument and who has a minimum of 250 total logged flying hours including at least 50 hours in multi-engine aircraft, or 15 hours in make and model, or 10 hours dual in make and model from a **CAFF** instructor.

### 39. AIRCRAFT CURRENCY REQUIREMENTS:

To continue to act as PIC, each private pilot or higher must maintain currency or recent flight experience in each aircraft or group as applicable. These requirements are in addition to current FAR's for night or IFR currency. Once a member has received a checkout he or she must fly the make and model every 60 days with the following exceptions. Operating aircraft other than CAFF will keep you current in CAFF aircraft if they are the same make and model. Currency in other similar aircraft **may** apply, at the sole discretion of the Chief Pilot, if they have flight characteristics comparable to CAFF aircraft.

A. Members with a checkout in both a Cessna 152 and a Cessna 172 (Group A), alternately flying each model within each consecutive 60-day currency period keeps you current in the other. (i.e. Fly C-152, 60 days later fly C-172, 60 days later fly C-152 and so on).

B. If you have received a checkout in a retractable aircraft, then you must fly that aircraft every 60 days to remain current. Additionally, in order to operate the aircraft, each pilot must have an annual currency flight with the Chief Pilot within the previous 12 calendar months. This review must include emergency procedures and engine-out procedures. The Chief Pilot, at his discretion, may delegate this currency flight to a flight instructor., or waive the requirement.