

Central Iowa Flying Club, Inc. (CIFC)

Rules and Regulations

Effective Date: May 6, 2024 (Revised Formatting)

ARTICLE 1: AIRCRAFT RESERVATIONS & SCHEDULING

1.1 Scheduling Platform All flight time must be reserved via Flight Circle (www.flightcircle.com).

1.2 Reservation Lead Times

Reservations for the **Cherokee 180** may not be scheduled more than twenty-one (21) days in advance, with the exception of:

- Cross-country flights.
- Scheduled FAA flight tests.

1.3 Cancellation Responsibility

Members are responsible for cancelling reservations as soon as it is determined the flight cannot be completed.

1.4 "No-Show" and Late Cancellation Penalties

If a member fails to fly or cancel a scheduled reservation, they will be billed a **one (1) hour minimum flight time rate** for that aircraft.

1.5 Punctuality and Forfeiture of Time

Members must return aircraft by the end of their scheduled block. If a member is late for their scheduled start time, the reservation may be claimed by another member according to the following grace periods:

Scheduled Duration	Grace Period (Before Forfeiture)
0 – 2 Hours	20 Minutes
2 – 4 Hours	30 Minutes
4 – 8 Hours	1 Hour
8 – 24 Hours	2 Hours
Over 24 Hours	More than 1 Day

Note: For reservations exceeding four (4) hours, the secondary member MUST attempt to contact the original member by phone before claiming the aircraft.

ARTICLE 2: RESTRICTIONS OF USE

2.1 Financial Standing

Members must be paid current to operate club aircraft. Any past-due account will result in immediate suspension of flying privileges.

2.2 Authorized Operators

Only active CIFC members are permitted to fly club aircraft.

2.3 International Flight

Flights outside the United States require prior written approval from both the Board of Directors and the specific aircraft owner.

2.4 Overnight Storage

Members taking aircraft overnight are responsible for ensuring the aircraft is properly tied down or hangared at their own expense.

2.5 Flight Instruction

- **Authorized Instructors:** All dual instruction in club aircraft must be provided by qualified, currently rated instructors who are also active members of CIFC.
- **Commercial Restriction:** Instructors may not use club aircraft to provide instruction or charter services to non-members.
- **Reporting:** Instructors must report monthly instruction hours to the Club Treasurer.

2.6 Prohibited Uses

- **Commercial Operation:** No member shall use club equipment for hire, rent, or lend equipment to any third party. Violation results in immediate termination of membership.
- **Substance Use:** Operation of club equipment under the influence of alcohol or drugs is strictly prohibited. The Board of Directors maintains final authority on such determinations. Violation results in immediate removal from the club.

2.7 Specialty Training

- **Mountain Flying:** Prohibited until the member has received a mountain checkout from a qualified CFI.

ARTICLE 3: AIRCRAFT CHECKOUT & CURRENCY REQUIREMENTS

3.1 General Currency

- **6-Month Rule:** If a member has not flown in the preceding six (6) months, a one-hour proficiency check with a club CFI is required before solo flight.
- **Standard Checkout:** A minimum one-hour checkout is required for each specific aircraft model.

3.2 Minimum Experience Requirements

Aircraft Model	Certificate Level	Minimum Experience / Dual Requirements
Cherokee 180	Student	10 hours in Piper Cherokee prior to solo.
	PVT/COM/ATP	10 hours in Cherokee + 1 hr club dual OR 3 hours dual in Cherokee (incl. 1 hr club dual).
Piper Archer II	Student	10 hours in Cherokee + 1 hr dual in Archer before solo.
	PVT/COM/ATP	10 hours in Cherokee + 1 hr dual in each Archer OR 3 hours dual in Cherokee (incl. 1 hr club dual in each Archer).
Mooney M20J	PVT/COM/ATP	200 Total Time + Complex Endorsement. 15 hours dual OR 50 hours Retract PIC + 15 hours in model + 3 hours dual.
Cherokee Six	PVT/COM/ATP	300 Total Time + High Performance Endorsement. 20 hours dual OR 20 hours in model + 3 hours dual.

Note: These are minimums. Club CFIs may require additional time to ensure safety.

ARTICLE 4: LOGGING & FLIGHT OPERATIONS

4.1 Time Computation

Flight time is billed based on the **Hobbs Meter**. Time is calculated from engine start to engine stop. Estimations are not permitted.

4.2 Logbook Entry

Members must record the starting and ending Hobbs time in the aircraft logbook immediately following each flight.

4.3 Compliance with Regulations

All operations must comply with Federal Aviation Regulations (FARs) and must take place only at FAA-approved airports.

4.4 Incident Reporting

All FAA allegations, infractions, or mechanical incidents must be reported immediately to the Safety Team (Chief Pilot, Compliance Manager, or Maintenance Director).

ARTICLE 5: INSURANCE & LIABILITY

5.1 Member Responsibility

The operating member is responsible for any damage to club aircraft while under their operational control.

5.2 Proof of Coverage

Members must provide the Treasurer with proof of insurance for potential aircraft damage. Requirements are detailed in the current Rate Reimbursement Addendum.

5.3 Club Liability

The club maintains liability coverage as required by the Des Moines (DSM) Airport.

ARTICLE 6: MEMBERSHIP & DUES

Group	Coverage	Initial Share	Monthly Dues
Group 1	Cherokee 180	\$249	\$39
Group 2	Archers, Mooneys, Cherokee Six (Incl. Group 1)	\$449	\$65

Note: Membership covers one individual. Family members must maintain separate memberships.

ARTICLE 7: GENERAL CARE & BILLING

7.1 Member Stewardship

Members are expected to maintain the aircraft to the highest standards. Post-flight requirements include:

- **Cleaning:** Remove all trash and personal items. Wipe down leading edges, cowling, and windshield.
- **Securing:** Perform proper tie-down/hangaring, install control wheel lock, and verify Master Switch is OFF.
- **Brakes:** Do NOT set the parking brake when the aircraft is tied down or in a hangar.
- **Fuel:** Refill tanks after use.

7.2 Penalties for Non-Compliance (Cleaning/Securing)

- **1st Offense:** Warning Email.
- **2nd Offense:** \$35 Fine.

7.3 Billing Procedures

- **Payment Method:** Monthly billing is processed via Credit Card (Visa, MC, Amex) with pre-authorization.
- **Past Due Accounts:** Any rejected card or unpaid balance will result in the member being removed from the schedule until the account is settled.