

NRI FLYING CLUB RULES & REGULATIONS A CALIFORNIA CORPORATION

Revised 2/2020

1. HISTORY & PRESENT OPERATION

NRI began operations in 1963 as a result of efforts of employees of **NUCLEAR RESEARCH INSTRUMENTS** of Berkeley. In 1964, the Club was incorporated in California as a social, educational, non-profit organization, with no relationship to the Berkeley firm, and with membership open to qualified applicants.

The Club has grown from 14 members and one plane to its present size.

All aircraft are based at Buchanan Field.

2. PURPOSE

The purpose of NRI is to provide an educational, social, and economic base for pilots, with flying at the most convenient, safe, and cost-effective level possible. NRI strives to have the highest quality aircraft for its members, with maximum availability.

NRI was incorporated to insulate members from liability claims arising from operation of the Club and its aircraft, and to permit the Club to operate in a business-like manner when contracting for services, supplies, and additional aircraft.

3. CLUB ORGANIZATION

Membership is open to eligible persons after a proper checkout, at the discretion of the board of directors, assuming all application information and fees are paid and that the member meets the insurance and other requirements regarding Pilot in Command (PIC) time, and time in type.

4. JUNIOR MEMBERSHIP

In order to encourage youth aviation the NRI flying club provides a Junior membership program for youth under the age of 25. The Junior membership allows a member to join the club and fly NRI aircraft in order to obtain a private pilot certificate without purchasing a member share. All other fees are the same. After obtaining their private pilot certificate or upon turning 25 years of age, whichever comes first, the junior member must become a full member. The club may provide a payment plan for the junior member at such time they must become a full member, at the discretion of the board of directors. Junior members are also encouraged to apply for the Renato Simone scholarship fund to help pay for their training. Information about the scholarship fund may be obtained from the membership officer.

5. PROBATIONARY PERIOD

All membership positions are probationary for the first 6 months and may be terminated by the club at any time during the probationary period, for any reason, with or without cause. If a membership is terminated during the probationary period by the club, the full member share and initiation fee shall be refunded.

6. ADDING A NEW MEMBER

It is necessary to add members to replace members lost to attrition, or should the Board decide to increase the club membership.

New member processing is done as follows:

STEP ONE:

Prospective members should be directed to contact the Membership Officer to obtain and introductory package.

The Introductory Package includes:

- A) Introductory Letter
- B) Club Information
- C) Application Form

If no positions are available, the Membership Officer will place the prospective member on the waiting list. All members on the waiting list are required to attend at least one monthly meeting. Should new member slots open up, prospective members from the waiting list will be contacted. The Membership Officer(s) is not required to contact prospective members in the order that they were added to the list.

STEP TWO:

The prospective member should send their signed application form and membership fee to the Membership Officer. Once application is accepted and fees are paid, the Treasurer will process the membership and the Membership Officer will inform Scheduling Officer to add member to scheduling system, preferably by e-mail.

STEP THREE:

The Membership Officer arranges time to meet with new member to provide a set of keys, make arrangements for the initial check-ride, refer the new member to a suitable check-pilot instructor, and advise the new member of Club's probationary period. The Membership Officer also trains the new member in scheduling procedures.

5. AIRCRAFT EQUIPMENT & RATES

It is the general goal of NRI to maintain a fleet of above-average condition aircraft ranging from IFR certified four-place aircraft, such as a Cessna 172, to at least one top-level complex aircraft.

A list of aircraft and their rates is published in the monthly newsletter. Fixed expenses are paid from monthly dues; and operating expenses are paid from flying charges.

6. MONTHLY MEETINGS

Monthly meetings are held on the third Tuesday of each month, and take place at the Club facility beginning at 7:00 p.m. Meetings are generally two hours in length. New issues are brought to the attention of the Board, current issues are discussed, and minutes are taken. We welcome all members to attend in order for your voice to be heard.

7. FINANCIAL BASIS

The monthly dues cover the fixed monthly costs associated with ownership of the Club aircraft. These costs are: insurance, county and federal taxes, monthly tie-down fees, scheduling and other operating costs. These dues permit the Club to pay the current monthly charges even when the aircraft do not fly.

The hourly rates are intended to cover the operating expenses. Operating expenses include gas and oil, engine reserve, maintenance costs and allowance for paint and upholstery. The reserve fund is to assure that engine exchanges and other major expense items can be met from cash on hand.

Any member who has failed to pay his current bill within thirty (30) days of receipt shall be grounded until the bill is paid. Any amount unpaid by the next billing cycle shall be subject to a 10 percent (10%) surcharge. When a member's bill is unpaid for two (2) billing cycles the member shall automatically be grounded (unable to schedule), unless appropriate arrangements have been made for the payment with the President or Vice-President

8. INSURANCE

Club members are named-insureds on NRI's insurance policy. Coverage will vary each year with insurance company's limitations. Each member may be held responsible for the insurance deductible for damage to aircraft or property, depending on the current deductible limit as set in our insurance policy. As of January 2017 we currently have no deductible.

9. SIZE OF THE CLUB

The size of the Club is determined by the Board; and is designed to ensure maximum availability for each member, yet permitting low dues & hourly charges, due to the broader spread of fixed costs among members. Current club size is 85 members.

10. SAFETY RULES

NRI members must comply with ALL applicable federal regulations (FARs)

NRI Flying Club members will receive an initial aircraft checkout by a Club approved CFI in each club aircraft they wish to operate. The purpose of this flight is to ascertain the member's competency in the specific aircraft's operations and to introduce or review

Club policy and procedures as appropriate.

A six-month proficiency training flight is required every six calendar months for all members with a club authorized CFI in a club aircraft in order to retain scheduling privileges. The purpose of this training flight is to brush up the member's skillset and to ensure continued safe and proper operation of club aircraft. This flight is to be conducted as a short and simple and hopefully fun training flight. If the member or the flight instructor have reason to question the member's competency to operate club aircraft, additional training will be scheduled to re-establish proficiency. Initial aircraft checkouts count for a six-month checkout. The six month check may be performed in any aircraft the member is checked out in. An FAA check ride, flight review, instrument proficiency check also may all be used to satisfy the six-month requirement. Authorized NRI instructors are NOT required to be six-month current to provide dual instruction in club aircraft.

Any member flying a Club aircraft without a current flight check; without being checked out in the aircraft; without a current NRI six-month proficiency check in an NRI-owned aircraft; or while he is grounded, will be charged with unauthorized use of the aircraft and may be subject to termination or other penalty to assessed by the Board, such as a fine of double the hourly charge for the time flown.

Members flying in N7561X are required to have flown at least 3 hours in the plane within the prior 180 days, or else have received an aircraft checkout in 61X within the prior 45 days.

All NRI members must operate the controls from the left seat. Only Club approved CFIs may operate the controls from the right seat. Only NRI members may fly NRI aircraft.

No dogs or critters of any kind allowed without Board approval.

Aircraft may not be operated for payment or hire, excepting only that Club approved CFIs may be paid for dual instruction given.

Board approval is required on any schedule involving an NRI plane for more than seven (7) days-in-succession.

Board approval is required to take an NRI plane out of the continental United States.

After Board approval, taking an aircraft out of the Continental U.S. requires that the member:

- a) Present his/her trip plan to the Board for information and review.
- b) Check with one of the maintenance officers for proper long-range maintenance of the plane.
- c) Present proof of outside U.S. insurance to the Treasurer.
- d) Obtain a Certificate of Ownership from the President or Treasurer.

NRI aircraft may not be landed on other than an officially recognized airport in use by General Aviation. The airplanes may not be flown with a variance, i.e. with doors or windows removed or special camera equipment installed.

11. MAINTENANCE

Aircraft are given at least one “annual inspection” every year, and have the oil changed every fifty (50) hours. In-between maintenance is performed on an as-needed basis at the discretion of the Maintenance Officer(s). It is the goal of NRI to have a superior level of professional maintenance.

The cost of flying is proportional to the amount of work required on the planes and this is reflective of the care taken by the pilots in their use!

The Squawk list in the aircraft log is used to note discrepancies. After an entry is made on the squawk list it should be reported to the Maintenance Officer(s) by telephone or text message as soon as practicable. Ideally this communication should be made before leaving the aircraft so that the maintenance officer can advise on the entry that should be made in the corrective action column of the squawk sheet. If a condition renders the aircraft unsafe for further flight or unsuitable for IFR, this should be noted and the maintenance officer(s) immediately advised.

The Maintenance Officer will ensure the aircraft is removed from the scheduling system, and together with the Scheduling Officer, will inform any members by telephone or email that their scheduled reservation has been cancelled.

Each member is responsible for returning the aircraft to the line in a clean and flyable condition. This includes removal of trash and cleaning of excessive external dirt, mud, etc. Failure to return the aircraft in this condition will subject the member to a fine, and in the case of repeated offenses, this may result in the membership being terminated.

A) Flight Trouble:

1. ACCIDENT/INCIDENT. Notify a Maintenance Officer or Scheduling/Safety Officer, either directly, or by text message, as soon as possible. Phone numbers are listed in the monthly newsletter and should be stored in your cell phone. If possible, stay with the aircraft until relieved by a Club officer or by an insurance adjuster! **YOU ARE RESPONSIBLE FOR THE AIRCRAFT.**

2. WEATHER. Be safe! Don't take chances! In the event you cannot return the aircraft by the end of your scheduled appointment, contact the Scheduling Officer. You will not be charged for extra time with the plane so long as there are no VFR days for returning the plane. You are allowed three VFR days, consecutive or separate, in which to get the plane back before the one or two-hour daily minimum will be charged to your account.

The President, Vice President or Scheduling officer should be notified; they may be able to put together an instrument training flight and retrieve your plane at no extra cost to you.

B) Aircraft Issues Prior to Flight:

In the event your aircraft is grounded when you arrive for your flight; or it does not properly checkout and you cannot make the flight, utilize the scheduling service and explore what alternate aircraft may be available for your use. If another pilot has a plane for a portion of your desired period, obtain his/her number and call for a possible change of his/her plan. All pilots try to be cooperative. It may be their turn next!

If you ground the plane due to a malfunction, make sure that a Maintenance Officer is notified immediately. He or she will ensure that the scheduling system is adjusted and succeeding pilots notified.

The number of maintenance officers is set by the board of directors to a number that ensures adequate coverage of maintenance duties based on the current size of the club and number of aircraft. As of this document revision, the current number of maintenance officers is set at ONE. Directors-at-large are expected to be the first in line to assist the maintenance officer.

C) Aircraft Tires

Any member causing damage and/ or undue or abnormal wear on aircraft tires will be charged the actual cost to replace the tires per occurrence on the member's next monthly bill. The charge will include the cost of replacement, less estimated prior use. If you notice undue wear to tires prior to flight, you are responsible for documenting and notifying a Maintenance Officer; otherwise, you may be held responsible for causing the wear.

THESE ARE YOUR AIRCRAFT -- REMEMBER – THIS IS A FLYING CLUB, NOT A COMMERCIAL ENTERPRISE.

It is the responsibility of each member to carefully schedule the aircraft and to also conduct a careful preflight. Members are solely responsible for the aircraft from their arrival at the aircraft until returned and secured in the tie down space. Your life and that of others depends upon the care you give each aircraft.

Smoking is not allowed in NRI aircraft.

12. KEYS

All aircraft will use NRI keys. Contact the Membership Officer for a key, which will be provided upon joining. If keys are not returned, a \$50 per key fee will be assessed.

13. SCHEDULING

Scheduling is done through an automated scheduling service accessed by the Internet or telephone. A quick reference guide and additional information are available from the Scheduling Officer. Scheduling is the responsibility of each member. All flights must be scheduled or the pilot will pay a no reservation fee.

Flight billing methods:

- For reservations less than 8 hours: your Hobbs time

- For reservations greater than 8 hours: 1 hour per day if the period falls on weekdays (M-F), 2 hours per day if the booking period falls on weekends (Sa, Su), or your Hobbs time, whichever is greater.
- Length of reservation without board approval: 7 days

No show policy:

After 60 minutes, if a pilot has not shown up to claim the reserved plane, then the plane is considered available for reservation. If a member who has scheduled an aircraft fails to show up for the reservation within 60 minutes of the reservation, and does not cancel the reservation, he will be charged for 1 hour of flight time in the aircraft reserved.

A pilot who wishes to use the aircraft in the event of a no show should first attempt to contact the original reserving pilot and must place a reservation, whether it be primary or backup, on the reserving system.

No reservation policy:

Pilots who take a plane without a reservation may be billed double the Hobbs time of the flight or \$200, whichever is higher. This is to discourage “no reservation” flights because someone may reserve while you are gone only to find the plane missing.

Courtesy:

If you return early, please update the reservation system so pilots can see the plane is available.

Trips outside of the continental United States

Requires board approval.

Board Approval:

To request an exception to any of the guidelines above, send an email to the Scheduling Officer. Most issues will be subject to board approval. Board decisions are generally made within 5 business days.

Conflicts or problems:

Contact the Scheduling Officer.

14. LOGGING OF FLIGHT TIME

Each aircraft has a flight log. Hobbs time is logged for each flight along with the tach time. You are charged for the Hobbs time. The right-hand column of the logbook is for noting malfunctions or problems, which should be brought to the attention of a Maintenance Officer. If the problem is urgent, call one of the maintenance officers. This issue is more fully addressed in Section 11, MAINTENANCE.

It is the member's responsibility to check the flight log against the Hobbs and Tach before flight to ensure that the readings are correct from the previous flight.

If the Hobbs meter indication is between two numbers, every member will ROUND UP to the next number.

If there is a discrepancy between the logged time and the Hobbs and/or Tach readings, note the discrepancy in the log. DO NOT CHANGE THE PRIOR MEMBER'S ENTRY. THE DISCREPANCY WILL BE RESOLVED BY THE SCHEDULING OFFICER AND/OR THE MAINTENANCE OFFICER.

15. REFUNDS FOR EXPENSES

NRI will refund maintenance expenses provided by off field FBO's that are required to safely complete a flight and return the aircraft to Buchanan Field. However, these expenses should be limited to airworthiness items and every attempt should be made to contact the Maintenance Officer prior to obtaining such service. The extent of the airworthiness issue may be such that some service items could well be left alone and picked up during the aircraft's next maintenance inspection at NRI's maintenance facility at far lower cost than when done at a remote field.

While away from Buchanan Field, fuel is to be purchased at your own expense, and a refund will be issued upon presentation of the gas receipt to the Treasurer. Enclose the receipt with your monthly flying bill, and you may deduct it from the amount owed.

NRI does not pay your overnight costs, including Tie-Down expense or FBO fees.

16. CLUB FLIGHT INSTRUCTORS

The Board shall determine, from time to time, the number of Club-approved CFI's required to serve the needs of the Club membership. As of this revision, the number of club approved CFI's is set at 11. Only Club approved Certified Flight Instructors are allowed to provide instruction in Club Aircraft. The Chief Flight Instructor/Safety Officer will evaluate and recommend instructors to the Board. Certified Flight Instructors authorized by the Board to conduct instruction in NRI aircraft must be full members of NRI, and are entitled to full membership privileges. Any vacancy of a Club-approved CFI shall first be made available to any existing member of NRI who meets the qualifications set by the Chief Flight Instructor/Safety Officer and approval of the Board. Club-approved CFIs are independent contractors and are not provided by the Club.

17. BOARD OF DIRECTORS

The Board of Directors establishes Club policy and rates, and makes decisions concerning aircraft disposition. The Club Officers conduct the routine business of the Club within the policy boundaries set by the Board. The Board generally meets monthly, with notices of meetings given in the Newsletter. All members are welcome at regular Board Meetings; however, only Board members have a vote at such meetings.

- a) **Directors-at-large:** The board may set the number of directors-at-large based on the size and needs of the club. These are general positions that are expected to come to board meetings and may be called upon to help with club operations. As of this rules revision, the maximum number of Directors-at-large positions is set at 5. One Director-at-large slot is reserved as an Ex-Officio position to be appointed by the board, the remaining positions shall be elected. The board may appoint vacated Director-at-large positions if one should leave

the position during the year.

- b) **CURRENCY AND FAMILIARITY:** Board Members are suggested to maintain currency and familiarity with Club operations and aircraft. In order to facilitate that as well as encourage board participation, the club provides flight time to officers with limitations as follows:

- a) Secretary, Scheduling, Chief Instructor – 1 hour for every attended meeting.
- b) Directors at large – ½ hour for every attended meeting.
- c) Other officers (President, Vice-President, Maintenance Officers, Treasurer, Membership) – 2 hours per month.

Officers shall not be charged for these flights. Time will stop accruing based on a “use it or accrue it no more” system. After six months worth of unused accrued board hours, no more time will accrue if it is not used. Any unused accrued hours are forfeited upon leaving the board.