



Operating Procedures and Rules

August 2017

I. General Procedures and Rules

- A. Club Members will not be allowed to schedule a Flight Instructor, airplane or flight simulator until they read these Operating Procedures and Rules, fill out the Operation Procedures and Rules Quiz, review it with a Flight Instructor, and submit it to Dispatch.
- B. Scheduling of Trade Winds Aviation (TWA) airplanes and flight simulators may be done online through ScheduleMaster (www.schedulemaster.com) or by contacting Dispatch by telephone (408-729-5100) or e-mail (dispatch@tradewindsaviation.com).
- C. Trade Winds Aviation Flight Instructors may be scheduled online through ScheduleMaster, by contacting them directly or by contacting Dispatch.
- D. When canceling a Flight Instructor and an airplane or simulator on ScheduleMaster, a two-step process must be followed. The Member shall cancel the Flight Instructor and then cancel the airplane or simulator. Please be aware of the 24 hour prior notice requirement described under the Flight Instructor Cancellations section.
- E. An airplane reservation is considered a request for a particular type of airplane. Trade Winds Aviation will substitute a different airplane of the same type if the requested airplane becomes unavailable due to a mechanical problem or other scheduling conflicts.
- F. Rental minimums for overnight flights are:
 - Monday – Thursday: 2 hours of flight time per day for each day scheduled.
 - Friday – Sunday: 3 hours of flight time per day for each day scheduled.These rental minimums may be waived at the discretion of the Flight School Manager **prior** to departure.
- G. The Hobbs flight time shall be at least 50% of scheduled airplane reservation, not to exceed daily rental minimums as stated in E above. This rental minimum may be waived at the discretion of the Flight School Manager **prior** to departure.
- H. For trips with an expected flight time of 10 hours or more, 50% of the estimated rental cost is due before departure. Prepayment may be waived at the discretion of the Flight School Manager.
- I. All airplanes are dispatched through the front desk during office hours. Airplanes are dispatched after hours with prior arrangement with Dispatch.
- J. Student pilots flying solo shall adhere to following initial limits: 10 miles of visibility, 5,000 ft. ceiling, 10 kt. winds, and 5 kt. crosswind.
- K. Student pilots shall not conduct solo flights outside of normal business hours unless they have made prior arrangements with a Flight Instructor who will be present. Airplanes will only be dispatched to pilots conducting solo flights during normal business hours.

- L. On all overnight flights, an itinerary listing all destination airports and a contact phone number shall be left with Dispatch for every night gone.
- M. Trade Winds Aviation strongly recommends Members use Flight Following whenever available. This is particularly important for destinations beyond 50 nm. In addition, Members may file a Flight Plan with the Flight Service. If a Flight Plan is opened, remember to close it immediately upon arrival at destination.
- N. Members are required to return the airplane at the scheduled time. They shall notify Dispatch as soon as possible if they are going to be late. Repeated tardiness may result in termination of Club Membership.
- O. Members shall understand and adhere to proper fire precautions and procedures at all times:
 - 1. Students and pilots will be instructed, before their first flight, on precautions against ground and in-flight fires, and the procedures to be taken if they should occur.
 - 2. Students and pilots will be instructed on the location and use of the fire extinguisher in the airplane (if installed).
 - 3. Students and pilots will be familiar with the emergency procedures relating to fires as stated in the Pilot's Operating Handbook for the particular airplane being operated.
 - 4. Students and pilots will exercise extreme care to avoid excessively rich start (caused by excessive priming), and potential fires.
- P. Members are expected to exercise extreme caution at all times during flight and abide by "See and avoid" requirement (FAR 91.113).
- Q. No touch-and-goes are allowed in complex airplanes.
- R. No student pilot solo touch-and-goes are allowed at any time.
- S. While an airplane is in the Member's possession, he/she is responsible for its security and safety. The Member will be charged for any damage, theft or loss due to negligence or abuse.
- T. Trade Winds Aviation will provide credit for fuel purchased away from Reid-Hillview airport. To obtain credit, Members shall provide the original fuel receipt (including tail number) no more than 30 days after the rental date. Fuel purchases up to the prevailing market rate per gallon at Reid-Hillview airport will be credited to the Member's account. If fuel purchases are of a price greater than the prevailing market rate at Reid-Hillview airport, the renter is responsible for the additional cost. No cash will be given for fuel receipts.
- U. No cross-country flights will be made over three hours without a refueling stop. Local flights will not be made without at least two and one-half hours of fuel in the airplane at time of departure. (A Cessna 172 at normal cruise of 65% power consumes 9 gph. 2.5 hrs x 9 gph = 22.5 gal.)
- V. We request Members complete an Unsafe Operations Observations form if they observe an unsafe operation of a Trade Winds Aviation airplane and/or the noncompliance with Trade Winds Aviation operating rules is observed. The observation may be of a Member's own lapse or that of others. The goals are primarily two fold: 1) to help pilots improve their piloting and decision making skills for improved safety and 2) to keep good tabs on the status of our fleet.
- W. All "Club Rules and Regulations" are subject to change without prior notification. Updates will be published in the monthly newsletter.

II. Airplane Cancellation Rules

- A. Cancellation of airplane reservations for local flights requires three hours prior notice. Late cancellations will result in a charge to the Member, not to exceed the time scheduled. Dispatch will attempt to contact the Member before they are charged.
- B. Cancellation of an airplane for an overnight flights requires 24 hours prior notice to allow rescheduling of the airplane. Late cancellations will result in a charge to the Member, not to exceed the minimum rental requirements outlined in General Procedures (E). Dispatch will attempt to contact the Member before they are charged.
- C. Members will be charged for the entire time the airplane was scheduled if they fail to appear. A “no show” is declared after 30 minutes. Dispatch will attempt to contact the Member before they are charged.
- D. Cancellations due to bad weather, mechanical problems, or medical issues are exempt from any cancellation penalties.

III. Flight Instructor Cancellation Rules

- A. Cancellation or modification of a Flight Instructor reservation requires a minimum of 24 hours prior notice before the scheduled lesson. Members may cancel online through ScheduleMaster by contacting Dispatch or the Flight Instructor directly.
- B. A cancellation less than 24 hours before the scheduled lesson may result in a charge for the entire time scheduled with the Flight Instructor and airplane. Dispatch or the Flight Instructor will attempt to contact the Member before they are charged.
- C. A “no show” will be declared after 30 minutes of the scheduled start time of the lesson and may result in a charge for the entire Flight Instructor time and airplane time. Dispatch or the Flight Instructor will attempt to contact the Member before they are charged.
- D. Cancellations due to bad weather, mechanical problems, or medical issues are exempt from any cancellation penalties.

IV. Pilot Requirements

- A. Only Trade Winds Aviation approved pilots are permitted to fly Trade Winds Aviation airplanes.
- B. Student pilots may have additional restrictions imposed by their Flight Instructor. These restrictions are detailed in the student pilot’s logbook and Solo Assignment book located at the front desk and are enforced by the Dispatcher on duty.
- C. No flight instruction is permitted in a Trade Winds Aviation airplane unless conducted by an approved Trade Winds Aviation Flight Instructor.
- D. The Pilot-In-Command (PIC) of the airplane shall fly from the **left** pilot seat of the airplane, unless a Trade Winds Aviation Flight Instructor has made an appropriate right-seat checkout endorsement in their logbook.
- E. Members operating Trade Winds Aviation airplanes shall at all times observe and comply with all Federal, State, and local regulations and the manufacturers operating procedures. Failure to comply

with these regulations will nullify insurance coverage for the flight and will lead to termination of the Club Membership.

- F. All Members shall receive an airplane checkout from a Trade Winds Aviation Flight Instructor when joining the Club or upgrading to a new or different airplane.
 - 1. An airplane checkout includes completing a ground review sheet, a weight and balance sheet, a Trade Winds Aviation checkout form and at least one hour of flight time with a Trade Winds Aviation Flight Instructor.
 - 2. All maneuvers executed during the checkout shall be performed to the Airman Certification Standards (ACS) for the rating the pilot has obtained.
 - 3. All insurance requirements shall be met upon completion of the checkout and the Member shall receive a sign off by a Trade Winds Aviation Flight Instructor.
- G. To act as pilot-in-command of a Trade Winds Aviation single-engine-land airplane the Member shall have logged (within the preceding 90 days) at least one hour of flight time and three takeoffs and landings in the same make and model of airplane. If the pilot-in-command requirements are not met, a flight with a Trade Winds Aviation Flight Instructor or permission from the Chief Flight Instructor or the Flight School Manager is required before an airplane will be dispatched.
- H. To act as pilot-in-command of a Trade Winds Aviation high performance or multi-engine-land airplane the Member shall have logged (within the preceding 60 days) at least one hour of flight time and three takeoffs and landings in the same make and model of airplane. If the pilot-in-command requirements are not met, a flight with a Trade Winds Aviation Flight Instructor or permission from the Chief Flight Instructor or the Flight School Manager is required before an airplane will be dispatched.

Example: If a Member is 60 days current in a Cessna 182, they cannot fly a Cessna TTx.

- I. Only Trade Winds Aviation Flight Instructors who are multi-engine rated are allowed to conduct single engine practice in a multi-engine airplane.
- J. All instrument rated pilots taking-off into Instrument Meteorological Conditions (IMC) in a Trade Winds Aviation airplane shall have a minimum reported ceiling of at least 700 feet agl to depart. This applies to instructional flights as well.
- K. A Member may be required to complete a "flight check" with a Trade Winds Aviation designated Flight Instructor anytime at the discretion of the Chief Flight Instructor or Flight School Manager. A flight check is required when Trade Winds Aviation management determines that safety warrants a closer look at a Member's procedures, skills and/or habits in the cockpit.

Example: If a Member were to porpoise on landing, Trade Winds Aviation may want to review the pilot's landing skills and help the pilot improve his/her skills for improved safety.

- L. Only public-use airports with paved runways are approved destinations for Trade Winds Aviation airplanes.
- M. Private airports with paved runways may be utilized if written permission is supplied to Trade Winds Aviation **prior** to departure.
- N. A Trade Winds Aviation Flight Instructor may utilize dirt, grass or turf strips for training purposes. No Member may utilize dirt, grass or turf strips without a Trade Winds Aviation Flight Instructor in the airplane, unless having received prior permission from the Chief Flight Instructor or Flight School Manager with the appropriate logbook endorsement.

- O. Destination airports with a field elevation over 3,000' MSL or flights crossing mountains over 9,000' MSL, require a Mountain Flying/Airport checkout. Previous mountain flying experience, properly documented in the pilot's logbook, may satisfy this requirement at the discretion of the Chief Flight Instructor or Flight School Manager.
- P. Members shall provide a copy of their logbook endorsement showing that their Flight Review is current and it shall be on file at Trade Winds Aviation before an airplane will be dispatched to them.
- Q. Members shall provide a copy of their current Medical Certificate or Basic Med documentation and it shall be on file at Trade Winds Aviation before an airplane will be dispatched to them. Members are responsible for informing Trade Winds Aviation of any medical changes.
- R. Members holding a Sport Pilot Certificate shall annually sign an affidavit that confirms that they meet the medical requirements identified in FAR §61.303.

V. Ramp Procedures

- A. All Members are required to perform a complete preflight inspection using a Trade Winds Aviation approved type specific airplane checklist and determine that the airplane is in airworthy condition. It is the sole responsibility of the pilot-in-command to insure the airworthiness of the airplane. This includes checking the airplane logs for recent maintenance and inspections.
- B. If the Member finds something wrong with the airplane during the preflight inspection it is their responsibility to report the issue to Dispatch **prior** to departure and documenting it on the appropriate Squawk form. If they fail to do so, they may be held responsible for the damage to the airplane.
- C. Always follow the guidelines in the airplane's Pilot Operating Handbook (POH) to determine whether oil needs to be added. If the airplane needs oil, check the box behind the back seat. There should be oil, a funnel and rags in the box. If there is none available contact Dispatch. Always add the full contents of the oil bottle to the engine. Log oil added to the engine on the time sheet in the airplane's keybook.
- D. If the Member needs fuel at Reid-Hillview Airport, please contact Dispatch or contact Ascent Fuel on Unicom frequency 122.85 or by telephone (408-483-4860). After hours, use the self-fueling island, located between Discovery Air and Trade Winds Aviation.
- E. All airplanes are automatically refueled to the Tab or Collar after returning to Reid-Hillview Airport. If a Top-Off is needed contact Dispatch ahead of time.
- F. Members may not dump any fuel on the asphalt ramp. GATS jars are provided with all airplanes, which enables the return of sumped fuel to the tank through the built-in filter. Contact a Trade Winds Aviation employee for assistance with discarding any contaminated fuel.
- G. Starting procedures will be carried out in accordance with a Trade Winds Aviation approved type specific airplane checklist.
- H. Pull the airplane out of its parking spot and onto the row centerline before starting. At Reid-Hillview airport, taxi to the end of row before contacting Ground Control.
- I. Do not start an airplane's engine if the airplane is immediately in front of either hangar door. Pull the airplane away from the door first.
- J. No "power-outs" or "tail-turn" parking is permitted due to the close proximity of other airplanes.

- K. It is the Member's responsibility to ensure that the airplane they are using is not causing a hazard to other airplanes parked on the ramp, persons, or property due to prop wash.
- L. While taxiing a Trade Winds Aviation airplane Member's are responsible for maintaining a safe distance away from other airplanes and stationary objects at all times.
- M. While taxiing a Trade Winds Aviation airplane near an other airplane, a speed less than or equal to 5 kts. shall be maintained. A speed less than or equal to 10 kts. shall be used for taxiing when away from other airplanes and structures on the ramp.
- N. Airplanes departing the rampway have the right-of-way.
- O. Taxiing through parking rows is **not** allowed.
- P. On return to Reid-Hillview airport, stop the airplane in the center of the rampway, shut it down, and then push the airplane back with a tow bar to its assigned numbered spot. The nose of the airplane shall be behind the yellow stripe once parked.
- Q. Do not taxi an airplane in front of either hangar door and loiter there with the engine running.
- R. At the final destination for the day or upon returning to Reid-Hillview airport it is the Member's responsibility to properly secure the airplane by ensuring:
1. The Avionics and Master switches are turned off and the Ignition switch is in the **OFF** position.
 2. The Fuel Selection switch is set to the left or right.
 3. All personal items and trash are removed including soda cans, water bottles, coffee cups, pencil & paper, sun glasses, etc.
 4. All seat belts are buckled. The only exception is seat belts in Cessna 172/G1000 airplane with built-in airbags, they should **not** be buckled.
 5. The control locks and pitot cover are in place.
 6. The cover (if provided) and/or sun visors are replaced.
 7. The doors are locked.
 8. The wheels are chocked.
 9. The airplane is properly tied down in its appropriate spot.
- S. If the Member leaves the master switch on, does not properly secure the airplane, leaves the supplied cover off, leaves it unlocked, or leaves trash in the cabin, they may be charged a \$100.00 or more fine.
- T. If any supplemental airplane equipment (fuel sampler cup, fuel dipstick, airplane operating manual) is reported missing, the previous Member will be responsible for the cost of its replacement.
- U. Smoking on the ramp, or anywhere in the facilities is not allowed.

VI. Airplane Maintenance

- A. All Trade Winds Aviation airplane discrepancies and squawks are documented in the airplane's keybook and "Squawk Book" located at the front desk. Please check both books before each flight.
- B. If the Member discovers an airworthiness problem with a Trade Winds Aviation airplane during the preflight inspection or any portion of the flight, write it up on a pink Squawk Sheet located in the airplane's keybook, **and notify Dispatch**. Here are a few examples of this type of squawk items.
1. Any problem with items listed in FAR §91.205 Powered Civil Airplane with Standard Category U.S. Airworthiness Certificates: Instruments and Equipment Requirements.
 2. Hard Landing. e.g. nose-wheel landing, porpoise landing.
 3. Bird Strikes.
 4. Abnormal vibrations.
 5. On engine run-up a magneto drop out of specified range and the plugs cannot be de-fouled.
 6. Tires with cord showing and/or inner tube exposed.
- All other items are at the pilot-in-command's discretion.
- C. If the Member discovers any damage to the airplane during preflight inspection that was not in the "Squawk Book", they shall inform Dispatch prior to departure or they may be held responsible for the cost of repair.
- D. Use the blue "Cosmetic Concern" sheets in the airplane's keybook to "squawk" items that do not affect airplane airworthiness, such as, "the magnetos switch was left in the BOTH position." "The airplane needs to be washed." " Ask Trade Winds Aviation staff if you have any questions regarding the use of the blue "Cosmetic Concern" sheets.
- E. If a maintenance problem arises that requires a precautionary landing or was discovered while at another airport, call Trade Winds Aviation immediately for assistance. The Member shall obtain permission from the Trade Winds Aviation Flight School Manager prior to ordering any work on the airplane. If the Member does not obtain prior permission, they may be held responsible for the cost of the work.
- F. A Trade Winds Aviation airplane taken out of service due to an airworthiness problem will be returned to service when the problem is diagnosed and resolved, and approved by a holder of a mechanic certificate or inspection authorization (FAR 43.7 (b)).
- G. Any accident or incident, whether major or minor, shall be reported to Trade Winds Aviation immediately. Obtain the names and addresses of any witnesses and/or involved parties. Do not move the airplane unless expressly authorized to do so by the Trade Winds Aviation Flight School Manager.

VII. Member Accounts

- A. Customer accounts are due and payable after each flight, flight lesson, airplane repair, or parts purchase.
- B. To become a Club Member, the applicant shall **completely** fill out a "Club Enrollment Application," "Credit Policy", supply a valid form of photo identification, proof of citizenship or TSA approval to

receive flight training and "Club Rules Quiz". If the applicant is already a pilot, they shall also supply a copy of their Pilots License and Medical Certificate or Basic Med documentation.

- C. A Club Membership is required to rent a Trade Winds Aviation airplane and receive instruction from a Trade Winds Aviation Flight Instructor. New Membership fees consists of an Initial Membership fee and a one year contribution to the Insurance Deductible Fund. New Membership fees shall be paid prior to the first airplane rental or flight lesson. Subsequently, Club Members will be charged membership fee monthly.
- D. Membership prices are subject to change. Current prices can be found on the "Airplane Price List".
- E. Monthly membership fees are due on the first day of the month and shall be paid by cash, check, money on account or a credit card on file.
- F. If the Member plans on not flying for at least 60 days, they may place their membership on "Inactive Status". This allows continuation of their Club Membership without flight privileges for a reduced monthly fee. Inactive dues are subject to change. Current prices can be found on the "Airplane Price List".
- G. To be placed on Inactive status the Member shall notify Dispatch **before** the monthly dues are charged. Inactive status cannot be applied retroactively.
- H. If the Member wishes to cancel their membership, their account balance shall be paid in full, and they shall sign and complete a "Club Cancellation Form." This can be done either in person or by contacting Dispatch by e-mail (dispatch@tradewindsaviation.com) or fax (408-729-0142). Cancellation over the telephone is discouraged so as to avoid misunderstandings.
- I. If the Member cancels his/her membership and later decides to rejoin, he/she is responsible for all initial membership fees.
- J. Delinquent account balances over 30 days are subject to a finance charge of 1.5 % per month on the entire unpaid balance.
- K. All accounts past due over 60 days will be charged a late fee of 10% of the total balance due.
- L. Accounts past due over 60 days will be sent to a collection agency. The Member is fully responsible for all collection costs and legal fees incurred by Trade Winds Aviation to collect on any delinquent accounts.
- M. All checks returned for insufficient funds will be charged a \$25.00 fee.
- N. Trade Winds Aviation reserves the right to deny flight privileges to Members with an outstanding account balance.

VIII. Insurance

- A. Trade Winds Aviation maintains an insurance policy that covers students and renters for a combined limit of one million dollars (\$1,000,000) of liability and property damage coverage, with a limit of \$100,000 per person for bodily injury or death.
- B. Trade Winds Aviation's insurance policy does NOT include a 'No Subrogation' or 'Hold Harmless' agreement. The insurance company may elect to pursue collection of any losses directly from the student or renter pilot regardless of whether a Trade Winds Aviation Flight Instructor was in the airplane at the time of an accident.

- C. Various insurance companies offer airplane renter's liability and physical damage insurance coverage that can cover the policy deductible and provide protection from subrogation claims. Members are strongly encouraged to obtain this type of supplemental coverage.
- D. The insurance policy deductible is \$2,500. Trade Winds Aviation maintains a Fund to cover deductible losses that Members are required to contribute \$60 into annually. Alternatively, Members can provide proof of deductible coverage by a current non-owned airplane or renter's insurance policy.