

Flight Operations Policy and Procedure Handbook

Version 4

Iowa State University Flying Cyclones

1 – INTRODUCTION

The Iowa State University Flying Cyclones, a non-profit Iowa State University (ISU) student organization, has established the following procedures and policies to ensure a safe and enjoyable flying environment for all its participants. Each member of the Club is responsible for complying with both this document and applicable FAA regulations. These policies are not intended to interfere with the safe operation of aircraft. Pilots are always advised to use good judgment. In the event of a conflict between these policies and FAA regulations, the FAA regulations shall take precedent.

Changes to this document must be approved by the club President, Treasurer, Advisor and Safety Officer. The President shall notify all club members of any changes.

Flights must be for club related purposes. The definition of a club trip/flight is a planned flight with a destination and purpose which will benefit the Flying Cyclones club and its members. As each rental must be confirmed by a club executive, trips will be deemed “club related” at the discretion of the executive committee. Any exceptions to these policies must be approved *in advance and in writing* by a member of the executive committee.

Pilots must accept full responsibility for the flight and his/her actions or lack thereof. The pilot is the renter of the airplane. The Flying Cyclones club does not carry insurance for its members and Iowa State University is not affiliated with any club flight. Pilots are encouraged to acquire their own renter’s insurance.

2 – RENTAL POLICY AND PROCEDURE

1. Iowa State University Flying Cyclone aircraft rentals must be through an approved FBO.
2. Pilots wishing to rent aircraft for club events and trips must:
 - a. be a Flying Cyclones club member in good standing.
 - b. have paid club dues.
 - c. complete the required ISU online insurance waiver through the student organization database.
 - d. sign and turn in the club pilot agreement to the Safety Officer.
 - e. be checked out in the aircraft to be rented by the FBO.
 - f. hold at least a Private Pilot Certificate, a current medical, and had a recent flight review (if required).
 - g. meet the 90 day passenger currency requirements for day and/or night flight.
3. Prior to every Flying Cyclones flight, the PIC must:
 - a. submit the completed accurate pre-flight information online through www.cyfly.org at least 2 hours before flight. Pre-flight information submitted online includes the passengers, departure and arrival times, route, weight and balance, and weather. Once the information is submitted, it is no longer editable. Only weather and hourly rental time may be updated after the flight occurs.
 - b. receive online approval that the flight is club worthy from an executive officer.
 - c. receive online approval from a member of the safety committee. The Safety Officer shall hold the final decision in the case that a declined flight is appealed. Note: In short, you must ensure that your flight status is shown as “Approved” on Cyfly before attempting to conduct that flight. Flying without approval will result in the PIC being responsible for the entire cost of that flight, plus applicable sales taxes, and potential judicial actions.
 - d. collect any unpaid dues from passengers and ensure they have completed the online insurance waiver. Cyfly will not allow passengers to add themselves to a flight if they have not signed their online waiver or paid dues. The pilot is able to manually add passengers that haven’t paid dues. If a passenger flies without previously paying dues, the pilot is assumed to hold that passenger’s dues after the flight has been finished and pilot indicated that passenger attended. Note: Waiver and roster information shown in Cyfly are not updated in real-time but instead Cyfly only synchronizes with the official StuOrg database once per hour on top of each hour. Pilots should ensure that all intended passengers have joined the club and signed their waiver in advance to prevent difficulties adding passengers to a flight.
 - e. reserve the aircraft from the local FBO.
 - f. complete all appropriate pre-flight preparations.

- g. obtain a preflight briefing, including NOTAMs, TFRs, and weather conditions.
Note: Home football games are governed by a standing TFR, require communication with Des Moines Approach and a discrete transponder code.
 - h. give the passengers a flight briefing.
4. During every Flying Cyclones flight, the aircraft must:
- a. be used for only the purpose, route, and time specified to the Flying Cyclones' executive committee. An executive committee member must be contacted in the event of any undue delay, deviation, or unexpected circumstance.
 - b. be flown by only the agreed upon pilot(s).
 - c. returned at the agreed time (weather permitting).
 - d. **NOT** be entered or exited while the engine is running.
 - e. **NOT** fly below 1500 ft. AGL except for takeoffs and landings.
 - f. **NOT** fly in IMC (Instrument Meteorological Conditions).
 - g. **NOT** fly in surface winds exceeding or forecasted to exceed.
 - i. 20 knots for Private Pilots
 - ii. 25 knots for Commercial Pilots
 - h. **NOT** be flown into an intentional spin.
 - i. **NOT** be flown into a whip stall.
 - j. **NOT** engage in aerobatic maneuvers.
 - k. **NOT** be flown in any unsafe or illegal manner.
5. After every Flying Cyclones flight, the PIC must:
- a. complete the appropriate post-flight procedure using any appropriate checklists.
 - b. secure the aircraft to the FBO's satisfaction.
 - c. if staying overnight, tie down or hangar the plane if inclement weather is forecasted.
 - d. enter the post-flight information online in Cyfly and finalize the flight within 24 hours of landing. The actual weather experienced during flight may be updated. Attendance, departure and arrival times, total billed flight time, and any notes may also be added.
 - e. turn in members' dues to the treasurer at the next meeting.
6. Pilots who have access to Cyfly must keep the confidentiality of passenger information provided by Cyfly at all times and may not disclose any personal information, including passenger phone number and/or weight information to non Safety Committee member without written consent from the passenger.

3 – FINANCES

1. Members who owe money to the club must pay within 14 days and are not permitted to act as pilot on trips until their balance has been paid.
2. When purchasing fuel, the pilot must obtain an itemized receipt. Pilots should ask for two copies of the original receipt, one should go to the treasurer and one must be submitted to the FBO within 24 hours of returning. Failure to submit the itemized receipt to the FBO within 24 hours will result in the Pilot being responsible for paying the fuel bill.
3. The PIC is responsible for any additional costs incurred due to the purchase of fuel.
4. In the case of weather related delays, the club will cover no more than \$60 per night for a maximum of two nights. The remaining costs are the pilot's responsibility.
5. Tie down fees, hangar rental fees, and ramp fees are the responsibility of the pilot(s) and will not be reimbursed by the Iowa State University Flying Cyclones.
6. The pilot is responsible for reimbursing the club the share of the flight cost listed below based on the number of club member passengers onboard:
 - a. 1 passenger - PIC must pay 60%
 - b. 2 passengers - PIC must pay 45%
 - c. 3 passengers - PIC must pay 30%
7. No club member shall force pilots to make unsafe decisions with his/her financial or administrative privileges. Any pilot aware of potential violation of this rule shall report and discuss the situation with the club Advisor as soon as possible.

4 - FLIGHT TYPES AND PASSENGER SELECTION PROCEDURES

The Flying Cyclones goal is to expose its members to the great world of general aviation through educational flights. The club believes it can accomplish this goal by taking its members on a variety of flights, such as: a local club flight, flight to a nearby controlled airport, cross country flight and trip flights if possible. The pilot should try their best to answer any passenger questions and provide them with an educational experience on their flights.

1. Flight Types

- a. A local club flight is a flight:
 - i. that departs and lands at Ames Municipal Airport (KAMW). Landings and touch-and-goes are permitted as long as they are conducted at a public airport that is within 35 nm straight-line distance from KAMW.
 - ii. with a planned duration no shorter than 0.6 hours and no longer than 1.2 hours (as recorded on the plane's hobbs meter).
 - iii. where the pilot should do their best to educate their passengers on general aviation knowledge and basics on this flight
- b. A flight to a nearby controlled airport is a flight:

- i. that visits either Des Moines International Airport (KDSM) or Waterloo Regional Airport (KAMW)
 - ii. with a planned duration no shorter no longer than 1.6 hours (as recorded on the plane's hobbs meter).
 - iii. where the pilot should do their best to educate their passengers on general aviation knowledge and basics on this flight as well as procedures for visiting controlled airspace
- c. A cross country flight is a flight:
 - i. that visits any public airport that is within 100 nm straight-line distance from KAMW
 - ii. with a planned duration no longer than 2.4 hours (as recorded on the plane's hobbs meter).
 - iii. where the pilot should do their best to educate their passengers on general aviation knowledge and basics on this flight as well as navigation, radio communications and cross country flight planning
- d. A trip flight is a flight:
 - i. that visits any airport for a specific event or opportunity, this could include fly-ins, museums, company tours, air shows or anything else approved by the executive committee
 - ii. where the pilot should do their best to educate their passengers on general aviation knowledge and basics on this flight as well as anything else they might encounter
 - iii. where in the that more pilots than available planes are interested in flying preference shall be given to active* club pilots:
 - 1. with less trip flight time that academic year
 - 2. with less total club flight time that academic year

*An active club pilot is defined as a club pilot that satisfies all requirements listed in Section 2.2 of this document and the pilot has conducted at least 2.0 hours (as recorded on the plane's hobbs meter) local club flights in the previous 30 calendar days.

2. Passenger Selection and Flight Type Rules

- a. A passenger will be limited to experiencing 1 local club flight, 1 flight to a nearby controlled airport and 1 cross country flight during the school year as defined above in Section 4.1 Flight Types
 - i. a passenger's cross country flight could also be to a controlled airport if that's where the pilot decides to go
 - ii. these limits do not apply to flights that are deemed by the executive committee as trip flights
- b. A passenger's first flight with the club should not be a cross country flight or long trip unless they have previous small plane experience

- c. In the event there are more passengers interested in non-trip club flights than there are available seats, priority shall be given to:
 - i. the passenger with no flight time with the club that year
 - ii. the passenger with the least flight time with the club that year
 - iii. the passenger who signed up first
- d. In the event there are more passengers interested in a trip flight than there are available seats, priority shall be given to:
 - i. the passenger who has not been on any trip with the club that year, whether flown or driven to
 - ii. the passenger with no flight time with the club that year
 - iii. the passenger who has been on the least trips, flown or driven to, with the club that year
 - iv. the passenger with the least flight time with the club that year
 - v. the passenger who signed up first
- e. The executive committee may add to or limit a passenger's flight allotment at their discretion if they deem it necessary or in the interest of the club

3. Pilot Selection and Flight Type Rules

- a. It is the pilot's responsibility to ensure that their passengers are selected based on Section 4.2 Passenger Selection and Flight Type Rules
- b. A pilot must fly a rotation of non-trip club flight types
 - i. a pilot cannot fly non-trip club cross country flights consecutively and must have at least two non-trip non-cross country club flights between club cross country flights
- c. The executive committee may add to or limit a pilot's flight allowances at their discretion if they deem it necessary or in the interest of the club

4 – VIOLATIONS

- 1. Reporting
 - a. Any club member aware of or involved in a violation of any rule in the Flight Operations Policy and Procedure Handbook must submit a written report of the violation to the Flying Cyclones Safety Officer (S.O.) within 72 hours of the violation. The report must contain all details pertinent to the violation, and at a minimum must include the following:
 - i. Date and time of violation
 - ii. Persons involved in the violation, both acting and witnessing
 - iii. Rule that was violated
 - iv. Events pertaining to the violation
 - b. Anyone may report any other incidents or concerns to any member of the Judicial Committee. The reporter may choose the level of confidentiality of the statement(s).

2. Suspension

- a. The Safety Officer will decide within 24 hours from the report submission if the pilot is to be temporarily suspended from club pilot privileges until further review based on a rule violation. If the S.O. is unable to fulfill his/her duties, the advisor shall fulfill those duties.
- b. If the pilot is suspended, he/she shall be immediately notified of the suspension and grounds for suspension by the safety officer. He/she must schedule a meeting with the Judicial Committee to review the suspension within 15 business days of the incident. Failure to schedule a meeting will result in a permanent loss of club pilot privileges.
- c. Within 48 hours of the meeting, all members of the Judicial Committee will review the violation and determine one or more of the following courses of action.
 - i. Releasing all charges against the club pilot
 - ii. Counseling the club pilot
 - iii. Sanctioning the club pilot
 - iv. Revoking some or all club pilot privileges temporarily
 - v. Revoking all club pilot privileges indefinitely

3. Appeals

- a. The club pilot who has been sanctioned or had club pilot privileges revoked has the right to appeal their suspension in person at the next club meeting that is after and not on the same day as the Judicial Committee meeting. At that next club meeting, There shall be a minimum of 20 members or 50% of the dues-paying members present, whichever is smaller.
- b. A meeting reminder must be sent on the day prior to the meeting, and shall contain the words "a vote by members who have paid dues will take place during the meeting."
- c. If the minimum number of members is not satisfied, the presentations and vote shall be moved to the next meeting. This process may be repeated until the vote can happen.
- d. The S.O. shall have 15 minutes to present allegations against the club pilot.
- e. The club pilot shall have the next 15 minutes to explain any allegations made against him/her.
- f. A written Yes or No vote will take place immediately after the 2 presentations and must contain the name of the member voting.
- g. At the conclusion of the meeting, only the pilot shall be notified of the tally of votes for and against him/her.

4. Results

- a. If 75% of votes are Yes, the decision of the Judicial Committee shall be overruled and the pilot shall
 - i. be released from all charges and
 - ii. have full privileges reinstated immediately.

- iii. No discrimination may be shown toward that pilot during the flight approval process.
- b. If 50% of votes are Yes, but not 75% or more, the the Judicial Committee must reconvene within 48 hours to determine course of action to take with the pilot.
 - i. The club pilot may only have club pilot privileges revoked for a maximum of the remainder of the Iowa State University fiscal year
 - ii. The new course of action may not be more severe than the original course of action appealed.
- 5. If less than 50% of votes are Yes, the decision of the Judicial Committee shall stand.

5 – OTHER

- 1. Non-members of the Flying Cyclones are allowed on flights permitted there is space available. Flying Cyclones club members must always be given priority. Non-members do not count towards the number of passengers for the purpose of the pilot's share of the costs. The PIC must confirm that all non-members have filled out the club's insurance waiver.
- 2. In limited circumstances, and with the approval of the executive committee, a *student* pilot may be the pilot for a club trip provided a flight instructor is along on the flight. The details will be decided on a case by case basis.
- 3. Only clean windows with non-abrasive cleaners approved for aviation windows, or with water. Windex brand or other ammonia-based cleaners, and paper towels cannot be used, as these products will permanently cloud and scratch plastic windows.