YALE AVIATION REGULATIONS

These regulations govern the operation of Yale Aviation (YA) and are issued by the Directors under the By-Laws of Yale Aviation (Article II, Section 1 and elsewhere). These Regulations may be revised by the Board of Directors from time to time.

PART I MEMBERSHIP

1.1 ELIGIBILITY

Students, faculty, employees of Yale University, members of the Yale community and their families desiring aviation experience are eligible to join Yale Aviation. Other individuals who have no direct relationship to Yale may be approved for membership through the membership committee. All members must meet Transportation Security Administration requirements for access to the New Haven airport East Ramp.

1.2 MEMBERSHIP

To complete membership, an applicant must submit a properly completed application, pay an initial membership fee & the first month's membership dues, plus submit any other information requested as required for evaluation and insurance purposes.

1.3 MEMBERSHIP LEVELS

There are two (2) levels of membership, as prescribed in our By-Laws: Individual Members and Affiliate Members. Only current and active Individual Members may use the YA aircraft. Within the Individual Members category, there are two tiers, Tier 1 and Tier 2, each with a distinct initial membership fee. A Tier 2 member may become a Tier 1 member with the payment of the difference in initial membership fees at the time the change is requested. The privileges of each tier are further outlined in Part III SCHEDULING.

1.4 INACTIVE STATUS

At the discretion of the Board, members may go on inactive status for a period of time without having to rejoin and repay the reactivation fee when they are able to become active members again. More information on the rules governing this special status is in Part IV under INACTIVE STATUS.

1.5 SUSPENSION OR TERMINATION

At the sole discretion of the Board, YA at any time may suspend or expel any member for any cause which YA deems sufficient without liability for return of application fee or other payments

PART II OPERATIONS

2.1 LEGAL OBLIGATION

No member may operate a YA aircraft in a manner which would violate an FAR, state or federal law, or these regulations. A member who conducts flight operations in violation of these regulations or the FARs, or in a reckless or irresponsible manner, will have his/her flight privileges suspended immediately; may have membership privileges suspended or terminated; and will be held financially responsible for all damage caused by such actions.

2.2 GROSS NEGLIGENCE OR WILLFUL MISCONDUCT

If any member in the discretionary determination of the Board of Directors or its designee causes loss or damage to YA or to its aircraft or equipment or to any member or instructor by reason of the gross negligence or willful misconduct or willful violation of any law, ordinance or governmental regulation or any rule of YA, or while under the influence of intoxicating liquor or drugs, the member (and parent/legal guardian if a minor, but only in respect of the separate estate of the minor) shall be liable to YA for all such loss or damage.

2.3 RESPONSIBLE FOR PASSENGERS

Members are responsible to care for YA aircraft and equipment including treatment by their passengers.

2.4 PILOT-IN-COMMAND REQUIREMENTS

A member must satisfy each of the following before acting as PIC:

- All legal requirements to act as PIC in the aircraft being operated
- each of the applicable checkrides in this Part
- active, non-grounded status in YA

2.5 PROFICIENCY

In order to maintain proficiency, members are expected to log no less than one hour per month as PIC or student. If a member does not fly for 90 days, a checkride with a YA CFI will be required before that member may operate YA aircraft as PIC.

2.6 EXPERIENCE REQUIREMENTS

Certain YA aircraft may have specific experience, time in type, or dual instruction requirements before acting as PIC.

2.7 CHECKRIDES

Each of the following requires a checkride or successful completion of instruction appropriate to the specified flight operation with a YA authorized CFI. Checkrides will be held to the standards of the applicable Airman Certification Standards. Pilots may be referred for further instruction before signoff.

- first flight as PIC in each type (i.e. PA28A Cherokee 180 or 140)
- first flight as PIC after 90 days
- landing at non-paved airports
- night flight between sunset/sunrise
- cross-country night flight
- first flight in a YA aircraft if joining YA as a rated pilot

2.8 AIRPORTS

Members may land only at FAA-recognized airports which are within the performance capabilities of the aircraft and the pilot. Members are cautioned that they will be liable for the full cost of damage caused by landing at non-paved airports. This particularly includes propeller damage caused by rocks and gravel.

2.9 OPERATING LIMITATIONS

Members are required to familiarize themselves with the operating capabilities and limitations of each type aircraft they intend to fly, and to exercise care to stay within them. This includes allowable maneuvers, runway lengths, density altitude performance, cross-wind capabilities, fuel requirements, and especially weight and balance. These limitations are described in detail in the Aircraft Flight Manual and Pilot's Operating Handbook which is available for each aircraft. Operating a YA aircraft over-gross or beyond CG limits will void the insurance policy and is grounds for immediate termination of membership.

2.10 COMMERCIAL OPERATIONS

No commercial operations are permitted in YA aircraft.

2.11 AEROBATICS

Intentional aerobatic maneuvers are permitted only for training purposes and only as allowed by the FARs and applicable aircraft limitations.

2.12 FLIGHT PLANS

VFR or IFR flight plans must be filed for all cross-country flights beyond 50 miles.

2.13 SMOKING

Because of damage to gyro instruments and aggravation of high-altitude effects, no smoking of anything is permitted in a YA aircraft, at any time.

2.14 DELAYED ARRIVAL

If, for any reason, you cannot return to New Haven by your scheduled arrival time, you must notify the Scheduling Officer (or Robinson Aviation if unavailable) of your amended ETA.

2.15 MAINTENANCE NOTIFICATION

You must note any mechanical problems you discover in the log sheet kept in each aircraft. Serious problems affecting safety or imposing operational limitations must be telephoned immediately to the maintenance officer. Problems serious enough to warrant grounding the airplane, in the member's judgment, must be reported to the Maintenance Officer, and an appropriate note placed on the log sheet in the aircraft.

2.16 OUT-OF-TOWN MAINTENANCE

If you experience maintenance problems away from New Haven needing attention before further flight, you must obtain authorization from the Maintenance Officer before repairs are made. The President may approve repairs if the Maintenance Officer is not available. You will be reimbursed for any repairs paid out-of-pocket, if a suitable receipt is presented.

2.17 KEYS

Members must return the aircraft keys after each flight, whether to the lockbox attached to the aircraft or to the YA box kept at the Robinson Aviation reception desk. Failure to return the keys promptly may result in your being charged at the current aircraft hourly rate for the time the keys are unavailable. A member found to be in possession of a duplicate YA aircraft key will be suspended.

2.18 ACCIDENTS

A member is required to contact the Safety Officer or a corporate officer immediately after any accident or incident, whether in motion, not in motion, on the ground, or in the air. If the aircraft received damage, the member is required to submit a written statement to the President describing the circumstances, location, damage, injury to persons, weather (if applicable), and probable causes. The member is cautioned about speaking with the FAA, police, or other officials and may wish to seek guidance before speaking with an official.

The Safety Officer shall take all steps necessary to ascertain facts, conditions and circumstances of the accident or incident; shall arrive at conclusions regarding the probable cause and the responsibility for said accident or incident; and shall make known to the Board of Directors, and to all parties involved in the accident or incident, the findings of this investigation.

PART III SCHEDULING

3.1 GENERAL SCHEDULING

Only current, active YA individual Tier 1 members may schedule our airplanes for longer than 4 hours or overnight, and to do so requires contacting the Scheduling Officer.

3.2 ADVANCE RESERVATIONS

Reservations scheduled more than one month in advance should be reconfirmed at the beginning of the month of the intended flight.

3.3 CANCELLING

Members are expected to cancel a reservation as soon as it is no longer desired. As many members are instrument-rated, reservations must be cancelled whether or not marginal VFR or IFR weather conditions prevail. You must cancel your reservation 30 minutes prior to your scheduled departure. If you do not cancel your reservation within 30 minutes after your scheduled departure you will be subject to a non-cancellation charge (specified in part IV).

3.4 DELAYED DEPARTURES

Flights scheduled are guaranteed for up to 30 minutes after the scheduled departure time. The aircraft is automatically available to any other member after that time, whether or not the reservation has been removed from the online schedule. If your departure will be delayed, you must update your reservation online, or call the Scheduling Officer to be sure to retain your reservation.

3.5 EXTENDED TRIPS

Active Tier 1 members may schedule a YA aircraft for up to five consecutive days. To schedule for multiple days, contact the Scheduling Officer, who will consider requests for longer trips on a case by case basis.

PART IV BILLING

4.1 DUES

Each active member is billed monthly dues, whether or not the member flew that month. Dues will be charged until a written request for inactive status is received by the Billing Officer. All new members must set up automatic charging for paying off their account once a month.

4.2 FLIGHT PER MONTH

A minimum charge of 1 hour of flight time per month will be charged whether or not the member flew. This is to encourage members to keep their skills proficient and to provide a consistent source of funds to care for the aircraft. The monthly minimum charge will remain as a credit in the member's account until the hour(s) are flown, up to 12 months, after which the credit will be forfeited.

4.3 MINIMUMS

If you reserve, or keep, a YA aircraft for longer than 6 hours, you will be billed for minimum flight time of 2 hours per day (weekdays) or 3 hours per day (weekend days). If other YA aircraft are available during the time you are away, minimums may be waived at the discretion of the Billing Officer. As this will not be known until the time of the trip, you must expect to pay the minimums. You will not be billed for minimums beyond your original ETA if you are delayed in returning due to legitimate weather or mechanical difficulties.

4.4 GROUNDING

You are grounded if payment of the current bill is not received by the last day of the month in which it was due. The Billing Officer may waive grounding under extraordinary circumstances.

Members who are grounded will have their names removed from the schedule. You may not, under any circumstances, fly a YA aircraft when grounded. Your flight may not be covered by insurance if you fly when grounded; you may be personally liable for all damages in the event of an accident. Your flying privileges will be reinstated when payment is made. However, you should notify the Billing Officer, preferably by telephone, when you submit payment, so that you may be reactivated as soon as possible. Members whose bills are not paid in two months will be suspended and have their membership reviewed by the Membership Committee for possible termination.

4.5 INACTIVE STATUS

You may change to inactive status at any time. This may only be accomplished by written notice to the Billing Officer or Secretary. Members will be held liable for all monthly charges until such written notice is received. Oral notice is not sufficient, and will not keep dues and monthly minimums from continuing to accrue. Written notice may be given by mail, email, facsimile or text. A member may not resume active membership in Yale Aviation if they became inactive with an outstanding balance.
You may reactivate at the discretion of the board of directors, but generally after an inactive period of not less

than 3 months. Generally, full time students may alternate active and inactive status once per year, while individual members may not reactivate more than once in any three year period. To reactivate, a member must (1) notify the Billing Officer, (2) receive approval of the Board of Directors, and (3) pay the reactivation fee currently in effect. A reactivated member must meet all the requirements of these regulations including currency, checkride, and payment of dues. Note that payment of the membership fee when first joining YA makes you a lifetime member.

At the discretion of the Board of Directors, an inactive member may apply and be permitted to reenroll for a single month in accordance with the following general terms:

- Board review and approval, generally for those inactive members visiting for short periods of time
- 90 days checkride
- Monthly dues payment
- 4 hour maximum reservation with NO overnight

4.6 FLIGHT TIME RECORD

After each flight, members must record their name, the date, the Hobbs reading, and any maintenance or operational problems they encountered on the scheduling log (clipboard) found in each aircraft. The Hobbs reading recorded by the previous pilot will be used as the time out for billing purposes unless a note explaining any discrepancy is made in the log book next to the flight entry.

4.7 GAS & OIL CREDIT

If you purchase fuel away from New Haven, you will be given credit upon presentation of a receipt with all of the following: last name, plane number, date, location, # gallons, price per gallon, and total charge.

Landing fees, parking fees, and other purchases will not be reimbursed and are the responsibility of the YA member.

4.8 NON-CANCELLATIONS

The Billing Officer has the discretion to charge for flights scheduled but neither flown nor cancelled. The charge will be $10.00 or greater depending on the availability of and demand for other aircraft. The maximum charge levied will be the number of hours scheduled times the current hourly rate for the aircraft.

4.9 OTHER EXPENSES BILLED

All ancillary expenses incurred by a member, but paid by YA, will be billed to the member. This includes jump starts after leaving the master on, landing fees, callout fees, etc. Pre-heating (required when outside air temperature is < 20 F°) costs are not billed back.

4.10 RETURNED CHECKS

YA may assess a charge for a returned (bounced) check.

4.11 FINANCE CHARGE

YA may assess finance charges of 1% per month for balances unpaid after 30 days.

4.12 FAMILY MEMBERSHIPS

YA may reduce the initial membership fee and monthly dues for members whose household already includes a YA member.

4.13 AFFILIATE MEMBERSHIPS

A membership category is available for those interested in participating in educational programs & other YA activities, and in receiving the newsletter & other written materials. This member does not have voting privileges and cannot fly YA aircraft. Dues to cover the costs of the written materials and programs may be charged to the affiliate member, as determined from time to time by the Board.

PART V INSURANCE

5.1 INVALIDATION

Members are cautioned that flights in violation of the FARs, or by grounded, non-active or non-current pilots, may invalidate the insurance policy, rendering the member liable for the full amount of liability and damages. Any such flight is grounds for immediate termination of membership.

5.2 FOREIGN FLIGHTS

Special insurance arrangements may be required for flights outside the continental United States. Prevailing insurance regulations may require minimum flight experience and/or advanced ratings. **Such flights must be approved by the Safety Officer.** Flights to Canada do not require prior approval. Flights to Mexico are not allowed under any circumstances. Flights to the Caribbean (including the Bahamas) will be reviewed upon request.

5.3 OTHER AIRCRAFT

The YA insurance policy covers YA members when flying YA aircraft. Members are cautioned to investigate insurance coverage when renting or flying other aircraft.

5.4 DEDUCTIBLE

In the event of an accident, a member will be required to pay any applicable deductible amount not covered by insurance. YA may reduce this amount substantially upon submission of a written statement by the member demonstrating that the accident was not caused willfully or as a result of negligence or recklessness.

5.5 COVERAGE DETAILS UPON REQUEST

Details regarding the current YA insurance policy will be provided to members upon request.

PART VI INSTRUCTION

6.1 PASSENGERS

A student may carry passengers only when a CFI is at the controls.

6.2 CFI

Instruction in YA aircraft may be given only by an FAA certified CFI. A YA authorized CFI, one who has been approved by the President, is required to give initial and 90-day checkouts and for primary instruction.

6.3 STUDENT PILOT REQUIREMENTS

In addition to any regulatory requirements, no student pilot may take off solo with less than 30 minutes remaining before official sunset. No student pilot may start a solo cross-country with less than four hours remaining until official sunset. No student pilot may take a solo cross-country unless, over the intended route of flight, the visibility is 7 miles or greater and the ceiling as greater than 4,000 feet. No student may fly solo in the local area unless visibility is greater than 4 miles.

6.4 NON-CANCELLATION

Members may be liable for charges for flights scheduled but neither flown nor cancelled.

6.5 INSTRUCTORS ARE INDEPENDENT

YA offers aviation education programs but does not offer flight instruction nor employ flight instructors. Flight instruction offered by YA-authorized CFI is arranged directly between a member and the CFI. YA does not charge for nor process flight instruction charges.

PART VII MEMBER RESPONSIBILITIES

7.1 RESERVATIONS NOT FLOWN

YA has traditionally operated with a pilot/plane ratio of 20:1. Do not over-schedule the aircraft. Do not schedule unless you reasonably expect to make the flight. Cancel a reservation as soon as you decide not to go. Do not reserve the plane for longer than you need it. Do not delay the next flight by returning late.

7.2 CLEANLINESS

Remove from the aircraft everything you brought: Flight plans, soda cans, papers, etc. Leave the interior neat.

7.3 ABUSE OF AIRCRAFT

Do not abuse the aircraft!

- avoid hard landings
- do not brake hard unless necessary
- do not lean the mixture excessively at low altitudes or at high power settings
- do not make rapid, prolonged descents at low power
- do not slam the door shut
- make sure all avionics are off before starting/stopping the engine
- do not use the seat backs for leverage when entering/exiting
- do not race the engine at high RPM immediately after starting, especially in cold weather
- operate in accordance with the manufacturer's recommendations found in the FAA approved flight manual and pilot's operating handbook

7.4 ACTIVITIES

Members are expected to attend the Annual Meeting and support & participate in the other activities of the club, both social and educational. This includes:

- notifying members about meeting or events
- preparing bills
- washing and waxing the aircraft
- preparing meetings
- suggesting ideas for programs and events

7.5 VOR CHECKS

If instrument-rated and flying an instrument aircraft, check the VOR log sheet before flight, and make an appropriate notation if the last check is about to expire as required by FAR 91.25.

7.6 FINANCIAL RESPONSIBILITY

Keep YA solvent by paying monthly bills promptly and not flying beyond your financial means.

PART VIII OFFICERS

8.1 CORPORATE OFFICERS

Corporate Officers are designated and elected according to the By-Laws of Yale Aviation.

8.2 OPERATIONS OFFICERS

Operations officers are appointed by corporate officers of Yale Aviation and are delegated aspects of the appointing corporate officer’s authority, as described in these regulations or as provided in writing. Operations officers act at the direction of the appointing Corporate Officer. Any member or director may be designated as an operations officer. The extent of delegation cannot include voting or authority assigned to other Corporate Officers under the By-Laws.

8.2.1 OPERATIONS OFFICERS APPOINTED BY THE PRESIDENT

Maintenance Officer: Responsible for airworthiness of YA aircraft, arranging periodic inspections, responding to logbook squawks, and aircraft cleanliness.

Scheduling Officer: Responsible for administering the use of Yale Aviation aircraft and equipment by members in accordance with the policies described in these regulations

Safety Officer/Chief Pilot: Responsible for making and enforcing decisions regarding the qualifications of members and suitability of equipment each type of flight operation, for approval of YA-authorized CFIs and for oversight of all aviation factivities of YA.

Programs Officer: Responsible for Yale Aviation educational and other programs; maintains communication with Yale University regarding operations of organization; responsible for communications with Board of Directors regarding educational programs.

8.2.2 OPERATIONS OFFICERS APPOINTED BY THE TREASURER

Billing Officer: Responsible for maintaining member accounts, insuring balances are paid in a timely manner, maintaining member information and reporting unpaid balances to Treasurer and President.

8.2.3 OPERATIONS OFFICERS APPOINTED BY THE SECRETARY

TSA Representative: Designated organization signatory for TSA security processes; coordinates member security applications and ensures organizational compliance with security regulations and procedures applicable to YA.

Editor of Newsletter: Responsible for publication of monthly newsletter which must include any changes in current operating procedures.

8.3 COMMITTEES

The following committees will be maintained:

Membership Committee: Responsible for reviewing applications of membership, soliciting membership input, and introduction of new members. The committee shall consist of the Board of Directors. A new member may be admitted to YA only after being approved by this Committee.

Nomination Committee: Responsible for nominating members as candidates for corporate officer positions. The committee shall be headed by a member of the Board of Directors and include at least two other members from the general membership.

By-Laws & Regulation Committee: Responsible for keeping the By-Laws and Regulations current, and for presentation of the By-Laws and Regulations to the Board of Directors annually for approval. The committee shall include the Secretary and one other member.

Maintenance Committee: Responsible to support the activities of the Maintenance Officer, who will review all material decisions in advance with the committee. The committee shall consist of the Maintenance Officer and at least one other member.

CONFIRMATION OF READING OF REGULATIONS

I,_____, as a member of Yale Aviation, have read the By-Laws and Regulations of the organization and agree to comply with them.

Signature, _____Date, _____