

POLICIES & PROCEDURES OF THE CHEROKEE FLYERS, INC.

Revised 3/16/17

PURPOSE

The purpose of The Cherokee Flyers, Inc. (Cherokee Flyers) is to promote general aviation education, flight safety education and awareness of general aviation in our community.

MISSION

The mission of the Cherokee Flyers is to provide general aviation education, training and continuing education to all members of the public. The mission will be accomplished by maintaining and providing training equipment and a professional contracted staff of ground and flight instructors who will supervise all operations including classes, discussions, exhibits, safety seminars, lecture series, and all training equipment.

OPERATIONS

MEMBERSHIP CATEGORIES

General Membership

General membership is open to any individual, whose dues are current and remains in good standing, desiring to participate in the activities of the Cherokee Flyers.

Student Membership:

Student Membership is open to any individual enrolled in a full-time curriculum with a primary school, college, or university. A Student Member is eligible to participate in instructional flight training and continuing education flight training as space is available.

Corporate Membership:

Corporate Membership is available to any corporation whose annual dues are current and remains in good standing, or who make donations to the Corporation Cherokee Flyers, Inc. in such amounts as may be determined from by the Board of Trustees or Officers. Corporate Membership will allow member employees of such corporations and their immediate family members to participate in the activities of The Cherokee Flyers, Inc, and be eligible for subsidized rates on lab charges.

Honorary Membership: An individual who is deemed appropriate by the Officers, to be awarded a membership that will carry the same privileges and must abide by all rules and regulations governing the Corporate Membership.

Flight Status

Active Flight Status

To qualify for active flight status a member must have a valid pilot certificate, a current medical, a Cherokee Flyers Checkout and meet the Cherokee Flyers Currency Requirements. Copies of the Pilot Certificate, Medical and a document showing a Cherokee Flyers Checkout must be provided to the Director of Aeronautical Education. A member will be removed from Active Flight Status if the requirements for this status are not maintained.

Restricted Flight Instructor

Flight instructors that do not possess a dues paying membership in Cherokee Flyers Inc., but, are approved by Cherokee Flyers Inc. to give instruction to Cherokee Flyer Inc. members, on active status, will be considered a Restricted Flight Instructor member of Cherokee Flyers Inc. A Restricted Flight instructor does not pay aircraft lab charges or dues. In addition a Restricted Flight Instructor may only schedule a Cherokee Flyers Inc. aircraft for an instructional flight.

FINANCIAL AND ACCOUNTING

The Treasurer shall maintain financial records of the Cherokee Flyers. The Board of Trustees shall require an audit of Program records at least once a year, on a date designated by the Board of Trustees. The results of that audit shall be published to the members. Each month, the Treasurer shall prepare and present to the Board of Trustees a statement of the financial activity of the Cherokee Flyers. The Treasurer shall annually, prior to the end of the term of the Board of Trustees, assist the President in preparation of a budget for the following year. This budget shall be presented to the Board of Trustees no later than the last business day of the third quarter of the calendar year.

Tuition, Dues, and Charges

Each member shall be charged a processing charge upon initial membership enlistment.

Membership dues are billed monthly and payable in advance. Failure to pay dues by the last day of the month covered will result in a late charge. Additional late charges will be assessed on the last day of each subsequent month until either the account is in good standing or the member resigns his or her membership. The amount of the late charge will be determined and made public by the Officers.

Each member bearing *Flight Status* shall be charged aircraft lab charges and other charges for the equipment and services used by the member. Aircraft lab charges are calculated from the Hobbs meter installed in each aircraft. The scheduling member

shall properly document their flight and remit payment to the Cherokee Flyers Dispatch Center after the completion of each flight.

The Officers shall establish the tuition and lab charges for courses, equipment and services utilized by members to accomplish the purpose of the Cherokee Flyers and to ensure sound operational and fiscal management of the Cherokee Flyers. Different lab charges shall be established for General and Subsidized rates. Subsidized rates shall take into account the dues of a Member Corporation. Any change of any tuition rate or lab charge must be posted to Cherokee Flyers members.

<u>Summary of Applicable Tuition, Dues and Charges</u>		
<u>Membership Type</u>	<u>Dues</u>	<u>Lab Charges</u>
General	Required	General
Corporate	Required	Subsidized
Student	Required	Subsidized
Honorary	Waived	Subsidized
<u>Summary of Service Benefits</u>		
<u>Service Role</u>	<u>Dues</u>	<u>Lab Charges</u>
Officer or Trustee	Waived	Per Membership Type
<i>Active</i> Flight Instructor	Required	Subsidized
<i>Restricted</i> Flight Instructor	Waived	General (no solo rentals)

CLASSES, SAFETY SEMINARS, DISCUSSIONS, EXHIBITS AND LECTURE SERIES

A primary function of the Cherokee Flyers involves conducting ground school, classes in preparation for Federal Aviation Administration (FAA) licenses, discussions, exhibits, lecture series, FAA wings program safety seminars, and hosting guest speakers. A schedule for academic activities shall be posted to all Cherokee Flyers members, as well as promoted within the community. Any member or individual wishing to attend classes or other educational ground sessions may do so on a space available basis. Tuition rates for such activities will be posted to all Cherokee Flyers members and promoted broadly within the community. Tuition, if any, for these academic activities shall be paid prior to admission to the course.

AIRCRAFT TRAINING, INSTRUCTION, CONTINUING EDUCATION, AND AIRCRAFT OPERATION

Persons Authorized to Operate Cherokee Flyers Aircraft

Only Cherokee Flyers members in good standing with current flight status are authorized to operate Cherokee Flyers aircraft, except as specifically approved by the Officers for maintenance or other reasons in the interest of the Cherokee Flyers. The authorized pilots shall not permit operation of the flight controls by anyone else, except an FAA Designated Examiner when acting in that capacity with a Cherokee Flyers member, or a prospective member accompanied by a Cherokee Flyers Flight Instructor

when participating in a Discovery, Scenic, Pinch Hitter, or other charitable, educational or specific training flight approved by the Officers.

Flight Operations

Prior to solo operation of each model aircraft, a member must be found competent by a Cherokee Flyers approved instructor to operate that model aircraft.

To operate any Cherokee Flyers aircraft at any time other than while receiving flight instruction from a Cherokee Flyers approved instructor, the member shall meet all requirements for Active Flight Status. In addition, prior to operation at night, a member must be found competent, by a Cherokee Flyers approved instructor to operate an aircraft at night. Further, prior to operation in instrument meteorological conditions, a member must be found competent by a Cherokee Flyers approved instructor to operate an aircraft by reference to instruments. Prior to operations on grass or other unimproved runways, the member must be found competent in soft field takeoffs and landings by a Cherokee Flyers approved instructor. The Cherokee Flyers approved instructor completing the checkout shall record the fact of the completion of the checkout in the member's logbook and a copy of this entry must be provided to the Director of Aeronautical Education.

The Director of Aeronautical Education may require a special flight check for a member if, in the judgment of the Director of Aeronautical Education or any officer, that member has engaged in conduct involving Cherokee Flyers aircraft that suggests that the member's flight skills and/or judgment compromise safety of flight. This flight check shall be performed by a Cherokee Flyers approved instructor selected by the Director of Aeronautical Education. The Director of Aeronautical Education shall submit a written report of the conduct and of the check flight results, with his/her comments to the Officers. The member involved will not be charged for the special flight check.

Cherokee Flyers Currency Requirements

To remain current the member must have logged at least one flight, in an aircraft model equal to or greater in complexity to that in which currency is sought, while acting as PIC in the last 90 days. Documentation of this flight must be provided to the Director of Aeronautical Education if requested. These requirements are in addition to any recency of flight requirements contained with the Federal Aviation Regulations. Any member not current must be found competent by a Cherokee Flyers approved instructor to operate the model aircraft in which currency is sought.

Scheduling of Aircraft

A member must be in good standing to schedule a Cherokee Flyers aircraft. Members on flight status shall have equal rights to all Cherokee Flyers aircraft in which they are properly qualified.

Aircraft may be scheduled in half-hour increments, for a minimum of one hour, beginning on the hour or half-hour. A member may be scheduled for no more than

three future flights at any one time, of which, no more than one shall be an extended flight. An additional local flight may be scheduled on the day of a flight.

Flight Instruction

All flight instruction conducted in Cherokee Flyers aircraft will be conducted by Cherokee Flyers approved instructors. Each Cherokee Flyers approved instructor shall be approved by the Director of Aeronautical Education.

Local and Extended Flights

One aircraft may be designated as the primary training aircraft and may be restricted to local flights except when an equitable model aircraft is available. For scheduling purposes, a local flight is defined as a reservation of the aircraft for up to and including five (5) hours. An extended flight is defined as a reservation of the aircraft for greater than five (5) hours. A local flight may not be scheduled more than fourteen days in advance. An extended flight may not be scheduled more than three months prior to departure. The Director of Operations must be notified of any flight exceeding 48 hours. In addition, an extended flight shall not exceed seven days without the prior approval of the Director of Operations. For each complete 24 hour period for which the aircraft is scheduled and/or away from Vero Beach, Florida (KVRB), a minimum one hour aircraft lab charge will apply.

If an extended maintenance period is required for the primary training aircraft, the Director of Operations may elect to restrict other aircraft reservations to (5) hours to preserve the ability for students to maintain active training schedules.

Scheduled Selections

For the period beginning at 4:30 p.m. on the last workday prior to a Cherokee Flyers Designated Holiday one Cherokee Flyers aircraft, other than the primary training aircraft, may be scheduled by a random selection to be conducted by the Operations Director. The remaining aircraft are to be scheduled per the normal scheduling procedures. The Program membership is entitled to one entry in this selection for each volunteer activity, designated by the Officers that they have attended in the current calendar year. To utilize the aircraft the member must remain in good standing and remain on active flight status.

Late Return of Aircraft

A member who fails to return an aircraft at the end of the scheduled period may be charged, at the discretion of the Officers. A member whose departure is delayed because of late return of the aircraft should appropriately record this on the flight ticket at the completion of their flight. A member who anticipates a delay in the return of a Cherokee Flyers aircraft shall notify one of the following, in the order listed, until one is contacted: the Director of Operations, President, Vice President, or Director of Aeronautical Education.

Cancellation of Flights

Cancellation charges will be assessed for any flight not canceled prior to the scheduled departure. A member who cancels a scheduled aircraft and wishes to reschedule the aircraft may do so pursuant to the normal scheduling procedures with the same rights and schedule priorities as all members on flight status. All aircraft schedule cancellations must be appropriately reflected on the aircraft schedule.

Cancellation of a flight less than 24 hours before the scheduled departure time may result in a cancellation charge to the scheduling member at the discretion of the officers but not to exceed one-hour lab fee.

No cancellation charges will be incurred when a flight is canceled because of pilot health, weather, aircraft maintenance or repair, or, if the flight is scheduled by a student and it must be canceled because that student's instructor is unavailable to supervise or instruct or if the cancellation is due to the late return of the aircraft (aircraft unavailable at time of flight).

Flights Outside Continental Limits

No less than seven days before the departure date of a Cherokee Flyers aircraft on a flight outside of the continental United States, the scheduling member shall present a proposed itinerary, including destination, all intended landing airports, and schedule, to the President or Director of Aeronautical Education and shall receive written approval for the flight prior to departure. The written approval must remain in the aircraft during all flights outside the United States.

The Cherokee Flyers member shall be responsible for ensuring compliance with all operating regulations and requirements of U.S. Customs and Border Patrol and each foreign country and shall be responsible for any fees and/or fines associated with any violations.

Maintenance Flights

The purpose for a flight required in connection with maintenance of a Cherokee Flyers aircraft shall be appropriately recorded. A summary of any such maintenance-related flights will be presented to the Officers for review at each regularly scheduled meeting of the Officers.

Compliance with FARs and Cherokee Flyers Flight Rules

The member scheduling and, when more than one qualified member is in the aircraft and sharing expense of flight time, the pilot operating the controls, is responsible to ensure compliance with all FARs and all Cherokee Flyers rules. The approved flight manual, other information published by the aircraft manufacturer, and information published by the Cherokee Flyers shall be used for aircraft preflight and operation. Members are encouraged to file a FAA Flight Plan on all flights more than 50 nautical miles.

Authorized Airports

Cherokee Flyers aircraft may only be operated at airports, in the judgment of the pilot, will permit safe operations and not subject the aircraft to unreasonable risk of damage. The Director of Safety may prohibit or restrict the operation of Cherokee Flyers aircraft at a specific airport and notify members of such restriction. It is the membership responsibility to communicate unsafe airports to the Director of Safety.

Prohibited Operations

Aircraft are not to be utilized for towing, spraying, or commercial operation (other than flight instruction) or any operation that violate the aircraft operating limitations.

Aircraft Grounding

An aircraft shall be grounded by any member, and noted on the aircraft squawk sheet, when it is determined that it is unsafe for flight. Any member grounding a Cherokee Flyers aircraft shall note the reasons for the grounding on the aircraft squawk sheet and shall notify the Cherokee Flyers Director of Operations and the Dispatch Center of the grounding as soon as possible.

Purchases

All charges related to the use of the aircraft incurred at other than Vero Beach will be paid for by the member scheduling the aircraft. That member will be credited on his next bill for fuel, oil, and maintenance charges incurred, upon submittal of receipts to the Cherokee Flyers office within 30 days of flight. Fuel will be reimbursed at an amount set by the Officers and published on the aircraft rate sheet. Any maintenance charge over \$300.00 must be approved in advance by an Officer of the Cherokee Flyers.

Responsibility for Aircraft

The member scheduling the airplane is responsible for the aircraft. It is the responsibility of the scheduling member to prevent abuse of the aircraft and to remove any trash or offensive odors immediately after a flight. The scheduling member shall ensure that the Cherokee Flyers aircraft is hangared or securely tied down when the aircraft is unattended. Repeated violations of this policy may result in charges at the discretion of the Officers.

Student Pilot Solo Flights

A student pilot must operate Cherokee Flyers aircraft as prescribed by their flight instructor.

Pilot Proficiency Award Program

In an effort to promote continuous safety education, Cherokee Flyers may conduct or promote FAA wings (AC61-91) programs from time to time, as indicated by the schedule posted to the members and promoted to the local public. Upon successful completion of any phase of the FAA wings programs by a member with current flight status, the member's Cherokee Flyers account will be credited with the equivalent of one hour of flight time.

Emergencies/Accidents/Incidents

If an accident, incident, or emergency occurs, the pilot in command, unless incapacitated, must immediately notify the Cherokee Flyers and Piper Guard by contacting the emergency numbers located in the aircraft. These telephone numbers will connect you with the Cherokee Flyers Director of Safety who will contact you immediately and will coordinate all activities surrounding the event. The Director of Safety will make the appropriate notifications. The following information should be supplied to the Director of Safety:

- Tell the Director of Safety that you are notifying him/her of a Cherokee Flyers event
- Give your location
- Date and time of event
- Aircraft model and registration
- Names and persons involved and extent of injuries
- Damage to aircraft
- Damage to property
- Circumstances surrounding the emergency
- Any other pertinent information
- **MOST IMPORTANTLY – A TELEPHONE NUMBER WHERE YOU CAN BE REACHED!**

If you are involved in an aircraft accident, the pilot in command, unless incapacitated, must take the following steps to preserve the aircraft wreckage:

- In accordance to FAR NTSB Part 830, the wreckage can not be disturbed or moved without the consent of the FAA or NTSB except to remove persons injured or trapped, to protect the wreckage from further damage, or to protect the public from injury.
- If permission to move the wreckage is granted by the proper authority prior to their arrival, document all control surface positions, switches, fuel selector position(s) and fuel quantity in each tank.
- Do not make any statements to the press. Do not release any information regarding the accident except necessary factual statements that are requested by the proper authorities. Do not attempt to diagnose cause or liability.

Further, in accordance with FAR NTSB Part 830, the pilot in command must notify the FAA/NTSB if there is a flight control system malfunction or failure; an inability of the pilot in command to perform his/her normal flight duties as a result of injury or illness; if there is an in-flight fire; if you have an in-flight collision with another object or aircraft; or if there is damage to property, other than the aircraft, estimated to exceed 25,000 dollars for repair including material and labor, or fair market value in the event of total loss, whichever is less.

A member involved in an emergency/incident/accident with a Cherokee Flyers aircraft will be temporarily prohibited from operating Cherokee Flyers aircraft until further operation is authorized by the Accident Review Board or the Officers, except that the temporary prohibition shall not exceed 14 days.

CHEROKEE FLYERS INSTRUCTORS

Director of Aeronautical Education

The Director of Aeronautical Education shall have the authority to temporarily suspend any Cherokee Flyers approved instructor from providing further instruction in Cherokee Flyers aircraft if, in the judgment of the Director of Aeronautical Education, an instructor has violated the FARs or Cherokee Flyers by-laws relating to flight operations, or acted in a way that would be detrimental to Cherokee Flyers members. Such suspension shall be in effect until dispositioned by the Officers. Prior to such meeting by the Officers, a committee of three Cherokee Flyers flight instructors shall review the facts of the violation and recommend further action to the Officers. The committee shall be chaired by the Director of Safety or the President and shall consist of the Director of Safety or President plus two Cherokee Flyers approved instructors, of whom one is selected by the Director of Aeronautical Education and one selected by the suspended instructor.

Cherokee Flyers approved instructors

All Cherokee Flyers approved instructors shall apply for employment (as Independent Contractors) by completion of a written application specifying the applicant's qualifications and following approval by the Director of Aeronautical Education and by the Officers. Each Cherokee Flyers approved instructor shall hold and maintain appropriate FAA ratings and certificates for the instruction provided and satisfactorily complete a standardization flight check with an instructor designated by the Director of Aeronautical Education. Each Cherokee Flyers approved instructor, in order to retain their independent instruction contract, shall comply with all FARs and all applicable rules defined by the Officers, attend all scheduled instructor meetings called by the Director of Aeronautical Education or otherwise obtain the information presented at the meeting. All Cherokee Flyers approved instructors shall comply with all applicable Transportation Security Administration (TSA) regulations and requirements.

SAFETY OPERATIONS

Safety Issues or Violations

A safety issue or violation that involves an accident or incident, as defined by FAR NTSB Part 830, shall be reviewed within seven days by the Accident Review Board, who shall make recommendations for further action to the Officers. The Accident Review Board after reviewing the facts, may permit the member involved use of Cherokee Flyers aircraft if they determine that there was no low fuel incident and no safety issue. Any flight terminating with less than the minimum fuel specified below is classified as a low fuel incident, is considered to involve a safety issue, and will be reviewed by the Accident Review Board. The pilot in command of a Cherokee Flyers aircraft that is involved in low fuel incident shall be immediately prohibited from use of Cherokee Flyers aircraft pending review of the incident by the Accident Review Board.

MODEL
PA-28-181

MINIMUM FUEL
7 gallons usable

Accident Review Board

The Accident Review Board shall consist of the Cherokee Flyers Director of Safety, President and Director of Aeronautical Education. The Director of Safety shall preside over meetings of this Board. The Accident Review Board shall investigate all accidents or incidents involving Cherokee Flyers Aircraft and shall report its findings and recommendations to the Officers.

Prohibition of Use of Aircraft

The Director of Aeronautical Education, the Director of Safety and the President shall each individually have the authority to immediately temporarily prohibit a member from use of Cherokee Flyers aircraft, when safety of persons and/or property is compromised or when violation of a FAR and/or Cherokee Flyers Flight Operating Rule by a member is observed or reported by a responsible source. He/she shall report the safety issue or violation to the President and to the Director of Safety as soon as possible for further disposition by the Officers. Prohibition from use by a member of Cherokee Flyers aircraft under this section may be contemporaneous with and in addition to an action to revoke the membership of the affected member. Temporary prohibition from use of Cherokee Flyers aircraft shall be effective for no more than thirty days, unless the Officers take further action. A member, who is temporarily prohibited from using Cherokee Flyers aircraft, shall be notified in writing by the Cherokee Flyers person who implemented the prohibition, the reason therefor, and the facts supporting the prohibition. A copy in writing shall be provided to the Director of Aeronautical Education, the Director of Safety, and the President.

The facts and circumstances related to an incident that results in prohibition of use of Cherokee Flyers aircraft shall be presented to the Officers at a meeting of the Officers scheduled by the Director of Safety not more than 30 days after the incident. The

member involved shall be notified of the meeting, have the opportunity to attend such meeting and learn all facts to be considered by the Officers on the issue, be present during any discussion or deliberation by the Officers, and present additional facts relating to the matter. The Officers shall take such further action regarding the incident and the use of Cherokee Flyers aircraft by the member that are in the best interests of the Program and are consistent with the Policies & Procedures and by-laws of the Cherokee Flyers.

Revocation of Membership

The President may present the name of a member to the Officers for revocation of membership for failure to attend a minimum of one half of the general membership meetings, failure to pay bills, serious violation of any of the provisions of the Cherokee Flyers policies & procedures manual or by-laws, violation of any Federal Aviation Regulations, or activity at or involving the Cherokee Flyers that has a serious and immediate affect on the operation of the Cherokee Flyers. The Officers, in their sole discretion, may elect to conduct a hearing on the matter after a minimum of seven days notice to the member of the time and place of the hearing. The President shall present to the Officers information supporting the reason for revocation of membership. The member involved shall be notified of the meeting, have the opportunity to attend such meeting and learn all facts to be considered by the Officers on the issue, be present during any discussion or deliberation by the Officers, and present additional facts relating to the matter. The member may not operate Cherokee Flyers aircraft until the Officers resolve the matter. The Officers may take such action on the matter that are in the best interests of Cherokee Flyers and are consistent with the Policies & Procedures and by-laws of the Cherokee Flyers. The member has the option to appeal the officer's decision to the Board of Trustees, in such case the Board of Trustees decision shall be final.

CHEROKEE FLYERS FACILITIES

The Cherokee Flyers office and other facilities are for the use of the Cherokee Flyers and its members. Unless specifically approved by the Board of Trustees or President, those facilities shall not be used for activities that are not related to the purpose of the Cherokee Flyers.

Any aircraft operations will be subject to a designated gross receipts tax, payable quarterly to the City of Vero Beach.

SEXUAL AND OTHER FORMS OF IMPERMISSIBLE HARASSMENT

The Cherokee Flyers prohibits any form of harassment; that is, verbal or physical conduct that downgrades, demeans, degrades, mocks, or shows hostility or aversion toward an individual because of his or her race, color, religion, gender, national origin, age or disability, or that of his or her relatives, friends, associates or other third parties. It is the obligation and responsibility of each member/student who feels that he or she is being harassed or who witnesses someone being harassed to promptly notify an Officer of the Cherokee Flyers. The company recommends that any individual who believes that he or she is being harassed to clearly and promptly notify the offender that the behavior is unwelcome.

A committee consisting of Officers or Trustees, depending on the circumstances will accomplish a thorough, prompt, and impartial investigation of complaints. Further, the member/student is assured an investigation will be accomplished without having to fear retaliation or discrimination. Upon completion of the investigation, a report will be made to the individuals involved regarding the results of the investigation. If the investigation committee determines that harassment has occurred, the company will take immediate action, including disciplinary action up to removal from The Cherokee Flyers.

NONDISCRIMINATORY STATEMENT

The Cherokee Flyers membership is filled on a "first come, first serve" basis, as long as the applicant meets the requirements set forth in this document. The Cherokee Flyers will not discriminate against any applicant by considering their race, color, religion, gender, national origin, age or disability as a factor for membership.