

# CAPE FEAR FLYING CLUB



*GREAT PLANES, GREAT PEOPLE*

## **MEMBER HANDBOOK/CLUB RULES**



REV. 1.8, June 2020

## CAPE FEAR FLYING CLUB, INC.

### Member Acceptance of Club Rules, Acknowledgement and Assumption of Risks

In consideration of participation and membership in the Cape Fear Flying Club, Inc. (CFFC), I agree as follows:

1. I acknowledge receipt of a copy of the Member Handbook, and understand that it is my responsibility to know and abide by its contents. CFFC will review and update policies and procedures periodically. I understand CFFC will endeavor to keep me informed of changes as they occur, but the changes will be effective when made.
2. I understand and acknowledge that flying in or piloting any aircraft, including the aircraft which I may fly in or pilot as a member of the CFFC, is a potentially hazardous activity and requires special skills, training and expertise. I understand that I should not fly in or operate the aircraft unless I am medically and physically fit to do so and properly trained. I warrant that I am medically and physically fit to fly in or operate the Aircraft; that, if I pilot a CFFC aircraft, I hold a current valid FAA medical certificate (includes Basic Med) and pilot's certificate appropriate for the aircraft, that I have had adequate and appropriate training for flying in or operating the aircraft, that I am familiar with the aircraft and its operating procedures, I have reviewed and am familiar with the operating handbook and manual for the aircraft and that I have had an opportunity to conduct such inspections of the aircraft as I have deemed necessary and appropriate and that I will not fly in or pilot the aircraft unless all of the foregoing conditions have been satisfied.
3. I assume all risks associated with being a member of CFFC whether flying in or piloting the aircraft including but not limited to, weather related events, failure of the mechanical features of an aircraft, air traffic related events, any crewmember or pilot negligence, and any and all conditions of the airport, air or aircraft, support of aircraft operations and maintenance, and I acknowledge that all such risks are known to and appreciated by me. Having read this waiver and knowing, considering, and appreciating these facts and risks, and in consideration on my behalf and on behalf of my heirs, successors and assigns, I do hereby waive and release the CFFC, its officers, directors and members and the owner of the aircraft, and their agents, representatives, directors, shareholders, officers, employees, members and successors, from all claims or liabilities of any kind arising out of my membership in the CFFC including without limitation any personal injuries, death or damage to property which I may incur, even though that liability may arise out of negligence or carelessness on the part of the persons named in this waiver and release.

Signature of Member \_\_\_\_\_

Printed Name of Member \_\_\_\_\_

Date Signed \_\_\_\_\_

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### Mission

To provide a social and safety-oriented flying club with a fleet of technically advanced aircraft, which attracts safety-minded aviation enthusiasts of similar philosophical focus. **Great Planes... Great People**

### Values

- We recognize that a good pilot is always learning.
- We take pride in our piloting skills and passionately strive for best-in-class safety, professionalism and proficiency.
- We inspire and encourage our fellow pilots and demonstrate the power of teamwork.
- We seek to have fun, while keeping a safety-first mentality.
- We recognize the importance of the general aviation community and are empowered to be an active advocate on its behalf.
- We take great care of our aircraft assets, treating them as our own, and always being mindful of the next pilot.
- We are charitable with our time and seek to give back to the community.

## BOARD OF DIRECTORS

A current list of the Board of Directors and other duty positions will be provided to all members, along with a contact list of the current membership. This list will be maintained and disseminated by the Membership Manager.

## MEMBERSHIP LEVELS

### Tiered Membership Structure:

Membership Level	DRILL INSTRUCTOR (CFI's)	CADET	CAPTAIN	COMMANDER*
Aircraft Access	DA20/DA40	DA20	DA20/DA40	DA20/DA40
Joining Fee	\$49	\$99	\$199	\$199**
Monthly Dues	\$19	\$49	\$99	\$249
Prepaid Annual Dues	\$199	\$499	\$999	\$2499, \$0 join**
Club meeting/ social participation required	Yes	Yes	Yes	Yes
Club Insurance Protection	1M DA20, 2M DA40, smooth	1M smooth DA20	1M DA20, 2M DA40, smooth	1M DA20, 2M DA40, smooth
Renters Insurance Required	<u>\$50k liability</u> <u>\$20k damage</u>	<u>\$50k liability</u> <u>\$20k damage</u>	<u>\$50k liability</u> <u>\$20k damage</u>	<u>\$50k liability</u> <u>\$20k damage</u>
Priority Reservations avail >90 days ahead.	No	No	No	Yes

Payments made August-September runs through December of the following year

\*\*Commander saves \$30/hour flown (both DA20/DA40)

\*\*Commander Join Fee waived with prepaid dues

## AIRCRAFT RENTAL PRICES:

### All except Commander Level

DA40	DA20
\$175	\$140

### Commander Level Only

DA40	DA20
\$145	\$110

1. All club instructors are minimally required to be a "Drill Instructor" member. As a member and approved club instructor, you may instruct in any airplane at any level, if you fly with a member of that level or higher. If instructors want to fly an aircraft solo, they must be a member of at least the level of the aircraft they want to fly. Club duties such as regular meeting participation is required.
2. \*\*Student pilots may forgo renters' insurance until solo flight, so long as CFI has renters or instructor insurance with same or better coverage limits on file.
3. Prepaid annual dues discounts = ~18% savings; available once annually.
4. All monthly dues and rental payments required to be made by credit card or ACH draft on file. Due on receipt. Prompt member rental self-checkout, required.
5. Family Dues: For immediate families with two pilots, both members must pay their own Joining Fee. Dues collected on only one flying member. Commander waived join fee upon prepaid dues applies to first family member only.
6. Members may upgrade to a higher level at any time upon payment of difference in Joining Fee, and higher monthly dues going forward.
7. Members have option to downgrade or cancel membership once annually at renewal.
8. Student pilots are encouraged to conduct primary training in the DA20 aircraft. However, if for weight/balance purposes or if G1000 training is desired, primary training in the DA40 aircraft is authorized.
9. Renters Insurance: Members are required to obtain a Non-Owned Aircraft Liability Insurance policy with a minimum of \$50,000 liability and \$20,000 aircraft damage. See the Insurance section of the Member Handbook for additional information.
10. Membership Term: Minimum Membership and Membership Renewal Term is 1 year.

All users, regardless of membership level, must sign the Member Acceptance of Club Rules, Acknowledgement and Assumption of Risk on page 2 of this Membership Handbook\*\*\*

### **General**

All members of the Cape Fear Flying Club, INC. (the “Club” or “CFFC”) shall comply with all Federal Aviation Regulations, Insurance, state, airport and Club rules while operating Club aircraft.

### **Violations**

A violation of any of the Club's rules by a member renders him/her subject to disciplinary action. Such action can vary from a mandatory review of Club policies, up to and including a recommendation by the Board of Directors that the member be expelled from the Club. Such a recommendation must be voted on by the Board of Directors (unless one or more Board members is accused of the violation) and requires a majority to enact. In the event that a Board member is accused of a violation, the remaining Board members will appoint someone from the general membership to participate in his/her place. All violations will be investigated thoroughly by the Board prior to taking any action.

### **Member Responsibility for Damage to Club aircraft:**

The Club requires all members to operate Club aircraft in accordance with the Members representations on the membership application and in accordance with the Club Handbook. Members are responsible for the first \$20,000 in loss or damage to a Club aircraft to include loss of use while the Club aircraft is in the care, custody or control of the member.

The Club will not hold the member responsible for loss or damage to a Club aircraft in excess of \$20,000.00 in any one occurrence provided:

- a. The Club Member operates the Club aircraft in accordance with all Rules & Procedures of the Club; and,
- b. The loss or damage of the Club aircraft is not the result of the willful or wanton conduct of the Club member.

### **Member Required Insurance**

All Club members are required to purchase and to have in effect Non-Owned Aircraft Liability Insurance in the amount of at least \$50,000 per occurrence for Bodily Injury and Property Damage including Bodily Injury to Passengers, and \$20,000 per occurrence for loss or damage to non-owned aircraft at all times while Club members have a Club aircraft in their care, custody or control. Such insurance shall be applicable to the operation of Club aircraft by the Club member. Members shall provide the Club a Certificate of Insurance annually as evidence of the required insurance.

### **Club Provided Aircraft Liability Insurance**

The Club shall maintain Aircraft Liability Insurance in an amount the Club’s officers or directors feel is appropriate. The Club’s insurance shall include the member as an additional insured with

respects liability of the Member for operation of Club aircraft such insurance applying to the Member excess of the underlying Member Required Insurance set forth above.

### **Aircraft**

Membership in Cape Fear Flying Club (CFFC) earns you the right to rent some of the finest aircraft available (subject to the requirements and limitations of each plane). Please check the web site at [www.capefearflyingclub.com](http://www.capefearflyingclub.com) for our current fleet and their individual specifications.

CFFC members are expected to leave the aircraft in the same condition in which they found it. Post-flight duties include, but are not limited to, vacuuming the interior, cleaning interior and exterior windows, straightening seatbelts and other interior items, and removing any and all personal items before leaving the aircraft. Cleaning products are provided for members and are generally kept in a conspicuous location in the aircraft for the member's convenience. Please use the proper plastic windshield cleaner with the proper cloth to clean the windshield. Use an up and down motion to clean the wet surface. DO NOT use a circular motion and DO NOT use paper towels. Please have another member show you how to properly clean the windshield or other surfaces of the aircraft. Pristine appearance of our aircraft is of paramount importance. If applicable, cowl plugs, pitot cover, sun shields, and gust lock should be replaced prior to leaving the aircraft.

Club aircraft may not be used to transport animals, or any other item that may produce dirt, stains, or odors without the express written consent of the airplane owner. Should the owner give the pilot permission, it is assumed the Club member will pay for any necessary cleanup.

Further, smoking anywhere in or around the aircraft is prohibited.

Unless otherwise noted, all tanks must be replenished at the end of every flight unless the member next scheduled to fly is on hand and there is sufficient fuel for the intended flight.

For fuel purchases not made at airports with direct billing, the returning member shall pay for the fuel and immediately submit a receipt to the Club for credit against the flight rental charge (limited to the local prevailing rate).

Prior to flight, engine oil should be checked and brought to a level specified by the aircraft owner. This level will be indicated in the aircraft flight log, along with the appropriate type of oil to be used. Generally, a quart of oil will be kept in the same location as the cleaning supplies.

The CFFC pilot must take reasonable precautions to ensure the aircraft is appropriately sheltered from known or forecast hazardous weather at a remote airport. Any damage to the aircraft, including the interior, which includes, but is not limited to spills and stains (e.g. airsick occupants, food, drink, etc.) must be reported immediately to the Club Maintenance Officer and aircraft owner. The renting member is responsible for the repair and clean-up.

Keys for the aircraft are kept in a lock box attached to a tie-down ring on the aircraft. New members will be provided with the codes to these lock boxes after completing their initial checkout with a Club-approved Certified Flight Instructor (CFI). Please remember to leave secure the keys in the lock box after returning from flying.

### **Currency and Proficiency**

Each make and model of aircraft requires a checkout by a Club-approved Certified Flight Instructor (CFI) and may also require approval by the aircraft owner prior to a new member operating one as Pilot-in-Command. Certain aircraft may not be available for primary instruction. Please note CFFC does not employ Certified Flight Instructors. Club-approved CFIs are licensed by the FAA and are independent contractors. CFFC does not make any representations regarding their abilities or their services. Club members are strongly encouraged to employ approved CFIs that are fellow Club members, when available and appropriate, in lieu of non-member CFIs. However, this does not preclude the use of non-member CFIs that are approved by the Club.

An annual checkout in the specific make and model that the member wishes to fly is required to be conducted by a Club-approved CFI. This requirement is also satisfied by meeting the requirements of the Flight Review required by FAR 61.56, or an instrument proficiency check as required by FAR 61.57, or the addition of any new FAA license or rating within the preceding 12 month period, provided such is conducted in the specific make and model of aircraft the member wishes to fly. Upon completion, the member should make a copy of the logbook entry—signed by the CFI—documenting the flight and provide it to the VP of Membership.

Finally, to maintain proficiency, members must have acted as Pilot-in-Command in the *specific make and model* of aircraft he/she wishes to fly within the preceding 90 days, to include three takeoffs and landings in that period. If currency lapses, the member must conduct a proficiency check with a Club-approved CFI. In addition, members will be required to log at least 12 hours of flight time—as recorded by the Hobbs meter—per calendar year in a Club airplane. Failure to do so will result in a charge to the member's account, equivalent to the current hourly rate of the aircraft (CFFC Board can waive this requirement).

Members must notify the Vice-President of Membership of any change in FAA medical status or renewal. Notification must be timely and shall be in a form determined by the Board. Members shall also update their information on the CFFC scheduling/operations website.

### **Log Book**

Each member shall maintain a logbook which, in addition to the requirements of FAR 61.56, can be used to demonstrate the experience required by Club policy. The member's logbook is subject to audit by the Board for maintenance of flying privileges in Club aircraft. Competence in each type of Club aircraft to be flown must be demonstrated.

### **Pilot-in-Command Responsibilities**

Any Club member acting as Pilot-in-Command (PIC) of a Club aircraft is responsible for operating that aircraft in accordance with all applicable regulations contained in FAR Part 91, with Club

policies contained herein, and with the minimum required insurance. In the event that a Club or insurance requirement is less restrictive than an applicable regulation from FAR Part 91, the regulation takes precedence and shall be adhered to at all times.

Any damage or discrepancies discovered by the PIC during the required pre-flight inspection will be assumed to be the responsibility of the last user, unless it has been reported previously to the Maintenance Officer or the owner of the aircraft. If a condition is discovered which may affect the airworthiness of the aircraft, the aircraft shall not be flown until it is returned to service in accordance with FAR Part 91.

### **Flight and Pilot Limitations**

Except in emergencies, Club aircraft shall only be operated from airfields approved by the aircraft owner. As a guideline these are generally hard surfaced runways in good condition with suitable length and width. No non-emergency grass or unimproved surface operations are permitted.

In all single-engine aircraft, flight over water should be minimized and only to the degree necessary for airspace/weather avoidance or to complete an instrument approach.

### **Aircraft Maintenance**

Members are prohibited from performing any maintenance on Club aircraft without prior permission from the aircraft owner. Once permission is received, only preventive maintenance allowed by Part 43 of the Federal Aviation Regulations is permitted without an A&P license. Members with an aircraft maintenance issue should alert the Maintenance Officer and the aircraft owner (this would include an out-of-date database, missing/broken covers, etc.).

### **Prohibited Use of Aircraft**

Prospective Club members may take a demonstration flight with any Club member, including Certified Flight Instructors. With prior permission from a Board Member, demonstration flights up to (1) hour of Hobbs time may be paid for by the Club.

All aircraft operating limitations must be observed. Aerobatic maneuvers are prohibited except those that are permissible under the operating limitations when the aircraft is operated in the utility category.

Carriage of persons or property for compensation or hire is prohibited, except for pilot training with a Club-approved Certified Flight Instructor.

### **Scheduling**

CFFC uses online scheduling software to provide web-based self-service access to schedule airplanes offered by specific owners who make their planes available to the membership. Scheduling of an instructor is handled directly with the CFI, and can also be combined with the online aircraft reservation. Members will be assigned a user ID and password. New member orientation should include instruction on how to use this valuable tool. Please review the CFFC reservation policy in Schedule B.

### **Payments/Invoicing**

All aircraft are rented with fuel included (or wet). Aircraft times are tracked via “Hobbs” time for billing purposes, and “Tach” time for maintenance purposes. The renting member should make note of the Hobbs and tachometer times before the flight and note them in the flight log. Upon completion of the flight, the same should also be noted in the flight log. The ending Hobbs and Tach times should be used for billing and tracking purposes by the means currently in use, which may change occasionally and will be communicated to all members.

Members will be invoiced for annual dues beginning in September. The cost per year is set by the Board of Directors.

Payments for flights are due upon completion of the flight. Payments should be completed online within 12 hours of flight completion. Current rental rates can be found in Schedule A, but are subject to change without advance notice. Send a picture of the before/after Hobbs, before/after Tachometer, and your entries in the Maintenance Logbook to [times@capefearflyingclub.com](mailto:times@capefearflyingclub.com).

Payments for flight instructor charges are made directly to the instructor.

If accounts are 30 days past due, membership will be suspended until account is brought current.

### **Events / Meetings**

We plan to have several events scheduled throughout the year. We plan to post this schedule of events on our web page ([www.capefearflyingclub.com](http://www.capefearflyingclub.com)). Email notifications will also be sent out on a regular basis.

During the first quarter of each year, we hold our annual meeting, which includes a recap of our last year and plans for the New Year. A financial review and announcement of Board positions scheduled for vote is also covered.

## **The Student/Instructor Partnership**

All instructors are independent contractors, not employees of CFFC. All of them are committed to providing high quality training to their fellow members. Please check the website for more information on their credentials. Your CFFC teammates also stand ready to answer any of your questions. **Any and all instruction conducted in a CFFC plane must be conducted by an approved CFFC CFI.**

Scheduling of the instructor is between you and the CFI. They may not be automatically notified if you schedule them in the online scheduling software.

The relationship between a student and their instructor is an important part of the ultimate outcome of the education experience. While our approved instructors strive to provide an

exemplary experience, the Club wants you to understand you have certain rights that are articulated below:

- You have the right to change instructors at any time for any reason.
- You have the right to question or challenge your instructor as to your progress or the syllabus they are using.
- The Board of Directors is interested in your success as a pilot. You should seek out any of these people to discuss any concerns or questions you may have.
- We encourage you to earn additional ratings, or fly with an instructor on a periodic basis to ensure you remain a safe and proficient pilot. Ongoing instruction/education is a critical component of aviation safety and proficiency.

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## DA40 Addendum

- Call Air Wilmington at least 60 minutes prior to departure to have the airplane brought to the flight line.
- Check-in with personnel at the desk. Get an airport badge, if you want access to the airplane without an attendant.
- Check security of all 3 wheel pants (not on checkmate checklist).
- Tires should be inflated as follows (ask the FBO to check if needed):
  - N829DS
    - Nose – 34 psi
    - Mains – 41 psi
  - N695DS
    - Nose – 34 psi
    - Mains – 41 psi
- Only add one quart of oil when the dipstick indicates between 5-5.5 quarts.
- The correct type of oil can be found in the hangar or with the cleaning supplies in back of the plane.
- Always lean on the ground.
- Do not use brakes on the takeoff roll (use the rudder!)
- Gentle control pressures: rotate slowly to avoid a tail strike.
- No sharp turns on the ground (castering nose wheel).
- Use minimal braking (brake to start a turn, brake to stop a turn).
- Update MFD with fuel to be added on the engine page.
- After you are done with the aircraft, replenish fuel as follows:
  - N695DS—15 gallons/side (30 total) of 100LL
  - N829DS—15 gallons/side (30 total) of 100LL
- Clean all leading edges and windows with a microfiber cloth and water.
- All seat belts should be left unfastened to prevent damage from sitting on them.
- All switches off, except strobe lights. This will alert you if the master switch is left on.
- Billing is based on Hobbs time. The Hobbs runs when it senses oil pressure

## DA20 Addendum

- Call Air Wilmington at least 60 minutes prior to departure to have the airplane brought to the flight line.
- Check-in with personnel at the desk. Get an airport badge, if you want access to the airplane without an attendant.
- Check security of all 3 wheel pants (not on checkmate checklist).
- Tires should be inflated as follows (ask the FBO to check if needed):
  - N389DC
    - Nose – 26 psi
    - Mains – 33 psi
- Only add one quart of oil when the dipstick indicates between 5-5.5 quarts.
- The correct type of oil can be found in the hangar or with the cleaning supplies in back of the plane.
- Always lean on the ground.
- Do not use brakes on the takeoff roll (use the rudder!)
- Gentle control pressures: rotate slowly to avoid a tail strike.
- No sharp turns on the ground (castering nose wheel).
- Use minimal braking (brake to start a turn, brake to stop a turn).
- Update MFD with fuel to be added on the engine page.
- After you are done with the aircraft, replenish fuel as follows:
  - N389DC— top off the tank if fuel indicates 15 gallons or less (24.5 useable) of 100LL
- Clean all leading edges and windows with a microfiber cloth and water.
- All seat belts should be left unfastened to prevent damage from sitting on them.
- All switches off, except strobe lights. This will alert you if the master switch is left on.
- Billing is based on Hobbs time. The Hobbs runs when it senses oil pressure.

## Schedule A-Aircraft Rental

All hourly rental rates are subject to change without advance notice, and are determined by the aircraft owner or, in the event an aircraft is owned by the Cape Fear Flying Club, by its Board of Directors. All efforts will be made to communicate any changes to these rates to the entire membership as soon as practical. Hourly rates include fuel (wet).

**N695DS      \$175.00 per hour (Commander Level \$145)**

**N829DS      \$175.00 per hour (Commander Level \$145)**

**N389DC      \$140.00 per hour (Commander Level \$110)**

## Schedule B-Reservation Policy

***Meeting the scheduling needs of both student pilots and those taking “cross country” trips is a challenge for any club. The “cross country” pilot needs the use of an airplane for multiple days at a time, while student pilots require access in short time blocks over many days.***

***Therefore, Cape Fear Flying Club has developed the following reservation policy in an attempt to find middle ground between the conflicting availability needs of the membership, while ensuring the fleet flight time is maximized. Please let us know if there are any questions.***

### **Weekend and Holiday\* Reservations**

- Only one (1) pending reservation that includes a weekend day or holiday is permitted at any given time. A second reservation that includes a weekend day or holiday may be entered only after the first weekend day or holiday reservation has been flown off or cancelled. A single reservation means any reservation of any length of time.
- *\*Holidays include New Year’s Day, Martin Luther King Day, Presidents Day, Memorial Day, Independence Day, Labor Day, Columbus Day, Veterans Day, Thanksgiving and the following Friday, and Christmas Day.*

### **Weekday Reservations**

- Only three (3) reservations that include a weekday are permitted at any given time. A fourth reservation that includes a weekday may be entered only after a prior weekday reservation has been flown off or cancelled. A single reservation means any reservation of any length of time.

### **General Rules**

- Same Day Exception: If an aircraft is available for the current day, a member may schedule it for that day only without jeopardizing any future schedules.
- Owners Exemption. The owners of the aircraft have made a significant investment in the plane and the Club. Therefore, they are exempt from the reservation policy. They have shown a willingness to be flexible on a repeating schedule, and are open to requests for a change in their schedule.
- Use of Standby Schedule. All members are encouraged to submit standby reservations. In the case of a cancelled flight, they will be notified of the plane’s availability.
- Multi-day trips are subject to a two-hour per day minimum charge. In order to encourage more flying, this policy is not being enforced. However, should aircraft availability become an issue, the Board reserves the right to enforce this policy after notifying Club members in advance.
- Multi-day “local” trips with limited hours planned are discouraged. The Club will work with the member to ferry the plane back to ILM during the time the plane would not be used.

- Reserving a plane for multiple days in order to ensure “as-needed” availability will not be permitted.

### **Violation of Policy**

Any reservation violating this policy may be immediately cancelled by the Board of Directors.

### **Frequently Asked Questions**

**Question: Can a single reservation extend across multiple days and still only count as one reservation?**

Answer: Yes. However, back-to-back reservations that are separately entered for each day are multiple reservations and not a single reservation. Therefore, if you book the plane on day 1, ending the reservation at 11:45 p.m. and enter a separate reservation for the next day beginning at 00:15 a.m, that would constitute a second reservation on a different day. To avoid having a second reservation under the policy, simply enter a single reservation that spans across the two days.

**Question: How is a multi-day single reservation that spans across Friday-Sunday treated?**

Answer: It counts as a single weekend reservation and a single weekday reservation. Therefore, no other weekend reservations would be permitted at the same time, and only two additional weekday reservations would be permitted at the same time.

**Question: If you have the plane reserved with one weekend reservation and three weekday reservations (which would comply with the policy), can you have your instructor make additional reservations in the instructor's name when you are going to be the pilot actually renting the plane and taking instruction?**

Answer: No. However, the instructor may reserve the plane in his/her name if he is going to be the pilot actually renting the plane.

**Question: Doesn't our policy encourage long, multi-day reservations?**

Answer: Yes and no. It allows multi-day reservations to be treated as one reservation. However, it discourages reserving the plane with separate reservations each day for many days in a row, and then canceling one day at a time while others have stand-by reservations during the period.

**Question: Can one make a long reservation, say for three weeks, have it count as only one weekend reservation and one weekday reservation?**

Answer: Theoretically, that's possible under the policy as written. However, this would defeat the spirit of the policy and would be disallowed by the board.