



Condor Aero Club, Inc.

Operating Rules

How we conduct ourselves day-to-day.

Condor Aero Club, Inc. Board of Trustees
Adopted by the Board of Trustees on Sept. 1, 2026

Operating Rules

Condor Aero Club, Inc.

Contents

Section 1 - Purpose, Authority, and Scope	6
1.1 Purpose	6
1.2 Authority	6
1.3 Relationship to Governing Documents	6
1.4 Binding Effect.....	6
Section 2 - Tax-Exempt and Member-Benefit Operations	7
Section 3 - Membership Administration, Classes, Fees, and Privileges	7
3.1 Non-Equity Flying Club	7
3.2 Membership Classes, Honorary Status, and Fee Schedule.....	7
3.3 Application, Admission, and Onboarding.....	9
3.4 Good Standing and Flight Eligibility.....	10
3.5 Meeting Attendance and Participation	10
Section 4 - Financial Procedures and Member Accounts.....	11
4.1 Billing and Payment.....	11
4.2 Dues, Fees, Rates, Rents, and Assessments	11
4.3 Delinquent Accounts	11
4.4 NSF Checks and Returned Payments.....	12
4.5 Prepayment, Credits, Refunds, and Adjustments	12
4.6 Insurance	12
4.7 Restricted Funds and Scholarship Program	13
4.8 Revenue Tracking and 501(c)(7) Compliance.....	13
Section 5 - Member Meetings, Participation, and Communications	14
5.1 Voting and Non-Voting Member Participation	14
5.2 Official Communications and Email of Record	14
Section 6 - Aircraft Scheduling and Access.....	14
6.1 Scheduling System and Required Information	14
6.2 Responsibility of Reserving Member	14
6.3 Reservation Changes and Cancellations	14

Operating Rules

Condor Aero Club, Inc.

6.4 Fair Access and Maintenance Removal	15
6.5 Scheduling Administrator Limits	15
6.6 Reservation Limits and Reassignment	15
6.7 Reservation Minimum Charges	15
6.8 Recording Flight Time.....	16
6.9 Delayed Returns	16
Section 7 - Aircraft Use and General Flight Operations	16
7.1 Aircraft Use.....	16
7.2 Preflight Responsibilities.....	16
7.3 Damage or Discrepancy Discovered Before Flight.....	16
7.4 Aircraft Grounding and Release Back to Scheduling.....	17
7.5 Hangaring Aircraft and Ground Handling	17
7.6 Off-Field and Overnight Procedures	18
7.7 Traffic Pattern at KPJC	18
7.8 Landing Limitations	18
7.9 Refueling	18
7.10 Carelessness and Damage Responsibility	18
7.11 Insurance Deductible.....	19
Section 8 - Pilot Qualification, Flight Privileges, Checkout, and Currency	19
8.1 FAA Investigation / Certificate Action Notice.....	19
8.2 Flight Condition Privileges.....	20
Day VFR Local Flights	20
Cross-Country Flights	20
Night Flights	20
IFR Flights	20
Winter Flights	20
8.3 Aircraft-Specific Checkout Requirements	21
Aircraft Initial Proficiency Checkouts	21
Basic Cessna 172s	21
Cessna 172S (N684SP).....	21

Operating Rules

Condor Aero Club, Inc.

Piper Archer (N2806M)	21
Piper Dakota (N4335M)	21
Piper Arrow (N1963T)	22
8.4 Aircraft Currency and Recurrent Proficiency	23
Section 9 - Appointed Operational Positions	23
9.1 General Appointment Authority	23
9.2 Safety Officer	24
9.3 Director of Maintenance	24
9.4 Director of Flight Training and Standards	25
Section 10 - Club-Approved Flight Instructors and Training Standards	25
10.1 Definition	26
10.2 Eligibility	26
10.3 Requirements	26
10.4 New Member Checkout	27
10.5 Responsibilities for Student Pilots	27
First Supervised Solo	27
Second Supervised Solo	27
Third Supervised Solo	28
Cross-Country Preparation	28
Weather Reports	28
Student Pilot Limitations	28
Written Tests	29
Checkride Prerequisite	29
10.6 Documentation	29
10.7 Approval, Renewal, and Removal	29
10.8 Record-Keeping and Participation	29
Section 11 - Safety and Education Program	30
11.1 Purpose	30
11.2 Safety Culture and Reporting	30
11.3 Winter Operations and Seasonal Training	30

Operating Rules

Condor Aero Club, Inc.

11.4 Education Programming	30
Section 12 - Facility Access, Security, and Video Surveillance	30
12.1 Facility Access.....	30
12.2 Video Surveillance Notice	31
12.3 Audio Recording	31
12.4 Camera Placement and Privacy	31
12.5 Access to Footage and Security-Sensitive Records	31
12.6 Security Violations	31
Section 13 - Hangar Operations, Facility Care, and Member Courtesy	32
13.1 Hangar Operations	32
13.2 Cleanliness and Shared Space Expectations	32
13.3 Trash, Recycling, and Consumables	32
13.4 Damage, Facility Issues, and Supplies.....	32
Section 14 - Maintenance Program and Standards	32
Section 15 - Fleet Strategy and Governance.....	33
Section 16 - Contract Approval and Signature Authority	33
Section 17 - Conduct, Social Media, Discipline, and Enforcement	34
17.1 General Conduct	34
17.2 Prohibited Conduct	34
17.3 Social Media and Public Communications	34
17.4 Discipline and Enforcement	36
Section 18 - Dispute Resolution and Review	36
Section 19 - Accident and Incident Checklist	36
19.1 Immediate Priorities	36
19.2 Required Club Notification.....	37
19.3 Documentation and Preservation.....	37
19.4 FAA / NTSB / Insurance / Media.....	37
19.5 Aircraft Movement and Security.....	37
19.6 Temporary Flight Restriction	37
19.7 Cooperation	38

Operating Rules

Condor Aero Club, Inc.

Section 20 - Administrative Procedures, Records, and Templates38

 20.1 Branding and Document Templates38

 20.2 Forms and Templates.....38

Section 21 - Amendments, Version Control, and Publication38

Revision History39

Operating Rules

Condor Aero Club, Inc.

Section 1 - Purpose, Authority, and Scope

1.1 Purpose

These Operating Rules govern the day-to-day operations of Condor Aero Club, Inc. (the "Club"). These Operating Rules are intended to promote safe, responsible, cooperative, secure, fair, and sustainable use of Club aircraft, facilities, hangars, systems, records, and other resources.

1.2 Authority

These Operating Rules are adopted by the Board of Trustees pursuant to authority granted in the Bylaws. The Board may adopt, amend, interpret, and enforce these Operating Rules; delegate operational responsibilities to officers, committees, appointed representatives, or functional leaders; and adopt temporary rules when necessary for safety, security, insurance compliance, maintenance, regulatory compliance, or orderly Club operations.

1.3 Relationship to Governing Documents

The Club's governing documents control in the following order:

1. Articles of Incorporation, as amended from time to time;
2. Charter;
3. Bylaws;
4. Operating Rules;
5. Board-adopted policies.

If these Operating Rules conflict with a higher-ranking governing document, the higher-ranking governing document controls.

1.4 Binding Effect

These Operating Rules apply to all members, approved instructors, committee members, officers, trustees, hangar tenants, guests, visitors, contractors, applicants granted limited non-flight access, and any person authorized to use or access Club aircraft, facilities, hangars, systems, or records. Applicants do not receive aircraft access or flight privileges before formal membership approval.

Operating Rules

Condor Aero Club, Inc.

Section 2 - Tax-Exempt and Member-Benefit Operations

The Club shall operate under these Operating Rules in a manner consistent with its nonprofit and tax-exempt status under IRC Section 501(c)(7). Club aircraft, facilities, services, programs, and resources are intended primarily for the benefit of members.

Club aircraft shall not be rented, loaned, or made available for use by nonmembers except as expressly authorized by the Board in limited circumstances consistent with applicable law, insurance requirements, FAA regulations, and the Club's tax-exempt status. Use of Club facilities, hangar space, equipment, or other assets by nonmembers, including hangar rentals or related arrangements, shall be conducted only under Board-approved policies or agreements and shall be monitored to preserve the Club's nonprofit and tax-exempt status.

No member shall receive preferential aircraft access, pricing, reimbursement, scheduling priority, flight-time benefit, hangar benefit, or other economic benefit, except as expressly authorized by these Operating Rules and applied consistently to similarly situated members.

Section 3 - Membership Administration, Classes, Fees, and Privileges

3.1 Non-Equity Flying Club

The Club is a non-equity flying club. Membership is personal and non-transferable and does not represent or convey any ownership, equity, capital, transferable, or financial interest in the Club or its assets.

3.2 Membership Classes, Honorary Status, and Fee Schedule

The Board shall maintain a current membership class and fee schedule as part of these Operating Rules. Instructor approval is an operational designation and does not create a separate membership class unless expressly established by the Board in these Operating Rules.

Unless otherwise stated, references in these Operating Rules to a Full Member include an Honorary Full Member, and references to a Social Member include an Honorary Social Member.

Operating Rules

Condor Aero Club, Inc.

Class	Voting	Flying	Fees / Dues*	Notes
Full Member	Yes, if in good standing and the attendance or participation requirement has been satisfied.	Yes, if qualified, current, insured or otherwise covered, checked out, and authorized.	Initiation Fee: \$1,000.00 Annual Dues: \$375.00 Annual Insurance: \$575.00	Primary voting and flying membership.
Social Member	No.	No flying privileges. A Social Member may not act as pilot in command. A Social Member may participate as a non-PIC occupant in one limited orientation flight with a Club-approved instructor for the purpose of considering an upgrade to Full Member status, subject to insurance, scheduling, and Club procedures.	Annual Dues: \$100.00	May attend and participate socially; may speak at meetings when recognized by the presiding officer.

* Fees / Dues are as of 1/1/2026 and are reviewed and updated, if necessary, at least annually.

Honorary status may be conferred by the Board upon a member who has made a significant contribution to the Club. The action shall identify the member's underlying status as Honorary Full Member or Honorary Social Member and shall be recorded in the Board minutes.

Unless otherwise stated in the Board action conferring honorary status, honorary status and the related fee waivers shall take effect on the date of the Board action and shall

Operating Rules

Condor Aero Club, Inc.

apply prospectively. Previously paid dues, insurance assessments, and other charges are not refundable solely because honorary status is later conferred.

Honorary status waives only annual dues and the annual insurance assessment. It does not waive initiation fees previously incurred, special assessments, aircraft usage charges, fuel or oil charges, hangar rent, facility charges, damage responsibility, insurance deductibles, reimbursement obligations, penalties, or other direct-use or member-specific charges.

Honorary status shall continue until relinquished by the member, revoked by the Board for cause after reasonable notice and an opportunity to respond, or terminated with the member's membership. A member holding honorary status may change between Full Member and Social Member status under the same approval and administrative procedures applicable to other members. A change in the member's underlying membership class does not terminate honorary status unless the Board expressly determines otherwise.

Revocation of honorary status removes the applicable fee waivers but does not, by itself, terminate membership or constitute other disciplinary action. The Board may separately consider disciplinary action under the Bylaws and these Operating Rules when warranted by the underlying conduct.

Revocation of honorary status shall operate prospectively and shall not make the member responsible for annual dues or annual insurance assessments properly waived before the effective date of revocation, unless the honorary status was obtained through fraud or material misrepresentation.

An Honorary Full Member retains the rights, obligations, requirements, and limitations of Full Membership, and an Honorary Social Member retains the rights, obligations, requirements, and limitations of Social Membership, except that annual dues and the annual insurance assessment are waived during the period in which honorary status remains in effect.

Honorary status does not change the member's underlying membership class or independently grant voting or flying privileges.

3.3 Application, Admission, and Onboarding

Applicants must submit an application in the form approved by the Board, provide requested documentation, pay applicable fees, agree to comply with Club governing documents and policies, and complete required interview or orientation procedures.

Operating Rules

Condor Aero Club, Inc.

The Board may approve, deny, defer, or waitlist applications. Applicants do not receive aircraft access or flight privileges before formal membership approval.

3.4 Good Standing and Flight Eligibility

Good standing, as defined in the Bylaws and as a member, is distinct from eligibility to operate Club aircraft. A member may be in good standing for membership purposes but not eligible to act as pilot in command due to FAA, insurance, medical, proficiency, currency, checkout, disciplinary, or Club requirements. A temporary restriction or suspension of flying privileges does not automatically result in loss of membership good standing unless the Board determines otherwise under the Bylaws or these Operating Rules.

3.5 Meeting Attendance and Participation

To exercise voting rights, each Full Member shall, within the prior twelve-month period, attend at least three Club meetings or satisfy equivalent participation requirements approved by the Board. Equivalent participation may include attendance at Board-designated substitute events, participation in Board-approved safety, maintenance, training, committee, or volunteer activities, or written relief or alternative credit granted by the Board. The Board shall establish and apply reasonable standards for determining equivalent participation.

The Club shall make reasonable efforts to notify a Full Member before or promptly after the member becomes ineligible to vote for failure to satisfy the attendance or participation requirement. A member may request correction of the Club's attendance or participation records and may submit documentation of qualifying participation or request alternative credit or relief from the Board.

New members must attend at least one of the two readings meetings. Attendance dates will be recorded in a member's file. If unable to attend, a member must provide the Board with justification.

A newly admitted Full Member shall satisfy the attendance requirement for initial voting eligibility by satisfying the rolling twelve-month attendance or participation requirement applicable to all Full Members.

Operating Rules

Condor Aero Club, Inc.

Section 4 - Financial Procedures and Member Accounts

4.1 Billing and Payment

Members are responsible for accurate entry of flight time, fuel, oil, landings, and other required information, prompt payment of accounts, and timely reporting of billing errors.

Unless otherwise specified, all charges posted to a member's account are due in full on or before the fifteenth (15th) day of the month following the month in which the charges were incurred or billed. An account becomes past due on the day following the applicable due date.

The Board may approve acceptable payment methods, including check, electronic payment, money order, or other authorized methods. Cash payments are not permitted unless expressly authorized by the Treasurer or Board.

The Board may establish an interest charge of up to 1.5% per month on delinquent balances. Unless otherwise determined by the Board, interest may be assessed when an account is more than thirty (30) days past due.

4.2 Dues, Fees, Rates, Rents, and Assessments

The Board shall establish and publish membership dues, initiation fees, aircraft usage rates, hangar rents, facility charges, assessments, insurance charges, and other fees necessary for operation, maintenance, administration, and financial sustainability.

4.3 Delinquent Accounts

Timing	Status	Action
15 days past due	Courtesy reminder/account notice.	Treasurer or designee may notify member.
30 days past due	Delinquent.	Late charges or interest may apply.
45 days past due	Automatic suspension of flying privileges.	Member may not operate Club aircraft until account is brought current or Board grants relief. Suspension applies to flying privileges unless Board determines

Operating Rules

Condor Aero Club, Inc.

		additional restrictions are warranted.
60 days past due	Board review.	Further restrictions or collection steps may be imposed.
90 days past due	Termination eligible.	Membership may be subject to termination under the Bylaws.

Financial delinquency shall affect aircraft, charging, or other operational privileges as provided in these Operating Rules. A member shall lose membership good standing because of financial delinquency only after the Board determines that suspension of good standing is warranted and the member is provided written notice of that determination, or upon termination of membership under the Bylaws.

4.4 NSF Checks and Returned Payments

The Board may establish fees, account restrictions, pay-as-you-fly requirements, or temporary suspension of charge privileges for returned checks, failed electronic payments, chargebacks, or other dishonored payments. Repeated returned payments may result in further Board review or discipline.

4.5 Prepayment, Credits, Refunds, and Adjustments

The Board may establish, modify, suspend, or terminate prepayment or incentive programs. Prepayment incentives, if offered, shall be made available on equal terms to similarly situated members and shall not be used to provide preferential aircraft access, discriminatory pricing, or private benefit. Refunds, credits, billing corrections, and account adjustments must be approved by the Treasurer or Board.

Prepayments may be used only toward aircraft usage. Accounts must have a zero or positive balance at the time a prepayment is made. Prepayments are non-refundable. Incentive tiers presently are: \$1,000.00 - \$1,999.99: 4%; \$2,000.00 - \$3,999.99: 5%; \$4,000.00 or greater: 6%.

4.6 Insurance

An insurance assessment occurs on an annual basis (January 1st – December 31st) and is not pro-rated, except for new members.

If a member does not intend to fly Club aircraft for an upcoming membership year, the pilot must notify the Club Secretary by December 31.

Operating Rules

Condor Aero Club, Inc.

If a member decides to resume flying privileges, the member shall immediately notify the Secretary and provide any required pilot or insurance documentation.

A member reinstated to flying status shall be charged the entire annual insurance assessment, unless the Board determines that insurance requirements, actual costs, or unusual circumstances require a different amount.

No refunds shall be given to a member who loses their flying privileges because of failure to maintain their FAA medical. The Board may review unusual circumstances.

An Honorary Full Member is not required to pay the annual insurance assessment. The financial waiver does not waive any insurance eligibility, documentation, qualification, approval, or coverage requirement applicable to the operation of Club aircraft.

No member may operate Club aircraft until the Club has received any applicable insurance payment and all required pilot or insurance documentation and has confirmed that the member satisfies applicable insurance requirements. An Honorary Full Member is not required to make an insurance payment that has been waived but must satisfy all other applicable insurance requirements.

4.7 Restricted Funds and Scholarship Program

The Club may maintain restricted or designated funds, including an aviation training scholarship program, consistent with the Bylaws and Board-approved scholarship policies. Restricted funds shall be tracked separately and used only for the approved purpose. For details on Condor's Scholarship Program, see Condor's Aviation Training Scholarship Program.

4.8 Revenue Tracking and 501(c)(7) Compliance

The Treasurer shall maintain records sufficient to distinguish member revenue, nonmember revenue, investment income, hangar rental income, guest income, restricted fund contributions, and other income relevant to the Club's tax-exempt status. The Board shall periodically review such information to monitor compliance with applicable IRS guidance.

Operating Rules

Condor Aero Club, Inc.

Section 5 - Member Meetings, Participation, and Communications

5.1 Voting and Non-Voting Member Participation

Only voting members in good standing may make motions, second motions, vote in elections, vote on matters submitted to membership, or otherwise exercise voting-member rights. Non-voting members may attend member meetings and may participate in discussion only when recognized by the presiding officer. Non-voting members may not make motions, second motions, or vote.

5.2 Official Communications and Email of Record

Official Club notices may be delivered by email, scheduling system message, website posting, mail, or other Board-approved method. Email sent to the email address of record maintained in the Club's official records shall satisfy written notice requirements unless otherwise required by applicable law. Members are responsible for maintaining current contact information and reviewing official Club communications.

Section 6 - Aircraft Scheduling and Access

6.1 Scheduling System and Required Information

All aircraft reservations must be made using the Club-approved scheduling system. Reservations must include member name, aircraft, exact start and end time, destination or flight intent, participating members if applicable, and any additional information required by the Board. For local non-cross-country flights, the member may enter "Local."

6.2 Responsibility of Reserving Member

The reserving member is responsible for qualification, documentation, financial status, safe and lawful operation, return timing, flight data entry, and reporting squawks, damage, or operational issues. The member whose name appears on the reservation accepts responsibility for the flight under these Operating Rules.

6.3 Reservation Changes and Cancellations

If a member is unable to use all or part of a reservation, the member must amend or remove the reservation as soon as possible so the aircraft can be made available to other members.

Operating Rules

Condor Aero Club, Inc.

6.4 Fair Access and Maintenance Removal

Club aircraft shall be made available on a fair and nondiscriminatory basis to qualified members in good standing, subject to membership class, aircraft checkout, currency, insurance, maintenance availability, scheduling rules, and Board-approved restrictions.

The Club may remove any aircraft from service at any time for maintenance, inspection, airworthiness, safety, insurance, regulatory, or operational reasons.

6.5 Scheduling Administrator Limits

No scheduling system administrator may remove, modify, or override another member's reservation except for maintenance, safety, Board direction, prior notification to the affected member when practical, or procedures specifically approved by the Board. Abuse of scheduling access may result in discipline.

6.6 Reservation Limits and Reassignment

Unless otherwise modified by the Board, no member may hold more than six active reservations at one time. Monday through Friday means 0000 local Monday through 2400 local Friday. Saturday through Sunday means 0000 local Saturday through 2400 local Sunday.

Except for reservations of more than six (6) hours in a calendar day, an aircraft may be reassigned if the reserving pilot is not ready within thirty (30) minutes, Monday through Friday or within ten (10) minutes on Saturday and Sunday. For reservations of more than six (6) hours in a calendar day, the aircraft may be reassigned if the reserving pilot is not ready within thirty (30) minutes. Weather, maintenance, and safety considerations may justify delays.

A member taking an aircraft under this section must create or update the reservation and make reasonable efforts to notify the original reserving member and the Board.

6.7 Reservation Minimum Charges

For reservations or flights away from KPJC for less than six (6) hours on a calendar day, there is no minimum charge unless otherwise established by the Board. Members scheduling an aircraft for more than six (6) hours per calendar day shall pay a minimum charge of one (1) hour per day Monday through Friday and two (2) hours per day Saturday and Sunday. For example, a Friday afternoon reservation returning Saturday morning would typically involve a minimum charge of three (3) hours. Intentional avoidance of minimum charges may result in billing adjustment or discipline.

Operating Rules

Condor Aero Club, Inc.

6.8 Recording Flight Time

Hobbs In time, Tach In time, fuel added, oil added, number of landings, and other required information shall be entered in the Club-approved scheduling or billing system when the aircraft is checked in. Squawks shall be recorded using the Club-approved maintenance or squawk reporting process.

6.9 Delayed Returns

If a member cannot return an aircraft by the scheduled time due to weather, maintenance, safety, or other unavoidable reason, the member shall promptly notify a Board member or designated operations contact, the next scheduled member if known, and the instructor if the member is a student pilot. Safety takes priority over schedule adherence.

Section 7 - Aircraft Use and General Flight Operations

7.1 Aircraft Use

Club aircraft may be used only by authorized members in good standing who satisfy all applicable requirements. Club aircraft may not be rented to nonmembers, loaned to nonmembers, used for charter, used for prohibited commercial operations, used for unauthorized instruction of nonmembers, or used for unlawful purposes. Expense sharing is permitted only as allowed by FAA regulations and Club policy.

7.2 Preflight Responsibilities

Before each flight, the pilot in command shall conduct a complete preflight inspection, review prior squawks and aircraft restrictions, verify required documents and equipment, obtain appropriate weather and NOTAM information, confirm fuel and oil status, and determine that the aircraft may be operated safely and legally. A pilot may not operate an aircraft known or suspected to be unairworthy.

7.3 Damage or Discrepancy Discovered Before Flight

Any damage or discrepancy discovered before flight should be photographed when practical, reported immediately to the Director of Maintenance or designated maintenance contact, and recorded in the Club-approved squawk or maintenance reporting process.

Operating Rules

Condor Aero Club, Inc.

The pilot who discovers unreported damage must not operate the aircraft unless the aircraft is determined airworthy under these Operating Rules and applicable FAA regulations. The Board may determine financial responsibility for unreported damage, considering the condition of the damaged part and the available evidence.

Unreported damage discovered during a preflight inspection may be considered evidence relating to the responsibility of the prior pilot or user of the aircraft. The Board shall determine responsibility based on the aircraft schedule, prior reports, available photographs or video, witness information, maintenance records, the nature and location of the damage, and any other relevant evidence. No member shall be held financially responsible solely because the member was the prior scheduled pilot if the available evidence does not reasonably support that determination.

7.4 Aircraft Grounding and Release Back to Scheduling

Any member who becomes aware of a condition that may affect airworthiness shall not operate the aircraft and shall promptly notify the Director of Maintenance. The next scheduled member should be notified when practical.

The Director of Maintenance is the only Club operational representative authorized to release an aircraft back to Club scheduling after maintenance or grounding. If the Director of Maintenance is unavailable, the Board may appoint an Acting Director of Maintenance for that purpose.

Any release back to scheduling remains subject to any required approval, inspection, or maintenance record entry by appropriately certificated maintenance personnel under applicable FAA regulations.

Nothing in these Operating Rules authorizes the Director of Maintenance to perform maintenance, approve return to service, or make maintenance record entries unless the Director of Maintenance is appropriately certificated and authorized under applicable FAA regulations.

7.5 Hangaring Aircraft and Ground Handling

Each aircraft is assigned to a specific hangar or storage location. Members must exercise extreme care when moving aircraft, use a towbar or tug, avoid pushing or pulling on components not intended for ground handling, use assistance when needed, install control locks, turn off master switch, lights, avionics, and other electrical equipment, avoid setting parking brakes in hangars unless required by procedure, and secure hangars after use. Vehicles shall be parked only in designated areas and shall not be parked in hangars or aircraft movement areas unless expressly authorized.

Operating Rules

Condor Aero Club, Inc.

7.6 Off-Field and Overnight Procedures

Members conducting off-field or overnight flights are responsible for securing the aircraft, arranging appropriate tie-down or hangar accommodations, protecting the aircraft from weather, using available tie-downs or extension cords when appropriate, avoiding preventable damage, and communicating delays or maintenance issues.

7.7 Traffic Pattern at KPJC

Existing traffic and safety should govern runway selection. If no traffic is present, available wind and runway information, including AWOS, should guide runway selection. Members shall follow AIM procedures and airport procedures.

7.8 Landing Limitations

Except in a bona fide emergency, no member shall land a Club aircraft at a location not known to be currently and actively used for takeoff and landing by aircraft of the same type. No pilot shall intentionally shut down an engine in flight or intentionally conduct a power-off landing to touchdown in Club aircraft except in an actual emergency.

7.9 Refueling

Each member is responsible for refueling the aircraft after use according to aircraft-specific or Board-approved policy. Members must promptly remove the aircraft from the fuel pump after fueling, record the amount of fuel and oil added, and submit eligible off-field fuel or oil receipts according to Club procedure. A member who neglects to refuel a Club aircraft may be billed one-half hour of flight time, and the subsequent member may be credited a like amount, as determined by the Board or Treasurer.

Fuel purchases eligible for reimbursement shall be reimbursed at the current approved off-field reimbursement rate, regardless of price paid off-field. Intentional abuse of off-field fuel reimbursement procedures may result in reimbursement denial, billing adjustment, suspension of privileges, or discipline up to and including termination or expulsion under the Bylaws.

7.10 Carelessness and Damage Responsibility

Any member who handles Club aircraft, equipment, facilities, or systems carelessly, recklessly, or incompetently may be referred for additional instruction, restricted from aircraft or facility use, or referred to the Board. Continued carelessness, recklessness, incompetence, or failure to follow rules or temporary restrictions may result in discipline.

Operating Rules

Condor Aero Club, Inc.

Members may be responsible for damage caused by carelessness, negligence, failure to follow procedures, failure to report known damage, improper ground handling, or violation of Club rules.

The Board shall determine responsibility and financial consequences, including application of insurance deductibles, deductible funds, assessments, or reimbursement obligations. All hangar rash is classified as carelessness unless the Board determines otherwise.

7.11 Insurance Deductible

Should a member be involved in an incident involving aircraft damage, the Club's insurance deductible, currently \$1,000.00, will be paid initially by the Club. After reviewing the incident, should the Board determine that the incident was a result of carelessness or negligence on the part of the member, the member may be held responsible for the insurance deductible and any other expenses not covered by the insurance policy.

Honorary status does not limit or waive a member's responsibility for aircraft damage, an insurance deductible, uninsured expenses, reimbursement obligations, or other financial consequences determined under these Operating Rules.

Section 8 - Pilot Qualification, Flight Privileges, Checkout, and Currency

To operate Club aircraft, a member must be in good standing, hold required FAA certificate and ratings, hold a valid medical certificate or BasicMed qualification if required, have a current flight review, meet FAA currency requirements, meet Club currency requirements, meet insurance requirements, complete aircraft-specific checkout, and be authorized for the intended flight conditions.

Honorary status does not waive any FAA, medical or BasicMed, insurance, currency, proficiency, checkout, training, or flight-condition requirement.

8.1 FAA Investigation / Certificate Action Notice

A member shall immediately notify the Board or the Director of Flight Training and Standards after learning of any FAA investigation, enforcement action, certificate suspension, certificate revocation, medical qualification issue, or other regulatory matter that may affect the member's ability to safely or lawfully operate Club aircraft.

Operating Rules

Condor Aero Club, Inc.

Upon receiving such notice, the Board or its designee shall review the matter and may impose temporary restrictions when necessary to protect safety, insurance coverage, regulatory compliance, or Club assets.

Any temporary restriction shall remain subject to Board review and shall not automatically determine membership good standing unless the Board determines that such action is warranted.

8.2 Flight Condition Privileges

Flight condition authorizations may include day VFR local, cross-country, night, IFR, winter operations, and other categories established by the Director of Flight Training and Standards.

A pilot certificate alone does not automatically authorize use of Club aircraft for all flight conditions. Unless specifically authorized otherwise, initial Club checkouts are limited to Day VFR Local flight conditions.

Day VFR Local Flights

Initial checkout will typically be limited to day flights within 50 nautical miles from Zelenople Municipal Airport (KPJC) and with at least the following weather conditions: 2,500-foot ceilings, 5 statute miles visibility, and winds less than 10 knots with no gusts.

Cross-Country Flights

For flights more than 50 nautical miles from KPJC, the member must have a cross-country sign-off from a Club-approved instructor. The sign-off may be based on the initial checkout, subsequent experience, or a follow-up check flight.

Night Flights

For flights from one hour after sunset to one hour before sunrise, the member must be night-current and have a night sign-off from a Club-approved instructor. The sign-off may be based on the initial checkout, subsequent experience, or a follow-up check flight.

IFR Flights

For flights conducted under instrument flight rules, the member must hold an instrument rating appropriate to the aircraft, be instrument current, and have an IFR sign-off from a Club-approved instructor.

Winter Flights

Winter flight privileges require completion of the winter operations training requirements in Section 11.3.

Operating Rules

Condor Aero Club, Inc.

8.3 Aircraft-Specific Checkout Requirements

Aircraft-specific checkout requirements may be supplemented by aircraft-specific checkout forms or Board-approved procedures. Specific minimum hours and items may be updated by the Director of Flight Training and Standards, subject to Board oversight.

Aircraft Initial Proficiency Checkouts

There are five classifications of Club aircraft requiring type-specific and equipment-specific initial checkouts. The checkout will cover items specific to safely operating the make and model of aircraft and a thorough checkout on installed avionics and other equipment in the specific aircraft.

Basic Cessna 172s

N62104, N96573, and N341FC are basic, IFR-certified Cessna 172 aircraft. If primary student training is conducted in a Cessna 172, it should be done in one of these aircraft.

Minimum solo flight experience: Student Pilot or better, with Club-approved instructor checkout appropriate to the desired flight conditions.

Cessna 172S (N684SP)

Primary instruction and/or student pilot solo flights are not permitted in this aircraft unless Board approved.

Minimum solo flight experience: Private Pilot or better, at least five (5) hours in Cessna 172s, and Club-approved instructor checkout in N684SP appropriate to the desired flight conditions.

A Club checkout in N684SP may count as a sign-off for the Basic Cessna 172s.

Piper Archer (N2806M)

Primary instruction and/or student pilot solo flights are not permitted in this aircraft unless Board approved.

A Piper Arrow checkout does not qualify for the Archer. Separate checkouts are required.

Minimum solo flight experience: Private Pilot or better and Club-approved instructor checkout in N2806M appropriate to the desired flight conditions.

Piper Dakota (N4335M)

Primary instruction and/or student pilot solo flights are not permitted in this aircraft unless Board approved.

Operating Rules

Condor Aero Club, Inc.

A Piper Arrow checkout does not qualify for the Dakota. Separate checkouts are required.

Minimum solo flight experience: Private Pilot or better, 100 hours PIC or better, previous Condor checkout in Piper Archer or equivalent, and Club-approved instructor checkout appropriate to the desired flight conditions.

For pilots with less than ten (10) hours in high-performance and/or complex aircraft, the checkout must include one hour of ground review, three hours dual flight instruction, and ten takeoffs and landings.

For pilots with ten (10) or more hours in high-performance and/or complex aircraft, the checkout must include one hour of ground review, two hours dual flight instruction, and three takeoffs and landings.

A high-performance endorsement will be added to the member's logbook as applicable.

These are Club minimums, and additional instruction may be required.

Piper Arrow (N1963T)

Primary instruction and/or student pilot solo flights are not permitted in this aircraft unless Board approved.

A Piper Dakota checkout does not constitute an Arrow checkout. Separate checkouts are required.

Minimum solo flight experience: Private Pilot or better, 100 hours PIC or better, previous Condor checkout in Piper Archer or equivalent, and Club-approved instructor checkout appropriate to the desired flight conditions.

For pilots with less than ten (10) hours in high-performance and/or complex aircraft, the checkout must include one hour of ground review, three hours dual flight instruction, and ten takeoffs and landings.

For pilots with ten (10) or more hours in high-performance and/or complex aircraft, the checkout must include one hour of ground review, two hours dual flight instruction, and three takeoffs and landings.

A complex endorsement will be added to the member's logbook as applicable. These are Club minimums, and additional instruction may be required.

Operating Rules

Condor Aero Club, Inc.

8.4 Aircraft Currency and Recurrent Proficiency

For currency requirements, there are five classifications of Club aircraft: Basic Cessna 172s (N62104, N96573, and N341FC), Cessna 172S (N684SP), Piper Archer (N2806M), Piper Dakota (N4335M), and Piper Arrow (N1963T).

To use Club aircraft, each flying member must hold a current/valid pilot certificate, hold a current FAA medical certificate or BasicMed qualification if required, be in good standing with the Club, and meet FAA currency requirements for the aircraft and flight conditions appropriate to the flight. In addition to FAA currency requirements, rated pilots must log a minimum of six (6) hours during the previous six (6) calendar months with at least one (1) hour in the previous three (3) months in one or more Club classifications. If the member does not meet the six-month Club requirement in any Club aircraft or equivalent aircraft, a Flight Review with a Club-approved instructor is required.

Members who satisfy equivalent Club currency requirements in non-Club aircraft must have documentation in their logbook and present it to any Board member or Club-approved instructor upon request. A proficiency/safety check with a Club-approved instructor, FAA Flight Review, Instrument Proficiency Check, or FAA checkride for an additional certificate or rating will count as the equivalent of six (6) flight hours toward the Club currency requirement for the specific classification in which it was completed.

Members who fly multiple currency classifications of Club aircraft must also have flown each aircraft classification for at least one (1) hour in the previous three (3) months to maintain currency in that classification. Exceptions: a member who maintains Club currency primarily by flying the Cessna 172S also maintains currency in the Basic Cessna 172s; a member who maintains Club currency primarily by flying the Arrow or Dakota also maintains currency in the Archer.

Section 9 - Appointed Operational Positions

9.1 General Appointment Authority

The Board may appoint or recognize operational officers, coordinators, directors, committee chairs, or functional leaders as necessary to support safe, efficient, and responsible Club operations. Appointed operational positions are subject to Board oversight and may be created, modified, limited, suspended, or discontinued by the Board.

Operating Rules

Condor Aero Club, Inc.

Unless expressly authorized by the Board, appointed operational positions do not create officer status under the Bylaws, employment status, compensation rights, contract authority, or authority to waive Club rules, financial obligations, insurance requirements, FAA requirements, or Board-approved policies.

9.2 Safety Officer

The Board may appoint a Safety Officer to support the Club's safety culture, safety reporting, safety education, incident review, and risk management practices. Primary duties may include presenting or coordinating safety information; supporting the Safety and Education Program; reviewing safety reports, hazards, near-misses, incidents, and unsafe practices; assisting with accident, incident, or damage-event review as requested by the Board; recommending corrective action, training, operational changes, or safety communications; and reporting safety concerns and recommendations to the Board.

The Safety Officer may recommend temporary safety restrictions, when necessary, but final disciplinary action remains subject to Board authority and the Bylaws.

9.3 Director of Maintenance

The Board may appoint or recognize a Director of Maintenance to coordinate and oversee Club aircraft maintenance, maintenance scheduling, airworthiness tracking, inspection intervals, maintenance records, maintenance communications, aircraft restrictions, and maintenance-related recommendations. The Director of Maintenance's primary duties may include:

- Coordinating scheduled and unscheduled maintenance.
- Maintaining or overseeing maintenance tracking systems and aircraft status information.
- Coordinating with appropriately certificated maintenance personnel.
- Monitoring inspections, Airworthiness Directives, recurring items, oil analysis, component tracking, and maintenance documentation.
- Communicating aircraft availability, restrictions, and grounding status.
- Recommending maintenance priorities, spare parts practices, and maintenance budget needs.
- Releasing aircraft back to Club scheduling after maintenance or grounding, subject to any required approval, inspection, or maintenance record entry by appropriately certificated maintenance personnel under applicable FAA regulations.

The Director of Maintenance is the only Club operational representative authorized to release an aircraft back to Club scheduling after maintenance or grounding. If the

Operating Rules

Condor Aero Club, Inc.

Director of Maintenance is unavailable, the Board may appoint an Acting Director of Maintenance for that purpose.

Nothing in these Operating Rules authorizes the Director of Maintenance to perform maintenance, approve return to service, or make maintenance record entries unless the Director of Maintenance is appropriately certificated and authorized under applicable FAA regulations.

9.4 Director of Flight Training and Standards

The Board may appoint or recognize a Director of Flight Training and Standards to coordinate Club flight training standards, instructor approval recommendations, aircraft checkout standards, flight condition authorizations, pilot qualification procedures, student pilot standards, recurrent training, and training-related recordkeeping. The Director of Flight Training and Standards' primary duties may include:

- Developing and maintaining Club checkout, currency, proficiency, and training standards.
- Coordinating Club-approved instructors.
- Maintaining active and inactive instructor lists.
- Recommending instructor approval, renewal, limitation, suspension, or removal.
- Coordinating instructor meetings and standardization.
- Reviewing student pilot progression standards and training procedures.
- Establishing or recommending flight condition authorizations, including day VFR local, cross-country, night, IFR, winter, and aircraft-specific authorizations.
- Advising the Board on training, proficiency, insurance, and safety-related flight standards.
- Coordinating with the Safety Officer, Director of Maintenance, and Board as needed.

The Director of Flight Training and Standards does not have authority to modify aircraft rates, waive member financial obligations, approve compensation, bind the Club to contracts, or override Board authority unless expressly authorized by the Board.

Section 10 - Club-Approved Flight Instructors and Training Standards

Club-approved flight instructor status is an operational designation granted under Board authority and administered through the Director of Flight Training and Standards. Club-approved instructor status does not create a separate membership

Operating Rules

Condor Aero Club, Inc.

class, employment relationship, officer position, compensation right, or independent authority to bind the Club.

10.1 Definition

A Club-approved flight instructor is a Full Member in good standing who has been approved by the Club to provide flight instruction, aircraft checkouts, currency/proficiency work, or other authorized training in Club aircraft for qualified Club members, subject to FAA, insurance, Bylaws, Operating Rules, and Board-approved standards.

10.2 Eligibility

Unless otherwise approved by the Board, a Club-approved flight instructor must be a Full Member in good standing for at least one (1) year before approval to instruct in Club aircraft.

The Board may establish additional eligibility standards based on FAA certificates and ratings, instructional experience, insurance requirements, safety record, operational need, aircraft qualifications, and instructor standardization requirements.

10.3 Requirements

A Club-approved instructor shall not use Club aircraft or Club facilities to furnish flight instruction or ground instruction to any person who is not a member in good standing unless expressly authorized by the Board for a limited and incidental purpose consistent with law, insurance, FAA regulations, and the Club's tax-exempt status.

Instructors shall meet at least once each year, or as scheduled by the Director of Flight Training and Standards, for dissemination of information, Club rule changes, safety issues, standardization, and matters relevant to a uniform and effective instructional program. Instructors are required to attend scheduled instructor meetings or receive a briefing from the Director of Flight Training and Standards. Failure to comply may result in removal from the approved instructor list.

Club-approved instructors shall actively participate in aviation safety presentations at Club meetings and events planned by the Safety Officer as part of the Safety and Education Program, as reasonably requested. A Club-approved instructor shall remain on the active instructor list only if the instructor has provided Club-approved instruction, attended required instructor standardization, or otherwise satisfied activity requirements established by the Director of Flight Training and Standards within the prior twelve (12) months. New instructors shall complete a proficiency check with the

Operating Rules

Condor Aero Club, Inc.

Director of Flight Training and Standards for all makes and models in which they intend to instruct.

10.4 New Member Checkout

A new member checkout is a Club operational checkout and does not automatically constitute an FAA Flight Review. If the member requires, requests, or would benefit from an FAA Flight Review, the Club-approved instructor may conduct the checkout and Flight Review together, provided all applicable FAA requirements are satisfied and the instructor documents completion appropriately.

The new member checkout should include ground review of applicable Part 91 operating and flight rules, Club rules and procedures, local operating practices, aircraft systems, scheduling, squawks, fueling, hangaring (including the use of tow bars and tug as needed), billing, and required paperwork. The instructor shall ensure required member documentation is submitted according to Club procedures.

Club-approved instructors are required to comply with FAA and TSA requirements to validate U.S. citizenship or other required documentation for any student pursuing a certificate or rating.

10.5 Responsibilities for Student Pilots

All pilot instruction in Club aircraft must be provided by a Club-approved instructor. Student pilots shall comply with FAA regulations, instructor endorsements, Club training standards, insurance requirements, aircraft-specific limitations, weather restrictions, and Board-approved procedures.

First Supervised Solo

- All FAA pre-solo requirements must be met.
- Before solo, a student should first ride with another instructor to verify progress.
- Only full-stop landings are allowed.
- Students must stay in the pattern unless congestion requires them to leave.
- Students must remain near the airport until the situation resolves and the student can return.
- At least three full-stop landings are recommended.

Second Supervised Solo

- After the first supervised solo, the regular instructor must again ride with the student before the student can be re-soloed.
- Another instructor is not required after the first solo.
- Only full-stop landings are allowed.

Operating Rules

Condor Aero Club, Inc.

- The student should consider an hour of solo time for this flight and remain in the pattern.

Third Supervised Solo

- After the second supervised solo, the student's progress should be checked again, followed by a flight to the practice area.
- The instructor should verify VOR navigation, sectional identification, emergency frequencies, including Pittsburgh Approach/Departure, and transponder procedures.
- The student should begin with solo pattern work, then may be given the opportunity to travel to the practice area while being supervised by the instructor and return for additional full-stop pattern work.

Unless modified by the Director of Flight Training and Standards or the Board, three supervised solo flights are required before a student pilot may schedule a Club aircraft for unsupervised solo practice. Students are strongly encouraged to verify weather conditions with their instructor before any solo flight. All instructors should have a hand-held radio while supervising solo flights.

Cross-Country Preparation

Solo operations at airports other than KPJC may provide experience for cross-country flying. It is recommended that one or more dual cross-country flights be made to a given airport before the student makes a solo cross-country trip to that airport.

Weather Reports

Instructors should stress the importance of obtaining a good weather briefing from the beginning of training. Club online resources may be helpful, but not all online or mobile tools count as official weather briefings for FAA purposes.

Student Pilot Limitations

No student shall conduct solo flight in a Club aircraft when the current or forecast crosswind component exceeds ten (10) knots or twelve (12) mph, including gusts, without first checking with the student's Club-approved instructor. If that instructor is not available, the student must obtain approval from another Club-approved instructor or may not fly.

No student shall conduct solo flight in a Club aircraft with a ceiling of less than 1,500 feet or visibility of less than five (5) miles without first checking with a Club-approved instructor. Any Club-approved instructor may ground a student pilot who, in the instructor's judgment, operated or may operate Club aircraft in a careless or dangerous

Operating Rules

Condor Aero Club, Inc.

manner. The student shall resolve the concern with the instructor and the Director of Flight Training and Standards before further solo operation.

Written Tests

Instructors are strongly encouraged to have students enroll in a formal ground school or structured test-preparation program early in training. For primary students, training may not continue past cross-country training without passing the FAA written test unless otherwise approved by the Director of Flight Training and Standards.

Checkride Prerequisite

Before recommending a primary student for a practical test, the applicant is required to complete a phase check with the Director of Flight Training and Standards or another Club-approved instructor designated for that purpose.

10.6 Documentation

A Club-approved instructor must provide and maintain documentation required by the Club, including FAA certificates and ratings, medical certificate or BasicMed documentation if applicable, flight review or instructor renewal evidence, insurance-related documentation, aircraft-specific qualification records, TSA/citizenship documentation where applicable, training records, proficiency checks, instrument/currency/day/night currency reports for the instructor and Club members under the instructor's instruction, and any additional documentation required by the Board or Director of Flight Training and Standards.

10.7 Approval, Renewal, and Removal

Instructor approval is an operational privilege and does not create a separate membership class, employment relationship, or right to compensation unless expressly approved by the Board. Approval may be granted, renewed, limited, suspended, or revoked by the Board or as otherwise delegated by the Board.

10.8 Record-Keeping and Participation

The Director of Flight Training and Standards or designated administrator shall maintain instructor records, including active/inactive status, aircraft checkout authority, training and checkout authority, instructor meeting attendance, and required documentation. Club-approved instructors shall participate in instructor standardization, safety programming, documentation review, and Board-approved training processes as required.

Operating Rules

Condor Aero Club, Inc.

Section 11 - Safety and Education Program

11.1 Purpose

The Club shall maintain a Safety and Education Program to promote safe operations, proficiency, member education, continuous improvement, and shared responsibility for risk management.

The Safety Officer, or another person designated by the Board, is responsible for creating, maintaining, and reporting on the program structure, annual calendar of events, and member participation expectations.

11.2 Safety Culture and Reporting

Safety is a shared responsibility of all members. Members are expected to exercise sound judgment, report hazards, disclose damage or discrepancies, report unsafe practices, cooperate with safety reviews, support continuous improvement, and prioritize safety over convenience, cost, schedule, or personal preference.

11.3 Winter Operations and Seasonal Training

Winter operations requirements are part of the Safety and Education Program. Members who wish to operate Club aircraft during the winter operating period, November 1 through March 31 unless otherwise modified by the Board, must satisfy the applicable winter operations training requirements. Completion must be documented in Club records.

11.4 Education Programming

Education programming may include safety seminars, proficiency clinics, maintenance briefings, aircraft systems sessions, avionics training, insurance-required training, seasonal operations, emergency procedures, participation in the FAA WINGS Pilot Proficiency Program, and member mentorship activities.

Section 12 - Facility Access, Security, and Video Surveillance

12.1 Facility Access

The Board may establish procedures governing facility access, door codes, keys, visitor access, tenant access, after-hours access, access logs, and reporting of security concerns.

Operating Rules

Condor Aero Club, Inc.

Members shall not share access codes, keys, credentials, or access devices except as authorized by the Board.

12.2 Video Surveillance Notice

The Club may use video surveillance in and around Club facilities, hangars, ramps, parking areas, aircraft storage areas, and other common or operational areas for safety, security, asset protection, incident review, and operational purposes. Members, tenants, guests, visitors, contractors, and other people entering Club facilities or areas under Club control should expect that video surveillance is in use.

The Club may post signage or provide other notice that video surveillance is in use. Failure to post signage in every area shall not limit the Club's ability to use video surveillance for legitimate safety, security, asset protection, incident review, or operational purposes where otherwise lawful.

12.3 Audio Recording

Unless specifically approved by the Board after legal review and after all legally required consents are obtained, Club surveillance systems shall not intentionally record audio.

12.4 Camera Placement and Privacy

Video surveillance shall not be intentionally placed in restrooms or other areas where individuals reasonably expect privacy. Camera placement should be reviewed for legitimate Club purposes and reasonable privacy expectations.

12.5 Access to Footage and Security-Sensitive Records

Access to surveillance footage, access logs, door codes, passwords, and security procedures shall be limited to authorized persons for legitimate Club purposes. Surveillance footage and security-sensitive records shall not be copied, distributed, posted, or disclosed except as authorized by the Board, required by law, or necessary for safety, security, insurance, maintenance, or governance purposes.

12.6 Security Violations

Sharing access credentials, disabling, or tampering with security systems, unauthorized access to footage or access logs, misuse of surveillance information, or failure to report security concerns may result in corrective action, suspension of privileges, or discipline.

Operating Rules

Condor Aero Club, Inc.

Section 13 - Hangar Operations, Facility Care, and Member Courtesy

13.1 Hangar Operations

The Board may establish hangar operating rules for aircraft storage, tenant access, lease administration, tug use, equipment storage, fire safety, hazardous materials, vehicle access, snow/ice conditions, shared space, tenant insurance requirements, and nonmember tenant tracking.

13.2 Cleanliness and Shared Space Expectations

Members, tenants, guests, and authorized users shall keep Club hangars, pilot lounge areas, restrooms, meeting areas, workspaces, and shared storage areas clean, safe, organized, and respectful of other users. Users shall clean up after themselves, dispose of trash properly, return tools, equipment, and supplies to designated locations, and avoid leaving personal items, food waste, or clutter in shared areas.

13.3 Trash, Recycling, and Consumables

Members are expected to take out trash, replace liners, clean up spills, and assist with reasonable upkeep when using Club facilities. Members using Club-provided coffee, snacks, drinks, or similar consumables are expected, as a matter of courtesy, to contribute to the designated money jar or payment method established by the Board.

13.4 Damage, Facility Issues, and Supplies

Damage, unsafe conditions, plumbing/electrical concerns, security concerns, depleted supplies, or other facility issues should be reported promptly to the appropriate officer, trustee, committee chair, or designated facility contact.

Section 14 - Maintenance Program and Standards

The Director of Maintenance is responsible for coordinating and overseeing maintenance of Club aircraft, maintenance scheduling, airworthiness tracking, inspection intervals, maintenance records, maintenance budget recommendations, and aircraft restrictions. Nothing in this section limits the authority or responsibility of appropriately certificated maintenance personnel to determine airworthiness, approve return to service, or make required maintenance record entries under applicable FAA regulations.

Operating Rules

Condor Aero Club, Inc.

The Club tracks Aircraft Total Time (ACTT), Engine Time Since Overhaul (ETSO), and Time in Service (TIS) for installed components. The Club operates under FAA Part 91. Manufacturer TBO and certain component replacement intervals are advisory unless made mandatory by regulation, airworthiness directive, insurance, manufacturer mandatory requirement, Board maintenance policy, or safety determination.

The Club shall maintain a separate Standard Maintenance Operations document, incorporated by reference, which details maintenance protocols including, but not limited to, 50-hour oil changes, 100-hour/annual inspection coordination, oil analysis, AD tracking, avionics documentation, and spare parts practices.

Section 15 - Fleet Strategy and Governance

The Club shall maintain a separate Fleet Strategy and Governance document to guide aircraft availability, member value, financial sustainability, safety, standardization, and long-term planning. The Fleet Strategy and Governance document is an operational governance tool maintained under Board authority and may be reviewed and updated quarterly by the Fleet Committee, subject to Board oversight.

The Fleet Committee recommends; the Board decides. No aircraft acquisition, disposition, lease, financing arrangement, or material fleet commitment may be made without Board approval as required by the Bylaws. If there is a conflict between these Operating Rules and the Fleet Strategy and Governance document, these Operating Rules shall control unless the Board expressly provides otherwise.

Section 16 - Contract Approval and Signature Authority

No hangar lease, aircraft lease, aircraft leaseback, real property lease, financing agreement, aircraft acquisition or disposition document, or other material contract may be signed unless approved by the Board. Unless otherwise authorized by Board resolution, material contracts shall be signed only by the person or persons specifically designated by the Board. The Secretary shall maintain records of Board approvals, executed agreements, and authorized signatories. The Club may require standard contract forms to include a representation that the signatory is authorized by Board action.

For purposes of this section, a material contract includes any hangar lease, aircraft lease, aircraft leaseback, real property lease, financing agreement, aircraft acquisition or disposition document, or any agreement that creates recurring obligations, operational

Operating Rules

Condor Aero Club, Inc.

restrictions, insurance obligations, indemnity obligations, security concerns, facility access rights, or material risk to the Club.

Section 17 - Conduct, Social Media, Discipline, and Enforcement

17.1 General Conduct

Members shall conduct themselves safely, respectfully, and responsibly around Club aircraft, in Club hangars and facilities, at airports, during Club meetings and events, while representing the Club, and in communications involving Club matters.

17.2 Prohibited Conduct

Prohibited conduct includes unsafe aircraft operation, reckless or careless handling of aircraft or equipment, dishonesty, abuse of Club systems, harassment or abusive conduct, intentional violation of FAA rules or Club rules, failure to report damage, unauthorized use of aircraft, retaliation against any member who makes a good-faith safety, maintenance, financial, or governance report, and conduct harming the Club's reputation, assets, tax status, insurance, security, or safety culture.

17.3 Social Media and Public Communications

Social media, messaging platforms, websites, forums, and other public or semi-public communications can be useful tools for promoting aviation, sharing Club activities, building community, and supporting the Club's mission. Members and other persons participating in Club activities are encouraged to represent aviation and the Club in a positive, safe, respectful, and responsible manner.

This section applies to members, guests, tenants, instructors, contractors, visitors, and any other person using Club facilities, participating in Club activities, or communicating about Club aircraft, facilities, operations, events, or Club-related matters.

Unless expressly authorized, no person may speak on behalf of the Club, represent that a personal statement is an official Club position, or respond to media inquiries on behalf of the Club. The President, or a Board-designated representative, shall serve as the default contact for official Club statements, media inquiries, and public communications involving Club incidents, accidents, investigations, insurance matters, legal matters, or sensitive operational issues.

Members and other covered persons shall not post, share, transmit, or distribute content that:

Operating Rules

Condor Aero Club, Inc.

- Suggests, depicts, or encourages unsafe, illegal, reckless, or careless operation of aircraft, vehicles, facilities, tools, equipment, or Club systems.
- Violates or appears to violate FAA regulations, airport rules, insurance requirements, Club rules, or applicable law.
- Discloses confidential, private, financial, membership, disciplinary, safety, maintenance, investigation, insurance, governance, operational, or security-sensitive information, including aircraft squawks, aircraft restrictions, maintenance status, access credentials, door codes, keys, surveillance footage, access logs, passwords, hangar access details, or security procedures.
- Identifies, discusses, speculates about, or shares images or video of accidents, incidents, damage events, investigations, insurance matters, or disciplinary matters before appropriate Club review.
- Includes images, video, or information about another person without appropriate permission where privacy, confidentiality, safety, or courtesy may be implicated.
- Misrepresents Club operations, policies, aircraft status, member qualifications, Board decisions, or official Club positions.
- Harms or reasonably may harm the Club's reputation, safety culture, tax-exempt status, insurance position, operations, facilities, security, or relationships with members, tenants, vendors, airports, regulators, insurers, or the aviation community.

Members and other covered persons should assume that posts, comments, text messages, photos, videos, shared content, and private-group communications may become public, even when shared through private accounts or limited-access groups. When in doubt, pause before posting and consider whether the content is accurate, respectful, lawful, safe, and consistent with the best interests of the Club.

Positive posts about aviation, flying, training milestones, Club events, safety education, community involvement, aircraft, member accomplishments, and the aviation community are encouraged, provided they are accurate, lawful, respectful, and do not disclose sensitive information.

The Board may request that a member or other covered person remove, correct, limit, or clarify any post, image, video, comment, or communication that the Board determines may violate this section or adversely affect the Club. Failure to comply with a reasonable Board request may result in disciplinary action, restriction of privileges, facility access restrictions, suspension, termination of applicable privileges, or other action determined appropriate by the Board.

Nothing in this section is intended to restrict lawful rights or protected activity under applicable law.

Operating Rules

Condor Aero Club, Inc.

17.4 Discipline and Enforcement

The Board may enforce these Operating Rules through corrective or disciplinary action. Discipline may include verbal warning, written warning, required instruction, restriction of privileges, suspension of flying privileges, suspension of membership privileges, financial charge, or reimbursement where authorized, probation, or termination or expulsion under the Bylaws. Progressive discipline is not required where immediate action is necessary.

For a person who is not a member, enforcement may include removal from Club property, restriction or termination of facility access, termination of a lease or contractual relationship as permitted by the applicable agreement and law, referral to the sponsoring member, or other lawful action determined appropriate by the Board.

Section 18 - Dispute Resolution and Review

Members should first attempt to resolve concerns informally with the appropriate officer, committee chair, Director of Maintenance, Director of Flight Training and Standards, Treasurer, Safety Officer, or trustee. If unresolved, a member may submit a written request for review to the Board within fifteen (15) days of the decision or event, describing the issue, requested resolution, and supporting facts or documents. Safety-related restrictions, aircraft grounding, financial suspension, security restrictions, or operational limitations remain in effect during review unless the Board expressly provides otherwise.

This section does not create an appeal from a decision that is final under the Bylaws or applicable law. The Board may, in its discretion, reconsider its own decision when new information, procedural error, or other circumstances warrant reconsideration.

Section 19 - Accident and Incident Checklist

19.1 Immediate Priorities

Following an accident, incident, damage event, or safety occurrence involving Club aircraft, the pilot in command shall first protect life and health, obtain medical assistance if needed, notify emergency services if appropriate, secure the aircraft and scene if safe, and prevent further injury or damage.

Operating Rules

Condor Aero Club, Inc.

19.2 Required Club Notification

As soon as practical, the pilot in command shall notify the President, a trustee, or another Club emergency contact designated by the Board. The person receiving the initial notice shall coordinate notification of the Safety Officer, Director of Maintenance, Director of Flight Training and Standards when applicable, insurance representatives, and other appropriate Club representatives.

19.3 Documentation and Preservation

When safe and appropriate, the pilot should photograph and document damage, preserve relevant information, obtain witness names, document weather and airport conditions, and avoid disturbing the aircraft unless necessary for safety or required by authorities. Members shall not disturb records, aircraft components, electronic data, or other evidence except as necessary for safety, preservation, or compliance with legal requirements.

19.4 FAA / NTSB / Insurance / Media

The Club shall coordinate required insurance notifications. The pilot in command remains responsible for any legally required FAA or NTSB reporting applicable to the event. No member shall make unauthorized statements on behalf of the Club. Media inquiries shall be referred to the President or Board-designated representative.

19.5 Aircraft Movement and Security

Following an accident or serious incident, the aircraft shall not be moved unless necessary to protect life or prevent further damage, authorized by appropriate authorities, or approved by the Club and legally permissible. The pilot in command is responsible for arranging reasonable protection of the aircraft from further damage or vandalism when practical.

19.6 Temporary Flight Restriction

Following an accident, incident, damage event, or safety occurrence, the Board or a person expressly authorized by the Board may temporarily restrict or suspend the pilot's Club flying privileges pending review. The Safety Officer may recommend such a restriction and may conduct or coordinate the review. A temporary restriction is protective and not necessarily disciplinary.

Operating Rules

Condor Aero Club, Inc.

19.7 Cooperation

Members involved in an accident, incident, damage event, or safety occurrence shall cooperate with Club review, insurance review, maintenance assessment, FAA or NTSB process, and safety investigation. Failure to cooperate may result in discipline.

Section 20 - Administrative Procedures, Records, and Templates

The Club may use approved systems for scheduling, billing, maintenance tracking, member records, document storage, communications, safety reporting, access control, video surveillance, and security records. The Board shall designate official repositories for current governing documents, prior versions, minutes, financial records, insurance records, aircraft records, maintenance records, safety records, membership records, instructor records, security-sensitive records, branding files, document templates, and other records necessary to Club operations.

20.1 Branding and Document Templates

Official branding files, Condor bird logo masters, document templates, Board resolution templates, policies, forms, and member notice templates shall be maintained in an official repository designated by the Board or Secretary.

20.2 Forms and Templates

The Board may modify forms without formally amending these Operating Rules, provided the forms remain consistent with the Charter, Bylaws, and Operating Rules. Forms may include membership forms, pilot and flight forms, instructor forms, safety and maintenance forms, governance and compliance forms, financial forms, contract approval checklists, security forms, lease agreements, and facility/hangar forms.

Section 21 - Amendments, Version Control, and Publication

Material amendments subject to the notice-and-comment requirements of the Bylaws shall ordinarily be distributed to members at least fifteen (15) days before adoption. The Board may continue routine Club operations during the comment period and may modify the proposal in response to comments.

Operating Rules

Condor Aero Club, Inc.

The Board may make a temporary or permanent amendment effective immediately when reasonably necessary to address an urgent safety, insurance, legal, regulatory, security, maintenance, financial-stability, or asset-protection concern. The Board shall promptly notify members of the amendment, the reason immediate action was considered necessary, and whether the amendment is temporary or permanent.

Each version shall include version number, effective date, approval date, summary of changes, and approving authority. The Board should review these Operating Rules at least annually.

Revision History

Version	Date	Summary	Approved By
0.1	[Prior Draft]	Initial reorganized draft from prior Charter and Operating Rules.	Board of Trustees
0.2	[Prior Draft]	Clarified Board-only approval, 501(c)(7) guardrails, applicant privileges, financial suspension, Social Member status, aircraft restrictions, DOM/A&P authority, and Fleet Strategy reference.	Board of Trustees
0.3	[Prior Draft]	Added placeholders for instructors, Safety and Education, FAA notice, security/video, hangar operations, facility care, contracts, meeting participation, and governance reconciliation.	Board of Trustees
0.4	[Prior Draft]	Added remaining sections from original document.	Board of Trustees

Operating Rules

Condor Aero Club, Inc.

0.5	[Prior Draft]	Modified language for clarity without changing intent.	Board of Trustees
0.6	[Prior Draft]	Reordered scheduling, consolidated accidents, added Appointed Operational Positions, clarified DOM authority, updated terminology, and refined discretionary discipline language.	Board of Trustees
0.7	[Prior Draft]	Integrated Board feedback and refined operational provisions, including monthly billing and interest, annual insurance and return-to-flying procedures, reservation minimum charges, preflight damage reporting and evidence-based responsibility determinations, Director and Acting Director of Maintenance authority, towbar/tug use, KPJC traffic-pattern guidance, landing limitations, insurance-deductible responsibility, new-member checkout and Flight Review	Board of Trustees

Operating Rules

Condor Aero Club, Inc.

		distinctions, winter-training cross-references, nonmember enforcement, dispute-review limitations, accident notification, and temporary flight-restriction authority. Made related terminology, formatting, and consistency updates.	
0.8	9/1/2026	Integrated member feedback and Board policy decisions; clarified the distinction among membership good standing, voting eligibility, and aircraft privileges; applied attendance and participation requirements to Full Member voting eligibility; updated electronic participation and voting provisions; added advance notice and comment for material Operating Rules amendments; aligned urgent-action authority with the Bylaws; clarified honorary status as a recognition and fee-waiver designation attached to Full or	Board of Trustees

Operating Rules

Condor Aero Club, Inc.

		Social Membership, including the scope of waived charges, voting and flying privileges, insurance requirements, and continuing responsibility for direct-use charges and aircraft-related obligations; added continuity for the Safety Officer function; and made related formatting, terminology, and cross-document consistency corrections.	
--	--	--	--