



Rules and Regulations

SECTION I

A. WEATHER REQUIREMENTS/MINIMUMS (VFR OPERATIONS – PRIMARY STUDENTS)

1. A comprehensive weather briefing from a flight service station is required for all flights, local or cross-country.
2. Dual – each instructor will insure weather conditions are acceptable to accomplish the required training and are within his/her capabilities.
3. Solo (local flights) – minimum 3000 feet ceiling and 10 miles visibility. Permission may be given for specific flights in the traffic pattern only by a flight instructor when conditions are less than 3000 feet ceiling and 10 miles visibility.
4. Solo (cross-country flights) – conditions over the entire route are a minimum of 5000 feet ceiling and 10 miles visibility and are expected to remain so for the flight.
5. Wind Limitations:
 - a. Dual flights are at the instructor's discretion and must insure the conditions are with his/her capabilities.
 - b. Solo flights may not depart when actual or forecast winds for the duration, and up to one hour after expected time of completion of the flight, exceed 16 knots, steady or gusting, or the crosswind component is in excess of 8 knots.

B. GROUND OPERATIONS

1. Except for specifically authorized instructors, *no pilot or instructor shall attempt to start an aircraft by hand propping*. Procedures outlined in the pilot's handbook should be followed whenever starting an aircraft. Extreme care should be used to insure no danger exists to any ground personnel.
2. Except when necessary to avoid obstructions or other aircraft, all taxi operations should be on the taxiway centerline and a speed no faster than a brisk walk.
3. Extreme care should be exercised when taxiing in the immediate vicinity of other parked aircraft.
4. The tow bar shall be used to pull or push the aircraft into or out of the hangar or a parking space. Do not taxi over tie-down cables. Always remove the tow bar after moving the aircraft, even when the aircraft is parked in a hangar.
5. Never taxi through a snowdrift or ice dam. Do not taxi over water drain grates.
6. When you taxi an aircraft, there must be at least a 5 foot clearance from all objects. If you are in doubt, tow the aircraft, or have another person outside the aircraft to check clearances.

C. FIRE PRECAUTIONS AND PROCEDURES

1. Each pilot shall follow the pilot's handbook emergency procedures whenever necessary in the event of a fire either on the ground or in flight.

D. UNPROGRAMMED LANDINGS

1. Any pilot who makes an **unprogrammed landing** both on and off airport shall contact Centerline Aviation, LLC by phone and **obtain permission to re-dispatch prior to taking off**. Notification of Centerline Aviation is not required if a Centerline Aviation approved instructor is on board and the landing was at a public use airport.
2. In some cases it may require for a Centerline Aviation instructor to take off and return the aircraft to Great Bend Airport.

E. AIRCRAFT DISCREPANCIES

1. Should any condition of airframe, engine, or avionics be found which renders the aircraft un-airworthy, or might render the aircraft un-airworthy, the pilot shall:
 - a. If at the Great Bend Airport, immediately report the condition to Centerline Aviation by phone at 620-796-2130 or in person at Centerline Aviation.
 - b. If at an airport other than Great Bend Airport, notify Centerline Aviation by phone and receive instructions.



F. SECURING UNATTENDED AIRCRAFT

1. Any aircraft left unattended must be chocked by a minimum of one wheel. If the aircraft will be left unattended for more than two hours the aircraft shall be tied down or put into a hangar. A set of chocks and tie downs can be obtained from Centerline Aviation for a flight that will be landing at an airport other than Great Bend Airport.
2. To prevent damage, upon completion of a flight, the flight controls will be immobilized with a control lock. The aircraft must also be properly tied down, chocked, and locked, or if Centerline Aviation is open placed into the hangar with the towbar.

G. MINIMUM FUEL REQUIREMENTS

1. For cross-country flights (planning), the minimum fuel reserve for departure is one (1) hour, after considering winds and weather.
2. For cross-country flights (en-route), an additional fuel stop is required while en route any time the estimated fuel reserve becomes less than thirty (30) minutes.
3. For local flights, the minimum fuel reserve for departure is forty-five (45) minutes.
4. The use of a fuel gauging stick is required during a visual inspection to verify the fuel available for the flight if the fuel tanks are not completely full.

H. COLLISION AVOIDANCE

1. All pilots must be constantly vigilant on the ground or while airborne for obstructions or other aircraft.
2. A brake check should be done immediately after the aircraft begins to move from its parking place and the maximum speed for any taxi operation should be equivalent to a brisk walk. Extra care should be taken during night operations and operations in front of other hangars.

I. MINIMUM ALTITUDES

1. All flight operations will be conducted in accordance with FAR 91.119.
2. Simulated power failure emergencies- **Engine failures may be simulated only by retarding the throttle, using the mixture control or fuel selector to simulate an engine failure is NOT acceptable.**
 - a. When NOT accompanied by a Centerline Aviation instructor:
 1. **NO pilot shall descend below 1000 feet AGL.**
 2. Care should always be taken not to disturb people or livestock on the ground.
 - b. When accompanied by a Centerline Aviation flight instructor:
 1. The minimum altitude is **500 feet AGL and only with the engine** running and when the instructor determines that it is safe.
 2. If the simulated engine failure is being practiced at an airport the descent can continue to the ground providing safe landing at the airport will occur.
 3. At no time shall the aircraft be allowed to get closer than 500 feet to any person, structure, vehicle or vessel as required by **FAR 91.119.**

J. ASSIGNED STUDENT PRACTICE AREA

1. The Centerline Aviation practice areas are bounded as follows:

K. ACCIDENT AND INCIDENTS

1. Members shall immediately report any accident or incident involving a Centerline Aviation aircraft to the FAA and to Centerline Aviation.



SECTION II ADDITIONAL FLIGHT OPERATING PRACTICES ALL PILOTS

A. FLIGHT PRIVILEGES

1. **Initial Checkouts** – No flight by any pilot will be permitted unless that pilot has been approved by an authorized Centerline Aviation instructor for a flight in the particular model he/she wishes to fly, and a logbook copy of the particular model checkout is on file in the Centerline Aviation office. It is the responsibility of each individual member to insure that the required copies of each model checkout are on file.
2. **Annual Proficiency Checkouts** – To promote competency and to reveal any unsafe piloting habits, each member on active flying status is required to fly with a Centerline Aviation designated instructor for approximately one hour once a year and have a ground review session. The proficiency check will be held to the same standards as a Biennial Flight Review. It will address rusty techniques and will be used as an exchange of piloting ideas and techniques, and serves to maintain currency throughout membership.
3. **Recent Experience** –
 - Student Pilot Certificate:** Minimum of two (2) flights per month with a minimum of two (2) hours flight time, including three (3) takeoffs and landings.
 - Private Pilot Certificate:** Less than 100 hours total time: Minimum of one (1) hour during the past 30 days, including three (3) takeoffs and landings. More than 100 hours total time: Minimum of one (1) hour during the past 90 days, including three (3) takeoffs and landings.
 - Commercial Certificate:** Less than 1,000 hours total time: Minimum of one (1) hour during the past 90 days, including three (3) takeoffs and landings. More than 1,000 hours total time: As required by the FAR's.
 - Airline Transport Pilot:** As required by the FAR's
4. **Re-training Flights:** The Chief Flight Instructor or their designee may at their discretion require any member to complete a remedial re-training flight in the interest of safety. This may include ground training as well as flight training.

B. FLIGHT PLANS

1. All cross-country flights must be conducted according to a flight plan filed and activated with flight service. All flight plans shall be closed after each flight with the appropriate FSS.
2. Extreme caution shall be used to avoid restricted airspace or any new temporary airspace restrictions during war-time or high terrorism alerts.
3. When on a cross country contact Centerline Aviation via phone or email when arrival at your destination airport where you will be staying overnight.

C. WEIGHT AND BALANCE

1. It is each pilot-in-command's responsibility to insure that each flight is within the weight and balance limits prescribed by the aircraft manufacturer.

D. IFR FLIGHTS

1. IFR flights may only be conducted in an IFR qualified Centerline Aviation aircraft and by current IFR qualified pilots.

E. AIRPORTS OF INTENDED USE

1. Landing of Centerline Aviation aircraft shall be limited to paved runways at public use airports. Exceptions include:
 - a. Prior written approval from the Chief Flight Instructor.
 - b. EMERGENCIES
 - c. Dual flights as a part of a training program approved by the Chief Flight Instructor.



F. PILOTS OPERATING HANDBOOK AND CHECKLISTS

1. All pilots must be thoroughly familiar with the pilot's operating handbook or owner's manual for each aircraft being flown.
2. A pilot's operating handbook and aircraft checklist must be carried in the aircraft on each flight.
3. Use of aircraft checklists is a good operating practice and is required. **DO NOT REMOVE** checklists from the aircraft.

G. SMOKING

1. **Smoking while in any Centerline Aviation aircraft is prohibited.** Smoking increases the fire hazard and is also detrimental to aircraft instruments. The Centerline Aviation lobby, offices, and hangar are also **NO SMOKING AREAS**.

H. MOUNTAIN FLYING (A mountain flight is considered to be over any terrain above 8,000 feet MSL.)

1. Mountain flights in Centerline Aviation aircraft are allowed **ONLY AFTER**:
 - a. Receiving a mountain checkout by a Centerline Aviation authorized instructor OR
 - b. Receiving a waiver signed by the Chief Flight Instructor, and kept in the member's file.

I. NIGHT FLYING

1. Night cross-country flights in a Centerline Aviation aircraft is permitted to a Private Pilot or greater with more than 100 hours total time and more than 10 hours of night flight time, or a waiver is signed by the Chief Flight Instructor and kept in the member's file.
2. Student pilots are not allowed to fly solo during the night, unless authorized by both their instructor and the Chief Flight Instructor.
3. During the first three (3) months of membership, VFR PRIVATE PILOTS of 100 total flight hours or less **MUST** have night cross-country flight plans reviewed by a Centerline Aviation instructor **BEFORE DEPARTURE**.

J. SPINS AND OTHER AEROBATIC FLIGHT

1. **Aerobatic flight, including intentional spins, in Centerline Aviation aircraft is forbidden,** except spins taught in an appropriate flight course be a Centerline Aviation authorized instructor.

K. FORMATION FLIGHT

1. Formation flights create a serious collision risk and should be performed by experienced, trained pilots only. **The use of Centerline Aviation aircraft in any formation flight is strictly prohibited.**
2. All Centerline Aviation aircraft shall maintain a separation of at least ¼ mile from any other aircraft while flying over similar routes.

L. OIL

1. Please keep the aircraft neat and clean. When you put oil in an engine, please mark the Oil Consumption Record Sheet in the aircraft book. This data will permit us to keep track of engine wear and performance.

M. AIRCRAFT APPEARANCE AND LOST AND FOUND

1. Do not leave trash inside of the aircraft. Please leave the aircraft in the condition that you found it in.
2. Any items found inside of an aircraft shall be brought to the Centerline Aviation office and left in the Lost and Found box.

N. NON-COMMERCIAL USE ONLY PERMITTED

1. Centerline Aviation may only be used by a member for the member's personal pleasure and business use. No aircraft may be used for any purpose involving compensation to a member for pilot service, flight instruction or any other purpose of use involving compensation to the member.



O. FOREIGN COUNTRY FLIGHTS

1. USERS shall not fly a Centerline Aviation aircraft to a foreign country without prior written consent of Centerline Aviation.

SECTION III STUDENT (CERTIFICATE) PILOTS

A. STUDENT SUPERVISION

1. Students must be under the supervision of a certified flight instructor at all times. Each individual flight must have prior approval and proper sign-off's from the instructor at the time of the flight. Blanket approvals are not allowed.

B. RECENT EXPERIENCE (STUDENT PILOT CERTIFICATE)

1. Minimum of two (2) flights per month with a minimum of two (2) hours flight time, including three (3) takeoffs and landings.

C. WIND LIMITS (STUDENT PILOT CERTIFICATE)

1. Student solo flights may not depart when actual or expected winds exceed 16 knots or with a crosswind component in excess of 8 knots. If a limitation in your logbook is less than stated here use logbook limitation only.

D. RUNWAY CONDITIONS (STUDENT PILOT CERTIFICATE)

1. No student pilot may depart on a flight if the runways at any airport of intended operation are reported to be icy or snow covered, or where the runway breaking action is reported as fair, poor, or nil.

E. CROSS-COUNTRY FLIGHTS (STUDENT PILOT CERTIFICATE)

1. All solo cross-country flights will depart with fuel tanks topped off. The only exception is if your weight and balance does not allow for full fuel.
2. A copy of the flight plan for each particular flight will be kept on file at the Centerline Aviation front desk while the cross-country is being conducted.
3. Each solo cross-country must be authorized by a Centerline Aviation Flight instructor.

F. NIGHT FLIGHTS (STUDENT PILOT CERTIFICATE)

1. Student **solos at night are prohibited** unless specifically authorized by the student's instructor and the Chief Flight Instructor.

SECTION IV ADMINISTRATIVE POLICIES

A. AIRCRAFT SCHEDULING AND USE

1. Aircraft scheduling is provided during business hours by phone, (620) 796-2130 or 24 hours a day via our online scheduling program. After hours a reservation may be left on an answering machine; however, confirmation must be obtained prior to departure to insure availability. If you change departure time or date, or come back early, please notify the office.
 - a. When a pilot does not arrive to claim his/her reservation, two things may happen:
 1. The member may be assessed a dry rate charge for the unused reservation.
 2. If the member is unreasonably late, he/she may find that someone else is using the aircraft.
2. No flight may depart unless it has been scheduled with Centerline Aviation. The Tach and Hobbs time must be entered into the aircraft sheet prior to engine start and after engine shutdown for each flight.
3. **Late Arrivals** – The following policy shall apply to all late arrivals.



- a. For reservations of one day or less: if the pilot is more than 30 minutes late in departing, the aircraft may be released to another member.
 - b. For extended reservations of more than one day: if the pilot is more than two hours late in departing, the aircraft may be released to another member. Call the office ahead of time if you are going to be late or have a late departure and the reservation will be held.
 - c. **Every effort should be made to return the aircraft ON TIME.** Repeated violations may result in suspension of privileges at Centerline Aviation. A minimum of \$10 late fee may be assessed for aircraft that are returned late.
4. **Dispatch** – The keys and aircraft book will be picked up from the office and the departure log completed prior to each flight. If you wish to fly after hours, scheduling must be made through the office during regular hours.

B. EXPENSES INCURRED AWAY FROM GREAT BEND AIRPORT

1. Expenses such as tie-down and landing fees will be the **USER's responsibility**. Any repairs or expenses exceeding \$50 **must be pre-authorized** by Centerline Aviation. In addition, in case of an accident and proven pilot error, the USER agrees to pay the amount not paid or covered by insurance (i.e. insurance deductible.).
2. USER's will be reimbursed for aircraft fuel and oil expenses incurred away from Great Bend Airport by submitting the original fuel receipt to the Centerline Aviation office within 30 days. Fuel receipts older than 30 days may not be honored. Fuel will be reimbursed at the rate authorized by Centerline Aviation, not at the rate paid for the fuel. It is the member's responsibility to determine the reimbursed rate prior to departing on a flight requiring fuel at an airport other than Great Bend.
3. Dry rental rates are available for aircraft that will be flown multiple hours away from the Great Bend Airport. Any aircraft rental of more than 4 hours will be billed at the dry rate and the member will be responsible for all fuel purchases. The member will accept the aircraft at the Great Bend Airport full of fuel and will be required to return the aircraft to the Great Bend Airport with full fuel.

C. CROSS COUNTRY MINIMUMS

1. A minimum charge of three (3) hours per day will be made for all cross-country flights. Dry rates apply only to that portion of minimum daily charges not covered by the Tach or Hobbs meter time. Example: A cross-country trip of 5 days with a Hobbs time of 6 hours will have an additional charge of 9 hours at the dry rate. **Advance payment for one-half the flight hours on any cross-country flight over 5 hours is required.**

D. CARELESSNESS/IMPROPER PROCEDURES

1. Maintenance expenses resulting from member carelessness or improper operating procedures may be billed directly to the member. For example: if a member forgets to turn off the master switch following a flight, causing the battery to freeze and thus destroying the battery, the member may be charged directly for the battery replacement. Control damage caused by the failure to install the control lock is another example whereby a member may be charged.
2. A \$25 minimum fee may be charged if an aircraft is parked incorrectly. This includes, but is not limited to, improperly securing the aircraft (control lock, master switch, etc.) or returning an aircraft in poor condition (excessively dirty interior, trash, interior covered in pet hair, etc.).

E. INITIATION FEE AND DUES

1. The new member initiation fee for the use of Centerline Aviation aircraft is \$30. The initiation fee is subject to change by Centerline Aviation and is not refundable.

F. PAYMENTS AND STATEMENTS

1. Centerline Aviation members have two options for payment: a) pay as you go, or b) deduct from money placed on account. Flight charges and miscellaneous charges will be deducted from the member's account, if money is placed onto account, the day of the charge.



2. A credit card is required to be kept on file in the case that an account becomes overdue. If a member's account becomes past due by one billing period and 15 days, then the credit card on file will be charged for the overdue amount.
3. You may receive a monthly statement on approximately the 7th of each month showing each invoice and any additional charges. Any bank service charge for returned checks will also appear on the monthly statement. Please remit any balance due by mail or drop it by the Centerline office by the indicated due date.
4. **Flying privileges will be revoked for any account overdue.**

G. PHOTOCOPIES OF RECORDS REQUIRED

1. To keep our records up-to-date, we require a current photocopy of the member's following documents:
 - a. Driver's License
 - b. Current Passport or Birth Certificate
 - c. All Pilot Certificates
 - d. Medical Certificate
 - e. Pages of logbook including: last flight page, Biennial Flight Review, mountain checkout and all checkouts in each type of Centerline Aviation aircraft that you intend to fly.

H. DISCIPLINE

1. **In the event that an incident occurs involving possible club or FAR violations; solo or pilot-in-command privileges in Centerline Aviation aircraft are automatically suspended** pending a Centerline Aviation Safety Review. USERS may be expelled for violations of the FAR's or these Rules and Regulations, or for other good cause. Expelled USERS forfeit their initiation fee.
2. **Re-Training Flights** – The Chief Flight Instructor or their designee may at their discretion require any member to complete a remedial re-training flight in the interest of safety. This may include ground training as well as flight training.

I. TERMINATION/RESIGNATION

1. Either party can terminate the membership at any time. Resigning USERS shall submit a written notice of resignation to the Centerline Aviation office to become effective of the first of the month following the date of the notice. At the time of resignation the account must be paid in full. If the member has money on account or pre-paid dues, that amount will be refunded in full.

J. INSURANCE

1. **Liability Coverage**– Total liability coverage maintained by Centerline Aviation is \$1,000,000 each occurrence for property damage and/or bodily injury with coverage for passenger bodily injury limited to \$100,000 each person. The insurance coverage maintained by Centerline Aviation **DOES NOT** protect the member for damage to Centerline Aviation aircraft or bodily injury or property damage to others resulting from an incident or accident.
2. **Responsibility for Bodily Injury and Property Damage** – Members will be responsible for all damages for bodily injury or property damage arising from any incident or accident that is caused by the member's negligence or failure to comply with the Rules and Regulations, including damage to Centerline Aviation aircraft.
3. **Non-Ownership Renter Insurance Coverage – FIXED GEAR AIRCRAFT** Centerline members are encouraged to purchase and maintain non-ownership liability coverage for bodily injury and property resulting from an accident involving the member's use of Centerline Aviation's fixed gear aircraft, including coverage for damage to Centerline Aviation aircraft. The minimum liability insurance coverage limits recommended by Centerline Aviation is: \$250,000 each occurrence with passenger bodily injury coverage of \$50,000 each person and including coverage for damage to non-owned aircraft of at least \$20,000 each occurrence. Members are strongly encouraged to purchase higher coverage limits.
4. **Non-Ownership Renter Insurance Coverage – RETRACTABLE GEAR AIRCRAFT** Centerline members are required to purchase and maintain non-ownership liability coverage for bodily injury and property resulting from an accident involving the member's use of Centerline Aviation's retractable gear aircraft, including coverage for



damage to Centerline Aviation aircraft. The minimum liability insurance coverage limits required by Centerline Aviation is: \$250,000 each occurrence with passenger bodily injury coverage of \$50,000 each person and including coverage for damage to non-owned aircraft of at least \$30,000 each occurrence. Members are strongly encouraged to purchase higher coverage limits.

SECTION V AIRCRAFT PILOT-IN-COMMAND REQUIREMENTS

FIXED GEAR

1. 200HP or less, single engine fixed gear (C-172 M)
 - a. Student Pilot's Certificate or better
 - b. Checkout in make and model

RETRACTABLE GEAR

1. 200HP or more, single engine retractable gear (C-R182)
 - a. Private Pilot's Certificate or better
 - b. 100 hours of logged total time, 25 hours of single engine retractable gear, and 5 hours make and model
 - c. Aircraft Checkout in make and modelor
 - d. In lieu of the 25 hours of retractable gear: 10 hours of flight instruction in make and model and 15 takeoff and landings
2. 200HP or less, multi-engine retractable gear (PA-30)
 - a. Private Pilot's Certificate or better with Multi engine rating and Instrument rating
 - b. 350 hours of logged total time, 50 hours of multi-engine, and 10 hours make and modelor
 - c. In lieu of the 50 hours of multi-engine: 25 hours of flight instruction in make and model from Centerline Aviation instructor

A. AIRCRAFT CHECKOUTS

1. Each checkout will be completed with a Centerline Aviation instructor.
2. Each checkout will require the member to complete the following:
 - a. Aircraft checkout quiz
 - b. Ground session on the aircraft – to the instructor's satisfaction
 - c. Flight in the aircraft – to insure proper aircraft procedures and equipment usage



I HAVE READ, UNDERSTAND, AND AGREE TO FOLLOW THE CENTERLINE AVIATION RULES AND REGULATIONS.

MEMBER SIGNATURE

MEMBER'S NAME (PRINT)

DATE

Rules and Regulations
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