

Yellow Jacket Flying Club

Member Handbook



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INTRODUCTION

The Yellow Jacket Flying Club, Inc. exists to provide an inexpensive way for the Georgia Tech community to learn how to fly and to participate in the operations of a flying club. The club was established in 1946 and is one of the oldest organizations at Georgia Tech. Over the past sixty years, more than one thousand students have learned to fly through the club. Our members can participate in a wide variety of events such as spot-landing competitions at our fly-ins, tours of local air traffic control (ATC) facilities, flights in the newest simulators at Delta Air Lines, plane washes, 50-hour inspections on our aircraft, and so much more. The purpose of this handbook is to inform members of some of the club's systems and rules. Anything not found here can be brought to the attention of a flight instructor or Executive Committee member for prompt attention. Enjoy, and fly safely!

AIRPLANES

The Yellow Jacket Flying Club owns three Cessna 172 Skyhawks and one Piper Apache. A Skyhawk is a high-wing, four-seat aircraft. An Apache is a low-wing, twin-engine aircraft. It is the most popular training aircraft ever produced. All club airplanes are equipped with altitude-encoding (Mode C) transponders and four-place intercoms. Headsets are available in each airplane for club members to use. The airplanes are available 7 days a week, 52 weeks a year for active members, except when they are out of service for maintenance or other reasons. Scheduling is arranged via an online scheduling system or a 24-hour touch-tone telephone scheduling service.

Airplane	Role	Features	YJFC Rate
N53527	Private Pilot Trainer	1981 Cessna 172P Skyhawk with two NAV / COM radios, ILS, ADF, and DME	\$110 (wet)
N203GT	Private Pilot Trainer	1979 Cessna 172N Skyhawk with one NAV/COM radio, and one VFR GPS/COM	\$115 (wet)
N552GT	Cross - Country Airplane Instrument Rating Trainer	1982 Cessna 172P Skyhawk with STC'd 180-hp engine (normal for a 172 is 150 or 160 hp), two NAV/COM radios, ILS, DME, EGT gauge, and Bendix-King KLN-94 IFR GPS	\$125 (wet)
N2105X	Cross – Country Airplane Instrument Rating Trainer	2004 Cessna 172 SP with a fuel injected 180-hp engine, two NAV/COM radios, ILS, EDM 700, Bendix-King KLN-94 IFR GPS with a MFD, and a KAP-140 2-Axis autopilot	\$138 (wet)

AIRPORT (MAP & DIRECTIONS)

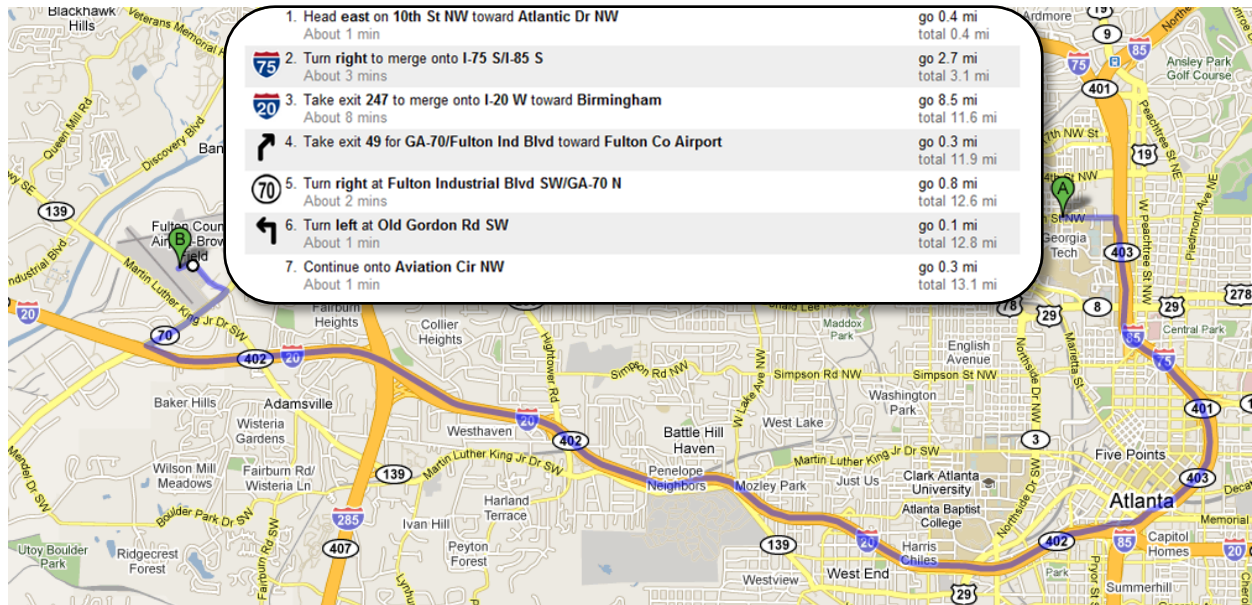
Fulton County Airport - Brown Field (KFTY) is the home base of the Yellow Jacket Flying Club. Signature Flight Support is our primary Fixed Base Operator (FBO). Signature's address is

Signature Flight Support
3956 Aviation Circle
Atlanta, Georgia 30336
Tel. 404-443-0231

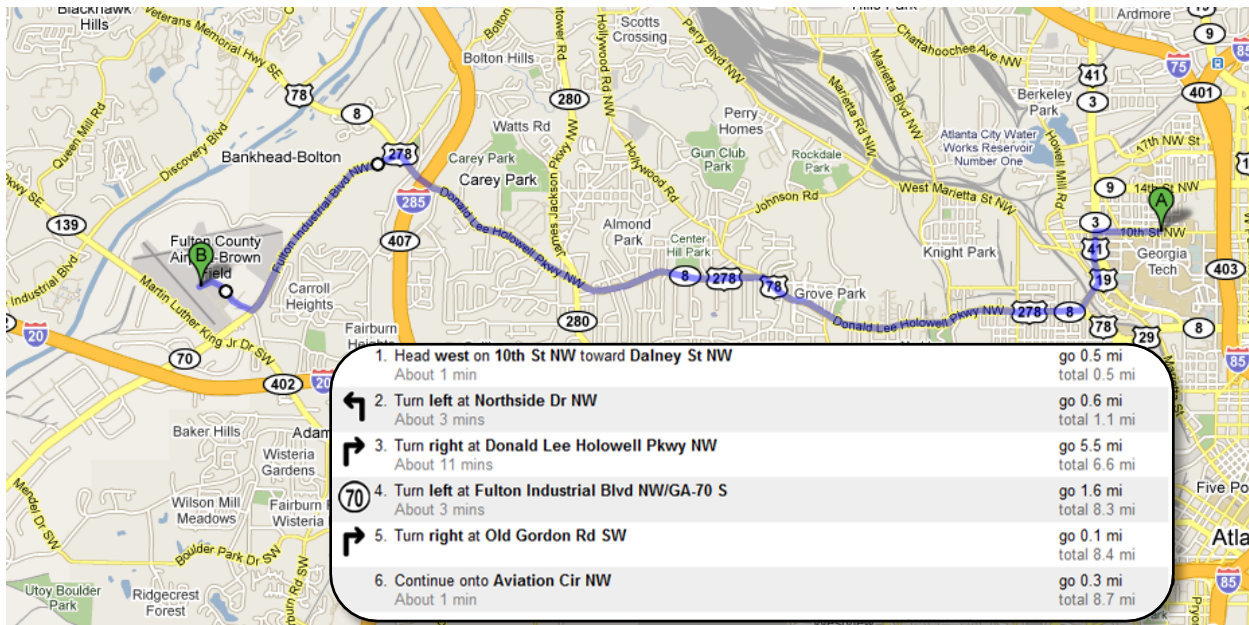
The airport is located about 8 miles west of the Tech campus on I-20, across the highway from Six Flags over Georgia. Members may get to the airport by either taking I-20 or Donald Lee Holowell Parkway (Bankhead Highway). The Bankhead Highway route is recommended during rush hours. Other than rush hours, taking I-20 is usually quicker.

If you are taking the interstate, exit at Fulton Industrial Blvd., just past I-285. Turn right on Fulton Industrial and drive for about 1/2 mile. After crossing the light at Martin Luther King Blvd., turn left into the airport (at the sign). Drive to the end of that road, across the parking lot, and you will see Signature. If you are coming from the North on I-285, you can exit at Bankhead Highway. Turn left to Fulton Industrial Blvd. After about 1.5 miles, you will come to a traffic light and a sign for the airport. Turn right and follow the road to Signature.

Taking Interstate 20 (recommended for non-rush hours)



Taking Donald Lee Holowell Parkway (recommended for rush hours)



MEETINGS

The Executive Committee (EC) meets every Tuesday at 6:30 PM except for dead week, finals week and semester breaks. The governing body of the club meets to deliver reports, discuss business, and plan club activities. Attendance is encouraged for interested members who want to know what goes on “behind the scenes.” It is also the most convenient time if you have some matter that requires EC interaction or if you need to talk to any particular EC member.

YJFC general meetings follow the EC meetings every few weeks. Meeting schedules are announced through email and the club’s website. We attempt to have interesting programs at many of our general meetings. Guests are welcome at all of our general meetings.

SUPPLIES

The club has a Supplies Officer who can assist with ordering aviation-related supplies at discounted costs. These items include private pilot kits, logbooks, textbooks, charts, or anything else that can be found in the Supplies Officer’s catalog. If you need to get in touch with the Supplies Officer between meetings, you can contact him at supplies@yjfc.org.

FAA AND NTSB REGULATIONS COMPLIANCE

1. All club regulations are intended to complement applicable FAA regulations. In case of conflicts, the more conservative interpretation applies.
2. Each club member shall comply with these rules, FAA regulations, and National Transportation Safety Board Part 830 Regulations.

3. Any question regarding interpretation of these rules should be directed to the Executive Committee in writing.

MEMBERSHIP RULES

Membership Categories

1. Regular membership: any active member not an intermediate or advanced member
2. Intermediate membership: To qualify for intermediate membership, a member must have:
 - a. a Private Pilot certificate or higher
 - b. at least twenty (20) hours PIC flight time, not to include more than 10 hours of dual instruction
 - c. at least ten (10) hours of cross country flight time, after receiving a private pilot certificate, including not more than five (5) hours with a flight instructor
 - d. at least five (5) hours of dual instrument instruction flight time
 - e. at least five (5) hours of night flight time
 - f. personally submitted an application for intermediate membership at an Executive Committee meeting and received approval
3. Advanced membership: To qualify for advanced membership, a member must have:
 - a. satisfied the qualifications for intermediate membership
 - b. at least sixty (60) hours PIC flight time, not to include more than 20 hours of dual instruction
 - c. at least thirty-five (35) hours of cross country flight time after receiving a private pilot certificate, including no more than five (5) hours with a flight instructor
 - d. at least ten (10) hours of dual instrument instruction flight time
 - e. at least ten (10) hours of night flight time
 - f. been a flight-fee-paying member of the club for at least the previous semester
 - g. personally submitted an application for advanced membership at an Executive Committee meeting and received approval
4. For the purpose of determining membership status qualification, the following definitions are made. More conservative definitions than FAA regulations are applied. These definitions are:
 - a. **Cross Country Flight Time:** flight time gained while acting as **sole manipulator of the controls** of an airplane on a flight with at least one landing more than fifty (50) nautical miles from the point of departure.
 - b. **Night Flight Time:** any flight time occurring from **thirty (30) minutes** after local sunset to **thirty (30) minutes** before sunrise.
 - c. **Pilot In Command (PIC) Time:** any flight time when the pilot is the **sole manipulator of the controls** of an aircraft for which he is rated. It does not include solo, second-in-command, or that time while acting as a safety pilot.

Active Membership

1. Club members will become active members after they have paid the club's dues. In order to activate flying privileges, the member must also pay flight fees for that semester. Only active club members who have paid flight fees are permitted to fly the club's airplanes.
2. Student pilot members shall be limited to approximately twenty (20) flight-fee-paying members per airplane, excluding club approved CFI's. Renewal preference will be given to previously flight-fee-paying members until the end of the first week of each semester.

3. Each active member shall actively contribute to the functioning of the club. Assisting in the operation of the club (as a club officer or assistant), being a member of a club committee, or helping in the maintenance of club airplanes, are considered as actively contributing to the function of the club. At the discretion of the Executive Committee, those members not actively contributing to the club may not be permitted to renew their membership for one or more semesters.

Club Conduct and Infraction

1. Each member should conduct himself and should operate the club's airplanes in a manner that will reflect and enhance the excellent reputation of Georgia Tech and the Yellow Jacket Flying Club. The club enjoys a good reputation in the community and the Executive Committee is committed to perpetuating the respect the club now commands.
2. As a shared owner of the club airplanes, each member shall endeavor to maintain a tidy appearance of the airplanes. This involves conducting a proper post-flight procedure, securing the airplane with tie-downs, and removing all personal articles, paraphernalia, waste paper, etc. from the airplanes after each flight. In accordance with FAA Regulations, smoking is prohibited in all club airplanes.
3. Any infraction of the club's rules by any member will be referred to the Executive Committee for disposition, which may include revocation for membership.

PILOT RULES

Pilot Qualification and Currency

1. General
 - a. All club members operating club airplanes shall comply with qualification and currency requirements in this paragraph and in the applicable FAA Regulations.
 - b. At the discretion of a club-approved CFI, currency and qualification in a more complex airplane will also apply to less complex airplanes.
 - c. A student pilot who is recommended for a private pilot practical exam by a club-approved CFI shall be considered to have completed the initial qualification in the airplane type used for the practical exam on the date of issue of the private pilot certificate.
2. Pilot and Medical Certificates
 - a. Active members with Private Pilot certificates and higher must have on file, with the secretary of the club, a copy of their pilot certificate and medical certificate before they can operate any club airplane.
 - b. Post-solo student pilots must have on file within thirty (30) days after solo, with the secretary of the club, a copy of their student pilot certificate/medical certificate or their solo privileges will be suspended.
 - c. Pre-solo student pilots must have on file with the secretary of the club the name of their club-approved CFI before they can fly any club airplane.
3. Recency of Instruction
 - a. All regular members must log a flight with a club-approved CFI at least once every six (6) months.
 - b. Intermediate members must log a flight with a club-approved CFI at least once every twelve (12) months.

- c. Advanced members must log a flight with a club-approved CFI at least once every twenty-four (24) months.
- d. These flights may be review in nature or may be in pursuit of a new skill, certificate, or rating.

Student Pilots

1. A student pilot must have the approval of a club-approved CFI before making any flight and must have specific objectives for each solo flight.
2. A student pilot must receive flight instruction at least after every third hour of flight until his total flight time exceeds twenty (20) hours, and after twenty (20) hours, after every fifth hour. If this limit is reached during a student pilot's solo cross-country flight, then the instruction shall occur on the first flight following the cross-country flight.
3. Before completion of student's third hour of solo flight, each student pilot must complete a stage check flight with the club's Chief CFI or a designee. A second stage check flight must be completed with the club's Chief CFI or a designee after preparation for, but prior to the practical examination for the Private Pilot Certificate.
4. Student pilots must have at least two (2) hours of instrument flight instruction and one (1) hour of night instruction prior to their first solo cross-country flight.
5. Student pilot operation, including dual instruction, in any airplane other than trainer airplanes is prohibited, except that an Executive Committee Member may grant an exemption to this paragraph on an individual flight, individual case basis.

Certified Flight Instructor

1. In order to instruct club members in club aircraft, a flight instructor must
 - a. hold a current flight instructor certificate
 - b. have been approved by the Executive Committee to instruct as a flight instructor
 - c. have received a checkout from the club's Chief CFI
 - d. be active in the current CFI roster
2. A club-approved CFI is considered to be an active, flight fee paid member.
3. Club-approved CFIs shall be automatically authorized for all privileges of advanced members.
4. Non-dues paying club-approved CFIs may use club airplanes only when approval from the Executive Committee is granted.

FLIGHT AND SAFETY RULES

General Operations

1. All flight instruction given in club airplanes shall be given only by a club-approved CFI.
2. No commercial operations will be conducted in club airplanes. Commercial operations include, but are not limited to:
 - a. Operation of club airplanes for compensation or hire
 - b. Flight instruction given to people who are not active members of the YJFC except for Executive Committee-approved promotional activities
3. The FAA-Approved Airplane Flight Manual for the airplane shall be in the airplane in order for it to be considered airworthy.
4. All airplane maintenance, including out-of-town maintenance, and ferry flights must be authorized by an Executive Committee member.

Aircraft Care Policy

It is the responsibility of all pilots to care properly for club airplanes while in the pilot's possession. This includes, but is not limited to, the proper securing of the aircraft after the flight is completed. Negligence and abuse of club airplanes is handled by the following system:

1. Enforcement and Special Situations
 - a. Scheduling privileges will be suspended until fines are paid in full.
 - b. The Chief CFI will be the reporting point when infractions are discovered. He/She will review each incident, and report violators to the EC.
 - c. Any offense that is serious in nature, shows willful negligence, or results in aircraft damage will jump to 3rd+ level.
 - d. If a violation occurs on a student pilot solo flight, or any type of dual flight, the instructor will be included in the counseling of that member.
2. Penalties and Fines
 - a. 1st Offense – \$25 fine (may be waived by EC)
 - b. 2nd Offense – \$50 fine
 - c. 3rd+ Offense – Review by EC which may result in fine, suspension, or termination of flight privileges/membership

Airplane Keys

Each member is responsible for returning airplane keys to the lock box at the conclusion of their scheduled flight. The Executive Committee may impose a fine of \$15 for the loss of an airplane key. If a member notices that a key is missing, he/she must immediately notify the Executive Committee.

Cross Country Flights

1. Cross country flights shall be permitted only after a flight plan has been filed. It is recommended that Atlanta Approach Control be contacted when operating within its area of coverage.
2. Current charts appropriate for the intended flight must be in the airplane.
3. Overnight cross country flights
 - a. Overnight cross country flights may be made only by intermediate and advanced members. This requirement may be waived by the Executive Committee on a per-pilot, per-flight basis.
 - b. Intermediate members must submit a request for an overnight cross country flight to the Executive Committee in writing and receive approval before the flight.
 - c. Advanced members must submit notification to the Executive Committee in writing before the flight. Advanced members may use a cross country airplane for a cross country flight for up to four days and three nights.
 - d. In the request (or notification), a member is required to provide the Executive Committee with
 - 1) Pilot's name
 - 2) Date leaving and date returning
 - 3) Destination
 - e. Executive Committee reserves the right to disapprove a request for an overnight cross-country without revealing the grounds for disapproval.
 - f. Overnight cross country flights shall be limited to
 - 1) Trainer airplanes: 500 nautical miles

- 2) Cross country airplanes: 750 nautical miles
4. If for any reason, return of any club airplanes is delayed, it is the sole responsibility and obligation of the pilot to notify a member of the Executive Committee as soon as possible. Additionally, the pilot will be responsible for any costs associated with the return of that airplane.

Night Flights

Student pilot solo operations at night are prohibited.

Members with a private pilot certificate or higher and a current night checkout will be allowed to fly at night subject to the following limitations:

1. Regular and intermediate members without an instrument rating shall be limited to within twenty-five (25) nautical miles of PDK VOR.
2. Instrument-rated pilots and advanced members are permitted to make flights without area restriction. Night cross-country flights must be approved by a Club CFI on a case-by-case basis.
3. An operating flashlight is required for all night flights.

Special VFR

Only advanced members may request a Special VFR departure. No member may take-off with a special VFR clearance for a destination that is forecast to be marginal or below VFR minimums at expected time of arrival.

Summary of Intermediate and Advanced Member Privileges

Member Category	Privilege
Intermediate	Night flights without CFI approval (restricted to within 25 nautical miles of Fulton County (FTY), Dekalb-Peachtree (PDK), and Hartsfield (ATL) airports)
	Overnight cross-country flights with EC approval
Advanced	Night flight without restriction
	Overnight cross-country flights with EC notice
	Special VFR departure

Unpaved Surfaces

Takeoffs and landings are permitted from unpaved surfaces only with approval from the Executive Committee on per-pilot, per-airport basis.

Formation Flying

Formation flying is prohibited in club airplanes.

Cross Country Airplane Restriction

Other than for the purpose of checkout, stalls and touch-and-go landings in cross country airplanes are strongly discouraged.

Hand Starting (Propping) Aircraft

1. No hand starting of airplanes is authorized except as provided in this section.
2. Hand starting is authorized only when a qualified Private Pilot or higher at the controls and the airplane is tied down.
3. To qualify for hand starting privileges, a pilot must:
 - a. Hold a private pilot certificate or higher
 - b. Receive instruction from a club-approved CFI on hand starting an airplane
 - c. Demonstrate starting at least three (3) times in the presence of the instructor
 - d. Obtain a logbook endorsement from the instructor showing:
 - 1) Date and place of instruction
 - 2) Aircraft model and registration number
 - 3) Instructor name, certificate number, and expiration date

Taxi Route Restriction

Due to tight access to YJFC's normal tie-down spaces while taxiing through the back row of the north ramp, taxiing through this route is strongly discouraged. Any failure to abide by this instruction should have a very compelling reason (e.g., west side access is blocked, or helicopter operation in the normal access path). The PIC will be financially responsible should a taxi incident occur.

Prohibited Airports

Except for the case of emergency, operations at the following airports are strictly prohibited:

1. Pinewood, Douglasville, GA (0GEO)
2. Mathis, Cumming, GA (GA27)

Grounding and Un-grounding Airplanes

1. Any active member may ground a club airplane if the member deems such action to be necessary.
2. Upon grounding a club aircraft, the member shall immediately conduct the following activities:
 - a. Immediately notify the aircraft's crew chief. If the crew chief cannot be contacted, immediately notify the Vice President of Maintenance or a member of the Executive Committee.
 - b. Squawk "GROUNDED" on the squawk sheet. Hang the "GROUNDED" sign to the control wheel. Secure the airplane.
 - c. As a courtesy to other club members, notify all members who had previously scheduled the airplane and plan to fly later that day.
3. The President, Vice President of Maintenance (or his designated alternate), Chief CFI, or the Faculty Advisor, along with an FAA-certified A&P mechanic are the only persons authorized to un-ground a club airplane.

Accidents

The Executive Committee shall investigate all accidents and determine the share of damage to be paid by the pilot-in-command.

FINANCIAL RULES

Member in Good Standing

1. A member in good standing is one who is a current dues-paying member and **NOT** in arrears for any money owed to the Yellow Jacket Flying Club. Money owed includes any flight for which payment has not yet been made.
2. A club member who has paid the flight fee for a semester is considered current until the **second** Executive Committee meeting of the following semester.
3. A club member may pay flight fees for the next semester as early as the **second-to-last** regularly scheduled meeting of the current semester. A club member will be permitted to operate club aircraft as soon as the flight fee is paid for the following semester.

Making Payment

The only acceptable form of payment for the YJFC is by **check**. Your cancelled check is your only receipt for money paid to the club, and the use of checks helps to keep money from “disappearing.” Under certain circumstances the Treasurer may allow payment in cash, but **UNDER NO CIRCUMSTANCES MAY CASH BE LEFT IN THE KEY BOX AT THE AIRPORT**. Be sure to include your member number and flight number (if applicable) on all checks.

All payments (including dues and flight fees) can be dropped at the YJFC lockbox at the airport. Members can also pay dues and flight fees at the Executive Committee meeting or mail the check to:

**YJFC
541 10th St NW
PMB 246
Atlanta, GA 30318**

Paying at the Executive Committee Meeting is the preferred method. It usually allows member’s scheduling privilege to be activated within 48 hours. Paying through the lockbox or by mail may take up to 7-10 days before scheduling privilege can be activated. Flight time payment is only accepted at the airport lockbox. Under no circumstance should the flight time be paid at the Executive Committee meeting or by mail.

Payment for Flights

Payment for a flight is due at the end of that flight. If, for some reason, payment is not submitted immediately, a \$10 fine will be levied

1. if payment has not been submitted within 2 weeks from the date of the flight,
OR
2. if the member uses a club aircraft before payment for the original flight was submitted, regardless of whether payment was made for the subsequent flight. This fine may be waived if acceptable arrangements have been made in advance with the treasurer.

Returned Check Fee

If a check is returned to us by the bank for non-payment, there will be a fine of \$10 PLUS the fee incurred by the club from the bank. This amount is available from the treasurer. (As of 1995, the amount was \$24. So, a penalty of \$34 would be added to the original amount of the check for collection.) If a member submits a check from a nonmember as payment, the member is responsible for the entire amount of the check as well as fines imposed, and only checks from the member will be accepted in the future.

Flying Club Aircraft without Paying Flight Fee

A \$50.00 fine, plus the flight fee owed, will be levied against a pilot who operates any club aircraft but has **not paid the flight fee** for the current semester. Additionally, the member will be responsible for payment of dues if he/she was not active at the time of the flight.

Flight Fees after Drop Day

New members who join the Yellow Jacket Flying Club after Drop Day will be required to pay only 50% of the semester's flight fee. The same applies to anyone who begins flying after Drop Day.

Flight Fees for New Members

As far as the flight fee is concerned, first-semester members are automatically qualified to pay volunteer rate flight fees. The new member is then required to participate in the volunteer program in order to be eligible for the discounted flight fees in the next semester.

Prepayment Policy

Members of the club may prepay for flights if the following conditions are met:

1. A check for at least \$250 must be given to the club treasurer as the initial deposit in order to participate in the prepayment program. The memo portion of the check must contain the word "Prepayment" and the member number must be on the check. Subsequent checks must be for at least \$200 or more.
2. A cancelled check will be the official receipt for any prepayment transaction.
3. There is no additional fee or discount involved for the privilege of making prepayments.
4. In order to redeem a prepayment, members must calculate the total amount due for a flight and write that amount along with the date, member number, and the word "Prepaid" on the Hobbs ticket. The Hobbs ticket is then placed in an envelope and deposited into the slot in the lockbox at Signature.
5. Flight fees, dues, and supplies cannot be paid via the prepayment option, unless a written request is made of the treasurer. This request serves as a tangible item that the treasurer can use to debit the member's prepayment balance. Fines can be debited from the prepayment account at the member's discretion.
6. Club members who make prepayments are responsible for keeping track of their balances. Occasionally, the treasurer may give a balance update to individual members via email as a courtesy.
7. The club treasurer may also give a member a low balance warning via email if there is less than \$70 left in the account. Because debits to prepayment accounts are processed in batches, no guarantee can be made that a member will receive a warning in a timely manner, if at all.

8. Members are subject to a \$20 fine if a flight is made and there are no funds in the prepayment account. Additional flights will be subject to a \$50 fine.
9. Funds in a member's prepayment account cannot be shared between members or transferred to another member.
10. Refunds will only be given in special circumstances – such as a member leaving the club – and will only be issued via US postal mail. A \$1 nominal charge will be assessed against any refunds issued. The treasurer reserves the right to cancel this program and/or remove a member from the program at the treasurer's discretion.

Short-Term Flight Fee (Out of Town Members ONLY)

Former YJFC members who no longer reside in the Atlanta area, but are in town for a limited time, may fly YJFC aircraft without paying the entire flight fee. At the sole discretion of the Executive Committee, a former member may pay \$10 per 7-day period to gain flying privileges for the aircraft, with a maximum of two such 7-day periods per semester. It is the member's responsibility to ensure that

1. the semester's dues are paid
2. the member is current with respect to YJFC Regulations and FAR §61
3. the member's current information, local contact information, and copies of current pilot and medical certificates are on file with the club

The Executive Committee may disallow anyone from participating in this program for any reason, including inconvenience or the member's prior history with the club. It is specifically **not** the purpose of this program to allow members to "pick-and-choose" specific weeks during the semester that they wish to fly, and therefore this offer is limited to non-Atlanta area members.

SCHEDULING

All aircraft scheduling is done by a computerized web- and telephone-based scheduling service. Simply visit <http://my.schedulemaster.com> or call 1-800-414-6114 for a touch-tone-driven menu. Log in using the username and password provided to you by the VP of Membership. Contact the VP of Membership if you have questions regarding ScheduleMaster. If flight fees are paid but flying privileges are still suspended, contact the Treasurer. Club rules allow you to fly without prior reservation if the time is open or if a member is late for his/her scheduled time slot. If you do this, please schedule the airplane right before you take off so the EC knows who has the airplane and when it is expected to return. Also, try to contact the person scheduled for the time you are going to take -- especially if it is a cross-country.

Always cancel a reservation that you will not be using even when bad weather is the reason. Weather conditions too bad for what you had planned may not prevent someone from doing a few touch-and-goes or some instrument work. Note that you can be required to pay for a portion of any time you reserve but do not use and fail to cancel. The regulations contain certain restrictions on the total amount of time a member may reserve in advance. This is simply to prevent a few members from tying up the airplanes to the virtual exclusion of everyone else.

If you are flying a club aircraft and you know you will be late, call Fulton County Signature on the ARINC frequency listed on the frequency card in each aircraft and tell them to pass along a message to the people waiting with your anticipated arrival time. Your courtesy will be much appreciated.

The following are the club's official rules on scheduling:

1. Schedule block is a block of flight time, 2 hours in length in trainer aircraft, and not greater than 3 hours in length in cross-country aircraft.
2. Local training flights are limited to one (1) schedule block.
3. Cross-country training flights are limited to a maximum of three (3) schedule blocks.
4. Trainer airplane schedule blocks begins at the following times:

12:00 am	4:00 am	8:00 am	12:00pm	4:00pm	8:00pm
2:00 am	6:00 am	10:00 am	2:00pm	6:00pm	10:00pm

These schedule block times do not apply with cross-country airplanes.

5. Cross-country flights (not training flights) refer to any flight in cross-country airplanes that is longer than one schedule block.
6. Pilots shall return the airplane 15 minutes before the scheduled time expires. This separation is reserved for fueling, oil refilling, windshield cleaning, etc.
7. Scheduling limitations do not apply to the current day or the following day.
8. A student pilot may schedule no more than four (4) training flights and no more than two (2) of those flights may be cross-country flights.
9. A licensed pilot may not schedule more than five (5) flights at one time, and not more than two (2) of those flights may be cross-country flights.
10. Minimum flight time
 - a. Minimum flight time charged for a trainer airplane will be the greater of
 - 1) The actual flight time flown
 - 2) 50% of the flight time scheduled not to exceed eight (8) hours charged per twenty-four (24) hour period.
 - b. N 2105X has no minimum flight time although long trips still require EC approval
 - c. Minimum flight time charged for N 552GT, when that airplane is scheduled for more than six (6) hours, will be at least two (2) hours for each weekday (Monday through Friday) and three (3) hours for each weekend day (Saturday and Sunday).

For the purposes of determining the minimum time required for a partial day, the following applies:

- 1) If an overnight flight begins before 2:00pm, then 100% of that day's minimum rental applies.
 - 2) If an overnight flight begins after 2:00pm and before 8:00pm, then 50% of that day's minimum rental applies.
 - 3) If an overnight flight ends after 8:00am and before 2:00pm, then 50% of that day's minimum rental applies.
 - 4) If an overnight flight ends after 2:00pm, then 100% of that day's minimum rental applies.
 - 5) These minimums may be waived by the Executive Committee on a per-flight basis.
11. The airplane is automatically released to any other member if a member is more than fifteen (15) minutes late to use a single block of time or thirty (30) minutes late to use more than a single block of time.
 12. Any flight time scheduled which is not flown or cancelled prior to its scheduled time, may be billed to the scheduling pilot at 50% of the airplane rental rate. Safety-related cancellations are always acceptable as long as they are given in a timely manner. Also, remember that

weather-related cancellations for one pilot's set of personal minimums may be acceptable for flight to another (instrument-rated) pilot.

13. Primary trainers should not be scheduled for all-day events.
14. Pilots may schedule one additional multi-hour block of time if designated for their checkrides.
15. Flight instructors can only schedule one flight for introductory rides at any given time under their own name.

OPERATION INSTRUCTIONS

Fueling

It is the PIC's responsibility to have the fuel topped off after each flight whenever the aircraft has flown over one (1) hour since the last fueling. The club has an open fuel account with Signature. To get fuel there, all you have to do is to tell the person behind the desk which plane needs to be fueled. If you need fuel anywhere besides Signature at Fulton County, you must pay for it yourself. Get a receipt and deduct the amount in the space provided on the Hobbs ticket from your total flight time amount and pay the balance. Include a receipt for the fuel when you pay for the flight. Getting fuel at areas other than Atlanta is actually a financial benefit to the club. The club encourages members to get fuel outside the metro Atlanta area.

Engine Oil

There should be spare engine oil in the airplane at all times, in plastic bottles. Look for a short plastic spout that screws right into the oil bottle. This makes it easier to add oil without spilling it. Please record all oil added in the space provided on the Hobbs sheet. This helps the maintenance crew keep tabs on how much oil the engine is using. This can be very helpful in detecting an engine that's about ready to become unreliable. This is good for you too, since you will be flying the plane! (When is the last time you practiced engine-out procedures?) If you need oil and there is none in the plane, you should go to the Yellow Jacket Flying Club oil shed. It is located in the alley between Signature building and airport administration building. There is a padlock on the door of the shed. If you're not at FTY, just pay for the oil and get a receipt. Unless the plane is breaking in its engine or a cylinder, use Aeroshell W100 for the 172s. If you can't find Aeroshell, you should still use the same weight of oil (W100). During break-in periods, we use straight mineral oil, which usually comes in a white bottle. Mixing different brands or types of oil can prematurely reduce the lubricating ability of the oil and damage the aircraft.

Do not overfill! We always try to keep the oil level one (1) quart below the highest line on the dipstick. Note and follow the placard on the oil filler access door. Overfilling the engine can cause damage. It also can be a waste of oil.

Cold Starts

Do not even attempt to start the engine without preheat when the temperature is below 20°F. The problem is not simply one of running down the battery, but of damage to the entire engine. **Do not turn the prop by hand to break the cylinders in.** In the past, we allowed the turning of the prop by hand to help the engine start easier when it was cold; however, Lycoming (the engine manufacturer) has stated that this will cause internal damage to the engine and thus is no longer an allowed practice with our aircraft. Keep in mind that good judgment should also play a role in cold starting. If the temperature is now 22°F but it was 10°F all night, you probably shouldn't try to start

the engine. Why not? Serious damage can result, which shortens the life of the engines. It is imperative that the entire engine, as well as the oil, is above 20°F. So, get the aircraft towed into a hangar and let it warm up a bit or use a “warming cart” to warm the engine.

Here are a few options on what to do for cold weather starts:

1. Call Signature and ask for the plane to be towed into a heated hangar. Keep in mind that you must pay any hangar fees associated with this, and that space may or may not be available. In the past, club members have had some success calling early in the morning to put the plane in a hangar an hour or so before their flight and not been charged for the effort, but given the line crew's workload, the plane may not get moved before you get to the airport. Calling the night before can be more effective, but will almost guarantee that you will be charged a hangar fee.
2. Ask Signature if they have an engine warming cart that you can use. Again, you are responsible for any fees that may or may not be charged with this option.
3. Place the airplane in the sun and let warmer temperature heat the plane. However, serious damage can still occur to the engine if it is not allowed to warm sufficiently, which means leaving it in sunshine for at least a couple hours depending on current temperatures, given the large thermal mass of the engine and the fact that the cowling shields it from direct sunlight. If current temps are above freezing and the plane has been in direct sunlight for a couple hours, the engine is likely above 20°F.

If you are confused at all and would like some advice, contact a crew chief or the VP Maintenance.

Tire Pressures

If the tires look low, they probably are. There should be a tire gauge in the airplane’s toolbox. The linemen from Signature have a portable air tank. They will probably loan it to you. There is also a hand pump in the YJFC shed. The correct pressures for the tires are:

Aircraft	Main	Nose
C172	29 psi	31 psi

Do **not** over-inflate. (These figures are found in Section 8 of the pilot’s operating handbook of each aircraft.)

Moving an Airplane by Hand

In the past, the club approved of pushing down on the horizontal stabilizer to move the plane. This, if not done absolutely correctly (and it usually isn't) will eventually cause structural damage to the airplane and could result in the loss of the horizontal stabilizer in flight. A plane in flight without stabilizer becomes a large, fast lawn dart. **Therefore, no one, for any reason may move a club aircraft by pushing down on the horizontal stabilizer.** Use the tow bar (there's one in every plane) to steer the plane while pushing the prop or having someone push on a wing strut. Of course, a strict safety warning is due concerning the prop. A prop is a meat hacker at any time -- hot engine or cold. Faulty magneto grounding wires have been known to allow the engine to kick over and injure or kill people who were in the prop's way. And believe me; the prop will beat you every time (literally). So, if possible, have someone push one of the wing struts. If you must push by yourself, make certain that the magneto switch is OFF and the keys are in view on the dashboard or cowling.

VOLUNTEER PROGRAM

Benefits

The YJFC is a Flying Club, not a Flight School. As such, we are only successful because of the teamwork its members put in to keep things running from day to day. Members are expected to participate and be involved in running their club. The volunteer program assigns points for volunteer activities. Members who earn at least six (6) points during a semester will receive a significant discount on their Flight Fees the following semester. There is no pro-rated discount – earning fewer points does not earn a smaller discount. Points must be credited during the semester in which they were earned – points earned one semester may not be carried over to the next semester.

Penalties

There are no “penalties” for not volunteering, but earning the required points is the only way to receive the volunteer Flight Fees rate the following semester.

Points Schedule

Volunteer points may be awarded according to the following schedule:

Duty	Credit
<i>Participation...</i>	
Attend a General Club Meeting (not an EC meeting)	1
Club Flying Activity (Fly-In, Air Rally, Airport Fun Day, etc.)	1
<i>Service...</i>	
Collect Hobbs Tickets	1
Deliver New Charts to the Airplane Fleet	1
Weekly Airplane Inspection	2
Plane Wash	2
50-Hour Airplane Inspection	3
Present a Program at a General Meeting	3
Webmaster	3
Plane Wash Coordinator	3
EC Member-at-Large	3
Supplies Officer	4
Airplane Crew Chief	6
EC Officer	6
Assist an EC Officer	At Discretion of EC
Assist in Planning or Conducting a Club Activity	At Discretion of EC
Special Projects	At Discretion of EC

Points in the “Assistance” and “Special Projects” categories are readily available, yet are often overlooked. Members wanting to earn additional points should contact an EC member to find out what opportunities are available – EC members frequently need assistance or have special projects for dedicated members to undertake. These opportunities are often not announced to the club, because they are given directly those who have already made their interest known.

Members are cautioned not to wait until the end of the semester to earn volunteer points. Some opportunities to serve occur only at certain times during the semester, and as the semester

draws to a close, there may no longer be sufficient time to complete a special project before the points reporting deadline.

Reporting

Volunteer points are reported on-line through the YJFC website. Go to “Member Resources” after logging in, and select the activities completed. If an activity is not listed, select “Special Projects” and describe the event and the number of points you think you deserve. The VP of Membership will make a decision on how many volunteer points should be awarded.

Off-Campus Members

Off-campus members who find it difficult to earn volunteer points due to their distance from campus or full-time work schedule may submit a written petition to the EC for a reduction in the number of required points. These exceptions are not given easily, and the member must demonstrate circumstances that truly affect their ability to earn points. In most cases, the EC will first help the member find volunteer opportunities that don't require coming to campus or working during specific hours. If a reduction is granted, it will not exceed two (2) points, and it will require that the remaining points be earned in the “Service” category of the Points Schedule.

NEW MEMBER REQUIREMENTS

Becoming a Member

Prospective members must do the following to join the YJFC:

1. Attend two Executive Committee meetings
2. Be voted into the club by the Executive Committee
3. Submit a membership application online and submit a waiver
4. Pay club dues
5. If applicable, submit copies of any Pilot Certificates and FAA Medical Certificate

New Member Requirements

New members are admitted as regular members. They will receive volunteer flight fees for their first semester with the club and will have to acquire six volunteer points to be eligible for volunteer flight fees in their next semester. The only two things that new members have to do to continue being a member are:

1. Pay club dues each semester
2. Attend one “New Member Meeting”

Members who join after Drop Day will be eligible for volunteer flight fees in the next semester even if they aren't able to complete their six volunteer points.

Flight Instructor Assignment and Flying Privileges

The flight instructor assignment process is different for Student Pilots and Certificated Pilots.

Student Pilots – those who don't hold at least a Private Pilot certificate – are placed on a waiting list, and are assigned a flight instructor as soon as instructor and airplane capacity permits.

Members who are not ready to start flying yet will be added to the waiting list, and will hold that position until they are ready to start.

Certificated Pilots – those who hold a Private Pilot or higher certificate – are not placed on the waiting list, but are assigned a flight instructor as soon as one is available.

At a minimum, certificated pilots must complete a flight checkout with a club instructor before flying club airplanes. Certificated pilots who desire advanced training – Instrument Rating, Commercial Certificate, Flight Instructor, etc. – may complete their club checkout as part of their training.

“Earn Your Way to the Top”

Student pilots who are on the waiting list may “earn their way to the top” by earning twenty (20) volunteer points. All 20 points must be earned during one semester, and points may not be carried over to the next semester. There is no partial credit for earning less than the required points. If multiple members take advantage of this offer, their waiting list position will be determined by the date they completed the required points.

EXECUTIVE COMMITTEE CONTACT INFORMATION

President

Dustin Kilgore

President@YJFC.org

Do you need something added to the meeting agenda, want to make a major complaint, or need a media contact regarding any YJFC issue?

Vice President of Programs

Manny J Diaz

Programs@YJFC.org

Would you or someone you know want to make a presentation to the club? Do you want information regarding any club event (e.g. fly-ins, general meetings, Airport Fun Day, etc.)?

Vice President of Membership

Akshay M Pendharkar

Membership@YJFC.org

Do you have questions concerning the club's mailing list, ScheduleMaster, volunteer points, the YJFC website login, or general membership information?

Vice President of Maintenance

Dave Meilander

Maintenance@YJFC.org

Do you have general aircraft maintenance concerns or questions? (Please note that concerns specific to one particular airplane should be directed towards that airplane's crew chief.)

Treasurer

David Owen

Treasurer@YJFC.org

Would you like to pay flight fees or dues? Are you having issues with payments or scheduling privileges?

Secretary

Rhett Kicklighter

Secretary@YJFC.org

Are there issues with club documents, such as meeting minutes, or do you need to turn in copies of your pilot or medical certificates?

Chief Flight Instructor

Nelse Hansen

CFI@YJFC.org

Do you have pilot or flight instructor concerns?

Faculty Advisor

Jud Ready

Advisor@YJFC.org

Are you having issues with the YJFC's interaction with Georgia Tech's administration?

Member-At-Large

Ed Hotchkiss

MAL1@YJFC.org

Member-At-Large

Tina Heil

MAL2@YJFC.org

Supplies Officer

Matt Taylor

Supplies@YJFC.org

Do you need an Atlanta sectional or TAC, or a number of other supplies?

Entire Executive Committee

EC@YJFC.org