



Columbia Flying Club

Member Handbook & Operating Rules

Revision 1.3

Welcome to the Columbia Flying Club (CFC)!

The Columbia Flying Club is a South Carolina nonprofit member organization dedicated to making aviation more accessible, affordable, and enjoyable. Our mission is to provide safe, well-maintained aircraft while fostering a professional aviation community built on safety, education, and camaraderie.

Membership in the Club is a privilege. Every member is expected to operate Club aircraft responsibly, comply with all Federal Aviation Regulations, and treat fellow members, instructors, aircraft, and Club facilities with professionalism and respect.

These Operating Rules establish the standards and procedures governing Club operations. Compliance with these rules is a condition of membership.

Table of Contents

1. Membership
2. Membership Dues & Billing
3. Membership Freeze Policy
4. Membership Cancellation Policy
5. Pet Policy
6. Member Conduct
7. Flight Operations
8. Aircraft Checkout & Currency
9. Aircraft Scheduling

10. Aircraft Pull-Out & Return Procedures
11. Aircraft Care
12. Damage to Aircraft
13. Maintenance & Aircraft Discrepancies
14. Clubhouse Rules
15. Financial Responsibility
16. Miscellaneous
17. Disciplinary Actions
18. Amendments
19. Member Acknowledgement

1. Membership

Membership is open to responsible individuals who support the mission of Columbia Flying Club. Membership applications are reviewed and approved by the Board of Directors. Members in good standing receive access to Club aircraft, events, and educational opportunities.

2. Membership Dues & Billing

- General Membership: \$50/month or \$500/year.
 - Social Membership: \$15/Month
- Scheduling privileges may be suspended if dues remain unpaid.
- Monthly Memberships must be paid with credit card via FSP
- Membership may be terminated if unpaid beyond the last day of the month.
- Members must maintain a valid payment method in Flight Schedule Pro.
 - Members may add funds to account via Cash or Check to avoid 3% processing fee

- Credit cards incur a 3% processing fee.
- Flight charges are due immediately after each flight.

3. Membership Freeze Policy

Columbia Flying Club understands that members may occasionally need to temporarily suspend their membership due to travel, work obligations, financial circumstances, or other extended periods when they are unable to utilize the Club.

Freeze Requirements

- Membership freezes are available for a minimum of **30 days**.
- A member may freeze their membership for a maximum of **three (3) months total per calendar year**.
- Multiple freeze periods may be requested, but the combined amount may not exceed three months during the same calendar year.
- Unused freeze time does **not** roll over into the following calendar year.
- All freeze requests must be submitted by email to jasper@columbiaflyingclub.org before the requested freeze period begins.
- A freeze is not effective until it has been confirmed by Columbia Flying Club.
- Freeze requests will not be applied retroactively.
- Any outstanding balance must be paid before a membership may be placed on freeze status.

While Membership Is Frozen

During an approved membership freeze:

- Monthly membership dues will not be charged.

- The member may not schedule, dispatch, operate, or act as Pilot in Command of Club aircraft.
- Existing aircraft reservations during the freeze period may be cancelled.
- A freeze does not eliminate or forgive charges incurred before the freeze began.

Reactivation

A member may request reactivation before the end of an approved freeze period by contacting Columbia Flying Club.

At the end of the three-month maximum freeze period, the membership will automatically return to Active status unless the member has communicated with Columbia Flying Club regarding reactivation or cancellation.

Upon automatic reactivation:

- Normal monthly membership dues will resume.
- The member will again be subject to all current Club policies and membership requirements.
- Any currency, checkout, insurance, documentation, or other requirement that expired during the freeze must be satisfied before the member resumes aircraft operations.

Membership freezes are intended for legitimate temporary periods of inactivity and may not be used solely to avoid membership dues during months in which a member does not intend to fly.

Columbia Flying Club reserves the right to deny or establish additional conditions for a freeze request when reasonably necessary to prevent misuse of the policy.

4. Membership Cancellation Policy

Members may cancel their Columbia Flying Club membership subject to the following requirements.

Cancellation Requirements

- **All cancellation requests must be submitted by email to jasper@columbiaflyingclub.org.**
- Cancellation is not effective until the request has been received and confirmed by Columbia Flying Club.
- Cancellations will not be applied retroactively.
- Membership dues or other charges assessed before the effective cancellation date are not refundable solely because the member did not utilize Club aircraft or services.
- Members remain responsible for all outstanding membership dues, aircraft charges, fees, damages, or other amounts owed to Columbia Flying Club.
- Membership dues already paid are non-refundable unless otherwise approved by Club management.

Effect of Cancellation

Once membership has been cancelled:

- The individual may no longer schedule or dispatch Club aircraft.
- The individual may no longer operate or act as Pilot in Command of Club aircraft under their former membership.
- Future aircraft reservations may be cancelled.
- Access to member-only Club systems, services, or benefits may be discontinued.

A former member wishing to return to Columbia Flying Club may be required to reapply for membership and satisfy all current membership

requirements, including applicable documentation, aircraft checkouts, insurance requirements, dues, initiation fees, or administrative fees then in effect.

Cancellation While Frozen

A member who is currently on freeze status and does not intend to return to Active status must submit a cancellation request to

jasper@columbiaflyingclub.org.

If no cancellation or other communication is received before the maximum three-month freeze period expires, the membership will **automatically return to Active status and normal membership dues will resume.**

5. Pet Policy

Columbia Flying Club permits pets aboard Club aircraft provided they are transported safely and in accordance with this policy.

Crate Requirement

All pets must remain secured inside an appropriate pet crate or carrier while aboard Club aircraft.

Pets are **not permitted to free roam inside the aircraft at any time.**

This requirement applies during:

- Boarding and deplaning when appropriate for safety;
- Engine operation;
- Taxi;
- Takeoff;
- Cruise;
- Approach and landing; and

- Any other phase of aircraft operation.

The crate or carrier must:

- Be appropriately sized for the animal;
- Be suitable for transporting the animal;
- Be positioned so that it does not interfere with aircraft controls, doors, emergency equipment, or the operation of the aircraft; and
- Be appropriately secured to prevent movement during normal aircraft operations or turbulence.

Pets may not occupy a pilot seat or be permitted to enter or interfere with the cockpit or flight controls.

The Pilot in Command is responsible for determining whether the animal and its carrier can be transported safely considering aircraft weight and balance, available space, and operating conditions.

Cleaning and Damage

The member transporting the pet is responsible for leaving the aircraft in the same clean condition in which it was received.

Members are responsible for cleaning or arranging for cleaning of:

- Pet hair;
- Dirt or mud;
- Bodily fluids;
- Odors; and
- Any other mess resulting from transporting the animal.

The responsible member will be financially responsible for cleaning, repair, replacement, or other costs resulting from damage caused by their pet, including damage to seats, upholstery, carpet, interior panels, seat belts, doors, or other aircraft components.

Animals displaying aggressive, uncontrollable, or otherwise unsafe behavior may be prohibited from Club aircraft.

These requirements apply regardless of an animal's size, temperament, training, or previous experience aboard aircraft, except where an accommodation is required by applicable law.

The Pilot in Command retains final authority to refuse transportation of any animal when the PIC determines that carrying the animal would create an unsafe condition.

6. Member Conduct

Members shall conduct themselves professionally, operate aircraft safely, comply with FAA regulations, and treat Club property and fellow members with respect. Unsafe conduct, abuse of Club property, or failure to comply with Club rules may result in disciplinary action.

7. Flight Operations

Only Club-approved instructors may provide instruction in Club aircraft. Commercial operations are prohibited except authorized instruction. Hand-propping is prohibited. Operations from unimproved runways are prohibited unless specifically authorized.

No member, other than approved club flight instructors, shall operate club aircraft from the right seat. Aircraft may not fly outside the boundaries of the contiguous United States. In addition, no member may land at an airport unless it is a public airport published in the FAA airport/facility directory, except as a precautionary or emergency measure.

8. Aircraft Checkout & Currency

All members must complete a Club checkout before acting as PIC in Club aircraft. Members must remain current under FAA regulations and Club policies.

All new members will be subject to a check ride with a club approved instructor for each airplane the member wishes to fly

Any member may lose flying privileges and fined for the following reasons:

- Uses, operates or maintains the club equipment in a manner deemed irresponsible, hazardous, or unlawful whether it be motionless, or in motion.
- Acts or behaves in a manner detrimental, harmful, or disruptive to the clubs existence, operations, efficiency, safety, or morale.
- Fails to remit any payments required by the club

9. Aircraft Scheduling

Aircraft reservations shall be made through Flight Schedule Pro. Members shall cancel unused reservations promptly and notify the next member if delayed.

Members must note, in the comments section, on the scheduling page all points of intended landing or, if no landing is planned away from home airport, state other intentions.

Members reserving an aircraft for more than 12 hours will be charged as follows:

1-12 hour reservation: Actual Hobbs time

12-24 hour reservation: Minimum 2 hours or actual Hobbs time

24 hours or greater reservation: Minimum 2 hours per 24 hour period

10. Aircraft Pull-Out & Return Procedures

Hangar Access: Members are NOT authorized to access the Columbia Flying Club hangar unless specifically authorized by Club management.

Aircraft Pull-Out: Contact Eagle Aviation FBO before each flight and request the aircraft be pulled from the hangar. The aircraft will be staged on the ramp.

Aircraft Return: Return the aircraft to the Eagle Aviation ramp and notify the FBO that it is ready to be put away.

After Hours: If Eagle Aviation is closed, secure the aircraft with covers, control lock, and tie-downs (if applicable). Do not enter the hangar. Contact Eagle Aviation the next business day to arrange hangaring.

11. Aircraft Care

Leave the aircraft in better condition than you found it. Remove trash, clean bugs from the windshield and leading edges, secure the aircraft, install control locks, and verify all switches are OFF.

12. Damage to Aircraft

Any member using a club aircraft is responsible for damage to that aircraft not covered by insurance until determination of responsibility.

Determination of responsibility will be decided by investigation of the FAA inspector, NBTSB, insurance company investigator, and/or the club.

If the member is found at fault he or she will pay full cost. (Full cost refers to deductible insurance costs and any fees and costs associated with returning the aircraft to the home base.) If the equipment or airplane is found to be at fault beyond the control of the member, the costs shall fall on the club.

13. Maintenance & Aircraft Discrepancies

Report all discrepancies immediately to the owner/club officer. Do not authorize maintenance or perform maintenance unless specifically approved by Club management.

Club aircraft are maintained by, or under the supervision of, proper certified mechanics and in accordance with FAA Regulations.

Members will be help responsible for any negligent act that caused unnecessary loss of revenue (i.e. Master switch left on, flat spots on tires, etc.) In this instance (Master switch left on and battery becomes fully depleted member will be required to cover the costs of purchasing a new battery)

14. Clubhouse Rules

Keep the clubhouse clean, lock all doors, turn off lights, and do not provide access to non-members. Smoking and vaping are prohibited.

15. Financial Responsibility

Members are responsible for aircraft rental charges, applicable fees, damage resulting from negligence, and lost equipment as outlined by Club policy.

16. Miscellaneous

Members using club aircraft for cross country and vacation flights shall be responsible for safe tiedown or hangaring of aircraft and all fees associated with same. Landing fees and overnight tiedown fees at airports other than the airplanes home base are the responsibility of the member.

Rental of the aircraft on a “wet” basis includes the cost of fuel used up to the price per gallon of aviation fuel from the fuel truck at the airplanes home base. A member who fuels a club airplane elsewhere will be reimbursed for fuel purchases up to \$7.50/gallon on presentation of valid fuel receipts. Member will place the fuel receipt in the airplane binder with the N-number, member name, and date noted on the receipt.

Aircraft owners require that our members use Sporty's online course. The club sells the kits for cost.

17. Disciplinary Actions

Violations may result in verbal warning, written warning, suspension of flying privileges, or termination of membership.

18. Amendments

These rules may be amended by the Board of Directors. Members will be notified of significant changes.

19. Member Acknowledgement

I acknowledge that I have read and understand the Columbia Flying Club Member Handbook & Operating Rules and agree to comply with all Club policies.

Member Name: _____

Member Signature: _____

Date: _____