



Jeppesen Employees Flying Association

JEFA Rules and Policies

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CHANGE LOG

Date	Change	Made By
2/15/2019	<ol style="list-style-type: none">1) Updated JEFA Logo to current2) Updated dues in 1.1.a , cost of flat spotted tires in 1.8.b.c3) Added 1.8.b.d to state JEFA Board reserves the right to charge member for the full cost of repairs for damage caused by the member4) Added 2.1.b to state that only active JEFA members per section II of the JEFA Bylaws may operate (manipulate flight controls) of JEFA aircraft. If a JEFA member allows the aircraft to be operated by a non-JEFA members and an accident/incident or aircraft damage occurs, the JEFA member will be personally liable for the full cost of damages.	JEFA Board of Directors

POLICIES AND PROCEDURES

Jeppesen Employees Flying Association (JEFA) reserves the right to alter, modify, amend, remove, waive or add any rule or policy. Pilots will be notified of updates via email. Any pilot that flies a club aircraft after receipt of notification has by implication acknowledged and accepted such changes. The current policies will be posted on the JEFA website.

1. Administrative Policies

1.1 Dues & Payment

- (a) Club dues are \$20 per month.
- (b) Club dues will be automatically billed each month.
- (c) All other charges must be settled immediately after conclusion of flight.
- (d) For flights returning after normal business hours, payment must be made with prepaid funds, cash, check, or PayPal. There is a safe type box labeled "Treasurer" in the JEFA office for payment purposes.
- (e) JEFA aircraft are rented at a "wet rate" off the HOBBS meter. Fuel costs are included in the rental price. (f) Flying privileges will be suspended or revoked for any account overdue.

1.2 Aircraft Scheduling & Use

- (a) Be considerate! When an aircraft is scheduled and not used, or canceled on short notice, it prevents others from using the aircraft. Schedule only what you need. Use the time that you schedule.
- (b) Aircraft are available to schedule 24 hrs via online scheduling system, Flight Schedule Pro (FSP).
- (c) If departure time or date changes, or if you come back early, please adjust Flight Schedule Pro (FSP) as appropriate.

1.3 Aircraft Dispatch

Aircraft keys and aircraft books are located in the JEFA main office. Both Tach and Hobbs times must be checked and entered on the aircraft checkout sheet prior to engine start and after engine shutdown. Aircraft keys and aircraft books must be returned to the JEFA main office immediately after the flight.

1.4 Aircraft Pick-up & Return

- (a) Prior to departing with an aircraft, a thorough pre-flight should be undertaken. Any damage not previously recorded on the aircraft squawk report or on the aircraft log sheet should be reported to JEFA prior to departure. You may be held financially responsible for damage reported after your flight if it was not reported prior to your flight.
- (b) After returning, aircraft should be properly secured (gust lock, tie down, etc.) at its tie down location, or its hangar. Remove all trash from the aircraft.
- (c) A set fee **may** be charged if an aircraft is incorrectly secured following flight. Examples include:
 - (i) Parking any aircraft in the wrong location.
 - (ii) Improperly securing aircraft (improperly tied down and/or chocked, failure to install the gust lock, etc).
 - (iii) Returning an aircraft in poor condition (i.e. excessively dirty interior, trash, etc.).

1.5 Delays & No-Shows for Aircraft Rental

- (a) If running late for aircraft pick-up, please update Flight Schedule Pro (FSP) as soon as possible. Failure to check-in within 15 minutes of reservation time may result in aircraft being released for other renters.
- (b) Every effort should be made to return the aircraft ON TIME. Aircraft books with keys must be returned to the JEFA main office at the conclusion of the rental period. Repeated violations may result in suspension of privileges at JEFA.
- (c) A \$25 no-show fee will be assessed for renters who habitually do not show up for their flight and do not make any attempt to cancel their flight in FSP.
- (d) Any student who does not arrive for a scheduled lesson (no-show), or who fails to give adequate notice prior to cancelling a lesson with an instructor **can** be charged for the instructor's time at the instructor's discretion.

1.6 Expenses Incurred Away From Centennial Airport

- (a) Aircraft fuel expenses incurred away from Centennial Airport will be reimbursed. Original fuel receipts must be submitted via the Treasurer’s box at the conclusion of the flight. JEFA will accept fuel receipts up to seven (7) days after the flight. Fuel receipts older than seven (7) days will not be honored.
- (b) The max fuel reimbursement per gallon changes from time to time. Reimbursement will be based on the going rate for aviation fuel at Centennial Airport.
- (c) Expenses such as tie-down, lodging, alternative transportation and landing fees are the member's responsibility.
- (d) Aircraft repairs or expenses exceeding \$50 must be pre-authorized by JEFA. Renters may be held financially responsible for any expenses not pre-authorized by JEFA.

1.7 Multiple Day Rentals

A minimum charge of two (2) hours per day will be made for multiple day rentals. Example: A cross-country trip of 16 days with a Hobbs time of 25 hours will have a charge of 32 hours.

1.8 Aircraft Damage

- (a) In case of accident/incident through pilot error, the member agrees to pay the amount not paid by or covered by insurance (i.e. insurance deductible).
- (b) Maintenance expenses resulting from member, pilot, or passenger’s carelessness or improper operating procedures may be billed directly to the member or pilot. Examples:
 - a. Forgetting to turn off aircraft master switch, causing complete battery discharge requiring battery replacement.
 - b. Failure to install a gust lock or tie aircraft down following flight leading to control surface damage
 - c. Tires that are flat spotted cost \$260 to replace. If you flat spot a tire and do not report it, you will pay the full cost of the tire. If you report the flat spot the board will take that into account but may still charge you the cost of the tire.
 - d. The JEFA Board reserves the right to charge member for the full cost of repairs for any damage caused to the aircraft by the member.
- (c) Do not place any items near the windscreen on top of the instrument panel glare shield. Windscreens scratch very easily.
- (d) Do not use aircraft glare-shield as a hand hold to pull seats forward. Glare-shield will be damaged or may come off in your hand

1.9 Safety / Retraining Flights

JEFA’s Director of Safety, Director of Training, 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. These flights will be conducted at the member’s expense.

1.10 Termination / Resignation

Either party can terminate the membership at any time. Resigning members shall submit **written** notice of resignation (an email sent to Director of Membership at info@flyjefa.org will suffice). At the time of resignation, the **account must be paid in full**. Any credit balance, at the JEFA Board’s discretion, may be returned to the Member after all charges are accounted for.

1.11 Insurance

JEFA’s insurance policy is as follows:

- (a) Liability - Total liability coverage is \$1,000,000 for each occurrence with a \$100,000 per passenger limitation.
- (b) Hull coverage is all-risk ground and flight coverage.
- (c) Deductibles are:

Aircraft not in motion	\$250
Aircraft in motion	\$1,000
- (d) It is **highly recommended** that members purchase commercially available renter’s insurance.

2. Aircraft Operations

2.1 General

- (a) All flights must be operated in accordance with Federal Aviation Administration (FAA) regulations and specifically with 14 CFR Part 61 and 14 CFR Part 91.
- (b) Only active JEFA members per section II of the JEFA Bylaws may operate (manipulate flight controls) of JEFA aircraft. This does not preclude authorized JEFA certified flight instructors from instructing prospective students in JEFA aircraft (i.e. discovery flights). If a JEFA member allows the aircraft to be operated by individuals who are not JEFA members and an accident/incident or aircraft damage occurs, the JEFA member will be personally liable for the full cost of damages.
- (c) Prior to each flight, each member must obtain a weather briefing in accordance with FAA requirements.
- (d) It is highly recommended to observe the maximum demonstrated crosswind component per the aircraft POH.
- (e) No flight may take place when steady winds or gusts are ≥ 30 kts, or forecasted to be during your flight.

2.2 Ground Operations

- (a) No pilot or instructor shall attempt to start an aircraft by hand propping.
- (b) While taxiing, maintain at least a 5 ft clearance from any aircraft and or structure.
- (c) Do not taxi across tie-down cables. Damage to propeller, wingtips and tires occurs easily.
- (d) Aircraft should be shutdown perpendicular to the parking space, and the tow-bar used to push the aircraft back into its spot. It is highly recommended that the tow bar be used when moving an aircraft manually on the ground.
- (e) It is recommended that aircraft depart to the **south** and return from the **north** taxi lanes (unless a hazard exists or ramp access is prohibited).
- (f) NEVER taxi through a snowdrift or ice dam.

2.3 Accidents or Emergency Landings

- (a) Report any incidents or accidents to JEFA Director of safety immediately when they occur. Contact information is available in each aircraft logbook.
- (b) Report emergency landings (either on or off airport) to JEFA. Obtain permission to re-dispatch prior to take-off.

2.4 Aircraft Discrepancies

- (a) Any discrepancy, whether an airworthiness issue or not, must be reported to JEFA. If discrepancy does not affect the airworthiness of the airplane, it may be reported at the conclusion of the flight via a squawk in Flight Schedule Pro.
- (b) Should any condition of airframe, engine, or avionics be found which may render the aircraft non-airworthy the pilot shall:
 - a. Immediately report the condition to the JEFA Director of Operations. Contact information is available in each aircraft logbook
 - b. Record the discrepancy as a squawk in Flight Schedule Pro.

2.5 Securing Aircraft Post-flight

- (a) Away from the aircraft's designated parking location, chock wheels OR set parking brake **ONLY** if chocks not available. Parking brake should be only used for temporary parking.
- (b) At an aircraft's parking location, chock the wheels and chain/tie-down aircraft.
- (c) Return aircraft to its approximate parking spot, or its designated parking location.
- (d) Immobilize flight controls with control lock. Tie aircraft down and lock doors.
- (e) If available, insert cowl plugs, place cover over aircraft and attach pitot cover.
- (f) Keep the aircraft neat and clean. Remove any trash from aircraft. Leave aircraft in the condition you expect to find.

3. Special JEFA Requirements

3.1 Initial Checkouts

No flight by any pilot will be permitted unless that pilot has been approved by a properly authorized JEFA instructor for flight in the particular aircraft make and model.

3.2 Annual Proficiency Checkouts/JEFA

Each member on active flying status is required to fly with a JEFA designated flight instructor once per year to ensure flight proficiency, comprehension of FAA regulations and club policies. The proficiency check will be held to the same standard as a Biennial Flight Review.

3.3 Recent Experience

- (a) Student Pilot See student pilot section below.

- (b) Private Pilot
 - a. Less than 100 hrs TT Min of 1 hr in preceding 30 days incl. 3 takeoffs and landings.
 - b. More than 100 hrs TT Min of 1 hr in preceding 60 days incl. 3 takeoffs and landings.

- (c) Commercial Pilot
 - a. Less than 1000 hrs TT Min of 1 hr in preceding 90 days incl. 3 takeoffs and landings.
 - b. More than 1000 hrs TT As required by FAR's. (d) Air Transport Pilot As required by FAR's.

3.4 Fuel Planning

- (a) Cross-country flights should plan a minimum fuel reserve of one (1) hour, after considering winds and weather.
- (b) On any flight, stop at an intermediate airport whenever the estimated fuel reserve drops below forty-five (45) minutes.
- (c) Verify fuel on board visually or using dipsticks prior to every flight. **DO NOT RELY ON AIRCRAFT FUEL GAUGES.**

3.5 Collision Avoidance

- (a) On the ground, a brake check should be carried out after aircraft begins moving.
- (b) Announce position on 122.75 for local traffic when flying to and within the Centennial Airport practice areas.
- (c) Take special care just outside the Centennial Airport traffic area and in the vicinity of common visual checkpoints such as the KOA tower.

3.6 Minimum Altitudes

- (a) All flights are to be conducted in accordance with FAR 91.119 (NO EXCEPTIONS)

3.7 Airports

- (a) JEFA aircraft shall be limited to paved runways at public use airports.
- (b) Aircraft must not be operated from grass airfields, gravel runways & all private airports
- (c) **Deviations with special written permission from JEFA Director of Safety and Director of Training will be granted on a case by case basis.**

3.8 Smoking

Smoking while in any JEFA aircraft is prohibited. The JEFA lobby, hangar and flight line are also no smoking areas.

3.9 Mountain Flying

A mountain flight is considered to be any flight over terrain above 8,000 feet MSL. Mountain flights in JEFA aircraft are allowed only after:

- (a) Receiving a mountain checkout by an JEFA authorized instructor; or
- (b) Receiving a waiver signed by the Director of safety or Director of Training, which is entered into the pilot's file. Pilots must have at least **150** hrs total flight time before being eligible for a mountain check-out.

3.10 Spins & Other Aerobatic Flight

- (a) Aerobatic flight, including intentional spins can only be carried out when a properly rated and checked out JEFA Flight Instructor is on board the aircraft.
- (b) Intentional spins and aerobatics can only be carried out in aircraft approved for those maneuvers, and always within the parameters & limitations set by the POH.

3.11 Formation Flying

- (a) The use of any JEFA aircraft in any formation flights is prohibited.
- (b) All JEFA aircraft shall maintain a separation of at least 1/4 mile from any other aircraft while flying over similar routes.

3.12 Oil

- (a) For all JEFA aircraft, add entire quarts. Do not use partial quarts. Oil can be found in the black ramp box. (b) After adding oil, mark the oil addition on the aircraft log sheet.

3.13 Foreign Country Flights

JEFA aircraft are not permitted to be flown to any foreign country.

4. Student Pilot Policies

4.1 Student Supervision

Students undertaking primary flight training at JEFA are under the supervision of a JEFA-authorized Flight Instructor at all times. As per FAA regulations (Part 61 and Part 91) each individual solo flight must have prior approval and proper sign offs from the instructor at the time of the flight. **Blanket approvals are not allowed.**

4.2 Recent Experience for Solo Flight

To undertake solo flight, a student must have flown a minimum of two (2) flights in the preceding 30 days, with a minimum of two (2) hrs of flight time, including three (3) take-offs and landings. If these requirements are not met, a student must fly with an instructor prior to any solo flights.

4.3 Weather Limitations

- (a) For student solo flights, students may not depart when actual or expected forecasted exceed 16 knots or with a crosswind component in excess of 8 knots. If limitation in student's logbook is less than that stated, student must use logbook limitation ONLY.
- (b) Ceiling limitations for student solo flights are:
 - a. Local - 10 statute miles visibility, 3,000 ft ceiling
 - b. Cross country - 10 statute miles visibility, 5,000 ft ceiling

4.4 Runway Conditions for Student Pilots

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

4.5 Student Cross Country Flights

All solo cross-country flights will depart with fuel tanks topped-off. The only exception is if weight-and-balance precludes full fuel.

4.6 Student Night Flights

Student solos at night are prohibited unless specifically authorized by the Director of Training or Director of safety.

4.7 Student Pilot Runway Use

- (a) Solo student pilots must use full runway length for takeoff. Intersection departures are not authorized.
- (b) Solo student pilots should avoid landing on runway 28 because of the difficulty of doing a go-around. Its use is only authorized if a student has received specific ground & flight training on its unique challenges and risks.

5. Aircraft PIC Requirements

5.1 Technically Advanced Aircraft (TAA)

To fly a TAA aircraft equipped with a glass panel, (G1000, Aspen Avionics, etc), pilot must undertake ground and flight training to the proficiency for the type of pilot certificate held or show evidence of previous experience with specific avionic package.

5.2 Fixed Gear Aircraft Requirements

- (a) 200 hp or less, single-engine, fixed tricycle gear:
 - a. Student Pilot Certificate or better.
 - b. Check-out in make and model.
- (b) 201 – 235 hp Single engine, Fixed gear (C-182):
 - a. Private pilot's certificate or better.
 - b. 100 hours total time.
 - c. Check out in make and model.
 - d. High performance endorsement