



Advantage Aviation, Inc.

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RULES AND REGULATIONS

Revision 12.20.18.1

The following Rules and Regulations are applicable to all members of Advantage Aviation (“Advantage” or the “Club”), including all flight instructors providing flight instruction services in Club aircraft. Exceptions to these rules and regulations may be made only by the Director and Chief Pilot. These Rules and Regulations are incorporated into all membership agreements as a material element thereof.

I. MEMBERSHIP AND MEMBERSHIP ACCOUNTS

1. All applicants for membership must complete and sign a membership application, which must be submitted along with a credit card authorization and the then current (as shown on the current schedule of fees) membership application fee. Membership application fees are non-refundable.
2. Monthly membership dues must be paid on the first day of each calendar month by automatic charge to the credit card on file, or a check issued and received by the Club no later than the 4th day of the month. If a member elects to pay monthly dues by check and a dues payment is not received via check by the 4th day of the month, the member’s credit card on file will be charged for that month’s membership dues.
3. Members may withdraw from the Club at any time by notifying the Director or Accounting Manager in writing. No refunds are provided for partial months.
4. Members in good standing who have withdrawn may rejoin on a space available basis with approval of the Director and by paying the current reinstatement fee.
5. The Director may limit the acceptance of new members at any time.
6. Members may have their membership terminated by the Director or Chief Pilot in their sole discretion, at anytime, for violation of these Rules and Regulations or other conduct determined by the Director or Chief Pilot to be inconsistent with FAA regulations, federal, state or local law, or other Club policies as may be enacted from time to time.
7. Fees for purchases, flight time and flight instruction are payable after each flight. Purchase and aircraft flight time fees are to be paid to the Club. Flight instruction fees should be paid to the flight instructor directly unless

other arrangements have been approved by the Director. All members must maintain an active credit card on file and authorize the Club to charge the credit card in full for all unpaid balances. Members without a valid credit card may maintain a minimum cash account balance of \$500 against which unpaid fees may be charged. This balance must be replenished by check or cash within 2 business days of the balance falling below the \$500 minimum.

8. All invoices issued by the Club are payable upon receipt. All invoice balances unpaid for more than 30 business days are subject to a 2% interest charge per month. Additionally, members whose accounts are more than 30 days overdue may have their Club aircraft and facilities privileges suspended by the Director until their account is paid in full.

9. All returned checks will result in a \$35 returned check fee, plus any bank charges incurred by Advantage.

II. INSURANCE POLICY AND INSURANCE REQUIREMENTS

1. Advantage Aviation maintains a group insurance policy with the following bodily injury and property damage coverage and limitations:

OCCURRENCE LIMIT: \$2,000,000.00
Sub limit per person bodily injury: \$250,000.00

LIMITS OF INSURANCE:
Medical payments coverage
Each Person Limit: \$3,000.00
Each Occurrence limit: \$18,000.00

Deductible
Single Engine: \$3,000/loss
Multi Engine: \$5,000/loss

While liability and property damage insurance is carried at all times by the Club for Club members and Club aircraft, this insurance may not cover all possible liability, costs and charges for damages in the event of an accident. Members responsible for causing any damage to persons or property, including Club aircraft, at all times remain personally liable and

responsible for all such liability, damages and charges not covered by the Club group insurance policy. Accordingly, members are encouraged to consider purchasing their own personal renters liability insurance policy.

2. Members are responsible for all insurance deductibles. However, Advantage Aviation covers any required deductible payments by charging each member a mandatory monthly “deductible fee” (as shown on the current schedule of fees) to each member who has at least one flight in a calendar month. Members who have paid this fee for an applicable month will only be responsible for actual damages caused due to pilot error or negligence for which the total cost of repair are within the applicable insurance deductible and thus not submitted to the insurance company for payment. For example: (a) if a member lands an airplane with a foot on the brake pedal and thus causes a flat spot on a tire, the member will be responsible for the costs (including labor charges) of replacing that tire; (b) if a member taxiing a plane makes a poor decision about going around a vehicle or aircraft with inadequate clearance and damages the airplane, the member will be responsible for the costs of repair. Please note one important exception to this policy: any member causing damages due to an incident or accident resulting from fuel starvation due to pilot negligence or misjudgment shall be personally responsible for all costs and damages up to \$5000.00, irrespective of the availability of insurance coverage and/or payment of the monthly deductible fee.

3. The deductible fee may be waived by the Club if a member purchases his or her own renters insurance policy that provides coverage from the first dollar for all damages and provides a copy of the applicable declarations page to the Club.

III. SAFETY, GENERAL RULES AND CURRENCY

1. Safety is the Club’s number one priority and all members are responsible for ensuring their compliance with all Federal Aviation Rules (FARS), regulations and all federal, state and local laws. Any member who acts in an unsafe manner in the air or on the ground, or who knowingly violates any applicable law, rules or regulations, or these Club Rules and Regulations may have their membership privileges suspended or

terminated by the Director or Chief Pilot.

2. Members are responsible for maintaining currency in each make and model of aircraft the member seeks to fly as pilot-in-command. Prior to flying any Club airplane make and model which the member has not previously flown as pilot-in-command while a Club member, the member must receive a minimum one hour checkout flight from an authorized Club flight instructor, and the flight instructor's endorsement must be recorded in the member's file with the Club. Thereafter currency in any make and model may be maintained by flying such aircraft for a minimum of one hour every ninety (90) days as pilot-in-command (although please note that a limited number of aircraft have shorter currency requirements). Currency in one aircraft does not imply currency in another. For example, currency in a Cessna 182 does not imply currency in a Cessna 206.

3. Notwithstanding any other legal requirements, members must have a minimum of 3 takeoffs and landings in any Club aircraft every 90 days (60 days for tail wheel, complex or over 250 horsepower) or an Advantage Aviation instructor's endorsement, to maintain flight currency in the Club. If a member's currency lapses, it must be reinstated by a Club flight instructor before the member may resume acting as pilot-in-command in any Club aircraft.

4. Members are responsible for meeting all FAA currency requirements for carrying passengers, flying under Instrument Flight Rules, in Instrument Flying Conditions, and for flying at night.

5. Club flight instructors will not grant authorization for a member to fly as pilot-in-command, regardless of the member's flight time, certifications and endorsements, if such flight instructor does not believe the member is capable of flying safely as pilot-in-command of a particular aircraft.

6. Due to the need to ensure compliance with airport rules during the ongoing extended period of construction related to airport improvements, members are prohibited from parking personal vehicles inside the fence line on airport property at side of Advantage Aviation's facility or at aircraft parking/tie down locations. Members may drive to an aircraft for purposes of loading and unloading, subject to Palo Alto Airport rules regarding operations on airport property.

IV. Aircraft Scheduling, Checkout and Return

1. All aircraft, flight instructor, simulator and other resource scheduling is done through the Club's online scheduling tool.
2. All cancellations of previously scheduled resources should under most circumstances be made more than 24 hours prior to the scheduled checkout time, or as soon thereafter as practicable. Members are expected to check out all scheduled resources within 45 minutes of the scheduled time. No-shows are inconsiderate to other members who may have wished to schedule a resource, and to owners who seek to have their airplanes rented. Accordingly, if scheduled resource has not been checked out within the 45-minute window the reservation will be automatically cancelled by the system and the member will be responsible for a \$25 no-show fee for the first no-show, and a \$50 no-show fee for each no-show thereafter.
3. All aircraft rental rates are "wet" rates (fuel and oil are included in the rental price) based on Hobbs hour meter time. Members may purchase fuel and oil at other airports and members will receive a credit to their account upon verification of receipts that should be deposited in the box near the airplane key checkout boxes within 30 days of the airplane's return. All receipts must include member name, fueling location, fuel and oil quantify, and have the price per gallon for fuel and per quart for oil clearly indicated. Fuel reimbursement will be at the lesser of the actual price per gallon charged to the member and Rossi Fuel's posted fuel price at Palo Alto Airport. Issuance of credit for receipts submitted more than 30 days after airplane return will be in the sole discretion of the Director.
4. Unless prior arrangements have been made with the Director, members will be required to pay for a minimum of 2 flight hours per 24-hour period that the aircraft is scheduled. For example, member checking out an aircraft on a Friday evening, and returning it Sunday evening, will be charged either 4 hours flight time or the actual flight time flown, whichever is greater.
5. For safety, a destination must be noted when checking out any airplane for a cross-country flight, and schedules in excess of two days should note the complete planned itinerary.
6. Any airplane scheduled reservation longer than 5 days, or for which the planned flight would include time outside of California must be pre-

approved by the Director or Chief Pilot.

7. During flight **only Club members** may manipulate the controls and act as pilot-in-command of Club aircraft. Additionally, unless prior approval is obtained from the Director or Chief Pilot, the pilot-in-command shall fly in the left seat only.

8. All flight time and account numbers must be logged legibly in the aircraft's tach books and in the Club's scheduling system when checking an airplane back in upon the conclusion of the flight.

9. When returning an airplane members should ensure that the airplane is tied down properly and/or chocked correctly, all personal effects and litter are removed from the airplane, control locks are installed, seat belts are neatly stowed and windshield screens, cowl plugs and pitot tube covers (if present on pre-flight or inside the airplane) are replaced. Members also should remove any pen or other marks on seats or other interior surfaces.

10. Members who are unable to return an aircraft back to Palo Alto Airport at the end of their scheduled time should promptly ensure that their schedule is updated to note the delay. Members returning to Palo Alto are encouraged to divert if weather conditions are below that in which the member is able to safely operate the airplane as pilot-in-command. However, members who are unable to return an airplane to Palo Alto Airport due to weather are solely responsible for returning the airplane as soon as conditions permit, and are responsible for all costs associated with such return, including ferrying and any other costs incurred by the Club to retrieve the airplane, including second pilot fees, if the member is unable to effectuate the return on his or her own.

11. Members who are unable to return an airplane to Palo Alto airport due to a maintenance issue caused by pilot negligence or fault are responsible for all costs associated with such return, including ferrying and any other costs incurred by the Club to retrieve the airplane (including second pilot fees). If the maintenance issue developed in the absence of pilot negligence or fault, members are responsible only for the Hobbs time eventually incurred between the airplane location and Palo Alto Airport, but will not be responsible for other retrieval costs.

12. Only the Club Director, Chief Pilot, and Director of Maintenance may

authorize maintenance or repair of Club aircraft by a facility other than the Club's own maintenance department

13. Any malfunction, trouble, or damage noted by a member during pre-flight, or during flight operations or on check in must be squawked in the Club's scheduling system and, where appropriate, also reported immediately to the dispatcher, Chief Pilot or Director of Maintenance or the Club Director.

14. Members are responsible for any costs incurred by the Club due to a member's careless procedures or abuse to aircraft beyond normal wear and tear (including cleaning expense), the costs for which may be charged to the member's credit card on file.

V. FLIGHT OPERATIONS

1. Members are encouraged to fly all Club airplanes as if they were the owner of the airplane they are piloting. Members should strive to follow all procedures recommended by the FAA, the airplane's pilot operating handbook and Club instructors.

2. All members are responsible for conducting an appropriate pre-flight inspection prior to flying as pilot-in-command of any Club airplane. Members should squawk or advise the Director, Chief Pilot or Director of Maintenance any damage or inoperative equipment noted during the pre-flight inspection prior to departure.

3. While it is important to practice for and be aware of potential in-flight emergencies, members should only practice emergencies when flying with a Club instructor rated for the class of aircraft flown.

4. No Club aircraft may depart from an airport if the weather minimums for that airport are below the departure airport's lowest published Instrument Approach Procedure approach minimums for which the subject airplane is equipped to fly.

5. Unless authorized by the Director or Chief Pilot, Club airplanes may only land on public use airports listed in the FAA's current airport directory, and no landings may be made on dirt, gravel, grass, unimproved, or private runways without the prior approval of the Director or Chief Pilot.

6. Touching the airplane's propeller(s) is limited to preflight inspection

and straightening props to horizontal after flight, and for maneuvering an airplane into a tiedown spot by pushing on the propeller's hub. Before touching any prop members must check to ensure that the mags and master switch are "off", with the keys in sight. All props should be treated as "hot". Members may not hand prop to start an airplane unless authorized to do so by the Director, Chief Pilot or Director of Maintenance.

7. The Club has a strict no smoking policy in Club facilities and in all Club aircraft. Any member violating this rule and smoking or permitting smoking in a Club airplane will be responsible with all costs of cleaning associated with removing any debris, odors or other effects of smoking.

8. While animals are permitted in Club airplanes, all animals must at all times be in appropriate kennels, crates, cages, or other approved containers while in the airplane. Since some owners do not want animals in their airplanes, members are encouraged to consult with the Director or Chief Pilot prior to carrying animals in flight.

9. Beverages and snacks may be consumed in Club aircraft, but members are responsible for ensuring all containers, wrappers and other debris is removed following flight to keep aircraft clean, and discourage pests and insects. Beverages must be in re-sealable, spill-proof containers.

10. All aircraft windscreens should be cleaned only with Plexus or Prist spray and wiped with DuPont window wipes, which are available at the front desk. Members should not use paper towels, rags (especially oily rags), any ammonia-based products such as Windex, or other unapproved materials to clean windscreens since these cause scratches and other damage. Similarly, only appropriate glass wipes should be used on avionics screens, and only when absolutely necessary, to avoid scratching and other damage.

11. Taxi speeds should be kept low at all times. Taxi speed in the club area should be no greater than a fast walking pace. Airplane nose wheels should be kept on the centerline of the taxiway until engine shut down and the airplane is ready to be maneuvered into its tie down spot.

12. Swinging of aircraft into parking spaces or taxing over tie down spots and ropes is prohibited.

13. Absolutely no devices such as GPS receivers, cameras, tablets or other gear may be attached to the exterior or interior of any Club airplane

without the prior explicit permission of the Director, Chief Pilot or Director of Maintenance.

14. Members should ensure that the master switch is placed in the “off” position upon airplane shutdown. Members will be charged for battery recharge and all other related costs which result from leaving the airplane master switch in the “on” position after shutdown.

15. During pre-flight autopilot tests, the overriding of the autopilot servos through flight control manipulation is prohibited, as this has been shown to cause damage to the servos. Pilots may, however, check other autopilot disconnect methods.

VI. FLIGHT INSTRUCTION AND STUDENT PILOTS

1. The Chief Pilot or any Senior Flight Instructor (as defined in Section VIII) may authorize a student pilot first solo flight. First solo flights must at all times be fully visually supervised by a flight instructor, where possible also should be monitored by radio, and are limited to flights in the pattern at Palo Alto Airport and to a maximum of three takeoffs and landings.

2. All student pilots must complete a pre-solo phase check administered by the Chief Pilot or by a flight instructor designated by Chief Pilot before a first solo operation conducted (or a second solo if a first solo was flown pursuant to Rule VI.1 above). No (further) solo operations by the student pilot are permitted until a written report is submitted by the flight instructor administering the pre-solo phase check confirming that in the opinion of such flight instructor the student pilot is able to proceed with further solo operations. This written authorization should be retained in the member’s file. Thereafter student pilots must have limitations noted in their logbooks before further solo operations are conducted.

3. Student pilots must notify their assigned flight instructor prior to any solo operation and receive their instructor’s permission to proceed. Upon arrival at the Club to perform a solo flight the student pilot must check in with any flight instructor present at the Club, and show their solo operations limitations card or logbook to such flight instructor prior to the flight.

4. Student pilots are not permitted to conduct solo flight operations after sunset, before sunrise or outside of club business hours (9:00am to

5:30pm, 7 days a week) unless the student pilot's assigned flight instructor is present at the Club, authorizes the solo flight and remains at the Club until the completion of the solo flight and airplane shutdown.

5. Student pilots may not perform solo touch-and-go landings on runways shorter than 3000 feet in length. For clarity, no student pilot solo touch-and-go landings are permitted at Palo Alto Airport.

6. No student pilot solo operations are permitted in Class Bravo airspace.

7. Student pilot solo operations are not permitted if flight conditions are more adverse than the following:

a. Pattern Work: winds greater than 15kts, crosswinds greater than 8kts, visibility less than 5SM, ceiling less than 2,000 feet AGL

b. Air Work: winds greater than 15kts, visibility less than 10SM, ceiling less than 5,000 feet AGL

8. Student pilots must complete a pre-check ride phase check with the Chief Pilot or an flight instructor designated by the Chief Pilot before taking any practical test.

VII. MOUNTAIN FLYING

1. Mountain flying can be a rewarding experience but presents additional challenges for pilots to ensure safe flight operations. Accordingly no member may operate Club aircraft if flying in mountainous terrain above 6000 feet MSL (regardless of airport operations), or taking off or landing at any airport with a density altitude greater than 3,500 feet (collectively referred to as "Mountain Flying") unless in compliance with the following rules.

2. Members must have received a mountain checkout from the Chief Pilot or a flight instructor designated by the Director or Chief Pilot prior to any Mountain Flying. Members must have received their private pilot certificate and logged a minimum of 50 hours as pilot-in-command following receipt of their private pilot certificate prior to receiving a mountain checkout.

3. Upon completion of a mountain checkout, members may only exercise their Mountain Flying privileges in aircraft of equal or greater

horsepower than the aircraft in which they received their mountain checkout.

4. Club aircraft with a rated horsepower which is less than or equal to 200hp, other than Diamond DA40s, may not land at any airport with a density altitude greater than 3,500 feet.
5. No Club aircraft may be used for Mountain Flying at night, unless approved by the Director or Chief Pilot.
6. No Club aircraft may be used for Mountain Flying in Instrument Meteorological Conditions unless approved by the Director or Chief Pilot.
7. Members who meet the minimum requirements of these rules for Mountain Flying should notify the Director or Chief Pilot before departing on flights in which Mountain Flying is anticipated.

VIII. FLIGHT INSTRUCTORS

1. Only Club authorized flight instructors may provide flight instruction in Club aircraft.
2. Flight instructors who wish to provide flight instruction in Club Aircraft must, prior to providing flight instruction services:
 - a. have received a flight instructor checkout provided by the Director, Chief Pilot or their designee; and
 - b. have met with and received a new flight instructor briefing from the Chief Pilot, during which the flight instructor will be expected to demonstrate familiarity with, among other qualifications, practical test standards, local airspace, and these Rules and Regulations.
3. Flight instructors must receive approval from the Chief Pilot for each aircraft make and model in which they wish to provide flight instruction services.
4. For purposes of these Rules and Regulations, a Senior Flight Instructor is any certified flight instructor who has logged a minimum of 500 hours of dual instruction provided.

IX. AIRCRAFT CHECKOUT REQUIREMENTS

1. Specific aircraft checkout requirements are listed in the Checkout Requirements & Specialty Checkout Instructors list (often referred to as the “Checkout Requirements”) which is available at the front desk. In general, more complex and/or higher performance aircraft will have greater experience requirements prior to a pilot being approved for checkout. These requirements are intended to enhance member safety and proficiency, and to ensure Aircraft owners’ investments’ in their airplanes are safeguarded.
2. Exceptions to Checkout Requirements may only be made by the Director or Chief Pilot.