



EAGLE SPORT AVIATION CLUB, INC.

By-Laws and Operations Manual

Revision: August 2011

Revision History

<u>Date</u>	<u>Revision</u>	<u>Major Changes</u>
01/2003	Initial	Initial Publication
06/2003	Update	Add J-3 Cub information
12/2004	Update	Added glider procedures Added tow plane procedures Added Pierson procedures Changed Vice President section
03/2005	Update & Re-Organize	Re-Organized Entire Manual Added Emergency Response Guide Revised all sections
04/2006	Update	Added Junior Membership Revised Inactive Membership Revised Club Leadership Revised Club Finances Added Work Duties
05/2009	Update & Re-Organize	Updated Club Assets (Sec 1.3) Changed Officer Nomination and vote dates (Sec 1.5) Added Safety Officer to Club officers (Sec 1.5a) Changed bi-law review date (Sec 1.5 a) Moved Student Club Rep to non –officer position (Sec 1.5c) Removed Head of Operations (Sec 1.5c) Modified Sections 1.6, 1.7, 1.13, and 1.14 Condensed all payment regulations to section 1.6d Revised Pitts instructor pilot qualifications and guidelines (Sec 2.1d) Revised Competition pilot qualifications (Sec 2.1e) Removed Leffler Aerobatic Box (Sec 2.2b) Added Glider Aerobatic Qualifications and Safety section (Sec 3.1i)

		<p>Modified approved tug aircraft fuel (sec 3.3)</p> <p>Raised minimum safe cub altitude (Sec 4.2a)</p> <p>Removed spruce creek operations (Sec 4.2a)</p> <p>Modified Section 5.1a</p> <p>Updated Emergency Sections (Sec 5.2 & 5.3)</p>
04/2010	Update	<p>b.) Cub Solo Flight</p> <p>c.) Non Commercial Cub Rides/Demonstration Rides</p>
08/2011	Major Revision	<p>Revised entire formatting</p> <p>Reviewed and updated all sections</p>

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Section 1 General:

1.1 Club Name:

The name of the corporation shall be: *Eagle Sport Aviation Club, Inc.* hereafter referred to as *ESA*.

1.2 Purpose and Goals

1.2.a Purpose

ESA is a 501(c)(7) not-for-profit organization dedicated to the mission of promoting sport aviation, increasing the safety of our sport through continued education and outstanding ground and flight instruction, and allowing individuals to participate in cost effective sport aviation flight training.

1.2.b Mission Statement

ESA is a nonprofit educational organization dedicated to the promotion and encouragement of sport aviation in a safe environment.

Our mission is to support, promote, and advance sport aviation through training, networking, advocacy, and educational programs. Our areas of emphasis include, but are not limited to, aerobatics, soaring, and tailwheel flying.

Our vision is to encourage participation in activities for people that would otherwise not be able to. Our members include elementary through college students, corporate, military and professional pilots, business owners, teachers and professors, maintenance technicians, air traffic controllers, airshow performers, astronauts, and many others.

We value safety and an environment that rewards hard work, dedication, friendships through mutual interests, and respect amongst our members.

We provide resources to motivated and dedicated pilots and pilot applicants, and encourage children to consider aviation as a career. The Eagle Sport Aviation Club also offers outreach programs to educators, aviation industry members, and young people in our community.

To encourage safe and responsible flying, ESA follows Federal Aviation Administration (FAA) regulations, and guidelines of other established national flying organizations such as the Soaring Society of America (SSA), the International Aerobatic Club (IAC), the Experimental Aircraft Association (EAA), and the International Council of Air Shows (ICAS).

In addition, ESA supports participation at local, regional, and national flying competitions and assists other established programs to further the promotion of sport aviation.

1.3 Ownership

ESA and its assets are owned equally by the membership. Currently, ESA's major assets include:

- Pitts S2B - N260AB
- Schweizer 2-33 - N2445W
- Schweizer 1-26B – N5844V
- Schleicher ASK-21 – N215ES
- Piper J-3 Cub – N88157
- Piper Pawnee PA-25-235 – N244CG
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1.4 ESA Structure and Membership

ESA has three divisions: Aerobatics, Tailwheel and Soaring. The aerobatics and tailwheel divisions are based in DeLand, Florida. The soaring division is based in Pierson, Florida.

The following are the different membership classes available in ESA:

- Senior
- Collegiate
- Junior
- Family
- Honorary
- Associate
- Special

Membership as used herein includes all Senior, Collegiate, Junior, Family, Honorary, Associate, and Special members.

Fees: Members are required to pay a non-refundable initiation fee outlined in the current aircraft rates document available on the website.

All members are required to attend mandatory safety meetings

1.4.a Senior Membership

A Senior Member is a person who has met the financial requirement of a member, and includes those who participates in the activities of ESA that do not fit in any other class of membership.

1.4.a.i Flying Privileges:

Senior Members, in good standing, have full flying privileges subject to the rules herein for that operation.

1.4.a.ii Voting Privileges:

Senior Members, in good standing, have full voting rights and privileges.

1.4.b Collegiate Membership

A Collegiate Member is a person who has met the financial requirement of a Collegiate Member and who is under the age of 23 or who is currently enrolled fulltime in an undergraduate institution. Collegiate Members will become senior members upon reaching the age of twenty three (23) or upon graduation (whichever occurs last).

1.4.b.i Flying Privileges:

Collegiate Members, in good standing, have full flying privileges subject to the rules herein for that operation.

1.4.b.ii Voting Privileges:

Collegiate Members, in good standing, have full voting rights and privileges.

1.4.c Junior Membership

Junior Members must be under eighteen (18) years old and not in possession of a private glider certificate. In addition, Juniors must be a member of the Soaring Society of America (SSA) and have written consent from their parents for their involvement and activities with ESA. Juniors must participate in the glider operations as specified by the Juniors program coordinator. Junior membership is a privilege, not a right. Continued Junior membership is predicated on member presenting values and actions that are consistent with leadership of ESA.

1.4.c.i Fees:

Junior Members are exempt from the initiation fee. Junior Members are required to pay fees associated with flying.

1.4.c.ii Flying Privileges:

Junior Members, in good standing, have full flying privileges subject to the rules herein for that operation.

1.4.c.iii Voting Privileges:

Junior Members do not have any voting privileges within ESA. Junior Members may vote on topics within the junior program.

1.4.d Family Membership

Family Members are limited to immediate family of Senior, Collegiate and Junior Members. A person can become a Family Member after meeting the financial requirement for a Family Member.

1.4.d.i Fees:

Family Members are required to pay a highly discounted, non-refundable initiation fee.

1.4.d.ii Flying Privileges:

Family Members, in good standing, have full flying privileges subject to the rules herein for that operation.

1.4.d.iii Voting Privileges:

Family Members have full voting privileges.

1.4.e Honorary Membership

An Honorary Member is a person that is given the privileges of a member without having to meet the financial requirements of a member. Honorary Members are limited to people who have given significant contributions to the club. These memberships must be voted on by the officers by a majority.

1.4.e.i Fees:

Honorary Members are not required to pay any initiation fees.

1.4.e.ii Flying Privileges:

Honorary Members have full flying privileges subject to the rules herein for that operation.

1.4.e.iii Voting Privileges:

Honorary Members have full voting rights and privileges.

1.4.f Associate Member

An Associate Member is a person that is interested in a temporary membership in the club in order to determine either if he/she is interested in the organization, or to fly as a passenger only. A person becomes an Associate Member by completing an Associate Membership form.

1.4.f.i Fees:

Associate Members are not required to pay an initiation fee.

1.4.f.ii Flying Privileges:

- Associate Members are required to fly with an approved ESA member.
- Associate members are authorized to fly as passengers.
- Associate members are limited to one instructional flight per division.

1.4.f.iii Voting Privileges:

Associate Members do not have any voting privileges.

1.4.g Special Members

Officers may at their discretion decide on other memberships for special interest groups or for people under special circumstances. The officers shall vote upon these memberships by majority vote. The officers, at the time of vote, shall decide on all applicable fees by these other membership groups.

1.5 ESA Leadership

ESA is owned by the membership. To facilitate decisions and to provide for organization, there is an elected leadership body.

The leadership body includes a CEO-President, a Vice President for each area of operation (Pitts VP, Glider VP, and Cub VP), a Secretary, and a CFO-Treasurer. With club growth, additional club officers may be created.

The club leadership will be determined by vote. The normal term of a leadership position is one year. In February of each year, nominations will be taken of active members and voted upon in March.

1.5.a ESA Decisions & Leadership Body

The leadership body is an elected body that provides the decision making for the entire club. All decisions, except for those otherwise specified in the bylaws, require a majority vote of the officers. The process for financial decisions is covered in section 1.6.a.

In the event that member(s) of the club is(are) in disagreement with the decisions of the leadership body, a meeting can be called to address and vote upon these decisions.

1.5.a.i CEO-President

The President is responsible to provide the vision for the club. It is the responsibility of the President to take input from the membership and form that into the future of the club. It is the responsibility of the President to ensure that the club practices and procedures are followed.

1.5.a.ii Vice President (Pitts, Glider, Cub)

Each division of the Club will have a Vice President as its lead. Only current instructors and/or PICs for the respective area of operation are eligible to serve as the VP for that operation.

The progression of leadership will be: Pitts VP, Glider VP, and then Cub VP.

The VP is responsible:

- For the safety and operations in his/her area.
- For the vision of his/her area of the club.
- For the profit or losses of his/her section of the club and are required to create a budget due at the beginning of each year.
- To perform the duties of the President in the absence of the President.

1.5.a.iii Secretary

It is the responsibility of the Secretary to insure that the proper Club records are kept and that the active Club members are kept well informed of Club activities. Specific requirements of the Secretary are:

- Monthly Meetings
- Scheduling location
- Providing the following information prior to each meeting
 - Agenda
 - Time and location
- Providing the minutes on the internet one week after the meeting
- Maintain corporate documents
 - Legal status in the state of Florida
 - Articles of incorporation
 - Legal Notes
- Membership Status
- A review of the by-laws each March
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1.5.a.iv CFO/Treasurer

It is the responsibility of the Treasurer to ensure the financial responsibility of the Club and to ensure that the Club finances are consistent with the wishes of the membership. Specific requirements of the Treasurer are:

- To insure all tax obligations of ESA are met
- To maintain tax information and status documents
- To maintain a record of donations to the Club
- To provide monthly financial statements to the officers
- Assess operating costs each period as outlined herein
- To provide analysis of operating cost each year for evaluation of the Club
- To have the most current operating costs available on the website
- To insure the collection of all operating costs and fees
- To insure proper maintenance of Club financial records
- To publish an Annual Report to the Members each January

1.5.b Vacancy of an Officer Position

In the event that a position becomes vacant throughout the normal term, officers may, by majority vote, elect a new person suited for the position for the remainder of that term.

1.5.c Non-officer Club Leadership

1.5.c.i Head of Safety

The Head of Safety is appointed by the President of the Club and is responsible for safety issues within the Club. The Head of Safety will coordinate a safety activity for all members each year and is authorized to revoke flying privileges and/or aircraft operations.

1.5.c.ii Crew Chief - Glider Division

There may be a crew chief for each glider in the glider division. Each crew chief will aid with all aspects of individual aircraft operations and maintenance. Crew chiefs will be appointed by the Glider VP and will report to the Glider VP.

1.5.c.iii Chief Pilot(s)

Chief pilots are ESA members that are either the designated insurance pilot or the chief pilot of an FAA approved course for an aircraft or group of aircraft. The chief pilots are selected by the officers of ESA under the constraints required by the FAA and insurance carriers.

1.6 Club Finances:

1.6.a Financial Authorizations

The club's financial records shall be made available to the membership upon request. Such requests must be served in writing to the club's treasurer.

A written notice to the treasurer is required for any expense through the purchase authorization form.

The club finances shall be authorized in the following manner:

1.6.a.i Non-Discretionary Operating Expenditures

Maintenance and other costs required to maintain and/or continue operation of an asset are excluded from these authorization procedures and are agreed upon by the president, appropriate division VP, as well as the Treasurer.

1.6.a.ii Discretionary Operating Expenditures

Less than \$500: By agreement of division officer and the treasurer or the majority vote of the officers

More than \$500: By majority vote of the officers

1.6.a.iii Additions to long-term debt (One year or more)

Any Amount: By majority vote of the membership

1.6.a.iv Purchase of assets

Less than \$1000: By majority vote of the officers

More than \$1000: By majority vote of the membership

1.6.a.v Sale of Assets

Less than \$15,000: By majority vote of the officers.

More than \$15,000: By majority vote of the membership

1.6.b Determination of Operating Costs

Operating fees will be determined each period and published on the website. Modifications may be made at the discretion of a majority vote of the officers at any time. The fees will be determined using the following guidelines:

1.6.b.i Mature Assets:

Mature assets are those that are at steady state within the Club. As a rule of thumb an asset will become mature within one and a half (1.5) years of acquisition. Final determination will rest with the officers.

The operating costs of a mature asset will be set at the average dry operating cost of that asset for the preceding year including any anticipated future costs. The operation costs shall include but are not limited to:

- All maintenance expenses (Included but not limited to):
 - Annual
 - 100 hour inspections
 - Non-scheduled maintenance
 - Non-essential improvements
 - Overhaul and repair costs
- Acquisition costs (bank notes)
- Hangar or tie down fees
- Other fixed and variable cost
- Insurance cost
- Replacement cost

1.6.b.ii Immature Assets:

Immature assets are new assets or assets used in different way such that their income stream is not steady state. These assets should be used to meet new needs of the Club or to meet the needs of new club members. The operational costs of assets will be determined by the officers and do not need to comply with the above equation. An evaluation of these costs must be made each period even if it is determined that there will be no change.

1.6.b.iii Deviations:

The operating costs can deviate from the above with a 2/3 vote of the officers of the Club.

1.6.c Willful violation and criminal acts

Club members that have damaged Club assets due to a willful violation of Club rules and policies and/or as criminal acts, can be held responsible for (a) all costs related to the violation or criminal act that are not otherwise covered through insurance, or (b) \$10,000 in damages; whichever is higher. Willful violation will be determined by a 2/3 vote of the officers of the Club.

1.6.d Payment

Accepted forms of payments are cash, check, and credit card (Visa, Mastercard, American Express, and Discover only). Third party vendors such as Quicken, Intuit, MyFBO, AHT, and others may be used to process payments.

1.6.d.i Local Operations

- Payment must be made to ESA at the completion of the flight by all ESA members, and prior to the flight for all non-members.
- Cash and check payments shall be placed in an envelope with a name, date, and resource written on.
- Rejected check payments are subject to a not-sufficient fund fee (refer to the current price list on the website)

1.6.d.ii Other Operations

- Payment requirements of section 1.6.d.i apply
- The member is responsible for any additional cost (for example but not limited to: tie down fees, hangar fees, landing, and over-night fees) unless prior approval through the division VP.

1.6.d.iii Multiple Day Usage

- If an aircraft is scheduled for multiple day usage a minimum of 3 hours per day must be flown on aircraft. This must be approved by the VP of the Cub Operations (Section 4.2.e.ii)
- The renter is responsible for the cost of tie down/hangar at destination airport.

1.6.d.iv Fuel Charges

Fuel charges are paid by the pilot, with exception to special events (for example aerobatic contests), as determined by the division, where a wet rate could apply.

1.6.d.v Automatic credit card payment (Credit Card on File)

Automatic credit card payment allows paying the fees, operational costs and other accounts receivable invoices without having to write a check or swipe a credit card at the time of flight. In addition, it streamlines the Club's accounting process thereby reducing the overall costs to each member.

The bill will be electronically paid through the credit card account when it is due. Detailed receipts are available upon request while a notice/receipt by email may be generated automatically.

Unless otherwise requested in writing, all credit card information provided through 1) an Automatic Credit Card Payment form 2) MyFBO's online charge vault, are kept on file with ESA and are treated as the preferred form of payment.

Any debit entries (charges) will automatically be processed through the credit card on file.

Unless otherwise requested in writing, every member using this form of payment authorizes ESA to automatically initiate debit entries (charges) to the credit card account (and for the appropriate credit card company to accept and post such debit entries) for the payment of fees, operational costs and other accounts receivable rendered by ESA as outlined in section 1.6.d.

This authorization is to remain in effect until ESA has received written notification of its termination from the member in such a manner as to afford ESA and the credit card company a reasonable opportunity to act on it. Members have the right to stop automatic payment of charge entries by notifying ESA in writing. ESA must receive this notice no later than 10 days prior to the time the account will be charged in order to make any changes to this authorization. Any erroneous or incorrect charge will be corrected upon notification to ESA.

Termination of this agreement does not cancel any debt that is rightfully owed to ESA. In addition, upon cancellation of this agreement, alternative payment arrangements must be approved by the treasurer.

1.6.d.vi One Time Credit Card Payment

Credit card information provided through a 'One Time Credit Card Payment' form may be used for all charges during a single day only. The charges may include single or multiple transactions. Credit card information provided for this form of payment may be kept on record for auditing and accounting purposes but must be shredded and securely disposed thereafter.

Unless otherwise requested in writing, every member using this form of payment authorizes ESA to initiate debit entries (charges) to the credit card account (and for the credit card company to accept and post such debit entries) for the payment of fees, operational costs and other accounts receivable rendered by ESA as outlined in the bylaws section 1.6.d.

This authorization is to remain in effect for a single day and one time use only. Multiple charges within that day are possible. Members have the right to stop one-time credit card payment of charge entries by notifying ESA in writing. ESA must receive this notice no later than ten (10) days prior to the time the account will be charged in order to make any changes to this authorization. Any erroneous or incorrect charge will be corrected upon notification to ESA.

Termination of this agreement does not cancel any debt that is rightfully owed to ESA. In addition, upon cancellation of this agreement, alternative payment arrangements must be approved by the treasurer.

1.7 Membership Meetings:

1.7.a Officers Meetings

Officers are required to meet at least eight (8) times a year. At least two officers must be present to be considered an official officer meeting and to vote upon questions. The secretary is required to take minutes of the officers meeting. Members may find a copy of the minutes on the website or may request a copy of them by contacting the secretary.

1.7.b General Meetings

General meetings of the membership allow for the communication of club news, business and issues between members and officers of the club.

1.7.c Notice of Meetings

Notice of the time and place of every meeting shall be served via email and/or through the club website.

It is the member's responsibility at all times to supply ESA with his or her most current contact information.

1.7.d Quorum

A quorum shall consist of twenty-five (25) members eligible to vote at membership meetings for questions who are either present or represented by proxy through broadcast emails, membership mailing or membership meetings.

1.7.e Member Votes

Only those members who have been awarded voting rights by these By-Laws, who are in good standing, are entitled to cast one vote per question. A member in good standing may cast his or her vote by voice, show of hand in person, by secret ballot, or by proxy.

1.7.f Voting

At each ESA meeting, all questions, except questions regulated by statute, shall be determined by majority of the votes cast by the voting members present or represented by proxy through broadcast emails, membership mailing or membership meetings.

1.8 Amendments:

Amendments to these By-Laws and Procedures may be made by a unanimous vote of the officers. If a unanimous vote of the officers cannot be agreed upon, then by a 2/3's majority vote of the present membership during a general membership meeting.

1.9 Club Scholarships

ESA receives frequent donations that are specifically designated toward scholarships. These funds are earmarked according to specific requests made by the donors. In addition, ESA will frequently allocate additional internal funds toward scholarship programs to promote education and training for individuals who could not otherwise afford the associated costs to join or pursue a pilot certificate or endorsement.

1.9.a General Scholarships

ESA will occasionally award current members flying scholarships based on hard work and dedication to the club. Scholarships may also be given to aid the club in times of need of commercial pilots or instructors. Some scholarships may require an application and certain qualifications. Club officers shall nominate a member for a scholarship at any officer meeting. A majority vote of the officers is required to give a member a scholarship.

1.9.b Junior Scholarships

The junior program promotes enthusiastic and hardworking junior members. Through participation and active involvement in all glider operations, aerobatic contests hosted by ESA, and other special events organized by ESA, juniors are rewarded with flight credits.

Junior members will receive flight credit which will include reduced tow fee, glider usage fees, and instruction. Additional junior scholarships may be awarded to encourage young aviation enthusiasts to experience and pursue sport aviation.

Through the junior program, qualified individuals will be selected to receive special scholarships to help further their education.

1.10 Requirement of Emergency Response at all Operations

A copy of Section 5, "Emergency Response Guide" is required to be available at each base of operation.

1.11 Grounding and Emergency Policy

A club member may be grounded with reason by any officer, or the Head of Safety. Groundings can only be removed by the person who invoked it, or by a majority vote of the officers.

Emergency policies can be created/initiated effective immediately by any officer or chief pilot if a safety problem exists. These policies can be removed by:

- The officer that created the policy
- A majority vote of the officers
- Permanent inclusion in the by-laws

1.12 General Aircraft Responsibilities

It is the responsibility of each ESA member:

- To comply with all applicable FAR's and other Federal, State and local regulations and statutes.
- During the post-flight, clean the aircraft, canopy, windshield, and inspect the aircraft for discrepancies.
- All maintenance discrepancies will be reported to the VP and/or Crew Chief.
- To insure that the aircraft flown is properly tied down at the end of each flight.

1.13 Instructor Pilots Continuing Education

Instructor pilots may be assigned occasional duties to further enhance their qualifications, knowledge and safety. These duties may include: dual flights with more experienced instructors, development of new operational procedures, and other associated tasks as determined by the officers.

1.14 Pilots Continuing Education

Pilots may be assigned occasional duties to further enhance their qualifications, knowledge and safety. These duties may include: assisting other students, attending education seminars, helping develop ground schools, dual flights with instructors, and other associated tasks as determined by the officers.

Section 2 Pitts Operations

2.1 Pilot Qualifications & Requirements

2.1.a Aerobatic Instructional Flights

- Any club member in good standing is eligible to participate in aerobatic flight.
- The seat weight must not exceed 240 pounds (parachute included).

2.1.b Solo Pitts Flying

- Authorized Pitts instructors only.
- Approved maintenance personnel may fly the aircraft as the sole occupant for maintenance test flights only.

2.1.c Rear Seat Qualifications and Guidelines

Rear seat operations are on an instructor by instructor basis. An approval by one instructor does not imply rear seat operations with other instructors.

The rear seat occupant must have:

- Tailwheel endorsement.
- High performance endorsement.
- Pitts written test exam.
- Cockpit familiarization with an instructor.
- Instructor's approval.

2.1.d Pitts Instructor Pilot Qualifications and Guidelines

Selection by a majority vote of the current ESA Pitts instructors and the Chief Pilot: The Chief Pilot may add additional requirements depending upon maturity and experience in aerobatics and sport aviation.

Requirements:

- Endorsement by the Chief Flight Instructor
- Cub PIC Checkout
- Tow plane checkout
- Sufficient availability to instruct
- The number of Pitts instructors is limited to six
- The Chief Flight Instructor will be an instructor regardless of availability to instruct
- Pitts instructors are expected to be very active in the leadership of the Club
- Pitts instructors are expected to be role models within the Club
- Nominal Hour Requirements are 1,000 hours total time, 250 hours tailwheel time and 50 hours in Pitts Special Aircraft.

- Satisfactory contest (achieved an 80% or better in the Sportsman category or above, at an IAC sanctioned aerobatic contest)
- Spin proficiency to include: normal, competition, upright accelerated, upright flat, inverted, inverted accelerated, inverted flat spins.
- Landing proficiency

2.1.e Competition Pilot Qualifications

The following is required for a club member to participate in an IAC sanctioned contest as a competitor:

- Must meet IAC Requirements
- Must meet the requirements of section 2.1.a, 2.1.b and 2.1.c as applicable.
- Should have received at least two (2) instructional flights in the club S-2B or have enough (safety pilot discretion) aerobatic experience in any Pitts airplane.
- Must have a ESA approved safety pilot on-board at all times.
- The Pitts instructor/safety pilot must be proficient in landings and aerobatics maneuvers to be performed in the category flown.
- Pilots are limited to compete in the Primary, Sportsman and Intermediate category. In order to practice and compete in the Advanced category refer to section 2.1.f.

2.1.f Flying in Advanced Category

In order to compete and practice for the Advanced category the pilot is required to have the following qualifications:

- Must meet section 2.1.d and 2.1.e.
- Must have placed 1st place in the Intermediate Power category at least three (3) times.
- Must have placed 1st place in the Intermediate Glider category at least three (3) times.
- Must have placed within the top three (3) in Intermediate Power at least nine (9) times
- Must be an officer.
- Must be checked out in all ESA aircraft.
- Must be an instructor in all three divisions.
- Must be flying the Pitts within the airplane limitations consistently.
- Must have a Statement of Acrobatic Competency (any level) issued by the FAA.
- Must have participated in an air show as a performer.

2.2 Pitts Aircraft Operations

2.2.a Aerobatic Safety

2.2.a.i Prior to each Aerobatic Flight

Before new members begin their flight training in the Pitts, the member will be briefed by one of the approved instructors in the following areas:

- Proper use of the parachutes.
- Proper operation of the canopy.
- Proper seat belt configuration.
- Entering and exiting the airplane.
- Emergency egress procedures.
- Positive exchange of flight controls.
- Traffic alertness.
- Open communication during the flight, especially if a safety concern exists.
- Airsickness procedures
- Other topics in regard to safety

2.2.a.ii During the Flight

During the flight, the instructor, as pilot in command, is responsible for the overall safety of the flight. Although the instructor is the PIC, the student will do everything in his/her power to also insure the safety of the flight. The flight shall be conducted over approved areas as designated by the chief pilot.

2.2.b Approved Aerobatic Areas

2.2.b.i Lake Woodruff

This area is defined as the area underneath and within the Palatka 1 MOA clear of any surrounding restricted area.

2.2.b.ii Inter-Coastal River

This area is defined as the area underneath restricted area R-2935. Instructors shall attempt to keep all operations over the middle of the river and are prohibited over any populated land areas.

2.2.b.iii Other Aerobatic Areas

- Contest Aerobatic Boxes for Practice & Competition
- Other areas as stated in CFR 91.303 and approved by the Pitts Chief Pilot

Section 3 Soaring Operations

3.1 Pilot Qualifications & Requirements

3.1.a Soaring Instructional Flights

Must be a member in good standing.

3.1.b Solo Glider Flying

- Must meet the requirements of section 3.1.a for Soaring Instructional Flights
- Must have received the instruction for solo flight and has passed a pre-solo written exam as well as all of the requirements of CFR part 61 for solo flight for the specific make and model to be flown.
- Has been endorsed for solo flight within the last 90 days and on the student pilot license and approved by one of ESA's approved CFI-Gs for each specific make and model to be flown.
- Must be a member of the Soaring Society of America (SSA).
- For single-place aircraft, must have received a cockpit and aircraft checkout by an approved ESA instructor and appropriate endorsement recorded in the pilots logbook.

3.1.c Rear Seat Qualifications

- Must meet the requirements of section 3.1.b for Solo Glider Flights
- Demonstrated to an ESA CFI-G that he/she is proficient in flying in the rear seat.

3.1.d Non-Commercial Glider Rides/Demonstration Rides

These rides are for the purpose of interesting an associate member to become part of the membership.

- Must meet the requirements of section 3.1.b and 3.1.c, if required.
- Must hold a private glider pilots license or higher.
- Must be approved for glider rides by an ESA CFI-G.

3.1.e Commercial Glider Rides Qualifications

- Must meet the requirements of section 3.1.c.
- Hold a commercial glider pilots license.

3.1.f Glider Instructor Pilot Qualifications

- Must meet the requirements of section 3.1.e
- Must hold a CFI-G license.
- SSA silver badge strongly recommended for primary training and required for cross-country training.

3.1.g Glider Cross Country Flights

- Cross country flight for ESA purposes is defined as being outside of the conservative glide ratio to the launch airport plus 1,000 feet. A conservative glide ratio is half of the published glide ratio plus accounting for the wind. Instructors are not exempt from the above policy.
- Must meet the requirements of section 3.1.b for Solo flight
- Must have completed the requirements for a Bronze badge in the type of sailplane to be flown.
 - Option 1:
Previous cross country experience (as defined above) plus one (1) supervised spot landing in the glider to be flown
 - Option 2:
Three (3) supervised spot landings in the glider to be flown and one (1) cross country in the SGS 1-26

3.1.h Glider Tow Pilot Qualifications

The following are the minimum requirements for a tow pilot within ESA. Actual tow pilot assignments and appointments will be made by the Glider VP.

- Meets the requirements for solo Cub operations and have been checked-out for cub operations
- 500 hours as Pilot in Command of powered aircraft
- 100 hours as Pilot in Command of tailwheel aircraft
- Meets the requirements of and possesses the endorsements as required by FAR 61.69.
- Within the preceding 12 months: 10 takeoffs and landings and 3 actual or simulated tows in make and model.
- Must be a current member of the Soaring Society of America (SSA)
- Selection by the Chief Pilot: The Chief Flight Pilot may add additional requirements depending upon maturity and experience in soaring and sport aviation. Additional requirements may include but are not limited to private, commercial or CFI-G certificates.
- In special cases, these restrictions can be waived by the chief tow pilot.

3.1.i Aerobatic Glider Qualifications and Safety

- No aerobatic flight maneuvers are approved in any ESA glider without an approved ESA aerobatic glider instructor.
- Aerobatic flight maneuvers beyond those approved by the manufacture are prohibited.
- High speed passes below 500 feet AGL are only to be done with an authorized aerobatic glider instructor who has also competed in a sanctioned SSA cross country competition.
- Flight without a glider aerobatic instructor is permitted only by the approval of the majority of the officers

3.2 Sailplane Aircraft Operations

3.2.a Sailplane Safety

3.2.a.i General

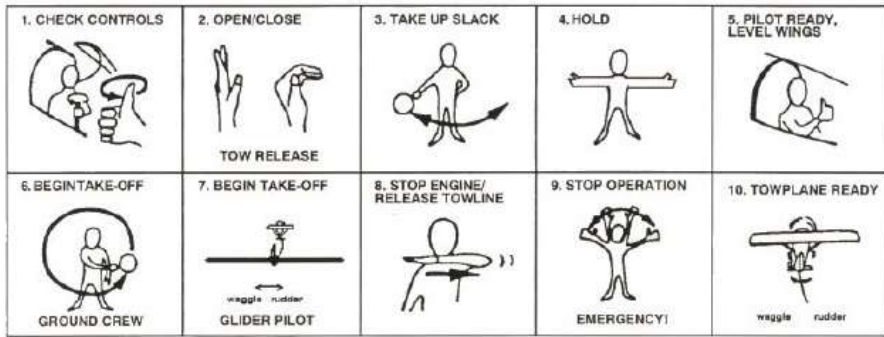
The purpose of this article is to ensure the safety of all people involved in ESA flight operations. During soaring operations, the CFIG and tow pilot on duty have the authority to stop operations for the interest of safety. Gliders **MUST** be operated within gliding distance of several suitable landing fields at all times.

3.2.a.ii Prior to Each Soaring Flight

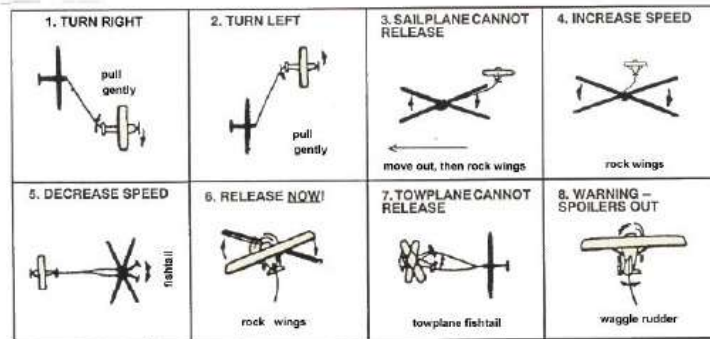
Before new students begin their flight training in any of the aircraft, the student will be briefed by one of the approved instructors in the following areas:

- Ground handling procedures
- Launch procedures.
 - One crew member shall be in charge of connecting the glider and tow-plane.
 - It is the pilot's responsibility to ensure that the area in front of the glider is clear prior to launch.
- Tow signals: SSA tow signals will be used.
- The instructor will show the importance of proper tow position.
- Release procedures: When the release occurs, the glider breaks to the right, and the tow-plane left.
- Emergency Procedures and considerations.

3.3 Standard Soaring Signals



ON GROUND



IN AIR

3.3.a Pierson Airport Operations

3.3.a.i Runway Safety

With the exception of the vehicle towing the gliders, there should be no automobile traffic on the runway. Ground vehicles should stay off the runway at all times when not participating in glider retrieves. Paths along the side of the runway are available for vehicles to travel to and from each end of the airport. Look for and anticipate power and sailplane traffic.

3.3.a.ii Landing Patterns & Runway Use

Pierson airport utilizes the north side for both glider and power traffic. Runway 23 is right hand traffic and runway 5 is left land traffic.

3.3.a.iii Unattended Gliders

The PIC or intended PIC is responsible for the aircraft outside of its tie-down spot. Caution must be taken on windy days by opening up the spoilers and securing the aircraft between flights. Under no circumstances should canopies be left open.

3.3.a.iv Staging and Launching a Glider

Anyone launching or staging a glider must be familiar with the process and taught by a CFI-G or commercial glider pilot of ESA. Sailplanes should be staged for take-off and ready to go when the tow plane returns from a previous tow. The approach to the active runway should remain clear of gliders, vehicles and people to make way for approaching power and/or glider traffic until just before the glider launch. The ground crew member should not hook up the glider until the PIC is ready to begin the launch process. The wing runner shall not raise the wing of the sailplane until he/she has been given a signal confirming that the PIC is ready to begin the tow.

3.3.a.v Radio Requirements

A radio should be present in each glider flown unless another member monitors the radio and traffic for the glider. This member can be the tow pilot or other member.

3.3.a.vi Clearing a Glider/Aircraft after Landing

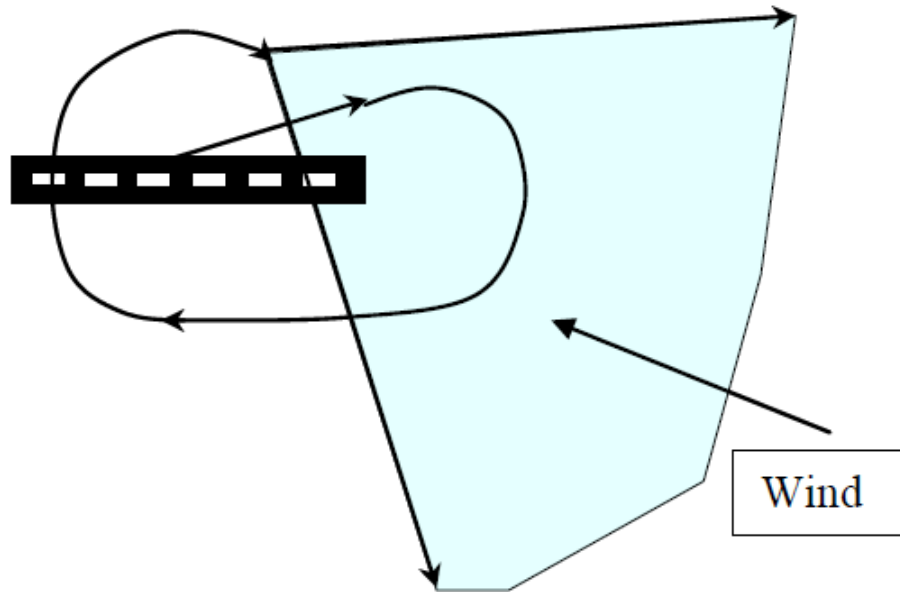
The aircraft should be cleared off of the runway as quickly as possible to allow for other traffic. The tow vehicle should anticipate the arrival of glider traffic and be ready for a retrieve.

3.4 Tow Plane Operations

- It is the responsibility of the tow pilot to determine if the wind conditions are acceptable for the tow operations.
- Descents in the tow plane after tow will be executed between 2,100-2,300 RPM for the first 1,200 feet or no less than 800 feet AGL.
- N244CG is restricted to a filtered 100LL/87 octane gasoline (or a mixture thereof).
- The tow plane will not be operated during towing operations with less than 8 gallons of gas or beyond 1.5 hours since the last fueling as recorded by the tachometer.
- Towing will be conducted such that both the glider and tow plane are in the most favorable position to make a safe landing in the event of an engine failure. Operations below 1,000 ft AGL should be conducted so that each aircraft is positioned as soon as possible after takeoff for an emergency landing at the departure runway and continues in that manor until at least 1,000 ft AGL.
- Operations above 1,000 ft AGL should place the glider well within gliding distance of the departure airport at all times unless special agreements have been arranged prior to the flight. The tow plane should be operated such that it is in a position to make a safe landing at the departure field or suitable emergency field at all times.

3.4.a Suggested tow pattern:

A normal tow should begin with a slight downwind turn once reaching a safe altitude above the trees. This turn is typically 10 to 20 degrees downwind and begins after clearing any obstacle. This is to position both aircraft in the best possible position in the event of a rope break or engine failure on takeoff.



Section 4 J-3 Cub Operations

4.1 Pilot Qualifications

4.1.a Tailwheel Instructional Flights

- Must be a member in good standing of ESA.

4.1.b Cub Solo Flight

- Must hold at least a private pilot certificate with tailwheel endorsement unless the member is pursuing a light sport pilot license, in which case a pilot is only required to have a student pilot certificate with appropriate endorsement.
- Must hold current FAA medical certificate, unless the member is pursuing or possesses a light sport pilot licenses in which case only a current drivers licenses is required.
- Must meet the 90 day currency requirements as stated in FAR 61.57 if passengers are to be taken.
- The PIC of the flight must be the sole manipulator of the controls during all take offs and landings.
- Must complete and pass a Cub written test, practical test and be approved by the Cub check pilot.
- Must have read, be familiar with and obey ESA policies and procedures as set herein.
- Must have flown a J-3 Cub as PIC in the preceding 90 days and must be proficient to act as PIC unless otherwise authorized by the VP of Cub Operations.

4.1.c Non-Commercial Cub Rides/Demonstration Rides

These flights serve the purpose to interest an associate member to become part of the membership.

- Must meet the requirements of section 4.1.b.
- Must hold an appropriate pilot certificate.

4.1.d Instructor Pilot Qualifications

- Must hold Certified Flight Instructor license or an LSA Certified Flight Instructor license with tailwheel endorsement.
- Must have been approved by the Cub Chief Pilot.
- Must complete and pass a Cub written test, practical test and be approved by the Cub check pilot to act as a Cub instructor.

4.2 Aircraft Operations

4.2.a Safety Procedures

4.2.a.i Prior to each Cub flight

- A thorough pre-flight inspection must be completed by the PIC
- Oil quantity must be at least 3 quarts
- Fuel quantity must have reserve as required by FAR 91.151.
- Passenger Briefing (if required)
 - There should be open communication during the activity, especially if safety concerns exist.
- Students shall be trained in the safe operations of hand propping the aircraft.

4.2.a.ii Hand-Propping Requirements

- The person propping the aircraft must have been given instruction from an ESA flight instructor on how to safely hand prop the cub. There must be a minimum of three people present for propping instruction.
- Solo starting is not permitted
- A pilot shall be at the controls of the aircraft during the starting procedure.

4.2.a.iii During the Flight

During the flight the pilot in command is responsible for the overall safety of the flight. While instruction is given in the aircraft; the instructor is the PIC, however the student will do everything in his/her power to also insure the safety of the flight.

4.2.b Operational Restrictions

- Club approved landing fields are those indicated with an airport symbol on a current VFR sectional chart.
- Careless and reckless operations with the aircraft will result in an immediate withdrawal of the instructor/PIC from the approved list and sanctions may be applied per section 1.11.
- The minimum safe altitude will be 500' AGL unless otherwise stated in FAR 91.119.

4.2.c Approved Fuels

- 100LL or 87 (only approved at Pierson Airport) octane fuel dispensed from a filtered aviation fuel source(or an approved mixture thereof).
- Using gas containers without filters is not permitted.

4.2.d Conclusion of the Flight

- Check in on MyFBO, and enter the appropriate information as prompted by the system. Any discrepancies shall be noted in the discrepancy box in MyFBO, and must be reported to the VP of Cub Operations
- Aircraft will be properly put away or tied down before instructor/renter shall leave the aircraft.
- The aircraft will have full fuel at the completion of every flight.
- The aircraft must be wiped down, including all areas where visible oil has collected on aircraft.

4.2.e Aircraft Scheduling

An online website will allow instructors and PIC to schedule their time for the cub. Members that want to schedule must be on the approved list, which is approved and maintained by the VP of Cub Operations.

4.2.e.i Lesson Scheduling

- Lessons can only be scheduled by approved instructors in the club.
- Lessons may only be scheduled for a maximum of three hours per student

4.2.e.ii Solo/PIC Scheduling

- Solo/PIC flights can be scheduled at anytime provided the Cub is available to rent.
- A Solo/PIC flight for multiple day usage must have the trip approved by an officer of ESA and schedule the aircraft one week in advance of the date.

Section 5 Emergency Response Guide

5.1 Emergency Procedures

5.1.a Contacting Emergency & Appropriate Personnel

In the event of an aircraft accident occurring, the people at the scene of the accident should call 911 immediately. ESA's president, safety officer, and the VP for the specific operation have to be contacted immediately. The president or an officer will contact the NTSB, FSS, lien holder, and the insurance company as necessary. No ESA member, except for the president or ESA officers, is allowed to talk to the media or give statements. An emergency checklist is available at all ESA sights and is required to be reviewed in all emergencies.

5.1.b Inquiries by Media

Members of the media may not always identify themselves as such, and may approach you as if they are merely interested bystanders. They may approach you away from the job site and/or "promise" that your name will remain confidential if you give out information. Both of these situations are very dangerous from the standpoint of your personal legal protection.

THE MEDIA IS NOT OBLIGATED TO KEEP ANY PROMISE and may not if it does not serve their interest.

The FAA or NTSB will give out all information if there is an investigation. It is better to make NO COMMENT at all rather than make a statement that can be distorted or taken out of context.

DO NOT provide information as to the location of the accident scene to the news media. The police will usually handle this, but the media will try to work all the angles.

5.1.c Legal Responsibility

Always assume that anyone asking a question is a representative from the news media, or will inform the media of what you have said. You may be held legally responsible by anyone involved in the accident (victims, families, FAA, NTSB, ESA) for any remarks that are made, whether or not the remarks are actual and factual.

5.2 Contact Information

5.2.a Emergency Contacts

Sheriff's Department	
West Volusia (Deland)	(386) 736-5961
Daytona	(386) 254-4689
Fire Department	
West Volusia (Deland)	(386) 736-5940
Daytona	(386) 736-5940
Pierson	(386) 749-6900
Florida Hospital (Deland)	(386) 943-4522
Daytona Halifax Medical Center	(386) 254-4000

5.2.b Aviation Contact Information

Daytona Tower (KDAB)	(386) 226-3902
Orlando Tower (KMCO)	(407) 852-7500
Orlando Approach	(407) 852-7553
Flight Service Station (FSS)	
General	1-800-WX-BRIEF (992-7433)
St. Petersburg	(727) 539-7491
NTSB - Miami Office	(305) 597-4610 (305) 597-4600
FAA/FSDO (Orlando Office)	(407) 812-7700

5.2.c ESA Contact Information

Mikhael Ponso (President)	(386) 341-7669
Shane Alcock (Head of Safety)	(904) 708-5857
Jose Rojas (Pitts VP)	(917) 304-1534
Thomas Woodyard (Cub VP)	(412) 337-3628
Christian Pezalla (Glider VP)	(386) 589-2508

5.2.d Insurance Companies

Pitts & Cub – Falcon Insurance	(972) 250-0800
Glider & Pawnee – Costello Insurance	(800) 528-6483

5.2.e Other

Deland Airport Management	
Nick Landgraff	(386) 740-5808

5.3 Deland Airport Facility Diagram

