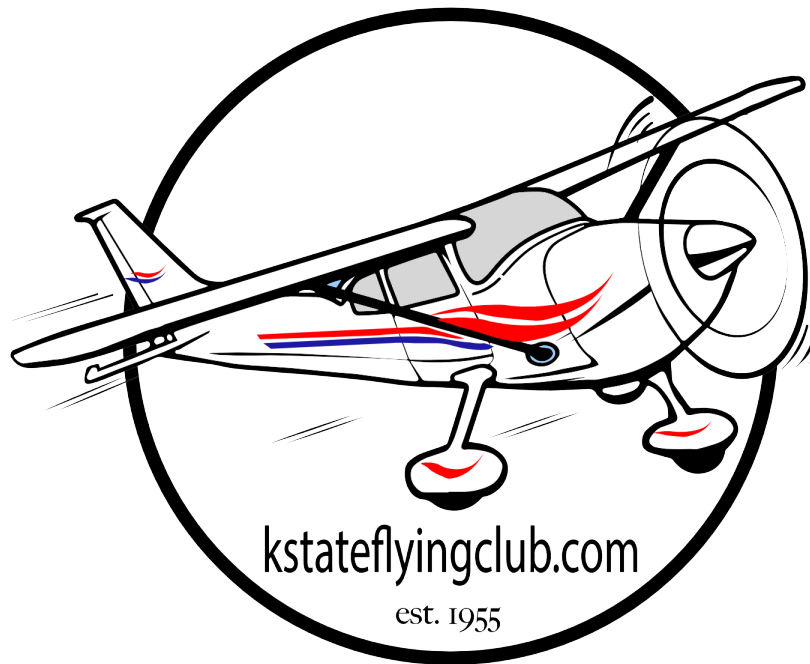


K-State Flying Club

Policies and Procedures Manual



Revised August 13, 2026

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Introduction

The KS Flying Club, Inc. (d/b/a K-State Flying Club) (referred to as "KSFC," "Corporation," or "Club" hereinafter) is a 501(c)(7) Not-For-Profit Corporation. The KSFC owns aircraft, based at Manhattan, Kansas (KMHK), for the exclusive use of its members. Each member of the KSFC is a shareholder in the corporation, which is run by the member shareholders. Collectively, we are responsible for the operation, maintenance, and safe use of our aircraft. Each member is expected to accept this responsibility and act accordingly, including treating KSFC aircraft with the utmost care and respect, as if the aircraft were their own, or borrowed from a best friend.

It is very important to understand that KSFC is not a full-service FBO and does not "rent" airplanes. Individuals simply looking for a place to rent aircraft and not wanting to take on the responsibilities of ownership should not seek to become members of the KSFC but should instead seek the services of one of the FBOs in the area.

We are very fortunate in that the members of the KSFC have for many years been frugal with the club's funds and have taken good care of its aircraft, allowing us to affordably maintain hull and liability insurance coverage to protect our assets. Additionally, we have been able to establish an emergency fund that allows us to self-insure against minor aircraft damage. As a result, we have good quality, safe aircraft and user fees that are among the lowest anywhere. Just as we benefit from the members who have gone before us, we have an obligation to future members to be good stewards of our aircraft and our financial resources. We hope every member of KSFC fully appreciates what a tremendous privilege it is to be able to pilot an aircraft and how fortunate we are to have the KSFC, which enables many people to enjoy the privilege that might not otherwise be able to afford it.

Fees

The fee structure of KSFC is as follows:

One-time fees:

- Stock Purchase = Refer to KSFC By-laws section 11.2
- Administrative Fee = Refer to KSFC By-laws section 11.2

Recurring fees:

- Membership Dues = Refer to KSFC By-laws section 14.1
- Aircraft Hourly Rates = Available on our website

Allowance for fuel and oil is included in the hourly rates.

Upon leaving the club, the share of stock is applied as a credit toward your account and offsets any outstanding charges on your account.

Official Club Website

The official Club website for information, account payments and billing, and aircraft and instructor scheduling is: <https://kstateflyingclub.com>

Know the KSFC By-laws and this Manual

Members are responsible for knowing and complying with the Club's By-laws and this Policies and Procedures Manual. Lack of knowledge of these documents does not excuse a member from compliance or from responsibility for violations.

Members should be particularly aware of the liability provisions contained in the By-laws regarding the use of Club aircraft. A member whose gross negligence or willful misconduct causes damage to Club aircraft may be held financially responsible for that damage and may also be subject to termination of Club membership at the discretion of the Board.

You should become familiar with this handbook in its entirety. Not only does it outline our expectations of how Club assets are treated, but it also contains handy reference information for specific situations that arise on occasion. It's also a legally binding document, so it's important to observe and follow the guidelines set forth.

Account Payment

Your club account activity and balance are always accessible on the Club website by logging in and selecting My Account from the Members Area menu tab.

Each member is expected to pay their account promptly and in full each month. All charges are payable and due upon issuance of the monthly statement. Any unpaid balance remaining 30 days after statements are issued will be considered past due and delinquent, grounding the member from reserving and flying Club aircraft. Members that frequently neglect their account balance will forfeit their Club membership.

If for some reason you cannot pay the full amount on time, reach out to the Treasurer to make arrangements for payment.

Business Meetings

The Club holds "Wash and Wax" business meetings twice each year, usually in April and October. We normally meet on a Sunday from 1 to 4pm (times may vary). Notifications about upcoming Wash and Wax meetings will be sent by e-mail. We clean the club's aircraft and hangars, then conduct a business meeting. Food and drinks will be available at the meeting. Elections are held at the end of the business meeting. There is a no-show fine for members that do not attend the meeting. Details about elections and fines are outlined in the By-laws.

KSFC Assets

The Club currently owns two aircraft for the use of the membership:

- a 1999 Cessna 172R (which has been upgraded to 180 H.P.)
 - Primarily used for training purposes; may also be used for cross-country flights.
- a 1999 Cessna 172SP.
 - Primarily designated for cross-country use.
 - Can be used for Instrument training and currency.
 - Not to be used for pre-solo flight training or to be flown solo by student pilots.
 - Under special circumstances, the Board of Directors may temporarily re-purpose the aircraft if the 172R is unavailable for an extended time.

Club currency requirements for each aircraft can be found at the end of this document.

The Club owns a computer and printer that may be used to obtain weather briefings, scheduling of club aircraft, and maintenance of pilot/aircraft records. The computer is also available to visiting pilots for obtaining weather briefings and other information regarding their flights.

Wi-Fi internet access is available in the Heartland Aviation lobby. Any use of club assets that is illegal or not in the best interest of the club or its membership is strictly prohibited and can result in forfeiture of membership in the Club.

Points of Contact

To report aircraft mechanical problems, open a squawk using the squawk app on the Club website. If the failure is an airworthiness issue, select Severity: Critical. Maintenance personnel will be notified and any conflicting reservations will be demoted to "backup".

If aircraft keys or fuel cards are missing, contact **Heartland Aviation (785) 537-9200** to get the spare key or fuel card.

In case of hangar door or other airport maintenance issues, contact the **Airport Maintenance Technician at (785) 587-4562**.

To leave the club, click **Resign from KSFC** in the Members Area of the Club website.

To contact the Board of Directors, e-mail board@kstateflyingclub.com

Current contact information for Club Officers, Club-approved CFIs and Maintenance personnel is on the club website at <https://kstateflyingclub.com>.

Keeping Your Records Up to Date

Flight Reviews and Aircraft Checkouts

When you meet proficiency requirements during an aircraft checkout or Club/FAA Flight Review, your CFI will submit a new Proficiency Card using the Club website with all of the relevant details from your instructional flight. If the CFI enables new aircraft privileges in the submitted card, they will take effect immediately. If the Proficiency Card type was "Club flight review" or "FAA flight review", the appropriate flight review dates will be updated in your profile.

Aircraft checkouts and Club Flight Reviews must meet the standards of an FAA Flight Review, as required by the Club By-laws.

Pilot Medical Information

Any time you obtain or renew the FAA medical qualification applicable to the privileges you exercise, upload an image of the applicable documentation to your member profile and update your medical expiration date. Your profile can be found on the Club website by clicking **My Profile** from the **Members Area** menu tab. Choose **Edit Pilot Profile** to update your medical certificate expiration date. Choose **My Documents** to Upload/Update the selected document type. Your documents are stored securely on the server and are not viewable via any internet-exposed URL.

If you intend to use Sport Pilot privileges when flying Club aircraft, you need to notify the Treasurer so you can be added as a named insured pilot on the club's insurance policy. You should also use your driver's license expiration date as your medical certificate expiration date and upload an image of your driver's license as your medical certificate in your **My Documents** area of your **Pilot Profile**.

Member Contact Information

Members are responsible for keeping their e-mail and mailing addresses current in their Pilot Profile on the Club website. The Club uses this information to send important notices, including Club business, wash and wax dates, and other member communications.

To update your information, log in to the Club website and select **My Profile** from the **Members Area** menu, then select **Edit Contact Info**. Make any necessary changes and click **Save Contact Information**.

Members should also add **@kstateflyingclub.com** to their e-mail provider's allowed senders or allowed domains list to help ensure that Club e-mails are not blocked or directed to a spam folder.

Flight Training

All flight training must be administered by Club-approved CFIs. The list of currently approved CFIs is on the club website <https://kstateflyingclub.com>. Payment arrangements for the services of a CFI are solely between the member and the CFI.

Reserving/Scheduling Club Aircraft

All club aircraft and instructor reservations are performed through the club's website at <https://kstateflyingclub.com/>

When reserving the aircraft for an upcoming flight, there are a few things to consider: How long will it take to do a thorough preflight inspection? How long will it take to load and brief passengers? How long will my flight be? How long will I need to allow for refueling and cleaning up the airplane so that it is ready for the next member at the end of my reservation block? Usually, scheduling an extra half hour is sufficient to refuel the aircraft and return it to the hangar. It is important to schedule enough time so that you do not return the plane late and overlap the next member's reservation block. Do not fly extra time after the end of your reservation block because there is nobody scheduled after you. Members frequently stop into the airport if they think a plane is available and will schedule at the last minute, which causes problems if you are still out flying past the end of your block. If you return from a flight earlier than expected, be sure to trim the remainder of your time on your reservation; this allows the plane to be available for other members who may have set a notification if your schedule ends early. Members are allowed to schedule over another member's reservation if that member has not shown up to fly the plane after one hour. Please let one of the board members know when you notice a plane is scheduled but is not being flown. Remember, club members can reserve our aircraft at a moment's notice, night or day.

Members that reserve an aircraft but do not show up to fly will be charged a fee as follows:

- If the aircraft is reserved for four (4) hours or less, the fee will be ½ hour of flight time.
- If the aircraft is reserved for greater than four (4) hours but less than twenty-four (24), the fee will be one (1) hour.
- If the aircraft is reserved for twenty-four (24) or more hours, the fee will be 1 hour per day.

You may cancel a reservation at any time before it occurs. If a reservation is already in progress, you can edit the reservation to end "now". You will not be charged for minimum time, as long as this provision is not being abused.

Failure to reserve an aircraft during the time that it is flown or in the possession of a Club member is prohibited and may result in forfeiture of membership according to the By-laws.

Preparing for Flight

Preflight Inspection

Arrive at the airport with enough time to obtain flight and weather briefings and complete a thorough preflight inspection. Aircraft keys are kept in key books in the club locker, and each aircraft has its own onboard checklist. Please use it.

Your first visual check should confirm that the tires and oleo nose strut are properly inflated. If the tires or nose strut are low, contact Heartland Aviation to see if they can correct the problem before flight, then continue the rest of your preflight while waiting. Inspect the aircraft carefully before each flight to confirm it is safe and airworthy. Members are expected to have a Pilot's Operating Handbook or Approved Flight Manual for each make and model they fly.

Before moving an aircraft out of the hangar, ensure that sliding hangar doors are fully open, and that hangars with bi-fold doors are opened high enough to provide adequate tail clearance. If you are leaving on an overnight cross-country flight, or if windy conditions are expected during the day, close and latch the hangar doors before departing.

Recording Aircraft Use (Flightlogs)

When you preflight the aircraft, start your Flightlog (on the club website) and enter the start Hobbs and tach meter times, and verify that they match the end times indicated from the previous Flightlog. If the previous user's end time(s) do not match the starting times shown before your flight, check the appropriate Flightlog option to indicate the discrepancy and submit photo evidence with the form.

Oil Usage

While the club's C-172s have a maximum oil capacity of eight (8) quarts, we recommend running a maximum of seven (7) quarts for practically all flight conditions. When the oil level is down to six (6) quarts, add one whole quart to top it off. Running more than seven quarts will cause excess oil to be blown out the breather tube, wasting oil and making the airplanes dirty. Avoid adding partial quarts; wait until the oil level is one quart low and then add a quart of oil.

Each hangar has oil for the aircraft, and each aircraft should have two quarts of oil in the tote box in the rear of the aircraft. There is also a rag and at least one oil filler spout/funnel to assist with adding oil. If the hangar is out of oil, contact the Maintenance Officer.

After Your Flight – Returning the Aircraft to Service

Refuel the aircraft.

Use the self-service pumps next to Heartland Aviation. Use the gas card in the aircraft to charge fuel to the club, and return the card to the aircraft when finished.

Refuel carefully:

- Keep the ladder at least 1 inch away from the wing so it does not contact and damage the leading edge when you climb it.
- Never rest the fuel nozzle on the wing or place stress on the filler neck. Always support the weight of the nozzle while fueling.
- If you have not self-fueled before, have a CFI or experienced club member show you how. Members are responsible for receiving proper fueling and mooring training.
- Use the correct fuel. N521KS and N917MA must use 100LL.
- Refuel N521KS and N917MA to the bottom of the filler neck tabs, year-round.

Return the Aircraft to the Hangar

Make sure your CFI or the Chief Pilot shows you how to properly push the aircraft into the hangar—repairs to control surfaces are very expensive.

Ensure that sliding hangar doors are fully open. Hangars with bi-fold doors should be opened high enough to provide adequate tail clearance.

Never push on the spinner to move the aircraft! Instead, push on the propeller blades near the hub immediately next to the spinner and use the tow bar to steer. You should line the airplane up in the center of the hangar ramp and guide the vertical stabilizer along the center of the hangar ceiling to help keep the tail centered while pushing. The older T-hangars have an electrical conduit to use as a reference. H-row hangars have an X brace that can be used to center the vertical stabilizer for proper alignment. The point to remember is to always watch the tail while you push; do not fixate on where the nose wheel is.

Between the Fall and Spring Wash and Wax meetings, plug in the engine block heater and cover the aircraft cowl with the blanket that is provided. Remove all personal items and trash. Use the provided cleaner and towels to clean the windscreen so it is clean for the next member.

Make sure sliding hangar doors are securely fastened with no gaps before leaving. The H-row bi-fold doors require the cam locks to be latched.

Restock oil and other supplies used from the tote during your trip.

Use Flightlogs to Record Aircraft Use

When you return the aircraft, complete the Flightlog by entering the end Hobbs and tach meter readings, taking care to be precise. In cases where the Hobbs tenths digit has started to flip to the next number, always use the higher number (round up).

Indicate the refueling status of the aircraft, any oil used on your trip and any miscellaneous notes.

Squawks should be opened/updated in the website's squawk app – not the Flightlog app.

Failure to record flight time subjects the member to a fine and possible disciplinary action (check the By-laws!) If the failure is deemed intentional, the member is subject to forfeiture of membership in the Club and prosecution for theft of services.

Remember to return the gas card to the aircraft and the keys to the aircraft's key book, and return the key book to the Club locker. If you accidentally take the keys and/or gas card with you after your flight, you must return them immediately.

When Things Break

On-field: Check with Gordon at Heartland Aviation. They are usually more than willing to take a quick look at the airplane if something doesn't seem to work right. Use the squawk app on the Club website to report issues with aircraft, and make a reasonable attempt to contact the next member scheduled to fly the plane (if applicable). If the squawk is severe enough to warrant grounding the aircraft, check the appropriate option in the squawk form.

Off-field: Any repair for \$500 or less will be automatically reimbursed. For repairs greater than \$500, please call one of the board members for approval. If you have to leave the aircraft while waiting for maintenance, be sure to SECURE the aircraft by tying it down and locking the aircraft. Make sure the keys are given to the repair facility or left for them to find.

In the event of an aircraft mechanical breakdown, the club is not responsible for costs associated with a member's transportation or lodging. Members bear those expenses as they would if they personally owned the aircraft. The club will pay for hangar or tiedown fees as the result of an aircraft becoming stranded at a remote airport. In any case, if the aircraft cannot be returned by the end of your schedule, amend the schedule as soon as possible and notify the Board of Directors.

If the Hobbs meter is inoperative, open a squawk entry and contact the Chief Pilot. The flight time will be derived from the tachometer at a rate of 110% until the Hobbs meter is repaired.

In the event of a club website or network outage, use the paper slips in the aircraft's key book to record the flight time, take photos of the meters and/or the paper slip and notify the Treasurer ASAP.

Cross-Country Flights

For purposes of this manual, a cross-country flight is any flight more than 50 NM from home base or any flight in which the aircraft remains overnight away from home base. Enter all planned destination airports in your aircraft reservation.

Before departure, members must obtain an appropriate flight briefing, including weather, NOTAMs, and TFRs, for the planned route and any overnight stay away from home base. A flight plan is required for all cross-country flights. Failure to file a flight plan may result in a fine as detailed in the By-laws. Within the continental U.S., this is a Club requirement and not generally an FAA requirement for VFR flight.

If hail or high winds are possible during an overnight stay, members are expected to place the aircraft in a hangar, if available, at the member's expense. If hangar space is unavailable, members should carefully evaluate forecast conditions and use sound judgment before leaving the aircraft overnight. Hail and wind damage claims are costly and may affect the club's ability to maintain insurance. When the aircraft is left outside, always secure it with tiedowns and install the yoke lock. Landing, parking, tiedown, jump-start, preheat, and airspace fees are not reimbursed by the club.

If you cannot return to Manhattan on time, safety comes first. Never attempt to return in unsafe weather or when unfit to fly. If you expect to be late, check the reservation calendar to see whether another member has reserved the aircraft after you and notify that member by phone or e-mail as soon as possible. Update your reservation with the expected return time if possible, or contact a board member for assistance. Members will not be penalized for late returns caused by weather, mechanical problems, or illness.

During winter months, and whenever temperatures are expected to be below 25 degrees F, take the block heater extension cord with you. Use the heater if available and keep the engine warm overnight when practical. Otherwise, ensure the engine receives proper preheat before start. Always make sure the wings are completely free of frost, snow, and ice before flight.

N521KS and N917MA require 100LL fuel. Never use fuel containing ethanol or other alcohol. Members are responsible for fuel and oil purchased on cross-country flights. To request fuel reimbursement, use the **Request Fuel Credit** link in the **Members Area** of the Club website. The credit request must be paired with a flight or reservation that occurred in the past 90 days, and you must attach a receipt showing the aircraft N-number, gallons purchased, and your name. Credit will be issued at the current club rate stated on the monthly statement, which may be more or less than actual cost. Before departure, verify that the aircraft tote contains enough oil for the trip; if not, take oil from the hangar. The club will not reimburse routine oil purchases made because oil was not taken on the trip. If the engine consumes an unusual amount of oil, the club will reimburse that expense. Record any unusual oil consumption in the squawk log.

Carry airsickness bags if you will have passengers.

Club aircraft may be landed only at FAA-recognized airports shown on current FAA aeronautical publications. Any deviation from this rule is at the member's own risk, and the member is financially responsible for any resulting liability or damage.

All cross-country flights must be planned with at least one hour of fuel reserve beyond expected consumption. This is more conservative than the FAA minimum VFR reserve of 30 minutes by day and 45 minutes by night.

For cross-country flights spanning multiple days, the member will be billed a minimum of 1.5 hours for each Saturday and Sunday the aircraft is away and 1.0 hour for each weekday. A day will not be counted if the aircraft departs home base after 1500 local time or returns before 1000 local time. Members will be billed for this minimum time whether or not they fly it.

General Aircraft Care

Our aircraft need to be treated carefully because they are used so frequently and because they need to last us a long time. It is critical that your passengers also know how to treat the aircraft carefully. Particular attention needs to be given to items like being careful not to scratch the plastic windscreen with your headsets or other items on the dashboard. When getting into the aircraft, be careful not to step on the fuel selector housing in the 172. Notify passengers that they are not to open their door until you notify them, and during windy conditions make sure they have a firm grasp on the door. Be careful not to grab the fragile plastic trim pieces on the doors; use the proper handles instead. Park the aircraft facing into the wind whenever possible so that when you open the door it is not thrown open by the wind (this can seriously damage the hinge and door). *Never push on the propeller spinner* when pushing the aircraft. Push on the blades near the center hub of the propeller and use the tow bar to steer the plane.

Also, make sure the Avionics Master switch is off before shut-down, then make sure the master switches are off and the transponder is set to squawk code 1200 before leaving the aircraft. If you are responsible for draining an aircraft's battery by leaving the master switch on, you will be billed directly for servicing or replacement of the battery by Heartland Aviation or the aircraft mechanic who performs the maintenance.

Make sure you clean out the aircraft after using it. Pets shall always be transported in pet carriers aboard our aircraft. After refueling the aircraft, also clean the outside of the windscreen. Only use special non-scratch paper towels on the windscreen (regular paper towels can scratch). The cleaning spray and towels are provided by the club. Wipe the screen in an up-and-down motion, not a circular motion. This helps avoid circular scratches that can cause glare in the sun.

Club Minimum Pilot Standards and Currency Requirements

All members must be checked out by a Club-approved CFI in each make and model of club aircraft before acting as pilot in command in that make and model. All checkouts must be documented using a Club Proficiency Card on the Club website. Each checkout must be equivalent to an FAA Flight Review and include the items specified in the applicable aircraft's prerequisite requirements section in the following pages.

In addition, members must maintain Club currency as follows:

- **Day:** If more than ninety (90) days have passed since completing three (3) takeoffs and landings in any aircraft, a proficiency checkout by a Club-approved CFI is required.
- **Night, for members with fewer than fifty (50) hours of night PIC time:** If more than ninety (90) days have passed since completing six (6) takeoffs and landings and logging at least one (1) hour of night flight in any aircraft, a night proficiency checkout by a Club-approved CFI is required.
- **Night, for members with fifty (50) hours or more of night PIC time:** If more than ninety (90) days have passed since completing three (3) takeoffs and landings in any aircraft, a night proficiency checkout by a Club-approved CFI is required.

In addition, all members must complete a Club proficiency checkout, equivalent to a Flight Review under 14 CFR 61.56, within the preceding 12 months in the most complex Club aircraft they are qualified to fly. This checkout must be administered by a Club-approved CFI and documented in full on a Club proficiency card.

Members who satisfy the Flight Review requirements of FAR 61.56(d) through a successful private, instrument, commercial or CFI practical test, or through completion of a qualifying proficiency program under FAR 61.56(d), are not required to complete a separate annual Club proficiency checkout if they provide documentation to the Chief Pilot for endorsement of their proficiency card.

In all cases, members must comply with applicable FAA currency requirements as well as Club rules.

If you are a student pilot, always observe the limitations that your CFI has placed in effect for solo flight.

If you are acting as pilot in command, always establish and adhere to your own personal minimums and work to maintain proficiency.

No member may act as PIC without current FAA medical qualification, endorsements, or Club review/currency for the privileges exercised. Such action(s) may result in forfeiture of membership according to the By-laws.

Club Minimum Standards for Approved CFIs:

All Club-approved CFIs must be checked out in each make and model of aircraft they will be instructing in by the Chief Pilot. The Board of Directors shall establish the criteria for Club certification of CFIs.

Cessna 172R (N521KS) Prerequisite Requirements:

Any member who wishes to act as pilot in command or conduct solo flight in the Club's 172R must meet the following requirements:

1. Hold the pilot certificate or student pilot certificate, as applicable, along with the endorsements and operating privileges required by the FAA for the intended operation;
2. Meet the FAA medical qualification applicable to the privileges being exercised;
3. Meet all applicable Club and FAA currency, endorsement, and review requirements;
4. Receive any necessary dual instruction in the 172R from a Club-approved CFI to satisfy these requirements;
5. Receive a checkout from, and written approval of, a Club-approved CFI in the 172R consisting of at least 1.0 hour of dual instruction, demonstrating satisfactory proficiency in the following areas:
 - Aircraft familiarization;
 - Weight and balance, including flight when appropriately loaded;
 - Cold and hot starting procedures for a fuel-injected engine;
 - Aircraft specifications and capacities;
 - Takeoffs and landings;
 - Slow flight;
 - Stalls;
 - Steep turns.

Additional cross-country, airspace, communications, or simulated instrument training may be required by the approving Club CFI at the instructor's discretion.

For student pilots, solo flight additionally requires compliance with all applicable pre-solo and solo endorsement requirements of 14 CFR § 61.87. Solo cross-country flight additionally requires compliance with all applicable endorsement and training requirements of 14 CFR § 61.93.

Cessna 172SP (N917MA) Prerequisite Requirements:

Any member who wishes to act as pilot in command of the Club's 172SP must meet the following requirements:

1. Hold at least the pilot certificate, endorsements, and operating privileges required by the FAA for the intended operation (student pilots may not solo the Club's 172SP);
2. Meet the FAA medical qualification applicable to the privileges being exercised;
3. Meet all applicable Club and FAA currency, endorsement, and review requirements;
4. Receive any necessary dual instruction in the 172SP from a Club-approved CFI to satisfy these requirements, except for pre-solo student training;
5. Receive a checkout from, and written approval of, a Club-approved CFI in the 172SP consisting of at least 1.0 hour of dual instruction, demonstrating satisfactory proficiency in the following areas:
 - Aircraft familiarization;
 - Weight and balance, including flight when appropriately loaded;
 - Cold and hot starting procedures for a fuel-injected engine;
 - Aircraft specifications and capacities;
 - GFC 500 operation;
 - Takeoffs and landings;
 - Slow flight;
 - Stalls;
 - Steep turns.

Additional cross-country, airspace, communications, avionics, or simulated instrument training may be required by the approving Club CFI at the instructor's discretion.

Accident Reporting

Report any accident or aircraft damage as soon as possible. Follow all FAA regulations regarding accident reporting and promptly notify the Chief Pilot or any Club Officer. The Chief Pilot or the Board of Directors may exercise the right to suspend or limit a member's flying privileges for a period of time to ensure the safety of Club members and property during an investigation or remedial training.

END OF DOCUMENT