

Operating Rules

Gem City Aviators

GCAOG LLC, dba Gem City Aviators

Lebanon-Warren County Airport (I68) · Lebanon, Ohio

Rates, Procedures & Member Responsibilities

Revision C · Effective October 1st, 2026

Section 1 — Rates and Information

1.1 Definitions

"The Club" means GCAOG LLC, an Ohio limited liability company doing business as Gem City Aviators. The Club owns and operates the aircraft described in Section 2 and rents them only to approved Club Members.

"Club Member" or "member" means an individual whose application has been accepted by the Club and who has signed the Club Member Agreement and the Release and Indemnity Agreement. Membership is a personal right to rent Club aircraft under these rules. It is not a security, carries no ownership or equity interest in GCAOG LLC or its aircraft, and may not be transferred or assigned.

There is one class of membership. Every Club Member has the same privileges and obligations under these rules.

"Safety Officer" and "Maintenance Officer" mean the individuals designated by the Club to perform those roles. Where either is unavailable, the Club may act in that officer's place.

1.2 Rate-Setting

The Club sets and adjusts the initiation fee, monthly dues, and hourly aircraft rates. Rate changes take effect on at least thirty (30) days' notice to members by email or through the Club's scheduling system. Current rates are published in the scheduling system.

1.3 Initiation Fee

Item	Amount
Initiation fee	\$1,200.00
Rejoining within 365 days of resignation (see §3.5.2)	\$600.00

The initiation fee is charged when the Club accepts an application. It is non-refundable once charged. An applicant who is not accepted is not charged.

1.4 Monthly Dues

Item	Amount
Monthly dues	\$120.00, billed on the 1st of each month

1.5 Monthly Minimums

There is no monthly flight-time minimum. Members are encouraged to fly at least monthly to maintain proficiency.

1.6 Hourly Aircraft Rates

All aircraft rental is billed on tach time, wet (fuel included), at the posted rate for the aircraft.

Aircraft	Rate
N355VA — 1976 Cessna 172M	\$145.00 per tach hour, wet

Rates may be adjusted under §1.2 to reflect changes in fuel, insurance, or maintenance costs.

1.7 Scheduling and Home Base

Aircraft are scheduled on a first-come, first-served basis through the Club's online scheduling system (Flight Circle). The home-base airport is Lebanon-Warren County Airport (I68), Lebanon, Ohio. Hangar or tie-down location: FBO Community Hangar.

Section 2 — Fleet Information

Values marked "confirm" must be verified against the aircraft's Pilot Operating Handbook and current weight-and-balance record before flight.

Specification	N355VA
Make / Model	Cessna 172M Skyhawk
Year	1976
Engine	Lycoming O-320-E2D, 150 hp
Seats	4
Usable fuel	38 gallons usable
Planning fuel burn	10 gal/hr
Cruise speed	105 knots
Useful load / payload with full fuel	585
Avionics / GPS	Garmin GNS430
Autopilot	None
IFR equipped	Yes
Billing meter	Tach

Section 3 — Operating Rules

3.1 General

The Club may adopt, amend, or repeal these Operating Rules. Notice of any change shall be given to members at least ten (10) days before it takes effect, except that a change required for safety or by the Club's insurer may take effect immediately. Clarifications that amplify an existing rule without changing its intent may be issued at any time.

Members are responsible for remaining informed of the current rules, which are published at gemcityaviators.com and in the scheduling system. Upon a member's written request, the Club shall provide a written interpretation of any rule within thirty (30) days. No minimum flight-time, currency, or checkout requirement of these rules shall ever be less than the corresponding requirement of the Club's insurance carrier; where the insurer requires more, the insurer's requirement governs.

3.2 Qualifications of Members

- 3.2.1** All members shall conduct themselves in a manner that is in the best interests of the Club, its members, and aviation in general.
- 3.2.2** Only Club Members, Club-approved Certified Flight Instructors (CFIs), and pilots employed by the Club's maintenance provider may act as pilot in command (PIC) of Club aircraft. No member may permit any other person to operate a Club aircraft.
- 3.2.3** To qualify as PIC of a Club aircraft, a member must: (a) be a Club Member in good standing; (b) hold a valid Private Pilot or higher certificate appropriate to the operation; (c) hold a current and appropriate medical certificate or operate under valid BasicMed; (d) have a current flight review under 14 CFR 61.56; (e) meet the recency-of-experience requirements of 14 CFR 61.57 for the intended flight; and (f) be checked out in the specific make and model by a Club-approved CFI.
- 3.2.4** Aircraft-specific currency and checkout requirements, including minimum hours in make and model, shall be established by the Safety Officer in coordination with the Club's CFIs and insurance carrier, and published to the membership.
- 3.2.5** Before first acting as PIC of a Club aircraft, each member must complete a checkout with a Club-approved CFI in that make and model. The checkout shall be recorded by a logbook endorsement and by an entry in the scheduling system.
- 3.2.6** A member who has not acted as PIC of a Club aircraft within the preceding ninety (90) days shall complete a currency flight with a Club-approved CFI before acting as PIC; until then, the member may schedule the aircraft only with a CFI on the reservation. A member who has not flown at night within the preceding ninety (90) days shall complete three (3) full-stop night landings, or a night checkout with a Club-approved CFI, before acting as PIC at night. These requirements are in addition to 14 CFR 61.57.
- 3.2.7** A member who does not hold an instrument rating, and who has not demonstrated instrument flying proficiency to a Club-approved CFI within the preceding twelve (12) months, may act as PIC at night only within fifty (50) nautical miles of the home-base airport, and only where the reported ceiling is at least five thousand (5,000) feet and the visibility is at least ten (10) statute miles. Before acting as PIC at night beyond that area, a member shall have logged at least two (2) hours of night flight time as PIC in the make and model to be flown or in a larger aircraft. An operable flashlight shall be available to the PIC during all night operations.

- 3.2.8** No member may act as PIC of a Club aircraft under instrument flight rules, or in instrument meteorological conditions, unless that member has completed an instrument checkout with a Club-approved CFI within the preceding twelve (12) calendar months and has been found qualified for instrument flight, and unless the aircraft is equipped for the operation.
- 3.2.9** Members arrange and pay for their own instruction and checkouts. Instruction is billed by the instructor directly to the member and is separate from aircraft rental. Every instructor giving instruction or conducting a checkout in a Club aircraft must be approved by the Safety Officer. A checkout is not complete until it has been conducted by an approved instructor, endorsed in the member's logbook, and recorded in the scheduling system.
- 3.2.10** If requested by the Club or the Safety Officer, a member shall complete a proficiency check ride with a Club-approved CFI, and may not act as PIC of any Club aircraft until the check ride has been satisfactorily completed and documented.
- 3.2.11** As part of the checkout for each make and model, a member shall complete a Club-approved written examination on the contents of that aircraft's Pilot Operating Handbook.
- 3.2.12** Instructors who are not Club-approved will not normally be permitted to instruct in Club aircraft. Under special circumstances the Club may approve an instructor for a specific member's instruction, provided the instructor is checked out in the aircraft and meets the Club's and insurer's requirements.
- 3.2.13** Each member shall promptly notify the Safety Officer of any change affecting eligibility to act as PIC, including expiration or loss of a medical certificate or BasicMed, any FAA certificate action, or any change in insurability.
- 3.2.14** Club Members must be at least eighteen (18) years of age.

3.3 Operation and Care of Aircraft

- 3.3.1** Each member shall operate Club aircraft in accordance with the POH, the Federal Aviation Regulations, and these rules, and shall treat each aircraft with care.
- 3.3.2** Before every flight, the pilot shall perform a thorough preflight inspection and verify fuel and oil quantity. The aircraft shall not be flown with any airworthiness discrepancy. The pilot shall verify that the airworthiness certificate, registration certificate (or valid temporary authority), operating limitations, and weight-and-balance data are aboard, and shall carry his or her pilot certificate, medical certificate or BasicMed documentation, and photo identification.
- 3.3.3** Any malfunction or discrepancy affecting airworthiness shall immediately ground the aircraft. The pilot shall record it as a squawk in the scheduling system and notify the Maintenance Officer. Any member, CFI, or Club representative may ground an aircraft believed to be unairworthy; only the Maintenance Officer may return it to service.
- 3.3.4** Minor discrepancies not affecting airworthiness shall be recorded as a squawk and, where applicable, the inoperative item placarded INOP. Every squawk shall describe the item in enough detail to allow it to be diagnosed and corrected.
- 3.3.5** When leaving an aircraft overnight away from home base, it shall be secured: tied down and/or chocked, controls secured, covers in place where provided, and doors and baggage compartment locked.
- 3.3.6** After each flight, the pilot shall ensure the aircraft is clear of trash, the windshield and leading edges are cleaned, and all switches are off (except for beacon light). The aircraft shall be

returned to its assigned hangar or tie-down and secured, and the keys returned to their designated location. Members shall leave the aircraft in better condition than they found it.

- 3.3.7** Fueling policy and any fuel-load limits shall be posted by the Club. Members are responsible for verifying adequate fuel before flight.
- 3.3.8** Any flight outside the territorial United States requires the prior approval of the Club (minimum one week's notice) and compliance with the insurance territory, customs, and registration requirements. No Club aircraft shall be operated outside the insurance territory stated in the Club's policy.
- 3.3.9** Smoking and vaping are prohibited in and around Club aircraft at all times. Animals may be carried only with the prior approval of the Maintenance Officer and must be appropriately restrained or crated.
- 3.3.10** No member shall install, remove, alter, or modify any aircraft equipment, avionics, placard, or software, or apply any adhesive, mount, or decal, without the prior approval of the Maintenance Officer.
- 3.3.11** Members shall safeguard aircraft keys, hangar and gate codes, and scheduling credentials, and shall not share them with non-members.
- 3.3.12** Members shall avoid high-RPM engine starts, particularly in cold weather. The throttle shall be advanced no more than necessary, ordinarily less than one-half inch, so as to avoid starts above 1,000 RPM, and the pilot shall be prepared to retard the throttle immediately as the engine fires.
- 3.3.13** If a towbar is attached to an aircraft, a person shall remain with it and in physical control of it at all times; otherwise the towbar shall be removed and stowed.
- 3.3.14** Once cruise altitude is established, Club aircraft shall be operated at a maximum power setting of sixty-five percent (65%), using the power settings in the POH.

3.4 Scheduling and Use

- 3.4.1** Members shall schedule aircraft through the scheduling system and shall schedule only time they actually intend to use.
- 3.4.2** A member who knows he or she will not use a reservation shall cancel it at least twelve (12) hours in advance so that another member may use the aircraft. Cancellations for weather, maintenance, or safety reasons may be made at any time without penalty.
- 3.4.3** There is no minimum daily charge for overnight or multi-day trips.
- 3.4.4** A member may hold no more than four (4) future reservations at one time, and no reservation may be made more than one hundred twenty (120) days in advance. Any reservation longer than five (5) consecutive days requires the prior approval of the Safety Officer.
- 3.4.5** No aircraft may be used for any commercial operation, for hire, or for any purpose prohibited by the Club's insurance policy. Club aircraft shall not be used for flight instruction for compensation except by Club-approved CFIs, nor for any operation requiring a Part 119 certificate.
- 3.4.6** For any flight away from the local area, the member shall enter the expected route, destination, and return time in the scheduling system, and shall notify the Club promptly of any material change or delay.

- 3.4.7** Where a member has not begun a scheduled flight (presence at the airport preparing for the flight counts as begun), the reservation may be released to another member after the applicable grace period: none for a reservation of three (3) hours or less; thirty (30) minutes for other reservations; and one (1) hour for a reservation made more than twenty-four (24) hours in advance.
- 3.4.8** The Safety Officer may resolve scheduling conflicts and abuses and may temporarily suspend a member's scheduling privileges pending review under §3.12.
- 3.4.9** A member who returns an aircraft more than three (3) hours early shall cancel the remaining reserved time so that it becomes available to other members.
- 3.4.10** Every effort shall be made to return an aircraft as scheduled, subject only to delays consistent with safe operation. A member who cannot return an aircraft as scheduled shall contact the member scheduled next and the Safety Officer by telephone or text message as soon as the delay becomes apparent.
- 3.4.11** A member who repeatedly fails to cancel unused reservations may be billed one (1) hour of flight time at the current rate for each occurrence. Where an uncanceled reservation covers more than one day, each day counts as a separate occurrence.

3.5 Financial Responsibilities of Members

- 3.5.1** Members are financially responsible for the first \$2,500 of costs associated with any accidental damage to an aircraft that is covered by insurance. See §3.5.7 for damage not covered by insurance.
- 3.5.2** A former member who rejoins within 365 days of resigning pays one-half of the standard initiation fee and need not repeat the initial checkout, but must satisfy all currency requirements of §3.2 before acting as PIC. A former member who rejoins after more than 365 days is treated as a new member.
- 3.5.3** A member may resign at any time by written notice. Resignation is effective at the end of the month in which notice is given, and dues stop at that time.
- 3.5.4** The Club's aviation insurance covers approved Club Members; members are not required to carry their own. Coverage depends on the member meeting the insurer's pilot requirements.
- 3.5.5** The billing period runs from the 1st through the last day of each month. Statements are issued through the scheduling system, are due upon receipt, and are past due if unpaid thirty (30) days after issuance.
- 3.5.6** A late fee of \$10 is charged on any balance thirty (30) days past due, and the member's scheduling privileges are suspended until the account is brought current. An account sixty (60) days past due is subject to suspension or termination of membership under §3.12. Dues continue to accrue during any suspension.
- 3.5.7** Members are liable for any expense for which their negligence invalidates insurance coverage, and for any expense incurred by operating outside these rules or the Federal Aviation Regulations. Where insurance does not cover such expense, there is no deductible limit and the member is responsible for one hundred percent (100%) of the cost.
- 3.5.8** Members ineligible to fly because of a lapsed flight review, medical, or currency requirement are not relieved of dues.

- 3.5.9** Applications for membership are subject to review of the applicant's FAA airman records and aviation insurance and claims history, with the applicant's authorization.
- 3.5.10** Initiation fees and dues are non-refundable. A membership that ends by resignation, termination, or death confers no right to any refund or credit, and no estate, heir, or spouse acquires any interest in the Club or its aircraft. Amounts owed through the effective date of termination remain payable.
- 3.5.11** Fuel, oil, preheat, and essential services purchased away from the home-base airport are reimbursable upon submission of a receipt showing the date, the aircraft registration number, and the quantity or description purchased. Fuel is reimbursed at the receipt price, up to one hundred twenty percent (120%) of the Club's home-base fuel price then in effect, as a credit to the member's account. Receipts should be entered at check-in and must be received within ninety (90) days. Landing, tie-down, hangar, de-icing, customs, and similar fees are the member's own responsibility.

3.6 Maintenance

- 3.6.1** The Maintenance Officer coordinates all maintenance with FAA-approved providers and approves the scope and cost of maintenance work.
- 3.6.2** All maintenance and corrective actions shall be recorded in the official aircraft maintenance records before the aircraft is returned to service.
- 3.6.3** The first flight following an annual inspection or any major maintenance shall be a local, daytime, VFR flight flown by a Club-approved CFI or a pilot designated by the Maintenance Officer, without passengers.
- 3.6.4** Any mechanical or maintenance problem expected to cost more than \$100 to correct, any damage to a Club aircraft, and any accident or incident shall be reported immediately to the Maintenance Officer or, if unavailable, to the Safety Officer or the Club. This reporting is in addition to that required by §3.11.
- 3.6.5** Where maintenance is required away from the home-base airport, a member may authorize repairs costing not more than \$200 where the repair is critical to safety, by signing the work order. Any repair expected to exceed \$200, or that is not critical to safety, requires the prior approval of the Maintenance Officer or the Club obtained by direct two-way communication; a voicemail message does not constitute approval. Off-site repairs shall be dated and signed by the certificated mechanic performing the work, with that person's certificate number, and recorded as a squawk. The member shall attempt to arrange direct billing to the Club and, failing that, shall pay and submit a receipt under §3.5.11.

3.7 Conduct, Alcohol, Drugs, and Medical Fitness

- 3.7.1** No member shall act as PIC or as a required crewmember while under the influence of alcohol or any drug that affects faculties in any way contrary to safety, consistent with 14 CFR 91.17.
- 3.7.2** No member shall act as PIC within eight (8) hours of consuming any alcoholic beverage, or with a blood-alcohol concentration of 0.04 percent or greater. Members are encouraged to observe a more conservative personal limit.
- 3.7.3** No member shall operate a Club aircraft while using any medication, or while experiencing any medical condition, that would make the member unable to meet the requirements of the medical certificate or BasicMed under which the flight is conducted.

- 3.7.4** Members shall self-ground when fatigued, ill, or otherwise unfit for flight. No member will be penalized, financially or otherwise, for cancelling a flight for safety reasons.
- 3.7.5** The use, possession, or transport of any substance unlawful under federal law is prohibited aboard any Club aircraft, regardless of state law.

3.8 Prohibited Operations

- 3.8.1** The following are prohibited in Club aircraft: aerobatic flight; intentional spins (except in an aircraft approved for spins, with a Club-approved CFI, and with the prior approval of the Safety Officer); formation flight; banner, glider, or object towing; parachute operations; agricultural or dispensing operations; and intentional landings other than at an established airport.
- 3.8.2** Flight into known or forecast icing conditions is prohibited.
- 3.8.3** Operations from unpaved, grass, soft, or unimproved surfaces, and from runways shorter than 2,500 feet, require the prior approval of the Safety Officer and must be permitted by the Club's insurance policy.
- 3.8.4** Simulated instrument flight requires a qualified safety pilot meeting 14 CFR 91.109. Simulated engine-out or emergency procedures below 1,000 feet AGL are prohibited except with a Club-approved CFI aboard.
- 3.8.5** No Club aircraft may be used to carry persons or property for compensation or hire, or in any operation for which the Club or the pilot is not properly certificated and insured.

3.9 Weather, Fuel, and Seasonal Operations

- 3.9.1** Each pilot is responsible for obtaining a complete weather briefing and for determining that the flight can be conducted safely within the pilot's and the aircraft's limitations.
- 3.9.2** All flights shall be planned to land with a minimum of one (1) hour of fuel remaining at normal cruise power.
- 3.9.3** Engine preheat is required before starting whenever the outside air temperature is, or has been at any time within the preceding twelve (12) hours, below 32°F, or as otherwise specified by the POH. Preheat shall be applied for not less than one (1) hour. Members shall remove all frost, snow, and ice before flight; takeoff with any contamination on the wings, control surfaces, or windshield is prohibited.
- 3.9.4** Aircraft covers, cowl plugs, pitot covers, and control locks shall be installed whenever an aircraft is left outside, and the aircraft shall be hangared when directed by the Maintenance Officer.

3.10 Passengers and Cost Sharing

- 3.10.1** Members may carry passengers only when properly certificated and current under 14 CFR 61.57, and shall give each passenger a preflight safety and seat-belt briefing as required by 14 CFR 91.107.
- 3.10.2** A member acting as PIC remains responsible to the Club for all charges for the flight, regardless of any arrangement with passengers.
- 3.10.3** A private pilot may share the operating expenses of a flight with passengers only in accordance with 14 CFR 61.113(c). Members shall not hold out to the public, advertise transportation, or accept any payment that would constitute carriage for compensation or hire.

- 3.10.4** No member shall accept compensation for acting as PIC of a Club aircraft, except that Club-approved CFIs may be compensated by their students for flight instruction.
- 3.10.5** Non-members may fly as passengers only, and may not manipulate the controls except as a student receiving instruction from a Club-approved CFI.

3.11 Accident, Incident, and Damage Reporting

- 3.11.1** A member involved in any accident, incident, damage, injury, or near miss involving a Club aircraft shall immediately notify the Safety Officer and the Club, and shall provide a written report within twenty-four (24) hours or as soon as practicable.
- 3.11.2** The member shall comply with all applicable reporting requirements of the National Transportation Safety Board under 49 CFR Part 830, and with any FAA request.
- 3.11.3** The aircraft shall not be moved, repaired, or disturbed following an accident except as necessary to protect life or property, or as authorized by the NTSB, the FAA, the insurer, or the Safety Officer.
- 3.11.4** No member shall admit fault or liability, settle any claim, or authorize any repair on behalf of the Club or its insurer. All communications with insurers, media, or opposing parties shall be coordinated through the Club.
- 3.11.5** Any damage discovered before or after a flight, however minor, shall be recorded as a squawk and reported to the Maintenance Officer, whether or not the reporting member caused it.

3.12 Discipline and Review

- 3.12.1** The Club may suspend or terminate a membership, or suspend scheduling and flying privileges, for non-payment, for violation of these Operating Rules, the Club Member Agreement, or the Federal Aviation Regulations, or for conduct contrary to the interests of the Club or its members.
- 3.12.2** Except where safety or insurability requires immediate action, the Club shall give the member written notice of the conduct at issue and the action proposed, and a reasonable opportunity of not less than ten (10) days to respond before the action takes effect.
- 3.12.3** Where safety of flight, insurability, or protection of Club property requires it, the Club or the Safety Officer may immediately suspend a member's flying privileges, with written notice of the reason within three (3) days.
- 3.12.4** A member may request reconsideration of any suspension or termination by written request within thirty (30) days. The Club shall give the member an opportunity to be heard and shall issue a written decision, which is final.
- 3.12.5** Suspension does not relieve a member of dues or other amounts owed. A member whose membership is terminated remains liable for all amounts accrued through the effective date of termination and is entitled to no refund of initiation fees or dues.

Acknowledgment

Each member acknowledges receipt of and agreement to these Operating Rules by signing the Club Member Agreement electronically in the scheduling system. The current version of these rules is always available at gemcityaviators.com.