

Rocky Mountain Flight School

Club Rules and Procedures

1. Communications

- a. **RMFS Communications.** Direct general inquiries, scheduling requests, and non-urgent matters to the appropriate location contact below.

Broomfield (KBJC)

Phone (call or text): (303) 465-4600

Email: info@rmflight.com

Chief Pilot Dayton: (720) 669-4770

Assistant Chief Pilot Jordan: (484) 381-6320

Longmont (KLMO)

Phone (call only): (303)990-9886

Email: admin-kbjc@rmflight.com

- b. Primary outgoing Communication: Email / Monthly Newsletter
 - Secondary: Flight Schedule Pro (FSP) notices
- c. Pilot/Renters are expected to:
 - Remain subscribed to RMFS communications
 - Review updates regularly
 - Stay current on operational changes
- d. Failure to remain informed does not exempt compliance.

2. Club Rules and Procedures

- a. Club Rules govern all day-to-day operations.
- b. Club Rules may be updated at any time with notice pursuant to section 1 above without modifying the Rental Agreement.

3. Payment and Fees

- a. A valid credit card must be maintained on file to retain access to RMFS aircraft and services.
- b. Aircraft Time & Billing
 - Aircraft time is billed based on **Hobbs**
 - If Hobbs is inoperative: Tach time × **1.2 multiplier** is used
 - Hobbs/Tach must be:
 - Verified before flight
 - Recorded after flight, rounded up to the highest tenth
 - Unreported time/discrepancy may be determined by subsequent reported times and Pilot/Renter is responsible for the determined time.
- c. Account Standing & Restrictions
 - Declined payment / Negative balance = **immediate account hold**
 - RMFS will:
 - Attempt contact once
 - Cancel all reservations if unresolved same day
 - Last minute cancellations as a result will also be charged in accordance with the late cancellation policy

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- Repeated payment issues may result in:
 - Prepaid requirements
 - Restricted booking privileges
- Past Due Accounts (30 days)
 - Interest: 1.75% monthly (21% annually)
 - NSF check fee: \$35
 - 90 days past due: collections
- d. Late Cancellations / No-Call No-Show
 - Instruction
 - 24-hour cancellation required
 - <24 hr cancel → **1 hr instructor fee**
 - Instructor-specific policies may apply if agreed in advance; otherwise RMFS policy applies
 - Aircraft
 - 24 hours notice is ideal. Same-day cancellations limit the ability to reassign aircraft and support other members.
 - Aircraft are shared resources. Booking multiple time blocks without intent to use them, or repeatedly canceling last-minute, reduces access for others.
 - 15 min late → aircraft may be released
 - Excessive blocking or misuse of the schedule may result in:
 - \$25/hour blocking fee
 - Loss of advance booking privileges
 - Additional restrictions at RMFS discretion
- e. Fuel Surcharge
 - Aircraft are rented **wet** (with fuel)
 - Base assumption: RMFS absorbs normal fluctuation around **\$6.00/gal**
 - At \$7.00/gal fuel cost: \$1/gal fuel surcharge applied
 - At \$8.00+/gal: Surcharge increases accordingly
 - Updated via RMFS communication
- f. Fuel Reimbursement
 - Off-site fuel: Reimbursed at **\$6.00 per gallon** (*current baseline*)
 - Must submit **original receipt within 30 days**
 - No reimbursement for other off-site fees including but not limited to:
 - Landing fees
 - Tie-down fees
 - Handling fees
 - Equipment Fees

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g. Fees

- Lost key: \$25
- Lost/damaged equipment: charged accordingly
- Improperly secured aircraft (no damage): \$10
- Missing Gust locks: \$100
- Battery recharge: 1 hour shop rate (currently \$95)

4. Insurance Policy Requirements

- a. Minimum hull coverage: **\$10,000 required**
- b. Multi-Engine must have Multi-engine coverage
- c. Liability highly recommended
- d. Must be active at all times and be on file with RMFS

5. Aircraft Authorization and Qualification

- a. Initial Qualifications:
 - Aircraft checkout minimums, including required total time and instruction time, are published separately
 - An RMFS-approved checkout form completed with an RMFS instructor
 - Form signed by RMFS CFI and on file for make/model
- b. Currency
 - Must have flown RMFS aircraft in last **90 calendar days**
 - Make/Models with prescribed minimums must have flown type within **120 calendar days**
- c. Checkout Expiration
 - Requires re-checkout at RMFS discretion
 - Multi-engine: No more than 12 calendar months since flying with an RMFS CFI
- d. Pilot in Command
 - Must be authorized and qualified by RMFS for the specific aircraft
 - Must not allow any individual to manipulate the flight controls unless authorized and qualified by RMFS
 - Applies to all operations, including safety pilot roles
 - Any individual acting as a **safety pilot** must be fully qualified and checked out in that aircraft
 - A solo PIC Must operate from the left seat unless approved through a Right Seat PIC Checkout
- e. Student Pilots
 - All reservations must be scheduled and approved by an RMFS instructor
 - Must operate under instructor supervision or with a current endorsement
 - Must comply with all assigned limitations
- f. Mountain Checkouts
 - Checkout must be completed with an RMFS instructor and documented on file

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- A mountain flight is defined as: West of the Continental Divide, and/or over terrain at or above **10,000 ft MSL**
- **Cessna 152 aircraft are not permitted west of the Boulder Flatirons, CO without prior approval from the Assistant Chief or Chief Pilot.**

6. Operational Procedures

- a. Aircraft Use: Aircraft may be used only for:
 - Personal use
 - Training with an RMFS instructor
 - Other operations approved by RMFS
- b. Commercial use and unauthorized instruction are not permitted
- c. Aircraft Scheduling and Availability
 - Reservations are honored based on scheduled booking time via FSP.
 - RMFS may modify or cancel reservations as required for:
 - Maintenance
 - Inspections
 - Practical tests (Checkrides)
 - When practical, RMFS may reassign reservations to a similar aircraft
 - Reassignment of aircraft is not guaranteed
- d. After Hours Procedures
 - First rental is recommended during business hours to become familiar with RMFS procedures
 - Facilities
 - RMFS building and restrooms are available from 8:00 AM - 5:00 PM
 - Signature FBO & Terminal (restroom) is available until 6:00 am - 10:00 PM
 - Scheduling and Authorization
 - After-hours flights (5:00 PM – 8:00 AM) must be reserved by **4:00 PM**
 - Dispatch is required for all flights
 - Unauthorized aircraft use is strictly prohibited
 - Access
 - Ramp access is through the gate to the left of RMFS
 - Access codes are available in the FSP Notice Board
 - The after-hours box (located by the back door) contains:
 - Keys and Clipboard
 - Headsets
 - Squawk forms
 - Supply box includes:
 - Seat cushions
 - Tire kits
 - Oil
 - Ratchet tie-downs

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- Support
 - An Assistant Chief/Chief Pilot may be contacted for non-emergency, judgment-based questions only (e.g., weather decisions, aircraft concerns)
 - Contact information is available in the FSP Notice Board. Please text.
- e. Extended Use
 - Any rental spanning more than one calendar day is subject to a minimum usage charge of **3 hours per day**
 - Example: Monday–Wednesday = 3 days = **9-hour minimum**
 - Use of a single aircraft is limited to a maximum of **14 consecutive days within any rolling 30-day period**
- f. Extended Use (EU) Aircraft:
 - Aircraft designated as Extended Use (EU) are intended for longer trips to reduce operational impact
 - EU designation is based on RMFS operational needs and does not guarantee availability
 - EU aircraft are exempt from the **14-day duration limitation**
 - The **3-hour per day minimum usage charge still applies**

7. Liability

- a. Pilot/Renter is responsible for:
 - Poor planning (fuel, weather, diversions)
 - Aircraft abandonment
 - Recovery costs
 - Repositioning costs
 - Any legal liability pursuant to applicable law

8. Aircraft Handling

- a. Pre-Flight and Post Flight
 - Pilot/Renters must review aircraft dispatch and maintenance status prior to each flight.
 - Windows: Blue window cleaner and microfiber towels only
 - vertical motion (no circular motion)
 - White towels: leading edges and aircraft surfaces
 - Oil is provided, no off site oil reimbursements
- b. Aircraft Inspections and Limitations
 - Aircraft may not be operated beyond required inspection limits (including 100-hour and annual inspections)
 - Pilot/Renters must verify inspection status prior to flight using dispatch or RMFS systems
 - Pilot/Renters must ensure the aircraft will remain within inspection limits for the entire planned flight
 - If a flight may exceed an inspection limit:
 - The flight must be shortened, delayed, or rescheduled

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- RMFS must be contacted for guidance if needed
 - Operation beyond inspection limits is not permitted without prior RMFS authorization
- c. Maintenance Logbooks
- Aircraft maintenance logbooks are controlled documents stored at RMFS and may not be removed, accessed, or checked out from RMFS without authorization.
 - Logbooks may only be reviewed when a **Designated Pilot Examiner (DPE)** or an **RMFS representative** is present. Logbooks do not leave the RMFS facility.
 - Logbooks must remain under supervision at all times while in use.
 - **Responsibility and Liability**
 - The Pilot/Renter is responsible for the proper handling and return of any logbooks in their possession or under their supervision
 - Loss, damage, or misplacement of maintenance logbooks may result in significant financial impact, including diminished aircraft value
 - The Pilot/Renter may be held responsible for associated costs of logbooks, which may require re-creation and/or loss of aircraft operational use, which may exceed **\$10,000**, based on the extent of loss or damage
- d. Squawk Procedure
- Use the official FAA approved RMFS Squawk Sheet to report issues or abnormalities
 - Aircraft charges will be applied at the time of the reservation regardless of maintenance findings
 - If the Pilot/Renter believes a discrepancy was due to aircraft condition, a reimbursement request may be submitted
 - Reimbursement requests must include: Date, time, N#, description
 - Approved reimbursements will be issued as **account credit**
 - Processing may take several days
- e. Off-Site Maintenance
- Contact Greg or an Assistant Chief Pilot/Chief Pilot via RMFS phone for assistance once in a safe location.
 - Aircraft must not be left unattended without being properly secured by tiedown or hangar.
 - Pilot/Renter shall not leave aircraft parked off-site without RMFS authorization
 - Responsibility for transportation, recovery, and return costs will be determined by RMFS based on the circumstances of the event, including whether the issue resulted from maintenance or pilot decision-making
- f. Fueling Procedures
- Request from one fueling provider.
 - KBJC primary fuel provider: Signature
 - Use the [Google Form](#) provided
 - ALWAYS DIP FIRST. Verify your aircraft needs fuel. A **\$50 no-fuel request fee** may be applied for unnecessary fuel requests
 - Self-Serve fuel stations are available and encouraged if the wait is long

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- g. Cleanliness
 - No food (except bottled drinks)
 - Smoking: Prohibited in aircraft. Prohibited within **50 ft** of aircraft/fueling
 - Cleaning fee: RMFS Discretion
 - If flying with an animal, cleaning fee is RMFS Discretion
- h. Aircraft Securing ([Video](#))
 - Required: Tie downs (2 wing, 1 Tail), gust lock, proper parking in designated spot
 - Failure may result in damage liability and associated fees
 - Master/Avionics OFF. Failure: charged 1hr shop rate
 - If Pilot/Renter secures the aircraft in a hangar, they are responsible for the fees

9. Flight Procedures

- a. Weight & Balance calculation is recommended for all flights
 - Required when: Carrying 3 or more persons or carrying more than 100 lbs of baggage
- b. Unpaved Airport Landings
 - Operations on unpaved or non-approved surfaces are not permitted. Includes grass, turf, gravel.
 - Exceptions: Prior RMFS authorization and emergency situations
- c. Cold Weather Operations ([Video](#))
 - Engine preheat required below **30°F**
 - Aircraft operations not permitted below **20°F** unless stored in a hangar for 12+ hrs
 - Preheater must be monitored and may not be left unattended
 - Preheater use requires prior approval or training as required by RMFS
 - Approved materials may be used for light snow removal as directed
 - White rags only
 - Do not scrape aircraft surfaces
 - Do not use de-icing equipment or chemicals on RMFS aircraft
 - Operational considerations:
 - Morning flights (before **10:00 AM**) are discouraged due to frost, ice, and surface conditions
 - Pilot/Renters must ensure the aircraft is free of contamination prior to flight
 - Flights must not be conducted if conditions compromise safe operation
- d. KBJC Procedures
 - Image: [Flight School Arrival/Departure Procedures](#) Video: [Here](#)
 - Arrival/Departure [Letter of Agreement](#) must be complied with
 - Report “runup complete” to Ground for sequencing—unique to KBJC
 - PA: 6,500’ MSL (non-standard) when tower is open; standard 6,700’ MSL when closed
 - Taxi: Parallel to Bravo → B3.

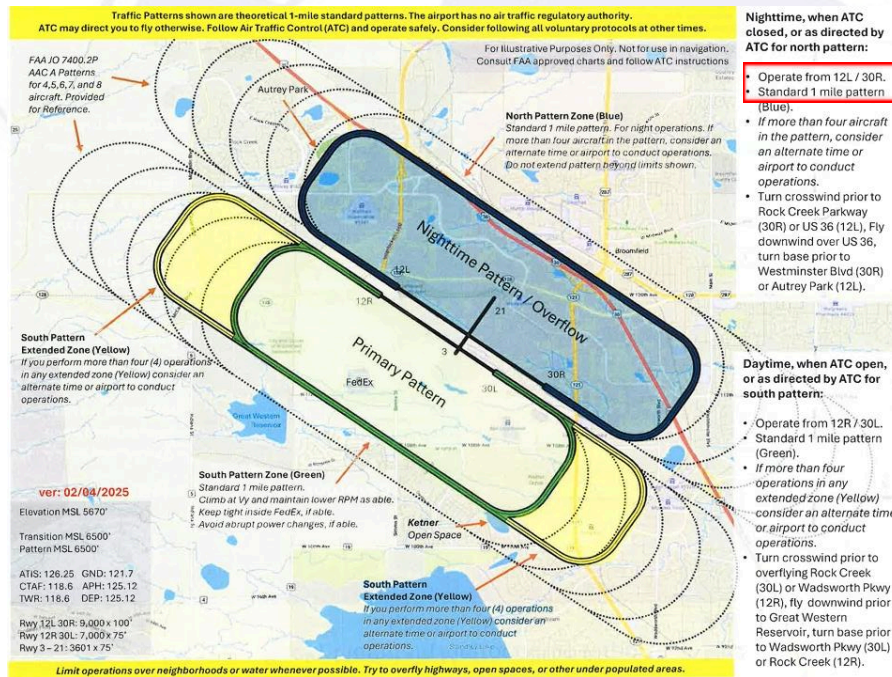
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- Ramp Procedures: After engine start, taxi along the ramp parallel to Bravo toward B3 before contacting Ground. DO NOT block: B2, B3, R5



- **Noise Abatement in effect:** Non-compliance may result in loss of flight privileges:
[Foreflight Overlay](#)



10. Emergency Reporting

- Must immediately report this following events to the FAA, Tower, and/or NTSB pursuant to applicable regulations and RMFS:
 - Accidents
 - Incidents
 - Abnormal events (KBJC: a go-around unless for training, aborted take-off)
- Do NOT move aircraft unless authorized or required by authorities

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Club Rules and Procedures

11. Pilot Conduct and Safety

- a. RMFS may suspend privileges for:
 - Safety concerns
 - Policy violations
 - Disruptive behavior

12. Legal Terms

- a. These RMFS Club Rules and Procedures incorporate the terms and conditions of the RMFS Aircraft Rental Agreement, as if included herein.
- b. If a conflict occurs between the terms or conditions in the RMFS Aircraft Rental Agreement and this RMFS Club Rules and Procedures, the terms and conditions in the RMFS Aircraft Rental Agreement take precedence over the RMFS Club Rules and Procedures.