



# Operational and Financial Rules

Pacific Coast Flyers, Inc. – A California Nonprofit Mutual Benefit Corporation  
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# OPERATIONAL AND FINANCIAL RULES – PACIFIC COAST FLYERS, INC.

## 1. SECTION I – DEFFINITIONS

- 1.1. **PCF** – The term PCF shall refer to Pacific Coast Flyers, Inc.
- 1.2. **MEMBER(S)** – The terms MEMBER and MEMBERS shall refer to the Pacific Coast Flyers membership of all standings and status levels.
- 1.3. **PCF BYLAWS** – The terms BYLAWS and PCF BYLAWS shall refer to the current revision of the bylaws of PCF as amended and approved by the PCF Board of Directors or PCF members.
- 1.4. **BOARD OF DIRECTORS** – The terms BOARD and BOARD OF DIRECTORS shall refer to the currently serving PCF Board of Directors as defined in Article 6 of the PCF Bylaws.
- 1.5. **OFFICER(S)** – The terms OFFICER, OFFICERS, PCF OFFICER, and PCF OFFICERS shall refer to the currently serving PCF Officers as defined in Article 7 of the PCF Bylaws.
- 1.6. **INDIVIDUAL OFFICES** – The terms PRESIDENT, CHIEF FINANCIAL OFFICER, SECRETARY, MEMBERSHIP OFFICER, SAFETY OFFICER, CHIEF FLIGHT OFFICER, and FLEET OPERATIONS OFFICER shall refer to the currently serving officers of PCF as defined in Article 7.5 of the PCF Bylaws.
- 1.7. **CFI** – The terms CFI, INSTRUCTOR, and INSTRUCTORS shall refer to members who are a current FAA Certified Flight Instructor operating within the limits of their certification that are currently approved by the PCF Chief Flight Officer to teach in PCF Aircraft.
- 1.8. **FLIGHT REVIEW** – The term Flight Review shall refer to a review of knowledge of FAA rules and regulations, club policies and procedures, and best practices, as well as a demonstration of piloting skills to satisfy the standards set forth by PCF in Section 2.2.5 of these Operational and Financial Rules.
- 1.9. **CHECKOUT(S)** – The terms CHECKOUT and CHECKOUTS shall refer to the satisfactory demonstration of a member to pilot a particular aircraft or group of aircraft safely and in accordance with PCF and FAA safety and compliance standards, and does not count as a Flight Review.
- 1.10. **AIRCRAFT MAKE** – The terms MAKE and AIRCRAFT MAKE shall refer to all club aircraft from a particular manufacturer (ex: Cessna, Piper, Mooney, etc.)
- 1.11. **AIRCRAFT MODEL** – The terms MODEL and AIRCRAFT MODEL shall refer to all club aircraft of the same model as defined by the manufacturer and have the same style landing gear.
- 1.12. **PIC** – The term PIC and PILOT IN COMMAND shall refer to the terms as defined in the Federal Aviation Regulations.
- 1.13. **OWNER** – The term OWNER and OWNERS shall refer to the registered owners of aircraft on lease to Pacific Coast Flyers.

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## 2. SECTION II – MEMBERSHIP AND CURRENCY

- 2.1. Members of Pacific Coast Flyers will have access to club resources based on member status level. Status levels are PROVISIONAL, PRESOLO STUDENT(S), SOLO STUDENT(S), and FULL. Additionally, members must be in GOOD STANDING in order to exercise the privileges of their membership level.
  - 2.1.1. PROVISIONAL members are defined as members who have submitted an application and paid initial applicable dues and fees. Subject to the approval of the PCF, upon completion of an orientation briefing by the MEMBERSHIP OFFICER or a member of the BOARD OF DIRECTORS the member will be entered into the member database. PROVISIONAL MEMBERS will have no access to schedule PCF aircraft or CFI.
  - 2.1.2. PRESOLO STUDENT(S) are defined as members who are undergoing initial pilot training and are not signed off to solo by a CFI. PRESOLO STUDENTS in GOOD STANDING will have access to the scheduler, but will be required to attach an instructor to any schedules and must have a CFI sitting in the front seat at all times during aircraft operations.
  - 2.1.3. SOLO STUDENT(S) are defined as members who are undergoing initial pilot training and have been successfully signed off to solo by a CFI. SOLO STUDENTS in GOOD STANDING will have full access to the scheduler. SOLO STUDENTS must have a CFI in the front seat during all flight operations unless
    - 2.1.3.1. The pilot is at or traveling directly to airports that are listed in the approved solo airports in Section 4.12 of these Operational and Financial Rules – AND –
    - 2.1.3.2. The pilot has been previously endorsed by a CFI to solo at that airport within the last 90 days.
  - 2.1.4. FULL members are defined as members who are licensed pilots who have been successfully checked into the system by a CFI according to Section 2.2.6 of these Operational and Financial Rules. FULL members in GOOD STANDING will have full access to the scheduling system.
  - 2.1.5. A member is in GOOD STANDING if they meet the following criteria:
    - 2.1.5.1. The member is in full compliance with all PCF currency requirements as defined in Section 2.2 of these Operational and Financial Rules – AND –
    - 2.1.5.2. The member does not have any outstanding balance due to the club – AND –
    - 2.1.5.3. The member is in full compliance with all applicable FAA regulations and all provisions and requirements defined in the PCF BYLAWS and these Operational and Financial Rules – AND –
    - 2.1.5.4. The member has not been, for any reason, administratively suspended by a club OFFICER or member of the BOARD OF DIRECTORS.
      - 2.1.5.4.1. PCF OFFICERS and BOARD OF DIRECTORS may suspend the scheduling privileges of a MEMBER per ARTICLE 4.5 of the PCF BYLAWS for any of the following:
        - 2.1.5.4.1.1. Causing damage to any club aircraft through misuse, or failure to become familiar with the systems and operation of any club aircraft.
        - 2.1.5.4.1.2. Any other actions deemed by PCF, its Officers, or Board of Directors to be reckless, unsafe, or otherwise not in the best interest of PCF
        - 2.1.5.4.1.3. Involvement in an accident or incident while operating club aircraft resulting in damage to any club aircraft, other person(s) or property.

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- 2.1.5.4.1.4. Violation of any FAA rule or regulation.
- 2.2. In order to operate PCF aircraft, solo, or to carry passengers as PIC members must meet the following requirements
- 2.2.1. ALL members must conform to all applicable FAA laws and regulations for the type of flight being conducted – AND –
  - 2.2.2. ALL members must comply with minimum recurrent training standards as defined by the PCF BOARD OF DIRECTORS and the SAFETY OFFICER(S) – AND –
  - 2.2.3. SOLO STUDENTS and FULL members must possess a current FAA 3<sup>rd</sup> class or higher medical certificate – AND –
  - 2.2.4. SOLO STUDENTS must conform to any specific restrictions specified by the CFI endorsing their solo certificate – AND –
  - 2.2.5. SOLO STUDENTS must obtain specific permission from the CFI endorsing their solo certificate for each flight operation – AND –
  - 2.2.6. FULL members must complete a PCF flight review each 12-month period conforming to the following standards
    - 2.2.6.1. PCF flight reviews must meet all minimum FAA requirements for a Biennial Flight Review – AND –
    - 2.2.6.2. PCF flight reviews must cover PCF policies and procedures including but not limited to the following:
      - 2.2.6.2.1. Provisions in the PCF BYLAWS and these Operational and Financial Rules
      - 2.2.6.2.2. Vehicle parking and airport access procedures
      - 2.2.6.2.3. Scheduling and reservation procedures
      - 2.2.6.2.4. Payment and post flight systems
      - 2.2.6.2.5. Squawk and Discrepancy reporting
      - 2.2.6.2.6. Aircraft parking and operating procedures
      - 2.2.6.2.7. Airport and FAA regulations
      - 2.2.6.2.8. Any other factors deemed to be necessary by the CFI, CHIEF FLIGHT OFFICER, SAFETY OFFICER, or BOARD OF DIRECTORS
- 2.3. In order to provide flight instruction in PCF aircraft, check new members into PCF, perform official PCF flight reviews, hold out for hire to PCF MEMBERS, or perform any other action or function deemed by PCF to be reserved for authorized CFI the member must meet the following requirements
- 2.3.1. Be a FULL MEMBER in GOOD STANDING with PCF – AND –
  - 2.3.2. Comply with minimum recurrent training standards as defined by the PCF BOARD OF DIRECTORS and the CHIEF FLIGHT OFFICER – AND –
  - 2.3.3. Complete a PCF flight review conducted by the CHIEF FLIGHT OFFICER or their designee each 12-month period conforming to Section 2.2.6 of these Operational and Financial Rules – AND –
  - 2.3.4. Demonstrate a thorough understanding of all PCF policies and procedures and the ability to teach and communicate them to their students and members they check into PCF.
- 2.4. In order to terminate membership with Pacific Coast Flyers members must not have any outstanding balance, complete an official resignation form, and return all PCF keys and other property. Memberships will be terminated within 10 business days of fulfillment of these criteria.

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### 3. SECTION III – RESERVATIONS

- 3.1. Members must make their own reservations. Proxy scheduling is not allowed.
  - 3.1.1. In the case of PROVISIONAL MEMBERS, out of currency FLIGHT REVIEW, and individual aircraft CHECKOUTS members are required to schedule a CFI to accompany them for each flight until they comply with all requirements defined in Section 2.2 of these Operational and Financial Rules.
- 3.2. Members must schedule the aircraft only for the actual time needed.
  - 3.2.1. If a member fails to arrive for their scheduled reservation time, any other member may over-schedule and fly the aircraft after at least 15 minutes have elapsed since the start of the reservation of the previous member. If a member fails to utilize a reservation and does not cancel, that member may be charged applicable daily minimums for that aircraft.
  - 3.2.2. Members returning more than 1 hour later than scheduled or chronically more than 15 minutes late may be charged a late return fee of not more than 1-hour rental rate for the aircraft rented per occurrence.
  - 3.2.3. Members returning more than 1 hour earlier than scheduled must immediately adjust the schedule to reflect the actual time the aircraft is available to other members. Members arriving early who leave their schedule unadjusted may be charged an early return fee of not more than 1-hour rental rate for the aircraft rented per occurrence.
- 3.3. The maximum number of active reservations any member can have for club aircraft is ten (10)
- 3.4. Reservations for all club resources require a descriptive comment and should contain one or more of the following:
  - 3.4.1. Flight destination
  - 3.4.2. Purpose of flight
  - 3.4.3. CFI / Student Name
  - 3.4.4. Any other relevant information

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### 4. SECTION IV – AIRCRAFT OPERATIONS

- 4.1. No member may operate as PIC any PCF aircraft until they have complied with the currency requirements defined in Section 2.2 of these Operational and Financial Rules.
- 4.2. Smoking is not permitted in any PCF aircraft at any time.
- 4.3. Consumption of food items is prohibited in PCF aircraft.
- 4.4. Carrying and/or consuming non-carbonated liquids in PCF aircraft is permitted with the following restrictions:
  - 4.4.1. All drinks must be stored in and consumed from a spill proof, resalable container.
  - 4.4.2. The container must be sealed and stowed securely at all times when not in use.
- 4.5. All PCF members operating any PCF aircraft must have a valid reservation in accordance with Section 3 of these Operational Rules.
- 4.6. All operations of PCF aircraft must be conducted under FAR part 91. Members must comply with all applicable FAA rules and regulations for the type of operations being conducted. Specifically, air charter and any commercial operations are prohibited in all PCF aircraft.
- 4.7. Any member operating PCF Aircraft outside the United States are subject to the following restrictions:
  - 4.7.1. Members must obtain written authorization from the owner for each trip outside the United States – AND –
  - 4.7.2. Members must comply with all U.S. and foreign flight rules and regulations as well as all applicable laws while out of the country – AND –
  - 4.7.3. The member shall convert all approved expense charges to U.S. Dollars – AND –
  - 4.7.4. The member shall comply with any checkout requirements established by the OWNER, SAFETY OFFICER, or BOARD OF DIRECTORS – AND –
  - 4.7.5. All members operating in foreign airspace must acquire and present to PCF, specific supplemental insurance coverage for each trip compliant with all applicable laws and regulations – AND –
- 4.8. Only members in GOOD STANDING may reserve or operate PCF aircraft and only FULL members can carry passengers.
- 4.9. Members are permitted to operate PCF aircraft at all public airports appearing on government issued or other approved charts. Operations by members other than OWNER(S) of the aircraft being operated are subject to the following restrictions:
  - 4.9.1. Operating PCF aircraft at airports with a runway with less than 2500 feet available for landing OR takeoff will require a proficiency check as defined by the CHIEF FLIGHT OFFICER.
  - 4.9.2. Operating PCF aircraft at any airport with a pressure altitude greater than 5000 feet MSL shall require a proficiency check as defined by the CHIEF FLIGHT OFFICER.
  - 4.9.3. Operations of PCF aircraft at airports with unpaved runways is prohibited unless special permission is obtained by the aircraft OWNER(S), SAFETY OFFICER, or CHIEF FLIGHT OFFICER.
  - 4.9.4. A proficiency check, as defined by the CHIEF FLIGHT OFFICER, shall be required when operating PCF aircraft at the airports defined below:
    - 4.9.4.1. KAVX – Catalina Airport – Avalon, CA
    - 4.9.4.2. L08 – Borrego Valley Airport – Borrego Springs, CA
    - 4.9.4.3. L18 – Fallbrook Municipal Airport – Fallbrook, CA

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- 4.9.4.4. Any other airports deemed by the BOARD OF DIRECTORS, SAFETY OFFICER, or CHIEF FLIGHT OFFICER to require specific training or familiarization to operate at safely.
- 4.10. Instruction of pilots in PCF aircraft is privileged to PCF members in GOOD STANDING. Additionally, all Flight Instructors are subject to the following restrictions:
  - 4.10.1. Any CFI conducting dual instruction with a student is required to pass a proficiency check conducted by the CHIEF FLIGHT OFFICER or their designee to standards defined by the CHIEF FLIGHT OFFICER and BOARD OF DIRECTORS.
  - 4.10.2. Any CFI conducting Checkouts or Flight Reviews is required to pass a proficiency check conducted by the CHIEF FLIGHT OFFICER or their designee to standards defined solely by the CHIEF FLIGHT OFFICER and approved by the BOARD OF DIRECTORS. Additionally, they must be of good moral character, demonstrate a focus on safety, demonstrate loyalty and respect towards PCF, as well as intimate knowledge of PCF BYLAWS, these Operational Rules, and guidelines.
- 4.11. Receiving dual instruction in PCF aircraft is privileged to PCF members in GOOD STANDING. Additionally, all student pilots are subject to the following restrictions:
  - 4.11.1. SOLO STUDENTS operating any club aircraft must have a logbook endorsement for the aircraft being operated or other aircraft of identical make and model as well as similarly equipped.
  - 4.11.2. SOLO STUDENTS may not operate any club aircraft solo under the following meteorological conditions:
    - 4.11.2.1. Crosswind component greater than 5 knots
    - 4.11.2.2. Sustained winds in excess of 10 knots
    - 4.11.2.3. Any sustained winds with reported gusting of +/- 5 knots
    - 4.11.2.4. When "Special VFR" conditions exist
    - 4.11.2.5. With a ceiling at or below 3000' AGL
    - 4.11.2.6. Visibility less than 5NM
    - 4.11.2.7. Any additional restrictions placed by the CFI endorsing the SOLO STUDENT(S)
- 4.12. Absent approval of a member of the BOARD OF DIRECTORS, or the CHIEF FLIGHT OFFICER, SOLO STUDENTS may operate any club aircraft solo only at the following local airports:
  - 4.12.1. KCRQ – McLellan-Palomar Airport
  - 4.12.2. KOKB – Oceanside Municipal
  - 4.12.3. KRNM – Ramona Airport
  - 4.12.4. F70 – French Valley Airport
  - 4.12.5. KMYF – Montgomery Field
  - 4.12.6. KHMT – Hemet-Ryan
- 4.13. Absent approval of a member of the BOARD OF DIRECTORS, or the CHIEF FLIGHT OFFICER, SOLO STUDENTS may conduct solo cross-country flights only to the following airports:
  - 4.13.1. KLGB – Long Beach-Daugherty
  - 4.13.2. KTOA – Torrance Zamperini
  - 4.13.3. KHRH – Northrop/Hawthorne
  - 4.13.4. KCPM – Compton-Woodley
  - 4.13.5. KFUL – Fullerton
  - 4.13.6. KPOC – Brackett
  - 4.13.7. KCNO – Chino

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- 4.13.8. KCCB – Cable
- 4.13.9. KONT – Ontario
- 4.13.10. KRAL – Riverside
- 4.13.11. KRIR – Flabob
- 4.13.12. KSBD – San Bernardino
- 4.13.13. KREI – Redlands
- 4.13.14. KBNG – Banning
- 4.13.15. KPSP – Palm Springs
- 4.13.16. KUDD – Bermuda Dunes
- 4.13.17. KTRM – Cochran Regional
- 4.14. When a member finds a maintenance problem or discrepancy with any PCF aircraft, the member shall immediately call the number provided in the club documents to report the discrepancy as well as record the squawk in the online scheduler.
- 4.15. It is the duty of any member to ground an aircraft they deem un-airworthy. The member shall affix the red grounding tag provided with the PCF documents to the control wheel of the aircraft and immediately call the number provided in the club documents to report the discrepancy as well as record the squawk in the online scheduler. In addition, the appropriate AIRPORT OPERATIONS OFFICER should also be notified when the member grounds an aircraft.
- 4.16. If for any reason a member cannot return an aircraft to its home airport at the scheduled time, the member shall notify the appropriate AIRPORT OPERATIONS OFFICER as soon as possible and immediately adjust their schedule to reflect the anticipated date and time the aircraft will be returned. The member shall be responsible for the return of said aircraft to its home airport within a reasonable time and shall pay all costs associated with its return aside from those defined in Article 5 of the PCF Bylaws.
- 4.17. If after engine start, a member is unable to depart in an aircraft due to a maintenance problem, the member does not have to pay for the operation if the aircraft does not get airborne or if the maintenance problem develops immediately after takeoff. The member should log their name and "maintenance" on the operations log. In order to waive the charge, the member must provide a detailed accounting of the problem according to Section 4.14 & 4.15 of these Operational and Financial Rules.
  - 4.17.1. The maximum amount that may be charged to "maintenance" in such case is .4 hours on the billing meter. The member is responsible for paying for that portion of the flight which exceeds .4 hours. Any time over .4 on the billing meter will be considered to have happened during the operation and the member will be responsible for payment for all billing meter time beyond .4.
- 4.18. After every flight, members are required to refuel the aircraft according to the specific instructions in the PCF documents with the aircraft. If not refueled properly, the member may be required to pay additional fees defined in SECTION 6 of these operational rules.
- 4.19. A logged CFI satisfactory CHECKOUT is required in each MAKE and MODEL before any member operates that MAKE and MODEL as PIC. Additionally, club members are restricted to the minimum requirements defined by the aircraft OWNER, CHIEF FLIGHT OFFICER, or BOARD OF DIRECTORS.



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### **5. SECTION V – MEMBERSHIP FEES AND COSTS**

- 5.1. All members upon joining the club will be required pay a charge of \$75 for membership application and processing.
  - 5.1.1. This fee is non-refundable and cannot be re-applied if the member retires, then returns to the club.
- 5.2. All members upon joining the club will be required pay a charge of \$20 to be held in deposit for the issuance of a key to club aircraft.
  - 5.2.1. Upon leaving the club AND return of the key this amount will be refunded.
- 5.3. Membership dues will be collected monthly in the amount of \$38 from all members
  - 5.3.1. Dues will be deducted automatically from the members' preferred billing method listed online on the first of each month.
  - 5.3.2. Membership dues will not be collected for the month in which the member joins.
  - 5.3.3. Members will be required to maintain continuous membership in Pacific Coast Flyers to remain in GOOD STANDING.
    - 5.3.3.1. Failure to pay monthly dues OR keep a current accepted form of payment online for three (3) months will be retired from the club, be required to pay the processing fee defined in Section 5.1 of these Operational and Financial Rules, and may be required to repeat CHECKOUT(S) and FLIGHT REVIEW.

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### 6. SECTION VI – PAYMENTS AND CHARGES

- 6.1. Accepted forms of payment are personal check, money order, credit card, and eCheck via online services.
  - 6.1.1. Cash is never accepted by PCF for any reason at any time and will never be an acceptable form of payment.
  - 6.1.2. Personal Checks and Money Orders are only accepted with prior approval from the CHIEF FINANCIAL OFFICER for each transaction.
- 6.2. Members must remit payment in full within 24 hours of the completion of each flight.
- 6.3. Certain expenses associated with the operation of PCF aircraft may be deducted from the flight cost of operating PCF aircraft. The total of all deductible expenses and flight payments must be equal to the total flight time charges. All approved expenses must be substantiated by a receipt. Members are required to leave receipts in the payment envelope in each aircraft. Approved deductible expenses are:
  - 6.3.1. Fuel purchases limited to a maximum per gallon charge of \$7.00.
  - 6.3.2. Oil purchases limited to a maximum per quart charge of \$7.00.
  - 6.3.3. Other expenses approved on a case by case basis by any member of the BOARD OF DIRECTORS or FLEET OPERATIONS OFFICER.
- 6.4. Members reserving aircraft and other resources spanning multiple calendar days shall be responsible for a minimum of one (1) hour rental for each overnight period the aircraft is reserved and unavailable for use by other members.
  - 6.4.1. If the total flight time of the reservation does not meet this standard the difference will be automatically added to the charges for that flight operation.
- 6.5. All PCF Members are subject to fees and charges for violations of the PCF BYLAWS or these Operational and Financial Rules. Additionally, charges and fees may be assessed by the BOARD OF DIRECTORS, PRESIDENT, or CHIEF FINANCIAL OFFICER as necessary.
  - 6.5.1. Fees and charges are not to exceed \$75 unless otherwise defined in these operational rules or the PCF Bylaws.
  - 6.5.2. A Standard fee of \$50 will be assessed for the following reasons:
    - 6.5.2.1. Failure to pay for flight operations within 24 hours of conducting said operations.
    - 6.5.2.2. Checks returned to PCF by financial institution.
    - 6.5.2.3. Failure to substantiate expense deductions with original receipts
  - 6.5.3. A Standard fee of \$25 will be assessed for the following reasons:
    - 6.5.3.1. Failure to return aircraft within 1 hour of scheduled return time OR within 15 minutes after the start of the subsequent reservation of the aircraft being operated.
    - 6.5.3.2. Failure to modify scheduled reservation when returning more than one (1) hour before the scheduled return time.
    - 6.5.3.3. Failure to properly secure aircraft after operations according to best practices and the club documentation located inside the aircraft.
    - 6.5.3.4. Returning a PCF aircraft to a parking spot outside of the PCF designated parking.
    - 6.5.3.5. Failure to properly fuel the aircraft according to the club documentation located inside the aircraft.
    - 6.5.3.6. Failure to properly fill out the required forms associates with operating club aircraft including:
      - 6.5.3.6.1. Operations Log

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- 6.5.3.6.2. Online payment form(s)
- 6.5.3.6.3. Any other documentation deemed necessary by the BOARD OF DIRECTORS, PRESIDENT, or CHIEF FINANCIAL OFFICER.
- 6.5.4. PCF Members with unpaid fees or charges are prohibited from operating any club aircraft until all fees and charges are paid in full, or have been authorized by any member of the BOARD OF DIRECTORS, or PRESIDENT.
- 6.5.5. Members are required to pay the full amount for the repair of any damages caused to club aircraft or property or in cases of filed insurance claims pay the full deductible amount.
  - 6.5.5.1. Members may petition the Board of Directors and request forgiveness of fees assessed under this section if the member believes special circumstances exist beyond the control of the member.
    - 6.5.5.1.1. The Board of Directors can forgive up to 80% of the fees assessed under this section if they find the Member was not or only partially responsible for the incident resulting in assessed fees.
  - 6.5.5.2. Members will be automatically charged these amounts using the credit card or bank account on file.
- 6.6. Payments for flight operations must be made online through the member interface unless otherwise approved by the CHIEF FINANCIAL OFFICER on a case by case basis.
- 6.7. Dues payments must be made through automatic bank deduction or through the member interface online unless otherwise approved by the CHIEF FINANCIAL OFFICER on a case by case basis.
- 6.8. When paying for leaseback services OWNERS must pay by personal check or by keeping a credit card on file with the CHIEF FINANCIAL OFFICER for the purposes of paying for leaseback services.
- 6.9. All payments by PCF to OWNERS, or MEMBERS shall be by check unless otherwise approved by the CHIEF FINANCIAL OFFICER, PRESIDENT, or BOARD OF DIRECTORS.