



## Flight Orders & Member Rules

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# 1 Introduction

## 1.1 Club constitution & rules

1.1.1 The Kāpiti Districts Aero Club is an incorporated society, and the operation of the club is governed by the Constitution & Rules. The Constitution & Rules are filed with the Companies Office in accordance with the Incorporated Societies Act 1908, the Club will be re-registering as required under the new Incorporated Societies Act 2022. and are available from that Office or the Secretary of the Club.

1.1.2 This document expands on the requirement of the Constitution & Rules that:

Section 12.1: "Members shall abide by the Rules & policies of the Society" [Club]

Section 20.1: "The Executive Committee in consultation with the Chief Executive Officer, shall employ, contract or otherwise engage an Operations Manager who shall be responsible for ensuring the quality & safety of all aspects of flight operations"; and

Section 20.2: "... The Operations Manager may also be a Chief Flying Instructor".

## 1.2 Flight Orders & Member Rules

1.2.1 In accordance with the Constitution & Rules the principal objective of this document is to establish safe codes of practice for aircraft operations by members of the Kāpiti District Aero Club Inc and to convey the general Club operating rules. This document is comprised of two sections which are described below:

Section 2, *Flight Orders*: The rules governing the use of aircraft operated by the Kāpiti Districts Aero Club and airside access to the Kapiti Coast Airport issued from time to time by the Operations Manager or the Chief Flying Instructor.

Section 3, *Membership Rules*: The policies and procedures governing a member's day to day access to and use of the facilities of the Kāpiti Districts Aero Club that are not related to the operation of an aircraft and which have been approved by the Executive Committee.

1.2.2 It is the responsibility of each individual club member to become familiar with this manual as well as the rules & regulations.

## 1.3 Revision history

Version	Date	Change Summary
1.0	1/6/2014	Initial release
1.1	2/3/2022	Addition of para 2.22.4, minimum flight times when aircraft away overnight
1.2	1/4/2024	<ul style="list-style-type: none"> <li>a) 2.3 Removal of duplicated CAR91 requirements around BFRs, medicals, and pilot currency requirements.</li> <li>b) 2.4.2 Added IFR solo flights must be signed off by an IFR instructor or the CFI</li> <li>c) 2.5 Addition of reference to the club's Safety Management System</li> <li>d) 2.6 Introduction of the clubs Fly Neighbourly Programme</li> <li>e) 2.9.2 Remove 500 foot minimum for low flying</li> <li>f) 2.10.1, 2.10.2 Extend requirements for dual checks</li> <li>g) 2.12.2 Aerobatics require authorisation</li> <li>h) 2.21.1 Restricted prop swinging</li> <li>i) 2.22.2 List unpublished airfields requiring duty instructor approval</li> <li>j) 2.24.1 Added fuel reserve minima</li> <li>k) 2,25.1 Added night alternate requirements</li> </ul>

		<ul style="list-style-type: none"><li>l) 2.26.3 Added cross country sign out requirements</li><li>m) 2.26.5 Drop option of flight following and SAR watch</li><li>n) 2.28.1 Tightened rules around manoeuvring aircraft in hangar</li><li>o) 2.29.1 Tightened requirements around seat occupied by the PIC</li><li>p) 2.30 Clarified requirements to adhere to standard booking slots and operational swaps of aircraft and instructors.</li><li>q) 2.31.2.2 Updated no show fees</li><li>r) 2.35.5 Clarified restrictions on airside access for members</li><li>s) 2.36.1 Instructors alone to authorise road vehicles on apron</li></ul>
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## 2 Flight Orders

### 2.1 Civil Aviation Regulations

- 2.1.1 No part of these Flight Orders, stated or implied, absolves a Pilot In Command (PIC) of a club operated aircraft from full compliance with all applicable Civil Aviation Regulations (CARs).

### 2.2 Definitions

“Flight Orders” means the Kāpiti Districts Aero Club Flight Orders

“Pilot” means all pilots, including students.

“Circuit area” means within a horizontal distance of 2 nautical miles of the centre of the aerodrome and within 1500’ above the terrain.

“Training area” means the training area as approved from time to time.

“MIFIS” means the Safety Management System employed by the club to report occurrences.

### 2.3 Pilot’s responsibility

- 2.3.1 CAR Part 91 “General Operating and Flight Rules” and these Flight Orders must be conformed to when a member of the Club is responsible for a Club operated aircraft. Failure to comply with these Flight Orders constitutes a breach of Club rules and non-compliance could lead to grounding or other restrictive penalty imposed on the offender by the Chief Flying Instructor (CFI).

### 2.4 Authorisation of flights

- 2.4.1 Pilots may not fly unless authorised and/or supervised by an instructor. All pilots must complete a Flight Authorisation Form which must be signed by both the pilot and the instructor authorising the flight. When operation away from base, flights should be authorised electronically or via phone with the duty instructor.
- 2.4.2 IFR solo flights must be signed off by an IFR instructor or the CFI.
- 2.4.3 On flights to other aerodromes the pilot is responsible for ensuring the aircraft is safely parked and picketed, controls locked and covers on to prevent the aircraft being damaged from any possible adverse weather conditions.
- 2.4.4 When pilots are operating club aircraft away from base no other pilot is permitted to fly the aircraft unless he/she is authorised by the CFI.
- 2.4.5 No instruction is permitted in Club operated aircraft by any instructors other than Kāpiti Districts Aero Club instructors, unless authorised by the CFI.
- 2.4.6 Pilots are responsible for maintaining accurate records of cross-country flights including fuel and oil purchased. Invoices for fuel purchased are to be handed into the office on completion of flight for reimbursement.

### 2.5 Safety Management System

- 2.5.1 KDAC adheres to [Just Culture](#) principles at all times
- 2.5.2 All pilots operating KDAC aircraft must report any incidents via the Club’s safety management system, [MIFIS](#).
- 2.5.3 Failure to cooperate with a MIFIS investigation or remedial action may result in the loss of flight privileges.

### 2.6 KDAC Fly Neighbourly Programme

- 2.6.1 All pilots operating KDAC aircraft must be familiar with and adhere to the Kapiti Coast Airport [Airport Noise Management Plan](#) at all times, particularly sections *3.3.2 General Noise Mitigation Procedures* and *3.3.3 Specific Operational Considerations*.
- 2.6.2 Aircraft should be flown as to minimise the impact of noise to built up areas. This includes flying at higher than the minimum altitudes whenever possible and selecting tracks that take aircraft away from homes as soon as practicable.
- 2.6.3 Night circuits in KDAC aircraft are prohibited during NZDT unless prior approval has been received from the CFI. This approval will be given only to comply with night currency requirements or training that cannot be accommodated at a different time or location.

- 2.6.4 During NZST, repetitive circuit training should be completed by 2100 local time and no more than 4 aircraft should be performing repetitive circuits at any one time.
- 2.6.5 Engine Failure After Take-off (EFATO) practice should be limited to 3 EFATOs per aircraft per flight while in the circuit. The aircraft should initiate a go around at 600 AGL. EFATO practice is limited to dual flights only.
- 2.6.6 Low Flying practice in the vicinity of Te Horo should be spread around to avoid repetitive overflight of the same area. Due care should be taken to avoid the area when there are congregations of people, particularly around the Katihiku Marae.
- 2.6.7 Operations at Otaki Airfield should be limited to a maximum of 3 standard overhead joins or forced landing practice per aircraft. A maximum of 4 aircraft per day can utilise Otaki Airfield for practice.
- 2.6.8 Other operational restrictions may be instituted from time to time by the duty instructor to mitigate the impact of our operations on the general public.

## 2.7 Aircraft Damage/Defects

- 2.7.1 Any pilot that carried out a heavy landing or has cause to suspect that an aircraft may have a defect, however minor, must report this. Defects are to be reported to the duty instructor immediately. Damage to aircraft must be reported to the duty instructor and via MIFIS.
- 2.7.2 Any defect becoming apparent when away from home base shall also be advised to the duty instructor before any "away from home" maintenance is undertaken.

## 2.8 Instrument flying

- 2.8.1 Any pilot wishing to carry out this exercise with a safety pilot must obtain approval from the duty instructor. The safety pilot must also be approved and hold a PPL as a minimum and a type rating for the aircraft.

## 2.9 Low flying

- 2.9.1 Pilots are to adhere to CARs relative to minimum safe heights and to restrictions placed upon them by instructors from time to time.
- 2.9.2 Passengers are not to be carried when performing low flying practice. For the purpose of these flight orders precautionary landings practice is considered to be low flying.
- 2.9.3 Any pilot forced to fly low because of bad weather shall on returning to base report the incident to the duty instructor and via MIFIS. Pilots must also obtain authorisation before using any low flying area on each occasion.

## 2.10 Dual checks

- 2.10.1 All pilots may be required to have a dual check at the duty instructor's discretion in consultation with the CFI. A separate check may be required for pilots operating IFR Flights. All pilots flying Kāpiti Districts Aero Club aircraft for the first time are required to complete a dual check and will not be allowed to fly solo or carry passengers before a valid licence, logbook and medical are produced.
- 2.10.2 Members who haven't had a dual flight with a KDAC instructor in the preceding 24 months may be required to have a dual check.

## 2.11 Aircraft operations

- 2.11.1 All pilots are required to operate the aircraft in compliance with the flight manual and handling notes that are approved by the CFI.

## 2.12 Aerobatics

- 2.12.1 For the purpose of these Flight Orders, stalls, wingovers and chandelles are not considered aerobatics.
- 2.12.2 Aerobatics manoeuvres are prohibited unless explicitly recorded and authorised in the sign out sheet.

## 2.13 Operation of aircraft controls

- 2.13.1 Pilots are reminded that only the PIC of any aircraft is allowed to manipulate the controls. When two pilots intend to share the flying on a cross-country flight one must be designated as PIC on each leg and should occupy the left-hand seat unless authorised by the CFI. When carrying passengers, the PIC shall brief his/her passengers before flight to not handle the controls or instruments when in flight and to any applicable emergency procedures.

## 2.14 Consumption or use of alcohol or illegal drugs and substances

- 2.14.1 In addition to CARs pilots may not fly Club aircraft if they have consumed any amount of alcohol less than ten hours earlier. The use of illegal drugs or substances is totally prohibited, and a random testing system may be activated at any time.

## 2.15 Solo flying

- 2.15.1 Pilots flying solo are to ensure that dual controls are removed when applicable and any loose safety harnesses tied up so that there is no chance of interference to the controls. Loose cushions, etc must also be removed.

## 2.16 Forced landing practice

- 2.16.1 Forced landing practice is to be confined to the airfield or other places approved by the duty instructor. Pilots must overshoot by 500' above ground level unless at an airfield or when practising in the low flying area when 300' AGL is the overshoot height.
- 2.16.2 No passengers are to be carried when performing any forced landing practice.

## 2.17 Forced & precautionary landings

- 2.17.1 Any pilot who carries out an actual forced or precautionary landing must immediately notify an instructor at the home base and must not attempt to take off again until authorised by the duty instructor.

## 2.18 Logbooks & licences

- 2.18.1 All pilots and students must submit these for audit purposes when required by the Club Instructors.

## 2.19 Flying gear

- 2.19.1 Pilots are to maintain a reasonable standard of dress for flying, especially as regards to comfort and carry warm clothing for use if a forced landing is required. Bare feet and jandals/thongs may not be worn by the Pilot in Command.

## 2.20 Use of base radio/handheld set

- 2.20.1 Club members are not allowed to operate the Club's base or handheld radios unless they are licensed to do so or have had instruction in their use and have been authorised by the duty instructor.

## 2.21 Prop swinging

- 2.21.1 Pilots are prohibited from swinging the prop to start an aircraft.

## 2.22 Landing on unpublished airfields

- 2.22.1 Any pilot wishing to fly to an airfield that is not published in the NZAIP must obtain prior approval from the duty instructor. The pilot may also be required to provide evidence of the airfield dimensions and other current relevant information including the permission of the landowner/occupier.
- 2.22.2 Each landing at Otaki, Kaitoke, D'Urville Island, Nopera, Port Gore and Koputoroa must be approved by the duty instructor before departure.

## 2.23 Taxiing

- 2.23.1 At all times aircraft are to be taxied at the correct speed and the PIC is responsible for ensuring there is adequate clearance from other aircraft, buildings, machinery etc. Engine run-ups are to be carried out in approved areas only.

## 2.24 Fuel Reserves

- 2.24.1 All aircraft must depart each aerodrome with at least 45 minutes fuel reserves by day or 75 minutes fuel reserves by night unless authorised by the duty instructor to depart with legal minimums.



## 2.25 Night Alternates

- 2.25.1 Flights concluding at NZPP after Evening Civil Twilight (ECT) must not be undertaken unless weather is suitable to divert to NZWN or NZPM in case of a loss of power at NZPP.

## 2.26 Cross-country flights

- 2.26.1 Pilots encountering unexpected difficulties such as weather, fuel availability etc must contact the Club and advise of any likely delays.
- 2.26.2 A current AIP and relevant maps must be carried on all cross-country flights.
- 2.26.3 Pilots must complete a cross-country sign Out sheet including the time of the latest departure section.
- 2.26.4 Pilots must plan their flights so that they are safely on the ground at their destination or alternate at least 30 minutes before ECT if they are not night current on type. All flights (including local flights) with a planned arrival after club normal operating hours must lodge a flight plan.
- 2.26.5 All flights that are more than 25 miles from home base pilots must lodge a flight plan.
- 2.26.6 To ensure optimal aircraft utilisation, if an aircraft operated by KDAC is away overnight, the following minimum flight time will be chargeable:

1st night the aircraft is away from base 2.0 hrs flight time

2nd & subsequent nights 1.0 hrs flight time

Owners of aircraft leased to the club are exempt from this requirement but should provide one week's notice of overnight trips.

*Example 1:* An aircraft is taken away from base for 3 nights on a cross-country trip. The flight to the destination takes 1.0 hours and the return flight takes 1.0 hours. No other flights are completed while the aircraft is away. The member hiring the aircraft will be charged 4.0 hrs (1st night 2.0hrs, 2nd & 3rd nights 1.0 hrs each). No charge will be made for the actual flight time as the 4.0 hrs minimum charge exceeds the flight time.

*Example 2:* An aircraft is taken away from base for 1 night on a cross-country trip. The flight to the destination takes 1.5 hours and the return flight takes 1.5 hours. The member hiring the aircraft will be charged 3.0 hrs as the actual flight time exceeds the minimum flight time for the first night the aircraft is away from base.

## 2.27 Local flying

- 2.27.1 Pilots will be expected to be safely on the ground at least 30 minutes before ECT unless night current on type.
- 2.27.2 Dual flights must be on the ground 15 minutes before ECT unless the instructors is night current on type.

## 2.28 Hangar

- 2.28.1 Aircraft may not be manoeuvred within the hangar unless there are a minimum of two persons. Only KDAC staff are allowed to manoeuvre aircraft inside operated KDAC hangars unless written permission has been given by the CFI.

## 2.29 Pilot's seat

- 2.29.1 Unless otherwise authorised by the CFI, the PIC must occupy the left-hand seat of an aircraft.

## 2.30 Flight bookings

- 2.30.1 Bookings must be made while adhering to the standard booking slots published on PaperAviator. Requested bookings that do not conform to the standard booking slots may be modified before approval.
- 2.30.2 Bookings are subject to operational considerations and a particular aircraft may be swapped to a similar aircraft from time to time.
- 2.30.3 Similarly, for operational reasons the instructor assigned for a dual flight might be swapped to another similarly qualified instructor from time to time.

- 2.30.4 Pilots must adhere to the times they have an aircraft booked unless unfavourable weather is encountered enroute. If unfavourable weather prevents a flight being carried out, the pilot must forfeit their booking unless the aircraft is free, and the booking can be extended.

## 2.31 Cancellation of booking fee

- 2.31.1 The aircraft booking system used by the Club is the sole schedule of activity for which the Club sets aside aircraft and instructors to meet customer's and member's needs. It is accepted that bookings may have to be cancelled from time to time due to personal circumstances. However, where a member repeatedly cancels flight bookings with less than 24hrs notice or consistently fails to show up to use an aircraft or instructor booking the club reserves the right to apply a cancellation policy.
- 2.31.2 If the member who has made the booking does not advise the Club that they cannot meet their obligation for the booking in sufficient time for the resources to be re-allocated or they are a "No Show":
- 2.31.2.1 On the first occasion they will be issued with a written reminder of the consequences of a second occurrence of this nature.
- 2.31.2.2 When a recurrence (either late cancellation without adequate reason, or a "No Show") the offender will be levied on the basis of:
- If the flight booking was a solo flight \$50.00  
If the flight booking was a dual lesson \$100.00  
If the session was a ground lesson involving an instructor's time \$50.00

## 2.32 Use of flight office

- 2.32.1 Only KDAC staff and instructors are allowed to use the offices. Nothing is to be removed without the duty instructor's permission.

## 2.33 Negligence

- 2.33.1 The Club reserves the right to recover the costs of damage to aircraft through negligence or any unnecessary expense to the Club from the persons responsible.

## 2.34 Abnormal Occurrences:

- 2.34.1 Any pilot that encounters an abnormal occurrence that affects his or her flight shall report the nature of such occurrence to the instructor on their return. Typical examples would be, problems with aircraft, diversion due weather, unusual contact with Air Traffic Control and problems with passenger comfort.

## 2.35 Airfield security

- 2.35.1 Pilots are responsible for their guests and passengers when entering the aircraft apron through one of the secure airfield gates. Guests and passengers are not permitted on the apron or in the Club hangar without being accompanied by a member.
- 2.35.2 All security gates must be closed and locked if not being used at any given time by a person or vehicle.
- 2.35.3 All persons operating airside must wear a high-viz vest and have established 2-way communication with the Aerodrome Flight Information Service (AFIS) if operating on any part of the airfield beyond the KDAC apron.
- 2.35.4 Members are expected to immediately report suspicious or unauthorised persons to the Airport Manager, Aerodrome Flight Information Service or police.
- 2.35.5 No member is allowed airside outside of the KDAC apron unless approved by the duty instructor on each instance.

## 2.36 Road vehicles

- 2.36.1 No road vehicles or four wheelers are permitted on the aircraft manoeuvring areas unless authorised by the duty instructor.

## 3 Membership Rules

### 3.1 Authority

- 3.1.1 In accordance with clause 12.1 of the Constitution & Rules of the Kāpiti Districts Aero Club the policies and procedures governing a member's day to day access to and use of the facilities of the Club are outlined in the remainder of this section.

### 3.2 Credit Policy

- 3.2.1 The Kāpiti Districts Aero Club's terms of trade are strictly cash unless alternative arrangements have been made in writing that have been approved by the Executive Committee. All flight costs are expected to be paid when the aircraft is returned to the club unless a member is operating a Flying Account in accordance with section 3.3.

### 3.3 Member flying accounts

- 3.3.1 Club members may operate flying accounts which are kept in credit.
- 3.3.2 Funds within a member's flying account are non-refundable and non-transferable.
- 3.3.3 As each flight is completed the costs of that flight, landing and Airways fees, etc will be debited to the member's flying account.
- All debits to an account for products or flight services are made using the costs that are current on the date of purchase of those products or services.
- 3.3.4 The Club reserves the right to debit a member's flying account with any costs not disclosed at the time an aircraft is returned and the flight checked in. These costs may include but are not limited to unpaid landing fees, overdue SARTIME costs, etc.
- 3.3.5 The annual Club membership fee will be deducted from a member's flying account 30 days after that fee is levied unless the member directs this should not be done in writing.
- 3.3.6 Booking requests by club members will not be approved if the member's flying account is in debit without some arrangement being made to settle the account.
- 3.3.7 The Club reserves the right to engage a credit collections agency to collect the balance of a member's flying account that has been in debit for greater than 60 days. The member will be liable for the costs of recovery and any legal costs that may apply.

### 3.4 Insurance

- 3.4.1 The Club maintains accident and liability insurance for all authorised flight operations. That insurance includes the aircraft for flight, taxiing and ground risks and the legal liability to third parties for bodily injury, property damage, forest and rural fire arising from an accident, passenger injury and passenger baggage loss.
- 3.4.2 The club insurance does not extend to member's vehicles parked on the club grounds. Members must assume all risks for damage to a vehicle parked in the club's carpark or left at the club overnight.

### 3.5 Member facilities

- 3.5.1 Except for the area behind the reception desk and the CFI's office the clubrooms and hangar are available for the use of the members and their guests.
- 3.5.2 Club members are expected to provide their own portable computing devices for any flight planning they wish to perform. The club will provide free Wifi access to internet services on a reasonable use basis but reserves the right to restrict a member's access to the club's Wifi network at any time and for any reason.