

TRI CITY FLYERS, INC. OPERATING POLICIES AND RULES

NOTE: Tri City Flyers, Inc. will be referred to as TCF throughout this document

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PURPOSE: This document is intended to be a companion to the Tri City Flyers, Inc. Bylaws. Its purpose is to provide detailed guidance for the ongoing activities and practices of the TCF consistent with its overall purpose and objectives as stated in the Bylaws.

REVISIONS: Since the conditions under which the TCF operates are subject to change from time to time, this companion document is intended to be flexible and easily adapted to address such changes. To that purpose, the Board of Directors may propose revisions to the operating policies and rules to ensure the TCF continues to operate within its stated purpose and objectives. Voting members of the TCF may also suggest revisions to the Board for its consideration. The Board may either endorse member proposed revisions, or recommend against them with reasons for its decision. All proposed revisions will be presented to the members at a regular member meeting, with advance notice included in the secretary's notification of the meeting. Approval of any revision will be by a simple majority affirmative vote of all eligible voters present at the meeting. Quorum requirements for said meeting are established in the Bylaws for any regular member meeting.

I. TCF Dues (Updated April 11, 2024)

1. The annual dues for voting members of TCF are \$80.00. Voting members may elect to pay \$160.00 for a two (2) year membership. Additional dues information may be found in the TCF Bylaws.
2. The preferred method to pay dues is via PayPal on the TCF website. The Secretary will also accept payment by check or cash.

II. TCF Flying Site Policies

1. TCF currently maintains the following flying sites for member flying activities under lease agreements with the property owners
 - a. Old Kingsbury Aerodrome, Kingsbury, Texas 78638,
 - b. Randolph Air Force Base Auxiliary Field, Seguin, Texas 78155.
2. TCF may change flying site arrangements by adding, deleting or relocating sites to best suit the needs of the membership and site availability.
3. TCF permits limited guest pilot privileges at its authorized flying sites under the following conditions.
 - a. The guest holds a valid AMA membership, and demonstrates a solo pilot level of competence to a Safety Officer or, in the absence of a Safety Officer, another TCF qualified pilot.
 - b. The guest is participating in a TCF sponsored flying event.
 - c. Guest participation other than at sponsored events is limited to no more than two (2) times each year. The site Safety Officer or Board President may waive the Guest Flight limitation for active duty military personnel on temporary duty (TDY) assignment in the San Antonio area.
4. All RC pilots, including guests, must be able to show proof of current AMA membership and a current FAA registration, as required, before flying at a TCF site.

III. TCF Field Manager

TCF Field Manager is a volunteer position. The Field Manager is responsible for ensuring that the TCF flying site conditions are maintained in good condition appropriate for safe model aircraft operation. The manager may perform some field maintenance, but is encouraged to enlist the aid of TCF members

to perform maintenance work as well, including organized club workdays. The Manager may be given a limited budget to cover routine maintenance expenses, and will account for all expenditures to the TCF Treasurer. The general duties include:

- routine mowing, fertilizing and insect control as needed,
- servicing and routine maintenance of grounds keeping equipment,
- assessing needs for major field repairs due to unforeseen events and recommending action to the Board.

IV. Grievance Procedure

All disputes that arise regarding violation of TCF policies or rules, including all safety rules, will be addressed using the grievance process defined in the TCF Bylaws and expanded on here.

1. All grievances will be documented on the Grievance Form attached to this Policy.
2. The grievance review process defined in the TCF Bylaws for alleged safety violations will be used for any and all grievances.

The grievance policy applies only to disputes regarding TCF policies or rules. Personal disputes between or among members will be handled by those involved.

V. TCF General Safety Policies

1. Flight operations at all Tri-City Flyers (TCF) flying sites must abide by the current Academy of Model Aeronautics (AMA) National Model Aircraft Safety Code, the current TCF General Safety Rules, as well as any other Site Specific safety rules and governing law. The current AMA National Model Aircraft Safety Code will be observed at all times.
2. TCF may supplement the AMA National Safety Code and other AMA guidance with TCF general safety rules, and site specific safety rules at each flying site managed by TCF because of unique site conditions or property owner requirements.
3. NOTE: The liability insurance coverage provided by AMA membership is Secondary except as provided for officers and volunteers at sanctioned events. That, and/or other applicable insurance coverage available to individuals may not fully cover all personal financial liabilities.
4. (Added Aug 11, 2020) TCF flight instructors shall follow the guidelines of the AMA Introductory Pilot Program. Those experienced club members who will be providing flight instruction at TCF fields are responsible for the safety of flights conducted by student pilots under their supervision and control. Buddy box systems are recommended for flight instruction but not required. Student pilots are required to be current AMA Adult or Youth members as appropriate. The requirement for AMA membership for student pilots may be waived by the club President or a designated event manager for any organized club flying events conducted to introduce youth members of other organizations to model aviation.

VI A. TCF General Site Operating Safety Rules

1. Drinking alcohol or using any drug that may inhibit ability to fly will be grounds for suspension or expulsion from TCF. Pilots taking prescription medications known to have side effects affecting alertness or physical reactions should defer flying until no longer using that medication.
2. All radio controlled aircraft flown at TCF fields must have identification that is in compliance with current AMA and all applicable federal, state and local requirements.
3. If a sanctioned event is being flown on a TCF site, flight operations are limited to event participants unless permission is granted by the event Contest Director or Coordinator.

4. Guest pilots must be sponsored by a TCF flying member. Guests pilots are allowed to fly on not more than 2 occasions during a calendar year, other than during AMA sanctioned events or TCF flyins. First time guests may be required to demonstrate their flying skills to an instructor pilot or safety officer. Guests must be accompanied by their TCF sponsor at all times. When the sponsoring member leaves, the associated guests must also leave unless another TCF member accepts sponsorship responsibility.
5. Transmitter Impounding is required for 72 MHz transmitters and Amateur Radio (Ham) frequencies only:
 - Transmitters will be impounded upon arrival at the flying site.
 - Do not turn on your transmitter without properly reserving the frequency.
 - Current procedure is to obtain the frequency clip with your channel and display it on the transmitter.
 - If you do not understand the impounding or frequency reservation procedures do not operate your radio!
6. Pilots will clean up the area when ending flight operations for the day. That might include picking up someone else's trash. These facilities are available due to the good will of the land owners and it is good policy to help them keep the place clean regardless of who made the mess. It is required that all the pieces of a crashed aircraft be removed from the field.
7. All persons must know how to get emergency medical help at the site where they are operating.

VI B. TCF General Flight Safety Rules

1. Each TCF flying site has the same designated areas, which are referred to in the following flight operations rules.
 - The parking and spectator area: a safe distance from flying activity and is used for watching flights, unloading or loading aircraft from vehicles, and assembling or disassembling aircraft.
 - The pit area: used for fueling, defueling and parking aircraft.
 - The starting and run up area, or ready area: used for starting aircraft engines, checking them and making any final adjustments before flight.
 - Runway and flying areas are used for takeoff, landing, and all flying activity.
2. (Revised Aug. 11, 2020) In order to provide a safe operating environment, including noise, all piston engine powered aircraft shall employ an effective muffler. In the event of a noise complaint or presence of a questionably loud aircraft the Safety Officers, or their designees, shall perform noise tests in accordance with AMA defined procedures. Owners of aircraft that fail to meet sound criteria recommended by AMA, or local government requirements, will be advised to take corrective action.
3. Starting Engines (Glow, Gas or Electric)
 - A safe starting and run up area will be designated and all engine work will be done in that area. This area may be contiguous with the ready area.
 - Engines will be started or run up only in the starting and run up area, and will be pointed away from the pit and spectator areas during starting and run up.
 - If an engine requires break in or extensive trouble shooting/tuning, go a good distance away from the pits so as not to distract with noise or cover the other airplanes with prop wash debris. Turn the airplane so the propeller or exhaust is facing away from everyone. Remain with the aircraft at all times the engine is running.
4. Never taxi out of or into the designated pit area.

5. Pilots must clear taxi and flight operations with the other active pilots. Announce intentions for low passes, takeoffs, landings and aerobatics to all personnel on the flight line and receive acknowledgment. When two (2) or more aircraft are flying, the pattern established by the first pilot will be followed. Pilots must announce their intention to other pilots before entering or crossing the runway for retrieval.
6. Pilots should announce to all present when they are going to test fly a new airplane so everyone will be aware that an untested and possibly out of trim airplane is about to fly. If you are flying and a new or student pilot is in the air at the same time, give the inexperienced pilot consideration. More experienced pilots should avoid occupying the airspace near the aircraft operated by the new or student pilot.
7. If a pilot causes a crash and is not following procedures, that pilot is liable for any damages. Conversely, if a pilot is flying without following procedures and that pilot's airplane is crashed by someone following approved procedures, the other pilot has no liability.
8. First Person View (FPV) flight operations will be conducted strictly in accordance with AMA Document #550 titled "Unmanned Aircraft Operation Utilizing First Person View". NOTE: Under no circumstances will an FPV aircraft be flown out of Visual Line of Sight (VLOS).

If a member has any questions or needs clarification of any of the club's flying rules do not hesitate to ask a Safety Officer, another club officer or, for new members, their sponsor.

VII A. Old Kingsbury Site Operating Safety Rules

1. The airfield is an active, private airfield where full scale aircraft have the right of way at all times.
2. All RC Pilots must have an observer (spotter) to watch for Full Scale Aircraft. Spotters do not have to be a pilot or AMA member, but must understand their responsibility to watch for full scale traffic and assist with tracking other flying models. For safety, no one will fly alone.
3. RC Pilots must land ASAP when Full Scale Aircraft are preparing to take-off or land.
4. NO model aircraft flying is authorized when Full Scale activities are scheduled or in progress.
5. If any problems are experienced that may need to be reported to local authorities or to Mr. Roger Freeman at Kingsbury, one of the Board members must be contacted promptly to make them aware of the situation. It is the responsibility of designated TCF Board members, and not individual club members, to coordinate safety or other important issues with the land owners.
6. If trash barrels become full please empty into the dumpster by the Pioneer Flight Museum (PFM) hanger.

VII B. Old Kingsbury Site Flying Safety Rules

1. The Frequency Control Board and frequency pins located in the pavilion will be used. Do not turn on 72 MHz or HAM frequency transmitters until the applicable frequency slot on the frequency control board has the user's current AMA card in it and you have the applicable pin on your transmitter. 2.4 GHz spread spectrum technology RC transmitters have become the dominant radio of choice. Therefore, on normal flying days, pilots who wish to operate 72 MHz or HAM frequency transmitters must coordinate with other pilots and agree on a frequency control protocol. The applicable frequency control requirements will be set up for an RC event by the Event Coordinator or Contest Director.
2. The parking and spectator area will be on the pavilion side of the steel pipe barrier fence. Spectators will be advised to remain in the parking and spectator area for their safety.

3. Engine starting or run-up is not permitted in the pit area. The pit area is defined as the first 25 feet from the metal fence towards the runway. Engine starting and run up is performed beyond the pit area. Point aircraft towards the runway for starting and run up.
4. Engine run-up in the ready area should be limited to that required during a re-start or for a safe flight. Watch your prop/jet wash.
5. (Rev. Sept 13, 2018) The Old Kingsbury authorized flying area is illustrated in Figure 1 below and defined as follows. All R/C flying will be conducted in the area west and southwest of the dashed Flight Line parallel to the R/C runway so as to avoid all buildings, the crosshatched "No Fly Zone" shown in Figure 1, and people in the pit and pavilion areas.
6. Take offs and landings will not be made from any area other than the model runway area.
7. DO NOT TAXI INTO THE PIT AREA. Engines will be shut off immediately when exiting the runway.
8. Up to four aircraft can be flown at the same time, under normal circumstances. Consideration should be given to new/student pilots and jet powered model aircraft.

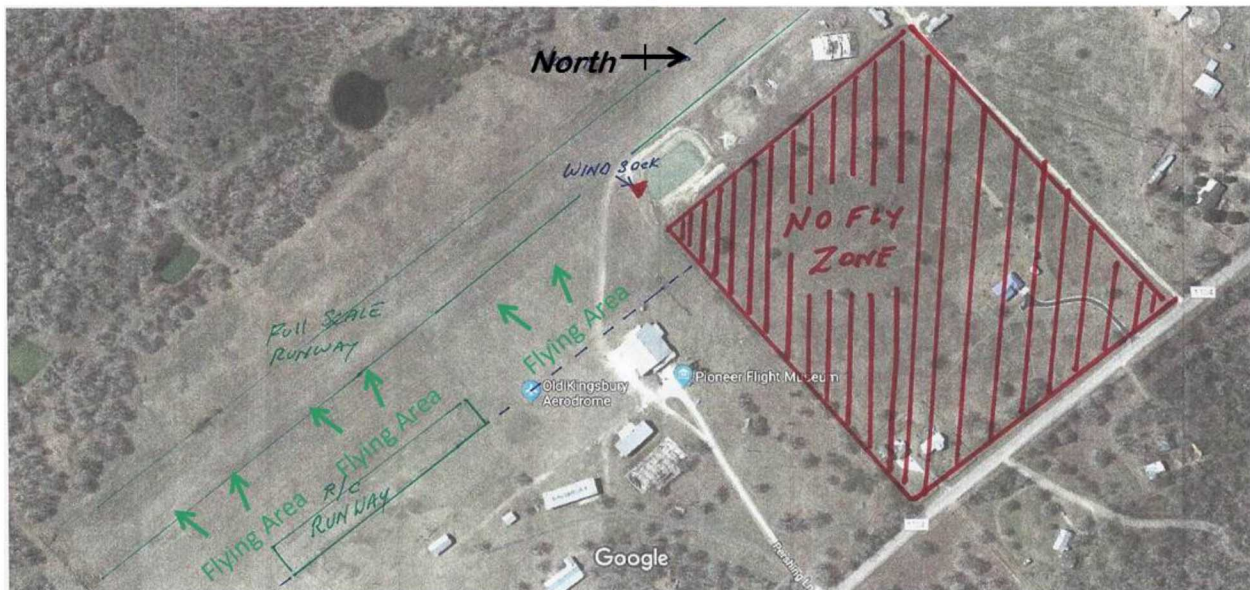


Figure 1 Old Kingsbury Authorized R/C Flying Area (Effective Sep 13,2018)

EMERGENCIES

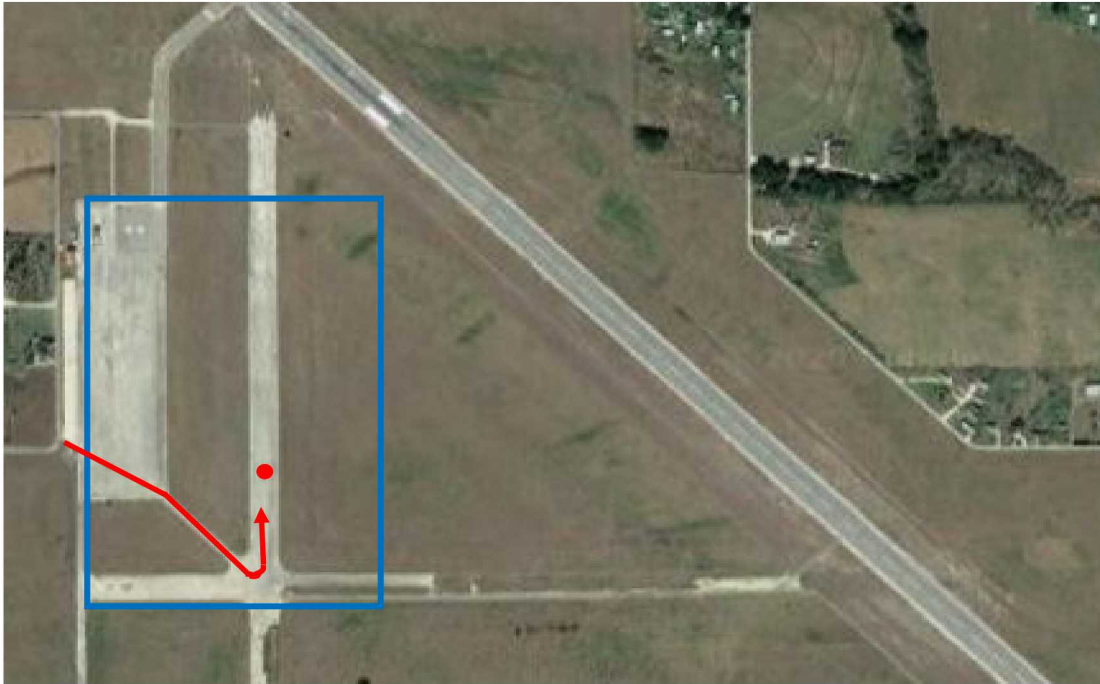
Call 911 for all emergency services. You are in Guadalupe County at the Kingsbury Aerodrome. The address is 190 Pershing Lane, Kingsbury, TX 78638 and the GPS coordinates are 29° 38.062' N by 97° 48.660' W

VIII A. Seguin Site Operating Safety Rules (Updated March 9, 2023)

1. The Seguin Safety Officer or his designee will provide instructions on how to access the field. A new member will be escorted onto the Seguin field the first time by the Safety officer or his designee. Do not provide the gate lock code to anyone who is not an active club member.
2. Randolph Auxiliary Field is an active Air Force military installation. We may not use it for radio control (RC) flying when it is in use by the Air Force or otherwise closed in accordance with our lease. Make sure you understand how to enter and exit the property.
3. You must have another person with you (a spotter) if you are flying. They do not have to be a pilot or AMA member. For safety, no one will fly alone.
4. Under no conditions can you park, drive or fly on the full-scale active runway.
5. Report gate malfunctions or other irregularities to the designated TCF Air Force Liaison officer, the Seguin Safety Officer or to a TCF Board member.
6. If you experience any problems that may need to be reported to the Air Force you must promptly contact one of the Board members to make them aware of the situation. It is the responsibility of designated TCF Board members, and not individual club members, to coordinate safety or other important issues with the landowners.

VIII B. Seguin Site Flying Safety Rules (Updated April 11, 2024)

1. Spectators will be advised to remain in the parking and spectator area for their safety.
2. Airborne video or photography is strictly forbidden while on the Seguin property. However, ground based video or photography is permitted.
3. First Person Video (FPV) operations are strictly forbidden while on the Seguin field.
4. If flying aircraft with a liquid fuel (Jet A, gasoline, Diesel or glow fuel) each pilot is responsible for cleaning up any fuel spilled. Each pilot must have a catch tank or fuel bottle connected to the aircraft fuel tank vent when fueling. If one of these is not available, the pilot must fuel the aircraft in the grass off the asphalt runway. Should a spill occur, the club member shall spread some "kitty litter" type of product on the spill and sweep away the remains.
5. All flying, and traffic patterns will be flown away from the parking, spectator and pit area. Flying will be conducted within the specified 52 acres as shown on the overhead photo (Figure 1. on the following page). Flying over buildings, vehicles, or people is strictly prohibited. Flying towards the pilot stations, pits or parking area is always forbidden.
6. Frequency control is the responsibility of the flyers present.
7. Engine run-up outside of the pit area should be limited to that required for a safe flight. Watch your prop/jet wash!
8. Take offs will not be made from any area other than the model runway area.
9. DO NOT TAXI INTO THE PIT AREA. Engines will be shut down before reaching the Ready Line.
10. Not more than four aircraft will be flown at the same time under normal circumstances. Consideration should be given to new/student pilots and jet powered model aircraft.
11. You must have a current AMA turbine waiver to fly turbine aircraft on this site. Turbine waived pilots agree to abide by the current AMA turbine flying requirements.



Map Legend: Access From Gate 1: —
Flying/Overflight Area: —

**Figure1. Seguin Airfield Designated Flying Area
(Updated Aug. 11, 2020)**

EMERGENCIES

Call 911 for all emergency services.

You are in Guadalupe County, at the Seguin Auxiliary Air Field.

Your GPS coordinates are 29° 34.197' N by 97° 54.808' W.

The nearest Emergency Room is at the Guadalupe Valley Hospital located at 1215 East Court Street, also known as U.S. Highway 90A. The hospital is about 2.5 miles west of the Seguin Auxiliary Field along U.S. Highway 90A and is on the south side of the street (left side, traveling from the airfield).

In the event of an emergency that might be of interest to the USAF, contact the designated TCF Air Force Liaison officer.

Attachments to TCF Policies and Rules

Attachment Name	Page
1. Grievance Form	10

Tri City Flyers, Inc. Grievance Form

Date: _____

Time: _____

Flying Site: _____

TCF Event if Applicable: _____

Name of Alleged Offender: _____

Nature of Violation:

Complainant Signature: _____

Witness Signature: _____

Additional Witness Signatures: (not required):
