

AIRCRAFT OPERATING RULES

A. Flying Regulations

1. No shareholder private pilot or higher, shall operate any EPI aircraft unless that shareholder has satisfactorily completed a flight review (per **FAR 61.56**) within the previous 24 calendar months.
2. Only shareholders in good standing may operate EPI aircraft.
 - a. Anyone receiving flight training must be a shareholder.
 - b. Flight instructors must be EPI shareholders if they are providing flight training to shareholders in EPI aircraft. Such flight instructors must also meet the minimum instructor requirements of these operational rules.
 - c. Flight Instructors must attend a minimum of one (1) EPI Safety Meeting every 3 months. New Shareholder Flight Instructors and authorized Corporate Check Pilots must attend one such meeting in the first 3 months after joining EPI.
 - d. Multiengine pilots are required to do one phase check every 12 calendar months.
 - e. Multiengine instructors must complete a phase check every 6 months to instruct in EPI multiengine aircraft.
3. Shareholders shall comply with all applicable Federal Aviation Regulations when operating EPI aircraft. EPI aircraft may only be operated under FAR Part 91. Specifically, air taxi and commercial operations are prohibited in EPI aircraft.
4. A shareholder on a cross-country flight (beyond 50 nm) shall guarantee minimum flying time of one (1) hour per day. The half-day starts and ends at noon and requires one-half (1/2) hour minimum flying time for those periods.
5. If for any reason (weather, maintenance, incident, or accident), a shareholder cannot return an aircraft to its home airport at the scheduled time, the shareholder shall notify corporate operations officer as soon as possible. **The shareholder shall be responsible for the return of said aircraft to its home airport within a reasonable time (4. above is waived) and shall pay all costs associated with its return.**

B. Reserving Flying Time

1. If a shareholder fails to arrive for their scheduled reservation time, any other shareholder may over-schedule and fly the aircraft after **at least 15 minutes have elapsed since the start of the reservation** of the previous shareholder. If a shareholder fails to utilize his/her reservation and does not cancel, that shareholder may be charged one hour flying time per day for that aircraft.
2. Reservations for cross-country flights shall note the intended destination, and expected number of souls on board.

C. Operations in Mexico

1. Operations in Mexico can only be conducted in aircraft so designated and then only with specific authorization from the corporate operations officer for each and every trip into Mexico. The shareholder shall comply with all checkout requirements established by the corporate operations officer. The shareholder shall convert all fuel credits to U.S. dollars.

2. All shareholders must sign for an excepted “Rules for International Border Crossing Training” issued by a Corporate Operations Officer.

D. Maintenance and Discrepancy Reporting

1. When a shareholder finds a maintenance problem or discrepancy (squawk), that shareholder shall record a complete description on the Squawk Sheet provided in the aircraft and call the corporate operations officer.

LEAVE SQUAWK SHEET(S) IN THE AIRCRAFT.

2. It is the duty of any shareholder to ground an aircraft that the shareholder deems to be not airworthy. The shareholder shall affix a red grounding tag to the control wheel of the aircraft, note the discrepancy on the Squawk Sheet, and shall call the corporate operations officer.

3. If, after engine start, a shareholder is unable to depart in an aircraft due to a maintenance problem, the shareholder does not have to pay for the operation if the aircraft does not get airborne. The shareholder shall log their name and indicate “maintenance” on the operations log. In order to waive the charge, the shareholder must provide an accounting of the problem on the Squawk Sheet. If the aircraft does take off, regardless of how short the flight is, the shareholder is responsible for paying for the flight but may seek reimbursement through the corporate operations office.

E. Fueling

1. When a shareholder finds it necessary to pay for fuel, oil, or maintenance, the cost may be deducted from the cost of the flight time charges for that operation. The sum of the supporting receipts and payments from the shareholder must equal the total flight time charges. Proof of payment (receipts) must be provided in order to receive credit.

2. Shareholders shall be reimbursed for the actual cost of fuel purchased away from home base to a maximum price per gallon set by the EPI’s Board of Directors, regardless of the actual price per gallon paid. These prices include all taxes and pumping fees.

3. Aircraft are to be refueled upon arrival at its home base prior to parking & securing.

F. Pilot and Flight Instructor Requirements

A logged, satisfactory flight check signed by a corporate check pilot or EPI Flight Instructor is required in make and model before a shareholder operates that make and model as pilot in command. Before operating as pilot in command of an EPI aircraft, a shareholder shall also meet the following minimum requirements for that make and model aircraft. (Note: Make and model is defined as “same manufacturer, same horsepower, and same landing gear configuration”.):

Specific Aircraft Minimum Pilot Requirements & Flt Instructor Requirements

The aircraft must be operated in flight only by an Executive Pilots, Inc. Equity Owner pilot who must have a current and proper (1) medical certificate and (2) pilot certificate with necessary ratings as required by the FAA for each flight.

As respects to Fixed-Gear, Single-Engine Aircraft with a 200 HP engine or less:

- Any Equity Owner pilot of Executive Pilots, Inc. who has an FAA Private Pilot license and has been approved by an Executive Pilots CFI or Authorized EPI Check Pilot.

As respects to Fixed-Gear, Single-Engine Aircraft with a 200 HP engine or more:

- Any Equity Owner pilot of Executive Pilots, Inc. who has an FAA Private Pilot license, at least 200 hours total time, and has been approved by an Executive Pilots CFI or Authorized EPI Check Pilot.

As respects to Retractable-Gear, Single-Engine Aircraft:

- Any Equity Owner pilot of Executive Pilots, Inc. who has an FAA Private Pilot license, at least 200 hours total time, 50 hours in Retractable-Gear aircraft along with at least a 1 hour check out by an Executive Pilots CFI or Authorized EPI Check Pilot. If the pilot has less than 50 hours in Retractable-Gear aircraft, at least a 5 hour check out by an Executive Pilot CFI or Authorized EPI Check Pilot in the Retractable-Gear aircraft.