

OPERATING DIRECTIVE

Aviation Authority

Number: D330.00.03

Effective: 05/01/85

Revised: 03/27/24

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Subject: Operation of Flying Clubs at  
General Aviation Airports

**PURPOSE:** To establish a procedure that will outline requirements for flying clubs in order to be exempted from minimum operating standards for commercial aeronautical operators (CAO) at airports operated by the Authority. All flying clubs desiring to base their aircraft and operate on the airport must comply with the requirements of this Operating Directive.

**GENERAL:** The general aviation airports include Peter O. Knight, Plant City and Tampa Executive airports. For the purpose of this Operating Directive, the general aviation airports will be referred to collectively as Airports.

A flying club is defined as follows:

- A. Any organization established and existing for utilization of aircraft by member pilots of the club.
- B. A not for profit entity (corporation, association or partnership) organized for the express purpose of providing its members with aircraft for their personal use and enjoyment only.
- C. The aircraft ownership must be vested in the name of the flying club or owned ratably by all of its members.
- D. The property rights of the members of the club will be equal and no part of the net earnings of the club will inure to the benefit of any member in any form, including salaries and bonuses.
- E. The club may not derive greater revenue from the use of its aircraft than the amount necessary for the operations, maintenance and replacement of its aircraft.
- F. Flying clubs are not authorized to offer the following services:
  1. No flying club will conduct charter, air taxi, or rental of aircraft.
  2. No flying club will conduct aircraft flight instruction, except for regular members, and then only members of the flying club may operate the aircraft.

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3. No flying club will permit its aircraft to be utilized for the giving of flight instruction to any person, including members of the club owning the aircraft, except when instruction is given by a lessee based on the Airport and who provides flight training in accordance with an agreement with the Authority and the person receiving the training is a member of the flying club.
4. No flying club will lease or sell any goods or services at the Airport whatsoever to any person or firm other than a member of such club, except that said flying club may sell or exchange its capital equipment.

G. Flying club aircraft maintenance may conduct the following services:

1. Any qualified mechanic who is a registered member of the flying club may conduct maintenance work on such aircraft provided that the flying club has received a Special Use Permit to conduct such maintenance from the Authority and complies with the Operating Directives and Rules and Regulations of the Authority.
2. Compensation for such maintenance work is limited to credit against payment of dues or flight time.

**PROCEDURES:**

- A. The flying club will operate pursuant to an agreement with the Authority or an agreement with an FBO.
- B. The Authority reserves the right to audit the flying club for the purpose of verifying that their books, records and receipts are in compliance with this Operating Directive.
- C. The flying club, when entering into an agreement with the Authority, will furnish the following information and will maintain such information current at all times:
  1. Charter and bylaws
  2. Ownership agreement
  3. Articles of association or incorporation

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4. Proof of aircraft ownership
  5. Membership roster
  6. List of officers and directors
  7. Other documentation supporting club's existence, if available
  8. Safety Plan
  9. Location of aircraft
- D. When entering into an Agreement with the Authority, specific types and minimum amounts of insurance coverage will be determined on a case by case basis by the Authority's Enterprise Risk Management after a review and evaluation of the proposed activity is completed.
- E. The flying club, when approved to operate at an Authority airport will, at all times, comply with all Federal, State, and local laws, ordinances and regulations, including the Policies, Standard Procedures, Operating Directives, and Rules and Regulations of the Authority.
- F. Flying clubs organized and managed through an FBO doing business at the Airport are subject to the provisions of this Operating Directive.
- G. Any person who fails to comply with this Operating Directive will be subject to issuance of a cease and desist order.
- H. Pursuant to FAA Order 5190.6B, a flying club that violates the requirements for a flying club – or that permits one or more members to do so – may be required to terminate all operations as a flying club at all airports controlled by the Authority.

APPROVED: Michael Stephens DATE: 3/27/24