



Rapid Flyers Handbook (updated 9.22.25)

1) Scheduling: Flight Schedule Pro:

- FSP is available both as a webpage and a convenient mobile app. If you need access or assistance, please contact the Member Relations Manager.
- Web address: <https://app.flightschedulepro.com/Account/Login/161857>



- App Store:
- Company Code: 161857
- **All the documents within your FSP profile are required to be completed prior to reserving an aircraft. The 'Good Standing' line will be completed by a board member after review of your documents.**
 - **Click My Profile -> Documents**
- **Documents that have expiration dates need to be updated by members for the system to allow creation or check-out of reservations. If you need assistance please contact the Member Relations Manager.**
- Current insurance policy documents must be uploaded to your FSP account indicating coverage levels.
 - Non-owned insurance policy is a Rapid Flyers requirement with minimum coverage limits of **\$40,000 hull coverage, liability limits \$1,000,000 each occurrence \$100,000 per person.** (see member agreement for additional insurance information)
- When creating reservations - ensure you use the proper activity type (Member 172S Flight, Member 182P Flight, Student 172S Solo, Dual Flight Training).
- All Dual Flight Training must be reserved as such in FSP; if you prefer to choose a pre-approved instructor listed in FSP, select the instructor, and ensure to log ground training time along with flight training time in FSP.

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2) Rapid Flyers Rules

- **Only create and checkout reservations in your name.** This is for safety and compliance purposes. Do not reserve aircraft for others or allow others to fly as PIC under your reservation.
- Members are allowed to schedule aircraft up to 6 months from the current date.
- Members are welcome to adjust or cancel your reservations as needed. To be mindful of others, we kindly request that you cancel reservations with at least 1 hour's notice before the scheduled start time. This allows fellow members the opportunity to secure the airplane for their own use.
- It is encouraged to call ahead to the FBO prior to your flight, especially if you are the first flight of the day, to arrange for the aircraft to be pulled out of the hangar or to ensure the aircraft is accessible upon your arrival to the airport. It is the pilot's responsibility to ensure the aircraft is accessible.
- The aircraft reservation must be "Checked-Out" in FSP **prior** to your flight; verify squawks, aircraft times, and fuel level prior to your flight. Ensure your documents, qualifications, and currency requirements are up to date prior to your reservation time; FSP will restrict reservation check-out if any of these are out of date and it is the member responsibility to update in FSP before flying the airplane.
- Extra oil is in the back of each airplane, add oil as necessary per the airplane POH. If the airplane needs to be restocked with extra quarts of oil, contact Maintenance Manager, Brian Kavicky.
- If fuel quantity issues are discovered, members must address them **prior** to their flight. The FBO may fuel the aircraft and charge to the prior member. You may also contact the prior member to work out fuel issues. This must be done **prior** to your flight. Estimated fuel amounts, fuel gauges, and flight time calculations are not acceptable methods of determining fuel discrepancies. Only actual fuel added from the FBO or self-serve are acceptable to resolve fuel discrepancies.
- Upon completion of your flight, ensure that you 'check-in' the aircraft with accurate Hobbs and Tach times and note any squawks. FSP is set up with Auto-Billing; you will preview your charges and confirm your invoice during the check in process. Your stored payment method will be immediately charged the amount shown on your confirmation. If you observe any discrepancies in the charged amount, contact the board immediately at rapidflyersindy@gmail.com.

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- **All aircraft must be fueled and topped off following each flight.** Members are responsible for fueling and fuel cost. Self-serve is encouraged to ensure timely fueling when aircraft are scheduled back-to-back.
- **Clean the aircraft following each flight.** Ensure all garbage is removed from the cabin, and the cabin is organized. Clean bugs from the leading edge and windscreen. Cleaner and microfiber towels are in the back of each airplane.
- Park the aircraft in a safe place following your flight. Secure the aircraft using tie-downs (if available) and chocks. Aircraft must be returned to their hangars following the final reservation of the day; members are strongly encouraged to request the FBO put the airplanes away.
- If a member's active reservation includes one or more overnight periods, the following **minimum hour guarantee** will apply:
 - N23EF: 1 hour of flight time per overnight.
 - N9980E: 1 hour of flight time per overnight.
- The minimum does not apply if the aircraft reservation does not include overnight. The board reserves the right to approve any exception to the policy.
- The minimum hour guarantee applies to active reservations and is calculated after the completion of the reservation. No guarantee applies if the reservation is not activated.

3) Pilot Requirements:

- **Members must meet the following minimum currency requirements to act as PIC. FSP profiles and documents must be current.**
 - Possess a current private, commercial, or ATP pilot certificate, or
 - Possess a Student Pilot Certificate while under the direct supervision of an appropriately certificated flight instructor for all Dual Flight Instruction, and prior to solo flight have received the instructor's appropriate written endorsement(s) for solo flight in an aircraft of the same make and model being flown.

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- Hold a current third class (or higher) medical certificate, or provide appropriate BasicMed documentation.
- Satisfy the FAA's flight review requirements per FAR §61.56.
- Receive an initial check-out flight from a Rapid Flyers approved instructor in each model to be flown as PIC.
 - Additional requirement for N9980E: Minimum of 2 hours of instruction in N9980E prior to acting as pilot in command.
- Maintaining currency in each aircraft requires the following:
 - C172S - 1 hour of logged PIC time in a Rapid Flyers 172S or 182P in the preceding 180 days to act as PIC in a Rapid Flyers C172S.
 - C182 N9980E: 1 hour of logged PIC time in N9980E within the preceding 180 days.
- If currency lapses, members must complete a new check-out with an approved CFI in each model.

4) Membership Fees:

- The membership fee is structured with two key components: the Monthly Dues and the Hourly Dry rate.
 - The monthly dues are used to cover annual shared fixed operating costs of the club and are generally associated with ownership and airworthiness of aircraft regardless of flight hours. The rate includes allowances for insurance, hangar, annual inspection, aircraft payments, database updates, and club overhead. The monthly rates are as follows and are subject to change upon review and approval by the Board of Managers:
 - **\$195** per month for equity and subscription members
 - **\$295** per month for prospective members (3 month trial).
 - **\$100** per month for a family member who is associated with an active equity or subscription member.
 - A family member is defined as a spouse/partner, and/or a child/dependent or additional household member under 26 years old.

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- Monthly dues are billed and automatically paid through FSP using the payment method in your member account.
- The dry hourly rates are used to cover variable operating costs associated with the individual aircraft being flown. The rate is not inclusive of Fuel. The rate includes allowances for 100/50 hour inspections, oil, general maintenance reserve, and overhaul reserves. The current total hourly rate is as follows and are subject to change upon review and approval by the Board of Managers:
 - N23EF - **\$115/hobbs hour**
 - N9980E - **\$125/hobbs hour**
- A payment processing surcharge of 1.5%–3% will be applied based on the payment method selected. Rates are subject to change.

5) Rapid Flyers Aircraft:

- **N9980E Cessna 182P**
 - 1312 lbs. Useful Load
 - Aspen Pro 1000 PFD
 - G430W coupled to GMX200 MFD & Charts
 - Garmin GTX345 ADSB in-out with ADSB
 - S-Tec 50 2-axis autopilot with Altitude Hold
 - EDM 450 Fuel management
 - EDM 700 Engine Management
- **N23EF Cessna 172SP**
 - Useful Load 837 lbs.
 - Garmin GMA345 Stereo Audio Panel
 - Garmin GTN750 coupled to Garmin Flight Stream 510
 - Garmin G5 PFD and HSI
 - Garmin GTR225 for Nav/Com II
 - Garmin GTX345 ADSB in-out with ADSB weather displayed on the GTN750
 - Garmin GFC500 Autopilot w/ blue Auto Level button.

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6) Member Code of Conduct

As a member-based club, our aircraft are shared resources. The safety, cleanliness, and availability of these airplanes depend on each pilot treating them with care and responsibility. The following **Code of Conduct** outlines expectations for all members when operating Rapid Flyers aircraft.

1. **Respect the Aircraft**

Treat each airplane as if you owned it. Do not cut corners, leave trash, or neglect care because it's "just a club plane." Respect for the equipment ensures it will serve all members well.

2. **Operate by the Book**

Always follow the Pilot's Operating Handbook and standard practices. Avoid exceeding limitations or mishandling systems. Professional, disciplined operation preserves aircraft longevity and safety.

3. **Approved Use Only**

Club aircraft may not be used for commercial operations or unauthorized activities. Members must adhere to club rules, FAA regulations, and insurance requirements at all times.

4. **Use Checklists**

Checklists must be used on every flight. They reduce error, reinforce safety, and ensure important items are never overlooked.

5. **Secure the Aircraft**

When away from home base, secure the airplane as you would your own—hangar if possible, tie down, chock, and protect against weather. Use gust locks if storing outside.

6. **Honor the Schedule**

Respect reservation times. Plan conservatively to return the aircraft on time. If weather or maintenance delays occur, communicate promptly to allow others to adjust their plans.

7. **Report Issues Promptly**

Log all squawks in Flight Schedule Pro and notify maintenance as appropriate. Never pass problems along to the next member without reporting them.

8. **No Unauthorized Repairs**

Do not authorize off-site maintenance without club approval. Only the club has authority to approve repairs, though members are responsible for ensuring airworthiness before flight.

9. **Responsibility if Aircraft Left Off-Site**

If weather, medical, or other reasons require leaving an airplane away from base, members are responsible for arranging its prompt return, including any associated costs.

10. **End-of-Flight Checklist**

Before returning keys, complete a thorough walk-around, log squawks, fuel the aircraft, clean the windows and interior, and reset switches and controls. Leave the aircraft in better condition than when you found it.

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11. **Respect Training and Checkout Requirements**

Club-imposed checkout and recurrent training requirements exist to protect both

12. members and the organization. Complying with them demonstrates professionalism and safeguards our shared investment.

By following this Code of Conduct, every member contributes to a safer, more enjoyable, and more professional flying environment for the entire club.

7) **Contacts & Support**

Rapid Flyers is managed by a volunteer **Board of Managers**, who oversee club operations, safety, and member relations. Please direct questions or concerns to the appropriate contact:

- **Managing Member:** Dave Dant
- **Treasurer:** Matt Lehtinen
- **Secretary:** Liz Hanrahan
- **Member Relations Manager:** Brandon Gillen
- **Maintenance Manager:** Brian Kavicky

General inquiries may also be sent to **rapidflyersindy@gmail.com**.

Board member contact details are available in **Flight Schedule Pro (FSP)** for member use.